



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

December 15, 2020
6:00 PM

CITY COUNCIL

PLEASE NOTE: The December 15, 2020 Woodland City Council will be conducted pursuant to the Governor's Executive Order N-29-20.

The meeting will be held via teleconference and Council members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. The public is encouraged to listen to the City Council meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings.

If you wish to make a comment during general Public Comment or on a specific agenda item, there are three (3) ways to do that. 1) Join the Zoom City Council meeting remotely by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the Meeting ID or by calling a listed number and enter the Meeting ID; 2) Leave a voice mail message at (530) 661-5900, press Option 1. All voice mail messages received by 6:00 p.m. will be played during the City Council meeting and read into the record at the appropriate time; 3) If you are watching the live stream and wish to make a comment on an item as it is being heard, you may submit an email to the City Clerk at CouncilMeetings@cityofwoodland.org prior to Public Comment on that item. Email comments submitted to be read into the record shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line.

Please click on link below to join the public comment portion of the meeting:
<https://zoom.us/j/99759026181>

Or Phone: US: +16699006833,,99759026181# or +13462487799,,99759026181#

Or Telephone: Dial: US : +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Meeting ID: 997 5902 6181

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

This is an opportunity for the Council Members and Staff to make comments and announcements, to express concerns, or to request Council's consideration of any items a Council Member would like to have discussed at a future Council meeting.

1. SUBJECT: Long Range Calendar

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

F. CONSENT CALENDAR

2. SUBJECT: Parks & Recreation Commission Meeting Minutes for October 26, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the October 26, 2020 Parks & Recreation Commission Meeting Minutes.

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

4. SUBJECT: Annual Measure E Report for Fiscal Year Ending June 30, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Measure E Report for Fiscal Year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

5. SUBJECT: Annual Measure F Report for Fiscal Year Ending June 30, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Measure F Report for the fiscal year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

6. SUBJECT: Annual Measure J Report for Fiscal Year Ending June 30, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Annual Measure J Report for Fiscal Year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

7. SUBJECT: Annual AB1600 Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the AB1600 Annual Report for the year ended June 30, 2020.

8. SUBJECT: Spring Lake Maintenance CFD Annual Accountability Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Spring Lake Maintenance Community Facilities District Local Agency Special Tax and Bond Accountability Report for the Fiscal Year Ended June 30, 2020.

9. SUBJECT: Final Acceptance and Notice of Completion for the Woodland Downtown Suites Project (Subdivision Final Map #5141)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the public improvements associated with the Woodland Downtown Suites Project (Subdivision Final Map 5141), completed by SZ Downtown Partners, LLC, a California Limited Liability Company, as complete and authorize the City Clerk to file a Notice of Completion.

10. SUBJECT: Final Acceptance and Notice of Completion for Emergency Shelter Project, CIP 20-12

RECOMMENDATION FOR ACTION: Staff recommends that the City Council take the following actions (1) Determine by a four-fifths vote that there is a need to continue the emergency action to construct a temporary homeless shelter at County Road 102 and East Beamer Street in accordance with Public Contract Code Section 22050; (2) Adopt Resolution No. _____, accepting as complete and authorizing the City Clerk to file a Notice of Completion for the Emergency Shelter Project, CIP 20-12 construction contract with Broward Builders, Inc.; (3) Approve an increase in Broward Builders, Inc.'s Shelter construction contract contingency in an amount not to exceed \$24,962 which will increase the total contract amount to \$2,075,344.

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

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the 2020 Revised SSMP.

12. 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, 2018 to June 30, 2020.

13. SUBJECT: Contract with Empower Yolo to Supply Food for Individuals Sheltered through Project Roomkey

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a contract with Empower Yolo in an amount not-to-exceed \$18,000 for food supply services to assist Woodland individuals sheltered through Project Roomkey (PRK).

14. SUBJECT: Approve Contract with Laugenour and Meikle for the 2022 Water & Sewer Repair & Replacement Project, CIP #21-01

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to: (1) Authorize the City Manager to execute a consultant agreement with Laugenour & Meikle in the amount of \$265,800 for the design of the 2022 Water & Sewer Repair & Replacement Project, CIP #21-01; and (2) Authorize a contingency of up to 10% (\$26,580) for the design of the 2022 Water & Sewer Repair & Replacement Project, CIP #21-01.

15. SUBJECT: Letter of Support related to AB 14 (Internet for All Act of 2021)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve a letter of support regarding AB 14 (Internet for All Act of 2021) which prioritizes the deployment of broadband infrastructure in California's most vulnerable, unserved, and underserved rural and urban communities by extending the ongoing collection of funds deposited into the California Advanced Services Fund (CASF) to provide communities with grants necessary to bridge the digital divide.

16. SUBJECT: Council Committee / Liaison Appointments

RECOMMENDATION FOR ACTION: Staff recommends that the Council provide direction relative to 2020-2022 Council appointments to Inter-Jurisdictional Boards, Agencies, Liaison Committees as well as City Council subcommittees.

17. SUBJECT: City Council Meeting Schedule for 2021

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve its meeting schedule for 2021.

18. SUBJECT: Revisions to Police Officer Job Description Series

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the revisions to Police Officer Job Description Series.

19. SUBJECT: Use of Affordable Housing In-Lieu Fees for Permanent Supportive Housing Project at East Beamer Way Development

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving an additional appropriation of \$582,000 from the Affordable Housing In-Lieu Fees Fund (327) for construction of the Permanent Supportive Housing Project at the East Beamer Way Development and appropriate the same \$582,000 from the Homeless Housing Fund (331) where the expense will be incurred for the project.

G. PUBLIC HEARINGS

20. SUBJECT: Public Hearing and Adoption of Amendment #2 to the Fiscal Year 2019/20 Community Development Block Grant Action Plan

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1) Hold a public hearing to receive community input on the proposed amendment to the City's Fiscal Year 2019/20 Community Development Block Grant Action Plan; (2) Adopt Resolution No. _____, approving Amendment #2 to the City's FY 2019/20 CDBG Action Plan with the funding allocation recommended by staff, an additional appropriation of \$422,831 to the CDBG Fund (320) for a tenant rental assistance program, a subrecipient agreement with Yolo County Housing in the amount of \$422,831 to administer the City's rental assistance program for low-income tenants, and program description/guidelines in substantially the same form presented to the City Council; (3) Direct staff to complete the necessary paperwork to process Amendment #2, as well as any other related paperwork required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocation along with any public input received during the public comment period and tonight's public hearing; (4) Direct staff to forward the completed Amendment #2 and related documents to HUD; (5) Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funding activities; and (6) Authorize the Finance Officer to make the budget allocation as specified.

H. REPORTS OF THE CITY MANAGER

21. SUBJECT: Update on COVID-19 Response and Preparedness

RECOMMENDATION FOR ACTION: Receive an update and discuss next steps.

22. SUBJECT: Conveyance of Shelter Property at 1903 East Beamer Street to Friends of the Mission

RECOMMENDATION FOR ACTION: Staff recommends that the City Council Adopt Resolution No. _____, (1) approving the sale and conveyance of ownership of the Shelter property at 1903 East Beamer Street to Friends of the Mission; (2) approve an Agreement and Declaration of Covenants Related to Use of Property with Friends of the Mission in substantially the same form as presented to the City Council; and Adopt Resolution No. _____ (3) approving the ownership transfer of four commercial modular trailers purchased by the City for the Emergency Shelter Project to Friends of the Mission (FOM).

23. SUBJECT: Waste Management Service Issues Update and Annual Rate Adjustment

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an update on recent Waste Management service issues and adopt Resolution No. _____, to: 1) receive the Waste Management 2021 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2021 rate adjustments approved.

24. SUBJECT: Designation and Rotation of Mayor and Mayor Pro Tempore

RECOMMENDATION FOR ACTION: Staff recommends that the City Council designate the Council members to serve as Mayor and Mayor Pro Tempore for the next twelve months, pursuant to Article II of the Woodland Municipal Code and provide direction to staff on whether to return with amendments to the Municipal Code as necessary to make any adjustments to the rotation.

25. SUBJECT: Filling of City Council District 3 Vacancy

RECOMMENDATION FOR ACTION: Staff recommends that the City Council discuss options for filling the pending vacancy of Council District 3 and provide direction to staff on next steps.

I. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Meeting of the City of Woodland scheduled for Tuesday, December 15, 2020 was posted on Friday, December 11, 2020 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

In order to minimize the spread of the COVID-19 virus, the City of Woodland is providing multiple alternatives to viewing City Council meetings and providing comments on items on the agenda. These alternatives allow the City to adhere to social distancing requirements, follow the Governor's Executive Order N-29-20 (which suspends certain requirements of the Brown Act), and provide a way for the public to provide public comment live during the meeting.

VIEWING MEETINGS ONLINE

You are able to view meetings online here: <https://www.cityofwoodland.org/meetings>

Click on the meeting to view the video. It will say LIVE next to the meeting.

SUBMITTING COMMENTS BY E-MAIL

If you wish to make a comment during general public comment or on a specific agenda item, please submit your comment via email to CouncilMeetings@cityofwoodland.org prior to Public Comment on that item. Emails comments submitted, to be read into the record, shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line.

SUBMITTING COMMENTS BY VOICE MAIL

If you wish to leave a voice mail message, please dial (530) 661-5900, press Option 1. All voice mail messages received by 6:00 p.m. will be played during the City Council meeting and read into the record at the appropriate time. Voice mail messages should be three (3) minutes in length.

VIRTUAL PARTICIPATION BY ZOOM VIDEO CONFERENCING

The City of Woodland is now offering the ability to view and participate in City Council meetings via video meetings and telephonic conferencing via "Zoom" video conferencing computer technology. Instructions for participating via Zoom are provided below.

How do I join the City Council meeting via Zoom Video Conferencing?

Please visit: <https://zoom.us/j/99759026181> from a smart phone or computer. You will be prompted to install the Zoom app on your smart phone or computer. From a computer there is an option to view the meeting within the browser without installing the app. You are now ready to join the meeting.

If you have previously installed the Zoom app, you can enter the following meeting ID to join the meeting: 997 5902 6181

I don't have a computer or smart phone; can I still use Zoom?

If you do not have a smart phone or computer to access the meeting via Zoom, no problem! You can participate on the phone.

Call 1-669-900-6833 (Toll Free) and enter meeting ID 997 5902 6181.

How can I provide Public Comment on Zoom?

The Mayor will request public comment during the Public Comment period on the agenda and during each Public Hearing and Regular Calendar Item. Once the Mayor has announced the public comment period, please do one of the following:

USING A COMPUTER OR SMART PHONE:

- Click on the “Raise Hand” feature in the webinar controls. This will notify City staff that you have raised your hand.
- City staff will unmute your microphone when it is your turn to provide public comment.
- A prompt will appear to confirm you would like to be unmuted and then you will have three (3) minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

USING A REGULAR PHONE:

- Dial *9 (star 9), this will notify City staff that you have “raised your hand” for public comment.
- City staff will unmute your microphone when it is your turn to provide public comment.
- You will hear “you are unmuted” and then you will have three (3) minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

I am having difficulties preparing for the meeting and learning Zoom, do you have any resources to help me?

Yes, please visit Zoom’s website support page on helpful tips to prepare for the meeting:

<https://support.zoom.us/hc/en-us/categories/201146643>

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 requests 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.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: E.1
SUBJECT:



Ken Hiatt
City Manager

Attachments:

1. Council Long Range Calendar

UPDATED COUNCIL LONG RANGE CALENDAR

CITY HALL CLOSED – DEC 24, 2020 THRU JAN 3, 2021

JANUARY 5TH

REGULAR MEETING

City Council Meeting Minutes of December 1, 2020 and December 15, 2020
Presentation on Police Chief's Advisory Board
Contract Amendment # 1 WPCF Master Plan (WPCF MP) Phase 1 Project, CIP 14-07
Quarterly Salary Schedule effective January 1, 2021

JANUARY 19TH

REGULAR MEETING

Waste Management Residential Smart Truck Discussion
Apprenticeship/Workforce Development Programs

FEBRUARY 2ND

REGULAR MEETING

City Council Meeting Minutes of January 5, 2021 and January 19, 2021
Accept North Regional Pond & Pump Station Project as complete; CIP #17-21
Certify EIR for Woodland Flood Risk Management Project, CIP #09-15
Investment Policy Workshop

Future Topics / Study Sessions:

TBD City Council Retreat / 2021-22 Goals Comprehensive Zoning Update Tree Ordinance Update	
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TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.2
SUBJECT: Parks & Recreation Commission Meeting Minutes for October 26, 2020

Recommendation for Action: Staff recommends that the City Council receive the October 26, 2020 Parks & Recreation Commission Meeting Minutes.

Staff Contact:

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

Discussion:

The Parks & Recreation Commission held their last meeting on November 23, 2020. At this meeting the Parks & Recreation Commission approved the minutes from the October 26, 2020 Parks & Recreation Commission meeting.

Conclusion:

Staff recommends that the City Council receive the October 26, 2020 Parks & Recreation Commission Meeting Minutes.

Prepared by: Kris Bain, Community Services Program Manager

A handwritten signature in black ink, appearing to read "Ken Hiatt".

Ken Hiatt
City Manager

Attachments:

1. Parks Rec Commission Minutes 102620

City of Woodland

Teleconference



Parks & Recreation Commission –

Monday, October 26, 2020

6:30 PM

A. Notice

1. **PLEASE NOTE:** The October 26, 2020 Parks & Recreation Commission will be conducted pursuant to the Governor's Executive Order N-29-20. The meeting will be held via teleconference and Commission members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. The public is encouraged to listen to the Parks & Recreation Commission meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings. If you wish to make a comment during general Public Comment or on a specific agenda item, there are three (3) ways to do that. 1) Join the Zoom Commission meeting remotely by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the Meeting ID or by calling a listed number and enter the Meeting ID; 2) If you are watching the live stream and wish to make a comment on an item as it is being heard, you may submit an email to Krista Bain at krista.bain@cityofwoodland.org prior to Public Comment on that item. Email comments submitted to be read into the record shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line. <https://zoom.us/j/97037739346> Or Dial: +1 669 900 6833 Meeting ID: 970 3773 9346

B. CALL TO ORDER

Meeting called to order at 6:30 PM

C. ROLL CALL

Commission Members Present: Vice-Chairperson Rashid Ali, Commissioner Magalean Martin, Commissioner Jon-Paul Valcarengghi, Commissioner Carla White-Snyder

Absent:

Excused:

D. PLEDGE OF ALLEGIANCE

Pledge of Allegiance

E. COMMUNICATIONS - PUBLIC COMMENT

None

F. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

Verbal statement by Commissioners.

G. COMMITTEE REPORTS

2. Standing Committee Report

- Facilities Committee
- Program & Department Evaluation
- Budget & Finance Committee
- Urban Forest Committee
- Volunteerism Committee

Verbal updates provided by Commission Members.

H. CONSENT CALENDAR

3. Commission Absence Requests

None.

4. Approve Minutes for September 28, 2020

On a motion by Commissioner Jon-Paul Valcarengi to approve minutes for September 28, 2020 as written, seconded by Commissioner Carla White-Snyder and carried unanimously.

Ayes: Vice-Chairperson Rashid Ali, Commissioner Magalean Martin, Commissioner Jon-Paul Valcarengi, Commissioner Carla White-Snyder

Noes: None

Absent:

I. OTHER BUSINESS ITEMS

5. Landmark and Specimen Tree Nomination

On a motion by Commissioner Jon-Paul Valcarengi to recommend the City Council consider the Landmark and Specimen Tree Nomination, seconded by Commissioner Carla White-Snyder and carried unanimously.

Ayes: Vice-Chairperson Rashid Ali, Commissioner Magalean Martin, Commissioner Jon-Paul Valcarengi, Commissioner Carla White-Snyder

Noes: None

Absent:

6. Recommend that City Council approve renaming Camarena Field 2 to Buchignani Field

On a motion by Commissioner Jon-Paul Valcarengi to recommend the City Council approve renaming Camarena 2 to Buchignani Field, seconded by Commissioner Magalean Martin and carried unanimously.

Ayes: Vice-Chairperson Rashid Ali, Commissioner Magalean Martin, Commissioner Jon-Paul Valcarengi, Commissioner Carla White-Snyder

Noes: None

Absent:

7. Elect New Chair

On a motion by Commissioner Carla White-Snyder to Elect Vice-Chairperson Rashid Ali as Chairperson and Commissioner Magalean Martin as Vice-Chairperson, seconded by Commissioner Jon-Paul Valcarengi and carried unanimously.

Ayes: Vice-Chairperson Rashid Ali, Commissioner Magalean Martin, Commissioner Paul Valcarengi, Commissioner Carla White-Snyder

Noes: None

Absent:

J. REPORT OF THE STAFF

8. Community Services Staff Report for October 26, 2020
Verbal updates provided by Staff.

K. NEXT MEETING

9. November 23, 2020

L. ADJOURN

On a motion by Commissioner Magalean Martin to adjourn at 7:55 PM, seconded by Commissioner Jon-Paul Valcarengi and carried unanimously.

Ayes: Vice-Chairperson Rashid Ali, Commissioner Magalean Martin, Commissioner Jon-Paul Valcarengi, Commissioner Carla White-Snyder

Noes: None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.3
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

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



Ken Hiatt
City Manager

Attachments:

1. Conflict of Interest Code Resolution_Dec 2020
2. Conflict of Interest Code - Working Copy 2020
3. Conflict of Interest Code - FINAL 2020

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 December 15, 2020, 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.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 15th day of December, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney



Conflict of Interest Code

DRAFT

(Amended December 4, 2018)

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 December 4, 2018)

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.¹ These positions are listed here for informational purposes only.

Finance Officer
Financial Consultants

¹ 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> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Accountant I/II	4
Administrative Services Director	4
Assistant City Manager	1, 2
Assistant City Manager/Director of Community and Economic Development	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 Inspection Services Manager	5
Building Inspector I/II/Senior	2, 3, 6
Chief Building Official	2, 5, 6
Chief Collection Systems Operator	2, 4, 5
Chief Water Systems Operator	1, 2, 4, 5
City Clerk	5
City Engineer	2, 3, 5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Code Compliance Officer I/II	2, 6, 3
Community Development Director	1, 2
Community Services Director	2, 5
Community Services Program Manager	5
Construction Project Manager/Senior Construction Project Manager	2, 3, 5
Deputy Director of Community Development	1, 2
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
<i>Financial Services Manager</i>	<i>2, 3, 4, 5</i>
Fire Battalion Chief	5
Fire Chief	5
Fire Marshal	2, 5, 6
Fleet and Facilities Manager	2, 3, 4, 5
Human Resources Analyst I/II/Senior	5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Human Resources Manager	5
Information Systems Administrator	5
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/Senior	4, 5
<i>Marketing and Business Relations Specialist</i>	<i>1, 2</i>
<i>Operations and Maintenance Superintendent</i>	<i>4, 5</i>
Park Superintendent	2, 4, 5, 6
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 Works Director	1, 2

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

***Public Works Operations and Maintenance
Infrastructure Administrator***

4, 5

Redevelopment Manager 1, 2

Senior Accountant 1, 2

Senior Application Analyst 5

Senior Associate Civil Engineer 2, 3, 5

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

Social Services Manager 5

Transportation Engineer 2, 3, 5

Treatment Plant Superintendent ***2, 4, 5, 6***

Utilities Administrator ***2, 4, 5***

Wastewater Systems Administrator 2, 4, 5, 6

Water Pollution Control Facilities Operator 5

Water Pollution Control ***Facility*** Superintendent 2, 4, 5, 6

Water Systems Administrator 2, 4, 5, 6

APP. A – 5 -

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
Successor Agency	1, 2

Consultants and New Positions²

² 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.³

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.

³ 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 December 15, 2020)

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 December 15, 2020)

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.¹ These positions are listed here for informational purposes only.

Finance Officer
Financial Consultants

¹ 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> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Accountant I/II	4
Administrative Services Director	4
Assistant City Manager	1, 2
Assistant City Manager/Director of Community and Economic Development	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 Inspection Services Manager	5
Building Inspector I/II/Senior	2, 3, 6
Chief Building Official	2, 5, 6
Chief Collection Systems Operator	2, 4, 5
Chief Water Systems Operator	1, 2, 4, 5
City Clerk	5
City Engineer	2, 3, 5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Code Compliance Officer I/II	2, 6, 3
Community Development Director	1, 2
Community Services Director	2, 5
Community Services Program Manager	5
Construction Project Manager/Senior Construction Project Manager	2, 3, 5
Deputy Director of Community Development	1, 2
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
Financial Services Manager	2, 3, 4, 5
Fire Battalion Chief	5
Fire Chief	5
Fire Marshal	2, 5, 6
Fleet and Facilities Manager	2, 3, 4, 5
Human Resources Analyst I/II/Senior	5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Human Resources Manager	5
Information Systems Administrator	5
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/Senior	4, 5
Marketing and Business Relations Specialist	1, 2
Operations and Maintenance Superintendent	4, 5
Park Superintendent	2, 4, 5, 6
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 Works Director	1, 2

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Public Works Operations and Maintenance Infrastructure Administrator	4, 5
Redevelopment Manager	1, 2
Senior Accountant	1, 2
Senior Application Analyst	5
Senior Associate Civil Engineer	2, 3, 5
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
Social Services Manager	5
Transportation Engineer	2, 3, 5
Treatment Plant Superintendent	2, 4, 5, 6
Utilities Administrator	2, 4, 5
Wastewater Systems Administrator	2, 4, 5, 6
Water Pollution Control Facility 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
Successor Agency	1, 2

Consultants and New Positions²

² 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:

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EXHIBIT “B”

DISCLOSURE CATEGORIES

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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.

³ 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)



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.4
SUBJECT: Annual Measure E Report for Fiscal Year Ending June 30, 2020

Recommendation for Action: Staff recommends that the City Council approve the Measure E Report for Fiscal Year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Staff Contact:

Evis Morales, Financial Services Manager, (530) 661-5923, evis.morales@cityofwoodland.org

Fiscal Impact:

This is an informational report, and therefore does not result in any fiscal impact; however, the report provides an accounting of the Measure E (1/2 cent sales tax) receipts and expenses for the fiscal year ending June 30, 2020, as well as a summary of life to date allocation of \$55.3 million of Measure E funds. The Measure E spending plan, which allocates MSE revenues for the upcoming fiscal year, is reviewed by Council annually, in advance of the development of the City's capital budget.

Background:

On June 6, 2006, the Woodland voters approved Measure E (MSE), which extended the 1/2 cent supplemental sales tax collected within the boundaries of and for the benefit of the City of Woodland. Additionally, the voters approved three advisory measures outlining the types of projects for which proceeds from MSE would be spent:

Measure B, approved by 66.8% of voters, allocated a minimum of \$30.2 million or 45% of MSE for road rehabilitation;

Measure C, approved by 69.37% of voters, approved funding for the Community and Senior Center Phase II, Sports Park and renovation and improvements of parks, recreation facilities and pools;

Measure D, approved by 53.4% of voters, approved funding for expansion of the Library, City Hall, and the Opera House.

On February 6, 2007, the City Council adopted the initial MSE spending plan, which provided the allocation of total anticipated MSE revenues in a manner consistent with legal restrictions, advisory measures, and Council policy direction. Included with the spending plan was a resolution calling for a preparation of an annual financial report and an updated bi-annual spending plan. The first annual report was provided to Council in September 2007 and subsequently each year with the most recent financial report presented on December 187, 2019.

Measure E expired on September 30, 2018, therefore FY2019 includes only one quarter of revenues and is the last year that MSE revenues will be received from ongoing sales taxes. However, Council will continue to receive spending plans on an annual basis until MSE funds are fully expended. Additionally, an annual spending plan will be presented to Council in connection with the City's annual budget process to approve allocation of any available funds. Although no new sales tax revenues are generated, MSE has loaned nearly \$10 million to development

impact fees funds; as those funds become available for use, those funds will be included in future annual MSE spending plans.

Discussion:

The following table includes a summary of the approved uses as adopted in the 2020 MSE plan, the life to date expenditures for each category, and the FY2020 expenditures. Final revenues in the MSE fund for FY2020 were \$209,518 which is what was anticipated when the spending plan was approved in April 2019. This revenue is derived from a loan repayment made from the Road Development fund to MSE in partial repayment for the internal loan approved by Council related to the Kentucky Avenue widening project.

Project Description	Approved	Prior Year	FY2019/20	Life to Date
	Spending Plan Total Budget	Expenditures	Expenditures	Expenditures
<i>Rehabilitation, Renovation, Improvements</i>				
Roads	\$26,450,654	\$20,760,489	\$1,829,119	\$22,589,608
Parks/Ball Fields/Pool	\$8,982,291	\$4,808,238	\$614,676	\$5,422,914
Library Repair	\$273,688	\$273,688	\$0	\$273,688
Opera House/State Theater	\$1,480,692	\$1,480,692	\$0	\$1,480,692
<i>Construction Projects</i>				
Community & Senior Center Phase II/Sports Park	\$7,257,633	\$7,257,633	\$0	\$7,257,633
Library Facility Improvements	\$746,184	\$746,184	\$0	\$746,184
Civic Center Expansion	\$329,455	\$329,455	\$0	\$329,455
<i>Reserve</i>				
Long Term Loan for Debt Service on CSC/Sports Park	\$9,806,110	\$9,806,110	\$0	\$9,806,110
TOTAL	\$55,326,708	\$45,462,489	\$2,443,795	\$47,906,284

Note: 1) Bond proceeds are not included as revenue, nor are the expenditure of those proceeds included in the life to date or FY20 expenditure amounts. The expenditure amounts in this table represent the debt service for those bonds, which is the accurate expense of MSE funds for those projects. The project overhead amounts are included in the amount shown for roads. 2) FY2019/20 revenue and expenses reflect unaudited figures. The numbers are subject to change pending final audit results.

Conclusion:

Staff recommends that the City Council approve the Measure E Report for Fiscal Year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Prepared By: Evis Morales, Financial Services Manager

Reviewed By: Kimberly McKinney, Finance Officer



Ken Hiatt
City Manager

Attachments:

1. MSE Annual Report - Attachment A

		ACTUALS														LIFE-TO-DATE	PLANNED	TOTAL
		2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20		2020/21	
	Revenue (Includes interest and misc rev)	\$2,828,924	\$3,623,236	\$4,317,674	\$3,710,708	\$3,855,276	\$3,719,536	\$4,435,640	\$4,406,345	\$4,625,080	\$4,998,915	\$5,070,289	\$5,211,712	\$1,521,130	\$209,518	\$52,824,842	\$2,501,865	\$55,326,707
	Cumulative revenue	\$2,828,924	\$6,452,160	\$10,769,834	\$14,480,542	\$18,335,818	\$22,055,354	\$26,490,994	\$30,897,339	\$35,795,256	\$40,794,171	\$45,882,483	\$51,094,195	\$52,615,324	\$52,824,842			
Project #	Project Name	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	LIFE-TO-DATE	2019/20	
Opera House																		
07-10	Opera House Renovation and Expansion	\$0	\$274,873	\$298,619	\$4,301	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$577,793		\$577,793
12-17	Purchase of State Theater						\$5,000	\$273,783	\$140							\$278,923		\$278,923
15-11	City Hall Annex/Opera House									\$54,080	\$556,620	\$13,277				\$623,977		\$623,977
Library																		
07-16	Library Maintenance and Repair	\$15,342	\$136,394	\$112,656	\$5,532	\$3,764										\$273,688		\$273,688
17-14	Library Facility Needs Assessment											\$111,924	\$12,436			\$124,360		\$124,360
15-08	Library Facility Improvements									\$11,344	\$77,845	\$532,634				\$621,824		\$621,824
Road Projects																		
06-14	Annual In-House Road Program Support	\$21,298	\$242,880	\$430,975	\$180,543	\$219,600	\$292,388	\$300,163	\$305,986	\$120,430	\$118,406	\$566,808	\$878,598	\$17,589	\$17,933	\$3,713,597		\$3,713,597
06-06	Measure E Planning-Management	\$26,669	\$61,043	\$31,607	\$60,859	\$28,885	\$43,790	\$20,223	\$54,045	\$29,231	\$42,879	\$34,577	\$16,825			\$450,632		\$450,632
05-01	2005 Federal Aid Arterial	\$113,516														\$113,516		\$113,516
02-03	Beamer Park Road Rehab		\$1,245													\$1,245		\$1,245
06-15	Beamer St Under Road Rehab	\$28,796	\$26,665	\$1,243												\$56,704		\$56,704
07-41	2007 Road Maintenance	\$618,859	\$72,458													\$691,317		\$691,317
07-42	2008 Road Maintenance		\$45,560	\$1,532,254	\$10,985											\$1,588,799		\$1,588,799
07-44	2008 Road Rehabilitation		\$81,527	\$583,819	\$28,379											\$693,725		\$693,725
07-45	2009 Road Rehabilitation (ARRA)			\$526	\$66,020	\$75										\$66,621		\$66,621
05-05	ADA Curb Ramp Improvement		\$4,066													\$4,066		\$4,066
00-06	I-5/SR113 Freeway to Freeway Connectors Phase 2				\$55,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$85,000		\$85,000
04-07	Kentucky Avenue Widening and Reconstruction					\$0	\$165	\$411	\$8,203	\$109,661	\$21,824	\$746,783	\$323,927	\$443,353	\$140,070	\$1,794,398	\$372,306	\$2,166,704
07-43	2011 Road Maintenance Project (was 2009 Road Maint)		\$4,202	\$754		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$4,956		\$4,956
08-67	Prop 1B Road Project			\$6,854												\$6,854		\$6,854
09-28	ARRA Road Project				\$5,790	\$134,419										\$140,209		\$140,209
14-14	2014 Road Maintenance Project					\$0	\$0	\$0	\$32,421	\$946,560	\$0	\$0	\$0			\$978,982		\$978,982
15-03	2015 Road Maintenance Project					\$0	\$0	\$0	\$0	\$3,427	\$4,662	\$0	\$0			\$8,090		\$8,090
16-01	2016 Road Maintenance Project					\$0	\$0	\$0	\$0	\$0	\$518,198	\$1,471,751				\$1,989,949		\$1,989,949
17-03	2017 Road Maintenance Project					\$0	\$0	\$0	\$0	\$0	\$0	\$24,229	\$1,029,956			\$1,054,185		\$1,054,185
18-02	2018 Road Maintenance Project													\$259,385	\$634,575	\$893,960		\$893,960
20-02	2020 Road Maintenance Project															\$0	\$94,262	\$94,262
18-03	2018 ADA Improvements												\$9,866			\$9,866		\$9,866
17-16	W. Main Street Bicycle/Ped Mobility & Safety Improvements											\$8,570	\$380,149	\$525,363	\$1,032,918	\$1,947,000		\$1,947,000
17-09	W. Woodland Safe Routes to School (Court St.)											\$5,451	\$382,915	\$987,590	\$155,038	\$1,530,994	\$1,475,006	\$3,006,000
17-11	ADA Transition Plan											\$241	\$84,945	\$22,387	\$5,470	\$113,044		\$113,044
13-05	East Main Street Improvement Project							\$0	\$0	\$1,577	\$14,892	\$2,993	\$3,755	\$4,728	\$27,864	\$55,809	\$1,594,191	\$1,650,000
19-05	2020 Road Rehabilitation															\$0	-\$285	-\$285
10-07	East Kentucky Rehab Project				\$6,978	\$34,167	\$40,044	\$20,496	\$690,167	\$93	\$0	\$0	\$0			\$791,945		\$791,945
08-58	Downtown Beautification								\$3,017	\$110,044	\$422,622	\$56	\$0			\$535,739		\$535,739
15-15	Doggone Alley Water Main Replacement										\$18,464	\$0				\$18,464		\$18,464
15-16	Main Street Improvements (Elm to Cleveland)									\$149,210	\$170,682	\$132,192				\$452,083		\$452,083
09-18	East & Main Storm Drain Repair								\$14,570	\$0	\$0	\$0	\$0			\$14,570		\$14,570
16-05	Lit Crosswalk Replacement										\$41,909	\$41,931				\$83,840		\$83,840
17-12	2016/17 ADA Project											\$3,688	\$9,287			\$12,975		\$12,975
19-08	2019 ADA Improvements														\$11,098	\$11,098		\$11,098
17-17	2017 Corridor Safety Project										\$1,517	\$32,134	\$3,982		\$485	\$38,118		\$38,118
20-08	Gibson Road Rehabilitation															\$0	\$300,000	\$300,000
12-07	2012 Road Maintenance Project (leftover 06-14)						\$1,030,926	\$21,158								\$1,052,084		\$1,052,084
18-05	Woodland Parkway Safe Route to School & Connectivity Study												\$2,937	\$9,752	\$39,568	\$52,256	-\$14,434	\$37,822
17-23	Main St Sanitary Sewer & Storm Repairs												\$0			\$0	\$40,000	\$40,000
17-24	East main Pump Station Storm Main Repairs												\$3,705	\$2,569	\$370,301	\$376,575		\$376,575
Miscellaneous Parks Projects																		
02-22	Southland Park Irrigation	\$1,136	\$114,465													\$115,601		\$115,601
07-18	Park Irrigation Rehab - Phase 1		\$58,758	\$650,181	\$72,670	\$1,215										\$782,824		\$782,824
08-02	Ferns Park		\$151,574	\$32,331												\$183,905		\$183,905
08-54	Misc. Park Rehab			\$44,460	\$5,540											\$50,000		\$50,000
10-01	City Park Irrigation Project Phase 2, 3 & 4					\$181,645	\$389,364	\$392,460	\$409,697	\$0	\$0	\$0	\$0			\$1,373,167		\$1,373,167
13-03	Clark Field					\$0	\$0	\$48,335	\$455,092	\$15,000	\$15,000	\$15,000	\$15,000			\$563,427		\$563,427
12-18	Brooks Swim Center					\$0	\$0	\$95,809	\$1,237,677	\$167	\$0	\$0	\$0			\$1,333,653		\$1,333,653
15-06	Play Equipment & Electrical Panel - Crawford Park									\$137,259						\$137,259		\$137,259
16-06	Main Distribution Panel - Brooks Pool										\$49,838					\$49,838		\$49,838
17-15	Sports Park Field Repairs											\$9,508	\$23,860			\$33,368		\$33,368
19-19	Sports Park Turf Replacement													\$617	\$53,787	\$54,404	\$2,915,596	\$2,970,000
15-07	Grant Match - Camarena Field									\$25,000		\$0	\$0			\$25,000	\$25,000	\$50,000
18-04	Park/Recreation Facility Planning															\$48,835	\$16,165	\$65,000

19-23	Charles Brooks Pool Bleacher Project																\$26,309	\$26,309	\$13,691	\$40,000
08-05	Fire Station 2 and 3 Repairs			\$11,213	\$205,828													\$217,041		\$217,041
12-15	City Hall Remodel							\$50,000										\$50,000		\$50,000
08-55	Facility Maintenance and Repair			\$28,497	\$33,917													\$62,414		\$62,414
	Parks Maintenance														\$110,890	\$534,434		\$645,325	\$66,676	\$712,000
	Park Project Set-Aside																	\$0	\$522,250	\$522,250
Overhead																				
	Project Overhead Allocation			\$21,255	\$80,520	\$131,801	\$72,460	\$50,260	\$96,157	\$72,372	\$69,753	\$70,323	\$91,752	\$120,959	\$173,259	\$77,099	\$28,374	\$1,156,344		\$1,156,344
Community/Senior Center - Sports Park Debt Service																				
	2007 Lease Revenue Debt Service Refunded as 2012 (for Comm/Sr Ctr & Sports Park)			\$3,397,713	\$390,979	\$390,623	\$390,419	\$391,507	\$392,119	\$359,032	\$359,155	\$359,500	\$360,261	\$360,234	\$106,090	\$0		\$7,257,633		\$7,257,633
Long Term Loan - Community/Senior Center & Sports Park																				
	Long Term Loan for Debt Service on the CCS/Sports Park				\$0	\$0	\$4,646,458	\$1,646,063	-\$477,157	\$1,363,398	\$1,000,834	\$633,603	\$986,365	\$6,545			\$9,806,110	\$0	\$9,806,110	
	Reserve Set Aside																			
Total Project/Debt Expenditures				\$4,244,584	\$1,747,209	\$4,288,413	\$1,198,243	\$1,048,348	\$6,930,533	\$3,319,853	\$2,493,095	\$4,196,379	\$3,526,783	\$4,837,926	\$4,771,336	\$2,859,786	\$2,443,795	\$47,906,284	\$7,420,423	\$55,326,707
Cumulative Project/Debt Expenditures				\$4,244,584	\$5,991,793	\$10,280,206	\$11,478,449	\$12,526,797	\$19,457,330	\$22,777,183	\$25,270,279	\$29,466,658	\$32,993,441	\$37,831,367	\$42,602,703	\$45,462,489	\$47,906,284			



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.5
SUBJECT: Annual Measure F Report for Fiscal Year Ending June 30, 2020

Recommendation for Action: Staff recommends that the City Council approve the Measure F Report for Fiscal Year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Staff Contact:

Evis Morales, Financial Services Manager (530) 661-5923, evis.morales@cityofwoodland.org

Fiscal Impact:

This is an informational report, and therefore does not result in any fiscal impact; however, the report provides an accounting of Measure F (1/2 cent sales tax) receipts and expenses for the fiscal year ending June 30, 2020. Per City Council direction, the Measure F spending plan is reviewed by Council annually, in connection with the development of the City's annual budget.

Background:

In November 2016 the Woodland voters approved Measure F (MSF), which extended the 1/2 cent supplemental sales tax collected within the boundaries of and for the benefit of the City of Woodland. The 12 year approval of MSF, a General Tax, includes funding for general city services such as street maintenance, parks and facility projects, public safety and economic development.

MSF revenue is anticipated to be spent on various categories based on overall community need. City Council has identified Parks, Roads, Public Safety, and Economic Development as general categories for funding.

The initial spending plan was approved by City Council within the FY2018/19 annual budget on June 19, 2018, which provided and allocation of anticipated MSF revenues in a manner consistent with Council policy direction. The City Council adopted a revised MSF spending plan at the April 16, 2019 meeting for incorporation in the FY2019/20 annual budget.

A revised MSF spending plan was also prepared and approved by City Council at the May 5, 2020 meeting and incorporated in the FY2020/21 annual budget.

Similar to the process that was followed for Measure E, staff will prepare an annual financial report in December each year, illustrating the actual revenues received and use of the funds, and an updated annual spending plan during the spring to be incorporated into the annual budget.

Discussion:

The following table includes a summary of approved uses as adopted with the FY2019/20 annual budget and consistent with the annual spending plan, prior years' expenditures, FY2019/20 expenditures, and the life to date expenditures for each category. Final revenues from MSF sales tax for FY2019/20 were \$5,935,626, which is about 108% of what was anticipated when the annual budget was approved.

Project/Program Description	Approved		Prior Year	FY2019/20	Life to Date
	Spending Plan	Total Budget			
			Expenditures	Expenditures	Expenditures
Parks	\$	13,172,500	\$ 15,000	\$ 15,000	\$ 30,000
Roads	\$	32,629,714	\$ 603,122	\$ 1,859,169	\$ 2,462,290
Public Safety	\$	21,962,620	\$ 661,796	\$ 1,093,184	\$ 1,754,980
Economic Development	\$	3,649,500	\$ 235,687	\$ 223,060	\$ 458,747
Overhead	\$	812,585	\$ 20,947	\$ 51,465	\$ 72,412
TOTAL	\$	72,226,919	\$ 1,536,552	\$ 3,241,877	\$ 4,778,429

Attachment A provides a historical account of revenue received and detailed project expenditures. The fund balance for Measure F at the end of FY2019/20 reflects an amount previously reserved by the Council for future work at the Sports Park as well as an additional "Park Projects Reserve". The spending plan for Measure F sets aside money each year to assist the Park Development fund with payment of annual debt service expenditures. In the event that development activity for any fiscal year generates more revenue than expected, thereby reducing the need to rely on Measure F funds for assistance, the amounts that had been set aside for debt service assistance will be used for other park related projects within the City. In FY2019/20, development activity generated sufficient revenues to pay the entire annual debt service amount and no money was borrowed from Measure F; this leaves \$905,000 available for allocation to other park maintenance projects. Staff will return to Council at a later date to request appropriations for specific projects.

Note: FY2019/20 revenue and expenses reflect unaudited figures. The numbers are subject to change pending final audit results.

Conclusion:

Staff recommends that the City Council approve the Measure F Report for Fiscal Year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Prepared By: Evis Morales, Financial Services Manager

Reviewed By: Kimberly McKinney, Finance Officer



Ken Hiatt
City Manager

Attachments:

1. MSF SUMMARY - ATTACHMENT A

MEASURE F SPENDING PLAN

	FY2018/19 Actual	FY2019/20 Actual	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26 Planned	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	Total
Revenues														Over 12 Years
MSF Annual Revenue Projection	4,053,546	5,935,626	5,644,380	5,817,006	5,993,058	6,169,111	6,345,163	6,521,215	6,521,215	6,527,736	6,540,792	6,560,414	1,645,024	74,274,287
Expenditures														
Parks														
Park Debt Service	-	-	1,187,232	1,182,939	1,178,561	1,174,096	1,169,541	1,164,895	-	-	-	-	-	7,057,263
Clark Field Maintenance	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	195,000
Sports Park Turf Replacement	-	-	330,000	-	-	-	-	-	-	-	-	-	-	330,000
Other Park Projects	-	-	47,768	52,061	56,439	60,904	65,459	70,105	1,235,000	1,235,000	1,235,000	1,235,000	297,500	5,590,237
<i>Parks Subtotal</i>	15,000	15,000	1,580,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	312,500	13,172,500
Roads														
Measure F - Planning Management	19,142	22,351	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	12,500	553,994
Annual In-House Road Program Support	583,695	536,359	767,507	750,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	250,000	10,887,560
West Woodland Safe Routes to School	-	-	1,416,000	-	-	-	-	-	-	-	-	-	-	1,416,000
West Main St Bicycle/Ped Mobility & Safety Improvements	-	1,300,459	849,541	-	-	-	-	-	-	-	-	-	-	2,150,000
Gibson Road (West to East Streets)	-	-	1,700,000	-	-	-	-	-	-	-	-	-	-	1,700,000
2021 Pavement Maintenance	-	-	-	1,550,000	150,000	-	-	-	-	-	-	-	-	1,700,000
2022 Pavement Maintenance	-	-	-	150,000	1,550,000	-	-	-	-	-	-	-	-	1,700,000
Other Road Projects	285	-	-	-	-	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	621,875	12,522,160
<i>Roads Subtotal</i>	603,122	1,859,169	4,783,048	2,500,000	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	884,375	32,629,714
Public Safety														
Fire Staffing	437,748	515,788	569,180	560,453	613,316	668,821	730,447	795,461	864,052	936,414	1,012,757	1,093,299	294,568	9,092,304
Police Staffing	224,048	577,395	823,843	891,994	960,983	1,031,508	1,105,220	1,186,762	1,272,628	1,363,052	1,458,277	1,558,561	416,044	12,870,315
<i>Public Safety Subtotal</i>	661,796	1,093,184	1,393,023	1,452,447	1,574,298	1,700,330	1,835,667	1,982,223	2,136,680	2,299,467	2,471,034	2,651,860	710,611	21,962,620
Economic Development														
Economic Development Staffing	235,687	223,060	249,773	261,250	272,745	283,382	297,551	312,429	328,050	344,453	361,675	379,759	99,687	3,649,500
Overhead	20,947	51,465	41,651	60,932	62,760	64,643	66,582	68,580	70,637	72,756	74,939	77,187	79,503	812,585
Total Expenditures	1,536,552	3,241,877	8,047,495	5,524,629	5,909,804	6,048,355	6,199,801	6,363,231	6,535,367	6,716,676	6,907,649	7,108,806	2,086,676	72,226,919
Net Revenues/Expenditures	2,516,994	2,693,750	(2,403,115)	292,377	83,254	120,756	145,362	157,984	(14,152)	(188,939)	(366,857)	(548,392)	(441,652)	2,047,368
Reserve Set Aside	125,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,325,000
Parks Projects Reserve		905,000												
Sports Park Reserve		500,000												
Fund Balance	2,391,994	3,580,744	1,077,628	1,270,005	1,253,259	1,274,015	1,319,377	1,377,361	1,263,208	974,269	507,412	(140,980)	(682,632)	



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.6
SUBJECT: Annual Measure J Report for Fiscal Year Ending June 30, 2020

Recommendation for Action: Staff recommends that the City Council approve the Annual Measure J Report for Fiscal Year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Staff Contact:

Evis Morales, Financial Services Manager, (530) 661-5923, evis.morales@cityofwoodland.org

Fiscal Impact:

This is an informational report, and therefore has no direct fiscal impact. However, the report provides an accounting of the use of \$2,939,064 in Measure J (1/4 cent sales tax) revenue collected during fiscal year 2019/20.

Background:

In January 2014, the City Council authorized placing the reauthorization of a 1/4 cent sales tax before the voters for the June 2014 election. Measure J (MSJ) was approved with 68% of the Woodland vote. Companion advisory measures K, L, M and N were also approved and were intended to guide the City Council in the allocation of the resources generated by MSJ for general city services, programs, and facilities for a period of eight (8) years as follows:

Measure K, approved by 65.5% of voters, provides that 60% of the additional sales tax received to expand and enhance youth and teen programs and facilities;

Measure L, approved by 66.4% of voters, provides that 20% of the additional sales tax received to enhance educational and youth literacy and expand hours of operation;

Measure M, approved by 70.1% of voters, provides 15% of the additional sales tax to enhance public safety through expanded crime prevention programs such as Neighborhood Watch and services supporting at-risk youth including gang intervention strategies;

Measure N, approved by 53.6% of voters, provides 5% of the additional sales tax to support a city water and sewer utility ratepayer assistance program for low income residents.

Discussion:

The goals and objectives of MSJ are to expand activities for youth and teens; increase literacy and academic achievement; enhance public safety; provide dedicated funding for the Utility Assistance Program; and to encourage youth engagement through a variety of new programs. Throughout FY2019/20, programs and services were developed and offered to the community in the following areas:

Youth programming

- Afterschool programs at both middle schools
- Clubs/leagues for middle school youth during the summer

- Waive Per-player fees for youth sports

Library Programming

- Continues increased hours of operation from 44 hours a week to 51 hours per week
- Funds children and teen collection including current print and electronic material
- Expanded children and teen collection including current print and electronic material

Crime Prevention

- Restored crime prevention program including Neighborhood Watch program
- Expanded Volunteers in Policing (VIP) program
- Restored youth diversion program

Actual MSJ revenue received in FY2019/20 was \$2,939,064, which is 99% of projected revenue for the budget. Measure J programming was impacted by the COVID-19 pandemic and restrictions that came along with it. Some programming was able to adapt and continue to be offered in different formats, with limitations, or virtually, but many programs were altogether cancelled. As a result, Measure J expenditures were lower in FY2019/20 than in previous years, however, any unexpended money will be held in the Measure J fund balance for future allocation.

The tables below show the planned and actual allocation of MSJ for FY2019/20:

MEASURE J - FY2019/20 Year-End Report by Category

	Advisory Measures	Approved Spending Plan	Percent of Spending Plan	Prior Year Expenditures	Actual MSJ Expenditures FY19/20	Life to Date Expenditures
Youth Programming	60%	\$ 10,736,902	54%	\$ 4,641,741	\$ 874,105	\$ 5,515,846
Library Programming	20%	\$ 4,265,704	21%	\$ 2,237,639	\$ 544,582	\$ 2,782,221
Crime Prevention/Youth-At-Risk	15%	\$ 3,309,562	17%	\$ 1,387,077	\$ 359,340	\$ 1,746,417
Utility Assistance Program	5%	\$ 1,549,705	8%	\$ 778,995	\$ 266,084	\$ 1,045,079
Unallocated MSJ		\$ -		\$ -	\$ -	\$ -
Total		\$ 19,861,873		\$ 9,045,453	\$ 2,044,111	\$ 11,089,563

Of the \$764,191 unspent from FY2019/20, \$412,439 was carried over for expenditure in FY2020/21. All Measure J funds not programmed or expended are accumulated in a special Measure J fund balance within the General Fund. At the end of FY2019/20 the accumulated fund balance was \$3,826,453. Of this fund balance, \$1,250,000 is assigned to the Southeast Area Pool Project (\$250,000 was spent in FY2018/19 for a land lease agreement) and \$1,000,000 is assigned for the Phase 2 Sports Park Build-Out.

MEASURE J - FY2019/20 Year-End Report by Activity

	Amended Budget	Year-to Date Actuals	Difference Favorable/ (Unfavorable)	%
Unallocated Measure J	\$ 77,604	\$ -	\$ 77,604	0%
Utility Assistance	\$ 270,710	\$ 266,084	\$ 4,626	98%
Youth Programming				
Camperships	\$ 54,148	\$ 20,980	\$ 33,168	39%
Youth Sports	\$ 128,160	\$ 37,914	\$ 90,246	30%
Events	\$ 39,273	\$ 32,860	\$ 6,413	84%
Boxing	\$ 55,825	\$ 39,056	\$ 16,769	70%
Outdoor Adventures	\$ 39,832	\$ 36,307	\$ 3,525	91%
Outreach & Marketing	\$ 61,690	\$ 51,350	\$ 10,340	83%
UC Davis EOP Leadership Academy	\$ 10,000	\$ 14,500	\$ (4,500)	145%
United Way Kinder Camp	\$ 7,500	\$ 7,500	\$ -	100%
Other general programs	\$ 54,710	\$ 50,958	\$ 3,752	93%
YMCA offset	\$ 20,226	\$ 20,885	\$ (659)	103%
Seed monies for groups	\$ 80,000	\$ 1,000	\$ 79,000	1%
Aquatic Feasibility Study	\$ 25,000	\$ 25,000	\$ -	100%
Great Program	\$ 95,312	\$ 24,510	\$ 70,802	26%
Middle School Programs	\$ 225,800	\$ 167,295	\$ 58,505	74%
Aquatics	\$ 270,803	\$ 145,411	\$ 125,392	54%
Recreation Van	\$ 102,745	\$ 85,193	\$ 17,552	83%
Summer Camp	\$ 164,377	\$ 113,203	\$ 51,174	69%
Youth Advisory Committee	\$ 5,000	\$ 182	\$ 4,818	4%
Crime Prevention/Youth-At-Risk	\$ 451,475	\$ 359,340	\$ 92,135	80%
Library	\$ 568,111	\$ 544,582	\$ 23,529	96%
Total All Measure J Programs	\$ 2,808,301	\$ 2,044,111	\$ 764,190	73%

Below are some accomplishments and highlights from FY2019/20 that were made possible because of Measure funding:

Youth Programming

Camperships

Measure J provides funding for “camperships” or scholarships for youth participants of income qualified families. Camperships result in a fee reduction for several programs. A total of \$15,980 was provided for camperships, and the remaining expenditures are attributed to program administration. Camperships were utilized in the following areas:

- Summertime Fun Club - \$8,950 to 38 participants
- Summer Teen Pack - \$7,030 to 18 participants

Youth Sports

Youth sports organizations for soccer, baseball, and softball use city-owned fields for practices and games. Measure J provides funding to youth organizations for Woodland residents participating to waive the player fees associated. The remaining spent is attributed to program administration.

- \$19,414 in youth sports player fees waived
 - 868 youth players (460 baseball players and 408 soccer players)
 - \$10,000 fee waived for Woodland Swim Team for winter surcharge

- \$8,500 provide to Woodland Girls Fast Pitch

Events

Measure J provides several free activities and events for youth, teens, and families including a teen game night, the Dive-In Movie night at the pool, the Movie in the Park, Valentine's Day Cookie Decorating, and a virtual scavenger hunt. The events had a combined attendance of over 1,600 during FY20.

Outdoor Adventure Program

Measure J provides funding for the low enrollment fee of the Outdoor Adventure trip to Yosemite National Park. The Outdoor Adventure trip took 30 participants to Yosemite in July 2019.

After School Teen Pack

Measure J provides funding for the After School Teen Pack program held at Douglass and Lee Middle Schools. The program is held on campus Monday-Thursday immediately after school until 5 pm.

- Overall attendance for 2019/20 school year (through March) was 4,515.

Aquatics

Measure J provides funding for summer public swim hours and to help offset expenses for low cost swimming lessons, the participation includes the following for FY20:

- Public Swim – 8,564 (July & August 2019)
- Swim Lessons – 782 (July & August 2019)

Rec2Go

Measure J provides funding for the mobile recreation van (Rec2Go) to go to park sites, schools, and local events during the year. Participants can play and have fun for free anywhere Rec2Go is in attendance. This year, Rec2Go reached community members virtually in addition to also providing positive engagement opportunities at the school lunch give away.

- Attended 68 park and community events
- Reached over 8,600 community member contact

Summer Teen Pack

Measure J provides the funding for the Summer Teen Pack program. Summer Teen Pack is held Monday-Fridays from 8 am-5 pm during the summer months.

- 462 participants during nine (9) weeks of summer
- 42 sign-ins during one (1) week of drop-in

Other general programs

Measure J provides the funding for several general program including Baby & Me, Boxing, and Night Hoops. Total participants/sign-ins for the general programs were as follows:

- Baby & Me - 632
- Boxing Club – 2,002
- Night Hoops – 639

Crime Prevention

The Crime Prevention Team is responsible for the development, implementation and maintenance of programs that focus on reducing the instances and impact of criminal activity within the community. The primary goal of the Crime

Prevention program is to increase community awareness and motivate the citizens to become actively involved in helping to reduce crime.

In November 2019 the Crime Prevention Specialist hosted the first Crime Free Multi Housing course that resulted in Woodland's first Crime Free Multi Housing certified apartment complex. This is a state-of-the-art, crime prevention program designed to reduce crime, drugs, and gangs on apartment properties. The program focuses on reducing crime where management and the tenants agree to work together to keep a well-maintained property and promote good quality of life for all. Property managers and staff go through a three-phase program where they receive training and certification in the program.

In FY20, the Crime Prevention Team has taken an active role in all department social media platforms including Nextdoor, Facebook, and Instagram. By being active members of the social media team our Crime Prevention Specialists are able to reach thousands of Woodland community members with crime prevention tips and community outreach opportunities. This became a great resource for Crime Prevention when COVID-19 changed the way Police was able to interact with the members of the community. When State and Local guidelines were released that no longer allowed in-person gatherings, our Crime Prevention Team worked diligently to move all outreach to a virtual platform. Their hard work paid off and the team was able to begin hosting virtual Neighborhood Watch Meetings. They held the department's first Virtual Community Meeting, and were able to bring Books and Badges to Facebook three (3) times a week from March-June 2020.

Crime Prevention through Environmental Design assessments was also a big focus of the Crime Prevention Team in FY20. These safety and security assessments provide crime prevention tips based on the proven concept that you can prevent crime by designing a physical environment that positively influences human behavior. The concept is based on four principles: natural access control, natural surveillance, territoriality, and maintenance. In FY20, the Crime Prevention team completed 10 CPTED surveys for both businesses and residents. Some of the locations include the Motel 6, the Yolo County Office of Education, and Yolo County Housing Authority at Yolanno and Donnelly.

In February 2020 the Crime Prevention Team took over supervision of the Volunteers in Policing (ViP) program. The ViP program has 42 active volunteers who average about 250 hours a month. In the first few months of supervising the ViPs, the Crime Prevention Team was able to organize a 2-day vehicle abatement training course taught by Traffic Sergeant Ted Ruiz. With this training, there are now 8 volunteers who can take a more active role in assisting with removal of abandoned vehicles from our community, provide a volunteer to begin assisting with Code Enforcement at City Hall, and add graffiti abatement to the volunteers' regularly performed duties.

Gang Resistance And Education Training (G.R.E.A.T.)

School Resource Officers (SROs) along with other officers on overtime, taught G.R.E.A.T. to a number of fourth grade classes (approximately 500 students) within the Woodland Joint Unified School District. During the expansion of the G.R.E.A.T program into the 7th grade curriculum, SRO's and officers instructed and graduated approximately 450 seventh graders from Douglass Middle School.

Due to COVID-19 and closures within W.J.U.S.D school sites, the G.R.E.A.T program curriculum was unable to be completed at various elementary sites as well as Lee Middle School.

The SROs taught three (3) Active Shooter (ALICE - Alert, Lockdown, Inform, Counter Evacuate) classes. SROs also participated in Fill the Trunk, Christmas and Back to School Shop with a Cop, Coffee with a Cop, National Night Out, National Shake Out (earthquake drills at the schools), National Walk to School Day, Read Across America and Red Ribbon Week.

SROs spent much of their time acting as mentors to counsel, educate and develop numerous students on a day-to-day basis for preparation as adults. The SROs also participated in the School District Safety committee, SARB (Student Attendance Review Board), YTAC (Yolo Truancy Abatement Committee) and District Attorney Mediation as a form of youth diversion.

Woodland Police Activities League

Over this last fiscal year, the Woodland Police Activities League (WPAL) finished up the 2019 Junior Giants Baseball program (which included a softball division) and participated in the virtual season for 2020. WPAL continued with the annual summer program for 2019 as well as playing a major role in the 2019 Fill-the-Trunk event. We continued our

partnership with Yolo County Probation, expanding funding for state CALPAL events and discussing hosting parenting classes. We formed an agreement with the Pioneer Wrestling Club to formally move over to the WPAL building under the title of WPAL Wrestling Club. We also worked with YGRIP in an effort to provide activities or options for referrals. We also hosted our first annual fundraising dinner which was fairly successful in the fundraising and getting the message out about WPAL.

FY20 accomplishments include:

- City financial support of this program in the amount of \$15,000
- Programs include Junior Giants Baseball, Art, Flag Football, MMA, Self-Defense, Girl's Boxing, and after school programs
- Continuation of the annual Summer Program
- Finished facility upgrades in preparation for tutoring and additional programs.
- Opened for after school walk-ins
- Added a Vice President to the Board
- Annual Dinner

Unfortunately, due to COVID-19 restrictions WPAL had to cancel nearly all programming, including the following that were scheduled for 2020:

- Counseling through Sacramento State
- Tutoring
- Wrestling
- Basketball
- Flag Football
- In-person Junior Giants
- Art
- Dance
- Boxing
- Floor Hockey
- After school activities

Library Programming

Wherever public libraries are working, possibility lives. People who work in public libraries know that library services open opportunities for anyone who enters- putting people on the path to literacy, technological know-how, or a better job. Measure J supports all library programming, 50% of the book budget, and online resources for youth and families. Measure J also supports all programming and open hours in Square One and all of the community through extended library hours.

Measure J fully supports:

- All Children's Programming
- All Teen Programming
- Teen Services Librarian Position
- Children's Library Tech Position
- Adult and Family Literacy Coordinator Position
- Square One Staff, program, and supplies
- Additional Library Hours

- Children and teen print and online resources

The library records programming attendance and also surveys participants regularly to measure outcomes. The library focuses programming in 4 areas; Early Childhood Literacy, Education and Lifelong Learning, Civic and Community Engagement, and Summer Reading.

Due to the pandemic, the library had a significant shift in programming and open hours starting in March 2020. In March 2020, the library closed to the public and staff were sent to home to telework. All programming shifted to virtual programming in March and continues to be virtual through 2020. In June 2020 the library added curbside book delivery, and became open to the public by appointment in November 2020.

For the purposes of this report, the first section reports on July 2019-March 2020. The post COVID-19 report covers March 2020-June 2020.

July 2019-March 2020

Early Childhood Literacy

The public library is a fun, creative, safe space where parents and caregivers can bring their children to learn and interact with one another and in groups. Early childhood literacy services and programs range across a variety of activities, from reading to singing to playing. Engaging in early childhood literacy activities put children ages 0-5 on a strong path to developing the critical thinking, vocabulary and language, problem solving, social, physical, and creative skills necessary to succeed later in life. In the past year:

- 4,074 preschool children and caregivers attended 207 early childhood literacy programs (ages 0-5), which include story-times in English and Spanish, STEM and arts programs, and special events.

Education and Lifelong Learning

Learning is a lifelong process. The library provides an inclusive learning environment where community members can develop skills and knowledge at any age or stage of life. At the library, users can find homework help, join book clubs, pursue their high school diploma, take classes, and receive one on one help. Measure J supports education and lifelong learning opportunities for children and teens. In the past year:

- 7,556 school age children and their caregivers attended 202 school –aged programs, which included coding classes, class visits and tours, Minecraft club, Lego club, STEM activities, crafts, tutoring, and special events.
- All first grade children in Woodland Joint Unified Schools receive a “My First Library Card” and a new book through class visits.
- 2,149 teens attended 98 teen programs which included Teen Advisory Board meetings and workshops, creativity and art programs, outreach at Fourth and Hope, and the Youth Empowerment Summit, as well as Gallop Strengths Leadership training and a SAT Boot Camp.

Measure J also supports online live homework help for students, online live employment search and resume help, a language learning database and other online research and learning tools.

Education and Life Long Learning- Square One

The Square One facility, often generically referred to as a “makerspace” offers a technology-based, mentor-led learning environment. Through hands on education, Square One fosters the development of 21st century skill sets: creativity, innovation, transmedia navigation, visual literacy, and computational thinking. Square One – focuses on the development of hands on learning opportunities through five (5) maker areas: Woodshop, Arts and Textiles, Prototyping, Electronics, and Digital Arts.

Square One provides our community with a repertoire of ways for accessing, acquiring, constructing, expressing, sharing, and using knowledge, as well as developing a series of ways to collaborate with others for mutual benefit and collective good.

Square One offers basic use and safety classes, workshops, and project based classes in the five (5) maker areas.

- 205 Woodland 3rd graders have toured and experienced hands on learning in Square One
- 623 library patrons have taken a basic use and safety class or workshop
- 1,801 library patrons have worked independently in Square One

Civic and Community Engagement

Civic and community engagement can include a range of activities. The Library focuses our programming in this area on the Teen Advisory Board. The Teen Advisory Board works to develop library programming for teens at the library, and connects with the community through outreach and partnerships. Their work on the Yolo Youth Rally and the Youth Empowerment Summit (YES) are examples of this. There are 40 high school students active on the Teen Advisory Board.

The library surveyed the teens at different times throughout the year. The civic and community engagement survey is to measure the impact of services designed to inform, enrich, and promote community engagement and preserve cultural heritage, ranging from government issues to recreational activities. Of those teens surveyed:

- 89% were more aware of issues in their community
- 98% felt more confident about becoming involved in their community
- 94% intend to become more engaged in their community
- 83% were more aware of resources and services provided by the library

Post-COVID 19 March 2020-June 2020

While the library was closed to the public, virtual programming began March 16, 2020 and continues to provide access to e-books, e-resources, online story-times, and online events. The library has maintained an active virtual presence through the website and social media.

Children and Teen Library Programming

Following the library's closure to the public; all programming was moved to the virtual environment. The library revised their website to highlight their social media pages and YouTube channel where the virtual programming was being posted.

- 25 Interactive and live online events were held with 2,514 participants
- 100 virtual story-times with live and recorded views 20,000 minutes watched
- 14,528 downloads of e-content, e-books and e-audiobooks
- 13, 446 electronic library card patrons
- 1,180 Weekly craft and maker kits given out
- 1,200 masks were made in Square One and distributed through partner organizations

Curbside Delivery

Curbside Delivery began in June 2020

- 1,657 physical materials were loaned without contact
- The library had an average of 24 staff online hours per week

Utility Assistance Program

Measure J provides funding subsidies to assist low-income families with payment for their utility bill. For FY2019/20, the program provided funding of \$40 per month to 579 households representing 1,710 residents.

Conclusion:

Staff recommends that the City Council approve the Annual Measure J Report for Fiscal Year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Prepared By: Evis Morales, Financial Services Manager

Reviewed By: Kimberly McKinney, Finance Officer



Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.7
SUBJECT: AB1600 Annual Report Fiscal Year 2019/20

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. ____, accepting the AB1600 Annual Report for the year ended June 30, 2020.

Staff Contact:

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

Fiscal Impact:

There is no fiscal impact associated with the acceptance of the AB1600 Annual Report. The attached annual report details the collection of \$9,713,107 in revenues and expenditures of \$4,757,841 for citywide development impact fees. Also included in the report are the details for the Spring Lake Infrastructure Fees (SLIF) showing collection of revenues of \$13,463,404 and expenditures of \$4,879,093. SLIF revenues are generally "collected" via credits that developers have on-account with the City that were allocated from sales of bonds.

Although activity in FY2019/20 resulted in positive growth in the impact fee program, the impact fee funds continue to reflect an overall negative fund balance at June 30, 2020 of (\$14,503,283).

Report in Brief:

Government Code Section 66006 requires local agencies to submit an annual report detailing the status of development impact fees. The annual report must be made available to the public and presented to the public agency (City Council) within 180 days of the close of a fiscal year.

Background:

In 1978, following the passage of Proposition 13, many cities began charging fees on new development to fund public improvements and services such as streets, park facilities, sewers and storm drains. These fees are commonly known as development impact fees. In order to ensure that these fees are spent in a timely manner and on projects for which they were collected, the State Legislature passed a bill known as AB1600 (Mitigation Fee Act). This bill applies to developer fees which were increased or imposed on or after January 1, 1989. AB1600 enacts Government Code Sections 66000-66008 which generally contain four requirements:

1. A local jurisdiction must follow the process set forth in the bill and make certain determinations regarding the purpose and use of the fees, and establish a "nexus" or connection between a development project or class of projects and the public improvement that will be financed with the fee.
2. The fee revenue must be segregated from the general fund in order to avoid commingling of public improvement fees and the general fund.
3. If a jurisdiction has had possession of a developer fee for five or more years and has not committed the money to a project or spent the money, then it must make findings describing the continuing need for that money. In addition, an annual report must be made of fees collected, interest earned, projects on

which fees were expended, and any transfers for loans from the fee account. This report is to be reviewed by the local agency assessing the fees.

4. If a local jurisdiction cannot make the findings required under paragraph three (3), the City must refund the fees collected.

Discussion:

The City of Woodland development fees covered by AB1600, and documented in the attached report, include the following:

- General City impact fee
- Parks and Recreation impact fee
- Police impact fee
- Fire protection impact fee
- Library impact fee
- Surface Water impact fee
- Storm Drainage impact fee
- Road impact fee
- Water impact fee
- Wastewater impact fee

Spring Lake Infrastructure Fees (SLIF) also are fees subject to AB1600 and include the following categories:

- Parks
- Storm Drainage
- Roads
- Water
- Sewer
- Fire

Staff examined each of the funds for the impact fees listed above to determine if any development fees remain unexpended five years or more after receipt and are subject to refund. Based on our analysis, no refunds are due. Many of the funds reflect negative fund balances, and therefore no unexpended fees exist; other fund balances represent unexpended fees collected for respective Council approved projects which will be financed and implemented when financially feasible or practical.

The Surface Water impact fee, which was adopted by Council on June 21, 2011, does not show direct project expenditures, but will be used to pay down long-term debt associated with the Surface Water Supply Project in the coming years. This impact fee allows for the development community to pay their fair share of the capacity designed within the Surface Water Supply project to support future growth in the community. The water rate study adopted by Council in March 2017 includes expected contributions from the Surface Water development fee to assist with payment of debt service and contribute toward meeting required debt service coverage ratios. The citywide impact fee program was updated in April 2019, and included in this update was the elimination of a stand-alone Water Development fee. The previous fee was incorporated in the updated Surface Water development fee; the existing reserve balance in the previous Water Development Fee fund has been consolidated with the Surface Water fee fund to use toward payment of debt.

The nature of AB1600 funds is such that timing of receipt of revenues and construction of the related capital

projects rarely coincide. Ideally, revenues will be collected over time and accumulated until a development related project is needed; in years of construction, accumulated reserves will be used up. For many years it was the City's practice to construct projects in advance of collecting sufficient funds through borrowing from other city funds, or by issuing long term external debt. This practice has resulted in many of the AB1600 funds operating with very large deficit balances. In response to the financial imbalances, the City adopted a Budget & Fiscal Policy in 2009 that aimed to improve these balances through the following:

- Discontinue the practice of internal borrowing between enterprise and categorical funds; funding for capital projects must be determined based on the available resources within each fund to meet its cash payment or debt service requirements and strategies to balance each fund and implement fund integrity should be continued.
- Discontinue the practice of issuing bonds or desired capital improvements based on projected development and the collection of impact fees associated with development. This source of revenue is dependent on the level of economic activity within the region and is uncertain and unstable.

While expenditures on major capital projects have been delayed, reduced, limited or altogether cancelled in the Capital Improvement Plan since 2008, the City must continue to pay ongoing annual debt service for debt that was secured by impact fee revenues. In addition, the City's AB1600 impact fee revenues have been very volatile due to the unpredictability in residential and commercial development over the past ten years. Further complicating the revenue/expenditure imbalance is the significant reduction of the development impact fees that occurred in December 2008.

For FY 2019/20, total revenues from the AB1600 funds exceeded expenditures by \$4,955,266. Despite the strong residential development and related revenues, and the very conservative programming of capital improvement projects that utilize development impact fees, the burden of ongoing debt service payments is very high. Two impact fee funds continue to run large deficit balances: the sewer and park development fee funds. To date, Measure E has loaned the park impact fee fund \$9.8 million to cover debt service related to the construction of the Community & Senior Center and Sports Park facilities. These bond payments will continue until 2026 and will likely require assistance from Measure F to meet the obligation through that time. Eventually, as development continues and the bonds are paid off, the park development fee fund will need to reimburse Measure E/F for the long-term loan.

The other fund with a large imbalance is the wastewater development fund, which also has significant on-going obligations related to debt service payments. Although the debt service owed by the wastewater development fund continues to be tracked within the development fund, the sewer rates approved by Council in November 2013 are sufficient to cover this on-going debt service requirement until such time as the wastewater development fund can pay its share of debt service and begin repayment to the sewer enterprise fund. With the adopted sewer rates in place, we have been able to refund the outstanding debt to a lower interest rate thus reducing the overall cost of debt service. To date, this fund has accumulated a deficit owed to the wastewater enterprise fund of \$13.8 million.

The other funds with deficit balances are the police and storm drainage development fee funds. These funds improved in FY2019/20, and the fire development fund began the year with a deficit balance and ended the year with a positive balance for the first time in ten years. With continued new development and contained spending, progress towards bringing these funds into balance will continue.

The SLIF funds provide an accounting of the expenditures of Spring Lake specific projects. The funding of these projects has occurred primarily through advancement of cash either through issuance of bonds or developer payments. The advancement of this cash generates fee credits for developers in Spring Lake, and the "revenues" detailed in the Annual Report reflect primarily the use of those fee credits.

Conclusion:

Staff recommends that the City Council adopt Resolution No. ____, accepting the AB1600 Annual Report for the year ended June 30, 2020.

Prepared By: Kim McKinney, Finance Officer

A handwritten signature in black ink, appearing to read 'Ken Hiatt', with a stylized, flowing script.

Ken Hiatt
City Manager

Attachments:

1. AB1600 Resolution
2. Attachment A - FY2019-20 AB1600 Annual Report

RESOLUTION NO _____

**A RESOLUTION OF THE CITY OF WOODLAND ACCEPTING THE FISCAL YEAR
2019/20 ANNUAL REPORT OF DEVELOPMENT FEES (AB1600 REPORT)**

WHEREAS, the City of Woodland imposes fees to mitigate the impact of development pursuant to Government Code sections 66000 et seq.; and

WHEREAS, said fees collected are deposited into a special and separate capital fund for each type of improvement funded by development fees; and

WHEREAS, the City maintains separate funds for general city, parks and recreation, police, fire, library, surface water, storm drainage, roads, and wastewater; and

WHEREAS, the City maintains separate funds for Spring Lake Infrastructure Fees for parks and recreation, storm drainage, roads, water, fire and wastewater; and

WHEREAS, the City is required within 180 days after the last day of each fiscal year to make available to the public information for the fiscal year regarding these fees under Government Code section 66006; and

WHEREAS, City staff has prepared a report (“AB1600 Report”) that contains the information required by Government Code section 66006, a copy which is attached hereto as Exhibit “A”; and

WHEREAS, no interfund transfers or loans were made from any of the accounts identified in the AB1600 Report; and

WHEREAS, there were no refunds of development impact fees collected pursuant to Government Code §66001(e), nor were there any allocations of unexpended revenues collected pursuant to Government Code §66001(f); and

WHEREAS, no interested persons have requested notice of the AB1600 Report; consequently, no notices of the availability of the AB1600 Report were mailed.

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

Section 1. Findings. The City Council of the City of Woodland hereby finds and adopts as follows:

- A. In accordance with Government Code section 66006, the City has conducted an annual review of its development impact fees and capital improvement program and the City Council has reviewed the AB1600 Report attached hereto as Exhibit A and incorporated herein by this reference.

- B. The funds have been and shall be used for the purposes stated in said reports and are necessary to mitigate impacts resulting from development in the City and further finds that there is a reasonable relationship between the use of the fees and type of development project upon which the fee is imposed.
- C. The City Council hereby approves, accepts and adopts the AB1600 Report.
- D. The AB1600 Report is available for public review on the City's website, at the City Clerk's office and upon request.

Section 2. Effective Date. The resolution shall take effect immediately upon adoption.

Section 3. Severability. If a section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution.

The City Council hereby declares that it would have passed this Resolution and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrases or clauses by declared unconstitutional on their face or as applied.

PASSED AND ADOPTED this 15th day of December 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney

Attachment 1
AB1600 Annual Report
Development Impact Fees
City of Woodland
Fiscal Year Ended June 30, 2020

Government Code Section 66006 requires local agencies to submit an annual report detailing the status of development impact fees. The annual report must be made available to the public and presented to the public agency (City Council) within 180 days of the close of a fiscal year.

This report summarizes the following information for each of the development fee programs:

1. A brief description of the fee program.
2. Schedule of fees.
3. Beginning and ending balances of the fee program.
4. Disbursement information.
5. Findings regarding the continuing need for unexpended funds, if any.

Citywide Major Project Financing Plan (MPFP) Impact Fees

For the fiscal year ended June 30, 2020, fund revenues (development fees, interest income, bond proceeds, etc.) totaled \$9,713,107, while expenditures totaled \$4,757,841.

The table below summarizes annual fee revenues directly relating to impact fees and related project expenditures, and related fund balances:

Category	Beginning Fund Balance (Deficit)	Development Fee Revenues	Other Revenues	Total Revenues	Expenditures	Net Difference	Ending Fund Balance (Deficit)
General City	\$ 1,389,946	\$ 292,860	\$ -	\$ 292,860	\$ 19,868	\$ 272,992	\$ 1,662,938
Parks & Recreation	\$ (9,806,109)	\$ 1,420,753	\$ 25	\$ 1,420,778	\$ 1,446,901	\$ (26,123)	\$ (9,832,232)
Police	\$ (2,621,326)	\$ 239,178	\$ -	\$ 239,178	\$ 67,465	\$ 171,713	\$ (2,449,613)
Fire	\$ (59,468)	\$ 964,523	\$ -	\$ 964,523	\$ 171,564	\$ 792,959	\$ 733,491
Library	\$ 409,504	\$ 165,126	\$ -	\$ 165,126	\$ 86,079	\$ 79,047	\$ 488,552
Surface Water	\$ 5,880,808	\$ 1,522,703	\$ -	\$ 1,522,703	\$ 46,619	\$ 1,476,084	\$ 7,356,892
Storm Drainage	\$ (2,307,010)	\$ 246,757	\$ -	\$ 246,757	\$ 409,238	\$ (162,481)	\$ (2,469,491)
Roads	\$ 1,612,181	\$ 2,783,155	\$ -	\$ 2,783,155	\$ 548,455	\$ 2,234,700	\$ 3,846,881
Wastewater	\$ (13,957,076)	\$ 2,078,027	\$ -	\$ 2,078,027	\$ 1,961,652	\$ 116,375	\$ (13,840,701)
Total	\$ (19,458,549)	\$ 9,713,082	\$ 25	\$ 9,713,107	\$ 4,757,841	\$ 4,955,266	\$ (14,503,283)

Spring Lake Infrastructure Fees (SLIF)

The majority of SLIF revenues are "paid" through use of fee credits allocated to developers either through issuance of Community Facilities District (CFD) Debt, cash advanced by developers, or from construction of infrastructure. "Fund Balances" do not necessarily reflect cash available in each of these funds, but rather an accounting of fees "collected" and projects built. As of June 30, 2020 \$12,784,254 in unused fee credits remained in developer accounts with the City

Category	Beginning Fund Balance (Deficit)	Development Fee Revenues	Other Revenues	Total Revenues	Expenditures	Net Difference	Ending Fund Balance (Deficit)
Parks	\$ 1,249,802	\$ 2,476,083	\$ -	\$ 2,476,083	\$ 2,176,310	\$ 299,773	\$ 1,549,575
Storm Drain	\$ 13,246,297	\$ 3,140,159	\$ -	\$ 3,140,159	\$ 6,215,846	\$ (3,075,687)	\$ 10,170,610
Roads	\$ 14,092,563	\$ 6,057,907	\$ -	\$ 6,057,907	\$ 192,155	\$ 5,865,752	\$ 19,958,315
Water	\$ 2,004,714	\$ 672,358	\$ -	\$ 672,358	\$ -	\$ 672,358	\$ 2,677,072
Sewer	\$ 4,317,064	\$ 866,478	\$ -	\$ 866,478	\$ -	\$ 866,478	\$ 5,183,542
Fire	\$ 358,446	\$ 250,419	\$ -	\$ 250,419	\$ -	\$ 250,419	\$ 608,865
Total	\$ 35,268,886	\$ 13,463,404	\$ -	\$ 13,463,404	\$ 8,584,311	\$ 4,879,093	\$ 40,147,979

FUND 510 - GENERAL CITY DEVELOPMENT

General City Development Fee Description

General City development fees are used to expand/construct City Hall and other general City facilities (including technology improvements/updates) to meet the needs of the increased residential population and increase in commercial enterprises. Completion of studies including the General Plan and Zoning Updates also belong to this fee category.

General City Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Spring Lake	Unit	\$ 868.00
Single Family Residential- Infill	Unit	\$ 868.00
Single Family Residential - Greenfield	Unit	\$ 868.00
Multi-family Residential- Spring Lake	Unit	\$ 652.00
Multi-family Residential - Greenfield	Unit	\$ 652.00
Multi-family Residential - Infill	Unit	\$ 623.00
Multi-family Residential - Corridor	Unit	\$ 623.00
Multi-family Residential - Downtown	Unit	\$ 623.00
Small Multi-family- Spring Lake	Unit	\$ 435.00
Small Multi-family- Greenfield	Unit	\$ 435.00
Small Multi-family- Infill	Unit	\$ 435.00
Small Multi-family- Corridor	Unit	\$ 435.00
Small Multi-family- Downtown	Unit	\$ 435.00
Retail	1,000Sq Ft	\$ 579.00
Service	1,000Sq Ft	\$ 579.00
Office	1,000Sq Ft	\$ 724.00
Industrial	1,000Sq Ft	\$ 241.00

General City Development Fund Collections & Expenditures

	2016	2017	Fiscal Year 2018	2019	2020
Beginning Balance	1,589,119	1,251,118	\$ 1,009,822	\$ 1,125,279	\$ 1,389,946
REVENUES					
Development Fees	188,711	179,801	135,693	348,358	292,860
Interest Earnings	4,770	6,217	12,770	20,517	-
Other Revenue	-	-	-	-	-
Total Revenue	193,481	186,018	148,462	368,874	292,860
EXPENDITURES					
MPFP # Program Title					
City-103 0706 General Plan Update	465,882	402,875	13,940	-	-
CITY-106 0845 Enterprise GIS Database			(5,867)	-	-
CITY-6 0857 MPFP Update	-	6,246	11,955	94,355	-
CITY-102 7849 Debt Service on VOIP	48,746	-	-	-	-
9000 Force Account	16,854	18,193	12,977	9,852	19,868
Total Expenditures	531,482	427,314	33,005	104,208	19,868
Excess(deficiency) revenues	(338,001)	(241,296)	115,457	264,667	272,992
Total Available Fund Equity at June 30	\$ 1,251,118	\$ 1,009,822	\$ 1,125,279	\$ 1,389,946	\$ 1,662,938

Conclusion: No fees have been held unexpended for more than five years; no refunds required
The fund equity as of June 30, 2020 represents collected fees earmarked for future technology enhancement projects and completion of various studies.

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 540 - PARK & RECREATION DEVELOPMENT

Park Development Fee Description

Park development fees are used to acquire park land, equipment and to construct or expand a variety of recreational facilities such as sports parks, Community Senior Center, tennis courts and swimming pools as related to the impact of growth on the City.

Park Development Fee Schedule

OTHER CITY

Category	Basis	Fee
Single Family Residential- Infill	Unit	\$ 8,014
Single Family Residential - Greenfield	Unit	\$ 8,014
Multi-family Residential - Greenfield	Unit	\$ 6,010
Multi-family Residential - Infill	Unit	\$ 5,744
Multi-family Residential - Corridor	Unit	\$ 5,744
Multi-family Residential - Downtown	Unit	\$ 5,744
Small Multi-family- Greenfield	Unit	\$ 4,007
Small Multi-family- Infill	Unit	\$ 4,007
Small Multi-family- Corridor	Unit	\$ 4,007
Small Multi-family- Downtown	Unit	\$ 4,007

SPRING LAKE

Category	Basis	Fee
Single Family Residential	Unit	\$ 4,408
Multi-family Residential	Unit	\$ 3,306
Small Multi-family- Spring Lake	Unit	\$ 2,204

Park Development Fund Collections & Expenditures

	2016	Fiscal Year 2017	2018	2019	2020
Beginning Balance	(7,178,762)	(8,179,596)	\$(8,813,198)	\$ (9,799,564)	\$ (9,806,109)
REVENUES					
Development Fees	874,416	1,231,623	593,519	1,458,770	1,420,753
Interest Earnings	-	-	-	-	-
Other Revenue	60	-	-	-	25
Total Revenue	874,476	- 1,231,623	593,519	1,458,770	1,420,778
EXPENDITURES					
MPFP # Program Title					
1115 Community Center Frontage	5,712	-	-	-	-
7925 2012 Refunding of 2007 Debt	404,573	404,517	119,138	-	-
7931 2014 Refunding Lease Rev	1,407,627	1,405,467	1,405,504	1,410,073	1,410,073
9000 Force Account	57,398	55,242	55,242	55,242	36,828
Total Expenditures	1,875,310	1,865,226	1,579,884	1,465,315	1,446,901
Excess(deficiency) revenues	(1,000,834)	(633,603)	(986,365)	(6,545)	(26,123)
Total Available Fund Equity at June 30	\$ (8,179,596)	\$ (8,813,198)	\$ (9,799,564)	\$ (9,806,109)	\$ (9,832,232)

Conclusion: No fees have been held unexpended for more than five years. Funding requirements continue for existing debt obligations. No refunds required.

Council approved loaning of Measure E (MSE) and, subsequently, Measure F (SMF) revenues to this fund, up to \$2M per year, to pay debt service on the bonds since the fund's revenue has not been sufficient to cover debt service. Only the amount needed to supplement annual fee revenue is loaned. To date, a total of \$9,806,109 has been loaned from MSE to Park Development. No funds have been loaned from MSF so far.

MSE Loan	2012	\$	4,646,458
	2013	\$	1,646,063
	2014	\$	(477,157)
	2015	\$	1,363,398
	2016	\$	1,000,834
	2017	\$	633,603
	2018	\$	986,365
	2019	\$	6,545
	2020	\$	-

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 550 - POLICE DEVELOPMENT FUND

Police Development Fee Description

Police development fees are used to expand/construct police service facilities and to acquire equipment related to the impact of growth on the City.

Police Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Spring Lake	Unit	\$ 710
Single Family Residential - Greenfield	Unit	\$ 710
Single Family Residential- Infill	Unit	\$ 710
Multi-family Residential- Spring Lake	Unit	\$ 532
Multi-family Residential - Greenfield	Unit	\$ 532
Multi-family Residential - Infill	Unit	\$ 509
Multi-family Residential - Corridor	Unit	\$ 509
Multi-family Residential - Downtown	Unit	\$ 509
Small Multi-family- Spring Lake	Unit	\$ 355
Small Multi-family- Greenfield	Unit	\$ 355
Small Multi-family- Infill	Unit	\$ 355
Small Multi-family- Corridor	Unit	\$ 355
Small Multi-family- Downtown	Unit	\$ 355
Retail	1,000 Sq Ft	\$ 473
Service	1,000 Sq Ft	\$ 473
Office	1,000 Sq Ft	\$ 591
Industrial	1,000 Sq Ft	\$ 197

Police Development Fund Collections & Expenditures

	2016	2017	Fiscal Year 2018	2019	2020
Beginning Balance	\$(3,456,358)	\$(3,279,197)	\$(3,111,782)	\$(2,999,536)	\$(2,621,326)
REVENUES					
Development Fees	249,645	236,625	181,387	447,351	239,178
Interest Earnings	(9)	-	-	-	-
Total Revenue	249,636	236,625	181,387	447,351	239,178
EXPENDITURES					
<u>MPFP #</u> <u>Program</u> <u>Title</u>					
0624 Vehicle Purchase					
0841 Computer Aided Dispatch	65,090	65,022	64,953	64,953	64,487
9000 Force Account	7,385	4,188	4,188	4,188	2,978
Total Expenditures	72,475	69,210	69,141	69,141	67,465
Excess(deficiency) revenues	177,161	167,415	112,246	378,210	171,713
Total Available Fund Equity at June 30	<u>\$(3,279,197)</u>	<u>\$(3,111,782)</u>	<u>\$(2,999,536)</u>	<u>\$(2,621,326)</u>	<u>\$(2,449,613)</u>

Conclusion: No fees have been held unexpended for more than five years; no refunds required

Note: Beginning in FY2012, the Total Fund Equity will not match the City's Comprehensive Annual Financial Report (CAFR) due to a large transfer in from another fund (\$1,925,837). This transfer was done for financial accounting puposes and is considered a long term loan to the Police Development Fund.

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 560 - FIRE DEVELOPMENT FUND

Fire Development Fee Description

Fire development fees are used to expand/construct fire service facilities and to acquire equipment related to the impact of growth on the City.

Fire Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Spring Lake	Unit	\$ 2,941
Single Family Residential - Greenfield	Unit	\$ 2,941
Single Family Residential- Infill	Unit	\$ 2,941
Multi-family Residential- Spring Lake	Unit	\$ 1,764
Multi-family Residential - Greenfield	Unit	\$ 1,764
Multi-family Residential - Infill	Unit	\$ 1,715
Multi-family Residential - Corridor	Unit	\$ 1,715
Multi-family Residential - Downtown	Unit	\$ 1,715
Small Multi-family- Spring Lake	Unit	\$ 1,176
Small Multi-family- Greenfield	Unit	\$ 1,176
Small Multi-family- Infill	Unit	\$ 1,176
Small Multi-family- Corridor	Unit	\$ 1,176
Small Multi-family- Downtown	Unit	\$ 1,176
Retail	1,000 Sq Ft	\$ 1,715
Service	1,000 Sq Ft	\$ 1,715
Office	1,000 Sq Ft	\$ 1,961
Industrial	1,000 Sq Ft	\$ 1,143

Fire Development Fund Collections & Expenditures

	2016	2017	Fiscal Year 2018	2019	2020
Beginning Balance	\$ (640,264)	\$ (538,690)	\$ (440,543)	\$ (447,055)	\$ (59,468)
REVENUES					
Development Fees	283,317	279,719	175,022	578,975	964,523
Interest Earnings	(9)				
Total Revenue	283,308	279,719	175,022	578,975	964,523
EXPENDITURES					
MPFP # Program Title					
9000 Force Account	49,161	49,161	49,161	50,518	33,849
7931 2014 Refunding of Lease Revenue Bonds	132,573	132,411	132,373	132,803	132,803
1610 Fire Station #3 Relocation	-	-	-	8,067	4,912
Total Expenditures	181,734	181,572	181,534	191,388	171,564
Excess(deficiency) revenues over expenditures	101,574	98,147	(6,512)	387,587	792,959
Total Available Fund Equity at June 30	\$ (538,690)	\$ (440,543)	\$ (447,055)	\$ (59,468)	\$ 733,491

Conclusion: No fees have been held unexpended for more than five years. Ongoing collection of fees is necessary to pay for existing debt obligations and for future development of new fire facilities included in the fee study. No refunds required

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 570 - LIBRARY DEVELOPMENT FUND

Library Development Fee Description

Library development fees are used to expand/construct library facilities and to acquire equipment related to the impact of growth on the City.

Library Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Spring Lake	Unit	\$ 543
Single Family Residential - Greenfield	Unit	\$ 543
Single Family Residential- Infill	Unit	\$ 543
Multi-family Residential- Spring Lake	Unit	\$ 406
Multi-family Residential - Greenfield	Unit	\$ 406
Multi-family Residential - Infill	Unit	\$ 389
Multi-family Residential - Corridor	Unit	\$ 389
Multi-family Residential - Downtown	Unit	\$ 389
Small Multi-family- Spring Lake	Unit	\$ 271
Small Multi-family- Greenfield	Unit	\$ 271
Small Multi-family- Infill	Unit	\$ 271
Small Multi-family- Corridor	Unit	\$ 271
Small Multi-family- Downtown	Unit	\$ 271
Retail	Sq Ft	\$ -
Service	Sq Ft	\$ -
Office	Sq Ft	\$ -
Industrial	Sq Ft	\$ -

Library Development Fund Collections & Expenditures

	2016	2017	Fiscal Year 2018	2019	2020
Beginning Balance	\$690,502	\$614,366	\$538,618	\$456,919	\$409,504
REVENUES					
Development Fees	11,133	11,944	6,516	34,071	165,126
Interest Earnings	2,345	3,316	5,185	6,045	-
Total Revenue	13,478	15,260	11,700	40,116	165,126
EXPENDITURES					
MPFP # Program Title					
LIB-3 9000 Force Account	6,107	6,048	8,516	2,587	2,282
LIB-3 9445 Library Collection Material	83,507	84,960	84,884	84,943	83,797
Total Expenditures	89,614	91,008	93,400	87,530	86,079
Excess(deficiency) revenues over expenditures	(76,136)	(75,748)	(81,699)	(47,414)	79,047
Total Available Fund Equity at June 30	\$614,366	\$538,618	\$456,919	\$409,504	\$488,552

Conclusion: No fees have been held unexpended for more than five years; no refunds required.
The fund equity as of June 30, 2020 represents collected fees that are earmarked for future library projects

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 580 - SURFACE WATER DEVELOPMENT FUND

Surface Water Development Fee Description

Surface Water Development fees are used to finance part of the capital improvements including surface water rights and treatment facilities needed to provide treated water to the new customer growth in the City.

Surface Water Development Fee Schedule

All Users (by meter size)

Meter Size	Weight Factor	Calculated Fee	Admin Fee	Total Water Capacity Fee
1"	1.0	\$ 4,949	\$ 37	\$ 4,986
1 1/2"	2.0	\$ 9,898	\$ 74	\$ 9,972
2"	3.2	\$ 15,837	\$ 119	\$ 15,956
3"	6.0	\$ 29,694	\$ 223	\$ 29,917
4"	10.0	\$ 49,490	\$ 371	\$ 49,861
6"	20.0	\$ 98,980	\$ 742	\$ 99,722
8"	32.0	\$ 158,368	\$ 1,188	\$ 159,556

Surface Water Development Fund Collections & Expenditures

	2016	2017	Fiscal Year 2018	2019	2020
Beginning Balance**	\$ 1,180,309	\$ 1,842,184	\$ 2,445,126	\$ 2,927,286	\$ 5,880,808
REVENUES					
Development Fees	654,842	587,888	448,941	1,067,916	1,522,703
Interest Earnings	7,033	15,054	33,219	59,863	-
Total Revenue	661,875	602,942	482,160	1,127,779	1,522,703
EXPENDITURES					
<u>MPFP #</u> <u>Program</u> <u>Title</u>					
9000 Force Account					46,619
Total Expenditures	-	-	-	-	46,619
Excess(deficiency) revenues over expenditures	661,875	602,942	482,160	1,127,779	1,476,084
Total Available Fund Equity at June 30	\$ 1,842,184	\$ 2,445,126	\$ 2,927,286	\$ 4,055,065	\$ 7,356,892

Conclusion: The funds being held in this account are used to assist with debt service payments on the water treatment facility. Although the debt was secured in 2013, debt payments do not begin until the project has been fully constructed. Debt payments began in FY2017/18 and transfers from this fund have been factored into the user rates for water and will begin following full incursion of debt payments. No refunds required.

Note: The Water Development Fee was eliminated as a separate fee in April 2019. The accumulated funds and future water related development costs are reflected in the Surface Water connection fee. Fund balance was moved at the beginning of FY2019/20.

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 581 - STORM DRAIN DEVELOPMENT FUND

Storm Drain Development Fee Description

Storm Drain development fees are used to expand/construct drainage facilities to maintain adequate drainage throughout the City by reducing the impacts of new development. The impact fee for Storm Drain is calculated by "fee area" so that each part of the City will be responsible for the fees specifically required to meet the expansion needs in that area.

Storm Drain Development Fee Schedule

	Residential fee per acre		Non-Residential	
	Single-Family	Multifamily	Commercial	Schools
Area E1	\$9,683	\$14,525	\$15,493	\$12,152
Area E2	\$8,296	\$12,444	\$13,274	\$10,411
Area E3	\$6,110	\$9,165	\$9,776	\$7,668
Area E4	\$6,370	\$9,555	\$10,192	\$7,994
Area E5	\$2,384	\$3,576	\$3,814	\$2,992
Area E6	\$1,725	\$2,588	\$2,760	\$2,165
Area N1	\$46,960	\$70,440	\$75,136	\$58,935
Area N2	\$40,443	\$60,665	\$64,709	\$50,756
Area S6a	\$12,468	\$18,702	\$19,949	\$15,647
Area S6b	\$12,324	\$18,486	\$19,718	\$15,467

Storm Drain Development Fund Collections & Expenditures

	2016	2017	Fiscal Year 2018	2019	2020
Beginning Balance**	\$(1,642,474)	\$(1,823,850)	\$(1,995,816)	\$(2,101,638)	\$(2,307,010)
REVENUES					
Development Fees	25,783	38,816	81,048	2,957	246,757
Interest Earnings	(78)	-	-	-	-
Other Revenue	-	-	4,321	-	-
Developer In Lieu	-	747	20,119	2,155	-
Total Revenue	25,705	39,563	105,488	5,112	246,757
EXPENDITURES					
MPFP # Program Title					
0915 Floodsafe Yolo	-	-	-	-	154,776
0931 Storz Pond	8,382	8,485	5,250	7,014	7,821
1603 Stormwater Quality Design Manual Update	-	3,430	6,429	6,786	-
2006 Storm Drain Outfall Channel Outlet Structure	-	-	-	-	111,388
9000 Force Account	198,699	199,614	199,632	196,684	135,253
Total Expenditures	207,081	211,529	211,310	210,484	409,238
Excess(deficiency) revenues over expenditures	(181,376)	(171,966)	(105,822)	(205,372)	(162,481)
Total Available Fund Equity at June 30	\$(1,823,850)	\$(1,995,816)	\$(2,101,638)	\$(2,307,010)	\$(2,469,491)

** Beginning balance does not include long-term advance of pre-1991 fungible monies to the Storm Drain Enterprise Fund (\$2,101,099). These monies are not subject to the requirements of AB1600 and are not available for spending.

Conclusion: No fees have been held unexpended for more than five years. Ongoing fee collections are necessary for large projects included in the fee study. No refunds required

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 582 - ROAD DEVELOPMENT FUND

Road Development Fee Description

Road Development fees are used to expand/construct streets, roads, interchanges, studies, signals and other projects related to the impact of expansion on the City.

Road Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Spring Lake	Unit	\$ 8,562
Single Family Residential - Greenfield	Unit	\$ 8,562
Single Family Residential- Infill	Unit	\$ 5,708
Multi-family Residential- Spring Lake	Unit	\$ 3,509
Multi-family Residential - Greenfield	Unit	\$ 3,509
Multi-family Residential - Infill	Unit	\$ 2,339
Multi-family Residential - Corridor	Unit	\$ 2,105
Multi-family Residential - Downtown	Unit	\$ 1,971
Small Multi-family- Spring Lake	Unit	\$ 3,509
Small Multi-family- Greenfield	Unit	\$ 3,509
Small Multi-family- Infill	Unit	\$ 2,339
Small Multi-family- Corridor	Unit	\$ 2,105
Small Multi-family- Downtown	Unit	\$ 1,971
Retail	1,000 Sq Ft	\$ 10,633
Service	1,000 Sq Ft	\$ 7,563
Office	1,000 Sq Ft	\$ 5,677
Industrial	1,000 Sq Ft	\$ 4,374

Road Development Fund Collections & Expenditures

	2016	2017	Fiscal Year 2018	2019	2020
Beginning Balance	(2,444,245)	(1,587,790)	\$ (927,574)	\$ (259,655)	\$ 1,612,181
REVENUES					
Development Fees	1,310,944	1,280,675	1,086,644	2,397,554	2,783,155
Interest Earnings	(53)	-	-	-	-
Other Revenue	40,000	-	-	-	-
Total Revenue	<u>1,350,891</u>	<u>1,280,675</u>	<u>1,086,644</u>	<u>2,397,554</u>	<u>2,783,155</u>
EXPENDITURES					
MPEP # Program Title					
IGS-100 0006 1-5/113 Phase 2	-	-	3,641	15,967	-
TES-100 0228 Traffic Engineering Serv	22,387	2,042	-	1,018	-
SW-1A/B 0407 Widening & Recon Kentucky	-	-	-	-	209,518
TSM-202 1127 Main St/Cleveland Signal Intersection	10,592	195,066	-	-	-
1124 I5/Rd 102 Interchange Landscape	-	-	-	78,302	56,339
NTS-33 1306 Safe Routes to School	-	-	-	-	-
1702 New Traffic Signal - Kentucky/Cottonwood	-	-	-	-	273
1913 Gibson Road Interchange Modification	-	-	-	-	5,327
9000 Force Account	419,616	423,352	415,083	418,102	276,998
TP-3 9524 Planning/Analysis Studies	41,841	-	-	12,329	-
Total Expenditures	<u>494,436</u>	<u>620,460</u>	<u>418,725</u>	<u>525,718</u>	<u>548,455</u>
Excess(deficiency) revenues over expenditures	<u>856,455</u>	<u>660,215</u>	<u>667,919</u>	<u>1,871,836</u>	<u>2,234,700</u>
Total Available Fund Equity at June 30	<u>\$(1,587,790)</u>	<u>\$ (927,574)</u>	<u>\$ (259,655)</u>	<u>\$1,612,181</u>	<u>\$3,846,881</u>

Conclusion: No fees have been held unexpended for more than five years, ongoing fee collection required for projects required in the fee study but not yet funded due to lack of available funding. No refunds required.

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 585 - WASTEWATER DEVELOPMENT FUND

Wastewater Development Fee Description

Wastewater Development fees are used to expand/construct wastewater facilities and to acquire equipment related to the impact of growth on the City.

Wastewater Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Spring Lake	Unit	\$ 6,498
Single Family Residential - Greenfield	Unit	\$ 6,498
Single Family Residential- Infill	Unit	\$ 6,498
Multi-family Residential- Spring Lake	Unit	\$ 4,873
Multi-family Residential - Greenfield	Unit	\$ 4,873
Multi-family Residential - Infill	Unit	\$ 4,657
Multi-family Residential - Corridor	Unit	\$ 4,657
Multi-family Residential - Downtown	Unit	\$ 4,657
Small Multi-family- Spring Lake	Unit	\$ 3,249
Small Multi-family- Greenfield	Unit	\$ 3,249
Small Multi-family- Infill	Unit	\$ 3,249
Small Multi-family- Corridor	Unit	\$ 3,249
Small Multi-family- Downtown	Unit	\$ 3,249
Retail	1,000 Sq Ft	\$ 2,652
Service	1,000 Sq Ft	\$ 2,652
Office	1,000 Sq Ft	\$ 1,591
Industrial	1,000 Sq Ft	\$ 2,984

Wastewater Development Fund Collections & Expenditures

		Fiscal Year				
		2016	2017	2018	2019	2020
Beginning Balance**		\$(12,311,618)	\$(12,877,446)	\$(13,459,945)	\$(14,608,608)	\$(13,957,076)
REVENUES						
Development Fees		1,407,554	1,375,476	834,166	2,625,781	2,078,027
Interest Earnings		11,553	26,883	-	9,574	-
Total Revenue		1,419,107	1,402,359	834,166	2,635,355	2,078,027
EXPENDITURES						
<u>MPFP #</u>	<u>Program</u>	<u>Title</u>				
	2014 Refunding Wastewater Bond		1,917,494	1,917,416	1,915,387	1,916,382
9000	Force Account		67,441	67,441	67,441	45,017
Total Expenditures			1,984,935	1,984,857	1,982,828	1,961,652
Excess(deficiency) revenues over expenditures			(565,828)	(582,499)	(1,148,663)	651,532
Total Available Fund Equity at June 30			\$(12,877,446)	\$(13,459,945)	\$(14,608,608)	\$(13,957,076)
						\$(13,840,701)

** Beginning balance does not include long-term advance of pre-1991 fungible monies to the Storm Drain Enterprise Fund(\$2,427,320). These monies are not subject to the requirements of AB1600 and are not available for spending.

Conclusion: No fees have been held unexpended for more than five years, ongoing fee collection is necessary to pay existing debt obligations. No refunds required.

Note: Beginning in FY2012, the Total Fund Equity will not match the City's Comprehensive Annual Financial Report (CAFR) due to a large transfers from another fund. These transfers are done for financial reporting requirements, but are considered long-term loan to assist with payment of debt service not covered by development impact fees.

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 640 - PARK SLIF FUND

Park SLIF Fee Description

Park SLIF development fees are used to acquire land and construct the parks required by the Spring Lake Specific Plan. These parks include the neighborhood parks, central park and the Spring Lake share of the Community Sports Park.

Park SLIF Development Fee Schedule

Category	Basis	Fee
Single Family Residential	Unit	\$ 8,708
Multi-family Residential	Unit	\$ 5,748
Non-Residential	Sq Ft	\$ 6.51

Park SLIF Fund Collections & Expenditures

			Fiscal Year				
		2016	2017	2018	2019	2020	
Beginning Balance		\$2,009,080	\$3,014,105	\$2,905,811	\$ 479,086	\$ 1,249,802	
REVENUES							
SLIF Fees		1,488,524	1,380,866	1,025,108	2,912,670	2,476,083	
Interest Earnings		13,416	20,969	5,437	18,450	-	
Other Revenues		2,000	129,560	2,078	-	-	
Total Revenue		1,503,940	1,531,395	1,032,623	2,931,120	2,476,083	
EXPENDITURES							
	Program	Title					
	7925	2012 Lease Rev Bond Debt Service	295,309	295,149	86,980	-	-
	7455	Park SLIF	139	-	-	-	-
	1115	Community Center/Sports Park Frontage	-	-	-	-	-
	1505	SLSP Neighborhood Park N3	203,466	1,006,360	2,955,019	1,623,720	13,771
	1710	SLSP Neighborhood Park N1	-	338,180	417,349	536,684	2,162,539
Total Expenditures			498,914	1,639,689	3,459,348	2,160,404	2,176,310
Excess(deficiency) revenues over expenditures			1,005,026	(108,294)	(2,426,725)	770,715	299,773
Total Available Fund Equity at June 30			\$3,014,105	\$2,905,811	\$ 479,086	\$ 1,249,802	\$ 1,549,575

Conclusion: Unexpended fund balance is accumulated for large projects included in the fee study that continue to be required. No refunds required.

FUND 681 - STORM DRAINAGE SLIF FUND

Storm Drain SLIF Fee Description

Storm Drain SLIF development fees are used to purchase land and construct/improve drainage facilities required by and to accommodate growth in the Spring Lake Specific Plan.

Storm Drain SLIF Development Fee Schedule

Category	Basis	Fee
Single Family Residential	Unit	\$ 10,969
Multi-family Residential	Unit	\$ 7,239
Non-Residential	Sq Ft	\$ 8.21

Storm Drain SLIF Fund Collections & Expenditures

			Fiscal Year				
			2016	2017	2018	2019	2020
Beginning Balance			\$5,286,817	\$7,464,732	\$ 8,975,978	\$10,053,655	\$13,246,297
REVENUES							
SLIF Fees			2,378,544	1,820,498	1,609,356	3,941,616	3,140,159
Interest Earnings			(32,629)	(50,619)	(96,160)	(125,570)	-
Other Revenues							
Total Revenue			2,345,915	1,769,879	1,513,196	3,816,045	3,140,159
EXPENDITURES							
	Program	Title					
	0612	Spring Lake East Regional Pond Phase I	27,951	51,488	35,262	24,576	-
	1113	North Gibson Ponds Detention	133,113	120,168	-	1,624	31,069
	1721	North Regional Ponds and Pump Station	-	76,774	375,883	575,381	6,118,502
	9000	Force Account	6,935	10,203	24,375	21,821	66,275
						-	-
Total Expenditures			167,999	258,633	435,519	623,403	6,215,846
Excess(deficiency) revenues over expenditures			2,177,916	1,511,246	1,077,677	3,192,642	(3,075,687)
Total Available Fund Equity at June 30			\$7,464,732	\$8,975,978	\$10,053,655	\$13,246,297	\$10,170,610
Revenues paid through Fee Credit use						\$ 3,224,911	\$ 2,688,092

Conclusion: Unexpended fund balance is accumulated for large projects included in the fee study that continue to be required. No refunds required.

Note: Advance funding of infrastructure through issuance of bonds and developer advances have paid for construction of most facilities funded in this category. Collection of "revenues" in this fund represent the use of fee credits earned from the previous advancement of cash.

FUND 682 - ROADS SLIF FUND

Road SLIF Fee Description

Road SLIF development fees are used to construct/improve roadways required by and to accommodate growth in the Spring Lake Specific Plan.

Road SLIF Development Fee Schedule

Category	Basis	Fee
Single Family Residential	Unit \$	21,161
Multi-family Residential	Unit \$	13,967
Non-Residential	Sq Ft \$	15.82

Road SLIF Fund Collections & Expenditures

	2016	2017	Fiscal Year 2018	2019	2020
Beginning Balance	\$(1,865,456)	\$ 1,714,700	\$4,397,876	\$ 6,800,690	\$ 14,092,563
REVENUES					
SLIF Fees	3,653,293	2,796,159	2,604,069	7,602,499	6,057,907
Interest Earnings	(73,138)	(112,983)	(201,255)	(224,926)	-
Other Revenues					
Total Revenue	3,580,155	2,683,176	2,402,814	7,377,572	6,057,907
EXPENDITURES					
Program Title					
9000 Force Account	-	-	-	5,508	3,906
1909 CR25A (Meikle to Promenade)	-	-	-	5,620	115,064
1910 Heritage Parkway Pedestrian Crossing	-	-	-	16,488	-
1913 Gibson Road Interchange Modification	-	-	-	275	-
2005 SR113/CR25A Interchange Modifications	-	-	-	57,808	73,185
Total Expenditures	-	-	-	85,699	192,155
Excess(deficiency) revenues over expenditures	3,580,155	2,683,176	2,402,814	7,291,873	5,865,752
Total Available Fund Equity at June 30	\$ 1,714,700	\$ 4,397,876	\$ 6,800,690	\$ 14,092,563	\$ 19,958,315
Revenues paid through Fee Credit use				\$ 4,953,853	\$ 4,321,389

Conclusion: Unexpended fund balance is accumulated for large projects included in the fee study that continue to be required. No refunds required.

Note: Advance funding of infrastructure through issuance of bonds and developer advances have paid for construction of most facilities funded in this category. Collection of "revenues" in this fund represent the use of fee credits earned from the previous advancement of cash.

FUND 684 - WATER SLIF FUND

Water SLIF Fee Description

Water SLIF development fees are used to construct/improve water related facilities required by and to accommodate growth in the Spring Lake Specific Plan.

Water SLIF Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Infill	Unit	\$ 2,349
Multi-family Residential	Unit	\$ 1,549
Non-Residential	Sq Ft	\$ 1.76

Water SLIF Fund Collections & Expenditures

	2016	2017	Fiscal Year 2018	2019	2020
Beginning Balance	\$ (161,685)	\$ 335,308	\$ 709,585	\$ 1,042,321	\$ 2,004,714
REVENUES					
SLIF Fees	505,033	386,553	354,644	986,795	672,358
Interest Earnings	(8,040)	(12,276)	(21,908)	(24,401)	-
Other Revenues					
Total Revenue	496,993	374,277	332,736	962,394	672,358
EXPENDITURES					
<u>Program</u> <u>Title</u>					
Total Expenditures	-	-	-	-	-
Excess(deficiency) revenues over expenditures	496,993	374,277	332,736	962,394	672,358
Total Available Fund Equity at June 30	\$ 335,308	\$ 709,585	\$ 1,042,321	\$ 2,004,714	\$ 2,677,072
Revenues paid through Fee Credit use				\$ 684,756	\$ 570,771

Conclusion: Unexpended fund balance is accumulated for large projects included in the fee study that continue to be required. No refunds required.

Note: Advance funding of infrastructure through issuance of bonds and developer advances have paid for construction of most facilities funded in this category. Collection of "revenues" in this fund represent the use of fee credits earned from the previous advancement of cash.

FUND 685 - SEWER SLIF FUND

Sewer SLIF Fee Description

Wastewater SLIF development fees are used to construct/improve sewer related facilities required by and to accommodate growth in the Spring Lake Specific Plan.

Sewer SLIF Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Infill	Unit	\$ 3,027
Multi-family Residential	Unit	\$ 1,996
Non-Residential	Sq Ft	\$ 2.27

Sewer SLIF Fund Collections & Expenditures

	2016	2017	Fiscal Year 2018	2019	2020
Beginning Balance	\$ 1,478,954	\$ 2,257,316	\$ 2,847,154	\$ 3,259,201	\$ 4,317,064
REVENUES					
SLIF Fees	786,668	602,113	434,761	1,087,542	866,478
Interest Earnings	(8,305)	(12,276)	(22,714)	(29,679)	-
Other Revenues					
Total Revenue	778,362	589,838	412,047	1,057,863	866,478
EXPENDITURES					
<u>Program</u> <u>Title</u>					
Total Expenditures	-	-	-	-	-
Excess(deficiency) revenues over expenditures	778,362	589,838	412,047	1,057,863	866,478
Total Available Fund Equity at June 30	\$2,257,316	\$2,847,154	\$3,259,201	\$ 4,317,064	\$ 5,183,542
Revenues paid through Fee Credit use				\$ 1,066,750	\$ 889,178

Conclusion: Unexpended fund balance is accumulated for large projects included in the fee study that continue to be required.
No refunds required.

Note: Advance funding of infrastructure through issuance of bonds and developer advances have paid for construction of most facilities funded in this category. Collection of "revenues" in this fund represent the use of fee credits earned from the previous advancement of cash.

FUND 660 - FIRE SLIF FUND

Fire SLIF Fee Description

Fire SLIF development fees are used to construct additional fire station facilities needed to provide service to the new growth area.

Fire SLIF Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Infill	Unit \$	881
Multi-family Residential	Unit \$	582

Fire SLIF Fund Collections & Expenditures

	2018	Fiscal Year 2019	2020
Beginning Balance	\$ -	\$ 61,063	\$ 358,446
REVENUES			
SLIF Fees	60,370	292,091	250,419
Interest Earnings	693	5,292	-
Other Revenues			
Total Revenue	61,063	297,383	250,419
EXPENDITURES			
<u>Program</u> <u>Title</u>			
Total Expenditures	-	-	-
Excess(deficiency) revenues over expenditures	61,063	297,383	250,419
Total Available Fund Equity at June 30	\$ 61,063	\$ 358,446	\$ 608,865

Conclusion: Unexpended fund balance is accumulated for large projects included in the fee study that continue to be required.
No refunds required.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.8
SUBJECT: Spring Lake Maintenance CFD Annual Accountability Report

Recommendation for Action

Staff recommends that the City Council accept the Spring Lake Maintenance Community Facilities District Local Agency Special Tax and Bond Accountability Report for the Fiscal Year Ended June 30, 2020.

Staff Contact

Adam Devlin, Senior Accountant - (530)661-5835, adam.devlin@cityofwoodland.org

Fiscal Impact

The table below provides a description of the collection of special taxes and the funds disbursed for authorized expenditures in fiscal year 2019/2020.

Description	Amount
Beginning Balance as of July 1, 2019	\$196,538.12
<u>Revenues</u>	
Special Tax Collections	\$488,937.50
Interest Accrued	\$0.00
Other Fund Transfer	\$0.00
<i>Subtotal Revenues</i>	<i>\$488,937.50</i>
<u>Expenditures</u>	
Administrative Expenses	(\$14,124.44)
Park Maintenance Costs	(\$407,698.47)
General Fund ¹	(\$30,764.00)
<i>Subtotal Expenditures</i>	<i>(\$452,586.91)</i>
Ending Balance as of June 30, 2020	\$232,888.71

¹ Fund transfer, contribution to Debt Service.

Background

The Spring Lake Specific Plan (SLSP) was adopted by Council in December 2001. A portion of the park requirement for the SLSP was satisfied through purchase of ~28 acres of the 40 acre Sports Park. In order to help fund the cost of operations of the Sports Park, the landowners within the SLSP voted in favor of forming a Community Facilities District ("CFD").

The Local Agency Special Tax and Bond Accountability Act ("Accountability Act") was enacted by California State Legislature through Senate Bill 165 to provide accountability measures for any local special tax and/or bond measure subject to voter approval on or after January 2001. According to the requirements of the Accountability Act (*Sections 50075.1 and 53410 of the Government Code of the State of California*), an annual report must be filed by the local agency levying the special tax and/or issuing a bond measure and shall contain a description of the following:

1. The amount of funds collected and expended.

2. The status of any project required or authorized to be funded by the special tax measure.

This report (“Accountability Report”) has been prepared for the Spring Lake Maintenance Community Facilities District of the City of Woodland for the fiscal year ended June 30, 2019 pursuant to and in accordance with the requirements outlined in the Accountability Act. This report is attached for the Council’s review.

Discussion

On March 22, 2005, the City Council of the City established the CFD pursuant to the provisions of the Mello-Roos Community Facilities Act of 1982 (the “Act”). The CFD is authorized to levy a special tax generally to provide for sports park facilities maintenance services and incidental expenses related to the administration of the CFD. Sports Park Maintenance costs that can be funded by the CFD include, but are not limited to, athletic fields, snack bars, restrooms, multi-use paths, parking lots and park roadways. The authorized costs of service include the cost of labor, materials, administration, personnel, equipment and utilities.

The City is legally required to maintain a separate fund to account for revenues and expenditures related to the CFD. The source of revenue in this fund is the annual CFD levy paid by the Spring Lake homeowners. Properties for which the City has issued a building permit are required to pay the maximum annual levy; undeveloped property is subject to these fees and has been assessed at a rate less than the maximum since FY2013/14.

Conclusion

Staff recommends that the City Council accept the Spring Lake Maintenance Community Facilities District Local Agency Special Tax and Bond Accountability Report for the Fiscal Year Ended June 30, 2020.

Prepared by: Adam Devlin, Senior Accountant

Reviewed by: Kimberly McKinney, Finance Officer/Treasurer



Ken Hiatt
City Manager

Attachments:

1. SB 165 Report Woodland 2020



CITY OF WOODLAND
SPRING LAKE MAINTENANCE
COMMUNITY FACILITIES DISTRICT

**LOCAL AGENCY SPECIAL
TAX ACCOUNTABILITY REPORT
FISCAL YEAR ENDED JUNE 30, 2020**

KOPPEL & GRUBER
PUBLIC FINANCE

334 VIA VERA CRUZ, SUITE 256
SAN MARCOS
CALIFORNIA 92078

T. 760.510.0290
F. 760.510.0288

City of Woodland

Ken Hiatt, City Manager
Kimberly McKinney, Finance Officer
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BACKGROUND

The Local Agency Special Tax and Bond Accountability Act (“Accountability Act”) was enacted by California State Legislature through Senate Bill 165 to provide accountability measures for any local special tax and/or bond measure subject to voter approval on or after January 1, 2001. According to the requirements of the Accountability Act (*Sections 50075.1 and 53410 of the Government Code of the State of California*), an annual report must be filed by the local agency levying a special tax and/or issuing a bond measure by January 1, commencing January 1, 2002 and each year thereafter and shall contain a description of the following:

- (1) The amount of funds collected and expended.
- (2) The status of any project required or authorized to be funded by the special tax measure.

This report (“Accountability Report”) is being prepared for the Spring Lake Maintenance Community Facilities District (“CFD”) of the City of Woodland (“City”) for fiscal year ended June 30, 2020 pursuant to and in accordance with the requirements outlined in the Accountability Act.

I. SUMMARY

On March 22, 2005, the City Council (“Council”) of the City established the CFD pursuant to the provisions of the Mello-Roos Community Facilities Act of 1982, as amended (the “Act”). The CFD is authorized to levy a special tax to generally provide for sports park facilities maintenance services and incidental expenses related to the administration of the CFD. Sports Park Maintenance costs that can be funded by the CFD include, but are not limited to athletic fields, snack bars, restrooms, multi-use paths, parking lots and park roadways. The authorized costs of services include the costs of labor, material, administration, personnel, equipment and utilities.

Since the time of formation, three areas have been annexed into the CFD. The annexations are described as follows:

Annexation No. 1 was adopted by City Council June, 2, 2015. Made up of three parcels encompassing 44.98 acres, Annexation No. 1 is located west of Harry Lorenzo Ave. and North of Farmers Central Rd. Annexation No. 1 was one of the designated Future Annexation Areas and is projected to contain 176 single family homes.

Annexation No. 2 was adopted by City Council September 5, 2017. Made up of one parcel encompassing 27.30 acres, Annexation No. 2 is located west of Harry Lorenzo Ave. and North of Patriot Way and Annexation No. 1. Annexation No. 2 was one of the designated Future Annexation Areas and is now Tract 5091 with 111 Single Family Residential lots.

Annexation No. 3 was adopted by City Council October 3, 2017. Made up of three parcels encompassing 75.57 acres, Annexation No. 3 is located east of County Road 101 and south of Marston Drive. Annexation No. 3 was one of the designated Future Annexation Areas and is expected to have 190 Residential units.

II. SPECIAL TAX COLLECTIONS & EXPENDITURES

A separate account is held by the City for the deposit of special taxes levied by the CFD and for the disbursement of authorized expenditures. The table below provides a description of the collection of special taxes and the funds disbursed for authorized expenditures in fiscal year 2019/2020.

Description	Amount
Beginning Balance as of July 1, 2019	\$196,538.12
<u>Revenues</u>	
Special Tax Collections	\$488,937.50
Interest Accrued	\$0.00
Other Fund Transfer	\$0.00
<i>Subtotal Revenues</i>	<i>\$488,937.50</i>
<u>Expenditures</u>	
Administrative Expenses	(\$14,124.44)
Park Maintenance Costs	(\$407,698.47)
General Fund ¹	(\$30,764.00)
<i>Subtotal Expenditures</i>	<i>(\$452,586.91)</i>
Ending Balance as of June 30, 2020	\$232,888.71

¹ Fund transfer, contribution to Debt Service.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.9
SUBJECT: Final Acceptance and Notice of Completion for the Woodland Downtown Suites Project (Subdivision Final Map #5141)

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, accepting the public improvements associated with the Woodland Downtown Suites Project (Subdivision Final Map 5141), completed by SZ Downtown Partners, LLC, a California Limited Liability Company, as complete and authorize the City Clerk to file a Notice of Completion.

Staff Contact

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

Fiscal Impact

There is no impact to the City budget other than future operation and maintenance costs. In-tract infrastructure costs were paid solely by the developer, and the developer participates in the City-wide Development Impact Fee Program which is the funding mechanism for shared infrastructure.

The Governmental Accounting Standards Board Statement 34 (GASB 34) requires state and local governments to include valuation and depreciation information on public infrastructure assets (excludes landscaping) for accounting purposes and financial reports. The total cost of public infrastructure in the GASB34 categories that the City will acquire with these improvements is shown below.

Est. GASB34 category	Downtown Suites (SM #5141)
Road	\$55,000
Water	\$15,000
Sewer	\$8,000
Storm Drain	\$3,000

Background

On March 1, 2018, the Woodland Planning Commission approved SZ Downtown Partners' application for the 14-lot tentative subdivision map and site plan & design review located at the northeast corner of the Lincoln Avenue and Third Street, subject to a set of Conditions of Approval.

With the approval of Final Map 5141 on November 11, 2018, SZ Downtown Partners LLC entered into a Subdivision Improvement Agreement, a contract to construct in-track subdivision improvements and offsite improvements to serve the property. Improvement plans were approved on September 6, 2018 and construction began in late September 2018.

Discussion

As of September 2020, SZ Downtown Partners, LLC has completed the infrastructure improvements to the

satisfaction of the City Engineer and the Public Works & Community Development Departments. The work was designed to City Standard Specifications and the improvements were inspected by the City during construction. Following Council acceptance, the City Clerk will file a Notice of Completion for the completed items initiating release of the developer's performance and payment securities for these improvements. The developer has provided a warranty security to correct any defects identified during the warranty timeframe of one year following the filing of the Notice of Completion.

The completion of this project marks another significant step in redevelopment of the downtown area and provides another much needed housing option for the community.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, accepting the public improvements associated with the Woodland Downtown Suites Project (Subdivision Final Map 5141), completed by SZ Downtown Partners, LLC, a California Limited Liability Company, as complete and authorize the City Clerk to file a Notice of Completion.

Prepared by: Ed Wisniewski, Senior Civil Engineer

Reviewed by: Brent Meyer, Acting Community Development Director/City Engineer



Ken Hiatt
City Manager

Attachments:

1. Resolution
2. Location Map

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
ACCEPTING PUBLIC IMPROVEMENTS FOR SUBDIVISION MAP NUMBER 5141
(WOODLAND DOWNTOWN SUITES)**

WHEREAS, on March 1, 2018, the City Planning Commission approved Tentative Map No. 5141 “Woodland Downtown Suites” and the associated Conditions of Approval; and

WHEREAS, SZ Downtown Partners, LLC entered into a subdivision improvement agreement to construct the infrastructure necessary to serve the development permitted by the Map (the “improvements”) and furnished bonds to ensure the timely completion of the improvements; and

WHEREAS, on September 6, 2018, the City Engineer approved the improvement plans for Woodland Downtown Suites (Subdivision Map No. 5141); and

WHEREAS, as of September 2020, SZ Downtown Partners, LLC, a California Limited Liability Company, has completed the Improvements; and

WHEREAS, the Subdivision Map Act and the Woodland Municipal Code require the City to accept public improvements which have been completed; and

WHEREAS, SZ Downtown Partners, LLC has requested that the City accept those Improvements that have been completed;

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1. The City Council hereby accepts those Improvements constructed as shown on the improvement plans entitled “Off-site Improvement Plans for Woodland Downtown Suites (Subdivision Map No. 5141)” and approved by the City Engineer on September 6, 2018.

Section 2. The City Council hereby authorizes the City Clerk to file the Notice of Completion and release the developer’s securities held for the completion of public improvements associated with the Woodland Downtown Suites (Subdivision Map No. 5141) Project.

Section 3. Through adoption of this resolution, the City of Woodland does not waive any of its rights, or obligations of SZ Downtown Partners, LLC, a California Limited Liability Company, or any other entity, under the conditions of approval for the Map, any associated development agreement, reimbursement agreement, participation agreement, or under any other document, ordinance or applicable law.

Section 6. The adoption of this resolution shall not be deemed to cure any breach by SZ Downtown Suites, LLC, a California Limited Liability Company, or any other entity of its obligations under the Map or any other document, ordinance, or applicable law.

PASSED AND ADOPTED this 15th day of December 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana Gonzalez, City Clerk

Main Street

East Main Street



City of Woodland

COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION

Lincoln Avenue

Third Street

College Street

East Street

Gibson Road

**SZ Downtown Partners
Subdivision 5141**

HWY 113

Bourne Drive

1-5



East Gibson Road

Pioneer Avenue



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.10
SUBJECT: Final Acceptance and Notice of Completion for Emergency Shelter Project, CIP 20-12

Recommendation for Action: Staff recommends that the City Council take the following actions (1) Determine by a four-fifths vote that there is a need to continue the emergency action to construct a temporary homeless shelter at County Road 102 and East Beamer Street in accordance with Public Contract Code Section 22050; (2) Adopt Resolution No. _____, accepting as complete and authorizing the City Clerk to file a Notice of Completion for the Emergency Shelter Project, CIP 20-12 construction contract with Broward Builders, Inc.; (3) Approve an increase in Broward Builders, Inc.'s Shelter construction contract contingency in an amount not to exceed \$24,962 which will increase the total contract amount to \$2,075,344.

Staff Contact:

Stephen Coyle, Deputy Community Development Director, (530) 661-5910;
Stephen.coyle@cityofwoodland.org

Fiscal Impact:

Total funding sources for the Emergency Shelter Project include:

1. City of Woodland Housing Assistance (Fund 326),
2. City of Woodland Affordable Housing In-Lieu Fees (Fund 327),
3. City of Woodland Spring Lake Off Site Affordable Housing Fees (Fund 321),
4. City of Woodland CDBG CARES Act (Fund 320),
5. Friends of the Mission,
6. Yolo County Homeless Housing, Assistance, and Prevention Program, and
7. Yolo County CARES Act (Federal grant), for a total of \$2,775,000 in Fund 331.

Shelter Project CIP 20-12	Cost
Construction Contract	\$1,952,745
Total Change Orders	\$122,599
Total Construction Contract	\$2,075,344
Cost of Trailers	\$341,304
Soft Costs	323,488
Misc. Costs	\$25,000
Total Project Costs	\$2,765,136

Background:

On April 21, 2020, the City Council declared conditions of emergency, authorized the performance of an Emergency Shelter Project without public bidding, and determined that the Emergency Shelter Project is exempt from the requirements of the California Environmental Quality Act as a project undertaken to prevent or mitigate an emergency. The City Council continued its emergency action at its May 5, 2020 by a unanimous vote of 5-0 and staff bid out construction of the Emergency Shelter Project on the same day to four general

contractors. (The emergency action has been continued by a four-fifths vote of the City Council at every City Council meeting subsequent to May 5, 2020.) The Council approved the award of a construction contract to Broward Builders on June 16, 2020.

Staff advertised for the purchase of the commercial modular trailer on May 15, 2020 to serve the Shelter, and Council awarded a vendor contract to AMS Global, Inc. for the purchase of three commercial modular trailers (restrooms, showers, and laundry), and awarded a contract to U.S. Mobile Kitchens for the purchase of one mobile kitchen. Construction of the site and Shelter began on June 22, 2020 with two consultants retained for testing and assistance in construction management. The four trailers were delivered, set and connected to utilities between September and October.

The City's parcel at 1901 E. Beamer St., within a FEMA flood plain, requires that the East Beamer Way project mitigate its flood impacts to acceptable levels by elevating building pads and reducing surrounding grades. The earthwork required to complete the flood mitigation was part of the Shelter construction project. It was described in the Environmental Report that was approved on September 15, 2020, when the City complied with the applicable requirements of the California Environmental Quality Act. The implementing guidelines for development of the Shelter were included in the approval and adoption of an Initial Study and Mitigated Negative Declaration for the development of the Shelter property and the entire East Beamer Way project. Concurrently, Council approved the creation of three new parcels and a remainder parcel at the City's 128.5 acre property at 1901 E. Beamer, and the map was recorded with Yolo County on October 26, 2020. The Shelter is located on the first parcel closest to E. Beamer St., with a new address for the three parcels of 1903 E. Beamer St.

Broward Builders, Inc.'s contract was extended from November 13 to December 15, 2020 to accommodate Broward's two week materials delay that prevented construction of trailer ramps and stairs. Following the project's final inspection and issuance, the City issued a Temporary Certificate of Occupancy for an otherwise completed project, because PG&E's continued delay in the provision of permanent electrical service requires the use of a portable generator. Currently, PG&E scheduled installation of service on December 23, 2020.

With the issuance of a Temporary Certificate of Occupancy and following Final Acceptance of the Emergency Shelter Project and filing of the Notice of Completion, the City will be in a position to transfer the Shelter property to Friends of the Mission (FOM) and allow for opening and commencement of operation of the Shelter by Fourth and Hope. Following transfer of the Property, Fourth and Hope will fit out the Shelter, manage the moving from the Downtown facility, and begin residential occupancy and commence operations with property management by FOM. A final Certificate of Occupancy will be issued following PG&E's provision of permanent electrical service.

Discussion:

City Council action is required to continue the emergency action to construct the Emergency Shelter Project, terminating that action when the City Council accepts the Project tonight as complete, and authorizes the City Clerk to file a Notice of Completion. The City issued a Temporary Certificate of Occupancy following a Final Inspection of the Shelter, deemed complete on December 15, 2020 while the property remains on generator power.

The increase in the Broward Builders, Inc.'s Shelter construction contract contingency is required because of staff-approved change orders for additional work completed or conducted by Broward Builders. The changes included additional flood mitigation to the remainder site during ongoing Shelter earthwork, installing additional electrical, communications and security devices requested by Fourth and Hope, providing special

wiring for the temporary generator, and providing more conduit to satisfy PG&E demands. The original construction contract contingency was insufficient to cover the additional \$24,962.

Broward completed their contract on December 14, 2020, closed out the project, and passed the City's final inspection. Their electrician will return to coordinate with PG&E when they provide permanent power, and will disconnect the generator.

Conclusion:

Staff recommends that the City Council take the following actions (1) Determine by a four-fifths vote that there is a need to continue the emergency action to construct a temporary homeless shelter at County Road 102 and East Beamer Street in accordance with Public Contract Code Section 22050; (2) Adopt Resolution No. _____, accepting as complete and authorizing the City Clerk to file a Notice of Completion for the Emergency Shelter Project, CIP 20-12 construction contract with Broward Builders, Inc.; (3) Approve an increase in Broward Builders, Inc.'s Shelter construction contract contingency in an amount not to exceed \$24,962 which will increase the total contract amount to \$2,075,344.

Prepared By: Stephen Coyle, Deputy Community Development Director

Reviewed By: Brent Meyer, Acting Community Development Director/City Engineer



Ken Hiatt
City Manager

Attachments:

1. Shelter Final Reso 12-15-20

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT THE EMERGENCY SHELTER PROJECT, CIP 20-12 CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

WHEREAS, the Emergency Shelter Project, CIP 20-12 is fully funded in the amount of \$2,775,000; and

WHEREAS, the City Council approved the plans and specifications for the Emergency Shelter Project the City received one bid for construction of the Emergency Shelter Project from Broward Brothers, Inc. after bidding out construction to four general contractors and determined that the bid complied with all technical submittal requirements and is the lowest responsive, responsible bidder;

WHEREAS, the City Council, on June 16, 2029 authorized the City Manager to negotiate and award a construction contract in the amount of \$1,952,745 to Broward Brothers, Inc. for the construction of the Emergency Shelter Project (CIP 20-12) and authorized a contract contingency of up to 5% (\$97,637) of the total contract amount;

WHEREAS, the construction of the Project began on June 22, 2020 and was completed on December 15, 2020; and

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

Section 1. The City Council hereby approves an increase in Broward Builders, Inc.'s Shelter construction contract contingency in an amount not to exceed \$24,962 which will increase the total contract amount to \$2,075,344.

Section 2. The City Council hereby accepts the Emergency Shelter Project, (CIP 20-12) as complete.

Section 3. The City Council hereby authorizes the City Clerk to file a Notice of Completion for the Emergency Shelter Project, CIP 20-12.

PASSED AND ADOPTED this fifteenth day of December 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.11
SUBJECT: Re-Certification of the Sewer System Management Plan (SSMP)

Recommendation for Action: Staff recommends that the City Council approve the 2020 Revised SSMP.

Staff Contact:

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

Fiscal Impact:

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

Background:

On May 2, 2006 the State Water Resources Control Board (SWRCB) adopted the Statewide General Waste Discharge Requirements (WDRs or general WDRs), Order No. 2006-0003 to provide statewide approach for reducing Sanitary Sewer Overflows (SSOs). An SSO is any overflow, spill, release, discharge, or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs often contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oil, and grease. SSOs pollute surface and ground waters, threaten public health, adversely affect aquatic life and impair the recreational use and aesthetics of surface waters. The goal for SSO reduction is to decrease the risk to human health and the environment. To accomplish this goal, the general WDRs require each public agency that owns and/or operates a sanitary sewer system to meet specific requirements, including development and implementation of a system-specific Sewer System Management Plan (SSMP). To comply with this requirement, the City Council certified the SSMP on June 16th, 2009 and re-certified the updated SSMP on June 13th, 2015.

WDR and Sewer System Overview

The most significant requirement from the general WDRs is the need to develop and implement a Sewer System Management Plan (SSMP) for the reduction of sanitary sewer overflows (SSOs) reaching the waters of the United States. The SSMP is required to be updated every five years. A copy of the SSMP must be publicly available and the 2020 revised SSMP will be posted on the City's website.

The mandatory elements of the SSMP are specified below:

1. Develop specific and measureable Goals for planning, scheduling, and evaluating the City's management, operations, and maintenance of all parts of the sewer system.
2. Organizational structure for SSO reporting and evaluation of the SSMP implementation.
3. Demonstrate legal authority of the sewer system through the use of ordinances for enforcement of violations and to effectively manage the sanitary sewer system.
4. Continue development and implementation of an operations and management program for the sewer system that describes preventative actions such as regular maintenance and cleaning of the sewer system; evaluate the conditional ranking of sewer pipes, recommend rehabilitation, fund the completion of recommended

rehabilitation, and provide training on a regular basis for utility maintenance workers.

5. Further develop the design and construction standards for the installation, repair, inspection, and testing of the sewer system.

6. Revision and implementation of the Overflow and Emergency Response Plan (OERP) that identifies the measures taken to protect public health and the environment when a spill occurs.

7. Evaluate the Fats, Oil, and Grease (FOG) control program which conducts public education and outreach, FOG disposal, best management practices (BMPs) for grease removal devices' operation and maintenance, identification of sections subject to FOG blockages, and development of source control measures.

8. Continued development of the System Evaluation and Capacity Assessment Plan (SECAP) that defines problem areas of the sewer system to be addressed through the capital improvement plan (CIP) for scheduling and funding of proposed rehabilitation.

9. Monitor and measure the effectiveness of the SSMP and make appropriate modification based on the monitoring and performance evaluation.

10. Conduct internal audits, at least every two years, evaluating the effectiveness of the SSMP. An audit report is prepared every two years that describes identified deficiencies and the steps enacted to correct the deficiencies.

11. Provide a communication program consisting of the city website with information on the SSMP and internal audits, public outreach for FOG, and an email and phone number for further information requests.

Discussion:

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

Conclusion:

Staff recommends that the City Council approve the 2020 Revised Sewer System Management Plan (SSMP) as described herein.

Prepared by: Matt Cohen, Senior Engineering Assistant

Reviewed by: Tim Busch, Principal Utilities Civil Engineer

Brent Meyer, Acting Community Development Director/ City Engineer



Ken Hiatt
City Manager

Attachments:

1. Resolution
2. 2020 Revised SSMP Text Edits v2

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE 2020 REVISED SEWER SYSTEM MANAGEMENT PLAN**

WHEREAS, State General Waste Discharge Requirements (WDRs) were adopted statewide by the State Water Resources Control Board on May 2, 2006 and updated by Order No. 2006-0003, Order 2008-0002-EXEC, and Order 2013-0058-EXEC; and

WHEREAS, the WDRs require each public agency that owns and/or operates a sanitary sewer system to meet specific requirements, including development and implementation of a system-specific Sewer System Management Plan (SSMP) and update/re-certify the SSMP every 5 years; and

WHEREAS, to comply with this requirement, the City Council certified the SSMP on June 16th, 2009 and re-certified the updated SSMP on June 13th, 2015; and

WHEREAS, the City Council wishes to re-certify the 2020 SSMP updated SSMP.

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

Section 1. The City Council hereby approves the 2020 revised Sewer System Management Plan.

Section 2. A copy of the updated SSMP will be made available on the City of Woodland's website.

PASSED AND ADOPTED this 15th day of December, 2020, by the following vote:

AYES:

NOES:

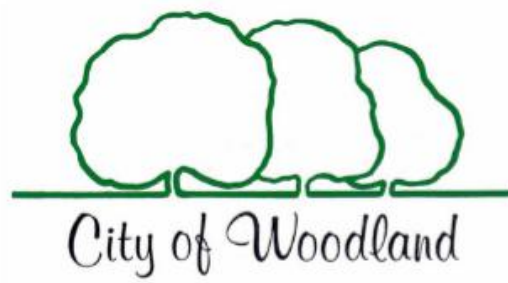
ABSENT:

ABSTAIN:

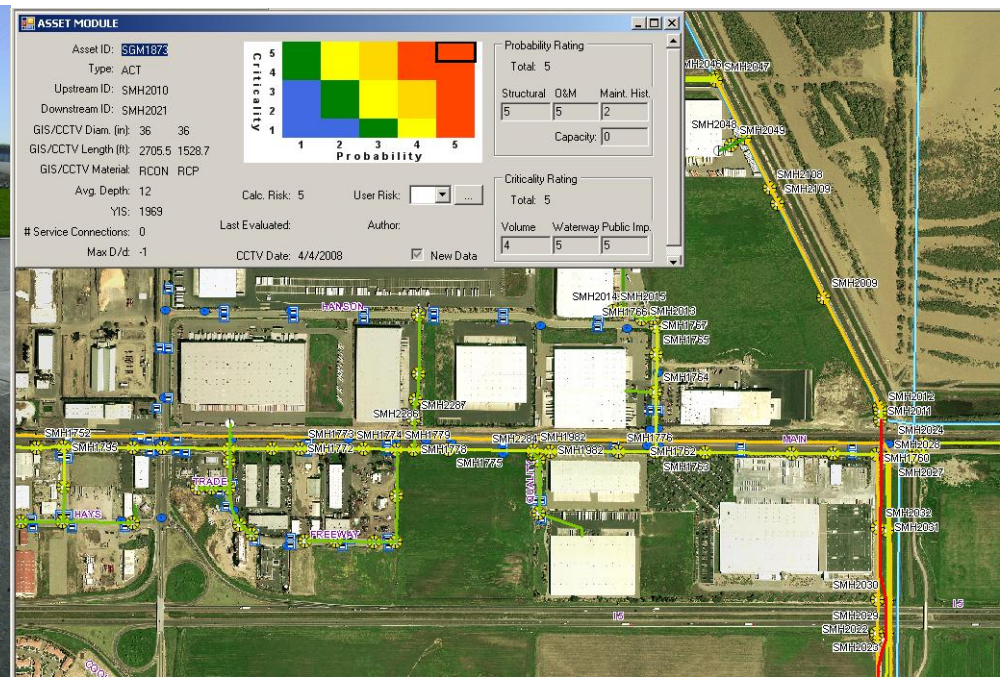
Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



Sewer System Management Plan (SSMP)



Originally Prepared by:



Kimley-Horn
and Associates, Inc.

May 2, 2009

Revised by: City of Woodland Staff
November 30, 2020

CITY OF WOODLAND SSMP

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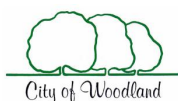
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0 Introduction / Document Use

SSMP Requirement Background

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

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

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

Last Revision: 10-26-2020

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Element 0. Introduction / Document Use

Purpose of the SSMP

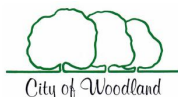
Any prohibited SSO originating from a publicly owned collection system constitutes a violation of the California Water Code and is subject to enforcement action. The SWRCB will take into consideration the adequacy of the actions taken by the utility in response to any spill as prescribed by the utility's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

City Service Area and Sewer System Information

The City of Woodland is located in Yolo County, California and has approximately 60,742 residents. The City's Department of Public Works (DPW) owns approximately 200 miles of sanitary sewer piping which service approximately 16,672 lateral connections. The average lateral is 26.5 feet in length, which translates to approximately 84 miles of sanitary sewer laterals within the sewer collection system. The collection system conveys an average of 5 million gallons of wastewater per day (mgd) to the City water pollution control facility. The sewer collection system includes three lift stations. Spring Lake and Gibson Ranch lift stations serve developments in the southern part of the City, and one influent pump station delivers flow into the headworks of the water pollution control facility. An overview map of the City's sewer collection system is included in **Attachment 0-2**.

Wastewater Utility Department Staffing

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



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Sewer Collection System Budgeting Process

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

Document Organization

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

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

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

Element 0. Introduction / Document Use

Each sub-section of the SSMP presents the following:

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

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

Responsibilities of the Legally Responsible Official

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

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

City Council SSMP Certification and Re-Certification Requirements

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

Element 0. Introduction / Document Use

SSMP Performance and Implementation Task Schedule

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

Related Documents

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

Element 0. Introduction / Document Use

Glossary

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

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

Element 0. Introduction / Document Use

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

Attachment 0-1:

City of Woodland CIWQS Questionnaire


[Menu](#) | [Help](#) | [Log out](#)

 Navigate to:

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

SSO - Questionnaire ? | **SSO Menu**

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

Collection System Questionnaire

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

Last updated: 2019-06-24

First updated: 2007-05-31

Collection System Questionnaire ?

1) Sanitary Sewer System Category:

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

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

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

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

5) Entry Level (Less than 2 years experience)
 Number of agency employees?

6) Journey Level (Greater than or equal 2 years experience)
 Number of agency employees?

7) Supervisory Level
 Number of agency employees?

8) Managerial Level
 Number of agency employees?

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

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

10) Grade II
 Number of certified (Grade II Collection System Maintenance) agency employees:
 Number of certified (Grade II Electrical/Instrumentation Technologist) agency employees:
 Number of certified (Grade II Mechanical Technologist) agency employees:

11) Grade III
 Number of certified (Grade III Collection System Maintenance) agency employees:
 Number of certified (Grade III Electrical/Instrumentation Technologist) agency employees:
 Number of certified (Grade III Mechanical Technologist) agency employees:

12) Grade IV
 Number of certified (Grade IV Collection System Maintenance) agency employees:
 Number of certified (Grade IV Electrical/Instrumentation Technologist) agency employees:
 Number of certified (Grade IV Mechanical Technologist) agency employees:

13) OFFICE OF WATER PROGRAMS at CALIFORNIA STATE UNIVERSITY's CERTIFICATES OF COMPLETION
 Number of certified (Operation and Maintenance of Wastewater Collection Systems, Volume I) agency employees:
 Number of certified (Operation and Maintenance of Wastewater Collection Systems, Volume II) agency employees:

14) How many miles of forced mains and other pressure systems?	0
15) How many miles of gravity sewers?	5
16) Estimated Size Distributions of Assets (note: total % must sum to 100%)	196

Diameter of sewer pipe	Gravity Mainlines (%)	Force Mains (%)
6 inches or less	13	28
8 inches	63	0
9 - 18 inches	14	72
19 - 36 inches	8	0
> 36	1	0
Unknown Diameter	1	0
Totals	100	100

17) Estimated total miles of laterals (upper and lower)?	160
18) Which portion of laterals is your agency responsible for?	Lower only ▼

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

19) Estimated total miles of laterals your agency is responsible for?	82
20) Number of service lateral connections?	15963

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

Age	Gravity Mainlines Force Mains (%)	Pump Stations (*) 75k Gal/day Over (number of stations)	Pump Stations (*) Under 75k Gal/day (number of stations)
2000 - Present	19	1	0
1980 - 1999	25	1	0
1960 - 1979	31	0	0
1940 - 1959	11	0	0
1920 - 1939	8	0	0
1900 - 1919	5	0	0
Before 1900	0	0	0
Unknown Age	1	0	0
Totals	100	2	0

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

22) Estimated total miles of your sewer system not accessible for maintenance?	10
23) How many miles of sewer system did you clean last year(miles)?	60
24) How many miles of sewer system did you inspect(e.g., CCTV) last year (miles)?	32

25) Estimated Sewer System Flow Characteristics

Average Daily Dry Weather Flow (MGD)	Peak Daily Wet Weather Flow (MGD)
3.723	6.056

26) Where does this Sanitary Sewer System Discharge to?

Where it goes?	Name	WDID
WWTP same agency ▼	Woodland WPCF	5a570105001
Select ... ▼		
Select ... ▼		
Select ... ▼		

27a) Are there any tributary sanitary sewer systems?

	No	☐
28) How many gravity mainline aerial or under ground crossings of water bodies (i.e. gravity sewer lines crossing over water bodies) are located throughout the sewer system		0
29) How many force main aerial or under ground crossings of water bodies (e.g. pressurized sewer lines crossing over or under water bodies) are located throughout the sewer system?		0
30) How many siphons used to convey sewage are located throughout the sewer system?		0
Save		
<i>Note: All questions are required to be answered. Enter NA for questions that do not apply or unknown.</i>		

[Export Questionnaire History To Excel](#)

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Attachment 0-2:

City of Woodland Sewer Collection System Overview Map



City of Woodland
Sewer System
Overview Map

SEWER GRAVITY MAIN

PUMP STATION

Storm water canal

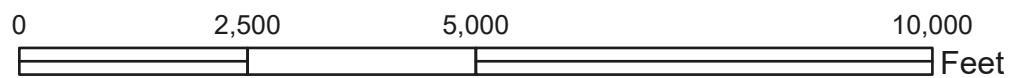
Water Pollution Control
Facility Outfall Line

Water Pollution
Control Facility
Headworks
Pump Station

Gibson Ranch
Pump Station

Spring Lake
Pump Station

Water Pollution
Control Facility

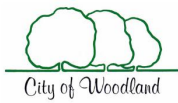


Attachment 0-3:

City of Woodland SSMP Performance and Implementation Task Schedule

SSMP Performance and Implementation Task Schedule																																										
SSMP Section No.	Task Description	Responsible Party	SSMP Deadline / Frequency	Actual Task Completion Date (Last)	2020												2021												2022													
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
viii-a	Conduct system-wide flow monitoring to quantify and track I/I in specific sewer "sheds".	Chief Collection Systems Operator/Associate Civil Engineer	Every 3 Years																																							
viii-a	Implement targeted flow monitoring for rehabilitation / replacement projects, new major development, and assets of concern (future CIPs).	Associate Civil Engineer	Continuously As Needed																																							
viii-a	Review and comment on the effect of major proposed projects or land use changes on sewer collection system capacity, coordinate with consultants as needed.	Associate Civil Engineer	Continuously As Needed																																							
viii-a	Maintain permanent wet weather flow monitoring data on major trunk lines.	Associate Civil Engineer	Continuously																																							
ix-a	PIs will be updated based on SSMP Change Log	Associate Engineer	Annually																																							
ix-b	Complete data entry for each PI.	Various DPW Employees	Quarterly																																							
ix-e	Update the SSO bar graph with data from SSO report forms and attach to SSO prevention PI tracking sheet.	Chief Collection Systems Operator	Quarterly																																							
x-a	Conduct annual internal audit.	Chief Collection Systems Operator/Associate Engineer	Annually																																							
x-a	Present 2 years of internal audits to Council		Bi-annually																																							
x-a	Update SSMP programs based on audit results.		Every 5 years																																							
xi-a	Perform and document completion of the public communication tasks outlined in the SSMP.	Administration Clerk / IT Technician	Continuously																																							
xi-b	Determine if any privately owned facilities own and operate more than 1 mile of sewer collection system piping.	Chief Collection Systems Operator	On going																																							
xi-b	Compose sewage acceptance agreements if necessary with newly identified satellite facilities.		Within 5 months of occurrence																																							
xi-b	Communicate with utility managers of any satellite facilities to negotiate and sign sewage acceptance agreements, and to review satellite facility ssmps as they are being written.																																									
xi-b	Hold annual performance indicator review meeting with any satellite facility utility manager(s).		Annually																																							

Key
Recommended timeframe for completing task
Continuous / Ongoing tasks
Recurring Task



i Goals

SWRCB Requirement:

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

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

Background

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

Element i. Goals

i. Goals

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

Element i. Goals

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

Related Documents

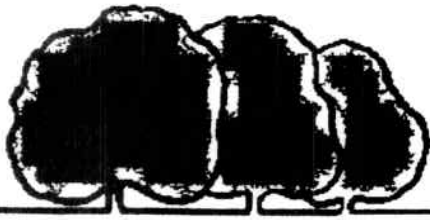
- Attachment i-1: City of Woodland Utility Division Mission Statement

Plan & Schedule

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

Attachment i-1:

City of Woodland Utility Division Mission Statement



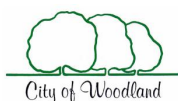
City of Woodland

MISSION

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

GOALS

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



ii Organization

The SSMP must identify:

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

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

Background

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

Element ii. Organization

ii-a. Authorized representative

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

Element ii. Organization

ii-b. Organizational chart

Requirement	Identify the names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation.
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Discussion	The organization chart for the City employees responsible for implementation of SSMP tasks is shown in Attachment ii-1. The names and contact information for the employees filling these positions are found in Attachment ii-2. This list is updated with contact information as employees filling each position change. The contact list is stamped with its publication date for reference. General job functions and requirements used by the City for each position can be found in Attachment ii-3. SSMP specific tasks that are performed by each position are described below. Not every position shown on the organization chart is directly responsible for an SSMP specific task.
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Director of Public Works

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

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

City Attorney

Responsible for SSMP Tasks: iii-e

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

Element ii. Organization

Finance Officer

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

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

Chief Collection Systems Operator

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

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

Principal, Senior and Associate Civil Engineers

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

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

Element ii. Organization

City Engineer

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

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

Engineering Technician

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

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

GIS Network Specialist

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

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

Senior Utility Maintenance Worker

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

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

Element ii. Organization

Senior Utility Maintenance Worker

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

Conduct or contract out scheduled preventative maintenance activities (iv-b). Update near-term CCTV inspections and flushing schedule to maintain 8- year system-wide CCTV inspection and 6-year system wide flushing frequencies (iv-c). Complete scheduled condition assessments and upload data into ITPipes Web (iv-c).

Utility Maintenance Worker III (O&M Workers)

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

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

Utility Maintenance Worker I, II

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

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

Management Analyst, Admin Clerk

Responsible for SSMP Tasks: ix-a, xi

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

Element ii. Organization

Information Services Technician

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

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

Laboratory and Environmental Compliance Manager

Responsible for SSMP Tasks: vi-b,f

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

Environmental Compliance Specialist (Vacant)

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

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

Environmental Compliance Inspector

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

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

Element ii. Organization

Water Pollution Control Operator I,III,IV

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

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

Fleet and Facilities Manager

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

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

Equipment Mechanics (Senior, Heavy)

Responsible for SSMP Tasks: iv-e

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

Equipment Service Clerk

Responsible for SSMP Tasks: iv-e

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

Element ii. Organization

Related Documents

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

Plan & Schedule

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

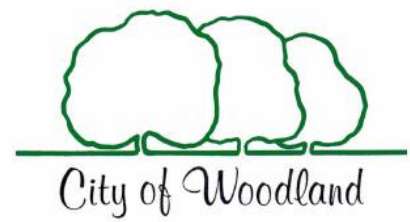
Element ii. Organization

ii-c. SSO reporting chain of communication

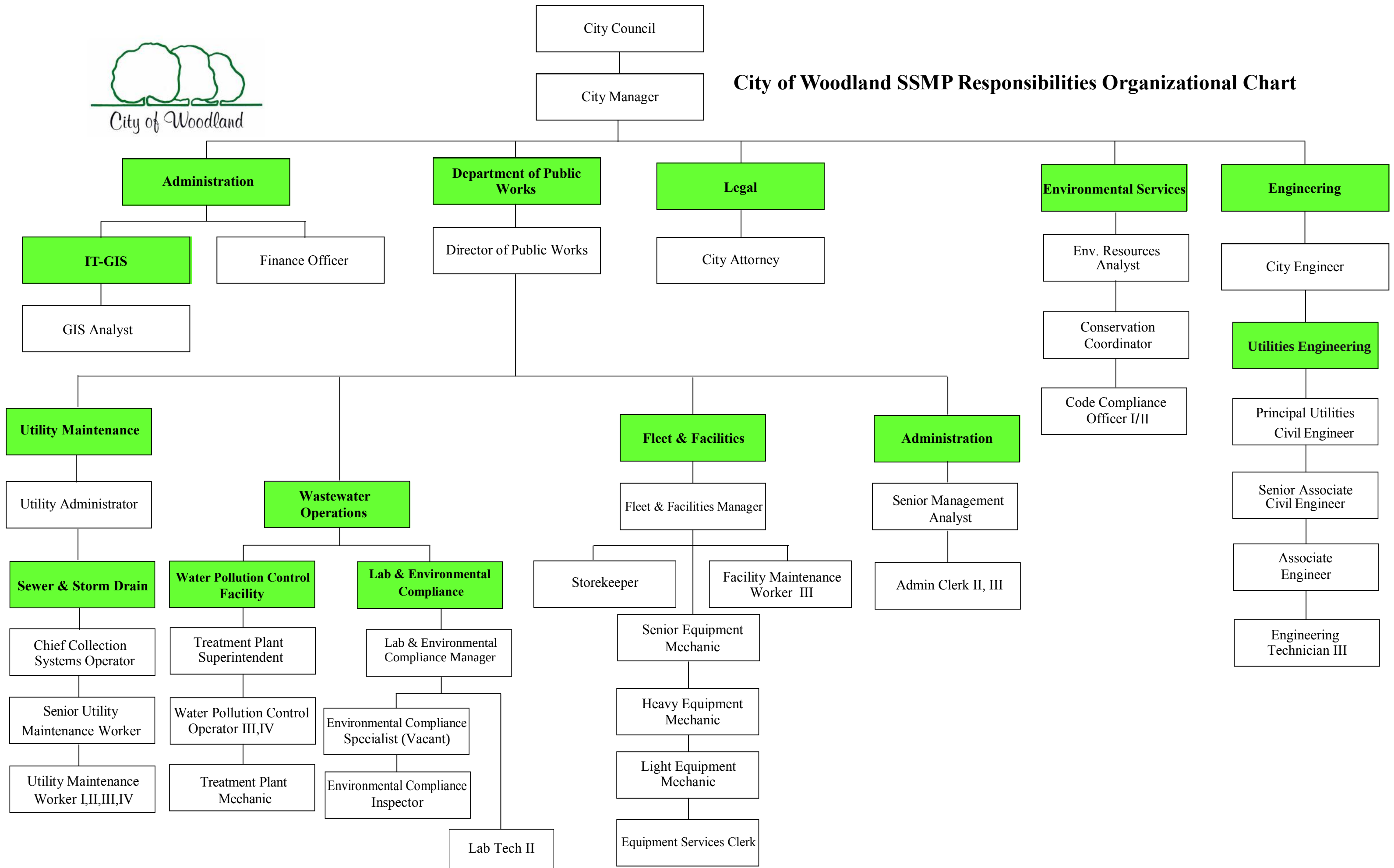
Requirement	Identify the chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health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

Attachment ii-1:

City of Woodland SSMP Organizational Chart

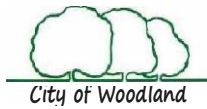


City of Woodland SSMP Responsibilities Organizational Chart



Attachment ii-2:

City of Woodland Employee Contact List



CITY OF WOODLAND EMPLOYEE CONTACT LIST PUBLISHED 11/25/2020

Position	Individual	Phone Number
<i>City Management</i>		
City Manager	Ken Hiatt	530-661-5930
Director of Public Works	Craig Locke	530-661-5899
City Attorney	Ethan Walsh	916-551-2825
<i>Administration</i>		
Finance Officer	Kimberly McKinney	530-661-5849
Senior Management Analyst/Administrative Supervisor	Johanna Currie	530-661-5902
Admin Clerk III	Elizabeth Del Toro	530-661-5891
Admin Clerk II	Krystal Brimm	530-661-5895
<i>Utility Maintenance</i>		
Utilities Administrator	Jeremy Cox	530-661-5882
Public Works Director	Craig Locke	530-661-5899
Chief Collection Systems Operator	Alex Truitt	530-661-5881
<i>Sewer & Storm Drain</i>		
Senior Utility Maintenance Worker Sewer	Eric Medrano	530-661-5894
Utility Maintenance Worker III	Francisco Ledesma	530-661-5881
Utility Maintenance Worker III	Mark Clifton	530-661-5881
Utility Maintenance Worker II	KC Kindelt	530-661-5881
Utility Maintenance Worker II	Rob Wheeler	530-661-5881
Utility Maintenance Worker II	Victor Coronado	530-661-5881
Utility Maintenance Worker I	Jack Luevano	530-661-5881
Utility Maintenance Worker I	Todd Sankus	530-661-5881
Utility Maintenance Worker I	Kevin Eagle	530-661-5881
Utility Maintenance Worker I	Pat Werley	530-661-5881
Utility Maintenance Worker I	Pedro Alvarez	530-661-5881

Position	Individual	Phone Number
Fleet & Facilities		
Fleet & Facilities Manager	Troy Thompson	530-661-5956
Sr. Equipment Mechanic	David Nyamadzawo	530-661-5957
Sr. Equipment Mechanic	Salvador Tovar	530-661-5957
Heavy Equipment Mechanic	VACANT	530-661-5957
Lt. Equipment Mechanic	Larry Rapadas	530-661-5957
Lt. Equipment Mechanic	Victor Garcia	530-661-5957
Equipment Service Worker	Matthew Black	530-661-5956
Equipment Services Clerk	Philip Lovejoy	530-661-5889
Facility Maintenance Worker III	Richard Martino	530-681-7999
Wastewater Operations		
Treatment Plant Superintendent	Shane Carlsen	530-661-2054
WPC Operator IV	Tony Gedatus	530-661-2051
WPC Operator IV	Josh Vieira	530-661-2051
WPC Operator III	Deanna Gonzales	530-661-2061
WPC Operator I	Madison Erksen	530-661-2052
Treatment Plant Mechanic	Rudy Cardenas	530-661-2056
Env. Compliance Inspector I	Angela Clemons	530-661-2057
Env. Compliance Inspector I	Jon Guse	530-661-2058
Lab Tech II	Teresa Lopez	530-661-2053
Lab Tech I	Michael Shultz	530-661-2053
Environmental Services		
Environmental Resource Analyst	Rosie Ledesma	530-661-2059
Conservation Coordinator	Sayetsi Sanchez	530-661-2071
Engineering		
City Engineer	Brent Meyer	530-661-5947
Utilities Engineering		
Principal Utilities Civil Engineer	Tim Busch	530-661-5963
Senior Associate Civil Engineer	Chris Fong	530-661-5972
Associate Engineer	Mark Miller	530-661-5968
Associate Engineer	Matt Cohen	530-661-5973
Engineering Technician III	Ryan Brant	530-681-1029
Information Technology - GIS		
GIS Analyst	Daniel Hewitt	530-661-5838
Code Compliance Officer	Mini Garcia	530-661-5837

Attachment ii-3:

Standard City of Woodland Job Descriptions



ADMINISTRATIVE CLERK I/II

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

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

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS:

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

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

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

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

Work cooperatively with others.

Regular and consistent attendance.

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

Receive, sort and distribute incoming and outgoing correspondence.

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

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

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

Perform related duties as assigned.

QUALIFICATIONS

Administrative Clerk I:

Knowledge of:

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

English usage, spelling, grammar, and punctuation.

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

Skill to:

Communicate tactfully and effectively with the public.

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

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

Demonstrate familiarity with word processing, spreadsheets and databases.

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

Communicate clearly and concisely, both orally and in writing.

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

Ability to:

Work with complex and sensitive files and record systems.

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

Education and Experience

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

Education:

Equivalent to the completion of the twelfth grade.

Experience:

One year of experience performing general clerical work.

Administrative Clerk II

In addition to the requirements for Administrative Clerk I:

Knowledge of:

Principles and procedures of record keeping.

Skill to:

Perform more complex clerical work.

Compose routine correspondence from brief instructions.

Use initiative and sound independent judgment within established guidelines.

Work with minimum supervision.

Education and Experience

Experience:

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

Council Action: November 7, 2000

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ADMINISTRATIVE CLERK III

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS:

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

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

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

Regular and consistent attendance.

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

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

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

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

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

Perform related duties as assigned.

Work cooperatively with others.

QUALIFICATIONS

Knowledge of:

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

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

Departmental operations and procedures.

Filing and recordkeeping systems.

Basic arithmetic.

Skill to:

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

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

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

Communicate clearly and concisely, both orally and in writing.

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

Learn to operate radio communications equipment as assigned.

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

Effectively organize and review the work of other clerical staff.

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

Ability to:

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

Education and Experience

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

Education:

Equivalent to the completion of the twelfth grade.

Experience:

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

Council Action: November 7, 2000

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**ASSOCIATE ENGINEER
ASSOCIATE CIVIL ENGINEER**

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

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

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

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

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

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

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

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

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

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

Regular and consistent attendance.

Work cooperatively with others.

Promote and maintain safe work practices.

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

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

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

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

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

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

Contract preparation and administration.

Safety principles, practices and procedures.

Operation and basic programs of a personal computer.

Skill to:

Perform journey level engineering work with a minimum of supervision.

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

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

Communicate effectively, both orally and in writing.

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

Efficiently operate a personal computer.

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

Ability to:

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

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

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

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

Prepare plans, specifications and write technical reports.

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

Education and Experience

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

Education:

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

Experience:

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

License or Certificate

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

Council Action: May 18, 2004



DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

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

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

OTHER JOB FUNCTIONS

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

QUALIFICATIONS

Knowledge of:

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

Skill to:

Develop, interpret and implement Department policies. Manage, direct, coordinate, and evaluate the work of assigned personnel. Read and interpret blueprints and

plans; interpret and apply laws and regulations. Prepare and present clear, concise, and competent reports, both orally and in writing. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

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

MINIMUM EDUCATION AND EXPERIENCE:

Education:

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

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

Experience:

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

License and Certificate:

Required upon hire:

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

Within 24 months of hire:

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

SPECIAL CONDITIONS

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

ADA COMPLIANCE

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

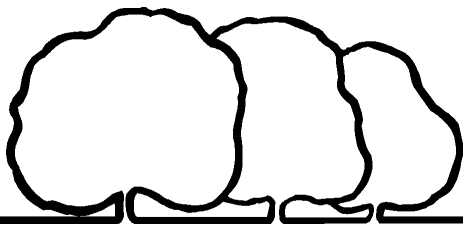
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

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

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

Council Action: April 19, 2016



City of Woodland

CITY ENGINEER

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLE OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

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

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

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

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

QUALIFICATIONS

Knowledge of:

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

Skill to:

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

Ability to:

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

Experience and Training:

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

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Education:

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

Experience:

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

License or Certificate:

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

ADA COMPLIANCE

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

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

Other Requirements:

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

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

Council Action:

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

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CITY MANAGER

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS:

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

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

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

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

Direct the preparation of City Council agendas.

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



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

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

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

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

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

Promote and maintain safety in the work place.

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

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

QUALIFICATIONS:

Knowledge of:

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

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

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

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

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



Operation and programs of a personal computer.

Skill to:

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

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

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

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

Efficiently operate a personal computer.

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

Ability to:

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

Serve effectively as the administrative agent of the City Council.

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

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

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

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

Education and Experience

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

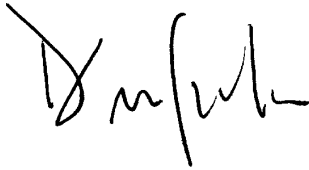


Education:

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

Experience:

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



Human Resources

Council Action: April 7, 1998





CODE COMPLIANCE OFFICER I/II

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Chief Building Official.

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

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

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS:

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

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

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

Drive vehicles as required.

Work cooperatively with others.

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

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

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

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

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

May issue and process building permits.

Explain and interpret requirements and restrictions.

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

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

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

Basic terminology used in zoning, including legal descriptions.

Regulations and requirements for court evidence documentation.

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

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

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

Correct English usage, spelling, punctuation, and grammar.

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

Skill to:

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

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

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

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

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

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

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

Ability to:

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

Education and Experience

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

Education:

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

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

Experience:

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

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

License or Certificate:

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

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

and

Possession of a valid California Driver's License.

Council Action: June 19, 2001



CONSERVATION COORDINATOR

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

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

OTHER JOB FUNCTIONS

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

QUALIFICATIONS

Knowledge of:

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

Skill to:

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

Ability to:

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

Minimum Education and Experience:

Education:

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

Experience:

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

License or Certificate:

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

Council Action: June 20, 2006



PUBLIC WORKS DIRECTOR

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

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

ESSENTIAL JOB FUNCTIONS

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

OTHER JOB FUNCTIONS

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

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

QUALIFICATIONS

Knowledge of:

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

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

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

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

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

Operation and programs of a personal computer.

Skill to:

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

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

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

Communicate clearly and concisely, orally and in writing.

Efficiently operate a personal computer.

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

Ability to:

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

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

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

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

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

Minimum Education and Experience

Education:

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

Experience:

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

License or Certificate

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

Council Action: January 8, 2008



ENGINEERING TECHNICIAN III

DEFINITION

To coordinate and perform advanced paraprofessional and highly technical field and office engineering work in one or more of the functional areas of City's Departments such as Public Works or Community Development Department (CDD) Department.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class of the Engineering Technician series. It is distinguished from the Engineering Technician II classification in that employees are expected to function as a project leader within one of the functional areas of the engineering division, including the coordination of public works/engineering projects from design through construction.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Engineering Assistant, or his/her designee. Responsibilities may include direct and indirect supervision of lower-level paraprofessional engineering personnel.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

- Coordinate the department's projects from planning stage through project acceptance by conducting preliminary engineering studies.
- Prepare plans, specifications, reports, and cost estimates for public improvements such as streets, storm drains, sewers, water works, traffic signals/controls, and other public projects.
- Make calculations for engineering/surveying and other related work.
- Obtain and provide field data and recommendations for preparation of modifications involving technical or monetary changes.
- Assist project engineer in performing survey work and obtaining field data for preparation and planning of proposed projects.

- Provide design, construction or consultant contract administration and management or inspection of capital improvement, repair, and maintenance projects.
- Establish schedules and methods of providing construction inspection services.
- Resolve conflicts between inspectors, contractors and facility owners.
- Prepare, review and maintain various data, reports, documents, and project files, such as, but not limited to, inspection logs, daily construction logs, change order requests, quantities and material estimates, progress reports, site plans, subdivision improvement plans, development agreements, real property documents, submittals and as-built drawings.
- Review improvement plans, maps, specifications, cost estimates, and other work for accuracy, presentation, and conformance with established engineering practices, City Standards, General Plans, and Specific Plans.
- Provide general information to other City departments, the public, development community and other government agencies.
- Prepare for review by senior staff policies and procedures for processing requests of the City for City services to facilitate development projects.
- Determine and oversee field material testing of samples of materials routinely used in construction projects. (For example concrete, asphalts, soils, etc.).
- Monitor operational tests on civil, mechanical and electrical systems. Perform pneumatic and hydrostatic test of piping systems as appropriate.
- Coordinate right-of-way planning and acquisition for public improvement projects such as streets, storm drains, sewers, water works, traffic and other public work projects.
- Prepare and assist in presentations to City Council, various Commissions and local interest groups.
- Share in the responsibility for a sound safety program; promptly report unsafe conditions to the immediate supervisor.
- Prepare data for as-built utilizing GPS equipment, recording changes, dimensions, etc.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the Employee must be present to complete assigned tasks.
- Work cooperatively with others including other City departments/division and the public.
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Techniques for preparing designs, plans, specifications, estimates, reports, and recommendations related to public works.
- Mathematics including algebra, geometry, and trigonometry.
- Applicable laws regarding traffic and transportation, capital project design and construction management, and/or subdivision and land development.
- Engineering methods and techniques used in the development, management, and execution of public works projects and private developments impacting public works infrastructure.
- Techniques of construction contract administration and inspection.

- Basic soil mechanics/testing.
- Basic field surveying principles.
- Practices, methods, materials, equipment used in construction safety.
- Operation and basic programs of a personal computer.

Skill to:

- Provide information to the general public regarding the Department services.
- Correctly apply laws, regulations, codes, and departmental policies governing the construction of assigned projects.
- Review and perform a variety of complex mathematical and engineering computations.
- Prepare plans, specifications, cost estimates and engineering reports with minimal assistance.
- Plan, assign and direct the work of lower-level personnel.
- Develop and update Department, Division, or Branch Standard Operating Process and Procedures.
- Establish and maintain effective working relationships with co-workers and those contacted in the performance of required duties.
- Communicate effectively, both orally and in writing.

Ability to:

- Develop and maintain cooperative public relations with developers, other City departments, businesses, and the general public.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties, including the ability to work indoors and outdoors, at high elevations, in confined spaces, and around power machinery and equipment.

Experience and Education

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

Experience: Two (2) years of experience performing duties comparable to those of a City of Woodland Engineering Technician II or seven (7) years of increasingly complex paraprofessional engineering experience within the Department, or approved comparable experience.

Education: Equivalent to the completion of the twelfth grade, supplemented with at least six (6) months of college level course work in drafting, algebra, geometry, chemistry, or trigonometry, or related field. Additional coursework in civil engineering, construction technology, land development, project management or a closely related field from an accredited college is highly desirable.

License or Certificate:

Specialty certificate such as, Construction Management, Project Management, Transportation Management, or Land Use and Environmental Planning, or the equivalent is desired.

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

ADA COMPLIANCE

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

Light Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 25 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: August 20, 2019



ENVIRONMENTAL COMPLIANCE INSPECTOR I/II

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

Environmental Compliance Inspector I:

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

Environmental Compliance Inspector II:

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

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

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

OTHER JOB FUNCTIONS

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

QUALIFICATIONS

Environmental Compliance Inspector I:

Knowledge of:

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

Ability to:

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

Minimum Education and Experience:

Education:

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

Experience:

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

Licenses and Certificates:

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

Environmental Compliance Inspector II:

In addition to the qualifications for Environmental compliance Inspector I:

Knowledge of:

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

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

Ability to:

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

Minimum Education and Experience:

Education:

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

Experience:

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

Licenses and Certificates:

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

Council Action: June 7, 2011



ENVIRONMENTAL COMPLIANCE SPECIALIST

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

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

OTHER JOB FUNCTIONS

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

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

QUALIFICATIONS

Knowledge of:

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

Ability to:

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

Minimum Education and Experience:

Education:

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

Experience:

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

License and Certificate:

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

Council Action: June 7, 2011



ENVIRONMENTAL RESOURCE ANALYST

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Environmental Sustainability Manager or designee.

Responsibilities include direct supervision of the Conservation Coordinator and may include direct or indirect supervision of volunteer, part-time or technical staff.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

Oversee the solid waste franchise program, ensuring compliance with Local, State and Federal requirements.

Oversee the Water Conservation Program and related issues.

Implement NPDES Phase II requirements, including planning, organizing, and administering the permitting, monitoring, inspection, enforcement, pollution prevention, and data management activities of the Storm Water Program in accordance with federal, state, and local laws and the City municipal NPDES permit.

Provide environmental resource management support to the Public Works Department on city land stewardship issues.

Supervise the development and implementation of City resource conservation and related outreach and education programs, to include supervision of the

development and distribution of appropriate curriculum materials for presentation to schools, community groups and neighborhood groups. Respond to citizen concerns and requests for information and assistance.

Identify, track, analyze and monitor State and regional environmental activities with the potential to affect existing and future City resources, including utilities, solid waste and energy issues.

Develop alternatives and make recommendations regarding City resource management programs including utilities, solid waste and energy issues.

Track and analyze related legislation and make recommendations for City involvement in pending legislation and compliance with existing legislation.

Accumulate data, conduct research, analyzes and summarizes statistical data and prepare reports including Council Communications, information flyers, newsletters, and press releases.

Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work to complete assigned tasks.

OTHER JOB FUNCTIONS

Make presentations regarding water resource and environmental issues for both large and small group settings.

Develops and analyzes long-range financial needs.

Administers vendor contracts and agreements.

Make recommendations, track and monitor the budgets applicable to the programs supported by environmental resource specialist (water supply and conservation/solid waste/energy).

Represent the City at State, Regional, Community, and professional meetings as needed.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of resource management, including implementing outreach and education programs to adhere with the intention and direction of policy makers.

Techniques used in the long range planning, analysis and forecasting of resource needs and methods of achieving those needs.

Customer relations concepts and techniques including measuring and predicting behavioral changes.

Recent developments, current literature and sources of information regarding natural resource management.

Conducting environmental audits and protocols for natural resource assessments.

Advanced computer skills including the use of analytical and statistical modeling, database, presentation, and telecommunications software.

Methods and requirements for grant proposals and grant administration.

Principles, techniques and requirements for writing and administering Service contracts.

Skill to:

Plan, coordinate, and prioritize work in assigned areas of responsibility.

Work with a minimum of supervision and exercise initiative and sound judgment.

Prepare technical analysis and reports.

Work cooperatively with other departments, outside agencies and the public.

Communicate effectively, both orally and in writing.

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

Ability to:

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

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

MINIMUM QUALIFICATIONS

Education and Experience:

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

Education:

Bachelor's degree (or the equivalent of 120 completed semester units) from an accredited college or university with major coursework in environmental studies, biology, water resources or a closely related field.

Experience:

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

License or Certificate:

Possession of a valid Class C driver's license.

ADA COMPLIANCE

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

Heavy Work: Exerting in excess of 25 pounds of force occasionally, 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.

Council Action: August 21, 2018



EQUIPMENT SERVICES CLERK

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

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

OTHER JOB FUNCTIONS

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

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

QUALIFICATIONS

Knowledge of:

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

Skill to:

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

Ability to:

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

Minimum Education and Experience:

Education:

High school diploma or equivalent.

Experience:

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

License and Certificate:

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

Council Action: June 20, 2006



FACILITY MAINTENANCE WORKER III

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

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

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

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

OTHER JOB FUNCTIONS

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

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

QUALIFICATIONS

Knowledge of:

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

Skill to:

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

Ability to:

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

Minimum Education and Experience:

Education:

High School Diploma or equivalent.

Experience:

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

License or Certificate:

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

Council Action: June 20, 2006



FINANCE OFFICER

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

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

ESSENTIAL JOB FUNCTIONS:

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

OTHER JOB FUNCTIONS

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

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

QUALIFICATIONS

Knowledge of:

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

Skill to:

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

Ability to:

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

Minimum Education and Experience:

Education:

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

Experience:

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

License or Certificate:

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

Council Action: October 7, 2008



FLEET AND FACILITIES MANAGER

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

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

OTHER JOB FUNCTIONS

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

QUALIFICATIONS

Knowledge of:

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

Skill to:

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

Ability to:

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

Minimum Education and Experience:

Education:

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

Experience:

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

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

License or Certificates:

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

Council Action: June 20, 2006



GIS ANALYST

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTION:

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

OTHER JOB FUNCTIONS:

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

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

QUALIFICATIONS:

Knowledge of:

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

Skill to:

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

Ability to:

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

MINIMUM EDUCATION AND EXPERIENCE:

Education:

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

Experience:

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

License or Certificate:

Possession of a valid California Driver's License.

ADA COMPLIANCE

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

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

Other Requirements:

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

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

Council Action:



HEAVY EQUIPMENT MECHANIC

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

Inspect, diagnose and locate mechanical difficulties on automobiles, trucks and a variety of maintenance and construction equipment. Determine extent of necessary repairs including identifying major engine and transmission overhaul needs and prepare orders for required services. Road-test vehicles and determine the need for outsourcing to specialized vendors. Perform repairs and adjustments of gasoline and diesel engines, transmissions, differentials, clutches and brakes and hydraulic components. Tune up engines, diagnose computer controls, modules and air conditioning components using diagnostic equipment. Repair and/or replace all components of light and heavy frame assemblies, suspension systems drive trains, electrical systems, steering, braking, material handling, cap and drive, passenger comfort systems. Perform welding and brazing, fabricate and modify parts, equipment, miscellaneous structures and attachments. Maintain a variety of maintenance, repair and inventory records on the computerized fleet maintenance system. Maintain vehicle inspection records as required by the Department of Transportation. Adjust and repair air and hydraulic brake systems including high and low pressure systems. Clean, repair and replace fuel pumps, strainers, fuel lines, gasoline tanks and gauges. Operate equipment and vehicles with possession of all necessary licenses and certificates. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Participate in division safety program. Diagnose, repair, expand and recondition electrical systems. Install and maintain special equipment on fire apparatus, including high volume water, hydraulic, foam and air pumps. Respond to emergency road calls,

field diagnose the problem and make field repairs as necessary. Maintain shop and shop equipment in a safe, clean and orderly condition. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Tools, equipment and procedures used in the service, maintenance, overhaul, repair and adjustment of gas and diesel-powered equipment. Operating and repair characteristics of the entire range of City owned vehicles and equipment, including heavy duty trucks and construction equipment. Operation and care of internal combustion engines, hydraulics and electrical components. Use of a variety of hand and power tools and equipment. Safe working practices. Computerized inventory and record fleet maintenance system.

Skill to:

Enter data into Fleet Management system. Perform advanced journey level equipment mechanic work. Inspect gas and diesel-powered equipment to locate difficulties and estimate the cost and time of repairs. Perform major and technically complex mechanical work on vehicles and mechanical equipment. Use a variety of tools and equipment. Diagnose and repair computer controlled engine components and replace/repair as necessary. Maintain a variety of maintenance, repair and inventory records on the computerized fleet record system.

Ability to

Understand and carry out both oral and written directions. Work independently in the absence of supervision and exercise initiative. Establish and maintain effective work relationships with those contacted in the performance of required duties

Minimum Education and Experience:

Education:

High School diploma or equivalent, supplemented by specialized training in the maintenance and repair of gas and diesel-powered equipment.

Experience:

Two years of increasingly responsible experience in the area of vehicles and equipment repair and maintenance performing duties comparable to those of a Light or Heavy Equipment Mechanic in the City of Woodland.

License and Certificates:

Licenses

Required upon hire and maintained during probation, possession of a valid Class C California Driver's License.

Required prior to permanent appointment and maintained during employment, possession of a valid California Commercial Class A Driver's License with Tank Endorsement.

Certificates

Required upon hire and maintained during employment, possession of a minimum of two valid ASE Truck certifications, one of which must be T4 Heavy Duty Truck Brake Certification.

Required prior to permanent appointment and maintained during employment, possession of a valid Air Conditioning Refrigerant Recovery and Recycling certificate similar to ASE or MACS.

Possession of Fire Equipment Mechanic Certification is highly desirable.

COUNCIL ACTION: February 1, 2011



LABORATORY SUPERVISOR

DEFINITION

Supervise, plan and coordinate the functions of the Laboratory, Industrial Wastewater Pretreatment Program (WPP), and related environmental compliance programs. Performs and reviews analysis of potable water, wastewater, stormwater and related materials. Ensures sampling, monitoring, testing, reporting, WPP, and other environmental compliance programs comply with Federal, State and local requirements for potable water, wastewater and stormwater utilities.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Water Pollution Control Facility (WPCF) Superintendent. Exercises direct supervision over Lab Technicians I/II, Environmental Compliance Specialist, and indirect supervision over Environmental Compliance Inspector I/II. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS:

Plan, program and supervise monitoring, sampling, and testing to ensure WPCF processes, potable water production, potable water distribution, and stormwater runoff comply with State and Federal standards. Supervise and coordinate laboratory quality assurance and quality control programs; develop new methods of laboratory analysis consistent with Federal and State guidelines. Work with and direct outside labs or environmental firms on water quality matters. Plan, program and supervise the goals and objectives of the Industrial Wastewater Pretreatment program. Coordinate pretreatment program activities for the Sanitary Sewer Management Plan and Stormwater NPDES Phase II permit. Review and approve quarterly and annual pretreatment reports. Interpret and enforce regulations related to pretreatment, wastewater collection and stormwater collection. Prepare detailed draft budgets, assist in preparation of final budgets and administer adopted budgets. Monitor legislation and make recommendations concerning compliance issues related to potable water, wastewater, stormwater, pretreatment and related programs. Compile, sign and submit monitoring and compliance reports to appropriate State and Federal Agencies. Perform advanced analysis on data to provide information for decision making. Represent the City on routine basis with State and Federal agencies, and other public bodies. Participate in professional groups and committees and with the general public regarding potable water, wastewater and stormwater, pretreatment and related programs. Participate in the hiring, training, supervision and evaluation of subordinates. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Assist with studies to audit and improve plant operations; conduct and assist with tours and regulatory inspection; respond to questions and requests from the general public. Ensure laboratory and pretreatment shop are maintained in a safe, clean and orderly condition. Ensure that maintenance, repair and calibration of laboratory and pretreatment equipment complies with process safety manual and manufacture recommendations. Observe safe work methods, practices and precautions; use appropriate safety devices and equipment in accordance with laboratory and pretreatment standard operating procedures. Plan safety and training programs and ensure that safety precautions and regulations are adhered to by subordinates. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

State and Federal and local rules and regulations governing potable water, wastewater, stormwater, industrial pretreatment and related programs. Principles of supervision and training. Principles and practices of potable water production, wastewater treatment, stormwater management, industrial pretreatment and related environmental compliance programs. Chemistry and microbiology as applied to potable water, wastewater, stormwater, industrial pretreatment and related environmental compliance programs. Methods and techniques of advanced data manipulation and analysis used in quantitative and statistical analysis of laboratory data. Occupational hazards and necessary safety precautions.

Ability to:

Supervise, train, and evaluate personnel. Prepare a wide variety of reports and records. Communicate clearly and concisely, both orally and in writing. Participate in public presentations of technical issues. Analyze and interpret laboratory test results, understanding nuances of testing protocols upon results. Maintain accurate and complete records. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Education and Experience:

Education:

Bachelor of Science degree with major course work in chemistry and biology or a closely related field.

Experience:

Two years of experience conducting chemical or biological laboratory analyses including two years of experience performing laboratory analysis of water, wastewater or stormwater. Two years of increasingly responsible experience in pretreatment and environmental compliance desirable.

License and Certificate

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

Possession of a current California Water Environment Association Grade II

Laboratory Analyst certificate within 18 months of appointment.

Possession of a current California Water Environment Association Grade I Environmental Compliance Inspector certificate is desirable.

Council Action: June 17, 2008



LABORATORY TECHNICIAN I/II

DEFINITION

To collect and examine water, wastewater, stormwater and related materials. Performs a variety of standardized and complex tests and analysis of such samples. Maintains and calibrates laboratory equipment, prepares glassware, mixes reagents and media. Prepares reports, performs special studies, analyzes results and works with a variety of outside labs.

SUPERVISION RECEIVED AND EXERCISED

Laboratory Technician I

This is the entry-level classification in the flexibly staffed Laboratory (Lab) Technician series. Positions at this level are distinguished from the Lab Technician II level by providing a narrower range of duties, usually of a less complex nature in the treatment plant laboratory. Incumbents learn and perform a variety of clearly defined duties involved with cleaning and maintaining laboratory material and equipment and performing routine testing and analysis in the laboratory. Laboratory Technician II provides lead supervision and training as needed to the Laboratory Technician I.

Laboratory Technician II

This is the journey level classification of Lab Technician series. Positions at this level are distinguished from the entry level by performing complex testing and analysis in the treatment plant laboratory. Incumbents are thoroughly familiar of defined duties involved with calibrating and maintaining sophisticated laboratory equipment. Provides lead direction to Lab Technician I in addition to performing NPDES required analyses in the laboratory and the more complex laboratory analysis. The Laboratory Analyst provides direct supervision.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

Lab Technician I - Collects and prepares water, wastewater, receiving waters and related samples for analysis. Conducts standard physical, chemical and biological analysis of such samples. Makes mathematical calculations and statistical analysis for test results. Prepares and maintains a variety of logs, records and reports related to the

work performed. Performs complex sampling techniques. Prepares lab supply and equipment order lists. Regular and consistent attendance.

Lab Technician II – All of the essential functions listed above and: Prepares standardized reagents and media used in laboratory analysis. Samples, schedules and ships samples to outside laboratories. Performs analysis on quality assurance samples for compliance with State Health Department to maintain laboratory certification. Participates in the laboratory quality assurance program by reviewing and verifying records and reports for the NPDES permit requirements. Schedules laboratory and maintenance work, ordering of materials, and maintains records as directed by the Environmental Plant Manager or designee. Ensure proper maintenance and repair work on all laboratory equipment.

OTHER JOB FUNCTIONS

Cleans and prepares laboratory equipment and glassware. Maintains laboratory in a clean and orderly condition. Observes safe work methods, practices and precautions; uses appropriate safety devices and equipment in accordance to laboratory standard operating procedures. Perform related duties as assigned.

QUALIFICATIONS

Lab Technician I:

Knowledge of:

Principles and practices necessary in the operation of a Water Pollution Control Facility and related programs and facilities. Hazardous chemicals associated with wastewater treatment. Chemistry and microbiology. Mathematics. Standard physical, chemical and biological properties of treated and polluted water, potable water and domestic wastewater. Methods and techniques used in standard quantitative laboratory analysis. Standard laboratory equipment and its use and care. Methods for preparation of standardized reagents and media. Methods of cleaning glassware and equipment used in laboratory analysis. Occupational hazards and necessary safety precautions. Computer operation and software as related to a wastewater facility. Basic principles and practices as they relate to wastewater treatment and related programs.

Ability to:

May provide functional work direction and training to lower level personnel. Wear and use SCBA units as regulated by Cal/OSHA. Prepare variety of basic reports and records. Operate and implement changes to the plant computer system. Communicate clearly and concisely, both orally and in writing. Perform standard physical, chemical and biological tests on treated and polluted water, potable water, and domestic wastewater and related materials. Correctly analyze and interpret standard laboratory test results. Maintain accurate and complete laboratory records. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Education and Experience:**Education:**

High School Diploma or equivalent supplemented by related college level coursework.

Experience:

One year of work experience in a laboratory or related position is desirable.

License and Certificate:

Required upon hire, possession of a current California Driver's license. Possession of a current California Water Environment Association Grade I Laboratory Analyst certificate within eighteen (18) months of appointment. Grade I Wastewater Treatment Plant Operator certificate is desirable.

Lab Technician II

In addition to the qualifications for Lab Technician I:

Knowledge of:

State and Federal water pollution control rules and regulations governing the treatment and disposal of wastewater and related programs. Principles of supervision and training.

Ability to:

Supervise and train assigned personnel. Work independently making appropriate decisions in critical situations. Perform complex physical, chemical and biological tests on treated and polluted water, potable water, and domestic wastewater and related materials. Analyze and interpret complex laboratory test results. Prepare standardized reagents and media. Repair and calibrate instrumentation as related to the operation of the laboratory.

Minimum Education and Experience:**Education:**

High School Diploma or equivalent is required. Completion of one year of related college level coursework is preferred.

Experience:

Two years of general laboratory experience is preferred.

License and Certificate:

Required upon hire, possession of all certifications required of the Laboratory Technician I and possession of a current California Water Environment Association Grade II Laboratory Analyst certificate within eighteen (18) months. Grade II Wastewater Treatment Plant Operator certificate is desirable.

Council Action: June 20, 2006



LIGHT EQUIPMENT MECHANIC

DEFINITION

To service, maintain and repair automotive and other power-driven and mechanical equipment.

SUPERVISION EXERCISED AND RECEIVED

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

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

Inspect, diagnose and locate mechanical difficulties on automobiles, light trucks and a variety of maintenance, lawn care and construction equipment. Road test and diagnose vehicles, determine needed repairs or maintenance attention and schedule repairs. Inspect and diagnose all mechanical, hydraulic, electrical systems. Inspect operational and appearance of vehicles and recommend repair action. Respond to emergency road calls, field diagnose the problem and make field repairs as necessary. Perform welding and brazing, fabricate and modify parts, equipment, miscellaneous structures and attachments. Inspect lawn maintenance equipment, overhaul engines, transmissions, differentials, and hydraulic components. Do component change-out of same on automotive equipment. Adjust and repair air and hydraulic brakes, perform complete brake system overhauls. Diagnose and repair/replace electrical systems components. Service and repair small gasoline engines, lawn mowers and lawn mower decks. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Participate in division safety program. Maintain shop and equipment in a safe, clean and orderly condition. Maintain a variety of maintenance, repair and inventory records on the computerized fleet maintenance system. Clean, repair and replace fuel pumps, strainers, fuel lines, gas/diesel tanks, and gauges. Handle hazardous materials and store or dispose as needed. Perform other duties as required.

QUALIFICATIONS

Knowledge of:

Tools, equipment and procedures used in the service, maintenance, repair and overhaul of automotive and other gas and diesel-powered equipment. Use of a variety of hand and power tools and equipment. Operating and repair characteristics of City-owned light vehicles and equipment. Operation and care of internal combustion engines, hydraulics and electrical components. Safe working practices. Diagnostic equipment and computerized engine components. Maintain a variety of maintenance and inventory records on the computerized fleet maintenance system.

Skill to:

Perform journey level equipment mechanic work. Inspect gas and diesel-powered equipment to locate difficulties and estimate the cost of time and repairs. Perform minor and major mechanical work on vehicles and mechanical equipment. Use a variety of tools and equipment. Work independently in the absence of supervision, exercising initiative. Diagnose and repair computer controlled engine components and replace/repair as necessary. Maintain a variety of maintenance, repair and inventory records. Understand and carry out both oral and written instructions.

Ability to:

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

Minimum Education and Experience:

Education:

High school diploma or equivalent. Specialized training or coursework in the maintenance and repair of gas and diesel-powered equipment is desired.

Experience:

Two years of increasingly responsible experience in the area of vehicle and equipment repair and maintenance performing duties comparable to those of an Equipment Service Worker in the City of Woodland.

License and Certificates:

Licenses

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

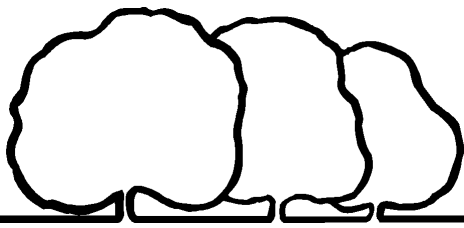
Required prior to permanent appointment and maintained during employment, possession of a valid California Commercial Class A Driver's License with Tank Endorsement.

Certificates

Required upon hire and maintained during employment, possession of a minimum of two valid ASE certifications, one of which must be either A5 Automotive Brakes or T4 Heavy Duty Truck Brake Certification.

Required prior to permanent appointment and maintained during employment, possession of a valid Air Conditioning Refrigerant Recovery and Recycling certificate similar to ASE or MACS.

Council Action: February 1, 2011



City of Woodland

PRINCIPAL UTILITIES CIVIL ENGINEER

DEFINITION

To manage or participate in a variety of professional civil engineering work in the operation, design, construction, maintenance and repairs of structures and facilities for the City's water supply, water distribution, storm water, flood, water treatment, wastewater treatment and wastewater collections activities and to coordinate activities with other divisions or departments.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Engineer 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

Conduct and implement the most complex and technical engineering studies and projects related to, utilities, water supply, water distribution, water treatment, wastewater treatment, storm water, flood and wastewater collection structures and facilities projects. Research, analyze and make recommendations regarding major technical methodologies, practices and problems; research and prepare reports recommending the improvement of services and measures to improve efficiency of operations. May serve as the City Engineer, when assigned. Plan, develop, and oversee work of staff involved in activities related to assigned areas of responsibility. Evaluate operations and activities of assigned areas of responsibility; determine priorities; develop short and long range plans; implement improvements and modifications; prepare various reports on operations and activities. Participate in budget preparation and administration for assigned areas of responsibility. Oversee the selection and management of consultant contracts related to assigned areas of responsibility. Manage and/or participate in the preparation of complex engineering studies and reports related to assigned areas of responsibility; oversee coordination of assigned areas of responsibility activities with other City departments, divisions, and sections, outside agencies, citizens, consultants, and developers. Provide staff support to a variety of City boards, City Council, commissions, committees, and industry specific boards, including making presentations and ascertaining direction, when appropriate, for implementation of approved recommendations.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints. Build and maintain positive working relationships with co-workers, City employees, other public agencies, and the public using principles of good customer service. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.

OTHER JOB FUNCTIONS:

Interpret and apply relevant codes, ordinances, rules, and regulations. Ensure compliance with CEQA, the Public Contract Code, and all applicable State, Federal, and local regulations codes, and standards related to assigned areas of responsibility. Stamp plans for in-house design work related to assigned areas of responsibility. Check plans for accuracy, suitability, and completeness; and direct revisions. Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analysis. Manage development of infrastructure master plans. Prepare, write and present general correspondence, technical reports, statistical reports and Council Communications. Supervise, train, mentor and evaluate assigned staff. Serve as staff to a variety of City, County, regional and outside commissions, boards and committees as assigned. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of professional engineering related to assigned function, which may include utilities, water, water treatment, wastewater, storm water, flood etc. . Applicable local, State, Federal rules, regulations, codes, rules, laws, ordinances, policies, and standards. Methods, materials and techniques used in planning, design, construction, and maintenance/operations, and rehabilitation of a variety of water, treatment plants, waste/sewers/storm facilities and wastewater collection sites. Municipal utility service management, operation and maintenance practices, and principles. Modern office procedures and standard computer equipment, software and specialized engineering software related to specific department operations. Principles and practices of research analysis and management. Budget preparation and expenditure control. Principles and practices of public sector contract administration and capital project management. Principles and practices of management, supervision, leadership, motivation, team building and conflict resolution.

Skill to:

Plan, coordinate and prioritize a variety of programs and projects. Analyze complex technical and administrative methodologies, practices and problems, evaluate alternatives, and implement creative and 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. Establish and maintain effective working relationships with those contacted in the performance of duties.

Ability to:

Train and evaluate the performance of assigned staff. Communicate effectively both orally and in writing. Interpret, apply and explain rules, regulations, policies and procedures. 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. Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned software.

Minimum Education and Experience:

Education:

Bachelor's degree from an accredited college or university with major coursework in civil engineering.

Experience:

Five (5) years of increasingly responsible and varied civil engineering experience including significant supervisory responsibilities with at least Two (2) years' experience specifically related to water supply, water distribution, water treatment, wastewater treatment, storm water, flood and wastewater collection.

License or Certificate:

Possession of a valid certificate of registration as a Professional Civil Engineer in the State of California and possession of a valid California Driver's License, required upon hire.

ADA COMPLIANCE

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

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

Other Requirements:

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

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

Council Action: Approved May 7, 2013



SENIOR EQUIPMENT MECHANIC

DEFINITION

To perform skilled maintenance and repair of vehicles and equipment; and to assist in administrative duties of the division. Provide technical and functional oversight over assigned skilled and semi-skilled personnel in the Equipment Services Division.

SUPERVISION RECEIVED AND EXERCISED

This is the lead supervisor class in the Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, and complexity of duties assigned. Employees perform the most difficult and responsible types of technical duties assigned to classes within this series, including performing technically complex maintenance and repair duties and/or providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all technical aspects of assigned area of responsibility. General supervision is provided by the Fleet and Facilities Manager. Responsibilities include providing lead supervision and technical training for skilled and semi-skilled personnel.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

Plan, schedule, prioritize and assign maintenance and repair work in consultation with the Fleet and Facilities Manager; communicate status of repairs to appropriate personnel in other City departments and divisions, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities. Oversee and review the work of employees assigned to troubleshoot, overhaul, repair, and maintain heavy and light gasoline and diesel-powered vehicles and equipment; participate in performing routine maintenance and repair work. Inspect and evaluate equipment; estimate time and material requirements; provide technical assistance to assigned equipment maintenance personnel; review and monitor completed work. Perform difficult, technical, and complex equipment repair and maintenance tasks, including locating and diagnosing complex mechanical defects; fabricate special bodies, parts, and essentials as necessary. Inspect and evaluate to ensure quality control standards are met. Work cooperatively with others. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Recommend special work required or necessary equipment maintenance; obtain estimates for required services and materials as directed. Train employees in work methods, use of tools and equipment, and relevant safety precautions. Ensure the proper maintenance, repair and storage of all shop tools and equipment. Ensure a clean and safe work environment for all division employees; recommend corrective action to the Fleet and Facilities Manager when necessary. Order needed supplies; ensure maintenance of an adequate inventory to accomplish assigned jobs. Maintain required labor, equipment and material records and submits reports as directed; assists in developing budget figures for the division. Provide input into performance evaluations and disciplinary matters. Drive vehicles and operates a wide variety of equipment. Respond to emergency situations as necessary. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices, techniques, methods, materials, tools and equipment used in the repair, overhaul, servicing and preventive maintenance of heavy and light gasoline and diesel-powered equipment, CAL/OSHA requirements, and other relevant codes and regulations. Use of flat rate manuals. Federal and State inspection requirements and procedures for heavy road equipment. Safe work methods and safety practices pertaining to the work. Operation and maintenance of a wide variety of equipment, hand, shop, and power tools used in the work. Lead supervision and basic principles of training.

Skills to:

Enter data into Fleet Management system. Locate and diagnose engine and other operating defects; use electronic and mechanical shop diagnostic equipment; make extensive repairs, and proper testing and adjustments. Operate a wide variety of power hand tools in a skillful manner. Use computer diagnostic equipment. Conduct safety inspections and establish safe procedures; inspect the work of others and maintain established quality control standards.

Ability to:

Plan, schedule, and oversee activities of an equipment maintenance program. Read and comprehend schematics, fabricate special bodies, parts and essentials as necessary. Identify and implement effective course of action to complete assigned work. Estimate needed materials and labor and secure sufficient quantities. Understand, follow and train others in proper and safe work procedures. Work effectively without immediate supervision. Understand, carry out and issue clear oral and written instructions. Prepare and maintain a variety of accurate records and reports. Establish and maintain cooperative and effective relationships with those contacted in the course of work.

Minimum Education and Experience:

Education:

High school diploma or equivalent, supplemented by technical or college level training in the automotive maintenance and repair field.

Experience:

Three years of journey level work in automotive and heavy equipment maintenance and repair, with broad exposure to a variety of trucks, diesels, specialized road equipment, and hydraulic systems. Prior lead work experience desirable.

License or Certificate:

Licenses

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

Required prior to permanent appointment and maintained during employment, possession of a valid California Commercial Class A Driver's License with Tank Endorsement.

Certificates

Required upon hire and maintained during employment, possession of a minimum of six valid ASE certifications, one of which must be A5 Automotive Brakes or T4 Heavy Duty Truck Brake Certification.

Required prior to permanent appointment and maintained during employment, possession of a valid Air Conditioning Refrigerant Recovery and Recycling certificate similar to ASE or MACS.

Possession of Fire Equipment Mechanic Certification and additional ASE certification is desirable.

COUNCIL ACTION: February 1, 2011



**MANAGEMENT ANALYST I
MANAGEMENT ANALYST II
SENIOR MANAGEMENT ANALYST**

DEFINITION

Provides staff assistance to a City Administrative official; performs responsible professional and technical administrative and analytical duties. Duties involve budgets, policies, procedures, organization, planning, contracts, facilities, systems, equipment, supplies, special projects, etc., depending on the job assignment, all or some of the following duties and qualifications may be invoked at the discretion of the Department Director.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by high level administrative and management positions. Responsibilities may include direct or indirect supervision of clerical and technical positions.

DISTINGUISHING CHARACTERISTICS

Management Analyst I - This is the entry level class in the Management Analyst series. Positions at this level are distinguished from the II level by the performance of less than the full range and complexity of duties as assigned to the journey level class within the series. Incumbents at this level typically have limited related work experience and are unfamiliar with the functions, operations and procedures of assigned department or office. This class, therefore, is typically used as a training class within the series.

Management Analyst II - This is the full journey level class of the Management Analyst series. Positions at this level are distinguished from the Management Analyst I level by the performance of the full range and complexity of duties as assigned with minimal assistance or direction. Incumbents are thoroughly familiar with the operating procedures of the department or office to which assigned, and possess technical expertise related to assigned program responsibilities. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Senior Management Analyst – This is the advanced journey level in the Management Analyst series. Positions at this level are distinguished from the II

level by the breadth of experience and knowledge gained by working at the City of Woodland or other municipal agencies on a wide variety of projects. Positions in this class are flexibly staffed and are always filled by advancement from the II level.

EXAMPLES OF DUTIES

Duties include, but are not limited to, the following:

ESSENTIAL JOB FUNCTIONS:

Compiles data and assists in developing recommendations on the formulation of policy, procedure, staffing, and organizational changes; participates in the installation of new and revised programs, systems, procedures and methods of operation.

Conducts surveys and performs research and statistical analyses on administrative, fiscal, personnel, and/or operational problems.

Assists in the process of identifying City wide or Department-wide information system needs, including computer hardware/software and training programs.

Researches and/or assists in the preparation, analysis, and administration of the department operating and/or capital budget.

Researches, develops, reviews, and prepares grant applications including monitoring existing programs for compliance with regulations.

Represents the City in intra-departmental, community, and professional meetings.

Development of budget documents. Track expenses to ensure compliance with the budget.

Responsible for managing contracts within the City. This includes developing Request for Quotations (RFQ), monitoring for compliance and budget.

Compiles materials and prepares and/or assists in the preparation of reports, manuals, and publications.

Assists in the coordination of departmental activities with departmental divisions, other City departments and outside agencies.

Assists in the design and implementation of systems and forms for use in a City department or administrative office including, but not limited to, City wide information systems.

Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.
Performs related duties as assigned.

QUALIFICATIONS:

Management Analyst I:

May supervise, train and evaluate assigned personnel.

Knowledge of:

The principles of public administration.

The basic principles and methods of administrative analysis and/or personnel and fiscal management.

Budget preparation and control

Accounting; statistical methods

Current social, political, economic, and scientific developments and trends.

Planning functions and methods.

Contract negotiation, preparation and monitoring. Current technology relating to departmental operations.

Management Analyst II:

In addition to the qualifications for Management Analyst I:

Ability to:

Communicate effectively, orally and in writing.

Analyze organizational and administrative problems; create, recommend and implement an effective course of action.

Analyze and interpret factual data while applying a high degree of independent judgment.

Establish and maintain effectively working relationships with employees and the public.

Coordinate and/or manage a departmental program and/or activity.

Procedures and process of City budget preparation and maintenance

Interpret and make decisions in accordance with rules, regulations and policies.

Make recommendations regarding use of technology to improve departmental efficiency.

Supervise, train and evaluate assigned staff.

Senior Management Analyst:

In addition to the qualifications for Management Analyst II:

Ability to:

Prepare complex administrative, financial, organizational, and management recommendations.

Effectively delegate authority

Use initiative and sound judgement in making complex decisions.

Use discretion with confidential materials and information.

Minimum Education and Experience:

Management Analyst I:

Education

Bachelor's degree from an accredited college with major coursework in public administration, business administration, or a closely related field.

Experience

One year of administrative, budgetary, or other management analysis or similar experience desired. May be obtained through internships, full or part-time employment, or volunteer work.

Management Analyst II:

In addition to the Minimum Education and Experience for Management Analyst I

Education

Bachelor's degree from an accredited college with major coursework in public administration, business administration, or a closely related field.

Experience

Two years of experience comparable to that of a Management Analyst I in the City of Woodland.

Senior Management Analyst:

In addition to the Minimum Education and Experience for Management Analyst II

Experience:

Six years of experience as a Management Analyst II or comparable position with at least two (2) of these years with the City of Woodland as a Management Analyst II. Direct supervisory responsibility may substitute for one year of the six years of required experience.

Education

Bachelor's degree from an accredited college with major coursework in public administration, business administration, or a closely related field. A Master's Degree from an accredited college or university in Public Administration, Business Administration or a closely related field may substitute one year of experience

ADA COMPLIANCE

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

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

Other Requirements:

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

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

Council Action: May 7, 2013



TREATMENT PLANT MECHANIC

DEFINITION

To perform a variety of skilled tasks necessary to maintain the equipment and structures of the Water Pollution Control Facility.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Water Pollution Control Facility Superintendent or designee. The Treatment Plant Mechanic is the journey level position.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

Performs a variety of preventative maintenance on equipment and facilities to include lubricating, cleaning, and painting. Performs corrective maintenance on plant equipment and process systems such as parts replacement, equipment changes, cleaning of tanks and basins. Maintains equipment and structures on remote sites, including pumps, wet wells, and lift stations, which may require the use of self contained breathing apparatus. Maintains accurate maintenance and repair records. Prepares specifications and procures parts and equipment. Evaluates the cost effectiveness of repair versus replacement. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Follow all safety precautions and regulations. Work weekends and holidays as assigned. Serve in a stand-by status after regular working hours and respond to emergency call-outs. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Maintenance of pumps, motors, piping and control systems found in wastewater treatment plants and related facilities. Mechanical, electrical and hydraulic principles. Operation of water treatment plant equipment and facilities. Safe work practices.

Ability to:

Operate and perform maintenance work on water and wastewater system equipment. Diagnose and repair mechanical problems. Work independently in the absence of specific instructions. Maintain accurate records. Communicate effectively and follow oral and written directions. Work effectively with co-workers and supervisors.

Minimum Education and Experience:**Education:**

High School diploma or equivalent.

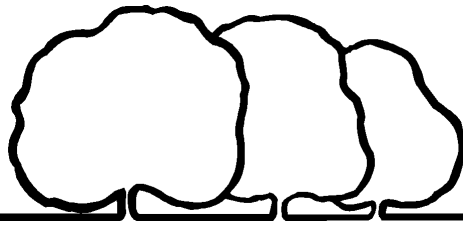
Experience:

Two years experience in the maintenance of pumps, motors, piping and wastewater treatment plant operations.

Licenses and Certificates:

Required upon hire, possession of a valid California Driver's license and a current Grade I Wastewater Treatment Plant Operators certificate, issued by the California State Water Resources Control Board. Possession of Grade I CWEA Mechanical Technologist certificate, prior to permanent appointment.

Council Action: June 17, 2008



UTILITIES MAINTENANCE WORKER I/II

DEFINITION

To perform a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of water lines, sewers, storm drains, and pump stations.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the Utilities Maintenance Worker III/IV. Technical or functional supervision is also provided by higher level utilities personnel. For the Utilities II position, assignments may require lead responsibilities over less experienced personnel and/or temporary workers as assigned.

Utilities Maintenance Worker I:

This is the entry level class in the Utilities Maintenance Worker series. The Utilities Maintenance Worker I may often perform many of the duties required of Utilities Maintenance Workers II but is not expected to have the depth of experience, skill level and certifications of the Utilities Maintenance Worker II. As a result, the Utilities Maintenance Worker I will have fewer opportunities to exercise independent discretion and judgment on matters related to work procedures and methods.

Utilities Maintenance Worker II:

This is the Journey level in the Utilities Maintenance Worker series. This class differs from Utilities Maintenance Worker I in that incumbents perform more complex maintenance duties including working independently, exercising judgment, and operating the full range of tools and mechanical equipment related to a specific assignment. The Utilities Maintenance Worker II may also be expected to assist in the oversight and training of less experienced personnel. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or by candidates with prior work experience elsewhere.

EXAMPLES OF DUTIES:

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

ESSENTIAL JOB FUNCTIONS:

Operate a variety of light and moderately heavy construction and maintenance equipment including such pieces as a loader, dump truck, water truck, steel rollers, High Velocity Vacuum Cleaner, mole trencher, and rubber-tired tractor with all attachments in order to perform a variety of routine construction and maintenance operations. Operate fork lift as assigned and trained. Perform general maintenance and repair on water distribution and/or storm and wastewater collection facilities including installation, testing, and backfill of service laterals.

Within the sewer and stormwater collections division, employees will be expected to use the Closed Circuit Television Truck, sewer cable machine, flush sewer laterals and mains, assist in sewer tap installations, clean storm drain lines and catch basins.

Within the water distribution division, employees will be expected to assist in water tap installations, install, remove, and repair water meters, hydrants, service valves, and mainline valves; take water meter and gauge readings; accurately maintain records and reports.

All Utilities Maintenance Worker I/II will operate equipment and vehicles with possession of all necessary licenses and certificates, utilize proper safety precautions related to all performed work and comply with the policies and procedures in the department Injury & Illness Prevention Program (IIPP). 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

Respond to inquires from the general public. Prepare as built sketches, when required to convey information to engineering for graphic documentation. Check water meters for proper operation; troubleshoot registers and repair. Initiate and discontinue water service to customer accounts as directed. Operate telemetering and flow monitoring equipment. Work cooperatively with others. Perform related duties as assigned. Both Assignments will require employees to be "On Call" as needed.

QUALIFICATIONS

Utilities Maintenance Worker I

Knowledge of:

Basic methods, tools, materials, and equipment used in general construction maintenance work. Uses and purposes of general construction tools and equipment. Safe work practices and the Department Injury and Illness Prevention Program.

Skill to:

Use the hand and power tools required in general construction and maintenance work. Perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities. Understand and carry out both oral and written directions. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Perform heavy manual labor. Learn to operate various construction maintenance equipment and machinery. Identify possible public safety hazards.

Minimum Education and Experience:

Education:

- High School Diploma or equivalent
- Courses in, or graduation from, the American Public Works Association's Public Works Institute is desirable

Experience:

One (1) year of experience in construction or related field.

License and Certificate:**Both Water Distribution and Sanitary Sewer/Storm Drainage Systems Assignments**

Both assignments require possession of a California State Drinking Water Operator Certification Program (DWOCP) Grade I Water Distribution Operator (D1) and a Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association prior to permanent appointment.

A Pipeline Assessment and Certification Program certificate issued by the National Association of Sewer System Companies (NASSCO) is desirable.

Both assignments require possession of a valid California Driver's License. A Class B Driver's permit and DMV Medical Certification are required within three (3) months of hire. Prior to permanent appointment employee must obtain a valid Class B Driver's License, a Work Zone Safety certification issued by the International Municipal Signal Association, First Aid and CPR certifications, Competent Person certification, and Confined Space certification.

Utilities Maintenance Worker II

In addition to the qualifications for Utilities Maintenance Worker I:

Knowledge of:

Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of water distribution systems, and/or sewers and storm drains. Traffic laws, ordinances, and rules involved in truck and equipment operations. Policies and procedures contained in the Department Illness and Injury Prevention Program. Applicable codes, regulations and safety orders. Safety precautions in the use, general cleaning and maintenance of equipment including light power equipment.

Skill to:

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner. Work independently in performing semi-skilled and skilled maintenance work. Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner. Read and interpret basic maps and blueprints. Assist in the supervision and training of less experienced personnel. Maintain written records and reports.

Ability to:

Perform skilled maintenance, construction and repair in the area of work assigned. Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations. Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

Minimum Education and Experience:

Education:

- High School Diploma or equivalent.
- Courses in, or graduation from, the American Public Works Association's Public Works Institute is desirable

Experience:

One (1) year of experience performing duties comparable to those of a Utilities Maintenance Worker I.

License and Certificate:

Water Distribution Assignment – Requires possession of a DWOCP Grade II Water Distribution Operator (D2) certificate and a Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association upon hire.

Sanitary Sewer/Storm Drainage Systems Assignment - Requires possession of a California State (DWOCP) Grade I Water Distribution Operator (D1) and a Grade II Wastewater Collections System Maintenance certificate issued by California Water Environment Association upon hire.

Both assignments require all of the certifications necessary for a Utilities Maintenance Worker I and possession of a valid Class B California Driver's License with Tank and Air Brake Endorsement upon hire.

ADA COMPLIANCE

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

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

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of 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: August 22, 2017



UTILITIES MAINTENANCE WORKER III / IV WASTEWATER COLLECTION

DEFINITION

To perform a variety of skilled and semi-skilled tasks in the construction, maintenance and repair of the City's wastewater collection facilities.

SUPERVISION RECEIVED AND EXERCISED

UTILITIES MAINTENANCE WORKER III:

General supervision is provided by higher level personnel. This is the Advanced Journey level of the Utilities Maintenance Worker series. It is distinguished from the Utilities Maintenance Worker II classification in that positions assigned to this class are expected to perform the most complex and highly skilled maintenance duties of the Division assigned, including highly skilled heavy equipment operation under minimal supervision.

UTILITIES MAINTENANCE WORKER IV:

This is an Advance Journey level of the Utilities Maintenance Worker series. Additional responsibilities beyond those of the Utilities Maintenance Worker III (above) may include providing functional and technical supervision to lower level maintenance personnel. Level IV employees will ensure a safe working environment; including assisting in the development and implementation of appropriate traffic control during all phases of work within the right-of-way.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

Operate a variety of moderately heavy and heavy construction and maintenance equipment including such pieces as a backhoe, Closed-Circuit Television (CCTV), High Velocity Vacuum Cleaner (HVVC), loader, grader, roller, crane, three-axle truck, and truck with trailer. Perform a variety of construction and maintenance operations requiring a high level of skill and expertise involving sewer and stormwater collection systems, and related facilities. Use concrete cutting equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work. Knowledge of and compliance with policy and procedures in the department's Injury and Illness Prevention Program (IIPP). Utilize proper safety precautions and set a proper example for others. Operate telemetering and flow monitoring equipment. Prepare field designs and as-built drawings when required to convey information to engineering for drawing documentation. 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.

ADDITIONAL JOB FUNCTIONS FOR UTILITIES MAINTENANCE WORKER IV

May act as a lead-worker for multiple crews of maintenance workers on assigned projects. Increased responsibility and initiative for assisting in scheduling department activities and allocating resources. Make recommendations to improve operational efficiency. Assist in responding to challenging customer service calls and complaints.

OTHER JOB FUNCTIONS

Provide general information to the public, other City departments, and vendors pertaining to sewer and storm drain collection systems. Perform duties in the general maintenance and repair of sewage and stormwater collection facilities; install, test and backfill sewer service laterals. Repair and maintain storm drains, pipes and catch basins. Requisition materials and supplies for assigned facilities and projects. Work cooperatively with others. Drive vehicles and equipment as required. Perform related duties as assigned. Meet stand-by program requirements and serve in a stand-by status after regular working hours and respond to emergency call-outs.

QUALIFICATIONS**Knowledge of:**

- Operational characteristics of heavy mechanical equipment used in the construction and maintenance of wastewater collection systems
- Methods, tools, and materials used in the construction, operation maintenance and repair of sewers and storm drain systems, and the characteristics of the material and equipment used
- The hazards associated with the above work and proper safety precautions to minimize risk, including appropriate traffic control devices
- The laws, ordinances and rules involved in construction, maintenance and repairs, and operating trucks and heavy equipment
- Codes, ordinances, specifications, and standards for the City of Woodland, American Water Works Association (AWWA), California Division of Occupational Safety and Health (CALOSHA), the Environmental Protection Agency (EPA), State Water Resources Control Board (SWRCB), California Water Environment Association (CWEA), and California Stormwater Quality Association (CASQA) among others. Including Department of Public Health (DPH), National Pollution Discharge Elimination Systems (NPDES) and California Integrated Water Quality System (CIWQS) reporting requirements
- The components which make up the collection systems, including life cycle estimates, condition assessment, and maintenance requirements

Skill to:

- Perform highly skilled work in the construction, operation, maintenance and repair of wastewater collection systems
- Operate and maintain machinery and equipment related to the maintenance, repair and operation of wastewater collection systems
- Operate CCTV Trucks and HVVC Units for collection system inspection
- Act as leadworker for crews of maintenance personnel

- Assist in the training and supervision of others in the development of the skills and abilities related to the construction, operation, maintenance and repair of sewers and storm drain collection systems, and in the safe operation of related equipment
- Oversee and monitor the work of others
- Understand and carry out both oral and written directions in an independent manner.
- Use and operate hand tools, mechanical equipment and power tools and equipment required for assigned work in a safe and efficient manner
- Assist in preparation of performance appraisals.
- Maintain written records and reports.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Schedule daily activities for Sewer and Storm Collection System Division crews

Additional Skills for Utilities Maintenance Worker IV:

- Increased responsibility for the overall scheduling of Sewer and Storm Collection System Division activities such as preventative maintenance, and short-term and long-range system repairs.
- Offer recommendation to the Senior Utilities Maintenance Worker on work assignments, input on evaluations, etc.
- Assume the lead worker responsibilities for multiple maintenance crews when necessary
- Provide advanced supervision and training to lower level maintenance workers
- Proficiency with the computer programs used in the department including understanding supervisory control and data acquisition (SCADA), work order tracking software such as CityWorks, and software such as Microsoft Office
- Provide review comments on construction documents

Ability to:

- Read and interpret plans and specifications
- Operate and maintain machinery and equipment related to the maintenance, repair and alterations of wastewater collection
- Maintain and repair light power equipment
- Perform heavy manual labor
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Additional Abilities for Utilities Maintenance Worker IV:

- Understand and execute oral and written direction independently
- Collect and enter data in an electronic format
- Interact effectively and courteously with both internal and external customers in the performance of required duties
- Interpret and apply policies and procedures
- Ability to report Sewer Systems Overflow (SSO) to the state as a data submitter

MINIMUM EDUCATION AND EXPERIENCE:

Education:

- High School Diploma or equivalent
- Supplemental coursework or training in sewer collections, and stormwater as needed for license and certificates
- Specialized coursework in wastewater system operation and permitting is highly desirable
- Courses in, or graduation from, the American Public Works Association's Public Works Institute is desirable

Experience:

Two years' experience performing duties comparable to those of Utilities Maintenance Worker I/II.

License and Certificate:

(Utility Maintenance Worker III and IV)

- Valid Class B California Driver's License with Tank and Air Brake Endorsements required for placement
- Class A driver's license within six months of hire
- Confined Space Certification prior to permanent appointment
- Competent Person Certification prior to permanent appointment
- First Aid and CPR certifications prior to permanent appointment
- Forklift Certification prior to permanent appointment
- International Municipal Signal Association Work Zone Safety or equivalent prior to permanent appointment

Utility Maintenance Worker III Wastewater Collections/Stormwater assignment

- California Water Environment Association Grade II Wastewater Collections System Maintenance certificate required for placement, Grade III required prior to permanent appointment
- California State Drinking Water Operator Certification Program (DWOCP) Grade I Water Distribution Operator (D1)
- California State DWOCP Grade I Water Treatment certificate is desirable

Utility Maintenance Worker IV Wastewater Collections/Stormwater assignment

- Grade IV (C-4) Wastewater Collection System Certificate from CWEA required for placement
- National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) Certification prior to permanent appointment
- HAZWOPER 24-hour certification prior to permanent appointment
- Qualified Applicator License (QAL- Pesticides) prior to permanent appointment
- California State DWOCP Grade II Water Treatment certificate is desirable

ADA COMPLIANCE

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

hearing, seeing, and repetitive motions.

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

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between 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: August 2017



Water Pollution Control Facility Superintendent

DEFINITION:

To plan, organize and manage the Water Pollution Control Facility Operations, Recycled Water, Laboratory Operations and the Industrial Pretreatment Program. Ensures the City's Water Pollution Control Facility Operations are in compliance with applicable Federal, State and Local regulations which include the Water Pollution Control Facility NPDES discharge permit.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Director of Public Works or designee. Provides direct or indirect supervision of all assigned personnel.

EXAMPLES OF DUTIES:

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

ESSENTIAL JOB FUNCTIONS:

- Ensure the proper management, operation, and maintenance of wastewater, recycled water and select stormwater treatment facilities, including the Wastewater Treatment Plant, as well as, additional City properties assigned to the Water Pollution Control program.
- Work in a coordinated effort with the co-permittee for the City's industrial wastewater disposal site.
- Develop and implement goals, objectives and priorities. Monitor and make recommendations concerning legislation and compliance issues related to wastewater NPDES issues.
- Ensure the proper management of the Laboratory, the Industrial Pretreatment Program, and other programs assigned to Laboratory and Industrial Pretreatment staff.
- Represent the City on routine basis with State and Federal agencies, and other public entities.
- Participate in professional groups, committees and the general public regarding wastewater, stormwater treatment, pretreatment, and related programs.
- Coordinate maintenance operations and contract activities with vendors, contractors, and with other City Divisions as needed.
- Prepare and administer the annual budget for assigned program areas.
- Exercises discretion and independent judgment with respect to assigned duties.
- Hire, train, supervise and evaluate personnel. Develop and review progress of projects and work assignments with assigned personnel and assist them in organizing resources.
- Compile, sign, and submit monitoring and compliance reports to appropriate State and Federal agencies.
- Regular and consistent attendance.

OTHER JOB FUNCTIONS:

- Comply with applicable guidelines regarding the purchase of equipment.
- Develop or assist in developing equipment specifications and requisition of supplies and materials.
- Plan safety and training programs; ensure that safety precautions and regulations are adhered to by personnel assigned to the group and those working at sites under the purview of this position.
- Perform related duties as assigned.

QUALIFICATIONS**Knowledge of:**

- Principles and practices necessary in operation and maintenance of a Class V Tertiary Wastewater Treatment Facility with flows over 10 MGD.
- Recycle water operations.
- State and Federal water pollution control rules and regulations governing the treatment and disposal of wastewater, laboratory operations, recycled water and industrial pretreatment programs.
- Handling, use, storage and disposal of hazardous materials associated with treatment and analysis of water and wastewater.
- Occupational hazards and safety precautions related to the collection, treatment, reuse, and disposal of wastewater.
- Basic understanding of chemical, biological and physical laboratory testing methods and procedures.
- Basic understanding of municipal storm water NPDES requirements, specifically construction site runoff control and post-construction requirements.
- Work safety and accident prevention programs.
- Budget development and expenditure control, including development of capital improvement plans. SCADA control systems and the data management needed for evaluating treatment plant efficiency and overall performance.
- Personnel principles and practices including supervising, training, and performance evaluation.
- Principles and practices of leadership, motivation, team building and conflict resolution.

Skill to:

- Develop, interpret and implement Department policies.
- Plan, organize, and implement a comprehensive program for the maintenance and operations of the Water Pollution Control Facility, Industrial Waste Water Treatment Site, and Storm Water Treatment Facilities.
- Read, write, and provide critical review of technical reports. Read and understand legislative and legal text of laws and permits which must be complied with in the operation of the facilities assigned to this position.
- Read and interpret blueprints and plans.
- Manage, coordinate, and evaluate the work of assigned personnel.

Ability to:

- Manage and direct a Class V Wastewater Tertiary Treatment Facility with flows over 10 MGD,

Recycled Water, Laboratory Operations and the Industrial Pretreatment Program.

- Use a variety of computer software to control plant process and prepare a variety of reports, spreadsheets and records.
- Work independently, making appropriate decisions in fast paced, high-pressure situations.
- Prepare, present clear, concise competent reports.
- Communicate clearly and concisely, both orally and in writing.
- Supervise and train assigned personnel.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Education and Experience:

Education:

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

A Bachelor's degree is desirable.

Experience:

Five (5) years of work experience involving the maintenance and operation of a water pollution control facility, (including laboratory), at least three (3) years of supervisory experience.

License and Certificate:

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

Possession of a current Grade V (T%) Wastewater Treatment Plant Operators Certificate issued by the State of California Water Resources Control Board.

ADA COMPLIANCE

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

Light Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 25 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.



WATER POLLUTION CONTROL OPERATOR III

DEFINITION

To perform complex Wastewater Plant operations and maintenance assignments involving plant process and control, preventative maintenance to include equipment repairs, laboratory procedures.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Water Pollution Control Facility Superintendent or designee. The Water Pollution Control Operator III is the advanced journey level position in the Water Pollution Control Operator series. Acts as a shift supervisor, as defined by Title 23 of the California Code of Regulations, overseeing and directing the operation or a phase of operation of a waste water treatment plant during a specific work period. Provides work direction, leadership and training to subordinate personnel.

EXAMPLE OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

Operate the Water Pollution Control Facility, to ensure compliance with State Regulations. Interpret alarms, meters, gauges, SCADA system and test results to determine process and control criteria. May perform required laboratory tests, analyses, and record the results. Perform maintenance and repair work on pumps, valves, Ultra Violet Disinfection equipment, filtration equipment, laboratory equipment and storm water pumping stations. Participate in ongoing preventative maintenance program and accurately maintain and compile records and reports. Operate a personal computer to retrieve data from the SCADA system and then makes adjustments to plant operations; and create spreadsheets and word processing documents. Train and provide work direction to subordinate personnel. Work weekends and holidays as assigned. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Participate in the department safety program and follow all safety precautions and regulations. Serve in a stand-by status after regular working hours and respond to emergency call-outs as assigned. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

State and Federal water pollution control rules and regulations, governing the treatment and disposal of wastewater and related programs. Principles and practices necessary in the operation of a Water Pollution Control Facility and related programs and facilities. Wastewater Treatment Plant equipment maintenance procedures. Advanced wastewater treatment plant operations, to include tertiary treatment equipment. Hazardous chemicals associated with wastewater treatment. Chemical and bacteriological wastewater characteristics. Standard methods of sampling and analyzing wastewater. Hydraulics, measuring devices, pumps and other wastewater related equipment. Repair and calibration of equipment. Occupational hazards and necessary safety precautions. Computer operation and software as related to a wastewater treatment facility, to include Microsoft Word and Excel.

Ability to:

Lead and train new and semi-skilled personnel and work independently while making appropriate decisions. Read and interpret blue prints and plans. Wear and use SCBA units as regulated by Cal/OSHA. Communicate clearly and concisely, both orally and in writing. Operate and implement changes to the plant SCADA computer system. Repair and calibrate instrumentation as related to operations. Establish and maintain effective work relationships with those contacted in the performance of required duties. Work independently making appropriate decisions in critical situations.

Minimum Education and Experience:

Education:

High School diploma or equivalent, supplemented by training or coursework in the areas of chemistry, biology or related wastewater operations.

Experience:

Three years of experience in work involving the maintenance and operation of a water pollution control facility and/or related facilities and programs.

License and Certificates:

Required upon hire, possession of a valid California Driver's License and a current Grade III Wastewater Treatment Plant Operators certificate, issued by the California State Water Resources Control Board.

Council Action: June 17, 2008



WATER POLLUTION CONTROL OPERATOR IV

DEFINITION

To perform and supervise the most complex work involving process control, plant operations, laboratory procedures, repair and maintenance of the City's Water Pollution Control Facility (WPCF) Tertiary Treatment Plant.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Water Pollution Control Facility Superintendent or designee. Acts as a "supervisor" as defined by Title 23 of the California Code of Regulations (oversees and directs the operation of the plant, inspects the performance of other operators, and reports to the Superintendent). The Operator IV provides direct supervision and training for the semi-skilled and skilled operations and maintenance personnel. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of a Class V treatment plant.

EXAMPLES OF DUTIES

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

ESSENTIAL FUNCTIONS

Monitors and maintains the operation of wastewater treatment plant pumps, motors, headworks, oxidation ditches, filters, disinfection process, and pump stations. Learns all phases of the plant operations and makes or supervises necessary operating changes and adjustments. Maintains and updates accurate logs of the plant operations, preventative maintenance and safety programs. Assists in the establishment and supervision of procedures, maintenance schedules and methods for assigned areas of operation. Assigns and supervises work for subordinate WPCF operators and plant mechanic, while checking on the work progress throughout the day. Assists the WPCF Superintendent in a variety of personnel actions including; selection, training, promotions, performance evaluations, and disciplinary actions. Monitors and interacts with the automated plant computer/SCADA systems. Interprets data and information received by SCADA then makes adjustments to plant operations. Implement and supervise proper safety precautions that are followed by all staff members. Work on standby rotation to include working on weekends and holidays. Oversees collection of a variety of samples for laboratory tests and on occasion performs basic laboratory testing and analysis. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Review data, analyze results and prepare reports as required. Coordinate with other environmental services programs, such as, the laboratory or pretreatment, ensuring tests and analysis are complete and a record of results are available for use. Respond to inquiries or concerns from citizens and other departments or agencies. Assist in budget preparation and monitoring of expenditures. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, methods, materials, tools, and equipment used in wastewater treatment plant operations, servicing, and maintenance. Principles of various wastewater treatment processes, to include, adjustment procedures for wastewater treatment plant equipment, repair and preventative maintenance procedures. Safe work practices. Principles of supervision and training. Advanced wastewater treatment operations, to include oversight and direction of all tertiary treatment processes and equipment. Hazardous chemicals associated with wastewater treatment. Chemical and bacteriological wastewater characteristics. Standard methods of sampling and analyzing wastewater. Hydraulics, measuring devices, pumps and other wastewater related equipment. Computer operation and software as related to a wastewater treatment facility, to include Microsoft word and Excel.

Ability to:

Provide work direction, scheduling, supervision and evaluations of assigned staff. Read and interpret gauges and other recording devices reflecting plant operations and make operating adjustments based upon recorded data. Maintain accurate logs and records. Work collectively as a team member. Communicate clearly and concisely, both orally and in writing. Work independently making appropriate decisions in critical situations. Wear and use SCBA units as regulated by Cal/OSHA.

Minimum Education and Experience:

Education:

High School diploma supplemented by college, trade school or advanced course work in wastewater technology, laboratory, and chemistry.

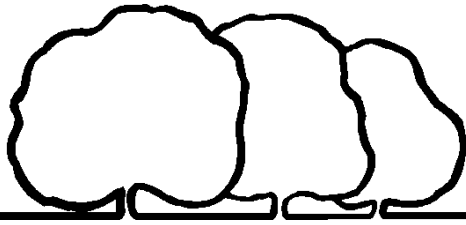
Experience:

Four years of increasingly responsible work experience in the operation and maintenance of a wastewater treatment plant, including some lead or supervisory experience.

License and Certificate:

Required upon hire, possession of a valid California Driver's License and a current Grade IV Wastewater Treatment Plant Operators Certificate, issued by the California State Water Resources Control Board

Council Action: June 17, 2008



City of Woodland

UTILITY ADMINISTRATOR

DEFINITION

To plan, direct, and manage the Water Distribution, Water Storage, Wastewater Collection and Storm Drainage Systems Operations; including wells, storage, transmission, treatment, distribution of City water, sewage collection, storm drainage infrastructure. Act in a lead capacity representing the City's interests in other operations. May act as the designee on collaborative agreements such as the Woodland-Davis Clean Water Agency, or other Joint Powers Authorities (JPA).

SUPERVISION RECEIVED AND EXERCISED

The Public Works Director or designee provides general direction. Responsibilities include direct and indirect supervision of assigned staff.

EXAMPLE OF DUTIES – The following are typical illustrations of duties encompassed by the job class (not an all-inclusive or limiting list):

- Plan, prioritize, assign, supervise and review the work of Public Works staff responsible for the pumping, storage, transmission, treatment, and distribution of City potable water, recycled water, wastewater collection, storm systems and their related infrastructure.
- Directs potable and recycled water distribution, sewer collection and storm runoff operations to provide service to customers in accordance with City, State, and Federal standards.
- Ensure the proper management, operation, maintenance and repair of all the City's collection and distribution systems.
- Develop and implement goals, objectives, policies, procedures, schedules, and work standards for the various operating workgroups within the Utility Divisions.
- Participate in budget preparation and administration: prepare cost estimates for budget recommendations and submit justification for needed supplies, materials, equipment, repairs and new construction; monitor and control expenditures for all assigned Work Groups and areas of responsibilities.
- Develop and manage training programs for personnel in order to achieve continuity within the Utility Divisions.
- When applicable, coordinate with Utility Engineering for all pertinent reports to the various governing boards to ensure continued compliance with State and Federal regulations.
- Respond to complaints and inquiries from citizens' regarding water quality, sewer Collection and storm runoff issues.
- Participate in professional groups and committees and the public regarding water, recycled water, surface water, aquifer storage and recovery (ASR) wells, sewer collections, storm runoff, etc...

- Review and check plans for accuracy and conformance with City standards, codes, ordinances and departmental requirements as they relate to areas of assigned responsibility.
- Work with various Divisions, Departments, and/or contractors on all wet utilities. This includes coordination with Utility Engineering in the planning, design, construction and repair of the City water, sewer and storm infrastructure, and other public works; utilizing various field and office crews as assigned.
- 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.

OTHER JOB FUNCTIONS

- Coordinates with other Divisions/Departments on the selection and management of consultant contracts.
- Review and check plans for accuracy and conformance with City standards, codes, ordinances and Division/Departmental requirements as they relate to areas of assigned responsibility.
- Participate in the review of projects before, during and after construction; coordinate the activities of field and facility staff; resolve complaints and problems in the field between the assigned staff, contractors, the public, and/or other stakeholders.
- Manage and oversee documentation entered into the City's project and program databases and infrastructure management systems.
- Ensure timely and effective coordination between Engineering and Operations and Maintenance personnel.
- Ability to work collaboratively with other Departments/Consultants in the City in support of State and Federal funding programs. Assist with the process of obtaining grant funding for projects.
- Maintain cooperative working relationship with others both internal and external to the City. Interpret and apply relevant codes, ordinances, rules, and regulations.
- Works collaboratively with other Departments on the management of and development of infrastructure master plans and system maintenance.
- Prepare, write, and present general correspondence, technical reports, statistical reports and Council Communications.
- Participate in the selection, supervision, training, and evaluations of assigned staff.

QUALIFICATIONS

Knowledge of:

- Methods and techniques of budget preparation and control.
- Principles and practices necessary in operation and maintenance of California State Water Resource Control Board (SWRCB) Community Water Systems.
- Principles and practices necessary in operation and maintenance of a community wastewater and collections systems.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Understand State required sampling and reporting requirements including the required response(s) associated with potable water and storm water system contamination/permit

violations.

- Operation, use and applications of computer systems and related software.
- Safety principles, practices and procedures; and work safety and accident prevention programs; as related to water system facilities.
- Budget management of assigned programs.
- As needed, assist other Departments on the budget development and expenditure control related to capital improvement plans.
- Working knowledge of a Supervisory Control and Data Acquisition (SCADA) control systems and the data management needed for compliance with local, State and Federal regulations.
- State and Federal water rules and regulations governing the treatment and distribution of potable and recycled water, sewer, storm drains and related programs.
- Safety programs related to water facilities and the effective use, handling and disposal of hazardous chemicals associated with water treatment.
- Contract administration.

Skill to:

- Plan, coordinate, manage and prioritize a variety of public works operations, maintenance, repairs, and replacement projects.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

- Effectively train assigned staff in technical procedures, techniques, and related skills.
- Manage a SWRCB Community Water System.
- Understand and assists with the management of the City storm system to stay in compliance with the City's MS4 permit.
- Develop, maintain, and implement administrative rules, procedures, and budgets.
- Write clear and concise reports and correspondence.
- Develop and implement long-range programs and goals for the improvement of operations and facilities.
- Establish and maintain effective working relations with subordinates, contractors, regulatory agency personnel, the public, City staff, and others encountered in the course of assigned duties.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties for this position.
- Strong communication skills, both written and verbal
- Familiar with the various suite of Microsoft office products and other enterprise assets systems.
- Work independently and make appropriate decisions.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge

and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Associate Degree from an accredited college or university with major coursework in engineering, construction management, business, or public administration or a closely related field, or two years of operating a D-5 water system or municipal sewer collections system in a supervisory, chief or senior role while supplemented by appropriate college classes.
- A Bachelor's degree is highly desirable.

Experience:

- Four years of verifiable increasingly responsible and varied water, sewer collection and storm runoff program experience, including significant supervisory/management responsibilities.
- Treatment facility experience highly desirable.
- ASR Well experience a plus.

License or Certificate:

- Possession of a valid California Driver's License.
- Grade-2 Distribution Operator Certificates issued by the California SWRCB, as well as a California Water Environment Association (CWEA) Grade-3 Collection System Maintenance Certificate or
- Possession of a current D3 Distribution Operator Certificate issued by the California SWRCB and CWEA Grade-1.

ADA COMPLIANCE

- **Physical Ability:** Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.
- **Light Work:** Exerting in excess of 50 pounds of force occasionally, and/or in excess of 25 pounds of force frequently.

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.

**DEFINITION:**

To plan, organize and manage the Water Pollution Control Facility Operations, Recycled Water Production, Laboratory Operations and the Industrial Pretreatment Program. Working with Engineering, ensures the City's Water Pollution Control Facility operates complies within applicable Federal, State and Local regulations that including its NPDES discharge permit.

SUPERVISION RECEIVED AND EXERCISED:

The Director of Public Works or designee provides general direction. Provides direct or indirect supervision of all assigned personnel.

EXAMPLES OF DUTIES:

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

ESSENTIAL JOB FUNCTIONS:

- Ensure the proper management, operation, and maintenance of wastewater treatment, and recycled water production, as well as, additional City properties assigned to the Water Pollution Control program.
- Coordinate efforts to obtain and comply with State and Federal permits for wastewater discharge.
- Develop and implement goals, objectives and priorities. Monitor and make recommendations concerning compliance issues related to wastewater NPDES issues.
- Responsible for proper management of the Laboratory, the Industrial Pretreatment Program, and other programs assigned to Laboratory and Industrial Pretreatment staff...
- Provide information regarding the City's operation(s) on routine basis with State and Federal agencies, and other public entities.
- Participate in professional groups, committees and interact with the public regarding wastewater, pretreatment, and related programs.
- Coordinate maintenance operations and contract activities with vendors, contractors, and with other City Divisions as needed.
- Develop and manage annual budgets for assigned program areas.
- Implements policy and procedures based on the needs of the City/Programs.
- Hire, train, supervise and evaluate personnel. Develop and review progress of projects and work assignments with assigned personnel and assist them in organizing resources.
- As part of a team, work with the City to compile, sign, and submit monitoring and compliance reports to appropriate State and Federal agencies.
- 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 affecting the public's health and safety.

OTHER JOB FUNCTIONS:

- Comply with applicable guidelines regarding the purchase of equipment and maintenance items.
- Develop or assist in developing equipment specifications and requisition of supplies and materials.
- Plan safety and training programs; ensure that safety precautions and regulations are adhered to by personnel assigned to the group and those working at sites under the purview of this position.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices necessary in operation and maintenance of a Class V Tertiary Wastewater Treatment Facility with flows over 10 MGD.
- Recycled water production, regulations and operations.
- State and Federal water pollution control rules and regulations governing the treatment and disposal of wastewater, laboratory operations, recycled water and industrial pretreatment programs.
- Handling, use, storage and disposal of hazardous materials associated with treatment and analysis of wastewater.
- Occupational hazards and safety precautions related to the collection, treatment, reuse, and disposal of wastewater.
- Basic understanding of chemical, biological and physical laboratory testing methods and procedures.
- Basic understanding of municipal storm water NPDES requirements.
- Work safety and accident prevention programs.
- Budget development and expenditure control, including development of capital improvement plans, SCADA control systems and the data management needed for evaluating treatment plant efficiency and overall performance.
- Personnel principles and practices including supervising, training, and performance evaluation.
- Principles and practices of leadership, motivation, team building and conflict resolution.

Skill to:

- Develop, interpret and implement Department policies.
- Plan, organize, and implement a comprehensive program for the maintenance and operations of the Water Pollution Control Facility, laboratory and pretreatment programs
- Read, write, and provide critical review of technical reports. Read and understand permits, which must be complied with in the operation of the facilities assigned to this position.
- Manage, coordinate, and evaluate the work of assigned personnel.

Ability to:

- Manage and direct a Class V Wastewater Tertiary Treatment Facility with flows over 10 MGD, Recycled Water, Laboratory Operations and the Industrial Pretreatment Program.
- Use a variety of computer software to control plant process and prepare a variety of reports, spreadsheets and records.

- Work independently, making appropriate decisions in fast paced, high-pressure situations.
- Prepare and present clear, concise competent reports.
- Communicate clearly and concisely, both orally and in writing.
- Supervise and train assigned personnel.
- Establish and maintain effective work relationships with other City Departments, divisions within Public Works and contractors in the performance of required duties.

Minimum Education and Experience:

Education:

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

A Bachelor's degree is desirable.

Experience:

Five (5) years of work experience involving the maintenance and operation of a water pollution control facility, (including laboratory), at least three (3) years of supervisory experience.

License and Certificate:

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

Possession of a current Grade V Wastewater Treatment Plant Operators Certificate issued by the State of California Water Resources Control Board is desired.

ADA COMPLIANCE

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

Light Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 25 pounds of force constantly to move objects.

Other Requirements:

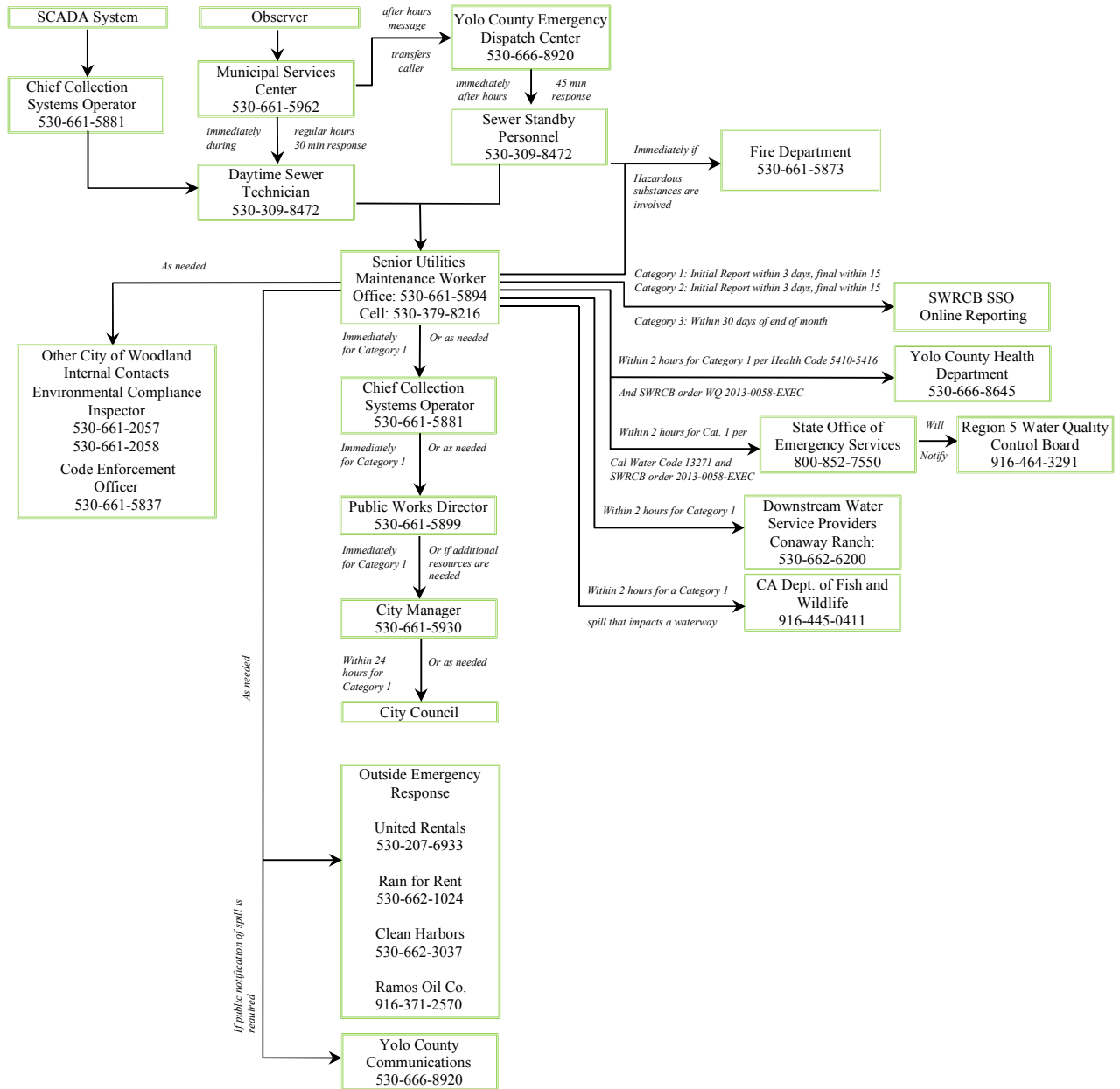
Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

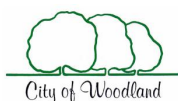
Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Attachment ii-4

SSO Reporting Chain of Communication

City of Woodland Sanitary Sewer Overflow Reporting Chain of Communication





iii Legal Authority

SWRCB Requirement:

*Each Enrollee must demonstrate, through sanitary **sewer system use ordinances**, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:*

- (a) Prevent **illicit discharges** into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);*
- (b) Require that sewers and connections **be properly designed and constructed**;*
- (c) **Ensure access** for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;*
- (d) Limit the discharge of **fats, oils, and grease** and other debris that may cause blockages, and*
- (e) **Enforce any violation** of its sewer ordinances.*

Taken from SWRCB GWDR Order No. 2006-0003 adopted May 2, 2006 ammended through 2013-0058-Exec.

Background

The authority of the City of Woodland to control its wastewater collection and treatment system is described in the City's Municipal Code. The Municipal Code defines properties which must connect to the sewer system, requires permits and fees for connection, limits discharges into the system, requires standards for construction of new system components, ensures access to City employees to properly maintain any system component, and prescribes enforcement measures for violations. The Municipal Code provides the basis upon which the City can effectively manage and maintain its system. This section fulfills the requirements of the GWDR SSMP mandatory element iii.

Element iii. Legal Authority

iii-a. Authority to prevent illicit discharges

Requirement	Possess the necessary legal authority to prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.)
Discussion	<u>Public Sewer Requirement</u> Municipal Code Sections 13.12.020 and 8.04.250 provide the City with the legal authority to prevent illicit discharges to land and water by requiring connection to the City collection system for <i>any</i> disposal of sewage, with the exception of approved septic systems described in Section 13.12.030. <u>Permits</u> Municipal Code Section 13.12.040 prohibits any connections to or modifications of the public sewer collection system without an authorized permit from the City and the payment of any applicable fees. Municipal Code Section 8.04.260 requires Categorical and Significant industrial users (CIUs and SIUs) to obtain industrial wastewater discharge permits from the City before discharging any industrial wastewater to the collection system. This section of the Code also provides the City the discretion to require any user that is not considered to be a CIU or SIU that may discharge a pollutant of concern to obtain a pollution prevention permit before discharging wastewater to the collection system. The contents of industrial wastewater and pollution prevention permits are described in Code Sections 8.04.290 and 8.04.300 respectively. Because permits are issued at the discretion of the City Pretreatment Program Director per Section 8.04.260, the City has the legal authority to create its own framework to govern the permit program, which consists of the City established “Wastewater Industrial Pretreatment Program” (WIPP) and Pollution Prevention Program” (PPP) (see Attachment iii-1). These documents were created in compliance with EPA regulation 40 CFR Part 403. <u>Connection Charges and Service Fees</u> Municipal Code Section 13.12.100 requires the payment of a connection charge, the amount of which is decided by a connection-specific City Council resolution, when a connection to the collection system is made from a new property. Sections 13.12.110 and 8.04.210 require the payment of monthly service fees for connection to the collection system as decided by City Council resolution. Fees may be determined by user-type, by volume according to potable water usage, or by other special

Element iii. Legal Authority

considerations. Section 13.12.110 allows the City to require the installation of a sewage meter on any connection if the City desires. Section 8.04.220 also allows the City to impose fees to cover the cost of administering programs such as enforcement, industrial pretreatment, permit processing, and monitoring.

Prevent Illicit Discharges

General

Municipal Code Section 8.04.080 specifically prohibits discharge of the following: chlorine demand, corrosive substances, dilution water, discoloration, flammable or explosive substances, insecticides, medical wastes, noxious substances, excessive BOD, slug discharges, substances causing a public nuisance, radioactive wastes, solids or viscous matter, storm water, cooling water, sulfides, excessively hot or cold water, toxic substances, hauled matter, petroleum, or otherwise unsuitable wastes. Section 13.12.080 specifically prohibits the connection of any drainage features to the public sewer system, including roof downspouts, foundation drains, or any other sources of surface or groundwater drainage.

Industrial Pre-Treatment Program

Municipal Code Section 8.04.120 presents a list of maximum allowable concentration limits for specific pollutants discharged by industrial users, with the reservation that more strict federal regulations supersede those presented in the Municipal Code, such as those present in the Federal Pretreatment Standard 40 CFR Chapter adopted by Code Section 8.04.100. Section 8.04.160 requires all industrial users to pre-treat wastewater to the established standards at the user's expense and to submit detailed plans on the treatment process for review and acceptance. The City identifies industrial users that have the potential to discharge wastewater with pollutant concentrations in excess of the maximum allowable limits through its Industrial User Survey, which is conducted in conjunction with the business license and building permitting process. Section 8.04.150 forbids dilution of wastewater as a substitute for pre-treatment. Section 8.04.230 allows the City to enter into special contracts with industrial users producing wastewaters of "unusual strength" to treat the water under specified conditions and at special costs. Sections 8.04.380 and 8.04.400 require industrial users to submit baseline monitoring reports identifying industrial and pre-treatment processes, wastewater flow rates, pollution concentrations, and applicable environmental permits. Section 8.04.410 requires industrial users to submit reports describing future actions to ensure compliance, and 8.04.420 requires semi-annual submission of the

Element iii. Legal Authority

Related Documents

results of self-monitoring. Sections 8.04.430 through 8.04.450 also require the submission of reports regarding changes in discharge or pre-treatment processes, episodic discharges, and discharges of hazardous wastes.

- Refer to City of Woodland Wastewater Industrial Pretreatment Program – Administrative Procedures Handbook
- Refer to City Code on the City’s website at <https://www.cityofwoodland.org/681/Municipal-Code>
- Attachment iii-1: City of Woodland Pollution Prevention Program Framework

Plan & Schedule

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

Element iii. Legal Authority

iii-b. Authority to properly design and construct sewer

Requirement	Possess the necessary legal authority to require that sewers and connections be properly designed and constructed.
Discussion	Municipal Code Section 13.12.060 requires the submission of plans, profiles, and specifications with applications for permits to connect to the collection system to be reviewed and accepted by the City Engineer. Section 13.12.080 requires the proper design and construction of new sewer system components according to the City Standard Specifications and Details, and the Uniform Plumbing Code. This section requires testing and inspection of system components by the City, including private laterals, and the submission of as-built drawings before the acceptance of any work. This section places the responsibility for maintaining sewer laterals from the property line to the building on the property owner. During the plan check process, the City may require specific sizing of collection system facilities consistent with the latest version of the Sewer System Master Plan. If the Master Plan requires a developer to install facilities that are sized to serve future developments or will otherwise provide an increased level of service to existing customers, the City will contribute funds towards the project per the Major Projects Financing Plan (MPFP). The MPFP is a framework for determining the “fair share” that the City will contribute towards collection system infrastructure required to be installed by developers.
Related Documents	○ Refer to City Code on the City’s website at: https://www.cityofwoodland.org/681/Municipal-Code ○ Refer to the latest edition of the City of Woodland Major Projects Financing Plan (MPFP)

Element iii. Legal Authority

**Plan &
Schedule**

Task	Responsible Party	Scheduled Date
Update City Major Projects Financing Plan	Principal Utilities Civil Engineer	Continuously

Element iii. Legal Authority

iii-c. Authority to ensure access

Requirement	Possess the necessary legal authority to ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency.		
Discussion	Municipal Code Section 13.12.080 includes a provision requiring at minimum a 10 foot wide easement for components of the sewer system located outside the public right-of-way. This easement allows for access by public employees to construct and maintain those portions of the system. Section 13.12.050 limits work on the sewer system to the owner of private property doing his own house sewer work on his private property. A legal review of the City's Code seeking to change language to allow City access to all sewer utilities in the collections system was conducted in 2016. The City has prescriptive easements to access the sewer system that is below private property.		
Related Documents	○ Refer to City Code on the City's website at: https://www.cityofwoodland.org/681/Municipal-Code		
Plan & Schedule	Task	Responsible Party	Scheduled Date
	Find sewer utilities that are on private property but have no City easement	GIS Analyst	Continuously

Element iii. Legal Authority

iii-d. Authority to limit FOG

Requirement	Possess the necessary legal authority to limit the discharge of fats, oils, and grease and other debris that may cause blockages.
Discussion	Municipal Code Section 8.04.080 lists fats, oils, and grease as prohibited substances that may not be disposed of in the sewer collection system by any user. Section 8.04.120 sets the maximum allowable concentration of oil and grease at 159 mg/l. Municipal Code Section 8.04.090 allows the City to require any user to install an interceptor or trap on that property's building sewer in order to trap grease, oil, flammable substances, grit, or other harmful substances. This Section requires submission of plans to the City Engineer prior to installation, and that all records of cleaning, waste removal (by a licensed waste hauler), inspection, repairs, and cost are kept and made available to the City Engineer for review. Interceptors, traps, or other pretreatment devices operated by categorical or Significant Industrial Users (SIUs) are permitted under the WIPP and any other interceptors or traps are permitted under the PPP.
Related Documents	○ Refer to City Code on the City's website at: https://www.cityofwoodland.org/681/Municipal-Code
Plan & Schedule	No further efforts are projected for this element at the present time.

Element iii. Legal Authority

iii-e. Authority to enforce any violation

Requirement	Possess the necessary legal authority to enforce any violation of its sewer ordinances.
Discussion	City Municipal Code Sections 13.04.120 and 13.04.130 discuss penalties for non-payment of sewer utility bills and methods of enforcing collection of delinquent payment. Section 13.04.180 allows for criminal prosecution for any tampering or vandalism of the public sewer system. Section 13.12.120 places the responsibilities for all other enforcement actions aside from fee collections on the City Engineer. This section allows the Engineer to issue warnings to users in violation of the Code and disconnect those users if they do not promptly rectify illegal discharges. The Engineer is also reserved the right to disconnect any users in the event of an emergency during which disconnection is necessary to prevent the WPCF from violating its NPDES permit. The section also allows charges to be issued by the Engineer to any user whose waste discharges cause damage to the collection system, public property, or the environment. Fines for illegal discharges are confined to a range of \$100-\$10,000 dollars per day. Section 8.04.540 requires the City to annually publish in the newspaper a list of significant industrial non-compliant dischargers as a measure to deter illegal discharges. Section 8.04.550 requires that any user who is issued a violation warning must submit to the City a technical report explaining the violation and describing a plan to prevent further similar discharges within 30 days. Additionally, the City may require any user who has caused a significant violation to attend a “show cause” hearing to describe why a specific enforcement action should not be carried out. Section 8.04.560 allows the City to issue cease-and-desist orders that require the user to halt all activities causing an illegal discharge. Section 8.04.570 prohibits the continued habitation of any building which has suspended sanitary sewer service, and allows the City Attorney to seek compensation for damages caused by illegal discharges.
Related Documents	○ Refer to City Code on the City’s website at: https://www.cityofwoodland.org/681/Municipal-Code
Plan & Schedule	No further efforts are projected for this element at the present time.

Attachment iii-1:

City of Woodland Pollution Prevention Program Framework

CITY OF WOODLAND POLLUTION PREVENTION PROGRAM FRAMEWORK

2020

Summary

In 2006, the State issued the Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Agencies which required the City of Woodland (City) to submit a Sanitary Sewer Management Plan (SSMP). One important component of the SSMP is a FOG Control Program. The City implements the control of fats, oils and grease through a Pollution Prevention Program, which is a component of our Industrial Pretreatment Program. In addition to the permitting and inspection activities outlined below, PPP activities also include public outreach events such as *From the Pan to the Can* which stresses the importance of keeping residential cooking oil and grease from going down the drain, the annual *Holiday Cooking Oil Recycling Event* which encourages FOG recycling, *Think Before You Flush* which educates residents on items not to flush, and *Only Rain Down the Storm Drain*.

The Pollution Prevention Program focuses on commercial and industrial dischargers that are not regulated under the City's Industrial Pretreatment Program (IPP) but whose wastewater discharges are of concern to the City. PPP regulated businesses are divided into three major groups: Businesses of Concern (BOCs), Food Service Businesses (FSBs), and Automotive Related Businesses (ARBs).

Businesses of Concern (BOCs)

Background

Businesses of Concern are commercial businesses that have the potential to cause problems for the WPCF or the collection system. The IPP also uses this classification to permit and monitor businesses because of complaints or chronic collection system maintenance problems. There are 21 businesses of concern currently permitted in the PPP. See Table 1, below.

Current BOC Permits and Permit Conditions

Each PPP permit issued contains both General and Special Permit Conditions. General Permit Conditions require the discharger (permit holder) to comply with provisions of the Code of the City of Woodland, Chapter 8.04, Section 8.04.080, General Discharge Prohibitions. This section prohibits discharges that could interfere with the operation or performance of the WPCF or could cause the WPCF to be in violation of its NPDES Permit. Section 8.04.080 also lists specific wastewater discharges and practices that are prohibited. An inspection by PPP staff is required at least once a year. Special Permit Conditions tailored to each BOC identify specific actions that the BOC must make to comply with Chapter 8.04 requirements and when more frequent inspections by PPP staff are required. Special Permit Conditions for permitted BOCs are presented in Table 2.

City of Woodland
Pollution Prevention Program Framework
2020

Table 1: Businesses of Concern Permitted Under the Pollution Prevention Program as of 2/2020

Permit Number	Business Name and Street Address	Nature of Business	Reasons for Inclusion in PPP
P001	Target Distribution Center 2050 E. Beamer Street	Warehousing and transferring merchandise	Wastewater from truck washing, container washing, and forklift battery washing.
P004	Prime Conduit 1776 E. Beamer Street	Manufactures polyvinyl chloride conduit	Flow and pH values of process wastewater.
P005	Rite Aid Distribution Center 1755 E. Beamer Street	Warehousing and transferring merchandise	Wastewater from truck washing and container washing.
P006	Woodland Healthcare 1325 Cottonwood Street	115 bed hospital and surgical center	Flow. Discharges approximately 11,000 gallons per day.
P007	Pacific Coast Producers 1376 Lemen Avenue	Tomato processing and canning	Potential for the discharge of high BOD process wastewater to the sanitary sewer.
P009	Walgreen's Distribution Center 2370 E. Main Street	Warehousing and transferring merchandise	Wastewater from truck washing and container washing.
P010	Interpac Technologies 260 N. Pioneer Avenue	Culinary oil packaging and distribution	Potential for the discharge of culinary oils to the sanitary sewer.
P011	Cache Creek Foods 411 N. Pioneer Avenue	Tree nut product manufacturing and packaging	Potential for the discharge of cooking oils used in the manufacturing process to the sanitary sewer.
P012	La Tourangelle Inc. 1253 Commerce Avenue	Culinary oil packaging and distribution	Potential for the discharge of culinary oils to the sanitary sewer.
P013	Bunge Milling Inc. dba Pacific International Rice Mills 845 Kentucky Avenue	Rice processing	Potential for the discharge of rice washing process to the sanitary sewer.
P014	Yolo County Fairgrounds 1125 East Street	Fairgrounds/Exhibits	Potential for the discharge of animal wastes to the sanitary sewer.

**City of Woodland
Pollution Prevention Program
2020**

P015	Hygieia Biological Lab 1253 Commerce Avenue	Animal Biologics research, development and manufacturing	Potential for the discharge of biologics/pharmaceuticals.
P016	Boundary Bend Olives 455 Harter Avenue	Olive Oil Manufacturing	Potential for discharge of oil and olive byproducts.
P017	American Intl Manufacturing 1230 Fortna Avenue	Metal Fabrication	Operates a water jet/mineral media cutting system. Waste from instrument is discharged to the sanitary sewer after pretreatment.
P018	Western Foods 420 N Pioneer Avenue	Rice Milling	Potential for discharge of rice to storm system.
P019	Watts Water Technologies 1485 Tanforan Avenue	Manufacture of valves and fittings.	Flow. Discharges approx. 933 gallons per day.
P020	San Francisco Spice Co 1640 Tide Court	Manufacturing of dry foods	Wastewater from equipment washing.
P021	PGP International 351 Hanson Way	Manufacturing of grain based ingredients	Discharge of water from process equipment washing.
P023	Pure Nature Foods 700 Santa Anita Drive	Manufacturing of dry foods	Wastewater from equipment washing.
P024	Epic Bros Enterprises 1230 Harter Avenue	Cannabis Infused Drinks	Potential for discharge of low pH wastewater.
P025	ProTERP Manufacturing 1230 Harter Avenue	Volatile extraction of cannabis products.	Potential for discharge of volatile extraction of cannabis products.

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Table 2: Special Permit Conditions for Businesses of Concern

Permitted Business Name	Special Permit Conditions
Target Distribution Center	Wastewater from forklift battery washing is discharged to a lime pit for pH neutralization and to an oil and sand separator before final discharge to sanitary sewer. The lime pit for pH neutralization is to be maintained pursuant to manufacturer's specifications and the oil and sand interceptor shall be properly maintained. Annual inspection.
Prime Conduit	Permittee is required to monitor flow and pH values on a weekly basis. Inspections occur annually. Annual inspection.
Rite Aid Distribution Center	Requires that all truck and container washing take place on the contained wash pad only. The wastewater is discharged to an oil and sand separator. Prohibits discharge of wash water to storm drain. Requires pre-treatment of all drainage from truck washing area before discharge to sewer. Requires record keeping on operation and maintenance of wash water pretreatment system. Annual inspection
Woodland Healthcare	Inspection annually for changes in operations.
Pacific Coast Producers	During canning season, process wastewater is trucked to drying ponds for land disposal. However, the cannery does maintain a connection to the City sewer. This connection is valved off and used only in emergencies. The permit prohibits discharge from the waste separator to City sewer through the connection pipe, except with City permission. Annual inspection.
Walgreen's Distribution Center	Requires that all truck and container washing take place on the contained wash pad only. The wastewater is discharged to an oil and sand separator. Prohibits discharge of wash water to storm drain. Requires pre-treatment of all drainage from truck washing area before discharge to sewer. Requires record keeping on operation and maintenance of wash water pretreatment system. Annual inspection
Interpac Technologies	Requires sewer waste management device (Myers grinder pump) be maintained and cleaned sufficiently such that it operates properly at all times. Follow Best Management Practices for spill cleanup, container cleaning, and storm drain protection. Annual inspection.
Cache Creeks Foods	Requires sewer pretreatment equipment (two hydromechanical grease traps) be maintained and cleaned sufficiently such that they operate properly at all times. Follow Best Management Practices for spill cleanup, container cleaning, and storm drain protection. Annual inspection.

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Hygieia Biological Lab	Follow Best Management Practices to prevent discharge of product and raw materials into sanitary sewer system. Annual inspection.
Boundary Bend Olives	Follow Best Management Practices for spill cleanup and storm drain protection. Annual inspection.
American Intl Manufacturing	Requires pretreatment via oil & sand separator to remove mineral cutting media (ground garnet) from waste water. Annual inspection.
Western Foods	Follow Best Management Practices for spill cleanup and storm drain protection. Annual inspection.
Watts Water Technologies	Follow Best Management Practices for spill cleanup and storm drain protection. Annual inspection.
San Francisco Spice Co	Follow Best Management Practices to prevent discharge of product and raw materials into sanitary sewer system. Annual inspection.
PGP International	Maintain pretreatment equipment, monitor pH daily, and follow Best Management Practices. Annual inspection.
Pure Nature Foods	Maintain Gravity Grease Interceptor and follow Best Management Practices to prevent discharge of product and raw materials into sanitary sewer system. Annual inspection.
Epic Bros Enterprises	Follow Best Management Practices for spill prevention and cleanup. Annual Inspection.
ProTERP Manufacturing	Follow Best Management Practices for spill prevention and cleanup. Annual Inspection.
La Tourangelle Inc.	Requires sewer pretreatment equipment (one hydromechanical grease traps) be maintained and cleaned sufficiently such that they operate properly at all times. Follow Best Management Practices for spill cleanup, container cleaning, and storm drain protection. Annual inspection.
Bunge Milling Inc. dba Pacific International Rice Mills	Requires proper sanitization of sewer waste management device (Amerivap dry steam vapor sanitizing machine) be maintained and cleaned sufficiently such that it operates properly at all times. Follow Best Management Practices for spill cleanup, container cleaning, and storm drain protection. Annual inspection.
Yolo County Fairgrounds	Prohibits the discharge of animal waste to the City's sewer system and requires daily cleaning when animals are present. Animal waste has to be removed and deposited in appropriate containers. The City monitors that the plugs are in place at the seven (7) locations that have been identified as illicit connections to the City's storm system. Additionally, prohibits the discharge of cooking fats, oils, and grease to the City's sewer system from the exhibit hall kitchens. Several inspections performed during events, especially during the County Fair. Annual inspection.

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Food Service Businesses

Background

The intention of permitting FSBs is to reduce the amount of fats, oil and grease (FOG) entering the sanitary sewer system from food preparation and clean-up. Certain sections of sanitary sewer have historically required frequent cleaning due to solidified oil and grease blockages. FSBs in these problem areas are now permitted by the PPP and have installed pretreatment devices. The resulting reduction in FOG has led to a decrease in oil and grease related problems, such as sanitary sewer overflows, fouling of the WPCF head works, and measurable oil & grease in WPCF effluent. At many FSBs, oil and grease that was once poured down sanitary drains is now recycled or disposed of as solid waste. Through the implementation of this program awareness of oil and grease sources and the proper handling of this waste has increased among FSB owners/managers and City staff as well.

FSB Permit Requirements

FSBs permitted under the PPP are required to comply with City's Wastewater Discharge Ordinance and Special Permit Conditions which include but are not limited to the following: Best Management Practices, accurate record keeping of oil and grease recycling and disposal and if appropriate, installation of pretreatment devices to remove oil and grease from food service wastewater discharges. Permit conditions also require PPP staff to inspect FSBs regularly with an objective of yearly inspections. Permits are renewed every five years at a minimum.

- BMPs include, but are not limited to, proper handling of FOG, spill prevention and spill cleanup.
- Pretreatment devices required are either oil and grease traps or hydro-mechanical grease interceptors. The type of device required depends on the type of food served and the food service volume (amount of food prepared and/or served per day).
- Pretreatment devices are required to be properly maintained and records of all waste hauled off site are retained on site for review by the PPP.

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FSB Permit Status

There are over 185 permitted FSBs currently operating in the City of Woodland. All are inspected regularly with a target of yearly inspections.

Automotive related Businesses

Background

The intention of permitting ARBs is to reduce or eliminate the introduction of solvents, oils and other hazardous waste fluids related to automotive repair and service to the sanitary sewer system, to lessen the potential to cause interference, upset, or pass-through at the City's WPCF and to enhance the safety of WPCF personnel by reducing the discharge of hazardous materials to the treatment system. ARBs that discharge to the City's sanitary sewer must be connected to an oil/sand separator; those that are not must not have floor drains (except those in restrooms) connected to the sanitary sewer. PPP staff also works with ARBs to educate them on proper storage and management of hazardous wastes.

ARB Permit Requirements

ARBs permitted under the PPP are required to comply with City's pretreatment ordinance and Special Permit Conditions which include but are not limited to the following: Best Management Practices, keeping accurate records of the operation and maintenance of oil/sand separators and if appropriate, installation of pretreatment devices. The permit holder is required to plug all floor drains connected directly to the sanitary sewer except for those located in restrooms. Permit conditions also require PPP staff to inspect the ARB at least once a year; permits are renewed every five years.

- BMPs include but are not limited to the proper handling and disposal of hazardous waste; and chemical use, spill prevention and spill cleanup.
- Pretreatment devices are required to be properly maintained and records of all waste hauled off site are retained on site for review by the PPP.

ARB Permit Status

There are over 46 permitted ARBs currently operating in the City of Woodland. All are inspected regularly with a target of yearly inspections.

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PUBLIC OUTREACH

- Since 2009, the Pollution Prevention Program has been a sponsor of Hometown Green, a radio campaign on KUIC, 95.3 FM. KUIC airs daily outreach/educational spots promoting environmentally friendly activities such as: green waste minimization, storm water pollution prevention and best management practices for reducing the discharge of household fats, oils and grease (FOG).
- The PPP holds multiple “on location” radio promotion events with KUIC 95.3 FM during which KUIC airs live pollution prevention messages onsite at the City’s Water Pollution Control Facility.
- The PPP distributed its “Pan to the Can” FOG brochures, FOG can lids, potholders, pan scrapers and water bottles, “Wipes Clog Pipes” pens and reusable grocery bags at several community events such as the City of Woodland Senior Resource Fair, Douglas Jr High Career Fair and the City of Woodland Honey Festival.
- The PPP assisted City of Woodland Environmental Services staff at public outreach events such as Woodland’s Senior Resource Fair at the Woodland Community Center and the Honey Festival held on Main St. Handouts and information stressing pollution prevention were distributed. Public outreach is a continuous and ongoing effort.
- The PPP continues to hold its annual holiday cooking oil and grease recycling event in an effort to keep cooking oil and grease out of the City’s sanitary sewer system. Since the first event in 2010, the PPP has maintained a permanent cooking oil collection site. In 2018, the PPP collected approximately 133 gallons of cooking oil and grease from Woodland community members. Event outreach was provided via promotional flyers (English/Spanish) and a promotional banner (English/Spanish) at the entrance to the City’s Wastewater Pollution Control Facility, and social media posts.
- In 2015 & 2019, the PPP distributed approximately 5,000 "FOG" and "Think Before You Flush" flyers to apartment complex's within the City of Woodland.

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- The PPP promotes pollution prevention on social media sites, including Facebook and Instagram.
- The PPP utilized the City's web site to advertise and promote Pollution Prevention activities and outreach.

PROGRAM EFFECTIVENESS

PPP effectiveness is demonstrated by the following:

- Frequent inspection of ARBs and FSBs increased awareness of the PPP and ensured that all pretreatment devices are being properly maintained. For example, over 600 PPP inspections were conducted in 2018.
- An updated BMP information sheet was distributed to ARBs and FSBs to ensure good housekeeping practices are in place.
- PPP permits issued to food service businesses help reduce the oil and grease discharged to the City's sanitary sewer system and the WPCF. Permitting of FSBs is an ongoing process.
- PPP permits issued to automotive related businesses help reduce the discharge of automotive related waste to the City's sanitary sewer system and WPCF. Permitting of ARBs is an ongoing process.
- Continued to monitor collection system crew work orders to determine trouble areas (grease buildup) in the sanitary sewer system, this information is useful in tracking the effectiveness of our FOG control program.

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For additional information concerning the City of Woodland Pollution Prevention Program, please contact:

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iv Operation and Maintenance Program

SWRCB Requirement:

The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

- (a) Maintain an **up-to-date map** of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;*
- (b) Describe routine **preventive operation and maintenance** activities by staff and contractors, including a **system for scheduling regular maintenance** and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;*
- (c) Develop a **rehabilitation and replacement plan** to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and **TV inspections** of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a **capital improvement plan** that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for **developing the funds** needed for the capital improvement plan;*
- (d) Provide **training** on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and*
- (e) Provide **equipment and replacement part inventories**, including identification of critical replacement parts.*

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

Background

This SSMP section describes various aspects of the City's operation and maintenance program, which plays a vital role in meeting the City's goals outlined in section i of the SSMP. The City's approach to implementing an effective O&M program is to plan strategic observation of the entire collection system and streamline the transfer of field data into GIS, CMMS, and ITPipes Web that will facilitate proper record keeping and informed scheduling and funding decisions regarding preventative maintenance and repair activities. This section fulfills the requirements of GWDR SSMP mandatory element iv.

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iv-a. Maintain an up-to-date system map

Requirement	Maintain an up-to-date map of the sanitary sewer system showing all gravity segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities.
Discussion	The City of Woodland currently possesses maps of the sewer collection system on three media (hard copy, AutoCAD, and GIS). Accurate system maps are essential to effectively manage the sewer collection system. Knowledge of the location of assets and the information associated with those assets is key to activities such as routine preventative maintenance, capital improvement planning, rehabilitation / replacement design, etc. It is important that system maps geographically represent assets as well as contain the necessary data for those assets. The City's hard copy and electronic system maps contain the following information: ➤ Sewer Manholes (ID, size, rim elevation, invert elevation, install date) ➤ Sewer Gravity Piping (ID, size, material, length, downstream & upstream invert elevations, slope, install date) ➤ Lift stations (ID) ➤ Force Mains (ID, size, material, length) ➤ Valves (ID, type, size) ➤ Geographical features (street names, waterways, parcels) ➤ Storm Drain Inlets (ID, size, rim elevation) ➤ Storm Drain Manholes (ID, size, rim elevation, invert elevation, install date) ➤ Storm Drain Gravity Piping (ID, size, material, length, downstream & upstream invert elevations, slope, install date) ➤ Storm Drain Outlets (receiving waterway) GIS maps are maintained by the GIS Analyst in the IT Division under the Administrative Services Department. Hard copy and AutoCAD mapshare maintained by the Utilities Engineering and Utilities Maintenance Divisions under the Public Works and CDD Departments. Changes to the collection system maps occur in one of four ways, namely: 1) new development 2) completion of capital projects 3) rehabilitation or replacement work 4) revisions based on field inspection

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It is important that these changes are quickly and efficiently incorporated into the system maps. The following outlines the general process by which updates to centrally available maps are made.

New Development / Capital Improvement Project /

Rehabilitation & Replacement Project Map Updates

To assist in keeping the maps as up-to-date as possible, the City requires that surveyors or engineers submit electronic as-built drawings of new development or capital improvement projects under City Municipal Code Section 16.64.050 – “Digital graphics file submittal required”:

The City shall require the surveyor or engineer preparing a map or plan to submit to the City, in addition to the material concurrently being submitted for map checking and recordation purposes, a digital graphics file of the map(s) and/or plan(s). At the completion of the project a digital file of the map(s) and/or plan(s) shall be submitted as-built. The digital graphics format and version shall be determined by the City Engineer. (Prior Code § 21-16-5)

All engineering plans for site / civil improvements are reviewed by the City Engineering Department. The City’s Standard Specifications and Details, Section 2, defines the process for approval of improvement plans. This process requires the submittal of both hard copy and AutoCAD plans before approval for construction, and the submittal of both hard copy and AutoCAD as-built plans before final inspection, acceptance, or issuance of a certificate of occupancy. Both the hard copy and electronic as-built files are sent from the Engineering Department to the Engineering Technician in the Utilities Engineering Division of the Engineering Department. The Engineering and GIS Technician is responsible for initiating the following process (see **Attachment iv-1**):

1. File hard copy and AutoCAD plans appropriately.
2. Update the master sewer collection system AutoCAD map using the AutoCAD plans received from the Engineering Department.
3. Export an updated shape file for any layers which have been updated in the master AutoCAD map and GIS.
4. Forward the any missing utilities to the GIS Tech for GPS and coordinate with the inspector on the job site for opportunity to GPS utilities, including any new asset data in the field for updating the GIS shapefiles. The GIS Tech/Analyst will make updates to the Cityworks and CowGIS maps.

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In the event that civil improvement plans are not required to be submitted for a simple asset rehabilitation project (i.e. CIPP lining, etc.), the Principal Utilities Civil Engineer will email ISAC with the project information for the GIS Tech to execute the steps outlined above.

Field Revisions of Master Sewer Collection System Mapping

Electronic versions of the sewer collection system GIS map are available to City staff through the City computer network. Field staff have access to electronic versions of the City maps that they can view and edit in the field based on field inspections using the redline process. The redline process has been developed to allow field staff to submit recommended additions and corrections to GIS features.

Utility Maintenance Workers can make redline changes to the GIS maps by marking changes on a pdf map and submitting into a designated network location. Redline changes are stored in their own GIS layer that tags which field crew member submitted the redline, when the redline was created, when the GIS Tech made the correction or addition, and a hyperlink to the original submitted pdf map. The GIS Tech is responsible for viewing the redline changes. Only the GIS Tech/Analyst has the ability to integrate the proposed redline changes into the live geodatabase for the central sewer collection system GIS map. The Utilities Supervisor is able to review all redlined features through a QC process for final approval of addition. When redlines are received, the GIS Tech is responsible for initiating the following process:

1. Change the status of the QC field in the redline layer to “Unapproved”, which flags the Utilities Supervisor to approve redline changes.
2. Utilities Supervisor reviews redline changes and makes any necessary comments.
3. GIS Tech/Analyst makes any required changes to the redline mark-ups per Utilities Supervisor review comments.
4. Utilities Supervisor changes QC status to “Approved”. When QC status is set to approved, redlines changes are automatically incorporated into production version of GIS geodatabase.
5. Annually, the GIS Tech/Analyst completes a shapefile export for each feature class which is sent to the Engineering Technician for incorporation into the AutoCAD mapping system.

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Related Documents

Completion of redline mark-ups can be reviewed using the data available in the redline GIS layer attribute tables, and is also tracked using performance indicators.

- Refer to City of Woodland Map Book
- Refer to City of Woodland Standards and Specifications, Section 2
- Attachment iv-1: CAD/GIS Project Workflow Map

Plan & Schedule

Task	Responsible Party	Scheduled Date
Ensure completion of GIS mapping of stormwater infrastructure.	GIS Analyst	Ongoing
Obtain updated aerial photography to supplement GIS mapping.	GIS Analyst	Bi-Annually
Update system maps to include new developments, capital improvement projects, and field corrections.	GIS Analyst/ Civil Engineers/ Engineering Tech.	Continuously

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iv-b. Routine preventative O&M activities

Requirement	Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The preventative maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders.
Discussion	<u>Currently Practiced Preventative O&M Activities</u> <i>Video Inspection of Sewer Lines</i> A specialized video camera is passed through the pipes to identify problems (cracks, breaks, roots, etc.) and to develop planned, proactive schedules for maintenance. The City's goal is to video inspect the entire sewer collection system (excluding laterals) every 8 years. The City's CCTV crews are also responsible for cleaning and inspecting the storm drain facilities, and are only available for approximately 9 months a year to inspect the sewer collection system. Pipes that have experienced SSOs, are known to be structurally deficient, or are known to suffer from consistent buildup of debris may be scheduled for CCTV inspection at shorter intervals (less than 8 years) as deemed necessary by the City. Some high-priority pipes are also visually inspected on a weekly basis (see Attachment iv-2). CCTV inspections of infrastructure serving new developments are done during final project inspection and again during the 11th month warranty inspection. Protocols for CCTV inspection are documented in the City's written "Video Inspection Program". <i>High-Velocity Cleaning of Lines</i> Pipelines are flushed to remove obstructions, maintain flow capacity, and prevent blockages. The work requires specialized equipment to clean the line back to a manhole and then vacuum the debris out. System capacity issues, odors, and blockages are likely to occur, and vectors can be drawn to the area if lines are not cleaned. The City's goal is to clean the entire sewer collection system (excluding laterals) every 6 years. The actual frequency of cleaning for each pipe will depend on CCTV inspection observations and SSO / emergency event data, with priority pipes receiving more frequent cleanings. Maintenance crews currently have a weekly sewer main cleaning list and a quarterly cleaning list for priority pipelines subject to debris accumulation or blockages (see Attachment iv-3 and Attachment iv-4, respectively).

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Typically, any pipeline that experiences an SSO or blockage is placed on the quarterly cleaning list. Pipelines may also be placed on either the weekly or quarterly cleaning lists at the discretion of Utility Maintenance Workers based on field observations or work order data. Pipes may be removed from cleaning lists if Utility Maintenance Workers observe minimal debris being removed from the lines during consecutive cleanings over the period of one year with supervisor approval. Protocols for sewer flushing are documented in the “City of Woodland Public Works HVVC Best Practices Manual” and Utility Maintenance Workers are mentored by the Senior Utility Maintenance Worker.

Dye Testing

A non-toxic dye is introduced to a water source that is suspected to be infiltrating the sanitary sewer collection system. The downstream manhole in the collection system is monitored for dye. If the dye is observed in the downstream manhole, it indicates an unwanted connection or infiltration of the system. Dye testing is performed as needed if CCTV inspection cannot pinpoint sources of identified inflow and infiltration.

Flow Monitoring

The WPCF Treatment Plant Superintendent oversees the collection of flow data at the City's two lift stations (Gibson Ranch and Spring Lake) and at the headworks of the plant. Flow monitoring data is compared to estimates of sanitary flow produced by all collection system connections to generally quantify overall infiltration and inflow rates. Flow monitoring is also performed (typically by consultants) across the collection system every 5-10 years or in conjunction with a sewer system Master Plan update. Refer to SSMP section viii-a for more information regarding flow monitoring.

Sewer Main Line Repairs / Replacements

Sewer main line repairs and replacements are done in response to video inspection and emergency call data. Video inspection results are reviewed by the Superintendent, Supervisor and Principal Civil Engineer. A list of rehabilitation and replacement projects are developed by the Superintendent and Principal Civil Engineer utilizing the ITPipes Web Software. This software is replacing the City's Condition Assessment and Capital Improvement Planning Module (CA&CIP Module) and will perform similar functions. The CA&CIP Module used a combination of CCTV data and GIS data to prioritize rehabilitation and repair of sewer collection system assets based on a quantitative “risk of failure” assessment generated by the module. The structural condition, location, and accessibility of the pipe determine whether assets are repaired in place or replaced completely. Marginal asset repairs in areas that are ready for street reconstruction or slurry-sealing are commonly

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performed in advance of these projects if possible. The City uses GIS information available from other City departments to coordinate sewer repairs and replacements with other City infrastructure projects where feasible.

Sewer Lateral Repairs

The City owns the portion of the sewer lateral from the back of the sidewalk to the mainline of the sewer collection system, and the customer owns the portion of the lateral from the connection to their building to the back of the sidewalk. Laterals are inspected in conjunction with street overlay projects, and any laterals that are either found to be structurally deficient, do not have cleanouts, or are constructed of Orangeburg are removed and replaced with cleanouts according to current City standards during re-construction of the street. Repairs of laterals are also performed in response to emergency calls.

The City developed a program that started slip-lining laterals at risk of root intrusion instead of foaming laterals, a quarterly preventative maintenance task for staff to negate root intrusion but didn't have a lasting impact compared with slip-lining, reducing lateral SSOs in the City.

Manhole Inspection and Repair

Manholes are inspected frequently in conjunction with periodical preventative maintenance, as well as with every crew-performed HVVC and CCTV inspection. Minor structural deficiencies are repaired by Utility Maintenance Workers, and large problems are addressed by nomination to the City CIP list. Manhole repairs may also be included and scheduled in the operation and maintenance budget for any given year. Typically, manhole repairs will be completed during rehabilitation or replacement of adjacent pipelines.

Root Control

Tree roots growing into the main lines and blocking the wastewater flow are killed with industry-standard chemicals. This work is typically attended to by the City maintenance crew, although isolated cases are contracted out. Problem areas are identified by CCTV inspection and the frequency of root control treatments are set based on observations made during inspections, the occurrence of blockages due to root buildup, or contractor recommendations.

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Clean-out Program

A City clean-out installation program was implemented in 1996 in response to problems of sewage backing up in homes and businesses. Sewer lateral clean-outs are installed in response to customer complaints on the City's lateral on an as-needed basis and the City clean out is only installed on a PUE or City property. Clean-outs are routinely installed in conjunction with street overlay and reconstruction projects.

Sewer Lift Station Inspection and Maintenance

The City's two sanitary sewer lift stations (Gibson Ranch and Spring Lake) are continuously monitored by the WPCF SCADA system. Alarm set points are set up in the event a station malfunctions or a power failure occurs. The SCADA will call the on-call WPCF Operator to respond to the alarm condition. On a daily basis the WPCF Operators inspect the lift station pumps and control panels, and in the case of Spring Lake lift station, inspect the back-up generator as well. Gibson Ranch lift station will be served by a portable generator in the event of a sustained power failure.

Semi-annually, the electric shop thoroughly inspects the electrical control panels and replaces worn electrical components as needed. The submersible pumps are inspected semi-annually and repaired as called out in the O&M manuals. The Spring Lake O&M manuals are stored on-site and at the WPCF. The Gibson Ranch lift station O&M manuals are stored at the WPCF. Each lift station has one pump on bench stock. In the event of a pump failure the failed pump can be removed and the new pump put in its place the same day. The pumps can be rebuilt when needed and only need to be replaced when there is a catastrophic failure. The Gibson Ranch lift station pumps were replaced in 2007 and the Spring Lake lift station was brought online in December 2005.

Lift station maintenance work is documented in the Cityworks CMMS to track past maintenance and scheduled preventative maintenance work. Also, log books are kept on-site and signed by the WPCF Operator during the daily inspections. An example lift station maintenance log is included in **Attachment iv-5**.

Cityworks CMMS

All preventative maintenance activities are scheduled with asset-specific frequencies determined by condition assessment data from CCTV inspections or historical field data, as described in SSMP section iv-c. Regular sewer flushing and CCTV work is scheduled manually during annual updates to the City's written flushing and CCTV programs, in order to maintain the City's goal of a 6-year flushing and 8-year CCTV

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inspection cycle. A PM scheduler within Cityworks has been established to meet the needs of O&M staff to maintain a PM program. COW PIE is no longer viable.

Utility Maintenance Workers use the following strategy to schedule and document preventative maintenance work:

1. Maintain annual scheduling spreadsheets for the following regular preventative maintenance activities:
 - Regular CCTV Inspection (approximately 10% of total system per year, in addition to inspections of any assets with scheduled increased frequency inspections)
 - Regular Flushing (approximately 15% of total system per year)
 - Weekly Priority Pipe Sewer Main Inspections
 - Weekly Priority Pipe Sewer Main Flushes
 - Quarterly Priority Pipe Sewer Main Flushes
 - Root Control
2. When preventative maintenance work is performed, open and close work orders for the work on the same day it is completed. Also record completion dates manually on the scheduling spreadsheets as work is performed.
3. As field work is performed and observations are made, manually add or remove assets from regularly scheduled maintenance spreadsheets as necessary.
4. Quarterly, review the scheduling spreadsheets to determine areas where more focus may be required to complete scheduled work.
5. Semi-annually, run a Crystal Report against the CMMS database to identify any assets with more than two work orders in the past year, and review the report to determine if any of the identified assets are not on a regular preventative maintenance schedule. Add identified assets to regular preventative maintenance lists as appropriate.
6. Annually, file electronic and paper copies of PM scheduling spreadsheets for documentation.

The CMMS is also used to document all un-planned service calls and spill responses. In addition, all CCTV inspection report data can be accessed via the CMMS database and the COWGIS portal.

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Related Documents

- o Refer to City of Woodland Video Inspection Program Manual
- o Refer to City Public Works HVVC Best Practices Manual
- o Attachment iv-2: Example Weekly Sewer Main Inspection List
- o Attachment iv-3: Example Weekly Sewer Main Flush List
- o Attachment iv-4: Example Quarterly Cleaning Route
- o Attachment iv-5: Example of Lift Station Maintenance Log

Plan & Schedule

Task	Responsible Party	Scheduled Date
Run Crystal Report to identify assets with more than 2 work orders in the past year that may need to be placed on increased frequency PM schedules.	Engineering Technician	Semi-Annually
Conduct or contract out scheduled preventative maintenance activities	Utility Supervisor / Utility Maintenance Workers	Continuously
Enter all work orders in CMMS.	Utility Supervisor	Continuously
Update preventative maintenance activity schedules and frequencies by asset based on field observations, CCTV inspections, and "risk of failure" evaluations (SSMP section iv-c).	Utility Supervisor	Continuously



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iv-c. Prioritization program for impaired sewer collection system assets

Requirement	Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.
Discussion	<u>CCTV Inspection</u> As discussed in SSMP section iv-b, the City has a 8 year cycle for CCTV inspection of its entire sewer collection system. The City's Video Inspection Program includes a schedule that divides the collection system into a grid system. The City has a schedule running from 2020 through 2025 that details which grids will be inspected each year, and creates a specific weekly segment inspection schedule at the beginning of each year. In addition to inspections conducted on the 8 year cycle, more frequent inspections may be scheduled for pipes with a high "risk of failure" as determined by analysis of condition assessments. Currently, the City owns a van equipped with the ITPipes inspection software system. ITPipes can be configured to produce inspection reports using NASSCO PACP methods. The City will transfer reports produced by the CCTV crew in the field using ITPipes Mobile into the City's CMMS and ITPipes Web database once the ITPipes Web and Mobile software is implemented. All City staff involved with the CCTV inspection process are NASSCO trained and certified. The City maintains standards for CCTV inspections in the City Standard Specifications and Details, 2016 Section 18. <u>Pipeline Condition Assessment Protocol</u> The City will use ITPipes Web software and CCTV inspection reports to determine which pipes have a high "risk of failure" in the sewer collection system. The City has not yet implemented the ITPipes Web software. Assets that pose the greatest risk of failure to the City are those that are considered most likely to fail in the near future and will result in the most costly response. The condition of a pipe is assessed by looking at the number of defects the pipe has, as well as the grade-level of the defects as determined by the CCTV inspections.

Element iv. Operation and Maintenance Program

Assets are considered more likely to fail in the near future and more costly to respond to as the number of defects increase and the grade-level of the defects are higher. Assets with the highest risk of failure are given the highest priority in terms of preventative maintenance or rehabilitation / replacement activities.

Defect grades (1-5) are calculated for each asset based on CCTV condition assessment results using NASSCO PACP methodology. Every observation made during a CCTV inspection using NASSCO PACP methodology is classified as a structural, O&M, or miscellaneous observation. Additionally, every structural or O&M observation code is associated with a 1-5 “grade”. A grade 1 observation represents less severe defect types, and a grade 5 observation represents the most severe defect types. For each CCTV inspection, a database of all recorded structural and O&M defects and the associated grades of each observation is generated by ITPipes.

Pipes that are in deteriorated structural condition (i.e. cracks, corrosion, collapse, etc.) and / or have O&M-related defects (i.e. FOG buildup, root intrusion, etc.) are more likely to experience a structural or service failure that results in an SSO, and therefore present a higher risk to the City. These pipes that present a higher risk to the City will be prioritized for preventative maintenance or rehabilitation/replacement activities.

Manhole Condition Assessment Protocol

The City completes manhole inspections on a 10-year cycle in conjunction with CCTV inspection. Utility Maintenance Workers document manhole condition assessment using the standard ITPipes manhole inspection form which employs NASSCO Manhole Assessment and Certification Program (MACP) methodology. The data captured in ITPipes can be stored in the CMMS database and linked to manhole assets. Typically, unless severe manhole condition issues are identified, manhole repairs are either conducted as needed internally by City crews, or scheduled for repair as part of pipeline rehabilitation or replacement projects. Flat bottom (no channelization) and brick manholes are priorities for repair. In the case that significant manhole repairs are required based on condition assessment results apart from pipeline projects, a capital improvement project will be generated and prioritized based on MACP condition rankings and case-specific issues with pipeline projects using the risk of failure prioritization process.

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Preventative Maintenance & Capital Improvement Plans

Once the ITPipes Web and Mobile software is implemented, the database of all recorded structural and O&M defects and the associated grades of each observation will be updated in real-time when the City's CCTV Inspection crew completes an inspection in the field. The Chief Collection Systems Operator and Principal Utilities Civil Engineer analyze inspected collection system assets according to the number of defects it possesses and the grade-level of those defects to produce both a preventative maintenance and capital improvement plan, which will strategically utilize available funding to remedy the assets in the system that pose the highest risk in terms of public safety and potential cost of failure. The City reviews condition assessment results on a case-by-case basis, and will reference CCTV inspections captured in the ITPipes Mobile software to determine the appropriate timeline and method of repair. The Chief Collection Systems Operator and Principal Utilities Civil Engineer will use the ITPipes Web software to methodically review condition assessments in a prioritized manner, and document repair methods and capital improvement project scheduling decisions based on quantitative condition and risk assessments.

The Chief Collection Systems Operator and Principal Utilities Civil Engineer will also consult the ITPipes Web software to create a ten year capital improvement plan which strategically “bundles” together necessary rehabilitation or replacement projects. Projects may be bundled by the number or severity of defects, for example the assets with the most high-level defects may be bundled into the first year of the capital improvement plan. Projects may also be bundled by geographic proximity, construction methodology, or ease of coordination with other City projects. The Chief Collection Systems Operator and Principal Utilities Civil Engineer organize these bundles into a ten year schedule which will be updated annually based on condition assessment work completed and new field data.

The ITPipes Web database and review of CCTV condition assessments will also be used to identify O&M issues and recommend preventative maintenance schedules by asset. The Chief Collections System Operator utilizes his maintenance crew to perform preventative measures at a frequency which will prevent potential SSOs and delay the deterioration of specific medium to low risk assets. Preventative maintenance may also be assigned in the short term to prevent SSOs for assets scheduled for rehabilitation or repair in future years.

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The Chief Collection Systems Operator and Principal Utilities Civil Engineer also incorporate capacity deficiency driven projects (identified by the hydraulic model) into the capital improvement plan, described in section viii of the SSMP. Typically, the timeline for construction of sewer system improvements associated with development is coordinated with the construction schedule for associated development projects, and funding is tied to development impact fees. Any improvements identified by the hydraulic model that are required under existing peak wet weather conditions to prevent capacity related SSOs are addressed immediately on a rapid timeline regardless of the overall risk of failure determined by defects shown by the ITPipes Web software.

Major lift station repairs and improvements are typically included in the capital improvement plan on timelines according to lift station O&M manual recommendations or WPCF Superintendent recommendations regarding equipment condition and service life. Lift stations are not included in the quantitative 1-5 defect rating prioritization process and are repaired solely based on Superintendent recommendations.

Fund Development

The Chief Collection Systems Operator and the Principal Utilities Civil Engineer annually submit a list of capital improvement projects, project descriptions, and cost estimates to the City Manager, Finance Officer, and Director of Public Works, who make up the Capital Projects Committee. Projects are reviewed, and if approved, they are incorporated into the overall City capital improvement plan (CIP). The City capital improvement plan is updated annually and lists projects ten years into the future. Each year, the Chief Collection Systems Operator also submits an operation and maintenance budget, which estimates the funding required to support staffing levels and retain the equipment necessary to perform regularly scheduled maintenance activities. The O&M budget also projects O&M costs ten years into the future based on knowledge of infrastructure expansions identified by the hydraulic model.

As discussed in section 0 of the SSMP, funding for the sewer collection system comes from the sewer enterprise fund (fund 220). Funds are allocated to support O&M activities and capital improvement projects. Planning level cost estimates for both O&M activities and rehabilitation / replacement projects can be done by comparing bids on similar past projects and creating an Excel spreadsheet with unit costs for the required rehabilitation/replacement. The unit costs can then be applied to the specifics of the project being planned. The Chief Collection Systems Operator or Principal Utilities Civil Engineer calculates the projected costs of performing increased frequency O&M activities on at-risk assets that are scheduled for

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repair or replacement in the future, and incorporates those costs in the overall consideration of project scheduling with respect to budgeting constraints. The Chief Collection System Operator and Principal Utilities Civil Engineer evaluate and estimate available funding, and strategically schedule project bundles so as to best coordinate with funding projections.

The latest rate study, produced in 2013, took into consideration a detailed list of necessary rehabilitation and replacement projects identified by the Chief Collection Systems Operator and Principal Utilities Civil Engineer, including the O&M budget for repair/replacement of sewer infrastructure by City staff.

GASB-34 Reporting / System Valuation

Currently the City's Finance Department calculates and reports GASB-34 compliant infrastructure asset and expense reports. The City has calculated the initial cost of constructing all sewer collection infrastructure it currently owns, which is reported as a net asset. Operation, maintenance, and repair costs are also capitalized. Depreciation of infrastructure is reported as an expense, and is estimated based on assumed service lives for each asset type within the collection system.

A long term goal of the Utility Maintenance Division is to assess the condition of all sewer collection system assets with CCTV inspection, and set a goal baseline average system condition rating that is consistent with level of service objectives. The ITPipes Web software will be used to plan for capital improvement projects so as to maintain the goal baseline condition rating. This strategy may allow the City to utilize the modified infrastructure cost reporting method accepted by GASB-34. This method requires only reporting of capital assets based on historical construction cost, and reporting of preservation costs (O&M and capital improvement) to maintain the infrastructure at the baseline condition. Asset depreciation calculations are not required using the modified reporting method.

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Related Documents

- Refer to the City of Woodland Video Inspection Program
- Refer to City of Woodland Standard Specifications and Details, 2016 Section 18
- Refer to the City of Woodland Comprehensive Rate Study, 2013
- Refer to the City of Woodland MPFP, 2008
- Refer to City of Woodland ITPipes Web and Mobile Software
- Refer to current City of Woodland Capital Improvement Plan

Plan & Schedule

Task	Responsible Party	Scheduled Date
Train staff on the use of the ITPipes Web.	Chief Collection Systems Operator	Continuously
Update near-term CCTV inspection and flushing schedule to maintain 8-year system-wide CCTV inspection and 6-year system-wide flushing frequencies.	Chief Collection Systems Operator / Senior Utility Maintenance Worker	Annually
Complete scheduled condition assessments and ensure data from ITPipes Mobile syncs with ITPipes Web Software.	Senior Utility Maintenance Worker	Continuously
Work to obtain the funds necessary to support the preventative maintenance and capital improvement budgets by producing and presenting data that justifies funds needed to maintain acceptable system "risk".	Chief Collection Systems Operator/ Principal Utilities Civil Engineer	Continuously

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iv-d. Training

Requirement	Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained.
Discussion	<u>Certification</u> The City requires current CWEA certification of all staff involved with the operation and maintenance of the sewer collection system. Required levels of certification are identified within the job descriptions of each position. The City requires staff to regularly attain continuing education units or contact hours to maintain certification. The Public Works Department tracks the certification of all employees. The requirements and certifications held for each position are included in Attachment iv-6. <u>Yearly Performance Reviews</u> Newly hired employees must undergo a one-year probation period, after which they are evaluated annually using a standard performance evaluation form, which is included in Attachment iv-7. Performance reviews are used to identify individuals who have obtained skill sets required to fill positions requiring higher levels of qualification and to quantify bonuses. <u>Training Activities</u> The City provides the following types of training activities: ➤ tailgate discussions ➤ periodic drills ➤ critique of recent large projects ➤ mentoring of new staff Training is provided in the following areas: ➤ Safety ➤ Confined space entry ➤ Record keeping ➤ Traffic control ➤ SSO/Emergency response ➤ Trench/Shoring ➤ Equipment use ➤ Standard O&M operating procedures

Element iv. Operation and Maintenance Program

The Utility Maintenance Division has monthly training meetings and weekly tailgate discussions. A training schedule is established at the beginning of each year on a 12 month horizon. The 2019 training schedule topic list is included in **Attachment iv-8**. The weekly tailgate meeting typically includes a presentation, a discussion, and a review of material safety data sheets for various chemicals and products used by O&M employees. The material for the presentation and discussion is obtained from AWWA training programs. For 2019, the Utility Maintenance Division used the “Let’s Talk Safety” program, which includes 52 discussion outlines and power point presentations on various topics ranging from equipment and chemical safety to tips on how to handle workplace violence.

Documentation of Training

The Public Works Department uses the Training Management System (TMS) software produced by Collaborative Quality Systems (CQS) to document employee training. According to the CQS website (<http://www.coqusys.com/TMS.htm>), “The Training Management system organizes the user's training information into basic categories: Personnel, Job Profiles, Job Requirements, Departments, and Specifications. Once this base information is entered, training requirements are easily identified by employee, by department, and by specification. As training is completed, information on the training class is entered along with the attendees.” The TMS provides the utility the following functionality:

- Meets ISO9001/2000 requirements.
- Ability to produce employee training records on demand.
- Ability to generate "Training Needed" reports by Employee, by Specification, and by Department
- Ability to maintain and print Job Profiles with training requirements.
- Ability to View, Print or Email any Report.
- Manages revisional training and annual certification training.

The TMS software is managed by the Administrative Clerks, who are in charge of inputting training data for all employees. The database stores information on training topics, training administrators, dates, # of hours, etc. Every year, the Clerk prints “Training Needed” reports for each employee and distributes them as a reminder if any training is required per the schedules established in the TMS software to maintain certifications. Continuing education credits to maintain certification are obtained by attendance at various conferences, held by agencies such as CWEA, AWWA, ASCE, etc. An example TMS employee training history log is included in **Attachment iv-9**.

Element iv. Operation and Maintenance Program

The Director of Public Works has expressed interest in switching to a new training management software in the future, Target Solutions.

Required Contractor Training

The City is responsible for the quality of work performed on the sewer collection system. Because the quality of work must be at a consistent and high level, contractors who perform work on the system must be as equally trained as City staff. This applies to contractors who perform routine maintenance, rehabilitate or replace portions of the system, construct new facilities or assets, etc. Under Municipal Code Section 13.12.050, contractors are required to hold a professional contractor's license issued by the State of California.

Training requirements for contractors are specifically defined within the standard City contract documents for public works projects. Section E of the standard contract documents, entitled "Legal Relations and Responsibility" includes contractor training requirements. An outline of the training requirements included in the contract documents is provided below:

General Safety

Section E-12.a clearly states that the contractor is solely responsible for jobsite safety, and for enacting safety provisions that "conform to all applicable Federal, State, and local laws, ordinances, and codes, and to the rules and regulations established by the California Division of Industrial Safety, and to other rules of law applicable to the work". Section E-12.b.ii states that the contractor is responsible for providing the necessary safety equipment and instruction for all employees involved in the work, and shall have in place an Injury and Illness Prevention Program as required by California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 7, Group 1, 3203.

Traffic Control

Section E-11.h states that "flaggers and guards, while assigned to traffic control, shall perform their duties and shall be provided with necessary equipment in accordance with CalTrans' current 'Instructions to Flagmen.' Training of flaggers and other traffic control personnel must be documented in accordance with California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 4, Article 11, 1599."

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Trenching and Shoring

Section E-12.c requires the submission of a shoring and trenching safety plan as directed by Section 832 of the California Civil Code. Section E-12.d requires contractors to submit a trench safety plan including design drawings prepared by a registered civil or structural engineer if the plans vary from the Construction Safety Orders established by the California Department of Industrial Relations (California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 4, Article 6). This section also requires that a competent person as defined by California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 4, Article 2, 1504 be on-site at all times to fulfill the duties described in Article 6. Finally, this section requires a Cal/OSHA trench permit for any excavation in excess of 5 ft per Article 6.

Lock-out / Tag-out Training

Section E-12.a requires contractors to comply with 29-CFR-1910.147 regarding equipment, procedures, employee training, and documentation of lock-out / tag-out work.

Confined Space Entry

Section E-12.a requires contractors to comply with California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 7, Group 16, Article 108 regarding required confined space identification, permitted entry, training, and operational procedures.

First Aid / CPR Training

Section E-12.a requires contractors to comply with California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 4, Article 3, 1512 regarding emergency medical procedures, equipment, and training.

Related Documents

- Refer to “Let’s Talk Safety”, AWWA 2019
- Refer to City Standard Contract Document Language Section E: Legal Relations and Responsibility
- Attachment iv-6: Collections Sewer/Storm Certifications and Requirements
- Attachment iv-7: Example Performance Review Evaluation Form
- Attachment iv-8: Example 2019 Training Schedule
- Attachment iv-9: Example TMS/CQS Employee Training History Log

Element iv. Operation and Maintenance Program

Plan & Schedule	Task	Responsible Party	Scheduled Date
	Create and distribute “Training Needed” reports.	Administrative Clerks	Annually
	Develop annual monthly training topic schedule, and maintain documentation of schedules from past years.	Chief Collection Systems Operator	Annually
	Conduct and document scheduled training.	Chief Collection Systems Operator/ Utility Maintenance Workers	Continuously

Element iv. Operation and Maintenance Program

iv-e. Identify equipment and critical replacement parts

Requirement	Provide equipment and replacement part inventories, including identification of critical replacement parts.
Discussion	<u>Maintenance Fleet Equipment</u> The fleet equipment inventory includes items such as trucks, vactor equipment, backhoes, pumps, etc. Fleet Services staff currently uses the FASTER Asset Solutions fleet management system to schedule and document maintenance, repairs, component specification details, and cost data for these vehicles and equipment. The designated code “SSMP” is used to identify equipment managed by FASTER that is used to operate and maintain sewer collection system infrastructure. The City has an equipment maintenance parts inventory that is tracked by the Equipment Services Clerk through the Fleet Software System. All fleet equipment and replacement parts are stored at the City’s Corporation Yard. The inventory is automatically managed through minimum/maximum order quantities based on a set preventive maintenance schedule which is also tracked through the Fleet Software System. If and when replacement parts show a trend of failure, those parts are considered “critical replacement parts” and become a standard stocked item in order to prevent anticipated equipment failure and minimize downtime. The City has also identified suppliers for equipment either not stocked by the City, or as a backup supplier for existing critical units which may be needed during emergency situations that may occur during all hours. The City has established contact with the following equipment provider that is available 24 hours a day in the case of an emergency: ➤ Bypass pumping – Rain For Rent Woodland Office Located at 390 West Kentucky : (530)-662-1024 In addition, the City has agreements with local government fleets in Davis, [contact is David Cattaneo at (530) 757-5653], and Yolo County [contact is Scott Murphy at (530) 666-8438], to borrow equipment as available and necessary.

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Sewer Collection System Infrastructure (Pipelines and Lift Stations)

The City keeps replacement parts available to make point repairs for force main, gravity pipeline, and manhole repairs at the City's Corporation Yard. An equipment and replacement parts inventory list has been developed for the items necessary to make these repairs.

The City keeps some replacement parts for lift stations in stock to make routine and emergency repairs. Each lift station has redundant pumping capacity and a replacement pump on bench stock. Replacement parts for lift stations are kept at the water pollution control facility.

Equipment and inventory lists have been developed separately for pipeline / manholes repairs and lift station repairs (see **Attachment iv-10** and **Attachment iv-11** respectively). The City conducted an analysis of each replacement part to determine the criticality of the part. The following three criteria were used to identify a "critical" part:

- Complete asset failure will result if the equipment or replacement part is not available (i.e. pipeline / manhole cannot be effectively repaired, or lift station could go out of service)
- The equipment or part cannot be purchased and obtained in less than 2 hours at all times
- The asset or assets that the equipment or replacement part is used to repair do not have a backup that can easily be put into service if a failure occurs

If a piece of equipment or replacement part meets all of the above requirements, it is considered a "critical" replacement part because its failure will result in a situation where the restoration of service in an emergency situation would not be expedient. With regard to replacement parts, the City maintains stock of items that may reasonably be expected to fail at a time interval that is significantly less than the service life of the parent equipment or asset. It is not economical or necessary for the City to keep replacement parts for every component of every asset owned by the City. The replacement part lists included in this section of the SSMP were created based on an analysis of components that are expected to be replaced at some regular interval, or are known to fail based on Operator experience.

The City verifies stocked quantities of all equipment and replacement parts on the pipeline, manhole, and lift station lists every 6 months, and orders additional stock as needed. Particular attention is paid to stocked quantities of "critical parts", and critical parts are typically re-ordered as they are used.

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Related Documents

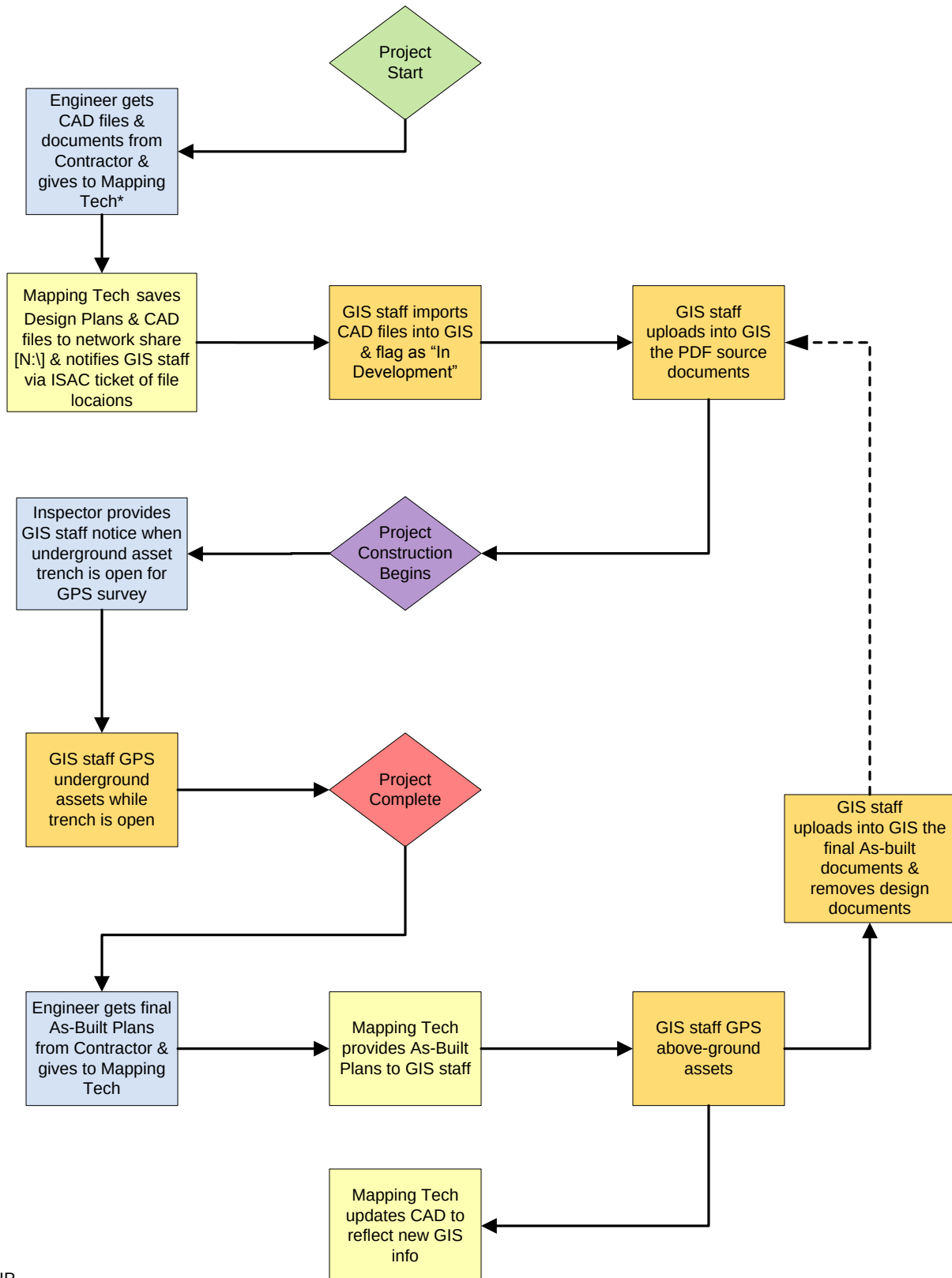
- Refer to SSMP Fleet Unit Parts Usage Listing (available electronically through Transman)
- Refer to SSMP Fleet Unit Equipment Inventory Report (available electronically through Transman)
- Attachment iv-10: Pipeline / Manhole Equipment & Replacement Part Inventory
- Attachment iv-11: Sewer Lift Station Equipment & Replacement Part Inventory

Plan & Schedule

Task	Responsible Party	Scheduled Date
Ensure that “SSMP” designated fleet equipment has a set preventive maintenance schedule and that it is appropriately entered into Fleet Software system.	Equipment Services Clerk	Continuously
Complete pipeline, manhole, and lift station equipment and replacement part inventory lists.	Utility Maintenance Worker / Water Pollution Control Operator	Continuously
Order fleet parts per minimum/maximum inventory status and add any parts to regular inventory that show a trend of recurring failure.	Equipment Services Clerk	Ongoing / Semi-Annual Inspections
Verify stocked quantities of pipeline, manhole, and lift station equipment and replacement parts.	Utility Maintenance Worker / Water Pollution Control Operator	Semi-Annually

Attachment iv-1:

CAD/GIS Project Workflow Map



* at award for CIP
OR
at plan signature for Development

Attachment iv-2:

Example Weekly Sewer Main Inspection List

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN INSPECTION LIST

Check Box If Inspected		NORTHSIDE LOCATIONS			MANHOLE NUMBERS		COMMENTS	
1.		Mid-block on Fortna Avenue			SMH936		Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
2.		Mid-block on Commerce Avenue			SMH982		Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
3.		Matmor Road at Cannery Road			SMH979		Flows north	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
4.		Donnelly Circle			SMH2099			
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
5.		Case Place			SMH974		Top of the line- flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
6.		Pioneer Avenue at Case Place			SMH884		Flows north	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
7.		Alley, E Street to A Street			SMH1010 - A		Flows west	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
		Alley, E Street to A Street			SMH1009 - B			
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
		Alley, E Street to A Street			SMH1008 - C			
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN INSPECTION LIST

Check Box If Inspected		NORTHSIDE LOCATIONS			MANHOLE NUMBERS		COMMENTS	
8.		Wayfarer Center alley between Fourth Street and Fifth Street			SMH2152		Top of the line – flows east	
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
AM PM		Ft.	%	%	ppm	ppm		
9.		Fifth Street at North Street			SMH621		Flows north	
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
AM PM		Ft.	%	%	ppm	ppm		
10.		Fifth Street at Grafton Street			SMH613		Flows north & west	
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
AM PM		Ft.	%	%	ppm	ppm		
11.		Elliot & Walnut			SMH598			
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
AM PM		Ft.	%	%	ppm	ppm		
12.		Mid-block on Sutter Street			SMH743		Flows south	
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
AM PM		Ft.	%	%	ppm	ppm		
13.		Bliss Avenue at Keystone Avenue			SMH754		Flows south	
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
AM PM		Ft.	%	%	ppm	ppm		
14.		Keystone Avenue at Pershing Avenue			SMH752		Top of the line – flows south	
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
AM PM		Ft.	%	%	ppm	ppm		
15.		Second Street at Clover Street			SMH631		Flows east	
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
AM PM		Ft.	%	%	ppm	ppm		

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN INSPECTION LIST

Check Box If Inspected		NORTHSIDE LOCATIONS			MANHOLE NUMBERS	COMMENTS	
16.		Alley behind the Kraft Brothers			SMH638	Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
17.		Elliot Street at Elm Street (3 manholes)			SMH595	Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
		Elliot Street at Elm Street (3 manholes)			SMH596	Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
		Elliot Street at Elm Street (3 manholes)			SMH597	Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
18.		North Street at Cleveland Street			SMH605	Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
19.		Purity Plaza			SMH 02376	Flows west	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
20.		California Street at West Elliot Street			SMH1425	Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
21.		Coral Drive at Verde Place			SMH1509	Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
22.		Modoc Place			SMH1517	Flows south	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN INSPECTION LIST

Check Box If Inspected		NORTHSIDE LOCATIONS			MANHOLE NUMBERS	COMMENTS	
23.		Inyo Place			SMH1541	Flows south	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
24.		Cottonwood ST at Antelope ST			SMH1465	Flows north	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
25.		Mariposa Street at Stone Way			SMH1437	Flows south	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
26.		West Woodland Avenue at Nevada Street			SMH1398	Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
27.		West Woodland Avenue at Maryland Street			SMH1395	Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
28.							
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
29.							
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
30.							
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN INSPECTION LIST

Check Box If Inspected	NORTHSIDE LOCATIONS	MANHOLE NUMBERS	COMMENTS
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Have you been trained in the operation of the **Tetra CROWCON** Personal Multigas Monitor atmosphere reading meter: Yes ☐ No ☐

* Note: If you have not been trained in the use of a personal multigas monitor you are not authorized to perform activities that require the use of one*

Bump Test Passed: Yes ☐ No ☐ Signed: _____

Note: If bump test did not pass, **Tag it Out of Service**. Unit will need to be turned into our electrical staff for repairs.

Inspection Date: _____

Inspected By: _____

**WEEKLY SEWER MAIN INSPECTION LIST
SOUTHSIDE LOCATIONS**

1.		Community Ln. between Main St. and W. Lincoln Ave.				SMH679	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
2.		Community Ln. at W. Cross St.				SMH547	flows both ways, top of the line
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
3.		Cottonwood St. at Elizabeth Way and Fairchild Ct. (2 Manholes)				SMH787	both flow south
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
		Cottonwood St. at Elizabeth Way and Fairchild Ct. (2 Manholes)				SMH199	both flow south
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
4.		Cottonwood St. and W. El Dorado Dr.				SMH83	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
5.		W. El Dorado Dr. at El Paseo Dr.				SMH144	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
6.		McKinley Ave. at Cypress Dr.				SMH1595	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
7.		Placer Dr. at Norden Way and Auburn Way (2 Manholes)				SMH1301	both flow east
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	

Inspection Date: _____

Inspected By: _____

**WEEKLY SEWER MAIN INSPECTION LIST
SOUTHSIDE LOCATIONS**

		Placer Dr. at Norden Way and Auburn Way (2 Manholes)				SMH1287	both flow east
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
8.		Donner Way at Archer Dr.				SMH1328	flows east
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
9.		Sixth St. at Donner Way				SMH1327	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
10.		Sixth St. at Archer Dr.				SMH1262	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
11.		Easement at Homewood Dr.				SMH295	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
12.		Fourth St. at Cottage Dr.				SMH331	top of the line flows 3 ways
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
13.		Fourth St. at Marshall Ave.				SMH324	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
14.		Fourth St. between Pendegast St. and Cross St.				SMH710	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
15.		Fourth St. between Cross St. and Oak St.				SMH479	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	

Inspection Date: _____

Inspected By: _____

**WEEKLY SEWER MAIN INSPECTION LIST
SOUTHSIDE LOCATIONS**

16.		Fourth St. at Lincoln Ave.				SMH483	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
17.		Fourth St. at Dog Gone Alley				SMH497	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
18.		Dog Gone Alley between Third St. and Second St.				SMH555	top of the line flows east
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
19.		Dog Gone Alley between First St. and College St.				SMH522	flows west
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
20.		Dog Gone Alley between College St. and Elm St.				SMH525	flows east
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
21.		Alley Intersection at Martin Way				SMH527	flows south
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
22.		Dog Gone Alley between Elm St. and Walnut St.				SMH531	flows west
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
23.		Walnut Street between Lincoln Avenue and Main Street at alley				SMH673	flows east
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	

Inspection Date: _____

Inspected By: _____

**WEEKLY SEWER MAIN INSPECTION LIST
SOUTHSIDE LOCATIONS**

24.		Lincoln Ave. between Walnut St. and Cleveland St.				SMH510	flows east
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
25.		Easement behind Ruby Tuesday's				SMH2164	flows east
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
26.		Saunders Way Easement				SMH512	flows south
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
27.		Cleveland St. at Oak Ave.				SMH447	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
28.		Park Ave. at McKinley Ave.				SMH451	3-way flow north,east,south
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
29.		Oak Ave. at West St,				SMH452	flows east
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
30.		Buena Tierra Dr. at Jimeno Ln.				SMH247	flows east
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
31.		Casa Linda Dr. at Cleveland St.				SMH238	flows north & east
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
32.		Elm St. at Maedell Way				SMH234	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	

Inspection Date: _____

Inspected By: _____

**WEEKLY SEWER MAIN INSPECTION LIST
SOUTHSIDE LOCATIONS**

33.		Lawson Ln. between College St. and Elm St.				SMH287	flows south
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
34.		Bartlett Ave. between Second St. and Third St.				SMH263	flows south
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
35.		Pendegast St. between Second St. and Third St.				SMH253	flows south
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
36.		First St. between Craig Ave. and Cross St. (5" line)				SMH2169	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
37.		Cross St. between First St. and Second St.				SMH319	flows east
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
38.		Depot St. between Johnston St. and East St.				SMH1156	flows west
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
39.		Alice St. between Johnston St. and East St.				SMH1166	flows west
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
40.		Collette Way at Denise Dr.				SMH1185	flows south
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
41.		555 Matmor Road				SMH1061	flows south
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	

Inspection Date: _____

Inspected By: _____

**WEEKLY SEWER MAIN INSPECTION LIST
SOUTHSIDE LOCATIONS**

42.	1180 Matmor Road					SMH1230	flows south
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
43.	Washington Dr. at Adams Ct.					SMH1234	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
44.	Matmor Rd. at Tyler Dr.					SMH1247	flows north
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
45.	Huston Circle					SMH1925	flows south
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
46.	East Gum Ave. at Joyce Ct.					SMH1811	flows east
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
47.	Taco Bell on Pioneer Ave.					SMH 1689	Flows west
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
48.	McDonald's on East Main Street					SMH2200	flows east
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	

Have you been trained in the operation of the **Tetra CROWCON** Personal Multigas Monitor atmosphere reading meter: Yes ☐ No ☐

* Note: If you have not been trained in the use of a personal multigas monitor you are not authorized to perform activities that require the use of one*

Bump Test Passed: Yes ☐ No ☐ Signed: _____

Note: If bump test did not pass, **Tag it Out of Service**. Unit will need to be turned into our electrical staff for repairs.

Attachment iv-3:

Example Weekly Sewer Main Flush List

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN FLUSH LIST

LOCATIONS		Manhole Numbers	COMMENTS
1.	MSC	SMH_02989	FLOWS EAST
2.	Commerce Ave	SMH 984	FLOWS EAST
3.	Alley off Railroad (between Elliot & Clover)	SCO_04488	FLOWS SOUTH
4.	Alley between First ST and Second ST south of Clover ST	SCO_16089	FLOWS SOUTH
5.	Alley between College ST and First ST south of Clover ST	SCO_00731	FLOWS SOUTH
6.	Elliot St @ Locust St	SMH 597	FLOWS EAST
7.	Elliot St. & Walnut	SMH 598	FLOWS EAST
8.	Barnard ST (Denny's)	SMH_02669	FLOWS WEST
9.	120 N. Cottonwood St. (SCO on SW corner of N. Cottonwood and W. Woodland Ave.)	SCO_14916	FLOWS NORTH
10	SCO @ New Clinic SW corner of Cottonwood & Beamer St	SCO_15210	FLOWS EAST
11	Verde Pl. (Off of Coral Dr.)	SMH 1509	FLOWS NORTH
12	Modoc PL. (off of Chestnut St.)	SMH 1517	FLOWS SOUTH
13	Inyo Pl	SMH 1541	FLOWS SOUTH
14	845 Del Oro St	SMH 63	FLOWS EAST
15	W. El Dorado @ El Paseo	SMH 144	FLOWS NORTH

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN FLUSH LIST

	LOCATIONS	Manhole Numbers	COMMENTS
16	Sixth St. @ Donner Way	SMH 1327	FLOWS NORTH
17	Homewood Dr.	SMH 295	FLOWS NORTH EAST
18	Fourth St. at Cottage Dr.	SMH331	FLOWS NORTH
19	Fourth St. @ Marshall Ave (West MH)	SMH_02578	FLOWS NORTH
20	Third ST. between Cross St. & Bartlett Ave. (South MH Only)	SMH 261	FLOWS SOUTH
21	Laurel ST. between Second St. and College St. (2 Manholes)	SMH 722	FLOWS EAST
22	Laurel ST. between Second St. and College St. (2 Manholes)	SMH 721	FLOWS SOUTH
23	Alley east of Lions Club (South MH)	SMH 527	FLOWS SOUTH
24	Dog Gone Alley east of Post 77	SMH_03128	FLOWS NORTH
25	Dog gone Alley between College St. and Elm St.	SMH 525	FLOWS EAST
26	Martin Way.	SCO_00059	FLOWS SOUTH
27	Original Pete's SCO in parking lot	SCO_16110	FLOWS SOUTH
28	Cleveland St. at Oak Ave.	SMH 447	FLOWS NORTH

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN FLUSH LIST

	LOCATIONS	Manhole Numbers	COMMENTS
29	Oak Ave. at Youngmark's Nursery	SMH 452	FLOWS EAST
30	421 Pendegast St.	SCO_04455	FLOWS SOUTH
31	449 Pendegast ST	SCO_10598	FLOWS SOUTH
32	Lawson Ln.	SMH 287	FLOWS SOUTH
33	Pendegast & Second St.	SMH 254	FLOWS NORTH
34	Pendegast between Second & Third	SMH_02577	FLOWS SOUTH
35	Fourth St. @ Pendegast (NE MH)	SMH 317	FLOWS NORTH
36	Fifth St. at Pendegast St. (football clean-out)	SCO_00040	FLOWS SOUTH
37	Pendegast St. at Pacific St.	SMH 307	FLOWS SOUTH
38	Denise Dr. @ Colette Way.	SMH 1185	FLOWS SOUTH
39	Case Place.	SMH 974	FLOWS EAST
40	Hanson Way Easement	SMH 1768	FLOWS SOUTH

Have you been trained in the operation of the MSA Multigas Detector: Yes ☐ No ☐

Attachment iv-4:

Example Quarterly Cleaning Route

City of Woodland

Quarterly Cleaning, North Side Locations

Work Order#: _____ Date Started: _____ Date Finished: _____

Modoc Pl. from Chestnut St. to Cul de Sac (Grease)

1. Chestnut St. (SMH1519) to Cul de Sac (SMH1517) ID: SGM1560 Size: 8"
Length: 405 ft.

West St. through Purity Plaza Easement (2 Runs, Grease)

1. Purity Plaza (SMH_02376) to Easement (SMH2124) ID: SGM1983 Size: 8"
Length: 520 ft.

2. West St. (SMH1667) to Purity Plaza (SMH_02376) ID: SGM1983 Length: 250 ft.

Dead Cat Alley from Elm St. to Walnut St. (Low Pressure)

1. Elm St. (SMH1672) to Walnut St. (SMH1670) ID: SGM3061 Size: 8"
Length: 550 ft.

Elm St. from North St. to Court St. (Grease)

1. North St. (SMH645) to Court St. (SMH1403) ID: SGM3583 Size: 6"
Length: 400 ft.

Plug lateral on 203 Elm St when this line is cleaned.

Elliot St. from Locust St. to College St. (4 Runs, Flat Bottoms, Grease)

1. Elm St. West (SMH596) to Locust St. (SMH597) ID: SGM2286 Size: 6"
Length: 215 ft.

2. Elm St. East (SMH595) to Elm St. West (SMH596) ID: SGM2285 Length: 105 ft.

3. College St. (SMH563) to Elm St. East (SMH595) ID: SGM2283 Length: 350 ft.

Plug lateral on 147 Elm St when this line is cleaned.

Clover St. from College St. to Fourth St. (4 Runs, Grease, Bellies)

1. First St. (SMH634) to College St. (SMH_02373) ID: SGM2119 Size: 8"
Length: 450 ft.

2. Second St. (SMH631) to First St. (SMH634) ID: SGM2120 Length: 370 ft.

3. Third St. (SMH630) to Second St. (SMH631) ID: SGM2118 Length: 335 ft.

4. Fourth St. (SMH627) to Third St. (SMH630) ID: SGM2857 Length: 415 ft.

Fourth St. from Dead Cat Alley to Main St. (Flat Bottom, Grease)

1. Dead Cat Alley (SMH1177) to Main St. (SMH1178) ID: SGM3553 Size: 10"
Length: 250 ft.

Hope Ln. from Fifth St. to Top of Line (Bellies, Grease)

Size: 6"

1. Fifth St. (SMH2151) to Top of Line (SMH2152) ID: SGM3445 Length: 430 ft.

Fifth St. from Hope Ln. to Beamer St. (7 Runs, Grease all the way)

Size: 6"

1. North St. East (SMH623) to Hope Ln. (SMH2151) ID: SGM3448 Length: 200 ft.

2. North St. West (SMH624) to North St. East (SMH623) ID: SGM3451 Length: 70 ft.

3. Mid-Block (SMH621) to North St. West (SMH624) ID: SGM2389 Length: 220 ft.

4. Elliot St. (SMH219) to Mid-Block (SMH621) ID: SGM2385 Length: 210 ft.

5. Clover St. (SMH616) to Elliot St. (SMH619) ID: SGM2517 Length: 490 ft.

6. Grafton St. (SMH613) to Clover St. (SMH616) ID: SGM2107 Length: 440 ft.

7. Beamer St. (SMH996) to Grafton St. (SMH613) ID: SGM2106 Length: 410 ft.

Bliss Ave. from Beamer St. to Keystone Ave. (Flat)

Size: 8"

1. Beamer St. (SMH_02368) to Keystone Ave. (SMH754) ID: SGM2512 Length: 685 ft.

Pioneer Ave. from Case Pl. to Main St. (Grease)

Size: 8"

1. Case Pl. (SMH884) to Main St. (SMH2292) ID: SGM3745 Length: 300 ft.

Muir St. (Grease)

Size: 8"

1. N. Cottonwood (SMH1362) TO Mid-Block (SMH1357) ID: SGM2864 Length: 399ft.

2. Mid-Block (SMH1357) TO Mariposa St. (SMH1356) ID: SGM2838 Length: 404ft

Mariposa St. (Grease)

Size: 8"

1. Glacier St. (SMH1431) To Utah Ave. (SMH1358) ID: SGM2841 Length: 306ft.

2. Utah Ave.(SMH1358) ToSchuler Ranch Dr.(SMH1359)ID: SGM3404 Length: 174ft.

3. Schuler Ranch Dr.(SMH1359) To Muir St.(SMH1356) ID: SGM3405 Length: 197ft.

4. Muir St. (SMH1356) TO W. Kentucky Ave.(SMH1350)ID: SGM2839 Length: 432ft.

Comments Do not run east on Clover SGM2123 from SMH615 without plugging the lateral at 101 5th St.
Failure to do so could result in disciplinary action...

City of Woodland

Quarterly Cleaning, South Side Locations

Work Order #: _____ Date Started: _____ Date Finished: _____

Cottonwood St. from W. Cross St. to Fairchild Ct. (7 Manholes, Grease) **Size: 8"**
 1. Elizabeth Way (SMH787) to W. Cross St. (SMH688) ID: SGM3072 Length: 405 ft.
 2. Mid-Block (SMH786) to Elizabeth Way (SMH787) ID: SGM1788 Length: 250 ft.
 3. Southwood Dr. (SMH163) to Mid-Block (SMH786) ID: SGM1787 Length: 420 ft.
 4. Maple Way (SMH166) to Southwood Dr. (SMH163) ID: SGM3318 Length: 395 ft.
 5. Boxwood Rd. (SMH184) to Maple Way (SMH166) ID: SGM1765 Length: 385 ft.
 6. Acacia Way (SMH195) to Boxwood Rd. (SMH184) ID: SGM3228 Length: 275 ft.
 7. Fairchild Ct. (SMH199) to Acacia Way (SMH195) ID: SGM1781 Length: 335 ft.

Cottonwood St. from Glenwood Pl. to Lewis Ave. (Sag in main, Grease) **Size: 8"**
 1. Glenwood Pl. (SMH1650) to Lewis Ave. (SMH82) ID: SGM3163 Length: 425 ft.

Lincoln Ave. from West St. to McKinley Ave. (2 Manholes, Grease) **Size: 8"**
 1. Mid-Block (SMH514) to West St. (SMH358) ID: SGM3601 Length: 220 ft.
 2. McKinley Ave. (SMH515) to Mid-Block (SMH514) ID: SGM3579 Length: 440 ft.

Saunders Way Easement (Run west toward building, Low Pressure, Pop CO) **Size: 6"**
 1. Easement (SMH512) to Clean Out (SCO293) ID: SGM1202 Length: 140 ft.

Saunders Way from Oak St. to Easement **Size: 6"**
 1. Oak St. (SMH448) to Easement (SMH512) ID: SGM1636 Length: 175 ft.

Oak St. from Cleveland St. to Saunders Way (Low Pressure, Pop CO's) **Size: 6"**
 1. Cleveland St. (SMH447) to Saunder's Way (SMH448) ID: SGM1641 Length: 190 ft.

Cleveland St. from Mid-Block to Oak St. (Manhole is North of Oak St.) **Size: 6"**
 1. Mid-Block (SMH508) to Oak St. (SMH447) ID: SGM1218 Length: 335 ft.

Cleveland St. from Mid-Block to Easement (Manhole is North of Lincoln Ave.) **Size: 6"**
1. Mid-Block (SMH674) to Easement Clean Out (SCO221) ID: SGM2396 Length: 140 ft.

Dog Gone Alley from College St. to Dead End (Between Bush St. and Main St.) **Size: 6"**
1. College St. (SMH1523) to Dead End (SMH1522) ID: SGM3557 Length: 300 ft.

Dog Gone Alley from Second Street to First Street **Size: 8"**
1. First St. (SMH557) to Alley (SMH671) ID: SGM3494 Length: 208ft.

Third St. from Pendegast St. to Marshall Ave. (2 Manholes, Grease and Grit) **Size: 6"**
1. Bartlett Ave. (SMH262) to Mid-Block (SMH261) ID: SGM2439 Length: 220 ft.
Put a plug in 819 Third St prior to cleaning
2. Marshall Ave. (SMH264) to Bartlett Ave (SMH262) ID: SGM2440 Length: 440 ft.

Marshall Ave. from Fourth St. to Third St. (Grease, sag in the main) **Size: 8"**
1. Fourth St. (SMH02578) to Third St. (SMH265) ID: SGM1678 Length: 330 ft.
2. Fourth St. (SMH324) to Third St. (SMH264) ID: SGM1687 Length: 328 ft.

Fourth St. from Marshall Ave. to Lincoln Ave. (8 Manholes, Grease all the way.) **Size: 8"**
1. Gum Ave. (SMH323) to Marshall Ave. (SMH324) ID: SGM1680 Length: 165 ft.
2. Mid-Block (SMH321) to Gum Ave. (SMH323) ID: SGM1675 Length: 360 ft.
3. Pendegast St. (SMH317) to Mid-Block (SMH321) ID: SGM1169 Length: 320 ft.
4. Mid-Block (SMH710) to Pendegast St. (SMH317) ID: SGM1671 Length: 340 ft.
5. Cross St. (SMH705) to Mid-Block (SMH710) ID: SGM1670 Length: 330 ft.
6a. Mid-Block (SMH479) to Cross St. (SMH705) ID: SGM3764 Length: 415 ft.
6b. Mid-Block (SMH479) to Cross St. (SMH706) ID: SGM1668 Length: 415 ft.
7. Oak Ave. (SMH471) to Mid-Block (SMH479) ID: SGM1012 Length: 335 ft.
8. Lincoln Ave. (SMH483) to Oak Ave. (SMH469) ID: SGM1666 **Length: ?**

Fourth St. from Lincoln Ave. to Main St. (3 Manholes, Low Pressure, Pop CO's) **Size: 10"**
1. Mid-Block (SMH_02372) to Lincoln Ave. (SMH483) ID: SGM2799 Length: 310 ft.

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2. Dog Gone Alley (SMH2797) to Mid-Block (SMH_02372)	ID: SGM2797	Length: 220 ft.
3. Main St. (1178) to Dog Gone Alley (SMH2797)	ID: SGM2793	Length: 150 ft.
Fifth St. from Gum Ave. to Pendegast St.		Size: 8"
1. Gum Ave. (SMH315) to Pendegast St. (SMH312)	ID: SGM1686	Length: 670 ft.
Low Pressure-Run at 1500psi or below.		
Kate Ln. from Gum Ave to Clearwater Way (Large Amounts of Grit)		Size: 10"
1. Gum Ave. (SMH1100) to Clearwater Way (SMH1095)	ID: SGM2881	Length: 250 ft.
Matmor Rd. from Gibson Rd. to 1180 Matmor Rd. (Requires Traffic Control)		Size: 8"
1. Gibson Rd. (SMH820) to 1180 Matmor Rd. (SMH1230)	ID: SGM2866	Length: 330 ft.
Matmor Rd., Pairie School Park Easement (2 Runs, Manhole in Sidewalk)		Size: 10"
1. Matmor Rd. (SMH813) to Stetson St. (SMH1221)	ID: SGM2873	Length: 360 ft.
2. Matmor Rd. (SMH813) to Gum Ave. (SMH1222)	ID: SGM2872	Length: 270 ft.
Bourn Dr. and Gillette Dr.		Size: 6"
1. SMH1719 TO SCO in Ivy	ID: SGM1001	Length: 48ft.
Branigan Ave. and Farnham Ave to Leake Cir		Size: 8"
1. SMH (1932) to SMH (1936)	ID: SGM_04263	Length: 546ft.
2. SMH 1931 to SMH 1932	ID: SGM1346	Length 162 ft.
Gateway (West of Costco north treatment plant)		Size 15"
1. SMH 0225 to SMH02551	ID: SGM04237	Length 131ft
2. SMH2017 to SMH0225	ID: SGM1898	Length 16ft
Crachiolies	SMH 1154	Size 6"
Open both clean outs	SGM 3313	length 250 ft

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Attachment iv-5:

Example Lift Station Maintenance Log

Emergency Internal Combustion Engine Log

Company: _____

Location _____ **Equipment Number:** _____

Permit Number: P-_____ Max Fuel Use Rate: _____ gallons/hour (@ max. load)

[illegible]

* The Permit Holder shall retain the log for a minimum of 36 months from the date of entry. Log entries made within 24 months of the most recent entry shall be retained on-site and made immediately available to the District staff upon request. Log entries made from 25 to 36 months from most recent entry shall be made available to District staff within 5 working days from request.

Company: _____

Emergency Internal Combustion Engine Log

Location _____
Permit Number: P- _____

Equipment Number: _____
Max Fuel Use Rate: _____ gallons/hour (@ max. load)

[illegible]

Total Maintenance Hours:

Qtr. 1: Qtr. 2: Qtr. 3: Qtr. 4:

Total Emergency Hours:

Qtr. 1: Qtr. 2: Qtr. 3: Qtr. 4:

Fuel Usage (gallons):

Qtr. 1: _____ Qtr. 2: _____ Qtr. 3: _____ Qtr. 4: _____

Attachment iv-6:

Collections Sewer/Storm Certifications and Requirements

Collection System Employee License and Certificate Requisites

UTILITIES MAINTENANCE WORKER I/II

Water Production/Distribution /Wastewater Collections/Stormwater assignments-

Both assignments require possession of a Grade I Water Distribution Operator certificate issued by the California Department of Health Services prior to permanent appointment. Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association is desirable.

Both assignments require possession of a valid California Driver's License. Class B permit and DMV Medical Certification are required within three months of hire. Must obtain a valid Class B driver's license, Completion of Work Zone Safety certification issued by the International Municipal Signal Association, First Aid and CPR Certifications, Competent Person Certification and Confined Space Certification prior to permanent appointment.

UTILITIES MAINTENANCE WORKER III/IV

Water Production/Distribution assignment – Requires possession of a Grade II Water Distribution Operator certificate and possession of a Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association. Requires possession of a Grade III Water Distribution Operator certificate issued by the California Department of Health Services prior to permanent appointment. Grade I Water Treatment certificate is desirable.

Wastewater Collections/Stormwater assignment – Requires possession of a Grade II Wastewater Collections System Operator certificate issued by the California Department of Health Services and possession of a Grade I Water Distribution Operator certificate. Requires possession of a Grade III Wastewater Collections System Maintenance certificate issued by the California Water Environment Association prior to permanent appointment. Grade I Water Treatment certificate is desirable.

Both assignments require possession of a valid Class B California Driver's License with Tank and Air Brake Endorsements. Must possess a valid Class A driver's license within six months of hire. Confined Space Certification, Competent Person Certification, valid First Aid and CPR certifications, acquire or possess Forklift Certification and a Work Zone Safety certificate from the International Municipal Signal Association prior to permanent appointment.

SENIOR UTILITIES MAINTENANCE WORKER

Sanitary Sewer and Storm Drainage Systems- Required upon hire, possession of a current California Water Environment Association (CWEA), C-3 Collections certificate; valid Class B California Driver's License with a Tank and Air Brake Endorsement. Required prior to permanent appointment (completion of probation): possession of a valid Class A California driver's license; Hazardous Waste Operations and Emergency Response (HAZWOPER) training certificate or equivalent (level of training dependent on Departmental need); First Aid, and CPR certifications. A California Department of Public Health, Water Distribution Operator, Grade 3 certificate is highly desirable.

CHIEF COLLECTION SYSTEMS OPERATOR

Water Production/Distribution assignment – requires possession of a Grade IV Water Distribution Operator certificate issued by the California Department of Public Health and a Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association. Cross Connection Control Specialist certificate and a Grade I Water Treatment certificate is desirable.

Wastewater Collections/Stormwater assignment – requires possession of a Grade I Water Distribution Operator certificate and a Grade III Wastewater Collections System Maintenance certificate issued by California Water Environment Association. Grade IV Wastewater Collection System Operator certificate is required within 24 months of hire. Grade I Water Treatment certificate is desirable.

Both assignments require possession of a valid California Class B Driver's License. Confined Space Certification, Competent Person Certification, and valid First Aid and CPR certifications are required prior to permanent appointment.

Attachment iv-7:

Example Performance Review Evaluation Form

**CITY OF WOODLAND
EMPLOYEE PERFORMANCE APPRAISAL AND DEVELOPMENT**

Name: _____ **Department:** Public Works

Classification: _____ **Appraisal Period: From:** _____ **To:** _____

PURPOSE: ☐ Regular ☐ Special ☐ Merit Eligibility
☐ Probationary ☐ 1st Quarter ☐ 2nd Quarter ☐ 3rd Quarter ☐ Probation Completed

GENERAL INFORMATION

There are a number of purposes for the evaluation process. First and foremost, the primary purpose is to motivate each individual to work at his or her peak capacity by clarifying what is expected, establishing job standards and objectives, reviewing the employees' progress toward achieving those goals, and providing both the employee and the supervisor an opportunity to express concerns and make positive suggestions. Another purpose is, of course, to provide an opportunity for recognizing individual employees' achievements and also to identify individuals whose performance needs improvement or is unacceptable. In the latter case, the employee would have been notified well in advance of the full appraisal process. This type of appraisal should never come as a surprise. The appraisal process will also identify training needs and outline a course of action by which those training needs can be met.

COMPLETING THE APPRAISAL

This appraisal is divided into four primary areas: First, "Performance Factors", with the supervisor marking the block that best describes the person being evaluated in each of the job performance factors; second, "Job Duties and Performance", with the supervisor detailing the three most essential functions of the job and rating each performance in that function; thirdly, "Comments", to allow the supervisor to provide general comments on the employees performance; finally, "Future Development", detailing three primary goals for the employee in the coming evaluation year.

The supervisor should provide the employee an opportunity to participate in the appraisal process by requesting the employee complete the attached Employee Input Sheet. This sheet is an important communication tool, and much of the information provided by the employee on this form can be included in the final appraisal. The supervisor should allow sufficient time for the employee to complete this form, if necessary.

Once the supervisor has received and reviewed the employee's input, the appraisal can be completed. Keep in mind:

- All ratings other than "Fully Successful" require specific written comment to justify the rating.
- The completed performance appraisal must be reviewed by your supervisor prior to discussing it with the employee. Feel free at any time to discuss the appraisal, if necessary, with Human Resources.

- Finally, all documentation of areas discussed in the appraisal must be attached to the performance appraisal. Documentation includes written communication between you and the employee, memos and letters about the employee from others, and work samples.

RATING GUIDELINES

Employees perform at different levels and should be recognized relative to their contribution. This requires that different levels of performance be identified and documented in the performance appraisal process. Among a group of employees who are all performing well, some will perform at a level overall that is higher or lower than others. It is perfectly normal for an employee who is performing well to perform better in some performance dimensions than in other dimensions. In order for the appraisal to be valid, it is imperative for the rater to honestly and objectively evaluate the employee's performance. The overall performance of each employee should be assigned one of the following definitions:

EXCEEDS EXPECTATIONS -- Exceptional and distinguished performance in the most important and significant factors of the job. Employee produces superior work in a minimum amount of time and consistently exceeds position requirements. Performance demonstrates excellent skill levels in all critical areas. Employee continually makes contributions to the City/department which are both significant in value and measurable in terms of results. "Exceeds Expectations" ratings require written comment.

FULLY SUCCESSFUL -- Fully successful performance in all assigned factors of the job. Employee generally produces high quality work within allotted time frames and meets assigned objectives in a fully satisfactory manner. Performance demonstrates strong job-related skills in the most critical areas of work. Employee exhibits a positive contribution to the City/department which has resulted in improvements in organizational effectiveness.

NEEDS IMPROVEMENT -- Performance needs improvement when it is marginal or limited in critical areas of responsibility. Additional time, training and/or development may improve (or is expected to improve) performance. This category requires additional comments, and recommendations to improve performance must be noted.

UNACCEPTABLE -- Performance is not satisfactory in most of the critical areas of job assignments and, therefore, does not meet minimum requirements of the job. Employee sometimes produces work which requires re-evaluation and/or is behind schedule a significant amount of the time. Performance may demonstrate fair skill level of job requirements, but employee seldom makes constructive contributions to assigned departments of the City. In all cases, an unacceptable evaluation requires comment. An overall unacceptable evaluation means all efforts at improvement have failed and must be accompanied by a recommendation for disciplinary, salary and/or probationary action.

I. PERFORMANCE FACTORS

Check the box which most appropriately fits the level of performance for the factor under appraisal. Written remarks can be made in each case to substantiate the rating under each factor on the reverse side of this form.

FACTORS	Exceeds Expectations	Fully Successful	Needs Improvement	Unacceptable	COMMENTS
QUANTITY OF WORK (output, speed, amount completed)	☐	☐	☐	☐	
JOB KNOWLEDGE (knowledge of application of all phases of this job)	☐	☐	☐	☐	
DEPENDABILITY (reliability, confidence, capability to perform in job with minimum supervision)	☐	☐	☐	☐	
WORK HABITS (use of time, care of equipment, safe work practices)	☐	☐	☐	☐	
CREATIVITY (Develop of innovative strategies, increase efficiencies)	☐	☐	☐	☐	
DECISION MAKING ABILITY (consider extent employee applies good judgment and draws sound conclusions)	☐	☐	☐	☐	
CUSTOMER SERVICE (courtesy, tact, enthusiasm and sincerity as they affect fellow workers and the public)	☐	☐	☐	☐	
ORGANIZATIONAL ABILITY (success in organizing work in order to complete assignments on schedule)	☐	☐	☐	☐	

ATTENDANCE: ☐ Excellent
☐ Acceptable
☐ Poor

PUNCTUALITY ☐ Excellent
☐ Acceptable
☐ Poor

II. JOB DUTIES AND PERFORMANCE

List three critical performance areas of job responsibilities for appraisal period and rate each one.

1.

☐ Exceeds Expectations ☐ Fully Successful ☐ Needs Improvement ☐ Unacceptable

Comments:

2.

☐ Exceeds Expectations ☐ Fully Successful ☐ Needs Improvement ☐ Unacceptable

Comments:

3.

☐ Exceeds Expectations ☐ Fully Successful ☐ Needs Improvement ☐ Unacceptable

Comments:

III. WRITTEN REMARKS

Written remarks are required for all ratings except "Fully Successful". In general, remarks should address the basis for the rating, including a discussion of the information and documentation used to determine the rating, along with proposed actions to correct any performance needing improvement.

FACTOR	Exceeds Expectations	Needs Improvement	Unacceptable	Not Applicable
	☐	☐	☐	☐

Comments:

IV. SUMMARY

Overall performance rating considers the results obtained against the established job performance. The rating is as follows:

☐ Exceeds Expectations ☐ Fully Successful ☐ Needs Improvement ☐ Unacceptable

Comments:

V. FUTURE DEVELOPMENT

Employee goals for the coming year:

VI. CERTIFICATION

This appraisal report is based on job related performance and I acknowledge this report was discussed with me.

☐ When checked, this employee is eligible and is approved for a merit increase to Step ____ of the salary range.

Interview conducted with: _____ (employee)

By _____ (supervisor) Date: _____

Signature of Employee: _____ Date: _____

Signature of Supervisor _____ Date: _____

☐ I disagree with certain ratings within this report and wish to discuss it with the next supervisory level.

Comments:

Signature of Employee

Date

Division Head (if applicable)

Date

Department Director

Date

Employee Self-Assessment

Performance Review Period: _____ to _____

Employee Name: _____ Date: _____

Job Title: _____

Supervisor's Name: _____

Employee Instructions:

Please complete and return this 3 page self-evaluation to your supervisor by: _____

Your thorough and timely participation in the appraisal process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review.

1. List your most significant accomplishments or contributions since last year. How do these achievements align with the goals/objectives outlined in your last review?
2. Since the last appraisal period, have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.
3. What activities have you promoted/initiated, or actively participated in, in effort to encourage camaraderie and teamwork within your group? What was the result?
4. To which of the following factors would you attribute your professional development since last year: offsite seminars/classes (specify if self-directed or required by your supervisor), onsite training, peer training, management coaching or mentoring, on-the-job experience, better exposure to challenging projects, other - please describe.

5. Describe areas you feel require improvement in terms of your professional capabilities. List the steps you plan to take and/or the resources you need to accomplish this.

6. State two career goals for the coming year and indicate how you plan to accomplish them.

7. Evaluate yourself on all factors that apply to you since your last performance appraisal, or date of hire, if employed here less than one year. If a category does not apply to you, indicate N/A.

Rating Scale: **4** - Outstanding **3** - Very Competent or High Level
 2 - Satisfactory **1** - Inexperienced or Improvement Needed

Category	Self-Rating
a. Technical Skills (job/discipline area specific)	_____
b. Technical Knowledge (up-to-date on industry/discipline news, articles and best practices)	_____
c. Quality of Work Product (comprehensive, accurate, timely, etc.)	_____
d. Utilization or Productivity	_____
e. Business Development	_____
f. Project Management Skills	_____
g. Computer Skills (i.e. Cityworks, MS Office Applications, etc., the web)	_____
h. Time Management & Organizational Skills	_____
i. Interpersonal Skills (positive attitude; ability to get along well with co-workers/clients/vendors)	_____
j. Communication Skills - Verbal/Written (proposals/reports, letters, memos, etc.)	_____

- k. Innovation or Creativity _____
- l. Collaboration/Teamwork/Mentoring Skills
(circle & rate all that apply) _____
- m. City Policies
(knowledgeable of policies & procedures) _____
- n. Leadership Skills
(applies to anyone - not restricted to supervisory level
employees) _____
- o. Professionalism
(punctuality, attendance; conduct; responsiveness and follow
through) _____
- p. Overall assessment of performance _____

Comments:

Thank you for taking the time to complete the Employee Self-Assessment.

Attachment iv-8:

Example 2019 Training Schedule

Utility Safety Meeting Schedule

Collections Group 2019

JANUARY	FEBRUARY	MARCH	APRIL
<u>January 3</u>, Safety Tailgate "Injury & Illness Prevention" <u>January 10</u>, Equipment Training "Rodding" <u>January 17</u>, Target Solutions "Personal Protective Equipment" <u>January 24</u>, Target Solutions "Water Main Installation" <u>January 31</u>, SSO Review	<u>February 7</u>, Safety Tailgate "Locating Utilities" <u>February 14</u>, Equipment Training "Push Camera & Sonde Unit" <u>February 21</u>, Target Solutions "Asbestos Awareness" <u>February 28</u>, SSO Review	<u>March 7</u>, Safety Tailgate "Flagging" <u>March 14</u>, Equipment Training "Message Board" <u>March 21</u>, Target Solutions "Defensive Driving Strategies" <u>March 28</u>, SSO Review	<u>April 4</u>, Safety Tailgate "Atmosphere detection " <u>April 11</u>, Equipment Training "Confined Space" Equipment" <u>April 18</u>, Target Solutions "Confined- Space Entry" <u>April 25</u>, SSO Review
MAY	JUNE	JULY	AUGUST
<u>May 2</u>, Target Solutions "Blood Borne pathogens" <u>May 9</u>, Equipment Training "Walk Behind Saw" <u>May 16</u>, Safety Tailgate "Heat Stress" <u>May 23</u>, Target Solutions "Health & Wellness" <u>May 30</u>, SSO Review	<u>June 6</u>, Target Solutions "Hand & Power tool Safety" <u>June 13</u>, Safety Tailgate "Hand Protection" <u>June 20</u>, Equipment Training "Cut Off Saw" <u>June 27</u>, SSO Review	<u>July 3</u>, Safety Tailgate "Backhoe Safety" <u>July 11</u>, Equipment Training "Back Hoe/Frontloader" <u>July 18</u>, Target Solutions "Forklift Safety" <u>July 25</u>, SSO Review	<u>August 1</u>, Target Solutions "Safe Backing" <u>August 8</u>, Equipment Training "Loading Plates" <u>August 15</u>, Safety Tailgate "Commercial Driving" <u>August 22</u>, Equipment Training "Compressor & Jack Hammer" <u>August 29</u>, SSO Review
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<u>September 5</u>, Target Solutions "Trenching & Shoring" <u>September 12</u>, Safety Tailgate "Trenching & Shoring" <u>September 19</u>, Equipment Training "Shoring" <u>September 26</u>, SSO Review	<u>October 3</u>, Target Solutions "Working in Extreme Temperatures" <u>October 10</u>, Safety Tailgate "Storm Drainage Response Procedures Review" <u>October 17</u>, Equipment Training "103 Lift Station" <u>October 24</u>, Target Solutions "Water Maintenance Pumps" <u>October 31</u>, SSO Review	<u>November 7</u>, Target Solutions "HAZMAT Spill Prevention & Control" <u>November 14</u>, Equipment Training "Pole Camera" <u>November 21</u>, Safety Tailgate "Illicit Discharge" <u>November 27</u>, SSO Review	<u>December 5</u>, Target Solutions "Fall Protection" <u>December 12</u>, Equipment Training "Ladder Safety" <u>December 19</u>, Target Solutions "Ladder & Scaffolding Safety" <u>December 26</u>, SSO Review

Attachment iv-9:

Example TMS/CQS Employee Training History Log

Employee Training History

Badge/Emp#	Job Code	Shift	Job Title	Department	Supervisor	Site	
					Alex Truitt	MSC	
Specification	Spec#	Current Revision	Trained to Revision	Trainer	Date	Length	Class#
Tailgate Meetings	Tlgt	1	1	Rigging	Annually	1	3014
CA Driver's License	CDL	1	1	CA DMV	Annually	1	3054
Illness and Injury Prevention Program	IIPP	1	1	City of Woodland	Annually	1	3053
Supv Reasonable Suspicion & Substance Abuse Training	RSSA	1	1	YCPARMIA	Annually	1	3119
Supv Reasonable Suspicion & Substance Abuse Training	RSSA	1	1	CDT	Annually	1	3221
Introduction to the Incident Command System/required of everyone	ICS100	1	1	Emergency Mgmt Institute	Annually	1	3168
Introduction to the National Incident Management System/everyone	NIMS700	1	1	Emergency Mgmt Insitute	Annually	1	3248
All Hands training sessions	AH	1	1	Evacuation Training	Annually	1	3366
National Response Framework, An Introduction	IS-0800.B	1	1	Emergency Mgmt Institute	Annually	1	3384
Tailgate Meetings	Tlgt	1	1	Trenching & Shoring	Annually	1	3416
Class B CA Driver's License	BCDL	1	1	CA DMV	Annually	1	3637
DOT Reasonable Suspision & Substance Abuse Training	DRSSA	1	1	CDT, Inc	Annually	1	3842
National Response Framework, An Introduction	IS-0800.B	1	1	Emergency Mgmt Institute	Annually	1	3802
Advanced Incident Command System-Complex Incidents	ICS400	1	1	Texas A&M Engineering Ext	Annually	1	3827
Tailgate Meetings	Tlgt	1	1	Heat Illness Prevention	Annually	1	3853

Total Hours: 15

Attachment iv-10:

Pipeline / Manhole Equipment & Replacement Part Inventory

PIPE INVENTORY LIST

Item	Max Shelf	Minimum	On Hand	Comments
4' x 4" VCP B/S			42	
4" - 1/8 bends B/S			0	
4" - T's B/S VCP			2	
1/8 x 4" - No Hubs			37	
1/16 x 4" - No Hub			7	
4" x 90° B/S			1	
6" x 4" x 2' VCP Wye				
8" x 45° VCP				
2'6" x 6" VCP No hub Wye				
6" 90° VCP				
10" 90° VCP				
8" B/S 45°				
8" B/S 90°				
12" B/S 45°				
12" B/S 90°				
12" x 8' VCP				
10" x 5' VCP				
8" x 6' VCP				
1/16 Bend 4" B/S VCP			41	
1' x 4" VCP			28	
2' x 4" VCP			0	
4" VCP WYE No Hub			41	
4" VCP WYE Bell/Spiket			70	
4" ABS WYE				
4" ABS 1/8 Bend Street				
4" ABS CAPS				
4" ABS 20'				
4" SDR 14'				
4" Ductile Iron 18"				
6" x 6' VCP				
6" x 4" VCP WYE No Hub				
8" x 4" x 2' VCP WYE No Hub				
8" x 4" x 3' VCP WYE No Hub				
8" x 6" x 2' T's VCP				
8" x 6" x 3' T's VCP				
8" x 6" x 3' VCP WYE				
10" x 6" x 3' VCP T's				
10" x 6" x 3' VCP WYE				
12" x 6" x 3' VCP				
12" x 6" x 3' VCP T's				
15" x 4" VCP WYE				
10" x 18' Ductile				
6" x 18' Ductile				
36" x 8' RCP				
18" x 8' RCP				
12" x 8' RCP				

PIPE INVENTORY LIST

SDR-26 solvent weld(glue fittings)	on hand	comments	8/19/16
SDR-26 4" Y glue fitting(HxHxH)	45		
SDR-26 4" street 1/8 bend(glue)	27		
SDR-26 4" thread x slip (glue)	78		
SDR-26 4" threaded caps	95		
SDR-26 4" slipxslip couplers(glue)	0		
SDR-26 4" 1/8 bend Hubxhub(glue)	0		
SDR-26 4" 1/16 bend hubxhub(glue)	0		
SDR-26 4"to ABS 4" sleeves	108		

PIPE INVENTORY LIST

		on hand	
	ABS 4" Pipe 20ft	7	
	ABS3" Pipe 20ft	3	
	ABS 4"Wye	1	
	ABS 4" 1/8 St Bend	0	
	ABS 4" 1/8 HxH	3	
	ABS 4" 1/16 HxH	16	
	ABS 4" FEM Adapter xH	25	threaded by slip
	ABS 4" FEM Adapter xS	0	
	ABS 3"x4" Reducers	25	
	ABS 4x3 Bushings	13	
	ABS 90 St Bend	0	
	Couplers	20	
	ABS Caps	16	
	ABS xSDR Bushing 4"	18	
	SDR-26 4"x14ft	37	
	SDR-26 Wye 4"	13	rubber gasket
	SDR-26 1/8 Bend 4"	7	" "
	SDR-26 1/16 Bend 4"	3	" "
	SDR-26 Cap4"	6	" "
	SDR-26 1/8 bend 4"street	30	" "
	SDR-26 1/16 Bend 4"street	30	" "
	DI Pipe 4"x18ft	4	
	DI Pipe 6"x18ft	35	
	DI Pipe 8"x18ft	4	
	DI Pipe 10"x18ft	0	
	DI Pipe 12"x 18ft	6	
	RCP 12"x8ft	11	
	RCP15"x8ft	1	
	RCP 18"x8ft	1	
	RCP 36"X 8'	2	

PIPE INVENTORY LIST

Quantity	Item	Max Shelf	Minimum	Comments
34	VCP 4" Pipe 5ft B/S			
0	VCP 4" Pipe 2ft			
21	VCP4"pipe 1 ft			
38	VCP Wye 4" No Hub			
70	VCP Wye 4"B/S			
0	VCP 1/8 4"Bend B/S			
58	VCP 1/16 B/S			
12	VCP 1/8 Bend 4 "No Hub			
12	VCP 1/16 4" No Hub			
2	VCP T 4"B/S			
1	VCP 90 bend 4" B/S			
41	VCP 1/16 Bend 4" B/S			
27	VCP 6" Pipe5ft No Hub			
18	VCP 6"x 4" Wye NoHub			
4	VCP 6"x6" Wye 2ft			
2	VCP 6"x4" reducers			
5	VCP 6" 1/8 bend			
6	VCP 6" 1/16 bend			
15	VCP 8" Pipe 5ft			
14	VCP8" 1/8 bend B/S			
3	VCP 8" 90Bend B/S			
11	VCP8"Wyex4x2 No Hub			
2	VCP Wye 8"x4"x3ft			
3	VCP T's 8"x6"x2ft			
3	VCP T's 8"x6"x3ft			
3	VCP Wye 8"x6"x3ft			
3	VCP 8"x6" Reducer			
18	VCP 10"pipe 5ft			
1	VCP T 10"x6"x3ft			
2	VCP Wye 10"x6"x3ft			
3	VCP 10"x8" Reducers			
2	VCP 10" 90 Bend B/S			
2	VCP 10" 1/8 bend B/S			
4	VCP 12"Pipex5ft			
0	VCP 12"1/8Bend B/S			
0	VCP 12" 90Bend B/S			
2	VCP Wye 12"x6"x3ft			
3	VCP T's 12"x6"x3ft			

PIPE INVENTORY LIST

1	VCP Wye 15"x4"			
8	ABS 4" Pipe 20ft			
23	ABS3" Pipe 20ft			
1	ABS 4"Wye			
3	ABS 4" 1/8 St Bend			
4	ABS 4" 1/8 HxH			
13	ABS 4" 1/16 HxH			
4	ABS 4" FIP xH			
25	ABS 3"x4" Reducers			threaded by slip
13	ABS 4x3 Bushings			
	ABS 90 St Bend			
	Couplers			
	ABS Caps			
3	ABS xSDR Bushing 4"			
	SDR-26 4"x14ft			
13	SDR-26 Wye 4"			
7	SDR-26 1/8 Bend 4"			rubber gasket
3	SDR-26 1/16 Bend 4"			" "
6	SDR-26 Cap4"			" "
16	SDR-26 1/8 bend 4"st			" "
16	SDR-26 1/8 HxH			Solvent Weld
16	SDR-26 1/16 Bend 4"			
15	SDR-26 FIPxH			" "
27	SDR-26 Couplers			
14	SDR-26 Wye			
68	SDR-26 FIP xS			
80	SDR-26 Cap W/Nut			
85	SDR-26HxS Bushing			
22	SDR-26 FIPxH			
48	SDR-26 S x ABS H			
2	SDR-26 6"x14			
1	SDR-26 8" x14			
1	SDR-26 21" x14			
9	DI 4"x18			
4	DI 8"x18			

PIPE INVENTORY LIST

[illegible]

PIPE INVENTORY LIST

Item		Max Shelf	Minimum	Comments
Quantity				
	VCP 4" Pipe 5ft B/S			
	VCP 4" Pipe 2ft			
	VCP4"pipe 1 ft			
	VCP Wye 4" No Hub			
36	VCP Wye 4"B/S			
0	VCP 1/8 4"Bend B/S			
21	VCP 1/16 B/S			
38	VCP 1/8 Bend 4 "No Hub			
70	VCP 1/16 4" No Hub			
0	VCP T 4"B/S			
58	VCP 90 bend 4" B/S			
24	VCP 1/16 Bend 4" B/S			
17	VCP 4"x1' B/S			
2				
1	VCP 6" Pipe5ft No Hub			
41	VCP 6"x 4" Wye NoHub			
21	VCP 6"x6" Wye 2ft			
	VCP 6"x4" reducers			
28	VCP 6" 1/8 bend			
19	VCP 6" 1/16 bend			
4				
3	VCP 8" Pipe 5ft			
5	VCP8" 1/8 bend B/S			
5	VCP 8" 90Bend B/S			
	VCP8"Wyex4x2 No Hub			
18	VCP Wye 8"x4"x3ft			
14	VCP T's 8"x6"x2ft			
3	VCP T's 8"x6"x3ft			
11	VCP Wye 8"x6"x3ft			
10	VCP 8"x6" Reducer			
3				
3	VCP 10"pipe 5ft			
3	VCP T 10"x6"x3ft			

PIPE INVENTORY LIST

3	VCP Wye 10"x6"x3ft			
	VCP 10"x8" Reducers			
18	VCP 10" 90 Bend B/S			
1	VCP 10" 1/8 bend B/S			
2				
4	VCP 12"Pipex5ft			
2	VCP 12"1/8Bend B/S			
2	VCP 12" 90Bend B/S			
	VCP Wye 12"x6"x3ft			
3	VCP T's 12"x6"x3ft			
0				
0				
2				
3				
	VCP Wye 15"x4"			
	ABS 4" Pipe 20ft			
1	ABS3" Pipe 20ft			
	ABS 4"Wye			
	ABS 4" 1/8 St Bend			
10	ABS 4" 1/8 HxH			
2	ABS 4" 1/16 HxH			
13	ABS 4" FIP xH			
14	ABS 3"x4" Reducers			threaded by slip
3	ABS 4x3 Bushings			
16	ABS 90 St Bend			
16	Couplers			
25	ABS Caps			
13	ABS xSDR Bushing 4"			
20	SDR-26 4"x14ft			
	SDR-26 Wye 4"			
18	SDR-26 1/8 Bend 4"			rubber gasket
	SDR-26 1/16 Bend 4"			" "
13	SDR-26 Cap4"			" "
13	SDR-26 1/8 bend 4"st			" "
7	SDR-26 1/8 HxH			Solvent Weld
3	SDR-26 1/16 Bend 4"			
6	SDR-26 FIPxH			" "
23	SDR-26 Couplers			
18	SDR-26 Wye			
20	SDR-26 FIP xS			

PIPE INVENTORY LIST

22	SDR-26 Cap W/Nut			
27	SDR-26HxS Bushing			
21	SDR-26 FIPxH			
68	SDR-26 S x ABS H			
85				
85	DI Pipe 4"x18ft			
22	DI Pipe 6"x18ft			
48	DI wye 6x4			
	DI St. 45%			
10	DI Pipe 8"x18ft			
34	DI Pipe 10"x18ft			
12	DI Pipe 12"x 18ft			
12	RCP 12"x8ft			
4	RCP15"x8ft			
	RCP 18"x8ft			
6	RCP 36"X 8'			
11				
1				
1				
2				

PIPE INVENTORY LIST

Quantity	Item	Max Shelf	Minimum	Comments
33	VCP 4" Pipe 5ft B/S			
0	VCP 4" Pipe 2ft			
20	VCP4"pipe 1 ft			
38	VCP Wye 4" No Hub			
70	VCP Wye 4"B/S			
0	VCP 1/8 4"Bend B/S			
20	VCP 1/8 Bend 4 "No Hub			
58	VCP 1/16 Bend B/S			
24	VCP 1/16 Bend 4" No Hub			
2	VCP T 4"B/S			
1	VCP 90 bend 4" B/S			
26	VCP 6" Pipe5ft No Hub			
13	VCP 6"x 4" Wye NoHub			
3	VCP 6"x6" Wye 2ft			
1	VCP 6"x4" reducers			
5	VCP 6" 1/8 bend			
5	VCP 6" 1/16 bend			
13	VCP 8" Pipe 5ft			
14	VCP8" 1/8 bend B/S			
3	VCP 8" 90Bend B/S			
11	VCP Wye 8"x4"x3ft			
2	VCP T's 8"x6"x2ft			
3	VCP T's 8"x6"x3ft			
3	VCP Wye 8"x6"x3ft			
3	VCP 8"x6" Reducer			
18	VCP 10"pipe 5ft			
1	VCP T 10"x6"x3ft			
2	VCP Wye 10"x6"x3ft			
3	VCP 10"x8" Reducers			
2	VCP 10" 90 Bend B/S			
2	VCP 10" 1/8 bend B/S			
2	VCP 12"Pipex5ft			
0	VCP 12"1/8Bend B/S			
0	VCP 12" 90Bend B/S			
1	VCP Wye 12"x6"x3ft			
3	VCP T's 12"x6"x3ft			
1	VCP Wye 15"x4"			
4	ABS 4" Pipe 20ft			
2	ABS3" Pipe 20ft			

PIPE INVENTORY LIST

0	ABS 4"Wye	
15	ABS 4" 1/8 St Bend	
8	ABS 4" 1/8 HxH	
9	ABS 4" 1/16 HxH	
27	ABS 4" FEM Adapter xH	
20	ABS 3"x4" Reducers	
20	ABS 4x3 Bushings	
0	ABS 90 St Bend	
10	Couplers	
4	ABS Caps	
51	ABS xSDR Bushing 4"	
22	SDR-26 4"x14ft	
13	SDR-26 Wye 4"	rubber gasket
7	SDR-26 1/8 Bend 4"	" "
3	SDR-26 1/16 Bend 4"	" "
17	SDr-26 6x4 reducer	
6	SDR-26 Cap4"	" "
62	SDR-26 1/8 bend 4"street	Solvent Weld
66	SDR-26 1/16 Bend 4"street	" "
26	SDR-26 FIPxH	
23	SDR-26 Coupler	
22	SDR-26 Wye 4"	
68	SDR-26 FIPxS	
41	SDR-26 Cap w/raised nut	
42	SDR-26 HxS Bushing	
48	SD-26 SxABS H	
1	SDR-26 6"x14' Pipe	
2	SDR-26 8"x14' Pipe	
1	SDR-26 21"x14' Pipe	
7	DI Pipe 4"x18ft	4
34	DI Pipe 6"x18ft	35
12	DI 6" St. 45%	
12	DI 6" Wye	
4	DI Pipe 8"x18ft	4
0	DI Pipe 10"x18ft	0
6	DI Pipe 12"x 18ft	6
11	RCP 12"x8ft	11
1	RCP15"x8ft	1
1	RCP 18"x8ft	1
2	RCP 36"X 8'	2

PIPE INVENTORY LIST

Item	Max Shelf	Minimum	Comments	
VCP 4" Pipe 5ft B/S				42919
VCP 4" Pipe 2ft				
VCP4"pipe 1 ft				
VCP Wye 4" No Hub				
VCP Wye 4"B/S				
VCP 1/8 4"Bend B/S				
VCP 1/16 B/S				
VCP 1/8 Bend 4 "No Hub				
VCP 1/16 4" No Hub				
VCP T 4"B/S				
VCP 90 bend 4" B/S				
VCP 1/16 Bend 4" B/S				
VCP 6" Pipe5ft No Hub				
VCP 6"x 4" Wye NoHub				
VCP 6"x6" Wye 2ft				
VCP 6"x4" reducers				
VCP 6" 1/8 bend				
VCP 6" 1/16 bend				
VCP 8" Pipe 5ft				
VCP8" 1/8 bend B/S				
VCP 8" 90Bend B/S				
VCP8"Wyex4x2 No Hub				
VCP Wye 8"x4"x3ft				
VCP T's 8"x6"x2ft				
VCP T's 8"x6"x3ft				
VCP Wye 8"x6"x3ft				
VCP 8"x6" Reducer				
VCP 10"pipe 5ft				
VCP T 10"x6"x3ft				
VCP Wye 10"x6"x3ft				
VCP 10"x8" Reducers				
VCP 10" 90 Bend B/S				
VCP 10" 1/8 bend B/S				
VCP 12"Pipex5ft				

PIPE INVENTORY LIST

VCP 12"1/8Bend B/S
VCP 12" 90Bend B/S
VCP Wye 12"x6"x3ft
VCP T's 12"x6"x3ft

VCP Wye 15"x4"

ABS 4" Pipe 20ft
ABS3" Pipe 20ft
ABS 4"Wye
ABS 4" 1/8 St Bend
ABS 4" 1/8 HxH
ABS 4" 1/16 HxH
ABS 4" FIP xH
ABS 3"x4" Reducers
ABS 4x3 Bushings
ABS 90 St Bend
Couplers
ABS Caps
ABS xSDR Bushing 4"

threaded by slip

SDR-26 4"x14ft
SDR-26 Wye 4"
SDR-26 1/8 Bend 4"
SDR-26 1/16 Bend 4"
SDR-26 Cap4"
SDR-26 1/8 bend 4"st
SDR-26 1/8 HxH
SDR-26 1/16 Bend 4"
SDR-26 FIPxH
SDR-26 Couplers
SDR-26 Wye
SDR-26 FIP xS
SDR-26 Cap W/Nut
SDR-26HxS Bushing
SDR-26 FIPxH
SDR-26 S x ABS H
SDR-26 6"x14
SDR-26 8" x14
SDR-26 21" x14

rubber gasket

" "

" "

" "

Solvent Weld

" "

DI 4"x18

PIPE INVENTORY LIST

DI 8"x18

DI 6" x18

DI wye 6x4

DI St. 45%

DI Pipe 8"x18ft

DI Pipe 10"x18ft

DI Pipe 12"x 18ft

RCP 12"x8ft

RCP15"x8ft

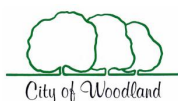
RCP 18"x8ft

RCP 36"X 8'

IRSI Liner Kits		
Diameter	Length	Quantity
4"	2'	11
4"	3'	10
8"	2'	1
8"	5'	9
10"	5'	1
12"	6'	2
18"	5'	1
21"	5'	4
24"	5'	2

Attachment iv-11:

Sewer Lift Station Equipment & Replacement Part Inventory



v Design and Performance Provisions

SWRCB Requirement:

- (a) **Design and construction standards and specifications** for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and*
- (b) **Procedures and standards for inspecting and testing** the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.*

Taken from SWRCB GWDR Order No. 2006-0003 adopted May 2, 2006 amended through 2013-058-Exec.

Background

This SSMP section summarizes the content of the City's current design and construction standards and specifications with respect to sewer collection system infrastructure. The City standards are in place to ensure that all construction is performed in a manner known to the City to produce high quality and uniform results. The maintenance and enforcement of the City standards will ensure the maximum lifecycle for sewer collection system infrastructure and that maintenance crews can efficiently perform O&M or repair activities on similar system-wide components. The standards enforce acceptance criteria for new construction which helps to ensure that no sub-standard components are introduced to the system that will negatively affect future performance. This section fulfills the requirements of the GWDR SSMP mandatory element v.

Element v. Design and Performance Provisions

v-a. Design and construction standards and specifications

Requirement	Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems.
Discussion	The City maintains an extensive Standard Specifications and Details manual. The most recent update was completed in 2016. The City manual consists of three major components, which include engineering design standards, standard construction detail drawings, and standard materials and construction methods. Each of these components is summarized with respect to the wastewater collection system below. <u>Engineering Design Standards</u> <i>Section 2: Development Maps and Construction Plans</i> The City maintains a list of all information and formatting that must be included on a plan set for submission to the City Engineer for review and approval. The City requires that plan sets include any improvements outlined in the applicable City Master Plans (such as the sewer system Master Plan) to ensure that all new construction is harmonious with previously identified future improvements. The standards also require submission of record drawings from contractors in paper and electronic (AutoCAD DWG) format at the completion of each project. This section of the standards also outlines the plan submission and approval process, including the submission of record drawings. <i>Section 5: Sanitary Sewer System Design</i> The City provides a list of standard unit wastewater flow rates from common land use elements for use in pipe capacity calculations. The City requires application of standard infiltration and inflow rate per mile of pipe to all design flow calculations. The City uses Manning's formula to determine pipe capacity. The standards set different limits for the depth-to-diameter ratio for pipes 12" inch diameter or less and pipes greater than 12" in diameter, not to be exceeded when carrying the design flow. The City specifies minimum pipe slope based on pipe diameter, required pipe materials, typical trench cover and separation distances from other

Element v. Design and Performance Provisions

utilities, alignment location in streets, and the installation of cleanouts in new lateral services. The city also specifies requirements for maintenance hole spacing and internal drops within the maintenance holes.

Section 6: Wastewater Pump Station Design

The City requires the submission of detailed architectural, structural, utility, mechanical, electrical, and wastewater level control plans to be submitted with wastewater pump station design drawings. The City reviews and imposes specific design standards on calculations including pump cycling, minimum and maximum water levels in wells, wastewater retention time, and system / pump head-capacity curves. Required features such PVC lined wet wells, backup pumps, equipment accessibility requirements, in-place equipment hoists, backup generators, emergency fuel storage, and stubbed piping for integration of portable pumps ensure redundancy and efficient use of lift stations. The City maintains a comprehensive specification for pumps and motors to ensure longevity and proper functionality over the range of flow conditions that may be experienced at lift stations. The City also maintains design standards for integration into the SCADA system for remote supervision of lift stations.

Standard Details

The City maintains the following standard detail drawings pertaining to the sanitary sewer collection system:

Utility Trenching

- Trench Terminology
- ASTM C 12 VCP Bedding Details
- Pipe Bedding and Trench Backfill in Existing Paved Areas
- Pipe Bedding and Trench Backfill in Unpaved Areas
- Narrow Trench
- Trench Repair for Streets Under Moratorium
- Pipe Boring and Jacking

Sanitary Sewer System

- Sewer Service Lateral
- Special Sewer Service Lateral
- Residential Service Lateral Trench
- Special Sewer Lateral and Cleanout
- Standard Sewer Lateral and Cleanout (Joint Trench Under Walk)

Element v. Design and Performance Provisions

- Temporary Mainline Cleanout
- Standard Sewer Maintenance hole
- Inside Sanitary Sewer Drop Maintenance hole
- Sewer Line Taps

Construction Specifications

Section 8: Underground Pipeline Construction

The City standards specify maximum trench widths and lengths, and require the submission of trenching / shoring design calculations at the discretion of the City engineer. The standards require the submission of a CAL-OSHA Annual Excavation Permit, as well as a job-specific Trench Safety Plan prior to excavation work. Specific requirements for utility bedding, backfill, and compaction are provided. The standards specify trench plate sizes and thicknesses for covering trenches during off-hours.

The City Standards provide basic requirements for trenchless “tunneling, boring, and jacking” that include the following; submission of all applicable permits and orders required to execute trenchless construction (Caltrans, Railroad, Private Property, etc.), minimum conduit casing diameter and minimum casing thickness, the placement of support skids or spacers within the conduit casing, material used to fill void spaces between the conduit and the casing, and the video inspection of all other utility facilities located within 2 ½ feet of trenchless construction activities.

Section 10: Sanitary Sewer Collection System

The City standards specify the use of vitrified clay pipe (VCP), and provides polyvinyl chloride (PVC) pipe material requirements in case the use of VCP is not possible or not recommended. Polymer-lined ductile iron pipe is required where a cover of less than 18” is available. The City specifies the use of compression fittings, and details methods for joining and laying pipe segments. The installation of cleanouts is required for all individual connections. The city also details ASTM requirements and installation instructions for both pre-cast and cast-in-place maintenance hole construction, and requires the installation of T-lock PVC liners as directed by the City engineer to protect from corrosion.

Element v. Design and Performance Provisions

Updating Procedure for City Standards and Specifications

A major review and update to the City Standards and Specifications is completed every 5 years. The latest update to the standards was completed in the 2016. The latest version of the Standards and Specifications is circulated to all public work employees, and a period of time is set within which employees may make mark-ups and redlines to the standards and submit their changes to the City Engineer. The City Engineer reviews the changes and produces the final version, which must be approved by the City Council before adoption. Minor updates to the standards are made upon request of public work employees, and also must be approved by City Council before adoption.

Development and Adoption of Standards for Trenchless Technologies

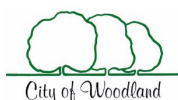
The City is constantly expanding its library of design and construction standards for trenchless technologies. Within the 2016 Standards and Specifications, there is a specification for “Tunneling, Bore & Jack, and HDD Operations”. In conjunction with the Beamer Street and 48” Trunk Line Rehabilitation Project (2008), specifications were developed for the following trenchless construction methods:

- Cured-In-Place Pipe (CIPP)
- Slip Lining
- Spiral Wound Lining
- Spray-Applied Cementitious Liner for Maintenance Hole Rehabilitation

As the City continues its rehabilitation and replacement capital improvement program, civil engineering consultants will be utilized to recommend appropriate trenchless rehabilitation methods for deteriorated assets identified by the CCTV condition assessment program. As part of the scope of services for consultants, specifications for trenchless construction methods that have been selected and have not been used in the City of Woodland previously will be provided, and may be officially adopted into the City’s Standards and Specifications during the next review and update period, as deemed necessary by the City Engineer. This approach will ensure that the City’s trenchless design and construction standards and specifications are always up-to-date and evolving as changes in the industry occur.

Related Documents

- Refer to City of Woodland Standard Specifications and Details, 2016



Element v. Design and Performance Provisions

Plan & Schedule	Task	Responsible Party	Scheduled Date
	Circulate City Standards and Specifications, receive comments on proposed updates, review and adopt changes.	Principal Utilities Civil Engineer	Every 5 Years
	Adopt newly acquired trenchless design and construction standards within the City Standard Specifications, where appropriate.	Chief Collection Systems Operator/ Principal Utilities Civil Engineer	Every 5 Years

Element v. Design and Performance Provisions

v-b. Procedures and standards for inspecting and testing

Requirement	Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.
Discussion	The City Standard Specifications and Details manual describe acceptance tests and criteria for new sanitary sewer infrastructure components. These acceptance criteria are summarized below. <i>Construction Specifications Section 18: CCTV Inspections</i> The City requires the usage of NASSCO procedures for the general completion of CCTV inspection work. The city requires that all lines are hydraulically cleaned before inspection. The City requires video, audio, and written presentation of pipe data including pipe footage, condition, root intrusion, internal defects, location of infiltration sources, and location of service connections. The City imposes requirements on video quality and camera operation to ensure that visual data can be accurately collected and recorded. <i>Construction Specifications Section 10: Sanitary Sewer Collection System</i> Before installation, sewer pipe must be certified by the manufacturer to have passed ASTM flattening, pipe stiffness, and joint tightness tests. CCTV inspection certifying that new pipes are free from defect is required before acceptance by the City directly after installation and during the 11th month of the warranty period. The standards place limits on the depth of standing water that may be observed in a pipe during CCTV inspection before re-construction is warranted. Sewer piping must also pass a low-pressure test to ensure proper pipe jointing and minimal infiltration by groundwater. In areas of high groundwater, an infiltration test may also be required. Flexible conduits are required to pass a mandrel test to verify maximum deflection. Following completion of construction, all maintenance holes are vacuum tested for any leakage. <i>Engineering Design Standards Section 6: Wastewater Pump Station</i> Pumps installed in City sanitary sewer lift stations are not accepted without completion and documentation of successful factory pump tests and field tests performed by the manufacturer. Pumps must be furnished along with a list of required replacement parts specified by the City. Completed lift stations are not accepted for ownership by the City without submission of a

Element v. Design and Performance Provisions

complete operation and maintenance guide which lays out the necessary tasks to be completed by City maintenance crews. The City also requires submission of an emergency response plan from contractor or engineer that details the procedures that must be followed in the case of a range of malfunctions of lift station equipment.

Development and Adoption of Standards for Trenchless Technologies

As described in section v-a of this SSMP, standards are constantly being developed by civil engineering consultants in conjunction with trenchless rehabilitation projects, and adopted by the City. Inspection and testing standards for various trenchless technologies are included within the specifications provided by the consultants, and enforced by construction inspectors during completion of the projects.

Related Documents

- Refer to City of Woodland Standard Specifications and Details, 2016

Plan & Schedule

Task	Responsible Party	Scheduled Date
Adopt newly developed trenchless construction inspection and testing standards within the City Standard Specifications, where appropriate.	Chief Collection Systems Operator/ Principal Utilities Civil Engineer	Every 5 Years

vi Overflow Emergency Response Plan

SWRCB Requirement:

Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- (a) Proper **notification procedures** so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;*
- (b) A program to ensure an **appropriate response** to all overflows;*
- (c) Procedures to ensure **prompt notification** to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;*
- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are **appropriately trained**;*
- (e) Procedures to address **emergency operations**, such as traffic and crowd control and other necessary response activities; and*
- (f) A program to ensure that all reasonable steps are taken to **contain and prevent** the discharge of untreated and partially treated wastewater to waters of the United States and to **minimize or correct** any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.*

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

Background

This section of the SSMP outlines the elements of the City's Overflow Emergency Response Plan (OERP). The OERP provides communication and notification procedures, SSO containment and mitigation procedures, contact information, training procedures, and document performance review and update procedures. The OERP is in place to ensure that SSOs are reported and responded to quickly and efficiently so as to limit the potential for exposure of the public to raw sewage and to rapidly decontaminate the affected environment. The OERP is organized into 8 sections outlining: Purpose and Goals, Distribution, Acronym and Term Definitions, SSO Response Procedures, SSO Reporting Timeframes, Group Telephone Guide, OERP Procedures Training, and OERP Performance Review. This section fulfills the requirements of the GWDR SSMP mandatory element vi.

Element vi. Overflow Emergency Response Plan

vi-a. Proper notification procedures

Requirement	Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner.								
Discussion	SSMP section ii contains the SSO Response Chain of Communication, which outlines how the proper response personnel are notified, including contact information. Sub-section II-B of the “SSO Response Procedures” section of the OERP (Attachment vi-1) prescribes that the initial observer of the incident initiate the Chain of Communication. The initial observer can be either a Utility Maintenance Worker who discovers a spill, the Operator at the MSC front desk during normal business hours, or the Operator at the Yolo County Communications desk after normal business hours. The OERP section entitled “SSO Reporting Timeframes” provides external agency reporting timelines and requirements to ensure compliance with MRP No. 2006-0003-DWQ.								
Related Documents	○ Refer to SSO Response Chain of Communication (see SSMP section ii-c) ○ Attachment vi-1: City of Woodland OERP								
Plan & Schedule	<table><tr><th>Task</th><th>Responsible Party</th><th>Scheduled Date</th></tr><tr><td>Update phone numbers and contacts in the three call groups as necessary in the OERP.</td><td>Chief Collection Systems Operator</td><td>Annually</td></tr></table>	Task	Responsible Party	Scheduled Date	Update phone numbers and contacts in the three call groups as necessary in the OERP.	Chief Collection Systems Operator	Annually		
Task	Responsible Party	Scheduled Date							
Update phone numbers and contacts in the three call groups as necessary in the OERP.	Chief Collection Systems Operator	Annually							

Element vi. Overflow Emergency Response Plan

vi-b. A program to ensure appropriate response

Requirement	A program to ensure an appropriate response to all overflows.
Discussion	The “SSO Response Procedures” section of the OERP describes a 10 step process that is followed. The 10 steps describe: I. Overflow Detection Methods II. SSO Chain of Communication III. Initial Investigation Response IV. Traffic Control / Hazardous Materials V. SSO Containment VI. Location and Correction of SSO Cause VII. Clean Up VIII. Final Investigation IX. Reporting X. Special Circumstances SSO containment, correction, and clean-up procedures (sub-sections V, VI, and VII) are described for overland spills, spills to storm drains, spills in private residences, spills at pumping stations, contamination of surface waters or natural habitat, and spills containing hazardous material.
Related Documents	○ Refer to City of Woodland Public Works HVVC Best Practices Manual ○ Attachment vi-1: City of Woodland OERP
Plan & Schedule	No further efforts are projected for this element at the present time.

Element vi. Overflow Emergency Response Plan

vi-c. Procedures to ensure prompt notification to regulatory agencies and other potentially affected entities

Requirement	The OERP must include procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with the MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification.
Discussion	<u>Notification Groups and Reporting Timelines</u> The OERP section entitled “SSO Reporting Timeframes” includes deadlines for reporting of Category 1, Category 2, Category 3, and Private Lateral SSOs to all applicable regulatory agencies per the MRP. Three “Call Groups” are established in the OERP section entitled “Group Telephone Guide”, which are broken down into required contacts for Category 1 SSOs (Call Group 1), required contacts for both Category 1, 2, and 3 SSOs (Call Group 2), and as-needed contacts (Call Group 3). Call Group 1 includes the RWQCB, California OES, Yolo County Health Department, and CDFG who should be contacted no later than 2 hours after recognition of a Category 1 SSO that affects a drainage channel or surface water (per SWRCB Order WQ-2008-0002-EXEC). Call Group 2 includes appropriate City employees, who are contacted within 30 minutes after recognition of any SSO to ensure an appropriate response. Call Group 3 includes auxiliary response agencies that can be contacted if necessary, such as the Fire Department, Police Department, by-pass pumping contractor, standby emergency response contractors, generator / heavy construction equipment rental agencies, and Underground Service Alert. Call Group 3 also includes downstream water users who are contacted if potentially affected by an SSO, and the Yolo County Communications Desk who is contacted incase public notification of an SSO is required. Select entities within Call Group 3 are contacted within 1 hour of an SSO if the Supervisor or On-Call Crew deems it necessary. <u>Notification of Downstream Utilities</u> Woodland’s WPCF discharges to the Tule Canal, which ultimately discharges into the Yolo Bypass. The only major water consumer along the Tule Canal downstream of the City of Woodland is Conaway Ranch, which

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withdraws water from this canal for irrigation. If a spill occurs from the City's sewer collection system that reaches this canal, Conaway Ranch is contacted. Other than the Tule Canal, the only other significant "Water of the United States" that a spill in the City sewer collection system could reach is Cache Creek, which has no direct water users downstream of Woodland prior to discharging into the Yolo Bypass. The State OES would handle notification of water users and utilities on the Sacramento River in the case of a large spill that had the potential of reaching the Yolo Bypass.

SSO Report Form and Online Reporting

The OERP section entitled "SSO Response Procedures", sub-section IX requires that the Utility Supervisor fill out an SSO Report Form in the field following mitigation of the spill. An example of this form is included as an appendix to the OERP. This form requires entry of all data required for submission when filling out an official report through the CIWQS system, according to the MRP. All official SSO reports are completed and certified by the Chief Collection Systems Operator, and submitted using the CIWQS system within the timelines required by the MRP.

For Category 1 SSOs which affect surface waters, the Utility Supervisor or On-Call Crew must ensure that the appropriate information is relayed to the Supervisor, who must fax a certification form to the RWQCB within 24-hours of the initial report of an SSO confirming that all required 2-hour notifications were made per SWRCB Order WQ-2008-0002-EXEC. This 2-hour notification certification form is also included as an appendix to the OERP. Alternatively, the certification of 2-hour notifications may be made using the CIWQS system.

Related Documents

- o Attachment vi-1: City of Woodland OERP

Plan & Schedule

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

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vi-d. Distribute OERP to all likely users and train

Requirement	The OERP must include procedures to ensure that appropriate staff and contractor personnel are made aware of proper procedures and are appropriately trained.
Discussion	<u>SSO Response Training</u> The OERP section entitled “OERP Response Procedures Training” requires annual field training for Sewer Utility Maintenance Crews to ensure that they are capable of successfully performing all 10 steps of the “SSO Response Procedures”. This section includes a list of 11 training objectives associated with execution of OERP procedures. The City conducts training on each of these objectives annually, in order to ensure staff can perform each activity efficiently and are trained on any procedures that have been recently updated. Training on these objectives is rolled into the regular training program discussed in section iv-d of the SSMP, and is included on the training schedule produced every year. <u>OERP Performance Reviews, Updates, and Modifications</u> The OERP section entitled “OERP Response Procedures Training” also requires an annual meeting or conference call involving the Utility Maintenance Division, Fire Department, Police Department, and Yolo County Health Department. At this meeting, an updated copy of the OERP will be distributed and a general review of responsibilities and response timelines for all responders will be conducted. The OERP section entitled “OERP Performance Review” specifies that within 1 month of a Category 1 SSO, the Supervisor and involved Maintenance Workers will meet to review response performance and document any suggestions for an improved response. Additionally, future regular maintenance strategies to prevent an SSO in the same location due to a similar cause will be formulated and documented. Annually, before the meeting with auxiliary response agencies, the Supervisor reviews documented meeting notes from the post-SSO meetings and make updates to the OERP for distribution. Every month, an “SSO & Illegal/Illicit Review Committee” meeting is held. The Committee is co-chaired by the Chief Collection Systems Operator and the Environmental Resource Analyst, or their designees. Members of the committee include key representatives of both the Utility Maintenance and Environmental Operations Divisions. The purpose of the meeting is to coordinate the preventative maintenance and incident response activities of the Utility Maintenance Division with the inspection and enforcement activities of the Environmental Operations Division (see meeting SOP in

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Attachment vi-2). Typical topics addressed at the committee meetings are:

- Stormwater program
- SSMP activities (Baseline water quality monitoring, FOG program)
- Review of recent illicit discharge / connection incidents or SSOs
- Enforcement actions

If a Category 1 SSO has occurred in the month prior to the scheduled committee meeting, the committee meeting serves as the required post SSO follow-up meeting. A standard committee meeting agenda template is included in **Attachment vi-3**, and a meeting minute summary / action item log is included in **Attachment vi-4**.

Related Documents

- Attachment vi-1: City of Woodland OERP
- Attachment vi-2: Meeting Minutes SOP for SSO & Illegal/Illicit Review Committee
- Attachment vi-3: SSO & Illegal/Illicit Committee Agenda Template
- Attachment vi-4: Sample SSO & Illegal/Illicit Review Committee Meeting Minute Summary and Action Item Log

Plan & Schedule

Task	Responsible Party	Scheduled Date
Plan and execute SSO response training for all O&M Workers.	Chief Collection Systems Operator	Annually
Set up joint annual meetings (including a first annual roll-out meeting) to distribute the updated OERP and review response procedures with the Utility Maintenance Division, Fire Department, Police Department, and Yolo County Health Department.	Chief Collection Systems Operator	Annually
Assess SSO response review notes and update OERP to improve response techniques.	Chief Collection Systems Operator	Annually

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vi-e. Procedures for emergency operations (traffic and crowd control...)

Requirement	Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities.
Discussion	Special emergency operations are conducted by the Police Department, Fire Department, Yolo County Health Department, and standby emergency response contractors. When called to respond, these agencies are responsible for the case-specific implementation of emergency procedures. The Police Department maintains its own traffic and crowd control protocols. The Fire Department maintains its own emergency response protocols. The Yolo County Health Department, specifically the Hazardous Materials Emergency Response Team, also maintains its own list of protocols for dealing with a range of hazardous materials releases. The OERP does not reproduce or modify the protocols maintained by these agencies. The City of Woodland has established on-call availability with contractors, as needed. The integration of the procedures followed by these auxiliary emergency response agencies with the response procedures of O&M Workers is reviewed and clarified at the annual coordination meeting.
Related Documents	○ Attachment vi-1: City of Woodland OERP
Plan & Schedule	No further efforts are projected for this element at the present time.

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vi-f. Program to ensure steps are taken to contain/prevent and/or minimize/correct effects from discharge to waters of the US

Requirement	A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.
Discussion	<u>OERP Procedures for SSOs Affecting Waters of the US</u> Sub-sections V through VII of the “SSO Response Procedures” section of the OERP describe procedures for containment and clean-up for SSOs. Utility Maintenance Workers will be acquainted with temporary spill diversion, storage, and clean-up techniques including the usage of appropriate storm drain cover and plugging equipment. Rapid response times ensured by the SSO Response Chain of Communication and the availability of 24/7 Sewer On-Call Personnel will minimize the volume of sewage that reaches waters of the United States. In the event that sewage enters a water of the United States, the Yolo County Hazardous Materials Response Team, or standby emergency response contractor will handle mitigation and clean-up, if City staff is unavailable. City Collections Workers are trained in cleanup of Category 2 spills but may need further assistance by the environmental contractors as needed. Sub-section VIII of the “SSO Response Procedures” section of the OERP requires that the Environmental Resource Analyst and Lab Analysts work with the Hazardous Materials Emergency Response Team to conduct water quality monitoring if deemed necessary to validate posting or discontinuation of health warning advisories. The Environmental Compliance Division has established detailed “Sampling Procedures for Spills and Illegal Discharges”, which is included as an appendix to the OERP. <u>Existing Condition Surface Water Quality Sampling Procedures</u> <i>Overview</i> The City has implemented a program to regularly collect existing condition water samples at specifically identified “waterways of concern”. Waterways of concern are major drainage features within the City that could be subject to receiving sanitary sewage flow in the event of an SSO. The purpose of conducting existing condition sampling is to have baseline sampling results available to compare against in the event of an SSO, so that it may be

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determined if the spill truly had an effect on the waterway or if a "contaminated" sample collected after an SSO was typical for that waterway. Existing condition sampling allows the City to present a clear picture of the effect a spill actually has on a waterway to the State or Regional Board.

Waterways of Concern

The City has developed an Existing Conditions Water Quality Sampling Plan (see **Attachment vi-5**) that identifies a list of the water quality sampling points. The selection of these specific waterways and locations was based on institutional knowledge of areas where sewer collection system infrastructure is positioned such that sewage from SSOs may easily and quickly flow into them, as well as reviews of GIS mapping. The Existing Condition Water Quality Sampling Plan includes a map of water quality sampling points throughout the City and a brief description of each sampling location.

Overview of Sampling Procedure

The waterways of concern are sampled quarterly. Additional sampling is done on an as needed basis

The Existing Conditions Water Quality Sampling Plan includes identification of both "standard" and "critical" sampling locations. All "standard" sampling locations are sampled as described above every three years. All "critical" sampling locations are sampled every year. Standard sampling locations are located so as to collect data from all major drainage canals throughout the City. Critical sampling locations represent the confluence of major drainage canals, or transitions into larger drainage systems, such as the Tule Canal's discharge to the Yolo Bypass.

The following samples are collected on each day of sampling:

- pH
- conductivity
- dissolved oxygen
- total suspended solids
- total dissolved solids
- 2-hour chemical oxygen demand
- total coliform as E. coli 24-hour

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- BOD
- nitrate
- boron
- selenium
- total coliform
- E. coli
- total oil and grease

Sample Collection, Analysis, and Data Use

Utility Maintenance Workers collect samples, and deliver them to the water quality lab at the City's WPCF. After each sampling lab results are forwarded to the Utility Maintenance Division for review and documentation.

In the event that an SSO occurs and a specific request is made by either the State or Regional Board, WPCF Lab Analysts will collect surface water samples at the location of the spill per the "Sampling Procedures for Spills and Illegal Discharges". Lab Analysts will produce a report comparing the SSO test results to existing conditions water quality parameters for the season in which the spill occurred. The report will be included as an attachment to the SSO Report Form filed for Category 1 spills.

Related Documents

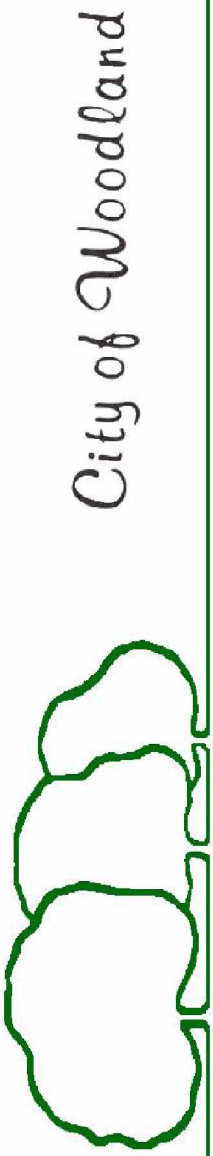
- Attachment vi-1: City of Woodland OERP
- Attachment vi-5: Existing Conditions Water Quality Sampling Plan

Plan & Schedule

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

Attachment vi-1:

City of Woodland Overflow
Emergency Response Plan

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Purpose and Goals

The purpose of this Overflow Emergency Response Plan (OERP) is to define procedures for the Public Works Department to follow in response to sanitary sewer overflows (SSOs) to ensure that all regulatory requirements are met. The procedures defined herein should be followed to make certain that appropriate regulatory agencies and other potentially affected entities such as local health agencies, State / Regional Water Boards, or water suppliers are notified in a timely manner when an SSO occurs. The procedures provide steps to follow when a spill does occur and outlines measures to be taken on how to contain, correct, and initiate cleanup of the spill in order to minimize any adverse impact on the environment resulting from the spill. This document includes a program and schedule for distribution to and appropriate training of all agencies and staff involved in SSO response procedures.

Goals and Objectives:

- Protect public health and safety
- Prevent adverse impacts to the environment
- Achieve timely response to reports of all potential SSOs, with a 30 minute response time during normal working hours and a 45 minute response time after normal working hours
- Ensure established and effective action is taken when responding to SSOs

Approved by:

Craig Locke Director of Public Works	_____	_____
	Signature	Date
Alex Truitt Chief Collection Systems Operator	_____	_____
	Signature	Date
Shane Carlsen Treatment Plant Superintendent	_____	_____
	Signature	Date
Angela Clemons Environmental Compliance Inspector	_____	_____
	Signature	Date

Distribution

The most up-to-date copies of this OERP should be kept available at the following locations:

- Water Pollution Control Facility
- Utility Superintendent's Office
- Utility Supervisor's Office
- MSC-Municipal Service Center
- Sewer Utility Stand-by Vehicle
- Appendix to the SSMP
- City Police Department
- City Fire Department
- Yolo County Emergency Dispatch Center

- Yolo County Hazardous Materials Emergency Response Team Office

Acronym and Term Definitions

CDFG - California Department of Fish and Game

CIWQS - California Integrated Water Quality System SSO online data base

MRP - Monitoring and Reporting Program No. 2006-0003-DWQ and as amended by Order No. WQ 2008-0002-EXEC

MSC - Municipal Service Center

RWQCB - Regional Water Quality Control Board

SSO - Sanitary Sewer Overflow

SWRCB - State Water Resources Control Board

WPCF - Water Pollution Control Facility

Online CIWQS SSO Database - Online spill reporting system that is hosted, controlled, and maintained by the State Water Resources Control Board. The web address for this site is: <http://www.swrcb.ca.gov/ciwqs/>

Surface Water - A surface water is any "waters of the United States," including all waters that are or could be used for such purposes as recreation, fishing, swimming, agriculture, industry, etc. Lakes, streams, tidal waters, estuaries, and other waters that flow on the surface of the land are included, even if they flow only part of the year. Wetlands are also included.

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Sanitary Sewer Overflow - A sanitary sewer overflow is any overflow, spill, release, discharge, or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:

- A. Overflows or releases of untreated or partially treated wastewater that reach waters of the United States.
- B. Overflows or releases of untreated or partially wastewater that does not reach waters of the United States.
- C. Wastewater backups into buildings and on private property that are caused by flow blockages within the publicly owned portion of a sanitary sewer system.

According to the MRP established by the SWRCB, SSOs are classified into three categories defined by the following:

Category 1

Major Spill - All discharges of untreated or partially treated wastewater from a sanitary sewer system of any volume resulting from an enrollees sanitary sewer system failure or flow condition that:

- A. Reaches surface water and/or reaches a drainage channel tributary to surface water.
- B. Reaches a municipal separate storm system and are not fully captured and returned to the Sanitary sewer system or not captured and disposed of properly.

Category 2

Minor Spill – Discharges of untreated or partially treated wastewater of **1000 Gallons or greater** resulting from an enrollees sanitary sewer system failure or flow condition that **do not** reach surface water, a drainage channel, or a municipal separate storm system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

Category 3

All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

Private Lateral Sewage Discharges

Sewage discharges that are caused by blockages or other problems within a privately owned lateral, and less than 1,000 gallons.

SSO Response Procedures

The following response procedures were developed by the Public Works Department to facilitate the containment, clean-up, and reporting of SSOs. These procedures are to be followed to ensure that all regulatory agencies and appropriate City personnel are notified of the spill within the specified timeframes per the MRP, and that the Public Works Department provides a response appropriate to each specific SSO event. Personnel identified in parenthesis denote the key staff person(s) for each task.

I. Overflow Detection Methods:

- A. Lift station alarm (WPCF Plant Operator)
- B. WPCF alarm (WPCF Plant Operator)
- C. Utility Maintenance Crew observation
- D. Phone calls
 - i. During working hours - MSC front desk: 530-661-5962.

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- ii. After working hours -Yolo County Communications (911) or 530-666-8900.
- iii. On-call Staff is checked in with County Communications at the beginning of the shift.

II. SSO Chain of Communication (All SSO Responders)

- A. The initial observer (Sewer Maintenance Crew) or receiver of an SSO call (MSC front desk or Yolo County Dispatcher) should use a standard SSO Report Form (see **Appendix 1**) and attempt to collect the following information:
 - Time and date call is received
 - Specific location of SSO
 - Description of the problem
 - Time possible SSO was noticed by observer
 - Observer / caller's name and phone number
 - Observations made (e.g. odor, duration, estimated volume, damage)
 - Other relevant information that will enable the responding investigator and crews, if required, to quickly locate, assess, and stop the overflow.
- B. Once an SSO has been reported, the SSO should be communicated according to the SSO Reporting Chain of Communication, included in **Appendix 2**. The Utility Superintendent or On-Call Crew will dispatch resources to the site of an SSO as deemed necessary based on the initial incident report information available.

III. Initial Investigation Response (Sewer Utility Supervisor / On-Call Personnel)

The Sewer Utility Supervisor or On-Call Personnel must perform a quick investigation of the overflow upon arrival, which includes:

- A. Make note of time of arrival.
- B. Isolate the scene with cones or caution tape.
- C. Perform SSO flow estimation (use **Appendix 3: SSO Flow Estimation Procedures**).
- D. Briefly take pictures of the SSO and surrounding areas to document the extent of the overflow and damages.
- E. Decide if the SSO constitutes a Category 1, Category 2, Category 3 or Private Lateral spill.
- F. Determine if additional SSO response resources are needed, and call them in if necessary (per SSO Reporting Chain of Communication).
- G. The Utility Superintendent, Supervisor, or On-Call Personnel report the incident to both internal City contacts as well as external agencies as required by the MRP. The SSO will be reported as described in the "SSO Reporting Timeframes" section of this document, and as noted on the SSO Reporting Chain of Communication.

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- H. Initial 2-hour reporting (by phone, as required by Order No. WQ 2008-0002-EXEC) to the State OES (800) 852-7550, RWQCB (916) 464-4660 and Yolo County Health Department (530) 666-8646, which is required for all SSOs that affect a surface water may be completed by the Utility Supervisor or On-Call Maintenance Crew if the Utility Superintendent is not immediately available within 2-hours of the initial report of the incident.
- I. The Maintenance Crew should focus on containing the SSO and stopping the cause of the spill prior to filling out a detailed SSO Report Form or "24-Hour Certification of 2-Hour Notification" Form. The information for these report forms may be gathered once the SSO has been appropriately mitigated as described below.

IV. Traffic Control / Hazardous Materials (Sewer Utility Supervisor)

If spill cleanup assistance and/or additional traffic control is needed to protect the public or City employees while containment and cleanup of the spill is ongoing, appropriate entities listed in Call Group 3 should be contacted to assist.

- A. For traffic and crowd control contact the City of Woodland Police Department.
- B. If the spill is toxic and/or an injury occurs, contact the City of Woodland Fire Department and the Yolo County Health Department if necessary. The Yolo County Health Department is capable of dispatching their Hazardous Materials Emergency Response Team to the scene.
- C. If the Yolo County Hazardous Materials Emergency Response Team is not capable of responding adequately to the scene, the Supervisor or On-Call Crew may contact other response agencies for which the City has Standby Emergency Response Agreements in place (see **Appendix 4**).

V. Contain SSO (Utility Maintenance Workers)

When Utility Maintenance Workers arrive on the scene of an SSO, the first step is always for Workers to put on the proper safety equipment such as eye protection, gloves, a hard hat, etc. If a hazardous substance is clearly involved in the spill, identified by the smell of gas or other toxic / flammable substance, the Fire Department, Police Department, County Health Department, or Standby Emergency Response Contractor should be contacted to handle clean-up. If no hazardous materials are present at the spill site, the Utility Maintenance Worker may proceed with the following:

- A. Procedure for containing overland SSOs
 - i. If the spill has not yet reached a catch basin or storm drain inlet, place rubber mats over or sandbags in front of any that are nearby to prevent future infiltration into the storm drain system

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- ii. Dig a trench or build a dirt berm to channel sewage into the nearest downstream maintenance hole if sewage is flowing.
 - iii. If it is not possible to divert flow to a maintenance hole, consider plugging the outlet from a nearby storm drain catch basin and diverting flow into the sump for temporary storage and later removal.
 - iv. If possible, use a Vac-Con truck to remove flowing or standing sewage.
- B. Procedure for containing overflow in a building
 - i. Advise the property owner to obtain the services of a certified clean-up contractor to assist with containment and restoration of the area. The City does not provide these services.
 - ii. Make the customer aware that if the backup is determined to have occurred due to blockage of the lateral on the customer's property, cleanup is at the customer's expense. If the blockage is determined to have occurred within the publicly owned portion of the lateral or within the main service line, the customer may file a claim which will result in payment of damages by the City.
- C. Procedure for containing overflow that reaches a storm drain
 - i. Determine visually or through use of the City mapping system the outfall point of the affected area in the storm drain system and plug all outfalls.
 - ii. If drainage ditches or channels are conveying sewage, block them with berms or sand bags if necessary to prevent further migration of sewage downstream.
- D. Required containment equipment
 - i. See **Appendix 5: SSO Response Equipment List**

VI. Locate the Cause of Overflow (Utility Maintenance Workers)

- A. Locate the cause of the overflow
 - i. Sewer main
 - a. Check flow in maintenance holes.
 - b. Blockage should be between maintenance hole with sluggish flow and maintenance hole with very little or no flow.
 - ii. Service sewer lateral
 - a. Check flow in cleanout. If cleanout does not have flow, stoppage is located on private property and is not the City's responsibility.
 - b. If there is no existing cleanout, notify property owner to call a plumber to clear the stoppage and run the service line from the house to the main line.
 - c. Be sure to collect data required for Private Lateral SSOs on the SSO Report Form so that the event may be reported using CIWQS, if desired by the Utility Superintendent.

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- d. Contact the Environmental Compliance Division to inspect the property if necessary (use appropriate inspection request form).
- iii. Pump station
 - a. Check alarm system for indication of problem. Many alarms are telemetered by the SCADA system to the WPCF.
 - b. Call a WPCF Operator to the pump station for a visual inspection of the facility
 - c. If power failure has occurred, determine if pump station has an emergency generator and if emergency generator is operating.
 - d. Check flow meters and pressure gauges to determine if pumps are operating within normal ranges.
- B. Correct the problem (Utility Maintenance Workers / WPCF Operators)
 - i. Within sewer main
 - a. If necessary, set up bypass pumping. Measure the distance from the upstream maintenance hole where flow is backing up to the nearest downstream maintenance hole where flow is clear to determine the length of pipe needed. Use a gravity flow slide calculator to estimate the flow rate in the blocked pipeline based on the estimate of the pipe size, slope, and 100% full flow. The gravity flow rate may also be available from printed maps of the City's hydraulic model results.
 - b. If appropriate bypass pumping equipment is not available at the MSC, the appropriate equipment rental agency (Rain for Rent or other) should be contacted to provide the necessary equipment.
 - c. Clear line from dry maintenance hole if possible with high pressure cleaning or rodding equipment according to City standard operating procedures (HVVC Best Practices).
 - d. Determine cause of blockage if possible during cleaning.
 - ii. Within lateral service line
 - a. Maintenance Worker to determine cause and location of blockage through visual inspection if possible.
 - b. Initiate CCTV inspection of service lateral if necessary using lateral TV camera to determine the cause and location of the blockage. This may not be possible depending on conditions at the cleanout, if one exists.
 - c. Clear the blockage if it has occurred within the publicly owned portion of the lateral.
 - d. If a plumber is required to clear blockages in the privately owner portion of the lateral, Utility Maintenance Worker will follow up with the plumber to determine the cause of the blockage and append that data to the SSO Report Form.

- iii. At pump station
 - a. If pump station does not have power, connect portable emergency generator. Electricians are needed to connect a portable emergency generator to the pump station if an electric plug connection is not provided.
 - b. Check fuel for emergency generator.
 - c. If a pump is not operating, have an Electrician troubleshoot the pump.
 - d. Set up bypass pumping if necessary. If appropriate bypass pumping equipment is not available at the MSC, the appropriate equipment rental agency (Rain for Rent or other) should be contacted to provide the necessary equipment.
 - e. If the pump cannot be repaired in place, have an Electrician and Maintenance Worker remove the malfunctioning pump and install one of the available backup pumps.
 - f. Have the Utility Maintenance Crew investigate the force main for possible damage or blockage.
 - g. Refer to the emergency response plan provided by the pump station contractor / engineer to respond to other specific problems, which is available on-site at each pump station.
 - h. Make other repairs as necessary.

VII. Clean-Up (Utility Maintenance Workers)

- A. Storm drain clean-up
 - i. Pump out wastewater and take to WPCF.
 - ii. Remove debris.
 - iii. Wash concrete thoroughly with pressure washer and contain wash water.
 - iv. Pump out wash water, clean contaminated storm lines (through use of Vac-Con or other means) and take to WPCF.
 - v. Remove contaminated soil and dispose of according to applicable sludge disposal regulations (coordinate with WPCF Superintendent).
 - vi. Remove all plugs / dams used to contain overflow.
- B. Street clean-up
 - i. Remove debris.
 - ii. Wash pavement and contain wash water.
 - iii. Remove wastewater to WPCF.
 - iv. Disinfect contaminated area with 10 parts water and 1 part bleach spray, followed by a second rinse. Contain and dispose of wash water at WPCF.

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- C. Natural habitat / surface waters
 - i. For minor spills in natural habitat that is not considered a surface water; remove debris, rinse the area thoroughly and contain wash water. If sewage has thoroughly penetrated the soil, determine on a case-by-case basis if excavation and disposal of the soil as sludge is necessary. Coordinate with the WPCF Superintendent as needed.
 - ii. If deemed necessary by the Environmental Compliance Inspector, the Yolo County Health Department Hazardous Materials Response Team or Standby Emergency Response Contractor will be called in to clean up extensive contamination of surface waters or other natural habitats.
- D. Private property clean-up
 - i. Property owner to hire a specialized clean-up contractor to mitigate damage. Payment to be made by City for blockages in the publicly owned portion of the sewer collection system and property owner to make payment for private lateral blockages.
 - ii. Environmental Compliance Inspector to monitor progress and close-out of the clean-up procedures.

VIII. Final Investigation (Sewer Utility Supervisor)

Once the SSO has been isolated and the cause has been mitigated, the Supervisor must perform a final investigation to determine if additional reporting is required.

- A. Estimate final overflow volume.
- B. Use a CCTV camera to inspect the pipeline segment in which the blockage occurred. A CCTV inspection should be conducted even if the probable cause of the SSO has been determined during spill mitigation activities, such as during hydroflushing to clear the blockage.
- C. Work with the Yolo County Health Department and Environmental Compliance Inspector to determine if health warnings must be posted.
- D. If necessary, work with the Yolo County Hazardous Materials Emergency Response Team, Standby Emergency Response Contractor, Environmental Resource Analyst, and WPCF Laboratory Analyst to determine the locations and continued future schedules of water samples that should be collected to determine the impact of a spill that has affected a waterway, or to confirm the discontinuation of any posted health warnings.
- E. If an SSO enters a body of water, samples must be taken from contaminated area at entry point, and downstream of overflow location according to the established "Sampling Procedures for Spills and Illegal Discharges" (see **Appendix 6**).
- F. The MRP requires the following be recorded for all samples taken:
 - The date, exact place, and time of sampling measurements.
 - The individual(s) who performed the sampling or measurements.

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- G. If an SSO enters a body of water, the Utility Supervisor or On-Call Crew should ensure that the "24-Hour Certification of 2-Hour Notifications" Form (see **Appendix 1**) is filled out and faxed to the RWQCB within 24-hours of the event being reported to fulfill the requirements of Order No. WQ 2008-0002-EXEC.

IX. Reporting (Sewer Utility Supervisor / Superintendent)

All Category 1 and 2 SSOs must be reported regardless of volume. It is at the Superintendent's discretion to report Private Lateral Spills.

- A. The Supervisor is responsible for the collection of all the mandatory information to be included in online reports according to the SWRCB established MRP. The Supervisor should completely fill out the SSO Report Form (see **Appendix 1**) at the scene of the event to ensure all of the necessary data is accurately collected. If the Supervisor is not available when the SSO has been mitigated and it is time to thoroughly document the event, the SSO Report Form can be completed by On-Call Personnel.
- B. The completed SSO Report Form shall be kept on file. The SSO Report Form shall be reviewed and submitted to the Superintendent by the Supervisor.
- C. The Superintendent must review the report, and complete and certify the final online report through the CIQWS system as described in the "SSO Reporting Timeframes" section of this document.

X. Special Circumstances (Sewer Utility Supervisor / On-Call Crew)

- A. After hours, weekend, and holiday response
 - i. At least one Maintenance Worker is on-call and available 24 hours a day, 365 days a year to initiate the SSO Reporting Chain of Communication and direct SSO response activities.
- B. Heavy traffic
 - i. City Police will respond to any SSO that affects street travel and will implement a proper traffic control plan to prevent public exposure to sewage and protect the safety of SSO responders.
- C. SSOs near schools, hospitals, etc.
 - i. The Utility Supervisor or On-Call Crew will immediately contact school principals, hospital directors, and other public facility administrators by phone if an SSO poses a threat of exposure and properly isolate the spill area from public contact.
- D. Major repairs required
 - i. Circumstances may arise when the City of Woodland could benefit from the support of private-sector construction assistance. This may be true in the case of large diameter pipes buried to depths requiring shoring and dewatering should excavation be required. If a pipeline failure requiring excavation for repair has occurred, the Supervisor or Superintendent will contact Underground Service

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

Alert (USA) as soon as possible to begin the process of utility location so that repairs may be made rapidly. The Superintendent or Supervisor will initiate the process of implementing a strategy to repair the damaged pipeline, which may include contacting engineering consultants and contractors.

SSO Reporting Timeframes

The Public Works Department has developed the following procedures for the reporting of SSOs. These procedures are to ensure that all regulatory agencies and City departments are notified within the timeframes specified in the MRP and that all regulatory requirements are met when reporting SSOs. These SSO reporting steps should be followed by the Sewer Utility Superintendent, Supervisor, or On-Call Crew immediately upon notice of an SSO event.

A. Major Spills Category 1

- i. First responder contacts Call Group 2 as soon as possible after arriving on the scene and assessing the situation, within 30 minutes of arrival.
- ii. Call selected departments in Call Group 3 as needed within 1 hour of arrival.
- iii. If the SSO has impacted a drainage channel or surface water, the City is required to report the SSO to the RWQCB, State OES, and Yolo County Health Department (Call Group 1) within 2 hours of the initial report of the incident by telephone, voicemail, or by fax.
- iv. If the SSO impacts any body of water, the City is required to report the SSO to the CDFG within 2 hours. The City Environmental Resource Analyst should also be contacted to coordinate surface water sampling (Call Group 1). The Supervisor or Superintendent will make the decision to contact any affected downstream water suppliers based on an assessment of the spill with respect to wells or spills to surface waters with intake points downstream (Call Group 3). This notification will also be made within 2 hours.
- v. The Utility Superintendent must fax the "24-Hour Certification of 2-Hour Notification" Form to the RWQCB, or may use the CIWQS system to certify to the RWQCB that the State OES and Local Health Department were contacted within the required 2 hour window. This certification must be submitted within 24 hours of the spill occurrence.
- vi. Initial reporting must be made through the CIWQS system as soon as possible but no later than 3 business days after being made aware of the SSO.
- vii. A final certified report must be completed through the CIWQS system within 15 days of conclusion of the SSO event.
- viii. Submit an incident report to the Deputy Director of Public Works within 3 business days after being made aware of the SSO.
- ix. Submit laboratory analysis results when available, but no later than 20 business days after the SSO event (if water quality samples were taken).

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

Official SSO reports submitted to regulatory agencies may need to be updated with laboratory analysis results.

- B. Minor Spills Category 2
 - i. First responder contacts Call Group 2 as soon as possible after arriving on the scene and assessing the situation, within 30 minutes of arrival.
 - ii. If the volume of sewage spilled is significant (more than 1000 gallons), the Yolo County Health Department should be contacted for cleanup instructions.
 - iii. Reporting must be made to the CIWQS system within 30 days after the end of the calendar month in which the spill occurs (e.g. all spills occurring in the month of January must be entered into the database by March 1st).
 - iv. Submit an incident report to the Deputy Director of Public Works within 20 business days after being made aware of the SSO.
- C. Private Lateral Spills
 - i. Reporting may be made to CIWQS system based upon the Utility Superintendent's discretion. If a spill is reported through CIWQS, the spill must be identified as caused by a private property owner and the responsible party must be identified.
- D. "No Spill" Reporting
 - i. If there are no SSOs during the calendar month, a report is submitted within 30 days after the end of the calendar month as a statement through the CIWQS system certifying that there were no SSOs during the designated month.

Group Telephone Guide

Group 1: Contacts for Major Spills (Category 1)	
Office of Emergency Services (OES).....	1-800-852-7550 or 916-845-8911
Regional Water Quality Control Board	
Phone	916-464-4660
Fax	916-406-4645
Yolo County Health Department.....	530-666-8646
<i>If spill impacts any local stream / waterway call:</i>	
State of California Department of Fish and Game	916-653-7664
<i>If spill reaches the storm drain call:</i>	
Environmental Resource Analyst	530-406-5110
Local Government Officials (City Council)	530-661-5806

Group 2: Contacts for Major and Minor Spills (Category 1 and 2)	
1 st Utilities Maintenance Supervisor.....	530-681-0399
2 nd Senior Utilities Maintenance Worker	
3 rd Wastewater Administrator.....	530-681-7989
4 th Deputy Director of Public Works.....	530-681-0608
WPCF Superintendent (For Pump Station Failures)	530-908-4309
Environmental Compliance Inspector	530- 661-2057

Group 3: As-Needed Contacts	
Yolo County Communications	530-666-8920
Woodland Fire Department	530-661-5860
Woodland Police Department.....	530-661-7800
Additional By-pass pumping (Contractor)	
Rain for Rent	530-662-1024
United Rentals (Generators, Heavy Construction Equip).....	530-669-3270
Conaway Ranch (downstream agricultural water user).....	530-662-1484
Clean Harbors Environmental Services.....	916-375-2611 or 916-302-6265
Underground Service Alert (USA.)	1-800-227-2600

OERP Response Procedures Training

The Department of Public Works will ensure that all staff involved in the SSO response procedures are properly trained by conducting the following training, which will be included as part of the regular weekly tailgate discussions and monthly training meetings:

A. Minimum annual overflow mitigation training / review for Utility Maintenance

Workers including field review and demonstrations of:

- i. Overflow diversion using berms and ditches
- ii. Storm sewer covering and plugging procedures
- iii. Vacuum truck usage
- iv. Rinsing, rinse containment, and disinfection procedures for SSO cleanup
- v. Hydraulic cleaning methods (hydro-jet, rodding, etc.)
- vi. CCTV inspection of plugged pipes
- vii. Location of SSO response supplies
- viii. Rodding of customer laterals
- ix. Customer service techniques
- x. Safety measures, including identification of hazardous materials
- xi. Conduct bypass setups at lift stations and between maintenance holes

B. Minimum annual joint meeting or conference call with Police Department, Fire Department, and Yolo County Health Department to review communication and response procedures including SSO cleanup, traffic / crowd control, and hazardous materials handling.

- i. Meeting minutes are to be kept and distributed to all meeting attendees within 1 week of meeting.

OERP Performance Review

- A. Within one month after every Category 1 SSO, the Utility Superintendent, Supervisor, and Maintenance Workers shall hold a mandatory review meeting to discuss the success of the response efforts. Additionally, any necessary new preventative maintenance strategies that should be employed to prevent an SSO from occurring in the same location due to similar causes should be discussed and documented. Any preventative maintenance strategies agreed upon should be incorporated into regular maintenance schedules. A list of meeting notes will be created and filed.
- B. The Utility Supervisor shall document response times on each SSO Report Form of key responders such as Utility Maintenance, Fire, Police, and County Health Workers and present the results at each mandatory SSO review meeting for discussion.
- C. Annually, the Utility Superintendent will collect and review the filed SSO response review notes and consider making changes or updates to the OERP to be distributed and introduced each year at the annual Maintenance Worker and Police / Fire / Health Department OERP procedure review meetings

Appendix 1

*Standard SSO Reporting Form and 24-hour
Certification of 2-hour notification for surface
water reaching SSO*

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan



City of Woodland

PUBLIC WORKS

SSO REPORT FORM

☐ CATEGORY 1 (3 BUSINESS DAYS)

☐ CATEGORY 2 (3 BUSINESS DAYS)

☐ CATEGORY 3 (30 CALENDAR DAYS)

Date:

CIWQS ID #

Cityworks:

SR# WC#

☐ CITY
☐ PRIVATE

*Estimated spill volume: gallons Estimated current spill rate: gallons/minute

*Did spill discharge to drainage channel and/or surface water?

☐ YES ☐ NO

*Did spill reach a storm drain pipe?

☐ YES ☐ NO

*If spill reached drainpipe, was spill fully captured/returned to sanitary sewer system?

☐ YES ☐ NO ☐ N/A

*Was spill a private lateral spill? If YES provide contact information

☐ YES ☐ NO

Property owner or responsible party information:

Name

Address

Phone #

*Final spill destination: Surface water ☐ Street/curb/gutter ☐ Unpaved surface ☐ Storm drain ☐

☐ Other Explanation, if other:

Physical Location Details~

*Spill location name: Private clean out ☐ City clean out ☐ Manhole ☐ Other ☐

Explanation, if other:

*Latitude of spill location: 38 degree minutes seconds

*Longitude of spill location: 121 degree minutes seconds

Street number:

Street direction:

Street name:

Street type:

Cross street:

Street type:

City: Woodland *County: Yolo Regional Water Quality Control Region 5S-Sacramento

*Estimated spill start date/time:

*Estimated date/time sanitary sewer system agency was notified of or discovered spill:

*Estimated Operator arrival date/time:

*Estimated spill end date/time:

Spill cause

Diameter of sewer pipe at the point of blockage or spill cause (if applicable): inches

Material of sewer pipe at the point of blockage or spill cause (if applicable):

Estimated age of sewer pipe at the point of blockage or spill cause (if applicable):

Description of terrain surrounding the point of blockage or spill cause (if applicable): FLAT

*Spill response activities:

Pictures taken ☐

Notification Details~ (Required for Category 1)

*OES Called Date/Time *OES Control Number

*Yolo County Environmental Health notified date/time

*Regional Water Quality Control Board notified date/time

*COW Environmental Compliance notified date/time

Other Agency Notified:

Was any of this spill report information submitted via fax/email to the RWQCB? ☐ YES ☐ NO

If YES, date and time spill report information was submitted via fax/email to the RWQCB

Is there an ongoing investigation? ☐ YES ☐ NO

Water quality samples analyzed for:

Explanation:

Water quality sample results reported to: ☐ County Health Agency ☐ RWQCB

COW Personnel Signatures/Date

Collections/Storm Supervisor

Responding Public Works Crew

OES 1-800-852-7550 Environmental Compliance Specialist 1-530-661-2058

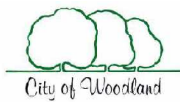
County Health 1-530-666-8645 NPDES- State Storm Water 1-916-464-4798

Regional Water Quality Board (RWQCB) 1-916-464-4623 CA Fish & Game (Steve Jimenez) 1-530-682-7088

Yolo Co Communications 1-530-666-8920 Conway Ranch 1-530-662-1494 or 1-916-718-8463

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City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

CITY OF WOODLAND DEPARTMENT OF PUBLIC WORKS

UTILITY MAINTENANCE DIVISION

(530) 661-5962

24-Hour Certification of 2-Hour Notification for Sanitary Sewer Overflow Reaching a Surface Water

NOTIFICATION

(to be completed by Maintenance Worker, Utility Supervisor, or WPCF Operator responding)

DATE: LOCATION: Address

Nearest Intersection City/County

TYPE OF INCIDENT:

Manhole Overflow Pump Station Failure Other Estimated Spill Volume to Waterway Affected Waterway Time Maintenance Crew notified Time of arrival Time City notified

Current Status of Response Effort

Time stoppage relieved

AGENCY NOTIFICATION - CONTACT BY PHONE WITHIN 2 HOURS OF SUPERVISOR/CREW NOTIFICATION

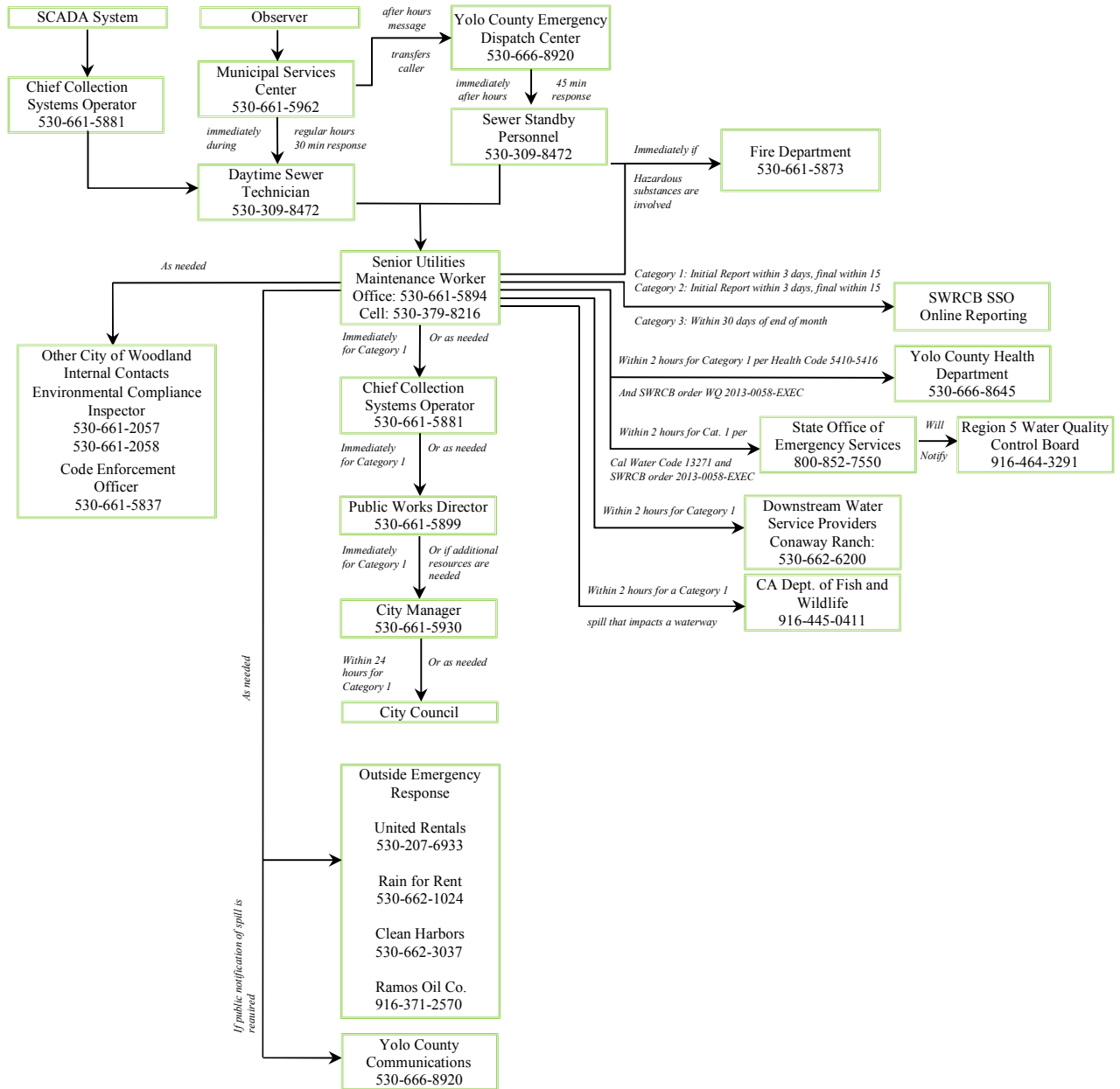
PUBLIC HEALTH DEPARTMENT	INITIAL DATE & TIME		FOLLOW-UP DATE & TIME		Operator No.	
O.E.S	INITIAL DATE & TIME		FOLLOW-UP DATE & TIME		Operator No.	
RWQCB	INITIAL DATE & TIME		FOLLOW-UP DATE & TIME			
SIGN AND FAX TO RWQCB @ (916) 464-4645 BY 8 A.M. THE NEXT BUSINESS DAY Time of departure I certify that the Public Health Department, O.E.S, and the RWQCB have been notified as documented above, in accordance with State Water Resources Control Board Order No. WQ 2008-0002-EXEC. Certified by:						
Signed by Utility Supervisor, Crew Leader, or WPCF Operator Responding					Date	

TELEPHONE NUMBERS TO USE

Yolo County Public Health Department (530) 666-8646 Contact within 2 hours of Supervisor/Crew notification State Office of Emergency Services (800) 852-7550 Contact within 2 hours of Supervisor/Crew notification Central Valley Regional Water Quality Control Board (916) 464-3291 Contact within 2 hours of Supervisor/Crew notification

Appendix 2
SSO Reporting Chain of Communication

City of Woodland Sanitary Sewer Overflow Reporting Chain of Communication



Appendix 3
SSO Flow Estimation Procedures

Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan

Attachment D - Sample Templates for SSO Volume Estimation

TABLE 'A'

FST1MATFP SSO FLOW OUT OF M/H WITH COVER IN PLACE

24" COVER				36" COVER			
Height of spout above M/H rim H in inches	SSO Flow Rate n HH n M/n		Min. Sewer size in which these flows can pass Min. Sewer size in which these flows can pass	Height of spill above M/H rim H in W rhes	SSO Flow Rate in nrtl n wen		Min. Sewer size in which these flows can pass Min. Sewer size in which these flows can pass
1/4	1	0.001		1/4	1	0.002	
1/2	3	0.004		1/2	4	0.006	
3/4	6	0.008		3/4	8	0.012	
1	9	0.013		1	13	0.019	
1 1/4	12	0.018		1 1/4	18	0.026	
1 1/2	16	0.024		1 1/2	24	0.035	
1 3/4	21	0.030		1 3/4	31	0.044	
2	25	0.037		2	37	0.054	
2 1/4	31	0.045		2 1/4	45	0.065	
2 1/2	38	0.054		2 1/2	55	0.079	
2 3/4	45	0.065		2 3/4	66	0.095	
3	54	0.077		3	78	0.113	
3 1/4	64	0.092		3 1/4	93	0.134	
3 1/2	75	0.107		3 1/2	109	0.157	
3 3/4	87	0.125		3 3/4	127	0.183	
4	100	0.145		4	147	0.211	
4 1/4	115	0.166		4 1/4	169	0.243	
4 1/2	131	0.189		4 1/2	192	0.276	
4 3/4	148	0.214		4 3/4	217	0.312	8"
5	166	0.240		5	243	0.350	
5 1/4	185	0.266		5 1/4	270	0.339	
5 1/2	204	0.294		5 1/2	299	0.430	
5 3/4	224	0.322		5 3/4	327	0.471	
6	244	0.352		6	357	0.514	
6 1/4	265	0.382		6 1/4	337	0.558	8"
6 1/2	266	0.412		6 1/2	419	0.603	
6 3/4	308	0.444		6 3/4	451	0.649	
7	331	0.475		7	483	0.695	
7 1/4	354	0.509		7 1/4	517	0.744	
7 1/2	377	0.542		7 1/2	551	0.794	
7 3/4	401	0.578		7 3/4	587	0.845	10"
8	425	0.612		8	622	0.895	
8 1/4	451	0.649		8 1/4	659	0.949	
8 1/2	476	0.666		8 1/2	697	1.000	
8 3/4	502	0.672		8 3/4	734	1.057	
9	525	0.76		9	773	1.113	

Disclaimer:
This sanitary sewer overflow table was developed by td Euyen. Civil Engineer. F t. No. 33S55
California, for County Sanitation District 1. This table is provided as an example Other Agencies
may war.: to csvslop their cv/n estimating tables.

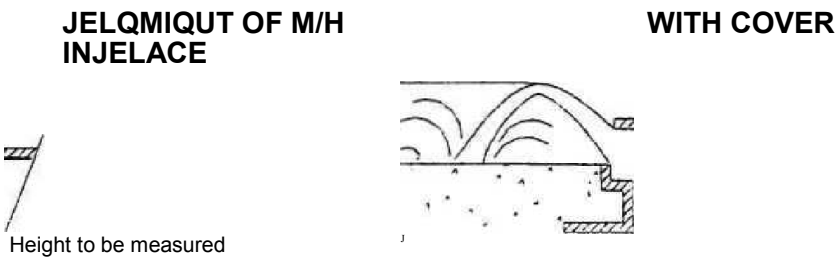
Copyright of California Water Invention: 11111111: # All EWM

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The formula used to develop Table A measures the maximum height of the water coming out of the maintenance hole above the rim. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is unseated and slightly elevated on a 24" casting. The maximum height of the discharge above the rim is 5 % inches. According to Table A, these conditions would yield an SSO of 185 gallons per minute.



This sanitary sewer overflow drawing was developed by Debbie Myers. Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

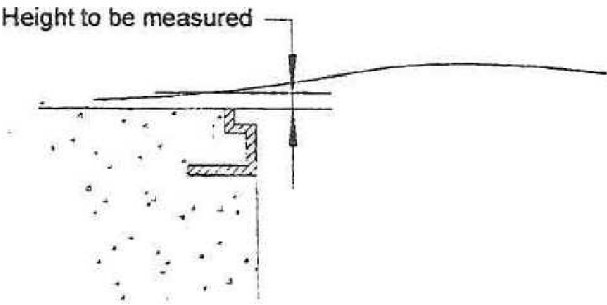
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The formula used to develop Table B for estimating SSO's out of maintenance holes without covers is based on discharge over curved weir - bell mouth spillways for 2" to 12" diameter pipes. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is off and the flow coming out of a 36" frame maintenance hole at one inch (1") height will be approximately 660 gallons per minute.

FLOW OUT OF M/H WITH COVER REMOVED (TABLE "B")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

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Response Plan

TABLE 'C
ESTIMATED SSO Flow in IT OF MIU PLCKMO> F

Height of spout above M/H cover H in inrtho^	SSO FLOW a	Height o l spout above V/H cover H in inr-ipe	SSO FLOW Q
5 1/8	62	1/B	1.0
5 1/4	6.3	1/4	1.4
5 3/8	6.3	3/B	1.7
5 1/2	6.4	1/2	1.9
5 5/8	6.5	5/6	2.2
5 3/4	S.S	3/4	2.4
5 7/3	6.6	7/8	2.6
S	6.7	1	2.7
6 1/8	6.8	1 1/8	25
6 1/4	6.8	1 1/4	3.1
6 3/8	6.9	1 3/8	3.2
6 1/2	7.0	1 1/2	34
6 5/3	7.0	1 5/8	3.3
6 3/4	7.1	1 3/4	3.5
6 7/6	7.2	1 7/8	37
7	7.2	2	3.9
7 1/8	7.3	2 1/8	4.0
7 1/4	74	2 1/4	4.1
7 3/3	7 4	23/8	4.2
7 1/2	7.5	2 1/2	43
7 5/3	76	2 5/3	4 4
7 3/4	76	2 3/4	4.5
7 7/8	77	2 7/8	4.5
8	7.7	3	4.7
8 1/3	78	31/8	48
8 V4	79	3 *4	4.9
8 3/3	7.3	3 3/3	5.0
8 1/2	3.0	31/2	5 1
8 5/5	3.0	3 5/3	5.2
8 3/4	3.1	3 3/4	33
8 7/3	8.1	3 7B	5.4
9	3.2	4	5.5
9 1/3	33	4 1/8	55
9 1/4	8.3	4 1/4	55
8 3/6	3.4	4 3/5	57
9 1/2	B.4	4 1/2	53
9 5/3	3.5	4 5/8	59
9 3/4	85	4 3/4	50
9 7/3	85	4 7/5	50
IS	..	5	51

Note: This chart is based on a 7/8 inch diameter pick hole

Disclaimer: This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer. P.E. No. 33955. California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

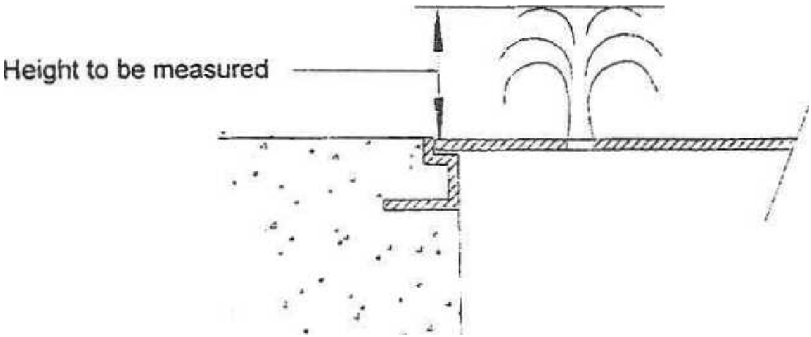
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The formula used to develop Table C is $Q=CcVA$, where Q is equal to the quantity of the flow in gallons per minute, Cc is equal to the coefficient of contraction (.63), V is equal to the velocity of the overflow, and A is equal to the area of the pick hole.² If all units are in feet, the quantity will be calculated, in cubic feet per second, which when multiplied by 448.8 will give the answer in gallons per minute. (One cubic foot per second is equal to 448.8 gallons per minute, hence this conversion method).

Example Overflow Estimation:

The maintenance hole cover is in place and the height of water coming out of the pick hole seven-eighths of an inch in diameter (7/8") is 3 inches (3"). This will produce an SSO flow of approximately 4.7 gallons per minute.

FLOW OUT OF VENT OR PICK HOLE (TABLE "C")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

Velocity for the purposes of this formula is calculated by using the formula $h = v^2 / 2G$, where h is equal to the height of the overflow, v is equal to velocity, and G is equal to the acceleration of gravity.

Appendix 4
Standby Emergency Response Agreements (SERA)

CITY TO INSERT UPON AVAILABILITY

Appendix 5
SSO Response Equipment List

SSO Response Equipment and Storage Locations

Equipment	Use	Storage Location(s)
Rubber Mats	SSO Containment	MSC Long-term
Sand Bags	SSO Containment	MSC Long-term
Plastic Sheets	SSO Containment	MSC Long-term
Inflatable Pipe Plugs	SSO Containment	MSC Long-term
Digital Camera	SSO Documentation	Service Pickup Trucks
Portable Lighting	After Hours SSOs	MSC Long-term
Repair Clamps	Spot Repairs / SSO Mitigation	MSC Long-term
Traffic Cones / Barricades	Crowd / Traffic Control	MSC Long-term
Protective Gloves	Personal Safety	Service Pickup Trucks
Safety Glasses / Goggles	Personal Safety	Service Pickup Trucks
Disposable Protective Plastic Suits	Personal Safety	Service Pickup Trucks
Vac Con High Velocity Combination Truck	SSO Mitigation / Cleanup	MSC
High Velocity Cleaner	SSO Mitigation / Cleanup	MSC
CCTV Inspection Van	SSO Cause Investigation	MSC
Case 280 Backhoe	Spot Repairs / SSO Mitigation / Cleanup	MSC
Dig it Backhoe	Spot Repairs / SSO Mitigation / Cleanup	MSC
10, 5, and 3 Yard Dump Trucks	Spot Repairs / SSO Mitigation / Cleanup	MSC
Low Bed Trailer	SSO Mitigation / Cleanup	MSC
500 Gallon Cab Over Water Truck	SSO Mitigation / Cleanup	MSC
Lateral T.V. Camera	SSO Cause Investigation	MSC Long-term
Gas Monitors	Personal Safety	MSC Collections Trailer
6" Peabody Bypass Trash Pump	SSO Mitigation	WPFC
8" Gorman Rup Bypass Trash Pump	SSO Mitigation	WPFC
Trench Shoring	Spot Repairs / SSO Mitigation	MSC Long-term
Bleach and Disinfectant Spray Bottles	SSO Cleanup	MSC Storeroom

Appendix 6
SSO Surface Water Sampling Procedures

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

City of Woodland

Sampling Procedures for Spills & Illegal Discharges

1. Wear appropriate personal protective equipment (PPE), including safety gloves, eye protection, uniform and/or lab coat.
2. Never attempt to collect samples from locations in which personal safety is at risk.
3. Use the sample kit or sample bottles which have been assembled prior to the sampling event. Consult the Sampling Procedures Table for the proper container and preservative for each type of sample.
 - Three sets of samples are collected from each incident: upstream, entry point and downstream.
 - As far as practical, collect upstream and downstream samples no less than 100 feet from the entry point. Record the distance.
 - All samples are grabs and are collected 6 inches below the surface.
 - Measure Dissolved Oxygen, pH and Temperature at each sample point.
 - At minimum, collect samples for BOD and COD at each sample point.
 - At each sample point, collect an additional sample in an unpreserved, 1000 ml amber-glass bottle.
 - Label each bottle with sampling point, date and time of collection, analysis requested, and sample collector name or initials.
4. Use poles or dippers for hard to reach sample points.
5. Once opened, the inside surface of the sample bottle or lid should not be touched.
6. Face upstream of the spill and lower the bottle below the water surface (6"), then sweep the bottle upstream and out of the water. Be careful not to disturb any bottom sediments which may be present.
7. Take care not to wash any sample preservative from the bottle.
8. Avoid sampling debris or scum from the surface. The surface may need to be agitated or cleared before sampling.
9. Leave a bit of air space at the top of the sample bottle. For Coliform samples, fill the bottle to the line marked on the bottle.
10. Replace the lid securely and shake gently to homogenize the sample with the preservative.
11. Complete sample bottle label.
12. Place samples in a cooler packed with blue ice and deliver to the laboratory within 4 hours of collection.
13. Completely fill out a chain of custody document.
14. Notify laboratory of the event as soon as possible in order to ensure that lab personnel are available to receive and set-up the samples for analysis.
15. For sampling questions, contact the WPCF Laboratory at (530) 406 - 5103 or the Laboratory Analyst at (530) 681 - 2344.

City of Woodland
Sampling Procedures

Sample Type	Analyses	Sample Volume	Container Type	Holding Time	Chemical & Other Preservation Method	Analytical Method
Sanitary Wastewater; (SSO)	Biochemical Oxygen Demand (BOD), 5-Day	1000 ml	Amber Glass	48 hrs.	Sulfuric Acid, Cold, 4°C	SM 5210
Sanitary Wastewater; (SSO)	Total & Fecal Coliform	100 ml	Sterile bottle with Na ₂ S ₂ O ₃	6 hrs.	Cold, 4°C	SM 9221
Sanitary Wastewater; (SSO)	Ammonia	500 ml	32 oz. plastic	28 days	Sulfuric Acid, Cold, 4°C	SM 4500
Total Petroleum Hydrocarbons (TPH, Gasoline)	Benzene Toluene Xylenes TPH MTBE	40 ml	VOA vial	14 days	Hydrochloric Acid, Cold, 4°C	EPA 8020
Total Petroleum Hydrocarbon, (Diesel/Motor Oil)	TPH, Diesel	500 ml	Amber Glass	14 days	Hydrochloric Acid, Cold, 4°C	EPA 8020
Pesticides	Pesticides	1000 ml	Amber Glass	24 hrs	Na ₂ S ₂ O ₃ Cold, 4°C	EPA 608/625
Organic Materials/ Industrial Wastewater (i.e. tomato waste)	BOD	1000 ml	Amber Glass	48 hrs.	Cold, 4°C	SM 5210
	pH	16 oz	Plastic	NA	Test Immediately	
	Temperature	16 oz	Plastic	NA	Test Immediately	
	EC	16 oz	Plastic	28 days	Cold, 4°C	SM 2510
Groundwater	Electrical Conductivity (EC)	16 oz	Plastic	28 days	Cold, 4°C	SM 2510
Street Maintenance Corrosives (lime, acid)	pH	16 oz	Plastic	None, Test Immediately	None, Test Immediately	
Swimming Pool Water	Chlorine Residual	16 oz	Plastic	None, Test Immediately	None, Test Immediately	HACH 8021

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

City of Woodland

Environmental Operations Division

Environmental Spill Sample Collection SOP

PURPOSE AND TYPES

GENERAL CONSIDERATIONS

This document sets forth standard operating procedures (SOPs) for spills, sanitary sewer overflows (SSOs) and illicit discharges which impact City's storm drain system in which City staff collects samples.

- In all cases, it is the City's responsibility to ensure that sample collection activities are conducted in accordance with accepted scientific procedures.
- The City has the option to select and adapt these protocols to best suit the particular situation and the resources available.

PURPOSES FOR SAMPLING

There are three main purposes for which the City might collect samples.

- Information. These are situations in which a sample is collected solely to provide information to help with response and not to be used as evidence in an enforcement action. For example, the City may collect a sample for field or laboratory tests that indicate the material's hazard to responders or suggest a containment strategy. Such sampling entails the least stringent procedures and does not require adherence to rules for handling evidence.
- Disposal. This is sampling intended to determine how to dispose of a material. Depending on the situation it may resemble informational sampling, but it is generally more stringent. The most common scenario is the collection of a sample to be sent to a contractor for initiating disposal arrangements. Since the contractor is required to follow certain quality assurance (QA) procedures, it is appropriate to ensure the City also follows the correct QA procedures, including the use of proper containers, chain-of-custody, etc. The aim is to ensure that the sample is truly representative of the waste and to minimize the potential for error.
- Enforcement. These are samples that are collected for administrative, civil, and/or criminal enforcement action. Standards for sampling procedure, documentation, and security are stringent. Although cases may never proceed to a trial, City employees must be prepared from the start to provide testimony, if required, to defend sampling activities. Therefore, whenever possible, standard sample collection and handling procedures should be followed.

TYPES OF SAMPLES

The most common types of samples that the City might collect include:

- Illicit Discharges
- Spills. This type of sampling draws material from container spills, vehicle accidents, illegally dumped materials, etc.
- SSOs.

TYPES OF CHEMICALS

The identity and hazard of a material generally fall into one of three categories:

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- Known. These are materials in which there is a high level of confidence that the nature and identity of the material is known. Many incidents fall into this category. For example, fuel spilled from a labeled tanker or a vehicle's fuel tank, or a chemical spilled from a labeled raw material container at a facility or in transit. A sample may be collected for field tests to verify its identity and to learn more about its properties (e.g., in preparation for proper disposal) or it may be collected in anticipation of enforcement action.
- Partially Known. These are materials whose identity or nature is incompletely known or is known but with uncertain confidence. Confirmation is required through further investigation, field-testing, or laboratory analyses, depending upon the circumstances.
- Unknown. These are materials whose identity or nature is nearly or entirely unknown. Many abandoned materials are unknown, at least initially, until a sample is collected. Unknowns are presumed to be hazardous materials until determined otherwise. An unknown becomes a partially known or a known material as further information is obtained.

SAFETY CONSIDERATIONS

City staff should only collect samples when the proper safety guidelines and applicable state and federal regulations are followed -- generally, when conditions for sampling are safe and when the necessary personal protective equipment is available. City staff must not put themselves in danger just to collect a sample of a material.

RECORD MANAGEMENT

This section discusses the records that need to be made and kept for various types of sample collection activities, including labeling and chain-of-custody requirements.

FIELD NOTES

Maintain a daily record of significant events, observations, and measurements during field investigations and sampling activities. These field notes are intended to provide a record that is sufficient to reconstruct events and activities that occur during projects and to refresh memory (e.g., if called to give testimony during enforcement actions). They should be kept as permanent records. If referred to in a legal proceeding, field notes are admissible as evidence and subject to cross-examination. They therefore must be maintained in a professional manner.

Field notes for sampling activities must include

- Date and time of sampling,
- Name of the sampler and (if evidentiary) witness
- Sample number (or other identification),
- Address or location (latitude and longitude, GPS),
- Source of material,
- Sample type and description,
- Suspected hazards in sample,
- Results of any field tests,
- Description of how the sample was taken and equipment used,
- Disposition of the sample, and
- Other pertinent details.

All notes are to be written in waterproof ink. If an error is made, make a correction by crossing out the error and entering the correct information. Errors should never be obliterated. Instead, they should be corrected, initialed, and dated by the individual who made the original entry.

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SAMPLE LABELS

Sample labels must be placed on each container. Use the label that accompanies the new container or another label with sufficient space for identifying the sample. Each sample or set of containers from that sample should have a unique identification number.

The information on a sample label should include

- Number,
- Date and Time,
- Location,
- Sampler's name,
- Sample type (composite, grab, etc.)
- Preservatives used.

To provide for the safety of others that will be handling the sample, it is a good idea to identify any suspected hazards.

SAMPLE CUSTODY

A sample is under custody if one or more of the following criteria are met:

- The sample is in the sampler's possession.
- It is in the sampler's continuous view after being in possession.
- It is secured in a locked area to prevent tampering.
- It is in a secure designated area.

CHAIN-OF-CUSTODY FORM

Chain-of-Custody (COC) forms are documents that describe each sample and track the transfer of a sample from the point of collection to its final destination - typically a laboratory or evidence locker. The form shows the name, date, time, signature, and organization of each transfer as well as the name of the sampler and a witness. The COC is a legal document and is the most important paperwork item in any sampling event. It is required for any sample that will be sent to a laboratory.

- Any chain-of-custody record can be used, but a form has been specifically designed for the City's use. It contains space for information that is likely to be relevant.
- All chain-of-custody forms should be written in waterproof ink.
- Any errors should be handled exactly as errors in the field notes: they should be crossed out and the correct information entered, initialed, and dated. Erroneous information should never be obliterated.

TRANSFERRING SAMPLES

When a sample is transferred, the individual relinquishing and the individual receiving it should sign, date, and note the time on the form. The method of shipment and other pertinent information should be entered in the "Remarks" section. If the samples are split with a potential responsible party, that event -- including the name of the person taking the split - should also be noted. A separate chain-of-custody record must accompany the potential responsible party's samples, too. A witness to the delivery should be obtained.

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PHOTOGRAPHS

For all photographs taken, record the date, time, and photographer's name. The photographer should review photographs or slides and compare them to the field notes, to assure that the notes and photographs match.

SAMPLING EQUIPMENT

A supply of basic sampling equipment must be readily available. These items should be in sufficient quantities to perform the necessary tasks and be stored in a secure site until needed.

COLLECTION EQUIPMENT

A variety of equipment should be available, as suggested below. For QA, safety and to minimize cleaning, most of the equipment should be disposable. Additional items may be added as needed.

Items for Collecting Samples of Solids:

- Hand Shovels - stainless steel & disposable plastic
- Stainless Steel Scoop/Spoon

Items for Collecting Samples of Liquids:

- Sample Rods and Contaminated Liquid Waste Samplers - both glass and disposable plastic
- Pipettes and Droppers - disposable plastic
- Bailers - disposable plastic and Teflon
- Rope and Stout String
- Stainless Steel or Polypropylene Dipper

Sample Jars and Containers.

An assortment should be readily available. To eliminate possible contamination or reaction of future samples, new sample containers should be used each time, and each should be used only once. Glass containers should have Teflon-lined lids.

Recommended sample containers include:

- 40 ml VOC Vials - both clear & amber
- Wide Mouth Glass Jars - 8 & 16 ounce
- Regular Glass Jars - 8 ounce & 1 liter
- Plastic Jars - assorted sizes

CLEANING GUIDE

In general, use pre-cleaned sampling materials. This will eliminate the need to handle, store, and use cleaning materials. Nevertheless, it will eventually be necessary to clean some sampling supplies. For most purposes, the following minimum-purity cleaning materials can be used:

- Lab detergent
- Deionized water
- 10% nitric acid
- Spectral-grade isopropanol or acetone.

Do not reuse cleaning materials, and dispose of all wastes and wastewaters properly.

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CLEANING PROCEDURES

All cleaning should be done under a fume hood or outdoors. Since nitric acid is a corrosive oxidizer, and isopropanol and acetone are flammable, be careful! After cleaning an item, handle and store it in a manner that prevents contamination. Items should be wrapped in new aluminum foil or in a new sealable plastic bag.

Glass Items

1. Wash with lab detergent and rinse with tap water.
2. Rinse with nitric acid if metals are a parameter, if not, go to #4.
3. Rinse with tap water.
4. Rinse with deionized water.
5. Rinse twice with solvent and allow to air dry.
6. Package to prevent contamination.

Stainless Steel Equipment

1. Wash with lab detergent and rinse with tap water.
2. Rinse with deionized water.
3. Rinse twice with solvent and allow to air dry.
4. Package to prevent contamination.

Plastic or Teflon

1. Wash with lab detergent and rinse with tap water.
2. Rinse with nitric acid if metals are a parameter, if not, go to #4.
3. Rinse with tap water.
4. Rinse with deionized water and allow to air dry.
5. Package to prevent contamination.

Note: Plastic pipettes or droppers should not be cleaned due to the difficulty of cleaning and drying them. Use only as new in box.

SAMPLE COLLECTION

This section describes how to collect various types of samples. City staff may alter these procedures, as appropriate, on a case-by-case basis. But regardless of the specific sampling method or equipment used, some basic sampling and handling principles apply:

GENERAL SAMPLING PROCEDURES

- Preserve health and safety! Before commencing collection of samples, thoroughly evaluate the site. Observe landmarks, hazards, reference and possible sample points.
- Record pertinent observations in your field notes. Include a sketch, when appropriate, identifying sample points.
- Prepare all sampling equipment and sample containers properly prior to entering the site.
- Have aluminum foil handy to provide protective wrapping, if necessary.
- Have absorbents handy to control spills.
- Place containers for receiving samples on a flat, stable surface.
- Collect samples first from those areas that are suspected to be the least contaminated and work to areas of most contamination, thereby minimizing the risk of cross contamination.
- Collect samples and securely close containers as quickly as feasible.

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- Where possible, record field observations at a safe on-site location rather than from the sampling point itself.
- If a sampling plan has been used, follow the plan in every detail. Document all steps in the sampling procedures. This is especially important in the event of an enforcement action.
- For potentially hazardous samples, be sure to clean the outside of the sampling containers prior to packaging them for transportation.
- Label all sample containers with the date and collector's initials.
- Complete all chain-of-custody documents and record information in the field notebook.
- Sampling equipment that is reused should be decontaminated between samples.

Spill Sampling

1. Approach spills in compliance with the *ER Site Safety and Health Plan*.
2. Depending on the type of material spilled, choose the appropriate sample collection tool and container.
3. Use a pipette or dropper, scoop, bailer, or another sample jar to collect the spill material. (Alternately, rather than using transfer tool, dip the sample container directly into the pooled material. This will require decontaminating the outside of the sample container to remove any potentially hazardous residue. This alternative is not recommended for unknowns or extremely hazardous materials.) To minimize volatilization when VOCs are a parameter, carefully pour the sample down the side of the sample container. When working with a solid or a sludge exposed to air, it is best to remove carefully the first 1-2 cm of material prior to collecting the sample.
4. Depending upon the nature of the spill, it may be advisable to composite material from several locations within the spill area. Use a Teflon or stainless steel bowl or tray for mixing the composites.
5. Fill the sample container with a stainless steel spoon, scoop or spatula with the desired amount of sample.
6. If the material is aqueous and VOCs are to be a parameter, use a VOC vial and fill it completely. If the material has a significant percentage of solvent, fill the container to approximately 90% capacity to allow for vapor pressure.
7. Check that the Teflon liner is present in the cap. Secure the cap tightly and label the container.
8. Place the sample in a shipping container for transportation.

Surface Water Sampling

Often, spilled materials (especially liquids) find their way into bodies of water. The resulting behavior of the material depends on its physical and chemical properties. Materials that are lighter than water will form pools atop calm pockets or float downwind/downstream of the spill site. Materials that are heavier than water will sink and collect in the greatest depths. Material that is water-soluble will diffuse throughout the water column. Hence, sampling must be suited to the material spilled and its behavior after it enters the water.

1. Approach spills in compliance with the *ER Site Safety and Health Plan*.
2. Select the appropriate sampling equipment and containers for the material spilled and the target parameters.

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3. Use a pipette, dropper, bailer, weighted-bottle sampler, or sample container to collect the material or water sample. Samples from shallow depths can be collected by merely submerging the sample container. Simply position the container mouth so that it faces upstream. To avoid stirring up sediment, the sampler should be positioned downstream. Of course, the outside of the sample container must be cleaned before packing.
4. Fill the sample container with the desired amount of sample. It may be necessary to use multiple containers to get enough.
5. Check that a Teflon liner (if required) is present in the cap, close, and label the sample container.
6. Place the sample in a shipping container for transportation. Water samples for VOCs, cyanide and low-level inorganics must be cooled to 4°C with ice. (Do not use ice when shipping dioxin samples.)

OTHER SAMPLING CONSIDERATIONS

Sampling Hazardous Materials

Handling these materials requires specialized equipment and training. City staff should normally avoid handling such material. When these materials are present or suspected, contact the Woodland Fire Department & the Yolo County Health Department for assistance.

Sample Security

When conducting sampling activities the sampler must ensure the security of each sample. Tampering, accidental mixup, or improper handling must be prevented.

- Samples should be closed immediately upon collection to prevent any contamination, volatilization, spillage, or other effects.
- Each sample must be kept in the sampler's possession until it is completely packaged for transport to a secure area.
- The sampler must not hand the sample to another person without recording it on a chain-of-custody form. Otherwise the legal chain-of custody and security is broken.
- The sample must not be left unlocked while the sampler goes to another area for any purpose.
- Be sure to mark the container with a sample number or other identification as soon as possible, or use a pre-numbered container prior to sampling to prevent a mix-up when collecting more than one sample.
- Unless absolutely necessary, avoid opening samples after they are sealed.

OTHER SAMPLES

The size and number of samples to collect mainly depends on the type of analysis to be conducted but also on the type of material and number of duplicate samples needed. It is generally better to have too much sample than not enough, especially since obtaining additional sample material may be difficult, or even impossible.

Duplicate Samples

Duplicate samples that are found later to be unneeded are easily disposed. A good rule of thumb to use -- especially if you are unsure whether a duplicate will be needed -- is to collect a duplicate 8 ounce minimum for each waste stream. Duplicate samples that are found later to be

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unnneeded are easily disposed. Duplicate samples need to follow the same collection procedures, security and chain-of-custody as other samples

Background Samples

Background samples are valuable in verifying the completion of cleanup activities or for enforcement actions.

- A background sample can be collected to show that the background soil or surface water is as clean or cleaner than the incident site.
- A background sample should be collected for enforcement cases in general, unless other evidence eliminates the need.

Sample Blanks

Sample blanks are samples of deionized or distilled water that are treated in the same manner as the unknown sample. They are analyzed to identify possible sources of contamination during collection, preservation, shipping, handling, or analyses. (Obviously, sample blank containers should be the same type and cleanliness as that of the samples.) Sample blanks are recommended for enforcement cases that entail samples of water or other dilute types.

SAMPLE PRESERVATION

The purpose of preservatives is to keep the sample's target parameters as they were at the time of collection -- to prevent unintended changes such as precipitation, chemical or bacteriological degradation, absorption into the walls of the container, oxidation/reduction, etc. The sampling table at the end of this SOP gives some suggested preservatives. Always check the pH of the preserved sample to ensure the pH meets the EPA criteria. If it is not possible to use a preservative for logistical, time or any other reason, then the proceed with the sampling with knowledge that the analyses could be incorrect.

Cooling

The most common preservative measure for emergency response sampling is to cool the samples with ice packs or cold packs to 4°C.

- Never use ice to cool materials that are known or suspected to be water reactive.
- Whenever possible, dilute aqueous samples should be cooled, especially in preparation for low- or medium- level organic analysis and low-level inorganic analysis.
- VOC vials of dilute aqueous samples should also contain an appropriate preservative.
- All cyanide samples must be shipped on ice.

ANALYSES

Selection of Parameters

Parameters are the target analytical chemicals or characteristics for which a sample will be analyzed. Due to the time and costs involved in laboratory analyses, the selection of parameters needs to be carefully considered. The choice of parameters also affects the sampling procedures and equipment used. The selection of parameters and testing can be minimized through the use of field tests, visual observation, experience, applicable label information (if accurate), sampling compositing (where appropriate), estimating parameters (where possible instead of using laboratory tests), and other means.

FIELD TESTING

PURPOSE OF FIELD TESTING

A field test is basically an analytic procedure that is conducted outside of the laboratory using portable instruments, kits, or other testing materials. Field testing can be used to Gain real-time information for making health and safety decisions for first responders, estimate the extent of contamination and refine sampling plans. It is recommended that all samples be evaluated for pH, temperature and dissolved oxygen.

Attachment vi-2:

Meeting Minutes SOP for SSO
& Illegal/Illicit Review
Committee

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SOP for taking minutes at SSO & Illegal/Illicit Review Committee

1. The Review Committee meets once a month on the second Thursday of every month. It is important that this meeting is not cancelled as this makes the timely review of all incidents difficult.
2. The Committee is co-chaired by the Chief Collection Systems Operator and the Environmental Resource Analyst or their designees. Co-chairs are currently Alex Truitt (Chief Collection Systems Operator) and Rosie Ledesma (Environmental Resource Analyst). Note taker is Krystal Brimm (Admin Clerk III) with Elizabeth Del Toro (Admin Clerk III) as backup.
3. Currently the members of this Committee are as follows; Alex Truitt (Chief Collection Systems Operator), Rosie Ledesma (Environmental Resource Analyst), Mark Hedington (Street Maintenance Supervisor), Shane Carlsen (Treatment Plant Superintendent), Angela Clemons (Environmental Compliance Inspector), Krystal Brimm (Admin Clerk III) & Elizabeth Del Toro (Admin Clerk III).
4. Agendas are provided by the Co-Chair to all members via email one week prior to the next scheduled meeting date. The meeting begins with the approval of last month's minutes which will be provided to all members of the Committee by the Note Taker via email one week prior to the meeting date.
5. Members are encouraged to review the minutes, all agenda items and documentation that they are responsible for reporting on prior to this meeting to facilitate the efficiency of the review process.
6. This Committee will be classified as an informal meeting, these practices will be followed;
 - A record of attendees will be kept
 - Meeting will be recorded to facilitate accurate notes
 - Agenda items will be recorded in order in which they are discussed.
 - The minutes will be written in a concise, accurate manner, taking care not to include any sort of subjective opinion
 - The focus will be on capturing and communicating all important actions that took place, responsible parties and deadlines to accomplish these actions
7. There are several recurring items on the agenda. These are;
 - Stormwater updates (Environmental Resource Analyst),
 - Sewer updates (Chief Collection Systems Operator).
 - Review Incidents (Illegal connections/Illicit discharges and SSO'S)
8. Any additional agenda items submitted by members.
9. Electronic copies of the minutes will be at _____
10. An End of Year Report on SSO & Illicit/Illegal discharges will be made by first meeting in July. Report will include these items;

Incident	Yearly Total	Type	Cause	Amount of Spill	Action Items
Illicit / Illegal					
SSO					

Attachment vi-3:

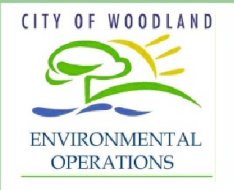
SSO & Illegal/Illicit Review Committee Agenda Template

Illicit/Illegal & SSO Review Committee

AGENDA

- * Call to Order
- < Roll Call
- * Approval of Previous Meeting Minutes
- <* Storm Water
 - Updates
- SSMP
 - Baseline Monitoring Results (update)
- * Review Incidents
 - Illicit/Illegal)
- SSO
- * Other Agenda Items
 - Enforcement
 - ◆ Code Violations
 - ◆ Monetary Citations
 - Other new business
- <* Calendar-next meeting
- * Adjournment

Date
Time
Location



Attachment vi-4:

Sample SSO & Illegal/Illicit Review Committee Meeting Minute Summary and Action Item Log

			Date:	
			Time:	
			Location:	
Meeting called:	Every 2 nd Thursday	Type of meeting:	SSO and Illicit/Illegal Review Committee	
Co-Chair:		Note taker:		
Co-Chair:				
Members of Committee				
Members Present:				
Please read:	Last month's minutes for review/approval			
Please bring:	Any background documents to aid in review.			
Minutes				
Agenda item:		Presenter:		
Discussion:				
Conclusions:				
Action items		Person responsible	Deadline	
S				
S				
S				
S				
Agenda item:		Presenter:		
Discussion:				
Conclusions:				
Action items		Person responsible	Deadline	
S				
S				
S				
S				

Agenda item:	Presenter:		
Discussion:			
Conclusions:			
Action items	Person responsible	Deadline	
✓			
✓			
✓			
✓			
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items	Person responsible	Deadline	
✓			
✓			
✓			
✓			
Other Information			
Observers:			
Resources:			
Special notes:			

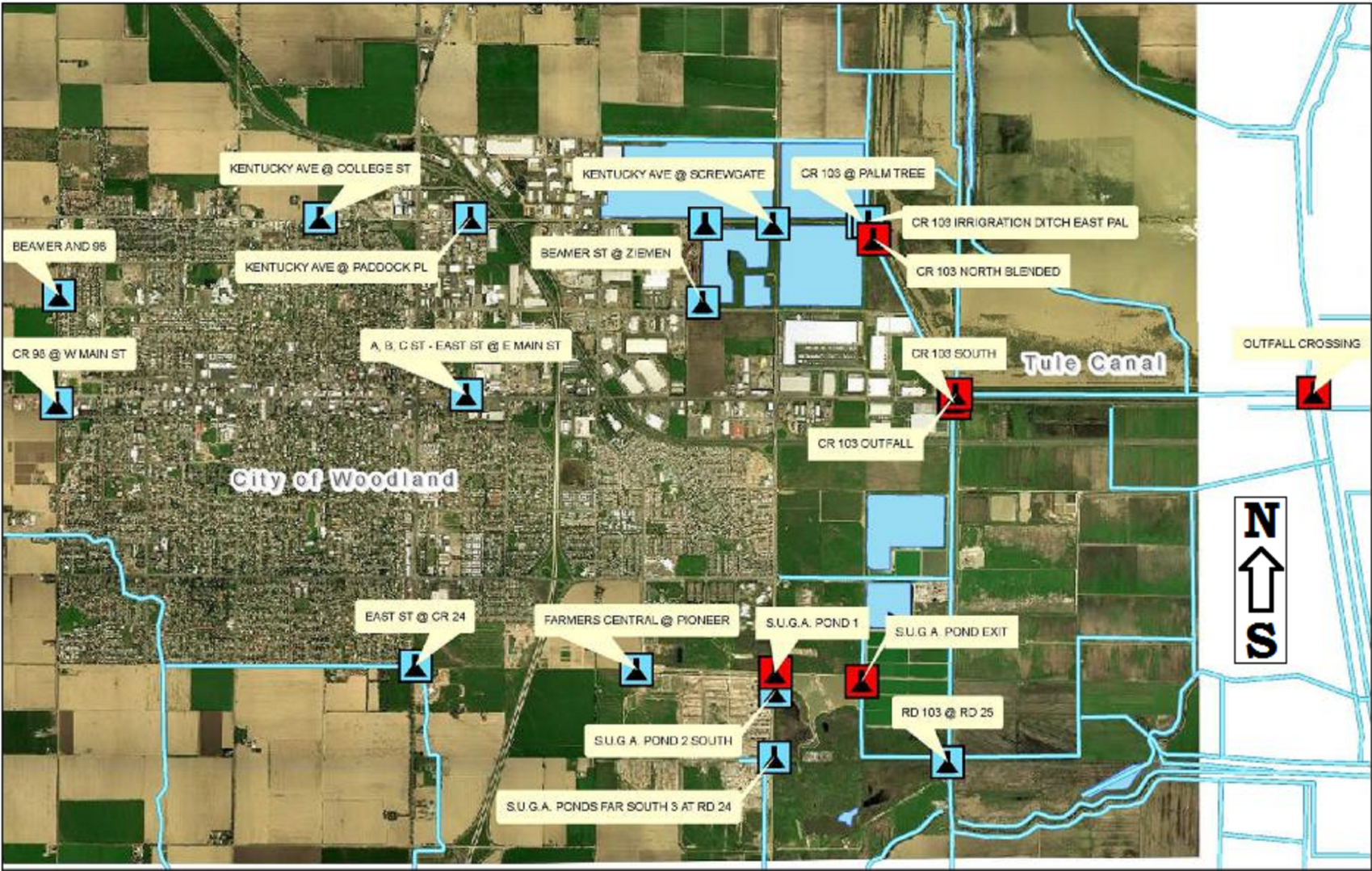
Attachment vi-5:

Existing Conditions Water Quality Sampling Plan

Surface Water Existing Conditions Sampling Locations

Legend

-  Critical Sampling Location
-  Standard Sampling Location



Existing Conditions Water Sampling Results

Storm Event Sampling										
		Today's Date	Aug 14, 2020	Thursday, January 9, 2020						
Sample Location	Time	COD (mg/L)	Ammonia (mg/L)	Turbidity (NTU)	EC (µs/cm)	DO (mg/L)	pH (SU)	Temperature (°C)	Notes	
103 Outfall	13:45	11	0.100	34.20	993	9.00	7.80	11.5		
103 North	13:45	7	<0.065	12.40	1181	7.28	7.90	11.7		
103 South	13:45								Construction	
DMH 00168	13:45	34	0.270	23.40	69	9.91	8.10	10.6		
DIP 00871	13:45	21	0.083	23.70	616	9.74	8.10	9.2		
DMH 00377	13:45	11	0.270	12.30	217	9.83	8.10	11.2		

Storm Event Sampling										
		Today's Date	Aug 14, 2020	Wednesday, March 20, 2019						
Sample Location	Time	COD (mg/L)	Ammonia (mg/L)	Turbidity (NTU)	EC (µs/cm)	DO (mg/L)	pH (SU)	Temperature (°C)	Notes	
103 Outfall	13:45	41	0.150	19.90	772	8.58	7.50	62.7		
103 North	13:45	45	<0.100	11.90	922	9.87	7.80	61.7		
103 South	13:45	57	0.290	24.30	268	7.52	7.90	61.7		
DMH 00168	13:45	39	0.220	43.50	100	8.78	7.60	59.2		
DIP 00871	13:45	37	0.120	16.20	659	8.64	7.80	61.8		
DMH 00377	13:45	21	0.140	11.10	489	8.06	7.80	63.3		

Storm Event Sampling										
		Today's Date	Aug 14, 2020	Wednesday, December 18, 2019						
Sample Location	Time	COD (mg/L)	Ammonia (mg/L)	Turbidity (NTU)	EC (µs/cm)	DO (mg/L)	pH (SU)	Temperature (°C)	Notes	
103 Outfall	13:45	72		17.00	746	8.45	7.60	56.8		
103 North	13:45	47		13.60	1116	6.00	7.70	52.5		
103 South	13:45								Construction in progress - no sample	
DMH 00168	13:45	71		4.59	1087	3.37	7.60	56.4		
DIP 00871	13:45	85		29.50	452	8.13	7.80	55.8		
DMH 00377	13:45	50		7.25	394	8.93	7.90	55.2		

Storm Event Sampling										
		Today's Date	Aug 14, 2020	Monday, December 17, 2018						
Sample Location	Time	COD (mg/L)	Ammonia (mg/L)	Turbidity (NTU)	EC (µs/cm)	DO (mg/L)	pH (SU)	Temperature (°C)	Notes	
103 Outfall	13:45	19	0.075	26.20	145	9.66	7.10	55.8		
103 North	13:45	29	0.170	23.40	79	7.37	7.20	53.1		
103 South	13:45	21	0.070	17.30	55	8.72	7.40	53.7		
DMH 00168	13:45	32	0.130	6.98	194	9.26	7.10	54.3		
DIP 00871	13:45	15	0.095	44.90	527	8.09	7.50	58.3		
DMH 00377	13:45								No Flow	

Storm Event Sampling										
		Today's Date	Aug 14, 2020	Thursday, November 29, 2018						
Sample Location	Time	COD (mg/L)	Ammonia (mg/L)	Turbidity (NTU)	EC (µs/cm)	DO (mg/L)	pH (SU)	Temperature (°C)	Notes	
103 Outfall	13:45	42	0.210	50.50	119	8.82	7.70	56.2		
103 North	13:45	56	0.310	57.50	2	4.26	7.40	56.4		
103 South	13:45	27	0.130	34.90	52	8.16	7.50	55.8		
DMH 00168	13:45	71	0.180	22.30	268	8.11	7.10	56.3		
DIP 00871	13:45	30	0.210	144.00	229	8.62	7.40	56.9		
DMH 00377	13:45								No Flow	

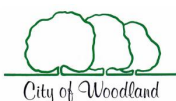
Storm Event Sampling										
			Today's Date	Aug 14, 2020	Wednesday, January 10, 2018					
Sample Location	Time		COD (mg/L)	Ammonia (mg/L)	Turbidity (NTU)	EC (µs/cm)	DO (mg/L)	pH (SU)	Temperature (°C)	Notes
103 Outfall	13:45		20	<0.100	46.60	144	9.38	7.18	12.5	
103 North	13:45		14	<0.100	33.40	96	7.07	6.89	11.8	
103 South	13:45		20	<0.100	33.60	187	7.38	7.24	11.9	
DMH 00168	13:45		35	<0.100	22.80	152	8.90	7.07	12.4	
DIP 00871	13:45		0	<0.100	35.20	130	8.66	5.44	13.0	
DMH 00377	13:45		112	<0.100	0.47	1025	8.92	7.96	17.7	

Storm Event Sampling										
			Today's Date	Aug 14, 2020	Wednesday, March 14, 2018					
Sample Location	Time	COD (mg/L)	Ammonia (mg/L)	Turbidity (NTU)	EC (µs/cm)	DO (mg/L)	pH (SU)	Temperature (°C)	Notes	
103 Outfall	13:45	18	<0.037	20.00	1000	9.12	7.96	57.8		
103 North	13:45	18	<0.037	17.00	379	5.23	7.61	56.3		
103 South	13:45	34	<0.037	35.00	1474	6.96	8.66	56.6		
DMH 00168	13:45	31	<0.037	19.60	94	9.34	7.95	57.0		
DIP 00871	13:45	11	0.200	11.00	1018	5.60	7.66	61.3		
DMH 00377	13:45								No Flow	

Storm Event Sampling											
			Today's Date	Aug 14, 2020	Friday, November 17, 2017						
Sample Location	Time	COD (mg/L)	Ammonia (mg/L)	Turbidity (NTU)	EC (µs/cm)	DO (mg/L)	pH (SU)	Temperature (°C)	Notes		
103 Outfall	13:45	29	<0.100	31.80	242	8.23	7.56	15.0			
103 North	13:45	13	<0.100	10.00	746	6.48	7.80	14.3			
103 South	13:45	29	<0.100	54.20	182	5.68	7.37	13.8			
DMH 00168	13:45	55	<0.100	67.40	55	7.07	7.94	18.0			
DIP 00871	13:45	16	<0.100	12.80	759	4.71	7.35	19.4			
DMH 00377	13:45								No flow		

Storm Event Sampling											
		Today's Date		Aug 14, 2020		Thursday, January 19, 2017					

Storm Event Sampling											
		Today's Date		Aug 14, 2020		Tuesday, January 3, 2017					



vii FOG Control Program

SWRCB Requirement:

Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- (a) An implementation plan and schedule for a **public education outreach** program that promotes proper disposal of FOG;*
- (b) A plan and schedule for the **disposal of FOG** generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;*
- (c) The **legal authority to prohibit discharges** to the system and identify measures to prevent SSOs and blockages caused by FOG;*
- (d) Requirements to install **grease removal devices** (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;*
- (e) Authority to **inspect grease producing facilities**, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;*
- (f) An **identification of sanitary sewer system sections subject to FOG** blockages and establishment of a cleaning maintenance schedule for each section; and*
- (g) Development and implementation of **source control measures** for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.*

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

Background

The accumulation of fats, oils, and grease (FOG) within the City's sewer collection system has historically been a cause of problems such as SSOs. The City determined that a FOG control program is necessary and established a program under the direction of the Laboratory & Environmental Compliance Manager. This section fulfills the requirements of the GWDR SSMP mandatory element vii.

Element vii. FOG Control Program

vii-a. FOG public outreach program

Requirement	An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG.
Discussion	Under the direction of the Laboratory and Environmental Manager, the position of the Laboratory & Environmental Compliance Manager within the Operation and Maintenance Division has been identified as the responsible party for managing and directing the City's FOG control program. The FOG control public outreach program aims to educate, inform and encourage the public to properly handle and dispose of FOG. An integral component of a successful FOG program is a public outreach program effectively targeted at the largest contributors of FOG to the collection system. Sources of FOG are identified within the City sewer collection system through periodic surveys. These sources are food service establishments (FSE), and automotive related businesses (ARB). For additional details on the process by which FOG sources are identified, refer to SSMP section vii-g. <u>Industrial / Commercial FOG Disposal Education</u> As part of its Industrial Pretreatment Program (IPP) described in SSMP sections iii-a and vii-c, the City has a business outreach program described in IPP chapter 11. This outreach program, like the IPP in general, is focused toward significant industrial users (SIUs) and does not address the minor contributors such as small businesses, FSEs and residential users. The outreach program for FSEs and ARBs is handled primarily through the visits made during inspections conducted under the City's Pollution Prevention Program. During these visits, permit requirements, including best management practices (BMPs) are reviewed and informational materials (i.e. laminated flyers, etc.) are distributed (see Attachment vii-1 and Attachment vii-2 for examples). For additional details on FOG inspections, refer to SSMP section vii-e. <u>Residential FOG Disposal Education</u> General education of residential users for the proper disposal of FOG is conducted at large public events. Every year, the Pollution Prevention Program sponsors informational tables at events such as: □ The Honey Festival on Main Street, held in May □ The Senior Community Resource Fair at the Woodland Community Center

Element vii. FOG Control Program

Additionally, general educational ads or press releases are run in the newspaper, on television, distributed in utility bill inserts, or on social media (Facebook, Instagram, and City's website). Large scale public outreach is typically conducted during the holiday season when grease production is the highest. Example flyers, ads, activity descriptions, and other materials used during these public outreach activities are documented and filed appropriately as they occur. Public outreach efforts are documented as work orders using the Cityworks CMMS. In addition, the City has developed a Pollution Prevention Program web page which describes oil and grease disposal best management practices for residential users.

In addition to general public education, targeted public education is conducted at select locations that have been identified by Utility O&M Workers as potential heavy FOG sources based on the problem pipes list. The Environmental Compliance Inspectors typically makes contact with the owner of the homes or apartment complexes and distributes notices that describe the problems being encountered by sewer O&M staff, the potential for continued improper disposal of FOG materials to cause sewer blockage and backup into residences, and methods and options for proper disposal. Other materials that may be distributed during these visits include:

- Grease scraping tools
- Door hangers and flyers
- Pot holders
- Re-usable shopping bags

For large multi-family areas, the Inspectors typically asks the property managers to distribute the materials to their tenants. The Inspectors may make repeat efforts to distribute information or even request a public presentation if O&M Workers continue to report problems with FOG buildup in downstream sewer lines.

Related Documents

- Attachment vii-1: Flyers – “Think Before You Flush” and “Fight FOG”.
- Attachment vii-2: Grease Trap Maintenance and Vehicle Service Facilities BMP's

Element vii. FOG Control Program

Plan & Schedule

Task	Responsible Party	Scheduled Date
Establish a hard copy file of public outreach materials used.	Environmental Compliance Inspector	On-going, updated as needed
Provide information on the City website that instructs residents on how to properly collect and contain grease and where it can be disposed.	Environmental Compliance Inspector / IT Technician	On-going, updated as needed
Conduct FOG public outreach activities and maintain records of all activities as work orders in CMMS.	Environmental Compliance Inspector	Continuously

Element vii. FOG Control Program

vii-b. FOG disposal

Requirement	The FOG control program shall include a plan and schedule for the disposal of FOG generated within the sanitary sewer system service area.
Discussion	Ensuring the proper disposal of fats, oils, and grease is key to preventing it from entering the sanitary sewer collection system. The City requires that food service establishments regularly clean grease traps and interceptors and properly dispose of the grease per their Pollution Prevention Program (PPP) permit, described in SSMP section vii-c. The BMPs outlined in each PPP permit outline the frequency for the cleanings and refer the permit holder to contractors that provide professional grease trap or interceptor cleaning services. The BMPs also give recommendations for the proper disposal of the collected grease and outline the procedures to follow if grease should accidentally be disposed of improperly. For examples of a PPP permit and the BMPs referenced within the permit, refer to section vii-e of the SSMP. This information is provided to businesses as a resource to help ensure proper disposal of FOG. Currently the City has not officially licensed or certified a group of contractors to perform cleaning and grease removal. Residents are also instructed on the proper disposal of household grease through various public outreach efforts. Additional details on public outreach efforts are detailed in section vii-a of the SSMP.
Plan & Schedule	No further efforts are projected for this element at the present time.

Element vii. FOG Control Program

vii-c. Legal authority

Requirement	The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG.
Discussion	<u>Prohibition of FOG Discharges</u> The City has legal authority to prohibit FOG discharges as described in the City Municipal Code Section 8.04.080 – “General discharge prohibitions”: (B-14) Solids or Viscous Matter. Any solid or viscous substances which may cause obstruction to the flow in a sewer or other interference with the operation of the WPCF such as but not limited to: grease or fat, garbage with particles greater than one-half inch in any dimension, animal guts or tissues, paunch manure, bones, hair, hides or fleshings, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, wastepaper, wood, plastics, gas, tar, asphalt residues, residues from refining, or processing of fuel or lubricating oil, mud, or glass grinding or polishing wastes. <u>FOG Discharge Control</u> The City has the legal authority to require grease removal devices and properly dispose of grease as described in the City Municipal Code Section 8.04.090 – “Interceptors required”: (A) An interceptor shall be installed in a user's building sewer, when in the opinion of the director it is necessary for the proper handling of wastewater containing grease or oil in excessive amounts, any flammable wastes, sand, grit or other harmful ingredients; except that such interceptors shall not be required for buildings used solely for residential purposes; provided, however, that interceptors shall be constructed in any place or building having a capacity to serve group meals and in commercial and industrial cleaning facilities. Where the director requires the installation of an interceptor by a user who is neither a SIU nor a CIU, then that user shall also be required to obtain a pollution prevention permit. Common types of users requiring an interceptor and a pollution prevention permit include, but are not limited to, the following establishments: restaurants, cafes, lunch counter, cafeterias, bars and clubs; hotel, hospital, sanitarium, factory or school kitchens, equipment repair shops, service stations and other establishments where grease, oils, sand, or grit may be introduced into the WPCF in quantities that can cause line stoppage or hinder sewage treatment or private sewage disposal. (B) All interceptors shall be of a type and capacity approved by the director and shall be so located as to be readily and easily accessible for cleaning and inspection. Interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction, watertight and equipped with easily removable covers which, when bolted in place, are gastight and watertight. All interceptors shall be maintained by the owner, at his expense, in continuously efficient operation

Element vii. FOG Control Program

at all times.

(C) Each user shall regularly inspect, clean and repair interceptors owned by the user. Records of inspections, cleaning and repairs, and the costs associated with these actions shall be kept for three years and be made available for inspection by city personnel upon request. The debris from interceptors shall be disposed of through a licensed waste hauler. Waste disposal records, including receipts, shall be kept for three years and be made available for inspection by city personnel upon request.

(D) Standards for Interceptors. All interceptors shall comply with the standards of this subsection.

(1) Plans shall be submitted to and approval obtained from the director prior to the installation of any interceptor.

(2) All drains from kitchen areas including pre-wash, shall be connected to an interceptor. Toilets, lavatories and other sanitary fixtures shall not be connected to any interceptor.

(3) All fixtures discharging into an interceptor shall be individually trapped and vented in a manner approved by the director.

(4) Each interceptor shall be so installed and connected that it shall be at all times easily accessible for inspection, cleaning, and removal of the intercepted material.

(5) Interceptors shall be maintained in efficient operating condition by periodic removal of the accumulated materials. No such collected material shall be introduced into any drainage piping, public or private or discharged to the WPCF.

(6) Each interceptor shall be constructed of durable materials satisfactory to the director and shall have a full-size gastight cover which can easily and readily be removed.

(7) Interceptors required by this chapter shall not be installed until the type and/or model has been subjected to, and has fully complied with, tests acceptable to the director. Where existing conditions are found acceptable as determined by the director such facilities as presently exist will be allowed to remain in use. Whenever it shall come to the attention of the city that any Interceptor is no longer acceptable or does not comply with the provisions of this section, the director shall suspend or revoke such approval and require corrective measures. (Ord. No. 1271, § 1 (part).)

Authority to Enforce Penalties for Noncompliance

The City has the legal authority to enforce noncompliance as described in the City Municipal Code Section 8.04 Article 6 – “Enforcement and Penalties”. Refer to SSMP section vii-e for more information regarding enforcement authority for the FOG control program.

Element vii. FOG Control Program

Industrial Pretreatment & Pollution Prevention Program

The City of Woodland implements the federally-mandated Pretreatment Program which was established to regulate the introduction of pollutants from non-domestic sources into Publicly Owned Treatment Works (POTW). The Industrial Pretreatment Program (IPP) covers those industries that meet the criteria to be classified as Significant Industrial Users (SIU).

The City established a Pollution Prevention Program (PPP) to supplement the IPP, which was instituted in compliance with EPA regulations (40 CFR Part 403). The PPP allows the oversight of businesses that may be of some concern to the sewer collection system or WPCF, but do not fall under the criteria that would make it subject to the IPP. Businesses such as restaurants, automotive repair shops, supermarkets, and schools are permitted as part of the PPP. Permits issued to businesses as part of the PPP authorize the City to monitor compliance and respond to non-compliance. It is through the PPP that the major sources of FOG are identified and source control measures are applied. A more detailed description of the FOG control program and its relationship to the PPP is provided in **Attachment vii-3**.

Pollution Prevention Program Implementation

The City's FOG control program is implemented in the following fashion to identify sources of FOG and apply the intended source control measures.

1. The City conducts a periodic review of the original Industrial User Survey as outlined in section 3 of the IPP Administrative Procedures Handbook. This process involves the review of data from water use records, the Internet, and Yolo County Office of Emergency Services Hazardous Materials Inventory. During this review, possible PPP candidates are identified. This survey is continually updated as the Community Development Department forwards new business license applications and building permit requests to the Environmental Compliance Division, which are reviewed and used to identify additional PPP candidates. Through this process, sources of FOG are made known to the FOG control program.
2. Businesses and industries identified in the Industrial User Survey are classified into one of four categories; 1) business of no concern, 2) business of concern under special circumstances, 3) potential PPP candidates, and 4) potential IPP candidates. Businesses likely to contribute FOG to the collection system are categorized as potential

Element vii. FOG Control Program

Related Documents

Plan & Schedule

PPP candidates.

3. Issue a PPP permit to identified businesses. An example PPP permit for hydro-mechanical grease interceptors is included in **Attachment vii-4**, and a PPP permit for gravity grease interceptors is included in **Attachment vii-5**.
4. The Environmental Compliance Inspector explains the expectations associated with the source specific PPP permit to the business owner (e.g., required grease removal devices, BMPs, maintenance and inspection schedules, etc.).
5. The Environmental Compliance Inspector monitors compliance, and based on data collected from inspection results identifies cost effective approaches to minimize the amount of FOG entering the collection system.

- Refer to City Code on the City's website at <https://www.cityofwoodland.org/681/Municipal-Code>
- Refer to City of Woodland Wastewater Industrial Pretreatment Program – Administrative Procedures Handbook
- Refer to the City of Woodland's most recent Industrial User Survey
- Refer to Pollution Prevention Program Framework (see SSMP section iii-a)
- Attachment vii-3: City Of Woodland Industrial Waste Pretreatment FOG Program
- Attachment vii-4: Example PPP Permit (Hydro-Mechanical Grease Interceptor)
- Attachment vii-5: Example PPP Permit (Gravity Grease Interceptor)

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

Element vii. FOG Control Program

vii-d. Grease removal devices

Requirement	The FOG program shall include requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements.
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Discussion	<u>Requirement to Install</u>
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	The current pretreatment requirements are defined in the City of Woodland Wastewater Industrial Pretreatment Program – Administrative Procedures Handbook dated February 2012. The City has the authority to require grease interceptors under City Municipal Code Section 8.04.090 – “Interceptors required”.
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	<u>Design Standards</u>
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	The City of Woodland complies with the design standards for grease interceptors set forth in the California Plumbing Code.
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Element vii. FOG Control Program

One disadvantage of grease traps is that they cannot provide adequate retention time to allow for connection to dishwashing machines. The high temperature and highly emulsified discharge from dish washing machines tends to “wash out” grease traps, and allow passage of grease out of the trap, which tends to precipitate and form blockages downstream once cooled. Where grease traps are installed, the design standard does not allow them to be connected to a dishwashing machine. In addition, the grease trap operator is required to use a “pre-rinse” procedure to remove food scraps and FOG materials prior to placing dishes in a dish washing machine. The pre-rinse procedure requires the owner to scrape plates into the trash, and rinse plates without detergent in a pre-rinse sink that is plumbed to the grease trap. This procedure removes most FOG materials in the pre-rinse sink, which is captured in the grease trap. FOG discharge from the dishwashing machine, which is not connected to a grease interceptor as it would be at larger FSEs, is reduced and will not pose a significant threat to the collection system.

Maintenance Requirements

PPP permits outline the maintenance, self-monitoring and recordkeeping requirements for each business. Businesses that have grease traps are required at a minimum to have them cleaned once every week, or at the frequency required to meet the City’s local limit for oil and grease. Businesses using oil and grease interceptors are required to have them cleaned at least once every three months, or at the frequency required to meet the City’s local limit for oil and grease.

Recording Keeping and Reporting Requirements

PPP permits require grease trap and interceptor owners to “maintain all records pertaining to the operation and maintenance of the interceptor / trap, including the time and date of all maintenance activities, and details regarding the recycling and disposal of all materials and wastes.” Businesses with PPP permits are required to make these records available upon inspections of traps or interceptors. Blank maintenance logs are provided by the City to each business, and an example log is included in **Attachment vii-6**. This is done to document the cleaning frequency of permitted establishments and ensure the proper disposal of grease.

Element vii. FOG Control Program

The Environmental Compliance Inspector uses the City's GIS as a database to store information about PPP permit holders. The City has a points shape file that stores the following permit holder information:

- Name of Business
- Geographical Location
- Business Telephone #
- Name of Business Owner
- Business Owner Telephone #
- Mailing Address
- PPP Permit Contact Person Phone #
- Emergency Contact Name
- Emergency Contact Phone #
- Application Date
- Date Permit Issued
- Date Permit Expires

Grease interceptor or grease trap cleaning records that are submitted to the Environmental Compliance Division by PPP permit holders are stored in a hard copy file.

BMP Requirements

PPP permits for every applicable business also outline BMP requirements for the following areas:

- Oil and Grease Handling and Disposal
- Spill Cleanup and Pavement Cleaning
- Interceptor Installation
- Interceptor Maintenance

Related Documents

- Attachment vii-5: Grease Removal Device Maintenance Record

Plan & Schedule

Task	Responsible Party	Scheduled Date
Inspection	Environmental Compliance Inspector	Continuously

Element vii. FOG Control Program

vii-e. Inspection

Requirement	Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance.
Discussion	An effective and efficient FOG control program must have good documentation of the sources contributing FOG to the system. Inspection of pretreatment measures at FOG sources (i.e., FSEs) is important to develop this data. Properly maintained and implemented pretreatment measures will greatly reduce the amount of FOG in the sewer collection system and the risk of blockages. <u>Legal Authority</u> As discussed in SSMP section vii-c, the City has the legal authority to inspect FSEs and enforce the provisions of the FOG control program as defined in the City’s Municipal Code, through the following provisions: ➤ Inspection: Chapter 8.04 –“Wastewater Discharge and Treatment” Section 8.04.510 –“Inspection and Sampling” ➤ Enforcement: Chapter 8.04 –“Wastewater Discharge and Treatment” Article 6 –“Enforcement and Penalties” Additionally, Federal and State regulations require each publicly owned treatment works (POTW) with an approved pretreatment program (e.g., WIPP) to develop and implement an enforcement response plan (ERP) (found in Attachment vii-7). The City of Woodland ERP does the following: 1. Describes how the POTW will investigate instances of noncompliance 2. Describes types of escalating enforcement responses the POTW will take in response to all anticipated types of violations and the time periods within which responses will take place 3. Identifies the official(s) responsible for each type of response 4. Adequately reflects the POTW’s primary responsibility to enforce all applicable pretreatment requirements and standards <u>FSE FOG Control Program Inspection Scheduling</u> The FSE inspection program begins with the issuance of a PPP permit, as described in SSMP section vii-c. Inspection schedules are established at the

Element vii. FOG Control Program

time the PPP permit is issued to the business owner. The minimum inspection frequency is one time per permit period, which is typically 5 years. Unannounced inspections of PPP permitted businesses may be conducted by the Environmental Compliance Inspector. Inspections are composed of the following activities:

- Review log of all inspections, cleanings and repairs of the grease interceptor / grease trap
- Review log of all waste disposal records and receipts
- Visual inspection of grease interceptor / trap
- Interview to determine level of success of BMP implementation
- Completion of standard Pretreatment Inspection Form

Currently, the Environmental Compliance Inspector utilizes a master spreadsheet (see **Attachment vii-8**) of inspection and maintenance activity records to conduct unannounced inspections at business locations that are either lacking recent documentation, have not been inspected recently, or are located in areas of heavy FOG blockage identified by Maintenance Workers. Otherwise, there is no set schedule for inspections of all facilities other than the minimum required inspection once every permit period. The overall number of inspections conducted is dependent upon the availability of the Environmental Compliance Inspectors and the demands of other job responsibilities. A typical inspection SOP and illicit discharge “stop action” report are included in **Attachment vii-9** and **Attachment vii-10**.

Element vii. FOG Control Program

Staffing

The City currently staffs two positions with responsibility for inspection of facilities as part of the pretreatment program.

Related Documents

- Refer to City Code on the City's website at:
<https://www.cityofwoodland.org/681/Municipal-Code>
- Attachment vii-7: City Of Woodland Enforcement Response Plan
- Attachment vii-8: Example of SSMP Inspection Scheduling Spreadsheet
- Attachment vii-9: FOG Program Inspection SOP
- Attachment vii-10: Example Illicit Connection / Illegal Discharge Stop Action Report

Element vii. FOG Control Program

Plan & Schedule

Task	Responsible Party	Scheduled Date
Track staff time spent implementing the use of Cityworks, reviewing maintenance record submissions, and conducting PPP permit holder inspections. Produce report summarizing FTEs required to support the established inspection schedule.	Laboratory and Environmental Compliance Manager	On-going
Collect semi-annual records from PPP permit holders. Review records, schedule inspections, and conduct inspections for non-reporting or under-reporting permit holders.	Environmental Compliance Inspector	Semi-Annually

Element vii. FOG Control Program

vii-f. Identification of sewer system sections subject to FOG blockages

Requirement	The FOG control program shall include an identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section.
Discussion	An integral part of the City’s efforts to minimize the amount of sanitary sewer overflows from the sewer collection system is to first quantify where blockages are most likely to occur and direct an appropriate level of effort to reduce the risk of SSOs. <u>Scheduled Cleaning of Sewer Lines Impaired by FOG</u> Based on SSO records, CCTV surveys, inspection and maintenance records of grease removal devices, and institutional knowledge of employees, the City has identified a list and map of known areas in the sewer collection system that are subject to blockages. Sections of the system that have had or are prone to FOG-related problems are identified on the regularly scheduled pipeline cleaning list in the “Comments” column. There is also a GIS map of the regularly scheduled cleaning routes with symbolized layers for pipes that are cleaned at various frequencies, and are subject to documented FOG buildup (see Attachment vii-11). This list and cleaning schedule, as well as the GIS map reside on the City server so that it is accessible to both the Utility O&M and Environmental Operations Branches, since both work cooperatively to track and minimize FOG related problems. The list and map of hot spots contains the following pertinent information: ➤ Upstream manhole ID ➤ Downstream manhole ID ➤ Asset Information (pipe size, pipe material, pipe install date) ➤ Comments (cause of blockage, identified as FOG if applicable) The City prescribes the following maintenance activities for hot spots in an effort to minimize the risk of SSOs in those areas: ➤ <u>Weekly Sewer Main Visual Inspections</u> – The City maintains a list of troublesome sewer mains that are visually inspected every week to ensure blockages are not imminent. The list has fields that contain the location, manhole numbers, comments, and a checkbox for when the inspection is completed.

Element vii. FOG Control Program

- Weekly & Quarterly Sewer Main Flushing - The City maintains a list of problematic sewer mains that are to be flushed every week to clear FOG and debris that may cause blockages. There is also a list for mains that are flushed quarterly which experience consistent blockages but at a lesser rate than the lines on the weekly flushing list. Both lists contain fields for a description of the location, manhole numbers, comments, and a checkbox to indicate the flushing has been completed.
- Chemical Root Treatment Program - The City employs a chemical foam root treatment program cyclically. Grease tends to collect on roots, which increases the risk of grease-related blockages. Treating the sections of the collection system known to have root problems minimizes the risk of SSOs.
- CCTV Inspection - Apart from the regularly scheduled inspections described in section iv-b of the SSMP, the City inspects sewer mains immediately following SSOs to determine the cause of the blockage. Correctly identifying the cause is essential to allow continuous updating of the weekly and quarterly sewer cleaning routes.

The availability of GIS data for PPP permit holders and priority inspection and cleaning routes will help to increase the amount of data that is shared between the Environmental Compliance and Utility O&M Divisions. Additionally, this GIS map will be updated every 6 months with any changes to the cleaning / inspection routes or new PPP permit holder information.

Related Documents

- Attachment vii-11: Priority Cleaning / Inspection Route GIS Map
- Example Weekly Sewer Main Flush List (see SSMP section iv-b)
- Example Weekly Sewer Main Inspection List (see SSMP section iv-b)
- Example Quarterly Cleaning Route (see SSMP section iv-b)

Plan & Schedule

Task	Responsible Party	Scheduled Date
Update GIS maps of priority cleaning / inspection routes as changes to assets on the lists occur.	Utility Supervisor / GIS Network Specialist	Semi-Annually

Element vii. FOG Control Program

vii-g. Source control measures

Requirement	Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.
Discussion	<u>Communication Protocol: Environmental Compliance and O&M Staff</u> The Environmental Compliance Inspector fills out a standard inspection form summarizing the results of all grease trap or grease interceptor inspections. An example of this form and the information collected is included in Attachment vii-12. One of the final check boxes on the form asks the Inspector “Is there reason to believe that any identified deficiencies of the pretreatment device is causing or may have caused in the past an excessive discharge of fats, oils, or grease to the sewer collection system?” The following question is “If yes, who in the O&M Division is this being delivered to?” If an Inspector conducts an inspection and finds that a grease trap or grease interceptor may have released excessive FOG to the system, the inspection report is forwarded by email to someone in the Utilities O&M Division. O&M Workers can conduct a follow-up investigation as a preventative measure to identify if FOG buildup has occurred downstream. Additionally, the O&M Workers have an “Inspection Request Form” which can be forwarded by email to the Environmental Compliance Inspectors. This form is used if O&M Workers identify pipe segments that are being severely impaired by FOG blockage and feel that commercial or industrial dischargers may not be complying with their discharge permits. The O&M Worker may describe the location and type of blockage, and list PPP permit holders that are upstream according to GIS maps. Once the Environmental Compliance Inspectors receive the request and conduct the inspections, they will forward the completed inspection forms back to the O&M Worker who submitted the request so that they can see the results of the inspections and know if any corrective or enforcement actions were taken. This communication protocol helps to identify sources of excessive FOG discharges so that they may be controlled before they have the potential to cause SSOs. New FOG problem areas are mainly identified during regular flushing and CCTV inspection activities. If an O&M Worker notices significant FOG problems within in a pipeline, identification of potential upstream FOG contributors and a request for inspection is initiated. Additionally, O&M

Element vii. FOG Control Program

Workers will place such pipelines on appropriate regular flushing schedules depending on the severity of the problem encountered. Pipelines will also be added to the appropriate flushing schedule GIS layer for easy visual identification.

Related Documents

- Attachment vii-12: Sample Pretreatment Inspection Field Report

Plan & Schedule

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

Attachment vii-1:

Flyers –

“Think Before You Flush”

and

“Fight FOG”

THINK BEFORE YOU FLUSH

Piense antes de tocar el botón del retrete



Avoid sewer backups & overflows by keeping trash out of the toilet!

¡Aleje los siguientes elementos de su inodoro para evitar acumulaciones de aguas residuales!

Maxi pads & tampons/ applicators

Tampones, toallitas femeninas y envoltorios



Dental floss & whitening strips

Hilo dental



Baby & cleaning wipes

Toallitas para bebé y el rostro y Toallitas húmedas



Cotton swabs & hair

Hisopos y almohadillas para maquillaje y cabello



Kitty litter & condoms

Sepiolita y Condones y sus envoltorios



Bandages & OTC medications

Apósitos y protectores de adhesivos y Medicamentos recetados y de venta libre



CLOG

Flush only Toilet Paper. Put trash in the trash can!

Deseche por el retrete ÚNICAMENTE papel higiénico. Coloque la basura en el cesto para la basura.



DID YOU KNOW?

"Flushable" wipes are NOT flushable. They are THE #1 cause of sewer backups in our system.



City of Woodland

Environmental Compliance
www.cityofwoodland.org

What's F.O.G.?

FATS, OILS AND GREASE
ARE COMMON TO:



**Meats
and Fish**

Butter



Cooking oils

Mayonnaise



Gravies



**Sauces and
food scraps**

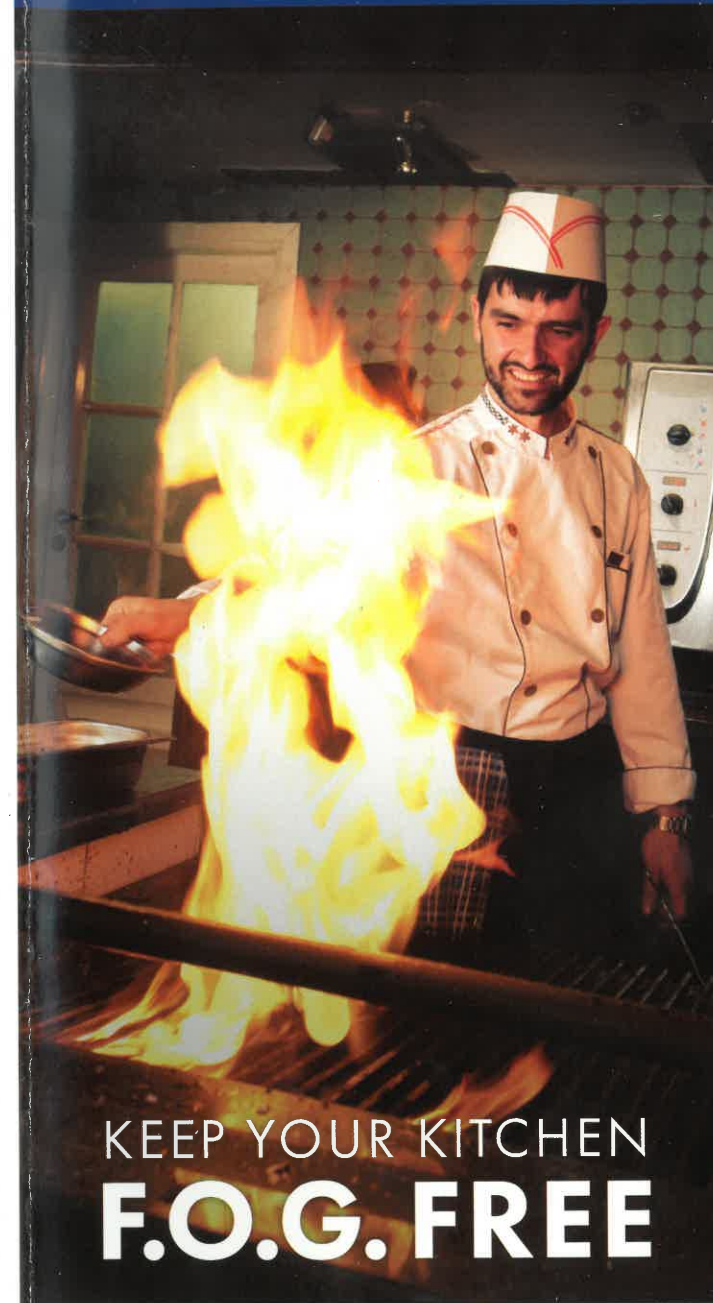


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Environmental Compliance
42929 County Road 24,
Woodland, CA 95776

BUSINESS CUSTOMERS



KEEP YOUR KITCHEN
F.O.G. FREE



Fats, Oils, Grease (F.O.G.) means Trouble!

Common accumulation comes from your daily washing process.

Not managed properly, F.O.G. can solidify and stick to the sides of your kitchen drains and sewer pipes.

Food Services are responsible to manage FOG and liable for clean-up costs of any private or public sewers and the environment.

BEST MANAGEMENT PRACTICES FOR F.O.G. FREE KITCHENS



Prevention

- Install a grease Interceptor or trap to separate fats, oils, grease to prevent them from entering the sanitary sewer.
- Contact a licensed grease trap waste removal company.



Businesses Responsibility for Maintenance

- Property and Business Owners are required to have their interceptors or traps inspected and cleaned on a regular schedule.
- Contact a licensed plumber if repairs are needed.
- Submit your cleaning records to the **City of Woodland Environmental Compliance Division**



When Should I Clean My Interceptor or Trap?

- When the thickness of F.O.G. and solids are greater than 25% of tank capacity.
- Inspect your interceptor or trap after cleaning by staff or a preferred pumper.



Maintain a FOG LOG

- Request a cleaning log from the Environmental Compliance Division 530-661-2057 or 530-661-2058.



Spill Kits

- Maintain a spill kit to clean spills inside or outside your business.



Educate Employees

- Place the poster on the wall and use for employee training.
- Remind Employees on a regular basis how to properly dispose of food waste, fats, oils & grease.
- Keep garbage enclosures and grease recycle bins clean. This will prevent waste and debris from interfering with storm drains.



IT'S TIME TO FIGHT F.O.G

Help keep Fats, Oils & Grease from clogging the sewer pipes!

THE RIGHT WAY

CORRECTO

Wipe dishes, pots, pans and cooking equipment before rinsing or washing.

Limpie con papel los platos, ollas, sartenes y equipo de cocina antes de enjuagarlos o lavarlos.



Put food waste into food compost container or trash.

Coloque los restos de comida en contenedores para reciclar alimentos o en la basura.



THE WRONG WAY

INCORRECTO

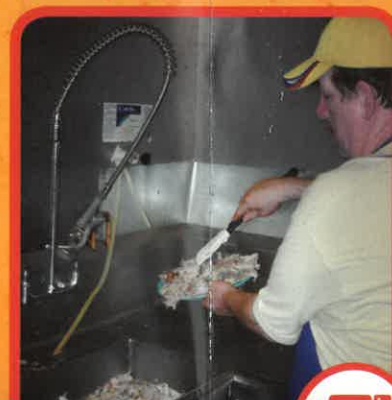
Do not pour cooking residue into the drain.

No arroje por el desagüe los residuos de alimentos cocinados.



Do not put food waste down the drain.

No arroje los desperdicios de alimentos por el desagüe.



Collect waste oil and store in Tallow Bin for recycling. Clean up spills immediately.

Junte el aceite usado y guárdelo para reciclar. Limpie los derrames inmediatamente.



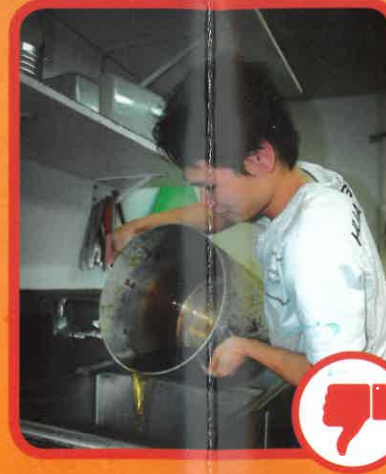
Wash floor mats in a utility sink.

Lave los tapetes en un lavabo de servicio.



Keep screens in all drains to catch food waste.

Coloque coladores en todos los desagües para retener los desperdicios.



Do not pour cooking oil into the drain.

No vierta aceite de cocina directamente en el desagüe.



Do not wash floor mats outside.

No lave los tapetes en el exterior.

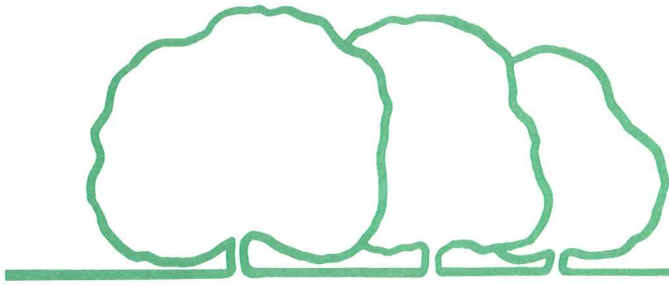


Do not remove screens from drains.

No quite los coladores de los desagües.

Attachment vii-2:

Grease Trap Maintenance and Vehicle Service Facilities BMP's

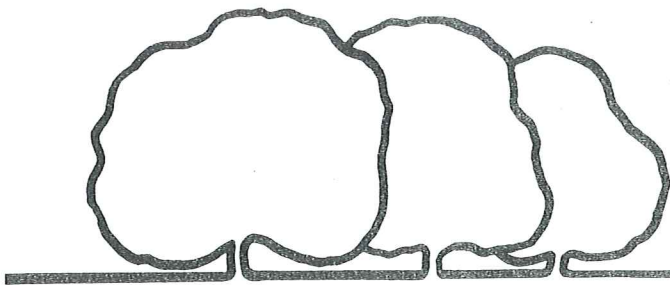


CITY ORDINANCE REQUIRES THAT GREASE TRAPS AND INTERCEPTORS BE MAINTAINED IN EFFICIENT OPERATING CONDITION BY THE PERIODIC REMOVAL OF ACCUMULATED GREASE.

The following guidelines are recommended for maintenance of grease traps :

GREASE TRAPS

- Prior to cleaning a grease trap, let ice melt into the sink connected to the device. This will cause the grease to congeal, and will make removal easier.
- Clean weekly using a 1 gallon plastic bottle cut into a scoop. Remove only the grease, and leave the water behind. Completely clean a grease trap by removing the grease, water and any accumulated sludge on a monthly to quarterly basis. Also remove the clean out at the end of a grease trap and flush with hot soapy water.
- Make sure the flow-directing baffles inside your grease trap are put back into the trap after each cleaning.
- Have a plumber clean your grease trap and sewer lateral at least annually. Ask for a written report on the condition of these devices.
- Use allen screws for securing the lid instead of the conventional phillips or slotted screws which may strip.
- Keep an extra gasket for your grease trap's lid on site. This will prevent leaks and odors in the event of a gasket failure. Gaskets are available from plumbing supply stores.
- Keep records of the grease trap manufacturer, model number and size in a secure and accessible place.
- **REMEMBER GREASE WASTE CANNOT BE DISCHARGED INTO THE SANITARY SEWER !**



LA ORDENANZA DE LA CIUDAD REQUIERE QUE ATRAPADORES DE GRASA "GREASE TRAPS" Y LOS INTERCEPTORES SE MANTENGAN EN CONDICIONES EFICIENTES DE OPERACIÓN CON LA ELIMINACIÓN DE GRASA ACUMULADA

Las siguientes directivas son recomendadas para el mantenimiento de atrapadores de grasa .

ATRAPADOR DE GRASA

- Antes de limpiar un atrapador de grasa, deje que hielo se redita en el lavadero conectado al aparato. Esto causara que la grasa se endurezca y se podra remover mas facil.
- Limpie una vez por semana usando una botella de plástico (tamaño galón) cortado en forma de pala. Remueva solamente la grasa y deje la agua. Completamente limpie el atrapador removiendo la grasa, agua y cualquier sedimento acumulado una vez por mes a una vez cada tres meses. Tambien remueva el limpiado al fin del atrapador de grasa y lavelo con jabón y agua caliente.
- Asegurese que los desviadores para dirigir el flujo adentro del atrapador se regresen al atrapador despues de cada limpieza.
- Un plomero debe limpiar el atrapador y el drenaje lateral por lo menos una vez al año. Pida un reporte por escrito sobre la condición de los aparatos.
- Use un tornillo "allen" para asegurar que la tapadera en vez de un tornillo convencional (phillips) o un tornillo que se pueda estropear.
- Tenga a la mano un empaque extra para el atrapador. Esto va a prevenir goteras y olores en un evento que el empaque falle. Empaques estan disponibles en tiendas donde venden surtidos de plomeria.
- Guarde documentos del fabricante del atrapador, numero de modelo y tamaño en un lugar seguro y accesible.
- **¡RECUERDE QUE LA GRASA NO SE DEBE DE ARROJAR AL COLECTOR SANITARIO!**

VEHICLE SERVICE FACILITIES

BEST MANAGEMENT PRACTICES

CLEANING UP SPILLS

1. Immediately clean up all spills using kitty litter.
2. Sweep up any debris, and place in the garbage.
3. Mop area and dispose of dirty water down a sink or toilet.

CLEANING AND WASHING AUTO PARTS

1. Never wash auto parts in a sink.
2. Clean auto parts with solvent in a separate tub.
3. Reuse solvent or dispose of in a labeled waste drum.

STORING AND DISPOSING OF AUTO FLUIDS

1. Store all waste drums in a secure area and post labels as required by law.
2. Cover waste drums so rain does not get inside.
3. Store drums in an additional container.
4. Use an authorized waste hauler to dispose of auto fluids and keep shipping receipts.

CHANGING AUTO FLUIDS

1. Use a large drain pan when removing auto fluid.
2. Prevent leaks and spills by keeping a second drip pan under the vehicle.
3. Dispose of fluids in labeled waste drums.
4. Store all drain pans inside away from rainwater.

DISMANTLING CARS AND TRUCKS

1. Drain and collect all auto fluids before dismantling.
2. Dismantle cars and trucks in one protected area away from storm drains.
3. Cover all exposed engine parts.

STORING AUTO PARTS

1. Use Shelves or pallets to keep parts off the ground.
2. Cover outside storage areas to protect them from rain.

**REMEMBER, STORMWATER DRAINS ARE FOR THE
DISCHARGE OF RAIN WATER ONLY. ONLY RAIN DOWN
THE STORM DRAIN!**

For questions, or to report incidental discharges to the Sewer System or Storm Water Drainage System call the Pollution Prevention Program at (530) 661-2057 or 661-2058.

Attachment vii-3:

City Of Woodland Industrial
Waste Pretreatment FOG
Program

Chapter 1: Introduction

1.1 BACKGROUND

The City of Woodland (City) implements and maintains a Pretreatment Program in order to regulate non-domestic wastewater discharges within the City's service area. The goals and objectives of the City's Pretreatment Program are consistent with General Pretreatment Regulations adopted by the United States Environmental Protection Agency (USEPA) for the regulation of existing and new sources of pollution. National Pretreatment Standards are contained in Title 40 of the Code of Federal Regulations, Part 403 (40 CFR 403). The primary objectives of the City's program are:

1. To protect the City's wastewater collection system, Water Pollution Control Facility (WPCF), and City workers from adverse impacts due to the discharge of hazardous or toxic wastes to the sewer system.
2. To protect the environment by ensuring that WPCF effluent and sludge are compliant with State and Federal regulations.

1.2 PRETREATMENT REQUIREMENTS

The City strives to achieve its primary Pretreatment Program objectives by the effective implementation of the required authority and procedures identified in 40 CFR 403.8(f) and *Streamlining the General Pretreatment Regulations for Existing and New Sources of Pollution*, USEPA, October 14, 2005 (Pretreatment Streamlining Rule). These requirements are summarized below:

1. **Legal Authority.** Operate the Pretreatment Program under legal authority that enables the City to apply and enforce the requirements of the Program.
2. **Procedures.** Develop and implement administrative procedures to ensure compliance with Pretreatment Program requirements.
3. **Resources.** Provide sufficient funding, personnel, and equipment to effectively implement the Pretreatment Program.
4. **Local Limits.** Establish and enforce local discharge limitations (local limits) which protect the operation of the treatment plant, quality of the receiving water, and the quality of process biosolids.
5. **Industrial User List.** Prepare and maintain a list of Industrial and Commercial Users and characterize their discharges to the treatment system.
6. **Compliance Monitoring.** Develop procedures for monitoring Industrial User discharges to determine compliance with Pretreatment Program requirements.

7. ***Enforcement Response Plan.*** Develop and implement an Enforcement Response Plan that describes procedures regarding the investigation and response to instances of Industrial User non-compliance with Pretreatment Program requirements.

1.3 CITY OF WOODLAND PRETREATMENT PROGRAM FORMAT

The City's Pretreatment Program is comprised of two elements; Industrial Pretreatment, which is implemented to fulfill requirements of the General Pretreatment Regulations, and Pollution Prevention, which is implemented to regulate businesses that do not fall under the Industrial Pretreatment Program. Each of these Pretreatment Program elements is described briefly below:

Industrial Pretreatment

Industries that meet the criteria for regulation under the General Pretreatment Regulations are designated as Significant Industrial Users (SIUs) and are regulated under this program element. SIUs are required to comply with National Pretreatment Program standards, which include but are not limited to industrial discharge monitoring, self-monitoring, compliance with City-issued waste discharge permit requirements, and preparing and implementing slug control plans.

Pollution Prevention

Commercial and industrial businesses that do not meet the criteria for regulation under the Industrial Pretreatment Program, but still have the potential to cause a negative impact on the collection, treatment, or disposal of wastewater, are regulated under the Pollution Prevention Program. These businesses are termed Businesses of Concern, Food Service Businesses or Automotive Related Businesses. In addition, the Pollution Prevention Program is a mechanism for the City to educate the public about measures that can be implemented to reduce domestic sources of wastewater pollution.

1.4 PURPOSE AND ORGANIZATION OF PRETREATMENT MANUAL

The primary purpose of this Pretreatment Program Manual is to describe the City's Pretreatment Program and to provide City staff with a guide for its effective and consistent implementation. This Pretreatment Manual is intended to be a living document, periodically reviewed and updated as the Pretreatment Program evolves, and has been developed and formatted in a manner intended to facilitate future updates and amendments. This manual is divided into eleven chapters for easy reference:

Chapter 1 Introduction

City of Woodland**Industrial Pretreatment Program Manual**

Chapter 1: Introduction

October 28, 2015

Chapter 2 Overview of Requirements

Chapter 3 Business Identification, Evaluation, and Classification

Chapter 4 Industrial Discharge Permitting

Chapter 5 Compliance Monitoring

Chapter 6 Self-Monitoring Reports

Chapter 7 Non-Compliance Investigations and Enforcement

Chapter 8 Data Management

Chapter 9 Program Reporting

Chapter 10 Staffing, Organization, and Budget

Chapter 11 Outreach

Attachment vii-4:

Example PPP Permit (Hydro-Mechanical Grease Interceptor)

CITY OF WOODLAND
Pollution Prevention Program

**WASTEWATER DISCHARGE/POLLUTION PREVENTION PERMIT
FOR FOOD SERVICE BUSINESSES**

NAME OF BUSINESS:

BUSINESS ADDRESS:

BUSINESS TELEPHONE NUMBER:

NAME(S) OF PERMITTEE (BUSINESS OWNERS):

PERMITTEE MAILING ADDRESS:

PERMITTEE TELEPHONE NUMBER:

NAME OF PERMITTING CONTACT PERSON:

PERMITTING CONTACT TELEPHONE NUMBER:

PERMITTING CONTACT E-MAIL ADDRESS:

NAME OF EMERGENCY CONTACT:

EMERGENCY CONTACT TELEPHONE NUMBER:

APPLICATION RECEIVED:

DATE PERMIT ISSUED:

DATE PERMIT EXPIRES:

PERMIT DURATION: Five (5) years

In compliance with Chapter 8.04 of the Code of the City of Woodland (Chapter 8.04), permission is hereby granted to Permittee to discharge commercial wastewater from the above listed business to the City's Water Pollution Control Facility (WPCF).

NOTICE:

1. Compliance with this Wastewater Discharge/Pollution Prevention Permit does not relieve the Permittee of responsibility for compliance with Chapter 8.04 and all applicable Federal and State Pretreatment Standards and Pretreatment Regulations, including those which become effective during the term of this Wastewater Discharge/Pollution Prevention Permit.
2. This Wastewater Discharge/Pollution Prevention Permit is issued only to the Permittee and only for a specific food service operation. This Permit may not be reassigned, transferred or sold to a new owner, new user, different premises, or a new or changed operation.
3. All charges and fees for use of the Water Pollution Control Facility are subject to amendment by the City Council
4. Civil and criminal penalties apply to any violation of Chapter 8.04 or the terms of this Permit or any applicable compliance schedule.
5. The Public Works Director may revoke a Wastewater Discharge/Pollution Prevention Permit OR require regulation by the Wastewater Industrial Pretreatment Program for good cause as specified in Chapter 8.04.
6. Terms used in this Permit shall have the meaning ascribed to them in Chapter 8.04.
7. This Permit may be modified, or alternatively, revoked or reissued prior to the expiration date in order to comply with any applicable requirements or guidelines approved under Chapter 8.04, if the requirements or guidelines so approved contain different conditions or additional requirements not provided for in this Permit.
8. In the event of a time lapse between this Permit's expiration date and the issuance of a renewed Permit, the Permittee remains responsible to continue to uphold the conditions of this Permit.
9. This Permit consists of 8 pages.

PERMIT ISSUED BY: Jon Guse'

Title: Environmental Compliance Inspector

SIGNATURE: _____ DATE: _____

WASTEWATER DISCHARGE/POLLUTION PREVENTION PERMIT
Conditions for Food Service Businesses

GENERAL PERMIT CONDITIONS

All discharged wastewater shall comply with the provisions of the Code of the City of Woodland Chapter 8.04 (Chapter 8.04), Section 8.04.080 regarding general discharge prohibitions and Section 8.04.120 regarding Local Limits. Permittee shall also comply with other pertinent sections of Chapter 8.04. A copy of the Code of the City of Woodland Chapter 8.04 is included for reference as Appendix A of this Permit.

Type of Device: Hydro-Mechanical Grease Interceptor

Location:

Definition: Hydro-Mechanical Grease Interceptor

For purposes of this Permit, hydro-mechanical grease interceptors are defined as structures, with water capacity of 60 gallons or less and grease retention capacity of 150 pounds or less, designed to separate oil and grease from waste (drain) water resulting from food preparation and/or dish washing. Grease interceptors have a single grease and oil retention compartment with a lid which covers the entire compartment. The separated oil and grease is retained at the top of the retention compartment for periodic removal and proper disposal. Grease interceptors are usually placed indoors, often under the sink or sinks to which they are connected.

PRETREATMENT REQUIREMENTS

The Permittee is required to have grease interceptors connected to the drains of the sinks for dish rinsing or dish washing, and the sinks used for washing of pots, pans and cooking utensils. The plumbing to the grease interceptor and connection of fixtures to this grease interceptor shall conform to the Uniform Plumbing Code (UPC), latest version. Flow restrictors and vents shall be installed on drains to grease interceptors where required by the UPC.

Any subsequent changes in the grease interceptor, plumbing, or method of operation shall be reported, and acceptable, to the Public Works Director prior to initiation of the changes.

Submittals of plans, drawings, and/or notification of changes, should be addressed to:

Pollution Prevention Program
City of Woodland - Public Works
WPCF - Wastewater Operations
42929 County Road 24
Woodland, Ca. 95776

All grease interceptors must be maintained and cleaned sufficiently such that they operate properly at all times. The City requires grease interceptors be cleaned **once per week**. More frequent maintenance may be required to meet the City's Local Limits for oil and grease. Less frequent maintenance may only be determined by City personnel.

No additional pretreatment devices are currently required for wastewater discharged to the sewer. Requirements may be added if necessary in the future.

GENERAL DISCHARGE PROHIBITIONS

Permittee shall not discharge to the WPCF substances identified in Section 8.04.080 B of the City of Woodland Municipal Code. Permittee is prohibited from discharging the following to the WPCF:

1. Waste containing any gasoline, kerosene, naphtha, benzene, toluene, xylene, alcohol, or other flammable or explosive solid, liquid or gas with a flashpoint of below 140° F or 60 ° C;
2. Pollutants which will cause corrosive structural damage to the City's WPCF with pH below 5.0;
3. Waste containing noxious or malodorous solids, liquid, or gases capable causing a public nuisance; pollutants which create public nuisance or hazard to human life;
4. Any pollutant, including oxygen-demanding pollutants (BOD, etc.) released at a flow rate and/or concentration which will cause interference or pass through in the WPCF;
5. Waste containing solid or viscous substances which may cause obstruction to the flow in the sewer, including, but not limited to: grease or fat, feathers, ashes, cinders, sand, spent lime stone, marble dust, straw, shavings, metal, glass, tar, plastics, wood, paunch, paint residues or any other solids that interfere with the proper operation of the sewer system;
6. Heat in amounts which will inhibit the biological activity in the WPCF, or that raise the influent temperature above 40°C (104° F);
7. Waste containing toxic pollutants, gases, vapors or fumes which may interfere with any wastewater treatment process, cause acute worker health and safety problems. Toxic waste shall include, but is not limited to waste containing cyanide, chromium, cadmium etc;
8. Waste containing petroleum oil, any non-biodegradable cutting oil, or any amounts of products of mineral oil origin which may cause interference or pass-through;
9. Waste containing any substance that will cause the WPCF to be in non-compliance with sludge use or disposal criteria pursuant to the guidelines and regulations developed under Section 405 of the Federal Act, the Solid Waste Disposal Act (42 USC Section 6901et seq.), the Clean Air Act (42 USC Section 7401 et seq.), the Toxic Substances Control Act (15 USC Section 2601) or any other regulation or criteria for sludge management and disposal as required by the State;
10. Waste containing radioactive waste or isotope;
11. Waste containing any color which is not removed by treatment processes;
12. Any trucked or hauled pollutants, except at discharge points designated by this permit;
13. Waste containing any medical waste including, but not limited to infectious agents, human blood, sharps, surgical waste or potentially contaminated laboratory waste;
14. Waste that has been diluted as partial or complete substitute for adequate treatment for purposes of diluting wastes which would otherwise exceed limits contained in this permit;

15. Waste containing any rainwater, storm water, groundwater, street drainage, subsurface drainage, yard drainage, non-contact, single pass or uncontaminated water.

SPECIAL PERMIT CONDITIONS

The following Best Management Practices will be implemented by the Permittee:

Oil and Grease Handling and Disposal

1. Undiluted cooking oil, grease, or meat fat should not be dumped directly into a drain or a trash dumpster. Maintain a separate recycling container for all oils, greases and fats. See "Rendering Companies" or "Tallow" in the Yellow Pages for a list of oil and grease recyclers. (Most companies will pick up recyclable grease free of charge).
2. Do not place waste grease from grease Traps in oil recycling container(s), unless permitted by the company that recycles your used cooking oil and grease.
3. Never pour oily liquids (such as sauces or salad dressings) down a storm drain or into a dumpster. Such materials should only be poured into a sanitary drain with an operational grease interceptor between drain inlet and sanitary sewer.
4. Regularly inspect and clean all grease interceptors. The City requires cleaning out grease interceptors a minimum of **once per week**. Less frequent maintenance may only be determined by City personnel. Grease interceptors may be cleaned either by professional grease interceptor cleaning service or by Food Service Business owners/employees. The recommended procedures for the two options are presented below:

For cleaning by professional grease Trap cleaning services:

- Set-up a regular schedule for cleaning visits. Check the Yellow Pages under "Grease Interceptors/Traps" or "Rendering Companies."
- Oversee the cleaning and make sure: (1) all grease and oil is removed, (2) all solids are removed from bottom and (3) inlets and outlets are clean (free of any blockage).
- Get a signed receipt from the contractor for the cleaning work performed.
- Make sure grease is disposed of properly, i.e., not thrown directly in trash.

For cleaning by Food Service Business owners/employees:

- Perform cleaning on a regular basis. A minimum of once a week is required.
 - Make sure: (1) all grease and oil is removed, (2) all solids are removed from bottom, and (3) inlets and outlets are clean (free of any blockage). Replace cover properly.
 - Dispose of waste grease properly, as explained below.
5. Do not flush out grease interceptors with hot water and do not use drain cleaners, enzymes or bacteria agents in grease interceptors.
 6. If possible, recycle waste grease from grease interceptors with recyclable cooking oil and grease. Inquire with the company that services your oil recycling dumpster (removes cooking oil and grease placed in your tallow bin), if you have one. If waste grease is not recycled it should be put in

containers and disposed of as solid waste in a trash dumpster according to the enclosed instructions from Yolo County Department of Public Works.

Spill Cleanup and Pavement Cleaning

1. Stop any spill at its source.
2. Do not wash or hose oil and grease spills into a gutter or a storm drain.
3. Do not wash or hose oil and grease spills into a sanitary sewer drain unless the drain is attached to oil and grease interceptor.
4. If the spill could enter a storm drain (or a sanitary sewer drain without an attached interceptor), block the flow with sandbags, rags, absorbent, or dirt. Storm drains may be temporarily sealed with plastic sheeting.
5. Dry sweep, as much as possible, using rags and granular absorbents (e.g. cat litter) to absorb the spill. Sweep and dispose of used absorbent into garbage bags. Dispose of the garbage bags into a dumpster, if hazardous materials (e.g., waste oil, caustic/corrosive wastes, toxic materials, etc.) are not involved.
6. If wet cleaning (including high-temperature or high-pressure washing) is required, dry clean the surface first, then mop/wash the surface, and then collect the water. Dispose of water in sink or other indoor drain connected to an oil and grease interceptor, not into a storm drain.
7. When cleaning trash containers, first sweep debris from the trash container, then scrub with a hard bristle brush and non-toxic soap, and rinse off the residue into a sewer drain connected to an oil and grease interceptor, not into a storm drain or dumpster.

MONITORING REQUIREMENTS

Monitoring shall be performed when the facility is in full normal operation. Inspections and sampling will be conducted to verify that Permit requirements are being met with particular emphasis placed on those listed in the SPECIAL PERMIT CONDITIONS section of this Permit.

The City will perform the following inspections and monitoring:

Type	Frequency
Scheduled Inspection	At least one time per Permit period
Monitoring/ sample collection	As needed

Location for Monitoring

Samples for all monitoring required by this Permit shall be taken from the sampling location as described below:

The point of discharge from the grease Trap connected to the 3 compartment sink.

RECORD KEEPING REQUIREMENTS

In accordance with Chapter 8.04, Section 8.04.090 C, Permittee shall regularly inspect, clean and repair interceptors (Oil and Grease Traps) owned by the user. Records of inspections, cleanings, repairs, and the costs associated with these actions shall be kept for three years and made available for inspection by City personnel upon request.

Submittal of all records shall be addressed to: Pollution Prevention Program
City of Woodland - Public Works
WPCF - Wastewater Operations
42929 County Road 24
Woodland, Ca. 95776

NOTIFICATION

1. Notice of Changes in Volume or Nature of Wastewater

If any changes are made in the volume or nature of wastewater generated, or type of raw chemicals used, this information shall be reported by the Permittee to the City. The Permittee shall notify the City 90 days prior to the introduction of any new waste stream or pollutants, or any substantial increase or decrease in the volume or characteristics of existing waste stream discharge. The City shall have the right to deny or condition new or increased contributions of pollutants or changes in the nature of pollutants.

Written notification shall be addressed to: Pollution Prevention Program
City of Woodland – Public Works
WPCF - Wastewater Operations
42929 County Road 24
Woodland, Ca. 95776

2. Notice of Spills and/or Slug Discharge

- a. Telephone Notice: Permittee shall notify the WPCF immediately, by telephone at the numbers noted below, of any discharges, spills, or slug discharges (whether intentional or accidental) which could cause a problem in the sanitary sewer system or operation of the WPCF. The notification shall include location of discharge, type of waste, concentration, volume, time and date, and corrective action taken.

Telephone Contacts:

Monday through Friday:

Environmental Compliance Inspector	(office)	530 - 661-2058	8 am to 5 pm
Pretreatment Manager	(office)	530 - 661-2065	8 am to 5 pm

b. Written Notice: Within five working days following a spill or slug discharge, the Permittee shall submit to the Public Works Director a detailed written report describing the cause of the discharge and the measures to be taken by the Permittee to prevent similar future occurrences. Such notification shall not relieve the Permittee of any expense, loss, damage, or other liability which may be incurred as a result of damage to the WPCF, fish kills, or any other damage to person or property, nor shall such notification relieve the user of any fines, civil penalties, or other liability which may be imposed by Chapter 8.04 or other applicable law.

COMPLIANCE SCHEDULE

1. The Permittee shall provide necessary wastewater treatment as required to comply with this Permit.
2. The Permittee shall implement the Best Management Practices and record keeping requirements as listed in this Permit within one (1) month from the date of the issuance of this Permit.

APPENDIX A

Chapter 8.04 of the Code of the City of Woodland (Ordinance No. 1271)

Approved November 7, 1995

Attachment vii-5:

Example PPP Permit (Gravity Grease Interceptor)

CITY OF WOODLAND
Pollution Prevention Program

WASTEWATER DISCHARGE/POLLUTION PREVENTION PERMIT

Food Service Business

NAME OF BUSINESS:

BUSINESS ADDRESS:

BUSINESS TELEPHONE NUMBER:

NAME(S) OF PERMITEE (BUSINESS OWNERS):

PERMITEE MAILING ADDRESS:

PERMITEE TELEPHONE NUMBER:

NAME OF PERMITTING CONTACT PERSON:

PERMITTING CONTACT TELEPHONE NUMBER:

PERMITTING CONTACT EMAIL ADDRESS:

NAME OF EMERGENCY CONTACT:

EMERGENCY CONTACT TELEPHONE NUMBER:

DATE APPLICATION RECEIVED:

DATE PERMIT ISSUED:

DATE PERMIT EXPIRES:

PERMIT DURATION: Five (5) years

In compliance with Chapter 8.04 of the Code of the City of Woodland (Chapter 8.04), permission is hereby granted to Permittee to discharge commercial wastewater from the above listed business to the City's Water Pollution Control Facility (WPCF).

NOTICE:

1. Compliance with this Wastewater Discharge/Pollution Prevention Permit does not relieve the Permittee of responsibility for compliance with Chapter 8.04 and all applicable Federal and State Pretreatment Standards and Pretreatment Regulations, including those which become effective during the term of this Wastewater Discharge/Pollution Prevention Permit.
2. This Wastewater Discharge/Pollution Prevention Permit is issued only to the Permittee and only for a specific food service operation. This Permit may not be reassigned, transferred or sold to a new owner, new user, different premises, or a new or changed operation.
3. All charges and fees for use of the WPCF are subject to amendment by the City Council
4. Civil and criminal penalties apply to any violation of Chapter 8.04 or the terms of this Permit or any applicable compliance schedule.
5. The Public Works Director may revoke a Wastewater Discharge/Pollution Prevention Permit OR require regulation by the Wastewater Industrial Pretreatment Program for good cause as specified in Chapter 8.04.
6. Terms used in this Permit shall have the meaning ascribed to them in Chapter 8.04.
7. This Permit may be modified, or alternatively, revoked or reissued prior to the expiration date in order to comply with any applicable requirements or guidelines approved under Chapter 8.04, if the requirements or guidelines so issued contain approved conditions or additional requirements not provided for in this Permit.
8. In the event of a time lapse between this Permit's expiration date and the issuance of a renewed Permit, the Permittee remains responsible to continue to uphold the conditions of this Permit.
9. This Permit consists of 8 pages.

PERMIT ISSUED BY: Jon Guse'

Title: Environmental Compliance Inspector

SIGNATURE: _____ DATE: _____

WASTEWATER DISCHARGE/POLLUTION PREVENTION PERMIT

GENERAL PERMIT CONDITIONS

All discharged wastewater shall comply with the provisions of the Code of the City of Woodland Chapter 8.04 (Chapter 8.04), Section 8.04.080 regarding general discharge prohibitions and Section 8.04.120 regarding Local Limits. Permittee shall also comply with other pertinent sections of Chapter 8.04. A copy of the Code of the City of Woodland Chapter 8.04 is included for reference as Appendix A of this Permit.

PRETREATMENT EQUIPMENT

Type of Device: Gravity Grease Interceptors

Location:

Definition: Gravity Grease Interceptors

For purposes of this Permit, gravity grease interceptor (interceptor) is defined as a structure, with a water capacity of 750 gallons or more, designed to separate oil and grease from waste (drain) water resulting from food preparation and dish washing. The separated oil and grease is retained in the interceptor for removal and proper disposal.

PRETREATMENT REQUIREMENTS

The Permittee is required to have interceptors connected to the drains of sinks used for dish washing and rinsing. The plumbing to the Interceptors and connection of fixtures to the interceptors shall conform to the Uniform Plumbing Code (UPC), latest version.

Any subsequent changes to the Interceptors, plumbing, or method of operation, shall be reported and acceptable to the Public Works Director prior to the Permittee's initiation of the changes. Submittals of plans, drawings, and/or notification of changes, should be addressed to:

Pollution Prevention Program
City of Woodland - Public Works
WPCF - Wastewater Operations
42929 County Road 24
Woodland, Ca. 95776

All grease interceptors must be maintained and cleaned sufficiently such that they operate properly at all times. The City requires gravity grease interceptors be cleaned/serviced by a professional pumping company a **minimum of once every three months**. More frequent maintenance may be required to meet the City's Local Limits for oil and grease. Less frequent maintenance may only be determined by City personnel.

No additional pretreatment devices are currently required for wastewater discharged to the sewer. Requirements may be added if necessary in the future.

GENERAL DISCHARGE PROHIBITIONS

Permittee shall not discharge to the WPCF substances identified in Section 8.04.080 B of the City of Woodland Municipal Code. Permittee is prohibited from discharging the following to the WPCF:

1. Waste containing any gasoline, kerosene, naphtha, benzene, toluene, xylene, alcohol, or other flammable or explosive solid, liquid or gas with a flashpoint of below 140° F or 60° C;
2. Pollutants which will cause corrosive structural damage to the City's WPCF with pH below 5.0;
3. Waste containing noxious or malodorous solids, liquid, or gases capable causing a public nuisance; pollutants which create public nuisance or hazard to human life;
4. Any pollutant, including oxygen-demanding pollutants (BOD, etc.) released at a flow rate and/or concentration which will cause interference or pass through in the WPCF;
5. Waste containing solid or viscous substances which may cause obstruction to the flow in the sewer, including, but not limited to: grease or fat, feathers, ashes, cinders, sand, spent lime stone, marble dust, straw, shavings, metal, glass, tar, plastics, wood, paunch, paint residues or any other solids that interfere with the proper operation of the sewer system;
6. Heat in amounts which will inhibit the biological activity in the WPCF, or that raise the influent temperature above 40°C (104° F);
7. Waste containing toxic pollutants, gases, vapors or fumes which may interfere with any wastewater treatment process, cause acute worker health and safety problems. Toxic waste shall include, but is not limited to waste containing cyanide, chromium, cadmium etc;
8. Waste containing petroleum oil, any non-biodegradable cutting oil, or any amounts of products of mineral oil origin which may cause interference or pass-through;
9. Waste containing any substance that will cause the WPCF to be in non-compliance with sludge use or disposal criteria pursuant to the guidelines and regulations developed under Section 405 of the Federal Act, the Solid Waste Disposal Act (42 USC Section 6901et seq.), the Clean Air Act (42 USC Section 7401 et seq.), the Toxic Substances Control Act (15 USC Section 2601) or any other regulation or criteria for sludge management and disposal as required by the State;
10. Waste containing radioactive waste or isotope;
11. Waste containing any color which is not removed by treatment processes;
12. Any trucked or hauled pollutants, except at discharge points designated by this permit;
13. Waste containing any medical waste including, but not limited to infectious agents, human blood, sharps, surgical waste or potentially contaminated laboratory waste;
14. Waste that has been diluted as partial or complete substitute for adequate treatment for purposes of diluting wastes which would otherwise exceed limits contained in this permit;

15. Waste containing any rainwater, storm water, groundwater, street drainage, subsurface drainage, yard drainage, non-contact, single pass or uncontaminated water.

SPECIAL PERMIT CONDITIONS

The following Best Management Practices will be implemented by the Permittee:

Oil and Grease Handling and Disposal

1. Do not pour cooking oil, grease, or meat fats down a drain or into a trash dumpster. Maintain a separate recycling container for all oils, greases, and fats. See "Rendering Companies" or "Tallow" in the Yellow Pages for a list of oil and grease recyclers.
2. Do not pour oily liquids (such as sauces or salad dressings) into a sink drain or down a storm drain. Pour them into a container, properly seal the container, and discard the container into a trash dumpster.
3. Regularly inspect and clean all gravity grease interceptors. The City requires pumping any size Interceptor a **minimum of once every 3 months**. More frequent pumping may be required to meet the City's Local Limits for oil and grease. Less frequent maintenance may only be determined by City personnel.
4. Do not use drain cleaners, enzymes or bacteria agents in grease Interceptors.
5. The recommended procedure for cleaning a gravity grease interceptor is as follows:
 - Contact a local grease removal company. Set-up a regular schedule for pumping visits. Check the Yellow Pages under "Grease Interceptors/Traps" or "Rendering Companies."
 - Be present when the maintenance work is being done.
 - Have entire contents of all chambers pumped clean.
 - Get a signed receipt from the contractor for the cleaning work performed.
 - Obtain verification from the contractor that the waste grease will be properly disposed.
6. If possible, recycle waste grease from grease interceptors with recyclable cooking oil and grease. Inquire with the company that services your oil recycling dumpster (removes cooking oil and grease placed in your tallow bin), if you have one. If waste grease is not recycled it should be put in containers and disposed of as solid waste in a trash dumpster according to instructions from Yolo County Department of Public Works.

Spill Cleanup and Pavement Cleaning

1. Stop any spill at its source.
2. Do not wash or hose oil and grease spills into a gutter or a storm drain.
3. Do not wash or hose oil and grease spills into a sanitary sewer drain unless the drain is attached to an Oil and Grease Interceptor.

4. If the spill could enter a storm drain (or a sanitary sewer drain without an attached Interceptor), block the flow with sandbags, rags, absorbent, or dirt. Storm drains may be temporarily sealed with plastic sheeting.
5. Dry sweep, as much as possible, using rags and granular absorbents (e.g. cat litter) to absorb the spill. Sweep and dispose of used absorbent into garbage bags. Dispose of the garbage bags into a dumpster, if hazardous materials (e.g., waste oil, caustic/corrosive wastes, toxic materials, etc.) are not involved.
6. If wet cleaning (including high-temperature or high-pressure washing) is required, dry clean the surface first, then mop/wash the surface, and then collect the water. Dispose of water in sink or other indoor drain connected to an Oil and Grease Interceptor, not into a storm drain.
7. When cleaning trash containers, first sweep debris from the trash container, then scrub with a hard bristle brush and non-toxic soap, and rinse off the residue into a sewer drain connected to an Oil and Grease Interceptor, not into a storm drain or dumpster.

MONITORING REQUIREMENTS

Monitoring shall be performed when the facility is in full normal operation. Inspections and sampling will be conducted to verify that Permit requirements are being.

The City will perform the following inspections and monitoring:

Type	Frequency
Scheduled Inspection	At least one time per Permit period
Monitoring/ sample collection	As needed

Location for Monitoring

Samples for all monitoring required by this Permit shall be taken from the sampling location as described below:

The sampling location is at the Interceptor located outside or the grease trap located at the three compartment sink.

RECORD KEEPING REQUIREMENTS

In accordance with Chapter 8.04, Section 8.04.090 C, Permittee shall regularly inspect, clean and repair interceptors (Separators) owned by the user. Records of inspections, cleaning and repairs, and the costs associated with these actions shall be kept for three years and made available for inspection by City personnel upon request. The debris from the interceptors shall be disposed of through a licensed waste hauler. Waste disposal records, including receipts, shall be kept for three years and be made available for inspection by City personnel upon request. Submittal of all records shall be addressed to:

Pollution Prevention Program
City of Woodland - Public Works

WPCF - Wastewater Operations
42929 County Road 24
Woodland, Ca. 95776

NOTIFICATION

1. Notice of Changes in Volume or Nature of Wastewater

If any changes are made in the volume or nature of wastewater generated, or type of raw chemicals used, this information shall be reported by the Permittee to the City. The Permittee shall notify the City 90 days prior to the introduction of any new waste stream or pollutants, or any substantial increase or decrease in the volume or characteristics of existing waste stream discharge. The City shall have the right to deny or condition new or increased contributions of pollutants or changes in the nature of pollutants. Written notification shall be addressed to:

Pollution Prevention Program
City of Woodland - Public Works
WPCF - Wastewater Operations
42929 County Road 24
Woodland, Ca. 95776

2a. Notice of Spills and/or Slug Discharge

Telephone Notice: Permittee shall notify the WPCF immediately, by telephone at the numbers noted below, of any discharges, spills, or slug discharges (whether intentional or accidental) which could cause a problem in the sanitary sewer system or operation of the WPCF. The notification shall include location of discharge, type of waste, concentration, volume, time and date, and corrective action taken.

Telephone Contacts:

Monday through Friday:

Environmental Compliance Inspector	(office)	(530) 661-2058	8 am to 5 pm
Pretreatment Manager	(office)	(530) 661-2065	8 am to 5 pm

2b. Written Notice

Written Notice: Within five working days following a spill or slug discharge, the Permittee shall submit to the Public Works Department a detailed written report describing the cause of the discharge and the measures to be taken by the Permittee to prevent similar future occurrences. Such notification shall not relieve the Permittee of any expense, loss, damage, or other liability which may be incurred as a result of damage to the WPCF, fish kills, or any other damage to person or property, nor shall such notification relieve the user of any fines, civil penalties, or other liability which may be imposed by Chapter 8.04 or other applicable law. Written notification shall be sent to:

Pollution Prevention Program
City of Woodland – Public Works
WPCF - Wastewater Operations
42929 County Road 24
Woodland, Ca. 95776

COMPLIANCE SCHEDULE

1. The Permittee shall provide necessary wastewater treatment as required to comply with this Permit.
2. The Permittee shall implement the Best Management Practices and record keeping requirements as listed in this Permit within one (1) month from the date of the issuance of this Permit.

APPENDIX A

Chapter 8.04 of the Code of the City of Woodland (Ordinance No. 1271)

Approved November 7, 1995

CITY OF WOODLAND
Pollution Prevention Program

**POLLUTION PREVENTION PERMIT
FOR FOOD SERVICE BUSINESSES**

NAME OF BUSINESS: XXX

LOCATION OF BUSINESS: XXX

BUSINESS TELEPHONE: XXX

NAME OF PERMITEE (BUSINESS OWNER): XXX

PERMITEE MAILING ADDRESS: XXX

PERMITEE TELEPHONE: XXX

NAME OF EMERGENCY CONTACT: XXX

EMERGENCY CONTACT TELEPHONE: XXX

APPLICATION DATE: XXX

DATE PERMIT ISSUED: XXX

DATE PERMIT EXPIRES: XXX

PERMIT DURATION: XXX

In compliance with Chapter 19 of the Code of the City of Woodland (Chapter 19), permission is hereby granted to Permittee to discharge commercial wastewater from the business at the above location to the City's Water Pollution Control Facility (WPCF).

NOTICE:

1. Compliance with this wastewater pollution prevention permit does not relieve the Permittee of responsibility for compliance with Chapter 19 and all applicable Federal and State Pretreatment Standards and Pretreatment Regulations, including those which become effective during the term of this wastewater pollution prevention permit.

2. This wastewater pollution prevention permit is issued only to the Permittee and only for a specific food service operation. This permit may not be reassigned, transferred or sold to a new owner, new user, different premises, or a new or changed operation.
3. All charges and fees for use of the WPCF are subject to amendment by the City Council
4. Civil and criminal penalties apply to any violation of Chapter 19 or the terms of this permit or any applicable compliance schedule.
5. The Public Works Director may revoke a wastewater pollution prevention permit OR require regulation by the Wastewater Industrial Pretreatment Program for good cause as specified in Chapter 19.
6. Terms used in this permit shall have the meaning ascribed to them in Chapter 19.
7. This permit may be modified, or alternatively, revoked or reissued prior to the expiration date in order to comply with any applicable requirements or guidelines approved under Chapter 19, if the requirements or guidelines so issued contain approved conditions or additional requirements not provided for in this permit.
8. This permit consists of 7 pages.

PERMIT ISSUED BY: Environmental Compliance Specialist

SIGNATURE: _____ DATE: _____

APPROVED BY: WPCF Supervisor

SIGNATURE: _____ DATE: _____

Pollution Prevention Permit Conditions Begin On Next Page

POLLUTION PREVENTION PERMIT CONDITIONS for
FOOD SERVICE BUSINESSES

GENERAL PERMIT CONDITIONS

All discharged wastewater shall comply with the provisions of Chapter 19 of the Code of the City of Woodland (Chapter 19) Section 19-2-1, regarding general discharge prohibitions and Section 19-2-5 regarding local limits. Permittee shall comply with other pertinent Sections of Chapter 19. Copies of Sections 19-1-3, 19-2-1, 19-2-2, 19-2-5, 19-4-2 and 19-5-12 through 19-5-14 are included, for reference, in Appendix A of this permit.

Definition: Oil and Grease Interceptor

For purposes of this permit, an oil and grease interceptor (interceptor) is defined as a structure, with a water capacity of 750 gallons or more, designed to separate oil and grease from waste (drain) water resulting from food preparation and dish washing. The separated oil and grease is retained in the interceptor for removal and proper disposal.

SPECIAL PERMIT CONDITIONS

The following Best Management Practices will be implemented by the Permittee:

Oil and Grease Handling and Disposal

1. Undiluted cooking oil, grease, or meat fat should not be dumped directly into a drain or a dumpster. Maintain a separate recycling container for all oils, greases and fats. See "Rendering Companies" or "Tallow" in the Yellow Pages for a list of oil and grease recyclers. (Most companies will pick up recyclable grease free of charge.)
2. Do not contaminate recyclable oils, greases and fats in your recycling container with the waste grease from the grease interceptor.
3. Never pour oily liquids (such as sauces or salad dressings) down a storm drain or into a dumpster. Such materials should only be poured into a sanitary drain with an operational oil and grease interceptor between drain inlet and sanitary sewer.
4. Regularly inspect and clean all oil and grease interceptors. The City requires pumping any size interceptor a minimum of ***once every 3 months***. More frequent pumping may be required to meet the City's Local Limit for oil and grease.
5. Do not flush out oil and grease interceptor with hot water and do not use drain cleaners, enzymes or bacteria agents in grease interceptors.

6. The recommended procedure for cleaning an oil and grease interceptor is as follows:
 - Contact a local grease removal company. Set-up a regular schedule for pumping visits. Check the Yellow Pages under "Grease Traps" or "Rendering Companies."
 - Be present when the maintenance work is being done.
 - Have entire contents of all chambers pumped clean.
 - Get a signed receipt from the contractor for the cleaning work performed.
 - Obtain verification from the contractor that the waste grease will be properly disposed.
7. For disposal of waste grease from grease interceptors and traps, see "Grease Traps" and "Septic Tanks" in the yellow pages. Most landfills will not accept grease or other liquid waste from businesses. It is in your best interest to ensure that your waste grease is properly disposed. Ask your waste grease hauler where your grease is disposed.

Spill Cleanup and Pavement Cleaning

1. Stop any spill at its source.
2. Do not wash or hose oil and grease spills into a gutter or a storm drain.
3. Do not wash or hose oil and grease spills into a sanitary sewer drain unless the drain is attached to oil and grease interceptor.
4. If the spill could enter a storm drain (or a sanitary sewer drain without an attached interceptor), block the flow with sandbags, rags, absorbent, or dirt. Storm drains may be temporarily sealed with plastic sheeting.
5. Dry sweep, as much as possible, using rags and granular absorbents (e.g. cat litter) to absorb the spill. Sweep and dispose of used absorbent into garbage bags. Dispose of the garbage bags into a dumpster, if hazardous materials (e.g., waste oil, caustic/corrosive wastes, toxic materials, etc.) are not involved.
6. If wet cleaning (including high-temperature or high-pressure washing) is required, dry clean the surface first, then mop/wash the surface, and then collect the water. Dispose of water in sink or other indoor drain connected to an oil and grease interceptor, not into a storm drain.
7. When cleaning trash containers, first sweep debris from the trash container, then scrub with a hard bristle brush and non-toxic soap, and rinse off the residue into a sewer drain connected to an oil and grease interceptor, not into a storm drain or dumpster.

Pretreatment Requirements

The Permittee shall comply with the following requirements for installation and maintenance of pretreatment technology and pollution control or containment devices:

1. Oil and Grease Interceptor Installation

The Permittee is required to have oil and grease interceptor in accordance with the City of Woodland Oil and Grease Interceptor Standards No. 525A, 525B, 525C and 525D (Standards). These Standards are included as Appendix B of this permit. Note that the Standards state that "All interceptors shall be sized according to the UPC [Uniform Plumbing Code]. However the minimum size shall be 750 gallons."

This interceptor is to treat wastewater flows from all plumbing fixtures likely to receive oil and grease, including, sinks and floor drains in the food preparation, food serving and dish washing areas, drains from food preparation and cooking equipment and drains from dishwashers and mop basins. Sanitary or restroom fixtures shall **not** be plumbed to this interceptor. The Permittee is required to demonstrate that the interceptor receives all appropriate wastewater flows.

The oil and grease interceptor shall be operated and maintained at the Permittee's expense. Detailed plans showing the interceptor and operating procedures shall be submitted to the Public Works Director. The review of such plans will in no way relieve the Permittee from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the City under the provisions of this permit and the City's Sanitary Code. Any subsequent changes in the interceptor or method of operation shall be reported to and be acceptable to the Public Works Director prior to the Permittee's initiation of the changes.

2. Oil and Grease Interceptor Maintenance

The interceptor must be maintained (cleaned) sufficiently to keep it operating at all times. The Permittee shall retain on-site, and make available for inspection and copying by the City, all records pertaining to the operation and maintenance of the interceptor.

MONITORING REQUIREMENTS

Monitoring shall be performed when the facility is in full normal operation. Inspections and sampling will be conducted to verify that permit requirements are being met with particular emphasis placed on those listed in the SPECIAL PERMIT CONDITIONS section of this permit.

The City will perform the following inspections and monitoring:

Type	Frequency
Scheduled Inspection	At least one time per permit period
Monitoring/ sample collection	As needed

Location for Monitoring

Samples for all monitoring required by this permit shall be taken from the sampling location as described below:

The sampling location will be determined upon submittal of interceptor design plans and of including plumbing to the interceptor.

RECORD KEEPING REQUIREMENTS

In accordance with Chapter 19, Section 19-5-12, Permittee shall retain records of all information obtained in any monitoring activities required by this permit and any additional information obtained in monitoring activities, undertaken by the Permittee, which are not required by the permit. These records shall be available for inspection and copying by the City.

Maintenance records will include the time and date of all maintenance activities, and details regarding the recycling and disposal of all materials and wastes.

NOTIFICATION

1. Notice of Changes in Volume or Nature of Wastewater

If any changes are made in the volume or nature of wastewater generated, or type of raw chemicals used, this information shall be reported by the Permittee to the City. The Permittee shall notify the City 90 days prior to the introduction of any new waste stream or pollutants, or any substantial increase or decrease in the volume or characteristics of existing waste stream discharge. The City shall have the right to deny or condition new or increased contributions of pollutants or changes in the nature of pollutants.

2. Notice of Slug Discharge

- a. Telephone Notice: Permittee shall notify the WPCF immediately, by telephone at the numbers noted below, of any discharges, spills, or slug discharges (whether intentional or accidental) which could cause a problem in the sanitary sewer system or operation of the WPCF. The notification shall include location of discharge, type of waste, concentration, volume, time and date, and corrective action taken.

Telephone Contacts:

Monday through Friday:

Environmental Compliance Inspector	(office) (cellular)	(530) 661-2057	8 am to 5 pm 8 am to 5 pm
Environmental Compliance Specialist	(office) (cellular)	(530) 661-2058	8 am to 5 pm 8 am to 5 pm
Pretreatment Manager	(office) (cellular)	(530) 661-2065 (916) 262-4970	8 am to 5 pm 24 hours

- b. Written Notice: Within five working days following a spill or slug discharge, the Permittee shall submit to the Public Works Director a detailed written report describing the cause of the discharge and the measures to be taken by the Permittee to prevent similar future occurrences. Such notification shall not relieve the Permittee of any expense, loss, damage, or other liability which may be incurred as a result of damage to the WPCF, fish kills, or any other damage to person or property, nor shall such notification relieve the User of any fines, civil penalties, or other liability which may be imposed by Chapter 19 or other applicable law.

COMPLIANCE SCHEDULE

1. The Permittee shall provide necessary wastewater treatment as required to comply with this permit.
2. The BMPs and Record Keeping requirements shall be implemented within two (2) months from the date of the issuance of this permit.

Attachment vii-6:

Grease Removal Device
Maintenance Record

WEEKLY Grease Trap Cleaning Log

Registro SEMANAL de Limpieza de la Trampa de Grasa

Name of Food Service Business:

Nombre de negocio: _____

Address of Business:

Dirección de negocio: _____

Where is oil and grease disposed?

Donde se dispone el aceite y la grasa? _____

If cleaning is performed by a maintenance company, list the name and phone number of the maintenance company on the above line and fax or mail all cleaning receipts to the fax number or address below. Manager must verify that the maintenance company performed the cleaning properly. Civil or criminal penalties may apply to any violation of the terms of your Permit or any applicable compliance schedule.

Si la limpieza esta realizada por una compañía de mantenimiento, ponga el nombre y el número de teléfono de la compañía y los recibos de limpieza en la línea de arriba y enviarlo por fax o correo a la dirección abajo. El encargado debe verificar que la compañía realizo la limpieza correctamente. Las penas civiles o criminales podrán ser aplicadas a cualquier violación de los términos de su permiso o del horario de la conformidad.

When cleaning your grease trap(s), keep oil and grease separate from the water and sludge removed.

Al limpiar sus trampas de la grasa, mantenga el aceite y la grasa separada del agua y quite el sedimento.

Date of Cleaning Fecha de la limpieza			Person Performing or Verifying Cleaning Persona que realiza o que verifica la limpieza		
	Month Mes	Date Fecha	Year Año	Name (printed) Nombre (impreso)	Signature Firma
Week One Semana 1					
Week Two Semana 2					
Week Three Semana 3					
Week Four Semana 4					
Week Five Semana 5					
<u>FAX:</u>	<u>At the end of every month, fax completed cleaning log to:</u> <u>Al fin de cada mes, mande por fax el registro terminado al:</u> <u>530-666-1266.</u>			<u>OR MAIL:</u> Instead of faxing, <u>at the end of every month</u> you can mail the completed cleaning log to the address below. <u>O CORREO:</u> En vez de enviar por fax, <u>al final de cada mes</u> usted puede enviarlo a la dirección abajo.	

City of Woodland Public Works - Water Pollution Control Facility

42929 County Road 24, Woodland Ca. 95776

Telephone: 530-661-2057 FAX: 530-666-1266

angela.clemons@cityofwoodland.org

Attachment vii-7:

City of Woodland Enforcement
Response Plan

Enforcement Response Plan

I. Introduction

Federal and State pretreatment regulations, as well as Section VI(C)(5)(a) of Waste Discharge Requirements Order # R5-2014-0120 for NPDES Permit # CA0077950, the City of Woodland Water Pollution Control Facility, require the City of Woodland (City) to take timely and effective enforcement actions against Industrial Users (IUs) and other businesses which hold wastewater discharge permits with the City for failure to comply with pretreatment standards and requirements. Federal and State regulations also require each publicly owned treatment works (POTW) with an approved pretreatment program to develop and implement an enforcement response plan (ERP). By regulation, this plan must:

- Describe in detail how the POTW will investigate and respond to instances of noncompliance.
- Describe the types of escalating enforcement actions the POTW will take in response to all anticipated types of violations and the time periods within which these responses will take place.
- Identify, by title, the official(s) responsible for each type of response
- Adequately reflect the POTW's primary responsibility to enforce all applicable pretreatment requirements and standards, especially those detailed in 40 CFR 403.8 (f)(1) and (f)(2).

The purpose of this enforcement response plan is to ensure compliance with Federal and State regulations, to ensure timely enforcement of pretreatment standards and requirements, and to ensure that all regulated industries are treated in a fair and equitable manner.

II. Enforcement Options Available to the City

Article VI of the City of Woodland's Sewer Use Ordinance gives the Director of Public Works authority to take a wide variety of enforcement actions against IUs and other businesses which hold wastewater discharge permits with the City for failure to comply with pretreatment standards and requirements. Remedies authorized by the sewer use ordinance include:

- A. Revocation or Suspension of Permit, Section 8.04.370
- B. Publication of Users in Significant Non-Compliance, Section 8.04.540
- C. Correction Notice/Notice of Violation/Show Cause Hearing, Section 8.04.550
- D. Cease and Desist Order/Compliance Directive, Section 8.04.560
- E. Nuisance – Injunctive Relief – Recovery of Damages, Section 8.04.570
- F. Administrative Civil Liability, Section 8.04.580
- G. Judicial Petition for Civil Liability, Section 8.04.590
- H. Criminal Penalties, Sections 8.04.610 & 8.04.620

III. Determination of Noncompliance

Pretreatment staff investigates permit compliance by performing onsite inspections, reviewing IU self-monitoring data, and reviewing compliance monitoring data collected by the City. Common categories of permit noncompliance are discussed below.

A. Unauthorized Discharges

Unauthorized discharges such as discharge without a permit (including continuing to discharge after a permit has expired) , failure to renew a permit, discharge to a point in the collection system not identified in the permit, and discharge of wastes not authorized by the permit, are normally discovered during the inspection of the industry by pretreatment staff. The Environmental Compliance staff performing the inspection is responsible for determining the significance of the violation.

B. Permit Noncompliance

Noncompliance with pretreatment permits usually falls into four areas: discharge violations, monitoring violations, reporting violations, and violations of other permit conditions.

1. Discharge Violations

All discharges by IUs must meet the provisions of Article II – Discharge Requirements – of the City Code. Discharges which exceed any of the numeric limits set forth in an IU discharge permit are considered violations.

It is the responsibility of the Environmental Compliance staff to evaluate compliance with pretreatment limitations each time data is received and also at the end of each reporting period. The severity of any violation is determined by the Environmental Compliance staff and reviewed by the Pretreatment Supervisor.

2. Monitoring Violations

Self-monitoring noncompliance occurs when an IU fails to conduct all of the self-monitoring required by its pretreatment permit. The severity of the violation(s) depends on how much of the self-monitoring was actually completed.

It is the responsibility of the Environmental Compliance staff to evaluate permit compliance each time a self-monitoring report is received from an IU. The severity of any violation is determined by the Environmental Compliance staff and reviewed by the Pretreatment Supervisor.

3. Reporting Violations

All reporting by IUs must meet the provisions of Article V – Reporting and Sampling Requirements – of the City Code. Reporting violations occur when a business fails to provide information which is required by the permit within the time period stated in the permit or when the information is incomplete or false. Reports required by the permit can include, but are not limited to, self-monitoring reports, spill prevention plans, and

baseline monitoring reports. In the case of late or incomplete reports, the severity of the violation depends on the length of time the report is late. Knowingly submitting false information is always considered a serious violation.

It is the Environmental Compliance staff's responsibility to track the report due dates included in the pretreatment permits and to evaluate compliance in terms of the tardiness and completeness of the submission. The severity of any violation is determined by the Environmental Compliance staff and reviewed by the Pretreatment Supervisor.

4. Violations of other Permit Conditions

Pretreatment permits issued by the City contain several conditions which do not fall into the category of discharge limits, monitoring requirements, or reporting requirements. For example, the permit may prohibit slug loads and require the business to properly operate its pretreatment facility. Violations of these conditions would normally be discovered as part of an inspection or in conjunction with another enforcement action.

The Environmental Compliance staff is responsible for evaluating compliance with these requirements and the severity of the violation is determined by the Environmental Compliance staff and reviewed by the Pretreatment Supervisor.

IV. Violations of Enforcement Orders

Violations of enforcement orders can include discharge violations (for interim limits), monitoring violations (when increased monitoring is required by the order) and reporting violations as described above. Failure to meet milestone dates and noncompliance with final limits are also considered enforcement violations. Once an IU has been issued an enforcement order, the City's initial response to violations of the enforcement order will be to notify the IU of the violation and to collect the stipulated penalty outlined in the order.

The Environmental Compliance staff tracks compliance with enforcement orders and notifies the Pretreatment Supervisor when penalties should be assessed. Once the Director is informed of noncompliance with an order, he will determine whether the violations are severe enough to warrant escalated enforcement.

V. Response to Noncompliance

Initial response for violations discussed in Sections III and IV is specified in the Enforcement Guide. Monetary penalties associated with each type of violation are listed in the Penalty Schedule. In order to ensure that the City is taking timely and effective enforcement action, the Environmental Compliance staff and the Pretreatment Supervisor are responsible for proper application of these guidelines.

Enforcement Guide

Use of This Guide

Determine the type of non-compliance and use appropriate table (e.g. Unauthorized Discharges) to identify the non-compliance circumstances. The Enforcement Response Options are listed from most lenient to most stringent, and the appropriate response should be based on the discharger's history and nature of the violation including but not limited to:

- good faith of the discharger
- compliance history
- effectiveness of past enforcement responses with discharger
- effect of violation on the environment, including public health
- effect of violation on treatment works

Definitions

- CA – City Attorney
- CE – Code Enforcement
- ECI – Environmental Compliance Inspector
- ECS – Environmental Compliance Specialist
- PS – Pretreatment Supervisor
- PWD – Public Works Director

Reporting Violations

Non-Compliance	Circumstances	Enforcement Options	Responsible Official	SNC
Improper certification/signature	Isolated	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
	Repeated	- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Administrative Citation	ECS or CE	No
Late Reports	Within 30 days	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
	After 30 days	- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	No
	Repeated	- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Administrative Citation	ECS or CE	No
	After 45 days	- Public Notice (required)	ECS	
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Administrative Citation	ECS or CE	Yes
Failure to report violation, spill/slug, or changed discharge.	Isolated no known harm to environment or WPCF	- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	No
	Isolated with harm to environment or WPCF	- Public Notice (required)	ECS	
		- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	Yes
	Repeated no known harm to environment or WPCF	- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	No
	Repeated with harm to environment or WPCF	- Public Notice (required)	ECS	
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
		- Revocation of Permit	PWD	Yes

(continued on next page)

Reporting Violations (continued)

Non-Compliance	Circumstances	Enforcement Options	Responsible Official	SNC
Failure to accurately report non-compliance	Any	- Public Notice (required)	ECS	Yes
		- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
		- Revocation of Permit	PWD	
Incomplete or inaccurate Report, including not reporting additional monitoring	Isolated	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
	Repeated	- Notice of Violation	ECS or ECI	No
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
Falsification of information or data	Any	- Criminal Citation	CA	No
		- Revocation of Permit	PWD	

Monitoring Violations

Non-Compliance	Circumstances	Enforcement Options	Responsible Official	SNC
Failure to monitor all parameters	Isolated	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
	Repeated	- Notice of Violation	ECS or ECI	No
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
Improper sampling and/or analytical procedures	Isolated	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
	Repeated	- Notice of Violation	ECS or ECI	No
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Administrative Citation	ECS or CE	
	Evidence of intent or negligence	- Civil Citation	ECS or CE	No
		- Criminal Citation	CA	
		- Termination of Service	PWD	
Failure to resample	Isolated	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
	Repeated	- Notice of Violation	ECS or ECI	No
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
Failure to install monitoring equipment, or provide a sample point	Within 30 days	- Notice of Violation	ECS or ECI	No
		- Show Cause Hearing	ECS or PS	
	After 30 days	- Show Cause Hearing	ECS or PS	No
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Termination of Service	PWD	
Tampering with equipment or sample	Any	- Criminal Citation	CA	No
		- Termination of Service	PWD	

Discharge Violations

Non-Compliance	Circumstances	Enforcement Options	Responsible Official	SNC
Discharge exceeds permit limit	Isolated, no known harm to environment or WPCF	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
		- Public Notice (required)	ECS	
	Chronic, no known harm to environment or WPCF	- Notice of Violation	ECS or ECI	Yes
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
	Isolated, with harm to environment or WPCF	- Public Notice (required)	ECS	Yes
		- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
	Chronic, with harm to environment or WPCF	- Compliance Directive	ECS	Yes
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
		- Termination of Service	PWD	
		- Public Notice (required)	ECS	
Discharge exceeds limits in permit – Technical Review Criteria	No known harm to environment or WPCF	- Public Notice (required)	ECS	Yes
		- Notice of Violation	ECS or ECI	
	Harm to environment or WPCF	- Public Notice (required)	ECS	Yes
		- Notice of Violation	ECS or ECI	
		- Compliance Directive	ECS	
Slug discharge/Spill (failure to notify should result in more stringent enforcement options)	Isolated, no known harm to environment or WPCF	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
	Repeated, no known harm to environment or WPCF	- Notice of Violation	ECS or ECI	No
		- Show Cause Hearing	ECS or PS	
	Isolated, with potential harm to environment or WPCF	- Compliance Directive	ECS	Yes
		- Public Notice (required)	ECS	
		- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
	Repeated, with harm to environment or WPCF	- Public Notice (required)	ECS	Yes
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	ECS or CE	
		- Termination of Service	PWD	

Unauthorized Discharges

Non-Compliance	Circumstances	Enforcement Options	Responsible Official	SNC
Discharge without permit	Unaware of permit requirement with:			
	No known harm to environment or WPCF	- Notice of Violation with permit application	ECS or ECI	No
	Harm to environment or WPCF	- Public Notice (required)	ECS	Yes
		- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
	Failure to apply for permit 45 days after notification by WPCF	- Public Notice (required)	ECS	Yes
		- NOV with permit	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
Discharge of waste not authorized by permit	No known harm to environment or WPCF	- Compliance Directive	ECS	No
		- Public Notice (required)	ECS	
		- Notice of Violation	ECS or ECI	
	Harm to environment or WPCF	- Show Cause Hearing	ECS or PS	Yes
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
	Recurring, no known harm to environment or WPCF	- Notice of Violation	ECS or ECI	No
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
		- Termination of Service	PWD	
	Recurring, harm to environment or WPCF	- Public Notice (required)	ECS	Yes
		- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
		- Termination of Service	PWD	

Other Violations

Non-Compliance	Circumstances	Enforcement Options	Responsible Official	SNC
Violation of Best Management Practices	Isolated	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
	Repeated	- Notice of Violation	ECS or ECI	No
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
	Harm to environment or WPCF	- Public Notice (required)	ECS	Yes
		- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	CA	
Failure to Meet Compliance Milestone	Within 30 days after compliance schedule date	- Correction Notice	ECS or ECI	No
		- Correction Notice	ECS or ECI	
	Within 60 days after compliance schedule date	- Notice of Violation	ECS or ECI	No
		- Show Cause Hearing	ECS or PS	
		- Public Notice (required)	ECS	
	Within 90 days after compliance schedule date	- Notice of Violation	ECS or ECI	Yes
		- Show Cause Hearing	ECS or PS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
		- Termination of Service	PWD	

SNC = Significant Non-Compliance (per 40 CFR 403.8(f)(2)(viii))

Penalty Schedule

The City of Woodland uses the following schedule to assess monetary penalties for discharge permit violations. Penalty assessment is determined on a case-by-case basis in accordance with the Enforcement Response Plan and the Enforcement Guide. Penalties are assessed within the proposed ranges taking into account the circumstances of each violation and the nature of the IUs response to previous enforcement actions.

Administrative Penalties (Per Violation)

Administrative Citation	Industrial Users
1 st Incident	\$100
2 nd Incident	\$200
3 rd Incident	\$500
Subsequent Incidents	\$500

Fines shall be assessed in the amounts specified by resolution of the City Council, or where no amount is specified, fines shall be assessed in an amount not exceeding (City Code, Section 9.20.030(d)):

- (1) One hundred dollars for a first violation
- (2) Two hundred dollars for a second violation
- (3) Five hundred dollars for each additional violation of the same ordinance or permit within one year

Each and every day or portion thereof that a violation of the Woodland Municipal Code, its adopted codes, or applicable state codes exists constitutes a separate and distinct offense (City Code, Section 9.20.030(b)).

Civil Penalties (Per Day)

Civil Citation	Industrial Users
Each Incident	\$2000 – 5000 (or up to \$10 per gallon)

Civil penalties may be imposed as follows (City Code, Section 8.04.580(e)):

- (1) In an amount not to exceed two thousand dollars for each day for failure or refusal to furnish technical or monitoring reports.
- (2) In an amount not to exceed three thousand dollars for each day for failure or refusal to timely comply with any compliance schedule established in a cease and desist order.
- (3) In an amount not to exceed five thousand dollars for each day for discharges in violation of any waste discharge limitation, permit condition, pretreatment standard, or pretreatment requirement issued or adopted by the City relating to industrial wastewater or pretreatment.

- (4) In an amount not to exceed ten dollars per gallon for discharges in violation of any suspension or termination of service, cease and desist order (other than compliance schedules thereof), or other orders or prohibitions issued or adopted by the city.

Criminal Penalties

Criminal Citation	Industrial Users
Each Incident	TBD

Violation of any of the provisions of City of Woodland Municipal Code Chapter 8.04 Article 6, a wastewater discharge permit, or a pretreatment standard or regulation is unlawful and may be charged as a misdemeanor or infraction at the discretion of the City Attorney (City Code, Section 8.04.610).

Hearings

Hearing Fee	Industrial Users
Each Incident	TBD

Any hearing fee shall not exceed the reasonable cost to the City of holding such a hearing (City Code, Section 9.20.090(a)).

Attachment vii-8:

Example of the SSMP Inspection Scheduling Spreadsheet

Business Name	#	Street	Device Location	Tools Needed	Owner/Mgr Name Permit Info.	Hours Phone #	Parts Washer?	Last Inspection	Last Cleaning(s)	Information
A1 Auto Repair & Detail Center	1820	E. Main	SE Corner of bldg.	Hook & Sludge Sampler	O: Waqar Ahmad	8a-6p	NO	09/04/19	AS NEEDED	9/4/19 OSS: Inlet - 6" sediment. Outlet - No sediment. Garbage & parking areas pose no threat to storm drains.
Barnard Pipeline Inc.	21	Pioneer Avenue	Center of Back Lot Under Canopy	Hook & Sludge Sampler	Manager: Ron Johnson Yard Supervisor: Jamie Weeden	8am to 5pm phone #: 669-5810		05/13/19	02/01/19 ARS EVERY 6 MONTHS	5/13/19 OSS: Inlet - 6" sediment. Outlet - No sediment. Melisa (Admin.) to email cleaning records. Garbage and parking areas pose no threat to storm drains.
Cal Trans	624	N. East Street	Wash Bay	Hook & Sludge Sampler	Tony Romero	7a - 3:30p Closed on Fridays in summer. 662-2426		04/17/19	7/13/15 AS NEEDED	4/17/19 OSS: Inlet - 3" sediment. Middle - Minimal sediment. Outlet - no sediment. Garbage and parking areas pose no threat to storm drains.
City of Woodland MSC	655	N. Pioneer Avenue	South side of Bay 12.	Hook & Sludge Sampler	Manager: Phillip Lovejoy Permit issued 11/3/09.	M-F 8a-5p 661-5889		04/04/19	01/07/20 SKS 07/09/19 SKS 01/04/19 SKS AS NEEDED	4/4/19 OSS: Inlet - No sediment. Outlet - No sediment. Garbage and parking areas pose no threat to storm drains.
City of Woodland-WPCF	42929	County Road 24	Between shop and office building Westside	Hook & Sludge Sampler	Permitting Contact Person: Shane Carlsen. Permit Issued 10/16/2012	8a-5p	NO	06/26/19	AS NEEDED	6/26/19 OSS: Inlet - Minimal sediment. Outlet - Minimal sediment. Garbage and parking areas pose no threat to storm drains.
Clemens Vineyard Equipment	224	N. East	East side of building, behind shop. Access door. 2' Tank (can accommodate 50% loading)	Hook & Sludge Sampler	Mgr: Jack Korth	8a-5p	NO	04/03/19	AS NEEDED	4/3/19 OSS still unused. Shop area used strictly for storage. Clemens is strictly sales & distribution. Garbage and parking areas pose no threat to storm drains.

Attachment vii-9:

FOG Program Inspection Standard Operating Procedure

FOG PROGRAM INSPECTION SOP

Operating and Maintenance Standards

1. Standards

A. The following items violate standards for interceptors:

- Allowing wastewater with a temperature greater than 140°F to contact the interceptor.
- Utilizing the interceptor in areas that subject it to contact with fecal materials.
- Allowing the FOG and solids accumulation level to exceed 25% of the total design hydraulic depth.

2. Conditional Waivers

A. Standards for the installation of a grease interceptor may be waived for an establishment under the following conditions:

- Lack of space for the grease interceptor.
- Limitations on the ability to meet hydraulic requirements required by an grease interceptor
- Providing an alternative type of technology that is equal or superior to standard grease interceptor technologies. (Proof must be provided).

B. Fees for Waiver

- When the requirement for the grease interceptor or another acceptable type of technology is not able to be met, an annual fee is charged to cover the cost of increased maintenance required on the sewer system as a result of the increase in solid demand.

Best Management Practices

1. Sizing of Interceptor

- Size of interceptor is based on number and size of drainage fixture units.
- Interceptor capacity by the flow rate of gallons per minute.

2. Pre-Inspection of Establishments

A. Prioritize which establishments in an area are to be inspected.

- Establishments in areas that are located in critical areas of the sewer system are given a higher priority.
- Establishments that have had a bad track record are given a higher priority.

B. Gather background information on the establishment of interest.

- Key contacts (i.e. managers, owners, etc.)
- Type of equipment utilized by the facility.

- Identify the location of the grease trap or grease interceptor in the facility.
- C. Schedule an inspection time convenient for both the inspector and the establishment
 - Avoid lunch hours (11 am to 1:30 pm).
 - Inspect during the hours of operation of the facility.
- D. Bring all necessary tools to inspection (examples listed below)
 - Camera, hammer, manhole pick, and pry bar,
 - Grease interceptor and grease trap monitoring device.
 - Gas Detector and sulfide test kit.

3. Inspection of Establishments

- A. Notify the establishment of your intent to inspect.
- B. Perform a visual inspection and record results
 - Defective external parts (i.e. lids)
 - Defective internal parts (inlet tee, baffle tee, outlet tee, sample box)
 - Thickness of FOG in the interceptor (after a visual inspection use sludge judge to measure the levels as well).
 - Check that the grease interceptor is properly functioning and completing all of its required tasks.
- C. Collect samples of interceptor contents
 - Use a container to sample contents of interceptor, then save sample for later laboratory work.
 - Use field tests for specific areas of concern (i.e. sulfide content) if needed.
- D. Inform establishment of results
 - Review any areas of concern where standards are not met with the establishment.
 - Inform the establishment of the necessary steps and time frame required to meet deficiencies.
 - Gather and document a signature from an appropriate member of the establishment to confirm the inspection and review of the inspection.

4. General BMP Requirements

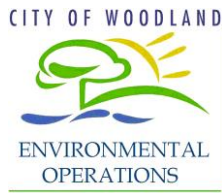
- A. Equipment
 - Drain screens shall be installed on all drainage pipes.
 - Food should be disposed of in disposal bins as opposed to sinks to reduce the amount of pumping frequency required by the grease interceptors.
 - Waste haulers should be used to dispose of cooking oil
 - All kitchen exhaust filters shall be cleaned frequently to minimize the potential risk of FOG infiltration into the storm water system.
 - Signs shall be posted throughout the kitchen to remind employees of the rules and practices required for the efficient disposal of fats, oils, and greases.

B. Employee Training

- Employees should be trained on a semi-annual basis on subjects that include the following:
 - Dry wiping pots, pans, and other cooking utensils prior to washing to remove grease
 - Disposal of food waste and solids in plastic bags prior to disposal of them in trash cans.
 - The utilization of absorption products to clean under fryer baskets and other locations where grease may potentially be spilled or dripper
 - Disposing of grease or oils from cooking equipment into a grease receptacle like a barrel without spilling
- Employees shall provide signature to their employer to document that they have received proper training on the handling of fats, oils, and greases.

Attachment vii-10:

Example Illicit Connection / Illegal Discharge Stop Action Report



ILLICIT CONNECTION/ ILLEGAL DISCHARGE STOP ACTION REPORT



DATE: _____

NAME, ADDRESS, PHONE # OF ILLICIT /ILLEGAL DISCHARGE (Responsible Party)

Name of Responsible Party: _____

Address: _____ Phone: _____

Time In: _____

Time Called OES: _____

Time Out: _____

OES #: _____

Person Reporting: _____

Time Called County: _____

Employee/Department filling Out Form: _____

Time Called RWQCB: _____

Time Called DFG: _____

TYPE OF DISCHARGE (check all that apply)

- | | |
|---|---|
| ☐ Motor oil | ☐ Pet waste |
| ☐ Antifreeze/transmission fluid | ☐ Excessive yard waste (leaves, grass, mulch) |
| ☐ Paint | ☐ Excessive dirt and gravel |
| ☐ Solvent/degreaser | ☐ Trash |
| ☐ Detergent | ☐ Construction debris (concrete, mortar, etc.) |
| ☐ Fuel Spill-Diesel ☐ Fuel Spill-Gasoline | ☐ Pesticides and fertilizers |
| ☐ Other _____ | |

DESCRIPTION AND CAUSE OF INCIDENT:

DID MATERIAL ENTER STORM DRAIN:

☐ YES (if yes, complete below & continue to back page)

☐ NO (if no, continue to back page)

ILLEGAL DISCHARGE INFORMATION

Start time of discharge: _____

End of discharge: _____

Unknown ☐

Approx. amount of spill: _____ (gallons)

Unknown ☐

DESCRIBE HOW DISCHARGE WAS CONTAINED, MATERIAL USED TO CLEAN AND WHERE MATERIAL WAS DISPOSED OF:

ILLICIT CONNECTION/ILLEGAL DISCHARGE STOP ACTION REPORT
(Continued)

CITY ENVIRONMENTAL COMPLIANCE REPRESENTATIVE CONTACTED

☐ Angela Clemons Office – (530) 661-2057 Cell – (530) 761-1694	☐ Jon Guse Office – (530) 661-2058 Cell- (530) 908-9646	☐ James Carr (Code Enforcement) (530) 661-5912 (530) 713-2521
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BELOW TO BE COMPLETED BY CITY ENVIRONMENTAL COMPLIANCE STAFF

County Contacted: ☐ Yes ☐ No RWQCB: ☐ Yes ☐ No Dept. of F&G: ☐ Yes ☐ No
(530) 666-8646 (916) 464-4663 (530) 682-7088

Samples Taken: ☐ Yes (If yes, attach COC document ☐ No Documentation: ☐ Pictures ☐ Video

Communications with Discharger: ☐ Yes (If yes describe below) ☐ No

Literature or Notices Given to Discharger: ☐ Yes (If yes describe below) ☐ No

Additional Form(s) Attached: ☐ Yes ☐ No

Further Action Needed: ☐ Yes (If yes, describe below) ☐ No

Item Closed Out: ☐ Yes ☐ No

Date of Meeting When Closed Out:

Submitted By: _____ Date: _____

Form to be used when illegal discharges are observed by City staff.
RETURN FORM TO ENVIRONMENTAL OPERATIONS (WPCF)

Attachment vii-1 1:

Priority Cleaning / Inspection Route GIS Map



Sewer Inspections, Cleanings & Flushings

MANHOLE

- FLUSH
- INSPECTION
- QUARTERLY CLEANING

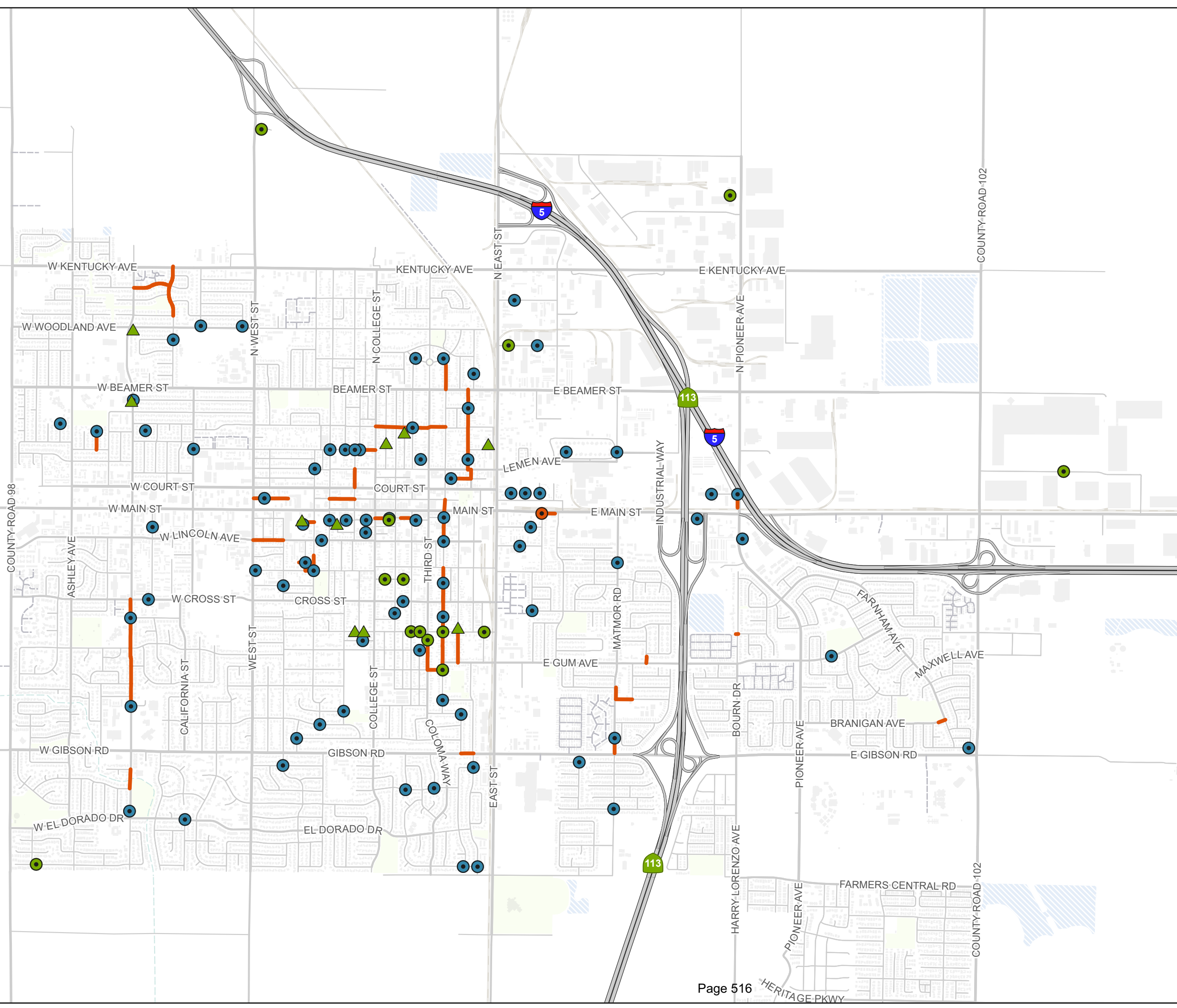
CLEANOUT

- ▲ FLUSH

GRAVITY MAIN

- QUARTERLY CLEANING

1:24,000



Attachment vii-12:

Sample Pretreatment Inspection Field Report



Pretreatment Inspection Form

Food Service Business

CITY OF WOODLAND



Name of Facility

Address of Facility

Pretreatment Device

Device location

Tools needed

Manager's Name

Business Hours

Inspectors Name

Date of Inspection

Last Inspection

Date of last cleaning

Cleaning Frequency

Past Compliance Issues

Atmosphere Test

	Oxygen	L.E.L.	H2S	CO
Inlet	%	%	ppm	ppm
Outlet	%	%	ppm	ppm

Does the device appear to be working as designed?

☐ Yes☐ No

Is there a grease recycle bin?

☐ Yes☐ No

Is the garbage are well maintained?

☐ Yes☐ No

Are BMP's in place?

☐ Yes☐ No

Were pictures or video taken?

☐ Yes☐ No

If Yes, how many and of what areas?

Inspection Info.

Comments

What is needed to get the business in compliance?

Are there any Storm Water issues? If yes, what are they

Is there a correction notice issued?

☐

Yes

☐

No

If Yes, what are the reasons for the correction notice?

Re-Inspection Date

Is there a reason to believe that any identified deficiencies of the pretreatment device is causing or may have caused in the past an excessive discharge of fats, oil, or grease to the sewer collection system?

☐

Yes

☐

No

Who in O & M is this being delivered to?

Business Rep. Signature

Pretreatment Signature

viii System Evaluation and Capacity Assurance Plan

SWRCB Requirement:

The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- (a) Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by **hydraulic deficiency**. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;*
- (b) Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to **establish appropriate design criteria**; and*
- (c) Capacity Enhancement Measures: The steps needed to **establish a short- and long-term CIP** to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.*
- (d) Schedule: The Enrollee shall develop a **schedule of completion dates** for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.*

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

Background

This section of the SSMP describes the ongoing use of the City's hydraulic model of the sewer collection system to identify assets that will not have the capacity to convey design flows during peak dry and wet weather flows now and in the future under ultimate build-out of the City's General Plan land use designations. The City has used the hydraulic model in the past to identify capital improvement projects in the latest Wastewater Collection System Master Plan (2000), and continues to update the model with the completion of new developments and new capital projects to identify any future capacity issues. The hydraulic model was updated in April 2019 as part of the General Plan Scenario Wastewater Hydraulic Review. The City also constructed a major upgrade to

Element viii. System Evaluation and Capacity Assurance Plan

the Water Pollution Control Facility (WPCF) primarily to improve solids handling capacity. The Wastewater Collection System Master Plan no longer needs to be updated due to hydraulic model updates every 3 years and CCTV inspections. This section fulfills the requirements of the GWDR SSMP mandatory element viii.

viii-a. Identify areas of hydraulic deficiency

Requirement	Describe actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events.
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Discussion	<u>Sewer System Hydraulic Models and Analysis</u> The Utilities Engineering Division Associate Civil Engineer is the person responsible for the use of the sewer collection system hydraulic model that was initially completed by CH2MHill in 1986. The original model was a System Analysis Module (SAM), and was created to model dry and wet weather peak flows based on existing City zoning and the City General Plan land uses at the time. The most recent Master Plan models the existing system based on existing land uses, and also models the system in the year 2035 based on 2014 General Plan Update land uses and population projections. The Master Plan identified pipes that will surcharge under peak dry and wet weather flows for existing conditions and ultimate build-out (2035) scenarios.
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Implementation of General Plan Scenario Wastewater Hydraulic Review Recommendations

The General Plan Scenario Wastewater Hydraulic Review did not identify any significant capacity issues of concern (i.e. surcharging resulting in SSOs) under existing conditions, and does not recommend the upsizing of any pipes in the sewer collection system in the near term, including the main trunk sewers (Kentucky, Beamer, and Gibson) which convey wastewater to the WPCF. The update to the Master Plan will include the recommended improvements from the General Plan Wastewater Hydraulic Review. However, the Master Plan notes that surcharging

Element viii. System Evaluation and Capacity Assurance Plan

occurs in 2035 peak wet weather conditions in the East Street, Kentucky, and Gibson trunk lines as the sewer collection system is currently configured. The report finds that the contributing area (downtown) for the East Street trunk line is mostly built out, and that the peak wet weather surcharging that occurs both now and during the 2035 model year is acceptable. The Plan recommends that future areas of development in the northeast portion of the City have sewer service which connects into the Beamer trunk (shown to have some level of excess capacity) instead of the Kentucky trunk, and that future areas of development in the southern portion of the City have sewer service that connects directly to the WPCF through a newly constructed trunk line instead of connecting into the Gibson trunk line. These recommendations were made to prevent further surcharging of the existing Gibson and Kentucky trunk lines, minimize the possibility of a capacity-related SSO, and help the City avoid having to upsize the Gibson and Kentucky trunk lines.

In 2003, a Downtown Specific Plan was completed which proposed future changes to the land uses in the historical downtown portion of the City. The Specific Plan's analysis of the sewer collection system in this area simply sites the 2000 Wastewater Collection System Master Plan, stating that adequate sewer capacity exists downtown and in the downstream Beamer trunk line. However, the 2000 Wastewater Collection System Master Plan model was not run including land use changes recommended in the Specific Plan.

The General Plan Wastewater Hydraulic Review included flow monitoring that was successful in capturing data during dry periods to accurately calculate GWI/I from each designated sub-basin of the sewer collection system. RDI/I was determined by comparing historical flow monitoring data at the WPCF versus recorded rain events, and a system wide RDI/I versus rainfall relationship was determined. For the purposes of hydraulic modeling, system wide RDI/I was evenly distributed to all manholes throughout the system.

Ongoing Sewer System Hydraulic Model Updates and Use

Although the sewer collection system has never experienced a capacity related SSO, the City endeavors to maintain an up-to-date system capacity model to ensure that future changes including alterations of sewer collection system infrastructure, the addition of new developments, and land use changes approved in specific plans and General Plan updates are accounted for.

Element viii. System Evaluation and Capacity Assurance Plan

Engineering Consultant Services

The City executed a consultant services contract in 2018 for General Plan Scenario Wastewater Hydraulic Review. The services provided in the hydraulic model update contract include:

- Use of the City's sewer system GIS data to compile an ArcGIS based hydraulic model using Innovyze InfoSewer
- Identification of gaps in City GIS data (missing pipes, manholes, elevation data, etc.) where field data needs to be collected, or assumptions can be made to allow the hydraulic model to run
- Review of all available land use data
- Refinement of existing and future build-out land use GIS map layers following data review and analysis of aerial photography
- Dry weather flow monitoring at Kentucky, Gibson, and Beamer Street trunk sewers to quantify existing dry weather flows
- Development of sewer generation rates for all utilized land use designations, and calibration with dry weather flow monitoring
- Compilation of a dry weather hydraulic model in InfoSewer to locate any areas of hydraulic deficiency under existing conditions and future development scenarios
- Development and implementation of a system-wide flow monitoring program to develop wet weather flow parameters
- Compilation of a wet weather hydraulic model in InfoSewer to locate any areas of hydraulic deficiency under existing conditions and future development scenarios
- A General Plan update including recommended capital projects associated with the various hydraulic model scenarios consistent with the City's desired level of service and to prevent SSOs

The consultant services obtained by the City will ensure that the City's sewer system GIS data is updated in critical areas necessary to run the hydraulic model.

Additionally, a thorough review of the land use data will ensure that the City has up-to-date existing and future build-out GIS land-use layers. Specific land use information reviewed as part of this study and incorporated in the hydraulic model include:

- 2002 City of Woodland General Plan
- 2035 City of Woodland General Plan

Element viii. System Evaluation and Capacity Assurance Plan

- 2016 City of Woodland Design Standards
- Phase 3 – GIS Based Sewer System Hydraulic Model Project (2012)
- Wastewater Collection System Wet Weather Flow Monitoring (2010)
- City of Woodland Downtown Specific Plan (2003)
- East Street Corridor Specific Plan (1998)
- Woodland Park Specific Plan (Draft)
- Spring Lake Specific Plan (2001)
- Discussions with City staff regarding areas of future development

The consultant will use the results of dry weather hydraulic modeling to specifically tailor the wet weather flow monitoring program to target areas of concern where hydraulic deficiencies may be present.

Flow Monitoring

The flow monitoring plan developed by the consultant will be utilized by the City on an ongoing basis. The flow monitoring plan will include the following components:

- System wide flow monitoring will be conducted every 5-10 years, or in conjunction with any Master Plan update with the purpose of quantifying and tracking GWI/I and RDI/I over time and identifying areas of excessive infiltration and inflow
- Permanent wet weather flow monitoring will be monitored on the City's main sewer trunk lines upstream of the wastewater treatment plant
- Targeted flow monitoring will be conducted as needed to:
 - evaluate the effectiveness of rehabilitation / replacement projects in reducing I/I (using before and after flow monitoring)
 - monitor and confirm additional sewer flows contributed by new developments, residential densification projects, or changes to existing commercial / industrial uses
 - monitor “trigger points” at which flows in assets targeted for a future capacity-related capital improvement projects according to the Master Plan reach the limit where implementation of the project is required due to additional upstream flow contributions

Element viii. System Evaluation and Capacity Assurance Plan

Ongoing Hydraulic Model Updates

The Master Plan update will provide estimates of available or excess capacity in key collection system assets that will allow the City to determine the ability of the system to handle additional flows associated with any major proposed projects or changes to land use designations. Additionally, the City will retain the model files and an InfoSewer license. Select City staff will be trained on the use of the model, and will also have the ability to use the model to investigate the effect of proposed projects or changes to land use designations. The City may execute contracts as needed to update the hydraulic model and the capacity related capital improvement plan for new major projects or land use changes. Also, a thorough Master Plan update is conducted following any major updates to the City's General Plan.

Related Documents

- Refer to the City of Woodland Wastewater Collection System Master Plan Report, CH2MHill, 2000
- Refer to “Sanitary Sewer Flow Monitoring and Capacity Analysis”, V&A November 2008
- Refer to “City of Woodland Sewer Master Plan Update Land Use Assumptions and Sanitary Flow Generation Rates”, NEXGEN / Kimley-Horn & Assoc. February 2009
- Refer to “Proposed Winter 2008/2009 City of City of Woodland Sewage Flow and EC Monitoring Plan”, NEXGEN / Kimley-Horn & Assoc. December 2008
- Refer to “Wastewater Collection System Wet Weather Flow Monitoring”, V&A July 2010
- Refer to “General Plan Scenario Wastewater Hydraulic Review”, Waterworks Engineers, April 2019
- Refer to “Phase 3 – GIS Based Sewer System Hydraulic Model Project”, Waterworks Engineers, December 2012

Element viii. System Evaluation and Capacity Assurance Plan

Plan & Schedule	Task	Responsible Party	Scheduled Date
	Coordinate with consultant to gather data and implement necessary updates to sewer system GIS mapping for hydraulic model use.	GIS Network Specialist	April 2018 – June 2019
	Conduct system-wide flow monitoring to quantify and track I/I in specific sewer "sheds".	Associate Civil Engineer / WPCF Superintendent	Every 5-10 years or with Master Plan Updates
	Implement targeted flow monitoring for rehabilitation/ replacement projects, new major development, and assets of concern.	Associate Civil Engineer	Continuously / As-Needed
	Review and comment on the effect of major proposed projects or land use changes on sewer collection system capacity, coordinate with consultants as needed.	Associate Civil Engineer	Continuously / As-Needed
	Maintain permanent wet weather flow monitoring data on major trunk lines.	Associate Civil Engineer	Continuously

viii-b. Establish appropriate design criteria

Requirement	Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria.
Discussion	<u>Existing Design Standards</u> As discussed in section v-a of the SSMP, the City has sewer collection system design standards that include dry weather flow calculation, standard I/I rates, pipe capacity determination equations, minimum slopes, maximum depth to diameter ratios at the design flow, and minimum flow velocities at the design flow.

Element viii. System Evaluation and Capacity Assurance Plan

Master Plan Capacity Considerations

The General Plan Scenario Wastewater Hydraulic Review pinpoints areas of surcharging in key trunk lines in future build-out wet weather scenarios. There are no standards established in the Master Plan which place acceptable limitations on surcharging. The surcharging that was discovered was considered “acceptable” because there were no cases where surcharging was expected to cause an SSO by flowing out of a manhole cover. The City will enforce the usage of the maximum depth to diameter ratio that applies to the calculated design flow presented in the City Standards for new construction, but will continue to use a case-by-case “soft” standard for determining levels of surcharging that are acceptable and unacceptable when evaluating older existing infrastructure during hydraulic model analysis.

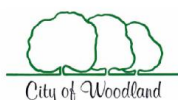
The 2000 Master Plan and the General Plan Scenario Wastewater Hydraulic Review have identified the 5-year return period / 24-hour duration storm as the design storm for the sewer collection system, and has projected that 5.7 MGD of RDI/I enters the system during this storm event based on historical analysis of rainfall records, WPCF flow monitoring data, and the updated hydraulic model. The specific design storm that will be used to identify hydraulic deficiencies in the Master Plan update may change based on new wet weather flow monitoring data and current City level of service objectives.

Related Documents

- Refer to the City of Woodland Wastewater Collection System Master Plan Report, CH2MHill, 2000
- Refer to the General Plan Scenario Wastewater Hydraulic Review, Waterworks Engineers, April 2019
- Refer to City of Woodland Standard Specifications and Details, 2016

Plan & Schedule

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



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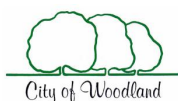
viii-c. Capacity Enhancement Measures: Steps needed to establish short- and long-term CIP for identified hydraulic deficiencies

Requirement	Define the steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
Discussion	Whenever a capacity-related improvement is required in the sewer collection system, an engineering analysis is conducted (typically by a civil engineering consultant) to determine the most cost effective means for making the improvement. An alternatives analysis will be required by the City within a pre-design report for capacity-related projects submitted by consultants. The analysis will use available hydraulic model and flow monitoring data to determine if I/I reduction in upstream basins is a potential solution to the problem, and will consider the long term operational benefits of I/I reduction. Additionally, the analysis will include the investigation of various options including dig-and-replace construction with larger diameter lines, trenchless upsizing (such as pipe bursting), and parallel construction. As discussed in section 0 of the SSMP, the City determines development-related impact fees for sewer utility infrastructure in the Major Projects Financing Plan (MPFP) which is completed annually. If the City is unable to attribute new capacity related deficiencies within the collection system to specific new development projects and collect impact fees to offset the costs of making improvements, funding must be provided from the sewer enterprise fund.
Related Documents	○ Refer to current City of Woodland CIP Schedule
Plan & Schedule	No further efforts are projected for this element at the present time.

Element viii. System Evaluation and Capacity Assurance Plan

viii-d. Schedule: Develop a schedule of completion dates for CIP

Requirement	The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.
Discussion	The City integrates capacity driven capital improvement projects into a comprehensive capital improvement plan which includes condition driven projects that are prioritized based on the rating system described in SSMP section iv-c. Pipelines that are determined to cause an SSO or “unacceptable” levels of surcharging during existing dry or peak wet weather conditions according to the hydraulic model are scheduled for improvement within the most rapid timeframe possible, regardless of the risk of failure rating assigned as part of the condition assessment process. Capacity-related SSOs are capable of causing large and possibly repetitive spills if not addressed quickly. Any necessary capacity-related improvements that are identified by the Master Plan Update under existing conditions will be integrated immediately into the short-term capital improvement plan. Pipelines that are identified by hydraulic modeling results to cause an SSO or “unacceptable” levels of surcharging during dry or peak wet weather future scenarios are scheduled for improvement prior to the time at which actual sewer flows are expected to reach the levels indicated by the model. The timeline for improvements associated with near-term (5-10 years) or full build-out capacity issues is determined based on the pace of development in the areas which are contributing future flows to the asset in question. Improvements associated with near-term and full-build out projects are tentatively scheduled within the capital improvement plan, and project timelines are adjusted as changes to project schedules occur. The City will conduct targeted “flow trigger” monitoring on the assets scheduled for future capital improvement projects as described in SSMP section viii-a.
Related Documents	○ Refer to current City of Woodland CIP Schedule
Plan & Schedule	No further efforts are projected for this element at the present time.



ix Monitoring, Measurement, and Program Modifications

SWRCB Requirement:

The Enrollee shall:

- (a) Maintain relevant **information** that can be used to establish and prioritize appropriate SSMP activities;*
- (b) Monitor the **implementation** and, where appropriate, measure the effectiveness of each element of the SSMP;*
- (c) **Assess** the success of the preventative maintenance program;*
- (d) **Update** program elements, as appropriate, based on monitoring or performance evaluations; and*
- (e) Identify and illustrate **SSO trends**, including: frequency, location, and volume.*

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

Background

This section of the SSMP describes the monitoring of specific performance indicators (PIs) by the City to evaluate utility performance against quantifiable goals. The City has established performance indicators for 23 specific areas, and assigned a specific employee the task of periodically comparing actual utility activities in each area to the benchmarks established within the PI to rate performance and make recommendations to improve performance where it may be lacking. This section fulfills the requirements of the GWDR SSMP mandatory element ix.

Element ix. Monitoring, Measurement, and Program Modifications

ix-a. Maintain relevant information to prioritize SSMP activities

Requirement	The Enrollee shall maintain relevant information that can be used to establish and prioritize appropriate SSMP activities.								
Discussion	The 23 performance indicators established by the City set goals in the areas listed in the performance indicator summary table found in Attachment ix-1 . Each PI is tracked by a responsible person (RP) who must document specific statistics throughout the year, and ensure that adequate data is being collected to evaluate performance. The RP for each indicator is an employee that would naturally be involved with the collection or use of the data required for the PI before this monitoring program was established, to ensure efficiency in data collection and tracking. The data tracked by each PI and the RP for each is listed on the performance indicator summary table. Much of the data analyzed by the PIs is tracked within the City’s CMMS, CCTV, or GIS databases and requires the production of a Crystal Report to extract specific data that can be analyzed. Each quarter, the Associate Engineer will prepare all of the Crystal Reports that are required and make them available to the RP for each PI, who will use the data to complete the tracking sheet. Each PI tracking sheet describes the method of data collection for each data indicator. The PI tracking sheets can be found in Attachment ix-1 .								
Related Documents	○ Attachment ix-1: PI Summary and PI Tracking Sheets								
Plan & Schedule	<table><tr><th>Task</th><th>Responsible Party</th><th>Scheduled Date</th></tr><tr><td>PIs will be updated based on SSMP Change log.</td><td>Associate Engineer</td><td>Annually</td></tr></table>	Task	Responsible Party	Scheduled Date	PIs will be updated based on SSMP Change log.	Associate Engineer	Annually		
Task	Responsible Party	Scheduled Date							
PIs will be updated based on SSMP Change log.	Associate Engineer	Annually							

Element ix. Monitoring, Measurement, and Program Modifications

ix-b. Monitor and measure effectiveness of SSMP elements

Requirement	The Enrollee shall monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP.		
Discussion	Each RP must rate each separate goal for their PI according to the rating scale established for that goal every quarter. The RP records the date that the evaluation was completed on the tracking sheet. At the end of the year, the RP makes program modification recommendations at the bottom of their tracking sheet, which are intended to increase future ratings to at least “acceptable” levels for goals that are below that rating.		
Related Documents	○ Attachment ix-1: PI Summary and PI Tracking Sheets		
Plan & Schedule	Task	Responsible Party	Scheduled Date
	Complete data entry for each PI.	Various Employees	Quarterly

Element ix. Monitoring, Measurement, and Program Modifications

ix-c. Assess success of preventative maintenance program

Requirement	The Enrollee shall assess the success of the preventative maintenance program.
Discussion	The success of the preventative maintenance program is assessed by the evaluation of the following PIs: ➤ CCTV Inspection ➤ GIS/CMMS ➤ FOG Control Program ➤ HVVC Activities ➤ Preventative Maintenance Activities ➤ Preventative Maintenance Effectiveness ➤ SSO Mitigation ➤ SSO Prevention ➤ SSO Response The success of the preventative maintenance program is dependent on assessing the condition of the system (CCTV Inspection), regularly cleaning the collection system (HVVC Activities), maintaining accurate records of PM activities (GIS/CMMS), and scheduling PM activities at frequencies (PM Activities) that are adequate to prevent emergency events and SSOs (PM Effectiveness, SSO Mitigation, SSO Prevention, SSO Response). Running an effective FOG control program is also a critical component to an effective preventative maintenance strategy. The tracking and review of the quantitative benchmark goals set for each of these PIs will ensure that an accurate picture of the success of the DPW in operating and maintaining the system with a minimum number of spills is presented each year.
Related Documents	○ Attachment ix-1: PI Summary and PI Tracking Sheets
Plan & Schedule	No further efforts are projected for this element at the present time.

Element ix. Monitoring, Measurement, and Program Modifications

ix-d. Update SSMP program elements based on performance evaluations

Requirement	The Enrollee shall update program elements, as appropriate, based on monitoring or performance evaluations.
Discussion	All PI tracking sheets are filed centrally, and reviewed every year as part of the SSMP auditing process by the Superintendent. It is during the auditing process that potential updates to program elements are identified based on the recommendations of each RP and the judgment of the Superintendent. Physical changes to the SSMP text will be made by the Superintendent as needed, but at a minimum of every 5 years. Possible future modifications to SSMP programs and activities may include but are not limited to the following: ○ detailed efforts to increase funding or staffing ○ changes to the CCTV inspection or FOG programs ○ changes to OERP protocols ○ major additions to Codes, Ordinances, and Design Standards ○ O&M activities and protocols for newly added infrastructure components ○ updates to CIP prioritization and funding processes ○ changes in hydraulic modeling and flow monitoring priorities, etc. Any major changes to SSMP elements or programs will be presented to City Council, and approval gained for impacts any changes may have on City budgets and staffing effort allocations.
Related Documents	○ Attachment ix-1: PI Summary and PI Tracking Sheets
Plan & Schedule	No further efforts are projected for this element at the present time.

Element ix. Monitoring, Measurement, and Program Modifications

ix-e. Identify and illustrate SSO trends

Requirement	The Enrollee shall identify and illustrate SSO trends, including: frequency, location, and volume.								
Discussion	All SSO report forms are centrally filed. The RP for the SSO Prevention PI maintains a spreadsheet which totals annually SSOs by category (1, 2, and 3) and displays a running bar graph of the historical number of spills per year. Each bar on the bar graph will be labeled with the total SSO volume for each spill category per year. The RP also reviews the SSO Event layer within Cityworks that displays the SSO locations based on SSO work orders. The SSOs work order stores includes pertinent information for example the spill category, volume, cause of spill, spill volume recovered, etc. This data can be analyzed geographically concurrently with other City GIS data to determine if any geographical trends in SSOs are occurring, and to help identify any geographical or physical factors that may be contributing to those trends. This data is reviewed by the Utility O&M Division annually to help drive changes to PM activity frequencies.								
Related Documents	○ None								
Plan & Schedule	<table><tr><th>Task</th><th>Responsible Party</th><th>Scheduled Date</th></tr><tr><td>Update the SSO bar graph with data from SSO report forms and attach to SSO prevention PI tracking sheet.</td><td>Chief Collection Systems Operator</td><td>Annually</td></tr></table>	Task	Responsible Party	Scheduled Date	Update the SSO bar graph with data from SSO report forms and attach to SSO prevention PI tracking sheet.	Chief Collection Systems Operator	Annually		
Task	Responsible Party	Scheduled Date							
Update the SSO bar graph with data from SSO report forms and attach to SSO prevention PI tracking sheet.	Chief Collection Systems Operator	Annually							

Attachment ix-1:

Performance Indicator Summary and Performance Indicator Tracking Sheets

Element ix. Monitoring, Measurement, and Program Modifications

Summary of Performance Indicators		
Performance Indicator	Responsible Party	Indicator Data
CCTV Inspection	Chief Collection Systems Operator	Total yearly CCTV inspection footage
CCTV Inspection	Chief Collection Systems Operator	Total yearly number of pipe segments CCTV inspected
CCTV Inspection	Chief Collection Systems Operator	Average footage inspected per 16 hours of work (one full day for a crew of 2)
CCTV Inspection	Chief Collection Systems Operator	The percentage of CCTV surveys with a 4 or a 5 defect grading in ITPipes Web
Codes and Ordinances	Principal Utilities Civil Engineer	Frequency of meetings to discuss / document potentially required updates to the Municipal Code
Codes and Ordinances	Principal Utilities Civil Engineer	Frequency of actual updates to Municipal Code based on sewer-specific issues
Communication Program	Administration Clerk	SSMP website updated with SSMP Bi-annual Audit
Communication Program	Administration Clerk	Total number of public comment email responses
Communication Program	Administration Clerk	Percent of total public comment emails received that were responded to
Employee Recognition	Chief Collections Systems Operator	Frequency of award distribution to O&M Staff
FOG Control Program	Environmental Compliance Inspector	Percent reduction in SSOs and blockages requiring flushing attributed to FOG blockages from the previous year
FOG Control Program	Environmental Compliance Inspector	Frequency with which inspection of Pollution Prevention Program (PPP) permit holders are conducted
FOG Control Program	Environmental Compliance Inspector	Number of FOG disposal public education outreach events or activities conducted per year
FOG Control Program	Environmental Compliance Inspector	Time since last joint meeting between Environmental Compliance and O&M to review FOG-related issues in the collection system.
GIS / CMMS	GIS Analyst	Percent population of key attribute data for sewer gravity main assets within GIS geodatabase
GIS / CMMS	GIS Analyst	Percent population of key attribute data for sewer manhole assets within GIS geodatabase
GIS / CMMS	GIS Analyst	Percent of CityWorks work orders that have been closed
HVVC Activities	Chief Collection Systems Operator	Total footage of the collection system cleaned per year with HVVC
HVVC Activities	Chief Collection Systems Operator	Total number of pipe segments cleaned with HVVC per year
HVVC Activities	Chief Collection Systems Operator	Average footage cleaned per work order
HVVC Activities	Chief Collection Systems Operator	Percentage of CCTV inspections that were conducted where pre-cleaning was completed
Maintain Up-To-Date Standards	Principal Utilities Civil Engineer	Frequency of meetings to discuss / document potentially required updates to the sewer collection system
Maintain Up-To-Date Standards	Principal Utilities Civil Engineer	Frequency of actual updates to the design standards, standard drawings, and specifications based on sewer utility-specific issues
Operation and Maintenance Funding	Finance Officer	Amount of funding provided for operating and maintaining the collection system per foot of main line pipe
Operation and Maintenance Funding	Finance Officer	Annual cost of operating and maintaining the collection system per foot of main line pipe
Preventative Maintenance Activities	Chief Collection Systems Operator	Percent completion of work orders in the CMMS compared to expected work orders based on weekly / quarterly cleaning & inspection route lists
Preventative Maintenance Activities	Chief Collection Systems Operator	Frequency of thorough electrical and mechanical inspections of lift stations
Preventative Maintenance Effectiveness	Chief Collection Systems Operator	Percentage of work orders that are emergency
Preventative Maintenance Effectiveness	Chief Collection Systems Operator	Percentage of accountable labor and material costs that are attributed to emergency work versus regular preventative maintenance work
Preventative Maintenance Effectiveness	Chief Collection Systems Operator	Percentage of accountable labor and material costs that are attributed to emergency work on private laterals
Rehabilitation / Replacement Budgeting	Finance Officer	Percentage of the total system value as defined by the City's Finance Officer spent per year on R/R projects
Rehabilitation / Replacement Budgeting	Finance Officer	Funding for R/R projects compared to the funding required according to Utilities Engineering Staff using ITPipes Web
Rehabilitation / Replacement Program	Principal Utilities Civil Engineer	Percentage of assets that have defect grades from 4-5 and have been CCTV inspected that have also been assigned to a future project/O&M activity



Element ix. Monitoring, Measurement, and Program Modifications

Summary of Performance Indicators (Continued)		
Performance Indicator	Responsible Party	Indicator Data
Rehabilitation / Replacement Program	Principal Utilities Civil Engineer	Percentage of CIP bundles assigned to the previous year that are in design or construction
Rehabilitation / Replacement Program	Principal Utilities Civil Engineer	Number of line failures or breaks per 100 miles of pipe
Replacement Parts	Equipment Services Clerk	Frequency with which the inventory of necessary equipment and replacement parts for fleet vehicles is reviewed and updated, and new parts ordered if needed
Replacement Parts	Chief Collection Systems Operator	Frequency with which the inventory of necessary equipment and replacement parts for pipeline and manhole repairs is reviewed and updated, and new parts ordered if needed
Replacement Parts	WPCF Operator	Frequency with which the inventory of necessary equipment and replacement parts for lift stations is reviewed and updated, and new parts ordered if needed
Response to Service Requests	Administrative Clerk	Average response time for an urgent call
Response to Service Requests	Administrative Clerk	Average response time for a routine call
Response to Service Requests	Administrative Clerk	Average number of service calls per 100 miles of pipe per year
SSMP Audits and Updates	Principal Utilities Civil Engineer	Preparation of bi-annual SSMP performance indicator report and submission to City Council
SSMP Audits and Updates	Principal Utilities Civil Engineer	Frequency of peer review of SSMP and utility performance
SSO Mitigation	Chief Collection Systems Operator	Percent of SSO volume capture in flat areas (i.e. slopes of 1-5%)
SSO Mitigation	Chief Collection Systems Operator	Average amount of time from the SSO event to when the line is inspected with CCTV to investigate the cause
SSO Mitigation	Chief Collection Systems Operator	Percent of SSO events that were followed by an inspection of the line with CCTV to investigate the cause.
SSO Prevention	Chief Collection Systems Operator	Number of SSOs per 100 miles of gravity sewer mains per year
SSO Prevention	Chief Collection Systems Operator	Percent reduction in SSOs from the previous year
SSO Prevention	Chief Collection Systems Operator	Number of repeat SSOs in a five year period
SSO Prevention	Chief Collection Systems Operator	Percentage of repeat SSOs followed by mitigation, such as root treatment or repair work
SSO Response	Chief Collection Systems Operator	Average response time during normal business hours
SSO Response	Chief Collection Systems Operator	Average response time after normal business hours
Staff Training	Chief Collection Systems Operator	Frequency with which tabletop / tailgate training meetings are conducted by the O&M staff
Staff Training	Chief Collection Systems Operator	Frequency with which field training exercises are conducted by the O&M staff
Staff Training	Chief Collection Systems Operator	Frequency with which field or tabletop / tailgate training is conducted that includes training on SSO response procedures outlined in the OERP
Staffing	Administrative Clerk	Percentage of vacant staff positions within the Utilities Engineering, Utility Maintenance, and Environmental Operations of the City of Woodland.
System Evaluation and Capacity Assurance	Principal Utilities Civil Engineer	Ratio of peak wet weather flow to peak dry weather flow as monitored at the WPCF
System Evaluation and Capacity Assurance	Principal Utilities Civil Engineer	Frequency of hydraulic model updates
System Mapping	GIS Analyst	Percent of CIP Sewer R&R in construction that are being GPS'd to update GIS maps
System Mapping	GIS Analyst	Percent of new development sites that have been GPS'd



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

Signature of Responsible Person: (sign when complete)	Date:

Goal:		Closed Circuit Television (CCTV) Inspections			
Responsible Person (RP): Chief Collections Systems Operator					
Description of Performance Indicator(s) (PIs): CCTV inspections are conducted using a standardized protocol to supply sufficient data for use in capital improvement project planning. The PIs listed below quantify efforts to complete CCTV work according to system-wide inspection frequency goals, and to complete the work both efficiently and with high quality.					
PIs and Data Collection Methods:					
1. The total footage of the collection system inspected per year with CCTV. Data Collection Method: Determine year-to-date CCTV inspection footage production from central crystal report, and project to year-end production.					
2. The total number of pipe segments inspected with CCTV per year. Data Collection Method: Determine year-to-date CCTV inspection pipe production from central crystal report, and project to year-end production.					
3. The average footage inspected per 16 hours of work (one full day for a crew of 2). Data Collection Method: Determine year-to-date CCTV effort hours expended from central crystal report, and divide by 16 to determine the number of equivalent 16-hour blocks worked. Divide the year-to-date footage inspected (also from central crystal report) by the number of 16 hour blocks worked to determine average daily crew production.					
4. The percentage of CCTV surveys with a 4 or a 5 defect grade on ITPipes Web. Data Collection Method: Determine total number of CCTV inspections completed and the number of CCTV videos with a 4 or 5 structural grading from ITPipes Web.					
	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 defect grading	> 30%	20-30%	10-20%	< 10%

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
Annual Performance Assessment / Recommendations for Updates						
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3: Recommendation #4:						

Signature of Responsible Person: (sign when complete)	Date:

Goal:		Computerized Maintenance Management System (CMMS) & Graphical Information System (GIS)			
Responsible Person (RP):		GIS Analyst			
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts required to maintain a robust population of attribute data within the City GIS that can be used to supplement the City's ITPipes Web and hydraulic modeling efforts. Additionally, the City's effort to consistently close-out work orders is quantified, to ensure that scheduled work is completed in a timely manner. PIs and Data Collection Methods: <i>Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for gravity sewer mains.</i> Data Collection Method: Determine the % of null values for the following fields in the GIS geodatabase SGravityMain table from the central crystal report: InstallDate, Material, WidthTop, UpstreamInvert, DownstreamInvert, Slope, DesignFlow, Condition, ConditionDate <i>Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for manholes.</i> Data Collection Method: Determine the % of null values for the following fields in the GIS geodatabase SManhole table from the central crystal report: InstallDate, Condition, ConditionDate, Elevation, BarrelDiameter, BarrelMaterial, Depth <i>Percentage of year-to-date CityWorks work orders that are closed</i> Data Collection Method: Determine the % of year-to-date CityWorks work orders that have been closed out from the central crystal report.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% population of key GIS attribute fields for gravity sewer mains	< 80%	80-90%	90-95%	95-100%
2	% population of key GIS attribute fields for sewer manholes	< 80%	80-90%	90-95%	95-100%
3	Year-to-date % of CityWorks work orders that have been closed-out	< 80%	80-90%	90-95%	95-100%

Periodic Performance Tracking					
Date	Measured Value			Performance Assessment Comments	
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3:					

Signature of Responsible Person: (sign when complete)	Date:

Goal:		Maintaining Codes and Ordinances			
Responsible Person (RP):		Principal Utilities Civil Engineer			
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to keep the City Codes and Ordinances current with known or upcoming changes in regulatory issues. This effort involves keeping a list of recommended updates to the codes and ordinances, which is reviewed by all parties with responsibility over the collection system and updated on a consistent basis. PIs and Data Collection Methods: <i>The frequency with which the list of required/requested updates to the City Code and Ordinances is maintained and discussed with O&M, Engineering, Environmental Compliance, and Management with regard to sewer-specific issues.</i> Data Collection Method: Keep track manually. Current list of updates, and meeting notes from past meetings should be available. <i>The frequency with which the Municipal Code is revised to incorporate the list of required/requested sewer-specific updates.</i> Data Collection Method: Keep track manually. A file of completed updates and/or new ordinances specific to the sewer collection system should be kept.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Time since last meeting to discuss list of Ordinance/Code updates based on sewer-specific issues	> 5 Years	2-5 years	1-2 years	< 1 year
2	Time since last actual update to Ordinances/Codes based on sewer-specific issues	> 20 Years	10-20 years	5-10 years	< 5 years

Periodic Performance Tracking				
Date	Measured Value		Performance Assessment Comments	
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
Annual Performance Assessment / Recommendations for Updates				
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2:				

Signature of Responsible Person: (sign when complete)	Date:

Goal:		Communication Program			
Responsible Person (RP): Administration Clerk					
Description of Performance Indicator(s) (PIs): 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.					
PIs and Data Collection Methods:					
1. <i>The percentage of public documentation online links that are properly uploaded with their most current versions. Links are found on the Utility Infrastructure page of the City of Woodland website, under the Public Works Division. Complete public documentation includes the most recent copy of the SSMP and the most current internal audit documentation.</i> Data Collection Method: Review links quarterly.					
2. <i>Total number of year-to-date public comment email responses.</i> Data Collection Method: The City’s public comment email link should be set up to deliver emails directly to the RP. The RP should keep a separate folder specifically for filing SSMP public comment emails and responses. There is no goal set for this PI. The RP only needs to document the total number of responses.					
3. <i>The percentage of public comment emails received that were responded to.</i> Data Collection Method: RP will use Microsoft Outlook to determine the number of year-to-date comment emails received, and determine the number of year-to-date responses and determine the response percentage.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% of Updated Public Documentation	< 50%	50%	100%	N/A
2	# of Public Comment Email Responses	N/A	N/A	N/A	N/A
3	% Public Comment Emails Responded To	< 80%	80-90%	90-95%	95-100%

Periodic Performance Tracking					
Date	Measured Value			Performance Assessment Comments	
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3:					

Signature of Responsible Person: (sign when complete)	Date:

Goal:					Employee Recognition				
Responsible Person (RP): Chief Collections Systems Operator									
Description of Performance Indicator(s) (PIs): 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. PIs and Data Collection Methods: 1. <i>The frequency with which awards are distributed to O&M staff.</i> Data Collection Method: Keep Track Manually. Count letters distributed as found in the Q drive and determine frequency in a year.									
	Performance Indicators				Rating				
					Below Goal	Acceptable	Good	Excellent	
1	Time since last awards distribution: Operation & Maintenance staff				< 6 months	6 months	1 Quarter	1 month	

Periodic Performance Tracking					
Date	Measured Value			Performance Assessment Comments	
[date]	Goal	1			[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1			[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1			[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1			[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1:					

Signature of Responsible Person: (sign when complete)	Date:

Goal:		Fats, Oils, and Grease (FOG) Control Program			
Responsible Person (RP): Environmental Compliance Inspector					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the efforts to operate an effective and efficient FOG control program.					
PIs and Data Collection Methods:					
1. <i>The percent reduction in sanitary sewer overflows (SSOs) and blockages requiring flushing attributed to FOG blockages from the previous year.</i> Data Collection Method: For the first year of tracking, simply report number of SSOs and blockages caused by FOG from the central crystal report. Report SSOs and blockages from both sewer mains and sewer laterals. After data is available from the first year of tracking, determine the year-to-date FOG-related SSOs and blockages from the central crystal report, project the number of events out to the total year, and compare to the previous year's events to determine % reduction.					
2. <i>The percentage of Pollution Prevention Program (PPP) permit holder inspections completed annually.</i> 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. <i>The number of public education outreach events conducted per year.</i> Data Collection Method: Keep track manually. Project the year-to-date activity number out to the total year. The RP should keep documentation on all FOG Control public outreach events and activities in a file which can be reviewed to determine what activities have been conducted.					
4. <i>Time since last joint Environmental Compliance and O&M meeting to review FOG-related issues in the collection system.</i> Data Collection Method: Keep track manually. RP should keep file of meeting notes and action items from meetings.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% reduction of FOG-related SSOs compared to previous year	< 0%	0-5%	5-10%	10-20%
2	% completed of PPP permits inspections	<75%	75-90%	90-100%	100%
3	Annual # of FOG control public education events	< 100	100-200	200-300	> 300
4	Time since last coordination meeting with Environmental Compliance and O&M staff	> 6 months	3-6 months	2-3 months	< 2 months

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
Annual Performance Assessment / Recommendations for Updates						
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3: Recommendation #4:						

Signature of Responsible Person: (sign when complete)	Date:

Goal:		High Velocity Vacuum Cleaning (HVVC)			
Responsible Person (RP): Chief Collections Systems Operator					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the effort to periodically clean hot spot pipes and support CCTV inspection by pre-cleaning pipes.					
PIs and Data Collection Methods:					
1. The total footage of the collection system cleaned per year with HVVC. Data Collection Method: Determine year-to-date HVVC footage production from central crystal report, and project to year-end production.					
2. The total number of pipe segments cleaned with HVVC per year. Data Collection Method: Determine year-to-date HVVC pipe cleaning production from central crystal report, and project to year-end production.					
3. The average footage cleaned per work order. Data Collection Method: Determine year-to-date HVVC footage cleaned per work order from the HVVC Segments and Footage crystal report to evaluate average daily crew production.					
4. The percentage of CCTV inspections that were conducted where pre-cleaning was completed. Data Collection Method: Determine the number of year-to-date CCTV inspections that have been pre-cleaned from the central crystal report, and compare to the total number of year-to-date CCTV inspections completed (also from central crystal report).					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Feet cleaned / year	< 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 / work order	<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
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
Annual Performance Assessment / Recommendations for Updates						
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3: Recommendation #4:						

Signature of Responsible Person: (sign when complete)	Date:

Goal:		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 % 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.					
2. 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	% of sites GPS'd from CIP Sewer R&R in construction	< 25%	25-70%	70-100%	100%
2	% of new development sites GPS'd	< 50 %	50-85%	85-100%	100%

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
Annual Performance Assessment / Recommendations for Updates				
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2:				

Signature of Responsible Person: (sign when complete)	Date:

Goal:		Operation and Maintenance Budgeting			
Responsible Person (RP): Finance Officer					
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% budget	95-100% of budget	<95% of budget	N/A

Periodic Performance Tracking				
Date	Measured Value		Performance Assessment Comments	
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
Annual Performance Assessment / Recommendations for Updates				
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2:				

Signature of Responsible Person: (sign when complete)	Date:

Goal:		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	
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3: Recommendation #4:					

Signature of Responsible Person: (sign when complete)	Date:

Goal:		Frequency of Preventative Maintenance (PM) Activities			
Responsible Person (RP): Chief Collections Systems Operator					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the effort to ensure that work orders are being created to accurately document preventative maintenance activities, and that preventative maintenance activities are being completed as planned by management.					
PIs and Data Collection Methods: 1. <i>Compare the number of closed-out work orders in the CMMS to the number of flushing and inspection work orders that should have been generated if all of the pipes on the weekly and quarterly cleaning routes were completed and determine the completion %.</i> Data Collection Method: Determine the total number of year-to-date closed-out preventative maintenance CCTV inspection and hydroflushing work orders from the central crystal report. Compare the number of closed-out work orders to the number of work orders that were expected based on the number of assets on the weekly and quarterly inspection and cleaning routes (excel files). 2. <i>Frequency of thorough electrical and mechanical inspections of lift stations.</i> Data Collection Method: Keep track manually. Determine the number of thorough electrical/mechanical inspections conducted over the previous 2-year period for each lift station to determine the inspection frequency. Report the average inspection frequency for all lift stations. [Note: when lift station work orders are being managed through CityWorks, a query can be set up to determine the number of work orders completed over the last 2-year period and calculate the average inspection frequency.]					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% Completion of closed-out work orders vs. expected preventative maintenance work orders	< 75%	75-85%	85-95%	95-100%
2	Frequency of thorough lift station inspection / maintenance	> Biannually	Every 4-6 months	Every 3-4 months	< Quarterly

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
Annual Performance Assessment / Recommendations for Updates				
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2:				

Signature of Responsible Person: (sign when complete)	Date:

Goal:		Rehabilitation and Replacement (R/R) Funding			
Responsible Person (RP): Finance Officer					
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 the City’s Finance Officer 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 the City’s Finance Officer. [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 Utilities Engineering Staff using ITPipes Web. 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 given by Utilities Engineering Staff using ITPipes Web software. [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. Utilities Engineering & ITPipes Web cost projections	< needs from ITPipes Web analysis	N/A	Consistent with needs from ITPipes Web analysis	N/A

Periodic Performance Tracking				
Date	Measured Value		Performance Assessment Comments	
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
Annual Performance Assessment / Recommendations for Updates				
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2:				

Signature of Responsible Person: (sign when complete)	Date:

Goal:		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 an ITPipes Web database for continually prioritizing line segments to be identified for rehabilitation or replacement. Once prioritized line segments are identified and bundled into Capital Improvement Projects (CIPs), appropriate rehabilitation or replacement methods will be analyzed, designed, and constructed.					
PIs and Data Collection Methods: 1. <i>The percentage of assets that have defect grades from 4-5 and have been CCTV inspected that have also been assigned to a future project/O&M activity.</i> Data Collection Method: Determine the percentage of CCTV inspected assets that have been assigned to a future project/O&M activity. 2. <i>The percentage of CIP bundles assigned to the previous year that are in design or construction.</i> Data Collection Method: Manually determine the % based on determination of which CIP bundles assigned to the previous year by Utilities Engineering Staff using ITPipes Web software are actually in design or construction. 3. <i>The number of annual main line structural pipe failures or breaks per 100 miles of pipe.</i> Data Collection Method: Determine the number of SSOs caused by structural failures in gravity mains, force mains, and manholes 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 assets with defect grades of 4 or 5 that have CIP “actions” assigned or O&M repairs assigned	< 75%	75-85%	85-95%	95-100%
2	% of scheduled CIPs designed or in construction	< 50%	50-60%	60-70%	> 70%
3	# of line failures per 100 miles of pipe	> 4	3-4	2-3	< 2

Periodic Performance Tracking					
Date	Measured Value			Performance Assessment Comments	
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3:					

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

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

Signature of Responsible Person – O&M: (sign when complete)	Date:

Goal: Replacement Parts					
Responsible Person (RP): Equipment Services Clerk / Chief Collections Systems Operator/ WPCF Operator					
Description of Performance Indicator(s) (PIs): 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. PIs and Data Collection Methods: <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> Data Collection Method: Report generated through Fleet Software System semi-annually. <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> Data Collection Method: Keep track manually. <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> Data Collection Method: Keep track manually.					
		Below Goal	Acceptable	Good	Excellent
1	Frequency of Fleet equipment and replacement part inventory review	>Annually	Annually / Semi-annually	Semi-annually / Quarterly	> Quarterly
2	Frequency of pipeline / manhole equipment and replacement part inventory review	>Annually	Annually / Semi-annually	Semi-annually / Quarterly	> Quarterly
3	Frequency of lift station equipment and replacement part inventory review	>Annually	Annually / Semi-annually	Semi-annually / Quarterly	> Quarterly

Periodic Performance Tracking					
Date	Measured Value			Performance Assessment Comments	
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3:					

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

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

Signature of Responsible Person – O&M: (sign when complete)	Date:

Goal:		Root Treatment Program (RTP)			
Responsible Person (RP):		Chief Collections Systems Operator			
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to mitigate reoccurring sewer lateral blockages due to root intrusion and to operate an effective Root Treatment Program. PIs and Data Collection Methods: <i>The total footage of sewer laterals treated for root intrusion over one year</i> Data Collection Method: Determine the year-to-date footage of treated sewer laterals from central crystal report, and extrapolate to the end of the year. <i>The average footage of sewer laterals treated per fiscal quarter.</i> Data Collection Method: Determine the year-to-date total footage of sewer laterals treated from central crystal report and divide by four. <i>The percent reduction in Sanitary Sewer Overflows (SSOs) and blockages requiring flushing attributed to root intrusion from previous year.</i> Data Collection Method: For the first year of tracking, simply report the number of SSO's and blockages caused by root intrusion from the central crystal report. After data is available from the first year of tracking, determine the year-to-date number of SSOs and blockages attributed to root intrusion, project the number of events out to the total year, and then compare the previous year's events to determine the percent reduction.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Total footage of laterals treated for root intrusion over one year	< 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	
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3:					

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

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

Signature of Responsible Person – O&M: (sign when complete)	Date:

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. <i>Ratio of peak wet weather flow to peak dry weather flow as monitored at the WWTP</i> 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. <i>Frequency of hydraulic model updates</i> 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	> 4 years	3 – 4 years	2 – 3 years	< 2 year

Periodic Performance Tracking				
Date	Measured Value		Performance Assessment Comments	
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
Annual Performance Assessment / Recommendations for Updates				
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2:				

Signature of Responsible Person: (sign when complete)	Date:

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

Periodic Performance Tracking					
Date	Measured Value			Performance Assessment Comments	
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3:					

Signature of Responsible Person: (sign when complete)	Date:

Goal:		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. <i>The percent of SSO volume capture in flat areas (i.e. slopes of 1-5%).</i> Data Collection Method: Calculate manually from either completed City of Woodland SSO report forms filed year-to-date, or from information entered into the CIWQS database. Calculate % captured volume for all categories of SSOs (including from private laterals) for which the “description of terrain surrounding the point of blockage or spill cause” is described as flat. For each SSO event, determine the “% captured” as the volume of sewage recovered and returned to the sewer system divided by the total spill volume. Then, average the % captured for all spills in the year-to-date period. [Note: The City of Woodland has no areas with slopes greater than 5%.]					
2. <i>Average time from an SSO event to when the line is inspected with CCTV to investigate the cause.</i> Data Collection Method: Review the central crystal report. 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. <i>The percentage of SSO Events that were followed by an inspection of the line with CCTV to investigate the cause.</i> 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%	80-90%	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	
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3:					

Signature of Responsible Person: (sign when complete)	Date:

Goal:		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. <i>The number of SSOs per 100 miles of gravity sewer mains per year.</i> Data Collection Method: Determine the number of SSO events that occurred year-to-date that are attached to gravity mains, force mains, manholes, and lift stations from the central crystal report. Project the number of SSOs to year-end totals. Divide this number by the total footage of gravity mains and force mains in the City (also available on the central crystal report).					
2. <i>The percent reduction in SSOs from the previous year.</i> Data Collection Method: Determine the number of SSO events that occurred year-to-date that are attached to gravity mains, force mains, manholes, and lift stations from the central crystal report. Project the number of SSOs to year-end totals and compare to the number of SSOs that occurred last year to determine the % reduction.					
3. <i>The number of repeat SSOs in a five year period.</i> 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. <i>The percentage of repeat SSOs followed by mitigation, such as root treatment or repair work.</i> 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
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
Annual Performance Assessment / Recommendations for Updates						
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3: Recommendation #4:						

Signature of Responsible Person: (sign when complete)	Date:

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

Periodic Performance Tracking				
Date	Measured Value		Performance Assessment Comments	
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
Annual Performance Assessment / Recommendations for Updates				
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2:				

Signature of Responsible Person: (sign when complete)	Date:

Goal:		Staffing			
Responsible Person (RP): Administrative Clerk					
Description of Performance Indicator(s) (PIs): 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.					
PIs and Data Collection Methods: 1. The percentage of vacant staff positions in the divisions listed above. Data Collection Method: Keep track manually.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% of vacant positions	> 10%	10%	5%	All filled

Periodic Performance Tracking			
Date	Measured Value		Performance Assessment Comments
[date]	Goal	1	[Summary of Ratings] [Description]
[initial]	Value		
[date]	Goal	1	[Summary of Ratings] [Description]
[initial]	Value		
[date]	Goal	1	[Summary of Ratings] [Description]
[initial]	Value		
[date]	Goal	1	[Summary of Ratings] [Description]
[initial]	Value		
Annual Performance Assessment / Recommendations for Updates			
[Summary of Ratings for the year] [Description] Recommendation #1:			

Signature of Responsible Person: (sign when complete)	Date:

Goal:		Maintain Up-to-date Standards			
Responsible Person (RP): Principal Utilities Civil Engineer					
Description of Performance Indicator(s) (PIs):					
The PIs listed below quantify the efforts to keep the City Standards current with regards to design and construction of the collection system. This effort involves keeping a list of recommended updates to the standards, which is reviewed by all parties with responsibility over the sewer collection system and updated on a consistent basis.					
PIs and Data Collection Methods:					
1. <i>The frequency with which the list of required/requested updates to the standards is maintained and discussed with O&M, Engineering, Environmental Compliance and Management.</i> Data Collection Method: Keep track manually. Current list of updates, and meeting notes from past meetings should be available.					
2. <i>The frequency with which the standards are revised to incorporate the list of required/requested updates.</i> Data Collection Method: Keep track manually. A file of completed updates and/or new design standards specific to the sewer collection system should be kept.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Time since last meeting to discuss list of design standard updates based on sewer-specific issues	> 2 years	1-2 years	0.5-1 year	< 6 months
2	Time since last actual update to design standards based on sewer-specific issues	> 10 years	4-10 years	2-4 years	< 2 year

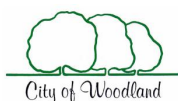
Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
Annual Performance Assessment / Recommendations for Updates				
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2:				

Signature of Responsible Person: (sign when complete)	Date:

Goal:		Staff Training			
Responsible Person (RP): 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	
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3:					

Signature of Responsible Person: (sign when complete)	Date:



x SSMP Program Audits

SWRCB Requirement:

*As part of the SSMP, the Enrollee shall conduct periodic **internal audits**, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur **every two years** and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.*

*Taken from SWRCB GWDR Order No. 2006-0003 adopted May 2, 2006 and
Order No. WQ 2013-0058-EXEXC Attachment A*

Background

Periodic self-assessment of the City's SSMP is necessary to evaluate the effectiveness of the plan and related activities. Internal audits are an opportunity to review performance and establish changes to SSMP elements that will assist in more effectively meeting the goals of the SSMP as outlined in SSMP section i. This section fulfills the requirements of the GWDR SSMP mandatory element x.

Element x. SSMP Program Audits

x-a. SSMP Program Audits

Requirement	As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum the audits must occur every two years and a report must be prepared and kept on file.
Discussion	The person responsible for updating the SSMP for the City of Woodland is the Associate Engineer or designee. For this reason, the Associate Engineer or designee will also be responsible for conducting the internal audits of the SSMP. Conducting the internal audits will allow the Associate Engineer or designee to assess the program as a whole, determine necessary modifications to the SSMP, and apply those modifications. The internal audits will be focused on meeting the goals of the SSMP, which are outlined in section i of the SSMP. This will provide consistency to the efforts of the City in meeting the objectives of the regulatory requirements. Performance relative to these goals will be assessed using the performance indicators as described in section ix of the SSMP. This will provide the designee a wealth of knowledge about the performance of the Utility Maintenance Division in executing SSMP programs, and the effectiveness of those programs. Obtaining this view of the SSMP program will allow the designee to properly evaluate the SSMP and produce a valuable internal audit. The internal audit will consist of two components. The body of the internal audit will be made up of the PI assessment sheets, which will be completed during the course of the year by each responsible person (RP). The Superintendent will add to the front of those assessment sheets a SSMP Audit Cover Letter (see Attachment x-1). The SSMP Audit Cover Letter will include the following information: ➤ System overview, based on CIWQS questionnaire ➤ SSO history, the number and nature of SSO's over the past 10 years ➤ Progress on development of SSMP elements ➤ How SSMP elements were implemented over last year ➤ Effectiveness of the implemented SSMP elements ➤ What SSMP elements are planned to be implemented next year ➤ Description of additions and improvements to the collection system over the last year

Element x. SSMP Program Audits

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

Annually, the Associate Engineer or designee will follow the steps outlined below to conduct the internal audit of the City SSMP.

1. Collect Performance Indicator (PI) assessment sheets from each responsible person (RP).
2. Review assessments and recommendations from each PI.
3. Summarize the overall performance of the SSMP

Bi-annually, the Associate Engineer or designee will go to council with program-wide recommendations on the SSMP Program Audit Cover Letter.

As the scope and activities of the SSMP evolve over time, the text of the SSMP will be modified as needed to reflect those changes. However, as a minimum, the SSMP will be updated once every 5 years and re-certified by the City Council when significant changes to the SSMP are made as required by GWDR section D.14. A sample City Council Communication used by the Superintendent to communicate changes to the SSMP that may require-certification is included in Attachment x-2. An example sanitary sewer management plan audit change log is supplied as **Attachment x-3.**

Related Documents

- Attachment x-1: Sample SSMP Program Audit Cover Letter
- Attachment x-2: Sample SSMP Program Audit Council Communication
- Attachment x-3: SSMP Audit Changes Log

Plan & Schedule

Task	Responsible Party	Scheduled Date
Conduct internal audit.	Associate Engineer or designee	Annually
Present 2 years of internal audits to Council.		Bi-annually
Update SSMP programs based on internal audits.		As Needed / Every 5 Years Minimum

Attachment x-1:

Sample SSMP Program Audit Cover Letter



Memorandum

To: Paul Navazio, City Manager
Craig Locke, Director of Public Works

From: Tim Busch, Principal Utilities Civil Engineer

Date: December 4, 2018

Subject: SSMP Program Audit Cover Letter
Two-year SSMP Performance Review of FY 16/17 and FY 17/18

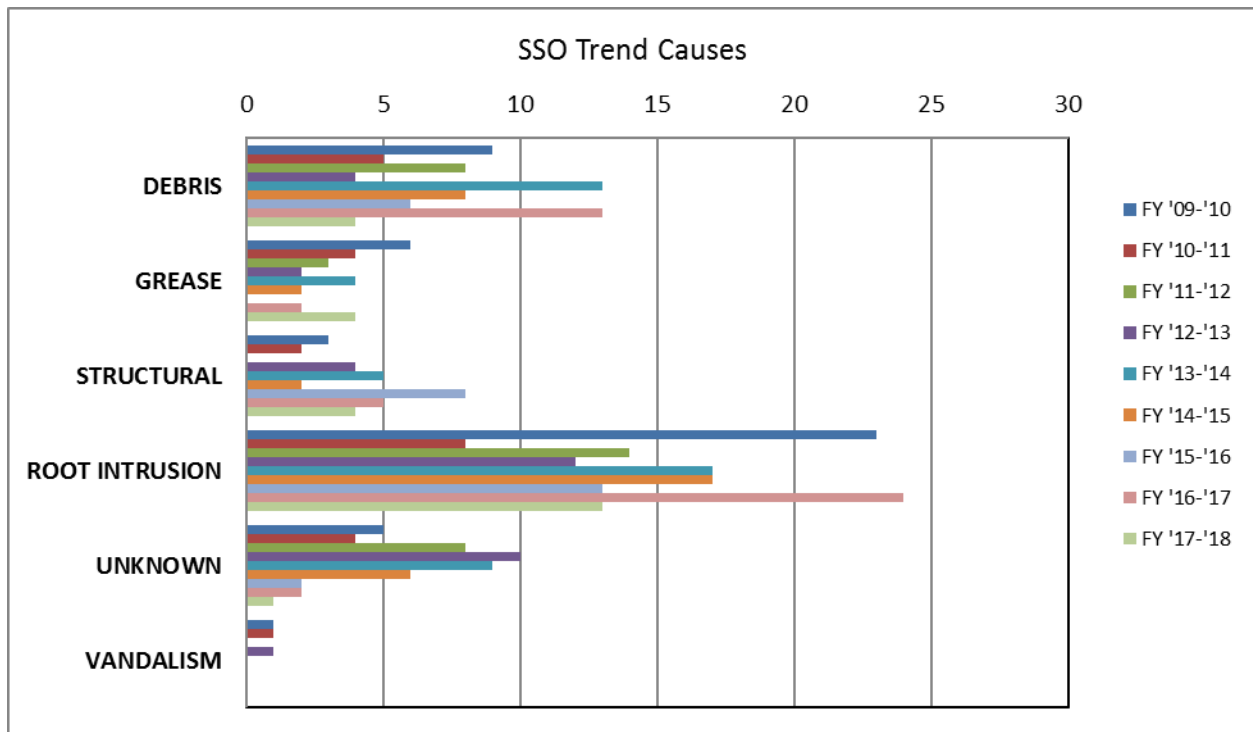
Regulatory Compliance

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).

Objectives

This memorandum summarizes the performance of the City of Woodland's Sewer System Management Plan (SSMP) for FY 16/17 and 17/18. 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 18/19 in areas in need of improvement.



SSO History (SSO Volume in gallons)

FY17-18

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
21	0	444	0

FY16-17

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
32	0	694	0

FY15-16

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
16	0	379	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	977	0

FY13-14

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
26	1	1,953	675

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. Average SSO response is within 45 minutes of notification including after hours emergencies. A CCTV inspection of the pipes in the area is typically done 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 18/19, the current root intrusion preventative maintenance program will include 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. The repairs are prioritized, however, not all of these projects are scheduled because current rates will not support them. A sewer rate study is expected to be completed by early 2019 to cover FY19 – FY24. The rate study is planned to incorporate approximately \$14.0M in the 5 year CIP plan for sewer and lateral repair/replacement.

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 several years ago and created CIP #14-03 Orangeburg Lateral Replacement Project.

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 inadequate staffing, 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 incorporate current materials and practices. Evaluation and assignment of necessary sewer repairs and replacement based on the CCTV inspection through the CACIP module to bundle CIP work will be a priority in FY19. Prioritize and execute repairs to both sewer and lateral lines as budget allows. Continue to collect and analyze the sewer flow data in the trunk sewers to calibrate the sewer model.

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

The major accomplishments in CIP implementation of the FY 16/17 and FY17/18 included:

- 2016 Annual Water and Sewer Replacement project (CIP 15-22), work included replacement and/or lining of 3,300 feet of sewer laterals.
- Harter Avenue Sewer Rehabilitation Project which included sections of sewer replacement, sewer lining and lateral replacement between Kentucky Street and Beamer Street.
- Beamer Trunk Sewer Lining Project (CIP 16-11), work included slip lining of 1,280 feet of large diameter sewer mains.

The sewer crews did 2 spot repairs/replacements of sewer gravity mains and 1 manhole repair in Fiscal Years 16/17 and FY 17/18 based on CCTV inspections, which found structural failures in the mains and manhole. The sewer crew replaced 23 laterals due to structural issues found after inspecting the lateral connection. The Crews cleaned over 293,000 feet of sewer in FY 16/17 and CCTV'd over 273,000 feet of the sewer system. In FY 17/18 crews cleaned over 342,000 feet of sewer and CCTV'd over 162,000 feet of the sewer system.

In 2017, 48 laterals (about 1,200 ft) were lined on Molly Ave, Betty Ave, and Henderson Way. The 2018 Sewer Lateral Lining Project lined 56 laterals on Schuerle St, Weber St, and Williams St, for a total of about 1,360 feet.

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

Major collection system rehabilitation projects planned for FY 18/19 include:

- Lining of sewer trunk line along Beamer St near CR102.
- Spot repair of sewer trunk line on Beamer Street east of I-5.
- Lining of 160 sewer laterals along several streets
- Rehabilitation of several segments of Gibson Road sewer main, including both lining and open cut replacement of sewer lines with PVC SDR 26
- Spot repairs of the gravity sewer main at two locations on Main Street.
- Replacement of 375 lineal feet of gravity sewer main along Dog Gone Alley east of College St.
- 2019 Annual Water and Sewer Replacement Project, 6th Street and Archer Streets between CR24 and Gibson Street – the sewer work in this area is being evaluated.

The flow monitors have been collecting wet and dry weather flow data for continued model calibration and system observation.

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 11 below goal PI's in FY 17/18, 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 of 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 18/19 audit should see a marked decrease in below goals.

Attachments:

- Performance Indicator Assessment Sheets (48 PI forms)
- Summary of Performance Indicator Spreadsheet FY 16/17 and FY17/18

Attachment x-2:

Sample SSMP Program Audit Council Communication



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Special Meeting
DATE: December 4, 2018
ITEM #: G.6.
SUBJECT: 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, 2016 to June 30, 2018.

Staff Contact:

Tim Busch, Principal Utilities Civil Engineer, 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 16/17 and FY 17/18. The table below describes the number of SSO events over the past few years.

Fiscal Year	Lateral - SSO	Volume (gal)	Main-line - SSO	Volume (gal)
FY 13/14	26	1,953	1	675
FY 14/15	18	977	0	0
FY 15/16	16	379	0	0
FY 16/17	32	694	0	0
FY17/18	21	444	0	0

Comparing the two-year period of FY16/17-FY17/18 to the previous two-year period of FY14/15-FY15/16: The SSMP program's lateral SSOs have been increased by 56% but spill volumes have been reduced by 16%, indicating the improvement of O&M staff in responding quickly and effectively to overflows. Main-line SSOs are infrequent but can occur occasionally, as one did in FY 13/14 as a result of a construction accident. There were 0 SSO events from main-lines 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 is the largest contributor. This is being addressed through a root treatment program and annual lateral lining projects. In the past two fiscal years, staff treated 5,860 feet of pipeline for prevention of root intrusion. Capital improvement and maintenance projects replaced or lined over 4,500 ft of sewer laterals to address structural issues and prevent root intrusion over time. Another significant contributor is grease, which is being addressed through the fats, oils, and grease (FOG) public outreach program.

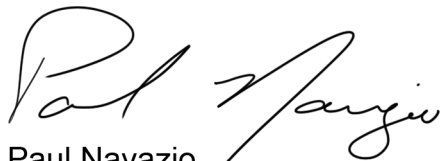
Once notified, staff response time to a SSO averages less 45 minutes, including after-hours and weekends. Staff response time to SSOs is under 15 minutes during normal hours. Following a stoppage removal, the line is inspected with a closed circuit television (CCTV) to ensure the stoppage has been successfully 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 less than 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, 2016 to June 30, 2018.

Prepared by: Tim Busch, Principal Utilities Engineer

Reviewed by: Brent Meyer, City Engineer
Ken Hiatt, Assistant City Manager/Community & Economic Development Director



Paul Navazio
City Manager

Attachments:

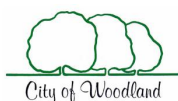
1. SSMP Audit FY17 and FY18

Attachment x-3:

SSMP Audit Change Log

City of Woodland
Sewer System Management Plan
Audit Change Log

Date	SSMP Element/ Section	Description of Change/Revision Made	Change Authorized By:



xi Communication Program

SWRCB Requirement:

*The Enrollee shall **communicate on a regular basis with the public** on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.*

*The Enrollee shall also create a plan of **communication with systems** that are tributary and/or satellite to the Enrollee's sanitary sewer system.*

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

Background

This section of the SSMP outlines the elements of the City's plan of communication with the public on the development, implementation, and performance of the SSMP. Communication between the City and various public stakeholders will ensure that programs and activities will be both implemented and augmented on an ongoing basis so as to provide a maximum benefit and level of service to stakeholders. The dissemination of information regarding the SSMP and the solicitation of public comment will ensure that potential disputes between the City and various stakeholders are recognized in advance of the implementation of programs or activities affecting stakeholders. Thus, the communication program will help the City and stakeholders to create solutions to disputes and implement SSMP programs with minimal delay and conflict. This section fulfills the requirements of the GWDR SSMP mandatory element xi.

Element XI. Communication Program

xi-a. Plan of Communication with Public

Requirement	The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.		
Discussion	The Administration Clerk and IT Technician have been designated by the City as the individuals responsible for coordinating the implementation and operation of the SSMP public communication program. The City website will be the most prevalent communication tool used by the City. The City will create an SSMP link from the Public Works Department page. This link will feature sub-links to the issues and topics outlined in the communication program schedule including the SSMP and SSMP Audits.		
Related Documents	○ None		
Plan & Schedule	Task	Responsible Party	Scheduled Date
	Continuously perform and document completion of the public communication tasks outlined in the communication program schedule.	Administration Clerk / IT Technician	Continuously

Element XI. Communication Program

xi-b. Plan of Communication with Satellite Collection Systems

Requirement	The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.
Discussion	The City of Woodland investigated the potential satellite system status of the following facilities: ➤ Woodland Community College ➤ Yolo County Jail Neither facility has more than a mile of sewer pipe. If such a facility exists the below are the following procedures: The first communication step is for the Chief Collection Systems Operator to contact the facilities to determine if they own and operate more than a mile of pipe. The City sends potential satellite facilities an inquiry letter that discusses the GWDR and requires a response to determine the size of the facility's sewer collection system, and the facility's current level of compliance with the GWDR. An example inquiry letter sent to the Yolo County Jail is included in Attachment xi-1. If a subject facility is found to own and operate more than a mile of sewer collection system pipe, the Superintendent will contact the utility manager of the facility to make him or her aware that the facility requires a separate SSMP. The Chief Collection Systems Operator will provide the potential satellite facility with information about the SSMP process, including the purpose of the document, the location of basic information on the internet, and how to submit a NOI for coverage under the GWDRs so that the facility can get started generating their own SSMP. The Chief Collection Systems Operator may create a sewage acceptance or service agreement and get it signed by the utility manager of the satellite facility, if an agreement or contract is not already in place. The agreement will outline the mutual expectations regarding maintenance, operation, and management procedures specific to the SSMPs used by both the City and the satellite facility, and may establish specific discharge requirements for the satellite facility. As part of the satellite facility's SSMP or service agreement with the City, a plan of communication between the City and satellite facility will be put into place. The communication plan will consist of the following activities:

Element XI. Communication Program

Related Documents

- Inclusion of City Public Works contact information in the satellite facility's SSO chain of communication so the City is aware of any SSOs.
 - Inclusion in the satellite facility's SECAP section of a required review of proposed sewer collection system improvements or expansions by the City's Utilities Engineering Division.
 - Annual meeting of Chief Collection Systems Operator and satellite facility utility manager(s) to review performance indicator tracking results, share strategies for improving performance, or coordinate O&M or FOG control activities.
 - The City will keep on-hand the latest version of the satellite facility's SSMP, and the satellite facility will keep a copy of the latest City SSMP. Both agencies will send updated copies when updates occur through the auditing process.
- Attachment xi-1: Yolo County Jail Inquiry of Sewer Collection System

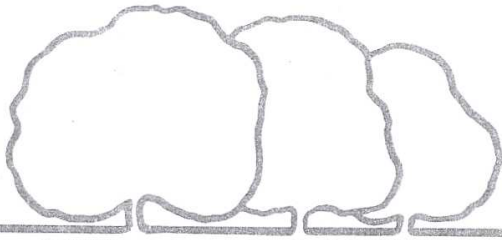
Element XI. Communication Program

Plan & Schedule

Task	Responsible Party	Scheduled Date
Determine if any facilities own and operate more than 1 mile of sewer collection system piping.	Chief Collection Systems Operator	On-going
Compose sewage acceptance agreements if necessary with newly identified satellite facilities.	Chief Collection Systems Operator	If occurs, within five months
Communicate with utility managers of any satellite facilities to negotiate and sign sewage acceptance agreements, and to review satellite facility SSMPs as they are being written to ensure they include the items discussed above.	Chief Collection Systems Operator	If occurs, within five months
Hold annual performance indicator review meeting with satellite facility utility manager(s).	Chief Collection Systems Operator	If occurs, Annually

Attachment xi-1:

Yolo County Jail Inquiry of Sewer Collection System



City of Woodland

Public Works Department

655 N Pioneer Avenue • Woodland, CA 95776-6112 • Telephone: 530-661-5962 • FAX: 530-661-1290 • www.cityofwoodland.org

March 16, 2009

Jail Commander Captain Larry Cecchettini
c/o Yolo Co Jail-
(Monroe Detention Center and
Leinberger Minimum Security Facility)
2420 E Gibson Rd
Woodland CA 95776

RECEIVED

MAR 24 2009

GENERAL SERVICES

Subject: City of Woodland SSMP
Inquiry of Private Sewer Collection System Regulatory Compliance Status

Dear Captain Cecchettini,

We are writing to inform you of a recent regulation implemented by the State Water Resources Control Board (SWRCB) regarding sewer collection systems that may affect your institution. Discharge of pollutants to California waterways is regulated by the SWRCB. The SWRCB regulates and monitors discharges from sources such as industries, municipal wastewater treatment plants, agriculture, and storm water. A webpage address for the SWRCB is provided below in case you would like more detailed information about the Board.

<http://www.swrcb.ca.gov/>

In 2006, the SWRCB found that unintended discharges from sewer collection systems to waterways of the State were having a significant negative effect on public water quality. The SWRCB had been finding numerous sanitary sewer overflow (SSO) discharges from public sewer systems over a number of years, consisting of spills from sewer manholes and sewer pump stations due to inadequate maintenance and management of the systems.

In response to the unacceptable level of SSOs occurring on a consistent basis across the State, the SWRCB developed a statewide Waste Discharge Requirement (WDR) requiring development of detailed sewer system management plans (SSMPs) by every public agency owning and operating more than one mile of sewer system pipe. The SSMPs are required to address eleven specific components (see SSMP development schedule below) of sewer system management, operation, and maintenance with the overall goal of reducing the occurrence of SSOs. In addition, each agency is required to submit for coverage under the general permit and report all SSOs to the SWRCB using a new web-based reporting system and database. The SWRCB makes information on all SSOs reported in the State available on the webpage listed below.

http://gistest.waterboards.ca.gov/webmap/sso_pub.html

The SWRCB regulation regarding SSMP development was officially enacted on May 2, 2006 and requires SSMP development by all applicable public agencies according to the schedule shown below:

Sewer System Management Plan (SSMP) Time Schedule				
Task and Associated WDR (Waste Discharge Regulation) Section	Completion Date			
	Population > 100,000	Population Between 100K and 10K	Population Between 10K and 2,500	Population < 2,500
SSMP Development Plan and Schedule	August 2, 2007	November 2, 2007	February 2, 2008	May 2, 2008
Goal	November 2, 2007	November 2, 2007	May 2, 2008	May 2, 2008
Organization				
Legal Authority	November 2, 2008	May 2, 2009	November 2, 2009	February 2, 2010
Operation and Maintenance Program				
Overflow Emergency Response Program				
FOG Control Program				
Design and Performance Provisions	May 2, 2009	August 2, 2009	May 2, 2010	August 2, 2010
System Evaluation and Capacity Assurance Plan				
Monitoring and Program Modification				
Program Audits				
Communication Program				
Final SSMP				

The City of Woodland has recently developed its SSMP. We are contacting you because your facility may be served by a sewer collection system that is owned and operated specifically by your organization (not by the City of Woodland) and includes more than one mile of pipe that discharges into the City's sewer collection system. If your organization is a public agency (state and federal agencies, cities, counties and special districts) that owns more than one mile of sewer collection system piping, you are subject to the WDR and therefore must develop your own system specific SSMP.

You may already be aware of this regulation and are taking steps to comply with it. However, we are contacting all potentially affected facilities, which are satellite to the City of Woodland Wastewater Collection System, to determine the status of their compliance with the WDR. Please respond by checking the statement on the following page that best describes your status with respect to the WDR. After marking the appropriate box, please return the original signed copy with any comments you feel the City should be aware of with respect to your compliance effort. Send to:

City of Woodland Public Works Department
Attention: SSMP Public Notification Compliance Officer
655 N. Pioneer Ave
Woodland, CA 95695

City of Trees

Current WDR Compliance Status

- ☒ Your organization or facility does not own more than one mile of sewer system piping and is therefore not subject to the WDR
- ☐ Your organization or facility is not considered a public entity, and is therefore not subject to the WDR
- ☐ Your organization or facility does own more than one mile of sewer system piping, is aware of the WDR, and is taking action by developing an SSMP
- ☐ Your organization or facility does own more than one mile of sewer system piping and was unaware of WDR requirement

If your status is "c" above, please provide a description of your compliance activities completed to date:

If you are unsure whether or not your organization owns more than one mile of sewer system piping, you should gather facility plans and attempt to make that determination. If you have any questions or concerns identifying the current status of your organization with respect to the WDR, please do not hesitate to contact me and we can discuss further.

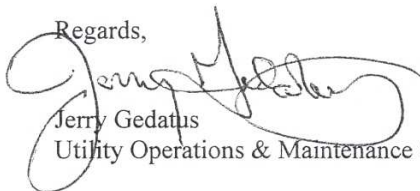
Please provide your signature and the date in the space provided below certifying your response.


Signature

3-25-05
Date

Ray Groom
General Services Director
Yolo County X8120
Print Name

Please note that non-response to this letter will be viewed as a certification by the recipient that they are in full compliance with the WDRs. A non-response to this letter may result in a follow-up phone call or in-person visit by a representative of the City's Public Works Department.

Regards,

Jerry Gedatus
Utility Operations & Maintenance Superintendent

City of Trees

Appendix A:

SSMP Change Log

**City of Woodland
Sewer System Management Plan
Change Log**

Date	SSMP Element/Section	Description of Change/Update	Change Authorized By
8/20/2020	Section 0: Introduction	Updated city service area and sewer system information. Updated all attachments.	Matt Cohen/Daniel Hewitt/Shane Carlsen
8/20/2020	Section ii: Organization	Updated position description changes. Updated all attachments.	Matt Cohen/Alex Truitt/Angela Weeks
8/20/2020	Section iii: Legal Authority	Updated the Authority to ensure access section (iii-c) to reflect current practices on city easements. Updated all attachments.	Matt Cohen/Alex Truitt/Angela Weeks
8/20/2020	Section iv: O&M Program	Updated the Routine preventative O&M activities section (iv-b) to reflect current practices on video inspection of sewer laterals, high velocity cleaning of lines, sewer lift station inspection and maintenance, and Cityworks CMMS. Updated the Prioritization program for impaired sewer collection system assets section (iv-c) to reflect current practices on CCTV inspections, replacement of CA&CIP Module with ITPipes Web & Mobile software, and cost estimating with Excel and previous project bids. Updated the Identify equipment and critical replacement parts section (iv-e) to include updated contacts for emergency equipment providers for the city. Updated all attachments.	Matt Cohen/Alex Truitt/Shane Carlsen/Daniel Hewitt
8/20/2020	Section v: Design and Performance Provisions	Updated year of most recent standards update. Updated section numbers and titles for the Engineering Design Standards and Construction Specifications.	Matt Cohen
8/20/2020	Section vi: Overflow Emergency Response Plan	Updated all attachments.	Matt Cohen/Alex Truitt/ Shane Carlsen
8/20/2020	Section vii: FOG Control Program	Updated events where the Pollution Prevention Program sponsors informational tables and social media platforms where public outreach is conducted in the FOG public outreach program section (vii-a). Update the Inspection section (vii-e) to reflect current staffing for pretreatment inspections. Updated all attachments.	Matt Cohen/Angela Weeks/Shane Carlsen/Daniel Hewitt
8/20/2020	Section viii: SECAP	Updated background to include year of hydraulic model update and discontinuation of the Wastewater Collection System Master Plan due to hydraulic model updates every 3 years and CCTV	Matt Cohen/Tim

		inspections. Updated the Identify areas of hydraulic deficiency section (viii-a) to reflect changes in the General Plan Wastewater Hydraulic Review. Updated Establish appropriate design criteria section (viii-b) to reflect updated Master Plan Capacity Considerations.	Busch
8/20/2020	Section ix: Monitoring, Measurement, and Program Modifications	Updated all attachments.	Matt Cohen
8/20/2020	Section x: SSMP Program Audits	Updated all attachments.	Matt Cohen
8/20/2020	All sections	Updated responsible party position titles.	Matt Cohen
8/20/2020	All Sections	Updated City Municipal code section numbers and website links.	Matt Cohen



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.12
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, 2018 to June 30, 2020.

Staff Contact:

Tim Busch, Principal Utilities Civil Engineer, 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 18/19 and FY 19/20. The table below describes the number of SSO events over the past few years.

Fiscal Year	Lateral - SSO	Volume (gal)	Main-line - SSO	Volume (gal)
FY 15/16	16	379	0	0
FY 16/17	32	694	0	0
FY17/18	21	444	0	0
FY 18/19	27	582	1	58
FY 19/20	19	929	0	0

Comparing the two-year period of FY18/19-FY19/20 to the previous two-year period of FY16/17-FY17/18: The SSMP program's lateral SSOs have decreased by 13%, indicating improvement in reducing the number of SSO events, but spill volumes have increased by 33%. Main-line SSOs are infrequent but can occur occasionally, as one did in FY 18/19 as a result of general debris. There was 1 SSO event from main-lines in the last five 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 is the largest contributor. This is being addressed through a root treatment program and annual lateral lining projects. In the past two fiscal years, staff treated 5,498 feet of pipeline for prevention of root intrusion. Capital improvement and maintenance projects replaced or lined over 3,500 ft of sewer laterals to address structural issues and prevent root intrusion over time.

Once notified, staff response time to a SSO averages less than 25 minutes, including after-hours and weekends. Staff response time to SSOs is about 15 minutes during normal hours. 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 less than 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, 2018 to June 30, 2020.

Prepared by: Tim Busch, Principal Utilities Engineer

Reviewed by: Brent Meyer, Acting CDD Director/City Engineer



Ken Hiatt
City Manager

Attachments:

1. SSMP Audit FY18-19 & FY19-20



Sewer System Management Plan Program Audit

*City of Woodland FY 2018/2019 & FY
2019/2020 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.

12/4/2020



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Memorandum

To: Ken Hiatt, City Manager
Craig Locke, Director of Public Works

From: Tim Busch, Principal Utilities Civil Engineer

Date: December 4th, 2020

Subject: SSMP Program Audit Cover Letter
SSMP Performance Review of FY 18/19 and FY 19/20

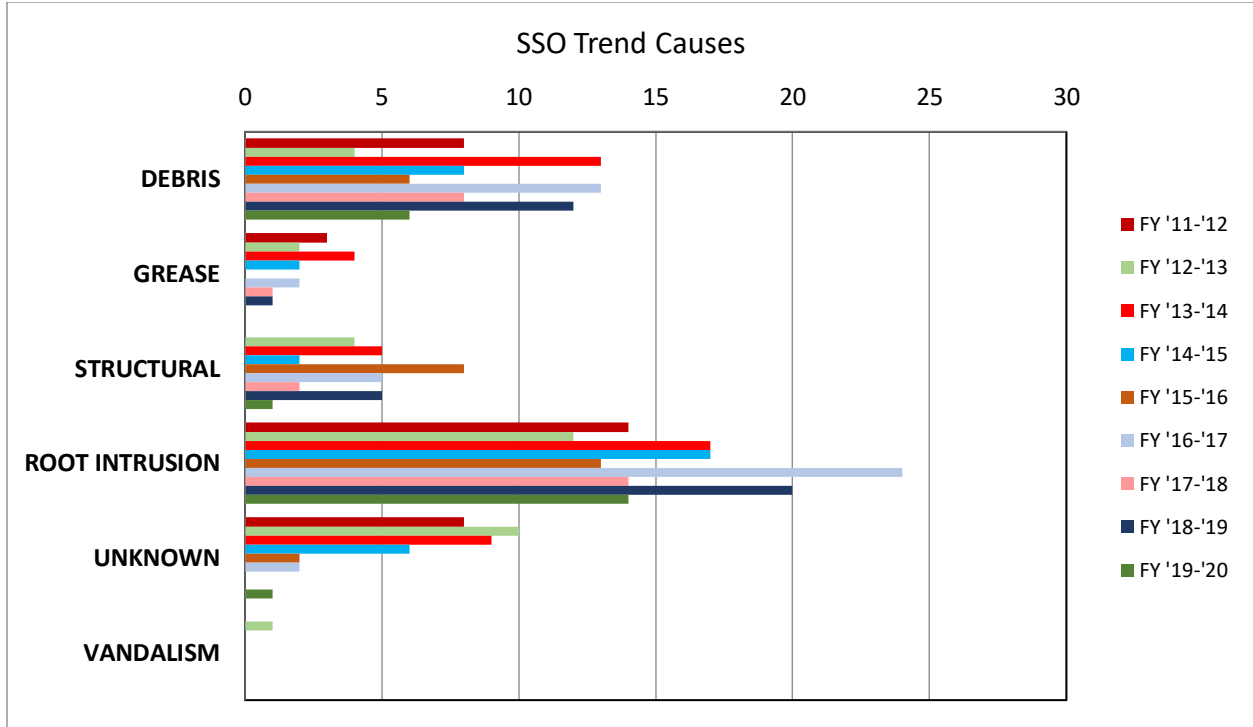
Regulatory Compliance

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).

Objectives

This memorandum summarizes the performance of the City of Woodland's Sewer System Management Plan (SSMP) for FY 18/19 and 19/20. 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 20/21 in areas in need of improvement.



SSO History (SSO Volume in gallons)

FY 19-20

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
19	0	929	0

FY 18-19

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
27	1	582	58

FY 17-18

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
21	0	444	0

FY 16-17

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
32	0	694	0

FY 15-16

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
16	0	379	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. Average SSO response is within 24 minutes of notification including after-hours emergencies. A CCTV inspection of the pipes in the area is typically done 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 20/21, the current root intrusion preventative maintenance program will include 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 2020 as part of the required 5-year revision requirement by the SWRCB and was sent to council in December 2020 for approval. The last SSMP update was approved by council in 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 the last Fiscal Year

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. The repairs are prioritized, however, not all of these projects are scheduled because current rates will not support them. A sewer rate study was planned for FY 19-20 but was postponed due to recent development in the city contributing towards sewer costs. A meeting will be set up to discuss an upcoming sewer rate study that accounts for inflation since the last sewer rate study.

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 root intrusions. The City began a root treatment program several years ago.

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 inadequate staffing, 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

Finish reviewing and updating standards to incorporate current materials and practices. Evaluation and assignment of necessary sewer repairs and replacement based on the CCTV inspection through the CA&CIP module to bundle CIP work will be a priority in FY 20/21. Prioritize and execute repairs to both sewer and lateral lines as budget allows. Continue to collect and analyze the sewer flow data in the trunk sewers to calibrate the sewer model.

Description of additions and improvements to the collection system over the last Fiscal Year

The major accomplishments in CIP implementation of the FY 18/19 and FY 19/20 included:

- **2018 Annual Water & Sewer Repair & Replacement Project (CIP 18-09):** Work included the CIPP lining of over 3,200 LF of 6-inch to 8-inch diameter gravity mains and over 2,000 LF of 15-inch to 18-inch gravity mains, as well as the replacement of 20 break-in or otherwise defective service taps. The Work also consisted of the repair of approximately 180 sewer laterals, totaling to 2,075 LF of CIPP-lined services, 950 LF of open-cut replacement, and 49 new sewer cleanout installations. This Project also included 48 "Top-Hat" installations that sealed the gravity main/sewer lateral interface from tree roots, groundwater infiltration and wastewater exfiltration.
- **Dog Gone Alley – Bush St to College St Water & Sewer Repair & Replacement Project (CIP 19-16):** Work included replacement of approximately 400 linear feet of sewer main pipe as well as installation of 2 sewer manholes and replacement/rerouting of sewer laterals to improve flow and reduce issues with clogging.
- **2019 Sewer Infiltration Abatement Project (CIP#20-10):** This Project included manhole-sealing with injection grout at 6 manholes and the CIPP lining of over 725 LF of 18-inch to 21-inch trunk lines and approximately 175 LF of 8-inch gravity mains.
- **2020 Sewer and Water Repair & Replacement Project – Gibson Road (CIP #20-07):** As of 6/30/2020, approximately 590 feet of sewer laterals have been rehabilitated, and 13 sewer cleanouts have been replaced.

In FY 18/19 crews cleaned 305,594 feet of sewer and CCTV'd 223,986.50 feet of the sewer system.
In FY 19/20 crews cleaned 243,401 feet of sewer and CCTV'd 173,855 feet of the sewer system.

Collections System Assessment

Public Works Collections staff identified locations where groundwater infiltration was entering the collections system, some on trunk mainlines installed in 2006 within the City's current growth area. CDD Engineering prepared a CIP to address these defects. This CIP was completed Fall 2019.

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

Major collection system rehabilitation projects planned for FY 20/21 include:

- **2020 Sewer and Water Repair & Replacement Project – Gibson Road (CIP #20-07):** With the Project currently in construction, the extent of repair is expected to include the CIPP rehabilitation of 4,200 LF of 8-inch and 3,300 LF of 18-inch clay gravity mains, the installation of 30 LF of CIPP gravity main short liners, the CIPP lining of 700 LF of sewer service laterals, and restoration of over 2,100 LF of service laterals and 20 LF of gravity mains via open-cut excavation. Also included is alleviation of a collection system bottleneck at the intersection of CR 102 and Gibson Road by installing about 100 LF of force main to re-route flows. This project will also install 10 new manholes to provide access for maintenance and shorten lengths between existing access points, and install 2,000 LF of new 18-inch gravity main as the first step towards alleviating capacity in an area of the City prone to overflows due to shallow depth of the collections system in that area.
- **2020 Sewer Lateral Lining Project – 6th St. and Archer Dr.:** This Project completed the CIPP rehabilitation of over 1,825 LF of sewer laterals in an area where tree roots were prone to encroach into clay pipes and cause blockages.
- **2021 Water & Sewer Repair and Replacement Project – Gum & Marshall (CIP #20-14):** With the Project currently in design, the ultimate extent of repairs is still being evaluated by Staff. Preliminary plans include the installation of over 2,830 LF of new 18-inch gravity main as the second step in the City's effort towards alleviating capacity in an area of the City prone to sewage overflows. This installation will involve 14 new access point manholes, over 35 new 4-inch sewer service laterals, and an 80 LF jacking and boring underneath railroad tracks.
- **Miscellaneous Projects:** One possible Project involves a combination of CIPP lining and spot repairs in over 2,500 LF of gravity trunk mains on East Gibson Road. This possible Project would also involve the raising-to-grade of 2 buried manholes under landscaped islands in Caltrans right of way. As funding becomes available, a second possible Project may be implemented to line sewer laterals with CIPP in another area of the City prone to root intrusion in an effort to reduce frequency of service calls for routine maintenance on those laterals.

The flow monitors have been collecting wet and dry weather flow data for continued model calibration and system observation.

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 14 below goal PI's in FY 19/20, compared with last FY's 11 below goal performance indicators. The main issues with not meeting performance indicator goals were generally due to technical problems within the CA&CIP module, missing key attributes in GIS, not enough footage of laterals treated for root intrusion, and a lack of staffing and training. These are all addressed in the summary spreadsheet and FY 20/21 audit should see a decrease in below goals.

Attachments:

Performance Indicator Assessment Sheets (48 PI forms)
Summary of Performance Indicator Spreadsheet FY 18/19 and 19/20

City of Woodland SSMP Performance Indicator Summary FY 19-20				
	Performance Indicator	Ratings FY 19-20	Reason	Action taken
Audits				
Audits	Bi-annual Council Presentation	Good		
Audits	Review of SSMP audits	Good		
CCTV				
CCTV	Feet inspected with CCTV / year	Good		
CCTV	Pipe segments inspected / year	Excellent		
CCTV	Footage inspected / 16 work hours	Acceptable		
CCTV	% of CCTV surveyys with a 4 or 5 structural grading	Good	256 out of 1568 surveys had a 4 or 5 grade	Update Sewer Asset Managment Software
CMMS&GIS				
CMMS&GIS	% 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
CMMS&GIS	% 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
CMMS&GIS	Year-to-date % of CityWorks work orders that have been closed-out	Good	93% closed out by end of year	
Codes & Ordinances				
Codes & Ordinances	Time since last meeting to discuss list of Ordinance/Code updates based on sewer-specific issues	Good		
Codes & Ordinances	Time since last actual update to Ordinances/Codes based on sewer-specific issues	Excellent		
Communication Program				
Communication Program	% of Updated Public Documentation	Good		Upload Audit files to website upon completion.
Communication Program	# of Public Comment Email Responses	N/A		
Communication Program	% Public Comment Emails Responded To	Excellent		
Employee Recognition				
Employee Recognition	Time since last awards/letters distribution: Operation & Maintenance staff	Excellent		
FOG Control				
FOG Control	Time since last coordination meeting with Environmental Compliance and O&M staff	Good		Formal quarterly meetings scheduled on calender.
FOG Control	% reduction of FOG-related SSOs compared to previous year	Excellent	0 FOG-related SSOs	
FOG Control	Annual # of FOG control public education events	Below Goal	Environmental Compliance Manager resigned and hasn't been replaced	Hire new Environmental Compliance Manager. Ensure compliance with PI.
FOG Control	% completed of PPP Permit inspections	Below Goal	Environmental Compliance Manager resigned and hasn't been replaced	Hire new Environmental Compliance Manager. Ensure compliance with PI.
HVVC				
HVVC	Feet cleaned / year	Good		
HVVC	Pipe segments cleaned / year	Acceptable		
HVVC	Footage cleaned / work order	Excellent		
HVVC	% Pipe segments pre-cleaned prior to CCTV inspection	Excellent		
Mapping				
Mapping	Average time for redline updates	Excellent	Yearly average time was 1 day	
Mapping	% of sites GPS'd from CIP Sewer R&R in construction	Excellent		
Mapping	% of new development sites GPS'd	Excellent		
O&M Budget				
O&M Budget	Funding provided for O&M budget	Good		
O&M Budget	O&M operation cost	Good		
PM Effectiveness				

PM Effectiveness	% of work orders that are emergencies	Excellent		
PM Effectiveness	% of Labor and Material Costs that is Emergency	Good		
PM Effectiveness	% of Labor and Material Costs that is Emergency Work on Private Laterals	Excellent		
PM Frequencies				
PM Frequencies	% Completion of closed-out work orders vs. expected preventative maintenance work orders	Good		
PM Frequencies	Frequency of thorough lift station inspection / maintenance	Acceptable		
R&R Funds				
R&R Funds	Annual R/R funding provided as % of sewer system value	Excellent		
R&R Funds				
R&R Funds	Annual funding provided for R/R program vs. CA&CIP cost projections	Below Goal		Update Sewer Asset Managment Software
R&R Program				
R&R Program	% of CCTV inspected assets with risk ratings of 4 or 5 that have been evaluated in the CA&CIP Module	Below Goal	Technical problems with the CA&CIP Module	Update Sewer Asset Managment Software
R&R Program	% of assets with risk ratings of 4 or 5 that have CIP “actions” assigned or O&M repairs assigned	Below Goal	Technical problems with the CA&CIP Module	Update Sewer Asset Managment Software
R&R Program	% of scheduled CIPs designed or in construction	Below Goal	Technical problems with the CA&CIP Module	Update Sewer Asset Managment Software
R&R Program	# of line failures per 100 miles of pipe	Excellent		
Replacement Parts				
Replacement Parts	Frequency of Fleet equipment and replacement part inventory review	Excellent	Monitoring of vehicles occurs on a real time basis using FASTER Fleet.	
Replacement Parts	Frequency of pipeline / manhole equipment and replacement part inventory review	Good		
Replacement Parts	Frequency of lift station equipment and replacement part inventory review	Acceptable		
Root Treatment				
Root Treatment	Footage of laterals treated for root intrusion/year	Below Goal		
Root Treatment	Average footage of laterals treated/quarter	Below Goal		
Root Treatment	% reduction in of root related SSOs compared to previous year	Excellent	30% reduction from last year	
SECAP				
SECAP	Ratio of peak WWF to peak DWF	Good		
SECAP	Time since last hydraulic model update	Excellent		
Service Requests				
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	Excellent		
SSO Mitigation				
SSO Mitigation	% captured of SSO (flat, 1-5%)	Excellent	100% captured.	
SSO Mitigation	Average time to investigate SSO with CCTV, when CCTV'd	Excellent	All public SSOs were TV'd within a day.	
SSO Mitigation	% of SSO events investigated with CCTV	Excellent	100% of SSO events were followed up with CCTV. 100% of public SSO events were followed up with CCTV.	
SSO Prevention				
SSO Prevention	# of SSOs / 100 miles / year	Excellent	0 SSOs from gravity mains	

SSO Prevention	% reduction of SSOs from previous year	Excellent	42.1% reduction	
SSO Prevention	# of repeat SSOs / 5 years	Below Goal	A single repeat SSO within 5 years is considered below goal	
SSO Prevention	% of repeat SSOs followed by mitigation	Excellent	100% are followed up with mitigation	
SSO Response				
SSO Response	SSO response time during normal hours	Excellent	16 min average response time for the year	
SSO Response	SSO response time after normal hours	Excellent	30 min yearly average response time	
Staffing				
Staffing	% of vacant positions	Below Goal	12 out of 15 positions were filled in the sewer group. 20% vacant staff.	2 positions were added
Standards Update				
Standards Update	Time since last meeting to discuss list of design standard updates based on sewer-specific issues	Excellent		
Standards Update	Time since last actual update to design standards based on sewer-specific issues	Acceptable		
Training				
Training	Frequency of tabletop / tailgate training	Below Goal		
Training	Frequency of field / equipment training	Acceptable		
Training	Frequency of SSO response training	Below Goal		

City of Woodland SSMP Performance Indicator Summary FY 18/19				
	Performance Indicator	Ratings FY 18/19	Reason	Action taken
Audits				
Audits	Bi-annual Council Presentation	Good		
Audits	Review of SSMP audits	Excellent		
CCTV				
CCTV	Feet inspected with CCTV / year	Excellent		
CCTV	Pipe segments inspected / year	Excellent		
CCTV	Footage inspected / 16 work hours	Below Goal	Breakdown/staffing issues.	Purchase new CCTV van and equipment. Maintain full staffing levels.
CCTV	% of CCTV surveys with a 4 or 5 structural grading	Good	383 out of 2744 surveys had a 4 or 5 grade	CIP Projects to rehabilitate mains with structural issues.
CMMS&GIS				
CMMS&GIS	% 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
CMMS&GIS	% 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
CMMS&GIS	Year-to-date % of CityWorks work orders that have been closed-out	Good	93% closed out by end of year	
Codes & Ordinances				
Codes & Ordinances	Time since last meeting to discuss list of Ordinance/Code updates based on sewer-specific issues	Excellent		
Codes & Ordinances	Time since last actual update to Ordinances/Codes based on sewer-specific issues	Excellent		
Communication Program				
Communication Program	% of Updated Public Documentation	Excellent		Upload Audit files to website upon completion.
Communication Program	# of Public Comment Email Responses	N/A		
Communication Program	% Public Comment Emails Responded To	Excellent		
Employee Recognition				
Employee Recognition	Time since last awards/letters distribution: Operation & Maintenance staff	Excellent		
FOG Control				
FOG Control	Time since last coordination meeting with Environmental Compliance and O&M staff	Good		Formal quarterly meetings scheduled on calender.
FOG Control	% reduction of FOG-related SSOs compared to previous year	Excellent	Only 1 FOG-related SSO	
FOG Control	Annual # of FOG control public education events	Below Goal	Environmental Compliance Manager resigned and hasn't been replaced	Hire new Environmental Compliance Manager. Ensure compliance with PI.
FOG Control	% completed of PPP Permit inspections	Below Goal	Environmental Compliance Manager resigned and hasn't been replaced	Hire new Environmental Compliance Manager. Ensure compliance with PI.
HVVC				
HVVC	Feet cleaned / year	Excellent		
HVVC	Pipe segments cleaned / year	Excellent		
HVVC	Footage cleaned / 16 work hours	Excellent		
HVVC	% Pipe segments pre-cleaned prior to CCTV inspection	Good		
Mapping				
Mapping	Average time for redline updates	Acceptable	Yearly average time was 10 days	
Mapping	% of sites GPS'd from CIP Sewer R&R in construction	Excellent		
Mapping	% of new development sites GPS'd	Excellent		
O&M Budget				
O&M Budget	Funding provided for O&M budget	Good		
O&M Budget	O&M operation cost	Good		

PM Effectiveness				
PM Effectiveness	% of work orders that are emergencies	Excellent		
PM Effectiveness	% of Labor and Material Costs that is Emergency	Good		
PM Effectiveness	% of Labor and Material Costs that is Emergency Work on Private Laterals	Excellent		
PM Frequencies				
PM Frequencies	% Completion of closed-out work orders vs. expected preventative maintenance work orders	Acceptable		
PM Frequencies	Frequency of thorough lift station inspection / maintenance	Acceptable		
R&R Funds				
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	Good		Scheduled formal meeting to evaluate CA&CIP with Principal Engineer and Sewer Collections officer for future sewer R&R prioritization.
R&R Program				
R&R Program	% of CCTV inspected assets with risk ratings of 4 or 5 that have been evaluated in the CA&CIP Module	Excellent		City hired new engineering assistant to stay up to date on CA&CIP management.
R&R Program	% of assets with risk ratings of 4 or 5 that have CIP "actions" assigned or O&M repairs assigned	Good		City hired new engineering assistant to stay up to date on CA&CIP management.
R&R Program	% of scheduled CIPs designed or in construction	Below Goal	Engineering position dealing with SSMP had a 6 month gap in employment	City hired new engineering assistant to stay up to date on CA&CIP management.
R&R Program	# of line failures per 100 miles of pipe	Good		
Replacement Parts				
Replacement Parts	Frequency of Fleet equipment and replacement part inventory review	Excellent	Monitoring of vehicles occurs on a real time basis using FASTER Fleet.	
Replacement Parts	Frequency of pipeline / manhole equipment and replacement part inventory review	Excellent		
Replacement Parts	Frequency of lift station equipment and replacement part inventory review	Acceptable		
Root Treatment				
Root Treatment	Footage of laterals treated for root intrusion/year	Below Goal		Increase footage of root treatment.
Root Treatment	Average footage of laterals treated/quarter	Below Goal		Increase footage of root treatment.
Root Treatment	% reduction in of root related SSOs compared to previous year	Below Goal	-54% reduction from last year	Increase footage of root treatment.
SECAP				
SECAP	Ratio of peak WWF to peak DWF	Acceptable		
SECAP	Time since last hydraulic model update	Excellent		
Service Requests				
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		
SSO Mitigation				
SSO Mitigation	% captured of SSO (flat, 1-5%)	Excellent	100% captured.	
SSO Mitigation	Average time to investigate SSO with CCTV, when CCTV'd	Excellent	All public SSOs were TV'd within a day.	
SSO Mitigation	% of SSO events investigated with CCTV	Excellent	92% of SSO events were followed up with CCTV. 100% of public SSO events were followed up with CCTV.	

SSO Prevention				
SSO Prevention	# of SSOs / 100 miles / year	Excellent	0.49 SSOs from gravity mains	
SSO Prevention	% reduction of SSOs from previous year	Below Goal	-46.2% reduction	Increase footage of root treatment.
SSO Prevention	# of repeat SSOs / 5 years	Below Goal	A single repeat SSO within 5 years is considered below goal	Increase footage of root treatment.
SSO Prevention	% of repeat SSOs followed by mitigation	Excellent	100% are followed up with mitigation	
SSO Response				
SSO Response	SSO response time during normal hours	Excellent	< 15 min average response time for the year	
SSO Response	SSO response time after normal hours	Good	30 - 45 min yearly average response time	
Staffing				
Staffing	% of vacant positions	Acceptable	12 out of 13 positions were filled in the sewer group. 8% vacant staff.	
Standards Update				
Standards Update	Time since last meeting to discuss list of design standard updates based on sewer-specific issues	Acceptable		
Standards Update	Time since last actual update to design standards based on sewer-specific issues	Good		
Training				
Training	Frequency of tabletop / tailgate training	Acceptable		
Training	Frequency of field / equipment training	Acceptable		
Training	Frequency of SSO response training	Good		

Goal:	SSMP Audits and Updates				
Responsible Person (RP): Principal Utilities Civil Engineer					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify efforts to present the findings of SSMP performance evaluations to City Council and other peer agencies, with the purpose of receiving valuable feedback on performance and possible improvements to existing procedures and programs.					
PIs and Data Collection Methods:					
1. <i>Was a bi-annual report prepared and presented to City Council based on the SSMP performance indicator review process?</i> Data Collection Method: Keep track manually.					
2. <i>The frequency with which a review of the City SSMP, a SSMP Audit, or SSMP performance evaluation (i.e. annually summary of performance indicator tracking process) is completed.</i> Data Collection Method: Keep track manually. A file of all peer reviews should be kept.					
	Performance Indicators			Rating	
				Below Goal	Acceptable
				Good	Excellent
1	Bi-annual Council presentation			No	-
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 19-20	Goal	1	2	
	Value	Yes	1-2 years	

Annual Performance Assessment / Recommendations for Updates
FY 19-20 Ratings: 1. Good – City Staff will present FY 18/19 and FY 19/20 in 2020. 2. Good –SSMP Audit Review in September 2019 for FY 18/19. SSMP Audit Review in September 2020 for FY 19/20. Recommendation #1: None. Recommendation #2: None.

Signature of Responsible Person: (sign when complete)	Date:
	10/28/2020

Goal: Closed Circuit Television (CCTV) Inspections

Responsible Person (RP):
Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

CCTV inspections are conducted using a standardized protocol to supply sufficient data for use in capital improvement project planning. The PIs listed below quantify efforts to complete CCTV work according to system-wide inspection frequency goals, and to complete the work both efficiently and with high quality.

PIs and Data Collection Methods:

1. *The total footage of the collection system inspected per year with CCTV.*
Data Collection Method: Determine year-to-date CCTV inspection footage production from central crystal report, and project to year-end production.
2. *The total number of pipe segments inspected with CCTV per year.*
Data Collection Method: Determine year-to-date CCTV inspection pipe production from central crystal report, and project to year-end production.
3. *The average footage inspected per 16 hours of work (one full day for a crew of 2).*
Data Collection Method: Determine year-to-date CCTV effort hours expended from central crystal report, and divide by 16 to determine the number of equivalent 16-hour blocks worked. Divide the year-to-date footage inspected (also from central crystal report) by the number of 16 hour blocks worked to determine average daily crew production.
4. *The percentage of CCTV surveys with a 4 or a 5 structural grading in CACIP module.*
Data Collection Method: Determine total number of CCTV inspections completed and the number of CCTV videos with a 4 or 5 structural grading from the CACIP Module.

	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 19-20	Goal	1	2	3	4	4. 256 surveys /1568 total CCTV'd assets
	Value	173,855	1,525	1,544	16%	
Annual Performance Assessment / Recommendations for Updates						
FY 19-20 Ratings: Good – 173,855 feet inspected Excellent – 1,525 pipe segments inspected Acceptable – 1,544 feet inspected / 16 work hours Good – 16% Recommendation #1: None. Recommendation #2: None. Recommendation #3: None. Recommendation #4: Update sewer asset management software.						

Signature of Responsible Person: (sign when complete)	Date:
	12/2/20

Goal:

Computerized Maintenance Management System (CMMS) & Graphical Information System (GIS)

Responsible Person (RP):

GIS Analyst

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts required to maintain a robust population of attribute data within the City GIS that can be used to supplement the City's CA&CIP Module and hydraulic modeling efforts. Additionally, the City's effort to consistently close-out work orders is quantified to ensure that scheduled work is completed in a timely manner.

PIs and Data Collection Methods:

1. *Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for gravity sewer mains.*

Data Collection Method: 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

2. *Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for manholes.*

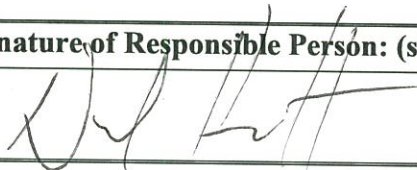
Data Collection Method: Determine the % of values for the following fields in the GIS geodatabase SManhole table from the central crystal report: InstallDate, Condition, ConditionDate, Elevation, BarrelDiameter, BarrelMaterial, Depth

3. *Percentage of year-to-date CityWorks work orders that are closed*

Data Collection Method: Determine the % of year-to-date CityWorks work orders that have been closed out from the central crystal report.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% population of key GIS attribute fields for gravity sewer mains	< 80%	80-90%	90-95%	95-100%
2	% population of key GIS attribute fields for sewer manholes	< 80%	80-90%	90-95%	95-100%
3	Year-to-date % of CityWorks work orders that have been closed-out	< 80%	80-90%	90-95%	95-100%

Periodic Performance Tracking					
Date	Measured Value			Performance Assessment Comments	
1 st Qtr	Goal	1	2	3	3. 293 of 316 closed/completed or 93%
	Value	71%	59%	93%	
2 nd Qtr	Goal	1	2	3	3. 248 of 266 closed/completed or 93%
	Value	71%	59%	93%	
3 rd Qtr	Goal	1	2	3	3. 241 of 266 closed/completed or 91%
	Value	71%	59%	91%	
4 th Qtr	Goal	1	2	3	3. 234 of 291 closed/completed or 80% Report for entire year: 1,041 out of 1,118 closed/completed or 93%
	Value	71%	59%	80%	
Annual Performance Assessment / Recommendations for Updates					
FY 19-20 Ratings: Below Goal – 71% Below Goal – 59% Good – 1,041 out of 1,118 closed/completed or 93% for FY 19-20. Recommendation #1: Make sure that key fields are always populated on new assets when they are installed. Track down any historical documentation and update GIS if data exists. Recommendation #2: Make sure that key fields are always populated on new assets when they are installed. Track down any historical documentation and update GIS if data exists. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10.28.2020

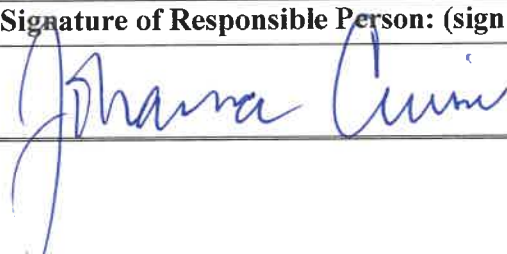
Goal:		Maintaining Codes and Ordinances			
Responsible Person (RP): Principal Utilities Civil Engineer					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to keep the City Codes and Ordinances current with known or upcoming changes in regulatory issues. This 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. <i>The frequency with which the list of required/requested updates to the City Code and Ordinances is maintained and discussed with O&M, Engineering, Environmental Compliance, and Management with regard to sewer-specific issues.</i> Data Collection Method: Keep track manually. Current list of updates, and meeting notes from past meetings should be available. 2. <i>The frequency with which the Municipal Code is revised to incorporate the list of required/requested sewer-specific updates.</i> Data Collection Method: Keep track manually. A file of completed updates and/or new ordinances specific to the sewer collection system should be kept.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Time since last meeting to discuss 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	> 20 Years	10-20 years	5-10 years	< 5 years

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 19-20	Goal	1	2	1. Ordinances periodically reviewed to evaluate whether they still make sense or need to be edited.
	Value	1-2 years	Summer/Fall 2019	
Annual Performance Assessment / Recommendations for Updates				
FY 19-20 Ratings: Good – No meeting to review codes/ordinances in 2020. Last meeting to review codes/ordinances was in 2019. Excellent – Code updated in 2019. Ordinance update was over 7 years ago. City has reviewed ordinance and no changes are necessary. Recommendation #1: None. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	10/28/2020

Goal:		Communication Program			
Responsible Person (RP): Administration Clerk					
Description of Performance Indicator(s) (PIs):		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. PIs and Data Collection Methods: <i>The percentage of public documentation online links that are properly uploaded with their most current versions. Links are found on the Utility Infrastructure page of the City of Woodland website, under the Public Works Division. Complete public documentation includes the most recent copy of the SSMP and the most current internal audit documentation.</i> Data Collection Method: Review links quarterly. <i>Total number of year-to-date public comment email responses.</i> Data Collection Method: The City's public comment email link should be set up to deliver emails directly to the RP. The RP should keep a separate folder specifically for filing SSMP public comment emails and responses. There is no goal set for this PI. The RP only needs to document the total number of responses. <i>The percentage of public comment emails received that were responded to.</i> Data Collection Method: RP will use Microsoft Outlook to determine the number of year-to-date comment emails received, and determine the number of year-to-date responses and determine the response percentage.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% of Updated Public Documentation	< 50%	50%	100%	N/A
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 19-20	Goal	1	2	3	2. Total of 3 sewer specific emails were received by pubworks@cityofwoodland.org 3. All 3 were responded to.
	Value	100%	N/A	100%	
Annual Performance Assessment / Recommendations for Updates					
FY 19-20 Ratings: Good – SSMP (2015 Revision) and Audit files (FY18/19) online links working. SSMP (2020 Revision) and Audit files (FY 19/20) online links will be created once documents are completed and approved by City Council. N/A – 3 emails received. Excellent – 3 out of 3 emails were responded to in an appropriate amount of time. Recommendation #1: Upload the Audit files (FY19/20) and SSMP 2020 update upon completion and verify links on website. Recommendation #2: None. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10/27/20

Goal:					Employee Recognition				
Responsible Person (RP): Chief Collections Systems Operator									
Description of Performance Indicator(s) (PIs): 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. PIs and Data Collection Methods: 1. <i>The frequency with which awards are distributed to O&M staff</i> Data Collection Method: Keep Track Manually. Count letters distributed as found in the Q drive and determine frequency in a year.									
	Performance Indicators				Rating				
					Below Goal	Acceptable	Good	Excellent	
1	Time since last awards distribution: Operation & Maintenance staff				< 6 months	6 months	1 Quarter	1 month	

Periodic Performance Tracking				
Date	Measured Value		Performance Assessment Comments	
1 st Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters	
	Value	4		
2 nd Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters	
	Value	4		
3 rd Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters	
	Value	6		
4 th Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters	
	Value	3		
Annual Performance Assessment / Recommendations for Updates				
FY 19-20 Ratings: 1. Excellent – Total of 17 letters of acknowledgement received by O&M Staff. Recommendation #1: None.				

Signature of Responsible Person: (sign when complete)	Date:
	12/2/20

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: <i>The percent reduction in sanitary sewer overflows (SSOs) and blockages requiring flushing attributed to FOG blockages from the previous year.</i> Data Collection Method: For the first year of tracking, simply report number of SSOs and blockages caused by FOG from the central crystal report. Report SSOs and blockages from both sewer mains and sewer laterals. After data is available from the first year of tracking, determine the year-to-date FOG-related SSOs and blockages from the central crystal report, project the number of events out to the total year, and compare to the previous year's events to determine % reduction. <i>The percentage of Pollution Prevention Program (PPP) permit holder inspections completed annually.</i> 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.] <i>The number of public education outreach events conducted per year.</i> Data Collection Method: Keep track manually. Project the year-to-date activity number out to the total year. The RP should keep documentation on all FOG Control public outreach events and activities in a file which can be reviewed to determine what activities have been conducted. <i>Time since last joint Environmental Compliance and O&M meeting to review FOG-related issues in the collection system.</i> Data Collection Method: Keep track manually. RP should keep file of meeting notes and action items from meetings.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% reduction of FOG-related SSOs compared to previous year	< 0%	0-5%	5-10%	10-20%
2	% completed of PPP permits inspections	<75%	75-90%	90-100%	100%
3	Annual # of FOG control public education events	< 100	100-200	200-300	> 300
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 st Qtr	Goal	1		3	4	1. 0 incidents this FY, 0 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 33%, ARBs – 55%.
	Value	0%		11	Quarterly	
2 nd Qtr	Goal	1		3	4	1. 0 incidents this FY, 0 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 6%, ARBs – 2%.
	Value	0%		19	Quarterly	
3 rd Qtr	Goal	1		3	4	1. 0 incidents this FY, 1 incident last FY. 2. Actual inspection rates for this quarter: FSBs – 22%, ARBs – 0%.
	Value	100%		29	Quarterly	
4 th Qtr	Goal	1	2	3	4	1. 0 incidents this FY, 0 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 12%, ARBs – 13%.
	Value	0%	71.5%	13	Quarterly	

Annual Performance Assessment / Recommendations for Updates

FY 19/20 Ratings:

1. **Excellent** – 0 incidents this year, 1 incident last year. 100% reduction.
2. **Below Goal** – 71.5% of all PPP permit holders inspected annually.
3. **Below Goal** – Total of 72 public outreach events conducted.
4. **Good** – Quarterly

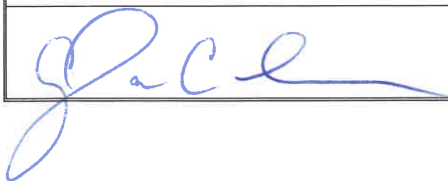
Pretreatment devices for businesses permitted under the City's Pollution Prevention Program are inspected on an ongoing basis: annually for Food Service Businesses (FSBs) and Automotive Related Businesses (ARBs).

Recommendation #1: None.

Recommendation #2: Ensure all relevant data is entered into CityWorks.

Recommendation #3: Ensure all relevant data is entered into CityWorks.

Recommendation #4: None.

Signature of Responsible Person: (sign after annual review)	Date:
	10/27/2020

Goal:		High Velocity Vacuum Cleaning (HVVC)			
Responsible Person (RP):		Chief Collections Systems Operator			
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the effort to periodically clean hot spot pipes and support CCTV inspection by pre-cleaning pipes. PIs and Data Collection Methods: <i>The total footage of the collection system cleaned per year with HVVC.</i> Data Collection Method: Determine year-to-date HVVC footage production from central crystal report, and project to year-end production. <i>The total number of pipe segments cleaned with HVVC per year.</i> Data Collection Method: Determine year-to-date HVVC pipe cleaning production from central crystal report, and project to year-end production. <i>The average footage cleaned per work order.</i> Data Collection Method: Determine year-to-date HVVC footage cleaned per work order from the HVVC Segments and Footage crystal report to evaluate average daily crew production. <i>The percentage of CCTV inspections that were conducted where pre-cleaning was completed.</i> Data Collection Method: Determine the number of year-to-date CCTV inspections that have been pre-cleaned from the central crystal report, and compare to the total number of year-to-date CCTV inspections completed (also from central crystal report).			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Feet cleaned / year	< 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 / work order	<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 19-20	Goal	1	2	3	4	
	Value	243,401	723	3,891	96%	
Annual Performance Assessment / Recommendations for Updates						
FY 19-20 Ratings: Good – 243,401 ft cleaned per year with HVVC. Acceptable – 723 segments cleaned with HVVC per year. Excellent – 3,891 feet cleaned per work order. Excellent – 96% of sewer main segments are pre-cleaned prior to CCTV. Recommendation #1: None. Recommendation #2: None. Recommendation #3: None. Recommendation #4: None.						

Signature of Responsible Person: (sign when complete)	Date:
	12/2/20

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: <i>The average time to update GIS maps based on redlines received from O&M staff in the field through Redline Process.</i> Data Collection Method: Determine the average completion time for field staff redline map updates completed in the year-to-date period from the central crystal report. <i>The % of CIP Sewer R&R in construction that are being GPS'd to update GIS maps</i> 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. <i>The % of new development sites that have been GPS'd</i> 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 st Qtr	Goal	1			
	Value	N/A			
2 nd Qtr	Goal	1			
	Value	N/A			
3 rd Qtr	Goal	1			
	Value	1 day			
4 th Qtr	Goal	1	2	3	2. 100% of sites were GPS'd from CIP Sewer R&R in construction. 3. All areas of new development/R&R locations with sewer involvement have been GPS'd.
	Value	N/A	100%	100%	

Annual Performance Assessment / Recommendations for Updates

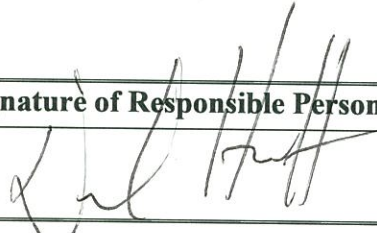
FY 19-20 Ratings:

1. **Excellent** – Year end average is 1 day.
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: Update PI to reflect current practices of updating GIS in the field instead of submitting redlines.

Recommendation #2: None.

Recommendation #3: None.

Signature of Responsible Person: (sign when complete)	Date:
	10-28-2020

Goal:		Operation and Maintenance Budgeting			
Responsible Person (RP): Finance Officer					
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. <i>The amount of funding provided for operating and maintaining the collection system per foot of main line pipe.</i>		Data Collection Method: Determine annual funds allocated for operation and maintenance of the sewage collection system, and divide by the total gravity main and pressure main pipe footage from the central crystal report. [Note: This PI only needs to be tracked on an annual basis, not a quarterly basis.]			
2. <i>The annual cost of operating and maintaining the collection system per foot of main line pipe.</i>		Data Collection Method: Determine actual year-to-date sewer system O&M costs from financial accounting system, and divide by the total gravity main and pressure main pipe footage from the central crystal report. Project the cost per foot to the year-end total cost per foot.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Funding provided for O&M budget	< \$1/ft/year	\$1-\$2/ft/year	\$2-\$3/ft/year	> \$3/ft/year
2	O&M operation cost	> 100% budget	95-100% of budget	<95% of budget	N/A

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 19-20	Goal	1	2	1. Good – \$2,533,461.75 / 1,072,007.8 ft of sewer pipe = \$2.36/ ft 2. Good – \$2,014,358 / 1,072,007.8 ft of sewer pipe = \$1.88 per foot (80% of budget)
	Value	\$2.36/ft	80%	
Annual Performance Assessment / Recommendations for Updates				
FY 19-20 Ratings: 1. Good – \$2.36/ft. 2. Good – Within budget. (80%) Recommendation #1: None. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	12/7/2020

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: <i>The percentage of work orders that are emergency.</i> 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). <i>The percentage of accountable labor and material costs that are attributed to emergency work versus regular preventative maintenance work.</i> 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). <i>The percentage of accountable labor and material costs that are attributed to emergency work on private laterals.</i> 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 19-20	Goal	1	2	3	1. 113 out of 1,136 WOs 2. \$82,132.78 out of \$761,583.69 3. \$976.61 out of \$761,583.69
	Value	10%	11%	0.13%	
Annual Performance Assessment / Recommendations for Updates					
FY 19-20 Ratings: Excellent – 10% Good – 11% Excellent - 0.13% Recommendation #1: None. Recommendation #2: Review work orders consisting of emergency work and determine if the emergency work consists of lateral failures due to preventable causes. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	12/2/20

Goal:		Frequency of Preventative Maintenance (PM) Activities			
Responsible Person (RP): Chief Collections Systems Operator					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the effort to ensure that work orders are being created to accurately document preventative maintenance activities, and that preventative maintenance activities are being completed as planned by management. PIs and Data Collection Methods: 1. <i>Compare the number of closed-out work orders in the CMMS to the number of flushing and inspection work orders that should have been generated if all of the pipes on the weekly and quarterly cleaning routes were completed and determine the completion %.</i> Data Collection Method: Determine the total number of year-to-date closed-out preventative maintenance CCTV inspection and hydroflushing work orders from the central crystal report. Compare the number of closed-out work orders to the number of work orders that were expected based on the number of assets on the weekly and quarterly inspection and cleaning routes (excel files). 2. <i>Frequency of thorough electrical and mechanical inspections of lift stations.</i> Data Collection Method: Keep track manually. Determine the number of thorough electrical/mechanical inspections conducted over the previous 2-year period for each lift station to determine the inspection frequency. Report the average inspection frequency for all lift stations. [Note: when lift station work orders are being managed through CityWorks, a query can be set up to determine the number of work orders completed over the last 2-year period and calculate the average inspection frequency.]			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% Completion of closed-out work orders vs. expected preventative maintenance work orders	< 75%	75-85%	85-95%	95-100%
2	Frequency of thorough lift station inspection / maintenance	> Biannually	Every 4-6 months	Every 3-4 months	< Quarterly

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 19-20	Goal	1	2	
	Value	90%	Every 4-6 Months	1. 101 closed PM WOs vs. 112 expected closed WOs 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				
FY 19-20 Ratings: Good – 90% closed out work orders vs. expected PM work orders. Acceptable – Electrical and mechanical inspection is conducted annually or more often if a problem is identified in daily routine checks of the station. 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. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	12/2/20

Goal:		Rehabilitation and Replacement (R/R) Funding			
Responsible Person (RP):		Finance Officer			
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. <i>The percentage of the total system value as defined by the City's Finance Officer budgeted for the year for R/R projects.</i> Data Collection Method: Manually compare total R/R funding provided to the value of the sewer collection system as determined by the City's Finance Officer. [Note: this PI may be tracked on an annual basis, and does not need to be tracked quarterly.] 2. <i>The annual funding budgeted for R/R projects compared to the estimated funding required according to estimates produced by the CA&CIP Module.</i> Data Collection Method: Manually sum the total annual R/R funding provided vs. the funding required for the current year according to CIP bundles scheduled for the current year in the CA&CIP module. [Note: this PI may be tracked on an annual basis, and does not need to be tracked quarterly.]			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Annual R/R funding provided as % of sewer system value	<1%	1.0%-1.5%	1.5%-2.0%	>2.0%
2	Annual funding provided for R/R program vs. CA&CIP cost projections	< needs from CA&CIP analysis	N/A	Consistent with needs from CA&CIP analysis	N/A

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 19/20	Goal	1	2	
	Value	17%	Below Goal	
Annual Performance Assessment / Recommendations for Updates				
FY 19/20 Ratings: Excellent – Uses FY 19/20 CIP R/R Funding vs. FY 20 Asset Value for Fund 220 (\$12,164,115.63 vs. \$72,014,899) Below Goal – (\$12,164,115.63 vs. \$0) Recommendation #1: None. Recommendation #2: Update sewer asset management software.				

Signature of Responsible Person: (sign when complete)	Date:
	12/7/2020

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: <i>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.</i> Data Collection Method: Determine the percentage of CCTV inspected assets that have been evaluated in the CACIP from the central crystal report. <i>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.</i> 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. <i>The percentage of CIP bundles assigned to the previous year that are in design or construction.</i> Data Collection Method: Manually determine the % based on determination of which CIP bundles assigned to the previous year in the CACIP Module are actually in design or construction. <i>The number of annual main line structural pipe failures or breaks per 100 miles of pipe.</i> Data Collection Method: Determine the number of SSOs caused by structural failures in gravity mains, force mains, and manholes 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 19-20	Goal	1	2	3	4	1. 0 assets evaluated out of 56 assets 2. 15 placed in CIP actions or O&M repairs out of 80 assets 4. 1 total structural failures over 203.1 total miles of sewer pipe
	Value	0%	19%	0%	0.49	
Annual Performance Assessment / Recommendations for Updates						
FY 19-20 Ratings: Below Goal – 0% Below Goal – 19% Below Goal – Less than 50% Excellent – 0.49 failure/100 miles of sewer pipe Recommendation #1: Update sewer asset management software. Recommendation #2: Update sewer asset management software. Recommendation #3: Update sewer asset management software. Recommendation #4: Review structural failure areas to find commonalities with age and type of pipe with the intent to start a lining project.						

Signature of Responsible Person: (sign when complete)	Date:
	10/28/2020

Goal:**Replacement Parts****Responsible Person (RP):**

Equipment Services Clerk /
Chief Collections Systems Operator/
WPCF Operator

Description of Performance Indicator(s) (PIs):

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.

PIs and Data Collection Methods:

1. *Frequency with which the inventory of necessary equipment and replacement parts for fleet vehicles is reviewed and updated, and new parts ordered if needed.*
Data Collection Method: Report generated through Fleet Software System semi-annually.
2. *Frequency with which the inventory of necessary equipment and replacement parts for pipeline and manhole repairs is reviewed and updated, and new parts ordered if needed.*
Data Collection Method: Keep track manually.
3. *Frequency with which the inventory of necessary equipment and replacement parts for lift stations is reviewed and updated, and new parts ordered if needed.*
Data Collection Method: Keep track manually.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Frequency of Fleet equipment and replacement part inventory review	>Annually	Annually / Semi-annually	Semi-annually / Quarterly	> Quarterly
2	Frequency of pipeline / manhole equipment and replacement part inventory review	>Annually	Annually / Semi-annually	Semi-annually / Quarterly	> Quarterly
3	Frequency of lift station equipment and replacement part inventory review	>Annually	Annually / Semi-annually	Semi-annually / Quarterly	> Quarterly

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
1 st Qtr	Goal	1	2	3	
	Value	Cont	Quarterly	Annually	
2 nd Qtr	Goal	1	2	3	
	Value	Cont	Quarterly	Annually	
3 rd Qtr	Goal	1	2	3	
	Value	Cont	Quarterly	Annually	
4 th Qtr	Goal	1	2	3	
	Value	Cont	Quarterly	Annually	
Annual Performance Assessment / Recommendations for Updates					
FY 19-20 Ratings: Excellent – Monitoring occurs on a real-time basis using FASTER Fleet. Good – Quarterly inventory of equipment & replacement parts. Acceptable – Inventory conducted annually, with parts ordered as soon as repair or replacement is completed. Recommendation #1: None. Recommendation #2: None. Recommendation #3: None.					

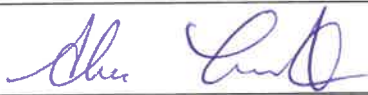
Signature of Responsible Person - Fleet: (sign when complete)	Date:
	11/23/2020

Signature of Responsible Person - WPCF: (sign when complete)	Date:
	12/2/2020

Signature of Responsible Person – O&M: (sign when complete)	Date:
	12/2/20

Goal:		Root Treatment Program (RTP)			
Responsible Person (RP): Chief Collections Systems Operator					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to mitigate reoccurring sewer lateral blockages due to root intrusion and to operate an effective Root Treatment Program. PIs and Data Collection Methods: <i>The total footage of sewer laterals treated for root intrusion over one year</i> Data Collection Method: Determine the year-to-date footage of treated sewer laterals from central crystal report, and extrapolate to the end of the year. <i>The average footage of sewer laterals treated per fiscal quarter.</i> Data Collection Method: Determine the year-to-date total footage of sewer laterals treated from central crystal report and divide by four. <i>The percent reduction in Sanitary Sewer Overflows (SSOs) and blockages requiring flushing attributed to root intrusion from previous year.</i> Data Collection Method: For the first year of tracking, simply report the number of SSO's and blockages caused by root intrusion from the central crystal report. After data is available from the first year of tracking, determine the year-to-date number of SSOs and blockages attributed to root intrusion, project the number of events out to the total year, and then compare the previous year's events to determine the percent reduction.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Total footage of laterals treated for root intrusion over one year	< 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 st Qtr	Goal	1	3	3. 100% reduction. 0 SSOs this FY-Q1. 5 SSOs last FY-Q1
	Value	540	100%	
2 nd Qtr	Goal	1	3	3. 0% reduction. 6 SSOs this FY-Q2. 6 SSOs last FY-Q2
	Value	769	0%	
3 rd Qtr	Goal	1	3	3. 38% reduction. 5 SSO this FY-Q3. 8 SSOs last FY-Q3
	Value	1,129	38%	
4 th Qtr	Goal	1	3	3. -200% reduction. 3 SSO this FY-Q4. 1 SSOs last FY-Q4
	Value	1,236	-200%	
Annual Performance Assessment / Recommendations for Updates				
FY 19-20 Ratings: Below Goal – 3,674 ft of sewer laterals treated for root intrusion. This includes lateral lining. Below Goal – 918.5 ft of sewer laterals treated per fiscal quarter. Excellent – 30% yearly reduction: 14 SSOs attributed to root intrusion this FY. 20 SSOs last FY. Recommendation #1: Increase footage treated per quarter to remain consistent. Improve real time coordination between project managers and SSMP documenters for lateral lining projects. Recommendation #2: Increase footage treated per quarter to remain consistent. Improve real time coordination between project managers and SSMP documenters for lateral lining projects. Recommendation #3: None.				

Signature of Responsible Person: (sign after annual review)	Date:
	12/2/20

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	> 4 years	3 – 4 years	2 – 3 years	< 2 year

Periodic Performance Tracking

Date	Measured Value		Performance Assessment Comments
FY 19-20	Goal	1 2	1. PWWF: 6.207 MGD, ADWF from July-Nov 2019, June 2020: 3.846 MGD
	Value	1.61:1 Spring 2019	2. Model run update was completed in Spring 2019. City has six smart covers for flow depth as well.

Annual Performance Assessment / Recommendations for Updates

FY 19-20 Ratings:

1. **Good** – 1.61:1
2. **Excellent** – Updated in Spring 2019. No significant issues were identified in the model and City is implementing recommendations from the modeling. RWQCB requires model update every three years. Next Hydraulic model update should be in 2022.

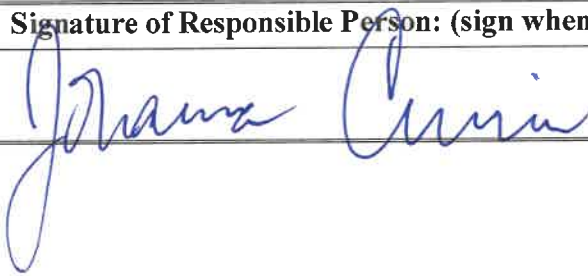
Recommendation #1: None.

Recommendation #2: None.

Signature of Responsible Person: (sign when complete)	Date:
	10/28/2020

Goal:		Response to Service Requests			
Responsible Person (RP): Administrative Clerk					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts taken to effectively respond to customer service calls. PIs and Data Collection Methods: <i>The average response time for an urgent call.</i> Data Collection Method: Determine the average response time for “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call) service calls from Cityworks. <i>The average response time for a routine call.</i> Data Collection Method: Determine the average response time for “priority 3” (routine) service calls from Cityworks. <i>Average number of service calls per 100 miles of pipe per year.</i> Data Collection Method: Determine the total number of year-to-date service calls from Cityworks, 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 19-20	Goal	1	2	3	1 & 2. Front desk must establish live contact with the Supervisor (or designate). No voice mail or e-mail will be accepted. 3. There were 201 service requests
	Value	0.35 hours	1.2 hours	98.97 calls / 100 miles	
Annual Performance Assessment / Recommendations for Updates					
FY 19-20 Ratings: Excellent – Average response time for an urgent call is 0.35 hours. Excellent – Average response time for a routine service call is 1.2 hours. Excellent – 98.97 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:
	10/30/20

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%	80-90%	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 19-20	Goal	1	2	3	2. 22 CCTV'd SSOs were CCTV'd in 1 day. 0 SSOs were not shown to have CCTV done. 3. 0 SSOs of 22 total did not have a follow-up CCTV inspection. Private spills are optional to report. The City performed SSO follow-up CCTV inspections on 100% of SSO events from City-owned facilities.
	Value	100%	1 day	100%	
Annual Performance Assessment / Recommendations for Updates					
FY 19-20 Ratings: Excellent – 100% of SSO volume captured in flat areas. Excellent – Within 1 day Excellent – 100% of SSOs were followed up with a CCTV inspection. Recommendation #1: None. Recommendation #2: None. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	12/2/20

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 19-20	Goal	1	2	3	4	
	Value	0	42.1%	7	100%	
Annual Performance Assessment / Recommendations for Updates						
FY 19-20 Ratings: Excellent – 0 Main SSOs per 100 mi of pipe. Excellent – 22 SSO occurrences this FY vs. 38 SSO occurrences last FY. 42.1% reduction. Below Goal – 7 repeat SSO's in last 5 fiscal years. Excellent – 100% Recommendation #1: None. Recommendation #2: None. Recommendation #3: None. Recommendation #4: None.						

Signature of Responsible Person: (sign when complete)	Date:
	12/2/20

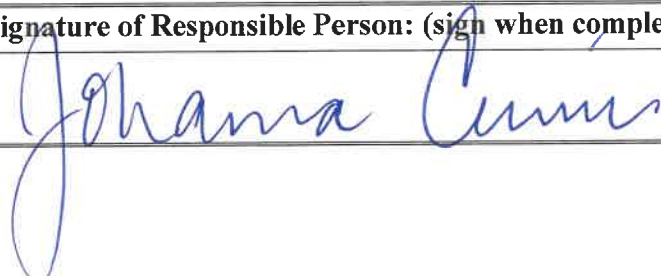
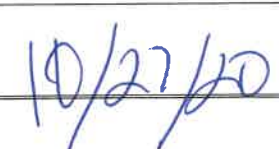
Goal:		Response to Sanitary Sewer Overflows (SSOs)			
Responsible Person (RP): Chief Collections Systems Operator					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts taken to effectively respond to SSOs. <i>Response time</i> is defined as the time of first notification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

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 19-20	Goal	1	2	1 & 2 reported in minutes.
	Value	16	30	
Annual Performance Assessment / Recommendations for Updates				
FY 19-20 Ratings: Excellent – Average response time is 16 minutes. Excellent – Average response time is 30 minutes. Recommendation #1: None. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	12/2/20

Goal:	Staffing				
Responsible Person (RP): Administrative Clerk					
Description of Performance Indicator(s) (PIs): 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.					
PIs and Data Collection Methods: 1. <i>The percentage of vacant staff positions in the divisions listed above.</i> Data Collection Method: Keep track manually.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% of vacant positions	> 10%	10%	5%	All filled

Periodic Performance Tracking			
Date	Measured Value		Performance Assessment Comments
FY 19-20	Goal	1	
	Value	20%	
Annual Performance Assessment / Recommendations for Updates			
FY 19-20 Rating: 1. Below Goal – 12 out of 15 positions were filled in the sewer group.			
Recommendation #1: Fill open positions. Update positions list to reflect current organizational chart.			

Signature of Responsible Person: (sign when complete)	Date:
	

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: <i>The frequency with which the list of required/requested updates to the standards is maintained and discussed with O&M, Engineering, Environmental Compliance and Management.</i> Data Collection Method: Keep track manually. Current list of updates, and meeting notes from past meetings should be available. <i>The frequency with which the standards are revised to incorporate the list of required/requested updates.</i> Data Collection Method: Keep track manually. A file of completed updates and/or new design standards specific to the sewer collection system should be kept.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Time since last meeting to discuss list of design standard updates based on sewer-specific issues	> 2 years	1-2 years	0.5-1 year	< 6 months
2	Time since last actual update to design standards based on sewer-specific issues	> 10 years	4-10 years	2-4 years	< 2 year

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
1 st Qtr	Goal	1	2	2. Last update – 8/8/2016.
	Value	-	2-5 years	
2 nd Qtr	Goal	1	2	
	Value	-	-	
3 rd Qtr	Goal	1	2	1. Last discussion – 6/29/20
	Value	-	-	
4 th Qtr	Goal	1	2	
	Value	< 6 months	-	
Annual Performance Assessment / Recommendations for Updates				
FY 19-20 Ratings: Excellent – In FY 19-20 staff has been in the process of meeting and updating the standards. Updates to the design standards based on sewer specific issues has been routinely discussed in weekly meetings between sewer O&M staff and Utilities Engineering staff. Acceptable – Last update – 8/8/2016. Standards update will be completed in FY 20-21. Recommendation #1: None. Recommendation #2: Evaluate changing the ratings because updating the standards annually is not practical.				

Signature of Responsible Person: (sign when complete)	Date:
	10/28/2020

Goal:		Staff Training			
Responsible Person (RP): Chief Collections Systems Operator					
<u>Description of Performance Indicator(s) (PIs):</u>		The PIs listed below quantify the effort required to ensure that regular training takes place. <u>PIs and Data Collection Methods:</u> <i>The frequency with which tabletop / tailgate training meetings are conducted by the O&M staff.</i> Data Collection Method: Keep track manually of tabletop / tailgate meetings completed year-to-date, and calculate the average frequency of the trainings during that same time period. <i>The frequency with which field / equipment training exercises are conducted by the O&M staff.</i> Data Collection Method: Keep track manually of field / equipment training exercise training completed year-to-date, and calculate the average frequency of the trainings during that same time period. <i>The frequency with which field, equipment or tabletop / tailgate training is conducted that includes training on SSO response procedures outlined in the OERP.</i> Data Collection Method: Keep track manually of all tabletop, tailgate, field, or equipment trainings that involve SSO response that have been completed year-to-date, and calculate the average frequency of trainings during that same time period.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Frequency of tabletop / tailgate training	<Biweekly	Biweekly	Weekly	>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 st Qtr	Goal	1	2	3	1. 4 total. Average of 1.33 tabletop/tailgates per month. 2. 3 total. 3. 0 total.
	Value	4	3	0	
2 nd Qtr	Goal	1	2	3	1. 2 total. Average of 0.67 tabletop/tailgate per month. 2. 3 total. 3. 0 total.
	Value	2	3	0	
3 rd Qtr	Goal	1	2	3	1. 5 total. Average of 1.25 tabletop/tailgates per month. 2. 1 total. 3. 1 total.
	Value	5	1	1	
4 th Qtr	Goal	1	2	3	1. 3 total. Average of 1 tabletop/tailgates per month. 2. 0 total. 3. 1 total.
	Value	3	0	1	
Annual Performance Assessment / Recommendations for Updates					
FY 19-20 Ratings: Below Goal – Longer than biweekly tailgate meetings: 14 total in fiscal year. Acceptable – Approximately bimonthly field/equipment training. 7 total in fiscal year. Below Goal – Longer than quarterly. 2 total in fiscal year. Recommendation #1: None. Recommendation #2: None. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	12/2/20

Goal:	SSMP Audits and Updates
Responsible Person (RP): Principal Utilities Civil Engineer	
Description of Performance Indicator(s) (PIs): The PIs listed below quantify efforts to present the findings of SSMP performance evaluations to City Council and other peer agencies, with the purpose of receiving valuable feedback on performance and possible improvements to existing procedures and programs.	
PIs and Data Collection Methods:	
1. <i>Was a bi-annual report prepared and presented to City Council based on the SSMP performance indicator review process?</i> Data Collection Method: Keep track manually.	
2. <i>The frequency with which a review of the City SSMP, a SSMP Audit, or SSMP performance evaluation (i.e. annually summary of performance indicator tracking process) is completed.</i> Data Collection Method: Keep track manually. A file of all peer reviews should be kept.	

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	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

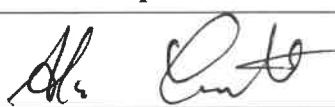
Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 18/19	Goal	1	2	
	Value	Yes	< 1 year	

Annual Performance Assessment / Recommendations for Updates
FY 18/19 Ratings: 1. Good – Presented FY 16/17 and FY 17/18 on 12/04/2018. 2. Excellent –SSMP Audit Review in November 2018 for FY 17/18. SSMP Audit Review in October 2019 for FY 18/19. Recommendation #1: None. Recommendation #2: None.

Signature of Responsible Person: (sign when complete)	Date:
	10/29/19

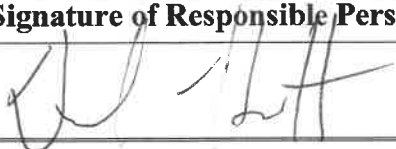
Goal:		Closed Circuit Television (CCTV) Inspections			
Responsible Person (RP): Chief Collections Systems Operator					
Description of Performance Indicator(s) (PIs): CCTV inspections are conducted using a standardized protocol to supply sufficient data for use in capital improvement project planning. The PIs listed below quantify efforts to complete CCTV work according to system-wide inspection frequency goals, and to complete the work both efficiently and with high quality.					
PIs and Data Collection Methods:					
1. <i>The total footage of the collection system inspected per year with CCTV.</i> Data Collection Method: Determine year-to-date CCTV inspection footage production from central crystal report, and project to year-end production.					
2. <i>The total number of pipe segments inspected with CCTV per year.</i> Data Collection Method: Determine year-to-date CCTV inspection pipe production from central crystal report, and project to year-end production.					
3. <i>The average footage inspected per 16 hours of work (one full day for a crew of 2).</i> Data Collection Method: Determine year-to-date CCTV effort hours expended from central crystal report, and divide by 16 to determine the number of equivalent 16-hour blocks worked. Divide the year-to-date footage inspected (also from central crystal report) by the number of 16 hour blocks worked to determine average daily crew production.					
4. <i>The percentage of CCTV surveys with a 4 or a 5 structural grading in CACIP module.</i> Data Collection Method: Determine total number of CCTV inspections completed and the number of CCTV videos with a 4 or 5 structural grading from the CACIP Module.					
	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 18/19	Goal	1	2	3	4	4. 383 surveys / 2744 total CCTV'd assets
	Value	222,694	2,672	1,407	14%	
Annual Performance Assessment / Recommendations for Updates						
FY 18/19 Ratings: Excellent – 222,694 feet inspected Excellent – 2,672 pipe segments inspected Below Goal – 1,407 feet inspected / 16 work hours Good – 14% Recommendation #1: None. Recommendation #2: None. Recommendation #3: None. Recommendation #4: None.						

Signature of Responsible Person: (sign when complete)	Date:
	10/27/19

Goal:		Computerized Maintenance Management System (CMMS) & Graphical Information System (GIS)			
Responsible Person (RP):		GIS Analyst			
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts required to maintain a robust population of attribute data within the City GIS that can be used to supplement the City's CA&CIP Module and hydraulic modeling efforts. Additionally, the City's effort to consistently close-out work orders is quantified to ensure that scheduled work is completed in a timely manner. PIs and Data Collection Methods: <i>Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for gravity sewer mains.</i> Data Collection Method: Determine the % of values for the following fields in the GIS geodatabase SGravityMain table from the central crystal report: InstallDate, Material, WidthTop, UpstreamInvert, DownstreamInvert, Slope, DesignFlow, Condition, ConditionDate <i>Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for manholes.</i> Data Collection Method: Determine the % of values for the following fields in the GIS geodatabase SManhole table from the central crystal report: InstallDate, Condition, ConditionDate, Elevation, BarrelDiameter, BarrelMaterial, Depth <i>Percentage of year-to-date CityWorks work orders that are closed</i> Data Collection Method: Determine the % of year-to-date CityWorks work orders that have been closed out from the central crystal report.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% population of key GIS attribute fields for gravity sewer mains	< 80%	80-90%	90-95%	95-100%
2	% population of key GIS attribute fields for sewer manholes	< 80%	80-90%	90-95%	95-100%
3	Year-to-date % of CityWorks work orders that have been closed-out	< 80%	80-90%	90-95%	95-100%

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
1 st Qtr	Goal	1	2	3	3. 301 of 321 closed/completed or 94%
	Value	71%	59%	94%	
2 nd Qtr	Goal	1	2	3	3. 326 of 334 closed/completed or 98%
	Value	71%	59%	98%	
3 rd Qtr	Goal	1	2	3	3. 496 of 536 closed/completed or 93%
	Value	71%	59%	93%	
4 th Qtr	Goal	1	2	3	3. 390 of 445 closed/completed or 88% Report for entire year: 1,513 out of 1,636 closed/completed or 93%
	Value	71%	59%	88%	
Annual Performance Assessment / Recommendations for Updates					
FY 18/19 Ratings: Below Goal – 71% Below Goal – 59% Good – 1,513 out of 1,636 closed/completed or 93% for FY 18/19. Recommendation #1: Determine how inverts can be populated into the gravity main to increase asset attributes. Recommendation #2: Populate barrel material, install date, and condition of sewer manholes. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10.29.19

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.

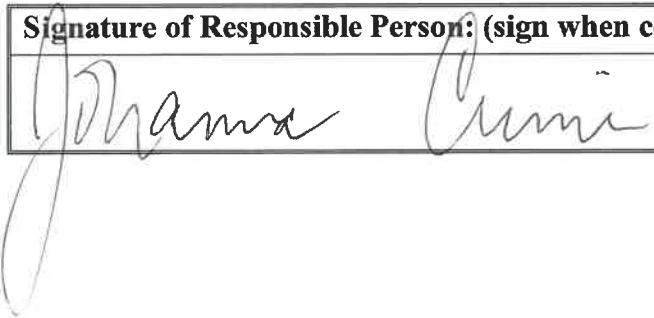
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Time since last meeting to discuss Ordinance/Code updates based on sewer-specific issues	> 5 Years	2-5 years	1-2 years	< 1 year
2	Time since last actual update to Ordinances/Codes based on sewer-specific issues	> 20 Years	10-20 years	5-10 years	< 5 years

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 18/19	Goal	1	2	1. Ordinances are periodically reviewed to evaluate whether they still make sense or need to be edited.
	Value	< 1 yr	Summer/Fall 2019	
Annual Performance Assessment / Recommendations for Updates				
FY 18/19 Ratings: Excellent – Less than one year since last meeting. Excellent – Code update is underway in Summer/Fall 2019. Ordinance update was over 7 years ago. City has reviewed ordinance and no changes are necessary. Recommendation #1: None. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	10/29/19

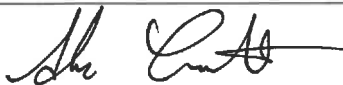
Goal:		Communication Program			
Responsible Person (RP): Administration Clerk					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to communicate with the public on a regular basis concerning the development and status of the City SSMP. PIs and Data Collection Methods: <i>The percentage of public documentation online links that are properly uploaded with their most current versions. Links are found on the Utility Infrastructure page of the City of Woodland website, under the Public Works Division. Complete public documentation includes the most recent copy of the SSMP and the most current internal audit documentation.</i> Data Collection Method: Review links quarterly. <i>Total number of year-to-date public comment email responses.</i> Data Collection Method: The City's public comment email link should be set up to deliver emails directly to the RP. The RP should keep a separate folder specifically for filing SSMP public comment emails and responses. There is no goal set for this PI. The RP only needs to document the total number of responses. <i>The percentage of public comment emails received that were responded to.</i> Data Collection Method: RP will use Microsoft Outlook to determine the number of year-to-date comment emails received, and determine the number of year-to-date responses and determine the response percentage.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% of Updated Public Documentation	< 50%	50%	100%	N/A
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 18/19	Goal	1	2	3	2. Total of 6 sewer specific emails were received by pubworks@cityofwoodland.org 3. All 6 were responded to.
	Value	100%	N/A	100%	
Annual Performance Assessment / Recommendations for Updates					
FY 18/19 Ratings: Excellent – SSMP (2015 Revision) and Audit files (FY17/18) online links working. N/A – 6 emails received. Excellent – 6 out of 6 emails were responded to in an appropriate amount of time. Recommendation #1: Upload the Audit files (FY18/19) upon completion and verify links on website. Recommendation #2: None. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10/29/19

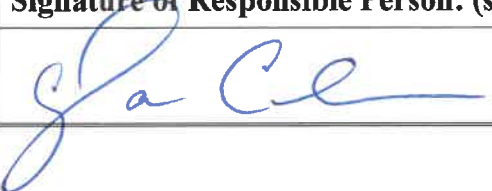
Goal:	Employee Recognition				
Responsible Person (RP): Chief Collections Systems Operator					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the efforts to publicly recognize employees for exceptional work and provide a rewards system (gift certificates, cash, etc.) as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

Periodic Performance Tracking			
Date	Measured Value	Performance Assessment Comments	
1 st Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters
	Value	2	
2 nd Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters
	Value	9	
3 rd Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters
	Value	5	
4 th Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters
	Value	10	
Annual Performance Assessment / Recommendations for Updates			
FY 18/19 Ratings: 1. Excellent – Total of 26 letters of acknowledgement received by O&M Staff. Recommendation #1: None.			

Signature of Responsible Person: (sign when complete)	Date:
	10/29/19

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: <i>The percent reduction in sanitary sewer overflows (SSOs) and blockages requiring flushing attributed to FOG blockages from the previous year.</i> Data Collection Method: For the first year of tracking, simply report number of SSOs and blockages caused by FOG from the central crystal report. Report SSOs and blockages from both sewer mains and sewer laterals. After data is available from the first year of tracking, determine the year-to-date FOG-related SSOs and blockages from the central crystal report, project the number of events out to the total year, and compare to the previous year's events to determine % reduction. <i>The percentage of Pollution Prevention Program (PPP) permit holder inspections completed per quarter.</i> 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.] <i>The number of public education outreach events conducted per year.</i> Data Collection Method: Keep track manually. Project the year-to-date activity number out to the total year. The RP should keep documentation on all FOG Control public outreach events and activities in a file which can be reviewed to determine what activities have been conducted. <i>Time since last joint Environmental Compliance and O&M meeting to review FOG-related issues in the collection system.</i> Data Collection Method: Keep track manually. RP should keep file of meeting notes and action items from meetings.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% reduction of FOG-related SSOs compared to previous year	< 0%	0-5%	5-10%	10-20%
2	% 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 st Qtr	Goal	1	2	3	4	1. No incidents this FY, 0 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 44%, ARBs – 23%.
	Value	0%	34%	5	Quarterly	
2 nd Qtr	Goal	1	2	3	4	1. No incidents this FY, 1 incident last FY. 2. Actual inspection rates for this quarter: FSBs – 39%, ARBs – 14%.
	Value	100%	27%	6	Quarterly	
3 rd Qtr	Goal	1	2	3	4	1. 1 incident this FY, 2 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 98%, ARBs – 98%.
	Value	50%	98%	69	Quarterly	
4 th Qtr	Goal	1	2	3	4	1. No incidents this FY, 1 incident last FY. 2. Actual inspection rates for this quarter: FSBs – 98%, ARBs – 100%.
	Value	100%	99%	26	Quarterly	
Annual Performance Assessment / Recommendations for Updates						
FY 18/19 Ratings:						
1. Excellent – 1 incident this year, 4 incidents last year. 75% reduction.						
2. Below Goal – 65% of all PPP permit holders inspected every quarter.						
3. Below Goal – Total of 106 outreach events conducted, generally information handed out at site visits.						
4. Good – Meets quarterly this FY.						
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: Adjust the Rating criteria to reflect actual targets (50%); do more inspections.						
Recommendation #3: Contrast how this PI has been evaluated in the past and develop criteria.						
Recommendation #4: None.						

Signature of Responsible Person: (sign after annual review)	Date:
	10/29/19

Goal:**High Velocity Vacuum Cleaning (HVVC)****Responsible Person (RP):**

Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the effort to periodically clean hot spot pipes and support CCTV inspection by pre-cleaning pipes.

PIs and Data Collection Methods:

1. *The total footage of the collection system cleaned per year with HVVC.*
Data Collection Method: Determine year-to-date HVVC footage production from central crystal report, and project to year-end production.
2. *The total number of pipe segments cleaned with HVVC per year.*
Data Collection Method: Determine year-to-date HVVC pipe cleaning production from central crystal report, and project to year-end production.
3. *The average footage cleaned per 16 hours of work (one full day for a crew of 2).*
Data Collection Method: Determine year-to-date HVVC effort hours expended from central crystal report, and divide by 16 to determine the number of equivalent 16-hour blocks worked. Divide the year-to-date footage cleaned (also from central crystal report) by the number of 16 hour blocks worked to determine average daily crew production.
4. *The percentage of CCTV inspections that were conducted where pre-cleaning was completed.*
Data Collection Method: Determine the number of year-to-date CCTV inspections that have been pre-cleaned from the central crystal report, and compare to the total number of year-to-date CCTV inspections completed (also from central crystal report).

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Feet cleaned / year	< 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 18/19	Goal	1	2	3	4	
	Value	305,594	1,016	3,553	89%	
Annual Performance Assessment / Recommendations for Updates						
FY 18/19 Ratings: Excellent – 305,594 ft cleaned per year with HVVC. Excellent – 1,016 segments cleaned with HVVC per year. Excellent – 3,553 feet cleaned per unit. Good – 89% of sewer main segments are pre-cleaned prior to CCTV. Recommendation #1: None. Recommendation #2: None. Recommendation #3: None. Recommendation #4: None.						

Signature of Responsible Person: (sign when complete)	Date:
	10/29/19

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: <i>The average time to update GIS maps based on redlines received from O&M staff in the field through Redline Process.</i> Data Collection Method: Determine the average completion time for field staff redline map updates completed in the year-to-date period from the central crystal report. <i>The % of CIP Sewer R&R in construction that are being GPS'd to update GIS maps.</i> 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. <i>The % of new development sites that have been GPS'd.</i> 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 st Qtr	Goal	1			
	Value	5 days			
2 nd Qtr	Goal	1			
	Value	10 days			
3 rd Qtr	Goal	1			
	Value	7 days			
4 th Qtr	Goal	1	2	3	2. 100% of sites were GPS'd from CIP Sewer R&R in construction. 3. All areas of new development/R&R locations with sewer involvement have been GPS'd.
	Value	21 days	100%	100%	

Annual Performance Assessment / Recommendations for Updates

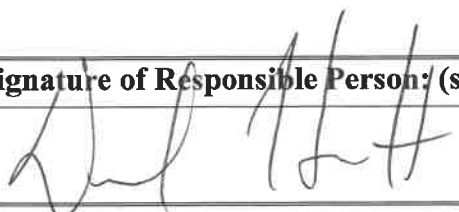
FY 18/19 Ratings:

1. **Acceptable** – Year end average is 10 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.

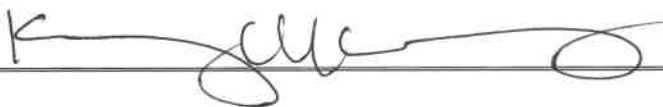
Recommendation #2: None.

Recommendation #3: None.

Signature of Responsible Person: (sign when complete)	Date:
	10-29-19

Goal:	Operation and Maintenance Budgeting				
Responsible Person (RP):					
Finance Officer	Kim McKinney				
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. <i>The amount of funding provided for operating and maintaining the collection system per foot of main line pipe.</i>					
Data Collection Method: Determine annual funds allocated for operation and maintenance of the sewage collection system, and divide by the total gravity main and pressure main pipe footage from the central crystal report. [Note: This PI only needs to be tracked on an annual basis, not a quarterly basis.]					
2. <i>The annual cost of operating and maintaining the collection system per foot of main line pipe.</i>					
Data Collection Method: Determine actual year-to-date sewer system O&M costs from financial accounting system, and divide by the total gravity main and pressure main pipe footage from the central crystal report. Project the cost per foot to the year-end total cost per foot.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Funding provided for O&M budget	< \$1/ft/year	\$1-\$2/ft/year	\$2-\$3/ft/year	> \$3/ft/year
2	O&M operation cost	> 100% budget	95-100% of budget	<95% of budget	N/A

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 18/19	Goal	1	2	1. Good – \$2,453,251 / 1,070,773 ft of sewer pipe = \$2.29/ ft
	Value	\$2.29/ft	86%	2. Good – \$2,123,440 / 1,070,773 ft of sewer pipe = \$1.98 per foot (86% of budget)
Annual Performance Assessment / Recommendations for Updates				
FY 18/19 Ratings: 1. Good – \$2.29/ft. 2. Good – Within budget. (86%) Recommendation #1: None. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	11/15/19

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.*

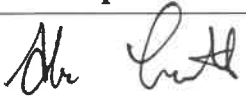
Data Collection Method: Determine from central crystal report. Emergency work orders include the following CityWorks priority categories: “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call).

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 18/19	Goal	1	2	3	1. 193 out of 1,635 WOs
	Value	12%	20%	0.7%	2. \$170,531.58 out of \$862,360.84 3. \$6,375.72 out of \$862,360.84
Annual Performance Assessment / Recommendations for Updates					
FY 18/19 Ratings: Excellent – 12% Good – 20% Excellent - 0.7% Recommendation #1: None. Recommendation #2: Review work orders consisting of emergency work and determine if the emergency work consists of lateral failures due to preventable causes. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10/29/19

Goal:		Frequency of Preventative Maintenance (PM) Activities			
Responsible Person (RP): Chief Collections Systems Operator					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the effort to ensure that work orders are being created to accurately document preventative maintenance activities, and that preventative maintenance activities are being completed as planned by management. PIs and Data Collection Methods: 1. <i>Compare the number of closed-out work orders in the CMMS to the number of flushing and inspection work orders that should have been generated if all of the pipes on the weekly and quarterly cleaning routes were completed and determine the completion %.</i> Data Collection Method: Determine the total number of year-to-date closed-out preventative maintenance CCTV inspection and hydroflushing work orders from the central crystal report. Compare the number of closed-out work orders to the number of work orders that were expected based on the number of assets on the weekly and quarterly inspection and cleaning routes (excel files). 2. <i>Frequency of thorough electrical and mechanical inspections of lift stations.</i> Data Collection Method: Keep track manually. Determine the number of thorough electrical/mechanical inspections conducted over the previous 2-year period for each lift station to determine the inspection frequency. Report the average inspection frequency for all lift stations. [Note: when lift station work orders are being managed through CityWorks, a query can be set up to determine the number of work orders completed over the last 2-year period and calculate the average inspection frequency.]			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% Completion of closed-out work orders vs. expected preventative maintenance work orders	< 75%	75-85%	85-95%	95-100%
2	Frequency of thorough lift station inspection / maintenance	> Biannually	Every 4-6 months	Every 3-4 months	< Quarterly

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 18/19	Goal	1	2	
	Value	82%	Every 4-6 Months	1. 92 closed PM WOs vs. 112 expected closed WOs 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				
FY 18/19 Ratings: Acceptable – 82% closed out work orders vs. expected PM work orders. Acceptable – Electrical and mechanical inspection is conducted annually or more often if a problem is identified in daily routine checks of the station. 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. Recommendation #2: Work with electrical to determine what a thorough inspection outside of daily maintenance involves.				

Signature of Responsible Person: (sign when complete)	Date:
	10/29/19

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: <i>The percentage of the total system value as defined by GASB34 reporting budgeted for the year for R/R projects.</i> Data Collection Method: Manually compare total R/R funding provided to the value of the sewer collection system as determined by GASB34 reporting. [Note: this PI may be tracked on an annual basis, and does not need to be tracked quarterly.] <i>The annual funding budgeted for R/R projects compared to the estimated funding required according to estimates produced by the CA&CIP Module.</i> Data Collection Method: Manually sum the total annual R/R funding provided vs. the funding required for the current year according to CIP bundles scheduled for the current year in the CA&CIP module. [Note: this PI may be tracked on an annual basis, and does not need to be tracked quarterly.]			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Annual R/R funding provided as % of sewer system value	<1%	1.0%-1.5%	1.5%-2.0%	>2.0%
2	Annual funding provided for R/R program vs. CA&CIP cost projections	< needs from CA&CIP analysis	N/A	Consistent with needs from CA&CIP analysis	N/A

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 18/19	Goal	1	2	
	Value	12%	Good	
Annual Performance Assessment / Recommendations for Updates				
FY 18/19 Ratings: Excellent – Uses FY 18/19 CIP R/R Funding vs. FY 18/19 Asset Value for Fund 220 (\$8,327,926 vs. \$72,298,962.27) Good – (\$8,327,926 vs. \$3,493,943) Recommendation #1: None. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	11/15/19

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: <i>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.</i> Data Collection Method: Determine the percentage of CCTV inspected assets that have been evaluated in the CACIP from the central crystal report. <i>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.</i> 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. <i>The percentage of CIP bundles assigned to the previous year that are in design or construction.</i> Data Collection Method: Manually determine the % based on determination of which CIP bundles assigned to the previous year in the CACIP Module are actually in design or construction. <i>The number of annual main line structural pipe failures or breaks per 100 miles of pipe.</i> Data Collection Method: Determine the number of SSOs caused by structural failures in gravity mains, force mains, and manholes 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 18/19	Goal	1	2	3	4	1. 115 assets evaluated out of 116 assets 2. 115 placed in CIP actions or O&M repairs out of 128 assets 4. 6 total structural failures over 202.7 total miles of sewer pipe
	Value	99%	90%	0%	3	
Annual Performance Assessment / Recommendations for Updates						
FY 18/19 Ratings: Excellent – 99% Good – 90% Below Goal – Less than 50% Good – 3 failure/100 miles of sewer pipe Recommendation #1: Recommendation #2: Recommendation #3: Staff needs to set aside more time to get sewer projects into construction. Engineering position dealing with SSMP had a 6 month gap in employment. City hired new engineering assistant to stay up to date on CA&CIP management. Recommendation #4: Review structural failure areas to find commonalities with age and type of pipe with the intent to start a lining project.						

Signature of Responsible Person: (sign when complete)	Date:
	10/29/19

Goal:		Replacement Parts			
Responsible Person (RP): Equipment Services Clerk / Utility Maintenance Worker / WPCF Operator					
Description of Performance Indicator(s) (PIs): 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.					
PIs and Data Collection Methods:					
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> Data Collection Method: 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> Data Collection Method: 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> Data Collection Method: Keep track manually.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Frequency of Fleet equipment and replacement part inventory review	>Annually	Annually Semi-annually	Semi-annually / Quarterly	> Quarterly
2	Frequency of pipeline / manhole equipment and replacement part inventory review	>Annually	Annually / Semi-annually	Semi-annually / Quarterly	> Quarterly
3	Frequency of lift station equipment and replacement part inventory review	>Annually	Annually Semi-annually	Semi-annually / Quarterly	> Quarterly

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
1 st Qtr	Goal	1	2	3	
	Value	Cont	> Quarterly	Annually	
2 nd Qtr	Goal	1	2	3	
	Value	Cont	> Quarterly	Annually	
3 rd Qtr	Goal	1	2	3	
	Value	Cont	> Quarterly	Annually	
4 th Qtr	Goal	1	2	3	
	Value	Cont	> Quarterly	Annually	

Annual Performance Assessment / Recommendations for Updates

FY 18/19 Ratings:

1. **Excellent** – Monitoring occurs on a real-time basis using FASTER Fleet.
2. **Excellent** – Greater than Quarterly.
3. **Acceptable** – Inventory conducted annually, with parts ordered as soon as repair or replacement is completed.

Recommendation #1: Review PI with Fleet to determine necessary documentation.

Recommendation #2: Review PI with O&M staff to determine necessary documentation.

Recommendation #3: Review PI to determine necessary documentation.

Signature of Responsible Person - Fleet: (sign when complete)	Date:
	10-29-19

Signature of Responsible Person - WPCF: (sign when complete)	Date:
	10-29-19

Signature of Responsible Person – O&M: (sign when complete)	Date:
	10/29/19

Goal:		Root Treatment Program (RTP)			
Responsible Person (RP): Chief Collections Systems Operator					
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. <i>The total footage of sewer laterals treated for root intrusion over one year.</i> Data Collection Method: Determine the year-to-date footage of treated sewer laterals from central crystal report, and extrapolate to the end of the year.					
2. <i>The average footage of sewer laterals treated per fiscal quarter.</i> Data Collection Method: Determine the year-to-date total footage of sewer laterals treated from central crystal report and divide by four.					
3. <i>The percent reduction in Sanitary Sewer Overflows (SSOs) and blockages requiring flushing attributed to root intrusion from previous year.</i> Data Collection Method: For the first year of tracking, simply report the number of SSO's and blockages caused by root intrusion from the central crystal report. After data is available from the first year of tracking, determine the year-to-date number of SSOs and blockages attributed to root intrusion, project the number of events out to the total year, and then compare the previous year's events to determine the percent reduction.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Total footage of laterals treated for root intrusion over one year	< 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 st Qtr	Goal	1	3	3. -67% reduction. 5 SSOs this FY-Q1. 3 SSOs last FY-Q1
	Value	2,718	-67%	
2 nd Qtr	Goal	1	3	3. -200% reduction. 6 SSOs this FY-Q2. 2 SSOs last FY-Q2
	Value	622	-200%	
3 rd Qtr	Goal	1	3	3. -60% reduction. 8 SSO this FY-Q3. 5 SSOs last FY-Q3
	Value	382	-60%	
4 th Qtr	Goal	1	3	3. 67% reduction. 1 SSO this FY-Q4. 3 SSOs last FY-Q4
	Value	594	67%	
Annual Performance Assessment / Recommendations for Updates				
FY 18/19 Ratings:				
1. Below Goal – 4,316 ft of sewer laterals treated for root intrusion. This includes lateral lining.				
2. Below Goal – 4,316 ft / 4. 1,079 ft of sewer laterals treated per fiscal quarter.				
3. Below Goal – -54% yearly reduction: 20 SSOs attributed to root intrusion this FY. 13 SSOs last FY.				
Recommendation #1: Increase footage treated per quarter to remain consistent. Need to refine parameters on crystal report (to include O&M replacement of laterals) and reevaluate.				
Recommendation #2: Increase footage treated per quarter to remain consistent. Need to refine parameters on crystal report (to include O&M replacement of laterals) and reevaluate.				
Recommendation #3: Increase footage treated per quarter.				

Signature of Responsible Person: (sign after annual review)	Date:
	10/29/19

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	> 4 years	3 – 4 years	2 – 3 years	< 2 year

Periodic Performance Tracking

Date	Measured Value			Performance Assessment Comments
FY 18/19	Goal	1	2	1. PWWF: 7.48 MGD, ADWF from July-Dec 2018, June 2019: 3.81 MGD
	Value	1.96:1	Spring 2019	2. Model run update was completed in Spring 2019. City has six smart covers for flow depth as well.

Annual Performance Assessment / Recommendations for Updates

FY 18/19 Ratings:

1. **Acceptable** – 1.96:1
2. **Excellent** – Updated in Spring 2019. No significant issues were identified in the model and City is implementing recommendations from the modeling. RWQCB requires model update every three years.

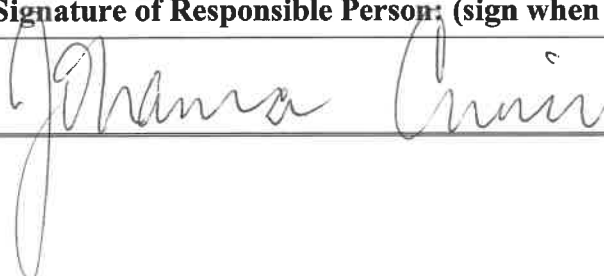
Recommendation #1: None.

Recommendation #2: None.

Signature of Responsible Person: (sign when complete)	Date:
	10/29/19

Goal:	Response to Service Requests																								
Responsible Person (RP): Administrative Clerk																									
<u>Description of Performance Indicator(s) (PIs):</u> The PIs listed below quantify the efforts taken to effectively respond to customer service calls. <u>PIs and Data Collection Methods:</u> 1. <i>The average response time for an urgent call.</i> Data Collection Method: Determine the average response time for “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call) service calls from Cityworks. 2. <i>The average response time for a routine call.</i> Data Collection Method: Determine the average response time for “priority 3” (routine) service calls from Cityworks. 3. <i>Average number of service calls per 100 miles of pipe per year.</i> Data Collection Method: Determine the total number of year-to-date service calls from Cityworks, project to year-end totals, and determine number of calls per 100 miles of main line gravity and pressure pipe.																									
	<table><tr><th rowspan="2">Performance Indicators</th><th colspan="4">Rating</th></tr><tr><th>Below Goal</th><th>Acceptable</th><th>Good</th><th>Excellent</th></tr><tr><td>1 Response time for urgent calls</td><td>> 1 day</td><td>1 day</td><td>8 hours</td><td>1 hour</td></tr><tr><td>2 Response time for routine calls</td><td>> 1 week</td><td>1 week</td><td>3 days</td><td>1 day</td></tr><tr><td>3 Average # of service calls / 100 miles of pipe</td><td>> 200</td><td>150-200</td><td>100-150</td><td>< 100</td></tr></table>	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
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 18/19	Goal	1	2	3	1 & 2. Front desk must establish live contact with the Supervisor (or designate). No voice mail or e-mail will be accepted. 3. There were 244 service requests
	Value	0.30 hours	0.36 hours	120.5 calls / 100 miles	
Annual Performance Assessment / Recommendations for Updates					
FY 18/19 Ratings: Excellent – Average response time for an urgent call is 0.30 hours. Excellent – Average response time for a routine service call is 0.36 hours. Good – 120.5 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:
	10/29/19

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%	80-90%	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 18/19	Goal	1	2	3	2. 35 CCTV'd SSOs were CCTV'd in 1 day. 3 SSOs were not shown to have CCTV done: all 3 were private sewer cleanouts. 3. 3 SSOs of 38 total did not have a follow-up CCTV inspection. Private spills are optional to report. The City performed SSO follow-up CCTV inspections on 100% of SSO events from City-owned facilities.
	Value	100%	1 day	100%	

Annual Performance Assessment / Recommendations for Updates

FY 18/19 Ratings:

1. **Excellent** – 100% of SSO volume captured in flat areas.
2. **Excellent** – Within 1 day
3. **Excellent** – 100% of SSOs were followed up with a CCTV inspection.

Recommendation #1: None.

Recommendation #2: None.

Recommendation #3: None.

Signature of Responsible Person: (sign when complete)	Date:
	10/29/19

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 18/19	Goal	1	2	3	4	
	Value	0.49	-46.2%	6	100%	
Annual Performance Assessment / Recommendations for Updates						
FY 18/19 Ratings: Excellent – 0.49 Main SSOs per 100 mi of pipe. Below Goal – 38 SSO occurrences this FY vs. 26 SSO occurrences last FY. -46.2% reduction. Below Goal – 6 repeat SSO's in last 5 fiscal years. Excellent – 100% Recommendation #1: None. Recommendation #2: Increase footage of treatment for root intrusions. Recommendation #3: Ratings may need to be revised to create achievable standards. Recommendation #4: None.						

Signature of Responsible Person: (sign when complete)	Date:
	10/29/19

Goal:**Response to 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 effectively respond to SSOs. *Response time* is defined as the time of first notification or discovery of a SSO to the arrival onsite by City staff.

Data Collection Methods

1. *The average response time during normal business hours (M-F 7am-4pm).*

Data Collection Method: Determine manually from year-to-date City SSO records or using the CIWQS database. Determine response time for each event by comparing “Date and time sanitary sewer system agency was notified of or discovered spill” to “Estimated Operator arrival date/time” and calculate Response Time. SSOs that occur during normal business hours are those that are initially reported between 7am and 4 pm Monday through Friday. Determine the average response time for year-to-date incidents.

2. *The average response time after hours (M-F 4pm-7am, weekends, holidays).*

Data Collection Method: Determine manually from year-to-date City SSO records or using the CIWQS database. Determine response time for each event by comparing “Date and time sanitary sewer system agency was notified of or discovered spill” to “Estimated Operator arrival date/time” and calculate Response Time. SSOs that occur during normal business hours are those that are initially reported between 4pm and 7am, or on weekends or holidays. Determine the average response time for year-to-date incidents.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	SSO response time during normal hours	>30 min	30 min	20 min	15 min
2	SSO response time after normal hours	>1 hr	1 hr	45 min	30 min

Periodic Performance Tracking

Date	Measured Value			Performance Assessment Comments
FY 18/19	Goal	1	2	1 & 2 reported in minutes.
	Value	14	36	

Annual Performance Assessment / Recommendations for Updates**FY 18/19 Ratings:**

1. **Excellent** – Average response time is 14 minutes.
2. **Good** – Average response time is 36 minutes.

Recommendation #1: None.

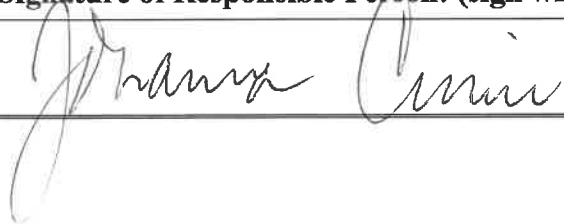
Recommendation #2: None.

Signature of Responsible Person: (sign when complete)**Date:**

10/29/19

Goal:	Staffing					
Responsible Person (RP): Administrative Clerk						
Description of Performance Indicator(s) (PIs): 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.						
PIs and Data Collection Methods: 1. <i>The percentage of vacant staff positions in the divisions listed above.</i> Data Collection Method: Keep track manually.						
	Performance Indicators		Rating			
			Below Goal	Acceptable	Good	Excellent
1	% of vacant positions		> 10%	10%	5%	All filled

Periodic Performance Tracking			
Date	Measured Value	Performance Assessment Comments	
FY 18/19	Goal	1	
	Value	8%	
Annual Performance Assessment / Recommendations for Updates			
FY 18/19 1. Acceptable – 12 out of 13 positions were filled in the sewer group. Recommendation #1: None.			

Signature of Responsible Person: (sign when complete)	Date:
	

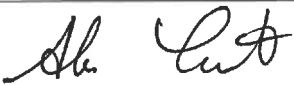
Goal:		Maintain Up-to-date Standards			
Responsible Person (RP): Principal Utilities Civil Engineer					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the efforts to keep the City Standards current with regards to design and construction of the collection system. This effort involves keeping a list of recommended updates to the standards, which is reviewed by all parties with responsibility over the sewer collection system and updated on a consistent basis.					
PIs and Data Collection Methods:					
1. <i>The frequency with which the list of required/requested updates to the standards is maintained and discussed with O&M, Engineering, Environmental Compliance and Management.</i> Data Collection Method: Keep track manually. Current list of updates, and meeting notes from past meetings should be available.					
2. <i>The frequency with which the standards are revised to incorporate the list of required/requested updates.</i> Data Collection Method: Keep track manually. A file of completed updates and/or new design standards specific to the sewer collection system should be kept.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Time since last meeting to discuss list of design standard updates based on sewer-specific issues	> 2 years	1-2 years	0.5-1 year	< 6 months
2	Time since last actual update to design standards based on sewer-specific issues	> 10 years	4-10 years	2-4 years	< 2 year

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
1 st Qtr	Goal	1	2	2. Last update – 8/8/2016.
	Value	-	2-4 years	
2 nd Qtr	Goal	1	2	
	Value	-	-	
3 rd Qtr	Goal	1	2	1. Last discussion – 3/20/17
	Value	1-2 years ago	-	
4 th Qtr	Goal	1	2	
	Value	-	-	
Annual Performance Assessment / Recommendations for Updates				
FY 18/19 Ratings: Acceptable – The City updates standards every two years but updates the standards through addendums as necessary. Good – Last update – 8/8/2016. Standards update is underway in Fall 2019. Recommendation #1: Evaluate changing the ratings because updating the standards annually is not practical. Recommendation #2: None.				

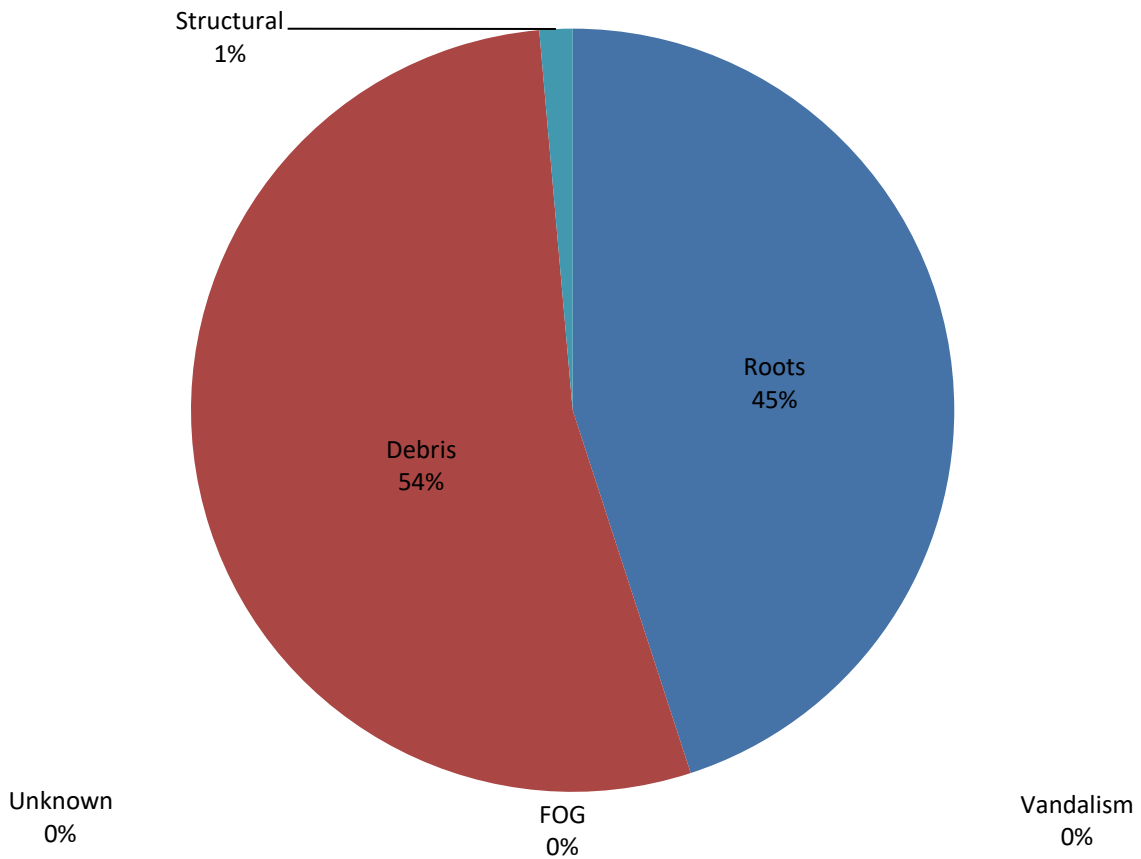
Signature of Responsible Person: (sign when complete)	Date:
	10/29/19

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. <i>The frequency with which tabletop / tailgate training meetings are conducted by the O&M staff.</i> Data Collection Method: Keep track manually of tabletop / tailgate meetings completed year-to-date, and calculate the average frequency of the trainings during that same time period. 2. <i>The frequency with which field / equipment training exercises are conducted by the O&M staff.</i> Data Collection Method: Keep track manually of field / equipment training exercise training completed year-to-date, and calculate the average frequency of the trainings during that same time period. 3. <i>The frequency with which field, equipment or tabletop / tailgate training is conducted that includes training on SSO response procedures outlined in the OERP.</i> Data Collection Method: Keep track manually of all tabletop, tailgate, field, or equipment trainings that involve SSO response that have been completed year-to-date, and calculate the average frequency of trainings during that same time period.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Frequency of tabletop / tailgate training	<Biweekly	Biweekly	Weekly	>Weekly
2	Frequency of field / equipment training	<Quarterly	Quarterly	Bimonthly	Monthly
3	Frequency of SSO response training	<Quarterly	Quarterly	Bimonthly	Monthly

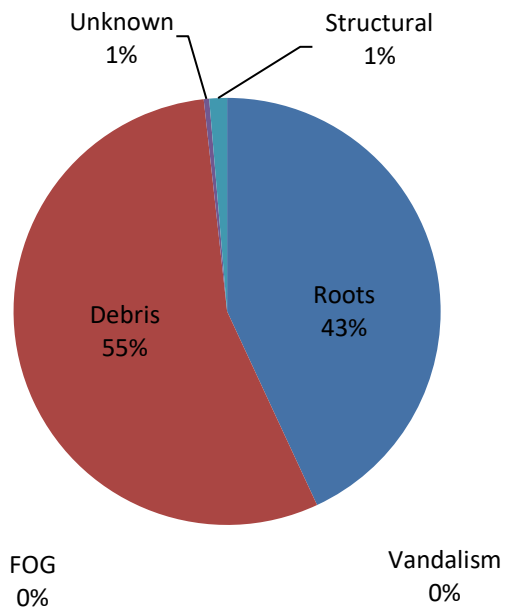
Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
1 st Qtr	Goal	1	2	3	1. 4 total. Average of 1 tabletop/tailgates per month. 2. 6 total. 3. 2 total.
	Value	4	6	2	
2 nd Qtr	Goal	1	2	3	1. 9 total. Average of 3 tabletop/tailgate per month. 2. 2 total. 3. 3 total.
	Value	9	2	3	
3 rd Qtr	Goal	1	2	3	1. 5 total. Average of 2 tabletop/tailgates per month. 2. 3 total. 3. 1 total.
	Value	5	3	1	
4 th Qtr	Goal	1	2	3	1. 6 total. Average of 2 tabletop/tailgates per month. 2. 5 total. 3. 2 total.
	Value	6	5	2	
Annual Performance Assessment / Recommendations for Updates					
FY 18/19 Ratings: Acceptable – Approximately biweekly tailgate meetings: 24 total in fiscal year. Acceptable – Bimonthly field/equipment training. 16 total in fiscal year. Good – Bimonthly. 8 total in fiscal year. Recommendation #1: Review PI with Alex to determine necessary frequencies of field equipment and tailgate training. Recommendation #2: Review PI with Alex to determine necessary frequencies of field equipment and tailgate training. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10/29/19

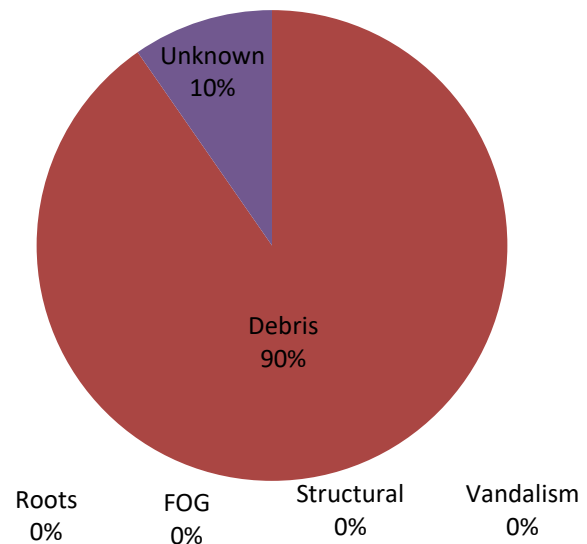
City's Spill Volume FY 19-20



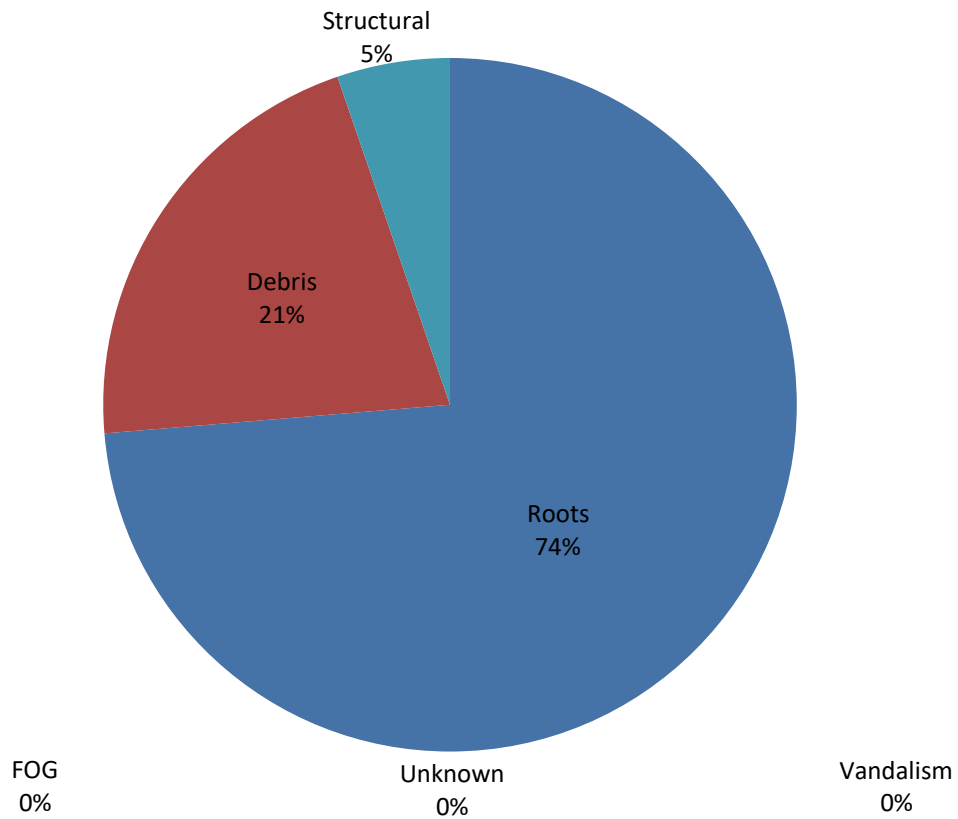
Total Spill Volume FY 19-20



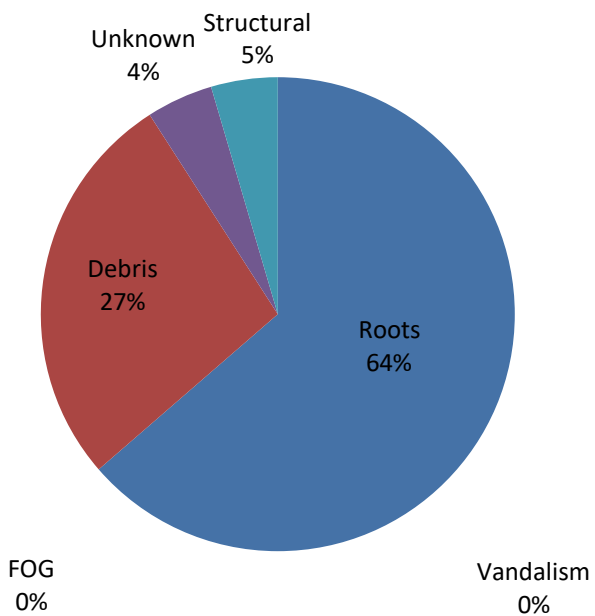
Private's Spill Volume FY 19-20



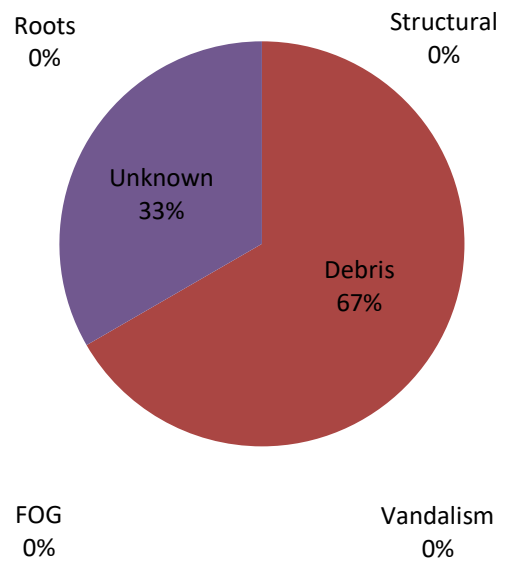
City's SSO Causes FY 19-20



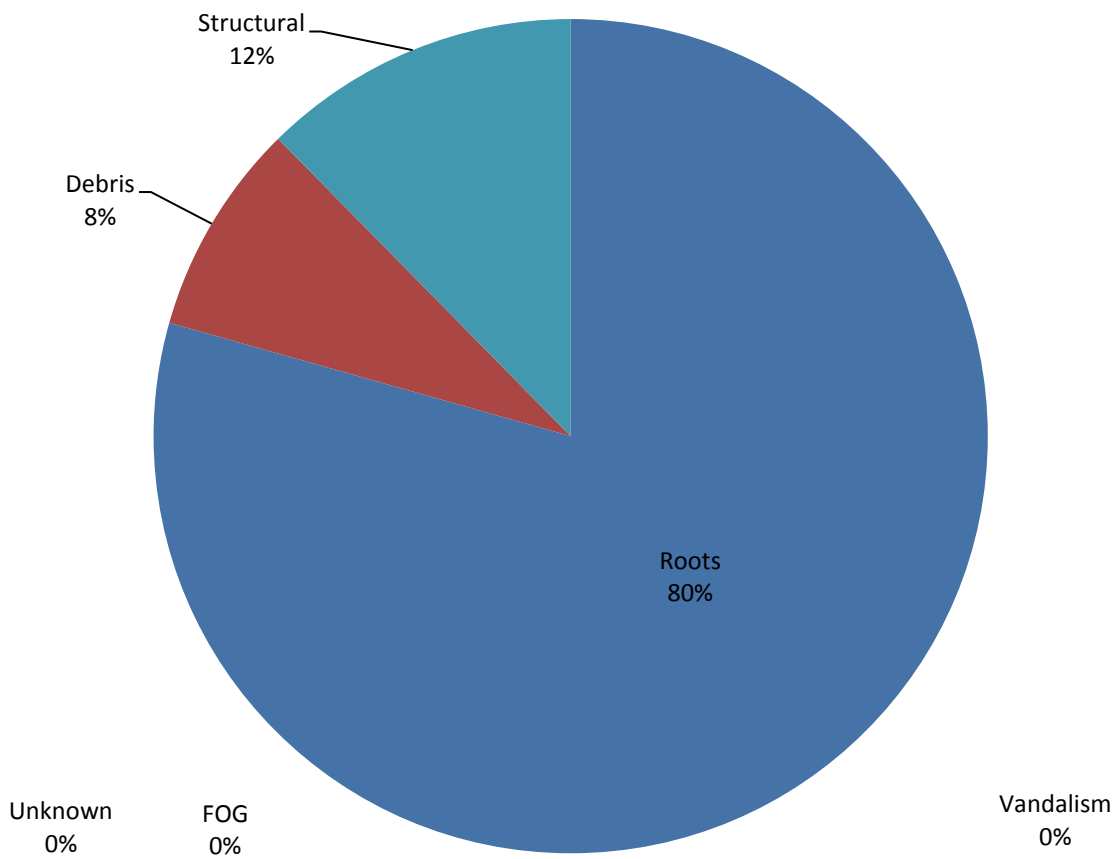
Total SSO Causes FY 19-20



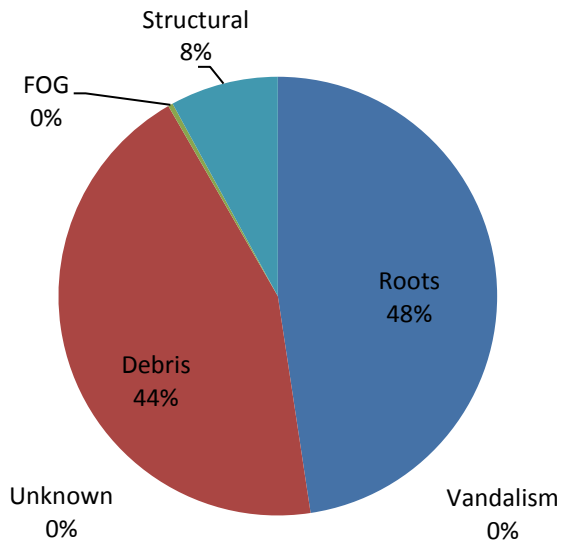
Private's SSO Causes FY 19-20



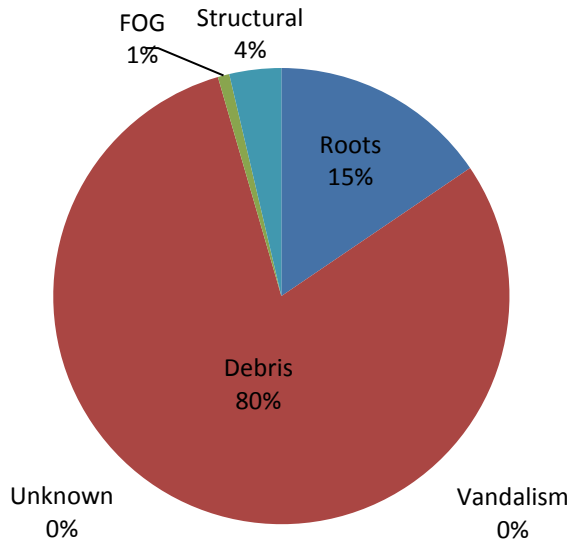
City's Spill Volume FY 18-19



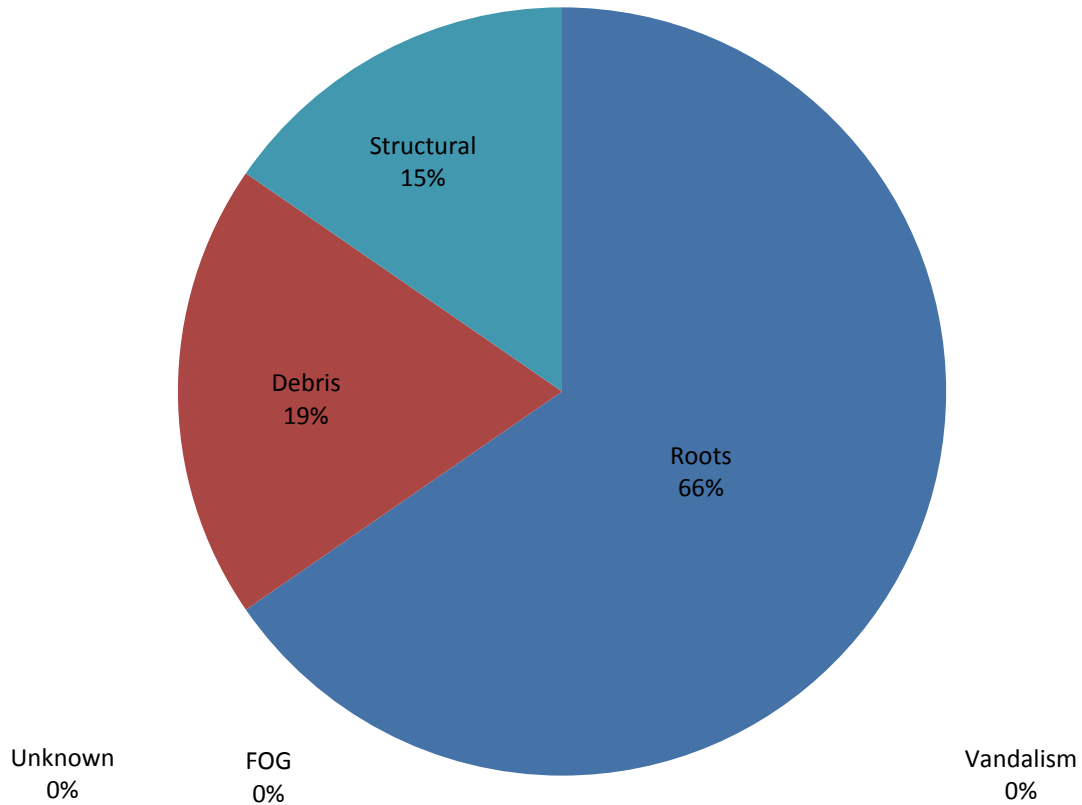
Total Spill Volume FY 18-19



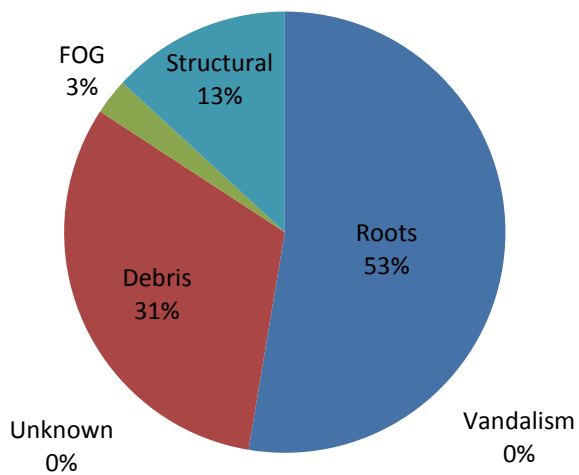
Private's Spill Volume FY 18-19



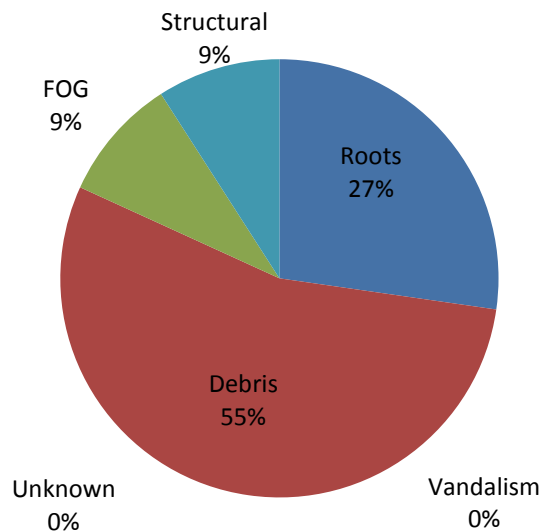
City's SSO Causes FY 18-19



Total SSO Causes FY 18-19



Private's SSO Causes FY 18-19



City of Woodland
Sewer System Management Plan
Change Log

Date	SSMP Element/Section	Description of Change/Revision Made	Change Authorized By
03/19/2020	FOG Control Program	Changed PI #2 (Frequency of PPP Permit Inspections) from tracking PPP Permit inspections every quarter to tracking the PPP Permit inspections annually.	Angela Clemons
03/19/2020	FOG Control Program	Changed ratings of PI #2 to reflect the goal of 100% inspection of FSB's and ARB's annually instead of a 50% inspection rate each quarter.	Angela Clemons
10/14/2020	R&R Funds	Changed PI #1 language from "GASB34 reporting" to "City's Finance Officer" to reflect current practices.	Kim McKinney
10/15/2020	FOG Control Program	Changed PI #2 ratings to represent more realistic goals. Ratings were originally: Excellent – 100%, Good – 95-100%, Acceptable – 90-95%, and Below Goal - <90%. Ratings are now: Excellent – 100%, Good – 90-100%, Acceptable – 75-90%, and Below Goal - <75%.	Angela Clemons
10/15/2020	FOG Control Program	Changed PI #3 ratings to represent more realistic goals. Ratings were originally: Excellent - >400, Good – 300-400, Acceptable – 200-300, and Below Goal - <200. Ratings are now: Excellent - >300, Good – 200-300, Acceptable – 100-200, and Below Goal - <100.	Angela Clemons
10/26/2020	HVVC	Change PI #3 from "The average footage cleaned per 16 hours of work (one full day for a crew of 2)" to "The average footage cleaned per work order." Also change the data collection method from describing the old method to "Determine year-to-date HVVC footage cleaned per work order from the HVVC Segments and Footage crystal report to evaluate average daily crew production."	Matt Cohen



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.13
SUBJECT: Contract with Empower Yolo to Supply Food for Individuals Sheltered through Project Roomkey

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a contract with Empower Yolo in an amount not-to-exceed \$18,000 for food supply services to assist Woodland individuals sheltered through Project Roomkey (PRK).

Staff Contact

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

Fiscal

Impact

There is no impact to the General Fund. Funds have already been appropriated for PRK food supply services.

Background

Yolo County and the cities of Woodland, Davis, and West Sacramento have participated in the PRK effort since the middle part of March to shelter vulnerable homeless in local motels during the COVID-19 pandemic. This effort has been led by Yolo County with the assistance of the three cities. Similar Project Roomkey efforts are underway in other California counties including Sacramento County. Yolo County has relied on Federal and State funds for leasing motel rooms, purchasing/delivering food to motel sites, staffing the motel sites with social workers and other staff, and providing laundry and security services.

Discussion

Effective July 1, 2020, the three cities have been responsible for coordinating and covering the costs of supplying food for PRK clients under the age of 60. The City has contracted with the Yolo Food Bank since July 1 to provide food for Woodland PRK clients. Starting this month, Empower Yolo which provides on-site staffing to support the PRK clients at two motels in Woodland has assumed the food supply services for Woodland. While the Food Bank will no longer directly supply the food for Woodland PRK clients, food at a cost of \$0.19/pound will be available for purchase through the Food Bank and Empower Yolo will also purchase food items at local stores.

Weekly food deliveries are provided to PRK clients under the age of 60. The contract with Empower Yolo assumes 40 clients each week at a cost of \$25/client for the food purchases.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a contract with Empower Yolo in an amount not-to-exceed \$18,000 for food supply services to assist Woodland individuals sheltered through Project Roomkey.

Prepared by: Dan Sokolow, Senior Planner

Reviewed by: Christine Engel, Community Services Director



Ken Hiatt
City Manager

Attachments:

1. EY Reso Dec. 15 2020

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND APPROVING A CONTRACT WITH EMPOWER YOLO TO
SUPPLY FOOD FOR INDIVIDUALS SHELTERED THROUGH
PROJECT ROOMKEY**

WHEREAS, Yolo County and the cities of Woodland, Davis, and West Sacramento have participated in the “Project Roomkey” (PRK) effort since the middle part of March to shelter vulnerable homeless in local motels during the COVID-19 pandemic;

WHEREAS, the cities of Woodland, Davis, and West Sacramento have been responsible for coordinating and covering the costs of supplying food for PRK clients under the age of 60 since July 1, 2020; and

WHEREAS, Empower Yolo which provides the on-site staffing for the PRK motels in Woodland has offered to provide food supply services for Woodland PRK clients under the age of 60 at a cost of \$25.00 per person for a week’s worth of food.

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

Section 1. Authorizes the City Manager to execute a contract with Empower Yolo in the not-to-exceed amount of \$18,000 to supply food for individuals sheltered through Project Roomkey.

PASSED AND ADOPTED by the City Council this 15th day of December, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.14
SUBJECT: Approve Contract with Laugenour and Meikle for the 2022 Water & Sewer Repair & Replacement Project, CIP #21-01

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to: (1) Authorize the City Manager to execute a consultant agreement with Laugenour & Meikle in the amount of \$265,800 for the design of the 2022 Water & Sewer Repair & Replacement Project, CIP #21-01; and (2) Authorize a contingency of up to 10% (\$26,580) for the design of the 2022 Water & Sewer Repair & Replacement Project, CIP #21-01.

Staff Contact:

Mark Miller, Associate Engineer, 530-661-5968, mark.miller@cityofwoodland.org

Fiscal Impact:

The funding for CIP #21-01, 2022 Water & Sewer Repair & Replacement Project is included in the Capital Budget approved by City Council on June 16, 2020. The funding sources include the Sewer Enterprise Fund in the amount of \$1,600,000 and the Water Enterprise Fund in the amount of \$2,900,000. The budget includes funding for the annual program of the replacement of failing sewer and water infrastructure.

The design contract in the amount of \$265,800 and contingency in the amount of \$26,580 are funded through CIP #21-01. The total project cost is currently estimated at \$4,200,000. The budget will be updated after construction bids are received with additional funds transferred from CIP #09-23, Water System Leak Detection Maintenance and Repair and CIP #08-21, Annual Sewer Repair and Replacement, if necessary. Authorization to Bid and Construction Contract Award will be presented to Council for approval at a future date.

There is no impact to the General Fund.

Background:

City Engineering and Operations staff identified several locations in the City that have the greatest occurrence of water main and water lateral breaks and leaks, and prioritized the areas for repair and replacement. The areas prioritized for replacement are streets with two-inch (2") cast iron water mains located behind sidewalks. The majority of these water mains were constructed between 1917 and 1965 and are in need of replacement. The 2" water mains have been experiencing an increasing number of breaks in recent years due to their location and aging condition. The City has approximately 130,000 lineal feet of streets with 2" diameter cast iron pipe that were installed prior to 1965. This is the sixth phase of a multi-year project which annually identifies locations for water and sewer repair and replacement.

The sewer collection system is evaluated according to the Sewer System Management Plan guidelines. Each sewer pipe has a condition rating that is regularly updated. Additionally, every 3 years, the City's sewer system hydraulic model is updated and capacity deficiencies are identified. The hydraulic model identified the need to transfer sewer flows from the Beamer Trunk Sewer to the Gibson Trunk Sewer in the 2012, 2015, and 2018 updates to correct an existing deficiency and provide capacity to downtown redevelopment. The goal of

both of these efforts is to eliminate sewer overflows and provide adequate sewer capacity to downtown. The existing sewer pipes planned for replacement are between 94-121 years old and have condition ratings that warrant replacement. In early 2021, construction of a new interceptor sewer on East Street (from Gibson to Gum) will be completed as part of the 2020 Water & Sewer Repair & Replacement Project, CIP 20-07. The 2020 project represents the first segment of the capacity reallocation project to transfer sewage flows from Beamer interceptor sewer to the Gibson interceptor sewer. The second segment has been designed and will be constructed as part of the 2021 project and will replace sewer mains along Gum Avenue (East Street to Fourth Street) and Marshall Ave (Fourth Street to College Street). CIP 21-01 is planned for construction in 2022 on College and Pendegast Streets and will be the third and final segment of sewer capacity reallocation.

The existing water main within the project limits was constructed between 1963 and 1977. Much of the water infrastructure was constructed in the early 1960's which, based on records of water main leaks/breaks, has become known as a period of poor water pipe materials within the City. There is also a 2-inch diameter back of sidewalk service main that would be eliminated with this project. Some of the existing sewer was constructed over 100 years ago (1917) and has a large number of defects that need to be addressed as well as issues with depth of cover.

Discussion:

In conjunction with the sewer replacement required for the capacity reallocation, this project was designed to repair and replace the water mains and laterals on College, Pendegast, Elm, and Fourth Streets. Approximately 6,000 linear feet of mainline water pipe will be replaced by the project. This is an area with two-inch (2") cast iron water mains located behind sidewalks with six inch and eight inch (6" & 8") diameter mains in the street. The mains in this area are notorious for problems such as breaks and leaks. The project will construct new eight-inch diameter mains in the street and connect the residences with new polyethylene services. Once completed, the project will result in more reliable water pressure and uninterrupted water service for approximately 122 residences.

The existing sewer system on Pendegast St. between College and McKinley Ave. consists of six-inch and eight-inch (6" & 8") diameter mains in the street. These mains were constructed with inadequate burial depth such that many service laterals from nearby residences had to be built with almost no slope and the street surface had to be crowned over the pipe to lessen the traffic loading experienced by the pipe barrels. It is anticipated that the project will replace the system with an eight-inch diameter main at new depth to better facilitate sewer flows and reallocate capacity from the downtown sector to the Gibson interceptor sewer. Additionally, approximately 51 sewer laterals within the project limits will be replaced at improved burial depths and slopes.

Laugenour & Meikle (L&M) was selected for the project through a quality based selection process and is on the City's on-call list for engineering design firms. The engineering design contract with L&M includes the engineering design services required to prepare final plans and specifications and provide assistance during bidding and construction. The design services generally include:

- Project Management, which includes coordination with City Staff and other City consultants, quality assurance and quality control.
- Base Mapping, which includes conducting a topographic survey and preparing maps.
- Public Improvement Plans, which includes drafting improvement plans for water and sewer main replacement. This typically includes submittal and evaluation of 65% completed plans, 90% completed plans, and final 100% completed plans and design documents, as well as construction cost estimating and prognosis of a construction schedule.
- Administration, which includes assistance during the bidding process and construction.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, to: (1) Authorize the City Manager to execute a consultant agreement with Laugenour & Meikle in the amount of \$265,800 for the design of the 2022 Water & Sewer Repair & Replacement Project, CIP #21-01; and (2) Authorize a contingency of up to 10% (\$26,580) for the design of the 2022 Water & Sewer Repair & Replacement Project, CIP #21-01.

Prepared By: Mark Miller, Associate Engineer

Reviewed By: Tim Busch, Principal Utilities Civil Engineer
Brent Meyer, Acting Community Development Director/ City Engineer



Ken Hiatt
City Manager

Attachments:

1. Resolution
2. Vicinity Map
3. Design Contract

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN AGREEMENT WITH LAUGENOUR AND MEIKLE FOR
ENGINEERING CONSULTING SERVICES FOR THE 2022 SEWER & WATER REPAIR
& REPLACEMENT PROJECT, CIP# 21-01**

WHEREAS, the City wishes to enter into a Design Contract with Laugenour & Meikle, Inc. for the 2022 Sewer & Water Repair & Replacement Project, CIP #21-01 for an amount of \$265,800 and authorize its execution through adoption of this Resolution; and

WHEREAS, the City wishes to have a design contingency of up to 10% of the design contract amount (\$26,580); and

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

Section 1. The City Council hereby approves the Design Contract with Laugenour & Meikle, Inc. in the amount of \$265,800 and hereby approves a ten percent (10%) design contingency in the amount of \$26,580. The City Manager is hereby authorized and directed to execute the contract, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized herein does not change.

PASSED AND ADOPTED this 15th day of December 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



CIP 21-01



November 25, 2020

Mr. Tim Busch
City of Woodland
Community Development Department
300 First Street
Woodland, California 95695
E-mail: Tim.Busch@cityofwoodland.org

Re: **Proposal for 2022 Water & Sewer Project – CIP #21-01, Woodland, California**

Dear Mr. Busch:

Laugenour and Meikle is pleased to present this proposal for civil engineering and land surveying services for the above referenced project. A detailed description of the services to be provided is included in the attached Exhibit “A”, Scope of Services & Compensation, which reflects the standard items of work required for this type of project.

This proposal is an estimate based on project limits shown on the enclosed Exhibit “C”, 2022 Water Project Limits and Exhibit “D”, 2020 Sewer Capacity Reallocation Project, as well as the Project Schedule per Exhibit “E”.

If you have any questions or comments, please call.

Sincerely,

LAUGENOUR AND MEIKLE



Bryan P. Bonino, Principal, P.E., L.S.

Enclosure

**AUTHORIZATION TO BEGIN WORK PRIOR TO
CONTRACT PREPARATION:**

CLIENT SIGNATURE

DATE

EXHIBIT “A”

SCOPE OF SERVICES & COMPENSATION

I. SCOPE OF SERVICES:

A. PROJECT MANAGEMENT & MEETINGS:

- Manage the contract scope, schedule, and budget for all project activities.
- Coordination calls with Client.
- Periodic project reviews with Client.
- Provide monthly invoices to Client.
- Support costs are based on a time and materials estimate per work item requested.

B. TOPOGRAPHIC SURVEY & BASE MAPPING (2022 WATER & SEWER PROJECT):

- Horizontal and vertical control, including boundary ties, per Agency Control Data.
- Assumes that the City will have site marked for USA utility locations.
- Topographic survey for water line and sewer replacement design, including setting project control and benchmarks for sites as indicated per the project limits shown on the enclosed Exhibits “C” & “D”.
- Determine existing utility inverts for design (based on being able to physically determine inverts, does not include potholing).
- Traffic control allowance during time that field crew is collecting existing utility inverts for design (\$5,000 allowance).
- Create a topographic base map showing right-of-way lines and easements created from the record data and the topographic survey. This base map will be used in our analysis and design.
- Supply Client with electronic file (AutoCAD).

C. POTHOLING (ALLOWANCE):

- Potholing for existing utilities for new water line crossing.
- Potholing to be performed by subconsultant (\$30,000 allowance).

D. PUBLIC IMPROVEMENT PLANS FOR WATER MAIN IMPROVEMENTS:

- Review Client requirements and City Standards.
- Prepare water line replacement improvement plans per City Design and Construction Standards. Plans will only be prepared per the project limits shown on the enclosed Exhibit “C”.
- Modify plans per City review comments.
- Prepare cost estimate, special provisions for project specifications and unit price schedules for construction items. Coordinate front end contract documents by others.

E. PUBLIC IMPROVEMENT PLANS FOR SEWER IMPROVEMENTS:

- Review Client requirements and City Standards.
- Prepare improvement plans for sewer rehabilitation limits shown on enclosed Exhibit “D” and per City Design and Construction Standards. Sewer rehabilitation improvements will be part of water line replacement plans for the project limits shown on the enclosed Exhibit “C”.
- Assumes that the City will provide video data, reports, and recommendations indicating location and type of rehabilitation needed for sewer mains.
- Sewer lateral replacements will be based on information provided by the City video data, reports, and recommendations.
- Modify plans per City review comments.
- Prepare cost estimate, special provisions for project specifications and unit price schedules for construction items. Coordinate front end contract documents by others.

F. SWPPP (EROSION CONTROL PLAN ONLY):

- This proposal assumes the disturbed area will be less than one (1) acre; therefore, a Storm Water Pollution Prevention Plan is not required.
- Prepare erosion and sedimentation control plan.
- Excludes Qualified SWPPP Practitioner (QSP) services which are required for implementation and monitoring of SWPPP.

G. BIDDING & CONSTRUCTION ADMINISTRATION:

- Bidding assistance including written clarification of plans and specifications, preparation of addendums and attend pre-construction meeting.
- Attend meeting (progress and coordination meeting at Owner’s request).
- Site visit during construction (per Owner’s request).
- Review and comment on project submittals related to civil design items.

- Conduct final project review of site improvements and assist in preparation of punch list.
- Prepare as-constructed record plans and specifications (electronic and hard copy) based on Contractor's mark-ups (no field survey time).
- Costs are based on a time and materials estimate per work item requested.

II. COMPENSATION:

Consultant shall be compensated on a "Fixed-Fee" basis per project total shown below. New tasks not associated with the above Scope of Services will be negotiated prior to starting any work on any additional new task:

A. Project Management & Meetings	\$ 6,720.00
B. Topographic Survey & Base Mapping (2022 Water & Sewer Improvements)	\$ 50,740.00
C. Potholing (Allowance)	\$ 35,360.00
D. Public Improvement Plans for Water Main Improvements	\$ 99,400.00
E. Public Improvement Plans for Sewer Improvements	\$ 57,400.00
F. SWPPP (Erosion Control Plan Only)	\$ 3,860.00
G. Bidding & Construction Administration.....	\$ 12,320.00

PROJECT TOTAL.....\$265,800.00

These costs are based on the following Laugenour and Meikle Prevailing Wage Rate Schedule (Exhibit "B"). Government agency fees are not included in this cost proposal.

III. EXCLUSIONS AND/OR RESPONSIBILITIES OF CLIENT OR OTHERS:

1. Client agrees consultant will not perform on-site construction review, construction management, supervision of construction of engineering structures, or other construction supervision for this project unless specifically provided for in another Agreement.
2. All work pertaining to environmental impact report mitigation monitoring, if required.
3. Client agrees to assume complete responsibility and liability for changes in design, construction quantities, project cost, etc., whenever Client uses unsigned or unapproved survey maps or construction drawings for bidding or construction purposes.
4. All submittals of plans/reports for Agency approval are the responsibility of the Client.
5. Any regulatory agency related fees for submitting, checking, filing, inspection, performance of services, etc. are the responsibility of the Client.

EXHIBIT “B”

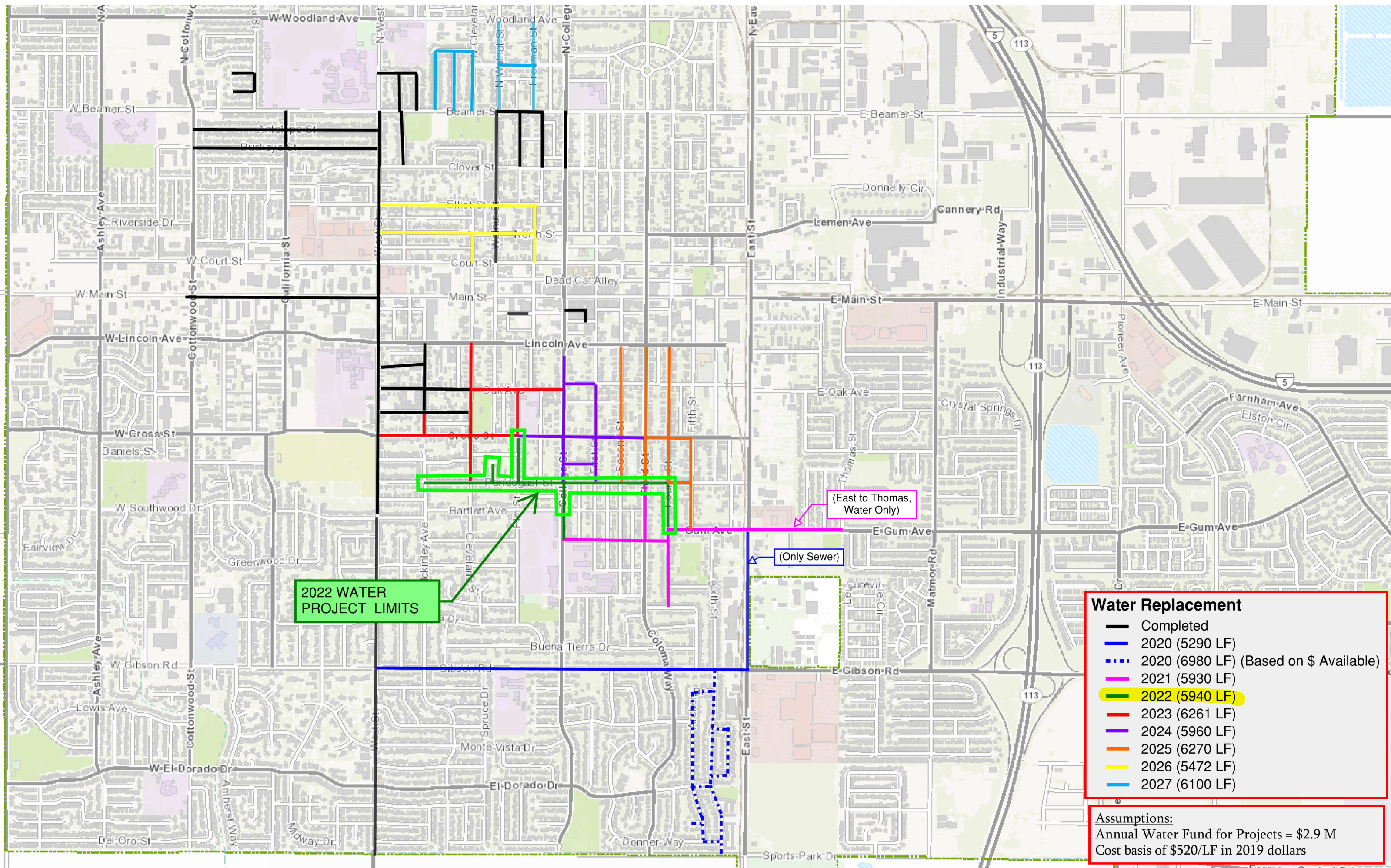
RATE SCHEDULE

<u>PERSONNEL CLASSIFICATION</u>	<u>RATE PER HOUR</u>
Principal Engineer	\$210.00
Principal Surveyor	\$210.00
Senior Engineer/Project Manager	\$195.00
Senior Engineer	\$185.00
Senior Surveyor	\$185.00
Associate Engineer	\$180.00
Surveyor	\$165.00
Assistant Surveyor	\$150.00
Assistant Engineer	\$150.00
Assistant Project Manager	\$150.00
Junior Engineer	\$140.00
Technician III	\$140.00
Technician II	\$125.00
Technician I	\$ 90.00
Clerical	\$ 65.00
Accounting	\$100.00
Survey Party, 1-Man*	\$185.00
Survey Party, 1-Man Travel*	\$170.00
Survey Party, 2-Man*	\$285.00
Survey Party, 2-Man Travel*	\$240.00

REIMBURSABLES:

Aerial Drone	—	\$500.00 per Aerial Model
Field Materials	—	Charged at cost plus 10%
Reproduction Items	—	Charged at cost plus 10%
Subconsultants	—	Charged at cost plus 10%
Fees	—	Charged at cost plus 10%

* Public Works Prevailing Wage Rate





CITY OF WOODLAND

SEWER CAPACITY
REALLOCATION PROJECT
2020

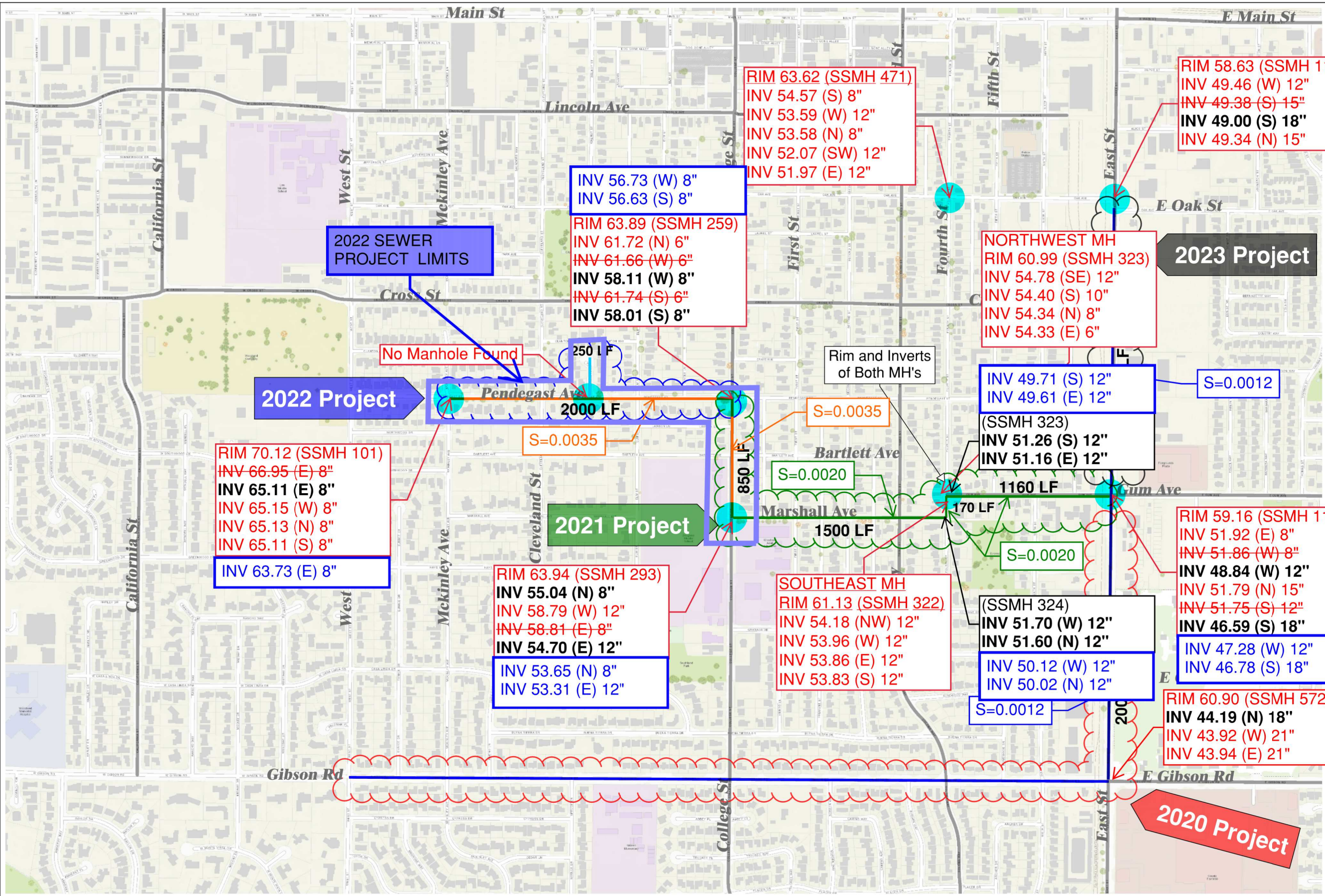
LEGEND

Proposed Sanitary Sewer
Main Diameter:

- 18 inch $S=0.0012$
- 12 inch $S=0.0020$
- 8 inch $S=0.0035$
- 6 inch $S=0.0100$

New LM inverts
per 60% plan
submittal.

EXHIBIT D



0.51 0 0.25 0.51 Miles

1:8,000.00

EXHIBIT “E”
ESTIMATED SCHEDULE OF SERVICES
FOR
CITY OF WOODLAND
2022 WATER & SEWER REPLACEMENT PROJECT

DESCRIPTION OF SERVICES	DURATION	START DATE
Topographic Survey	6 WEEKS	Upon Receipt of Signed Contract
Topographic Base Map	4 WEEKS	
65% Public Improvement Plans	12 WEEKS	
City Review	2 WEEKS	
90% Public Improvement Plans & Specifications	6 WEEKS	
City Review	2 WEEKS	
100% Public Improvement Plans & Specifications for Bidding	4 WEEKS	



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.15
SUBJECT: Letter of Support related to AB 14 (Internet for All Act of 2021)

Recommendation for Action: Staff recommends that the City Council approve a letter of support regarding the Internet for All Act of 2021 (The Act) which prioritizes the deployment of broadband infrastructure in California's most vulnerable, unserved, and underserved rural and urban communities by extending the ongoing collection of funds deposited into the California Advanced Services Fund (CASF) to provide communities with grants necessary to bridge the digital divide.

Staff Contact:

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

Fiscal Impact:

No fiscal impact.

Background:

As evidenced by the ongoing global COVID-19 pandemic the capacity to rapidly connect all California residents with evolving emergency information is essential to safeguarding public health and safety during these unprecedented times. A Pew Research Study conducted in April 2020 found that roughly half of United States adults (53%) say the internet has been essential for them personally during the pandemic.

Although barriers to broadband connectivity have persisted for decades, the COVID-19 pandemic has highlighted the digital divide that separates Californians without internet connectivity from those who already have and depend on fast and reliable internet access as a normal part of their daily lives. As record unemployment rates persist, internet access is vital for economic recovery and resiliency. This is especially important for our most vulnerable Californians who remain disproportionately disconnected, including those who are low-income, living in rural areas, and Black or Latino.

Further, lack of reliable access to academic resources and distance learning tools diminishes our youngest Californians' opportunity to thrive. This is a preventable barrier for far too many students, as nearly 1 million (15.6%) school-aged children (ages 6-17) have no internet connection at home and over 1.6 million (27.5%) of children do not have broadband access.

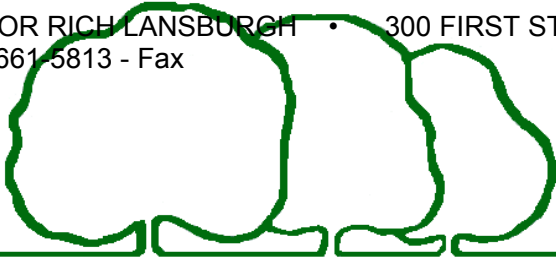
Assemblywoman Aguiar-Curry's Assembly Bill 14 is a critical step towards expediting the deployment of broadband infrastructure throughout California. This bill provides a vital pathway to connect California workforce to gainful employment, harness the life-saving technology of telemedicine, democratize distance learning, enable precision agriculture, and sustain economic transactions in times of emergencies.



Ken Hiatt
City Manager

Attachments:

1. Support Letter - AB14 (Internet for All Act of 2021)
2. AB 14 (Internet For All Act of 2021) Bill Proposal



City of Woodland

December 15, 2020

The Honorable Cecilia M. Aguiar- Curry
Assemblymember, 4th District
State Capitol, Room 5144
Sacramento, CA 95814

RE: AB 14 Internet for All Act of 2021 (Aguiar-Curry) – SUPPORT

Dear Assemblymember Aguiar-Curry:

The City of Woodland is proud to support the Internet for All Act of 2021 (The Act) which prioritizes the deployment of broadband infrastructure in California's most vulnerable, unserved, and underserved rural and urban communities by extending the ongoing collection of funds deposited into the California Advanced Services Fund (CASF) to provide communities with grants necessary to bridge the digital divide.

The Act recognizes that reliable internet connectivity is a critical necessity now, and that this will remain the case even after the COVID-19 pandemic has subsided. This bill equips Internet Service Providers, Local Governments, and Tribal Governments with the opportunity to expedite the connection of their communities to reliable broadband access indefinitely. Further, The Act ensures grants administered by the California Public Utilities Commission (CPUC) from the CASF are awarded to applicants who are willing and able to quickly and efficiently connect households, community anchor institutions, small businesses, and employers.

The capacity to rapidly connect all California residents with evolving emergency information is essential to safeguarding public health and safety during these unprecedented times. A Pew Research Study conducted in April 2020 found that roughly half of United States adults (53%) say the internet has been essential for them personally during the pandemic. As record unemployment rates persist, internet access is vital for economic recovery and resiliency. This is especially important for our most vulnerable Californians who remain disproportionately disconnected, including those who are low-income, living in rural areas, and Black or Latino.

The Internet for All Act of 2021 is a critical step towards expediting the deployment of broadband infrastructure throughout California. This bill provides a vital pathway to connect California's workforce to gainful employment, harness the life-saving technology of telemedicine, democratize distance learning, enable precision agriculture, and sustain economic transactions in times of emergencies. For this reason, the Internet for All Act of 2021 has our full support.

Sincerely,

Rich Lansburgh
Mayor



AB XX Bill Proposal – Internet For All Act of 2021

SUMMARY

AB XX prioritizes the deployment of broadband infrastructure in California's most vulnerable and unserved rural and urban communities by extending the ongoing collection of funds deposited into the California Advanced Services Fund (CASF) to provide communities with grants necessary to bridge the digital divide.

BACKGROUND

As evidenced by the ongoing global COVID-19 pandemic the capacity to rapidly connect all California residents with evolving emergency information is essential to safeguarding public health and safety during these unprecedented times. A Pew Research Study conducted in April 2020 found that roughly half of United States adults (53%) say the internet has been essential for them personally during the pandemic.

Although barriers to broadband connectivity have persisted for decades, the COVID-19 pandemic has highlighted the digital divide that separates Californians without internet connectivity from those who already have and depend on fast and reliable internet access as a normal part of their daily lives. As record unemployment rates persist, internet access is vital for economic recovery and resiliency. This is especially important for our most vulnerable Californians who remain disproportionately disconnected, including those who are low-income, living in rural areas, and Black or Latino.

Further, lack of reliable access to academic resources and distance learning tools diminishes our youngest Californians' opportunity to thrive. This is a preventable barrier for far too many students, as nearly 1 million (15.6%) school-aged children (ages 6-17) have no internet connection at home and over 1.6 million (27.5%) of children do not have broadband access.

THIS BILL

AB XX recognizes that reliable internet connectivity is a critical necessity now, and that this will remain the case even after the COVID-19 pandemic has subsided. This bill equips Internet Service Providers, Local Governments, and Tribal Governments with the opportunity to expedite the connection of their communities to reliable broadband access indefinitely.

AB XX ensures grants administered by the California Public Utilities Commission (CPUC) from the CASF are awarded to applicants who are willing and able to quickly and efficiently connect households, community anchor institutions, small businesses, and employers. Specifically, AB XX:

- Authorizes the ongoing collection of the existing CASF surcharge.
- Creates a Broadband Bond Financing and Securitization Account to support costs related to financing the deployment of broadband infrastructure by a local government agency or nonprofit organization, including but not limited to, payments of costs of debt issuance, obtaining credit enhancement, and establishment and funding of reserves for the payment of principal and interest on debt.
- Requires CASF Infrastructure Grant applications must provide broadband access at speeds of a *minimum* of 25 megabits downstream and 25 megabits upstream, with a goal of 100 megabits per (mbps) second downstream.
- Identifies all households with speeds of at least 25 mbps downstream and 3 mbps upstream as 'unserved'.
 - Maintains prioritization of those 'unserved' households with speeds of at least 10 mbps downstream and 1 mbps upstream in addition to prioritization of high-poverty unserved households, meaning those within a census tract in which at least 50 percent of residents are designated low-income.
- Requires open-access of middle-mile infrastructure, allowing opportunities for interconnection along the path of deployment.
- Ensures 'anchor institutions' defined as schools maintaining kindergarten or any of grades 1 to 12, inclusive, community colleges, libraries, hospitals, health clinics, public safety entities, government buildings, and community organizations are eligible for CASF grants on a fair cost-sharing basis for interconnection along the path of deployment.
- Authorizes the CPUC to approve an application for funding to deploy or upgrade broadband services upon making a finding that the existing facility-based broadband provider is unwilling or unable to deploy broadband for the project application service area.
- Requires the Governor's Office of Business and Economic Development (Go-BIZ), in consultation with the California Broadband Council, Public Utilities



AB XX Bill Proposal – Internet For All Act of 2021

Commission, Department of Transportation, and Department of Technology to develop recommendations and a model for streamlined local land use approval and construction permit processes for projects related to broadband infrastructure deployment and connectivity.

- Requires the California Department of Education to post information voluntarily reported by Local Education Agencies regarding the needs for computing devices and internet connectivity adequate for at-home learning on their website, in addition to an annual report of computing device and connectivity needs.
- Authorizes the CPUC to require each internet service provider to report information regarding each available free, low-cost, income-qualified, or affordable internet service plan advertised by the provider, including the cost of plan, eligibility requirements, data limitations, number of California residents enrolled in the plan, and a description of their outreach efforts to eligible populations.

AB XX is a critical step towards expediting the deployment of broadband infrastructure throughout California. This bill provides a vital pathway to connect California's workforce to gainful employment, harness the life-saving technology of telemedicine, democratize distance learning, enable precision agriculture, and sustain economic transactions in times of emergencies.

CONTACT

Samantha Samuels | Legislative Aide
(916) 319-2004 (O) || (650) 678-0530 (C)
Samantha.Samuels@asm.ca.gov



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.16
SUBJECT: Council Committee / Liaison Appointments

Recommendation for Action:

Staff recommends that the Council provide direction relative to 2020-2022 Council appointments to Inter-Jurisdictional Boards, Agencies, Liaison Committees as well as City Council subcommittees.

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

Background:

There are many regional and inter-jurisdictional governing boards and commissions where the City of Woodland is represented through formal appointment of one or more council members. In addition, the City Council is represented on several liaison committees that meet with counterparts from other public agencies. The City Council has also established a number of Council sub-committees assigned to focus on specific policy areas, engage with staff and community members and assist in the development of program and policy recommendations to be considered by the full Council. Service on these boards and committees is considered part of the duties and responsibilities of members of the City Council and may often involve extensive time commitments in addition to attendance at regular City Council meetings.

Discussion:

Following the municipal elections every even-numbered year, the Council is reconstituted and appointments are updated for Council membership and participation on various boards and commissions. In addition, the Council has established a series of inter-jurisdictional joint meetings and sub-committees for which up to two Council members are designated as City Council representatives. Several of these appointments provide for both primary and "alternate" designees in order to ensure City of Woodland representation and/or a quorum of the board or commission.

Formal appointment of Council members to selected boards and commissions would be appropriate in order to address vacancies that have been created by the Council transition following the November 2020 election, as well as in consideration of interests, preferences and availability of the current Council members.

Conclusion:

Staff recommends that the Council provide direction relative to 2020-2022 Council appointments to Inter-Jurisdictional Boards, Agencies, Liaison Committees as well as City Council sub-committees.

A handwritten signature in black ink, appearing to read "Ken Hiatt".

Ken Hiatt
City Manager

Attachments:

1. City Council Assignments 2020

**CITY OF WOODLAND
CITY COUNCIL APPOINTMENTS - 2020**

INTER-JURISDICTIONAL BODIES	LANSBURGH (1)	STALLARD (2)	VACANT (3)	FERNANDEZ (4)	VEGA (5)	MEETING DATES	MEETING TIME	COMMITTEE DEFINITION/PURPOSE
LOCAL AGENCY FORMATION COMMISSION (LAFCO) ⁽¹⁾		P				4th Thursday	9:00 a.m.	LAFCO BOARD - Regular Seat 2019
SACRAMENTO AREA COUNCIL OF GOVERNMENTS (SACOG)		P			A	3 rd Thursday	9:00 a.m.	Legislative coordination & information provision of areas of interest to Cities in the region.
YOLO COUNTY TRANSPORTATION DISTRICT (YCTD)		P			A	2 nd Monday	7:00 p.m.	Established in 1998 by State legislation. Administers countywide transit (YOLOBUS) system & related planning services.
YOLO COUNTY HOUSING AUTHORITY ⁽²⁾	P		A			2nd Wednesday	3:00pm	
YOLO SOLANO AIR QUALITY MANAGEMENT DISTRICT (YSAQMD)				P	A	2 nd Wednesday	9:00 a.m.	Bi-county regional air quality district ithe County and City representatives.
WATER RESOURCES ASSOCIATION (WRA) / YOLO SUB-BASIN GROUNDWATER AGENCY (JPA)			A		P	5 x per yr and as needed on Monday	3:00 PM	Discusses countywide water availability, quality & transfer issues; representatives from Cities, County, Water Agencies & other interested organizations. Groundwater Management Agency JPA
WOODLAND/DAVIS CLEAN WATER AGENCY (JPA)	P	P				Quarterly 3 rd Thursday	3:00 p.m.	
SAC / YOLO VECTOR CONTROL AND MOSQUITO ABATEMENT DISTRICT	S. Denny					3rd Tuesday	10:00am	Appointed By City Council - Currently Serving 4-year Term through 2020
YOLO COUNTY NATURAL COMMUNITIES CONSERVATION PLAN (JPA)				P	A	3rd Monday	5:30 PM	Joint Powers Board charged with preparation & implementation of a Natural Communities Conservation Plan to preserve habitat & open space.
YOLO ANIMAL SERVICES PLANNING AGENCY	A				p	Monthly (date varies) until Plan is approved.	vaires	JPA established to develop a Strategic Plan for providing animal services countywide.
VALLEY CLEAN ENERGY ALLIANCE (JPA) BOARD		P	A		P	2nd Thurs.	5:30 p.m.	Joint Powers Board charged with oversight of VCEA, Community Choice Aggregation program. Yolo County, Davis, Woodland

LIAISON APPOINTMENTS	LANSBURGH (1)	STALLARD (2)	VACANT (3)	FERNANDEZ (4)	VEGA (5)	MEETING DATES	MEETING TIME	COMMITTEE DEFINITION/PURPOSE
YOLO COUNTY 2X2	P				P	4th Thursday	4:00 p.m.	Discusses issues of mutual interest & keep regular dialog.
WJUSD/WOODLAND COMM COLLEGE 3X2X2				P	P	2nd Wednesday	8:00 a.m.	Discusses issues of mutual interest with School Board and City Council Representatives.
CHAMBER OF COMMERCE 2X2		P		P		1 st Friday Bi-Monthly	8:30 AM	Discusses issues of mutual interest & maintains regular dialog.
LIBRARY 2X2	P			P		On-call		
WOODLAND REC FOUNDATION 501(c)3	Davies - Community Member					4th Wednesday	5:30 p.m.	Non-Profit Board
LEAGUE OF CALIFORNIA CITIES - VOTING DELEGATE ⁽³⁾	Appointed annually prior to Annual Conference					League of Cities / Annual Conference		Beginning 1/1995, this is a League of California Cities program for regular communication between Cities & their State legislative representatives.

STANDING COMMITTEES	LANSBURGH (1)	STALLARD (2)	VACANT (3)	FERNANDEZ (4)	VEGA (5)	MEETING DATES	MEETING TIME	COMMITTEE DEFINITION/PURPOSE
ECONOMIC DEVELOPMENT SUB-COMMITTEE		P			P	On-call		
INFRASTRUCTURE SUB-COMMITTEE		P			P	On-call		Meets to review Capital Plans & facilities & related subdivision infrastructure needs.
PUBLIC SAFETY SUB-COMMITTEE	P			P		On-call		
HOMELESS SUB-COMMITTEE	P		P			On-call		

AD HOC Sub-Committee								
COMMERCIAL CANNABIS SUB-COMMITTEE (PROP 64)			P		P	On-call		Completed Charge / Dissolve
COMMISSION APPOINTMENTS	Rotating					On-Call		Revisit pending Change in Commission Recruitment Process for 2019
PARKS & RECREATION FACILITY NEEDS ASSESSMENT SUB-COMMITTEE						On-Call		Consider Updated Scope / Charge

A ALTERNATE Designee - fill-in when Primary not available

a Alternate - available to assist with Liaison role / Information Sharing



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.17
SUBJECT: City Council Meeting Schedule for 2021

Recommendation for Action: Staff recommends that the City Council approve its meeting schedule for 2021.

Staff Contact:

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

Fiscal Impact:

There is no fiscal impact resulting from this recommendation.

Background:

The City's Municipal Code provides that the City Council shall hold its regular meetings on the 1st and 3rd Tuesdays of each month. However, over the course of the calendar year these dates occasionally conflict with holidays, winter and summer recess, and other dates such as elections and out-of-town meetings or conferences.

By adopting an annual meeting calendar, we avoid the need to adjust dates as conflicts arise, and allows for the City Council and staff to plan in advance for workflow, vacations, conferences and other activities so as to minimize conflicts with the City Council meeting schedule.

In addition, the meeting calendar provides the ability for the Council to schedule one or more Special Meetings or Study Sessions, as needed. Special Meetings, which are generally restricted to a single subject, are useful when urgent Council action is needed prior to the next scheduled Regular Meeting. Study sessions are intended to provide the City Council with the opportunity to focus time and attention on a specific topic (or related topics), in a manner and setting that is impractical in the course of a Regular City Council meeting agenda.

Discussion:

Once again, as established by the city's municipal code, the Council's regular meetings are to be held on the 1st and 3rd Tuesday of every month. For 2021, the proposed calendar would retain this schedule, with the following possible modifications:

Summer Recess 2021 - from July 21 through August 16, 2021

- Cancel August 3 meeting
- Hold Council Meeting on August 17

Winter Recess 2020 - from December 22 through January 2, 2021

- Retains 1st and 3rd Tuesday meetings in December

Study Session(s)

- Council Retreat - Council Goals - Date to be determined
- Additional Study Sessions to be schedule as needed

Conclusion:

Staff recommends that the City Council approve its meeting schedule for 2021.

A handwritten signature in black ink, appearing to read 'Ken Hiatt', with a stylized, flowing script.

Ken Hiatt
City Manager

Attachments:

1. 2021 Council Meeting Calendar DRAFT 12_15_2020

City Council Meeting Calendar

2021

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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31						

February						
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28						

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April						
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30	31					

June						
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July						
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August						
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29	30	31				

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31						

November						
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28	29	30				

December						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

City Council Meeting (Regular)
City Council Meeting (Special)
Council Study Session (TBD)
Holiday

Cap to Cap - SUSPENDED
Summer Recess (July 21 - Aug 16)
League of CA Cities Conference (Sep 22 - 24)
Winter Recess (Dec 22 - Jan 2)



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.18
SUBJECT: Revisions to Police Officer Job Description Series

Recommendation for Action: Staff recommends that the City Council approve revisions to the Police Officer Job Description Series.

Staff Contact:

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

Fiscal Impact:

Changes to the job descriptions do not result in any fiscal impacts.

Background:

Human Resources staff worked with the Police Department and the Police Officers' Association to evaluate the Community Services Officer (CSO) job classification.

Discussion:

It is recommended that the job descriptions of the Police Officer Series change based on the amendment to the Government Code of Section 1031. We have to make changes to our police job descriptions to be in compliance with AB 846 by January 1st. The statute states:

13651.

1. Every police department, sheriff's office, or other entity that employs peace officers shall review the job description that is used in the recruitment and hiring of those peace officers and shall make changes that emphasize community-based policing, familiarization between law enforcement and community residents, and collaborative problem solving, while de-emphasizing the paramilitary aspects of the job.
2. This section is not intended to alter the required duties of any peace officer.

Every police department, sheriff's office, or other entity that employs peace officers shall review the job description that is used in the recruitment and hiring of those peace officers and shall make changes that emphasize community-based policing, familiarization between law enforcement and community residents, and collaborative problem solving, while de-emphasizing the paramilitary aspects of the job.

This section is not intended to alter the required duties of any peace officer.

The Legislature finds and declares that changes to these job descriptions are necessary to allow peace officers to feel like the public can trust law enforcement and to implement problem-solving policing and intelligence-led policing strategies in contrast with reactive policing strategies.

In addition, ADA Compliance language has been added. These job Descriptions, (Police Officer recruit/Police

Officer, Sergeant, Lieutenant, Deputy Chief (formerly Captain) and Police Chief and have been reviewed by the appropriate Employee Associations.

Conclusion:

Staff recommends that the City Council approve the revisions to the Police Officer Job Description Series.

Prepared by: Sheila McShane, Human Resources Manager

A handwritten signature in black ink, appearing to read 'Ken Hiatt', with a stylized, flowing script.

Ken Hiatt
City Manager

Attachments:

1. CAPTAIN 2020
2. CHIEF 2020
3. LIEUT 2020DOC
4. SERGEANT 2020
5. Police Officer Recruit - Police Officer 2020



DEPUTY POLICE CHIEF

DEFINITION

Under general direction, plan, organize, manage, and evaluate the operation and activities of the patrol, investigation, and administration divisions; to serve as Police Chief in the absence of the Chief. Please note: This was formally titled, Police Captain.

SUPERVISION RECEIVED AND EXERCISED

The Police Chief provides general direction. Responsibilities include direct supervision of sworn and non-sworn 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, manage, and evaluate the operation and activities of the patrol, investigation, and administration divisions; provide overall technical and administrative direction to department personnel; and supervise the activities of sworn and non-sworn personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.

Takes immediate command of personnel in emergencies and personally directs special operations/investigations.

Perform administrative activities including budgeting preparation and monitoring, performance evaluation, preparation of a variety of reports, development of work plans, programs and long-range planning; evaluate the performance of personnel in performance of emergency and other duties; recommend or implement disciplinary actions.

Originate, review and present information to the City Council; provide technical and professional advice and recommendations related to levels of service and other related matters.

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; represent the department before the City Council, community, outside agencies and at professional meetings as requested.

Promote and maintain safety in the work place.

Regular predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to accomplish the tasks of the position...

Informs Chief of and makes recommendations on current crime trends and departmental problems; develop new programs; perform special assignments.

Serve as Police Chief in the Chief's absence.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Current management principles, practices and techniques of police administration, organization, community-based policing, and operation.

Technical and administrative aspects of crime prevention and law enforcement, including, but not limited to investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping, and care and custody of persons and property.

Laws, ordinances, and regulations affecting the work of the Department, including but not limited to the California Penal Code, Vehicle Code, Health and Safety Code, Welfare and Institution Code, Business and Professions Code, and relevant provisions of State codes; recent court decisions affecting the work of a Police Department.

Incident command system and disaster operations.

Familiarization between law enforcement and community residents, city streets and principle locations.

Operation of a current technology which includes, but not limited to cell phone, GPS units, personal computer and related software.

Skill to:

Use and maintain firearms and other law enforcement equipment.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives; manage a culturally diverse work force.

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

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports; implement Department and City policies.

Select, supervise, train, evaluate and discipline subordinates when appropriate.

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

Ability to:

Organize, direct and train several diverse units of subordinate supervisors and officers; deploy personnel and equipment in accordance with actual or anticipated crime occurrences or special events.

Assume substantial responsibilities in budget preparation and personnel management.

Use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines; write accurate and comprehensive staff reports.

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

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

Analyze problems, trends, situations and records pertaining to police work; draw conclusions and make recommendations.

Effectively lead, motivate, train and evaluate personnel.

Tactfully and effectively, interact with all people regardless of race, ethnicity, sex, age or economic status.

Participate on Civic, City and County committees and commissions.

Meet the applicable State employment standards upon appointment.

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

Education and Experience

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

Education:

Equivalent to a baccalaureate degree from an accredited college or university with major course work in Criminal Justice, Public Administration, Business Administration, Political Science or a closely related field; a Master's Degree is desirable.

Experience:

Three years of experience in a responsible middle management capacity in a municipal police department.

License or Certificate

Possession of a valid California Driver's License.

Bilingual: Knowledge of a second language is a plus.

ADA Compliance

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or class room setting

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

Physical Agility: Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

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. When performing actual fire cause investigations or other fire prevention activities, will be required to work outdoors in a variety of weather conditions; tolerate very hot and very cold temperatures; move debris and dirt or other material using a shovel or rake; walk over rough, uneven or rocky surfaces; work at heights greater than 10 feet; climb ladders or steps to reach objects; wear a self-contained breathing

apparatus; hear alarms and other auditory warning devices; observe or monitor objects, such as fire protection equipment and systems to comply with safety standards;

Council Action: 12/15/2020



POLICE CHIEF

DEFINITION

To plan, organize and direct the activities of the Police Department.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager. Exercises direct and indirect supervision over sworn and non-sworn 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 activities of Police Department in the maintenance of law and order within city limits.

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.

Ensure compliance with legislative, regulatory and judicial mandates, regulations and professional standards.

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

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

Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to accomplish the tasks of the position.

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.

Confer with citizens and City officials on law enforcement issues and problems, and assist in the development of lawful and responsive processes, procedures and action steps.

Represent the department before the City Council, community, outside agencies and at professional meetings.

Maintains a confidential system of police communications, reports and recordkeeping.

Serve as Acting City Manager as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Comprehensive knowledge of police administration, including budgeting, investigations, juvenile delinquency, record keeping, crime prevention, and information systems.

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

Laws, ordinances, and regulations affecting the work of the Department, including laws affecting apprehension, arrest, and prosecution of persons committing misdemeanors and felonies, rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.

Operation of a current technology which includes, but not limited to cell phone, GPS units, personal computer and related software.

Skills 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 police 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.

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

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

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

Education and Experience

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

Education:

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

Experience:

Ten years of increasingly responsible experience in all major phases of municipal police work; at least three years of responsible administrative/management experience in a municipal police department.

License or Certificate

Possession of a valid California Driver's License; possession of a POST Management Certificate.

Bilingual: Knowledge of a second language is a plus.

ADA Compliance

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

require long periods of sitting, when in patrol car or class room setting

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

Physical Agility: Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

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. when performing actual fire cause investigations or other fire prevention activities, will be required to work outdoors in a variety of weather conditions; tolerate very hot and very cold temperatures; move debris and dirt or other material using a shovel or rake; walk over rough, uneven or rocky surfaces; work at heights greater than 10 feet; climb ladders or steps to reach objects; wear a self-contained breathing apparatus; hear alarms and other auditory warning devices; observe or monitor objects, such as fire protection equipment and systems to comply with safety standards;

Council Action: 12/15/2020



POLICE LIEUTENANT

DEFINITION

Under general direction, performs responsible supervisory, administrative, and technical work for the Police Department in an assigned division such as administration, patrol or investigations; and performs special assignments as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Deputy Chief, Chief of Police or designee. Exercises direct supervision over sworn and non-sworn personnel.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

Plan, organize, manage, and evaluate the work of a major division; conduct studies and analyze the operation of a Division or program; establish goals, objectives, and priorities; review reports and written materials for completeness, accuracy, neatness, grammar, spelling and format.

Perform administrative activities including budgeting preparation and monitoring, performance evaluation, preparation of a variety of reports, development of work plans, programs and long-range planning; evaluate the performance of personnel in performance of emergency and other duties; recommend or implement disciplinary actions.

Ensure cooperative working relationships between work units within the Police Department.

Prepare and present reports to Council; provide technical and professional advice and recommendations related to levels of service and other related matters.

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; represent the department before the City Council, community, outside agencies and at professional meetings as requested.

Promote and maintain safety in the work place.

Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to accomplish the tasks of the position.

Review arrests and citations for probable cause, elements of offense, and sufficiency of evidence; investigate complaints pertaining to division activities and personnel; monitor problem areas in patrol and devise solutions including special assignments and modifying deployment.

If assigned, supervise and coordinate the Departments' crime prevention, truancy, DARE, and training services; assess training needs; develop and implement training programs and materials; recruit instructors; oversee background investigation and related components of employee candidate processing.

Maintain confidential personnel records.

Respond to and provide necessary coordination and direction at scenes of major field incidents.

Act as Deputy Chief and/or Chief of Police in their absence.

Perform related duties as assigned.

QUALIFICATION

Knowledge of:

Current principles, practices, and techniques of police administration, organization, community-based policing, and operation.

Technical and administrative phases of crime prevention and law enforcement, including but not limited to investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping, and care and custody of persons and property.

Laws, ordinances, and regulations affecting the work of the Department, including but not limited to the California Penal Code, Vehicle Code, Health and Safety Code, Welfare and Institution Code, Business and Professions Code, and relevant provisions of State codes; recent court decisions affecting the work of a Police Department.

Current training techniques, programs and materials related to law enforcement.

Use of firearms and other current police equipment.

Incident command system and disaster operations.

Familiarization between law enforcement and community residents, city streets and principle locations.

Operation of a current technology which includes, but not limited to cell phone, GPS units, personal computer and related software.

Skill to:

Use firearms.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives; manage a culturally diverse work force.

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

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports; implement Department and City policies.

Select, supervise, train, evaluate and discipline subordinates when appropriate.

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

Ability to:

Use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines; write accurate and comprehensive staff reports.

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

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

Analyze problems, trends, situations and records pertaining to police work; draw conclusions and make recommendations.

Monitor and oversee the expenditures of the division's annual operating budget.

Effectively lead, motivate, train and evaluate personnel.

Tactfully and effectively, interact with all people regardless of race, ethnicity, sex, age or economic status.

Assess, develop and implement training programs, techniques and materials.

Meet the applicable State employment standards upon appointment.

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

Education and Experience

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

Education:

Equivalent to a baccalaureate degree from an accredited college or university with major course work in Criminal Justice, Business Administration, Political Science or a closely related field. Must successfully complete the POST Management Course within 12 months of appointment to Lieutenant position.

Experience:

Four years of experience in law enforcement work in the City of Woodland including two years of experience in the rank of Police Sergeant, or five years of law enforcement experience including two years of experience in a position equivalent to Police Sergeant in the City of Woodland.

License of Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license; possession of a POST Supervisory Certificate is desirable.

Bilingual

Knowledge of a second language is a plus.

ADA Compliance

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or class room setting

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

Physical Agility: Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

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. when performing actual fire cause investigations or other fire prevention activities, will be required to work outdoors in a variety of weather conditions; tolerate very hot and very cold temperatures; move debris and dirt or other material using a shovel or rake; walk over rough, uneven or rocky surfaces; work at heights greater than 10 feet; climb ladders or steps to reach objects; wear a self-contained breathing apparatus; hear alarms and other auditory warning devices; observe or monitor objects, such as fire protection equipment and systems to comply with safety standards;



DEFINITION

To supervise police field or office operations on an assigned shift; to supervise and personally perform investigation, patrol, traffic, and administrative duties; to perform a variety of technical tasks in law enforcements.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Lieutenant ,Deputy Chief or designee.

Responsibilities include direct and indirect supervision of other sworn and non-sworn personnel.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

Sergeant are typically assigned to specific divisions within the Police Department. All Sergeants are expected to understand the various work assignments within the Police Department. Traffic Sergeant, supervise traffic officers and crossing guards, investigate traffic accidents, assist field sergeant, monitor citations issued, analyze traffic law enforcement needs, and perform a variety of other traffic law enforcement duties.

Investigative Sergeant, supervise and personally conduct complete and detailed investigations of general and specialized crimes; review all investigation reports and make recommendations and suggestions to officers; coordinate investigations involving several officers.

Administrative Sergeant, coordinate and supervise the Department's Crime Prevention, Youth Services Programs and other specialized programs; provide firearms training and supervise the firearms range; participate in a variety of special projects including the implementation of computer applications to law enforcements, and the development of policy and procedures manuals.

Coordinate and participate in training activities within the outside the Department; assess training needs and conduct in service training programs

Assist officers in follow-up investigations and personally participate in investigations including the routine gathering of evidence, questioning of witnesses, and apprehensions of suspects.

Participate in all normal shift activities as assigned including enforcing local and State laws, issuing citations, making arrests, administering first aid, and transporting prisoners.

Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to accomplish the tasks of the position.

Maintain discipline and insure that Department rules and policies are followed.

Assist officers in preparing reports in cases for trial and personally appear in court to present evidence and testimony, as required.

Serve on committees and commissions as assigned.

Confer with prosecutors and maintain contact with other law enforcement agencies.

Review reports submitted by officers.

Prepare reports of shift activity.

Interview victims, complainants, witnesses and suspects.

Prepare investigation reports.

Testify and present evidence in court.

Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.

Respond to citizen complaints and requests for information.

Analyze and synthesize a variety of data concerning Departmental activities and prepare reports and statistics.

Supervise, train, and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Current Police methods and procedures, including community-based policing, patrol, crime prevention, traffic control, investigation and identification techniques, and equipment, police records and reports, and first aid techniques.

Departmental rules and regulations.

Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.

Principles and practices of supervision and training.

Familiarization between law enforcement and community residents, city streets and principle locations.

Operation of a current technology which includes, but not limited to cell phone, GPS units, personal computer and related software.

Ability to:

Supervise, schedule, and train subordinates.

Gather, assemble, analyze, evaluate and use facts and evidence.

Analyze situations and adopt effective course of action.

Interpret and apply laws and regulations.

Communicate clearly and concisely, orally and in writing.

Oversee the use and care of departmental equipment.

Administer first aid.

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

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

Meet applicable State employment standards upon appointment.

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:

Four years of experience equivalent to that of a Police Officer.

License or Certificate

Possession of a valid California driver's license.

Bilingual: Knowledge of a second language is a plus.

ADA Compliance

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or class room setting

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

Physical Agility: Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

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. When performing actual fire cause investigations or other fire prevention activities, will be required to work outdoors in a variety of weather conditions; tolerate very hot and very cold temperatures; move debris and dirt or other material using a shovel or rake; walk over rough, uneven or rocky surfaces; work at heights greater than 10 feet; climb ladders or steps to reach objects; wear a self-contained breathing apparatus; hear alarms and other auditory warning devices; observe or monitor objects, such as fire protection equipment and systems to comply with safety standards;

Council Action: 12/15/2020 Human Resources



POLICE OFFICER RECRUIT/ POLICE OFFICER

DEFINITION

To perform law enforcement and crime prevention work and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Police Recruit:

As a Police Officer Recruit, the Recruit will attend a Peace Officer Standards and training (P.O.S.T), a certified basic academy during regular academy hours and any other scheduled departmental and academy exercise activities. Successful completion of the academy is required to continue employment and be promoted to a Police Officer. General Supervisor will be provided from a high level Police Department personnel, both sworn and civilian, and P.O.S.T. Academy staff. No direct supervision of staff is exercised.

Police Officer:

General supervision is provided by higher level police personnel. Assignments may require direct or indirect supervision of sworn and non-sworn personnel.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS:

Patrol the City on foot, bicycle, or in a Police vehicle to preserve order, prevent crime, discover criminal acts, and make arrests; enforce traffic laws and law enforcement services in a police vehicle or motorcycle.

Where appropriate, conduct investigations, gather evidence, interview witnesses, take statements, make arrests, write citations and make written reports at crime or accident scenes.

Complete reports of activities performed, including but not limited to arrests made, investigations conducted, and unusual incidents observed.

Develop and preserve good relationships with the general public.

Keep updated on laws of arrest, search and seizure and department policies.

Evaluate and control violent situations and subjects.

Appropriate driver's license as required.

Work cooperatively with others.

Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present.

Search, fingerprint, and transport prisoners.

Drive vehicles under hazardous and emergency conditions.

Administer first-aid/CPR as necessary.

Assist with the service of warrants and subpoenas within the department and with outside agencies; keep up-to-date on laws and procedures required for processing warrants.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Stop drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary.

If assigned to Detectives, coordinate and conduct complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property, and crimes involving vice, gaming, and narcotics violations.

If assigned to Detectives, act as Identification Technician; collect, file and oversee the maintenance of certain evidence, photographs, fingerprints; perform limited crime laboratory analysis; provide training and advise other officers in this area.

If assigned to a Corporal position, assist the field or detective sergeant with supervisory duties; perform the duties of an acting sergeant as necessary, and assist in patrol and investigative functions as necessary.

May be eligible for special assignments such as a School Resource Officer, Canine Officer, etc.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern law enforcement principles and practices, and procedures with particular reference to community-based policing, the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.

General orders and directives.

Familiarization between law enforcement and community residents, city streets and principle locations.

Self-defense tactics; offensive and defensive weapons nomenclature and theory.

Interviewing and interrogation techniques.

Operation of a current technology which includes, but not limited to cell phone, GPS units, personal computer and related software.

Skill to:

Apply selected knowledge (i.e., laws, statutes, court decisions, department policies, criminal investigation theories, etc.) in collecting, organizing, and analyzing a variety of information in order to decide on an appropriate and reasonable course of action.

Prepare accurate and grammatically correct written reports.

Express themselves in English in a clear, distinct, and understandable manner when speaking to people of different socio-economic levels, before various public and community groups, and when testifying in court.

Use and care for firearms.

Observe, assimilate, remember, record and recall pertinent facts and details.

Understand and carry out oral and written directions in an independent manner.

Establish and maintain cooperative working relationships with those contacted in the performance of required duties.

Ability to:

Analyze situations and to adopt a quick, effective and a reasonable course of action.

Meet the physical requirements necessary to safely and effectively perform the assigned duties, including climbing barriers, jumping obstacles, and performing strenuous physical activities.

Police Officer Recruit

Education and Experience:

High School diploma or equivalent

Experience

None required

Bilingual

Knowledge of a second language is a plus.

Age: Be at least 21 years of age by police academy graduation

California Driver's license

Special Conditions:

Must be accepted or enrolled in a certified Police Academy. Failure to maintain enrollment in the Police Academy may result in release of employment. Candidate must be at least 21 years of age upon graduation of the Police Academy. And be able to pass the medical/psych and background component of the investigation process.

Must be a citizen of the United States or resident alien and must be free of felony convictions under California Government Code Section 1029

Police Officer

Experience

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

Education

Equivalent to the completion of the twelfth grade supplemented by additional coursework in criminal justice, business administration or a related field.

License or Certificate

Possession of an appropriate California driver's license.

Lateral entry applicants must possess or be eligible to possess upon appointment a POST Basic Certificate.

Bilingual

Knowledge of a second language is a plus.

ADA Compliance

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or class room setting

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

Physical Agility: Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

May be assigned a bicycle patrol, and would require the skills to ride a bike.

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. when performing actual fire cause investigations or other fire prevention activities, will be required to work outdoors in a variety of weather conditions; tolerate very hot and very cold temperatures; move debris and dirt or other material using a shovel or rake; walk over rough, uneven or rocky surfaces; work at heights greater than 10 feet; climb ladders or steps to reach objects; wear a self-contained breathing apparatus; hear alarms and other auditory warning devices; observe or monitor objects, such as fire protection equipment and systems to comply with safety standards;

Council Action: 12/15/2020



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: F.19
SUBJECT: Use of Affordable Housing In-Lieu Fees for Permanent Supportive Housing Project at East Beamer Way Development

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving an additional appropriation of \$582,000 from the Affordable Housing In-Lieu Fees Fund (327) for construction of the Permanent Supportive Housing Project at the East Beamer Way Development and appropriate the same \$582,000 from the Homeless Housing Fund (331) where the expense will be incurred for the project.

Staff

Contact

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

Fiscal

Impact

There is no impact to the General Fund. Affordable housing in-lieu fee revenues of \$582,000 received from the developer of the Parkside 3 project, Lennar Homes, will cover the funding commitment.

Background

The East Beamer Way Development includes three components: (1) emergency shelter, (2) 61 units of permanent supportive housing, and (3) treatment facility. East Beamer Way development partners which include the City, Yolo County, Friends of the Mission, Fourth & Hope, and Woodland Opportunity Village have been working on the development since late 2018. Construction of the emergency shelter is complete and the construction of the remaining infrastructure work (phase two) for the PSH and treatment facility projects will start early next year. It is anticipated that construction of the PSH Project which includes the installation of housing units will be completed in Spring 2021. To date, the City has committed funding of \$900,000 through a combination of Affordable Housing In-Lieu and Spring Lake Off-Site Affordable Housing Fees revenues and provided land to support the PSH Project.

Discussion

Lennar Homes agreed to pay the affordable housing in-lieu fees for its Parkside 3 development in a lump sum and Lennar's payment of \$582,000 was received by the City last month. Friends of the Mission is reviewing bids submitted to supply and install the housing units for the PSH project and expects to award a contract by January 2021. FOM has requested that the City commit Lennar's payment toward the PSH Project. The City would not release the funds to FOM until it has demonstrated that it has secured all the funding sources necessary for the purchase of the housing units and their installation.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, approving an additional appropriation of \$582,000 from the Affordable Housing In-Lieu Fees Fund (327) for construction of the Permanent Supportive Housing Project at the East Beamer Way Development and appropriating the same \$582,000 from the Homeless Housing Fund (331) where the expense will be incurred for the project.

Prepared by: Dan Sokolow, Senior Planner

Reviewed by: Evis Morales, Financial Services Manager
Reviewed by: Christine Engel, Community Services Director

A handwritten signature in black ink, appearing to read 'Ken Hiatt', with a long horizontal flourish extending to the right.

Ken Hiatt
City Manager

Attachments:

1. In-Lieu Fees PSH Reso Dec. 15, 2020

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN ADDITIONAL APPROPRIATION OF \$582,000 FROM THE AFFORDABLE HOUSING IN-LIEU FEES FUND FOR CONSTRUCTION OF THE PERMANENT SUPPORTIVE HOUSING PROJECT AT THE EAST BEAMER WAY DEVELOPMENT

WHEREAS, the East Beamer Way Development is made up of three components: (1) emergency shelter, (2) 61 units of permanent supportive housing (PSH), and (3) treatment facility and the development partners which include the City of Woodland, Yolo County, Friends of the Mission (FOM), Fourth & Hope, and Woodland Opportunity Village have been working on the development since late 2018;

WHEREAS, it is anticipated that the construction of the PSH Project which includes the installation of 61 housing units will be completed in Spring 2021;

WHEREAS, the City to date has committed funding of \$900,000 through a combination of Affordable Housing In-Lieu and Spring Lake Off-Site Affordable Housing Fees revenues and provided land to support the PSH Project; and

WHEREAS, Lennar Homes agreed to pay the affordable housing in-lieu fees for its Parkside development in a lump sum and Lennar's \$582,000 payment was received last month and FOM has requested that these funds be committed to the PSH Project.

NOW THEREFORE BE IT RESOLVED, the City of Woodland does hereby approve a \$582,000 grant for the Permanent Supportive Housing Project at the East Beamer Way Development by approving an additional appropriation of \$582,000 from the Affordable Housing In-Lieu Fees Fund (327) for construction of the project and appropriates the same \$582,000 from the Homeless Housing Fund (331) where the expense will be incurred for the project.

BE IT FURTHER RESOLVED, that the funding of \$582,000 will not be released to Friends of the Mission unit it has demonstrated that it has secured all of the funding sources necessary for the purchase of the housing units and their installation for the Permanent Supportive Housing Project.

PASSED AND ADOPTED by the City Council this 15th day of December, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: G.20
SUBJECT: Public Hearing and Adoption of Amendment #2 to the Fiscal Year 2019/20 Community Development Block Grant Action Plan

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1) Hold a public hearing to receive community input on the proposed amendment to the City's Fiscal Year 2019/20 Community Development Block Grant Action Plan; (2) Adopt Resolution No. _____, approving Amendment #2 to the City's FY 2019/20 CDBG Action Plan with the funding allocation recommended by staff, an additional appropriation of \$422,831 to the CDBG Fund (320) for a tenant rental assistance program, a subrecipient agreement with Yolo County Housing in the amount of \$422,831 to administer the City's rental assistance program for low-income tenants, and program description/guidelines in substantially the same form presented to the City Council; (3) Direct staff to complete the necessary paperwork to process Amendment #2, as well as any other related paperwork required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocation along with any public input received during the public comment period and tonight's public hearing; (4) Direct staff to forward the completed Amendment #2 and related documents to HUD; (5) Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funding activities; and (6) Authorize the Finance Officer to make the budget allocation as specified.

Staff Contact

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

Fiscal Impact

There is no impact to the General Fund as the amendment to the FY 2019/20 Action Plan allocates \$422,831 in supplemental CDBG funds (CDBG-CV3) awarded the City by the U.S. Department of Housing and Urban Development. The supplemental funds have been made available through *The Coronavirus Act Relief and Economic Security Act* (CARES Act) (Public Law 116-136) to prevent, prepare for, and respond to coronavirus.

Background

The Federal CARES Act included supplemental CDBG funds for entitlement communities which includes the City to prevent, prepare for, and respond to coronavirus. The City used its initial CARES Act CDBG allocation of \$302,041 to purchase commercial modular trailers (commercial kitchen, restrooms, showers, and laundry services) to support the Emergency Shelter Project. The City was awarded a second funding allocation of \$422,831 (CDBG-CV3). Another provision of the CARES Act provides increased flexibility for CDBG Citizen Participation and public hearings for CDBG Consolidated Plans (including Action Plans).

Provides that grantees may amend citizen participation plans to establish expedited procedures to draft, propose, or amend consolidated plans. Expedited procedures must include notice and reasonable opportunity to comment of no less than 5 days. The 5-day period can run concurrently for comments on the action plan amendment and amended citizen participation plans.

In-person public hearings are not required. Grantees may meet public hearing requirements with virtual public hearings if: 1) national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and

access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

Discussion

Staff recommends that the City Council amend the FY 2019/20 CDBG Action Plan to allocate the City's supplemental funds of \$422,831 for a rental assistance program and approve a subrecipient agreement with Yolo County Housing (YCH) in the amount of \$422,831 to administer the program. YCH has been operating rental assistance programs for Davis and Yolo County with a number of Woodland residents having already participated in the Yolo County program. A portion of the City's CDBG-CV3 allocation, \$63,425 (or approximately 15 percent), will cover YCH's costs for administering the program. While actions have been taken at the State level and locally to shield renters from eviction during the COVID-19 pandemic, a number of renters may be at risk of eviction once eviction moratoriums end and overdue rent is due.

The purposes of the Rental Assistance Program are to support low-income residents who are at greatest risk of displacement due to non-payment of rent related to the COVID-19 pandemic and to offset corresponding lost revenue that landlords need to provide housing services. The program will provide a one-time rent relief grant directly to landlords on behalf of low-income tenants to reduce the burden on tenants and ensure landlords receive the revenue needed to maintain housing services.

Based on maximum assistance of \$3,000 per eligible household and factoring in the costs for the program administration, approximately 120 households could benefit from the rental assistance program. Households assisted would exceed 120 if not all households require the maximum \$3,000 assistance. An estimated 240 to 360 persons would benefit from the program based on 120 households receiving assistance. In addition, a significant amount of the program funds would be used to pay landlords.

Eligibility for the program is limited to low-income Woodland household (60 percent of area median income or 80 percent of AMI with a high rent burden – 30 percent or higher). The following table details the household income limits.

2020 HUD Income Limits for Yolo County

Household Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
Up to 60% AMI	\$38,300	\$44,400	\$49,980	\$55,500	\$59,940	\$64,380
Up to 80% AMI	\$51,800	\$59,200	\$66,600	\$74,000	\$79,950	\$85,850

An eligible household must be unable to pay the full rent because the household has experienced and can demonstrate hardship resulting from COVID-19 in one or more of the following ways (with flexibility regarding other experiences not listed).

- Loss of reduction in employment or wages
- Increased medical or childcare costs
- Loss of childcare

Program funds can be used for (1) rent assistance, (2) security deposits, (3) utility costs (electricity, gas, and water/sewer)*, and (4) utility deposits*.

*Only available with rent or security deposit assistance.

The program description/guidelines are attached and subject to City Council approval.

In compliance with the flexibility made available through the CARES Act for CDBG Citizen Participation and public hearings for CDBG Consolidated plans (including Action Plans), City staff noticed tonight's public hearing, the availability of the purposed amendment to the City's FY 2019/20 CDBG Action Plan, and a public comment period in the Sunday, December 6, 2020 edition of the Daily Democrat and the notice was

posted to the City's website along with a copy of the purposed amendment. The public comment period began December 6 and runs through December 14, a period of eight days. The public may also submit comments for and at tonight's public hearing. Staff will report this evening on the public comments received prior to tonight's public hearing.

Conclusion

Staff recommends that the City Council (1) Hold a public hearing to receive community input on the proposed amendment to the City's Fiscal Year 2019/20 Community Development Block Grant Action Plan; (2) Adopt Resolution No. _____, approving Amendment #2 to the City's FY 2019/20 CDBG Action Plan with the funding allocation recommended by staff, an additional appropriation of \$422,831 to the CDBG Fund (320) for a tenant rental assistance program, a subrecipient agreement with Yolo County Housing in the amount of \$422,831 to administer the City's rental assistance program for low-income tenants, and program description/guidelines in substantially the same form presented to the City Council; (3) Direct staff to complete the necessary paperwork to process Amendment #2, as well as any other related paperwork required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocation along with any public input received during the public comment period and tonight's public hearing; (4) Direct staff to forward the completed Amendment #2 and related documents to HUD; (5) Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funding activities; and (6) Authorize the Finance Officer to make the budget allocation as specified.

Prepared by: Dan Sokolow, Senior Planner

Reviewed by: Evis Morales, Financial Services Manager
Christine Engel, Community Services Director



Ken Hiatt
City Manager

Attachments:

1. Reso for Dec 15 2020 Public Hearing
2. FY19 Action Plan Amendment #2
3. Public Hearing Notice - Published Notice
4. Program Description and Guidelines

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
APPROVE AMENDMENT #2 TO THE FISCAL YEAR 2019/20 CDBG ACTION PLAN**

WHEREAS, the U.S. Department of Housing and Urban Development has awarded the City of Woodland Community Development Block Grant funds of \$422,831 (CDBG-CV3) made available through *The Coronavirus Act Relief and Economic Security Act* (CARES Act) (Public Law 116-136) to prevent, prepare for, and respond to coronavirus;

WHEREAS, the City purposes to amend its Fiscal Year 2019/20 Action Plan to allocate the CDBG supplemental funds of \$422,831 for a Rental Assistance Program to support low-income residents who are at greatest risk of displacement due to non-payment of rent related to the COVID-19 pandemic and to offset corresponding lost revenue that landlords need to provide housing services;

WHEREAS, the purposed Action Plan amendment represents a “substantial” amendment and under the City’s Citizen Participation Plan this requires holding a public hearing and the hearing cannot take place until the public has 30 days to review the amendment;

WHEREAS, the CARES Act includes flexibility for CDBG Citizen Participation and public hearings for CDBG Consolidated Plans (including Action Plans) allowing the City to utilize a shortened public comment review period; and

WHEREAS, the purposed amendment to the Citizen Participation Plan and Amendment #1 to the Fiscal Year 2019/20 Action Plan have been made available to the public for an 8-day public comment period in compliance with the flexibility provisions of the CARES Act for CDBG Citizen Participation and public hearings for CDBG Consolidated Plans (including Action Plans) and public input has been incorporated into the amendments.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section1: This City Council hereby finds and determines that the foregoing recitals are true and correct.

Section 2: This City Council hereby approves the following:

(a) an amendment to the Fiscal Year 2019/20 Action Plan as detailed in the attachment (Amendment #2 to the Fiscal Year 2019/20 Action Plan) to allocate the City’s CARES Act CDBG supplemental funds of \$422,831 (CDBG-CV3) and finds that the use of the allocation is consistent with the CARES Act CDBG provisions to prevent, prepare for, and respond to coronavirus;

(b) an additional appropriation of \$422,831 to the Community Development Block Grant Fund (320) for a rental assistance program;

(c) a subrecipient agreement with Yolo County Housing in the amount of \$422,831 in substantially the same form presented to the City Council to administer a rental assistance program for low-income tenants; and

(d) the program description/guidelines for the rental assistance program in substantially the same form presented to the City Council.

Section 4: This City Council hereby directs staff
(a) to complete Amendment #2, as well as any other items required by the U.S Department of Housing and Urban Development (HUD), incorporating the adopted funding allocation along with any public input received during the public comment period; and
(b) to forward the completed Amendment #2 to HUD.

Section 5: This City Council hereby authorizes
(a) the City Manager to execute any agreements, contracts or other documents with the appropriate entities to carry out the CDBG funded activities; and
(b) authorizes the Finance Officer to make the budget allocations as specified.

Section 5: This Resolution shall take effect from and after the date of its passage and adoption.

PASSED AND ADOPTED by the City Council this 15th day of December, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney

Attachment
Amendment #2 to Fiscal Year 2019/20 CDBG Action Plan

**CITY OF WOODLAND
ACTION PLAN: Fiscal Year 2019/20
AMENDMENT #2**

Introduction

On June 18, 2019, the City of Woodland adopted the FY 2019/20 Action Plan covering the period of July 1, 2019 through June 30, 2020. The City's Action Plan was approved by the U.S. Department of Housing and Urban Development (HUD) on October 23, 2019. The Action Plan is a planning document required by HUD for local government entities (cities and counties) receiving federal Community Development Block Grant (CDBG) and other formula grant program funds. The Action Plan outlines specific projects and activities that the City will carry out during the July 1, 2019 through June 30, 2020 fiscal year.

Subsequently, the City of Woodland adopted FY 2019/20 Action Plan Amendment #1 on July 7, 2020 to use its \$304,041 CDBG-CV allocation for the purchase of commercial modular trailers for supporting the Emergency Shelter Project. HUD approved the Amendment #1 in September 2020.

HUD regulations require that a grantee's citizen participation plan must specify what program changes constitute a "substantial" amendment to the Action Plan and what procedure will be used to amend the plan. Based on the 2007-2008 Citizen Participation Plan, Amendment #2 constitutes a "substantial" amendment because it funds an activity not included in the FY 2019/20 Action Plan.

Amendment #2 was noticed in the Woodland Daily Democrat on December 6, 2020. The public comment period extends through December 14, 2020.

Proposed Amendment #2 to the Fiscal Year 2019/20 CDBG Action Plan

The U.S. Department of Housing and Urban Development has awarded the City of Woodland supplemental CDBG funds of \$422,831 (CDBG-CV3) made available through *The Coronavirus Act Relief and Economic Security Act* (CARES Act) (Public Law 116-136) to prevent, prepare for, and respond to coronavirus.

Activity: Rental Assistance Program
Agency: City of Woodland
Funding Amount: \$422,831

Description – The purposes of the Rental Assistance Program are to support low-income residents who are at greatest risk of displacement due to non-payment of rent related to the COVID-19 pandemic and to offset corresponding lost revenue that landlords need to provide housing services. The program will provide a one-time rent relief grant directly to landlords on behalf of low-income tenants to reduce the burden on tenants and ensure landlords receive the revenue needed to maintain housing services. While actions have been taken at the State level and locally to shield renters from eviction during the COVID-19 pandemic, a number of renters may be at risk of eviction once eviction moratoriums end and overdue rent is due. Yolo County Housing will administer the Rental Assistance Program for the City.

Woodland Daily Democrat

711 Main Street
Woodland, CA 95695
530-406-6223
legals@dailydemocrat.com

2130710

WOODLAND, CITY OF - LEGALS
ATTN: ACCOUNTS PAYABLE
300 FIRST ST
WOODLAND, CA 95695

PROOF OF PUBLICATION (2015.5 C.C.P.)

STATE OF CALIFORNIA
COUNTY OF YOLO

FILE NO. #20-41 - NOPH CDBG 2019-20 Action Plan

I am a citizen of the United States. I am over the age of eighteen years and not a party to or interested in the above-entitled matter. I am the Legal Advertising Clerk of the printer and publisher of The Daily Democrat, a newspaper published in the English language in the City of Woodland, County of Yolo, State of California.

I declare that the Daily Democrat is a newspaper of general circulation as defined by the laws of the State of California as determined by this court's order dated June 30, 1952 in the action entitled In the Matter of the Ascertainment and Establishment of the Standing of The Daily Democrat as a Newspaper of General Circulation, Case Number 12659. Said order states "The Daily Democrat" has been established, printed and published in the City of Woodland, County of Yolo, State of California; That it is a newspaper published daily for the dissemination of local and telegraphic news and intelligence of general character and has a bona fide subscription list of paying subscribers; and...THEREFORE, IT IS ORDERED, ADJUDGED AND DECREED:...That "The Daily Democrat" is a newspaper of general circulation for the City of Woodland, County of Yolo, California. Said order has not been revoked.

I declare that this notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

12/06/2020

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Woodland, California, this
6th day of December 2020



(Signature) Jill Teer

Legal No. **0006537102**

CITY OF WOODLAND NOTICE OF PUBLIC HEARING AND PROPOSED AMENDMENT #2 TO THE COMMUNITY DEVELOPMENT BLOCK GRANT 2019/20 ACTION PLAN

Notice is hereby given that the City of Woodland intends to amend its Community Development Block Grant 2019/20 Action Plan. The City plans to amend the CDBG 2019/20 Action Plan to allocate the City's CARES Act CDBG allocation (CDBG-CV3) of \$422,831 for a rental assistance program. The public is invited to review the proposed amendment and submit comments.

A public hearing will be held to receive citizen's views on the proposed amendment to the CDBG 2019/20 Action Plan at the December 15, 2020 Woodland City Council meeting starting at 6:00 p.m. The meeting will be conducted pursuant to the Governor's Executive Order N-29-20 and held via teleconference with Council members and the public participating via teleconference. These locations will not be listed on the agenda for the meeting and are not accessible to the public. There will be opportunities during the December 15, 2020 Council meeting to submit public comments for the proposed amendment to the CDBG 2019/20 Action Plan. The agenda notice for the meeting will provide detailed instructions and will be posted to the City's website at www.cityofwoodland.org (go to meetings

and agenda) and posted on the bulletin board outside City Hall (300 First Street).

Public comments received by the City on the amendment to the CDBG 2019/20 Action Plan will be incorporated into the final Plan as approved by the City Council. Notice is hereby given that the review period for the proposed amendment starts on December 6, 2020 and ends on December 14, 2020. Copies of the amendment are available at the City of Woodland's Community Development Department (City Hall, 300 First St., Woodland, CA 95695) during regular business hours and through the City's website (www.cityofwoodland.org). To request a copy of the proposed amendment or for further information, contact Dan Sokolow, Senior Planner at (530) 661-5927 or dan.sokolow@cityofwoodland.org.

**CIUDAD DE
WOODLAND
AVISO #2 DE
AUDIENCIA PÚBLICA
Y ENMIENDA
PROPUESTA AL
PLAN DE acción de
subvención en
bloque para el
desarrollo
comunitario 2019/20**

Por la presente se da aviso de que la Ciudad de Woodland tiene la intención de enmendar su Plan de Bloque de Desarrollo Comunitario y el Plan de Acción CDBG 2019/20. La Ciudad planea enmendar el Plan de Acción CDBG 2019/20 para la asignación de CDBG (CDBG-CV3) de la Ley CARES de la Ciudad \$422,831 para un programa de asistencia de alquiler. Se invita al público a revisar la enmienda propuesta y enviar comentarios.

Se llevará a cabo una audiencia pública para recibir las opiniones de los ciudadanos sobre la enmienda propuesta al Plan de Acción CDBG 2019/20 en la

reunión del Consejo de la Ciudad de Woodland el 15 de diciembre de 2020 a partir de las 6:00 p.m. La reunión se llevará a cabo de conformidad con la Orden Ejecutiva N-29-20 del Gobernador y se llevará a cabo por teleconferencia con los miembros del Consejo y el público que participe por teleconferencia. Estas ubicaciones no se incluirán en la agenda de la reunión y no son accesibles al público. Habrá oportunidades durante la reunión del Consejo del 15 de diciembre de 2020 para presentar comentarios públicos sobre la enmienda propuesta al Plan de Acción CDBG 2019/20. El aviso de agenda para la reunión proporcionará instrucciones detalladas y se publicará en el sitio web de la Ciudad en www.cityofwoodland.org (vaya a reuniones y agenda) y se publicará en el tablón de anuncios fuera del Ayuntamiento (300 First Street).

Los comentarios públicos recibidos sobre el Plan de Acción CDBG 2019/20 se incorporarán al plan final aprobado por el Consejo de la Ciudad. Se da aviso de que el período de revisión para la enmienda propuesta comienza el 6 de diciembre de 2020 y finaliza el 14 de diciembre de 2020. Las copias de enmienda están disponibles en la Comunidad de la Ciudad de Woodland Departamento de Desarrollo (City Hall, 300 First St., Woodland, CA 95695) durante el horario comercial habitual y a través del sitio de la Ciudad (www.cityofwoodland.org). Para solicitar una copia de la enmienda propuesta o para obtener más información, comuníquese con Dan Sokolow, Senior Planner al (530) 661-5927 o dan.sokolow

@cityofwoodland.org.

Dated: December 6,
2020
Ana B. Gonzalez,
City Clerk

CITY OF WOODLAND

COVID-19 RENTAL ASSISTANCE PROGRAM

PROGRAM DESCRIPTION

The purpose of the Rental Assistance Program is to support residents who are at greatest risk of displacement due to non-payment of rent related to the COVID-19 pandemic and to offset corresponding lost revenue that landlords need to provide housing services. The program provides a one-time rent relief grant directly to landlords on behalf of low-income tenants to reduce the burden on tenants and ensure landlords receive the revenue needed to maintain housing services.

FUNDING PREFERENCES

- Funds will be awarded on a first-come, first-served basis upon receipt of a complete application from eligible tenant households.
- To preserve housing stability for as many people as possible, assistance is limited per household.

APPLICANT ELIGIBILITY

To qualify for assistance under this program, applicants must meet the following criteria:

- City of Woodland resident
- Be income eligible:
 - Very low-income tenants (up to 60% Area Median Income) OR
 - Low-income (up to 80% AMI) with high rent burden (30% or higher)
- Have been unable to pay full rent because they experienced and can demonstrate hardship resulting from COVID-19 in one or more of the following ways (with flexibility regarding other experiences not listed):
 - Loss of or reduction in employment or wages
 - Increased medical or childcare costs
 - Loss of childcare
- Proof of economic impact can include:
 - Signed letter from employer explaining the change in financial circumstances
 - Termination notice
 - Unemployment award letter
 - Payroll check or pay stubs
 - Bank statements
 - Medical bills
 - Self-certification of inability to pay rent

In addition, the U.S. Department of Housing and Urban Development (HUD) has indicated that the following assistance under the CARES Act is not counted as income for purpose of eligibility:

- Economic Impact Payments (“stimulus payments”) – one-time COVID-19 relief payment of \$1,200 for individuals and \$500 per child; and
- The supplemental Federal Pandemic Unemployment Compensation (FPUC) of \$600/week (Note that under current law as of the publication of this document, the supplemental payments expire after 7/31/20.)

However, “regular” unemployment compensation (including Pandemic Unemployment Assistance (PUA) and Pandemic Emergency Unemployment Compensation (PEUC)) must still be included. Additionally, any hazard pay received by workers is also counted as income (treated similarly as overtime pay).

Household income limits (HUD 2020 for Yolo County) are:

Household Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
Up to 60% AMI	\$38,880	\$44,400	\$49,980	\$55,500	\$59,940	\$64,380
Up to 80% AMI	\$51,800	\$59,200	\$66,600	\$74,000	\$79,950	\$85,850

INELIGIBLE APPLICANTS

The following tenants/landlords are ineligible to participate in the Program:

- Tenants who have received assistance through another Rental Assistance Program for the same month as the current request
- Applicants that do not meet the eligibility criteria
- Applicants that have the means to pay rent
- Applicants that fail to complete the application
- Students under age 24, unless independent from family, from a low-income family, a veteran, married, or has a dependent child
- Assistance (as tenant or owner) may not be provided to an employee, official, immediate family or business associate of City of Woodland under Conflict of Interest Provisions.

PROGRAM ASSISTANCE

The types of assistance available are:

- rent assistance
 - security deposits
 - utility costs (electricity, gas, water/sewer)*
 - utility deposits*
- * only available with rent or security deposit assistance

The maximum assistance (regardless of type listed above) cannot exceed a one-time cap grant amount up to \$3,000 per household in the City of Woodland.

The program bridges the gap between what the tenant can afford and the tenant's actual rent. The required tenant's share of rent is 10% of adjusted gross monthly income. The share of monthly rental assistance will be the difference between actual rent and the tenant payment.

- Back rent or overdue utility costs due on or after July 1, 2020 are eligible for assistance
- Funds will be disbursed directly to the landlord and utility provider on behalf of the tenant
- There are no requirements for repayment of grants from this program

APPLICATION PROCESS

1. Applicant completes online-application: **WEB ADDRESS**
2. Yolo County Housing (YCH) will review application to determine if the applicant meets the eligibility requirements
3. YCH will notify tenant by phone and/or email if they qualify

Applicant must gather the following documentation upon notice of qualification:

- Valid ID (any photo identification including name, date of birth, etc.)
- Current lease agreement or documentation of rent paid
- Documentation of up to 2 months income and income loss (such as paycheck stubs showing difference in amounts; copy of EDD Unemployment letter; two bank statements showing difference, Layoff Letter, etc.)
- Proof of housing crisis (such as documentation certifying tenants are behind on payments, unable to pay rent, etc.). If the tenant does not have this, they will need to certify/attest in writing that they have a bona fide housing crisis and/or do not have the ability to pay rent, security deposit or utilities

Additional Application Requirements:

- Tenant must return signed Eligibility Agreement
- Landlord/Property Owner must provide a completed W-9 form and signed Rental Assistance Contract to Yolo County Housing (YCH) before release of funds
- YCH will pay rent directly to the landlords and utility costs to the Utility Provider
- YCH will provide tenant with documentation of rent paid to landlords and Utility Provider for tenant records

Interested persons without internet access may call Yolo County Housing at **PHONE NUMBER** or email **EMAIL ADDRESS** to request an application to be mailed or to arrange for an appointment to pick up rental assistance application materials at YCH, ADDRESS. Office hours are **TIME**, Monday - Thursday. Closed Fridays. Applicants are required to wear masks and maintain social distancing when picking up applications.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: H.21
SUBJECT: Update on COVID-19 Response and Preparedness

Recommendation for Action: Staff recommends that the City Council receive an update and discuss the current status of the COVID-19 pandemic and the community's actions to prepare and respond to issues resulting from the emergency.



Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: H.22
SUBJECT: Conveyance of Shelter Property at 1903 East Beamer Street to Friends of the Mission

Recommendation for Action: Staff recommends that the City Council Adopt Resolution No. _____, (1) approving the sale and conveyance of ownership of the Shelter property at 1903 East Beamer Street to Friends of the Mission; (2) approve an Agreement and Declaration of Covenants Related to Use of Property with Friends of the Mission in substantially the same form as presented to the City Council; and Adopt Resolution No. _____ (3) approving the ownership transfer of four commercial modular trailers purchased by the City for the Emergency Shelter Project to Friends of the Mission (FOM).

Staff Contact:

Stephen Coyle, Deputy Community Development Director (530) 661-5910;
Stephen.coyle@cityofwoodland.org

Fiscal Impact:

The fiscal impacts of this project have been accounted for in the funding sources previously allocated and received by the City for purposes of completing this project. The funding sources and expenses, both those previously approved by the Council and those that are recommended for approval in the staff report and resolution for Final Acceptance and Notice of Completion for Emergency Shelter Project, CIP 20-12.

Background:

On April 21, 2020, the City Council declared conditions of emergency and authorized the performance of an Emergency Shelter Project without public bidding and determined that the Emergency Shelter Project is exempt from the requirements of the California Environmental Quality Act as a project undertaken to prevent or mitigate an emergency. The Council approved the award of a construction contract to Broward Builders on June 16, 2020.

Staff advertised for the purchase of the commercial modular trailer on May 15, 2020 to serve the Shelter, and Council awarded a vendor contract to AMS Global, Inc. for the purchase of three commercial modular trailers (restrooms, showers, and laundry), and awarded a contract to U.S. Mobile Kitchens for the purchase of one mobile kitchen. Construction of the site and Shelter began on June 22, 2020 with two consultants retained for testing and assistance in construction management. The four trailers were delivered, set and connected to utilities between September and October 2020.

Broward Builders, Inc.'s contract was extended from November 13 to December 15, 2020, following the City's final inspection and issuance of a Temporary Certificate of Occupancy. The temporary status in an otherwise completed project was in response to the need to connect the buildings to interim power, which will be provided by a portable generator until PG&E completes their service in late December 2020, and a two week materials delay that affected Broward's ability to complete construction of ramps and stairs for the trailers.

Council approved the creation of three new parcels and a remainder parcel at the City's 128.5 acre property at 1901 E. Beamer, and the map was recorded with Yolo County on October 26, 2020. The Shelter is located on

the first parcel closest to E. Beamer St., with a new address for the three parcels of 1903 E. Beamer St. Concurrent with the Final Acceptance and Notice of Completion of the Project, the City, beginning with a sale of the Shelter parcel for a nominal fee, intends to convey each of the three East Beamer Way parcels to FOM as each is developed, while retaining the remaining 122 acres. Sale and conveyance of ownership of the Shelter property to Friends of the Mission will include an Agreement and Declaration of Covenants Regarding Use of Property that will require the property to be operated as a shelter in perpetuity.

Discussion:

The City recommends that the Council approve a sale of the Shelter property, including all improvements, at the newly recorded address of 1903 East Beamer Street, to Friends of the Mission for a nominal amount of one dollar (\$1.00) and authorize the City Manager to sign all documents necessary to effectuate the sale, including a grant deed for the property. Staff also recommends approval of the Agreement and Declaration of Covenants Regarding Use of Property with Friends of the Mission in substantially the same form as presented to the City Council. The parcel title, the grant deed and the regulatory agreement that requires continued adult shelter use, shall be recorded with the Yolo County Recorder's Office by the City.

The City and Friends of the Mission (FOM) negotiated the terms of the agreements for the transfer of title and continued operation of the Shelter, including the trailers, with a baseline objective of maintaining an adult shelter that serves the homeless, and that the Shelter prioritize service to Woodland and County residents. Other terms of the Agreement and Declaration of Covenants takes into account FOM and F&H's need for operational flexibility that accommodates the uncertainty of funding sources and governmental regulations, particularly regarding the client populations served, and an annual Operation Plan submitted for review by the City. The parties additionally agreed that the City would ensure the availability of temporary power until PG&E connects permanent power to the Property, in late December or early January.

Staff recommends that Council approve the transfer of ownership of the four commercial modular trailers purchased by the City for the Shelter Project, to Friends of the Mission. As CDBG funds were used towards the City's purchase of commercial modular trailers in support of the Emergency Shelter Project, the transfer will incorporate the relevant funding provisions necessary for that conveyance and use of the trailers. All four will remain in service until FOM is able to fund and construct a building addition containing a commercial kitchen, a laundry, and men's and women's bathrooms to replace the trailers. Staff recommends transferring title of the trailers to FOM to avoid the responsibility of ongoing maintenance and liability. Once FOM constructs a permanent addition to the Shelter with kitchen, bathrooms and laundry, it will offer to return the trailers to the City.

Conclusion:

Staff recommends that the City Council Adopt Resolution No. _____, (1) approving the sale and conveyance of ownership of the Shelter property at 1903 East Beamer Street to Friends of the Mission; (2) approve an Agreement and Declaration of Covenants Related to Use of Property with Friends of the Mission in substantially the same form as presented to the City Council; and Adopt Resolution No. _____ (3) approving the ownership transfer of four commercial modular trailers purchased by the City for the Emergency Shelter Project to Friends of the Mission (FOM).

Prepared By: Stephen Coyle, Deputy Community Development Director

Reviewed By: Brent Meyer, Acting Community Development Director/City Engineer



Ken Hiatt
City Manager

Attachments:

1. Shelter Transfer Property Reso Dec 15 2020
2. Trailers Transfer Reso Dec 15 2020
3. Agreement and Declaration of Covenants

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVE THE SALE AND CONVEYANCE OF OWNERSHIP OF THE SHELTER PROPERTY AT 1903 EAST BEAMER STREET TO FRIENDS OF THE MISSION AND APPROVE THE AGREEMENT AND DECLARATION OF COVENANTS

WHEREAS, on April 21, 2020, the City Council declared conditions of emergency and authorized the funding and construction by Broward Builders, Inc. of an Emergency Shelter;

WHEREAS, the Council has accepted the Emergency Shelter Project as complete and authorized the City Clerk to file a Notice of Completion for the Emergency Shelter Project, CIP 20-12;

WHEREAS, the Council approved the creation of three new parcels and a remainder parcel at the City's 128.5 property at 1901 E. Beamer, and the map was recorded with Yolo County on October 26, 2020; and

WHEREAS, the City recommends that the Council approve a sale of the Shelter property, including all improvements, at the newly recorded address of 1903 East Beamer Street, to Friends of the Mission for a nominal amount of one dollar (\$1.00);

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

Section 1. The City Council hereby approves the sale and conveyance of the Shelter property, including all improvements, at the newly recorded address of 1903 East Beamer Street, to Friends of the Mission for a nominal amount of one dollar (\$1.00).

Section 2. The City Council further approves an Agreement and Declaration of Covenants Regarding Use of Property with Friends of the Mission in substantially the same form as presented to the City Council that will govern the continued operation of the Shelter property as a shelter.

Section 3. The City Manager is hereby authorized to execute all documents necessary to carry out the direction contained in this Resolution, including but not limited to execution of a grant or quitclaim deed to convey the subject property and the Agreement and Declaration of Covenants Regarding Use of Property for recordation in the Official Records of Yolo County.

PASSED AND ADOPTED by the City Council this fifteenth day of December, 2020, by the following vote:

AYES:

NOES:
ABSENT:
ABSTAIN:

Rich Lansburgh, Mayor

Ana B. Gonzalez, City Clerk

ATTACHMENTS:

1. Agreement and Declaration of Covenants

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
TRANSFER OWNERSHIP OF COMMERCIAL MODULAR TRAILERS PURCHASED
FOR THE EMERGENCY SHELTER PROJECT TO FRIENDS OF THE MISSION**

WHEREAS, the City purchased four commercial modular trailers for the Emergency Shelter Project located at 1901 East Beamer Street in order to provide a commercial kitchen, a laundry, and men's and women's bathrooms and showers;

WHEREAS, the City's \$302,041 Community Development Block Grant CARES Act allocation covered the vast majority of the trailers purchase price; and

WHEREAS, City ownership of the commercial modular trailers will no longer be needed once ownership of the parcel used for the Shelter property is transferred to Friends of the Mission.

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

Section 1. The City Council hereby approves the ownership transfer of four commercial modular trailers purchased by the City to Friends of the Mission for the Emergency Shelter Project in order to provide a commercial kitchen, a laundry, and men's and women's bathrooms and showers to Friends of the Mission subject to the following conditions: (a) Reuse of the trailers for another purpose is subject to approval of the City and U.S. Department of Housing and Urban Development, (b) at such time as the trailers are no longer required for the Emergency Shelter Project, Friends of the Mission shall offer to return the trailers to the City, and shall not sell the trailers unless the City declines such offer, (c) the proceeds from the sale of the trailers attributable to the Federal funds used for the purchase must be returned for use in the City's CDBG program; and (d) The trailers shall be insured and maintained.

Section 2. The City Manager is hereby authorized to execute all documents to carry out the direction set forth in this Resolution.

PASSED AND ADOPTED by the City Council this fifteenth day of December, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

FREE RECORDING IN ACCORDANCE
WITH CALIFORNIA GOVERNMENT
CODE SECTIONS 6103 AND 27383

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

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

**AGREEMENT AND DECLARATION OF COVENANTS
RELATED TO USE OF PROPERTY
(Friends of the Mission-Emergency Homeless Shelter)**

This Agreement and Declaration Covenants Related to the Use of Property (Friends of the Mission—Emergency Homeless Shelter) (this “**Covenant**”) effective as of December 15, 2020 (the “**Effective Date**”), is entered into by and between Friends of the Mission, a California not for profit corporation (“**Owner**”), and the City of Woodland, a California municipal corporation (“**City**”).

RECITALS

WHEREAS, there is a growing number of individuals and families in the City of Woodland and Yolo County who lack adequate food and shelter; and

WHEREAS, the City was the owner of that certain real property comprised of approximately 1.25 acres (as described in **Exhibit A**, attached hereto and incorporated herein) (the “**Property**”), located in unincorporated Yolo County immediately outside of the existing City limits, which was a portion of a larger property located at the corner of East Beamer Street and County Road 102; and

WHEREAS, Owner is a non-profit corporation that provides affordable housing for people in need particularly to the homeless population in Yolo county; and

WHEREAS, the approximately 1.25 acre Property is part of a larger East Beamer Street Campus developed in a cooperative partnership with the City of Woodland to provide housing for the unhoused through the construction of the shelter on the Property as described in this Covenant, 61 units of permanent supportive housing to be developed on adjacent property and the relocation of the adult residential treatment facility to other adjacent property, which will allow the current Walter’s House adult residential treatment facility to be re-used as Bridge Family housing for 11 to 15 families and will further allow the reuse of the existing shelter facility located at 204 Fourth Street in Woodland for services for outpatient treatment; and

WHEREAS, on April 21, 2020, the City Council of the City of Woodland declared conditions of emergency and authorized the construction of an emergency shelter project on the Property as a means of quickly providing shelter to the homeless population; and

WHEREAS, pursuant to such authorization, the City, utilizing funding from the City, the County of Yolo and the Friends of the Mission, constructed a shelter facility on the Property, consisting of a 6,500 square foot, single story shelter with associated improvements, with capacity to house up to 100 homeless individuals in separate adult men's and women's sleeping areas (the "Shelter"); and

WHEREAS, the construction of the 6,500 square foot single story shelter constitutes only the first phase of the Shelter with the intent and expectation that Owner will construct a second phase for a permanent dining area, kitchen, restrooms, showers and laundry area; and

WHEREAS, upon completion of construction of the first phase of the Shelter, the City will convey the Property to the Owner, for the sole purpose of operating a homeless shelter on the Property in accordance with the terms and conditions of this Covenant; and

WHEREAS, the City recognizes that connection to electricity by PG&E will not be complete upon conveyance of the property and intends to ensure that temporary power is available at the Shelter, and will continue assist Owner in working with PG&E to ensure the final connection to permanent power; and

WHEREAS, prior to the Effective Date, on September 15, 2020, the City complied with the applicable requirements of the California Environmental Quality Act, and its implementing guidelines (collectively, "CEQA") for development of the Shelter, through the approval and adoption of an Initial Study and Mitigated Negative Declaration for the development of the entirety of the property located at 1901 E. Beamer Street, Woodland California, including the development of the Shelter on the Property; and

WHEREAS, Owner and City have agreed that the Property being conveyed to the Owner concurrently with the recordation of this Covenant for the express purpose and conditioned upon Owner's agreement that the Property and Shelter shall be used as a year-round homeless shelter and for the provision of related services for homeless individuals residing in Yolo County as more particularly described herein (the "**Permitted Use**") in accordance with the terms of this Covenant.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and conditions set forth herein, Owner hereby consents to the recordation of this Covenant on the Property, and the limitation of the use of the Property as set forth in this Covenant, and hereby covenants, agrees and declares that the Property shall be used pursuant to the covenants set forth in this Covenant and that this Covenant shall be binding upon the Property, and all persons claiming an interest in the Property.

COVENANTS

1. **Recitals.** All of the recitals set forth above are true and accurate and are incorporated herein by reference.

2. **Operation of the Project.** Owner, for itself and its successors, assigns, transferees, and lessees hereby declares and covenants that the Property shall be used only for the Permitted Use which is to provide shelter and the provision of related services for homeless individuals residing in Yolo County as more particularly described herein (the “Permitted Use”) and operated in conformance with this Covenant, and no portion of the Property shall be used for any other purpose unless mutually agreed to by the Owner and the City. Owner further declares and covenants that Owner, its successors, assigns and transferees shall at all times operate the Shelter and the all activities on the Property in compliance with the Operating Plan as more specifically described in **Exhibit B** and incorporated herein by reference. The Operating Plan shall be submitted to the City’s Community Development Department for review and approval not later than January 31, 2021, which approval shall not be unreasonably withheld.

3. **Repair and Maintenance of the Property.** Upon execution of this Covenant, Owner agrees:

a. To keep the Property in a decent, safe, and sanitary condition and repair, and to permit no waste thereof;

b. To maintain the Shelter or any buildings or improvements on the Property, and to ensure that any new construction, reconstruction or alterations are performed in such a manner to ensure the use of the property stated in this Covenant. Any new construction will be subject to city ordinances regarding design review, landscaping, signage, and lighting of the site;

c. To repair, restore or rebuild promptly any buildings or improvements on the Property that may become damaged or be destroyed while subject to this Covenant;

d. To comply with all applicable laws, ordinances and governmental regulations affecting the Property or requiring any alteration or improvement thereof, and not to suffer or permit any violations of any such law, ordinance or governmental regulation, nor of any covenant, condition or restriction affecting the Property; and

e. To secure City approval for (i) any construction on the Property that will increase the capacity of the Shelter in terms of number of people served or scope of services provided in accordance with State law regarding use, location and operation of homeless shelters or (ii) any change in use of the Property, which approval may be granted or withheld by the City in its sole and absolute discretion subject to the provisions of state law.

4. **Restrictions on Sale, Encumbrance, and Other Acts.** Owner shall not sell, assign, transfer or lease the Property or the Shelter, or any portion thereof, except with City’s prior written approval, in City’s reasonable discretion. The Owner and City acknowledge and agree that Owner intends to lease the Shelter to a separate entity that will operate the Shelter in accordance with the terms of this Covenant and the Operating Plan developed and approved as described in **Exhibit B** (the “Operator”). The Operator of the Shelter must be approved by the City, which approval shall not be unreasonably withheld by the City. The parties agree and acknowledge that Fourth and Hope is hereby approved as the initial Operator of the Shelter. City further may grant its approval for any such sale, assignment, transfer or lease subject to such terms and conditions as may be necessary to preserve or establish the fiscal and operational

integrity of the Shelter. In considering whether to approve any proposed sale, transfer, assignment or encumbrance on the Property, City shall take into account the Owner's financial investment in the property regarding new construction, maintenance and operation, including whether refinancing of the Property is appropriate to fund such costs.

5. **Charges; Liens.** Owner shall pay all taxes, assessments and other charges, fines and impositions attributable to the Property or to the Shelter, if any, by making payment, when due, directly to the payee thereof.

6. **Hazard and Liability Insurance and Condemnation.** Owner shall, at all times, keep the Property and the Shelter insured against loss by fire and such other hazards, casualties, liabilities and contingencies, and in such amounts and for such periods as required by City. All insurance policies and renewals thereof shall be issued by a carrier and in form acceptable to City. In the event of any fire or other casualty to the Property or the Shelter, or eminent domain proceedings resulting in condemnation of the Property or Project, or any part thereof, Owner shall have the right to rebuild the Property or the Project, and to use all available insurance or condemnation proceeds therefore, provided that, as determined by City in its sole discretion, (a) such proceeds are sufficient to rebuild the Property or Project in a manner that ensures continued operation of the Property as contemplated herein, (b) City shall have the right to approve plans and specifications for any major rebuilding and the right to approve disbursements of insurance or condemnation proceeds for rebuilding under a construction escrow or similar arrangement, and (c) no material breach or default then exists under this Covenant. If the casualty or condemnation affects only part of the Property or Shelter, and total rebuilding is infeasible, as determined by City in its sole discretion, then, proceeds may be used for partial rebuilding of the Property or Shelter.

7. **Covenants Run with the Land.** The Property is held and hereafter shall be held, conveyed, hypothecated, encumbered, leased, rented, used and occupied subject to these covenants, conditions, restrictions and limitations. All of the herein-stated covenants, conditions, restrictions and limitations are intended to constitute both equitable servitudes and covenants running with the land. Owner expressly acknowledges and agrees that the Covenants are reasonable restraints on Owner's right to own, use, lease, maintain, and transfer the Property and any estate or interest therein and are not and shall not be construed to be an unreasonable restraint on alienation. Each and every contract, deed or other instrument hereafter executed covering or conveying the Property or any portion thereof, shall be held conclusively to have been executed, delivered and accepted subject to such covenants and restrictions, regardless of whether such covenants or restrictions are set forth in such contract, deed or other instrument.

8. **Binding Effect.** Any purchaser or acquirer of the Property or of any portion of or interest in the Property (including a leasehold interest), by the acceptance of a deed or other conveyance therefore, whether from Owner or from any subsequent owner of the Property, or by the signing of a contract or agreement to purchase or lease the Property, shall by the acceptance of such deed or by the signing of such contract or agreement be deemed to have consented to and accepted the covenants, conditions and restrictions set forth in this Covenant.

9. **Covenant Shall Remain in Effect in Perpetuity.** This Covenant shall be binding, and shall remain in full force and effect in perpetuity unless terminated by mutual agreement of the Owner and City or as provided herein.

10. **Default.** In the event of any material violation(s) or any substantive failure by Owner to perform the duties, obligations and requirements set forth in this Covenant (an “**Event of Default**”), City shall be entitled to all of the remedies contained herein. Any such violation or failure by Owner shall not constitute an Event of Default unless continued for a period of thirty (30) days after written notice thereof to Owner by City (or such other time period as may be specified elsewhere herein with respect to the particular condition, covenant or other provision of this Agreement); provided, however, that if an Event of Default is non-monetary in nature and is susceptible of cure, but cannot reasonably be cured within such thirty (30) day period, and provided further that Owner shall have commenced to cure such default within such thirty (30) day period and thereafter diligently and expeditiously proceeds to cure the same, such thirty (30) day period shall be extended for such time as is reasonably necessary for Owner, in the exercise of due diligence, to cure such default, such additional period not to exceed ninety (90) days.

11. **Remedies.** City and its successors and assigns may use any or all of the following provisions in the Event of Default of this Covenant against Owner. The failure by City to exercise any specific right or remedy shall not preclude City from exercising any other right or remedy, or from maintaining any action to which it may otherwise be entitled at law or in equity.

a. In pursuing specific performance of this Covenant, City shall be entitled to petition the court for injunctive relief to preserve City’s interests in the Property and its rights under this Covenant. Such injunctive relief may include, but is not limited to, an order of the court restraining any development of the Property inconsistent with the covenants, conditions and restrictions included herein.

b. In addition to any other rights and remedies, any party may institute a legal action to require the cure of any breach or default of the covenants, conditions or restrictions contained in this Covenant and to recover damages for any breach or default, or to obtain any other remedy consistent with the purpose of this Covenant. In any action seeking enforcement or interpretation of any of the terms or provisions of this Covenant, the prevailing party shall be awarded, in addition to damages, injunctive relief, or other relief, its reasonable costs and attorneys’ fees.

12. **City Review and Inspection.**

a. City or its designee may, upon reasonable notice and during its normal business hours, enter and inspect the Property, after notice to and consent from Owner.

b. City may request from Owner information that it deems necessary to monitor compliance with the requirements and conditions set forth in this Covenant regarding the use and operation of the Shelter, and Owner shall provide such information within ten (10) days from City’s written request for such information.

13. **Representations.** Owner represents and warrants to City that: (i) there are no agreements, contracts, covenants, conditions or exclusions to which Owner (or its predecessor in interest) is a party which would, if enforced, prohibit or restrict the use of the Property in accordance with the terms of this Covenant, (ii) Owner has the full right and authority to enter into this Covenant, (iii) this Covenant constitutes a valid and legally binding obligation on Owner,

enforceable in accordance with its terms, and (iv) Owner is duly organized and authorized to do business in the State of California.

14. **Notice.** Notice will be given to the parties at the address specified below unless otherwise notified in writing of change of address. Any notice required or permitted to be delivered hereunder shall be deemed to be delivered upon receipt by the other party or refusal to accept delivery by the other party by United States mail, postage prepaid, certified or registered mail, return receipt requested, or by Federal Express or other reputable overnight delivery service addressed to the parties hereto as follows:

Owner:

Friends of the Mission
PO Box 8485
Woodland, California 95776
Attn: D. Scott Thurmond
Email: scott@thurmondconsultingllc.com

City:

City of Woodland
Woodland City Hall
300 First Street
Woodland, California 95695
Attn: City Manager
Email: ken.hiatt@cityofwoodland.org

With a Copy to:

Best Best & Krieger LLP
500 Capitol Mall, Suite 1700
Sacramento, California 95814
Attention: Ethan Walsh
Email: ethan.walsh@bbklaw.com

15. **Governing Law.** This Covenant shall be interpreted and be governed by the laws of the State of California, without regard to any choice of law principles.

16. **Severability.** If (a) any provision of this Covenant is held by a court of competent jurisdiction to be invalid, void or unenforceable and (b) the invalidity or unenforceability of such a provision does not (i) deny the City any of the material benefit of this Covenant or (ii) materially increase the burden or term of this Covenant on the City, then the remainder of this Covenant which can be given effect without the invalid provision shall continue in full force and effect and shall in no way be impaired or invalidated.

17. **Time.** Time is of the essence for all obligations under this Covenant.

18. **Agreement to Indemnify.** Owner agrees to protect, indemnify, defend, and save harmless the City, its officers, officials, employees and agents from and against any and all liability, expense, or damage of any kind or nature and from any suits, claims, or demands, including reasonable attorneys' fees and expenses, on account of any matter or thing, whether in suit or not, arising out of this Covenant or in connection with the ownership, operation or use of the Property or the Shelter (including, but not limited to any failure by Owner, or any party acting under on behalf of Owner to comply with any applicable law, or the presence or release of hazardous materials or hazardous substances), unless said suits, claims, or damages are caused by negligence or willful misconduct of City, its officers, officials, employees or agents. This obligation shall survive the termination of this Covenant.

19. **Entire Agreement.** This Agreement contains all agreements, promises, and understandings among the parties, and no other oral agreements, promises, or undertakings will be binding upon any of the parties, and any addition, variation, or modification to this Agreement shall be void and ineffective unless made in writing and signed by all of the parties.

20. **Principles of Interpretation.** No inference in favor of or against any party shall be drawn from the fact that such party has drafted any part of this Lease. The parties have both participated substantially in its negotiation, drafting, and revision, with advice from legal counsel and other advisers of their own selection.

21. **Waiver.** The waiver by any party of any breach of any term, covenant, condition, or provision contained herein shall not be deemed to be a waiver of such term, covenant, condition, or provision for any subsequent breach of the same or any other term, covenant, condition, or provision contained herein.

22. **Invalidity.** If any provision of this Lease is invalid or unenforceable with respect to either party, the remainder of this Lease or the application of such provision to persons other than those as to whom it is held invalid or unenforceable, shall not be affected and each provision of this Lease shall be valid and enforceable to the fullest extent permitted by law.

23. **Governing Law and Choice of Forum.** This Agreement, and performance hereof, shall be governed, interpreted, construed, and regulated by the laws of the State of California. Venue shall be in Yolo County.

24. **Counterparts.** This Covenant may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

[SIGNATURES ARE ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, Owner and City have caused this Covenant to be signed by their respective duly authorized representatives, as of the Effective Date.

OWNER:

FRIENDS OF THE MISSION, a California
not for profit corporation

By: Edward Shelley
By: [Edward Shelley \(Dec 11, 2020 09:29 PST\)](#)
Name: Edward Shelley
Its: Board President

CITY OF WOODLAND, a California
municipal corporation

By: _____
Name: Ken Hiatt
Its: City Manager

APPROVED AS TO FORM:

By: _____
Ethan Walsh, City Attorney

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

STATE OF CALIFORNIA)
)
COUNTY OF _____)

On _____, 2020, before me, _____, notary public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/hers/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature

(SEAL)

EXHIBIT A
LEGAL DESCRIPTION

EXHIBIT B

CONDITIONS FOR OPERATION OF SHELTER

1. Operation of Shelter. Owner shall ensure that the Property is operated as a homeless shelter in accordance with the following terms:

- ✓ Relocation of Existing Operations. The current homeless shelter operation at 204 Fourth Street in the City of Woodland will be relocated to the Property and the Shelter Campus and the current building will be used for outpatient treatment services. .
- ✓ Intake. The intent of the Shelter is to primarily serve qualified homeless persons from Woodland and within Yolo County currently experiencing, or who are at risk of, homelessness. A qualified homeless person is a person identifying as unhoused or homeless. During intake, clients will be asked to identify as male or female before placement in the sleeping area with which they identify. The operator of the Shelter will endeavor to relocate people from counties other than Yolo back to their home counties and into a safe shelter environment, family member, or caregiver when such relocation is permissible. The operator of the Shelter will continue to work in collaboration with the Continuum of Care throughout Yolo County to provide mental health-related services. The operator shall maintain client records that include intake interviews.
- ✓ Evaluation of Services Needed. The operator of the Shelter will evaluate the individual service needs of the individuals or household and learn about past or current services provided and any other information necessary for the operator to provide services to the individual or household.
- ✓ Overnight Service. The operator of the Shelter shall provide overnight services, usually from 6:00 pm to 7:00 am, for qualifying individuals to check in during the 6:00 pm intake.
- ✓ Day Services. During the day, Shelter residents may check in for day services, meet with case managers, work on their case plan, seek housing, and travel to their place of employment. Day services shall be made available for Shelter clients, for those living unhoused (e.g. persons sleeping in cars or in any other place not meant for human habitation) and for those in need of the services provide onsite. The operator of the Shelter shall provide day services, typically from 7:00 am to 6:00 pm to those that identify as homeless and request use of the restrooms, showers, or laundry services, or of food or donated items (e.g., clothing, care packages and hygiene kits), or for case management or navigation and other services through community partners (e.g., mental health, physical health).
- ✓ Operating Plan for the Shelter: Owner and the shelter operator will prepare an operating Plan for the shelter which be reviewed annually and submitted each year to the City for their review and input. The purpose of the operating plan is to ensure that the needs of the shelter residents, the owner and operator and the City are being met

and to provide for the safety and well-being of all involved. If any issues arise, the Owner and the City will attempt to dissolve any dispute through negotiation and if necessary, a mutually agreed to outside arbitrator.

Items to be included within the Operating Plan shall be the following:

- ✓ Ongoing Maintenance: The Owner and/or the Operator shall be responsible for daily maintenance of the Shelter Campus including sleeping area, offices, the trailers and grounds including landscaping and lighting of the Property. The applicant shall utilize building energy saving measures to reduce energy usage.
- ✓ Repairs: The Owner and/or the Operator shall be responsible at its sole cost and expense, for make minor and major improvements and repairs to all portions of the Shelter Campus, including the trailers.
- ✓ Code of Conduct: A code of conduct that will govern behavior by the Shelter residents and users of day services.
- ✓ Outside dwelling: Overnight use of any type of vehicle operable or non-operable will not be allowed on the site.
- ✓ Recordkeeping: The operator of the Shelter will maintain records of services provided to Shelter residents and users of day services, and occupancy of Shelter residents including those discharged.
- ✓ Utilities: The owner and/or the operator of the Shelter will be responsible for the payment of all public and private utilities, including water, sewer, garbage, gas and electric, phone, and internet service.
- ✓ Management of Adjacent Area: The owner and operator of the Shelter shall use their best efforts to discourage illegal camping, trespassing, and loitering in the area surrounding the Property and will encourage Shelter residents to act in a manner that will not negatively affect adjacent properties or businesses. The owner and operator of the Shelter will communicate with the adjacent landowners and businesses to attempt to resolve any issues that may arise, or have arisen, regarding the Shelter Campus.
- ✓ Transport of Shelter Occupants for Non-Emergent Care: The operator of the Shelter shall be responsible for developing policies and procedures in coordination with the City Fire Department to minimize the transport of shelter occupants to the hospital emergency room or urgent care for treatment for any non-emergent care by ambulance or EMT service.
- ✓ Security and Shelter Monitoring: Installation and maintenance of a security system and will maintain security cameras that will provide a video feed of the exterior of the Shelter Campus and the Property to the Woodland Police Department. Owner shall provide staff that monitors the interior of the Shelter

Campus and shall provide such security in a manner that is consistent with best practices for emergency shelters.

2. Additional Operational Practices. Subject to sufficient funding and program availability, the operator of the Shelter will also provide the following services:

- A. Participate in the Homeless Management Information System (HMIS) or a comparable system for domestic violence treatment.
- B. The operator of the Shelter will use HMIS or comparable data quality reports to ensure the accuracy of submitted information and will participate in the Yolo County CoC HIMS system and data that is available to those agencies in the collaborative.
- C. Provide information, and potentially access, to Shelter residents about drug and alcohol recovery services, mental health treatment services, employment services, money management/credit counseling services, parenting support, and other services as needed and relevant to the individual or household.
- D. Provide services that support individuals being able to exit the Shelter and enter into stable housing, including providing information and referrals, information and potential access to other services as may be needed, assistance with accessing available services, assistance with benefits and advocacy on behalf of Shelter residents, the provision of or referral to employment services, and providing regular check-ins with the operator's staff or volunteers about individuals' progress towards a plan to exit the Shelter.
- E. Develop a new or permanent housing plan for Shelter residents in an effort to provide residents with stable long-term housing including tracking Shelter residents who are denied access to permanent housing.
- F. Provide assistance with transportation and assist residents with accessing public transportation.
- G. Provide on-site storage for client belongings and retain such belongings upon exit of services for up to seven days.

3. Additional Obligations. Owner shall ensure that the following is conducted, either by Owner directly or through the Shelter operator:

- A. Safety Protocols. The applicant shall establish safety protocols that will be submitted to the Community Development Department and Police Department for review and approval prior to shelter operations including, but not limited to: staff training, protective equipment, emergency communication/response protocols, etc. The applicant shall conform to all Cal OSHA workplace safety standards.
- B. Communicable Disease Policies and Procedures. The applicant shall institute policies and procedures used by the business to help prevent communicable disease outbreak. This will include hand washing, employee training, use of facemasks/gloves,

prohibiting employees who are showing signs of illness, open wounds, sores or skin infections, etc.

- C. Insurance. Owner and the Shelter operator shall procure and maintain in full force and effect for the duration of this Covenant the following policies of insurance, to name the City as additional insureds and agrees that its insurance shall be primary. The required insurance policies are as follows:
- i. Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office “occurrence” form CG 0001, with minimum limits of at least \$3,000,000 per occurrence. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another. Coverage may be met by a combination of primary and umbrella or excess insurance but umbrella and excess shall provide coverage at least as broad as specified for underlying coverage.
 - ii. Automobile Liability: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering “Hired and Non-Owned Auto” liability with minimum limits of \$1,000,000 each accident.
 - iii. Workers’ Compensation: Owner certifies that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and it will comply with such provisions to the extent applicable to Owner during the term of this Agreement.
 - a. To the extent Owner has employees at any time during the term of this Covenant, the Consultant shall maintain full compensation insurance for all persons employed directly by Owner, all in accordance with the “Workers’ Compensation and Insurance Act,” Division IV of the Labor Code of the State of California and any acts amendatory thereof, in accordance with the requirements set forth therein. Owner shall require all operators or lessees of the Shelter to obtain and maintain, for the period required by this Covenant, workers’ compensation coverage of the same type and limits as specified in this section.

Friends of Mission Emergency Shelter_ Use Covenant-Final Version 121020

Final Audit Report

2020-12-11

Created:	2020-12-11
By:	Shabana Sarwar (shabana@thurmondconsultingllc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAATHfaQ4bTaUHZohIMGaNkZT0hXnb2jsLy

"Friends of Mission Emergency Shelter_ Use Covenant-Final Version 121020" History

-  Document created by Shabana Sarwar (shabana@thurmondconsultingllc.com)
2020-12-11 - 5:23:35 PM GMT- IP address: 98.242.13.185
-  Document emailed to Edward Shelley (cornerdrugw@hotmail.com) for signature
2020-12-11 - 5:24:06 PM GMT
-  Email viewed by Edward Shelley (cornerdrugw@hotmail.com)
2020-12-11 - 5:28:20 PM GMT- IP address: 76.14.154.218
-  Document e-signed by Edward Shelley (cornerdrugw@hotmail.com)
Signature Date: 2020-12-11 - 5:29:48 PM GMT - Time Source: server- IP address: 76.14.154.218
-  Agreement completed.
2020-12-11 - 5:29:48 PM GMT



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: H.23
SUBJECT: Waste Management Service Issues Update and Annual Rate Adjustment

Recommendation for Action: Staff recommends that the City Council receive an update on recent Waste Management service issues and adopt Resolution No. _____, to 1) receive the Waste Management 2021 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2021 rate adjustments approved.

Staff Contact:

Rosie Ledesma, Environmental Resource Analyst, (530) 661-2059, rosie.ledesma@cityofwoodland.org

Fiscal Impact:

Waste Management provides a 15% franchise fee to the City. If the customer base remains similar to the current customer base, the 2021 rate adjustment would result in an increase of approximately \$15,000-\$20,000 in franchise fees in calendar year 2021.

Background:

Waste Management provides collection and disposal of trash, recyclables, and organic waste, and street sweeping services for the City of Woodland pursuant to the terms of the amended franchise agreement between the City and Waste Management dated July 1, 2011. With regard to rate adjustments, the agreement allows Waste Management to (1) increase its service rates in accordance with changes in the U.S. City Average Consumer Price Index (CPI) for All Urban Consumers in the most recent 12-month period for which data are available, up to a maximum of 5%, and (2) incorporate any increase in landfill disposal fees above the previous year's disposal fees. The base rates may be adjusted each year by these amounts.

Yolo County operates the landfill and adjusts the landfill disposal fees each July 1. Because landfill fees go into effect six months before the Waste Management rates are adjusted, the agreement allows Waste Management to recover the increased disposal fees paid by the company during the preceding July-December period through an additional adjustment to the customer rates. These adjustments are not factored into the base rate that is used to calculate subsequent years' rate adjustments.

According to the franchise agreement, provided that adequate supporting information has been submitted by the company, any requested CPI adjustment shall be deemed approved and shall take effect on the following January 1, and the City Council shall not deny a requested disposal fee adjustment unless it finds that Waste Management has not provided adequate supporting information.

Discussion:

In accordance with the terms of the franchise agreement, Waste Management has submitted a request to implement an annual adjustment to its customer rates, effective January 1, 2021. The 2021 rate request includes adjustments for the following:

- (1) the 1.31% CPI increase for the 12-month period ending August 2020;
- (2) a 1.47% increase in the Yolo County Central Landfill (YCCL) solid waste disposal fee, from \$51.88 to \$53.32 per ton, implemented in July 2020;
- (3) a 1.82% increase in the YCCL organics (mixed green waste and food waste) disposal fee, from \$64.00 to \$66.00 per ton, implemented in July 2020;
- (4) a 9.40% increase in the YCCL clean green waste disposal fee, from \$56.00 to \$62.00 per ton, implemented

in July 2020;

(5) a 10.69% increase in the YCCL construction and demolition (C&D) disposal fee, from \$62.50 to \$70.00 per ton, also implemented in July 2020.

The landfill increases are applied only to the disposal portion of the applicable rates and only by the amount that it exceeds the CPI increase.

These adjustments will raise the rates for an average Woodland household by \$0.56 per month, from \$33.90 to \$34.46. Charges for commercial waste services will generally increase by about 1.6% over the commercial customer rates for 2020, depending on container size and frequency of service. Charges for C&D service hauls will increase from \$14-42 per load.

Staff has reviewed the documentation provided by Waste Management and found all the calculations to be appropriate and the documentation to be adequate.

Recent Service Issues

Considerable number of complaints have been received by the city over the past several months regarding the inconsistency of Waste Management services. Due to issues surrounding COVID-19, Waste Management has staffing resources have been impacted. Staff has been working with Waste Management to remedy these issues and push out communication to customers regarding temporary adjustments in service scheduling. Staff and Waste Management representatives will provide the Council and community an update on these matter as part of the item.

Committee Review:

The Sustainability Advisory Committee will review the proposed rates at their December 13 special meeting.

Conclusion:

Staff recommends that the City Council receive an update on recent Waste Management service issues and adopt Resolution No. _____, to 1) receive the Waste Management 2021 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2021 rate adjustments approved.

Prepared by: Rosie Ledesma, Environmental Resource Analyst

Reviewed by: Brent Meyer, Acting Community Development Director/ City Engineer



Ken Hiatt
City Manager

Attachments:

1. Resolution
2. Final City of Woodland Annual PI 2021 Rates

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE THE
REQUEST FOR THE 2021 ANNUAL RATE ADJUSTMENT BY WASTE MANAGEMENT**

WHEREAS, the Legislature of the State of California, by enactment of California Public Resources Code Sections 40000 et seq. and California Public Resources Code Section 49300, declares that it is within the public interest to authorize and require local agencies to make adequate provision for Solid Waste handling within their jurisdictions; and

WHEREAS, the Council has determined that the public health, safety and well-being of its residents requires that Solid Waste collection and disposal, including, but not limited to, the frequency of collection, the means of collection and the transportation, scope, charges and fees, location, and extent of such services, be provided by an exclusive contract; and

WHEREAS, Waste Management provides collection and disposal of trash, recyclables, and organic waste, and street sweeping services for the City of Woodland pursuant to the terms of the amended franchise agreement between the City and Waste Management dated July 1, 2011; and

WHEREAS, the agreement allows Waste Management to (1) increase its service rates in accordance with changes in the U.S. City Average Consumer Price Index (CPI) up to a maximum of 5%, and (2) incorporate any increase in landfill disposal fees above the previous year's disposal fees; and

WHEREAS, Waste Management has provided appropriate supporting documentation to support its request.

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

Section 1. The City Council hereby receives the Waste Management 2021 rate adjustment information and accept it as complete and adequate.

Section 2. Deem the proposed 2021 rate adjustment approved.

PASSED AND ADOPTED this 15th day of December 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



**Waste Management of Woodland
City of Woodland
Residential Rate Adjustment Effective 1/1/21**

CPI % Change	1.31%	A
MSW Disposal Increase	1.47%	B1
Mixed Food Increase	1.82%	B2
MSW Disposal Capture	2.78%	C1
Mixed Food Disposal Capture	3.13%	C2

	Current Monthly Rate Effective 1/1/2020	Previous Period Disposal Catch Up (7/1/19 through 12/31/19)	Current Monthly Base Rate	CPI Increase	Disposal Portion of the Current Base Rate	Disposal Increase	New Monthly Base Rate w/o Disposal Catchup	Six Month Disposal Catch Up (7/1/20 through 12/31/20)	New Monthly Rate w/ Disposal Catchup eff 1/1/2021
	D	E	F=D-E	G=F*A	H	I=H*B	J=F+G+I	K=(H*C)/2	L=J+K
Garbage Rates									
35 Gallons	\$12.75	\$0.03	\$12.72	\$0.17	\$1.87	\$0.03	\$12.92	\$0.03	\$12.95
64 Gallons	\$15.02	\$0.05	\$14.97	\$0.20	\$3.73	\$0.05	\$15.22	\$0.05	\$15.27
96 Gallons	\$26.16	\$0.08	\$26.08	\$0.34	\$5.62	\$0.08	\$26.50	\$0.08	\$26.58
Extra bag pickup	\$2.41	\$0.00	\$2.41	\$0.03	\$0.35	\$0.01	\$2.45	\$0.00	\$2.45
Extra toter pickup	\$7.71	\$0.03	\$7.68	\$0.10	\$1.84	\$0.03	\$7.81	\$0.03	\$7.84

Low income (10% discount from base)									
35 Gallons	\$11.48	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$11.66
64 Gallons	\$13.52	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$13.74
96 Gallons	\$23.54	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$23.92

Green Waste / Street Sweeping									
Small Lot*	\$13.10	\$0.06	\$13.04	\$0.17	\$3.83	\$0.07	\$13.28	\$0.06	\$13.34
1-96 Gallon Toter	\$16.50	\$0.06	\$16.44	\$0.22	\$3.83	\$0.07	\$16.73	\$0.06	\$16.79
2-96 Gallon Toters	\$16.50	\$0.06	\$16.44	\$0.22	\$3.83	\$0.07	\$16.73	\$0.06	\$16.79
3-96 Gallon Toters	\$21.11	\$0.10	\$21.01	\$0.28	\$6.31	\$0.11	\$21.40	\$0.10	\$21.50
4-96 Gallon Toters	\$21.11	\$0.10	\$21.01	\$0.28	\$6.31	\$0.11	\$21.40	\$0.10	\$21.50
Each add'l toter after 4	\$4.70	\$0.04	\$4.66	\$0.06	\$2.50	\$0.05	\$4.77	\$0.04	\$4.81

*The Small Lot rate applies only to those customers who qualified for this rate before July 1, 2007, and who were grandfathered in under this rate. Current Small Lot rate customers who choose to have one cart will continue to pay the Small Lot rate (as annually adjusted) until the property is sold or unless they choose to have additional carts.

Street Sweeping (only)									
Residential/Condominium	\$4.70	\$0.00	\$4.70	\$0.06	\$0.00	\$0.00	\$4.76	\$0.00	\$4.76
Apartments/Mobile Home Parks (per unit)	\$2.55	\$0.00	\$2.55	\$0.03	\$0.00	\$0.00	\$2.58	\$0.00	\$2.58

Recycling									
Residential Curbside	\$1.68	\$0.00	\$1.68	\$0.02	\$0.00	\$0.00	\$1.70	\$0.00	\$1.70

Ancillary / Misc Fees									
Side Yard Assisted Service - medically justified	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Side Yard Assisted Service - no medical justification	\$6.16	\$0.00	\$6.16	\$0.08	\$0.00	\$0.00	\$6.24	\$0.00	\$6.24
State Mandated Charge - Per Household	\$0.70	\$0.00	\$0.70	\$0.00	\$0.00	\$0.00	\$0.70	\$0.00	\$0.70
Bulky Waste Pickup - per pickup (limited to 5 yards)	\$78.08	\$0.13	\$77.95	\$1.02	\$9.62	\$0.14	\$79.11	\$0.13	\$79.24
Cart Replacement Charge ¹	Market Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Market Rate
Insufficient Funds / Returned Check Fee	\$30.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$30.00
Late Charge	2.5% of balance, \$5.00 minimum	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2.5% of balance, \$5.00 minimum
Non-Service Day Trip Charge	\$29.62	\$0.00	\$29.62	\$0.39	\$0.00	\$0.00	\$30.01	\$0.00	\$30.01
Residential Contamination Charge	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00
Residential Overage Charge	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00

[1] Replacement is charged at the market rate. Does not apply to carts damaged as the result of normal wear and tear. One replacement cart is provided every 4 years for lost or stolen carts, and one replacement cart per year for graffiti-tagged carts.

[2] Contamination charges would apply to Residential Customers each time a Customers cart contains contaminants. Customer will be charged per cart/per collection after 2 warning notifications in a 12-month rolling period.



Waste Management of Woodland
City of Woodland
Commercial Rate Adjustment Effective 1/1/21

CPI % Change	1.31%	A
MSW Disposal Increase	1.47%	B1
Mixed Food Increase	1.82%	B2
MSW Disposal Capture	2.78%	C1
Mixed Food Disposal Capture	3.13%	C2

	Current Monthly Rate Effective 1/1/2020	Previous Period Disposal Catch Up (7/1/19 through 12/31/19)	Current Monthly Base Rate	CPI Increase	Disposal Portion of the Current Base Rate	Disposal Increase	New Monthly Base Rate w/o Disposal Catchup	Six Month Disposal Catch Up (7/1/20 through 12/31/20)	New Monthly Rate w/ Disposal Catchup eff 1/1/2021
	D	E	F=D-E	G=F*A	H	I=H*B	J=F+G+I	K=(H*C)/2	L=J+K
Trash Cart Rates									
1-64 Gallon Can	\$29.50	\$0.10	\$29.40	\$0.39	\$7.49	\$0.11	\$29.90	\$0.10	\$30.00
1-96 Gallon Can	\$37.50	\$0.15	\$37.35	\$0.49	\$11.23	\$0.16	\$38.00	\$0.16	\$38.16
Extra tag pickup	\$2.41	\$0.00	\$2.41	\$0.03	\$0.35	\$0.01	\$2.45	\$0.00	\$2.45
Extra toter pickup	\$7.71	\$0.03	\$7.68	\$0.10	\$1.84	\$0.03	\$7.81	\$0.03	\$7.84
Trash 1 Yard Bin									
1 x Week	\$75.16	\$0.11	\$75.05	\$0.98	\$8.33	\$0.12	\$76.15	\$0.12	\$76.27
2 x Week	\$123.83	\$0.23	\$123.60	\$1.62	\$16.65	\$0.24	\$125.46	\$0.23	\$125.69
Trash 1.5 Yard Bin									
1 x Week	\$94.62	\$0.17	\$94.45	\$1.24	\$12.50	\$0.18	\$95.87	\$0.17	\$96.04
2 x Week	\$160.28	\$0.34	\$159.94	\$2.10	\$24.99	\$0.37	\$162.41	\$0.35	\$162.76
3 x Week	\$225.36	\$0.51	\$224.85	\$2.95	\$37.49	\$0.55	\$228.35	\$0.52	\$228.87
Trash 2 Yard Bin									
1 x Week	\$114.68	\$0.23	\$114.45	\$1.50	\$16.65	\$0.24	\$116.19	\$0.23	\$116.42
2 x Week	\$194.66	\$0.46	\$194.20	\$2.54	\$33.32	\$0.49	\$197.23	\$0.46	\$197.69
3 x Week	\$274.71	\$0.69	\$274.02	\$3.59	\$49.97	\$0.73	\$278.34	\$0.69	\$279.03
4 x Week	\$354.67	\$0.91	\$353.76	\$4.63	\$66.64	\$0.98	\$359.37	\$0.92	\$360.29
5 x Week	\$434.70	\$1.14	\$433.56	\$5.68	\$83.27	\$1.22	\$440.46	\$1.16	\$441.62
6 x Week	\$514.19	\$1.37	\$512.82	\$6.72	\$99.94	\$1.46	\$521.00	\$1.39	\$522.39
Trash 3 Yard Bin									
1 x Week	\$147.69	\$0.34	\$147.35	\$1.93	\$24.99	\$0.37	\$149.65	\$0.35	\$150.00
2 x Week	\$258.59	\$0.69	\$257.90	\$3.38	\$49.97	\$0.73	\$262.01	\$0.69	\$262.70
3 x Week	\$369.30	\$1.03	\$368.27	\$4.82	\$74.97	\$1.10	\$374.19	\$1.04	\$375.23
4 x Week	\$454.75	\$1.37	\$453.38	\$5.94	\$99.94	\$1.46	\$460.78	\$1.39	\$462.17
5 x Week	\$590.96	\$1.72	\$589.24	\$7.72	\$124.96	\$1.83	\$598.79	\$1.73	\$600.52
6 x Week	\$701.87	\$2.06	\$699.81	\$9.17	\$149.93	\$2.20	\$711.18	\$2.08	\$713.26
Trash 4 Yard Bin									
1 x Week	\$185.70	\$0.46	\$185.24	\$2.43	\$33.32	\$0.49	\$188.16	\$0.46	\$188.62
2 x Week	\$329.15	\$0.91	\$328.24	\$4.30	\$66.64	\$0.98	\$333.52	\$0.92	\$334.44
3 x Week	\$472.74	\$1.37	\$471.37	\$6.17	\$99.94	\$1.46	\$479.00	\$1.39	\$480.39
4 x Week	\$616.15	\$1.83	\$614.32	\$8.05	\$133.26	\$1.95	\$624.32	\$1.85	\$626.17
5 x Week	\$773.00	\$2.29	\$770.71	\$10.10	\$166.59	\$2.44	\$783.25	\$2.31	\$785.56
6 x Week	\$903.23	\$2.74	\$900.49	\$11.80	\$199.89	\$2.93	\$915.22	\$2.77	\$917.99
Trash 6 Yard Bin									
1 x Week	\$243.64	\$0.69	\$242.95	\$3.18	\$49.97	\$0.73	\$246.86	\$0.69	\$247.55
2 x Week	\$440.70	\$1.37	\$439.33	\$5.76	\$99.94	\$1.46	\$446.55	\$1.39	\$447.94
3 x Week	\$645.76	\$2.06	\$643.70	\$8.43	\$149.93	\$2.20	\$654.33	\$2.08	\$656.41
4 x Week	\$896.81	\$2.74	\$894.07	\$11.71	\$199.89	\$2.93	\$908.71	\$2.77	\$911.48
5 x Week	\$1,120.96	\$3.43	\$1,117.53	\$14.64	\$249.85	\$3.66	\$1,135.83	\$3.47	\$1,139.30
6 x Week	\$1,368.19	\$4.12	\$1,364.07	\$17.87	\$299.85	\$4.39	\$1,386.33	\$4.16	\$1,390.49
Trash 8 Yard Bin									
1 x Week	\$298.08	\$0.90	\$297.18	\$3.89	\$65.61	\$0.96	\$302.03	\$0.91	\$302.94
2 x Week	\$545.86	\$1.80	\$544.06	\$7.13	\$131.25	\$1.92	\$553.11	\$1.82	\$554.93
3 x Week	\$809.28	\$2.70	\$806.58	\$10.57	\$196.86	\$2.89	\$820.04	\$2.73	\$822.77
4 x Week	\$1,163.89	\$3.60	\$1,160.29	\$15.20	\$262.48	\$3.85	\$1,179.34	\$3.64	\$1,182.98
5 x Week	\$1,452.01	\$4.50	\$1,447.51	\$18.96	\$328.11	\$4.81	\$1,471.28	\$4.55	\$1,475.83
6 x Week	\$1,812.04	\$5.40	\$1,806.64	\$23.67	\$393.73	\$5.77	\$1,836.08	\$5.46	\$1,841.54
Recycling Carts/Bins - All Sizes*									
1 x Week - per month/per bin	\$30.55	\$0.00	\$30.55	\$0.40	\$0.00	\$0.00	\$30.95	\$0.00	\$30.95
2 x Week - per month/per bin**	\$61.10	\$0.00	\$61.10	\$0.80	\$0.00	\$0.00	\$61.90	\$0.00	\$61.90
3 x Week - per month/per bin**	\$91.65	\$0.00	\$91.65	\$1.20	\$0.00	\$0.00	\$92.85	\$0.00	\$92.85
4 x Week - per month/per bin**	\$122.20	\$0.00	\$122.20	\$1.60	\$0.00	\$0.00	\$123.80	\$0.00	\$123.80
5 x Week - per month/per bin**	\$152.75	\$0.00	\$152.75	\$2.00	\$0.00	\$0.00	\$154.75	\$0.00	\$154.75
Mixed Organics - 35 Gallon									
1 x Week	\$24.60	\$0.17	\$24.43	\$0.32	\$10.78	\$0.20	\$24.95	\$0.17	\$25.12
2 x Week	\$49.14	\$0.34	\$48.80	\$0.64	\$21.53	\$0.39	\$49.83	\$0.34	\$50.17
3 x Week	\$73.74	\$0.51	\$73.23	\$0.96	\$32.31	\$0.59	\$74.78	\$0.50	\$75.28
4 x Week	\$98.34	\$0.68	\$97.66	\$1.28	\$43.09	\$0.78	\$99.72	\$0.67	\$100.39
5 x Week	\$122.93	\$0.86	\$122.07	\$1.60	\$53.86	\$0.98	\$124.65	\$0.84	\$125.49
Mixed Organics - 64 Gallon									
1 x Week	\$34.18	\$0.31	\$33.87	\$0.44	\$19.70	\$0.36	\$34.67	\$0.31	\$34.98
2 x Week	\$68.36	\$0.63	\$67.73	\$0.89	\$39.40	\$0.72	\$69.34	\$0.62	\$69.96
3 x Week	\$102.53	\$0.94	\$101.59	\$1.33	\$59.09	\$1.07	\$103.99	\$0.92	\$104.91
4 x Week	\$136.72	\$1.25	\$135.47	\$1.77	\$78.80	\$1.43	\$138.67	\$1.23	\$139.90
5 x Week	\$170.89	\$1.57	\$169.32	\$2.22	\$98.49	\$1.79	\$173.33	\$1.54	\$174.87
2 Yard Mixed Organics Bin									
1 x Week	\$174.73	\$0.54	\$174.19	\$2.28	\$34.13	\$0.62	\$177.09	\$0.53	\$177.62
2 x Week	\$297.42	\$1.09	\$296.33	\$3.88	\$68.28	\$1.24	\$301.45	\$1.07	\$302.52
3 x Week	\$420.11	\$0.00	\$420.11	\$5.50	\$100.89	\$1.83	\$427.44	\$1.58	\$429.02
3 Yard Mixed Organics Bin									
1 x Week	\$240.09	\$0.81	\$239.28	\$3.13	\$51.21	\$0.93	\$243.34	\$0.80	\$244.14
2 x Week	\$421.34	\$1.63	\$419.71	\$5.50	\$102.42	\$1.86	\$427.07	\$1.60	\$428.67
3 x Week	\$602.57	\$0.00	\$602.57	\$7.89	\$151.41	\$2.75	\$613.21	\$2.37	\$615.58

*Recycle Container Sizes Available: 96 gallon, 1 Yard, 1.5 Yard, 2 Yard, 3 Yard, 4 Yard, 6 Yard

**Services with a frequency of more than one time per week are charged by multiples of the "1 x Week" rate

***Four 96 gallon recycle carts can be substituted for a recycle bin for the same cost. Carts must be placed curbside on collection days.

Extra Pickup Fees									
Overloaded Container - First Cubic Yard (No Dismount Required)	\$7.77	\$0.03	\$7.74	\$0.10	\$1.89	\$0.03	\$7.87	\$0.03	\$7.90
Overloaded Container - Each Cubic Yard in excess of 1 (No Dismount Required)	\$3.07	\$0.03	\$3.04	\$0.04	\$1.89	\$0.03	\$3.11	\$0.03	\$3.14
Additional Pickup, 1 Cubic Yard Bin	\$44.55	\$0.03	\$44.52	\$0.58	\$1.89	\$0.03	\$45.13	\$0.03	\$45.16
Additional Pickup, 1.5 Cubic Yard Bin	\$46.06	\$0.04	\$46.02	\$0.60	\$2.83	\$0.04	\$46.66	\$0.04	\$46.70
Additional Pickup, 2 Cubic Yard Bin	\$47.57	\$0.05	\$47.52	\$0.62	\$3.76	\$0.06	\$48.20	\$0.05	\$48.25
Additional Pickup, 3 Cubic Yard Bin	\$50.67	\$0.08	\$50.59	\$0.66	\$5.66	\$0.08	\$51.33	\$0.08	\$51.41
Additional Pickup, 4 Cubic Yard Bin	\$53.51	\$0.10	\$53.41	\$0.70	\$7.56	\$0.11	\$54.22	\$0.10	\$54.32
Additional Pickup, 6 Cubic Yard Bin	\$59.76	\$0.16	\$59.60	\$0.78	\$11.29	\$0.17	\$60.55	\$0.16	\$60.71
Additional Trip to Customer Location at Customer Request	\$29.62	\$0.00	\$29.62	\$0.39	\$0.00	\$0.00	\$30.01	\$0.00	\$30.01
Temporary Bin									
3 Yard Temporary Bin	\$175.84	\$0.08	\$175.76	\$2.30	\$5.66	\$0.08	\$178.14	\$0.08	\$178.22
Ancillary / Misc Fees									
State Mandated Fee - per yard times 4.3 (weeks per month)	\$0.25	\$0.00	\$0.25	\$0.00	\$0.00	\$0.00	\$0.25	\$0.00	\$0.25
Dismount and Push Charge per Bin Serviced per Week	\$6.27	\$0.00	\$6.27	\$0.08	\$0.00	\$0.00	\$6.35	\$0.00	\$6.35
Key Charge per Bin Serviced per Week	\$7.45	\$0.00	\$7.45	\$0.10	\$0.00	\$0.00	\$7.55	\$0.00	\$7.55
Enclosure Charge per Bin Serviced per Week	\$8.22	\$0.00	\$8.22	\$0.11	\$0.00	\$0.00	\$8.33	\$0.00	\$8.33
Gate Service Charge per Bin Serviced per Week	\$8.22	\$0.00	\$8.22	\$0.11	\$0.00	\$0.00	\$8.33	\$0.00	\$8.33
Long Walk (more then 20 feet) per Bin Serviced per Week	\$19.68	\$0.00	\$19.68	\$0.26	\$0.00	\$0.00	\$19.94	\$0.00	\$19.94
Maximum Additional Weekly Charges per Bin Serviced per Week	\$25.50	\$0.00	\$25.50	\$0.33	\$0.00	\$0.00	\$25.83	\$0.00	\$25.83
Scout Truck (Container Truck) Container Pull Out	\$35.55	\$0.00	\$35.55	\$0.47	\$0.00	\$0.00	\$36.02	\$0.00	\$36.02
Extra per yard charge for Customers Pre-compacting Trash	\$23.33	\$0.10	\$23.23	\$0.30	\$7.56	\$0.11	\$23.64	\$0.10	\$23.74
Commercial Sweeping Charge	\$7.76	\$0.00	\$7.76	\$0.10	\$0.00	\$0.00	\$7.86	\$0.00	\$7.86
Bad / Returned Check Fee	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
Snapshot Fee - Per Occurrence ¹	\$53.83	\$0.00	\$53.83	\$0.71	\$0.00	\$0.00	\$54.54	\$0.00	\$54.54
Inactivity Fee - Per Day (No activity for over 14 days) ²	\$12.12	\$0.00	\$12.12	\$0.16	\$0.00	\$0.00	\$12.28	\$0.00	\$12.28
Inactivity Fee - Maximum per month ²	\$181.84	\$0.00	\$181.84	\$2.38	\$0.00	\$0.00	\$184.22	\$0.00	\$184.22
Reactivation Fee - due to non-payment ³	\$37.68	\$0.00	\$37.68	\$0.49	\$0.00	\$0.00	\$38.17	\$0.00	\$38.17
Container Exchange Fee ⁴	\$161.48	\$0.00	\$161.48	\$2.12	\$0.00	\$0.00	\$163.60	\$0.00	\$163.60
Delivery Fee ⁵	\$161.48	\$0.00	\$161.48	\$2.12	\$0.00	\$0.00	\$163.60	\$0.00	\$163.60
Late Charge	2.5% of balance, \$5.00 minimum	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2.5% of balance, \$5.00 minimum
Contamination Charge - per occurrence ⁶	\$101.19	\$0.00	\$101.19	\$1.33	\$0.00	\$0.00	\$102.52	\$0.00	\$102.52
Cart Swap / Cleaning Charge	\$58.59	\$0.00	\$58.59	\$0.77	\$0.00	\$0.00	\$59.36	\$0.00	\$59.36
Bin Swap / Cleaning Charge	\$133.16	\$0.00	\$133.16	\$1.74	\$0.00	\$0.00	\$134.90	\$0.00	\$134.90

Note: Additional disposal fees for non-standard items (box springs, tires, televisions, etc) charged by Yolo County or City designated landfill will be charged to the customer when it is possible to identify the customer in violation.

[1] Excess Yardage/Snapshot service fee would apply to Commercial Customers each time a Customer's Bin or Debris Box is overloaded. Driver documents the conditions with photographs, which are used by the Company in subsequent Customer contact.

[2] The Inactivity service fee would be charged if a Customer has a Debris Box, temporary Bin, or Compactor longer than the 14-day rental period without scheduling a pickup. On the 15th day and going forward, the customer would be charged an additional \$12.28 per day. The maximum fee per month is \$184.22.

[3] The Reactivation service fee would be charged for administrative costs to restart a Commercial Customer account that has been terminated pursuant to Section 7.1.2 of the Agreement due to non-payment.

[4] A Commercial Customer may receive one container exchange every four (4) years at no charge. In addition, each Commercial Customer shall receive new containers at no charge if the container is damaged through normal wear and tear or through no fault of the Customer. Additional exchanges, either as a result of a Customer's request or because of Customer-caused damage to the container, will result in the Container Exchange Fee.

[5] The Delivery service fee would be charged for the delivery of a container to a Commercial Customer that is restarting services that were previously terminated pursuant to Section 7.1.2 of the Agreement due to non-payment.

[6] If a Customer's container is contaminated more than twice in the last twelve (12) months of service, and Company has left non-collection notices on each such instance, then Company may apply a contamination charge per occurrence over the succeeding twelve (12) months.



**Waste Management of Woodland
City of Woodland
Debris (RO) Box Rate Adjustment Effective 1/1/21**

CPI % Change	1.31%	A
MSW Disposal Increase	1.47%	B1
Green Waste Disposal Increase	9.40%	B2
Mixed Food Increase	1.82%	B3
C&D Disposal Increase	10.69%	B4
MSW Disposal Capture	2.78%	C1
Green Waste Disposal Capture	10.71%	C2
Mixed Food Disposal Capture	3.13%	C3
C&D Disposal Capture	12.00%	C4

Current Disposal Costs	
Municipal Solid Waste	\$53.32
Green Waste	\$62.00
Mixed Food / Green	\$66.00
C&D	\$70.00
Clean Wood	\$0.00
Mixed Wood	\$62.00
OCC	\$0.00
Recycle	\$0.00

	Current Monthly Rate Effective 1/1/2020	Previous Period Disposal Catch Up (7/1/19 through 12/31/19)	Current Monthly Base Rate	CPI Increase	Disposal Portion of the Current Base Rate	Disposal Increase	New Monthly Base Rate w/o Disposal Catchup	Six Month - Disposal Catch Up (7/1/20 through 12/31/20)	New Monthly Rate w/ Disposal Catchup eff 1/1/2021
	D	E	F=D-E	G=F*A	H	I=H*B	J=F+G+I	K=(H*C)/2	L=J+K
MSW - Haul Rate									
20 Yards - Includes 2 tons	\$251.88	\$1.28	\$250.60	\$3.28	\$93.48	\$1.37	\$255.25	\$1.30	\$256.55
25 Yards - Includes 2.5 tons	\$315.01	\$1.60	\$313.41	\$4.11	\$116.83	\$1.71	\$319.23	\$1.62	\$320.85
30 Yards - Includes 3 tons	\$377.64	\$1.92	\$375.72	\$4.92	\$140.20	\$2.05	\$382.69	\$1.95	\$384.64
40 Yards - Includes 4 tons	\$503.54	\$2.57	\$500.97	\$6.56	\$186.91	\$2.74	\$510.27	\$2.59	\$512.86
50 Yards - Includes 5 tons	\$613.82	\$3.21	\$610.61	\$8.00	\$233.65	\$3.42	\$622.03	\$3.24	\$625.27
Green Waste - Haul Rate									
20 Yards - Includes 2 tons	\$247.46	\$1.72	\$245.74	\$3.22	\$94.83	\$8.92	\$257.88	\$5.08	\$262.96
25 Yards - Includes 2.5 tons	\$309.48	\$2.15	\$307.33	\$4.03	\$118.54	\$11.15	\$322.51	\$6.35	\$328.86
30 Yards - Includes 3 tons	\$371.03	\$2.58	\$368.45	\$4.83	\$142.26	\$13.38	\$386.66	\$7.62	\$394.28
40 Yards - Includes 4 tons	\$494.74	\$3.45	\$491.29	\$6.44	\$189.67	\$17.84	\$515.57	\$10.16	\$525.73
50 Yards - Includes 5 tons	\$602.80	\$4.31	\$598.49	\$7.84	\$237.08	\$22.30	\$628.63	\$12.70	\$641.33
Mixed Wood - Haul Rate									
20 Yards - Includes 2 tons	\$258.61	\$1.91	\$256.70	\$3.36	\$105.13	\$9.89	\$269.95	\$5.63	\$275.58
25 Yards - Includes 2.5 tons	\$323.43	\$2.39	\$321.04	\$4.21	\$131.42	\$12.36	\$337.61	\$7.04	\$344.65
30 Yards - Includes 3 tons	\$387.76	\$2.86	\$384.90	\$5.04	\$157.70	\$14.83	\$404.77	\$8.45	\$413.22
40 Yards - Includes 4 tons	\$517.04	\$3.82	\$513.22	\$6.72	\$210.27	\$19.77	\$539.71	\$11.26	\$550.97
50 Yards - Includes 5 tons	\$630.70	\$4.77	\$625.93	\$8.20	\$262.85	\$24.72	\$658.85	\$14.08	\$672.93
C&D - Haul Rate									
20 Yards - Includes 2 tons	\$281.34	\$4.24	\$277.10	\$3.63	\$94.79	\$10.13	\$290.86	\$5.69	\$296.55
25 Yards - Includes 2.5 tons	\$351.85	\$5.30	\$346.55	\$4.54	\$118.49	\$12.67	\$363.76	\$7.11	\$370.87
30 Yards - Includes 3 tons	\$421.86	\$6.36	\$415.50	\$5.44	\$142.19	\$15.20	\$436.14	\$8.53	\$444.67
40 Yards - Includes 4 tons	\$562.51	\$8.48	\$554.03	\$7.26	\$189.59	\$20.27	\$581.56	\$11.38	\$592.94
50 Yards - Includes 5 tons	\$687.52	\$10.60	\$676.92	\$8.87	\$236.97	\$25.33	\$711.12	\$14.22	\$725.34
Clean Wood - Haul Rate									
20 Yards	\$131.70	\$0.00	\$131.70	\$1.73	\$0.00	\$0.00	\$133.43	\$0.00	\$133.43
25 Yards	\$164.77	\$0.00	\$164.77	\$2.16	\$0.00	\$0.00	\$166.93	\$0.00	\$166.93
30 Yards	\$197.36	\$0.00	\$197.36	\$2.59	\$0.00	\$0.00	\$199.95	\$0.00	\$199.95
40 Yards	\$263.19	\$0.00	\$263.19	\$3.45	\$0.00	\$0.00	\$266.64	\$0.00	\$266.64
50 Yards	\$313.40	\$0.00	\$313.40	\$4.11	\$0.00	\$0.00	\$317.51	\$0.00	\$317.51
Old Corrugated Cardboard (OCC) - Haul Rate									
20 Yards	\$131.70	\$0.00	\$131.70	\$1.73	\$0.00	\$0.00	\$133.43	\$0.00	\$133.43
25 Yards	\$164.77	\$0.00	\$164.77	\$2.16	\$0.00	\$0.00	\$166.93	\$0.00	\$166.93
30 Yards	\$197.36	\$0.00	\$197.36	\$2.59	\$0.00	\$0.00	\$199.95	\$0.00	\$199.95
40 Yards	\$263.19	\$0.00	\$263.19	\$3.45	\$0.00	\$0.00	\$266.64	\$0.00	\$266.64
50 Yards	\$313.40	\$0.00	\$313.40	\$4.11	\$0.00	\$0.00	\$317.51	\$0.00	\$317.51
Recycle - Haul Rate									
20 Yards	\$131.70	\$0.00	\$131.70	\$1.73	\$0.00	\$0.00	\$133.43	\$0.00	\$133.43
25 Yards	\$164.77	\$0.00	\$164.77	\$2.16	\$0.00	\$0.00	\$166.93	\$0.00	\$166.93
30 Yards	\$197.36	\$0.00	\$197.36	\$2.59	\$0.00	\$0.00	\$199.95	\$0.00	\$199.95
40 Yards	\$263.19	\$0.00	\$263.19	\$3.45	\$0.00	\$0.00	\$266.64	\$0.00	\$266.64
50 Yards	\$313.40	\$0.00	\$313.40	\$4.11	\$0.00	\$0.00	\$317.51	\$0.00	\$317.51
Concrete / Dirt									
15 Yards - no included tonnage	\$180.83	\$0.00	\$180.83	\$2.37	\$0.00	\$0.00	\$183.20	\$0.00	\$183.20
Compactor Rates									
Haul Rate - Per Yard - includes tonnage	\$21.50	\$0.03	\$21.47	\$0.28	\$1.88	\$0.03	\$21.78	\$0.03	\$21.81

Ancillary / Misc Fees									
State Mandated Fee - Per yard times 4.3 weeks/month	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25	\$0.00	\$0.25
Debris Box Roll-Top Fee Per Haul	\$26.64	\$0.00	\$26.64	\$0.35	\$0.00	\$0.00	\$26.99	\$0.00	\$26.99
Bad / Returned Check Fee	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
Snapshot Fee - Per Occurrence ¹	\$53.83	\$0.00	\$53.83	\$0.71	\$0.00	\$0.00	\$54.54	\$0.00	\$54.54
Trip Charge ²	\$106.57	\$0.00	\$106.57	\$1.40	\$0.00	\$0.00	\$107.97	\$0.00	\$107.97
Inactivity Fee - Per Day (No activity for over 14 days) ³	\$12.12	\$0.00	\$12.12	\$0.16	\$0.00	\$0.00	\$12.28	\$0.00	\$12.28
Inactivity Fee - Maximum per month ³	\$181.84	\$0.00	\$181.84	\$2.38	\$0.00	\$0.00	\$184.22	\$0.00	\$184.22
Reactivation Fee - due to non-payment ⁴	\$37.68	\$0.00	\$37.68	\$0.49	\$0.00	\$0.00	\$38.17	\$0.00	\$38.17
Container Exchange Fee ⁵	\$161.48	\$0.00	\$161.48	\$2.12	\$0.00	\$0.00	\$163.60	\$0.00	\$163.60
Delivery Fee ⁶	\$161.48	\$0.00	\$161.48	\$2.12	\$0.00	\$0.00	\$163.60	\$0.00	\$163.60
Late Charge	2.5% of balance, \$5.00 minimum	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2.5% of balance, \$5.00 minimum
Debris Box Fuel Surcharge ⁷	See below	N/A	N/A	N/A	N/A	N/A	N/A	N/A	See below
Contamination Fee ⁸	See below	N/A	N/A	N/A	N/A	N/A	N/A	N/A	See below

Note: Additional disposal fees for non-standard items (box springs, tires, televisions, etc) charged by Yolo County or City designated landfill will be charged to the customer when it is possible to identify the customer in violation.

[1] Excess Yardage/Snapshot service fee would apply to Commercial Customers each time a Customer's Bin or Debris Box is overloaded. Driver documents the conditions with photographs, which are used by the Company in subsequent Customer contact.

[2] The Trip Charge would apply when a Commercial Customer schedules a Debris Box service call that is not needed after Company arrives at the Customer location. Company must be given a 24 hour cancellation notice by the Customer.

[3] The Inactivity service fee would be charged if a Customer has a Debris Box, temporary Bin, or Compactor longer than the 14-day rental period without scheduling a pickup. On the 15th day and going forward, the customer would be charged an additional \$12.28 per day. The maximum fee per month is \$184.22.

[4] The Reactivation service fee would be charged for administrative costs to restart a Commercial Customer account that has been terminated pursuant to Section 7.1.2 of the Agreement due to non-payment.

[5] A Commercial Customer may receive one container exchange every four (4) years at no charge. In addition, each Commercial Customer shall receive new containers at no charge if the container is damaged through normal wear and tear or through no fault of the Customer. Additional exchanges, either as a result of a Customer's request or because of Customer-caused damage to the container, will result in the Container Exchange Fee.

[6] The Delivery service fee would be charged for the delivery of a container to a Commercial Customer that is restarting services that were previously terminated pursuant to Section 7.1.2 of the Agreement due to non-payment.

[7] The attached fuel Surcharge rate table will be applied to only the Debris Box line of business and will be calculated based on the cost of fuel on a monthly basis. This will be a line item on the customer's monthly bill.

[8] The contamination fee is a pass-through contamination and/or administration fee imposed on by the landfill or disposal site for contaminated loads.



**Waste Management of Woodland
City of Woodland
CPI Adjustment Calculation**

CPI ADJUSTMENT CALCULATION		
CPI Adjustment 2019 to 2020:		
Consumer Price Index (CPI for <i>All Urban Consumers</i>) ¹		
Index August 2020	259.918	A
Index August 2019	256.558	B
Percentage change of index	1.31%	C = (A-B)/B
Contractually allowed maximum % of CPI (Section 7.3)	5%	I
Allowed Price Adjustment: Lower of Annual CPI Adjustment (C) or contractually allowed max. % increase (I)	1.31%	J
Internet Hyperlink to Indices:		
http://data.bls.gov/cgi-bin/srgate		



**Waste Management of Woodland
City of Woodland
CPI Adjustment Calculation**

Consumer Price Index - All Urban Consumers

Series Id: CUUR0000SA0

Not Seasonally Adjusted

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

Aug-20	259.918
Aug-19	256.558

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432	240.007
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524	245.12
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233	251.107
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974	
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918					

**Waste Management of Woodland
City of Woodland
Disposal Increase Calculations**

7.3.2 Disposal Fee Adjustment. Subject to the provisions of Section 7.3.4 regarding the time for making such a request, the Service Rates Shall be increased following an increase in the Disposal Fees. The Disposal Fee increase will be submitted at the time of the annual rate adjustment. The increase is subject to the provisions of Section 7.3.5 regarding the effective date of such increases and compensatory mechanisms for Disposal Fee increases for time periods prior to the effective date. Such increases shall be equal to the amount derived by multiplying (A) the portion of the previous Service Rate representing Disposal Costs by (B) the percentage increase in the Disposal Fees, and reducing that product (but not below zero) by an amount equal to the CPI adjustment (or, if less, the change in the U.S.C.P.I. between the date of the most recent Disposal Fee increase and the most recent month for which the U.S.C.P.I. is available).

Yolo County Landfill - MSW Disposal Adj Calc		
2020 Disposal Rate - 7/1/20	\$53.32	A
2019 Disposal Rate - 7/1/19	\$51.88	B
Inc (Dec) in Disposal Rate	\$1.44	C=A-B
% Inc (Dec) in Disposal Rate	2.78%	D=C/B
CPI Adj %	1.31%	E
% Inc (Dec) in Disposal Rate Adjustment	1.47%	F=D-E

Yolo County Landfill - Green Waste Disposal Adj Calc		
2020 Disposal Rate - 7/1/20	\$62.00	A
2019 Disposal Rate - 7/1/19	\$56.00	B
Inc (Dec) in Disposal Rate	\$6.00	C=A-B
% Inc (Dec) in Disposal Rate	10.71%	D=C/B
CPI Adj %	1.31%	E
% Inc (Dec) in Disposal Rate Adjustment	9.40%	F=D-E

Yolo County Landfill - Mixed Green / Food Waste		
2020 Disposal Rate - 7/1/20	\$66.00	A
2019 Disposal Rate - 7/1/19	\$64.00	B
Inc (Dec) in Disposal Rate	\$2.00	C=A-B
% Inc (Dec) in Disposal Rate	3.13%	D=C/B
CPI Adj %	1.31%	E
% Inc (Dec) in Disposal Rate Adjustment	1.82%	F=D-E

Yolo County Landfill - C&D Disposal Adj Calc		
2020 Disposal Rate - 7/1/20	\$70.00	A
2019 Disposal Rate - 7/1/19	\$62.50	B
Inc (Dec) in Disposal Rate	\$7.50	C=A-B
% Inc (Dec) in Disposal Rate	12.00%	D=C/B
CPI Adj %	1.31%	E
% Inc (Dec) in Disposal Rate Adjustment	10.69%	F=D-E

Yolo County Landfill - MSW Disposal History	
Year	Disposal Rate
2020 Disposal Rate - 7/1/20	\$53.32
2019 Disposal Rate - 7/1/19	\$51.88
2nd 2018 Disposal Rate - 11/04/18	\$50.48
1st 2018 Disposal Rate - 7/1/18	\$46.55
2017 Disposal Rate - 7/1/17	\$45.20
2016 Disposal Rate - 7/1/16	\$43.87
2015 Disposal Rate - 7/1/15	\$42.72
2014 Disposal Rate - 7/1/14	\$41.71
2013 Disposal Rate - 7/1/13	\$40.58
2012 Disposal Rate - 7/1/12	\$39.63
2011 Disposal Rate - 7/1/11	\$38.78

Yolo County Landfill - Green Waste Disposal History	
Year	Disposal Rate
2020 Disposal Rate - 7/1/20	\$62.00
2019 Disposal Rate - 7/1/19	\$56.00
2018 Disposal Rate - 7/1/18	\$54.00
2017 Disposal Rate - 7/1/17	\$54.00
2016 Disposal Rate - 7/1/16	\$52.00
2015 Disposal Rate - 7/1/15	\$36.00

Yolo County Landfill - Mixed Green / Food History	
Year	Disposal Rate
2020 Disposal Rate - 7/1/20	\$66.00
2019 Disposal Rate - 7/1/19	\$64.00
2018 Disposal Rate - 7/1/18	\$62.00
2017 Disposal Rate - 7/1/17	\$54.00
2016 Disposal Rate - 7/1/16	\$52.00
2015 Disposal Rate - 7/1/15	\$36.00

Yolo County Landfill - C&D Disposal History	
Year	Disposal Rate
2020 Disposal Rate - 7/1/20	\$70.00
2019 Disposal Rate - 7/1/19	\$62.50
2018 Disposal Rate - 7/1/18	\$57.00
2017 Disposal Rate - 1/1/17	\$69.50
2016 Disposal Rate - 7/1/16	\$57.00
2015 Disposal Rate - 7/1/15	\$49.00



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: H.24
SUBJECT: Designation and Rotation of Mayor and Mayor Pro Tempore

Recommendation for Action: Staff recommends that the City Council designate the Council members to serve as Mayor and Mayor Pro Tempore for the next twelve months, pursuant to Article II of the Woodland Municipal Code and provide direction to staff on whether to return with amendments to the Municipal Code as necessary to make any adjustments to the rotation.

Staff Contact

Ken Hiatt, City Manager, (530) 661-5800, ken.hiatt@cityofwoodland.org

Fiscal Impact

There is no fiscal impact associated with the staff recommendation contained in this report.

Background

The Municipal Code provides that during the first City Council meeting following the certification of election results, and the first City Council meeting in December of every odd year beginning in 2017, the Council shall meet and designate the Mayor for the following year. The Code additionally provides that the Council member who served as Mayor Pro Tempore immediately prior to this meeting shall be designated as Mayor. (Woodland Municipal Code section 2.08.010.) The Mayor Pro Tempore is designated pursuant to Municipal Code Section 2.08.030. This section provides that the Mayor Pro Tempore shall be selected from among the Council members on a rotating basis in accordance with their district numbers and shall perform the duties of the mayor during the mayor's absence or disability. Both the Mayor and the Mayor Pro Tempore serve at the pleasure of the Council. (Municipal Code Sections 2.08.010, 2.08.030.)

This language provides that in general, the Mayor and Mayor Pro Tempore positions rotate through the Districts on an annual basis in sequential order, with each district representative serving one year as Mayor Pro Tempore, then the next year as Mayor, then rotating out of the position.

Discussion

Currently Council member Rich Lansburgh (District 1) serves as Mayor and Council member Tom Stallard (District 2) serves as Mayor Pro Tempore. The normal process under the Municipal Code would be for Mayor Pro Tempore Stallard to be designated Mayor at the December 15 meeting, and the representative of District 3 (currently Councilmember Angel Barajas, though his resignation will be effective on December 16) would be designated as Mayor Pro Tempore for the coming year.

At the November 17th meeting, Mayor Pro Tempore Stallard proposed that the current Mayor Lansburgh be given the opportunity to serve a second year as Mayor, given the fact that his role as Mayor over the past year has been constrained in many ways due to COVID-19.

As noted above, both the Mayor and the Mayor Pro Tempore serve at the pleasure of the Council as a whole. That means that a majority of the Council, at its discretion, can remove the Mayor or Mayor Pro Tempore from

their position, or appoint a Council member as Mayor or Mayor Pro Tempore other than the member dictated by Sections 2.08.010 and 2.08.030. As a result, if it is the Council's pleasure to pursue Mayor Pro Tempore Stallard's proposal, it could appoint Rich Lansburgh to serve as Mayor and Tom Stallard to serve as Mayor Pro Tempore for the coming year. Then next year Tom Stallard would become Mayor and the District 3 representative would become Mayor Pro Tempore, and the rotation of those positions would continue in the normal manner in the following years. This step could be taken at the December 15 meeting, if the Council desires to do so.

However, if the Council takes this approach and then continues with the normal rotation, Council member Mayra Vega (District 5) would not have the opportunity to serve as Mayor during her current term on the Council, while she would have that opportunity in the final year of her term under the normal rotation. Should the Council want to make additional changes to the order of rotation to the Mayor and Mayor Pro Tempore positions going forward to ensure that Council member Vega will have the opportunity to serve as Mayor in her current term, the Council could change the order of rotation to so that the future order would be as follows: District 1; District 2; District 4; District 5; and District 3. Alternatively, the rotation could reset back to the current order after the District 5 in this scenario serves its Mayoral term. However this would create a longer gap for District 3. Any change in the numerical sequence would require an amendment to the City's Code to provide for that change in the normal order of rotation. If Council directs staff to do so, we could return at the first meeting in January with an ordinance to make the necessary changes to the Municipal Code to implement this or another change in the rotation of the positions.

Conclusion

Staff recommends that the City Council designate the Council members to serve as Mayor and Mayor Pro Tempore for the next twelve months, pursuant to Article II of the Woodland Municipal Code and provide direction to staff on whether to return with amendments to the Municipal Code as necessary to make any adjustments to the rotation.



Ken Hiatt
City Manager

Attachments:

1. Woodland Municipal Code Ch 2 Mayor and Mayor Pro Tempore

Chapter 2.08 MAYOR AND MAYOR PRO TEMPORE

2.08.010 Appointment and removal.

A. During the first City Council meeting following the certification of election results after any general municipal City election at which Council members are elected and during the first City Council meeting in December of every odd year beginning in 2017, the City Council shall meet and designate its presiding officer who shall have the title of Mayor. The Council member who served as Mayor Pro Tempore in accordance with Section [2.08.030](#) immediately prior to this meeting shall be designated as Mayor. The Mayor shall serve a term of one year. The Mayor shall serve in this capacity at the pleasure of the City Council.

B. Should the person who was selected as Mayor Pro Tempore in accordance with Section [2.08.030](#) no longer be a Council member at the time of the above-referenced meeting, the remaining Council members shall select one of their number as Mayor by a majority vote. (Prior code § 2-2-1)

2.08.020 Duties of Mayor.

The Mayor shall perform those duties required by law or which, consistent with the office, the Mayor voluntarily assumes within the limitations of the law and the limitations imposed by the Council. (Prior code § 2-2-2)

2.08.030 Mayor Pro Tempore.

At the same meeting at which the Mayor is selected in accordance with Section [2.08.010](#)(A), the City Council shall also designate one of its members as Mayor Pro Tempore, who shall perform the duties of the Mayor during the Mayor's absence or temporary disability. The Mayor Pro Tempore shall be selected from among the Council members on a rotating basis in accordance with their district numbers. The Mayor Pro Tempore shall serve in this capacity for one year and shall serve at the pleasure of the City Council. (Prior code § 2-2-3)

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TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 15, 2020
ITEM #: H.25
SUBJECT: Filling of City Council District 3 Vacancy

Recommendation for Action: Staff recommends that the City Council discuss options for filling the pending vacancy of Council District 3 and provide direction to staff on next steps.

Staff Contact Ken Hiatt, City Manager, 661-5800, ken.hiatt@cityofwoodland.org

Fiscal Impact

Depending on the Council's decision related to the process for selecting an individual to fill the expected Council vacancy, the City could incur additional costs. Specifically, if the City Council decides to hold an election to fill the vacancy, the City will incur an expenses associated with holding a special election in 2021. Staff has requested an updated estimate form the Yolo County Elections Office on the cost for a special election in 2021. The elections office indicated that the cost is difficult to estimate given the uncertainty as to the method of voting and any associated modified procedures given the pandemic. In late, January they anticipate finalizing their costs for the November 2020 election and will have a better ability to offer an estimate.

Background

Councilmember Barajas (District 3), has been elected to serve on the Yolo County Board of Supervisors and has tendered his resignation effective December 16, 2020. Mr. Barajas' departure from the City Council raises a number of procedural issues for the City Council.

Government Code section 36512(b) provides that a vacancy in an elective office on a local governing board must, within 60 days from the commencement of the vacancy, be filled by either a) an appointment or b) the calling of a special election. A vacancy commences on the date that a letter of resignation is submitted to the City Clerk, or in this case, December 1, 2020. (Government Code section 1770(c)(2).) Government Code section 36512 also sets forth certain procedural requirements if a vacancy occurs in the first half of a councilmember's term. As the vacancy will occur in the second half of Councilmember Barajas' term, and the rest of this report proceeds under this basis.

Discussion

1. Process for Filling a Vacant Seat on the City Council: Election or Appointment

As a general matter, the City Council may fill a vacant seat by appointment or call a special election to fill the vacancy within 60 days from the commencement of the vacancy. The City Council may not fill the vacancy, though, until the seat actually becomes vacant. As Council member Barajas submitted his resignation on December 1st, the Council will have until January 29, 2021 to either fill the vacancy by appointment or vote election. See further discussion below regarding timing of call for special election by all mail or regular

election.

1. Filling the Seat By Appointment

If the City Council chooses to fill the vacancy by appointment, it may solicit applications from interested, eligible Woodland residents who reside within District 3. The City Council would review the applications and interview the applicants. The interviews could be conducted by an ad hoc committee of the Council formed specifically for this purpose, or the City Council as a body could interview all of the applicants. If the City Council interviews the applicants, those interviews must be conducted in open session. The Brown Act does not permit a closed session for this purpose.

The City Council previously decided to appoint a Councilmember following Councilmember Bill Marble's resignation in 2016 and Councilmember Jeff Monroe's resignation in 2010.

1. Filling the Seat by an Election

If the City Council calls a special election, the special election shall be held on the next regularly established election date not less than 114 days from the call of the special election. A person elected to fill a vacancy would hold office for the unexpired term of the former incumbent.

If the Council chooses to fill the seat by an election, the Council would need to call a special election. The next available special election date would be June 8, 2021. The last day to call a special election for June 8, 2021 will be January 19th in order to meet the County's requirements. Alternatively, the Council could call for the election as part of the November 2, 2021 general election but would add an additional five months to time during which District 3 would be unrepresented. Only registered voters within District 3 would vote for City Council candidates for this vacancy. The City would bear the cost of the election.

Conclusion

Staff recommends that the City Council discuss options for filling the pending vacancy of Council District 3 and provide direction to staff on next steps.

Prepared by: Ken Hiatt, City Manager



Ken Hiatt
City Manager

Attachments:

None