

CITY OF YUBA CITY
STAFF REPORT

Date: August 18, 2015
To: Honorable Mayor and Members of the City Council
From: Administration
Presentation By: Steve Kroeger, City Manager

Summary

Subject: Fiscal Year 2015-2016 City Council Priorities and Goals Progress Report

Recommendation: Note & File the 2015-16 City Council Priority and Goals Semi-Annual Progress Report

Fiscal Impact: Informational item only

Purpose:

Provide information on the status of the adopted City Council Priorities and Goals for Fiscal Year 2015-2016.

Background:

The City Council's long standing priorities were reconfirmed and expanded at their Goal Setting workshop in March 2015:

- Public Safety (Police, Fire, Flood Control)
- Develop our Economy
- Maintain and Improve our Infrastructure
- Develop Our Organization
- Prepare for Growth
- Enhance Our Image/Reputation

Additionally, the Council was clear in their direction that they are equally supportive of ongoing City initiatives that are actively underway.

Analysis:

Using the FY 2015-16 Goals and Priority Report that was adopted by Council, Executive Staff developed a working document, establishing and mapping out the next steps and timelines to advance and meet the goals of the Council's priorities. Staff's working document is designed to be dynamic and is continually changing as projects progress.

The attached Progress Report lists the milestones and completed projects that are specifically addressed by Council. As projects are completed and milestones met, other identified projects will be added and updates provided to Council in a future progress report.

Fiscal Impact:

Informational item only.

Recommendation:

Note & File the 2015-16 City Council Priority and Goals Semi-Annual Progress Report

Attachments:

- 2015-16 City Council Priority and Goals Progress Report

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Finance

/s/ RB

City Attorney

/s/ TH (via e-mail)



Progress Report 2015-2016 City Council Goals & Priorities August 18, 2015

- **Public Safety: Police, Fire, Flood Control**
 - **Provide Police Services to Walton Area**
- **Develop Our Economy**
- **Maintain and Improve Our Infrastructure**
- **Develop Our Organization**
 - **Leadership Development**
- **Prepare for Growth**
- **Enhance Our Image/Reputation**

Public Safety: Police, Fire, Flood Control

Initiatives Progress Report

- **Hire the staffing needed to support identified shortages of essential police personnel, with emphasis on Police Officers and Dispatchers**
 - The Police Department and Human Resources continue to work on this shortage. It is a nationwide phenomenon that continues to plague all law enforcement. We continue to be short staffed in Patrol by 10 openings of sworn officers out of a fully staffed goal of 64 sworn. Dispatchers are almost fully staffed and we have one current vacancy. Human Resources and the Police Department have identified several practices that other agencies have used successfully. Sponsoring Cadets through the Academy, conducting testing at Police Academies and looking into potential bonuses for lateral officers (currently employed at another agency). Our goal is to sponsor 5 new cadets into the next academy. Bonuses are being researched and the academy cadets will likely have a contractual agreement to remain at our agency for a specified period of time.
- **Ensure Funding is Sufficient to continue the Gang Task Force and Net-5 Staffing levels**
 - With the adoption of the Yuba City Operating Budget in June, the program is funded through FY 2015-2016.
- **Advance Yuba City's Clean & Safe Campaign**
 - (See "Enhance our Image/Reputation" section for list of outcomes)
- **Develop Long-term Vehicle Replacement and Large Ancillary Plans for Fire Services**
 - A strategic plan for the funding and replacement of Fire Department vehicles and older ancillary safety equipment was developed. As part of the plan, new turn-out clothing and firefighting helmets were purchased for all firefighters as well as six new thermal imaging cameras. Other future long-term plans are:
 - New multi-purpose engine for Hazardous Materials Response, on-scene lighting and air supply.
 - New Fire engine
 - Jaws of Life Extrication Equipment purchases with Homeland Security and Assistance to Firefighter Grants

Develop Our Economy

Initiatives Progress Report

- **Five-year Economic Development Work Plan**

- The Economic Development Commission, City Staff, the Chamber of Commerce, and Sutter County are working to establish a private sector initiated business incubator program and are applying for a \$20,000 PG&E Grant to fund the first year of the project.
- In coordination with the Yuba-Sutter Chamber of Commerce, the Economic Development Commission is working to establish “Yuba-Sutter Bizworks”. Bizworks is a non-profit small business incubator program offering office and warehouse space to new businesses and those transitioning from a non-traditional environment, such as their garage or dining room. The goal is to cultivate new and emerging businesses that will contribute to the economic vitality of Yuba-Sutter Region through job creation and capital investment.
- **Open Counter – Improved Customer Service Online Tools**
 - Under direction and support of the Economic Development Commission, the City is establishing a new online system to improve our customer service and building and planning processes for new businesses and development projects. The two new websites are: yubacity.zoningcheck.com and yubacity.opencounter.us.
- **National Resource Network - Workforce Development**
 - In July 2015, the National Resource Network met with City Staff, Business Leaders and Sutter County Superintendent of Schools to begin the development of a comprehensive labor market and asset mapping exercise focused on workforce development programs and funding in order to strengthen the City’s job readiness pipeline.
- **Enhance Collaboration between K-12 Schools & EDC**
 - A new Junior Achievement Program is actively being developed within the community. An Advisory Committee has developed with over 20 participants with representatives from the City, the School District, and Community members.

Maintain and Improve Our Infrastructure

Initiatives Progress Report

- **Remodel Fire Station 2 for ADA Improvements**
 - Phase 2 construction completed (remaining site work on back parking lot and building addition pad).
 - Plans for final Phase 3 new addition and interior remodel are beginning.
- **Develop a Plan to bring a Public Safety Training Center/EOC Facility to Yuba City**
 - The PSTC Committee is finalizing a Site Plan for a Yuba City Emergency Operations Center/Public Safety Training Center which is planned to be adjacent to Fire Station 4. Staff is applying for a grant from the Department of Water Resources to help with EOC upgrades.
- **Advance Fifth Street Bridge Replacement Project**

- Received authorization to proceed with final design and right-of-way acquisition on May 19, 2015. Design is expected to be complete in September 2016, with right-of-way certification in December 2016, and construction taking place 2017-2018.
- **Prepare Water & Wastewater Rate Study**
 - NBS is preparing draft water and wastewater rate studies. The schedule is to introduce the proposed rates to Council in October and conduct the Proposition 218 proceedings this fall. The goal is to have the new rates in early 2016.
- **Pavement Management System**
 - Our consultant is currently conducting field surveys for development of the Pavement Management System.
- **Road Rehabilitation Projects**
 - Bridge Street Reconstruction – Cooper Ave to Plumas Street – Project will go out to bid in August 2015.
 - Garden Highway – Winship Road to Lincoln Road
 - Working on right-of-way acquisition at 928 Garden Highway. If we can receive the authorization to proceed with construction from Caltrans soon after the right-of-way certification is completed, there is a chance that we can start construction this fall. If the authorization is delayed by Caltrans, then we will not be able to start until spring 2016.
 - Bogue Road – Railroad Ave to Garden Highway
 - Construction scheduled for summer 2016
 - 5th Street Bridge Replacement Anticipated Project Schedule:
 - Complete Permitting: Winter 2016/17
 - Complete Right of Way Certification: Winter 2016/17
 - Construction: Begin summer 2017 (2-year project)
 - Bridge Street Widening – Gray to Cooper
 - RFP Issued: Winter 2015-16
 - Determined Design Alternatives: Winter 2015-16
 - Citywide Traffic Model and Hwy 99 Feasibility Study
 - Issue RFP for Project Study Report : Winter 2015-16
- **Construct Low Lift Pump Station Security Improvements**
 - Construction is expected to be complete in late August 2015.
- **Meet 2020 Target – Water Conservation Bill of 2009**
 - In 2015, Issued 1,585 first violation notices, 359 second violation notices, 47 third violation notices, 5 fourth violation notices, and one fifth violation notice.
 - Sent out Home Water Reports to approximately 5,500 water customers via WaterSmart.
 - Obtained a grant for high efficiency washing machine rebate program.
 - **Achieved 31% conservation in June 2015.**

- Conducted “Mulch Madness” workshop in July with three more workshops scheduled in August through October.

- **Water Treatment Facility Improvements**

- Water Loss Control Assessment
 - The contract award will be brought to the City Council in September.
- Backwash Recovery
 - West Yost Associates submitted a draft technical evaluation on July 22, 2015 of emergency backup water supply alternatives including backwash recovery at the Water Treatment Plant.

- **Wastewater Treatment Facility Improvements**

- A Contract was awarded to RMC for the preparation of preliminary design/technical memos for 13 projects:
 1. Barscreen replacement/addition
 2. Grit removal facility evaluation
 3. High purity oxygen system
 4. New secondary clarifier
 5. Rehabilitation of existing clarifiers
 6. Evaluate disinfection system alternatives
 7. Digester improvements
 8. New septic receiving station
 9. New cogeneration system
 10. Digested sludge dewatering facility rehabilitation/replacement
 11. Electrical/instrumentation evaluation and improvements
 12. New effluent outfall diffuser
 13. Evaluation of advanced treatment options

- **Evaluate Water Taste/Odor Control System**

- The Water Treatment Plant has received very few taste and odor complaints over the last few months.

- **Aquifer Storage Recovery**

- Public Works hired West Yost Associates to develop an action plan for the implementation of Aquifer Storage Recovery at the Water Treatment Plant. The action plan provides recommendations for additional aquifer characterization including installation of a monitoring well in the deep aquifer to collect groundwater quality samples and installation of two to three additional shallow wells to further evaluate groundwater quality, flow direction and rate. The next step will be to bid the installation of the monitoring wells.

- **Construct New Outfall Diffuser**

- Hired a consultant to obtain permits and prepare environmental documents.

- **Energy Efficient Improvements**

- Opterra continues to work on energy efficiency improvements throughout the City including the installation of solar panels and solar hot water heating at GAP and installation of solar panels at the Water Treatment Plant.

Develop Our Organization

Initiatives Progress Report

• Establish Programs for Employee Professional Development

- UC Davis - Cultivating the Leader Within Program. Over the last year, 30 City employees have been attending intensive instruction on what it takes to be a leader in our organization. Classes are held offsite with instructors provided by UC Davis. Classes that have been completed are:
 - Taking Initiative: Becoming a Leader
 - Communication Skills at Work
 - How to Work with Difficult People
 - Delivering Top Quality Customer Service
 - Discover your Strengths

The final class being held in September will be “Developing Emotional Intelligence”. After the training is completed, the organizers and participants will be discussing the next steps on how to put into practice what has been learned.

- Leadership Academy. Thirteen current employees have been chosen by the Executive team and the City Manager’s Office to participate in a Leadership Academy September 27th to October 2nd. Topics will revolve around core leadership principles: Servant’s Heart; Integrity; Ethical; Disciplined; Accountable; Approachable; Listener; Innovator; Motivator; and Effective Leadership.

• Emergency Preparedness and Public Safety Training

- Fire Department staff are currently working on updating the Emergency Management Preparedness Manual, Slow Rise Flood Plan and Multi-hazard Plan. Future training is being developed for the City Council and all employees regarding expectations and responsibilities on how the City will respond during an emergency. Training will include a Table Top Exercise to be scheduled at the EOC at Fire Station 4.

Prepare for Growth

Initiatives Progress Report

• Facilitate the processing of the City’s Sphere of Influence to the south which includes the entitlement of the new Newkom Ranch development project.

- City Staff met with the applicant and consultant to establish a timeline. Staff will be presenting a contract for Council consideration before the end of the year.

• Bridge Street Corridor – SR 99 to 5th Street Bridge

- Public Works staff held a public workshop regarding the Bridge St. Reconstruction project. Staff mailed post cards regarding the info for the workshop to properties within 500' of the project limits, and well as the Downtown Business Association. The workshop provided an opportunity for citizens and businesses in the project area to learn more about the project and to exchange information and ideas with the project team.
 - **National Resource Network**
 - The National Resource Network is currently evaluating financing options to extend water and sewer trunk lines to serve new development.
 - **Park Planning for Underserved Areas**
 - In March 2015, the Parks and Recreation Commission identified and adopted the Tierra Buena area as an underserved area and requested staff to move forward with recommendations of locations for a possible future park.
 - Three potential sites have been identified for the development of a new park in the Tierra Buena area.
 - Staff is preparing to apply for a grant through the California Parks and Recreation, Land Water Conservation Fund that allocates funding for the purchase of property or park development that is due in February 2016.
 - **South Yuba City Annexation (the “Key Area”)**
 - The City has prepared and provided a draft joint City/County resolution in support of the annexation of the South Yuba City Key Area to Sutter County. Concurrently, we have identified consultants to assist in the public outreach and annexation process.
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Enhance Our Image/Reputation

Initiatives Progress Report

- **Reduce Vagrancy and Improve Opportunities for New Economic Development through Improved Safety and Blight Removal (*Clean & Safe Program*)**
 - Staff has provided Sutter County with the City’s Vagrancy ordinances for consideration to assist with clean-up of the river bottoms within their jurisdiction to create consistency between agencies.
 - Group feeding activities in the downtown area have been relocated. Vagrancy issues on Plumas street has been declining.
- **Clean and Attractive Medians on Highway 99 and 20**
 - The City entered into an MOU with SACOG for initial funding of the City’s Highway 20 revitalization project. The SACOG grant is being utilized towards the preliminary design of the entire Highway 20 corridor and the complete design of construction ready plans for the segment of Hwy. 20 between Stafford Way and Clark Avenue. Improvements considered will include street trees, sidewalks,

street furniture, lighting, signage, and necessary road improvements to facilitate the implementation of the project.

- **Yuba City Website upgrade and Improvements**

- City Staff has begun the effort to fully redevelop a new Yuba City Website using the newest of technology. The new website will improve our communications and online services to our residents and visitors. This is a major undertaking which requires a significant time of all departments. The new website will be the core of all our communications, including newsletters, Facebook, Comcate (customer service reporting software), and online services. The new website is anticipated to do live in early 2016.

- **Customer Service Improvements**

- During one of our internal training sessions on how to provide quality customer service, the presenter mentioned that “the ideas are just 3% of the effort, 97% is the implementation”. Hence, the City’s “97% Team” was born. The 97% Team is comprised of a cross section of employees whose purpose is to improve our customer service.

As part of our effort to make City Hall more welcoming and customer friendly, the 97% Team has made several modifications to the City Hall lobby: Candy bowls have been placed on customer counters, magazines have been provided in the seating areas and a (seasonal) water station has been provided, and nametags are being worn by frontline customer service staff. The TV is now running a slide show that will be updated weekly with recreation information, City events and public notices, information on water conservation, how to access the City mobile App and how to pay your bills online.

A survey for our citizens to let us know how we are doing is currently being developed to measure our customer service needs.