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**CITY OF WHEATLAND AGENDA
FOR THE REGULAR CITY COUNCIL MEETING
DECEMBER 8, 2020 6:30 P.M.**

CORONAVIRUS DISEASE (COVID-19) ADVISORY

Pursuant to Governor Newsom's Executive Order N-29-20, the meeting will be held via video- and teleconference.

Members of the public are invited to participate via Zoom, which will be used to share slides and other information during the meeting. Use the link below to join the Zoom meeting. If you have a microphone that you can use with your computer, it should be possible to both listen to, and participate in, the meeting through Zoom. If you do not have a microphone, or a headset with a microphone that plugs into your computer via USB port, you will still be able to view the meeting materials on Zoom, but you will need to call into the toll-free telephone conference line to listen and comment during the meeting. Please do not simultaneously use a microphone through Zoom and the telephone conference line. That combination results in audio problems for all participants.

Meeting Information:

To join the meeting from your computer, tablet, or smartphone.

<https://zoom.us/j/99617255852?pwd=Y1BNcFI5YlNhdmorK2dNR2p6VkR6Zz09>

Join the conference call:

1-408-638-0968 Meeting ID: 996 1725 5852

Password: 813021

City Council members and participants are encouraged to join the meeting 10 minutes early to resolve any technical issues before the session begins.

1.0 OPENING MATTERS

- 1.1 Call to Order and Roll Call**
- 1.2 Pledge of Allegiance to the Flag**

2.0 PUBLIC COMMENT

At this time, the public is permitted to address the City Council on non-agendized items. COMMENTS SHOULD NOT EXCEED THREE (3) MINUTES. In accordance with State Law, however, no action or discussion may take place on any item not appearing on the posted agenda. The Council may respond to statements made or questions asked or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the City Clerk's Office related to the proper procedure to place an item on a future City

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Council agenda. The exceptions under which the Council MAY discuss and/or act on items not appearing on the agenda are contained in Government Code §54954.2(b) (1) (2) (3)

****The City encourages you to submit your comments by email to the Wheatland City Clerk, Lisa Thomason, lthomason@wheatlandca.gov. To give the City Clerk adequate time to print out your comments for consideration at the meeting, please submit your Clerk's Office at (530) 633-2761 by 4:30 p.m.**

If you wish to have your comments read to the Council Members during the appropriate Public Comment period, please indicate in the Subject Line "FOR PUBLIC COMMENT" and list the item number you wish to comment on.

Comments that you want read to the Council will be subject to the three-minute time limitation (approximately 350 words). Written comments that are only to be provided to Council and not read at the meeting will be distributed to the Council prior to the meeting.

3.0 CONSENT CALENDAR

- 3.1 Council consideration and adoption of Resolution No. 47-20 approving an update to the Injury and Illness Prevention Program (IIPP)**
- 3.2 Council Discussion and Consideration of Adoption of Resolution No. 46-20 Regarding Collaboration on Infrastructure in South Yuba County**
- 3.3 Community and Economic Development Action Program Year-End Progress Report**

4.0 REGULAR CALENDAR

- 4.1 Resolution Declaring Election Results (L. Thomason)**

Staff recommendation:

Staff recommends council adopt Resolution No. 48-20 Declaring the Results of the November 3, 2020 Election.

- 4.2 Administer Oath of Office to Mayor Rick West and Council Members Lisa McIntosh Pamela Shelton (L. Thomason)**

- 4.3 Council Reorganization and Selection of Mayor and Vice Mayor**

- 4.4 Second reading and approval to adopt Ordinance No. 478 Amendment No. 2 to Third Amended and Restated City of Wheatland Development Agreement Concerning Jones Ranch Subdivision (Caliterra Ranch)**

Staff recommendation:

Staff recommends that the City Council:

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1. Adopt Ordinance No. 478 Amendment No. 2 to Third Amended and Restated City of Wheatland Development Agreement Concerning Jones Ranch Subdivision (Caliterra Ranch); and
2. Waive the full second reading of the ordinance.

4.5 Police Chief Update (D. Sylvester)

4.6 Police Department Vehicle Purchase (D. Sylvester)

Staff recommendation:

Authorize the City Manager to spend up to \$70,000 to purchase and outfit a 2020 Ford Police Interceptor Utility AWD vehicle for use by the Police Department.

5.0 ADJOURNMENT TO REGULAR MEETING OF THE CITY OF WHEATLAND FINANCING CORPORATION

5.1 Wheatland Financing Corporation Annual Meeting (Mahoney)

Staff recommendation:

Staff recommends that the Council designate the Mayor as President of the Corporation, the Vice Mayor as Vice President of the Corporation, the City Clerk as Secretary/Treasurer of the Corporation, and the Senior Account Clerk as Assistant Secretary/Treasurer of the Corporation.

RECONVENE TO REGULAR CALENDAR

6.0 REPORTS

7.0 ADJOURN

**This Agenda is being posted at City Hall and electronically on the City's website, in compliance with Executive Order N-29-20 and the "stay-in-home" Orders currently in effect for Yuba County and the State of California.

**Any individual with a disability who needs assistance or accommodation to participate in this video- and teleconference meeting should call the City Attorney, Jennifer Buckman, at 916-804-0173 or email her at jtb@bkslawfirm.com



CITY OF WHEATLAND

CITY COUNCIL MEETING STAFF REPORT

December 8, 2020

SUBJECT: Council consideration and adoption of Resolution No. 47-20 approving an update to the Injury and Illness Prevention Program (IIPP)

PREPARED BY: Jim Goodwin, City Manager

Recommendation

Staff recommends the City Council adopt Resolution No. 47-20 approving the updated IIPP and authorizing the City Manager to approve future updates to ensure ongoing compliance.

Background/Discussion

State law requires the City of Wheatland to adopt and implement an Injury and Illness Prevention Program (IIPP). The current policy was adopted in 2006. With the help of PARSAC, the IIPP has been updated to meet all current requirements. Resolution No. 47-20 authorizes the City Manager to make future updates as necessary to ensure the policy remains in compliance.

Alternatives

Maintaining an approved plan is required by state law.

Fiscal Impact

There is no General Fund impact triggered by adopting the policy.

Attachments

1. Resolution No. 47-20
2. Injury and Illness Prevention Program updated December 8, 2020

RESOLUTION NO. 47-20

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHEATLAND CALIFORNIA,
APPROVING IMPLEMENTING THE REVISED WHEATLAND INJURY AND ILLNESS
PREVENTION PROGRAM (IIPP) AND AUTHORIZING THE CITY MANAGER TO
IMPLMENT THE IIPP**

WHEREAS, the City Manager, with the assistance of the City's Safety and Risk Management Consultant, revised and updated the Injury and Illness Prevention Program (IIPP) effective April 25, 2006; and

WHEREAS, the revised IIPP document attached hereto as Exhibit A, complies with California Code of Regulations, Title 8, Section 3203 as amended by Assembly Bill 1127 to include a description of plan responsibilities, compliance, communication, hazard assessment, accident/exposure investigations, hazard corrections, training and education and record keeping; and

WHEREAS, the City of Wheatland is committed to provide a safe work environment for all city employees; and

WHEREAS, the City Manager, under the IIPP, has the authority to implement and update the IIPP, and other subordinate compliance plans, as the chief executive of the city under this resolution.

NOW, THEREFORE, LET IT BE RESOLVED, that the City Council of the City of Wheatland hereby approves the revised Wheatland Injury and Illness Prevention Program (IIPP) and authorizes the City Manager and/or the City Manager's designees to implement and update the same.

PASSED AND ADOPTED at a regular meeting of the City of Wheatland of the County of Yuba, State of California on the 8th day of December 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rick West, Mayor

ATTEST:

Lisa J. Thomason, City Clerk

City of Wheatland



REVISION DATE: December 8, 2020

SAFETY POLICY STATEMENT

It is the intention of the City of Wheatland to develop, implement, and administer a comprehensive risk management, safety, and risk control program. The City maintains that our employees and the general public are our most important assets. Therefore, public and employee safety is our greatest responsibility. In all of our assignments, the health and safety of all and the protection of the environment should be the utmost consideration. Employees at all levels of the work force are directed to make safety and health a matter of continuing concern, equal in importance with all other operational considerations. This program is established to emphasize that effective risk management, safety, and risk control are an integral part of management procedures designed to maximize the City's capital and personnel. Although profit is not the goal of municipal operations, the same efficiency that is demonstrated in for-profit organizations is desired to ensure that the City can provide services and maximum the use of each available tax dollar.

Within the operational activities of any endeavor, there may be exposure to personal injury, personal illness, or property damage that may be unintentionally hidden. Reviews of operations should include consideration of problems and/or errors that could occur as it relates to the environment, equipment, job procedures, and personnel. Accidents are unplanned events, and most are preventable. Proper planning can control accidents. All employees are directed to initiate such pre-planning as is necessary to minimize unsafe acts, contain environmental hazards, and control unsafe conditions.

Continual emphasis on risk management, risk control techniques, the refinement of work procedures, and safer working conditions has been shown to significantly reduce injuries, property damage, and work interruption. Every employee is charged with the responsibility of supporting and cooperating with the risk management policies and the risk control programs. All employees are expected, as a condition of employment, to adopt the concept that the safer way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence and performance will be considered an important measure of the City's supervisory and employee performance evaluations.

City Manager

The City has established and implemented and is maintaining this written Injury and Illness Prevention Program (IIPP). This program has been established in accordance with Title 8, California Code of Regulations, Section 3203 of the General Industry Safety Orders. Our safety and health program includes the following elements:

- Management commitment/assignment of responsibilities;
- System for ensuring employee compliance with safe work practices;
- Safety communications system with employees;
- Scheduled inspections/evaluation system;
- Accident investigation;
- Procedures for correcting unsafe/unhealthy conditions;
- Safety and health training and instruction; and
- Record keeping and documentation.

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Section 1 - Safety Program Responsibility

The City is committed to maintaining a safe and healthy working environment. To achieve this goal, we have implemented this comprehensive IIPP. This program is designed to prevent injuries, accidents, and illnesses in the workplace.

We recognize that the responsibility for safety and health is shared:

- The employer accepts responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- Employees are responsible for cooperating with all aspects of the safety and health program – including compliance with all rules and regulations – and for continuously practicing safety while performing their duties.

Every person is held accountable for his/her assigned responsibilities and his/her actions/inactions. Performance reviews are used to evaluate active participation in the safety and health program.

Persons with authority and/or responsibility for implementing the IIPP are:

Title: Employee

Description of Authority and Responsibility: Responsibility for working safely is assigned to employees at every level.

Title: Supervisor

Description of Authority and Responsibility: General authority and supervision of the IIPP, employee safety training, safety inspections, accident investigation, and hazard correction.

Title: Risk Manager/Safety Coordinator

Description of Authority and Responsibility: General oversight of the IIPP, participation in safety program activities, and provide assistance to management to help ensure implementation of the IIPP throughout the City.

Title: City Manager

Description of Authority and Responsibility: General oversight of the IIPP and holding City management accountable for the implementation of the IIPP throughout the City.

SAFETY RESPONSIBILITIES

Employee

Employees are responsible for knowing and following all written and verbal safety policies and procedures and shall:

1. Report all work-related injuries immediately to their supervisor, no matter how minor.
2. Perform duties using safe work practices.
3. Report unsafe conditions, equipment, and work site and other hazards to their supervisor.
4. Report equipment failures immediately to their supervisor.
5. Only perform tasks that they are trained and authorized to perform.
6. Use supplied safety gear and personal protective equipment as required by position and task being performed.
7. Actively contribute to the success of the overall safety program by providing ideas and suggestions to help prevent accidents and injuries.

SAFETY RESPONSIBILITIES

Department Supervisor

The Department Supervisor has the most influence and control over his/her employees' attitudes and work habits. A Department Supervisor is also the person most familiar with the day-to-day operations, conditions, and work environment in the Department and is, therefore, in the best position to prevent accidents. The Department Supervisor is responsible for carrying out the IIPP at each facility. The Department Supervisor is responsible for the following duties:

1. Support a positive safety culture.
2. Ensure that all employees throughout his/her Department receive safety training in job hazards and safe work practices.
3. Enforce all safety rules and safe work procedures in a consistent manner.
4. Ensure that adequate personal protective equipment is provided and being used by employees.
5. Ensure that periodic, scheduled safety inspections of the premises and evaluations of work practices are conducted.
6. Review all occupational injuries and illnesses occurring in the Department.
7. Correct hazardous conditions and unsafe work practices in a timely manner.
8. Enforce safety rules and safe work practices, using discipline as required.
9. Ensure return-to-work accommodations are reviewed and implemented for all occupational injuries and illnesses.

SAFETY RESPONSIBILITIES

Risk Manager

An important part of the Risk Manager's job responsibilities is the prevention of occupational injuries and illnesses. The Risk Manager must oversee and participate in all areas of the City's safety program to ensure each department operates in a safe and healthful manner. The Risk Manager has the following responsibilities:

1. Monitor that Department Supervisor's support and carry out the following safety activities as required:
 - a. Safety Meetings
 - b. Safety Training
 - c. Accident Investigation
 - d. Safety Inspections
 - e. Hazard Correction
 - f. Return-to-Work
 - g. Safety Program Promotion
2. Assist the department management in correcting safety hazards that are reported by employees or outside representatives.
3. Review all accident reports to ensure follow-up, as needed.
4. Maintain accident reporting forms for reporting employee accidents.
5. See that copies of all accident reports and Cal/OSHA log and summary forms are kept on file to comply with Cal/OSHA.
6. Assist with periodic inspections of City operations, including identifying safety and health hazards, and discuss the results of these inspections in the safety meeting.
7. Work with Department Supervisors to maintain safe conditions and ensure that safe work practices are followed.
8. Ensure programs and procedures are developed that address safety training in job hazards and safe work practices.
9. Provide information to employees regarding reporting and medical treatment procedures for on-the-job injuries.
10. Review safety inspection checklists to ensure that periodic inspections are being performed.
11. Ensure employees are provided with safety training and have completed the prescribed safety training for their position.

SAFETY RESPONSIBILITIES

City Manager

It is the responsibility of the City Manager to provide general oversight and guidance to Department management in promoting accident prevention and holding management accountable for implementing the details of the IIPP.

1. Be observant during Department visits for unsafe work practices and conditions that could cause injury or property damage.
2. Review injury data with each Department Supervisor and set goals for safety performance.
3. Attend safety meetings to demonstrate management support of the safety program.
4. Ensure safety rules and safe work practices are being enforced in a consistent manner by department management.

Section 2 - Safety Rules and Codes of Safe Work Practices

General Safety Rules

1. Report all on-the-job injuries immediately to the person in charge. Get any needed first aid right away.
2. Throwing objects or general horseplay is strictly prohibited.
3. Use a step stool or a ladder to reach high places. Never stand on boxes, chairs, shelves, carts, or any other item not intended for this purpose.
4. Do not load carts higher than shoulder level. You should always be able to see over the top so that you do not run into anyone or anything.
5. When possible, avoid storing heavy items on shelves above shoulder level or below knee level.
6. Always dry your hands before operating any electrical appliance.
7. Know and follow instructions when using or handling cleaning and sanitizing products.
8. When passing objects to another person, always hand them; never throw them.
9. Lift the right way to avoid strains. Keep your back straight and chin up, bend your knees, and use your legs for power. Obtain assistance with heavy or bulky objects.
10. Keep work and storage areas organized and free of clutter.
11. Before using a ladder, make certain that the legs are fully opened and the spreaders are locked.
12. Ensure that all overhead storage is secure and will not fall.
13. Do not obstruct aisles, stairs, emergency exits, fire extinguishers, or electrical panels with supplies or equipment.

Use of Tools and Equipment

1. Never operate or repair any equipment unless you are authorized and trained to do so.
2. Employees under 18 years of age are prohibited from operating, adjusting, repairing, or cleaning any power-driven equipment.
3. Stop machinery and disconnect the power supply before cleaning or making any adjustments or repairs.
4. Do not wear anything that dangles from or is loose on the body such as jewelry or loose clothing and secure long hair to prevent yourself from becoming snagged or caught on moving equipment.
5. It is strictly forbidden to remove or make inoperative any safety guard or switch.
6. Make certain all power equipment and tools are properly grounded.
7. Use only heavy-duty, grounded extension cords for appliances and equipment. Extension cords are for temporary use, not permanent situations.

Fire Prevention

1. Never block access to any fire extinguisher. Coats or other material should not be hung on fire extinguishers.
2. Keep the area around sprinkler control valves and risers clear of storage and obstructions at all times.
3. Emergency exit doors must not be blocked, either from the inside or the outside.
4. At least 18 inches of clearance must be maintained below fire sprinkler heads so that water flow is not obstructed.
5. Smoking is prohibited inside any of the premises and outside where clearly marked by signs.
6. Misuse of portable fire extinguishers is strictly prohibited. Extinguishers are to be kept ready for use in an emergency.
7. Notify your supervisor of any fire extinguisher that needs to be serviced or recharged.
8. Flammable liquids (paint, solvents, cleaning fluids, etc.) should not be stored near a battery charger.
9. Quick burning and combustible materials should not be stored in compressor rooms, electrical rooms, or within three feet of water heaters.
10. Clean up all spills of flammable liquids immediately.
11. Do not let trash and waste materials accumulate in aisles, around motors, or in storage areas.
12. Make sure that electrical wiring is in good condition and do not overload electrical equipment.

Fire Extinguisher Instructions

If you detect smoke or fire, no matter how small it may appear to be, you are to notify your manager or the person in charge immediately. If you are the first person on the scene of a fire, call 911. If the fire is at the incipient stage and you are properly trained, you may attempt to put it out using a proper extinguisher. If the fire cannot be controlled, follow the instructions of the person in charge and evacuate the building through the nearest exit door and meet at the pre-determined evacuation assembly area for a headcount.

In the event of a small incipient stage fire, you may be able to control the spread of the fire by using a handheld fire extinguisher. Knowing how to use the extinguisher before a fire occurs is important for your safety.

When using a fire extinguisher, first ensure it is the correct type of extinguisher for the type of fire. By remembering the mnemonic "*P.A.S.S.*", you will be able to operate the fire extinguisher.

Pull the pin to unlock the handle.

Aim the extinguisher at the base of the fire.

Squeeze the handle to discharge the extinguisher.

Sweep the discharge nozzle from side to side to cover the burning area.

Lifting Techniques

You can avoid back pain by using correct body movements when you lift. The following techniques are to be practiced when lifting objects while at work:

1. Stand as close to the load as possible and have secure footing.
2. Position your feet shoulder-width apart, with one foot slightly in front of the other.
3. Squat down to the load. Bend your knees, not your waist. Make sure you have a good hold on the load.
4. Breathe in and tighten your stomach muscles as you grasp the load securely. Abdominal muscles support your spine when you lift.
5. Stay in a comfortable position, maintaining the normal curve of the low back.
6. Keep your eyes forward and your head and chin up as you lift.
7. Lift with your legs slowly straightening the knees and hips. Use your leg muscles to do the lifting.
8. Lift smoothly and keep the load close to your body. Do not jerk or twist. To avoid twisting, move your feet in the direction you want to travel.

Safe Lifting Tips

Here are some tips that will not only lessen the risk of injury but will improve your work performance as well.

- Store heavy items between your shoulder level and knee level whenever possible.
- If the load is too bulky or heavy for you to lift alone, get help.
- Size up the load and check for obstacles in your pathway before you lift.
- Get a firm grip on the object before you lift.
- Use a step stool or ladder rather than hoisting heavy objects over your head.
- Keep the load as close to your chest as possible. Remember, the farther away an object is from your body, the more stress is placed on your back.

Material Handling and Storage Guidelines

1. When using carts and racks, push the cart or rack, do not pull it. Pushing lets your leg muscles do the work instead of your back and uses your own body weight to your advantage.
2. Avoid twisting when loading or unloading a cart. Remember to pivot your feet in the direction you need to carry the item.
3. Never hesitate to ask for help when lifting heavy or bulky objects.
4. To reduce awkward lifting positions, avoid stacking materials in confined and restricted spaces.

City Vehicles

1. Do not operate a City vehicle unless authorized by your supervisor. Operators must have a valid driver's license.
2. It is the operator's responsibility to be familiar with operation of the assigned vehicle.
3. Every vehicle operator will be required to wear a seat belt and to ensure that passengers are properly seated and wearing seat belts.
4. Every vehicle operator must obey traffic laws and practice defensive driving.
5. Loads carried by vehicles will be properly piled and secured to prevent shifting or falling.
6. Adjust side and rear view mirrors, seats, and other features such as tilt steering wheel prior to moving the vehicle.
7. Do not operate the vehicle if problems are detected with key vehicle systems such as brakes, steering, lights, wipers, wheels, and tires. Report any problems to your supervisor.

Section 3 - Safety Training

Safety training and education is an important element of the City's IIPP. In order to ensure the safety of all employees, the City has developed a comprehensive safety training program.

Safety Training Responsibilities

The Department Supervisor is responsible to ensure that each employee receives the appropriate safety training and orientation for his/her position.

Department Supervisors are responsible for instructing each new employee on safety training elements specific to his/her department. Specific safety training requirements for each position are addressed in the Matrix of Safety Training Requirements by Function/Department.

Training and Education

General safety training for all employees consists of the following subjects:

- The City's commitment to a safe work environment
- The employee's responsibility for working safely
- The City's disciplinary policy concerning safety
- Back injury prevention
- Musculoskeletal disorders
- Basic chemical safety
- General safety rules
- Specific instruction on hazards and safe work practices
- Fire prevention
- Emergency procedures
- Bloodborne pathogen awareness

Training Procedures

The City's safety training program is conducted as follows:

1. Each new employee completes his/her respective safety training required for his/her position.
2. The Department Supervisor should orally review key safety training elements to assess the employee's understanding of the safety training.
3. As new equipment is introduced or new procedures are developed, affected employees may be required to complete additional safety training.

Training Documentation

1. At the conclusion of each training session, all employees sign a document stating that they have completed safety training required for their position, are aware of the City's safety policies, and realize that failure to comply with these policies may result in disciplinary action.
2. Individual acknowledgment forms should be kept in the departmental training file.

Refresher Training and Education

In order to maintain a high level of safety awareness and protect our employees from injury, The City encourages refresher training for all employees.

At the discretion of the Division Manager/Supervisor, Department Director/Department Head, or where required by law, employees will be asked to complete refresher training. A variety of training resources may be used.

Matrix of Safety Training Requirements by Function/Department

Safety training requirements are based upon the typical hazards that employees may be exposed during the course of their work within their department. Additionally, training may be required based upon new equipment, procedures or identified hazards.

Function/Department	Training
Administration	<ul style="list-style-type: none"> • General Safety/IIPP • Ergonomics
Field Operations (i.e. Public Works, Code Enforcement, etc)	<ul style="list-style-type: none"> • General Safety/IIPP • Bloodborne Pathogen Awareness • Confined Space • Ergonomics • Fall Protection • Hazard Communication/Chemical Training • Hearing Conservation • Lockout/Tagout • Powered Industrial Truck Training • Respiratory Protection • Trenching Safety
Police	<ul style="list-style-type: none"> • General Safety/IIPP • Aerosol Transmissible Disease (ATD) Prevention • Bloodborne Pathogen Awareness • Ergonomics • Fall Protection • Hearing Conservation • Respiratory Protection

Section 4 - Employee Communication and Participation

The City recognizes that open, two-way communication between management and staff on health and safety issues is essential for an injury-free, productive workplace. Department Supervisors may use one or all of the following systems of communication designed to facilitate a continuous flow of safety and health information between management and staff within their departments:

Training

Training requirements are designed to instruct each employee on general safety procedures as well as safety procedures specific to the employee's job.

Safety Committee

A Safety Committee provides a forum for management and employees to discuss issues, establish policies and procedures, review accident causes, and evaluate employee suggestions. Employee participation is encouraged.

Employee Safety Meetings

Employees are encouraged to participate in scheduled safety meetings for the purpose of freely and openly discussing health and safety issues. The frequency of employee safety meetings should be established by the Department Supervisor based upon the workplace exposures but should not occur less than once annually. Additionally, the employee safety meetings can be used to discuss:

- New hazards that have been introduced or discovered in the workplace.
- Causes of recent accidents or injuries and the methods adopted to prevent similar incidents in the future.
- Any health or safety issue deemed necessary by management to require reinforcement.
- Annual retraining on required procedures.

Supervisory employees in Public Works shall conduct "toolbox" or "tailgate" safety meetings or equivalent with their crews at least every ten working days to emphasize safety.

Documentation of all employee safety meetings and a list of employees in attendance must be kept for a minimum of one year.

Safety Postings and E-mails

Department Supervisors are encouraged to post and/or e-mail safety-related information to all employees.

Reporting of Safety Concerns

Department Supervisors should encourage employees to report safety concerns directly to their management without fear or reprisal or punishment. Under California law, it is illegal for any employer to take action against employees who exercise their right under the law to report unsafe conditions. Department Supervisors are to encourage employees to report hazards and commend them for their safety awareness.

In order to encourage employee reporting of unsafe conditions, the City is required to have a system to allow employees to notify the City of safety concerns anonymously. This is most easily accomplished through suggestion boxes located in the break rooms. Department Supervisors are encouraged to develop additional means of anonymous reporting that best meet the needs of their departments.

Section 5 - Safety Committee Meetings

Safety Committee meetings provide a system for communicating with employees on safety matters. The purpose of Safety Committee meetings is to assist management in creating a safe work environment. Safety Committee meetings should enable employees from each department to get involved in the safety program. The objectives of Safety Committee meetings are to promote safety awareness, control accidents, and identify and solve safety problems. The City's Safety Committee is not intended to be "Labor/Management Committee" as defined in Cal/OSHA 3203. Safety Committees are optional under Cal/OSHA IIPP requirements but are considered a "best practice."

Functions of the Safety Committee

- Establish safety objectives and policies designed to improve safety performance;
- Monitor the progress and effectiveness of the safety program;
- Evaluate problems, methods, and procedures and reach decisions for reducing the risk of injuries;
- Review safety inspections and reports of hazardous conditions to ensure corrective action;
- Investigate the causes of accidents and injuries and analyze accident trends;
- Follow-up on recommendations generated in previous meetings;
- Act as a source of ideas and suggestions for improving the City's safety record;
and
- Recommend safety and health program enhancements to the City Manager and/or Risk Manager.

Safety Committee Meeting Procedures

1. Safety Committee meetings are to be scheduled and held at least once per quarter.
2. Meetings should be no longer than 30-60 minutes long.
3. The Safety Committee membership should consist of the Risk Manager and supervisory and non-supervisory personnel and representatives from all departments.
4. Whenever possible, the City Manager should be present at the Safety Committee meeting.
5. The Safety Committee members should select a chairperson to conduct the meeting.
6. Conduct the Safety Committee meeting according to the topic areas in the Safety Committee Meeting Report Form.
7. Review reports of employee accidents submitted since the previous meeting. Discuss why each accident happened and what can be done to prevent a reoccurrence.
8. Ask Department Supervisors to report any unsafe conditions and work practices they have observed. Identify and solve safety problems in all areas of the organization.
9. Discuss a subject that is pertinent to City operations.
10. Have Department Supervisors report on job safety training that has been given to employees during the quarter.
11. Review the results of worksite inspections conducted by the Safety Committee, departments, or outside representatives.
12. Analyze and monitor the safety performance of each department.
13. Evaluate and respond to employee safety suggestions.
14. Ensure correction of hazardous conditions brought to the attention of the Safety Committee or management.
15. During each Safety Committee meeting, someone in attendance should be asked to complete the Safety Committee Meeting Report while the meeting is in progress.
16. The Risk Manager should review the Safety Committee Meeting Report if he/she was unable to attend the meeting.
17. Copies of Safety Committee Meeting Reports should be kept on file for three years.

Guidelines for Successful Safety Committee Meetings

- Set an agenda and plan the details of the meeting in advance.
- Follow a meeting format that encourages and requires the active participation of everyone present.
- Focus the Safety Committee meeting on communicating potential problems and solutions.
- Keep the discussion focused on safety issues. Do not get involved in matters not directly related to accident prevention.
- Monitor the correction of safety problems and workplace hazards; otherwise, employees will question management's commitment to safety.
- Demonstrate by action and words that safety is equal in importance to productivity and customer service.
- Take the approach that accidents can be prevented.
- Show genuine concern for the well-being of your employees. Safety cannot be promoted merely as a way to reduce the costs and inconvenience of people being injured.
- Report back to department representatives on what has been done relative to the safety problems discussed in previous meetings.
- Hold Safety Committee meetings at least once a quarter to ensure their effectiveness.
- Review and assign action items and the person responsible for the completion of the action item.

Section 6 - Safety Inspections

The purpose of a facility safety inspection is to identify potential hazards so that they can be corrected before an accident can occur. Regular self-inspections are an essential part of our IIPP. Safety inspections should include a physical inspection of the premises, as well as identification of unsafe work practices.

Inspection Procedures

1. Safety inspections can be performed by any of the following:
 - a. Department Supervisor
 - b. Risk Manager
 - c. Safety Committee Members
 - d. Consultants
 - e. Regulatory Agencies
2. Safety inspections are designed to prevent accidents and injuries that can result from unsafe workplace conditions and work practices.
3. Periodic safety inspections may be conducted:
 - a. As part of a daily, weekly, monthly walk-around; or,
 - b. In conjunction with a safety meeting.
4. Use the Safety Inspection Report as a guideline and record of what has been covered.
5. Record all findings of unsafe conditions and work practices in detail on the Safety Inspection Report.
6. Ensure that every area of each facility is covered in the inspection.
7. Correct deficiencies in a timely manner prioritized by the severity of the hazard.
8. Keep the original Safety Inspection Report for follow-up.
9. Completed Safety Inspection Reports should be kept on file for at least three years.
10. Technical safety inspections, such as boilers, may be provided by a third-party vendor or agency.

Unsafe Work Practices

Unsafe work practices make up approximately 85% of all employee injuries; the remaining 15% may be attributed to unsafe physical conditions. Unsafe work practices are often a result of inadequate training, lack of accountability, and/or not enforcing safety and health policies. With this in mind, it is critical that observation of safe work practices be included in the walk-around inspections.

The following is a sample of common unsafe work practices that, if left uncorrected, can result in employee injury and property damage:

- Improper lifting methods such as lifting heavy items above shoulder level, twisting while lifting, failing to break down a heavy load, or failing to ask for help.
- Poor housekeeping; failure to keep floors clean while working.
- Failure to disconnect power equipment before cleaning, replacing, or repairing.
- Disregard of safety rules.
- Working without personal protective equipment; such as safety glasses, cut-resistant gloves, chemical gloves and/or goggles.
- Horseplay and practical jokes.
- Removing safety guards from power equipment (hoists, compressors, grinders, etc.).
- Unauthorized use of equipment.

Included in this section is a list of observation categories and suggested questions that will help in identifying acts and general situations that are unsafe. If unsafe work practices are observed, the employee should be cautioned about the possible consequences of his/her actions. Correct procedures should be discussed, and the employee should be monitored to ensure that he/she follows safe work practices.

Unsafe Conditions

It is absolutely essential that the physical environment of City facilities be maintained safely to prevent accidents and fires. The physical environment includes buildings, machinery, tools, fixtures, and other similar equipment.

The following is a list of commonly found unsafe conditions in municipalities:

- Poor housekeeping
- Improper computer workstation set-up
- Uneven or slippery walking surfaces
- Improper storage of boxes, supplies, and equipment
- Faulty machine guarding
- Congested storage rooms
- Defective ladders
- Exposed electrical wiring
- Sharp or protruding edges
- Blocked emergency exits
- Blocked electrical panels

When unsafe conditions exist, they should be immediately corrected. Employees should not be allowed to use dangerous equipment or work in unsafe areas until corrective measures are complete.

Hazard Identification Categories
Guidelines for Recognizing Hazardous Conditions & Unsafe Acts**Positions and Actions of People**

- Is anyone in danger of injury by pulling or lifting heavy objects?
- Is anyone in a position where he/she could fall, be trapped, collide with anything, or be hit?

Work Procedures

- Are work procedures adequate? Do they prevent all unnecessary risks?
- Are safe work procedures being followed?

Tools and Equipment

- Are tools and equipment provided to do the job safely?
- Are they being used properly?
- Are they in good condition?

Personal Protective Equipment

- Are employees using the required protective equipment?
- Does it provide adequate protection against exposure and injury?
- Is personal protective equipment being used properly?

Orderliness

- Is the workplace clean and well organized?
- Are things stored in a safe manner?

Section 7 - Hazard Correction

The City is committed to providing our employees with facilities and operations that are safe and healthful. Every effort will be made to ensure that our facilities and equipment are maintained in a safe working condition. If there is any physical condition or equipment that is hazardous, we will respond in a timely manner to take corrective action prioritized based on the severity of the hazard.

Hazard Correction Responsibilities

Department Supervisors

The Department Supervisors are responsible for maintaining their departments in a condition that ensures the safety of employees and the public. Every effort will be made to identify and eliminate all potential hazards in the Department through daily walks of the facility and/or operations. When a hazard is identified, it should be eliminated immediately. If a hazard cannot be eliminated immediately, the hazard should be communicated to all affected employees through the use of proper warnings or barriers.

If a piece of equipment is identified and deemed to be unsafe to operate or could cause injury to an employee, the Department Supervisor should remove the equipment from service immediately. The Department Supervisor should notify the City Manager when equipment is taken out of service or when there is a possible delay in the correction of the hazard.

Imminent Hazards

Imminent hazard situations require immediate corrective action. If an employee detects a condition of imminent hazard, he/she must immediately leave the area and report the situation to the Department Supervisor. The City Manager and/or Risk Manager must be immediately notified of an imminent hazard situation. Corrective action will be taken promptly.

Non-Imminent Hazards

For less severe situations, corrective action will be taken within 7 to 30 days of detection, provided employees are not exposed to serious hazards and take appropriate personal protective measures.

Section 8 - Accident Investigation

One of the most important responsibilities of Department Supervisor is to protect employees from being injured at work. If an injury does occur, it is essential that a thorough investigation be conducted in order to find out what caused the accident and to take action to avoid a similar occurrence in the future.

Investigation Procedures

1. All work-related injuries, illnesses, and near-miss accidents will be investigated.
2. The Department Supervisor will ensure that an in-depth investigation for every work-related injury.
3. Upon notification of an injury, the supervisor will:
 - a. Discuss the circumstances of the injury with the injured worker;
 - b. Talk to the employee about the unsafe acts or conditions that contributed to the injury or illness;
 - c. Attempt to identify the primary and contributing causes of the injury or illness; and
 - d. Ensure corrective action is taken to prevent similar incidents.
4. Each Department Supervisor should immediately notify the City Manager of any injury that occurs in his/her department.
5. The employee's supervisor will complete a Supervisor's Accident Investigation Report for every work-related injury or near-miss accident.
6. A copy of the Supervisor's Accident Investigation Report should be kept with the Cal/OSHA 300 log.

Supervisor's Accident Investigation Report

The Supervisor's Accident Investigation Report is intended to serve as a guide for identifying the factors that contributed to a work-related injury or illness. The questions on the form are arranged in a sequence as to lead the supervisory or management person conducting the investigation through the accident investigation process.

A sample Supervisor's Accident Investigation Report is included in this section of the Injury and Illness Prevention Program.

Investigation Principles

Effective accident investigation is based upon the principles that:

- All accidents have causes; eliminate the causes and prevent the accident;
- Accident causes can be determined; and
- Corrective action can be developed and applied that will prevent similar accidents.

Prevention of another accident and/or injury is the most important goal of an accident investigation. Faultfinding or placing blame serves no useful purpose and should not be the focus of the investigation. Sometimes, however, disciplinary action may be necessary if the accident investigation determines that an employee has violated an established safety rule or did not follow safe operating procedures.

Investigation Techniques

The following elements are essential to a successful accident investigation:

1. If appropriate, go to the scene of the accident as soon as possible and attempt to simulate the movements and conditions that contributed to the injury.
2. Talk to other employees who witnessed the injury and let them tell, in their own words, what they saw or heard.
3. Conduct a personal interview with the injured employee:
 - a. Ask him/her to give his/her version of what happened.
 - b. Ask him/her questions to fill in the details.
 - c. Check your understanding of the accident.
 - d. Discuss specific measures that can be taken to prevent a similar injury.

Investigation Objectives

The objective of accident investigation is to identify the operational error(s) and/or physical defects that caused the accident. Each accident has a primary cause and usually multiple secondary causes. Accident causes can be broken down into five categories:

1. Breakdown in the management system
 - a. Procedures
 - b. Equipment
2. Unsafe acts
3. Unsafe conditions
4. Personal factors
5. Job factors

All causes must be identified in order to implement effective preventative measures. Never make the mistake of simply passing an injury off to “carelessness.” An injury is an indication of the need to consider changes in work methods, procedures, equipment, layout, or training. Since most on-the-job injuries are the result of unsafe behaviors, not unsafe conditions, the follow-up should be directed at evaluating the safety and health program management system.

Corrective Action

Investigation of an injury is not complete until permanent actions are taken to prevent reoccurrence. The investigation should be used as an opportunity to find and eliminate causes of problems that could result in other injuries. The Department Supervisor should make immediate changes to eliminate or control the factors that caused the injury.

Section 9 - Safety Program Enforcement

The City will support and enforce the safety program to ensure that employees know how to prevent injuries and illnesses and understand the importance of complying with the safety policies and rules. Our enforcement system includes:

1. Informing employees of the provision of our IIPP in a “readily understandable” language;
2. Evaluating the safety performance of employees and management personnel;
3. Recognizing employees who perform safe and healthful work practices;
4. Providing training and education to employees whose safety performance is deficient; and
5. Disciplining employees for failure to comply with safe and healthful practices.

Employee Recognition

Management should make every effort to recognize employees for following safe work practices. This recognition may include verbal acknowledgement, recognition at meetings, awards or other recognition deemed appropriate by management.

Disciplinary Action

Management supports an effective system of discipline and is responsible to:

1. Establish the safe work practices that employees are expected to follow;
2. Communicate to employees the penalties for violation of safety rules; and
3. Be consistent in the enforcement of safety rules from department to department.

Employees should be disciplined and/or coached for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury or illness. Often, when an injury does occur, the accident investigation will reveal that the injury or illness was caused by an employee’s violation of an established safety rule or safe work practice. The investigation should establish whether this violation was due to inadequate training, lack of accountability, not enforcing safety and health policies, the employee’s disregard for established safe work practices, or other root cause. Violations of safety rules and safe work practices should be considered equal to violations of other aspects of City policy.

Discipline for safety violations should be administered in a manner that is consistent with the City’s progressive disciplinary action system. Failure to follow safety rules and procedures can result in disciplinary action up to and including termination.

The Department Supervisor should consult with the City Manager and Human Resources when disciplinary action is being considered.

Section 10 - Record Keeping and Documentation

Cal/OSHA Log and Annual Summary

Federal and state laws require that Cal/OSHA Form 300 - Log of Work-Related Injuries and Illnesses and Form 300A - Summary of Work-Related Injuries and Illnesses be available at each individual record-keeping establishment. In the event of a Cal/OSHA inspection, you may be asked to produce these forms for the inspector. The Cal/OSHA Form 300 Log should be updated as injuries occur or within seven days of knowledge of an injury.

The previous year's Form 300A - Summary of Work-Related Injuries and Illnesses must be posted from February 1st through April 30th of each year.

The law also requires Cal/OSHA Forms 300 and 300A be on file for each of the last five calendar years for each record-keeping establishment.

Other Record Keeping

The City will maintain documentation and records required by the IIPP standard which may include:

- Initial IIPP training;
- Inspection records, employee communications, illness and injury incident reports, and investigation reports;
- Employee training documentation; and
- Any other pertinent health and safety documentation.

Section 11 - Job Safety Evaluation

An essential part of the IIPP is the identification and evaluation of potential occupational safety and health hazards. The job safety evaluation aspect of the IIPP will assist the City to:

1. Establish safe work practices and safety rules;
2. Conduct safety training on hazards specific to each job assignment; and
3. Develop methods to reduce job-related injuries and illnesses.

Hazard Identification Process

The hazard identification process employed by the City involves the use of various sources of information such as:

- Review of risk exposures associated with various City activities;
- Review of Cal/OSHA standards and safety orders that apply to City operations;
- Review of industry and general information on safety (including material safety data sheets for chemicals used);
- Investigation of occupational injuries, illnesses, and near-miss accidents that have occurred;
- Periodic and scheduled inspections of worksite locations;
- Evaluation of injury frequency rates, workers' compensation statistical data, and Cal/OSHA Form 300A summaries; and
- Ergonomic evaluations and/or job safety analyses.

Section 12 - Contractor Safety Program Compliance

Responsibilities

The City is responsible for providing a safe and healthy workplace for all employees, including contract employees, regardless of their work location. Under the Multi-Employer Work Act, the City may have some responsibility for coordinating and/or monitoring safety activities of contractors and other employers' work. Each contractor must provide the City with a copy of its IIPP.

Documentation

Each contractor must ensure that all employees are trained in accordance with its IIPP and applicable Cal/OSHA regulations. Additionally, the City may request to review the contractor's safety training documentation to ensure compliance. Copies of requested documentation should be provided within 48 hours of the request. In the event that an employee's safety training documentation is found to be deficient, the employee will not be allowed to work on a City project until the required training is completed.

Unsafe Conditions

If a situation poses imminent hazard of serious injury or property damage, and contractor personnel do not immediately mitigate the hazard, the City employee noting the danger will immediately report the hazard to his/her supervisor. The City Manager, Risk Manager, Department Supervisor have the authority to order a work stoppage until the hazard is mitigated. If an imminent hazard situation occurs, the City Manager and Risk Manager must be notified, regardless of whether a work stoppage is ordered.



CITY OF WHEATLAND

CITY COUNCIL MEETING STAFF REPORT

December 8, 2020

SUBJECT: Council Discussion and Consideration of Adoption of Resolution 46-20 Regarding Collaboration on Infrastructure in South Yuba County

PREPARED BY: Jim Goodwin, City Manager

Recommendation

Staff recommends the City Council adopt Resolution 46-20 and express commitment to participating in a regional effort among Yuba County public agencies and local partners to provide water, wastewater, and additional infrastructure in the southern area of Yuba County.

Background/Discussion

Numerous districts, the cities of Marysville and Wheatland, and the county have collaborated in the past on regional solutions to issues such as wastewater, transportation, levees, etc. For wastewater, outcomes achieved included the City of Marysville sending wastewater to Linda County Water District (LCWD) for treatment and disposal and to lay out a roadmap for future planning efforts, both based on a regional study completed in 2010.

In addition, adoption of Yuba County's General Plan, City of Wheatland's Updated General Plan and Visioning Process, creation of the South Yuba Transportation Improvement Authority (SYTIA) and investments in the Sports and Entertainment Zone have all significantly "moved the needle" to plan and implement strategies for economic development. Intended outcomes include greater opportunities for employment and retail, commercial and entertainment for Yuba County and Wheatland residents as well as Beale Air Force Base.

Efforts to provide infrastructure are underway in the south portion of Yuba County. Yuba County, City of Wheatland, City of Marysville, Beale Air Force Base and both the Linda County Water District (LCWD) and Olivehurst Public Utility District (OPUD) participated in a regional wastewater plan approximately ten years ago. As noted above a significant outcome was achieved. In addition, collaboration between the City of Wheatland and Yuba County has led to completion of a master tax sharing agreement, annexations, contracted services, and transportation planning.

Significant work is now occurring to achieve a more complete regional wastewater solution that ensures capacity is available to support new investment in south Yuba County, including the

City of Wheatland. The parties involved--Wheatland, Yuba County, Yuba Water Agency (YWA), LCWD, and OPUD--have identified design options to provide beneficial outcomes for current and future residents, while meeting the objectives of all parties. Those objectives include YWA's desire to be a partner to improving the local economy, removing the need for new wastewater plants, and addressing several of their core tenets such as water quality and reliability and fish habitat protection and enhancement.

Significant investment has been made in the initial planning of water, wastewater and transportation infrastructure and staff recommends support of leaders from local agencies to continue those efforts.

Fiscal Impact

Adoption of the Resolution does not have a direct fiscal impact.

Attachments

1. Resolution 46-20

RESOLUTION NO. 46-20

**RESOLUTION OF THE CITY OF WHEATLAND AUTHORIZING PARTICIPATION
IN AN INTRA-REGIONAL EFFORT AMONG YUBA COUNTY AGENCIES AND
PARTNERS TO PROVIDE WATER, WASTEWATER AND POTENTIALLY
ADDITIONAL INFRASTRUCTURE IN THE SOUTHERN AREA OF YUBA
COUNTY**

WHEREAS, land use along the Highway 65 Corridor in Yuba County, beginning at approximately McGowan Parkway and extending to the City of Wheatland, up to the Placer County line, has experienced economic growth along or adjacent to the Highway over the last few years; and

WHEREAS, property along the Highway 65 Corridor is both within the unincorporated area of Yuba County and in the incorporated area of the City of Wheatland; and

WHEREAS, economic growth includes projects within the City of Wheatland such as commercial and retail, expansion of Bishop's Pumpkin Farm, and in the Sports and Entertainment Zone, the Hard Rock Hotel and Casino Resort and the Live Nation 20,000 seat amphitheater: and

WHEREAS, additional growth is slated along or adjacent to the corridor, including in Wheatland near term housing developments west of the corridor and a 4.500 acre housing, commercial and employment area east of the corridor, as well as around and within the Sports and Entertainment Zone; and

WHEREAS, wastewater, water and other critical infrastructure services needed to meet the projected demand for growth need to be planned, built, and leveraged to provide solutions across the southern portion of Yuba County; and

WHEREAS, current public wastewater providers in the southern portion of Yuba County include the City of Wheatland, Linda County Water District, and Olivehurst Public Utility District. In addition, private wastewater plants are located within the Sports and Entertainment Zone to service the Hard Rock Hotel Casino and Resort and the Live Nation Amphitheater; and

WHEREAS, in 2010 Yuba County coordinated a Regional Wastewater study that focused on regionalization strategies, which influenced Linda County Water providing wastewater services to the City of Marysville; and

WHEREAS, public agencies as part of this resolution are committed to working together to continue wastewater regionalization efforts, recognizing the current permitted and future capacity of both the Linda County Water District and Olivehurst Public Utility District; and

WHEREAS, the Yuba Water Agency has expressed a desire to be a partner in the effort in order to develop solutions that improve the local economy, do not require the building of

new wastewater plants, and meet several of their core tenets such as water quality reliability and fish habitat protection and enhancement; and

WHEREAS, in consideration of the information set forth herein, public agencies considering and subsequently adopting this resolution intend to work together to explore and implement wastewater solutions for future needs and cost effective and reliable service delivery on behalf of current and future wastewater customers in the southern portion of Yuba County and will continue to provide resources to that end and commit to encouraging private partners to be part of all solutions, and

WHEREAS, while recognizing wastewater service is a critical infrastructure requirement for each agency and for future economic development, all parties agree to provide input, suggestions, and solutions, effectively collaborating on other infrastructure issue related to water and transportation in the southern portion of Yuba County; and

NOW, THEREFORE, BE IT RESOLVED, The Yuba County Board of Supervisors commits to participation in this effort along with the other named agencies. The Resolution shall become effective as of the last date it has been approved and signed by the respective Boards and Councils of Yuba County, Linda County Water District, Olivehurst Public Utilities District, City of Wheatland.

PASSED AND ADOPTED at a regular meeting of the City of Wheatland of the County of Yuba, State of California on the 8th day of December 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rick West, Mayor

ATTEST:

Lisa J. Thomason, City Clerk



CITY OF WHEATLAND

CITY COUNCIL MEETING STAFF REPORT

December 8, 2020

SUBJECT: 2020 City of Wheatland Community and Economic Development Action Program Year-End Progress Report

PREPARED BY: Jim Goodwin, City Manager

Recommendation

This is an informational item only. No action is required.

Background/Discussion

On December 7 last year, Council met with the City Manager and Department Heads for a half day planning session. The 2020 Community and Economic Development Action Program was crafted based on that discussion, the 2019 program and prior community visioning completed as part of the General Plan update, internal surveys of Council Members and staff, and the experience of the management team. The program was adopted by the City Council.

The attached progress report informs the City Council of the implementation of the program to date. Mid-year progress is shown in red, and the final year-end progress is in blue.

The plan will be updated for 2021.

Attachments

- 1. 2020 City of Wheatland Community and Economic Development Action Program Year-end Progress Report**



2020 Wheatland Community and Economic Development Action Program

Vision

Wheatland adopted a vision with the General Plan in 2006. 14 years later that vision remains valid and useful for planning. The vision is as follows:

Wheatland is committed to be a forward-thinking city that values its small-town feel and its agricultural historical heritage. The Community Vision of the City of Wheatland is guided by the following:

1. *Wheatland's strong neighborhoods are the center of community identity.*
2. *Wheatland's historical city core is enlivened to ensure Wheatland has an identifiable sense of place.*
3. *Open spaces within Wheatland provide visual relief from urban spaces.*
4. *Wheatland's natural environment is continually improved through the regeneration of natural systems.*
5. *Wheatland is connected to the world while providing energy and economic opportunities locally.*
6. *Wheatland has many transportation options, including pedestrian, bicycle, public transit, private autos, and new transportation technologies as they become available.*
7. *Wheatland is not dependent on continued future growth to fund current city services, operations, or liabilities.*

Community and Economic Development Action Program

The *Wheatland Community and Economic Development Action Program (Action Program)* is designed to restate the General Plan vision, along with other identified priorities, as achievable action steps. The Action Program was developed first in 2019 and is maintained through annual planning sessions with the City Council and staff.

The *Action Program* is ambitious, and it is important not to expect accomplishment of all action steps within a single year. The *Action Program* is a living document, updated annually, to reflect accomplishments, new opportunities, and refined priorities. It is structured in two major areas of focus: improving the community; and improving the delivery of municipal services. No action step should be considered isolated as many steps are interrelated and dependent upon one another.

2020 Wheatland Community and Economic Development Action Program			
Steps	Responsible Party	Implementation	Status
IMPROVING THE WHEATLAND COMMUNITY			
1. Build Strong Neighborhoods Throughout Wheatland			
a. Ensure application of Community Design Standards to all residential and employment development and building projects.	Community Development	Standards are being applied to review of Caliterra Ranch project. Standards will also be applied for anticipated applications for the State Street mobile home park redevelopment, Spenceville Road multi-family project, and Almond Estates Planned Development rezone.	Ongoing
b. Continue to work with development interests to reduce or defer, when possible, up-front costs that may hinder their investment in Wheatland.	Community Development	No update. Ongoing discussion with Caliterra Ranch regarding strategies to make the project work. Council has approved SCIP Program to assist developers. Council will consider final adoption of a Development Agreement amendment on December 8, 2020 to assist with moving the project forward. As a result of adoption, construction of public improvements for 145 lots should begin in 2021.	Ongoing
2. Preserve Historic Wheatland Core			
a. Form an Ad-hoc Committee to explore strategies for improving the historic Wheatland community as the community grows and expands. Strategies should include both capital improvements and policy considerations.	Community Development	No progress to report. Community Development will seek Council approval to form an Ad-hoc Committee early next year. In addition, working with our consultant ADE on the employment zone project, staff is working with both the Hop Farm and Johnson Rancho landowners to protect cultural and historical resources in the area.	Ongoing
b. Preserve the water tower as an identifying feature in the historic community and consider adding art to enhance its appearance	City Engineer	Yuba Water Agency (YWA) and Department of Water Resources (DWR) have committed funding to the project. Bids for Phase 1 are expected in July with project award scheduled for September. Phase 2 (water tower) to follow.	Ongoing

**2020 Wheatland Community and
Economic Development Action Program**

Steps	Responsible Party	Implementation	Status
		<p>The DWR funding is approved but execution of the agreement has been delayed. Preliminary engineering work on replacing the tower has begun. Pending execution of the funding agreement, bids are expected in June 2021.</p> <p>The new fence was installed in March.</p>	Complete
<p>c. Work with UPRR to install decorative fencing behind the Front Street Park, between Main Street and 4th Street to improve safety in the historic city core</p>	Public Works	<p>14 of 20 code enforcement cases have been closed by working with homeowners to educate and work toward compliance.</p> <p>YTD, the PD has responded to 29 code enforcement complaints. 23 have been resolved and 6 are still pending.</p> <p>No progress to report. Current discussions with applicant for anticipated project at the State Street mobile home park.</p> <p>No update.</p>	Ongoing
<p>d. Focus code enforcement efforts on long-term problem sites.</p>	Police Department		
<p>e. Develop Welcome to Wheatland monument signs on north and south approaches to the city on Highway 65 as a means of promoting awareness of the presence of the historic community</p>	Community Development		
3. Promote Economic Growth			
<p>a. Economic Development Committee of the City Council will meet 2 – 4 times as a means of fostering collaboration with other economic development service providers in the region and for setting priorities for use of Wheatland Economic Development Fund.</p>		<p>Economic Development Committee did not meet in March. Next meeting is scheduled for July 30, 2020.</p> <p>Economic Development Committee met in July, September, and is expected to meet again in December. The Committee coordinated outreach with Yuba Sutter EDC for business grants related to COVID-19 impacts.</p> <p>Staff continues to work with Raj Sharma on submission of the PD for his property on the north edge of Wheatland. We are anticipating submission of his application soon. Approval of this PD would add significant commercial, highway frontage property served by utilities to Wheatland. In addition, project</p>	Ongoing
<p>b. Work to improve the inventory of property that is properly zoned for business investment and served by utilities</p>	Community Development		

2020 Wheatland Community and Economic Development Action Program

Steps	Responsible Party	Implementation	Status
		<p>3c below is designed to identify new commercial opportunities. Owners of both the Hop Farm and Johnson Rancho properties are actively involved.</p> <p>The PD has not been submitted. The City is aware of investment interest in Wheatland although no specific projects have been submitted for consideration.</p>	
<p>c. Complete SACOG-funded feasibility analysis of growth of employment uses in the Johnson Rancho/Hop Farm annexation area</p>	<p>Community Development</p>	<p>Project is underway with completion expected in December. Our consultant, ADE, is also the consultant developing the Yuba Water Agency countywide economic development strategy.</p> <p>The project continues with completion now anticipated next year. As a result of the project, we have had several positive discussions this year with the owners of the Hop Farm/Johnson Rancho properties and Beale AFB.</p>	<p>Ongoing</p>
<p>d. Actively work to establish housing and services valued by Beale AFB personnel and capture current Beale personnel sales tax leakage.</p>	<p>Community Development</p>	<p>Staff met recently with the Beale Housing Specialist to discuss staffing and housing trends at Beale. We are expecting this to be an ongoing conversation.</p>	<p>Ongoing</p>
<p>e. Work with management of Hard Rock Hotel and Casino to nurture complimentary services and mitigate impacts</p>	<p>Community Development</p>	<p>No progress to report.</p> <p>No progress to report.</p>	
<p>f. Provide public safety necessary to ensure Wheatland remains an attractive community in which to both live and work</p>	<p>WPD; WFA</p>	<p>Wheatland PD has focused enforcement efforts within the city limits, actively patrolling neighborhoods. Overall traffic stops to identify and prevent criminal activity have increased. Our PD officers actively engage with the community to build trust and support and a working partnership to prevent crime in neighborhoods.</p>	<p>Ongoing</p>

2020 Wheatland Community and Economic Development Action Program			
Steps	Responsible Party	Implementation	Status
		Increased traffic enforcement has had the effect of decreasing property crimes in Wheatland.	
4. Create and Protect Open Space Within the City of Wheatland			
a. Incorporate Class 1 bike and pedestrian facilities into new development to create visual relief from urban features and connect neighborhoods	Community Development; City Engineer	Bike and pedestrian facilities along the south side of Wheatland Road are now included in the improvement plans for Caliterra Ranch.	Ongoing
b. Adopt Ag-Overlay Zone protecting existing agricultural activity within the Wheatland city limits, supporting agricultural related business investment in the city and providing a meaningful interface between agricultural and other land uses within the city	Community Development	The Wheatland Road Complete Streets Project (design funded by SACOG) will also include new bike/ped facilities. Project is underway with completion anticipated by end of 2020. The Ad-hoc committee will meet again in December. Completion of the project is now expected in early 2021.	Ongoing
c. Complete Parks and Recreation Master Plan funded through Prop 68	Community Development	Prop 68 funding announcements were received in July. The funding allocation was reduced. It does not appear a Master Plan will be an allowed use of the funds. Council awarded a five-year contract to Melton Design Group (MDG) to assist with park projects. MGD is currently working to prepare final submittals to State Parks for approximately \$177,000 of Per Capita funds. Although the Master Plan is not an eligible use of these funds, staff will work with MGD to identify an alternative funding source.	
5. Improve Transportation Infrastructure			
a. Set up regular meetings with Caltrans to discuss Highway 65 traffic management issues and future improvements including improved signal timing, signal coordination, design features, emergency	City Engineer	Staff met with Caltrans in March. Coordination has taken place regarding a future Caltrans project to upgrade pedestrian ramps and overlay Highway 65 through Wheatland. Staff will coordinate with Caltrans and Pumpkin Farm on event traffic for 2020 Pumpkin season traffic handling.	Ongoing

2020 Wheatland Community and Economic Development Action Program

Steps	Responsible Party	Implementation	Status
vehicles, special events traffic and facilitating cross-town traffic		Staff coordinated with Bishop Farm and Caltrans during the 2020 season. The next annual City/County/Caltrans coordination meeting will be in March 2021.	
b. Complete pavement management plan	City Engineer	Due to COVID-19, this project was postponed until FY 20/21. Targeting completion in January in anticipation of programming any potential pavement maintenance projects for the 2021 construction season.	Not started- Completion January '21
c. Actively develop project concepts that meet the criteria of SACOG regional and local grant programs	Community Development; City Engineer	No progress to report. Continued and active participation in SACOG programming and policy discussions. Staff has brought individual project concepts like Wheatland Road Complete Street Project and Spenceville Road Rehab Project to SACOG staff for input.	Ongoing
d. Complete FLAP application in collaboration with Beale AFB and Yuba County for completion of improvements to Spenceville Road	City Engineer; Public Works	Staff has consulted with SACOG regarding match opportunities for 2021 FLAP application and anticipates using the current funding round to seek matching funds. Staff continues to collaborate with Beale, Yuba County and AKT property owner regarding application that is due in January 2021.	Ongoing
e. Complete SACOG-funded preliminary engineering for First Street/Wheatland Road complete streets improvements	City Engineer	The FLAP application is being developed to submit by April 2021 due date. The anticipated due date was pushed back from January to April. Efforts to program funds and request federal authorization to proceed with preliminary engineering are complete.	Underway/In Process
f. Complete Hooper Street improvements	City Engineer	We will need to update City Engineer contract prior to moving forward with preliminary engineering. Bids were received and construction contract awarded. Construction scheduled to be complete in late-August 2020.	Underway