



**Winters City Council Meeting
City Council Chambers
318 First Street
Tuesday, October 3, 2006
7:30 p.m.
AGENDA**

Members of the City Council

*Woody Fridae, Mayor
Mike Martin, Mayor Pro Tempore
Harold Anderson
Cecilia Aguilar-Curry
Tom Stone*

*John W. Donlevy, Jr., City Manager
John Wallace, City Attorney
Nanci Mills, City Clerk*

PLEASE NOTE – The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Mayor or Councilmembers. Public comments time may be limited and speakers will be asked to state their name.

Roll Call

Pledge of Allegiance

Approval of Agenda

PUBLIC COMMENTS

At this time, any member of the public may address the City Council on matters, which are not listed on this agenda. Citizens should reserve their comments for matter listed on this agenda at the time the item is considered by the Council. An exception is made for members of the public for whom it would create a hardship to stay until their item is heard. Those individuals may address the item after the public has spoken on issues that are not listed on the agenda. Presentations may be limited to accommodate all speakers within the time available. Public comments may also be continued to later in the meeting should the time allotted for public comment expire.

PRESENTATIONS

None

CONSENT CALENDAR

All matters listed under the consent calendar are considered routine and non-controversial, require no discussion and are expected to have unanimous Council support and may be enacted by the City Council in one motion in the form listed below. There will be no separate discussion of these items. However, before the City Council votes on the motion to adopt, members of the City Council, staff, or the public may request that specific items be removed from the Consent Calendar for separate discussion and action. Items(s) removed will be discussed later in the meeting as time permits.

- A. Minutes of the Regular Meeting of the City Council of the City of Winters Held September 19, 2006 (pp 1-5)
- B. Approve Street closure first block of East Main – Harvest Market, October 6th 4-9 p.m. (pp 6-8)

- C. Approve Amplified Sound Permit Application – Vietnam Legacy Vets Memorial Bike Run – Winters City Park (pp 9-11)
- D. Authorize a Construction Contract with Specialized Pipeline Services in the amount of \$83,600 for Television Inspection and Cleaning of Sanitary Sewers, and Authorize Expenditures up to \$104,500 (pp 12-32)
- E. Approve Street closure – Winters Homecoming Rally/Parade -Corner of Main and First Street, October 13, 2006 (pp 33-35)

DISCUSSION ITEMS

1. Spare The Air Banners – Alternative Verbiage for Banners – A discussion of a matter presented by local businesses on the placement of banners promoting air quality awareness in the downtown business district. (pp 36)
2. Approve Waste Management Contract for Collection Services – Recommended approval of a new franchise agreement with Waste Management for the collection and recycling of Residential, Commercial and Industrial solid wastes – **Under Separate Cover**
3. Historic Preservation Commission – District 1 – Discussion of the re-institution of the Historic Preservation Commission for design review of façade improvement proposals for properties located in the downtown Historic District# 1 (pp 37-70)
4. Reclassification/Job Descriptions and Other Personnel Items. (pp 71-90)

COMMUNITY DEVELOPMENT AGENCY.

CITY MANAGER REPORT

COUNCIL/STAFF COMMENTS

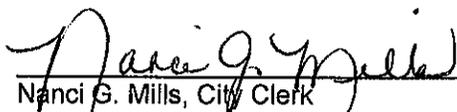
INFORMATION ONLY

Warrant Register (pp 91-93)

EXECUTIVE SESSION

ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the October 3, 2006 regular meeting of the Winters City Council was personally delivered to each Councilmember's mail boxes in City Hall and posted on the outside public bulletin board at City Hall, 318 First Street on Thursday, September 28, 2006, and made available to the public during normal business hours.



Nanci G. Mills, City Clerk

Questions about this agenda – Please call the City Clerk's Office (530) 795-4910 ext. 101. Agendas and staff reports are available on the city web page www.cityofwinters.org/administrative/admin_council.htm

General Notes: Meeting facilities are accessible to persons with disabilities. To arrange aid or services to modify or accommodate persons with disability to participate in a public meeting, contact the City Clerk.

Staff recommendations are guidelines to the City Council. On any item, the Council may take action, which varies from that recommended by staff.

The city does not transcribe its proceedings. Anyone who desires a verbatim record of this meeting should arrange for attendance by a court reporter or for other acceptable means of recordation. Such arrangements will be at the sole expense of the individual requesting the recordation.

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Winters Library – 201 First Street

City Clerk's Office – City Hall – 318 First Street

During Council meetings – Right side as you enter the Council Chambers

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Wednesday at 10:00 a.m.

Videotapes of City Council meetings are available for review at the Winters Branch of the Yolo County Library.



**Minutes for a Regular Meeting of the City Council of the
City of Winters Held on Tuesday, September 19, 2006 @ 7:30 p.m.**

Mayor Fridae called the meeting to order at 7:30 p.m.

Pledge of Allegiance

Present were Council Members Curry, Martin, Stone, and Mayor Fridae. Also present were City Manager John Donlevy, City Attorney John Wallace, Community Development Director Dan Sokolow, Redevelopment Manager Dan Maguire, Public Works Assistant Carol Scianna, City Engineer Nick Ponticello, and Contract Planner Heidi Tschudin. Absent were Council Member Anderson and City Clerk Nanci Mills.

APPROVAL OF AGENDA: City Manager John Donlevy requested that Discussion Item #2, Spare the Air Banners, be postponed until the October 3, 2006 City Council meeting. Mayor Fridae requested that Consent Item C, Approve Project Budget for the Jackson/McArthur Road Reconstruction & Water System Upgrade, Project No. 06-01, be added to the Community Development Agency agenda as Discussion Item #5. Council Member Stone made a motion to accept these modifications to the agenda. Seconded by Council Member Curry. Motion carried unanimously with Council Member Anderson absent.

RECOGNIZE AUDIENCE/CORRESPONDENCE:

Ed Ross, 14 Main Street, Winters, had questions regarding the RFP's rules for selection process regarding the Main & Railroad Development. He would like to see the RFP redistributed to a wider audience and have competitive bid procedures put into place.

Sally Brown, 24 E. Main Street, Winters, spoke as a member of the Friends of the Library in regards to the joint use library, which is to be built on the Winters High School campus. Due to rising building costs, the current design is under-funded. A public meeting room is included in the original library design, but may be reduced or eliminated due to lack of funds and rising construction costs. She questioned the proposed lease back agreement between the City of Winters and the prospective builder of the Railroad & Main development.

Jeff TenPas, 24 E. Main Street, Winters, requested that the City Council not subsidize the development at Railroad & Main as the local schools and the City of Winters may not collect any portion of the property taxes for this redevelopment project.

Teresa Sackett, 601 First Street, Winters, requested that Ordinance 85-03, an Ordinance Establishing a Historical Preservation Commission and Procedure for Designating and Protecting Historical Landmarks and Historical Districts, be updated and brought back as a future agenda item.

Eric Doud, 15 Main Street, Winters, requested that design guidelines include a clear public process and that nominations be received for the Historic Review Committee. He would like to see public workshops held, the consensus reviewed by developers and forwarded to a review committee, ie: Planning Commission or the Historic Review Committee.

CONSENT CALENDAR

- A. Approve minutes of a regular meeting of the City Council held on September 5, 2006
- B. Approve Project Budget for the 2006 Safe Routes to School Improvements, Project No. 06-17, and Authorize Design
- C. Approve Project Budget for the Jackson/McArthur Road Reconstruction & Water System Upgrade, Project No. 06-01, and authorize design
- D. Resolution 2006-39, A Resolution of the City Council of the City of Winters Regarding its intention to Issue Tax Exempt Wastewater Obligations
- E. Resolution 2006-40, A Resolution of the City Council of the City of Winters Regarding Its Intention to Issue Tax Exempt Water Obligations
- F. Certificate of Achievement for Excellence in Financial Reporting
- G. Resolution 2006-41, A Resolution (1) Authorizing the City Manager to Execute a Contract with Luhdorff and Scalminini, in the Amount of Twenty One Thousand Six Hundred Dollars (\$21,600), for Water Well and Pump Station Testing and Evaluation, and (2) Authorize Expenditures up to Twenty Five Thousand Nine Hundred and Twenty Dollars (\$25,920)

City Manager John Donlevy gave a brief overview. He noted that this was the 4th consecutive year the Certificate of Achievement for Excellence in Financial Reporting has been awarded to the City of Winters, which is the highest financial award the City could possibly receive. Council Member Martin verified that Item B, Approve Project Budget for the 2006 Safe Routes to School Improvements, Project No. 06-17 and Authorize the Design, would be brought back on a future agenda after the first of the year, and to follow staff recommendation by authorizing the City Engineer to proceed with the design. Council Member Curry made a motion to approve Consent Items A – G. Seconded by Council Member Martin. Motion carried unanimously, with Council Member Anderson absent.

PRESENTATIONS: None

DISCUSSION ITEMS

1. City Council Direction on Starting CEQA Analysis of Storm Drain Master Plan Update for General Plan Flood Overlay Area

Community Development Director Dan Sokolow gave an overview. Council Member Curry made a motion to accept staff recommendation and initiate the California Environmental Quality Act (CEQA) analysis of the Storm Drain Master Plan Update for the General Flood Overlay Area (Moody Slough Sub Basin), and bring this item back to the agenda within 3 months. Seconded by Council Member Stone. Motion carried unanimously, with Council Member Anderson absent.

2. Spare The Air Banners – Alternative Verbiage

This item has been moved to the October 3, 2006 City Council Agenda.

3. Swimming Pool Project Update

City Manager John Donlevy gave an overview and update of the replacement of Winters Swimming Pool. As required by the WJUSD, funds must be in their account before construction can begin. Once the lawsuit filed by Richland Planned Communities has been settled, which has led to the delay of funding from Winters Investors LLC and Granite Bay Holdings, construction plans can proceed. Council Member Curry advised creating a 'strong' Joint Use Agreement between the City of Winters and the WJUSD.

4. Amendment to the Joint Powers Agreement for the Yolo County Habitat/Natural Community Conservation Plan Joint Powers Agency '

Community Development Director Dan Sokolow gave an overview. Grant funds for this project have been approved by not yet received. Marie Wong, Executive Director of the Yolo County Habitat Conservation and Natural Community Conservation Plan (HCP/NCCP) indicated that mitigation fees are based on population base. The HCP/NCCP should be completed by the end of 2008. Council Member Curry made a motion to accept staff recommendation and approve the first amended and restated JPA of the Yolo County Habitat Conservation/Natural Community Conservation Plan Joint Powers Agency and Approve the Successor Agreement Regarding Mitigation for Impacts to Swainson's Hawk Foraging Habitat in Yolo County. Seconded by Council Member Martin. Motion carried unanimously, with Council Member Anderson absent.

5. Public Hearing and consideration of Casitas at Winters Tentative Subdivision Map. The applicant intends to submit a continuance request prior to the Council meeting.

Due to the continuance request from the applicant's attorney, this item has been tentatively moved to the November 7, 2006 meeting of the City Council.

6. Putah Creek Council Request for Committee

7.

Linda Springer, 200 Madrone Court, proposed that a committee be established, comprised of Winters citizens, 1 Planning Commissioner, 1 City Council Member, 1 Staff Member and a high school student. Dawn Calciano, 5189 Putah Creek Road and a member of the Putah Creek Council, voiced her support of a committee and would support projects in the area. Rich Marovich, Putah Creek Streamkeeper, would also support the committee. He also verified that the current planned projects will move forward as planned. Carol Scianna, Public Works Assistant, volunteered as the staff representative for the committee. It was decided that this item will return to a future meeting, where the selection procedures, number and voting rights of committee members, and the interview process will be discussed.

COMMUNITY DEVELOPMENT AGENCY

CONSENT ITEMS

1. Consultant Services Agreement with Urban Futures for Financial Advisory Services
2. Approve Project Budget for the 2006 Safe Routes to School Improvements, Project No. 06-17, and authorize design

The meeting of the Community Development Agency was called to order by Chairman Mike Martin at 9:40 p.m. City Manager John Donlevy gave an overview of Consent Items 1-2. Urban Futures acted as the Financial Advisors for the CDA's Tax Allocation Bond issuance in 2004 and continue to provide services to the CDA on an on-going, as needed basis. Agency Member Stone made a motion to approve Consent Items 1-2. Seconded by Agency Member Fridae. Motion passed unanimously, with Agency Member Anderson absent.

DISCUSSION ITEMS

1. Approve Project Budget for the Jackson/McArthur Road Reconstruction & Water System Upgrade, Project No. 06-01, and authorize design

Asa Utterback of Ponticello Engineers described the proposed process of the Jackson/McArthur Road Reconstruction project. The described procedure meets the city standard for roadways, as well as the State structural requirements. Motion carried unanimously, with Agency Member Anderson absent.

2. Consideration of claim of Brown Act violation regarding the Railroad Avenue and Main Street Development Proposal Review

Rich Brown of McDonough Holland & Allen PC indicated there are three components of the Brown Act, which covers the conduct as agency bodies and/or committees: Public Agenda, Public Participation and Public Decision-Making. The Brown Act also provides the privilege to meet with one's attorney in private. The ad hoc committee that was appointed, comprised of members of council with staff, is not a legislative body. Due to the non-renewal of his Council seat, Steve Godden is no longer on the committee, leaving 1 remaining committee member, Council Member Tom Stone. The constitution of the committee or the actions of the committee was not in violation of the Brown Act. Al Vallecillo, 210 Main Street requested that staff, planning commission members and city council members keep their deliberations public and to take additional steps to keep the citizens informed.

3. Railroad Avenue and Main Street Development Proposal Review – Reconsideration of Agency action of August 28, 2006

City Attorney John Wallace indicated that Agency Member Anderson and Agency Member Fridae will not participate in the Development Proposal Review as their business and home are located within 500 feet, respectively, of the proposed development site. City Attorney Wallace also excused himself as well, stating that Rich Brown of McDonough Holland & Allen PC would advise the Council regarding legal issues surrounding the Railroad Avenue and Main Street Development Proposal Review. Agency Member Curry made a motion to repeal the prior decision made by the City Council on August 28, 2006 and schedule a re-hearing. Seconded by Agency Member Stone. Motion carried unanimously, with Agency Members Anderson and Fridae absent.

4. Railroad and Main Development: Request for Re-Hearing

Karen Ogando of Monticello Builders requested an open forum be scheduled to discuss the proposals for the Railroad Avenue & Main Street Development. A public hearing has been scheduled for October 2, 2006 @ 6:30 p.m. in the Council Chambers. Regarding the proposed development, the following residents spoke in favor of the resurrection of the Historic Review Committee:

Sally Brown, 24 E. Main St., feels the development must have historic character, and that historic guidelines are in place prior to the decision. She requested that this project be stalled until the Historic Review Committee can have input.

Laurie Sengo, 9 Main St., would like to see consistency between the new development and the current structures downtown, with similar characteristics.

City Manager John Donlevy stated the RFP specifically referenced the Downtown Master Plan, which contains 23 Design Guidelines representing the individual concepts of the Downtown Committee, which consists of 20-24 people.

Eric Doud, 15 Main St., stated there is a good start in the development of guidelines of the Downtown Master Plan, but that any projects be halted until the design review guidelines are in place and public meetings can be held.

Michael Sears, 107 Almond Dr., asked if the project chosen was based on financials and whether design was a consideration. As per Mr. Sears, the key components to an RFP are architectural composition design and materials. An RFP also advises people what is expected. He feels the Downtown Master Plan Guidelines were not affected by this process.

The meeting of the Community Development agency was adjourned at 10:55 p.m.

CITY MANAGER REPORT: A grant has been received and the City can move forward with a Form Based Code regarding façade and landscaping.

COUNCIL/STAFF COMMENTS:

Council Member Curry wants to include on the next agenda information regarding Grants with Cal Trans and the Community Base Transportation Planning/Environmental Grant Planning regarding the entrance to Winters at Railroad & Grant. She also mentioned the Partnership Planning through SACOG. She questioned if the interviews for the Hispanic Advisory Committee have been scheduled, and the need for the Hispanic Advisory Committee to schedule workshops to educate citizens regarding home loans and obtaining credit. Brian Heller has volunteered to assist with these workshops.

Council Member Martin would like to place on a future agenda a comprehensive development plan regarding the façade at Railroad and Grant. The Downtown Master Plan should be reviewed and refined and any decisions made by the Council are conveyed to the public. He also addressed the correspondence received from Yolo County Supervisor Mariko Yamada, thanking Winters for the "warm welcome" at the All Elected's dinner held at the Winters Community Center on September 14.

INFORMATION ONLY: None

EXECUTIVE SESSION: None

ADJOURNMENT: The meeting was adjourned at 11:00 p.m.

Woody Fridae, Mayor

ATTEST:

Nanci G. Mills, City Clerk



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE : October 3, 2006
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Nanci G. Mills, Director of Administrative Services/City Clerk 
SUBJECT: Street Closure – Harvest Market – October 6, 2006

RECOMMENDATION:

Approve street closure to allow for the Harvest Market.

BACKGROUND:

The City of Winters will be holding its 2nd Annual Harvest Market on October 6, 2006 in front of Steady Eddie's, between the two parking lot openings.

Per the City's Street Closure Ordinance, it requires Council approval on identified streets on the attached form.

FISCAL IMPACT:

None by this action.



City of Winters Request for Street Closure

This application is for citizens or groups that have occasion to request that streets be temporarily closed for such things as bicycle races, running contests, block parties and other such events requiring the re-routing of traffic. For a parade or amplified sound an additional permit is required.

A request to close streets shall be filed with the Police and Public Works Departments at least ten (10) business days prior to the date the street would be closed.

There shall be no closure of the following streets without Council approval:

1. Main Street
2. Railroad Street
3. Grant Avenue
4. Valley Oak Drive
5. Abbey Street

Request to close these streets shall be processed in much the same manner except that the request shall be submitted to the City Council by the Police Department. Requests to close the streets herein listed shall be submitted at least thirty (30) business days prior to the street closure.

Requests for street closures that are not submitted by the minimum time lines may be granted only by the Winters City Council.

Name: <u>LIND MYER</u>	Organization: <u>CITY OF WINTERS</u>
Address: <u>318 FIRST STREET</u>	Mailing Address: _____
Telephone: <u>530-295-4910 x119</u>	Today's Date: <u>9-7-06</u>
Streets Requested: <u>E. MAIN - IN FRONT OF STEADY ENNIE'S - BETWEEN THE TWO PARKING LOTS OPENINGS</u>	
Date of Street Closure: <u>10-6-06</u>	Time of Street Closure: <u>4pm - 9pm</u>
Description of Activity: <u>HARVEST MARKET - BOOTHS, MUSIC</u>	
Services Requested of City: <u>POST "NO PARKING" SIGNS ON 10-5-06 SUPPLY 8 BARRICADES</u>	
APPROVED: _____ Police Department	_____ Public Works Department

City of Winters Request for Street Closure

Please provide a listing of the names and signatures of people living on the street (s) to be closed and acknowledging that they know why the closure is requested and that they agree to the closure. Attach additional sheets if necessary.

Cathie Weider JDS Builders
my Finklang Steady eddys
Mouaine Washabang Ficelle
Victoria Davis Textures
John Childen JEFF STUDIO



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members

DATE : October 3, 2006

THROUGH: John W. Donlevy, Jr., City Manager *JWD*

FROM: Nanci G. Mills, Director of Administrative Services/City Clerk *Nanci*

SUBJECT: Amplified Sound Permit – Winters City Park – October 14, 2005

RECOMMENDATION:

Approve amplified sound permit to allow for the Vietnam Legacy Vets Memorial Bike Run.

BACKGROUND:

The Vietnam Legacy Vets Memorial Bike Run will be having a memorial after the bike run at Winters City Park on October 14, 2006.

Per the City's Amplified Sound Ordinance, it requires Council approval.

FISCAL IMPACT:

None by this action.

Date of Application: 9/21/06

To City Council: _____

Name of Person(s)/

Organization: Jennifer Vietnam Legacy Vets

Contact: 530-862-5592

Business Address: 318 Railroad Ave

Telephone: Jennifer

Winters CA 95694

Telephone: 530-795-3725

Type of Event: Memorial Bike Run

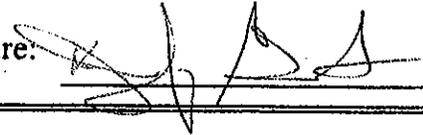
Purpose of Event: (ie, fundraiser, parade, festival, etc.): Memorial

Date/Time of Event: 10-14-06 11am-4pm From: _____ To: _____

Location/Address of Event: City Park

Rated Output of Amplifier in Watts: 4 piece Band Number of Speakers: 2
Unsure

I have provided a list of and contacted all property owners adjacent to and within 300 feet of the event. Their approval of this event is indicated by their signature on the attached petition. Complaints about the sound will result in a warning and a request to reduce the volume. Additional complaints will result in the cessation of amplified sound. All amplified sound must be extinguished no later 10:00 p.m. pursuant to Winters Municipal Code Title VI; Chapter 7-Noise Control. Signing below certifies that all information contained within this application is correct. In the event that any of this information is found to be fraudulent, it may result in an automatic denial of this application.

Signature: 

For City Use Only

Proof of Insurance: N/A (Not City Property) Yes No

Rental Fee Paid: N/A (Not City Property) Yes No

Police Department: Approved Denied Date: _____

Authorized Signature: _____

City Council: Approved Denied Date: _____

Authorized Signature: _____

MAYOR:
Dan Martinez
MAYOR PRO TEM:
Woody Fridae
COUNCIL:
Tom Stone
Harold Anderson
Steven C. Godden



MAYOR EMERITUS:
J. Robert Chapman
TREASURER:
Margaret Dozier
CITY CLERK:
Nanci G. Mills
CITY MANAGER:
John W. Donlevy, Jr.

STAFF REPORT

TO: Honorable Mayor and Councilmembers
THROUGH: John W. Donlevy, City Manager 
FROM: Nicholas J. Ponticello, City Engineer
DATE: October 3, 2006
SUBJECT: Request to (1) Authorize the City Manager to Execute a Construction Contract with Specialized Pipeline Services, in the Amount of Eighty Three Thousand Six Hundred Dollars (\$83,600), for Television Inspection and Cleaning of Sanitary Sewers, and (2) Authorize Expenditures up to One Hundred Four Thousand Five Hundred Dollars (\$104,500).

RECOMMENDATION: Staff recommends the City Council (1) authorize the City Manager to execute a Construction Contract with Specialized Pipeline Services (SPS), in the amount of Eighty Three Thousand Six Hundred Dollars (\$83,600), for Television Inspection and Cleaning of Sanitary Sewers, and (2) authorize expenditures up to One Hundred Four Thousand Five Hundred Dollars (\$104,500).

BACKGROUND: The sanitary sewer pipelines within the City are an integral part of the City's infrastructure. The condition of all sewer lines is typically assessed every ten or fewer years through a television (CCTV) inspection. The City's system was last evaluated in the early 1990's with the Sewer Master Plan. The sewer lines are first cleaned then video-inspected, and all recorded data stored in electronic format. This information is then used by City maintenance personnel and engineers for future system upgrades and repairs.

Staff recently prepared a request for proposal, for video inspection and cleaning of the entire City sewer system. The RFP was publicly noticed and distributed to fourteen potential contractors. Four qualified contractors responded and SPS was deemed the lowest qualified bidder. Therefore, staff recommends Council award a Construction Contract to SPS for the desired work.

The work is scheduled to commence in mid-October, and be completed by December 15, 2006.

ALTERNATIVES: No alternatives recommended.

FISCAL IMPACT: In the RFP, staff estimated that the total length of the City sewer system mainlines is 55,000 feet based on the 1992 sewer master plan and additional growth. SPS will be compensated based on actual footage of pipe cleaned and tv'd. The requested expenditure amount includes a 25% contingency to cover additional work should the estimate be too low. The costs associated with the SPS Contract will be funded through fund 621-57913-640, the Sewer Operations and Maintenance Budget.

Attachments: (1) RFP and Addenda: Television Inspection of Sanitary Sewers
(2) Bidder fee schedule submittal (Put together a Bid Summary -- see Asa).



REQUEST FOR PROPOSAL

TELEVISION INSPECTION OF SANITARY SEWERS

CITY OF WINTERS
PUBLIC WORKS
318 FIRST STREET
WINTERS, CALIFORNIA 95694

Proposals Due September 6, 2006

John W. Donlevy, Jr.
City Manager
(530) 795-4910 extension 110

**REQUEST FOR PROPOSAL
TELEVISION INSPECTION OF SANITARY SEWERS**

DESCRIPTION

The City of Winters is soliciting proposals from qualified firms for the cleaning, television inspection, and recording, by means of a closed circuit color television camera, of approximately 55,000 linear feet of various-size sanitary sewer pipes. The City is proposing annual sewer rehabilitation and replacement projects and the condition of the sanitary sewer system needs to be determined.

After reviewing the information submitted in response to this Request for Proposals, the City of Winters expects to enter into a contract with the firm whose proposal best meets the City's requirements.

I. CRITERIA

- a. Adequately satisfy the City of contractor's qualifications and expertise in executing the proposed project.
- b. Pricing of overall project.
- c. Ability to meet desired timelines.
- d. Evidence of company having performed at least 100,000 feet of cleaning and television inspection within the past three years.
- e. Evidence that all supervisors assigned to this project have three years or greater experience.
- f. Meet all liability insurances requirements.

II. PROCESS

Three signed proposals in a sealed envelope from interested contractors must be submitted by 12:00 p.m. on September 6, 2006, to:

Alan Mitchell, Project Manager
City of Winters
318 First Street
Winters CA 95694

Incomplete or late proposals will not be considered.

Proposals must identify, at a minimum:

- 1. Company name, applicable license, address and name of the contact person
- 2. Completed Fee Schedule
- 3. Any previous experience on pertinent projects and qualifications of the firm including a reference list with agencies, contact names, and phone numbers.
- 4. Statement covering the ability to meet the City's desired timelines
- 5. Proposals must be signed by an authorized company representative

6. Provide a sample CCTV (DVD format) showing an 8" or smaller main line in substandard condition along with the associated printed report and database file.
7. Copy of Insurance Certificate indicating coverage (Contractor, after notice of award and prior to execution of contract must provide copies of all required insurance forms.

There will be no public opening and reading of Proposal content.

The City of Winters reserves the right to cancel in whole, or in part, this RFP.

The general prevailing wage rates for each craft, classification, or type of workman shall be as determined by the Director of Industrial Relations

City shall direct the areas of town and the order in which work commences. The City reserves the right to delay scheduled dates if it is to the advantage of the City.

III. ESTIMATED SCHEDULE

- Proposals due on September 6, 2006
- Evaluation of Proposals completed by September 15, 2006.
- Execution of contract expected by September 27, 2006.
- Project completion expected by November 30, 2006.

IV. CONTACT PERSON

Questions concerning proposal submittal, conditions, timeline and specification shall be in writing and faxed or emailed to:

Alan Mitchell, Project Manager
Ponticello Enterprises
530-668-5893
alanm1@pacbell.net

V. ADDENDA

Any subsequent changes in the RFP from the date of issuance to the date of submittal will result in an addendum by the issuing office to those parties who have provided the proper notice of interest in responding to the RFP.

VI. ACCEPTANCE OF CONTRACT

The contents of the proposal of the successful Contractors shall become a contractual obligation if a contract ensues. Failure of a Contractor to accept this obligation will result in the cancellation of any award. Any damage accruing to the City as a result of a failure to contract may be recovered from the Contractor. A sample agreement is attached for reference (Exhibit F).

VII. PRIME CONTRACTOR RESPONSIBILITIES

The selected Contractor will be required to assume responsibility for all services offered in their proposals. The selected Contractor will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contracts.

VIII. FEE SCHEDULE

The Contractor shall furnish the following fee schedule for the proposed services.

Item	Size of Pipe	Unit Price (\$ / Feet)
1	4 inch	
2	6 inch	
3	8 inch	
4	10 inch	
5	12 inch	
6	18 inch	

Average Unit Price _____

7. Hourly Rate: \$ _____ per hour for pipe Cleaning/CCTV crew

- A. Amount of Pipe is the total length in linear feet of pipe cleaned or CCTVed for the entire project.
- B. CCTV Rate per foot is the rate the Contractor will charge the City for the entire length of pipe CCTVed in accordance with the Scope of Services, for the corresponding size of pipe. If a pipe size differs from the sizes listed in the Fee Schedule, the next lowest size listed shall be used to calculate payment.
- C. Hourly Rate will apply for emergency, on-call work at the discretion of the City.
- D. The estimated quantity of sewer pipe is 55,000 lf. If actual quantity differs by more than 25% +/- then an adjustment to the unit prices may be considered upon mutual agreement by both parties.
- E. Costs for basis of selection will be the average unit price for all pipe sizes combined.

ADDITIONAL INFORMATION AND COMMENTS

The contents under this heading are left to the discretion of the Contractor. Material shall be pertinent to the proposal, but not otherwise requested in the RFP.

CRITERIA FOR SELECTION

The response to this Request for Proposal should contain documentation of Contractor's and/or Contractor's agency's credentials and expertise in this field. Substantial consideration will be given to Contractors with demonstrable and documented experience in similar work. Responses will be evaluated on the basis of the qualifications, abilities, and responsiveness of the proposing firms.

The responses received will be reviewed by an evaluation committee appointed by the City Manager. All proposals received will be fully reviewed and rated and the City may conduct an interview of the top rated firms. The ultimate Contractor selection will be based upon both technical merit and cost competitiveness, in accordance with the selection criteria.

THE CITY'S AFFIRMATIVE ACTION PROGRAM

The City has an affirmative action program. The purpose of the affirmative action program is to encourage certified minority business enterprises and women business enterprises. All submitting firms must have established affirmative action programs approvable by the City.

INSURANCE REQUIREMENTS

Insurance Forms are attached to this RFP as Exhibits A through E. The appropriate coverage is shown within the attached excerpt from the City's 2003 Construction Specifications (Exhibit G). The certificate shall include the City of Winters, its officers, employees and agents as insured or additional insured.

PROPOSED SCOPE OF SERVICES:

TELEVISION INSPECTION OF SANITARY SEWERS

GENERAL

1. The purpose of this proposal is to obtain a qualified firm to provide sewer closed-circuit television (CCTV) services. This project begins the CCTV inventory of the city's sewer infrastructure. The majority of the work will also include the CCTV and cleaning of blocks of sewer mains of approximately 55,000 linear feet.
2. The sizes of the lines to be recorded vary from 4" up to 18" in diameter. The majority of the work will be performed on mains in the 6" through 12" range with more than 50% of the total work being 6".
3. Before final acceptance of the work by the City, the Contractor shall review with the City the findings of the fieldwork to confirm that all necessary work has been performed as needed. This shall include a review of finished written records of the defects found, the DVDs, and any sketches or diagrams prepared to illustrate defects found.

A. SEWER CLEANING:

All sewers shall be cleaned with hydro cleaning equipment (Hydroflush) within 24 hours prior to CCTV except as directed otherwise by the Director of Public Works. Cleaning shall include removal of grease, roots, debris and other obstructions to facilitate the T.V. inspection. The cleaning will be done with a minimum of two (2) passes of the high velocity jet cleaning equipment.

Contractor shall use the appropriate nozzle or cutter head, (e.g. high velocity, water jet, root cutter, etc.), to accomplish the cleaning as required for that particular reach of sewer.

Cleaning methods shall be employed to sufficiently clean the pipe so the camera can pass and can fully ascertain and document the structural and operational condition of the pipe. Any costs associated with CCTV work that is necessitated by the Contractor's failure to sufficiently clean the main shall be borne entirely by the Contractor.

The Contractor shall use a maintenance report form supplied by the City to record the location of the cleaning operation, the number of feet cleaned and the conditions encountered for each section of sewer main that is cleaned. The maintenance reports shall be delivered along with the DVD, logs and other materials when a designated area of work has been completed.

B. TELEVISION INSPECTION:

1. The Contractor shall visually inspect, record (DVD format), and provide both written and computerized logs of all inspected sewers. The City, prior to commencement of work, shall approve the Contractors log format.
2. The Contractor shall use equipment specially designed and constructed for sewer inspection and televising. The camera must have light sources of suitable illumination output to provide a clear picture of the entire periphery of pipe. The camera must be

able to be rotated to a position that will assure that the total periphery of the sewer is in focus at all times, regardless of the diameter of the pipe being inspected. The camera, transport system, and other components of the video system shall be capable of producing a picture adequate for the purposes of the inspection as stated herein. The adequacy of the proposed equipment, resulting DVDs and the assessment logs shall be demonstrated to the City, if so requested, prior to award of contract. Cost of such demonstration shall be borne by the Contractor.

3. A cable footage counter, accurate to within one (1) foot in 1000 feet, shall be used and shall be indicated on the monitor and recorded on the DVD. The date of inspection, continuous forward and reverse readout of camera distance from referenced access hole, as well as the run number shall be displayed continuously on the monitor and recorded on the DVD. The station or footage indicating the center of the manhole at the start of each run shall be set to accurately reflect a starting position 0.00 feet.
4. CCTV recordings supplied to the City shall be new, NTSC color, high quality in DVD format.
5. Every sewer main assessment shall begin with a view of the open manhole and shall proceed uninterrupted with the insertion of the camera into the manhole with the subsequent sewer main assessment.
6. All DVDs shall become the property of the City.
7. Experienced and pre-qualified personnel utilizing equipment and materials meeting the requirement of these specifications shall perform all work. Pre-qualifications shall require that the contracting company and job supervisor each have a minimum of three (3) years experience in the performance of the type of work specified and shall have specifically performed at least 100,000 feet of cleaning and television inspection within the past three years. If the company can demonstrate to the satisfaction of the City they have the capabilities and overall experience, equipment, and expertise to satisfactorily complete the project in accordance with these specifications.
8. During inspection, the operating technician shall, along with the audio record of conditions, log both in writing and electronic format an assessment of the CCTV sewer. This assessment shall include the location of all laterals, indicated infiltration, cracks, deflected joints, collapsed sections, ex-filtration, misalignment, roots, deposits, and other conditions or data pertinent to the physical condition of the sewer.
9. The electronic format shall be provided as a separate Microsoft Access database file for each DVD, shall conform to the *US-WRc* assessment code format and shall include the following:
 - a) An inspection table listing each run number, the name of the operator, the inspection date, weather conditions, City supplied DVD number, assessment standard used, address or intersection of the starting manhole, direction of the inspection with respect to the flow, sewer number as supplied by the City, material (VCP, PVC, etc.), diameter of the sewer, length of the sewer, starting manhole ID number and the ending manhole ID number.

- b) An assessment table listing the run number, starting and ending footage of every observation, assessment standard used, applicable assessment code, assessment code translation, additional remarks, starting and ending clock positions of observations where applicable and the time index of the CCTV recording where the observation took place.
 - c) Tabular formats (table names, column names and data types, etc.) shall conform to specifications provided by the City.
10. The Contractor shall submit the aforementioned DVDs, electronic and written reports summarizing all defects and conditions specified above to the City within 10 days of inspection.
11. DVDs shall be numbered in sequential order. The starting number specified by the City at the beginning of the contract. The operator shall proceed to the next run number whenever the camera is withdrawn regardless of the reason, encounters the next manhole, next cleanout or when a run is terminated. Barring any notifications by the City to the Contractor of changes to the sequence number, the Contractor will be required to keep track of the next sequential number and use it on the DVD, the electronic database files and the printed logs. The City will notify the Contractor of changes to the sequence number prior to requesting additional work.
12. The City will provide a bound set of atlas maps that indicate the streets and the manhole numbers that will be used to designate the locations that are to be recorded. If the Contractor encounters conditions in the field that do not correspond to those indicated on the atlas maps he shall promptly inform the City of the discrepancy. If manholes or terminating cleanouts are encountered that are not shown on the atlas maps, the Contractor shall use the next available manhole number for the CCTV assessment and indicate the footage or location where the manhole was found. The City will incorporate those changes into the maps. When changes are made to the atlas maps, the City will provide the Contractor with updated sheets. The Contractor will be required to replace any modified sheets with those provided by the City and to discard any outdated sheets. When the contract is completed the Contractor will be required to return the bound set of atlas maps to the City.
13. All DVDs shall be labeled (on the DVD and also on the storage carton) with the following information:
- a) Street name or location of sewer if not in a City street, and limits of inspection for each sewer reach included on DVD; (e.g., McFadden Avenue sewer between Grand and Standard). The City's corresponding sewer atlas sheet number(s) shall also be noted on the label.
 - b) Date of inspection.
14. Written reports shall contain as a minimum the following information:
- a) Date and time of inspection
 - b) Name of Contractor
 - c) Names of operating technician/inspector

- d) Name of supervisor on duty at time of inspection
- e) Pipe size, material, and total length
- f) Number and street or intersection location and the City designated number for the starting manhole.
- g) Number and street or intersection location and the City manhole number for the ending manhole.
- h) Direction of inspection (upstream or downstream).
- i) The DVD number.
- j) Observations, comments, recommendations, laterals referenced to footage counter and DVD clock.

15. At all points within the sewer showing laterals, sewer appurtenances, or defects, the Contractor shall stop the camera, rotate (up to 360 degrees) and/or tilt the camera lens to ensure adequate video coverage.

16. If a situation as described in item #15 is found in video and not rotate inspected, the Contractor at its expense and direction of the City will perform another CCTV inspection to the lateral, sewer appurtenance, or deficiency.

If it is determined that a deficiency did not exist the Contractor will be allowed to submit with the monthly or final progress payment a hourly charge based on the bid fee schedule.

17. The camera shall be stopped and/or backed up to view and analyze conditions that appear unusual or uncommon to a sewer main in good condition. There shall be no loss of CCTV quality at any time.

18. As the DVD is produced, the technician shall provide an audio narration of the inspection (on the DVD) to include identification of the sewer main location, by street intersection location or street address as well as by City manhole number, inspection direction (upstream/downstream) and complete descriptions of the line conditions as they are encountered. The audio portion of the recording shall be free from electrical interference, feedback, hum, and background noise.

19. If the camera cannot pass the entire sewer reach from its point of insertion, the reach shall be inspected from both directions. The inspection logs for the reach shall include an identification of the nature and location of the blockage. The Contractor shall notify the City immediately of any such obstruction so that it may be verified and/or repaired.

20. Video runs showing condensation or submersion of the lens, poor or out-of-focus images, poor audio, or otherwise poor image quality shall be cause for rejection and may necessitate re-televising at the Contractor's expense if the City determines the video run is not of acceptable quality.

21. In special cases, when directed by the City, the Contractor shall be responsible for plugging and blocking, or bypass pumping manhole outlets during recording and unplugging upon completion. The sewer lines will be in service at the time of inspection.

22. Television inspection of sewer mains with high volumes of flow (pipe running 1/3 full or more) will be done at night between the hours of 10 p.m. and 5 a.m. unless otherwise directed by the City. No adjustment in cost shall be allowed for night work.

Notwithstanding, the Contractor shall always use whatever mechanical means are available, including modification or changing of the camera wheels or treads, to insure that the image is recorded in an upright, un-rotated position. The City reserves the right to reject any DVD where changes in the orientation of the camera could have been corrected by such modifications.

23. Traffic control for sewer inspection shall be the responsibility of the Contractor and shall conform to the Work Area Traffic Control Handbook (WATCH). Flashing arrow boards shall be used on arterial streets.

24. In two (2) working days after being notified to inspect a particular section of sewer main, the Contractor shall begin CCTV inspection, and shall diligently pursue that work to completion.

COMPENSATION

A monthly requests for progress payments will submitted by the Contractor. The payment request shall be based upon the Fee Schedule for work completed that month.

The City reserves the right to invoke the hourly compensation rate supplied in the Contractor's fee schedule in lieu of unit price, for emergency, on-call requests, with less than 8 hours notice

The proposal shall not include pre-contractual expenses. Pre-contractual expenses are defined as expenses incurred by the offeror in: (a) preparing the proposal in response to this RFP; (b) submitting that proposal to the City; (c) negotiating with the City in any matter related to this proposal; (d) any other expenses incurred by offer or prior to date of award, if any, of the contract.

METHOD OF PAYMENT

The Contractor shall submit a monthly invoice to the City for the service rendered in that month. The invoice shall include a detailed breakdown of the services, project title and limits, the tasks, run numbers, the hours, and the unit cost. Monthly payments will be made for work completed during the preceding month.

REGULATIONS

The selected Contractor will be expected to comply will all applicable federal, state and local regulations, building codes, and contract provisions.

**CITY OF WINTERS
REQUEST FOR PROPOSAL
TELEVISION INSPECTION
OF
SANITARY SEWERS**

ADDENDUM NO. 1

September 1, 2006

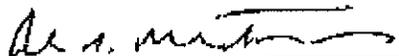
ATTENTION ALL PROSPECTIVE BIDDERS:

RECEIPT OF THIS ADDENDUM MUST BE ACKNOWLEDGED IN THE SPACE PROVIDED IN THE PROPOSAL.

THIS ONE-PAGE ADDENDUM SHALL HEREBY BE MADE A PART OF THE CONTRACT DOCUMENTS TO THE SAME EXTENT AS THOUGH IT WAS ORIGINALLY INCLUDED.

ACKNOWLEDGEMENT OF THIS ADDENDUM BY INITIALING AND RETURNING A COPY WITH YOUR BID IS REQUIRED. FAILURE TO DO SO SHALL RESULT IN THE DISQUALIFICATION OF YOUR BID.

Change: The Proposals are due by 12:00 p.m., on September 13, 2006, in City Hall.



Alan Mitchell, Assistant City Engineer
City of Winters

Receipt of this Addendum is hereby acknowledged:

Company

By: _____

Date: _____

CITY OF WINTERS
REQUEST FOR PROPOSAL
TELEVISION INSPECTION
OF
SANITARY SEWERS

ADDENDUM NO. 2

September 6, 2006

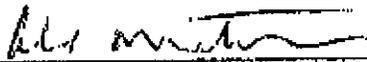
ATTENTION ALL PROSPECTIVE BIDDERS:

RECEIPT OF THIS ADDENDUM MUST BE ACKNOWLEDGED IN THE SPACE PROVIDED IN THE PROPOSAL.

THIS ADDENDUM SHALL HEREBY BE MADE A PART OF THE CONTRACT DOCUMENTS (Pages 1 and 2, and Map) TO THE SAME EXTENT AS THOUGH IT WAS ORIGINALLY INCLUDED.

IN THE CASE OF ANY DISCREPANCIES BETWEEN THE ORIGINAL RFP AND THE ADDENDA, THE ADDENDA SHALL TAKE PRECEDENT.

ACKNOWLEDGEMENT OF THIS ADDENDUM BY INITIALING AND RETURNING A COPY WITH YOUR BID IS REQUIRED. FAILURE TO DO SO SHALL RESULT IN THE DISQUALIFICATION OF YOUR BID.



Alan Mitchell, Assistant City Engineer
City of Winters

Receipt of this Addendum is hereby acknowledged:

Company

By: _____

Date: _____

Changes and Clarifications to RFP are as follows:

- (1) To assist in the submission of bids, the attached City sewer map can be used for estimating and planning purposes only. This map will be used by the contractor to indicate actual pipe sizes and any other discrepancies found in the field.
- (2) All traffic control costs shall be included in the unit prices on the bid schedule.
- (3) If the Contractor uses City water for a water supply, the Contractor shall obtain a no-fee water use permit. The City shall provide the source location in writing, and the identified fire hydrant(s) shall be the only hydrant(s) that the Contractor shall be allowed to use.
- (4) The Contractor will be required to furnish a Payment Bond, to guarantee the payment of wages and bills contracted for materials, supplies, or equipment used in the performance of the Contract, in the sum not less than 100% of the original Total Contract Price as set forth in the Contract.
- (5) Grant Avenue is a California DOT right-of-way. Contractor to secure all necessary permits prior to commencement of work.
- (6) Debris removed during the operation shall be the property of the Contractor and shall be disposed of in compliance with all local, state, and federal laws and regulations.
- (7) The Contractor is to provide a cleaning and inspection schedule one week prior to commencement of work, for review and acceptance by the City.
- (8) Plugging or blocking may be allowed, at the discretion of the City, if necessary to meet the requirements of flow volume in the pipe (RFP Paragraph 8-22). Plugging or blocking shall be included in the unit prices on the bid schedule.
- (9) Bypass pumping may be allowed, at the discretion of the City, if necessary to meet the requirements of flow volume in the pipe. Contractor shall furnish the pumping equipment, conduits, etc. necessary to perform the item of work. Bypass pumping will be compensated based on actual time and materials associated with the bypassing operation.
- (10) Mobilization and demobilization cost shall be included in the unit prices on the bid schedule.

**CITY OF WINTERS
REQUEST FOR PROPOSAL
TELEVISION INSPECTION
OF
SANITARY SEWERS**

ADDENDUM NO. 3

September 8, 2006

ATTENTION ALL PROSPECTIVE BIDDERS:

RECEIPT OF THIS ADDENDUM MUST BE ACKNOWLEDGED IN THE SPACE PROVIDED IN THE PROPOSAL.

THIS ONE-PAGE ADDENDUM SHALL HEREBY BE MADE A PART OF THE CONTRACT DOCUMENTS TO THE SAME EXTENT AS THOUGH IT WAS ORIGINALLY INCLUDED.

ACKNOWLEDGEMENT OF THIS ADDENDUM BY INITIALING AND RETURNING A COPY WITH YOUR BID IS REQUIRED. FAILURE TO DO SO SHALL RESULT IN THE DISQUALIFICATION OF YOUR BID.



Alan Mitchell, Assistant City Engineer
City of Winters

Receipt of this Addendum is hereby acknowledged:

Company

By: _____

Date: _____

Page 1 of 2

Changes and Clarifications to RFP are as follows:

- (1) An encroachment permit from the California DOT will be required. The Contractor will need to file the attached application and 5 copies of a traffic control plan showing the location of the manholes in the State right-of-way. The plan can be schematic, not to scale, showing intersecting street etc. so the location can be easily identified. Filing of Page 1 & 2 of the attachment are required. Page 3 & 4 can be disregarded.
- (2) The City of Winters' Waste Water Treatment Plant will accept sewer debris that can be safely handled by the plant and conforms to all local, state, and federal regulations.
- (3) More than one hydrant may be utilized within the City; however, the City will designate the hydrants and will not permit concurrent use (ie. one at a time).

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
STANDARD ENCROACHMENT PERMIT APPLICATION
 TR-0100 (REV. 05/2006)

Permission is requested to encroach on the State highway right-of-way as follows:
(Complete all BOXES [write N/A if not applicable])
 This application is not complete until all requirements have been approved.

1. COUNTY		2. ROUTE	3. POSTMILE		FOR CALTRANS USE	
4. ADDRESS OR STREET NAME				5. CITY		PERMIT NO.
6. CROSS STREET (Distance and direction from site)				7. PORTION OF RIGHT-OF-WAY		DIST/CO/RTE/PM
8. WORK TO BE PERFORMED BY <input type="checkbox"/> OWN FORCES <input type="checkbox"/> CONTRACTOR				9. EST. START DATE		SIMPLEX STAMP
11. EXCAVATION		MAX. DEPTH	AVG. DEPTH	AVG. WIDTH	LENGTH	DATE OF SIMPLEX STAMP
13. PIPES		PRODUCT TYPE	DIAMETER	VOLTAGE / PSIG		10. EST. COMPLETION DATE
						12. EST. COST IN STATE R/W
						14. CALTRANS PROJECT E.A. NUMBER

15. Double Permit Parent Permit Number _____
 Applicant's Reference Number / Utility Work Order Number _____

16. Have your plans been reviewed by another Caltrans branch? NO YES (If "YES") Who? _____

17. Completely describe work to be done within STATE highway right-of-way :
 Attach 6 complete sets of FOLDED plans (folded 8.5" x 11"), and any applicable specifications, calculations, maps, etc.
 All dimensions shall be in U.S. Customary (English) Units.

18. Is a city, county, or other agency involved in the approval of this project?

YES (If "YES", check type of project and attach environmental documentation and conditions of approval.)

COMMERCIAL DEVELOPMENT BUILDING GRADING OTHER _____

CATEGORICALLY EXEMPT NEGATIVE DECLARATION ENVIRONMENTAL IMPACT REPORT OTHER _____

NO (If "NO", please check the category below which best describes the project, and complete page 4 of this application.)

DRIVEWAY OR ROAD APPROACH, RECONSTRUCTION, MAINTENANCE, OR RESURFACING FENCE

PUBLIC UTILITY MODIFICATIONS, EXTENSIONS, HOOKUPS MAILBOX

FLAGS, SIGNS, BANNERS, DECORATIONS, PARADES AND CELEBRATIONS EROSION CONTROL

OTHER _____ LANDSCAPING

19. Will this project cause a substantial change in the significance of a historical resource (45 years or older), or cultural resource? YES NO
 (If "YES", provide a description)

20. Is this project on an existing highway or street where the activity involves removal of a scenic resource including a significant tree or stand of trees, a rock outcropping or a historic building? YES NO (If "YES", provide a description)

21. Is work being done on applicant's property? YES NO (If "YES", attach site and grading plans.)

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
STANDARD ENCROACHMENT PERMIT APPLICATION
 TR-0100 (REV. 05/2006)

PERMIT NO. _____

22. Will this proposed project require the disturbance of soil within highway right-of-way? YES NO
 If "YES", estimate the area in square feet AND acres: _____ (ft²)
 _____ (acres)

23. Will this proposed project require dewatering? YES NO
 If "YES", estimate daily volume in gallons per day: _____ (gpd)

24. How will any storm water or ground water be disposed of from within or near the limits of this proposed project?
 Storm Drain System Combined Sewer / Storm System Storm Water Retention Basin
 Other (explain): _____

PLEASE READ THE FOLLOWING CLAUSES PRIOR TO SIGNING THIS ENCROACHMENT PERMIT APPLICATION.

The applicant, understands and herein agrees to that an encroachment permit can be denied, and/or a bond required for non-payment of prior or present encroachment permit fees. Encroachment Permit fees may still be due when an application is withdrawn or denied, and that a denial may be appealed, in accordance with the California Streets and Highways Code, Section 671.5. All work shall be done in accordance with Caltrans rules and regulations subject to inspection and approval.

The applicant, understands and herein agrees to the general provisions, special provisions and conditions of the encroachment permit, and to indemnify and hold harmless the State, its officers, directors, agents, employees and each of them (Indemnitees) from and against any and all claims, demands, causes of action, damages, costs, expenses, actual attorneys' fees, judgments, losses and liabilities of every kind and nature whatsoever (Claims) arising out of or in connection with the issuance and/or use of this encroachment permit for: 1) bodily injury and/or death to persons including but not limited to the Applicant, the State and its officers, directors, agents and employees, the Indemnitees, and the public; and 2) damage to property of anyone. Except as provided by law, the indemnification provisions stated above shall apply regardless of the existence or degree of fault of Indemnitees. The Applicant, however, shall not be obligated to indemnify Indemnitees for Claims arising from conduct delineated in Civil Code Section 2782.

DISCHARGES OF STORM WATER AND NON-STORM WATER: Work within State highway right-of-way shall be conducted in compliance with all applicable requirements of the National Pollutant Discharge Elimination System (NPDES) permit issued to the Department of Transportation (Department), to govern the discharge of storm water and non-storm water from its properties. Work shall also be in compliance with all other applicable Federal, State and Local laws and regulations, and with the Department's Encroachment Permits Manual and encroachment permit. Compliance with the Department's NPDES permit requires amongst other things, the preparation and submission of a Storm Water Pollution Protection Plan (SWPPP), or a Water Pollution Control Program (WPCP), and the approval of same by the appropriate reviewing authority prior to the start of any work. Information on the requirements may also be reviewed on the Department's Construction Website at:

<http://www.dot.ca.gov/hq/construc/stormwater1.htm>

25. NAME of APPLICANT or ORGANIZATION (Print or Type)		E-MAIL ADDRESS	
ADDRESS of APPLICANT or ORGANIZATION WHERE PERMIT IS TO BE MAILED (Include City and Zip Code)			
PHONE NUMBER		FAX NUMBER	
26. NAME of AUTHORIZED AGENT / ENGINEER (Print or Type)		IS LETTER OF AUTHORIZATION ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO	E-MAIL ADDRESS
ADDRESS of AUTHORIZED AGENT / ENGINEER (Include City and Zip Code)			
PHONE NUMBER		FAX NUMBER	
27. SIGNATURE of APPLICANT or AUTHORIZED AGENT	28. PRINT OR TYPE NAME	29. TITLE	30. DATE

PERMIT NO. _____

FEE CALCULATION -- FOR CALTRANS USE					
<input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD NAME ON CARD _____ PHONE NUMBER _____					
<input type="checkbox"/> CHECK NUMBER _____ NAME ON CHECK _____ PHONE NUMBER _____					
<input type="checkbox"/> EXEMPT <input type="checkbox"/> PROJECT EA _____ <input type="checkbox"/> DEFERRED BILLING (Utility)					
CALCULATED BY	(1)		(2)		
REVIEW	1. FEE / DEPOSIT	DATE	2. FEE / DEPOSIT	DATE	TOTAL FEE / DEPOSIT
1. _____ HOURS @ \$ _____ *	\$ _____		\$ _____		\$ _____
2. _____ HOURS @ \$ _____ *			\$ _____		\$ _____
INSPECTION	1. FEE / DEPOSIT	DATE	2. FEE / DEPOSIT	DATE	TOTAL FEE / DEPOSIT
1. _____ HOURS @ \$ _____ *	\$ _____		\$ _____		\$ _____
2. _____ HOURS @ \$ _____ *			\$ _____		\$ _____
FIELD WORK					
_____ HOURS @ \$ _____ *	\$ _____		\$ _____		\$ _____
EQUIPMENT & MATERIALS	DEPOSIT	DATE	DEPOSIT	DATE	DEPOSIT
	\$ _____		\$ _____		\$ _____
CASH DEPOSIT IN LIEU OF BOND	\$ _____		\$ _____		\$ _____
TOTAL COLLECTED	\$ _____		\$ _____		
CASHIER'S INITIALS	_____		_____		\$ _____
<i>* The current hourly rate is set annually by Headquarters Accounting. District Office staff do not have authority to modify this rate.</i>					
PERFORMANCE BOND	<input type="checkbox"/>	DATE			AMOUNT \$
PAYMENT BOND	<input type="checkbox"/>	DATE			AMOUNT \$
LIABILITY INSURANCE REQUIRED?	<input type="checkbox"/> YES <input type="checkbox"/> NO				AMOUNT \$

PERMIT NO. _____

INSTRUCTIONS
for completing page 4

This page needs to be completed when the proposed project **DOES NOT** involve a City, County or other public agency.

Your answers to these questions will assist departmental staff in identifying any physical, biological, social or economic resources that may be affected by your proposed project within the State highway right-of-way. And, to determine which type of environmental studies may be required to approve your application for an encroachment permit.

It is the applicant's responsibility for the production of all required environmental documentation and supporting studies, in some cases this may be costly and time-consuming. If possible, attach photographs of the location of the proposed project.

Please answer these questions to the best of your ability. Provide a description of any "YES" answers (type, name, number, etc.)

1. Will any existing vegetation and/or landscaping within the highway right-of-way be disturbed?
2. Will the proposed project involve any soil disturbance within highway right-of-way (trenching or excavation)?
3. Are there waterways (river, creek, pond, natural pool or dry streambed) adjacent to or within the limits of the project or highway right-of-way?
4. Is the proposed project located within five miles of the coast line?
5. Will the proposed project generate construction noise levels greater than 86 dBA (i.e. jack-hammering, pile driving)?
6. Will the proposed project incorporate land from a public park, recreation area or wildlife refuge open to the public?
7. Are there any recreational trails or paths within the limits of the proposed project or highway right-of-way?
8. Will the proposed project impact any structures, buildings, rail lines, or bridges within highway right-of-way?
9. Will the proposed project impact access to any businesses or residences?
10. Will the proposed project impact any existing public utilities or public services?
11. Will the proposed project impact existing pedestrian facilities, such as sidewalks, crosswalks, or overcrossings?
12. Will new lighting be constructed within or adjacent to highway right-of-way?

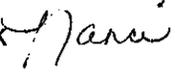
City of Winters**BID SUMMARY**
Television Inspection of Sanitary Sewers

Bid Opening: September 13, 2006 @ 12:00PM

Ranking	Bidder	Location	Average Price		Bid Amount @ 55,000 linear feet
1	Specialized Pipeline Services	Santa Rosa, CA	\$1.52	per linear foot	\$83,600.00
2	AAA Pipeline Inspection, Inc.	Orangevale, CA	\$1.80	per linear foot	\$99,000.00
3	Pacific Liners	Vacaville, CA	\$1.89	per linear foot	\$103,950.00
4	Subtronic Corporation	Concord, CA	\$2.45	per linear foot	\$134,750.00



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE : October 3, 2006
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Nanci G. Mills, Director of Administrative Services/City Clerk 
SUBJECT: Street Closure – Winters High School Homecoming Rally–October 13, 2006

RECOMMENDATION:

Approve street closure to allow for the Winters High School Homecoming Rally.

BACKGROUND:

The Winters High School will be holding its Annual Homecoming Rally on October 13, 2006 at the corner of Main and First Street.

Per the City's Street Closure Ordinance, it requires Council approval on identified streets on the attached form.

FISCAL IMPACT:

None by this action.



City of Winters Request for Street Closure

This application is for citizens or groups that have occasion to request that streets be temporarily closed for such things as bicycle races, running contests, block parties and other such events requiring the re-routing of traffic. For a parade or amplified sound an additional permit is required.

A request to close streets shall be filed with the Police and Public Works Departments at least ten (10) business days prior to the date the street would be closed.

There shall be no closure of the following streets without Council approval:

- 1. Main Street ✓
- 2. Railroad Street
- 3. Grant Avenue
- 4. Valley Oak Drive
- 5. Abbey Street

Request to close these streets shall be processed in much the same manner except that the request shall be submitted to the City Council by the Police Department. Requests to close the streets herein listed shall be submitted at least thirty (30) business days prior to the street closure.

Requests for street closures that are not submitted by the minimum time lines may be granted only by the Winters City Council.

Name: <u>Poliza Gonzalez</u>	Organization: <u>Student Government</u>
Address: <u>101 Grant Ave.</u>	Mailing Address: <u>101 Grant Ave</u>
Telephone: <u>(530) 795-6140</u>	Today's Date: <u>8-25-06</u>
Streets Requested: <u>Main St. and 1st Street</u>	
Date of Street Closure: <u>10-13-06</u>	Time of Street Closure: <u>11:45 A.M. - 1:20 PM</u>
Description of Activity: <u>Homecoming Downtown Rally (Parade)</u>	
Services Requested of City: <u>Police Parade escort.</u>	

APPROVED: _____ *Police Department* _____ *Public Works Department*

City of Winters Request for Street Closure

Please provide a listing of the names and signatures of people living on the street (s) to be closed and acknowledging that they know why the closure is requested and that they agree to the closure. Attach additional sheets if necessary.

Ed Callel	vintage PAVING
San Jerrico	Cannabis
Robin Warner	Time & Again
Frankie Medina	Buckhorn Catering
Judy Willey	First Adventures
Kelley Shapel	Eagle Drug
Manny Jarama	Metro PCS
Richard	Velo City
ADRIAN STEPHENS	Realty World Camelot Winters
Diana Salera	Pacific Hardware
Jane Tweede	Clark Carousel
Lisa Martinez	WINTERS HEALTHCARE 723 MAIN ST
Shi Corralis	Putah Creek Cafe
Christine Zarate	Buckhorn
Maeagan Ireland	Chris' Florist
Carmen Estada	Ireland Agency
Art	Estada's Accessories
Michelle	La Bodega Bakery
Judith	LA Tienda
Sam	First Northern Bank
Yesenia	CUSTOM CLOTHING
Elisa Arce	Ocean Chines Rest.

El Pueblo Meat Mkt & La Mexicana Store
 Charlene Martinez 108 Main St -



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE: October 3, 2006
FROM: John W. Donlevy, Jr., City Manager 
SUBJECT: Spare the Air Banner Program

RECOMMENDATION:

That the City Council:

1. Receive a presentation from the Yolo Solano Air Quality Board regarding the "Spare the Air" banner campaign and program; and
2. Provide direction regarding said program.

BACKGROUND:

Local merchants have raised concerns that the "Spare the Air" banner campaign presents a negative economic message to visitors to Winters. The City Council has requested that a presentation be made by the Solano Air Quality Board regarding the program be made.

FISCAL IMPACT:

None by this action.



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE: October 3, 2006
FROM: John W. Donlevy, Jr., City Manager 
SUBJECT: Historic Preservation Ordinance/Commission

RECOMMENDATION:

That the City Council review the Historic Preservation Ordinance and provide direction to Staff on the establishment of a Historic Preservation Commission for the City of Winters.

BACKGROUND:

In May, 1985, the City Council adopted Ordinance 85-03 establishing a Historical Preservation Commission and Procedure for designating and protecting historical landmarks and districts within the City of Winters. Attached is a copy of the ordinance with the information pertaining to the elements of the historic preservation program.

Generally, the Historic Preservation Program includes:

- The establishment of a Historic Preservation Commission;
- Duties to include a historic resources inventory, designation of landmarks and districts, regulations pertaining to historic districts and landmarks, funding for the protection of historic districts, recommend a Historic Preservation Element for the City's General Plan;
- Definitions of improvements;
- Establishment of Historic District #1 which includes properties and buildings located along Main Street between Railroad Ave. and First Street.
- Designation of duties to the City's Building Official for the implementation of this ordinance.

The Historic Preservation Commission was established in 1985 and worked until 1988 when the goals outlined in the Ordinance were largely accomplished. Under Ordinance 85-06, the duties of the Commission were transferred to the Planning Commission.

DISCUSSION:

In recent weeks, the issue of the re-establishment of such a commission has come to light. A key issue which has arisen includes the need for architectural review for façade improvements proposed within Historic District #1. Additionally, some have suggested the need for the establishment of design guidelines for improvements for structures within the Historic District.

Until 2002, the overall development activity within the Historic District lay mostly fallow and the need for any review of projects was simply not needed. Since that period, a number of renovations, mostly centered on façade restorations have occurred, most notably at the Berryessa Gap Winery, El Pueblo Market, Velo City Bike Shop, Hardware Store. In most cases, the restorations included removal of deteriorating awnings and minor replacements.

Much of what was envisioned in the original ordinance was accomplished. The inventories of buildings and structure of design elements are included in a variety of documents.

Staff is requesting direction from the City Council on how to proceed with this item.

FISCAL IMPACT:

To be determined.

ATTACHMENTS:

Ordinances 85-03, 88-03, 88-08, 2003-05

ORDINANCE 85-03

AN ORDINANCE ESTABLISHING A HISTORICAL
PRESERVATION COMMISSION AND PROCEDURE
FOR DESIGNATING AND PROTECTING HISTORICAL
LANDMARKS AND HISTORICAL DISTRICTS

THE CITY COUNCIL OF THE CITY OF WINTERS DOES HEREBY
ORDAIN AS FOLLOWS:

Section One. This ordinance is adopted to establish a historical preservation program for the City of Winters that will "provide for the protection, enhancement, perpetuation, or use of places, sites, buildings, structures, works of art and other objects having special character or special historical or aesthetic interest or value" (as stated in the California Government Code, Sections 25373 and 37361, and outlined in the Historic Preservation Element of the Winters General Plan of 1984.

This ordinance is also adopted to preserve areas, specific structures and objects within the City that reflect special elements of the City's architectural, artistic, cultural, engineering, economic, aesthetic, historical, political, social, and other heritage; to stabilize and improve property values in historic districts; and to promote the public health, safety, and general welfare by providing for the identification, protection, enhancement, preservation, and use of these cultural resources for the following reasons:

- A. To safeguard the City's heritage as embodied and reflected in such resources;
- B. To encourage public knowledge, understanding, and appreciation of the City's past;
- C. To foster civic and neighborhood pride and a sense of identity based on the recognition and use of cultural resources;
- D. To promote the enjoyment and use of cultural resources appropriate for the education and recreation of the people of the City;
- E. To preserve diverse and harmonious architectural styles and design preferences reflecting phases of the City's history and to enhance, complementary contemporary design, construction and the visual character of the City by encouraging the compatibility of architectural styles within Historic Districts reflecting unique and established architectural traditions;
- F. To enhance property values and to increase economic and financial benefits to the City and its inhabitants;
- G. To strengthen the economy of the City by protecting and enhancing the City's attractions to residents, tourists and visitors (thereby stimulating business and industry);
- H. To identify as early as possible and resolve conflicts between the preservation of cultural resources and alternative land uses;
- I. To foster public appreciation of and civic pride in the beauty of the City and the accomplishments of its past;

Section 2. ARTICLE 7 is hereby added to Chapter 3, Title II of the Winters Municipal Code to read as follows:

SECTION 2-3.701. Creation of Historical Preservation Commission

There is created a Historical Preservation Commission. The Commission will consist of 5 members appointed by the Mayor, with the consent of the City Council.

SECTION 2-3.702. Qualification of Members.

To be eligible for appointment to the commission, an individual must have a demonstrated interest in historic preservation.

SECTION 2-3.703. Term of Office.

June 30/1987
The term of office for each member is 2 years. The members first appointed shall qualify themselves by lot so that 3 members serve until June 30, 1985, and 2 members serve until June 30, 1986. Each member serves until his successor is appointed and qualifies.

SECTION 2-3.704. Removal or Vacancy.

A member of the commission may be removed by a majority vote of the City Council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term.

SECTION 2-3.705. Vacancy Caused by Absence from Meeting.

If a member of the commission is absent without cause from 3 successive meetings of the commission, the office becomes vacant automatically. The commission shall immediately notify the council of the vacancy.

SECTION 2-3.706. Time and Place of Regular Meetings.

The commission shall fix the time and place of its regular meetings.

SECTION 2-3.707. Appointment of Officers.

The commission shall appoint a chair and vice-chair and secretary from among its members. The chair and vice-chair serve for a term of 1 year and until the successor of each is appointed and takes office.

SECTION 2-3.708. Adoption of Rules.

The commission shall adopt rules for the transaction of its business.

SECTION 2-3.709. Commission Records.

The commission shall keep a public record of its resolutions, transactions, findings and determinations.

SECTION 2-3.710. Quorum.

Three a quorum
Three members of the commission constitutes a quorum for

the transaction of business.

SECTION 2-3.711. Duties of Officers.

(a) Chair: The chair shall preside at all meetings of the commission. He or she shall appoint each committee and shall perform the duties necessary or incidental to the office.

(b) Vice-Chair: The vice-chair is chair in the absence of the chair or in case of inability of the chair to act.

(c) Secretary: The secretary shall keep minutes of each meeting and shall record the official action taken. On all official actions on which a vote is taken, the secretary shall take the vote by roll call, in alphabetical order, with the chair voting last. The secretary shall certify each official document and resolution of the commission. The secretary shall maintain records of operation and shall perform such other duties as the commission assigns.

Our
SECTION 2-3.712. Powers and Duties.

The Historical Preservation Commission shall have the following powers and duties:

(a) To undertake a comprehensive historic resources inventory, to maintain a historic register; and to maintain such historical collections as may be donated to the City;

(b) To establish various criteria, guidelines and standards to carry out the intent of this ordinance;

(c) ~~To recommend to the City Council the designation of historical landmarks and historical districts;~~

(d) ~~To participate in administering regulations pertaining to historical landmarks and historical districts;~~

(e) ~~To recommend to the City Council ways to fund and to otherwise make financially feasible the protection of historical landmarks and historical districts;~~ *such as grants?*

(f) To recommend to the Council the means to implement the Historic Preservation Element of the General Plan and this Ordinance by developing information and programs to increase awareness of, preservation of, and use of historical landmarks and historical districts in the City;

(g) To perform such other duties as the City Council may direct;

(h) To integrate preservation planning into the general planning review process.

Section 3. ARTICLE 30 is hereby added to TITLE VIII, Chapter 1 of the Winters Municipal Code to read as follows:

SECTION 8-1.3001. Definitions. The following definitions of terms found in this Article shall apply:

A. "Alteration" means any exterior change or modification, through public or private action, of any cultural resource or of any property located within a historic district including, but not limited to, exterior changes to or modification of structure, architectural details or visual characteristics such as grading, surface paving, new structures, cutting or removal of trees and other natural features, disturbance of archeological

sites or areas, and the placement or removal of any exterior objects such as signs, plaques, light fixtures, street furniture, walls, fences, steps, plantings, and landscape accessories affecting the exterior visual qualities of the property.

B. "Cultural resource" means improvements, buildings, structures, signs, features, sites, places, areas or other areas of scientific, aesthetic, educational, cultural, architectural, or historical significance to the citizens of the City.

C. "Exterior architectural feature" means the architectural elements embodying style, design, general arrangement and components of all of the outer surfaces of an improvement, including but not limited to the kind, color and texture of the building materials and the type and style of all windows, doors, lights, signs and other fixtures appurtenant to such improvement.

D. "Historic District" means any area containing improvements which have a special character, historical interest or aesthetic value or which represent one or more architectural periods or styles typical to the history of the City, and which improvements constitute a distinct section of the City that has been designated an historic district pursuant to this ordinance.

E. "Improvement" means any building, structure, place, parking facility, fence, gate, wall, work of art or other object constituting a physical betterment of real property, or any part of such betterment.

F. "Designated Structure" (landmark, cultural resource, historic structure) means any improvement that has special historical, cultural, aesthetic or architectural character, interest or value as part of the development, heritage or history of the City, the State of California, or the nation and that has been designated pursuant to this ordinance.

G. "Designated site" (historic site, cultural resource site, landmark site) means a parcel or part thereof on which a cultural resource is situated, and any abutting parcel or part thereof constituting part of the premises on which the cultural resource is situated, and which has been deemed a designated pursuant to this ordinance.

H. "Object" means a material thing of functional, aesthetic, cultural, symbolic or scientific value, usually by design or nature movable.

I. "Preservation" means the identification, study, protection, restoration, rehabilitation or enhancement of cultural resources.

SECTION 8-1.3002. Creation of Historic Districts

(a) In accordance with recommendations made in the Winters Cultural Resources Inventory Report (1983), the council finds that the area described in subsection (b) contains

The Book Center R.R. Area

improvements which have either a special character or special historical interest or aesthetic interest or value and represent a period or style of architecture typical of eras in the city's history. Because of these factors the area constitutes a distinct section of the City.

(b) The Council designates Historic District One. The Historic District One consists of each parcel of property, and each designated landmark, located within the area described as follows;

Main Street, between Railroad Avenue and First Street. The area described is more particularly shown on a map attached to this Ordinance and designated as "Map of Historic District One of the City of Winters." The map designated as Map of Historic District One of the City of Winters is made a part of this ordinance by reference.

SECTION 8-1.3003. Approval required.

No person may undertake any of the following within the historic district without a certificate of approval from the Historical Preservation Commission.

- certificate of approval*
- (1) construction of a new structure;
 - (2) the moving, demolition or alteration of an existing structure in any manner which affects the exterior appearance of the structure;
 - (3) a change in land use which affects the exterior appearance of a structure;
 - (4) the erection, remodeling, or replacing or a sign which affects the exterior appearance of a structure.

SECTION 8-1.3004. Application for a permit to construct or alter structures.

(a) A person who desires to construct, alter, move or demolish a structure within the historic district shall file an application with the building inspector on a form prescribed by the city. The application shall include all necessary information required by the rules of the Historical Preservation Commission. When the application is filed, it shall be referred to the commission.

(b) The commission shall prescribe the rules for the giving of Notice and the holding of a public hearing upon applications filed under this ordinance.

SECTION 8-1.3005. Factors to be considered upon application.

In reviewing and acting upon each application, the commission shall consider:

- (1) The historic value and significance, or the architectural value and significance or both, of the structure and its relation to the historic value of the surrounding area;
- (2) The relationship of the exterior architectural features of the structure to the rest of the structure itself and to the surrounding area;
- (3) The general compatibility of exterior design, arrangement, texture and material which is proposed by the applicant.

SECTION 8-1.3006. Commission restricted to exterior features only. The commission shall consider and pass upon only the exterior features of a structure and may not consider the interior arrangement of the structure. The commission may not disapprove applications except in regard to the considerations set forth in Section 8-1.3003.

It is the purpose and intent of this ordinance that the commission be STRICT in its judgment of plans for structures, or landmarks considered to have significance in the historic and architectural history of the city, particularly those in the historic districts established in this ordinance.

It is also the purpose of this ordinance and the intent of the city council that the commission be LENIENT in its judgment of plans FOR STRUCTURES WHICH HAVE LITTLE OR NO HISTORIC VALUE or plans for new construction except where the plans would seriously impair the historic or architectural value of surrounding structures or landmarks. In adopting this ordinance the city council does not intend to limit new construction, alteration or repairs to any particular period of architectural style. *Such as High School Bldg.*

SECTION 8-1.3007. Procedure upon application.

(a) Upon the filing of an application, the secretary of the commission shall set the matter for hearing and shall give notice in accordance with the rules of the commission. The commission shall hold a public hearing and shall make its decision within 30 days from the date the application is filed. If the commission fails to act within 30 days, the application is considered approved unless the applicant and the commission agree to an extension of time.

(b) At the conclusion of the hearing the commission shall make its decision and shall file a certificate of approval or certificate of rejection with the building inspector. No person may do any work upon a structure which is a subject of an application until the commission has filed its certificate of approval. If the commission files a certificate of rejection, the building inspector shall not issue a building permit.

(c) The commission shall have the right to refuse the issuance of a building permit, or to halt the demolition of a structure up to 180 days.

SECTION 8-1.3008. Special considerations.

(a) If the commission is satisfied that the proposed construction or alteration will not materially impair the historic or architectural value of the structure, it shall approve the application.

(b) If the commission finds that the retention of the structure constitutes a hazard to public safety and the hazard cannot be eliminated by economic means available to the owner, the commission shall approve the application.

(c) If the commission considers the structure or landmark valuable for the history or period of architecture it

represents and important to the neighborhood in which it exists, the commission may nevertheless approve the application if ant of the following circumstances exist:

(1) The structure is a deterrent to a major improvement program which substantially benefits the city;

(2) Retention of the structure causes an undue financial hardship to the owner; or

(3) Retention of the structure is not in the interest of the majority of inhabitants of the city.

(e) The commission may approve the moving of a structure or landmark of historical or architectural value as an alternative to demolition.

SECTION 8-1.3009. Exceptions from regulations.

The regulations contained in this ordinance for approval by the commission do not apply to painting, routine maintenance or repair of a structure or landmark within the historic district.

SECTION 8-1.3010. Appeal.

A person aggrieved by an action of the Historical Preservation Commission may appeal the decision to the City Council. The time for taking an appeal, the notice and hearing and the rules applicable to the hearing and decision which apply to land use matters shall apply to an appeal from the commission.

SECTION 8-1.3011. Regulations enforced by building official.

The provisions of this chapter shall be enforced by the building inspector of the city with the aid of persons from such other city departments as may be requested by the building inspector. The provisions of the State Historic Building Code (California Administrative Code, Title 24, Part 8) shall be applicable in permitting repairs, alterations, and additions necessary for the preservation, restoration, moving or continued use of a historical building or structure.

SECTION 8-1.3012. Violation is a nuisance and may be abated.

A person who violates the provisions of this chapter is guilty of maintaining a public nuisance. An authorized employee of the building department may mail written notice to the owner that the violation exists. The owner then shall have thirty days to remedy the violation. The notice shall state that if the violation is not corrected within the time specified, legal proceedings to abate the violation shall be instituted. The city may follow the procedure conferred by Government Code Sections 38773, 38773.5, Civil Code Section 3494, Code of Civil Procedure Section 731, or other lawful authority.

SECTION 8-1.3013. Penalty for violation.

Any person violating any provision of this Chapter shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in an amount not exceeding \$500.00 or be imprisoned for a period not exceeding six months or be so fined and

imprisoned. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.

SECTION 8-1.3014. Remedies are cumulative.

The remedies for violation of the provisions of this chapter are alternative and cumulative rather than exclusive in nature.

SECTION 8-1.3015. Showing of hardship.

The commission or City Council need not disapprove an application for permit to carry out any proposed work in an historic district, or on a landmark or a landmark site, if the applicant presents clear and convincing evidence of facts demonstrating to the satisfaction of the commission or city council that such disapproval will work immediate and substantial hardship on the applicant because of conditions peculiar to the person seeking to carry out the proposed work, whether this be the property owner, tenant or resident, or because of conditions peculiar to the particular improvement, building or structure or other feature inconsistent with the purposes of this Chapter. If a hardship is found to exist under this section, the Commission or City Council shall make a written finding to that effect, and shall specify the facts and reasons relied upon in making such finding.

SECTION 8-1.3016. Severability.

If any section, sentence, clause or phrase of this Chapter is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter. The City Council hereby declares that it would have passed this ordinance and adopted this Chapter and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

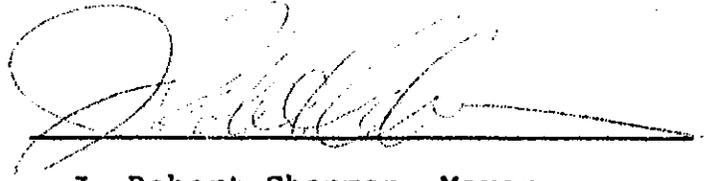
Section 4. Taking effect: This Ordinance shall take effect thirty (30) days after its passage and shall be published as required by law.

The foregoing ordinance was first introduced at a regular meeting of the Winters City Council on May 7, 1985. A Public Hearing was held on May 21, 1985. On May 21, 1985, the ordinance was adopted by said City Council, at a regular meeting, by the following vote:

AYES: J. Robert Chapman, Mayor
Roger Mosier, Vice-Mayor
Roy Jones, Councilman
Gilbert Sebastian, Councilman
Wayne Stewart, Councilman

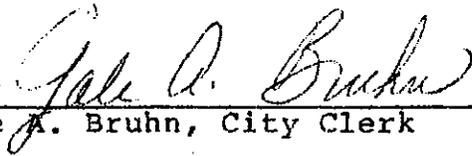
NOES: None

ABSENT: None

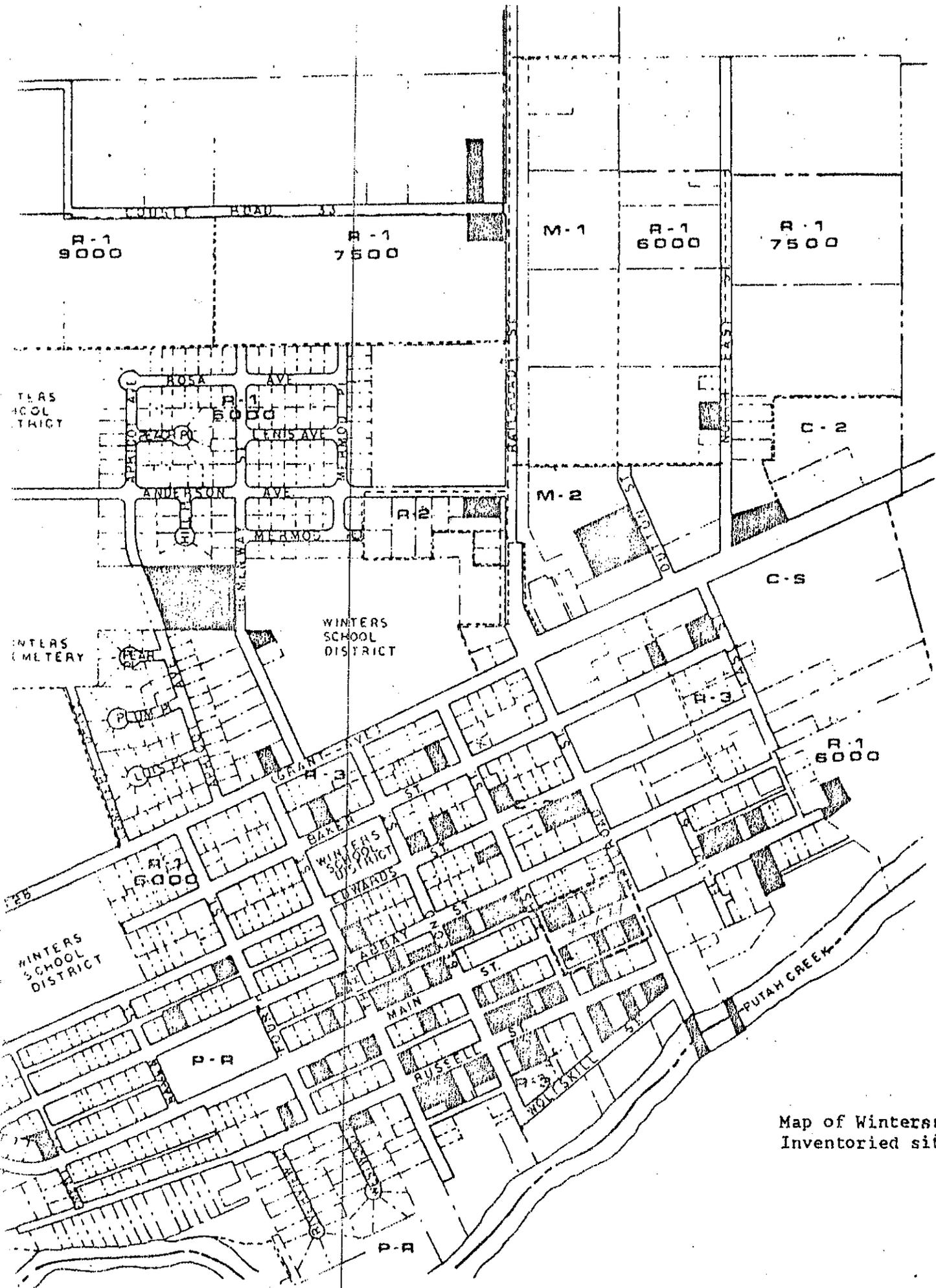


J. Robert Chapman, Mayor

ATTEST:



Gale A. Bruhn, City Clerk



Map of Winters:
Inventoried sites

ORDINANCE 88-03

AN ORDINANCE AMENDING ARTICLE 7 OF THE
WINTERS MUNICIPAL CODE RELATING TO THE
HISTORIC PRESERVATION COMMISSION AND PROVIDING
OF THE WINTERS PLANNING COMMISSION TO ASSUME THE DUTIES
THEREOF

WHEREAS, the Historic Preservation Commission of the City of Winters has performed a valuable service to the citizens of the City of Winters by its protection of the historical structures and landmarks in the City of Winters; and

WHEREAS, the number of permit applications under the preservation ordinance has limited the use of that commission;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WINTERS DOES HEREBY ORDAIN AS FOLLOWS:

Section One: Section 2-3.701 of Article 7, Title II of the Winters Municipal Code is hereby amended to read as follows:

SECTION 2-3.701. Creation of Historical Preservation Commission

There is created a Historical Preservation Commission. The Commission will consist of 5 members appointed by the Mayor, with the consent of the City Council. The City Council is empowered to suspend the operation of the commission, and remove the entire membership from the commission, during periods when, in the sole discretion of the City Council, there is insufficient need for a regularly meeting commission dealing with the terms and conditions of this Article. During such periods, the Winters Planning Commission shall act as the Historical Preservation Commission, and shall have all the powers and duties listed in Article 7. Suspension and removal under this section, and reinstitution, may be by minute order of the City Council.

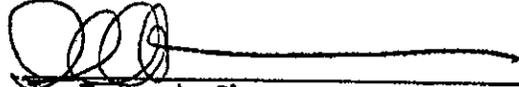
Section Two: The City Attorney of the City of Winters is hereby directed to publish a summary of this ordinance once prior to the public hearing on its adoption, and once thereafter, pursuant to California law.

This ordinance was introduced at a regular meeting of the Winters City Council, held on January 19, 1988, and was adopted after public hearing on February 2, 1988, by the following vote:

AYES: (5) HARRIS, JONES, MOSIER, OGANDO, MAYOR CHAPMAN

NOES: (0)

ABSENT: (0)


J. Robert Chapman, Mayor

ATTEST:


Rosie Ornelas, City Clerk



AN ORDINANCE ESTABLISHING A HISTORICAL PRESERVATION COMMISSION
AND PROCEDURES FOR DESIGNATING AND PROTECTING HISTORICAL
LANDMARKS AND DISTRICTS

The City Council of the City of Winters does hereby ordain as follows:

Section One. Title. This chapter shall be known as the Historic Preservation Ordinance of the City of Winters.

Section Two. Purpose. This ordinance is adopted to establish a historical preservation program for the City of Winters that will "provide for the protection, enhancement, perpetuation, or use of places, sites, buildings, structures, works of art and other objects having special character or special historical or aesthetic interest or value" (as stated in the California Government Code, Section 25373 and 37361, and outlined in the Historic Preservation Element of the Winters General Plan of 1984. This ordinance is also adopted to preserve areas, specific structures and objects within the City that reflect its engineering, economic, aesthetic, historical, political, agricultural, natural vegetations, geological, archeological, religious, ethnic, social, and other heritage; to stabilize and improve property values in historic districts; and to promote the public health, safety, and general welfare by providing for the identification, protection, enhancement, preservation, and use of these cultural resources for the following reasons:

- A. To safeguard the City's heritage as embodied and reflected in such resources;
- B. To encourage public knowledge, understanding, and appreciation of the City's past;
- C. To foster civic and neighborhood pride and a sense of identity based on the recognition and use of cultural resources;
- D. To promote the enjoyment and use of cultural resources appropriate for the education and recreation of the people of the City;
- E. To preserve diverse and harmonious architectural styles and design preferences reflecting phases of the City's history and to enhance, complimentary contemporary design, construction and the visual character of the City by encouraging the compatibility of architectural styles within Historic Districts reflecting unique and established architectural traditions;
- F. To enhance property values and to increase economic and financial benefits to the City and its inhabitants;
- G. To strengthen the economy of the City by protecting and enhancing the City's attractions to residents, tourists and visitors (thereby stimulating business and industry);
- H. To identify as early as possible and resolve conflicts between the preservation of cultural resources and alternative land uses;
- I. To foster public appreciation of and civic pride in the beauty of the City and the accomplishments of its past.

Section Three. Article 7 is hereby added to Chapter 3, Title II of the Winters Municipal Code to read as follows:

Section 2-3.701. Creation of Historical Preservation Commission

There is created a Historical Preservation Commission, hereinafter referred to as the "Commission." The Commission will consist of the 7 members of the Winters Planning Commission appointed by the Mayor, with the consent of the City Council.

Section 2-3.702. Qualification of Members

(a) The members of the Commission should include members of preservation related organizations such as historical societies, museums, heritage groups and civic clubs, as well as members of professional bodies such as licensed architects, attorneys and urban planners. To be eligible for appointment to the Commission, an individual must have a demonstrated interest in historic preservation and knowledge of the cultural heritage of the City.

(b) To the extent Commission members with these qualifications are unavailable in the community or are unable to serve on the Commission, an advisory committee will be appointed by the Historical Preservation Commission. The Advisory Committee shall provide professional expertise as required in such disciplines as architecture, history, planning and archeology, as needed.

Section 2-3.703. Term of Office

The term of office for each member is 4 years concurrent with the term of the Planning Commission. Each member serves until his successor is appointed and qualifies.

Section 2-3.704. Removal or Vacancy

A member of the Commission may be removed by a majority vote of the City Council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term.

Section 2-3.705. Vacancy Caused by Absence from Meeting

If a member of the Commission is absent without cause from 3 successive meetings of the Commission, the office becomes vacant automatically. The Commission shall immediately notify the Council of the vacancy.

Section 2-3.706. Time and Place of Regular Meetings

The Commission shall fix the time and place of its regular meetings. The Commission shall meet no less often than four times per year in order to ensure the smooth process of business. Notice of meetings shall be given in conformance with California Government Code Section 54951.1-54961 (The Ralph M. Brown Act.)

Section 2-3.707. Appointment of Officers

The Commission shall appoint a chair and vice-chair and secretary from among its members. The chair and vice-chair serve for a term of 1 year and until the successor of each is appointed and takes office.

Section 2-3.708. Adoption of Rules

The Commission shall develop and adopt its own operating rules and by laws for the transaction of its business; thereafter having the power and authority to perform all of the duties hereinafter enumerated and provided.

Section 2-3.709. Commission Records

The Commission shall keep a public record of its resolutions, transactions, findings and determinations.

Section 2-3.710. Quorum

Four members of the Commission constitute a quorum for the transaction of business.

Section 2-3.711. Duties of Officers

(a) Chair: The chair shall preside at all meetings of the Commission. He or she shall appoint each committee and shall perform the duties necessary or incidental to the office.

(b) Vice-Chair: The vice-chair is chair in the absence of the chair or in a case of inability of the chair to act.

(c) Secretary: The secretary shall keep minutes of each meeting and shall record the official action taken. On all official actions on which a vote is taken, the secretary shall take the vote by roll call, in alphabetical order, with the chair voting last. The secretary shall certify each official document and resolution of the Commission. The secretary shall maintain records of operation and shall perform such other duties as the commission assigns.

Section 2-3.712. Powers and Duties

The Historical Preservation Commission shall have the following powers and duties:

(a) Adopt procedural rules for the conduct of its business in accordance with the provisions of this chapter.

(b) Establish criteria and conduct or cause to be conducted a periodic update of the Winters Cultural Resources Inventory completed in 1983. Publicize results of the survey updates.

(c) Maintain a local register of cultural resources including historic districts and neighborhoods, landmark sites, and landmarks within the City.

(d) Preserve, restore, maintain, and operate historic properties under the ownership or control of the City.

(e) To establish various criteria, guidelines and standards to carry out the intent of this ordinance.

(f) Adopt prescriptive standards to be used by the Commission in reviewing applications for permits to construct, change, alter, modify, remodel, remove, or significantly affect any cultural resource.

(g) To recommend to the City Council, in accordance with the criteria set forth in Section 8-1.3002 the designation of cultural resources including historical landmarks, landmark sites, and historical districts and neighborhoods.

(h) To participate in administering regulations pertaining to cultural resources including historical landmarks and historical districts.

(i) Investigate and make recommendations to the City Council ways to fund and to otherwise make financially feasible the protection of historical landmarks and historical districts on the use of various federal, state, local or private funding sources and mechanisms available to promote cultural resource preservation in the City.

(j) To recommend to the City Council the means to implement the Historic Preservation Element of the General Plan and the Ordinance by developing information and programs to increase awareness of, preservation of, and use of historical landmarks and historical districts in the City. Participate in, promote, and conduct public information, educational, and interpretive programs pertaining to cultural resources.

(k) Render advice and guidance, upon the request of the property owner or occupant, on the restoration, alteration, decoration, landscaping or maintenance of any cultural resource including landmarks, landmark sites, historic districts, or neighboring properties within public view.

(l) Review all applications for permits, environmental assessments, environmental impact statements, and other similar documents as set forth in this ordinance, pertaining to designated and potential cultural resources, or related neighboring property within public view. The Community Development Department shall forward all such documents to the Commission for review and comment. The Commission shall forward its recommendations to the Planning Commission or City Council, as appropriate.

(m) Approve or disapprove, in whole or in part, applications for permits pursuant to Section 8-1.3004 through 8-1.3007.

(n) Consider whether denial of Certificates of Approval affecting cultural resources results in economic hardship to the property owner according to the procedures outlined in Section 8-1.3014.

(o) Review and comment upon the conduct of land use, housing and redevelopment, municipal improvement, and other types of planning and programs undertaken by any agency of the City, the county, or state as they relate to the cultural resources of the community.

(p) Review the actions and proposed actions and environmental review processes of all city departments and public agencies and advise on the effects of these actions, programs, capital improvements or activities on designated and potential cultural resources.

(q) Hire staff, retain consultants and conduct studies, as the Commission deems desirable or necessary, except that all expenditures of city funds are subject to prior approval by the City Council.

(r) Conduct negotiations on behalf of the City Council regarding recommendations for the purchase by the city of fee or less than fee interests in property, transfer of development rights, easements or other mechanisms for purposes of cultural heritage resources preservation.

(s) Assume whatever responsibilities and duties may be assigned to it by the state under the Certified Local Government Provisions of the National Historic Preservation Act of 1966 as amended.

(t) Confer recognition upon the owners of landmarks or property or structures within historic districts or neighborhoods, or cultural resource areas by means of certificates, plaques, or markers and from time to time issue commendations to owners of cultural resources who have rehabilitated their property in an exemplary manner.

(u) Keep minutes and records of all meetings and proceedings including voting records, attendance, resolutions, findings, determinations and decisions. All such material shall be public record.

(v) Publish procedural rules for registering historical properties identified in a local cultural resources survey program or the Nation Register of Historic Places, in accordance with the requirements in the National Historic Preservation Act, Section 101(c)(2).

(w) Undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or to fulfill the objectives of cultural resource preservation.

(x) To perform such other duties as the City Council may direct.

(y) To integrate preservation planning into the general planning review process.

Section Four:

Article 30 is hereby added to Title VIII, Chapter 1 of the Winters Municipal Code to read as follows:

Section 8-1.3001. Definitions. The following definitions of terms found in this Article shall apply:

- a. "Alteration" means any exterior change or modification, through public or private action, of any cultural resource or of any property located within a historic district including, but not limited to, exterior changes to or modification of structure, architectural details or visual characteristics such as grading, surface paving, new structures, cutting or removal of trees and other natural features, disturbance of archeological sites or areas, and the placement or removal of any exterior objects such as signs, plaques, light fixtures, street furniture, walls, fences, steps, plantings and landscape accessories affecting the exterior visual qualities of the property.
- b. "Cultural resource" means improvements, buildings, structures, signs, features, sites, places, areas or other areas of scientific, aesthetic, educational, cultural, archeological, agricultural, religious, ethnic, architectural, or historical significance to the citizens of the City, or the State of California, or the nation.
- c. "Demolition" means any act or process that destroys in part or in whole an individual cultural resource or a cultural resource or other structure within a historic district or neighborhood, or cultural resource area.
- d. "Designated site" (historic site, cultural resource site, landmark site) means a parcel or part thereof on which a cultural resource is situated, and any abutting parcel or part thereof constituting part of the premises on which the cultural resource is situated, and which has been deemed a designated site pursuant to this ordinance.
- e. "Designated Structure" (landmark, cultural resource, historic structure) means any improvement that has special historical, cultural, aesthetic or architectural character, interest or value as part of the development, heritage or history of the City, the State of California, or the nation and that has been designated pursuant to this ordinance.
- f. "Exterior architectural feature" means the architectural elements embodying style, design, general arrangement and components of all of the outer surfaces of an improvement, including but not limited to the kind, color and texture of the building materials and the type and style of all windows, doors, lights, signs and other fixtures appurtenant to such improvement.

g. "Historic District" means any area containing improvements which have a special character, historical interest or aesthetic value or which represent one or more architectural periods or styles typical to the history of the City, and which improvements constitute a distinct section of the City that has been designated a historic district pursuant to this ordinance.

h. "Improvement" means any building, structure, place, parking facility, fence, gate, wall, work of art or other object constituting a physical betterment of real property, or any part of such betterment.

i. "Natural feature" means any tree, plant life, geographical or geological site or feature subject to the provisions of this chapter.

j. "Object" means a material thing of functional, aesthetic, cultural, symbolic, archeological, religious, ethnic, agricultural or scientific value, usually by design or nature movable.

k. "Potential cultural resource" means an improvement, object or natural feature which may be nominated for consideration by the Commission and may be designated under the condition that either: 1) more research becomes available regarding its eligibility, or 2) the resource is restored to its original condition, or 3) the resource is one of the few remaining examples in the City of its type.

l. "Preservation" means the identification, study, protection, restoration, rehabilitation or enhancement of cultural resources.

m. "Secretary of the Interior Standards for Rehabilitation" means the guidelines prepared by the National Park Service for Rehabilitating Historic Buildings and the Standards for Historic Preservation Projects prepared by the National Park Service with Guidelines for Applying the Standards.

n. "Significant feature" means the natural or man-made elements embodying style or type of cultural resource, design, or general arrangement and components of an improvement, including but not limited to, the kind, of the building materials and type and style of all windows, doors, lights, signs and other fixtures appurtenant to such improvement.

Section 8-1.3002. Area of Application and Designation Criteria

(a) For the purposes of this Chapter, an improvement, object or natural feature may be designated a cultural resource by the City Council, and any area within the City may be designated a historic district or neighborhood or cultural resource area by the City Council pursuant to Section 8 if it meets any of the following criteria:

1. It exemplifies or reflects special elements of the City's cultural, social, economic, political, archeological, agricultural, natural vegetation, religious, ethnic, aesthetic, engineering, archeological, architectural, or geological

history; or

2. It is identified with persons or events significant in local, state, or national history; or
3. It embodies distinctive characteristics of a style, type, period, or method of construction, or is a valuable example of the use of indigenous materials or craftsmanship; or
4. It is representative of the notable work of a builder, designer, or architect.
5. It represents an important natural feature or design element that provides a visual point of reference to members of the community.

(b)(1) In accordance with recommendations made in the Winters Cultural Resources Inventory Report (1983), the Council finds that the area described in subsection (b)(2) contains improvements which have either a special character or special historical interest or aesthetic interest or value and represent a period or style of architecture typical of eras in the City's history. Because of these factors the area constitutes a distinct section of the City.

(b)(2) The Council designates Historic District One. The Historic District One consists of each parcel of property, and each designated landmark, located within the area described as follows:

Main Street, between Railroad Avenue and First Street. Also, the south west corner of the intersection of Abbey Street and First Street. The area described is more particularly shown on a map attached to this ordinance and designated as "Map of Historic District One of the City of Winters." The map designated as Map of Historic District One of the City of Winters is made a part of this ordinance by reference.

Section 8-1.3002.1 Cultural Resources Designation Procedure

Cultural resources and historic districts and neighborhoods shall be established by the City Council in the following manner:

- a. Any person may request the designation of an improvement as a cultural resource or the designation of a historic district or neighborhood by submitting an application for such designation to the Commission. The Commission, Planning Commission or City Council may also initiate such proceedings on their own motion.
- b. The Commission shall conduct a study of the proposed designation and make a preliminary determination based on such documentation as it may require, as to its appropriateness for consideration. If the Commission determines that the application merits consideration, but only if it so determines, it shall schedule a public hearing with due speed.

c. The Commission's decision to schedule or not to schedule a public hearing shall be in writing and shall be filed with the Building Official and the City Clerk. Notice of a decision not to schedule a public hearing shall be given by mail to the applicant. No building, alteration, demolition or removal permits for any improvement, building or structure within the proposed historic district or relative to a proposed cultural resource shall be issued while the public hearing or any appeal related thereto is pending.

d. In the case of a proposed cultural resource and cultural resource site, notice of the date, place, time and purpose of the hearing shall be given by first class mail to the applicants, owners, and occupants of the improvement at least 10 days prior to the date of the public hearing, using the name and address of such owners as shown on the latest equalized assessment rolls, and shall be advertised once in a daily newspaper of general circulation.

e. In the case of a proposed historic district, notice of date, place, time and purpose of the hearing shall be given by first class mail to the applicant, owner and occupant of all properties within the proposed district at least 20 days prior to the date of the public hearing, using the name and address of such owners as shown on the latest equalized assessment rolls, and shall be advertised once in a newspaper of general circulation.

f. At the conclusion of the public hearing, but in no event more than 30 days from the date set for the initial public hearing for the designation of a proposed cultural resource or historic district, the Commission shall recommend approval in whole or in part, or disapproval in whole or in part, of the application in writing.

g. The City Council, within 30 days of receipt of the recommendation from the Commission, shall by ordinance approve the application in whole or in part, or shall by motion disapprove it in its entirety.

h. Failure to send any notice by mail to any property owner where the address of such owner is not a matter of public record shall not invalidate any proceedings in connection with the proposed designation. The Commission and Council may also give such other notice as they may deem desirable and practicable.

Section 8-1.3003. Certificate of Approval Required

No person may undertake any of the following within the historic district without a certificate of approval from the Historic Preservation Commission.

- (1) construction of a new structure;
- (2) the moving, demolition or alteration of an existing structure in any manner which affects the exterior appearance of the structure;
- (3) a change in land use which affects the exterior appearance of a structure;

(4) the erection, remodeling, or replacing of a sign which affects the exterior appearance of a structure.

It is unlawful for any person to tear down, demolish, construct, alter, remove, or relocate any improvement, or any portion thereof which has been designated a cultural resource or cultural resource site pursuant to the provisions of this chapter, or which lies within a historic district, or to alter in any manner any exterior architectural feature of such a cultural resource, cultural resource site or improvement within a historic district, or to place, erect, alter or relocate any sign within a historic district or on a cultural resource or cultural resource site, without first obtaining written approval to do so in the manner provided in this chapter, nor shall the Building Official or Planning Commission grant any permit to carry out such work on a designated cultural resource or cultural resource site or within a historic district, without the prior written approval of the Commission.

Section 8-1.3004 Permit Procedure

(a) A person who desires to construct, alter, move or demolish a structure within the historic district or a designated cultural resource area shall file an application with the Community Development Department on a form prescribed by the City. The application shall include all necessary information required by the rules of the Historical Preservation Commission. When the application is filed, it shall be referred to the Commission.

(b) If no permit is required to pursue work on a designated cultural resource, whoever is responsible for the work -- whether it is the tenant, resident, or property owner -- shall apply for approval to the Commission staff directly.

(c) Such applications shall be accompanied by such materials as are required by the Commission and are reasonably necessary for the proper review of the proposed project.

(d) Upon the filing of an application, the secretary of the Commission shall set the matter for hearing and shall give notice in accordance with the rules of the Commission. The Commission shall hold a public hearing and shall make its decision within 30 days from the date the application is filed. If the Commission fails to act within 30 days, the application is considered approved unless the applicant and the Commission agree to an extension of time.

(e) At the conclusion of the hearing the Commission shall make its decision and shall file a Certificate of Approval or Certificate of Rejection with the building official. No person may do any work upon a structure which is a subject of an application until the Commission has filed its Certificate of Approval. If the Commission files a Certificate of Rejection, the building official shall not issue a building permit.

(f) The Commission shall have the right to refuse the issuance of a building permit, or to halt the demolition of a structure or cultural resource up to 180 days.

(g) In review of permits sought in order to wholly or partially remove or demolish a cultural resource, cultural resource site or historic district or neighborhood, the Commission may approve or disapprove the issuance of said permit or permits.

(h) Commission restricted to exterior features only.

The Commission shall consider and pass upon only the exterior features of a structure and may not consider the interior arrangement of the structure. The Commission may not disapprove applications except in regard to the considerations set forth in Section 8-1.3003.

It is the purpose and intent of this ordinance that the commission be STRICT in its judgement of plans for structures, or landmarks considered to have significance in the historic and architectural history of the city, particularly those in the historic districts established in this ordinance.

It is also the purpose of this ordinance and the intent of the City Council that the Commission be LENIENT in its judgement of plans FOR STRUCTURES WHICH HAVE LITTLE OR NO HISTORIC VALUE or plan for new construction except where the plans would seriously impair the historic or architectural value of surrounding structures or landmarks. In adopting this ordinance the City Council does not intend to limit new construction, alteration or repairs to any particular period of architectural style.

(i) The Commission shall prescribe the rules for the giving of Notice and the holding of public hearing upon applications filed under this ordinance.

Section 8-1.3005. Permit criteria

In reviewing and acting upon each application, the Commission shall consider:

(a) The historic value and significance, or the architectural value and significance or both, of the structure and its relation to the historic value of the surrounding area;

(b) The relationship of the exterior architectural features of the structure to the rest of the structure itself and to the surrounding area;

(c) The general compatibility of exterior design, arrangement, texture and material which is proposed by the applicant.

(d) The Secretary of the Interior's Standards for Rehabilitation.

[Section 8-1.3006. Commission restricted to exterior features only...this section is added to Section 8-1.3004(h)]

[Section 8-1.3007. Procedure upon application... this section is added to Section 8-1.3004. (d), (e), and (f).]

Section 8-1.3006 Special Considerations

The Commission, or City Council upon appeal, shall issue an approval for any proposed work as described in Section 8-1.3003, if and only if, it determines:

(a) In the case of a designated cultural resource, the proposed work will not detrimentally alter, destroy or adversely affect any exterior architectural feature; or

(b) If the Commission is satisfied that in the case of a designated cultural resource, or in the case of any property located within a historic district or neighborhood, the proposed construction, work or alteration will not materially impair the historic or architectural value of the structure, nor adversely affect the character of the district, it shall approve the application; or

(c) If the Commission finds that retention of the structure constitutes a hazard to public safety and the hazard cannot be eliminated by economic means available to the owner, the Commission shall approve the application; or

(d) If the Commission considers although the structure or landmark is valuable for the history or period of architecture it represents and is important to the neighborhood in which it exists, the Commission may nevertheless approve the application if any of the following circumstances exist:

(1) The structure is a deterrent to a major improvement program which substantially benefits the City;

(2) Retention of the structure causes an undue financial hardship to the owner as outlined in Section 8-1.3014; or

(3) Retention of the structure is not in the interest of the majority of inhabitants of the city.

(e) The Commission may approve the moving of a structure or landmark of historical or architectural value as an alternative to demolition.

(f) In the case of construction of a new improvement, building or structure upon a cultural resource site, the exterior of such improvements will not adversely affect and will be compatible with the external appearance of existing designated improvements, buildings and structures on said site.

(g) If an applicant affects the exterior appearance of a structure or proposes to move, remove, or demolish a structure which the Commission considers will be a great loss to the County, the commission shall attempt to work out an economically feasible plan for the preservation of the structure. The owner shall be required to show documented evidence to the Commission of a good faith attempt (i.e. seeking funding and advertising the structure for purchase) to save the property.

Section 8-1.3007 Exceptions from Regulations.

The regulations contained in this ordinance do not apply to painting, routine maintenance or repair of a structure or landmark within a cultural resource area or the historic district.

Section 8-1.3008 Appeals

A person aggrieved by an action of the Historical Preservation Commission may appeal the decision to the City Council. The time for taking an appeal, the notice and hearing and the rules applicable to the hearing and decision which apply to land use matters shall apply to an appeal from the Commission.

The following actions by the Commission may be appealed by an interested party to the City Council:

- A. The Commission's decision not to hold a public hearing on an application for designation of a cultural resource or historic district;
- B. A determination made after a public hearing not to designate a proposed cultural resource or historic district;
- C. The Commission's decision to grant or to not grant a permit.

Any interested party may appeal by filing a notice of appeal with the City Council not later than 10 days after the Commission's written decision has been filed with the Clerk. Said notice shall be accompanied by a set fee in an amount to be determined by the City Council. The City Council shall schedule a public hearing to be held no later than 30 days after the notice of appeal is filed, and shall render its decision within 30 days of said hearing date.

Section 8-1.3009. Ordinary Maintenance and Repair

Nothing in this chapter shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in or on any property covered by this chapter that does not involve a change in design, material or external appearance thereof, nor does this ordinance prevent the construction, reconstruction, alteration, restoration, demolition or removal of any such feature when the building official certifies to the Commission that such action is required for the public safety due to an unsafe or dangerous condition which cannot be rectified through the use of the California Historical Building Code.

Section 8-1.3010 Regulations Enforced by Building Official.

The provisions of this chapter shall be enforced by the building official of the City with the aid of persons from such other city departments as may be requested by the building official. The provisions of the State Historic Building Code (California Administrative Code, Title 24, Part 8) shall be applicable in

permitting repairs, alterations, and additions necessary for the preservation, restoration, moving or continued use of a historical building or structure.

Section 8-1.3011 Enforcement and Penalties

A. Methods of Enforcement. In addition to the regulations of this Chapter, other Chapters of the Code and other provisions of law which govern the approval or disapproval of applications for permits or licenses covered by this chapter, the building official shall have the authority to implement the enforcement thereof by any of the following means:

1. Serving notice requiring the removal of any violation of this Chapter upon the owner, agent, occupant or tenant of the improvement, building, structure or land;
2. Calling upon the City Attorney to institute any necessary legal proceeding to enforce the provisions of this Chapter, and the City Attorney is hereby authorized to institute any actions to that end;
3. Calling upon the Chief of Police and authorized agents to assist in the enforcement of this Chapter.

In addition to any of the foregoing remedies, the City Attorney may maintain an action for injunctive relief to restrain or enjoin or to cause the correction or removal of any violation of this chapter, or for an injunction in appropriate cases.

B. Penalty for Violation. Any person violating any provision of this Chapter shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in an amount not exceeding \$500 or be imprisoned for a period not exceeding six months or be so fined and imprisoned. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.

Section 8-1.3013 Violation is a Nuisance and May Be Abated

A person who violates the provisions of this chapter is guilty of maintaining a public nuisance. An authorized employee of the building department may mail written notice to the owner that the violation exists. The owner then shall have thirty days to remedy the violation. The notice shall state that if the violation is not corrected within the time specified, legal proceedings to abate the violation shall be instituted. The City may follow the procedure conferred by Government Code Sections 38773, 38773.5, Civil Code Section 3494, Code of Civil Procedure Section 731, or other lawful authority.

[Section 8-1.301 Penalty for Violation

Any person violating any provision of this Chapter shall be deemed guilty of a misdemeanor and upon ... This section is incorporated in Section 8-1.3012 B.]

Section 8-1.3013 Remedies are Cumulative.

The remedies for violation of the provisions of this Chapter are alternative and cumulative rather than exclusive in nature.

Section 8-1.3014 Showing of Hardship

The Commission or City Council need not disapprove an application for a permit to carry out any proposed work in a historic district, or on a landmark or a landmark site, if the applicant presents clear and convincing evidence of facts demonstrating to the satisfaction of the Commission or City Council that such disapproval will work immediate and substantial hardship on the applicant because of conditions peculiar to the person seeking to carry out the proposed work, whether this be the property owner, tenant or resident, or because of conditions peculiar to the particular improvement, building or structure or other feature inconsistent with the purposes of this Chapter. If a hardship is found to exist under this section, the Commission or City Council shall make a written finding to that effect, and shall specify the facts and reasons relied upon in making such finding.

If the applicant presents facts and clear evidence demonstrating to the Commission that failure to approve the application for a Certificate of Approval will cause an immediate extreme hardship because of conditions peculiar to the particular structure or other feature involved, and the damage to the owner is unreasonable in comparison to the benefit conferred to the community, the Commission may approve or conditionally approve such Certificate even though it does not meet the standards set forth herein. The Commission shall hold a public hearing in order to determine whether a Certificate of Approval will be approved or denied. A written determination shall be based on the following findings:

- 1) Denial of the application will diminish the value of the subject property so as to leave substantially no value.
- 2) Sale or rental of the property is impractical, when compared to the cost of holding such property for uses permitted in this zone.
- 3) An adaptive re-use study has been conducted and found that utilization of the property for lawful purposes is prohibited or impractical.
- 4) Rental at a reasonable rate of return is not feasible.
- 5) Denial of the Certificate of Approval would damage the owner

of the property unreasonably in comparison to the benefit conferred on the community.

- 6) All means involving city sponsored incentives such as transfer of development rights, tax abatements, financial assistance, building code modifications, changes in the zoning ordinance, loans, grants, and reimbursements have been explored to relieve possible economic disincentives.

Section 8-1.3015 Severability

If any section, sentence, clause or phrase of this Chapter is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter. The City Council hereby declares that it would have passed the ordinance and adopted this Chapter and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

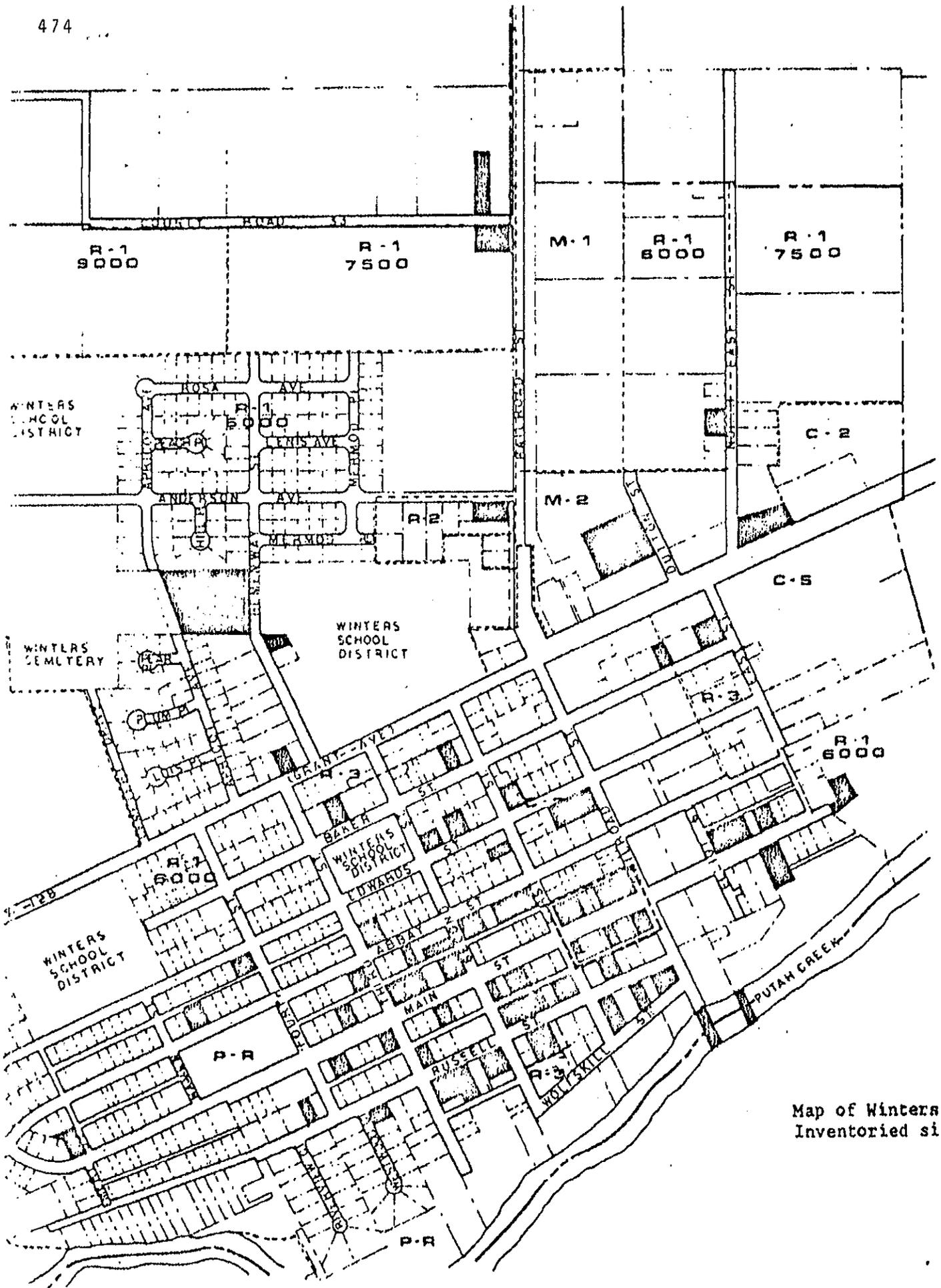
Section Five

Taking effect: This Ordinance shall take effect thirty (30) days after its passage and shall be published as required by law.

The foregoing ordinance was first introduced at a regular meeting of the Winters City Council on May 7, 1985. A Public Hearing was held on May 21, 1985. On May 21, 1985, the ordinance was adopted by said City Council, at a regular meeting, by the following vote:

AYES: J. Robert Chapman, Mayor Roger Mosier, Vice-Mayor Roy Jones, Councilman Gilbert Sebastian, Councilman Wayne Stewart, Councilman

NOES: None



Map of Winters:
Inventoried sites

CITY COUNCIL
ORDINANCE 2003-05

451

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WINTERS, CALIFORNIA
AMENDING TITLE II, CHAPTERS 1, 3, 4, and 6 OF THE MUNICIPAL CODE OF THE CITY OF
WINTERS**

WHEREAS, the City of Winters has reviewed the municipal code and determined that there are sections and ordinances requiring addition, amendment or repeal; and

The City Council of the City of Winters does ordain as follows:

Title II, Chapters 1, 3,4 and 6 of the Winters Municipal Code is hereby amended to read as shown:

SEE ATTACHMENT "A" FOR TEXT REVISIONS

Sections amended (Referenced as Exhibits within Attachment A):

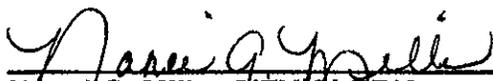
1. Chapter 1; Section 2-1.06 (Ordinance 83-01)
2. Chapter 3, Article 7; Section 2-3.702 (Ordinance 88-08)
3. Chapter 4; Section 2-4.13
4. Chapter 4; Section 2-4.17
5. Chapter 6; Section 2-6.02

INTRODUCED at a regular meeting on February 18th, 2003 and **PASSED AND ADOPTED** at a regular meeting of the Winters City Council, County of Yolo, State of California, on the 4th day of March, 2003, by the following roll call vote:

AYES: Councilmember Chapman, Guelden, Martinez, Romney, Mayor Anderson
NOES: None
ABSENT: None
ABSTAIN: None


Harold R. Anderson, MAYOR

ATTEST:


Nanci G. Mills, CITY CLERK

ATTACHMENT A

EXHIBIT 1:**CURRENT TEXT:**

Section 1. SECTION 2-1.06 is hereby added to the Winters Municipal Code as follows:

SECTION 2-1.06. GENERAL MUNICIPAL ELECTION - Pursuant to Section 36503.5 of the California Government Code, the General Municipal Election shall be held on the same day as the statewide direct primary election."

Section 2. Pursuant to Government Code Section 36503.5(c), those elected city officers whose four-year terms of office would have, prior to the adoption of this ordinance expired on the Tuesday succeeding the second Tuesday in April of an even-numbered year, shall, instead, continue in their offices until no later than the fourth Tuesday after the day of the general municipal election.

Section 3. This ordinance will become operative, after adoption, upon approval of the Yolo County Board of Supervisors.

Section 4. Within 30 days after the ordinance becomes operative, the City Clerk shall cause a notice to be mailed to all registered voters informing the voters of the change in the election date. The notice shall also inform the voters that as a result in the change in the election date, elected city officeholders' terms in office will be extended and that shall be decreased.

NEW TEXT:

DELETE SECTION 1, 2, 3 AND 4 FROM ORDINANCE 83-01:

AMEND MUNICIPAL CODE SECTION 2-1-.06 as follows:

SECTION 2-1.06. GENERAL MUNICIPAL ELECTION - Pursuant to Section 1301 (b) of the Elections Code, the General Municipal Election shall be held on the same day as the statewide direct primary election.

EXHIBIT 2:

RE: Historical Preservation Commission

CURRENT TEXT:

Section 2-3.702. Qualification of Members. (a) The members of the Commission should include members of preservation related organizations such as historical societies, museums, heritage groups and civic clubs, as well as members of professional bodies such as licensed architects, attorneys and urban planners. To be eligible for appointment to the Commission, an individual must have a demonstrated interest in historic preservation and knowledge of the cultural heritage of the City.

REPEAL THE FOLLOWING TEXT:

To be eligible for appointment to the Commission, an individual must have a demonstrated interest in historic preservation and knowledge of the cultural heritage of the City.

EXHIBIT 3:**CURRENT TEXT:**

SECTION 2-4.13. DISCRIMINATION - No person in the city service or seeking admission thereto, shall be employed, promoted, demoted or discharged, or in any way favored or discriminated against because of political opinions or affiliations or because of race, color, ancestry, national origin, or religious belief. 455

ADD THE FOLLOWING TEXT:

...because of race, color, GENDER, ancestry...

EXHIBIT 4:

REPEAL CURRENT TEXT:

SECTION 2-3.17. PAYDAY - All elected officials and salaried employees of the City shall be compensated once each month; which compensation shall occur the last working day of each month and shall be compensation for the current month. Any overtime compensation earned after the 25th day of the current month shall be paid on the last working day of the next ensuing month.

EXHIBIT 5:

CURRENT TEXT:

SECTION 2-6.02. UNCLAIMED PROPERTY HELD - Unclaimed property except unclaimed bicycles shall be held by the Police Department for a period of at least six (6) months.

Unclaimed bicycles shall be held for a period of at least three (3) months.

NEW TEXT:

SECTION 2-6.02. UNCLAIMED PROPERTY HELD - Unclaimed property, including unclaimed bicycles, shall be held by the Police Department for a period of at least three (3) months.



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE: October 3, 2006
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Nanci G. Mills, Director of Administrative Services 
SUBJECT: Reclassification, Job Descriptions and Resolution 2006-42 – Salary Schedule

RECOMMENDATION:

It is respectfully recommended that the City Council approve:

- Reclassification of the Administrative Assistant to Management Analyst (Carol Scianna)
- Approve job descriptions for:
 - Management Analyst
 - Public Works Superintendent – Operations and Maintenance
 - After School Coordinator (Part-time)
 - Grant Writer
 - Recreation Coordinator
- Adopt Resolution 2006-42 adopting the revised salary schedule.

BACKGROUND:

After discussion at the Council/Staff workshop staff has been evaluating the classifications in the City to provide compensation consistency and to develop programs and approaches that enhance our ability to recruit qualified employees. Staff indicated that we would bring back to the Council a plan for the Public Works Department as well as a new job description for the Recreation Coordinator.

Public Works

With the vacancy of the Public Works Director position Administrative Assistant Carol Scianna has stepped up and increased her responsibilities as outlined in the attached documents. The Management Analyst more accurately defines the job duties that Carol is performing and will continue to do so based on the need for a operations and maintenance superintendent versus an administrative director.

After School Program

With the commitment to start an after school program, the City will begin to recruit for a part-time coordinator. This person will help to develop and operate a comprehensive program.

This week staff will be meeting with the consultant to begin the application process to secure Proposition 49 funding for the after school program.

Grant Writer

This position will work closely with all city departments to coordinate and implement all aspects of research and evaluation for the city's grants program including monitoring and expanding grants in all city departments. Work products must meet stringent federal and state grant requirements.

Recreation Coordinator

At the Council/Staff workshop discussion was held to redefine this position to meet the recreation needs of the city.

FISCAL IMPACT:

All items are included within the current fiscal year budget.

MAYOR:
Woody Fridae
MAYOR PRO TEM:
Michael Martin
COUNCIL:
Tom Stone
Harold Anderson
Cecilia Curry



MAYOR EMERITUS:
J. Robert Chapman
TREASURER:
Michael J. Sebastian
CITY CLERK:
Nanci G. Mills
CITY MANAGER:
John W. Donlevy, Jr.

MEMO

TO: Nanci Mills
DATE: October 3, 2006
FROM: Carol Scianna, Administrative Assistant
SUBJECT: Management Analyst Reclassification

The main areas I am responsible for are Water & Sewer, Parks, Facilities, Waste/Recycling and general Public Works Operations and Field Staff support.

In the Water and Sewer department my responsibilities are:

Reading and analysis of residential water meters pilot program
Monthly commercial account meter reads
Monthly and Annual Well Production statistics
Monitoring the installation of new water meters upon property transfer

New responsibilities:

Implementing the Sanitary Sewer Management Plan
Monitoring Wastewater service contract
All water quality monitoring and annual Consumer Confidence Report
Monitoring the Backflow / Cross Contamination program

In the Waste/Recycling area my responsibilities are:

California Integrated Waste Management Board Annual Diversion Report
Administer Department of Conservation Grant
Household Hazardous Waste annual report
Liaison for Yolo County Waste Advisory Committee,
Liaison for Regional and Area Recycling coordinators.

New responsibilities:

Implement and monitor Waste Management Contract
Monitor Construction and Demolition (C &D) compliance
Implement a green procurement policy for the City

In the Parks, Facilities and Public Works department my responsibilities are:

Scheduling on-going maintenance
Administer current Putah Creek Nature Park Grant and assisting with upcoming grant

projects

Oversee tree rebate program and removals

Schedule facility repair and maintenance

Implementing and monitoring work order maintenance program

Ordering supplies for field staff as needed

New responsibilities:

Scheduling trainings and certification programs

Submit reports, monitor permits for equipment and generators to State and County agencies

Fleet vehicle management including, smog and auctioning surplus vehicles



CITY OF WINTERS

MANAGEMENT ANALYST

DEFINITION

Under general supervision, the Management Analyst performs a variety of technical and professional duties in support of administrative operations, recycling and preparing regulatory annual reports, research, compiling and reviewing information; develops and maintains databases and spreadsheets.

DISTINGUISHING CHARACTERISTICS

The Management Analyst works under general direction to perform a broad range of difficult and complex administrative and analytical duties. The incumbent may coordinate programs, assist in planning and directing citywide programs and operations; community organizations, and public and private sector individuals. Using a moderate level of independent judgment, incumbents apply a broad understanding of administrative, financial, and analytical principles, practices, and law.

SUPERVISION RECEIVED AND EXERCISED

Public Works Director provides general direction.

TYPICAL DUTIES

Administers specific city programs and manage ongoing supervision of staff and/or contractors

Coordinate implementation of key activities of the Public Works Department including water, sewer, field services and parks.

May serve as a project manager for capital programs.

Researches, compiles, tabulates, and assembles data; assists in conducting surveys and studies; recommends and implements procedures, guidelines and processes; consults with managers and drafts policies.

Prepares statistical and narrative reports, presentations, general and technical correspondence, and promotional materials; develops forms, tracking systems, databases and spreadsheets.

Respond to and track customer service requests from the public.

Resolves difficult or sensitive customer service inquiries or problems, advises public on complex rules, policies and procedures; responds to inquiries from employees and the public.

Researches information, organizes, evaluates and compiles results and prepares detailed summaries, tracks progress of projects and payments expenditures and reimbursements.

Assists in the administration and coordination of special events, trainings, programs or projects; assists in coordinating municipal activities among City departments and/or other organizations.

Performs other or related duties as assigned.

QUALIFICATIONS

Knowledge of:

Project Management

Municipal Budgeting

Basic municipal operations, including water, sewer, public works and general maintenance.

Grants Administration

California Government regulations and requirements as related to local government.

Basic principles of technical and statistical report preparation.

Basic principles and practices of research and statistical methods.

Modern office practices, procedures, and equipment

Record keeping and reporting practices.

Basic principles and techniques of personnel, budget and purchasing.

Basic techniques of project and program management.

Skill in:

Grant Preparation

Project Management

Supervision

Contract Administration

Use of computers and computer applications and software.

Ability to:

Develop and manage programs

Work with field staff in the implementation of city-wide programs.

Communicate clearly and concisely, both orally and in writing.

Collect, compile, organize, analyze, and interpret data.

Understand, interpret, and apply rules, regulations, laws, and ordinances.

Establish and maintain cooperative relationships with those contacted in the course of work.

Follow oral and written instructions.

EXPERIENCE AND EDUCATION

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

Experience:

Two years of increasingly responsible professional administrative and analytical experience in municipal government, including experience in budget, strategic planning, policy analysis, and organizational development.

Education:

A Bachelor's Degree from an accredited college or university with major coursework in business administration or a closely related field may substitute for the required experience.

SPECIAL QUALIFICATIONS

Driver's License:

Possession of a valid California Class C Driver's License at the time of appointment.



CITY OF WINTERS

**PUBLIC WORKS SUPERINTENDENT
OPERATIONS AND MAINTENANCE**

DEFINITION

Under direction of the City Manager, plans, organizes and provides direction and oversight for all public work functions and activities, which includes areas such as water distribution, wastewater collection, parks and streetscape maintenance, streets and storm drain maintenance, storm water pollution prevention, water conservation, and solid waste reduction; provide highly responsible and complex support to upper management.

The Public Works Department consists of the superintendent, management analyst, six maintenance workers, two being senior maintenance workers.

DISTINGUISHING CHARACTERISTICS

This classification provides managerial support and staff supervision. The Public Works Superintendent is a management/supervisory class that works with significant independent authority to perform work that is difficult and complex in water, wastewater, parks, streets, roads and facilities. Incumbents are responsible for assisting with the development, recommendation, and implementation of section goals, objectives, policies, and procedures, and works extensively with Public Works staff, other City employees, various public/private organizations, and the general public. This classification is distinguished from the next lower supervisory level classifications in that the latter has overall management responsibility within the assignment.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Implementation of city-wide maintenance programs for water, wastewater, parks, streets, and facilities.
- Manage assigned services and activities related to water distribution, wastewater collection, parks and streetscape maintenance, streets and storm drain maintenance, storm water pollution prevention, water conservation, solid waste reduction, and other assigned public works functional areas.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned areas.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

- Plan, direct, coordinate, and review the work plan for assigned areas; assign work activities and projects; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Select, train, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; investigate problems and recommend and implement discipline.
- Participate in the development and administration of the annual budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; make adjustments.
- Serve as liaison for the operations and maintenance function and staff with other City departments and outside agencies; negotiate and resolve sensitive and controversial issues.
- Serve on a variety of committees, teams, boards, and other formal bodies.
- Prepare and present staff reports and other related correspondence.
- Provide responsible staff assistance to the department head.
- Establish, ensure compliance, and enforce safety requirements; coordinate and participate in safety training for staff.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned areas, policies, and procedures.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the public works field.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Serve in various emergency response roles as required.
- Oversee various outside contracts for quality work and adherence to contract terms and conditions.
- Review plans and specifications for various projects.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Operational and maintenance services and activities in the assigned areas.
- Water, wastewater, parks, streets, and facilities.
- Principles and practices of public works administration.
- Public works operational methods, materials, and engineering specifications.
- Principles and practices of public agency administration and management.
- Principles and practices of municipal budget preparation, monitoring, and administration.
- Principles of supervision, training, and performance management.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Manage, direct, and coordinate the work of assigned staff.
- Hire, discipline, train, evaluate, and supervise staff.
- Oversee and direct the operations, services, and activities of assigned public works functional areas.

- Develop and administer department goals, objectives, policies, and procedures.
- Administer and oversee a variety of construction projects.
- Read and interpret plans, drawings, and specifications.
- Prepare and administer large and complex budgets.
- Prepare clear, concise, and effective administrative and financial reports.
- Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement recommendations.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships and with the public.

Minimum Qualifications

Experience: Five years of progressively responsible supervisory or management experience in the maintenance and operation of a variety of public works facilities and projects.

Education: A bachelor's degree from an accredited college or university with major in engineering, geology, construction management, business administration, or public administration.

Note: Additional qualifying experience may substitute for the education on a year-for year basis.

Certificate:

A Water Distribution D-3 certificate is desirable.

License Requirement:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements

Evening, weekend, and holiday work may be required.



CITY OF WINTERS

AFTER SCHOOL COORDINATOR

DEFINITION

The After-School Coordinator will be responsible for development and operation of a comprehensive, after-school program (i.e. academic performance, enrichment, and/or community involvement).

GENERAL RESPONSIBILITIES

- ◆ Schedule and implement the day-to-day operation of the After-school program.
- ◆ Perform public relations activities and act as a liaison to families and the surrounding community.
- ◆ Assist in the development of youth-oriented community programs (i.e. academic performance, recreational programs, or leadership development).
- ◆ Maintain and distribute an up-to-date list of programs for students.
- ◆ Help identify and evaluate children and/or families with unmet needs.
- ◆ Form links with businesses and community agencies to enhance support for the After-school Program.
- ◆ Maintain appropriate documentation to evaluate effectiveness of programs.
- ◆ Contribute to the monthly newsletter.
- ◆ Assist in recruiting, training, and coordinating volunteers.
- ◆ Serve as a resource to school staff and community regarding programs and services available.

QUALIFICATIONS

Education: B.A. degree in Education or related field. (May substitute relative experience on a year-to-year basis for the degree requirement.)

Experience: A minimum of two years experience as an after school site coordinator; experience working with community agencies/businesses; organizing course presentations; children and families; working with diverse populations require. Experience working with community agencies/businesses and providing/organizing academic enrichment activities for school age children preferred.

Skills: Must be able to read and write Spanish. Expertise with e-mail and computer software such as Windows operating system, Microsoft Office applications (including but not limited to Microsoft Word, Excel and Publisher) required.

Abilities: Ability to work independently with limited supervision required.



CITY OF WINTERS

GRANT WRITER

DEFINITION

Position serves as a key member of the City's Mid-Management Group, coordinating applications, grant submittals and administration of grants for all city operations. This includes working closely with all departments, seeking information on all city operations and assisting in gaining a variety of funding. Coordinate and implement all aspects of research and evaluation for the city's general grants programs in all city departments.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from City Manager/Department Head.

EXAMPLES OF ESSENTIAL FUNCTIONS - Essential functions may include, but are not limited to, the following:

Researches public and private grant programs.

Identifies, coordinates, writes and submits for approval grants for funding projects, programs and activities.

Prepares grant application.

Tracks and reports the status of grant applications for monitoring contracts.

Ensures projects remain on schedule; follows procedures on proper close out of grants.

Write clear and compelling grant proposals to a variety of potential funding sources.

Work with staff to assure that all reimbursements are made for grants.

Complete and maintain a database of existing grants.

Track current grants in order to ensure timely submission of progress reports and applications for renewed support.

Work with all departments to obtain updated information on various program and budgetary activities for all grants.

Update/revise attachments to meet the specifications of the potential grantor.

Expand the use of graphics in grant proposals Work with staff to identify appropriate potential funders.

Draft personalized thank you letters for agencies, corporations and foundations
Ensure that grant agreements provided by donors are signed and submitted in a timely manner.

Assist in the audit of grant projects.

Implement evaluations of Grants.

Assist with General departmental and City budget analysis, as appropriate.

Help to coordinate/prepare materials for in-person meetings with potential grantors.

Ensure that corporate and foundation donors receive all recognition/acknowledgment required by grant programs

Make presentations to Council, public meetings and potential funders, as needed.

Develop ideas from conception to implementation, work with senior staff to develop fundable proposals, utilize experience in proposal development.

Strong writing and communication skills are required.

Develop work procedures, standards and methods for coordinating, implementing, and evaluating the city's grant, research and evaluation programs.

Confer with and assist assigned staff, other agency representatives and citizens concerning grant options.

Maintain and analyze grant statistics and documents.

Prepare monthly and quarterly reports and other special reports as requested.

Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of program development, budget, and financial and statistical record keeping.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Recent developments, current literature, and information sources in regards to grants and social service programs.

Research methods and techniques including statistical analysis and techniques.

Applicable federal, state and local laws, rules and regulations.

Ability to:

On a continuous basis, analyze technical reports; interpret and evaluate staff reports; know laws, regulations and codes.

Plan the work of technical and statistical data, research, and the preparation of plans and technical papers.

Interpret and explain applicable laws, codes and ordinances.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply city and department policies, procedures, rules and regulations.

Evaluate and develop improvements in operations, procedures, policies or methods.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

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

Experience:

Two years of recent experience in administrative work and experience writing and procuring federal, state and/or county grants related to city government projects highly desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, or public administration, political science, social work or a related field.



CITY OF WINTERS

RECREATION COORDINATOR

DEFINITION

To assist in implementing, coordinating, and evaluating recreation programs and events, including but not limited to Adult Programs, Teen Programs, Youth Programs, aquatic programs and events, promotional events, special events and excursions.

SUPERVISION RECEIVED AND EXERCISED

Direct direction is provided by the Director of Administrative Services. Responsibilities include providing supervision of assigned staff.

EXAMPLES OF DUTIES

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

- free and paid programs
- grants
- basketball
- softball
- volleyball
- Latino outreach
- after school recreation programs
- active recreation
- theatre/drama
- youth programs
- camps
- senior recreation

ESSENTIAL JOB FUNCTIONS

Implement, coordinate, and evaluate recreation programs, special recreation events and services; publicize programs, events, facilities, and services. Train, schedule and assign program staff and volunteers. Promote and maintain safety in the work place. Maintain records and statistical data on programs. Issue, secure and maintain program equipment and supplies. Regular and consistent attendance.

OTHER JOB FUNCTIONS:

Enforce all rules and regulations. Work cooperatively with others. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Community resources adaptable to the development of community services programs for specified recreation programs.

Principles of program coordination, training and evaluations.

Emergency procedures, First Aid and CPR.

Safety principles, practices and procedures.

Skill to:

Apply First Aid methods and safety precautions related to assigned programs.

Develop and maintain support for programs from the community and local organizations.

Communicate clearly and concisely, both orally and in writing.

Oversee train and evaluate assigned staff.

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

Operate office equipment, including a personal computer.

Ability to:

Develop cooperative public relations with the general public.

Remain calm in stressful situations.

Be consistent when enforcing rules and regulations.

Maintain authority and control over programs.

Minimum Education and Experience:

Education:

High School diploma or equivalent. College course work in recreation or a related field is preferred.

Experience:

Two years of increasing responsible experience in the delivery of recreation services.

License or Certificates:

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

Required within six (6) months of hire, possession and maintenance of a current American Red Cross First Aid Certificate or equivalent, and a current American Red Cross Community CPR Certificate or equivalent.

**CITY COUNCIL
RESOLUTION NO. 2006-42**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS PROVIDING
AN AMENDMENT TO THE FISCAL YEAR 2006/2007 SALARY RANGES**

WHEREAS, pursuant to the City's Personnel Ordinance, the City Manager has the authority to hire, set salaries, and adopt personnel policies; and

WHEREAS, the City Manager has recommended and the City Council now wishes to adopt salary ranges.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Winters as follows:

Section 1. The following Personnel Policies are hereby adopted:
Salary Ranges (Exhibit 1)

Salary Ranges are attached and incorporated into this Resolution by reference.

Section 2. Salary Ranges shall become effective October 3, 2006, and may be thereafter amended.

Section 3. The City Manager shall implement the attached Salary Ranges.

Section 4. All prior resolutions and parts of resolutions in conflict with this Resolution are hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Winters City Council, County of Yolo, State of California, on the 3rd day of October, 2006, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Woody Fridae, MAYOR

ATTEST:

Nanci G. Mills, CITY CLERK

**CITY OF WINTERS
EXEMPT SALARY SCHEDULE
JULY 1, 2006 – JUNE 30, 2007
(2.8% INCREASE)**

EXHIBIT 1

Position	A	B	C	D	E
City Manager					9661
Police Chief					8916
Department Heads	5777	6066	6370	6688	7022

**MID-MANAGEMENT SALARY SCHEDULE
JULY 1, 2006 – JUNE 30, 2007**

Position	A	B	C	D	E
Building Official	4976	5225	5486	5761	6049
Grant Writer	3597	3777	3966	4164	4372
Management Analyst	3597	3777	3966	4164	4372

**WINTERS EMPLOYEES ASSOCIATION SALARY SCHEDULE
SALARY SCHEDULE
JULY 1, 2006 – JUNE 30, 2007
(2.8% INCREASE)**

Position	A	B	C	D	E
Accounting Technician	2848	2990	3139	3296	3461
Admin. Asst./Recycling Coordinator	2966	3114	3270	3433	3605
Administrative Secretary	2401	2521	2648	2780	2919
Building Inspector	3985	4184	4393	4613	4843
Community Services Officer	2461	2584	2713	2849	2991
Maintenance Worker I	1951	2049	2151	2259	2372
Maintenance Worker II	2581	2710	2846	2988	3138
Maintenance Worker III (Senior)	3137	3294	3459	3632	3814
Maintenance Worker IV (Field Sup)	3815	4006	4206	4416	4637
Parks & Recreation Supervisor	2110	2216	2327	2443	2565
Records Clerk II	2316	2432	2553	2681	2815
Records & Information Systems Sup. (effective 1/1/06)	3715	3901	4096	4300	4515

**PART-TIME TEMPORARY HOURLY RATES
JULY 1, 2006 – JUNE 30, 2007**

Recreation Leader I	6.75 per hour
Recreation Leader II	7.25 per hour
Recreation Leader III	7.75 per hour
Recreation Leader IV	8.25 per hour
Director	11.00 per hour
Cashier	6.75 per hour
Lifeguard I	7.75 per hour
Lifeguard II	8.25 per hour
Lifeguard III	8.75 per hour
Lifeguard IV	9.25 per hour
Supervising Guard	9.75 per hour
Pool Manager	11.00 per hour
Community Center Attendant	6.75 – 8.25 per hour
Intern	9.00 – 17.00 per hour
After School Coordinator	33.00 per hour

**POLICE DEPARTMENT
JANUARY 1, 2006 – DECEMBER 31, 2006**

Position	A	B	C	D	E
Police Officer	3528	3704	3889	4084	4288
Corporal	3728	3904	4089	4284	4488
Sergeant	4175	4372	4591	4820	5061

**POLICE DEPARTMENT
JANUARY 1, 2007 – DECEMBER 31, 2007**

Position	A	B	C	D	E
Records & Information Systems Sup.	3993	4193	4403	4623	4854
Police Officer	3792	3982	4181	4390	4610
Corporal	3992	4182	4381	4590	4810
Sergeant	4471	4694	4907	5141	5387

**POLICE DEPARTMENT
JANUARY 1, 2008 – DECEMBER 31, 2008**

Position	A	B	C	D	E
Records & Information Systems Sup.	4293	4508	4733	4970	5218
Police Officer	4077	4281	4495	4719	4955
Corporal	4277	4481	4695	4919	5155
Sergeant	4790	5019	5258	5509	5774

- Shaded Items are the amended salary ranges
- All other salary ranges were previously adopted

Invoice No	Description	Invoice Date		Actual Period	Tm	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal							
Check #.: 023854 Check Date.: 09/22/06 Vendor I.D.: ADD00 (MARSHA ADDIEGO)										
A60920-	SECURITY & CLEANING DEPOSIT REFUND COMMUNITY CENTR	09/20/06	09-06	09-06	A		49601	250.00	.00	250.00
		09/22/06	03-07							
Check #.: 023855 Check Date.: 09/22/06 Vendor I.D.: ALL07 (ALL TRAFFIC DATA (ATD))										
6-01SZS-	PO #200600316	08/28/06	09-06	09-06	A		49601	2530.00	.00	2530.00
		09/22/06	03-07							
Check #.: 023856 Check Date.: 09/22/06 Vendor I.D.: ASH00 (GENE ASHDOWN)										
A60920-	REIMBURSEMENT FOR SHELVING MATERIALS	09/18/06	09-06	09-06	A		49601	70.16	.00	70.16
		09/22/06	03-07							
Check #.: 023857 Check Date.: 09/22/06 Vendor I.D.: BIA01 (BIASI'S AUTO REPAIR)										
1538-	PO #200600307	08/25/06	09-06	09-06	A		49601	29.95	.00	29.95
		09/22/06	03-07							
1605-	PO #200600314	09/19/06	09-06	09-06	A		49601	32.91	.00	32.91
		09/22/06	03-07							
		** Vendor's Subtotal ----->						62.86	.00	62.86
Check #.: 023858 Check Date.: 09/22/06 Vendor I.D.: CIT08 (CIT TECHNOLOGY FIN SERV)										
8167104-	PO #200600111	09/14/06	09-06	09-06	A		49601	682.85	.00	682.85
		09/22/06	03-07							
Check #.: 023859 Check Date.: 09/22/06 Vendor I.D.: CLA01 (CLARK PEST CONTROL)										
083006-	PO #200600305	08/30/06	09-06	09-06	A		49601	113.00	.00	113.00
		09/22/06	03-07							
Check #.: 023860 Check Date.: 09/22/06 Vendor I.D.: COR01 (CORBIN WILLITS SYSTEMS)										
A609151-	PO #200600055	09/15/06	09-06	09-06	A		49601	812.83	.00	812.83
		09/22/06	03-07							
Check #.: 023861 Check Date.: 09/22/06 Vendor I.D.: CUR01 (CECILIA CURRY)										
A60921-	LEAGUE CONFERENCE REIMBURSEMENT	09/21/06	09-06	09-06	A		49601	213.30	.00	213.30
		09/22/06	03-07							
Check #.: 023862 Check Date.: 09/22/06 Vendor I.D.: DUS01 (DUST-TEX SERVICE, INC)										
405251-	PO #200600302	09/06/06	09-06	09-06	A		49601	285.97	.00	285.97
		09/22/06	03-07							
405252-	PO #200600303	07/06/06	09-06	09-06	A		49601	216.22	.00	216.22
		09/22/06	03-07							
		** Vendor's Subtotal ----->						502.19	.00	502.19
Check #.: 023863 Check Date.: 09/22/06 Vendor I.D.: EXP01 (SALVADOR LEON DBA)										
0253-	PO #200600304	09/09/06	09-06	09-06	A		49601	1710.00	.00	1710.00
		09/22/06	03-07							
0257-	PO #200600296	09/13/06	09-06	09-06	A		49601	300.00	.00	300.00
		09/22/06	03-07							
		** Vendor's Subtotal ----->						2010.00	.00	2010.00
Check #.: 023864 Check Date.: 09/22/06 Vendor I.D.: FER04 (CHRISTINA FERNANDEZ)										
A60920-	PARTIAL SECURITY DEPOSIT REFUND	09/20/06	09-06	09-06	A		49601	75.00	.00	75.00
		09/22/06	03-07							

Invoice No	Description	Invoice	Actual	Disc	G/L	Account	No	Gross	Discount	Net
		Date	Fiscal							
Check #: 023865 Check Date.: 09/22/06 Vendor I.D.: GRA06 (GRAND FLOW)										
87765-	PO #200600284	09/11/06	09-06	A		49601		302.44	.00	302.44
		09/22/06	03-07							
Check #: 023866 Check Date.: 09/22/06 Vendor I.D.: ING01 (DAPHNE INGARO)										
A60920-	REFUND OF HOME OCCUPATION PERMIT FEE	09/20/06	09-06	A		49601		160.00	.00	160.00
		09/22/06	03-07							
Check #: 023867 Check Date.: 09/22/06 Vendor I.D.: LOP09 (ALFONSO LOPEZ)										
A60920-	SECIRUTY DEPOSIT REFUND COMMUNITY CENTER	09/20/06	09-06	A		49601		150.00	.00	150.00
		09/22/06	03-07							
Check #: 023868 Check Date.: 09/22/06 Vendor I.D.: MCG00 (DAN MCGUIRE)										
A60920-	REIMBURSEMENT FOR TRAVEL EXPENSES	09/20/06	09-06	A		49601		79.19	.00	79.19
		09/22/06	03-07							
Check #: 023869 Check Date.: 09/22/06 Vendor I.D.: MES00 (MES VISION)										
A60920-	GRP # 20866-OCTOBER PREMIUM	09/20/06	09-06	A		49601		261.02	.00	261.02
		09/22/06	03-07							
Check #: 023870 Check Date.: 09/22/06 Vendor I.D.: MET01 (METROCALL)										
00978621-	PO #200600002	09/01/06	09-06	A		49601		23.10	.00	23.10
		09/22/06	03-07							
Check #: 023871 Check Date.: 09/22/06 Vendor I.D.: PER02 (CALPERS)										
A60920-	OCTOBER HEALTH PREMIUMS	09/20/06	09-06	A		49601		11614.76	.00	11614.76
		09/22/06	03-07							
Check #: 023872 Check Date.: 09/22/06 Vendor I.D.: PGE00 (PACIFIC GAS & ELECTRIC CO)										
A60921-	SERVICES 06/24/2006-09/01/2006	09/21/06	09-06	A		49601		23266.61	.00	23266.61
		09/22/06	03-07							
Check #: 023873 Check Date.: 09/22/06 Vendor I.D.: PRE03 (PREMIER ACCESS)										
A60920-	OCTOBER DENTAL PREMIUMS	09/20/06	09-06	A		49601		1983.60	.00	1983.60
		09/22/06	03-07							
Check #: 023874 Check Date.: 09/22/06 Vendor I.D.: QUI01 (QUILL CORPORATION)										
9618216-	PO #200600297	09/08/06	09-06	A		49601		19.39	.00	19.39
		09/22/06	03-07							
9619565-	PO #200600298	09/08/06	09-06	A		49601		6.26	.00	6.26
		09/22/06	03-07							
		** Vendor's Subtotal ----->						25.65	.00	25.65
Check #: 023875 Check Date.: 09/22/06 Vendor I.D.: RAD00 (RADIO ACCESSORY)										
06-30334-	PO #200600295	09/11/06	09-06	A		49601		235.84	.00	235.84
		09/22/06	03-07							
Check #: 023876 Check Date.: 09/22/06 Vendor I.D.: RAM01 (ALBERT C RAMOS, JR.)										
A60921-	COMMUTER LUNCH P.O.S.T. FTO UPDATE	09/21/06	09-06	A		49601		24.00	.00	24.00
		09/22/06	03-07							
Check #: 023877 Check Date.: 09/22/06 Vendor I.D.: REE00 (DAVID REEVES)										
A60921-	DUI TRAINING PER DERIM P.O.S.T.	09/21/06	09-06	A		49601		24.00	.00	24.00
		09/22/06	03-07							

Invoice No	Description	Invoice Date	Actual Period	G/L	Discount Account No	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm					
Check #: 023878 Check Date.: 09/22/06 Vendor I.D.: RHE00 (CHERYL RHEUBY)								
A60921-	WATER & COOKIES FOR PARK MEETING	09/21/06 09/22/06	09-06 03-07	A	49601	20.18	.00	20.18
Check #: 023879 Check Date.: 09/22/06 Vendor I.D.: SAC10 (SAC REGIONAL SAFETY)								
A60921-	COURSE COST P.O.S.T FTO UPDATE	09/21/06 09/22/06	09-06 03-07	A	49601	45.00	.00	45.00
Check #: 023880 Check Date.: 09/22/06 Vendor I.D.: TOW01 (TOWN AND COUNTY MARKET)								
091806-	09 #200600306	09/18/06 09/22/06	09-06 03-07	A	49601	10.47	.00	10.47
Check #: 023881 Check Date.: 09/22/06 Vendor I.D.: VAL01 (VALLEY TOXICOLOGY SERVICE)								
26877-	PO #200600113	08/31/06 09/22/06	09-06 03-07	A	49601	100.00	.00	100.00
Check #: 023882 Check Date.: 09/22/06 Vendor I.D.: VIN01 (VINTAGE PAVING CO.)								
0600805-	PO #200500907	08/20/06 09/22/06	09-06 03-07	A	49601	127832.19	.00	127832.19
Check #: 023883 Check Date.: 09/22/06 Vendor I.D.: WIN0B (WINTERS TRUE VALUE)								
114585-	PO #200600218	07/29/06 09/22/06	09-06 03-07	A	49601	49.34	.00	49.34
Check #: 023884 Check Date.: 09/22/06 Vendor I.D.: WINOD (WINTERS FIRE DEPARTMENT)								
A60921-	FIRE PROTECTION AGREEMENT 1ST PAYMENT	09/21/06 09/22/06	09-06 03-07	A	49601	125433.33	.00	125433.33
Check #: 023885 Check Date.: 09/22/06 Vendor I.D.: WOO05 (WOOD RODGERS)								
49122-	PO #200500195	09/13/06 09/22/06	09-06 03-07	A	49601	1185.00	.00	1185.00
Check #: 023886 Check Date.: 09/22/06 Vendor I.D.: YOL05 (SHERIFF-CORONER)								
A60921-	AUGUST 2006 BOOKING FEES	09/12/06 09/22/06	09-06 03-07	A	49601	386.20	.00	386.20
Check #: 023887 Check Date.: 09/22/06 Vendor I.D.: ZOO (ZOOM IMAGING SOLUTIONS)								
13657L-	PO #200600281	09/15/06 09/22/06	09-06 03-07	A	49601	1237.67	.00	1237.67
** Total Checks Paid ----->						301771.78	.00	301771.78