



Winters City Council Meeting  
City Council Chambers  
318 First Street  
Tuesday, February 7, 2012  
6:30 p.m.  
**AGENDA**

*Members of the City Council*

*Woody Fridae, Mayor  
Cecilia Aguiar-Curry, Mayor Pro-Tempore  
Harold Anderson  
Michael Martin  
Tom Stone*

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

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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

COUNCIL/STAFF COMMENTS

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.

### 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 and Executive Session of the Winters City Council Held on Tuesday, January 17, 2012 (pp 1-9)
- B. Minutes of the Joint Meeting of the Winters City Council and Winters Planning Commission Held on Monday, January 30, 2012 (pp 10-12)
- C. Approve Request from Staff to Relocate SCADA Computer System from City Hall to Public Safety Facility; Cost Estimate is \$24,250 (pp 13-19)
- D. Resolution 2012- 04, A Resolution of the City Council of the City of Winters Calling an Election for June 5, 2012 and Requesting the County of Yolo to Consolidate the Election with the Statewide Primary Election to Provide Services Relating to the Election (pp 20-22)
- E. Resolution 2012-05, A Resolution of the City Council of the City of Winters Approving the Submittal of an Application for Funding Through the Sustainable Communities Grant and Incentives Program Under Proposition 84 (pp 23-25)
- F. Resolution 2012-09, A Resolution of the City Council of the City of Winters Supporting City Employee Voluntary Participation in Collaborative Purchasing for Clean Energy (pp 26-31)
- G. Excused Absence – Medical Leave for Council Member Tom Stone (pp 32)
- H. Project Acceptance – Downtown Streetscape Improvements, Phase II, Project No. 06-07 (pp 33)

### DISCUSSION ITEMS

- 1. Approval of Project Budget Sheets and Authorization for Design of 2012 Sewer Main and Pump Station Rehabilitation Project No. 12-01, 12-02 and 12-03 (pp 34-39)

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### CITY MANAGER REPORT

### INFORMATION ONLY

## EXECUTIVE SESSION

### ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the December 6, 2011 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 February 2, 2012, and made available to the public during normal business hours.

*Nancy Jensen for Nanci Mills*

Nanci G. Mills, City Clerk

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*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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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 of the Executive Session and  
Regular Meeting of the Winters City Council  
Held on Tuesday, January 17, 2012

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**6:00 p.m. - Executive Session**

**AGENDA**

Pursuant to Government Code Section 54957.6 – Personnel Negotiations

City Attorney Wallace reported no formal action was taken in Executive Session.

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**6:30 p.m. – Regular Meeting**

Mayor Fridae called the meeting to order.

Present: Council Members Cecilia Aguiar-Curry, Harold Anderson, Michael Martin, and Mayor Woody Fridae  
Absent: Council Member Tom Stone  
Staff: City Manager John Donlevy, City Attorney John Wallace, City Clerk Nanci Mills, Director of Financial Management Shelly Gunby, Housing Programs Manager Dan Maguire, Project Manager Alan Mitchell, and Administrative Assistant Tracy Jensen.

Alan Mitchell led the Pledge of Allegiance.

Approval of Agenda: City Manager Donlevy requested to add Discussion Item #5, Resolution 2012-03, electing to retain the Winters Redevelopment Agency's Housing Assets and Functions, moving previous Discussion Item #5, Sublease at 314 Railroad Avenue, to Discussion Item #6. Council unanimously approved these changes to the agenda, with one absent.

**COUNCIL/STAFF COMMENTS:** On 1/9/12, Council Member Cecilia Aguiar-Curry attended SACOG's MTP (Metropolitan Transportation Plan) Sustainable

Community Strategy meeting with Council Member Anderson and City Manager Donlevy; attended a WRA Board of Directors meeting on 1/10, where they reviewed their 2011 accomplishments, made a presentation to the Woodland/Davis Clean Water Agency, and was re-elected Treasurer to the Board. The WRA announced a meeting will be scheduled in Vacaville to discuss the Westside Regional Water Management Group, which is a 5-county collaboration of the following agencies: Water Resources Assn. of Yolo County, Solano County Water Agency, Lake County Watershed Protection District, Napa County Flood Control & Water Conservation District and Colusa County Resource Conservation District. Please see Ms. Aguiar-Curry for additional information

Ms. Aguiar-Curry met with the Yocha De He Tribal Council and key staff members on 1/3/12 and discussed their cultural investigation process for cities while they are doing their general plans. Ms. Aguiar-Curry, along with David Springer hosted an Energy Upgrade California meeting on 1/11/12, with a follow-up meeting entitled "Yolo Energy Watch" scheduled at the library on 2/3/12 from 6-8pm. A watt meter will be available for those who wish to test the watts on their home appliances. PG&E will also be in attendance with a new energy program. Mayor Fridae added that grant money is available but applications must be submitted and an energy audit of your home must be completed by March 1. Reduced cost and rebates will be available for inefficient appliances.

A Yolo Leaders meeting is scheduled for 2/22/12 in West Sacramento to discuss redevelopment agencies. SB659 would push the redevelopment agency dissolution date from February 1<sup>st</sup> to April 15<sup>th</sup> in order to allow cities and agencies time to put their affairs in order. Ms. Aguiar-Curry asked follow Council members to call our local Assembly members and Senators urging them to support this Senate bill to extend the dissolution date.

In the past, non-profit organizations have had trouble securing permits from the health department to sell food products at various events in Winters. Ms. Aguiar-Curry thanked staff members Mary Jo Rodolfa and Dawn Van Dyke for attending with her a meeting with Deputy County Administrator Dirk Brazil and a representative from the Yolo County Health Department, where they came up with a solution to take before the Yolo County Board of Supervisors on 2/3/12. They will be proposing that although non-profits must adhere to the health department rules, they will not have to pay the county fees.

On 1/9/12, Council Member Anderson, as a Yolo Elected, attended SACOG's MTP (Metropolitan Transportation Plan) Sustainable Community Strategy meeting in Davis with Council Member Aguiar-Curry and City Manager Donlevy, where they discussed SB375 regarding the reduction of greenhouse gas emissions. Also on 1/9, Council Member Anderson attended the Yolo County Transportation District meeting, where he learned the Government Approved Standards Board is considering a 14-year amortization period for all future

government employee pensions and said the current period is 30 years. On 1/12, Council Member Anderson attended the Lower Putah Creek Committee meeting in Davis and talked about equipment inventory in the district. The ag rule exemption was approved for restoration of the district's surplus equipment. On 1/14, the Sacramento Tree Foundation sponsored a tree-planting project in Putah Creek Park, where fifty-five ten-gallon trees were planted. The funds for this project were received from the American Investment and Recovery Act and the number of volunteers, including students from Sacramento, was huge, possibly the largest volunteer effort to date in Putah Creek Park. On 1/19, there will be a special SACOG Board meeting in addition to the regular SACOG Board meeting to discuss the Padilla Bill.

On 1/11/12, Council Member Martin attended the Yolo Solano Air Quality Management District (YSAQMD) meeting with Linda Seifert, Solano County Supervisor, who was appointed Chairman for the district. Applications are currently available for Clean Air Funds for the Winters School District and the City of Winters to apply for funds to replace outdated equipment. Dave Smith, long-time enforcement officer for the YSAQMD, has retired. He will be missed by the City of Winters and the entire agricultural community. Duane Chamberlain, who has been our 5<sup>th</sup> District Supervisor for several years, is being honored by the Yolo County Farm Bureau as Yolo County's Farmer of the Year on 1/19/12.

Mayor Fridae said the Winters Fire Department surplus garage sale will be held at the old Firehouse on Abbey street on Saturday, 1/21/12, starting at 7:00 a.m.

**PUBLIC COMMENTS:** John Hagelis shared his thoughts about reducing recidivism (repeating an undesirable behavior after experiencing either negative consequences of that behavior or have been treated or trained to extinguish that behavior, most often used in conjunction with substance abuse.) Mayor Fridae asked Mr. Hagelis if he was offering his services. Mr. Hagelis said he would be willing to volunteer for the research and statistic portion. City Manager Donlevy said he and Chief Gutierrez met with Marjorie Rist, Yolo County Chief Probation Officer last week to discuss this very subject and will ask Chief Gutierrez to speak with Mr. Hagelis at the Rotary meeting on Thursday to share his thoughts on this subject. Mayor Fridae said he likes it when we can use local talent.

### **CONSENT CALENDAR**

- A. **Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, December 20, 2011**
- B. **Green Communities Participation Agreement between the County of Yolo and the City of Winters for the Development of a Greenhouse Gas (GHG) Emissions Inventory and Energy Efficiency Chapter of a Climate Action Plan (EECAP)**

**C. Proclamation of the City Council of the City of Winters in Support of The 2012 Yolo County Earned Income Tax Credit (EITC) Awareness Campaign**

City Manager Donlevy gave an overview. Motion by Council Member Aguiar-Curry, second by Council Member Martin to approve the Consent Calendar. Motion carried unanimously, with one absent.

**DISCUSSION ITEMS**

**1. Putah Creek Bridge Replacement, Project No. 01-05**

Project Manager Alan Mitchell introduced Matt Tuggle of the Solano County Public Works/Engineering Department and said the City and County, along with Council Members Anderson and Martin and Supervisor Vasquez discussed eliminating the temporary detour bridge with the idea of saving time and money and brought the idea before Council for discussion. There was much public concern raised at this Council meeting and CalTrans said that any public dissent would require the environmental document to be formally modified with the no-temporary bridge alternative, which would then have to be re-circulated. This would likely set the project back one year and re-open it up to further environmental review. With the toll credit being available to the bridge, construction should be initiated as soon as possible so the toll credit is not lost. One of the original ideas of removing the temporary bridge was to save time, which would not happen if the environmental documents were to be re-circulated for review. Project Manager Mitchell said the staff recommendation is to support the original plan to build a temporary detour bridge to be used during demolition of the existing bridge and construction of the new bridge.

City Manager Donlevy said there are two key factors that supported the idea of eliminating the temporary bridge: an estimated cost savings of one million dollars and to speed up the project. The actual construction time for the project will take approximately 3-1/2 to 4 construction seasons. The first season will be spent building the temporary bridge, which will include the trestle and two large abutments, the second construction season will involve the demolition of the old bridge and begin construction of the piers for the new bridge, the third construction season will include the actual construction of the bridge and the demolition of the temporary bridge will extend into the fourth construction season. City Manager Donlevy added there would be extended periods of time where no construction will be taking place due to nesting birds, weather conditions, etc. After the contract is awarded, we should see construction begin around July, 2013.

Council Member Martin asked Mr. Tuggle if the City could stand to lose funding, which is somewhat precarious, if the project was delayed. Last year Solano

County was granted a bridge toll credit as part of a 2-year pilot program statewide, which is why we're in a rush to get the bridge approved. Mr. Tuggle said the typical cost for this type of bridge is approximately \$8.5 million dollars and without the bridge toll credit, the City and Solano County would have to come up with 11.5% of the total bridge cost, split equally.

Council Member Anderson said regarding the toll bridge credit, he is leery about the delay as some counties have submitted blanket toll bridge credit applications for all the bridges within their counties.

Council Member Aguiar-Curry asked how much time would be allowed to do construction in the creek as per CEQA requirements. Mr. Tuggle estimated the time frame of June 1<sup>st</sup> to October 15<sup>th</sup> to start construction in the riparian corridor if an allocation is granted. The project is scheduled to go out to bid September or October of 2012. The bidding on a bridge this size will take awhile. They would like to give contractors plenty of time to bid the work and to chisel down the bid and to give them some lead time to order the temporary bridge. A funding request has been submitted to Caltrans twice to prep them for the upcoming bridge project.

Council Member Aguiar-Curry said permitting always seems to hold up projects and asked if permits can be secured early. Mr. Tuggle said the project has been environmentally cleared and they have already applied for the permits. Federal funding projects usually come with a lot of strings attached and require a lot of lead time, but Mr. Tuggle doesn't see a lot of strings associated with this project.

Council Member Aguiar-Curry asked if construction will be done 24/7. Mr. Tuggle said some phases will have an accelerated schedule (2 shifts.)

DeeDee Linder, 4513 Putah Creek Road, said she will proceed with a class action suit if no temporary bridge is built.

Nancy Meyer, 8687 Diablo View Lane, thanked Council for polling the farmers and business owners and allowing the public to be heard.

Matt Murphy, 8583 Olive School Lane, voiced his concern about what was going to happen to the temporary bridge after the permanent bridge is built, the design chosen for the permanent bridge, and the functionality of building two bridges.

Motion by Council Member Martin, second by Council Member Stone to move forward with the bridge construction process. Mayor Fridae said once every 100 years do we get the chance to build a bridge. Council Member Anderson insisted on public outreach during the construction process. Motion carried unanimously, with one absent.

**2. Public Hearing, Waive Second Reading and Adoption of Ordinance 2012-01, An Ordinance of the City Council of the City of Winters, Approving the First Amendment to the Creekside Development Agreement**

City Manager Donlevy gave an overview. Mayor Fridae opened the public hearing at 7:31 p.m. and closed the public hearing at 7:31 p.m. with no public comment. Motion by Council Member Aguiar-Curry, second by Council Member Anderson to waive the second reading and adopt Ordinance 2012-01, approving the first amendment to the Creekside Development Agreement. Motion carried with the following vote:

AYES: Council Members Aguiar-Curry, Anderson, Martin, Mayor Fridae  
NOES: None  
ABSENT: Council Member Stone  
ABSTAIN: None

**3. Appointment of City Council Member to Community Choice Aggregation (CCA) Committee for Yolo County**

City Manager Donlevy gave an overview. Mayor Fridae asked what the time commitment would be. City Manager Donlevy said two or three meetings over the next few months. Council Member Anderson said this was sobering and asked if this was something we wanted to do. Many jurisdictions think it is premature and will be a huge expense. City Manager Donlevy said the committee will include representatives (Council members) from each city. Council Member Anderson said he is opposed to taking a formal position as it assumes 100% participation. Mayor Fridae asked Council Member Anderson if he would like to go and express his opinion. Motion by Mayor Fridae, second by Council Member Aguiar-Curry to appoint Council Member Anderson to the Community Choice Aggregation (CCA) Committee for Yolo County. Motion carried unanimously, with one absent.

**4. Resolution 2012-02, A Resolution of the City Council of the City of Winters, Electing to Serve as the Successor Agency to the Community Development Agency of the City of Winters Pursuant to Part 1.85 of Division 24 of the California Health and Safety Code**

City Manager Donlevy said the Winters Community Development Agency is to be dissolved effective 2/1/2012 as per the State Supreme Court and AB 1X 26. The City of Winters will become the successor agency and wind down all of the business affairs of the Winters Community Development Agency, insuring payments and the dissolution of any agreements. City Manager Donlevy said

there are so many holes in this legislation and the State is making up rules as they go.

City Manager Donlevy said there are two sides to redevelopment: non-housing, ie: capital projects and economic development, and housing. Staff is recommending the City to take over all housing functions, which includes \$1.5 million dollar housing allocation.

Director of Financial Management Shelly Gunby said by law as the successor agency, the City is not required to adopt a resolution. The City will automatically become the successor agency by operation of law unless the City elects not to serve as the successor agency by City Council resolution. Legal counsel suggested the City opt in and adopt this resolution to serve as successor agency. Ms. Gunby also confirmed the State of California would be responsible for any bond default.

Motion by Council Member Aguiar-Curry, second by Council Member Martin to adopt Resolution 2012-02 , electing the City of Winters to serve as the successor agency to the Community Development Agency of the City of Winters. Motion carried with the following vote:

AYES: Council Members Aguiar-Curry, Anderson, Martin, Mayor Fridae  
NOES: None  
ABSENT: Council Member Stone  
ABSTAIN: None

**5. Resolution 2012-03, A Resolution of the City Council of the City of Winters, Electing to Retain the Winters Redevelopment Agency's Housing Assets and Functions**

City Attorney John Wallace said this item was added as an emergency item and requires a 4/5 vote to pass. Motion by Council Member Aguiar-Curry, second by Council Member Martin to adopt Resolution 2012-03, accepting responsibility of the Agency's housing assets and functions. Motion carried with the following vote:

AYES: Council Members Aguiar-Curry, Anderson, Martin, Mayor Fridae  
NOES: None  
ABSENT: Council Member Stone  
ABSTAIN: None

**6. Sublease at 314 Railroad Avenue, Winters**

Council Member Anderson recused himself due to a possible conflict of interest.

City Manager Donlevy recommended that City Council approve a sublease of the kitchen facilities at 314 Railroad for a period not to extend beyond September 30, 2012, authorize the City Manager to approve and sign the sublease pursuant to conditions, and the City be indemnified and supplied with and named on insurance certificates as required by the City's risk management authority.

Motion by Council Member Martin, second by Council Member Aguiar-Curry to approve staff recommendation. Motion carried unanimously, with two absent.

Council Member Anderson returned to the dais.

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### **COMMUNITY DEVELOPMENT AGENCY**

- 1. Resolution 2012-01, A Resolution of the City Council of the City of Winters, Adopting an Amended Enforceable Obligation Payment Schedule of the Winters Community Development Agency**

Agency Chair Aguiar-Curry called to order the meeting of the Winters Community Development Agency at 8:30 p.m.

Director of Financial Management Gunby gave an overview. City Manager Donlevy said as part of the CDA dissolution, there remains one key document to adopt, the enclosed Amended Enforceable Obligation Payment Schedule.

Motion by Agency Member Fridae, second by Agency Member Anderson to adopt the Amended Enforceable Obligation Payment Schedule, to be amended at the January 30, 2012 joint meeting of the Winters City Council and Winters Planning Commission, prior to the February 1<sup>st</sup> deadline. Motion carried with the following vote:

AYES: Agency Members Anderson, Fridae, Martin, Agency Chair Aguiar-Curry  
NOES: None  
ABSENT: Agency Member Stone  
ABSTAIN: None

Agency Chair Aguiar-Curry closed the last meeting of the Winters Community Development Agency at 8:45 p.m.

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**CITY MANAGER REPORT:** In building news, the grading permit for the Arco/Burger King project was issued today and all final building plans will be in

tomorrow. The Farm Bureau dinner honoring Supervisor Duane Chamberlain will be on Thursday, January 19<sup>th</sup>, and if anyone wants to carpool, please contact Mary Jo. The Citizen of the Year celebration will be held on Saturday, January 21<sup>st</sup>. City of Winters proclamations will be presented at both events. The closure of the Winters Redevelopment Agency has taken a lot of work and a huge kudos to staff, who have been working 7 days a week to format all the information. It's really sad that it's coming down to this. None of us expected this to happen, but now that it has, there are so many obligations that we must make sure we cover. I can't say enough about our staff.

**INFORMATION ONLY:** None

**ADJOURNMENT:** Mayor Fridae adjourned the meeting at 8:48 p.m.

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Woody Fridae, MAYOR

**ATTEST:**

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Nanci G. Mills, City Clerk



Minutes of a Joint Meeting of the Winters City Council, Winters  
Community Development Agency and Winters Planning Commission  
Held on Monday, January 30, 2012

Mayor Fridae called the meeting to order at 6:00 p.m.

Present: Council Members Cecilia Aguiar-Curry, Harold Anderson, Michael Martin, Mayor Fridae, Planning Commissioners Wade Cowan, Pierre Neu, Bruce Guelden, Luis Reyes, and Joseph Tramontana.  
Absent: Council Member Tom Stone, Planning Commissioners Bill Biasi and Philip Meisch.  
Staff: City Manager John Donlevy, City Attorney John Wallace, City Clerk Nanci Mills, Director of Financial Management Shelly Gunby, Housing Programs Manager Dan Maguire.

Dan Maguire led the Pledge of Allegiance.

**Discussion Items**

1. Resolution 2012-07, A Resolution of the City Council of the City of Winters, Adopting an Amended Enforceable Obligation Payment Schedule of the Winters Community Development Agency

Agency Chair Cecilia Aguiar-Curry opened the meeting of the Winters Community Development Agency.

City Manager Donlevy gave a brief overview, followed by Director of Financial Management Gunby. The attached amended Enforceable Obligations Payment Schedule (EOPS) includes the following additions: unfunded CalPERS liability for payroll in the amount of \$127,134.99; Almondwood legal fees; rental of meeting room @ 305 First Street; and June tax allocation bonds.

Based on conference calls from September into June, Ms. Gunby said tax increments will be distributed by Yolo County and Lines 1-4, 2004 and 2007 Tax Allocation Bonds are based on legal recommending making on 1/31/12.

ComTech Communications has not issued a final bill to the City for the construction contract for the Public Safety Facility. Payments to Western Furniture Contractors (equipment for Public Safety Facility) and Spintar (AV equipment for Public Safety Facility) will be made tomorrow. The following debt obligations from the EOPS have been paid: Bobo Construction, Rick Engineering, Construction Testing Services, Ponticello Enterprises, Don Jordan, Home Depot, Food Services Warehouse, Pearson Appliance, Lowe's, and L.S., Inc.

Motion by Agency Member Fridae, second by Agency Member Anderson to adopt Resolution 2012-07, adopting an Amended Enforceable Obligation Payment Schedule of the Winters Community Development Agency. Motion carried with the following vote:

**AYES:** Agency Members Anderson, Fridae, Martin, Agency Chair Aguiar-Curry  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Agency Member Stone

Agency Chair Aguiar-Curry closed the meeting of the Winters Community Development Agency.

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### **CITY OF WINTERS AS SUCCESSOR AGENCY TO THE WINTERS COMMUNITY DEVELOPMENT AGENCY**

1. Resolution 2012-08, A Resolution of the City of Winters, as Successor Agency to the Winters Community Development Agency Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF)

City Manager Donlevy said the City of Winters is now the successor agency to the Winters Community Development Agency, wherein the City Council will now act as the successor agency. Director of Financial Management Gunby said the passage of Resolution 2012-08 will give the City access to funds housed in Redevelopment Agency Local Agency Investment Fund (LAIF) accounts. If SB654 is enacted, these funds will remain with the City. In these LAIF accounts there is currently \$1,047,100 in bond proceeds, and of this amount, \$3,853 is non-housing proceeds and the balance is housing-related bond proceeds.

Motion by Council Member Aguiar-Curry, second by Council Member Anderson to adopt Resolution 2012-08, authorizing the City of Winters as successor agency to the Winters Community Development Agency to invest the monies in the Local Agency Investment Fund (LAIF) account number 11-57-007. Motion carried with the following vote:

**AYES:** Council Members Aguiar-Curry, Anderson, Martin, Mayor Fridae  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Council Member Stone

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**CITY COUNCIL AND PLANNING COMMISSION**

1. City of Winters Emergency Operations Center – City Council and Planning Commission Joint Training

City Manager Donlevy led the joint training exercise so that in the event an emergency occurs, the City's elected and appointed officials understand their role and the functions and tasks that are to be carried out. The City's existing plan and supporting documents are compliant with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) policies, procedures and guidelines.

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**ADJOURNMENT:** Mayor Fridae adjourned the joint City Council and Planning Commission meeting and Emergency Operations training at 7:57 p.m.

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Woody Fridae, MAYOR

ATTEST:

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Nanci G. Mills, City Clerk



CITY COUNCIL  
STAFF REPORT

TO: Honorable Mayor and Councilmembers  
DATE: February 7, 2012  
THROUGH: John W. Donlevy, Jr., City Manager *JWD*  
FROM: Carol Scianna, Environmental Services Manager *CS*  
SUBJECT: Approve request from staff to relocate SCADA computer system from City Hall to Public Safety Facility cost estimate is \$24,250

RECOMMENDATION: Approve request from staff to relocate SCADA computer system from City Hall to Public Safety Facility the cost estimate is \$24,250

BACKGROUND: The main SCADA computer system is currently located at City Hall. The new Public Safety Facility has back up generator power and relocating the SCADA computer to the new station will enable the City to have a continuous power source for this critical system in the event of a power outage. Staff has received a quote from ZSI (ours SCADA contractor) to complete the relocation in the amount of \$17,500, adding a 10% contingency brings the total estimate to \$19,250. Staff estimates the costs to modify connections will be \$5000 bringing the total estimate for relocation at \$24,250.

An additional benefit with this change is, will be installing the antennae at a higher altitude, which we expect will improve communications between each of our well and sewer site locations monitored by the SCADA system. These improvements will increase the reliability and efficiency of the entire SCADA system.

An additional ongoing expense with this relocation will be the monthly service fee from Wave Cable of \$69.95, which will allow for remote internet access for maintenance and support. Total ongoing cost per year for this service will be \$839.52.

All funding for this project and the ongoing Wave service will be split equally between water and sewer O & M funds.

FISCAL IMPACT: Estimate is \$24,250, plus annual ongoing Wave service fee of \$839.52



## FUNDING/GRANT APPLICATION REQUEST

**TO:** John W. Donlevy, Jr., City Manager  
**DATE:** December 23, 2011  
**FROM:** Shelly A. Gunby, Director of Financial Management  
**SUBJECT:** Request for Funding Application-Relocate SCADA System to Police/Fire Station

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### Project Description:

Relocate the SCADA computer system from City Hall to the recently completed and occupied Police and Fire Station.

### Application or Grant Information:

ZSI, the firm that installed the SCADA system at City Hall, has submitted a quote, at staff's request, to move the SCADA system from its current location at City Hall to the Computer room at the new Police Fire Station. The Station has generator back up power in the event of a power outage, while City Hall does not have a back up power source.

### Project Management/Implementation:

The management of this project would be by city staff.

This should include identification of:

- City Departments and Staff-This project would be managed by City Staff including Eric Lucero and Carol Scianna.
  - City staff would be required to monitor remote sites more frequently than normal while the SCADA system is offline.
  - City staff will be required to provide and use their "bucket truck" for some remote sites.
- Consultants would include ZSI, Inc., Wave Communications and a subcontractor to ZSI for tower work
- Outside agencies who will work with the City on the project-none

- Contractors to implement the project-ZSI

### **Project Budget:**

This project would be funded from Water and Sewer O & M funds. Based on current fund balances, there are sufficient funds to implement the moving of the system.

This should include:

- Estimated costs (staff and consultants) to develop the application.
  - No application is involved beyond submitting to the City Manager and the City Council for budget approval.
  - Staff estimates that the potential cost including modifications to other sites to be \$24,250 for the actual moving of the system.
  - Additional cost from Wave Communications for remote internet access.
- Estimated costs for the project which should include:
  - Costs to move system are projected to be \$17,500, with a 10% contingency for a total cost of \$19,250.00
  - Cost to modify connections – staff estimates \$5,000
    - Total estimated costs of actual moving of system is \$24,250
  - Monthly service fee from Wave Cable is quoted at \$69.95 per month to allow for remote internet access for maintenance and support. Total cost per year would be \$839.52, split equally between the water and sewer O & M funds. This amount would become an ongoing expenditure to be included in the yearly budget for each enterprise fund.
- All funding would come from O & M Funds, 50% from Water and 50% from Sewer.

### **Grant Requirements/Maintenance of Effort:**

As mentioned above, ongoing costs would be the service from Wave Cable at \$69.95 per month.

### **Justification:**

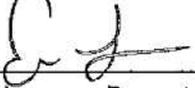
Currently, the SCADA system is located at City Hall, in the officer formerly occupied by the City Clerk. There is no backup power supply in the event of a power failure at City Hall. As recently as this fall, we had a power failure at City Hall that was not resolved for 6 hours. During this time period, the SCADA system was not functioning. The newly completed Police and Fire Station has a generator power backup sized to operate the entire facility. The generator comes on after the power has been out for 15 seconds and is feed by a diesel tank that can be resupplied and provide power to the police and fire facility until power is restored. Locating the SCADA system at the facility will provide full backup power to the system and allow staff to

monitor the water and sewer systems centrally during any type of power outage or emergency.

**Application Process:**

No grant funds are involved in this project, however, this project was not included in the 2011-2012 budget and therefore, an expenditure of this amount would need to be presented to the City Council and a budget adjustment for the 2011-2012 fiscal year would need to be approved by the City Council before moving forward.

**Application By:** (Mandatory signatures of staff verifying review and submittal authorization)

  
\_\_\_\_\_  
Eric Lucero, Department Head Name (Mandatory)

  
\_\_\_\_\_  
Eric Lucero Staff Applicant(Mandatory)

  
\_\_\_\_\_  
Shelly Guppy, Department of Financial Management (Mandatory)

**ZSI Quote Attached**

Consultant Name (Mandatory)

  
\_\_\_\_\_  
John W. Donlevy, Jr., City Manager

**SCADA Relocation  
Project Budget Sheet**

CIP#:

MPFP#(s):

Last Updated:

Original Approval:

Project Owner: Eric Lucero

Project Manager: Eric Lucero

Project Resource:

*(NAME) SCADA RELOCATION TO POLICE FIRE FACILITY*

**Description:**

Relocate SCADA from current location at City Hall to Police Fire Facility where there is generator power back up available in the event of a power outage

**Authority:**

The city has the authority to manage its water and sewer systems.

Budget:					
Item	%	Amount	Item	%	Amount
Project Management			Investigations		
Construction Management			Land		\$ -
Consultant Design			Construction		\$ 24,250
RW Consultant		\$ -	Materials Testing		
CEQA			<b>Project Total:</b>		<b>\$ 24,250</b>

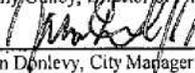
Financing Schedule:		Project Start:		Project Completion:			
Phases:							
Fund Code:	611	621					
Name:							FY Totals
Prior FY:							\$ -
FY 08/09:							\$ -
FY 09/10:							\$ -
FY 10/11:							\$ -
FY 11/12:	\$ 12,125	\$ 12,125					\$ 24,250
FY 12/13:							\$ -
<b>Fund Totals:</b>	<b>\$ 12,125</b>	<b>\$ 12,125</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,250</b>
<b>Ratios:</b>	<b>50.0%</b>	<b>50.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>

Recommended for Submittal

Recommended for Approval (Dept. Head)

Finance Department Approval

City Manager Approval

(date)

(date)

Shelly Gunby, Director of Finance (date)

John Donlevy, City Manager 1-24-2012 (date)



December 9, 2011

City of Winters  
Attn: Eric Lucero  
318 1st St  
Winters, CA 95694

Subject: SCADA Relocation

The cost to relocate SCADA from City Hall to the new PFF includes relocation of equipment from City Hall to the PFF, tower climbing work, power supply conversion, installing communications cabling assuming conduit with pull string are existing and not defective, setting up SCADA workstation on desk or shelf provided by the city, adjusting remote site antenna alignment, testing, and start-up. This scope of work will require the assistance of city personnel from time-to-time to monitor remote sites more frequently than normal while the SCADA system is offline, to provide other related assistance as needed, and will require city personnel to provide and use their "bucket truck" for some remote sites.

Estimated cost to relocate SCADA system ..... \$17,500.

This estimate does not include the cost to modify any remote sites other than adjusting the remote site antenna alignment to the new exact location at PFF. Some sites may need additional modifications not included in this scope of work to provide an adequate connection with the SCADA system (eg, W2, SPS2, & SPS4). This will be ascertained during the relocation.

Please note that a one (1) year warranty in this quote is for hardware only, and that all warranty labor will be charged per ZSI's standard terms with client.

Also, the radio systems administrator has expressed a desire to have the same crew that installed the antennas on the radio tower provide the installation as a sub to ZSI if possible. Please know that this quote does not include the original installation crew, but rather a crew from a business ZSI already has experience with that has proper licensing / certifications to climb and install on towers like the one at PFF. The original installer was contacted, but was unable to provide a quotation until after the New Year. So if an alternative quote is desired, we will have to wait until then to present one.

Additionally, the city will need to obtain additional services from Wave Communications in order for remote internet access for maintenance and support. The service has been quoted by Wave Comm. at \$69.95 per month, but may possibly be obtained at a lower promotional rate for the first several months.

Best regards,

Greg Steiger, VP of ZSI, Inc.

E:\\_zsi\_Projects\_active\20750 - Winters\Docs\Change Orders\SCADA Relocation\Winters, SCADA Relocation Estimation.doc Friday, December 09, 2011 2:43 PM

This task was initially developed as its own project in 2009. Designs were prepared and the project was bid. The bid prices were approximately 60% higher than the engineer's estimate. While funding was available to proceed with construction, it was decided by staff to reject all bid proposals, restructure the plans and specifications, and rebid the project at a later date with the goal of lowering the bid proposal costs. With minor alterations to the plans and specification, this Task 2 will be ready to be rebid.

The location of this Task 2 project is shown on the attached project map.

### **Task 3: Rehabilitation of El Rio Villa Pump Station**

El Rio Villa Sewer Pump Station is owned by the Yolo Housing Authority and is situated outside the city limits on the east side of I-505, south along State Route 128. The pump station is operated and maintained by the City of Winters through an operating and maintenance agreement with the Yolo Housing Authority. The location of the site is shown on the attached project map.

Evaluations of the pump station in 2007<sup>1,1</sup> identified deficiencies in the electrical controls and opportunities to decrease the number and size of the pumps at the station. The purpose of Task 3 is to complete those recommendations. In addition, maintenance staff is concerned that the detention time of the wet well chamber during power or other failures at the pump station is insufficient from a risk management perspective. According to staff, the time until overflow of the wet well is about two hours following pump station shutdown. Staff would like to increase the size of the pump chamber (wet well) to allow for at least 24 hours of storage.

Based on the above concerns and criteria, three rehabilitation alternatives have been developed that address the replacement of the electrical control panel, replacement of the pumps and replacement of the pump station structure.

Alternative 1 is the complete replacement of the existing pump station with new electrical controls, a new structure, and a new dual pump system. This alternative is the most costly but reduces the pumps from four to two.

Alternative 2 replaces the electrical control panel but leaves the pumps and the structure untouched.

Alternative 3 replaces the pumps and the electrical controls but leaves the structure untouched.

### **Special Considerations**

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<sup>1</sup> "Evaluation of the Wastewater Pump Stations and Treatment Facility", West Yost & Associates, January 2007

2012  
FEB 7 11:58 AM  
1000

**TO:** Honorable Mayor and Council Members  
**DATE:** February 7, 2012  
**THROUGH:** John W. Donlevy, Jr., City Manager *JWD*  
**FROM:** Nanci G. Mills, Director of Administrative Services/City Clerk *Nanci*  
**SUBJECT:** Consolidation of Election

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**RECOMMENDATION:**

It is recommended that Council Adopt Resolution 2012-04, Calling for an Election for June 5, 2012 to fill two vacancies on the City Council, the City Clerk and the City Treasurer, Requesting the Yolo County Board of Supervisors to Consolidate the Election with the Statewide Primary and Direct the County Election's Official to provide services in relation to the Election.

**BACKGROUND:**

Elections are held during every even numbered year and are consolidated with the County which substantially lessens the cost to the individual Cities and the County to conduct elections. The first step in the process is to adopt a Resolution to call for the election and request the services of the County in conducting the consolidated election. In keeping with the required deadlines as per election law and the needs of the County Elections Office, the Board of Supervisors will be asked to take action at their meeting of February 28, 2012 meeting to so call for the election.

Also of note is that the filing period for Council, City Clerk and Treasurer seats begins on February 13, 2012 and continues to March 9, 2012 and can be extended for new candidates to March 14, 2012 should incumbents choose not to file for re-election.

**FISCAL IMPACT:**

The cost for consolidation of these elections is dependent upon how many other jurisdictions and items are included in the election. The City pays the cost of the candidate's filing and printing which is \$235 for this election.

**RESOLUTION No. 2014-04**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS CALLING AN ELECTION FOR JUNE 5, 2012 REQUESTING THE COUNTY OF YOLO TO CONSOLIDATE THE ELECTION WITH THE STATEWIDE PRIMARY ELECTION AND TO PROVIDE SERVICES RELATING TO THE ELECTION**

WHEREAS, the City Council has determined that an Election shall be called for June 5, 2012, for the purpose of electing City Council Members for two vacant positions, a City Clerk, and a City Treasurer; and

WHEREAS, the City Council has determined that the Election shall be consolidated with the Statewide Primary Election of the County of Yolo and the State of California to be held on that same date; and,

WHEREAS, the City requests the Board of Supervisors of the County of Yolo to direct the County Elections Official to render services to the City relating to the conduct of an election;

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

1. An Election is hereby called and shall be conducted in the City of Winters on June 5, 2012.
2. Pursuant to Elections Code Section 10403, the City Council requests the Yolo County Board of Supervisors to order the Election to be consolidated with the Statewide Primary Election to be held on that same date.
3. Pursuant to Elections Code Section 10002, the City requests the Yolo County Board of Supervisors to direct the County Elections Official to provide to the City those services necessary to implement and conduct the Election and to consolidate it with the Statewide Primary Election. Pursuant to said Section, the City shall be responsible for the cost of such Election.
4. Pursuant to Elections Code Section 9222, the following is hereby submitted to qualified electorate of the City of Winters:

Two Members of the City Council (full term of four years)  
One City Clerk (full term of four years)  
One City Treasurer (full term of four years)

**PASSED AND ADOPTED** by the City Council this 7<sup>th</sup> day of February, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Woody Fridae, Mayor

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Nanci G. Mills, City Clerk



CITY COUNCIL  
STAFF REPORT

TO: Honorable Mayor and Council Members  
THROUGH: John W. Donlevy, Jr., City Manager *JWD*  
DATE: Feb. 7, 2012  
FROM: Dawn Van Dyke, Management Analyst *DVD*  
SUBJECT: Resolution 2012-05 A Resolution of the City Council of the City of Winters Approving the Submittal of an Application for Funding Through the Sustainable Communities Grant and Incentives Program Under Proposition 84.

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**RECOMMENDATION:** Resolution 2012-05 A Resolution of the City Council of the City of Winters Approving the Submittal of an Application for Funding Through the Sustainable Communities Grant and Incentives Program Under Proposition 84.

**BACKGROUND:** On Jan. 17, 2012 the City Council approved the Green Communities Participation Agreement between the City of Winters and Yolo County for the development of a Greenhouse Gas (GHG) Emissions Inventory and Energy Efficiency Chapter of a Climate Action Plan (EECAP).

The City has the opportunity to leverage that funding, collaboration and data in order to submit an application for funding through the Strategic Growth Council's Sustainable Communities Grant and Incentives Program. If funded, the City could obtain consulting services to integrate the data obtained through the Green Communities Participation Agreement and update the Natural Resources Element of the General Plan, in addition processing a General Plan Amendment. This could help meet the City's goals of reducing Greenhouse Gas Emissions and improving energy efficiency. It may also help streamline the development process in terms of calculating impacts of potential projects.

There is no match required in order to qualify for this grant program, however collaboration is encouraged, which could improve the City's competitiveness in this round.

**FISCAL IMPACT:** None by this action. The City could receive up to \$200,000 in grant funds.

**RESOLUTION 2012-05**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS APPROVING**  
**THE SUBMITTAL OF AN APPLICATION FOR FUNDING THROUGH THE**  
**SUSTAINABLE COMMUNITIES GRANT AND INCENTIVES PROGRAM**  
**UNDER PROPOSITION 84**

**Name of Proposal:** Natural Resources Element Update/General Plan Amendment

WHEREAS, the Legislature and Governor of the State of California have provided funds for the Sustainable Communities Planning Grant and Incentives Program under the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84); and

WHEREAS, the Strategic Growth Council has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures require all award recipients commit to threshold requirements;

WHEREAS, said procedures established by the Strategic Growth Council require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the State; and

WHEREAS, the applicant, if selected, will enter into an agreement with the State of California to carry out the development of the proposal:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Winters

1. Approves the filing of an application for the Natural Resources Element Update/General Plan Amendment in order to become a more sustainable community; and
2. Certifies that applicant will have sufficient funds to develop the Proposal or will secure the resources to do so; and
3. Certifies that the Proposal will comply with any applicable laws and regulations including being consistent with the State's Planning Priorities identified in Government Code section 65041.1 and summarized below:
  - a. Promote infill development and invest in existing communities
  - b. Protect, preserve and enhance agricultural land and natural resources; and
  - c. Encourage location and resource efficient new development; and
4. Certifies that threshold requirements outlined in the guidelines, including consideration of Ocean Protection Council Sea Level Rise Guidance will be met; and

5. Agrees to reduce, on as permanent a basis as feasible, greenhouse gas emissions consistent with California Global Warming Solutions Act of 2006 (Division 25.5 (commencing with Section 3850) of the Health and Safety Code); any applicable regional plan; and
6. Agrees to meet the Collaboration Requirements of the focus area applicable to the Proposal; and includes all required documents in the application package; and
7. Appoints the City Manager, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Winters on Tuesday, Feb. 7, 2012 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Woody Fridae, Mayor, City of Winters

STATE OF CALIFORNIA  
City of Winters

I, Nanci Mills, City Clerk of the City of Winters, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council on this 7 day of February, 2012.

Nanci Mills, City Clerk  
of the City of Winters,  
State of California

By: \_\_\_\_\_  
Nanci Mills, City Clerk



CITY COUNCIL  
STAFF REPORT

TO: Honorable Mayor and Council Members  
THROUGH: John W. Donlevy, Jr., City Manager *JWD*  
DATE: Feb. 7, 2012  
FROM: Dawn Van Dyke, Management Analyst *DV*  
SUBJECT: Resolution 2012-09 A Resolution of the City Council of the City of Winters  
Supporting City Employee Voluntary Participation in Collaborative Purchasing for  
Clean Energy

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**RECOMMENDATION:** Approve Resolution 2012-09 A Resolution of the City Council of the City of Winters Supporting City Employee Voluntary Participation in Collaborative Purchasing for Clean Energy

**BACKGROUND:** In October, 2011 representatives from Yolo County, UC Davis and the cities of Woodland, West Sacramento and Winters attended a meeting at which Group Energy Program Manager Jessie Denver presented the Group Energy (Collaborative Purchasing for Clean Energy) program as a potential benefit to employees of large employer groups such as municipalities, school districts, manufacturers and others. The program is a turnkey system that gives employees the opportunity to form a purchasing collaborative and obtain group rates for energy efficiency improvements and/or solar installations at their homes.

The program is completely voluntary; employees are under no obligation to participate. According to Denver and Yolo County Climate Compact coordinator John Mott Smith, there is no up front commitment or cost (other than some staff time to disseminate information via email, help coordinate informational lunch time staff meetings and act as occasional liaison) and no legal liability. Denver will survey staff members to determine initial interest and conduct the majority of the outreach and program coordination.

Group Energy has successfully implemented collaborative purchasing programs for Adobe, Bank of America and the National Renewable Energy Laboratory.

Program partners include Group Energy, ICLEI (International Council for Environmental Initiatives) and PG&E. The program is being offered to the City through its membership in the Yolo County Climate Compact.

**FISCAL IMPACT:** None by this action. Initial implementation may require minimal staff time.

**ATTACHMENTS:** ICLEI Energy Benefits Yolo memo dated 12-13-11

## RESOLUTION 2012-09

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS SUPPORTING CITY EMPLOYEE VOLUNTARY PARTICIPATION IN COLLABORATIVE PURCHASING FOR CLEAN ENERGY

**WHEREAS**, the City of Winters has promoted improvements in energy efficiency and development of renewable energy sources in its operations, programs and policies; and

**WHEREAS**, these efforts have resulted in reductions in greenhouse gas emissions in its own facilities as well as in the community; and

**WHEREAS**, the City of Winters recognizes that up-front costs, the complexity of the process to identify and purchase renewable energy systems and energy efficiency upgrades, and customer inertia may constitute significant barriers to its employees in terms of reaching their own energy saving goals; and

**WHEREAS**, the City of Winters believes it is important to identify opportunities and potential benefits for its employees; and

**WHEREAS**, representatives from Group Energy presented their collaborative purchasing program to the Climate Change Compact of Yolo County on October 14, 2011 and , in partnership with ICLEI, subsequently discussed the details of this program with representatives from the county, each of the cities, and the university; and

**WHEREAS**, ICLEI/Group Energy has submitted a Technical Proposal for a collaborative purchasing program to the Climate Change Compact of Yolo County that outlines details for project design, administration, and team organization; and

**WHEREAS**, the Technical Proposal identifies a turnkey program that involves employees in the collaborative purchasing program and entails no cost (other than minimal staff time) or financial or legal liability of any kind to the City; and

**WHEREAS**, the program for collaborative purchasing submitted by ICLEI/Group Energy has in prior projects demonstrated the ability to substantially reduce costs and other barriers to installing renewable energy systems and energy efficiency measures, much to the benefit of the participating employees;

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Winters that the City of Winters offers this "Resolution of Support" for the ICLEI/Group Energy proposal for a collaborative purchasing program as a potentially significant benefit to our employees as well as to the community at large through reduction in overall greenhouse gas emissions.

On this 7<sup>th</sup> day of February, 2012 by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

---

**Woody Fridae, Mayor, City of Winters**

**ATTEST:**

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**Nanci Mills, City Clerk, City of Winters**

December 13, 2011

## **ICLEI Energy Benefits Yolo**

### **WHAT IS IT?**

A program offered by ICLEI <sup>1</sup> referred to as "collaborative purchasing for clean energy" to offer employees of any jurisdiction in the Climate Change Compact of Yolo County the opportunity to purchase at a discounted rate solar energy systems or energy efficiency measures for their homes.

### **HOW DOES IT WORK?**

The Compact would determine which jurisdictions are interested in offering this program to their employees and would gather "letters of support" from representatives of each jurisdiction. Jurisdictions may add "major employers" from the private sector to the list of eligible entities. The more jurisdictions that participate, the larger the employee pool and the deeper the potential discount on cost everyone can achieve.

ICLEI contracts with GroupEnergy (collectively Program Team), the organization that presented the program at the October 14, 2011 meeting of the Climate Change Compact of Yolo County to:

1. Design and administer ICLEI's Energy Benefits Program.
2. Meet with interested jurisdictions to determine the details and timing of the program and develop a web page and collateral materials for program implementation.
3. Organize and conduct meetings with employees to describe the program and sign up persons who are interested in learning more about purchasing a solar system or energy efficiency measures for their homes.
4. Manage the procurement process, which includes issuing a RFP on behalf of group(s) and establishing an "Employee Evaluation Committee" to assist in reviewing and scoring proposals received from energy service providers. The Program Team acts as the committee's technical advisor, providing unbiased assistance to help committee choose the firm(s) that offers the best deal in terms of turnkey installation services, cost, financing, system quality, and employee incentives. The potential for a large number of customers motivates installers to compete for selection by offering systems substantially discounted from what it would cost a single homeowner (15-25%). The Program Team contracts with the selected firm(s) to ensure the terms and conditions included in their proposals are provided to group participants within the program timeline.
5. Offer this deal to those who signed up on a "for a limited time only" basis (e.g. 60-90 days). The extent of deeper discounts may be dependent on the number of persons

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<sup>1</sup> International Council for Local Environmental Initiatives

who decide to install solar or pursue energy efficiency (installation milestone incentives offered by selected firm(s)).

6. Each of the selected firm(s) will contract directly with the individual homeowners pursuant to the terms submitted their proposals and negotiated by the Program Team on behalf of group participants. The Program Team will facilitate issues with site evaluation scheduling, project installations and perform quality control.

## **WHAT RISKS OR LIABILITIES ARE THERE FOR A PARTICIPATING JURISDICTION?**

The ICLEI Program Team will manage the Energy Benefits Yolo program. There is no cost for a jurisdiction to participate. There may be a minimal amount of staff time to assist the Program Team through identifying approved channels of communication to reach employees, points of contact at other employer organizations, providing meeting space for onsite workshops, sending e-blasts, hanging posters/newsletter postings, etc. Please note the Program Team manages the procurement process (RFP) and contracts with the selected firm(s). Each solar energy installation and/or energy efficiency upgrade contract is between the selected firm(s) and individual homeowner. All Program documentation specifies that the participating jurisdiction and employer organization have no fiscal or legal liability. The Program Team will address participant questions, facilitate scheduling issues between homeowners and selected firm(s) but will not get involved in homeowner and/or firm disputes.

## **WHY SHOULD A JURISDICTION PARTICIPATE**

The program is a substantial employee benefit, offering solar and energy efficiency home improvements at a substantial savings. This first-of-its kind employee engagement tool simplifies the process of researching and choosing the right solar provider, making it easy for group participants to lower their utility bills and generate clean energy.

The Program Team tracks installations and provides energy saving and greenhouse gas reduction estimates to each jurisdiction that may be used to help demonstrate their commitment to addressing climate change impacts. Where participating residents live within a city or the county, savings might be applied to reduction targets in that jurisdiction's Climate Action Plan.



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers  
**DATE:** February 7, 2012  
**FROM:** John W. Donlevy, Jr., City Manager  
**SUBJECT:** Medical Leave Approval- Tom McMasters-Stone

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**RECOMMENDATION:**

That the City Council approve a medical leave of absence for Councilmember Tom McMasters Stone until October 4, 2011.

**BACKGROUND:**

Councilmember Tom Stone is on a medical leave and will miss the February 7 and 20 meetings. It is requested that the City Council approve a medical leave of absence to excuse the absences.

It is anticipated he will return no later than the March 6, 2012 City Council meeting.

**FISCAL IMPACT:**

None by this action.



**STAFF REPORT**

TO: Honorable Mayor and Council Members

DATE: February 7, 2012

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

BY: Alan Mitchell, Assistant City Engineer

SUBJECT: **Project Acceptance - Downtown Streetscape Improvements, Phase II, Project No. 06-07**

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**RECOMMENDATION:** Staff recommends that City Council: accept the Downtown Streetscape Improvements, Phase II, Project No. 06-07 as complete, and direct the City Clerk to file a Notice of Completion.

**BACKGROUND:** On April 19, 2011, the Agency awarded a construction contract to Lister Construction in the amount of \$585,327.50. The improvements included creating bulb-outs at all four corners of First and Main Streets, and mid-block on Main Street between First and Railroad. It also included improvements at the mid-block alley on the west side of Railroad. The bulb-outs were similar layout and design as the Phase I improvements, including furnishings, surface treatments, and landscaping. The improvements also included underground storm drain facilities in Main Street, and other sidewalk, paving, and lighting upgrades along Main Street. Lister recently completed the project and the improvements have been deemed acceptable by City staff. Therefore, staff recommends the City Clerk file a Notice of Completion with the County.

Staff will prepare the Final Report of Expenditures, which is required by Caltrans for the federal funding.

**FISCAL IMPACT:** The final construction cost of the project is \$635,035.58, which is within the authorized amount of \$644,000. The construction was partially funded from State and Federal funds in the amount of \$495,000.



## STAFF REPORT

**TO:** Honorable Mayor and Council Members  
**DATE:** February 7, 2012  
**THROUGH:** John W. Donlevy, Jr., City Manager   
**FROM:** Alan Mitchell, Assistant City Engineer  
**SUBJECT:** Approval of Project Budget Sheets and authorization for design of 2012 Sewer Main and Pump Station Rehabilitation Project No. 12-01, 12-02 and 12-03

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**RECOMMENDATION:** Staff recommends the City Council (1) Approve the Project Budget Sheets (PBS) dated February 2012; and (2) Authorize the City Engineer to prepare the plans and specifications for the 2012 Sewer Main and Pump Station Rehabilitation, Project No. 12-01.

**BACKGROUND:** In 2007, the City received infrastructure revenue bonds (IRB) totaling \$3,480,121 for capital improvement projects to rehabilitate and expand the City's sewer infrastructure. Several projects have been completed, including rehabilitation of the Carter Ranch and Walnut Lane Sewer Pump Stations, and rehabilitation of approximately 4,800 feet of sewer main. Due to the state of the economy in 2008 and favorable bidding climate, the sewer main rehabilitation was completed under budget. Also, rehabilitation of the East Street and El Rio Villa Sewer Pump Stations was placed on hold when the construction bids received in 2009 exceeded the engineer's estimate.

City staff has prepared the attached Financing Application that lays out a plan for utilizing approximately \$1,900,000 of the remaining IRB funds along with other City funds, listed below, to complete additional sewer main rehabilitation and to replace the motor control centers (MCC) at the East Street and El Rio Villa Sewer Pump Stations. Utilizing data from the sewer inspections completed in 2007 & 2008, staff has identified 5,700 feet of sewer main lines, and 125 sewer laterals, in the downtown area that is in need of rehabilitation. These sewer segments are within the area surrounded by Russell Street, 4<sup>th</sup> Street, Grant Avenue and Railroad Avenue. The rehabilitation will entail a combination of sewer main and lateral lining and replacement. An illustration of the project area is attached.

Staff recommends that City Council approved the three attached PBS for rehabilitation of the sewer mains, replacement of the motor control centers at the East Street and El Rio Villa Sewer Pump Stations. Staff further recommends that City Council authorize the City Engineer to prepare plans and specifications.

Plans and specifications for the Sewer Main Rehabilitation will be completed by August 2012. Construction is anticipated to begin in August and conclude by February 2013. Replacement of the MCCs at both East Street and El Rio Villa is anticipated to be completed by August 2012.

**ALTERNATIVES:** None recommended by staff.

**FISCAL IMPACT:** The cost of this project is being paid through the 2007 Sewer Infrastructure Revenue Bond, the City's Sewer O&M fund, and the El Rio Villa O&M fund.





**City of Winters**  
**2012 Sewer Main Rehab and**  
**Pump Station MCC Replacement**

Scale: 1" = 400' Date: January 12, 2012



**PONTICELLO ENTERPRISES**  
 CONSULTING ENGINEERS, INC.

1216 Fortna Avenue  
 Woodland, CA 95776  
 Phone: (530) 668-5883  
 Fax: (530) 668-5893

Legend

Proposed Sewer  
Segments for Rehab



City of Winters  
**El Rio Villa MCC Replacement**  
**Project Budget Sheet**

CIP#: 12-03

MPFP#(s):

Last Updated:

Original Approval: Feb 2012

Project Owner: Public Works

Project Manager: Jim Fletter

Project Resource: Ponticello Enterprises

**Description:**

The project includes the replacement of the El Rio Villa Sewer Pump Station motor control center.

**Authority:**

The City is responsible for the public pumping facilities.

<b>Budget:</b>							
	Item		Amount		Item		Amount
	Project Management		\$ 3,500		Other		
	Design		\$ 8,750		Construction		\$ 175,000
	CM, Testing, Insp.		\$ 14,000		Contingency		\$ 17,500
<b>Project Total:</b>							<b>\$ 218,750</b>

<b>Financing Schedule:</b>		Project Start: Feb 2012		Project Completion: Jan 2013	
Phases: Pre-Design, Design, Bid, and Construction					
Fund Code:					
Name:	Sewer O&M	ERV O&M			
FY 11/12:	\$ 127,574	\$ 66,176			\$ 193,750
FY 12/13:	\$ 25,000				\$ 25,000
FY 13/14:					\$ -
FY 14/15:					\$ -
<b>Fund Totals:</b>	<b>\$ 152,574</b>	<b>\$ 66,176</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 218,750</b>
<b>Ratios:</b>	69.7%	30.3%	0.0%	0.0%	100.0%

<p>Recommended for Submittal</p> <p>Recommended for Approval (Dept. Head) <i>pm</i></p> <p>Finance Department Approval</p> <p>City Manager Approval</p>	<p style="text-align: right;">Jim Fletter, Project Engineer <span style="float: right;">Jan 2012</span></p> <hr/> <p style="text-align: right;"><i>Alan Mitchell</i> <span style="float: right;">1/23/12</span></p> <p style="text-align: right;">Alan Mitchell, Assistant City Engineer <span style="float: right;">(date)</span></p> <hr/> <p style="text-align: right;"><i>Shelly Gunby</i> <span style="float: right;">1/12/12</span></p> <p style="text-align: right;">Shelly Gunby, Director of Finance <span style="float: right;">(date)</span></p> <hr/> <p style="text-align: right;">John Donlevy, City Manager <span style="float: right;">(date)</span></p>
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City of Winters  
**2012 Sewer Main Rehabilitation**  
**Project Budget Sheet**

CIP#: 12-01  
 Last Updated:  
 Project Owner: Public Works  
 Project Manager: Jim Fletter

MPP#(s):  
 Original Approval: Feb 2012  
 Project Resource: Ponticello Enterprises

**Description:**

The project includes the replacement or lining of approximately 5,700 linear feet of sewer main, repair or replacement of up to 125 sewer laterals.

**Authority:**

The City is responsible for the operation and maintenance of the City's wastewater collection system including sewer infrastructure in the public right-of-way.

<b>Budget:</b>							
	Item		Amount		Item		Amount
	Project Management		\$ 35,000		Other		
	Design		\$ 134,000		Construction		\$ 1,340,000
	CM, Testing, Insp.		\$ 98,000		Contingency		\$ 134,155
<b>Project Total:</b>							<b>\$ 1,741,155</b>

<b>Financing Schedule:</b>		Project Start: Feb 2012	Project Completion: Jan 2013
Phases: Pre-Design, Design, Bid, and Construction			
<b>Fund Code:</b>			
<b>Name:</b>	Sewer Bond		
<b>FY 11/12:</b>	\$ 169,000		\$ 169,000
<b>FY 12/13:</b>	\$ 1,572,155		\$ 1,572,155
<b>FY 13/14:</b>			\$ -
<b>FY 14/15:</b>			\$ -
<b>Fund Totals:</b>	\$ 1,741,155	\$ -	\$ -
<b>Ratios:</b>	100.0%	0.0%	0.0%

Recommended for Submittal

Recommended for Approval (Dept. Head) *pw*

Finance Department Approval

City Manager Approval

Jim Fletter, Project Engineer Jan 2012

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*Alan Mitchell* 1/23/12  
 Alan Mitchell, Assistant City Engineer (date)

*Shelly Gunby* 1/12/12  
 Shelly Gunby, Director of Finance (date)

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John Donlevy, City Manager (date)

City of Winters  
**East Street Pump Station MCC Replacement**  
**Project Budget Sheet**

**CIP#: 12-02**  
**Last Updated:**  
**Project Owner:** Public Works  
**Project Manager:** Jim Fletter

**MPFP#(s):**  
**Original Approval:** Feb 2012  
**Project Resource:** Ponticello Enterprises

**Description:**

The project includes the replacement of the East Street Sewer Pump Station motor control center.

**Authority:**

The City is responsible for the operation and maintenance of the City's wastewater collection system public pumping facilities.

<b>Budget:</b>							
	Item		Amount		Item		Amount
	Project Management		\$ 4,000		Other		
	Design		\$ 7,000		Construction		\$ 135,000
	CM, Testing, Insp.		\$ 10,000		Contingency		\$ 14,000
<b>Project Total:</b>							<b>\$ 170,000</b>

<b>Financing Schedule:</b>		Project Start: Jan 2012		Project Completion: Dec 2012	
Phases: Pre-Design, Design, Bid, and Construction					
Fund Code:	Name:				
	Sewer Bond				
FY 11/12:	\$ 130,000				\$ 130,000
FY 12/13:	\$ 40,000				\$ 40,000
FY 13/14:					\$ -
FY 14/15:					\$ -
<b>Fund Totals:</b>	<b>\$ 170,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ratios:</b>	100.0%	0.0%	0.0%	0.0%	0.0%

Recommended for Submittal

**Jim Fletter, Project Engineer**

**Jan 2012**

Recommended for Approval (Dept. Head) *pw*

*Alan Mitchell*  
 Alan Mitchell, Assistant City Engineer

*1/23/12*  
 (date)

Finance Department Approval

*Shelly Gunby*  
 Shelly Gunby, Director of Finance

*1/12/12*  
 (date)

City Manager Approval

John Donlevy, City Manager

(date)