



Winters City Council Meeting
City Council Chambers
318 First Street
Tuesday, September 15, 2015

Members of the City Council

*Cecilia Aguiar-Curry, Mayor
Woody Fridae, Mayor Pro-Tempore
Harold Anderson
Wade Cowan
Pierre Neu*

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

5:00 p.m. – Executive Session

AGENDA

Safe Harbor for Closed Session – Pursuant to Government Code Section 54954.5

Pursuant to Government Code Section 54957 - Public Employee Performance Evaluation – City Manager

6:30 p.m. – Regular Session

AGENDA

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 of the Winters City Council Held on Tuesday, September 1, 2015. (pp. 5-10)
- B. Resolution 2015-41, A Resolution of the City Council of the City of Winters Designation of Applicant's Agent Resolution for Non-State Agencies. (pp. 11-17)
- C. NeighborWorks Contract Fee Schedule Update. (pp. 18-21)

PRESENTATIONS

Proclamation Recognizing the Winters Theater Company on Their 35th Anniversary (pp. 22)

Plaque of Appreciation to Outgoing Planning Commissioner Luis Reyes

DISCUSSION ITEMS

- 1. Resolution 2015-39, a Resolution of the City Council of the City of Winters Approving a 2015-2016 Budget Adjustment for the Building and Code Enforcement Division. (pp. 23-32)

2. Resolution 2015-42, a Resolution of the City Council of the City of Winters Approving Funding Participation in the Joint Emergency Management Services Program and Approving a Memorandum of Understanding for Joint Emergency Management Services. (pp 33-44)

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

- 1.

CITY MANAGER REPORT

INFORMATION ONLY

ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the September 15, 2015 regular meeting of the Winters City Council was posted on the City of Winters website at www.cityofwinters.org and Councilmembers were notified via e-mail of its' availability. A copy of the foregoing agenda was also posted on the outside public bulletin board at City Hall, 318 First Street on September 9, 2015, and made available to the public during normal business hours.

Nanci G. Mills by Tracy Jensen
Nanci G. Mills, City Clerk

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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 – 708 Railroad Avenue

City Hall – Finance Office - 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 Winters City Council Meeting
Held on September 1, 2015

Mayor Aguiar-Curry called the meeting to order at 6:30 p.m.

Present: Council Members Harold Anderson, Wade Cowan, Woody Fridae, Pierre Neu and Mayor Cecilia Aguiar-Curry
Absent: None
Staff: City Manager John Donlevy, City Attorney Ethan Walsh, City Clerk Nanci Mills, Director of Financial Management Shelly Gunby, Police Chief Sergio Gutierrez, Public Works Supervisor Eric Lucero, Environmental Services Manager Carol Scianna, Facilities Manager Jim Keating, Building Official Gene Ashdown, and Management Analyst Tracy Jensen.

Eric Lucero led the Pledge of Allegiance.

Approval of Agenda: Motion by Council Member Cowan, second by Council Member Fridae to approve the agenda with no changes. Motion carried with the following vote:

AYES: Council Members Anderson, Cowan, Fridae, Neu, Mayor Aguiar-Curry
NOES: None
ABSENT: None
ABSTAIN None

COUNCIL/STAFF COMMENTS

PUBLIC COMMENTS: None

CONSENT CALENDAR

- A. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, August 18, 2015.
- B. Request for Street Closure and Amplified Sound Permit Application Submitted by the Hispanic Advisory Committee for the Festival de la Comunidad for Saturday, September 26, 2015
- C. Resolution 2015-40, a Resolution of the City Council of the City of Winters Approving a Contract with the Board of Equalization of Local Charges on Prepaid Mobile Telephony Services.
- D. Approval of Consultant Services for Citywide Scanning and Indexing Services – Backup to be Provided Following Clarification
- E. Approval of Part-time Building Inspector, Job Description and Hourly Rate.
- F. Recommendation to the FCC for the Broadband Lifeline Program “Internet For All Now”

City Manager Donlevy gave an overview. Motion by Council Member Fridae, second by Council Member Cowan to approve the Consent Calendar. Motion carried with the following vote:

AYES: Council Members Anderson, Cowan, Fridae, Neu, Mayor Aguiar-Curry
NOES: None
ABSENT: None
ABSTAIN None

PRESENTATIONS

Police Chief Gutierrez introduced Ms. Orit Kalman, the Executive Director of the Yolo Conflict Resolution Center, who said the Center could bring conflict resolution to neighborhoods, youth, families, business communities, housing and the workplace. The Center is Yolo County-oriented and is looking to serve the community as a resource. Ms. Kalman will be seeking office space at the Yolo Housing Community Services building or the Community Center for appointments. Mayor Aguiar-Curry suggested contacting the school district regarding their services and Council Member Fridae thanked Ms. Kalman for her work in this area. Council Member Neu added that this is a good program and the City is lucky to have access to their services.

DISCUSSION ITEMS

1. Public Hearing and Consideration of Resolution 2015-38, A Resolution of the City Council of the City of Winters Setting Water Rates for 9/1/15 to 6/30/18.

Director of Financial Management Shelly Gunby gave an overview and said Proposition 218 notices were mailed on July 13, 2015 to all water bill recipients and those on the Assessor's list. Shelly then reviewed a PowerPoint presentation that included a single-family residential bill comparison. For the official record, the City Clerk received 20 written protests regarding the proposed rate increases for City water services.

Mayor Aguiar-Curry opened the public hearing at 7:05 p.m.

Matt Brickey, 716 Hemenway Street, said he attended a previous public hearing on 7/16/13, where no additional increases were proposed for 5 years and no Chromium 6 expenditures were included. Residents were asked to cut their water use by 25%, a goal that has been achieved. Mr. Brickey said that as a bill payer, he should have the information about where the money is going.

Bill Biasi, 400 Edwards Street, said that residents were all victims of their own successful efforts and now will have to pay more. He read the technical report from NBS and understands the reasons why increased rates are being discussed. He asked Council to postpone making a decision tonight and re-examine the alternative rate proposal provided by NBS.

Joe Tramontana, 208 Main Street, agreed with having an increase, but asked if the price could be decreased upon the receipt of rainwater? Taxes go up and never go down. He asked Council to consider dropping the price if needed.

Jean Boites, 419 Haven Street, asked if the meter installation fee could be dropped. City Manager Donlevy said the installation fee would automatically drop off depending on the option chosen. The longest option is 60 months/five years, but these fees are not included in the proposed rates. She agreed that rates will never go down.

Mayor Aguiar-Curry closed the public hearing at 7:17 p.m.

Shelly explained the difference between the proposed and alternative new uniform rates and said staff tried to come up with an option that has the least harmful impact for more citizens and added that under Prop 218, no discounts or special programs are allowed. Council Member Cowan confirmed the average water use went from 18 HCF to 13.5 HCF (hundred cubic foot.) City Manager Donlevy said the City is accountable to rate payers and any large surpluses would have to be reported. Shelly said that in 2018, all aspects will be reviewed and fees will be re-set.

Council Member Cowan asked if there has been a significant increase to operate the system. Shelly explained that it costs \$1.3 - \$1.4 million dollars to operate the system and outside of personnel costs, it pretty much pays for itself. Council Member Neu asked staff to make it clear to the public that there will be other hearings and that this will come back in 2018.

Diane Jordan, 718 Hemenway, asked if the current calculations accounted for the new homes being built. Shelly said through 2018, she accounted for the entire Hudson Ogando subdivision. All others were pushed past 2018. Mr. Brickey asked if there were any contingencies based on conservation. Shelly said the rate has been set based on the assumption of 13.5 units (average) for businesses as well as homes.

Council Member Fridae suggested using a water conservation approach: use a lot, pay more – use less, pay less. In reality, the cost to operate the system is a set amount. The base rate should be higher to cover costs. The alternative new uniform rates reflect more of what we're paying for. Council Member Anderson said 5 years ago, residents were asked to conserve water and that was before the drought set in. As rates go up, we will see even more water conservation. He indicated he is comfortable with the lower fixed rate.

City Manager Donlevy said going to the alternative new uniform rate would impact more people. If the City raises the base rate, it will disproportionately hit residents harder. If a decision isn't made tonight, a second Prop 218 notice will have to be issued and will include a 45-day comment period and another public hearing, which impacts the budget.

Motion by Council Member Neu, second by Council Member Anderson to approve Resolution 2015-38, amending Resolution 2009-02, establishing fees, rates and charges for maintenance, replacement and repair of the City's water and sewer system. Motion carried with the following vote:

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

2. Animal Control Update

City Manager Donlevy said there are three key points regarding animal control: a vicious dog ordinance, the entire issue of animal services through a JPA within Yolo County, and a designated off-leash area at Putah Creek.

The first two issues are kind of locked together and staff needs to take an aggressive look at how these services are provided and how we're charged

through the County. Our contract with the Yolo County Sheriff has expired and based on the proposed contract renewal, the City of Winters would take a \$2,000-\$3,000 hit for our bare-bones contract. Local enforcement is currently being discussed.

The subject of a designated off-leash area in the creek was previously discussed by Council before being forwarded to the Putah Creek Park Committee. Some folks don't want dogs running loose in the natural habitat. Currently, there is no enforcement. Mayor Aguiar-Curry asked if this could be discussed once Phase 3 is completed.

City Manager Donlevy said he has spoken with the County regarding shared services and said the City of Winters is not in a very good negotiation position. Yolo County wants the revenue that an animal services JPA will bring.

City Attorney Ethan Walsh said the County's vicious animal ordinance is pretty extensive in the County Code and goes beyond dogs. The City of Winters currently has their language written into our code, but would like to propose something beyond that. But if we're going to do something different, who is going to enforce it? The County has the expertise and the resources, but they're not going to want to enforce it. This has complicated the drafting of the ordinance.

3. Wastewater Update

Public Works Superintendent Eric Lucero gave an update based on the decision by Council nine months ago to take the wastewater treatment plant operations in-house. Since taking on the wastewater operations and pool maintenance, the public works staff has grown from four to ten employees. The entire staff is also studying and taking exams so that everyone can do everything and do it well. Eric reviewed a power point presentation, which showed the different types of jobs the crew is doing, as well as a certification chart showing where they are at in the certification process and what certifications are projected 36 months out. They are currently ahead of schedule in this process. Mayor Aguiar-Curry thanked Eric for the visual presentation and added that she has received compliments regarding the Public Works phenomenal customer service. Sometimes the extra steps take more time, but it pays big dividends.

Jim Keating, Wastewater Facilities Manager, gave a short power point presentation, which included the pigging devices hooked up to air compressors that were used to clean the force main in December, 2014. On the north spray field, a tail water return pipe to carry water run-off back into the ponds was installed, as well as the trenching and installation of pipe used to increase capacity at the main lift station. Jim confirmed the City is not selling wastewater this year as the State issued a permit for one year only. The City did re-apply for

a permit and received approval at the end of July for a new, on-going permit, but the grower had already made arrangements for irrigation water from another source. The City will be able to provide wastewater in 2016.

City Manager Donlevy said the public works team is strong, they work together as a team, are proactive when it comes to preventative maintenance, and have become stronger through professional development.

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

1. None

CITY MANAGER REPORT: The deck on the car bridge was poured today. Woody & Harold were both on a bridge realignment subcommittee 10 or 11 years ago to gauge the entrance into town and to make it spectacular. Terry Vender's 30th anniversary with the City of Winters was today, and Nanci Mill's 30th anniversary will be next (February, 2016). In 2016, over half of the City's employees will have been with the City of Winters for double digits. We have a dedicated staff who are loyal, who have obtained institutional knowledge and are always improving and Winters is a wonderful community to work in.

Staff must look at safety and liability from the launching of hot air balloons from the old land fill and consider narrowing the number of balloons launched each day. AYSO kicked off last weekend with a nice opening ceremony, with 38 teams and 400 players in the league. The Napa Seismic Tour has been scheduled for 9/16. The City of Winters is hosting the Yolo Leaders Meeting in October and will work on shared services. Saturday, September 5th is the public safety fair at the high school.

ADJOURNMENT: Mayor Aguiar-Curry adjourned the meeting at 8:36 p.m. in memory of Pat Thompson.

Cecilia Aguiar-Curry, MAYOR

ATTEST:

Nanci G. Mills, City Clerk



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: September 15, 2015
THROUGH: John W. Donlevy, Jr., City Manager *John*
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*
SUBJECT: Adoption of Resolution 2015-41, Designation of Applicant's Agent Resolution for Non-State Agencies

RECOMMENDATION:

Staff recommends the City Council

1. Approve Resolution 2015-41, Designation of Applicant's Agent Resolution for Non-State Agencies.

BACKGROUND:

On July 23, 2015 a Fire management Assistance Grant (FMAG) declaration was approved by the Federal Emergency Management Agency (FEMA) in response to the WRAGG Fire that burned approximately 8,000 acres and destroyed 2 structures.

The following local governmental entities are eligible for disaster assistance under a FMAG declaration

- Cities
- Counties
- Special Districts
- School Districts
- Community College Districts
- State Agencies
- Tribal Governments

Eligible categories for reimbursement of costs are

- Emergency response and protective measures
- Fire suppression costs

Eligible costs to be reimbursed at 75% of expenditures include the following:

- Equipment costs
- Labor costs
- Travel and Per Diem
- Essential Assistance
- Temporary repair of damage caused by firefighting activities
- Direct Administrative costs
- Mobilization and Demobilization

On Thursday August 27, 2015 staff attending the briefing for the FMAG grant presented by the California Governor's Office of Emergency Services (OES) to receive information and begin the process of putting together the information necessary for receiving reimbursement for costs the City of Winters incurred as a result of the WRAGG fire.

At the briefing, staff completed the first of 3 necessary forms to begin the process of participating in the FMAG, FEMA form 089-0-24, Request for Fire Management Assistance Subgrant that was due on August 28, 2015.

The second form necessary to continue in the process is the completion of the Designation of Applicant's Agent for Non-State Agencies, the form before you tonight. This form must be filed with CAL OES in order for staff to be able to receive and provide information to OES on the FMAG. As instructed by OES personnel, the first person listed on the form, is the primary contact with OES, and will receive all communication regarding status of grant, and grant payments, and all payments will be addressed to that person. Because a lot of the information requested from OES will be time sensitive in nature, the Director of Financial Management was listed as the primary authorized agent, with the City Manager and Fire Chief as additional authorized agent, as the majority of the information will be financial in nature.

Once the Designation of Applicant's Agent is approved and accepted by OES, staff will complete the next form that is required, Project Assurances for Federal Assistance. This form must be signed and certified by one of the authorized agents.

Costs that are eligible for reimbursement will be those eligible activities that occurred from July 22, 2015 to August 2, 2015.

Staff will be working closely with the Yolo County Office of Emergency Services during this time period, and anticipate that Yolo County Agencies will coordinate with each other in a manner that would have us submitting one package with all claims from Yolo County for the FMAG.

FISCAL IMPACT:

Adoption of Resolution 2015-41 will provide the ability to receive reimbursement for some

expenditures incurred as a result of the WRAGG fire. The total amount is unknown at this time, since it will include costs from Fire, Police, Sheltering and Administration during the time of the Fire, and for Administration to organize and prepare the grant documents.

ATTACHMENTS: Resolution 2015-41
CalOES Form 130

RESOLUTION 2015-41

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

WHEREAS, the City of provided services and incurred expenditures as a result of the WRAGG fire;

WHEREAS, A Fire Management Assistance Grant (FMAG) declaration was approved by the Federal Emergency Management Agency (FEMA) in response to the WRAGG Fire; and

WHEREAS, the City of Winters wishes to be reimbursed for those services and incurred expenditures as allowed under the FMAG;

NOW THEREFORE, the City Council of the City of Winters does hereby resolve as follows:

1. Cal OES Form 130 is hereby included as attachment A to this Resolution
2. The Director of Financial Management, the City Manager, or the Fire Chief are authorized to execute for and on behalf of the City of Winters, a public entity established under the laws of the State of California , this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance act.
3. That the City of Winters , a public entity established, under the laws of the State of California hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurance and agreements required.
4. This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
5. The City Clerk is directed to complete the OES Form 130 and deliver to the Director of Financial Management for submission to the Governor's Office of Emergency Services.

PASSED AND ADOPTED by the City Council, City of Winters, this 15th day of September 2015 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Cecilia Aguiar-Curry, Mayor

ATTEST:

Nanci G. Mills, CITY CLERK

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE City Council OF THE City of Winters
(Governing Body) (Name of Applicant)

THAT Director of Financial Management, OR
(Title of Authorized Agent)
City Manager, OR
(Title of Authorized Agent)
Fire Chief
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Winters, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of Winters, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 15th day of September, 2015

Cecilia Aguiar-Curry, Mayor
(Name and Title of Governing Body Representative)
Woody Fridae, Mayor Pro Tem
(Name and Title of Governing Body Representative)
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Nanci G Mills, duly appointed and City Clerk of
(Name) (Title)
City of Winters, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the City Council of the City of Winters
(Governing Body) (Name of Applicant)
on the 15th day of September, 2015.

(Signature) City Clerk
(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE: September 15, 2015
THROUGH: John W. Donlevy, Jr., City Manager *JWD*
FROM: Dan Maguire, Economic Development and Housing Manager *DM*
SUBJECT: NeighborWorks Contract Fee Schedule Update

RECOMMENDATIONS:

Staff recommends the City Council 1) receive the report updating the NeighborWorks contract and fee schedule, and 2) authorize the City Manager to execute the updated contract and fee schedule.

BACKGROUND:

At the March 18, 2008 City Council meeting, the Community Development Agency (“CDA”) Board of Directors unanimously approved a Consultant Services Agreement with NeighborWorks Homeownership Center (“NW”) for homebuyer educational services, foreclosure seminar services, and loan processing services.

At the December 4, 2012 City Council meeting, Council approved an updated NeighborWorks contract and fee schedule, with that contract/fee schedule set to expire at the end of 2015. In anticipation of the moderate income units that will be produced during the construction of the Winters Ranch, Winters Highlands, and Callahan Estates projects, the services and fee schedules need to be updated and approved.

Staff has been working with NW staff to revise and refine our homebuyer program. Services that NeighborWorks will provide to assist the City in the moderate income homeownership program include income qualifying prospective buyers, and ensuring the affordability covenant is recorded with the County in conjunction with the home purchase. One of the outcomes of these discussions was a need on the part of NeighborWorks to update their fee schedule with the City of Winters.

FISCAL IMPACTS:

No impact on the General Fund as these NeighborWorks fees would be paid from Developer In-Lieu Housing fees and or by the developer.

ATTACHMENTS:
NeighborWorks Updated Fee Schedule

NeighborWorks®
HomeOwnership Center
SACRAMENTO REGION

September 7, 2015

Dan Maguire
Economic Development & Housing Manager
City of Winters
318 First Street
Winters, California 95694

Dear Dan:

Please find below the list of fees-

\$200: Processing Fee for Recording Deed
\$150: Income Certification for Buyers
\$400: Annual Updating of Affordability Tables

Group Education:

\$60: Per Client

\$800: 8 hour class, 1 day English **OR** Spanish

\$1600: 8 hour class, 1 day English **AND** Spanish

City to provide space at no cost if class is to be held in Winters. For classes taking place at NeighborWorks® Sacramento Winters client will need to stay for an additional ½ for the inclusionary housing workshop. Winters will be charged for this service at a cost of \$150 per class.

Individual Counseling:

\$150: Per Client (2 hour pre-purchase counseling for homeownership, NeighborWorks® Sacramento)

Income Certifications/Intent to Sell Process:

\$150: Initial Income Certification or application

\$100: Income Reviews/recertification performed

\$500: Affordable Housing Lottery

\$250: Process Intent to Sell

\$100: Recertify Sales Prices (at request of seller and approval of City)

Marketing Miscellaneous Services:

\$95 Per Hour

Additional services provided at the request or necessity of the city would be billed at \$95 per hour unless otherwise agreed in advance.

HomeOwnership Center Sacramento: 2400 Alhambra Blvd. / PO BOX 5420, Sacramento, CA 95817
Central Office: 2411 Alhambra Blvd., Ste. 200 / PO BOX 5420, Sacramento, CA 95817
Tel. (916) 452-5356 / Toll Free (CA)(888) 355-5356 / Fax. (916) 431-3209 / www.nwsac.org

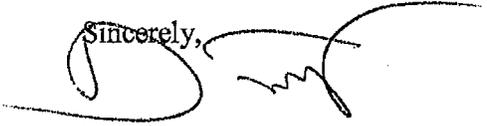
NeighborWorks®
HomeOwnership Center
SACRAMENTO REGION

Reports:

\$150: Monthly activity reports with full demographic breakdown

Thank you

Sincerely,



Donald Terry
Real Estate Development Director

HomeOwnership Center Sacramento: 2400 Alhambra Blvd. / PO BOX 5420, Sacramento, CA 95817
Central Office: 2411 Alhambra Blvd., Ste. 200 / PO BOX 5420, Sacramento, CA 95817
Tel. (916) 452-5356 / Toll Free (CA)(888) 355-5356 / Fax. (916) 431-3209 / www.nwsac.org



A PROCLAMATION OF THE CITY COUNCIL
OF THE CITY OF WINTERS RECOGNIZING THE WINTERS THEATRE COMPANY
ON THEIR 35TH ANNIVERSARY

WHEREAS, the Winters Theatre Company was established in the fall of 1980 in Winters, California, and remains one of the longest-running community theatre organizations in the region; and,

WHEREAS, the Winters Theatre Company has produced 121 shows, including comedies, musicals, dramas, Shakespeare, dinner theater and young performer's shows. A sampling of those shows include "The Wizard of Oz", "Twelve Angry Men", "A Christmas Carol", "The Sound of Music", "Steel Magnolias", "Arsenic & Old Lace", "It's a Wonderful Life", "You Can't Take it With You", "Miracle on 34th Street", "Bus Stop", "Much Ado About Nothing", "Nunsense", "Harvey", "As You Like It" and "The Best Christmas Pageant Ever", just to name a few; and

WHEREAS, the first show produced by the Winters Theatre Company was performed in December of 1980 and was entitled "Absurd Person Singular" and "The Cop and the Anthem"; and

WHEREAS, the Winters Theatre Company produces five shows per season and continues to attract talented actors and crew from the region including Winters, Esparto, Davis, Woodland, Vacaville, Dixon, and Sacramento; and

WHEREAS, the Winters Theatre Company dedicates one performance of most productions as a fundraiser for a local non-profit organization. Benefit performances have been offered for Winters Friends of the Library, Winters Education Foundation, The Leukemia & Lymphoma Foundation, Winters Center for the Arts, Winters Music Boosters, and many more; and

WHEREAS, the Winters Theatre Company is deeply grateful to all who founded the theatre company, contributed to its successful launch and helped create an enduring performing arts organization in the community; and

NOW, THEREFORE, BE IT PROCLAIMED on the 15th day of September, 2015, that the City Council of the City of Winters do hereby recognize and thank the Winters Theatre Company for continuing to bring quality live theatre productions to the residents of Winters and the surrounding region.

Mayor Cecilia Aguiar-Curry

Mayor Pro Tem Woody Fridae

Councilmember Harold Anderson

Councilmember Wade Cowan

Councilmember Pierre Neu

City Manager John W. Donlevy, Jr.

Nanci G. Mills, City Clerk



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: September 15, 2015
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Gene Ashdown, Building Official GA
SUBJECT: Resolution 2015-39 approving Request for Budget Adjustment 2015-2016 for Building and Code Enforcement Division

RECOMMENDATION:

Approve Resolution 2015-2016 Budget Adjustment for Building and Code Enforcement Division.

BACKGROUND:

From July 2014 thru June 2015 the Building and Code Enforcement Division issued 348 building permits which included the following:

- | | |
|--------------------|---|
| 1. Demolition | 13 |
| 2. Electrical | 27 |
| 3. Fireplace | 1 |
| 4. Mechanical | 32 |
| 5. Minor permits | 42 |
| 6. Non-Residential | 10 |
| 7. Patio Cover | 3 |
| 8. Photovoltaic | 86 |
| 9. Plumbing | 39 |
| 10. Re-roof | 35 |
| 11. Residential | 49 (includes 6 new single family dwellings) |
| 12. Siding | 3 |
| 13. Signs | 3 |

A total of 1,695 inspections were completed.

Projected revenues of permit issuance for the remainder of 2015 -2016 budget year based on same time in 2014 are \$113,000. With the addition of 48 new single family dwellings building permits at \$5,500 each the projected permit issuance revenue is increased to \$377,000.

With the additional 48 single family dwellings, the Downtown Hotel and other routine projects it is estimated that the average daily inspections can be completed in 6 hours each day. This would allow for apx. 20 inspection units per day.

If the City chooses to hire two part time inspectors at 20 hours each at a rate of \$40.00 per hour the cost to the City would be \$1,600 per week. The addition additional City staff would require an additional inspection vehicle at apx. \$25,000. This would also require the addition of a City cell phone with the estimated cost of \$1,000.

At this time the City uses contract inspectors on needed at a rate of \$70.00 hour. These inspectors are used only as needed and provide their own transportation along with the own phones and workers compensation insurance. These are qualified experienced inspectors that have completed many residential and non-residential projects. With the additional proposed work load it is estimated that the need for on call contract inspectors cost to complete the 2015-2016 budget year to be apx. \$40-\$50,000.

The advantage of using a contract inspector is that we can call their office and have an inspector here the next day for a minimum of 4 hours and only as needed. I believe it will be very difficult to find qualified inspectors that the city can hire that can provide this type of service as the contract companies have a larger pool of qualified inspectors to pull from. The current contract inspectors we use require no additional training.

We have currently used \$3,710 of \$76,800 out of the approved 2015-2016 budget for miscellaneous professional services. This includes both inspections and plan check services. This does not include any outstanding invoices or projects currently being worked on for plan check.

The Building and Code Enforcement Division counter hours has been Tuesday and Thursday 9-12 and by appointment. With the addition of the building permit technician the current counter hours are M-F 8am - 5pm. Once trained, the addition of the building permit technician will allow staff to complete more inspections and plan checks. This too will reduce consulting fees.

Increase of projected 2015-2016 Budget: (Estimates received from Finance Department)

Winters Ranch 48 units	\$ 85,000	
Downtown Hotel	\$ 84,000	
Total increase of 2015-2016 estimated revenues		\$169,000

Decrease: of projected 2015-2016 Budget:	
Freeway Commercial/Creekside Estates -	\$142,000
Net increase of 2015-2016 Budget	\$ 27,000

Staff anticipates with Winters Ranch, the Downtown Hotel and oversight of the PG&E project plan check and inspection time will increase substantially.

For instance a footing inspection for an addition or single family dwelling may be completed in an hour or so a commercial footing may be inspected over the course of a couple of days requiring multiple trips. Not only do commercial projects have more in depth plan checks they have much more in depth inspections taking more time than a non-commercial projects. Commercial inspections are often completed in portions such as completing a rough frame on the second floor in the same week as completing an insulation inspection on the first floor. It is not merely the increase in the number of permits and inspections that will require more time but they type of projects associated those permits, plan checks and inspections.

Staff anticipates no substantial decrease from the current day to day permit issuance or inspections for the "routine" permits and inspections.

The approval of two part-time on-call inspectors (approved Sept. 1, 2015) we will decrease the need for consulting inspectors which will reduce hourly rates from \$70 to \$40 per hour. The inspectors will be used on an as-needed basis only. Each inspector will work a maximum 20 hours per week. Contract inspectors will be used only as necessary. Routine plan checks will continue to be completed in house while larger, more complex projects will be sent to consulting plan checker(s). Larger projects will include but not be limited to the Down Town Hotel and general projects that cannot be completed in less than 4 hours. All plan checks that require structural review will continue to be sent out. This corresponds to the May 2015-June 2016 Proposed Project and Staffing Report attached.

With the hiring of a building permit technician, moving the building official and additional part time inspector(s) the need for additional furniture, computers, phones and one car is essential.

The need for an additional vehicle is due to the fact that the current Miles vehicle used for inspections is a shared vehicle used by different departments within the city. It is currently averaging 7-10 miles a charge and sometimes not available. It is not uncommon that the Miles will not stay charged to complete all inspections request for that day. While the contract inspectors we currently use supply their own transportation the part time inspectors which are City employees will use a City provided vehicle.

The hiring of the building permit technician and part-time inspectors will require two additional computers, two phones and additional furniture for the division. If Council chooses to continue use consulting inspectors the need for a vehicle and phones is no longer necessary.

FISCAL IMPACT:

Total increase in expenditures per this request is up to \$36,500. (Council approved \$111,800 9/1/15) Total increase up to \$148,300

Total increase in General Fund expenditures - \$118,300

Increase 427-57611-420 \$25,000 for vehicle

Increase 427-57511-420 \$5,000 for furniture (Miles Treaster Co.)

Increase 102-52213-420 \$4,500 for computers

Increase 102-53116-420 \$2,000 for phones

Increase staffing for two part time on-call Building Inspectors \$86,800, Scanning \$25,000 (Council approved Total \$111,800 9/1/15)

STAFF RECOMMENDATION:

1. Continue to use consulting inspectors and plan checking as needed.
2. Increase 427-57511-420 \$5,000 for furniture
3. Increase 102-52213-420 \$4,500for computers
4. Increase 102-53116-420 \$\$1,000 for one phone
5. Increase staffing for two part time on-call Building Inspectors \$86,800, Scanning \$25,000 (Council approved Total \$111,800 9/1/15)

Enclosures:

Resolution 2015-39

Building and Code Enforcement Division May 2015-June2016 Proposed Projects and Staffing

,

RESOLUTION 2015-39

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS
AMENDING THE CITY OF WINTERS
2015-2016 ADOPTED OPERATING BUDGET**

WHEREAS, On June 17, 2014 the City Council of the City of Winters adopted operating budget for Fiscal Year 2015-2016; and

WHEREAS, expenditures for items not included in the budget are required;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Winters that the adopted operating budget for fiscal year 2014-2015 be amended as follows:

Section 1: Increase budgeted expenditures in the following funds and accounts for fiscal year 2015-2016:

a. Increase 427-57611-420 one vehicle	\$ 25,000.00
b. Increase 427-57511-420 furniture	\$ 5,000.00
c. Increase 102-52213-420 computers	\$ 4,500.00
d. Increase 102-53116-420 phones	\$ 2,000.00
e. Increase Staffing 2 Part Time On-Call Building Inspectors	\$ 86,800.00
f. Total increase in General Fund expenditures up to	\$ 118,300.00
g. Total increase in expenditures up to	\$ 148,300.00

PASSED AND ADOPTED by the City Council, City of Winters, this 1st day of September 2015 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

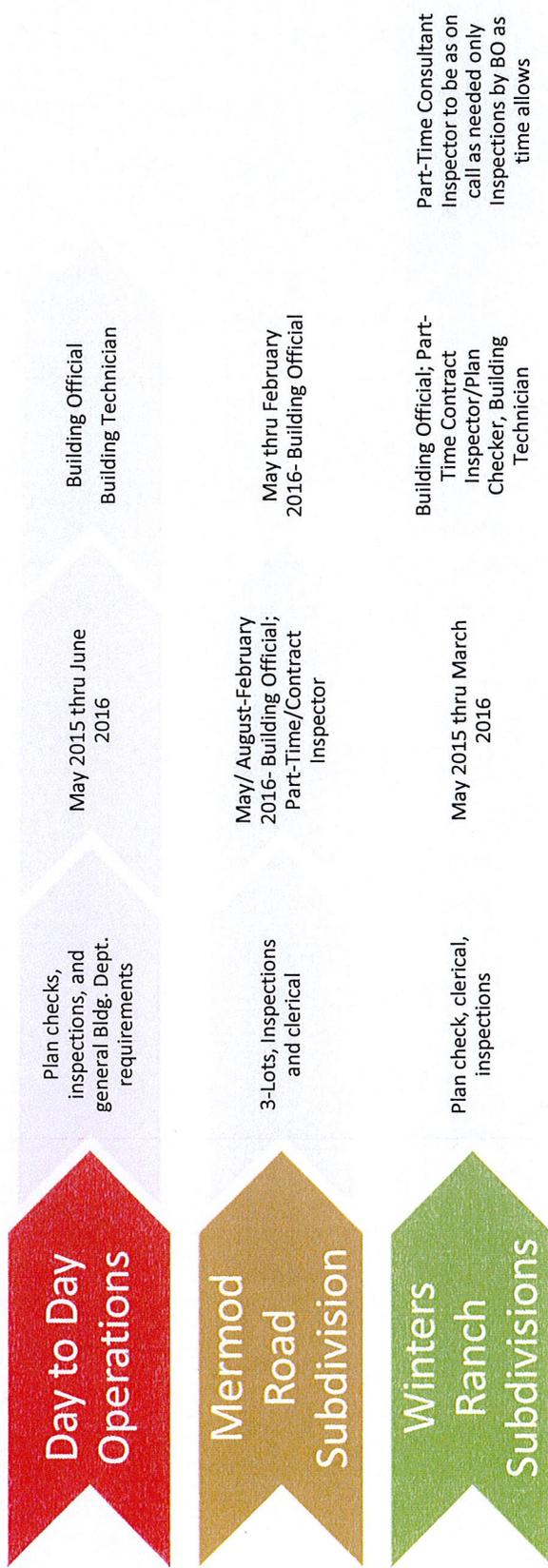
Cecilia Aguiar-Curry, Mayor

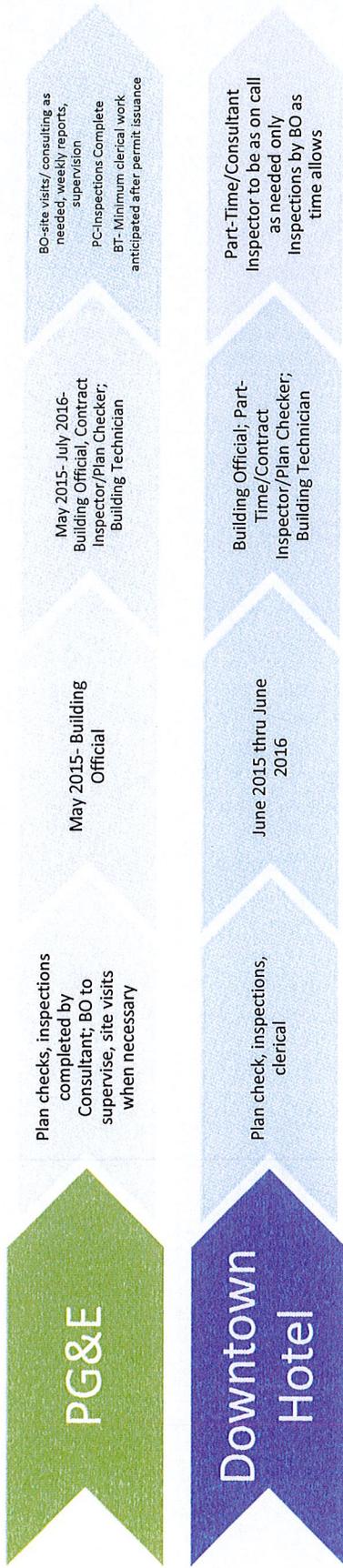
ATTEST:

Nanci G. Mills, CITY CLERK



Building And Code Enforcement Division May 2015- June 2016 Proposed Projects and Staffing





Possible 2015 Upcoming Projects we are currently working on

- 611 2nd Street 3-unit multifamily
- Church conversion to housing 2-units

Possible 2016 Upcoming Projects

- Freeway Hotel
- Yolo Federal Credit Union
- Blue Mountain Terrace (Domus) Sr. Housing
- Olive Grove- 18 Custom Homes
- Winters Healthcare Foundation
- Winters Townhomes West- 10 units
- Monticello Infill- 9,500 sq. ft commercial 20 residential units
- Ravi Tumber Project- 6 acre parcel East of Roundtable
- Winters Highlands- Housing

Blue Mountain Terrace (Domus) Senior Housing





**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Councilmembers
DATE: September 15, 2015
THROUGH: John W. Donlevy, Jr., City Manager *JWD*
FROM: Dan Maguire, Economic Development and Housing Manager *DM*
SUBJECT: Approval of Renewal of the Memorandum of Understanding for Joint Emergency Management Services and Approval of Fiscal Year 15/16 Funding Participation in the Joint Emergency Management Services Program

RECOMMENDATIONS: That the City Council of the City of Winters approve a renewal of the Memorandum of Understanding for Joint Emergency Management Services and adopt Resolution 2015-42 to fund participation in the Joint Emergency Management Services Program and authorize the City Manager to execute the agreement.

BACKGROUND: At the June 19, 2012 City Council meeting, the Council approved participation in the Joint Emergency Management Services Program with the County of Yolo, Cities of Davis, West Sacramento, Winters and Woodland, Yocha Dehe Wintun Nation and Yolo County Housing partnering together to address the provision of emergency management services for their constituencies; improved coordination within the Yolo Operational Area and the containment of emergency management costs. The partner agencies entered into a Memorandum of Understanding for Joint Emergency Management Services to address these issues.

The Yolo County Office of Emergency Services and the partner agencies have all adopted the State of California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) and have in place well-established Emergency Operations Plans and a well established Emergency Organization. It is advantageous to the parties to have the Yolo County Office of Emergency Services perform certain functions for the partner agencies. Those

functions include Yolo OES working individually with agencies to identify their local emergency management needs and expectations; identify training needs, training opportunities and training implementation plans; providing organizational information and technical assistance to partner agency Emergency Operations Centers; developing and presenting of an assortment of emergency exercises; investigating options for an appropriate cross-disciplinary and multi-functional interagency command team concept within the Yolo Operational Area; coordinating and facilitating revisions of the multi-jurisdictional Multi Hazard Mitigation Plan; identifying continuity needs, options and models based on nationally accepted standards; facilitating inter-jurisdictional and cross-disciplinary discussions for the improvement of and sustainable interoperable communications within the Yolo Operational Area and developing a formal agreement providing for future and sustainable inter-jurisdictional coordination on matters of emergency management. The full scope of services requiring financial support from Winters for 2015-2016 is attached.

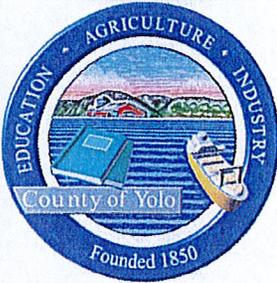
A Joint Emergency Management Services (JEMS) Council consisting of senior leadership from the partner agencies was established as part of the agreement. The JEMS Council meets on a regularly scheduled basis to provide oversight and guidance for the shared services component of the joint emergency management agreement and periodically reviews the services provided by Yolo County OES in accordance with the agreed upon goals and the established scope of services. Additionally the JEMS Council provides recommendations to Yolo County OES regarding program enhancements and the potential addition of parties to the agreement.

The agreement commences upon the date of execution and continues, self-renewing from year to year unless a notice of termination is received or upon the occurrence of certain events as detailed in the agreement. All parties agree to share in the cost of Joint Emergency Management Services and the schedule of fees is attached. Winters share of the services has been established at the baseline funding amount of \$10,000, with additional assessments for the Everbridge Mass Notification system, the Emergency Operations Plan, and the Mobile Command Vehicle. Staff is recommending that the funding for the services be allocated across all funds through the internal service fund. A proposed resolution establishing the funding source for participation in the JEMS program is attached.

FISCAL IMPACTS: The fiscal impact for the 2015- 2016 fiscal year is \$16,749. The County provides annual program cost figures to all parties each year that the Agreement remains in effect.

ATTACHMENTS:

- A. Update to Memorandum of Understanding Joint Emergency Management Services
- B. Resolution 2015-42



COUNTY OF YOLO

Office of the County Administrator

Patrick S. Blacklock
County Administrator

625 Court Street, Room 202 Woodland, CA 95695
(530) 666-8150 FAX (530) 668-4029
www.yolocounty.org

August 21, 2015

John Donlevy
City of Winters
318 First Street
Winters, CA 95694

Re: FY15/16 Joint Emergency Management Services

Dear Mr. Donlevy,

Thank you for your participation in the Joint Emergency Management Services (JEMS) Memorandum of Understanding. The costs below are those presented to the City Managers and other partners last year, with the exception of the JEMS amount, which is slightly lower. This is because our Emergency Management Performance Grant (EMPG) is slightly reduced this year, and the JEMS payments serve as the match. The FY15/16 allocations and formulary for both JEMS and Everbridge are enclosed. Attached is breakdown of Winters' share.

Shared Services	\$10,000
Everbridge, Mass Notification	\$749
Emergency Operations Plan (Howell)	\$5,000
Mobile Command Vehicle (MOU)	\$1,000

Please remit payments to the County of Yolo, Office of Emergency Services, 625 Court Street, Room 202, Woodland, CA 95695. Please include separate checks for each of the services above, as they need to be deposited into separate accounts and tracked individually. Thank you in advance. If you have any questions, please contact Dana Carey at dana.carey@yolocounty.org or (530) 406-4933.

Sincerely,

Sharman Wood
Grants Administrator

Proposed FY 2015-16 OES Operating Budget:

\$ 336,456

Identified Revenue

EMPG Grant

\$ 168,228

2014 Pop from Dept of Finance 206,381

Revenue Subtotal & Funding Target: \$ 168,228

Subtract Housing & Winters Baselines: \$ 148,228

Subtract All Other Partners Baselines: \$ 98,228

Subtract Tribal Population Impact Factor \$ 78,582

Contributor	Baseline Funding	Juris Pop	Pop Percent	Funding by Population	Contributor Sub-Total	OA Coord Factor	2014-15 Contribution
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Winters & Housing Baseline Charges:

Yolo Co Housing \$ 10,000 0 0.00%

Winters \$ 10,000 6,979 3.38%

\$10,000
\$10,000

Remaining Baseline & Population Charges:

Davis	\$ 10,000	66,656	33.43%	\$26,268	\$36,268	(\$2,500)	\$33,768
West Sac	\$ 10,000	50,836	25.49%	\$20,034	\$30,034	(\$2,500)	\$27,534
Woodland	\$ 10,000	57,223	28.70%	\$22,551	\$32,551	(\$2,500)	\$30,051
Yocha Dehe	\$ 10,000	0	0.00%	\$19,646	\$29,646	(\$2,500)	\$27,146
Yolo County	\$ 10,000	24,687	12.38%	\$9,729	\$19,729	\$10,000	\$29,729
Subtotal:	\$ 50,000	199,402	100.00%	\$98,228	\$148,228	\$0	\$148,228
TOTAL MATCH:	\$ 70,000	206,381	103.38%				\$168,228

Notes:

Local allocation amount from CalOES is slightly decreased from last year.

Updated 5/6/2015

Annual Everbridge Cost Breakdown

\$ 25,393

Identified Revenue

Grant Funding Acquired \$

2014 Pop from Dept of Finance 206,381

Revenue Subtotal & Funding Target: \$ 25,393

Contributor	Actual Pop	Pop Adjustment	Funding Pop	Percentage	Funding by Population	Contribution
Yolo Co Housing	0	6,979	6,979	3.38161%	\$859	\$859
Winters	6,979	-892	6,087	2.94941%	\$749	\$749
Davis	66,656	-8,519	58,137	28.16960%	\$7,153	\$7,153
West Sac	50,836	-6,497	44,339	21.48388%	\$5,455	\$5,455
Woodland	57,223	-7,314	49,909	24.18310%	\$6,141	\$6,141
Yocha Dehe	76	19,389	19,465	9.43159%	\$2,395	\$2,395
Yolo County	24,611	-3,146	21,465	10.40089%	\$2,641	\$2,641
TOTAL MATCH:	206,381		206,381	100.00%		\$25,393

Notes: Uses same population number for Housing as is indicated by DOF for the City of Winters. Uses population number given by the Tribe. Takes the population percentage increase from Housing & the Tribe (12.781%) and subtracts evenly from all other partners.

**YOLO COUNTY
MOBILE COMMAND CENTER VEHICLE OPERATIONAL AREA
AGREEMENT**

PURPOSE

To establish guidelines for the management, operation, maintenance and storage of the Yolo County Mobile Command Center Vehicle, herein "Command Vehicle". The Command Vehicle's purpose is to assist local public safety agencies or departments during critical events or incidents within the Yolo County Operational Area. Command Vehicle requests outside Yolo County shall be governed by the State of California Master Mutual Aid agreement through the Yolo County Office of Emergency Services in the capacity of the Operational Area Coordinating Agency. Competing requests for the Command Vehicle shall be prioritized as follows:

- Local Law Enforcement
- Local Fire Agencies
- Environmental Health

COMMAND VEHICLE AUTHORITY

- A. Yolo County Administrator's Office (YCAO), Yolo County Sheriff's Office (YCSO), Yolo County Fire Chiefs Association representative (YCFCA) and Yolo County Office of Emergency Services (YCOES).

AUTHORIZED USERS

- A. Primary Users: Yolo County public safety agencies
B. Secondary Users: Mutual aid agencies outside Yolo County

DEPLOYMENT

- A. Command Vehicle requests shall be made to the Yolo Emergency Communications Agency (YECA). Authorized use shall be coordinated by the YCSO and/or YCOES.
B. Deployment will follow the procedural document created to accompany this MOU¹.

RESPONSIBILITIES

- A. The Command Vehicle will be stored in a condition of operational readiness at a designated YCSO location determined by the YCSO and agreed upon by the YCOES. The YCSO agrees to maintain the Command Vehicle in a condition of operational readiness (maintenance and operation) in cooperation with the YCOES. Maintenance and operation include: insurance, repairs and scheduled routine maintenance as required to maintain the Command Vehicle in a condition of operational readiness.
B. Upon deployment to any authorized user, a condition release form will be signed by the requestor. This may be completed at the time of pick-up at the YCSO or in the field when the Command Vehicle is deployed to an incident.

¹ See the Yolo County Operational Area Command Vehicle Standard Operating Procedures (SOP)

This form documents the condition of the Command Vehicle at the time of delivery to the requestor.

- C. After each use, the Command Vehicle must be returned to the YCSO designated location. Upon return, a condition return form must be completed which indicates the following:
 - 1. Exterior condition
 - 2. Interior condition
 - 3. Equipment condition
 - 4. Fuel status
- D. Any and all costs associated with damage and/or re-stocking of items 1-4 (above) will be billed to the requesting agency.
- E. Command Vehicle upgrades (mechanical or technological) will be jointly agreed upon between the YCAO, YCSO, YCFCA and YCOES.

COMMAND VEHICLE SUPPORT TEAM

- A. Each agency authorized to request the deployment of the Command Vehicle shall provide one (1) identified support person who shall be properly certified (by policy) and trained (as identified by California State law). Each person shall be versed in all aspects of the Command Vehicle operation and approved by YCSO, YCOES or their designated representative.
- B. Certified support personnel shall meet as needed for vehicle operation in-service training and equipment drills.
- C. Command Vehicle support personal must possess and maintain the proper Department of Motor Vehicle licenses as required by law.
- D. A listing of support personnel will be maintained by YCOES in the Everbridge Mass Notification system for activation polling by YECA upon a deployment request.
- E. Agencies unable to provide the proper Command Vehicle support person may elect to request staffing assistance though the YCSO or YCOES. Reimbursement costs to meet the minimum staffing requirement is the responsibility of the requesting agency or department.

TECHNOLOGY SUPPORT

- A. Technology support shall be provided jointly by the YCSO and Yolo OES through Private Contract Services. Technology upgrades shall be jointly agreed upon by the Command Vehicle Authority.

FINANCIAL RESPONSIBILITY

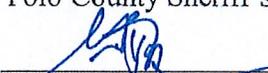
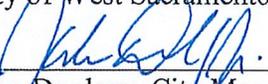
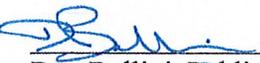
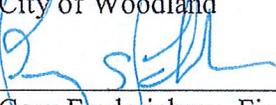
- A. Command Vehicle routine maintenance costs will be jointly funded through the establishment of a maintenance fund to be shared between authorized users as follows:
 - 1. County of Yolo - \$1,000/yr.
 - 2. City of Davis - \$1,000/yr.
 - 3. City of West Sacramento - \$1,000/yr.
 - 4. City of Winters - \$1,000/yr.
 - 5. City of Woodland - \$1,000/yr.
 - 6. Yocha Dehe Wintun Nation - \$1,000/yr.

- B. The maintenance fund will be administered by the YCAO on an annual basis. Amounts listed above will provide for an annual operating budget of \$6,000. Unused monies will remain in the maintenance fund and carry-over to the next fiscal year to facilitate maintenance that may be above the annual budget amount. Repairs above the amount of the maintenance fund will be reviewed by the Command Vehicle Authority and either funded by joint agreement or grant sources.

Each of the undersigned hereby warrants and represents that he/she has the full authority to enter into the Yolo County Mobile Command Center Vehicle Operational Area Agreement on behalf of his/her agency, and that such agency's appropriate governing body has previously and duly approved this agreement in its final form.

SIGNATURE PAGE

Executed as set forth by the following:

 _____ Patrick Blacklock, Administrator Yolo County	<u>11/10/14</u> Date
 _____ E.G. Prieto, Sheriff-Coroner Yolo County Sheriff's Department	<u>10/11/14</u> Date
 _____ Gene Rogers, City Manager City of Davis	<u>10/17/14</u> Date
 _____ Rick Martinez, Fire Chief City of West Sacramento	<u>8-6-2014</u> Date
 _____ John Donlevy, City Manager City of Winters	<u>9-7-2014</u> Date
 _____ Dan Bellini, Public Safety Chief City of Woodland	<u>8/25/14</u> Date
 _____ Gary Fredericksen, Fire Chief Yocha Dehe Wintun Nation	<u>8/21/2014</u> Date

Joint Emergency Management Services
City Manager's Funding Update

July 18, 2014



As part of the Joint Emergency Management Services agreement, OES would like to summarize the funded items for the Cities included in the agreement for the next fiscal year:

Baseline Fees for the OES JEMS agreement

The JEMS MOU was enacted in 2012 between all four Cities, the County, the Yocha Dehe Wintun Nation, and Yolo County Housing. Annual fees create the funding match to acquire the Emergency Management Performance Grant from the State of California. Together those funding sources create a budget of just over \$330,000 which funds the Office of Emergency Services and allows the office to provide Emergency Management assistance for mitigation, preparedness, response, and recovery efforts throughout the entirety of Yolo County. The allocations are population based and are derived from a formula set by the member agencies during the MOU's inception in 2012.

Davis - \$33,836.00 768	Winters - \$10,000.00
West Sacramento - \$27,493.00 534	Woodland - \$30,047.00 051

Everbridge

Is the Regional Mass Notification System which was accepted by the JEMS group in 2013. The implementation of this system satisfies one of the main projects in the Hazard Mitigation Plan approved by FEMA and allows for Mass Notification to the public throughout the County. Due to the nature of the system purchased through the Placer/Sacramento/Yolo partnership, it also has the added benefit of being able to be used for internal notifications by any jurisdiction, has redundant system back-ups, and is cross-trained in all three counties for interoperability purposes through all of the 9-1-1 answering points.

Davis - \$7,142.00	Winters - \$749.00
West Sacramento - \$5,422.00	Woodland - \$6,115.00

The Homeland Security grant program was authorized for this purchase this year and so jurisdictions will be required to contribute **ZERO** for this years' service.

Training Consortium Membership

In 2013 OES entered into a year-by-year agreement with the West Valley Fire Regional Training Consortium to enable the Consortium to assist in providing and tracking emergency management trainings for all of the JEMS members. They have created a training tracking database and were the agency who created the EOC set-up video's last year for JEMS partners.

Annual Membership - \$10,000.00. The Homeland Security grant program was authorized for this purchase this year and so jurisdictions will be required to contribute **ZERO** for this years' service.

Joint Emergency Management Services
City Manager's Funding Update
 July 18, 2014



Emergency Operations Plan Revision

Emergency Operations Plan (EOP) revisions are required by the FEMA Comprehensive Preparedness Guidance every two years (every three years from the State Emergency Plan). A directive given to our office previously from the City Managers was to find funding to update all of the EOP's for all four cities. OES was able to negotiate a price discount with the original vendor who wrote the city EOP's in 2010. OES will project manage this project to ensure all EOP's are: consistent with each other, facilitate cross-training for the City Manager's desire to have EOC Overhead teams, and compliant with all Federal and State directives.

Davis - \$15,000.00	Winters - \$15,000.00
West Sacramento - \$15,000.00	Woodland - \$15,000.00

The Homeland Security grant program was authorized to pay a portion of this project this year and so jurisdictions are being requested to contribute **\$5,000.00** each as they are being funded through that grant for \$10,000.00 already.

Mobile Command Vehicle MOU

The MCV is a project begun several years ago to ensure that all participating agencies who wish to use the Mobile Command Vehicle (purchased with Homeland Security Grant Funds over 5 years ago) have the ability to request it. It is maintained through a partnership between the Yolo County OES and Yolo County Sheriff's Office. The MOU received verbal approval by all JEMS members in 2014 and will be signed and billed annually beginning this year.

Davis - \$1,000.00	Winters - \$1,000.00
West Sacramento - \$1,000.00	Woodland - \$1,000.00

Totals:

	Baseline	Everbridge	Consortium	EOP Revision	Command Vehicle	Total
Davis	\$33,836.00	NC in 14-15	NC in 14-15	\$5,000.00	\$1,000.00	\$39,836.00
West Sacramento	\$27,493.00	NC in 14-15	NC in 14-15	\$5,000.00	\$1,000.00	\$33,493.00
Winters	\$10,000.00	NC in 14-15	NC in 14-15	\$5,000.00	\$1,000.00	\$16,000.00
Woodland	\$30,047.00	NC in 14-15	NC in 14-15	\$5,000.00	\$1,000.00	\$36,047.00

↑ see letter

Total Savings of - \$75,393.00 through the use of grant funding

Daniel Maguire

From: Sharman Wood <Sharman.Wood@yolocounty.org>
Sent: Monday, August 31, 2015 4:46 PM
To: John Donlevy
Cc: Daniel Maguire
Subject: Winters JEMS
Attachments: Winters.pdf; JEMS.pdf; Everbridge.pdf; CommandVehicleMOU.pdf; CMsJuly2014.pdf

Thank you for your participation in the Joint Emergency Management Services (JEMS) Memorandum of Understanding. The costs for FY 15-16 are listed in the attached invoice letter, and include the following: JEMS, Everbridge, Emergency Operations Plans, and/or Mobile Command Vehicle. Supporting documents are also attached for your records. The original letter has been mailed to your Fire Chief.

Please remit payments to the County of Yolo, Office of Emergency Services, 625 Court Street, Room 202, Woodland, CA 95695. Please include separate checks for each of the services above, as they need to be deposited into separate accounts and tracked individually. Thank you in advance.

SHARMAN WOOD

Grants Administrator

County of Yolo
County Administrator's Office
Office of Emergency Services
625 Court Street, Room 202
Woodland, CA 95695
Office: (530) 406-4931
Sharman.Wood@yolocounty.org

RESOLUTION No. 2015-42

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WINTERS AUTHORIZING FUNDING FOR
PARTICIPATION IN THE JOINT EMERGENCY
MANAGEMENT SERVICES AGREEMENT**

WHEREAS, the City of Winters desires to continue participating in a Memorandum of Understanding for Joint Emergency Management Services with the County of Yolo, the Cities of Davis, West Sacramento and Woodland, the Yocha Dehe Wintun Nation and Yolo County Housing, and

WHEREAS, the agreement shall continue, self-renewing, from year to year unless terminated as delineated in the agreement, and

WHEREAS, it is necessary to establish a method for the appropriation of sufficient City funds to allow for the participation in the agreement, and

WHEREAS, it is appropriate that the allocation of cost for these services should be across all funds through the internal service fund,

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Winters that the allocation funds through the internal service fund for the purpose of participating in the Joint Emergency Management agreement is hereby approved.

PASSED AND ADOPTED by the City Council, City of Winters, the 15th day of September 2015 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Cecilia Aguiar-Curry, Mayor

ATTEST:

Nanci G. Mills, CITY CLERK