



Winters City Council Meeting  
City Council Chambers  
318 First Street  
Tuesday, December 19, 2017  
6:30 p.m.  
**AGENDA**

*Members of the City Council*

*Wade Cowan, Mayor  
Bill Biasi, Mayor Pro-Tempore  
Harold Anderson  
Jesse Loren  
Pierre Neu*

*John W. Donlevy, Jr., City Manager  
Ethan Walsh, 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 of the Winters City Council Held on Tuesday, December 5, 2017 (pp. 4-6)
- B. Final Project Acceptance and Notice of Completion for Public Improvements for PG&E Gas Operation Technical Training Center (GOTTC) (pp. 7-9)
- C. Final Project Acceptance and Notice of Completion for Grant Avenue & Main Street Signal and Pedestrian Improvements, Project No. 16-01 (pp. 10-12)
- D. Yolo Solano Clean Air Funds Grant Award Acceptance for Electric Car Charging Station (pp. 13-14)

### PRESENTATIONS

Jesse Salinas -Yolo County Assessor/Clerk-Recorder/Registrar of Voters and Chief Deputy George Galang

Public Works Presentation (pp. 15)

### DISCUSSION ITEMS

1. None

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

1. None

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### CITY MANAGER REPORT

### INFORMATION ONLY

## ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the December 19, 2017 regular meeting of the Winters City Council was posted on the City of Winters website at [www.cityofwinters.org](http://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 December 14, 2017, 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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*City Council agenda packets are available for review or copying at the following locations:*

*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 Regular Meeting of the Winters City Council  
Held on December 5, 2017

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Mayor Wade Cowan called the meeting to order at 6:30 p.m.

Present: Council Members Harold Anderson, Bill Biasi, Jesse Loren, Pierre Neu and Mayor Wade Cowan  
Absent: None  
Staff: City Manager John W. Donlevy, Jr., City Attorney Ethan Walsh, Fire Captain Matt Schechla and Management Analyst Tracy Jensen.

Matt Schechla led the Pledge of Allegiance.

Approval of Agenda: City Manager Donlevy said there were no changes to the agenda. Council Member Anderson requested a typographical error on Page 128 be corrected. Motion by Council Member Loren, second by Council Member Neu to approve the agenda with said correction. Motion carried with the following vote:

AYES: Council Members Anderson, Biasi, Loren, Neu, Mayor Cowan  
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, November 21, 2017
- B. Animal Services Contract for Fiscal Years 2017-18 and 2018-19, July 1, 2017 through June 30, 2019

- C. Second Reading and Adoption of Ordinance 2017-04, an Ordinance of the City Council of the City of Winters to Amend Winters Municipal Code §2.52.100 "Level 1 Reserves—Eligibility Determination"
- D. Harris and Associates Amendment to Agreement 017-01H
- E. Resolution 2017-47, Amending Resolution 2017-35, Schedule C- Public Works and Engineering Fees

City Manager Donlevy gave an overview. Council Member Anderson recused himself from Item D due to a possible conflict of interest. Council Member Biasi said the recommended fee of \$18,061 for sidewalk repair, installation, and replacement shown on Schedule C, Public Works and Engineering Fees under Resolution 2017-35, seemed a little expensive. Council agreed and City Manager Donlevy said this fee would be omitted.

Motion by Council Member Biasi, second by Council Member Loren to approve the Consent Calendar with the stated fee omission. Motion carried with the following vote:

AYES: Council Members Biasi, Loren, Neu, Mayor Cowan  
NOES: None  
ABSENT: Council Member Anderson  
ABSTAIN: None

### PRESENTATIONS

Fire Captain Matt Schechla gave a presentation about the wildfires that occurred in Northern California during October, 2017. There were a total of 21 wildfires burning in Napa, Lake, Sonoma, Mendocino, Butte and Solano counties, 245,000 acres were burned, 8,900 buildings were destroyed and there were 43 fatalities. Winters Fire Department's OES-333 was assigned to the La Porte Fire/Wind Complex as part of Strike Team 4823A. Many crews stayed on the line for 24-96 hours due to lack of resources. Council thanked Matt for the very informative presentation.

### DISCUSSION ITEMS

1. None

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

1. None
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**CITY MANAGER REPORT:** Recently met with Cal Trans and discussed possible alternatives for pedestrian walkways for the I-505 overpass and a grant for \$200,000 that would go toward the project. Some of the alternatives discussed include installing a pedestrian overpass, a spiral overcrossing, and the best option, widening the overpass. With the current width of the overpass and the required walkways and buffers, the width of the overpass would have to be doubled. The City needs to do more counts so we know how many people we're dealing with. Met with Cal Trans, Supervisor Saylor and Mayor Cowan a few weeks ago and Cal Trans had some good ideas and offered their assistance regarding resources and the grant application. ATP funds are distributed on a statewide and regional basis, and the grant application would go to both. Cal Trans will have their estimates in mid-January and staff will contact SACOG regarding the City's approach. Council Member Biasi asked if a walkway under the bridge and over the creek was an option and City Manager Donlevy said it wasn't an option. Council Member Neu asked about hanging sidewalks off of the sides of the overpass and City Manager Donlevy said this option was not included in the discussion.

Mayor Cowan noted the lack of agenda items for January 2, 2018 and asked whether a meeting was needed. Council agreed that a meeting on January 2 was not needed and agreed that Council will adjourn to January 16<sup>th</sup> at the December 19<sup>th</sup> City Council meeting.

**INFORMATION ONLY**

1. October 2017 Treasurer Report
2. October 2017 Investment Report

**ADJOURNMENT:** Mayor Cowan adjourned the meeting at 7:05 p.m.

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Wade Cowan, MAYOR

ATTEST:

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Nanci G. Mills, City Clerk



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Council Members  
**DATE:** December 19, 2017  
**THROUGH:** John W. Donlevy, Jr., City Manager  
**FROM:** Alan Mitchell, City Engineer  
**SUBJECT:** Final Acceptance of Public Improvements for PG&E Gas Operation  
Technical Training Center (GOTTC)

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**RECOMMENDATION:** Staff recommends that the City Council accept the public improvements as complete and direct the City Clerk to file a Notice of Completion.

**BACKGROUND:** Pacific Gas and Electric (PG&E) submitted an application to the City of Winters (City) to construct, operate, and maintain a natural gas vocational training center along the southwest corner of I-505 and Grant Avenue. The project was approved by the City Council on July 21, 2015.

The Applicant entered into a Public Improvement and Maintenance Agreement, for required improvements within the public right of way. The public improvements included landscaping, decorative lighting, and a pedestrian/bike path along the Grant Ave. frontage, construction of the PG&E Way cul-de-sac, a traffic signal at Grant Ave. and PG&E Way, modification of the traffic signal at Grant Ave. and Matsumoto Way, the interim drainage channel along the west and south sides of the project, and water, sewer and storm drain pipelines for public use. Construction of the project started in early 2016.

**DISCUSSION:** The improvements have been constructed in accordance with the approved off-site improvement plans, and deemed acceptable by City and Caltrans staff. Staff recommends the City Council accept the improvements and direct the City Clerk to file a Notice of Completion.

**FISCAL IMPACT:** No funding impacts are associated with this request.

Recording Requested by

CITY OF WINTERS

When Recorded Mail To:

Nanci G. Mills, City Clerk  
City of Winters  
318 First Street  
Winters, CA 95694

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## NOTICE OF COMPLETION

### NOTICE IS HEREBY GIVEN THAT:

The undersigned is the owner of the interest or estate in the hereinafter described real property, the nature of which estate or interest is fee simple.

The full name and address of the owner and of any and all co-owners is the City of Winters, 318 First Street, Winters, CA 95694.

The nature of the title of the undersigned is City Manager.

The full names and complete addresses of all persons, if any, who hold title with the undersigned as joint Co-owner's Name(s) and Complete Address: None

The names of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to, include, but are not limited to the following individuals: None

A work of improvement on the property described below was completed on December 19, 2017.

The name of the original contractor for the work of improvement was: DPR Construction, 2480 Natomas Park Drive, Suite 100, Sacramento, CA 95833.

The kind of work done or finished was the completion of the Winters Pacific Gas and Electric Gas Operations Technical Training Center, including the construction of the north-south segment of the storm drain channel, extension of Timbercrest Road, installation of traffic signal at Grant Avenue and Timbercrest Road, and construction of an 8-ft. wide concrete Class 1 ped/bike path along the south side of East Grant Avenue from the west side of the McClish property to the East Grant Avenue/East Main Street intersection.

The property on which the work of improvement was completed is within the City of Winters, County of Yolo, State of California, and is located 1 PG&E Way, at the intersection of Grant Avenue and PG&E Way, Winters, CA.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
(Owner's Signature) City Manager, City of Winters

John W. Donlevy, Jr.  
(Owner's Typed or Printed Name)

### VERIFICATION

**I, the undersigned, say:**

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

\_\_\_\_\_, Winters, CA  
(Date) (Place)

\_\_\_\_\_  
(Signature) Nanci G. Mills, City Clerk

This form is the notice of completion that a property owner may record to limit the time in which mechanics' liens may be recorded against a construction project (refer to Civil Code Section 3093.) For this purpose, an owner is the person who causes a building, improvement, or structure to be completed, modified, or fixed, whether the interest or estate is in fee, as a vendee under contract or purchase, as lessee, or other interest or estate less than fee. If the interest is held by two or more persons as joint tenants or tenants in common, any one or more of the co-tenants may be deemed to be the owner. (Civil Code Section 3092(g), 3093.) This form is for use with a private work of improvement only, and is not intended for public sector application.

If the owner records the notice within the applicable time period, the original contractor has sixty (60) days from the day the notice is recorded to record a claim of lien against the project (Civil Code Section 3115(b)); and all other persons who furnished labor, services, equipment, or materials must record their liens within thirty (30) days after the notice of completion is recorded (Civil Code Section 31.) Otherwise, all persons who furnished labor, services, equipment, or materials have ninety (90) days after completion of the work of improvement in which to record their liens (Civil Code Sections 3115, 3116.)

The owner must record the notice in the office of the County Recorder of the county where the site is located within ten (10) days after the work of improvement is completed (Civil Code Section 3093.) This applies equally to the project which is completed in phases. A notice of completion must be filed within ten (10) days after the completion of each phase of the project to shield the owner properly (Civil Code Section 3117.)



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Council Members  
**DATE:** December 19, 2017  
**THROUGH:** John W. Donlevy, Jr., City Manager  
**FROM:** Alan Mitchell, City Engineer  
**SUBJECT:** Project Acceptance - Grant Avenue/Main Street Signal and Pedestrian Improvements, Project No. 16-01

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**RECOMMENDATION:** Staff recommends the City Council Staff recommends that City Council: accept the Grant Avenue/Main Street Signal and Pedestrian Improvements, Project No. 16-01 as complete, and direct the City Clerk to file a Notice of Completion.

**BACKGROUND:** On April 4, 2017, City Council awarded a construction contract to All American Construction, Inc., in the amount of \$928,433.50. The improvements included new curb, gutter and sidewalk, a new traffic signal with street lights and pedestrian signals, pavement rehabilitation, and re-striping. The new Signal will provide safe travel for both vehicular traffic and pedestrian traffic.

The construction activity experienced a few delays, due mostly to unforeseen conditions, and Caltrans coordination issues and required changes. The new Signal will be operated and maintained by Caltrans.

All American recently completed the project, and the improvements have been deemed acceptable by City and Caltrans staff. Therefore, staff recommends the City Clerk file a Notice of Completion with the County. The Notice of Completion is attached.

**FISCAL IMPACT:** The cost of the Grant Ave./Main St. Signal and Pedestrian Improvements, Project No. 16-01 was paid through a combination of Street Impact Fees and Developer funds. Ashdon Development (Winters Ranch) fronted the funds for signal design, and has provided funding for a portion of the signal construction cost. They have received fee credits against their street impact fee obligation. The balance of cost for the signal construction activities was funded out of Street Impact Fee. Ashdon Development was responsible for the design and construction of the pedestrian improvements along the northwest corner extending to Taylor Street, and they deposited funds with the City.

The final construction cost of the project is \$1,006,144.83, which is within the authorized amount of \$1,021,434.

Attachment: Notice of Completion

Recording Requested by

CITY OF WINTERS

When Recorded Mail To:

Nanci G. Mills, City Clerk  
City of Winters  
318 First Street  
Winters, CA 95694

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The nature of the title of the undersigned is City Manager.

The full names and complete addresses of all persons, if any, who hold title with the undersigned as joint Co-owner's Name(s) and Complete Address: None

The names of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to, include, but are not limited to the following individuals: None

A work of improvement on the property described below was completed on December 19, 2017.

The name of the original contractor for the work of improvement was: All American Construction, Inc., 1200 Market Street, Suite A, Yuba City, CA 95991.

The kind of work done or finished was the completion of the Grant Avenue/Main Street Signal and Pedestrian Improvements, Project No. 16-01.

The property on which the work of improvement was completed is within the City of Winters, County of Yolo, State of California, and is located at the intersection of Grant Avenue and Main Street, Winters, CA.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
(Owner's Signature) City Manager, City of Winters

John W. Donlevy, Jr.  
(Owner's Typed or Printed Name)

### VERIFICATION

**I, the undersigned, say:**

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

\_\_\_\_\_, Winters, CA  
(Date) (Place)

\_\_\_\_\_  
(Signature) Nanci G. Mills, City Clerk

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The owner must record the notice in the office of the County Recorder of the county where the site is located within ten (10) days after the work of improvement is completed (Civil Code Section 3093.) This applies equally to the project which is completed in phases. A notice of completion must be filed within ten (10) days after the completion of each phase of the project to shield the owner properly (Civil Code Section 3117.)



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Council Members  
**DATE:** December 19, 2017  
**THROUGH:** John W. Donlevy, Jr., City Manager  
**FROM:** Elliot Landes, Associate  
**SUBJECT:** Yolo Solano Clean Air Funds Grant Award Acceptance

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**RECOMMENDATION:**

Council to accept award of a \$5,000 from the Yolo-Solano Air Quality Management District (YSAQMD) for installation of a dual car charging station at the Winters Community Center.

**BACKGROUND:**

The City installed a Level II car charger in March of 2013. The unit was provided by a grant arranged through ClipperCreek Inc., the manufacturer of the charging equipment and the Reconnect California program. The program was funded in part by the California Energy Commission.

**Currently:**

The City provides electricity for this car charger free of charge through the electrical service panel at the Community Center. There is a dedicated parking place in front of the charging unit.

The space has signage restricting the use of the space to car charging and there is another sign on Railroad Avenue notifying drivers of the availability. The City's goals are to reduce the City's carbon footprint and at the same time encourage visitors to Winters.

**Current charger at the Community Center**

Though unsure at first, the station has turned out to be a huge success, with electric car owners lining up to charge their cars in Winters. The space is almost always in use afternoons and evenings, and often in use mornings as well. Frequently, a second car is next to the car using the charger, awaiting its turn. The geographical location of Winters on the I505 interstate link may be a factor, along with our efforts to make sure our station shows up on mapping software that electric car owners make use of.

We are currently providing only one charging spot, which frustrates visitors, particularly if they are

running low on power for their trip. One car can tie up one slot for quite a bit of time. Having three slots will add a great amount of flexibility, and will result in many more plug-in and electric car visits to Winters.

In March 2017, the City applied for \$6,144 from the YSAQMD Clean Air Funds program for the construction of a new dual charging station to service two parking spaces next to the existing single charging station. The YSAQMD approved the grant, but reduced the grant amount to \$5,000. The City will either switch to a less expensive charging station to work within the grant, or add city funds to install a more expensive station that has fee charging capability.

The City is currently considering the two options below. Option One falls within the grant funding budget and offers free car charging to users. Option Two requires the City to add \$2,958 for the initial install and allows the City to charge users for electricity use. There is an additional annual fee of \$360 to offer this option. Ten percent of the fees collected go to processing the charges. Users would be able to buy use with their credit card.

**Option One - Lower Priced System Within Grant Funding Limit**

<b>Two ClipperCreek Chargers on Pedestal</b>	
Two ClipperCreek HCS-40 32 Amp chargers	1270
Pedestal	695
Signage	165
Tax	98
Electrician	2620
Contingency	150
<b>Total Installation</b>	<b>4998</b>

**Option Two - Fee Based System**

<b>PowerCharge dual station that accepts fee payment</b>	
Dual 32 Amp PowerCharge Charger	4495
Shipping	180
Tax	348
Electrician	2620
Signage	165
Contingency	150
<b>Total Installation</b>	<b>7958</b>
Annual Fee	360
also	10% of funds charged



CITY COUNCIL  
STAFF REPORT

**TO:** Honorable Mayor and Council Members  
**DATE:** December 19, 2017  
**THROUGH:** John W. Donlevy, Jr., City Manager  
**FROM:** Eric Lucero, Public Works Superintendent  
**SUBJECT:** Public Works Water Department update

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**RECOMMENDATION:** Council Update

**BACKGROUND:** The Public Works Staff is giving a presentation on the Water Distribution Department. Staff would like to update the Council on the overall Public Works Department employee development program with an emphasis on the Water Department.

**FISCAL IMPACT:** None at this time