



Winters City Council Meeting
City Council Chambers
318 First Street
Tuesday, February 18, 2020
6:30 p.m.
AGENDA

Members of the City Council

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

*John W. Donlevy, Jr., City Manager
Ethan Walsh, City Attorney
Tracy Jensen, City Clerk*

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

Roll Call

Pledge of Allegiance

Approval of Agenda

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 Joint Meeting of the Winters City Council and Winters Planning Commission Held on Tuesday, January 21, 2020 (pp. 5-18)
- B. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, February 4, 2020 (pp. 19-29)
- C. Final Acceptance City Parking Lot Project (pp. 30-32)

PRESENTATIONS

Ron Turner, President of the 100 Club of Solano & Yolo Counties, Presenting a Donation to the Winters Police Department Crisis Intervention Team (Chaplain Robert Duvall and K9 Kepi)

DISCUSSION ITEMS

- 1. Council Direction Requested by the Winters Putah Creek Committee (WPCC) (pp. 33-34)
- 2. Climate Action Plan (CAP) Development Board Appointment Process (pp. 35)
- 3. Discuss Appointment Procedure to Fill Planning Commission Vacancy (No Backup)
- 4. Community Engagement Review (pp. 36-39)

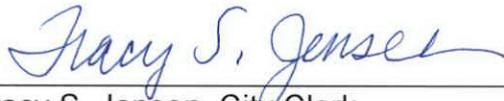
CITY MANAGER REPORT

INFORMATION ONLY

ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the February 18, 2020 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 February 13, 2020, and made available to the public during normal business hours.



Tracy S. Jensen, City Clerk

Questions about this agenda – Please call the City Clerk’s Office (530) 794-6702. Agendas and staff reports are available on the city web page at www.cityofwinters.org/administrative/admin_council.htm

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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 Hall – Finance Office - 318 First Street

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Minutes of the Joint Meeting of the Winters City Council and the
Winters Planning Commission Held on January 21, 2020

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

- Present: Council Members Harold Anderson, Jesse Loren, Pierre Neu, Mayor Pro Tem Wade Cowan, Mayor Bill Biasi, Planning Commissioners David Adams, Ramon Altamirano, Gregory Contreras, Patrick Riley, Planning Commission Chairman Paul Myer
- Absent: Planning Commissioner Vice Chair Lisa Baker and Planning Commissioner Daniel Schrupp
- Staff: City Manager John W. Donlevy, Jr., City Attorney Iris Yang, Fire Chief Brad Lopez, Public Works Superintendent Eric Lucero, Civic Spark Fellow Chris Flores, Contract Planner Dave Dowswell, City Clerk Tracy Jensen

Peter Hunter led the Pledge of Allegiance.

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

- AYES: Council Members Anderson, Loren, Neu, Mayor Pro Tem Cowan, Mayor Biasi
- NOES: None
- ABSENT: None
- ABSTAIN: None

COUNCIL/PLANNING COMMISSION/STAFF COMMENTS: Verbal updates were provided by Council.

PUBLIC COMMENTS: None

CONSENT CALENDAR

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

- A. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, January 7, 2020
- B. Resolution 2020-01, a Resolution of the City Council of the City of Winters Authorizing the City Manager to Execute an On-Call Consultant Services Agreement with Woodard Curran for Water & Sewer Engineering Services
- C. Resolution 2020-02, a Resolution of the City Council of the City of Winters Approving a Memorandum of Understanding Between the City of Winters and the Winters Police Officers Association; Resolution 2020-03, a Resolution of the City Council of the City of Winters Approving a Memorandum of Understanding Between the City of Winters and the Winters Fire Department; and Resolution 2020-04, a Resolution of the City Council of the City of Winters Approving the 2020 Salary Schedule
- D. Agreement with Hansford Economic Consulting for Drainage Fee Update and ADU Development Impact Fees
- E. Resolution 2020-06, a Resolution of the City Council of the City of Winters Authorizing the City to Amend Terms of Down Payment Assistance Loan to Permit Borrower to Refinance Existing Loan to Pay for Necessary Home Improvements
- F. Claim Against the City of Winters – Sigrid Nelson
- G. Resolution 2020-07, a Resolution of the City Council of the City of Winters Approving a 365-Day Extension for Completion of the Fairfield Inn Public Improvements for the Public Improvement and Maintenance Agreement with Ashraf Ali
- H. Resolution 2020-05, a Resolution of the City Council of the City of Winters Approving a 2019/2020 Budget Adjustment for an Emergency Generator and Lighting Project for the Yolo County Housing (YCH) El Rio Villa Sewer Lift Station
- I. Neighborworks Sacramento – Exclusive Negotiation Agreement

City Manager Donlevy provided an overview of the Consent Calendar. Motion by Council Member Neu, second by Council Member Loren to approve the Consent Calendar. Motion carried with the following vote:

AYES: Council Members Anderson, Loren, Neu, Mayor Pro Tem Cowan, Mayor Biasi

NOES: None

ABSENT: None

ABSTAIN: None

PRESENTATIONS

City Manager Donlevy introduced former Fire Chief Gary Fredericksen from the Yocha Dehe Fire Department and spoke of the influence he brought to the region, including his involvement in the formation of the West Valley Training Consortium. He also provided his expertise and funding to the Yolo Emergency Communications Agency, who serves multiple fire and law enforcement agencies in Yolo, Colusa, and Sutter Counties. Chief Fredericksen's generosity has been overwhelming and City Manager Donlevy thanked him for his service. Fire Chief Brad Lopez then presented Chief Fredericksen with a Proclamation from the Winters City Council and offered his congratulations.

DISCUSSION ITEMS

1. Workshop on Community Engagement

City Manager Donlevy said the goal of this workshop was to receive input from the community about the best ways to go about receiving input from the community. During the next 24 months, staff will be working on a number of projects that will require a lot of planning and input. City Manager Donlevy then introduced the moderator, Planning Commission Chairman Paul Myer, who then gave an overview of the questions that staff would be asking the community this evening:

- Who are the people, groups and stakeholders we want to reach?
- How do we get their participation?
- What methods or vehicles should we use for outreach?
- Where do we get the outreach from people?
- What approach to getting input and participation?
- What types of incentives can we use to get participation?
- What are some key elements of a community engagement plan? What are the inputs we want to get from people?
- How should we communicate with people who want to be informed but are not interested in participating?

Included as Attachment A are all of the responses received, including the total number of responses per question.

City Manager Donlevy said staff will bring back at the end of February a target for strategy and specifics on how we move forward. Moderator Paul Myer asked what has to happen to make people be heard. Kate Laddish said during the Complete Streets process, the group had a defined purpose. Ownership in the discussion is key. City Manager Donlevy said summarized responses will be posted on social media and additional input will be encouraged. Staff will plan another workshop similar to this one

and attempt to come up with a draft of an overall strategy to be published, offering people the opportunity to provide additional feedback. As we move forward on various projects, we can plug in the strategy for each project.

Mayor Biasi thanked everyone for coming to the meeting tonight. There are some important topics coming up, both short term and long term for the future. Mayor Biasi asked everyone to go to the resources provided by staff tonight and provide their input to make sure everyone has been heard and their ideas are acted upon.

CITY MANAGER REPORT: None

ADJOURNMENT: Mayor Biasi adjourned the joint meeting at 7:39 p.m.

Bill Biasi, MAYOR

ATTEST:

Tracy S. Jensen, City Clerk



tracyjensen454

Responses-Joint CC/PC Workshop on 1/21/2020

Current run (last updated Jan 30, 2020 4:48pm)

11

Polls

35

Participants

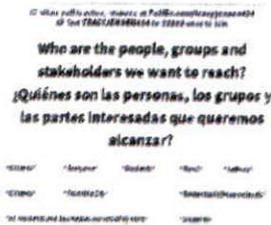
55

Average responses



Average engagement

Who are the people, groups and stakeholders we want to reach? ¿Quiénes son las personas, los grupos y las partes interesadas que queremos alcanzar?



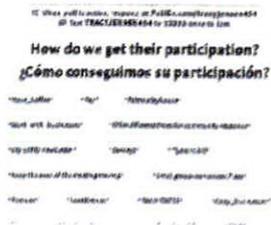
Responses

- Espanol Under_40 Under 40 Under 40 Latinos Under 40
- Under 40 Everyone Rural Under 40 businesses Residents
- Rural Rural Everyone Rural
- Peoplewhodontattendmeetingsorreadthepaper Rural
- Winters residents Seniors newbies residents farmers city council chamber
- Rural Rural Traffic engineer Underrepresented Rural
- And the surrounding area Hispaniccommunity Young families Rural
- Public safety Newspaper Everyone Residents of all ages
- All residents especially Latinx community Younger residents
- Rural residence Families From the City Rural residence Teachers
- Millennials Residents Visitors Business owners
- All residents and businesses owners of Winters Everyone Residents
- Hispanic population Citizens Everyone
- People who don't attend meetings Visitors Farmers
- Potential businesses Residents
- Those that will be affected by the outcome Everyone
- Residents of all income levels Latinos Young Elderly Students
- Potential residents Our neighbors and people that visit our town
- Everyone Business owners All residents Businesses Everyone
- Citizens Community members Citizens Residents Latinos
- High schoolers residents Farmers Residents Business owners
- Winters citizens Residents Youth All stakeholders Young families
- Rural residence AllResidents Millennials Farmers Everyone!
- Everyone Citizens Wine

100%
Engagement

92
Responses

How do we get their participation? ¿Cómo conseguimos su participación?



Responses

- Copy_businesses
- Popupteamings
- Work_with_businesses
- Advertising
- Keep the pace of the meeting moving
- Surveys
- FACILITATOR
- One on one connecting
- Transparency
- Not during dinner
- Childcare
- Talkaboutthe"sowhat"
- Pop ups
- Opinion editorials
- Value their input
- Surveys
- Have_Coffee
- Media
- Newspaper
- Involve with the school
- Palms playhouse
- food
- LocalGroups
- Events
- Listen
- Outsidefacilitator
- HavePeopleSeeHowInputsUsed
- Childcare
- SocialMedia
- Online
- Invitethem
- Surveys using mail, web and other social media, go where groups meet.bilingual info
- Connecting with each other through social media
- Change meeting time
- social media outreach
- HAC
- Survey online and in person
- Leteveryoneknowhowtheprocessactallyworksotimeisnotwasted
- ELACmeetings
- Soccer
- Remote option is a good idea.
- city utility newsletter
- EducateaboutPROCESSforchange
- Have_Coffee
- Varymeetingtimes
- Make them believe their opinion matters
- Plentyofadvancenotice
- Leave city hall
- Have_Coffee
- Social media
- Survey (online and in person)
- Offer different times for community response
- Leave_City_Hall
- Socialmedia
- Small meetings during different times of day
- Leave_City_Hall
- Pay
- Leave_City_Hall
- Publicize
- Personal-outreach
- Free Food/drinks
- EngageThemWhereTheyNetwork
- Small group workshops Pizza
- Leave_City_Hall
- Havemeetingswithchilcare
- Food
- Flyers in bill
- Publicize widely

80%
Engagement

68
Responses

What methods or vehicles should we use for outreach? ¿Qué métodos o vehículos debemos utilizar para la divulgación?



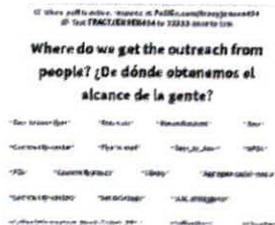
Responses

- City-newsletter
- Publicevents
- Surveymonkey
- Winters_Express
- Winters_Express
- Millennials meet with seniors
- Winters_Express
- City Facebook Page
- Winters_Express
- Winters_Express
- Winters_Express
- SocialMedia
- Winters_Express
- Starbucks cups
- Winters express
- Churches
- Winters_Express
- Winters_Express
- Winters_Express
- Various in person meetings
- Winters_Express
- Winters_Express
- Church
- Winters_Express
- Winters_Express
- Winters_Express
- Socialize
- Winters_Express
- Promotional event
- Social media
- Weekends
- Small group meeting that are multigenerational
- School flyers
- Mail
- faith based outreach
- Door hangers
- Posters
- Email
- Newspaper
- City newsletter
- Website
- Direct-outreach-to-community-groups
- Grants
- Mail
- Direct mail
- Winter Express reporting
- News letters/paper
- meet with various Winters groups
- One-on-one
- Email
- Newspaper
- HAC
- Newspaper, one on one dialog, city newsletter
- Water bill flyer
- ContactLocalGroups
- Churches & Daycares
- Weekends
- Newspaper
- Socialmedia
- Door to door
- All of the above
- Community-groups
- Social media
- Advertising
- Again social media
- Facebook-events
- ELAC
- Texts
- Media
- Small groups
- In_PERSON
- Social media
- Surveys
- Broadspectrumofsocialmedia
- In_PERSON
- Engage the public
- Newspaper
- Social media
- Bourbon
- In_PERSON
- Surveys
- Social_media
- Tests
- SocialMedia
- Churches
- Doortodoor
- social media
- Varied
- Email
- Survey
- Social media
- Personal
- Website
- Mail
- Newspaper
- Small groups
- Seo
- Email
- Facebook
- Wine
- Copy_businesses

86%
Engagement

101
Responses

Where do we get the outreach from people? ¿De dónde obtenemos el alcance de la gente?



Responses

- Laundromat
- Mail surveys
- FNB
- Beer
- Different clubs/Commissions/farms
- WFOL
- Service groups
- HAC
- Streets
- Street
- Community-centers
- Go-where-orgs-meet
- Rotary
- Deez nutz
- PTA
- Engage
- Business
- Rotary
- partner with other organizations that have community reach
- Coffee little meetings. Steady Eddie's, PPC,
- Community-center
- Robots
- Town hall meetings
- Hosteventsatlocsrestaurants
- Churches
- Schools
- researchothercitymodelsforengagement
- SeniorGroups
- Schools churches other groups wfol, rotary etc
- Survey
- Rotary
- Daycare
- Soroptomist
- Researchothercity
- PTA
- HAC
- CoffeeShop
- Library
- Door to door survey
- Social groups
- Verbalfeedbacktocouncilorcommission
- CoffeeShop
- Community Center
- Firstnorthernbank
- Manonthestreet
- Baseball
- Community organizations
- Doortodoor
- Laundromat
- Schools
- Community events
- Door_to_door
- Door to door flyer
- Aggregate-social-media
- Schools
- Schools
- Turkovich/berryessa gap
- Soccer
- Allcommunitygroups
- Churches
- Schools
- Flyer in mail
- Winters_Express
- Churches
- ELAC at Waggoner
- Winters_Express
- Online survey
- Chamber
- Comminitygroups
- Social media
- Survey forms

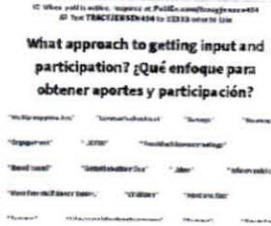
71%

Engagement

71

Responses

What approach to getting input and participation? ¿Qué enfoque para obtener aportes y participación?



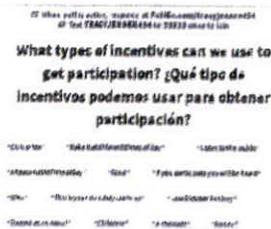
Responses

- Never will
- Never has
- childcare
- More free stuff doesn't work.
- StopThinkOperateProceed
- Less Belvue North
- Inform public
- Multipleapproaches
- Providechilcareatmeetings
- Mailers
- Go away
- Offer everyone a piece of the pie
- Formatmeetingswithresidentfocusratherthanstaff
- Survey,
- Engagement
- Workshops
- Ace
- Not-just-the-normal-suspects
- Hot topic will always get ones attention
- Listen
- Less ignorance
- surveys
- Surveys
- Cometothemeetings!
- Beat it like it owes you money
- Surveys
- Broad-based
- Bacon
- Engage the public
- Less_ignorance
- Be engaging as a city body.
- Mailing
- town hall meetings
- Like-complete-streets-process
- Surveys
- Emphasizethesowhat
- Door to door
- Listen
- LISTEN
- Hard and fast
- Come to the City Council meeting
- Broad based
- Gettothebottomline
- Surveys
- Persontoperson
- Surveys
- Ask
- Listen
- Listen
- Seniors
- Lorenzo's check out
- Morons

66%
Engagement

52
Responses

What types of incentives can we use to get participation? ¿Qué tipo de incentivos podemos usar para obtener participación?



Responses

- Potluck ftw
- Who pays for the free stuff? Tax payers? Really?
- Less Dictator Donlevy
- Gardens
- Listen to the public
- Host meetings at different businesses each time
- Cookies!!!!
- A massage
- Buy one get one free
- Tobeheard
- Winters Express
- Chocolate
- A goodies supporting local businesses
- Have a specific purpose to meetings
- If you participate you will be heard
- AReasonableTime ofDay
- See impact of participation
- Direct participation
- Provide follow-up
- Pot luck
- Listen to the public
- Childcare, food
- This is your civic duty. Join us
- A new car
- Have people decide something, take ownership
- Raffles
- Taco Tuesday at Chuy's
- beer and wine
- Civic pride
- Childcare
- Having a voice in what happens
- Work with local businesses
- If you're truly interested you shouldn't need an incentive!!!
- Treated as an equal
- Reward w coffee
- Money
- Quick and productive
- Community cohesiveness
- Food-drink
- Feeling worthwhile
- Feeling heard
- City bill discounts
- Sense-of-civic-duty
- Communicate why the agenda topics matter
- Make it at different times of day
- Childcare
- None
- Beer
- Pizza and beer
- Wine
- Feeling heard
- food
- Free parking
- Less taxes



54 Responses

What are some key elements of a community engagement plan? What are the inputs we want to get from people? ¿Cuáles son algunos elementos clave de un plan de participación comunitaria? ¿Cuáles son los aportes que queremos obtener de las personas?

What are some key elements of a community engagement plan? What are the inputs we want to get from people?
¿Cuáles son algunos elementos clave de un plan de participación comunitaria? ¿Cuáles son los aportes que queremos obtener de las personas?

Responses

- Respect each other's opinion
- data driven
- Facts
- To be heard
- Inclusiveness
- OpenMind
- Feel-heard
- Concerns and solutions
- Correctfalseinformation
- fact based
- Deal-heard
- Listening by leadership
- Present the pros and cons of the situation.
- Information
- Small-group-discussion
- Collaboration
- Feel_heard
- Feel_heard
- Participation-at-meetings
- Cohesivecommunityvision
- Worktogether
- Get-people-working-as-community
- Open-to-change
- Feel_heard
- Findoutwhatpeopleneed
- Principles
- Data
- Library
- Reachotherpeoplewhodontnormallypayattention
- NeighborhoodIssues
- Findoutwhatwewant
- Let the people speak their mind
- Constructivesuggestions
- "Open to change"
- to see the results
- Be apart of the planning
- Inclusion
- The future
- Needs
- Opinions
- Valueresponse
- SMART-goals-or-objectives
- To find out what people need
- Strong leadership
- Informed-citizens
- Organization
- Deeznutz
- To find out what people want
- Action_Plan
- Consensus
- Recaps
- Neighborhood issues
- Two way communication
- Decide the purpose first
- Community response should be truly acknowledged
- Data
- Constructive
- Reaction
- Visuals
- Less Dictator Donlevy



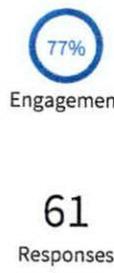
60 Responses

How should we communicate with people who want to be informed but are not interested in participating? ¿Cómo debemos comunicarnos con las personas que desean estar informadas pero que no están interesadas en participar?

How should we communicate with people who want to be informed but are not interested in participating? ¿Cómo debemos comunicarnos con las personas que desean estar informadas pero que no están interesadas en participar?

Responses

- City website
- Mailchimp next time
- Online forum
- Messaging that is concise
- Communicate with church officials...
- Web-based topic/forums
- Use me as Spanish speaking facilitator
- Chamberbullitens
- Frequent, short Facebook posts
- Email
- Educational_resources
- Advanced notice
- Full-page Express ads
- Noticesoncitywebsite
- Winters express
- Updated website
- Community meeting
- Community newsletter online
- Shortvideos
- A real newspaper
- Website
- Friday-updates
- Twitter
- Facebooklive
- Facebook
- Documentary
- Concise Facebook posts
- Newspaper
- Flyers-in-utility-bills
- News
- Weekly update
- Newspaper
- Winters Express
- Email
- Facebook page
- Newsletters
- effective social media
- Express
- DiversifyCommunicationPlatforms
- Emails
- Flyers in bills
- Waterbills
- Website
- Maximum contact methods with a call to action.
- Downtown message board
- Newspaper
- Bilingual info
- City newsletter
- Subscribe to the express
- With utility bills
- Mailers
- Winters-Express-Insert
- Fridayupdate
- Newspaper
- Winters Express
- Mailings
- UseMediumsTheyUse
- Short videos
- Facts
- Colleges
- Consensus



How do we communicate with those who are not participating? ¿Cómo nos comunicamos con quienes no participan?



Responses

- Why should people be concerned?
- Hablamos
- Mailer with utility bill
- Winters Express full page ad
- Suggestion box



Engagement

5

Responses

How do we provide feedback to people who participate? ¿Cómo proporcionamos comentarios a los que participan?



Responses

- Bilingual info
- Respond the same way they participated
- Interim updates
- Address the public
- You don't. Tell them to go away!
- Email updates
- More frequent interaction
- Public meetings
- Email updates
- Website
- Facilitators
- Mailer with utility bill
- Direct email
- Website
- Hablamos
- Friday-updates
- Networking events
- Use me as Spanish speaking facilitator
- As in all comma: all channels
- Talk to each other



Engagement

20

Responses

Did we miss anything tonight?



Responses

- Trump2020
- Impeach
- How do you measure the efficacy of "this"
- Don't just use text answers
- Trump2020
- Vote_Cassavechia
- Haven't-defined-the-topics
- Why aren't people engaged
- TRUMP2020
- Census
- Haven't-defined-the-purpose
- Comments from audience?
- Documenting input
- Make the meetings a dialog rather than infodump
- Most items covered
- Progress
- Timeline?
- Voter registration
- Winters Express
- My wife
- Two way forum/ discussion
- The same way you reached them for input



Engagement

22

Responses



Minutes of the Regular Meeting of the Winters City Council
Held on February 4, 2020

Mayor Bill Biasi called the meeting to order at 6:30 p.m.

Present: Council Members Harold Anderson, Jesse Loren, Pierre Neu,
Mayor Pro Tem Wade Cowan and Mayor Bill Biasi

Absent: None

Staff: City Manager John W. Donlevy Jr., City Attorney Ethan Walsh,
Environmental Services Manager Carol Scianna, Economic
Development/Housing Manager Dan Maguire, City Clerk Tracy
Jensen

Bruce Chapman led the Pledge of Allegiance.

Approval of Agenda: City Manager Donlevy requested the presentation on tonight's agenda, Animal Shelter JPA Project & Survey Results, be removed from the agenda and brought back to Council at a later date. Motion by Mayor Pro Tem Cowan, second by Council Member Loren, to approve the agenda with the stated change.

Council Member Neu requested Consent Item A, 1/21/2020 City Council Minutes, be moved to Discussion Item #6. An amended motion was made by Mayor Pro Tem Cowan and seconded by Council Member Loren to move said item to Discussion Item #6. Motion carried with the following vote:

AYES: Council Members Anderson, Loren, Neu, Mayor Pro Tem Cowan,
Mayor Biasi

NOES: None

ABSENT: None

ABSTAIN: None

COUNCIL/STAFF COMMENTS: Verbal updates were provided by Council.

PUBLIC COMMENTS: Tina Lowden, 320 Niemann, said she recently attended census training as a member of the Winters Senior Commission on Aging and said seven of the forty-five attendees represented Winters. She said undercounting can affect services for families and funding for transportation, infrastructure, development, hospitals, roads, emergency services and much more. She asked if the City has plans to rally citizens to be counted and asked Council to get behind this.

Debbie Hunter, who resides outside the City limits, said she was in favor of a Climate Action Plan (CAP) and the formation of a committee and hopes the goals of the commission will be to make the City of Winters more climate neutral. She requested the CAP look in a regional sense and include areas outside of the City limits. There are 60 acres of solar panels going in on prime ag land, which is one of the things to consider when looking at the overall energy needs of the City, as well as on a regional basis.

Bill Lagatutta, who also resides outside the City limits, wanted to address rumors regarding a citizen's initiative group called Keep Winters Winters. First, they are not anti-City Council or anti-City Manager or City staff. These are dedicated members of the community, citizens in Winters, who are proud of the hard work that the City continues to do on our behalf. However, extraordinary times sometimes call for extraordinary actions. Keep Winters Winters has chosen the initiative process, not in an attempt to subvert the legislative process, but to enhance it for the benefit of the people. The action they are concerned about is the potential expansion into the north area planning zone. If the initiative is passed, it would not prohibit annexation. Rather, if the City wishes to annex any property, they would be required to get approval from a majority of the voters of the citizens Winters. Although this action would be a burden on the City and City staff, Keep Winters Winters considers themselves to be a community of ideas, a group of innovative people who have ideas and solutions to share.

CONSENT CALENDAR

- A. Minutes of the Joint Meeting of the Winters City Council and the Winters Planning Commission Held on Tuesday, January 21, 2020
(Moved to Discussion Item #6)
- B. Resolution SA-2020-01, a Resolution of the Successor Agency to the Dissolved Community Development Agency of the City of Winters Approving the 2020-2021 ROPS (Recognized Obligation Payment Schedule)
- C. Resolution 2020-08, a Resolution of the City Council of the City of Winters Adopting the City of Winters Injury and Illness Prevention Program (IIPP)
- D. Resolution 2020-11, a Resolution of the City Council of the City of Winters Approving a Budget Adjustment Accepting Yolo Energy Watch (YEW) Funding to Support Civic Spark Fellow

- E. Amendment 4 to Wallace-Kuhl Agreement 006-16 for Ongoing Monitoring Tasks at the Old Landfill
- F. Authorization for Work Order 20-001 with Woodard & Curran for Water Engineering Services Associated with New Development
- G. Final Acceptance of Winters Highlands Ph. 1A Improvements

City Manager Donlevy gave a brief overview. Motion by Council Member Neu, second by Council Member Loren to approve Consent Items B-G. Motion carried with the following vote:

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

PRESENTATIONS:

The Animal Shelter JPA Project & Survey Results presentation was removed from the agenda and will be brought back to Council at a later date.

DISCUSSION ITEMS

1. Public Hearing for the Proposed Rate Increases for City Integrated Waste Management Services; Resolution 2020-10, a Resolution of the City Council of the City of Winters Adopting Refuse Service Rate Increases

Environmental Services Manager Carol Scianna gave an overview and indicated no responses had been received following the mailing of the public hearing notice. Mayor Biasi confirmed the tipping fee is the amount Yolo County charges Waste Management to take refuse from Winters to the landfill and said some of the factors driving the rate increase include regulations, fuel costs, and landfill improvements. Ms. Scianna said the new voucher program allows for a truckload of refuse, including hazardous waste, to be taken to the landfill anytime during the year, or a curbside pickup could be scheduled.

Mayor Biasi opened the public hearing at 6:56 p.m.

Tina Lowden, 320 Niemann St., said she was concerned about the seniors and low-income residents and said this 3% increase could be substantial for some residents.

Joe Tramontana, 208 Main St., said the City could do something about the seniors and the 4.5% increase that was previously approved. He asked the Council to think about it. This increase means a lot to some seniors.

John Pickerel, 488 Main St., said a trash compactor was installed at the Buckhorn, reducing 6 yards of trash to 2 yards, yet there is no savings as per Waste Management for this reduction.

Al Vallecillo, 206 Main St., requested City staff to enter into a discussion with Waste Management to make 20-gallon totes available to residents. Currently, the smallest tote available in Winters is 32-gallons.

Taylor Buley, 210 Almond, said tipping fee increases need approval. He said the purpose of the resolution being presented tonight makes it seem like the public hearing process won't be required for future tipping fee increases. It doesn't seem like the right direction and said he would like to see more discussion.

Mayor Biasi closed the public hearing at 7:03 p.m.

Kayla Rodriguez, Waste Management Representative, said tipping fees are an automatic passthrough along with annual rate management and Waste Management doesn't make any money from the tipping fees. She confirmed a 20-gallon tote or a senior discount was not originally negotiated as part of the new contract in 2017. She also confirmed 20-gallon totes are rare and not available in Yolo County. Ms. Rodriguez confirmed only 20-30 residents are using the bulky pickup option and Mayor Pro Tem Cowan said he would like to keep it as an option. City Manager Donlevy said keeping a bulky item option in some semblance is important by giving residents the mechanism to get rid of bulky items. This year we've gone to the voucher, but we can re-visit it in one year. Ms. Rodriguez confirmed the City has two bulky item options. Mayor Biasi asked about incentives for commercial businesses going to compactors. Ms. Rodriguez said the hotel is looking at compactors for a 3-1 ratio, but several factors need to be considered. Mayor Biasi asked if an affordable rate or subsidy could be offered to people who couldn't afford the rate increase. City Attorney Walsh said the City can't have other rate payers subsidize seniors or low-income residents under Prop. 218. The discount would have to come out of the general fund.

John Pickerel said the ideas of Waste Management doesn't pass the smell test. Going from 6 yards to 2 yards is expensive and with no incentives, he is being penalized for getting a compactor. Council Member Anderson said a break should be given for compactors and City Manager Donlevy said this is being discussed.

Motion by Council Member Loren, second by Mayor Pro Tem Cowan to approve Resolution 2020-10, increasing integrated Waste Management service rates for residential and commercial premises. Motion carried with the following vote:

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

2. Public Hearing and Adoption of Resolution 2020-09, a Resolution of the City Council of the City of Winters Approving an Application for Funding and the Execution of a Grant Agreement and any Amendments Thereto from the 2019-2020 Funding Years of the State CDBG Program

Economic Development/Housing Manager Dan Maguire gave an overview and confirmed this is the third time staff is seeking authority to submit this CDBG application for funding. Applications will be opened on February 14th and staff is optimistic about this current funding round. In terms of project readiness, the plans have been approved and if the funding is approved, the project will go out to bid immediately.

Mayor Biasi opened the public hearing at 7:22 p.m.

Marlene Bell, representing the Winters Senior Foundation, thanked Council and staff for their support of seniors and the Winters Senior Foundation. Ms. Bell encouraged moving forward with the approval of this project. The Winters Senior Foundation is very visible in town and we have growing interest and tremendous support among the community members. Ms. Bell concluded by saying the one thing the seniors don't have is a home. And that means that we don't have the support of the community in hosting events, providing a central place for information, and continuity of programs. She encouraged Council to approve the application and thanked staff all of his work in this effort.

Karen May, 100 Caselli Ct., echoed Ms. Bell's comments and said this is a wonderful project to get seniors out of the house and into a social atmosphere. The blending of cultures is important and will provide a common ground. The seniors will celebrate once the project is finished.

Bruce Chapman, 4th generation and pastor of the Pioneer Church in Winters, said on behalf of himself and several members of his congregation, would vberly much like to see the senior center happen, and added "Let's do this thing while we're still alive!"

Bob Johnson, 955 Potter St., echoed the comments of those before him. This is not a new issue. This has been debated and discussed numerous times. As President of the Winter Senior Club, we talk about this often at our meetings and they're tired of hearing about it because it doesn't go anywhere. Mr. Johnson said he can't imagine a more beneficial building in town than a Senior Center. One of his desires is to have a united senior group in town. There are different interests, different age groups, different things going on within each organization. But to call us seniors is a uniting kind of thing that we should all embrace as a city. The Winters Senior Group of approximately 35-40 seniors currently meets daily and holds their monthly potluck luncheons at the Community Center, which is a big building for a small group. The City would likely have a lot of different uses for that space if it weren't for the seniors occupying it. The Winters Senior Foundation experiences the same thing at the Police/Fire station. Mr. Johnson said he was optimistic about this project and it seems we have a much better path towards success. This project is long overdue and very much needed in our City.

Tina Lowden, representing the Winters Senior Commission on Aging, said it would be wonderful to have a party in the new Senior Center. She inquired about program income and Dan Maguire responded by saying when the City receives CDBG funds, the funds go to work in the community as a loan, a business loan or an apartment rehab. When the loans get paid back or whether there are just payments on the loan and funds come back into the City, it becomes program income. This is still considered CDBG funds and still technically controlled by the State, but the state gives local authorities the ability to re-utilize funds in the community.

Mayor Biasi closed the public hearing at 7:29 p.m.

Motion by Council Member Neu, second by Council Member Loren to adopt Resolution 2020-09, approving an application for funding and the execution of a grant agreement and any amendments thereto from the 2019-2020 funding years of the State CDBG Program. Motion carried with the following vote:

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

3. Intergovernmental Agreement with Yolo County Housing ("YCH") for Affordable Housing and Grants Management Services

Economic Development/Housing Manager Dan Maguire gave an overview and said from a continuity standpoint, expanding the intergovernmental agreement with Yolo County Housing to provide additional services is recommended.

At Council Member Loren's request, Lisa Baker, CEO of Yolo County Housing, said the Commissioners adopted a new strategic plan with aggressive steps. It's not what we can develop ourselves, but how communities can develop for themselves. And with technical expertise, we can help facilitate that development.

Motion by Mayor Pro Tem Cowan, second by Council Member Neu to approve the Intergovernmental Agreement with Yolo County Housing ("YCH") for Affordable Housing and Grants Management Services. Motion carried with the following vote:

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

4. Animal Services Joint Power Agency and Agreement

City Manager Donlevy gave an overview. Since 2018, a steering committee comprised of City Managers and City Council members to review the overall provision of animal services within Yolo County. The costs have continued to escalate. Some key needs are cost control, ways to better engage volunteers and philanthropy that surrounds animal services, and the need for a new shelter. This is an initial part of a three-part process with the City signing onto the concept of a Joint Powers Authority for animal services. This first part is a governance model, collectively working together as a group. The second is the strategic planning part of the process, where we look at the overall services, operation, and foundational elements of the type of shelter generated with the idea of how it will be paid for. The third part is the JPA moving into an operational model. With each phase of the process, the jurisdictions have the option to opt out. Staff is recommending approval of the agreement between Yolo County and the cities and authorize the mayor to sign the agreement.

Council Member Loren said the fees paid to the Sheriff's Dept. pays for their salary, PERS obligation, and business model is a big payment. This will be a cost savings for the community. City Manager Donlevy said the current operational model is expensive. It also misses some key aspects, including a business element that includes license, spay, neuter fees. Engaging volunteer energy is important.

Mayor Pro Tem Cowan said after sitting on this board, he is definitely in favor of this JPA. One important thing is that its not just a public thing, it's a public-private thing. Giving private people a seat at the table, or on the board when this is formed, and their ability to bring resources, volunteers, and money, and their participation in the meetings has been extremely helpful. We're heading in the right direction for animal services.

Mayor Biasi said Winters is the first City to vote on this JPA and it's a good step forward. UC Davis and Yoche Dehe have also been invited to participate. Woodland & West Sac pay almost 70%, but private partners and community involvement will be critical.

Motion by Mayor Pro Tem Cowan, second by Council Member Neu to approve the agreement creating the Yolo Animal Services Planning Agency Joint Powers Authority and authorizing the Mayor to execute the agreement. Motion carried with the following vote:

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

5. Sixth Cycle Housing Element Request for Proposals for the City of Winters

City Manager Donlevy gave an overview and said the current City of Winters Housing Element will expire in 2021. Three main components of the housing element are discussion of general housing in the City's general plan, the review of the existing housing element, and the preparation of new housing programs and goals to meet regional housing needs allocation. It's a technical document, a policy document, and a forecasting document. In the RFP, a calendar is included. The housing element must be approved and adopted 120 days before expiration and must also be reviewed by HCD.

Council Member Loren asked whether any decisions made between now and May 2021 would influence any housing decisions made during this time or would it slow down anything coming at us at this time. City Manager Donlevy replied no.

Peter Meyer, 21 E. Abbey, asked about the idea behind bringing in the consultant. City Manager Donlevy said the housing element is a required element of the City's General Plan and is also guided in a mandatory reporting document for the State of California. Housing is a very high priority within the State and we're required on an annual basis to provide reporting and statistics

regarding the implementation of our housing element. The overall structure of our housing element has to be reviewed and approved by the State Housing & Community Development Department. Governor Newsome sued 75 cities for being non-complaint, so we want to be in compliance. Mr. Meyer said it seemed odd to have to bring in a firm to do this. Is there a way to think outside the box and utilize local builders and keep the money in the community instead of bringing in out of town builders? It would be nice to keep it in the community. Mayor Biasi said part of the process of the housing element will be to hold community workshops and receive input.

Denise Cottrell, 210 Main St., asked if the housing element and the general plan overlay with the current general plan? City Manager Donlevy said it's part of the general plan. Ms. Cottrell commented that we're using a really old general plan to discuss what our housing element is going to be. City Manager Donlevy said the current housing element was adopted in 2013. Mayor Biasi said the general plan has several elements, many of which have been updated. Updating this portion is required. Ms. Cottrell said we trying to think about how we started looking at climate, and aren't housing and climate both needed? Does the housing element look at placement and design? City Manager said the City has a General Plan that includes zoning, and within that there is zoning for housing. Based on the zoning, there are different types of units. The housing element comes up with an overall strategy for implementing two parts of housing: market rate housing and affordable housing. The State of CA, through SACOG, has given us a mandate that during the next planning period, 8 years, we will build 554 houses. 220 of those houses must be affordable for low and very low income. The State of California says to come up with a strategy within the context of your housing element to provide those. Ms. Cottrell asked if zoning density changes will be considered. City Manager Donlevy said a grant has been received and will be used to look at densities to meet certain housing goals. He directed Ms. Cottrell to the current planning tab on the City's website, which includes an entire outline regarding housing, SB2 grants, housing strategies, and much more.

Taylor Buley asked if the City had received the SB2 grant and if so, will it cover the cost of this. City Manager Donlevy said the SB2 grant has been approved, but we have not yet received the contract.

Council Member Loren asked City Manager Donlevy to address SB379, which requires all cities to include climate adaption and resiliency strategies in the Safety Element of the General Plan in conjunction with the next Housing Element update. City Manager Donlevy said one of the requirements within the seven mandatory elements is the safety element. Included in the RFP, the consultant will look at the climate adaption information that our safety element is compliant with State requirements. Council Member Loren confirmed it's more in line with climate resiliency, not climate adaptation.

Al Vallecillo, 210 Main St., asked if the RFP spells out the scope of work entirely or is it in a general state. City Manager Donlevy said a copy of the RFP outlines the scope. Mr. Vallecillo asked if the RFP consultant will look at the jobs/housing balance. City Manager Donlevy said they will look at housing, the housing element, and the required aspects of HCD. A link to HCD's website can be provided. Mr. Vallecillo asked if any issues that arise will be looked at. City Manager Donlevy said the HCD has framework for the housing element process. This will be one of the most legislatively intensive housing periods going forward. Things will likely pop up.

Council Member Loren said the RHNA numbers address the job/housing balance.

Kate Laddish, 400 Morgan St., submitted her comments in writing in regard to the Housing Element RFP on tonight's agenda in lieu of commenting in person.

Ms. Laddish indicated the City of Winters would benefit from doing a jobs/housing study. What jobs do people need who live here to keep them here, and what housing do people need who work here? How many people who live here work here, and vice versa? Having actual data will help us solve the problem and avoid the pitfalls of becoming a bedroom community of people who work an hour or more away. Helping strike the balance could also help decrease greenhouse gas production, thereby helping meet climate goals. Ms. Laddish respectfully requests the Council direct staff to include a jobs/housing study in the Housing Element update, and that this be considered in the relevant RFP. Laddish also requested that Council direct staff (or relevant consultant) to conduct a study of what types of housing are needed to keep people who already live in Winters here, to allow people who grew up here to move back, for seniors to age in place, and for families, couples and singles to live here. During the Housing Element update process, let's consider different types of housing and a range of prices, rather than the two ends of the spectrum we currently emphasize. We will be a stronger, more vibrant community if we have the right housing to accommodate members of our community. Finally, Ms. Laddish requested that we consider universal design and visitability in our Housing Element update.

Motion by Council Member Neu, second by Council Member Loren to authorize the release of the 6th Cycle Housing Element Request for Proposals for the City of Winters. Motion carried with the following vote:

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

6. Minutes of the Joint Meeting of the Winters City Council and the
Winters Planning Commission Held on Tuesday, January 21, 2020

Council Member Neu stated he wanted to add the comments to the minutes from the January 21st City Council meeting. Council Member Loren said the inclusion of the comments would represent the people. Council Member Anderson suggested leaving the minutes as action minutes and not verbatim minutes.

Taylor Buley of the Winters Express noted the City of Winters goes beyond when including information online. But the public can't wholly rely or depend on technology if they can't see the slides.

Bill Lagatutta said he tried to tune in but the presentation was unwatchable. The angle of the camera made it unviewable. He suggested utilizing community talent to upgrade the City's audio and visual capabilities and volunteered to help.

Motion by Council Member Neu, second by Council Member Loren to bring the January 21st minutes back to Council at the February 18th City Council meeting for approval. Motion carried with the following vote:

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

CITY MANAGER REPORT: Staff had a very positive meeting with Neighborworks regarding a self-help project and discussed the structure for trying to move the project forward. The City Manager will be attending the League of California Cities' City Managers Conference in Napa Wednesday through Friday, and sits on the executive board for the City Manager's Department and also on the conference committee.

INFORMATION ONLY: None

ADJOURNMENT: Mayor Biasi adjourned the meeting at 8:35 p.m.

Bill Biasi, MAYOR

ATTEST:

Tracy S. Jensen, City Clerk



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE: February 18, 2020
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Eric Lucero Public Works Superintendent
SUBJECT: Final Acceptance of City Parking Lot Project

RECOMMENDATION: Staff recommends that the City Council accept the City Parking Lot Project as complete and direct the City Clerk to file a Notice of Completion.

BACKGROUND: Council awarded contract to Vintage Paving Co. on May 21, 2019 for the construction of new City parking lot located at Abbey and First Streets, in the amount of \$181,991.00. Scope of work for project included was:

- Excavating
- Compacting
- Grading 6" Class 2 AB
- Paving 3" AC
- Striping
- Concrete

Vintage started work on August 2019 and ended on October 2019 total project costs were. \$219,635.97. The final cost included one change order in the amount of \$37,644.97. Council approved the change order work on November 5, 2019 which included removal of existing footings, buried concrete removal and additional 1,930 sf of paving on Abbey St entrance.

DISCUSSION: The project was completed in accordance with the approved contract. Staff recommends the City Council accept the project and direct the City Clerk to file a Notice of Completion and release retention payment.

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

Recording Requested by

CITY OF WINTERS

When Recorded Mail To:

Tracy S. Jensen, City Clerk
City of Winters
318 First Street
Winters, CA 95694

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 commenced in August, 2019, and was completed in October, 2019.

The name of the original contractor for the work of improvement was Vintage Paving Company.

The kind of work done or finished was the construction of the new City parking lot, which included excavation, compacting, grading, paving, striping and concrete work.

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 corner of Abbey and First Streets, Winters, CA.

Dated this 18th day of February, 2020.

(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) Tracy S. Jensen, 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 Councilmembers
DATE: February 18, 2020
THROUGH: John W. Donlevy, Jr., City Manager *CS*
FROM: Carol Scianna, Environmental Services Manager
SUBJECT: Winters Putah Creek Committee (WPCC) Council Direction Requested

RECOMMENDATION: Request Feedback from Council on future direction of WPCC

BACKGROUND: As we all know, the WPCC spent its first decade of existence facilitating the Putah Creek Park Master Plan, and partnering with Solano County Water Agency to fund, design and construct modifications to our award-winning urban water way. With few exceptions, this community asset has proven one of the regions premier success stories with increased use of both wildlife and humans (and homeless). The committee of volunteers with personal and professional linkages to Putah Creek has proven an effective public forum and technical advisory body for City Council.

Having successfully executed the stream modifications, created our very own elderberry mitigation bank and establish a world class upper bank trail on the north bank of Putah Creek, the committee is looking for more eye-popping work.

The WPCC is a unique brain trust but cannot stay engaged without exciting challenges. This is evidenced by our recent sluggish attendance.

At our January 13, 2020 meeting, it was discussed that the committee currently has the following tasks on our plate or serves in the following role:

- Public Forum – The committee has been a forum for both supporters and detractors of creek activities where technical discussions are often entertained
- Liaison – The committee meetings serve to gather representatives from Putah Creek Council, Lower Putah Creek Coordinating Committee, City of Winters, Solano County Water Agency, and Yolo and Solano Resource Conservation Districts

- The committee is currently supporting PCC with volunteer activities such as Coastal Cleanup Days. There is great potential to expand our volunteer base for ongoing maintenance and plantings
- The committee is holding discussions about weed management, wildlife monitoring, signage, Native American weavers garden planting, and how to balance public use with fish and wildlife needs
- Would like to expand opportunities for experts/members to share their knowledge with the group with more technical, ecological, environmental, political, social topics related to the creek. Which would enable the WPCC be a more informed resource for supporting City Council needs related to the creek.

While there is no doubt that these are important tasks or roles, we want direction from the body that established the committee initially.

Request for Feedback:

We request that City Council (individually and collectively) search their/your souls and decide first, if the committee is still relevant, and if so, how can it best be utilized to serve the community?

Some possible ideas.

The Revised Master Plan has a few projects remaining:

- Construct the planned south bank trail
- Fund, design and construct a free span pedestrian bridge
- Acquire remaining creek frontage to connect with Putah Creek expansion behind PG&E
- Expand Park Signage
- Ongoing monitoring for wildlife and creek flows

Other items that City Council may need to address soon:

One committee member stated that the City is responsible for the cost of maintenance of the SCWA projects now that they are complete. And there will be a need for more PW staff time dedicated to Nature Park for ongoing maintenance.

Homeless concerns.

FISCAL IMPACT: None currently



STAFF REPORT

TO: Honorable Mayor and Council Members
DATE: February 18nd, 2020
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Christopher Flores, CivicSpark Climate Fellow *CF*
SUBJECT: CAP Development Board Appointment Process

RECOMMENDATION:

Fellow recommends the City Council nominate two (2) members of the Council to a subcommittee to determine membership of the Climate Action Plan Development Board. This process may consist of review of submitted applications and scheduled interviews with applicants. Council should determine how they would like to approach the review process. Fellow also suggests Council establish a time at a future City Council meeting to bring forward the subcommittee's suggestions for appointments to the larger Council.

BACKGROUND:

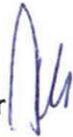
Following the Winters City Council's decision to establish the Climate Action Plan (CAP) Development Board on December 17th, five (5) appointed members are to be selected by Council to serve on the Board for a term of six (6) months. Council may also choose to appoint a youth liaison to the Board.

The due date for applications was Monday, February 3rd 2020. All applications were submitted to either Climate Fellow Christopher Flores or the City Clerk, Tracy Jenson. Fellow will ensure the City Clerk receives all copies of applications. Submitted applications will be made available to the appropriate councilmembers.

Council may use discretion to individually review applicants or form a subcommittee for this review process. Fellow recommends the City Council nominate two members of the Council to review submitted applications and conduct interviews with prospective board members, as it remains consistent with previous appointment procedures for existing City bodies.



**CITY COUNCIL
STAFF REPORT**

DATE: February 18, 2020
TO: Mayor and City Council
FROM: John W. Donlevy, Jr., City Manager 
SUBJECT: Community Engagement Review

RECOMMENDATION:

That the City Council receive and update from Staff regarding the Community Engagement Workshop/Input and components to the overall program.

BACKGROUND:

On January 21, 2020, the City Council and Planning Commission held a workshop to receive community input on key aspects of a community engagement strategy for the City. The input will be utilized as part of an outreach program for upcoming projects related to the City's Housing Element Update, SB2 grant projects and the City Limits Specific Plan.

Discussion:

Attached for the review of the City Council are two documents:

- Responses from the January Workshop which have been formatted in an action oriented format for the key areas surveyed. (Attachment A)
- Key Elements of an overall community engagement program (Attachment B)

Staff will be reviewing these and asking input from the City Council in a discussion format which will be brought back at a later meeting for further refinement and action.

FISCAL IMPACT: None by this action.

Community Engagement Summary of Responses:

A joint workshop of the City Council and Planning Commission was held on January 21, 2020 to gain input on the development of a strategy for community engagement. This included a number of questions to try and frame the “who, what, when, where, and how” for establishing an effective framework for outreach on some critical projects in 2020. The responses were taken and incorporated into a more action-oriented format that can be folded into an overall plan.

Here are the results:

Who are the people we need to reach?

- Broad-based outreach throughout the community including City residents and the rural community outside of city limits
- Business owners and farmers
- Millennials and younger people who look for information and participation in non-traditional ways
- Persons of all age groups, including young families, seniors, and students
- Outreach into our Hispanic community and those who are under-represented
- Stakeholders within the community who have interests in the ultimate outcomes
- People who don't attend meetings or read the Winters Express
- Potential residents and businesses

How do we generate participation?

Use multiple types/methods of advertising

- Need for extensive outreach and access through social media, websites, newsletters, direct mail, newspaper, and utility bill inserts
- Social media needs to be maximized through an effective interactive method where information, opinion, and feedback can be cultivated to provide a useful forum for engagement
- Effectively advertise and publicize the meetings through editorials, newsletters, and social media so people know the subjects and means of participation
- Partner with other organizations that have community reach

Offer different types/locations/times of meetings

- Facilitated workshops that generate actual participation by all segments of the community and allows a diversity of input
- Have interactions with smaller groups, coffees, one-on-one and door-to-door opportunities for persons to contribute ideas and opinions
- Get out of the typical locations and go to where people are gathering in businesses, youth sports venues, child care centers, schools, churches, library, and service clubs
- Hold the meetings at different times of the day and on weekends
- Meetings need to be less information-based and allow for expression of ideas, opinions, and solutions
- Access to more convenient means of participation through surveys, remote participation, and one-on-one meetings

Offer incentives for participation

- Offer child care and food/drinks at meetings

Where should we outreach?

- Partner and collaborate at non-traditional locations such as businesses (out in front of First Northern), restaurants, coffee shops, laundromat, soccer fields, wine tasting rooms, and events
- Go where people are already gathered such as child care centers, schools, the library, and churches
- Community events such as Youth Day, Earthquake Festival, and the Festival de la Comunidad.
- Civic groups including Rotary, Soroptimist, PTA, ELAC and within established and non-established organizations
- Go door-to-door and person-to-person
- Traditional venues such as town hall meetings, neighborhood gatherings, and Planning Commission and City Council meetings

The approach to the public engagement process should:

- Be broad-based and multi-faceted
- Be interactive through small groups and facilitated (like the Complete Streets process)
- Be family-friendly, allowing parents to participate with accommodation for children
- Go into schools, the library, and venues that maximize the convenience for certain populations

Incentives to gaining participation might include:

- Quality topics that maximize listening and participation
- Validating that people are being heard and opinions are being considered
- Meetings that are worthwhile and have specific purposes to encourage peoples desire to attend
- Sessions held at variable times to allow seniors as well as working folks to attend
- Provide some food!

Key elements of the community engagement plan should:

- Produce “action plans” and be constructive
- Be fact-based, data-driven, and informative
- Have active listening aspects that maximize input
- Be inclusive of all elements of the community
- Results oriented with outcomes and direction
- Chart a course for the future, defining the wants and needs to allow people to work together to accomplish outcomes

Feedback on the process should be:

- Immediate and frequent
- Sent through the combination of direct mail, electronic media, utility bills, and updates
- Provided at public meetings as informational items
- In both English and Spanish

Community Engagement Options

Advisory Committees

A representative group of typically volunteer stakeholders are convened to guide a planning effort over an extended period of time. To ensure that membership is representative, be sure to include hard to reach populations such as youth, immigrants and low-income individuals or advocates.

Charrettes

A facilitated multiple-day process that includes interested stakeholders. Participants develop solutions that address potential concerns simultaneously.

- Options include a facilitated planning group through either the Local Government Commission, a private facilitator or other organization.

Focus Groups

Small groups of stakeholders brought together for a limited amount of time to provide their knowledge of a project/area and discuss their concerns.

- Set some “coffees” in neighborhoods or homes to go out and get input.

Participatory Mapping

Residents identify community assets, needs and opportunities on a large photo aerial map of the community. Participants can be encouraged to use sticky dots, markers or other similar items.

- Use the “Envision” software through SACOG to map out planning options.

Scenario Planning

A visioning process during which the public helps a local agency generate proposed alternatives future growth and development. Computer-based modeling tools are often used

- Use the “Envision” software through SACOG to map out planning options.

Surveys

Mailed, online and social media surveys to bring public engagement to all segments of the population.