



Winters City Council Meeting  
City Council Chambers  
318 First Street  
Tuesday, May 5, 2020  
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  
Tracy Jensen, 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. Any public comments submitted to the City Clerk via email will be summarized and read into the official record.

Roll Call

Pledge of Allegiance

Approval of Agenda

COUNCIL/STAFF COMMENTS

PUBLIC COMMENTS

Any public comments submitted to the City Clerk via email will be summarized and read into the official record. Members of the public may submit their comments to address the City Council on matters which are listed on this agenda as well as those not listed on this agenda. Presentations are not being scheduled at this time.

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, April 21, 2020 (pp. 4-11)
- B. Proclamation of the City Council of the City of Winters Celebrating May 2020 as Older Americans Month (pp. 12)
- C. Proclamation of the City Council of the City of Winters Recognizing May 7, 2020, as the Big Day of Giving in the City of Winters (pp. 13)
- D. Resolution 2020-14, a Resolution of the City Council of the City of Winters Declaring Weeds and Rubbish on Certain Lots and Parcels Within the City of Winters to be a Public Nuisance and Ordering the Institution of Proceedings to Abate Said Public Nuisances (pp. 14-17)
- E. Authorization to Purchase New Radar Trailer for Winters Police Department (pp. 18-29)

PRESENTATIONS: None

#### DISCUSSION ITEMS

1. Housing Element Consultant Recommendation (pp. 30-65)
2. City Council Liaison Assignments (pp. 66-67)
3. Budget Workshop (Under Separate Cover)

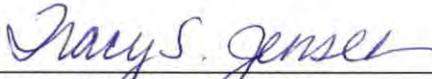
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#### CITY MANAGER REPORT

#### INFORMATION ONLY

#### ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the May 5, 2020 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 April 30, 2020, and made available to the public during normal business hours.



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Tracy S. Jensen, City Clerk

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*City Hall – Finance Office - 318 First Street*

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Minutes of the Regular Meeting of the Winters City Council  
Held via Teleconference (Zoom) on Tuesday, April 21, 2020

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Mayor Biasi called the meeting to order at 6:41 p.m.

Present: Council Members Anderson, Loren, Mayor Pro Tem Cowan, Mayor Biasi (Council Member Neu joined at 6:45 p.m.)  
Absent: None  
Staff: City Manager John W. Donlevy, Jr., City Attorney Ethan Walsh, Director of Financial Management Shelly Gunby, Public Works Superintendent Eric Lucero, Police Chief John Miller, Civic Spark Fellow Chris Flores, City Clerk Tracy Jensen.

Council Member Harold Anderson led the Pledge of Allegiance.

Approval of Agenda: City Manager Donlevy said there were no changes to the agenda, but conveyed meeting participation rules, meeting availability via Zoom, You Tube, and in Council Chambers, with all participants being muted upon entry, use of the raise hand function to comment, and then being un-muted by the meeting host.) Any comments can be e-mailed to the City Clerk to be read into the public record. Motion by Council Member Loren, seconded by Mayor Pro Tem Cowan to approve the agenda. Motion carried with the following roll call 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: Richard Rominger ([rerominger@gmail.com](mailto:rerominger@gmail.com)) submitted the following statement via email: "As a Yolo County farmer, long time Farm Bureau member, past president and board member of the Yolo County Farm Bureau, I endorse the decision of the Board of Directors to support the Keep Winters Winters initiative as expressed in the Press Release issued by the Yolo County Farm Bureau", which was read aloud and entered into public record.

Kate Laddish, 400 Morgan St., said her address is particularly relevant with her comment tonight. The volunteerism and community spirit in Winters and Yolo County have been allowing the residents at the Winters Senior Apartments to abide by recommendations for high-risk individuals to self-isolate at home and also allowed residents to join with the larger recommendations to wear cloth face coverings when in public. When the shelter in place order was announced, the Yolo Food Bank initiated weekly delivery of fresh produce and canned goods to every apartment in the building. She thanked the Yolo Food Bank Executive Director Michael Fisch and his team, as well as many local volunteer coordinators and local delivery volunteers, City staff, and Council Members who were involved. She also thanked RISE Incorporated, the Buckhorn Barbecue Truck, Chuck Pearce of the Pizza Factor and Marie Rojo-Heilman for additional earlier food deliveries to the building. A big thank you to Council Member Jesse Loren for making 42 cloth face masks and to Kathy Donlevy, who donated the fabric. Thanks to Yolo County Public Information Officer Jenny Tan, who, based on questions and comments provided by Ms. Laddish and Apartment Manager James Stelly, created an infographic for use throughout the County for other apartments and close quarter situations similar to the Winters Senior Apartments to decrease the chances of becoming COVID-19 hot spots. Apartment Manager James Stelly personally input the names and addresses of all apartment residents into the Yolo Food Bank website to connect them with the food bank. Thanks to all who are helping. Stay home, stay safe and stay connected.

#### CONSENT CALENDAR

- A. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, April 7, 2020
- B. Resolution 2020-15, a Resolution of the City Council of the City of Winters Declaring the Results of the March 3, 2020 Presidential Primary Election

City Manager John Donlevy gave a brief overview and congratulated Mayor Biasi and Council Member Loren on their re-election to the Winters City Council for another four-year term. Mayor Biasi requested a correction to the minutes of the 4/7/20 City Council meeting, changing 'visible' to 'visitable' in Kate Laddish's comment regarding proposed single and two-story units in the Stone's Throw subdivision. Motion by Mayor Pro Tem Cowan, second by Council Member Loren to approve the consent calendar with the noted correction. Motion carried with the following roll call vote:

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

PRESENTATIONS: None

DISCUSSION ITEMS

1. Designation of Mayor and Mayor Pro Tempore

City Manager Donlevy gave an overview. Council Member Loren asked what the Mayor and Mayor Pro Tem designation or selection process was prior to the adoption of Ordinance 2004-04. City Manager Donlevy said prior to 2004, the Mayor and Mayor Pro Tem were designated on a two-year rotation by the Council. Council Member Loren said other cities are known to be on a one-year rotation to allow for the development of leadership. She added that while Council has the guidance of Mayor Biasi and Mayor Pro Tem Cowan, it leaves others out and eliminates the opportunity to grow as leaders. Mayor Biasi said he approved of the ordinance and how it's written. Council Member Neu said it's not a bad method but asked if more training might be possible for Council members and that excessive terms also eliminate the chance to look at someone else. Council Member Anderson said he approves of the current ordinance, but ultimately it comes down to the City Council's decision. Council Member Loren said the current City Council is a strong team and works well together, but the current rotation locks out others for development. Mayor Biasi said Mayor Pro Tem Cowan has demonstrated great leadership in the past and said it's time for him to become the Mayor.

Motion by Council Member Loren, second by Council Member Neu, to nominate Wade Cowan for Mayor. Motion carried with the following roll call vote:

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

Outgoing Mayor Biasi then turned the gavel over to incoming Mayor Cowan.

Motion by Council Member Loren, second by Council Member Anderson to nominate Bill Biasi as Mayor Pro Tem. Motion carried with the following roll call vote:

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

2. Waive the Second Reading and Adopt Ordinance 2020-01, an Ordinance of the City Council of the City of Winters Amending Title 17 (Zoning Ordinance), Amending Chapter 17.04, Introductory Provisions and Definitions, and Chapter 17.98, Accessory Dwelling Units (ADUs) of the Municipal Code Relating to Accessory Dwelling Units and Junior Accessory Dwelling Units (JADUs)

City Manager Donlevy gave an overview and reviewed the Accessory Dwelling Units Key Points, which will bring the City into conformance with the State of California. Council Member Loren recounted her discussion with Contract Planner Dowswell about whether ADUs would be included in the City's RHNA numbers. City Manager Donlevy confirmed ADUs are not able to be counted toward the City's RHNA, or affordable housing numbers at this time.

Motion by Council Member Neu, second by Mayor Pro Tem Biasi, to waive the second reading and adopt Ordinance 2020-01, Amending Title 17 (Zoning Ordinance), Amending Chapter 17.04, Introductory Provisions and Definitions, and Chapter 17.98, Accessory Dwelling Units (ADUs) of the Municipal Code Relating to Accessory Dwelling Units and Junior Accessory Dwelling Units (JADUs). Motion carried with the following roll call vote:

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

3. Planning Commission Appointment Recommendations (2)

As a member of the Interview and Selection Committee, Council Member Loren said those who applied for this position were highly qualified, highly educated, and dedicated residents of Winters who applied for a position to help Winters. Mayor Cowan agreed and said he hoped many of those interviewed would consider positions on other City commissions. Council Member Loren recommended to Council the appointment of Nancy Northrup to complete the term held by Lisa Baker (7/1/2021), and Chris Rose to complete the term held by Patrick Riley (7/1/2023).

Council Member Loren said although the list of current applicants did not include the names of prior applicants, she thanked Al Vallecillo for his commitment to the City of Winters. Mayor Cowan and Mayor Pro Tem Biasi agreed that several great interviews were held.

Motion by Mayor Pro Tem Biasi, second by Council Member Neu to approve the recommendations of Nancy Northup to complete the term held by Lisa Baker, which will expire on 7/1/2021, and Chris Rose to complete the term held by Patrick Riley, which will expire on 7/1/2023. Motion carried with the following roll call vote:

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

Kate Laddish, 400 Morgan, thanked all those who applied for Planning Commissioner and congratulated Nancy and Chris on their appointments.

4. Resolution 2020-16, a Resolution of the City Council of the City of Winters Adopting a List of Projects for Fiscal Year 2020-2021 Funded by SB1, The Road Repair and Accountability Act of 2017

Public Works Superintendent Eric Lucero gave an overview and displayed the streets that have been or will be repaired over a four-year period using SB1 funding. Tina Lowden, 320 Niemann, thanked Eric for addressing Hemenway.

Eric identified several severely damaged streets that will require complete rebuilds and thanked Council for considering to move this item forward. Mayor Biasi asked if SB1 funds can be used for curb cuts on corners. Eric replied curb cuts are not part of the SB1 work, but City staff will begin on the curb cuts as early as next week.

Motion by Council Member Loren, second by Council Member Neu to adopt Resolution 2020-16, approving a list of projects for Fiscal Year 2020-2021 funded by SB1, the Road Repair and Accountability Act of 2017. Motion carried with the following roll call vote:

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

5. Yolo County COVID-19 Relief Fund

City Manager Donlevy said the coordinated efforts of the Yolo Community Foundation, Yolo County, and now the cities located within Yolo County, who have acknowledged the economic devastation caused by COVID-19, are developing a COVID-19 Relief Fund to grant funds to local non-profit organizations needing assistance, to address community needs, or to fill gaps in services for first responders and healthcare workers impacted by COVID-19. The Yolo County Board of Supervisors and the cities of Davis, Woodland, and West Sacramento have allocated funds toward this effort. City Manager Donlevy said the City of Winters needs to complete a financial evaluation before any funds can be allocated. City Manager Donlevy recommended City participation and requested a Council representative to sit on the Leadership Advisory Committee. Mayor Cowan said Council Member Loren had previously volunteered to take the position on the Leadership Advisory Committee and there were no objections to this appointment.

Kate Laddish, 400 Morgan, thanked Council for their discussion regarding the COVID-19 Relief Fund. She said she supports the participation by the City of Winters and knows Council Member Loren will do an extraordinary job representing Winters, and like the League of California Cities, will involve Winters in those important discussions. Ms. Laddish also noted the Putah Creek Council is a very important part of Winters and they are a non-profit organization.

6. Planning Projects and Development Status Update

City Manager Donlevy gave an overview of the in-process planning projects and the draft Winters Land Use Planning Workplan. Mayor Pro Tem Biasi asked if the three identified funding sources have come through. City Manager Donlevy said yes and reviewed the sources, including SACOG's \$100,000 Community Design Program funds, AB101 LEAP (\$65,000) and REAP (\$10,000) funds, as well as a small portion from the City's General Fund.

Council Member Loren asked if a proposed development or specific plan, or have any documents been turned into the City to develop 700 acres. City Manager Donlevy said no application has been submitted and there is no project planned. There are currently only two projects being discussed, Walnut 10 and Farmstead. For a project within the City limits, an applicant can submit a project anytime. The City Council adopted Resolution 2019-43 stating that before any application can be considered for any property located inside or outside the sphere of influence, it would have to come before the City Council to be accepted for processing. Council Member Loren said it was important to mention that the City has a process in place and anything that is submitted or proposed to Council will include public input. Mayor Cowan then asked about the Creekside property across the street from St. Anthony's. City Manager Donlevy said the project has

been approved, the Development Agreement has been approved and executed, and the map has been approved, but the broker has not submitted anything to date.

Kate Laddish, 400 Morgan St., said during these unusual times, there has been so much discussion about how to do community engagement going into these major and defining topics, she asked how are we going to do robust, thorough and effective community engagement during a time when we can't come within 6 feet of each other and can't gather in large groups. She asked Council to consider a process that would work for everyone. Also, following a thorough discussion of the process, having a city limit specific plan will allow us to streamline the application process. This will be a crucial document and it's particularly important to have a really good public discussion before determining what the city limit specific plan will be and what the process will be. Ms. Laddish also wanted to thank Civic Spark Fellow Christopher Flores for all his work with the Climate Action Plan.

Mayor Cowan said it will be interesting going forward regarding how we're going to hold these discussions, but hopefully we can return to normal before too long. Mayor Cowan also noted the two information items below.

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CITY MANAGER REPORT: Regarding COVID-19, City Manager Donlevy said he attends three high-level meetings each week regarding Yolo County's COVID-19 response. It's very impressive and it's a lot of work. The current order from the Yolo County Health Officer expires on May 1<sup>st</sup>, so within the next week, a lot of big decisions and direction will be made so we should see something come out next week. There is a huge national debate and an enormous statewide debate. Tomorrow morning at 10am there will be a business town hall meeting to start the dialog with the business community about how we will reopen Winters. We have a lot of people out of jobs right now and we have to figure out how we're going to re-start businesses. During February & March, we saw the most robust downtown we've ever seen. The overall fiscal situation is tightening. The hit on our General Fund revenues are expected to exceed \$400,000. The effects of this pandemic are very significant. The City keeps a very healthy reserve because we absolutely need it. We're not a City that has a lot of money coming across the counter. More than half of our revenues come to us in late February and late May when we receive our property taxes. As we look at our overall spending, it is reaching a very critical point. A special City Council meeting will be scheduled sometime in May to review the City's budget. Trying to put together a two-year budget during this time is very difficult because we don't know where the state is going, and more importantly, we have some pretty big potential expenses coming. We need to meet not only with the Council but with the community to hear the situation we're getting into. Although these meetings are being held to comply with physical distancing, we need an opportunity for people to come together to provide quality input. As we look

toward community engagement, it may not be as soon as we like before we can have big meetings and bring everyone together. Finally, congratulations to Council Members Loren and Biasi for being re-elected to Council and to Council Member Cowan for becoming Mayor. We should be eating cake tonight! Our community is very blessed – we have exceptional leadership in so many areas and the opportunity to work with the current Council every day is appreciated.

INFORMATION ONLY

1. March 2020 Treasurer Report
2. March 2020 Investment Report

ADJOURNMENT: Mayor Cowan congratulated Council Members Biasi and Loren on the recent election, and thanked Council Member Biasi for doing a fantastic job as Mayor, providing leadership over the last couple of years. Mayor Cowan then adjourned the meeting at 8:20 p.m.

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Wade Cowan, MAYOR

ATTEST:

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Tracy S. Jensen, City Clerk



A PROCLAMATION OF THE CITY COUNCIL  
OF THE CITY OF WINTERS CELEBRATING MAY 2020 AS  
OLDER AMERICANS MONTH

**Whereas**, the City of Winters includes a community of older Americans who deserve recognition for their contributions to our nation and community; and

**Whereas**, the City of Winters recognizes that older adults are trailblazers—advocating for themselves, their peers, and their communities—paving the way for future generations; and

**Whereas**, The City of Winters is committed to raising awareness about issues facing older Americans and helping all individuals to thrive in communities of their choice for as long as possible; and

**Whereas**, we greatly appreciate the value of inclusion and support in helping older adults successfully contribute to and benefit from their community; and

**Whereas**, our community can provide opportunities to enrich the lives of individuals of all ages by:

- Promoting and engaging in activity, wellness, and social involvement.
- Emphasizing home- and community-based services that support independent living.
- Ensuring community members can benefit from the contributions and experience of older adults.

**Now therefore**, we of the City of Winters do hereby proclaim May 2020 to be Older Americans Month. We urge every resident to take time this month to acknowledge older adults and the people who serve them as powerful and vital individuals who greatly contribute to our community.

Passed and Adopted this 5<sup>th</sup> day May, 2020

\_\_\_\_\_  
Mayor Bill Biasi

\_\_\_\_\_  
Mayor Pro Tem Wade Cowan

\_\_\_\_\_  
Councilmember Harold Anderson

\_\_\_\_\_  
Councilmember Jesse Loren

\_\_\_\_\_  
Councilmember Pierre Neu

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

\_\_\_\_\_  
ATTEST: City Clerk Tracy S. Jensen



A PROCLAMATION OF THE CITY COUNCIL  
OF THE CITY OF WINTERS RECOGNIZING MAY 7, 2020, AS THE BIG DAY  
OF GIVING IN THE CITY OF WINTERS

WHEREAS, the Sacramento Region Community Foundation, a trusted resource for contributing to local and regional organizations, will host the eighth annual giving day on May 7, 2020, in partnership with the Yolo Community Foundation, local and regional businesses and community leaders throughout a four-County Sacramento region to encourage charitable giving; and

WHEREAS, over the past six years more than 36,000 people in our region donated on Big Day of Giving, raising over \$30 Million that local nonprofits have used to improve the quality of life our region; and

WHEREAS, this year over 600 nonprofits will participate in Big Day of Giving, six of which are located in and serving the residents of the City of Winters, including Winters Education Foundation, Center for Land Based Learning, Winters Theatre Company, Winters Friends of the Library, Winters Farm to School Program, and the Putah Creek Council; and

WHEREAS, Big Day of Giving is an opportunity for the City of Winters residents to show their community pride through supporting the good work of our local nonprofits; and

WHEREAS, philanthropic investment helps hardworking nonprofits make an impact on the causes that affect us all and provides donors with a sense of ownership and pride in their community.

NOW, THEREFORE, the City Council of the City of Winters does hereby proclaim May 7, 2020, as Big Day of Giving and encourages all citizens to support the work of local nonprofit organizations who help the City of Winters community thrive.

SIGNED AND APPROVED this 5<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
Mayor Bill Biasi

\_\_\_\_\_  
Mayor Pro Tem Wade Cowan

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Council Member Pierre Neu

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Council Member Jesse Loren

\_\_\_\_\_  
Council Member Harold Anderson

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City Manager John W. Donlevy, Jr.

\_\_\_\_\_  
ATTEST: City Clerk Tracy S. Jensen



**CITY COUNCIL  
STAFF REPORT**

**To:** Honorable Mayor and Councilmembers  
**DATE:** May 5, 2020  
**THROUGH:** John W. Donlevy, Jr., City Manager  
**FROM:** Gene Ashdown, Building Official  
**SUBJECT:** Resolution 2020-14, Declaring Weeds and Rubbish on Certain Lots and Parcels within the City of Winters to be a Public Nuisance and Ordering the Institutional of Proceedings to Abate said Nuisances

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**RECOMMENDATION:**

Approve Resolution 2020-14, a Resolution Declaring Weeds and Rubbish on Certain Lots and Parcels within the City of Winters to be a Public Nuisance and Ordering the Institution of Proceedings to Abate said Public Nuisances.

**BACKGROUND:**

Each year the Building and Code Enforcement Division surveys parcels for which weeds or rubbish, or both have been observed as per Exhibit A.

A public hearing has been scheduled for May 19, 2020 City Council meeting, to be held at 6:30pm for the purpose of hearing and considering all objections to the proposed removal of weeds, rubbish, and refuse from the parcels described in the attached list.

**ATTACHMENTS:** Resolution 2020-14  
Exhibit A, Property Addresses

Resolution No. 2020-14

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS  
DECLARING WEEDS AND RUBBISH ON CERTAIN LOTS AND PARCELS  
WITHIN THE CITY OF WINTERS TO BE A PUBLIC NUISANCE AND ORDERING  
THE INSTITUTION OF PROCEEDINGS TO ABATE SAID PUBLIC NUISANCES**

**WHEREAS**, Title 4, Division 3, Part 2, Chapter 13, Article 2 of the Government Code, commencing with section 39560 (herein "Weed Abatement Law"). Provides the City Council with an alternative procedure which it may use for the abatement of weed and rubbish on lots and parcels within the City as public nuisances, and

**WHEREAS**, The City Council desires to utilize the procedures provided in the weed abatement law as a means of abating certain public nuisance conditions located throughout the City consisting of weeds and rubbish on lots and parcels within the City, and

**WHEREAS**, The Building & Code Enforcement Division has presented the City Council with a list describing by street name and assessor's parcel number the lots and parcels within the City upon which weeds or rubbish, or both have been observed; and

**WHEREAS**, The City Council desires to abate weeds growing on said lots as seasonal and recurrent nuisances as provided in Section 39562.1 of the Weed Abatement Law;

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WINTERS  
AS FOLLOWS:**

1. That all weeds growing upon the streets, sidewalks and private property and all rubbish and refuse upon parkways, sidewalks and private property within the City are hereby declared to be, a public nuisances subject to abatement as provided in the weed abatement Law and this resolution.
2. That all weeds growing upon streets, sidewalks and private property within the City are also declared to be a seasonal and recurrent nuisance subject to abatement as provided in Section 39562.1 of the weed Abatement Law.
3. That the location of each such lot and parcel upon which a public nuisance has been observed to presently exist, listed by street upon which it fronts and Yolo County Assessor's parcel number, is set forth in Exhibit "A" attached hereto and incorporated herein by reference.

4. That the Building Official or his Representative(s) is hereby designated to be the "superintendent" as defined in Section 39560 of the Weed Abatement Law. For purposes of performing the duties imposed by said law within the City. Except that, the City Manager will be responsible for filing all liens and signature approval of the abatement contractor.
5. That a public hearing is hereby set before the City Council to be held at 6:30 P.M. on May 19, 2020 at the City Council Chambers. City Hall 318 First Street, Winters, California, for the purposes of hearing and considering all objections to the proposed removal of the weeds, rubbish and refuse from the parcels described in **Exhibit "A"**.
6. That the Building & Code Enforcement Division is hereby directed to give mailed notice of said hearing to all persons owning property described in **Exhibit "A"** as provided in Section 39567.1 of the Weed Abatement Law. Said mailed notice to be in the form provided for in the Weed Abatement Law for such notice. Said notice shall state that weeds are seasonal and recurrent nuisances as provided in Section 39562.1 of the Weed Abatement Law.
7. The Building Official or his representative is hereby authorized and directed to seek informal competitive bids for the performance of said abatement work on lots and parcels through the city and to present to the City Manager for consideration following the conclusion of the public hearing described above. The City Council finds and determines that said work of removing weeds and rubbish as provided in the Weed Abatement Law constitutes on professional services to the City.

**PASSED AND ADOPTED THIS 5<sup>th</sup> DAY OF MAY, 2020, BY THE FOLLOWING VOTE:**

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

\_\_\_\_\_  
Wade Cowan, MAYOR

**ATTEST:**

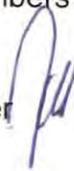
\_\_\_\_\_  
Tracy Jensen, City Clerk

## 2020 EXHIBIT "A"

APN	Winters Property Address	Mailing Address (if different)
038050073	27990 COUTY RD 90	PO BOX 663 WINTERS, CA 95694
030220056, -067	WYATT LN/MOODY SLOUGH RD	710 N PLANKINTON AVE MILWAUKEE, WI 53203
030381001	410 MOODY SLOUGH RD	
030220013, -014	401 NIEMANN ST	909 W GRANT AVE WINTERS, CA 95694
030220027	NIEMANN ST	200 B ST STE #F DAVIS, CA 95616
030220009	105 NIEMANN ST	
030220010	1000 RAILROAD AVE	PO BOX 456 WINTERS, CA 95694
038050078	RAILROAD AVE	1364 E PRAIRIE VIEW DR EAGLE, ID 83616
003360022	126 CARRION CT	777 APRICOT AVE WINTERS, CA 95694
038050019	WALNUT LN	44167 GREENVIEW DR EL MACERO, CA 95618
003492021	117 BROADVIEW LN	
038050018	E GRANT AVE	7700 COLLEGE TOWN DR STE 201
038070043, -046	E GRANT AVE/PG&E WAY	9479 RHONE VALLEY WAY ELK GROVE, CA 95624
038070035	E GRANT AVE/E MAIN ST	2281 MEZZAMONTE DR LIVERMORE, CA 94550
030361036	1206 VALLEY OAK DR	
003473011	1031 EISENHOWER WAY	741 MAIN ST WINTERS, CA 95694
003472006	1030 EISENHOWER WAY	
003475004	1007 HOOVER ST	
030220051	GRAF WAY/CHAPMAN ST	319 TEEGARDEN AVE YUBA CITY, CA 95991
030220034	ANDERSON AVE	50 E NORTH TEMPLE ST RM 2225 SALT LAKE CITY, UT 84150
003430030	1003 TAYLOR ST	
003392023	HEMENWAY ST/APRICOT AVE	417 MACE BLVD STE J115 DAVIS, CA 95618
003275001	905 MERMOD PL	PO BOX 647 WINTERS, CA 95694
003330017, -018	807 RAILROAD AVE	417 F ST #3 DAVIS, CA 95616
003330013	710 DUTTON ST	
003350005	709 WALNUT LN	4989 PEABODY RD UNIT A FAIRFIELD, CA 94537
003350007	121 E GRANT AVE	
038203019	CREEKSIDE WAY	629 BAYSIDE DR SEAL BEACH, CA 90740
030372008	808 SUFFOLK PL	
030372006	900 SUFFOLK PL	PO BOX 577
030372017	904 SOUTHDOWN CT	
030372018	906 SOUTHDOWN CT	
030372019	908 SOUTHDOWN CT	
030372020	910 SOUTHDOWN CT	
003430008	TAYLOR ST	9929 VENICE BLVD LOS ANGELES, CA 90034
003430012, 003120004	W GRANT AVE/MAIN ST	725 SANBORN RD YUBA CITY, CA 95993
003160065	E EDWARDS ST	160 ALDERWOOD RD WALNUT CREEK, CA 94598
003370039	501 EAST ST	27 E EDWARDS ST WINTERS, CA 95694
003430010, -011	W GRANT AVE	7115 SHELTON LN VACAVILLE, CA 95688
003230017	RIVERVIEW CT/LIWAI VILLAGE CT	709 DUTTON ST WINTERS, CA 95694
003380005	111 WESTWOOD CT	
003241005	206 RUSSELL ST	7 E MAIN ST WINTERS, CA 95694
003242013	117 SECOND ST/WOLFSKILL ST	105 ORCHARD LN WINTERS, CA 95694
003241012	100 WOLFSKILL ST	3435 ATHOL ST BALDWIN PARK, CA 91706
003241013, 003450018	WOLFSKILL ST/W GRANT AVE	27852 MATSUMOTO LN WINTERS, CA 95694
003450015, -016, -017	W GRANT AVE	PO BOX 72226 DAVIS, CA 95617
003243005	12 WOLFSKILL ST	112 LIWAI VILLAGE CT WINTERS, CA 95694
030392006	COTTAGE CIR	2481 SUNRISE BLVD STE 200 GOLD RIVER, CA 95670
003243002, -003	8-10 WOLFSKILL ST	8 RUSSELL ST WINTERS, CA 95694



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers  
**DATE:** May 5, 2020  
**THROUGH:** John W. Donlevy, Jr., City Manager   
**FROM:** John P. Miller, Chief of Police  
**SUBJECT:** Authorization to Purchase New RADAR Trailer

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**RECOMMENDATION:**

Authorize purchase of new RADAR trailer.

**BACKGROUND:**

The Winters Police Department purchased a RADAR trailer in 1992 to help reduce speeds and address traffic complaints. Over the last four years, the trailer has required increasing maintenance and repair due to its age and dated technology. The internal electronics failed again approximately two months ago and it was questionable if the needed parts could be secured to return it to operation. Fortunately, the manufacturer was able to repair it and it was returned to service for the time being.

Newer technology has expanded the use and functionality of RADAR trailers. Most notably, they may be equipped with a multi-functional display screen that can be used as a message board for a multitude of reasons, including for emergencies or at special events, and the displayed message can be edited remotely to update the message in real-time. Additionally, the onboard operating system can record and report data, including traffic volume, times, and speeds so that reported traffic complaints can be accurately analyzed, assessed, and a response developed.

For several years, it has been the desire of the City of Winters to have Automatic License Plate Reader (ALPR) technology on Grant Ave./Hwy. 128 to assist in investigating crimes such as arson, vehicle thefts, and other property and violent crimes. Unfortunately, the California Department of Transportation (CalTrans), does not permit cities to utilize their traffic poles for ALPR's due to electricity and other maintenance issues. The City explored obtaining an easement permit from CalTrans to install poles specifically for ALPR, which would also require the City to run electricity and data lines to the pole to facilitate the ALPR's, but the cost was exorbitant. As an alternative, RADAR trailers can also be equipped with ALPR technology supported by cellular data service.

It is acknowledged ALPR technology sometimes causes concerns among members of the public. License plates are required to be displayed on a vehicle in order to lawfully operate the vehicle on a public roadway. License plates ensure the vehicle has been properly registered, which includes payment of taxes and fees to help maintain public roadways as well as obtaining a smog inspection in order to help reduce air pollution. By using optical character recognition, ALPR simply reads and records the alphanumeric of a license plate and compares it to a database of license plates of wanted vehicles, including stolen vehicles, vehicles associated with dangerous wanted persons, and Amber Alerts. The system can then alert local law enforcement officers that the vehicle is in the vicinity. ALPR can also be used to backtrack and review the license plates of vehicles that passed through that location after a crime has been committed to assist law enforcement in developing investigative leads. ALPR does not run the license plate to determine who the registered owner of the vehicle is; it does not check to see if there are any warrants, the driver license status, nor the immigration status of the registered owner and it does not use facial recognition or other "intrusive" technologies.

Nationwide, there are 10.5 billion private and commercially operated ALPR systems and 9.5 billion law enforcement operated ALPR systems recording well over 467 million license plates monthly. Many local jurisdictions currently use fixed mounted or vehicle mounted ALPR's, including Yolo County Sheriff's Department, Davis Police Department, Woodland Police Department, and Vacaville Police Department. Additionally, the Sacramento metropolitan area law enforcement agencies have deployed a very comprehensive and integrated network of ALPR. This validates that ALPR technology is a part of everyday life, even locally, and that the vast majority of concerns about "privacy rights" regarding the technology are factually unwarranted.

The Police Department requested quotes from three manufacturers of RADAR trailers that offer the desired features and received responses from two of them. After reviewing the quotes, we recommend B L Specialty of Woodland, CA. Both companies use the same message board display and software "backend." B L Specialty was approximately \$5,000 less than the other competing bid. It should also be noted B L Specialty built our current RADAR trailer (under a previous business name) and has provided exceptional customer service over the years.

The ALPR system must be provided separately through an ALPR vendor. During our research in 2017 of fixed mounted ALPR's, we engaged two vendors and, after reviewing their quotes for the fixed mounted ALPR's, examining their network "back-end," and surveying other local agencies with ALPR, it was clear that Vigilant Solutions was the clear choice. We reached out to Vigilant Solution and confirmed they offer a "kit" to equip RADAR trailers.

The Police Department will continue to use both trailers until the 1992 trailer is no longer serviceable, which will also allow us to address multiple traffic concerns in the city.

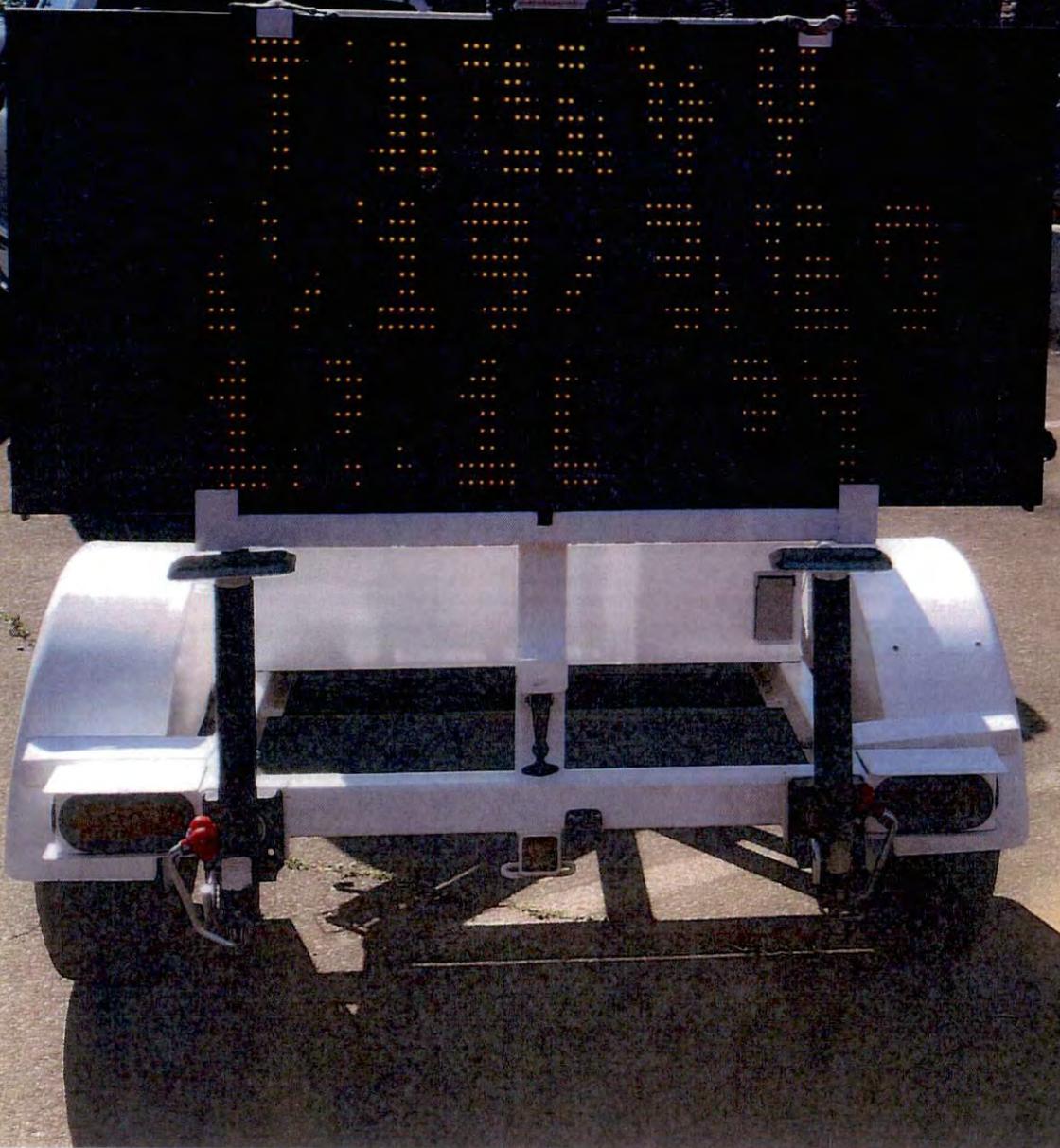
**FISCAL IMPACT:**

The total cost of the trailer and ALPR system is \$44,175.28. There may be some additional costs in order to customize the trailer for the specific needs of the Winters Police Department such as additional lighting, security locks, or other amenities not expected to exceed an additional \$1,000. Approximately \$31,289 of the total cost will be from the Vehicle Theft Deterrent Fund, which must be used by June 30, 2020, and the remaining amount from the Traffic Safety Fund.

The annual maintenance/subscription service for the software "backend," provided through All Traffic Solutions, and the annual maintenance/subscription service for the ALPR "backend," provided through Vigilant Solutions, totals \$2,550 and will be built into the Police Department's operating budget beginning FY 21/22.

SPEED  
LIMIT  
35

YOUR SPEED



B L Specialty  
 34035 County Road 25  
 Woodland, CA 95695-9390

Invoice

DATE	INVOICE #
3/10/2020	8627

BILL TO
Winters Police Dept Main St Winters, CA 95694

SHIP TO

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA	FOB	PROJECT
Chief Miller	Due on receipt	BFS	3/10/2020	BL	Woodland	
QTY	ITEM	DESCRIPTION			RATE	AMOUNT
1	Radar Trailer	Radar Trailer with SpeedAlert 24 Message display includes (4) 6 volt batteries, (4) stabilizing jacks, (2) 15" wheels and tires, (2) Fenders, (2) Hitch couplers, front and back to tow second trailer, trailer frame, and battery compartment, with solar controller, and solar panel, powder coated white or black, speed limit sign 55 plus 0,2,3,4 numbers to change speed limit. And install LPR system			17,296.30	17,296.30
		Sales Tax			7.25%	1,253.98
Thank you for your business.					<b>Total</b>	<b>\$18,550.28</b>



Lehr  
 4707 Northgate Blvd.  
 Sacramento, California 95834  
 (P) 916-267-5547



Issued To:	Winters Police Department - Attention: Chief John P. Miller	Date:	02-28-20
Project Name:	Radar Trailer Retro	Quote ID:	STA-0850-01

## PROJECT QUOTATION

We at Lehr are pleased to quote the following systems for the above referenced project:

Qty	Item #	Description
(1)	VS-TRL-UPFIT-2-RHD	<b>ReaperHD 2-Camera LPR Trailer Upfit Kit</b> <ul style="list-style-type: none"> <li>• LPR Upfit kit for conversion of a standard VMS, speed or other similar trailer to include LPR               <ul style="list-style-type: none"> <li>◦ (2) 25mm ReaperHD Cameras</li> <li>◦ LPR Processing Unit</li> <li>◦ Touchscreen Monitor</li> <li>◦ GPS/4G antenna</li> <li>◦ Cabling required for standard installations</li> </ul> </li> <li>• Trailer must include the following:               <ul style="list-style-type: none"> <li>◦ 12V power system</li> <li>◦ Internal mounting space for LPR processing unit and monitor</li> <li>◦ Suitable mounting location for LPR cameras</li> </ul> </li> </ul>
<b>Subtotal Price</b> (Excluding sales tax)		<b>\$16,500.00</b>

Qty	Item #	Description
(1)	VSBSVC-01	<b>Vigilant LPR Basic Service Package for Hosted/Managed LPR Deployments</b> <ul style="list-style-type: none"> <li>• Managed/hosted server account services by Vigilant               <ul style="list-style-type: none"> <li>◦ Includes access to all LEARN or Client Portal and CarDetector software updates</li> </ul> </li> <li>• Priced per camera per year for up to 14 total camera units registered</li> <li>• Requires new/existing Enterprise Service Agreement (ESA)</li> </ul>
<b>Subtotal Price</b> (Excluding sales tax)		<b>\$1,050.00</b>

Qty	Item #	Description
(1)	SSUPLN-COM	<b>Vigilant Start Up &amp; Configuration of Hosted/Managed Server Account</b> <ul style="list-style-type: none"> <li>• New client account setup</li> <li>• Required for all hosted/managed client accounts</li> </ul>
<b>Subtotal Price</b> (Excluding sales tax)		<b>\$1,275.00</b>

Qty	Item #	Description
(1)	SSUPSYS-COM	<b>Vigilant System Start Up &amp; Commissioning of 'In Field' LPR system</b> <ul style="list-style-type: none"> <li>• Vigilant technician to visit customer site</li> <li>• Includes system start up, configuration and commissioning of LPR system</li> <li>• Applies to mobile (1 System) and fixed (1 Camera) LPR systems</li> </ul>
<b>Subtotal Price</b> (Excluding sales tax)		<b>\$875.00</b>

Qty	Item #	Description
(1)	VSPTRNG	<b>Vigilant End User Training for LPR Systems</b> <ul style="list-style-type: none"> <li>• End user training for Vigilant products <ul style="list-style-type: none"> <li>◦ Covers all client purchased applications</li> <li>◦ Includes classroom and field operation training</li> </ul> </li> <li>• Vigilant certified technician to visit site and perform one training class</li> </ul>
<b>Subtotal Price</b> (Excluding sales tax)		<b>\$1,250.00</b>

Qty	Item #	Description
(1)	VSPTRVL-01	<b>Vigilant Certified Partner Travel via Client Site Visit</b> <ul style="list-style-type: none"> <li>• Vigilant certified technician to visit client site</li> <li>• Includes all travel costs for onsite support services</li> </ul>
<b>Subtotal Price</b> (Excluding sales tax)		<b>\$475.00</b>

Consider the "add" price for the following items:

Qty	Item #	Description
(1)	CDMS24HWW	<b>2-Camera Mobile LPR System - Extended Hardware Warranty - Years 2 through 5</b> <ul style="list-style-type: none"> <li>• Full mobile LPR hardware component replacement warranty</li> <li>• Applies to 2-Camera hardware system kit</li> <li>• Valid for 4 years from standard warranty expiration</li> </ul>
<b>Subtotal Price</b> (Excluding sales tax)		<b>\$4,200.00</b>

**Quote Notes:**

1. All prices are quoted in USD and will remain firm and in effect for 60 days.
2. Returns or exchanges will incur a 15% restocking fee.
3. Orders requiring immediate shipment may be subject to a 15% QuickShip fee.
4. Start Up and Training services are exclusive of travel costs - Cost to be borne BY OTHERS.
5. Central compute resource hardware sold separately unless explicitly stated above.
6. All hardware components to have standard One (1) year hardware warranty.
7. All orders subject to credit acceptance by Vigilant Solutions management.
8. This Quote is provided per our conversation & details given by you - not in accordance to any written specification.

- 9. Lehr is a Vigilant Solutions Sole Source provider for Winters Poolice Department
- 10. installatiojn of hardware has not been quoted.

Quoted by: Steve Adair - 916-267-5547 - [steve@lehrauto.com](mailto:steve@lehrauto.com)

<b>Total Price</b> (Excluding sales tax)	<b>\$25,625.00</b> (Including All Adds)
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# Compliance And Risk Report

Generated by Bob Glover from All Traffic Solutions General Sales Demo Account on Feb 19, 2018 at 12:15:28 PM

Time of Day: 0:00 to 23:59

Dates: 2/24/2015 to 3/2/2015

Medium Risk Threshold: Speed Limit + 10

High Risk Threshold: Speed Limit + 20

Time View: By Hour (Avg Volumes)

Speed Bins: Size 5, Range 1 to 100

Site: Waupelani Drive, 400 block, WB

Date/Time Range	Speed Limit	Mode	Compliant	Low Risk	Medium Risk	High Risk	Total Num Vehicles
0:00	25	Speed Display	5	10	3	0	18
1:00	25	Speed Display	2	7	1	0	10
2:00	25	Speed Display	2	8	3	0	14
3:00	25	Speed Display	2	6	1	0	9
4:00	25	Speed Display	4	9	2	1	15
5:00	25	Speed Display	7	20	3	1	31
6:00	25	Speed Display	20	49	8	0	77
7:00	25	Speed Display	28	92	14	1	134
8:00	25	Speed Display	51	121	18	2	191
9:00	25	Speed Display	50	122	23	1	196
10:00	25	Speed Display	41	142	35	2	219
11:00	25	Speed Display	43	145	37	3	228
12:00	25	Speed Display	43	175	42	3	263
13:00	25	Speed Display	34	169	51	2	256
14:00	25	Speed Display	39	186	52	2	280
15:00	25	Speed Display	57	190	46	2	295
16:00	25	Speed Display	58	206	38	3	304
17:00	25	Speed Display	52	211	38	2	302
18:00	25	Speed Display	46	155	25	1	226
19:00	25	Speed Display	32	106	18	2	158
20:00	25	Speed Display	30	86	11	1	127
21:00	25	Speed Display	22	62	9	0	92
22:00	25	Speed Display	17	40	6	1	63
23:00	25	Speed Display	10	25	3	1	39
<b>Avg # Vehicles</b>			<b>29</b>	<b>97</b>	<b>20</b>	<b>1</b>	<b>148</b>



Generated by Bob Glover from All Traffic Solutions General Sales Demo Account on Feb 19, 2018 at 12:15:28 PM

Time of Day: 0:00 to 23:59

Time View: By Hour (Avg Volumes)

Dates: 2/24/2015 to 3/2/2015

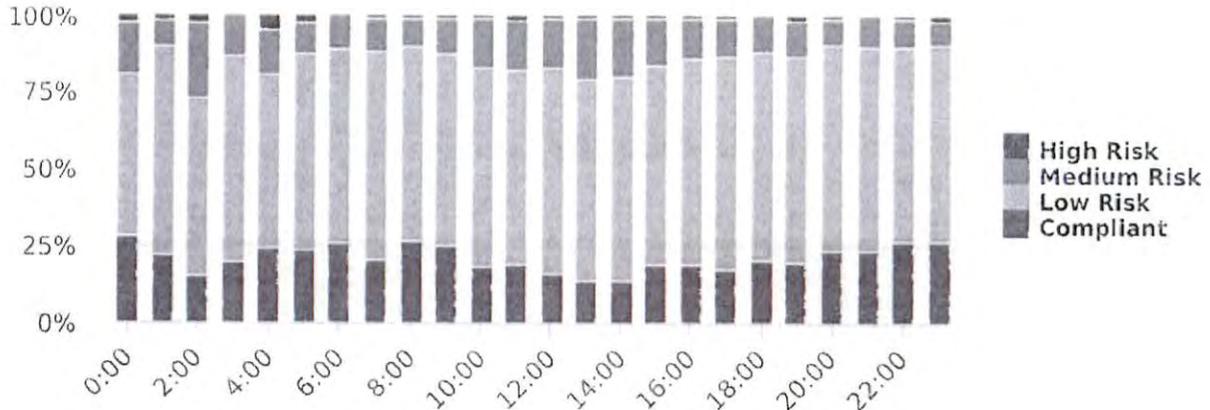
Speed Bins: Size 5, Range 1 to 100

Medium Risk Threshold: Speed Limit + 10

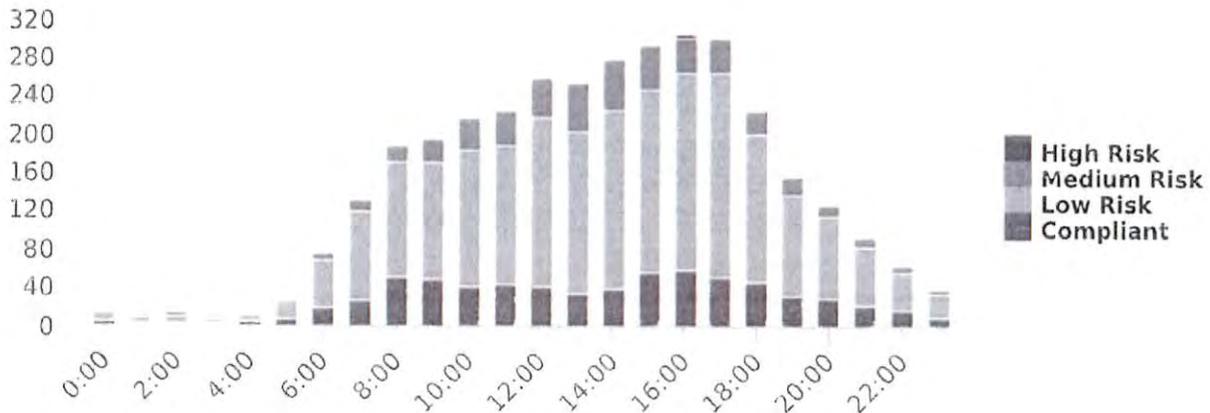
Site: Waupelani Drive, 400 block, WB

High Risk Threshold: Speed Limit + 20

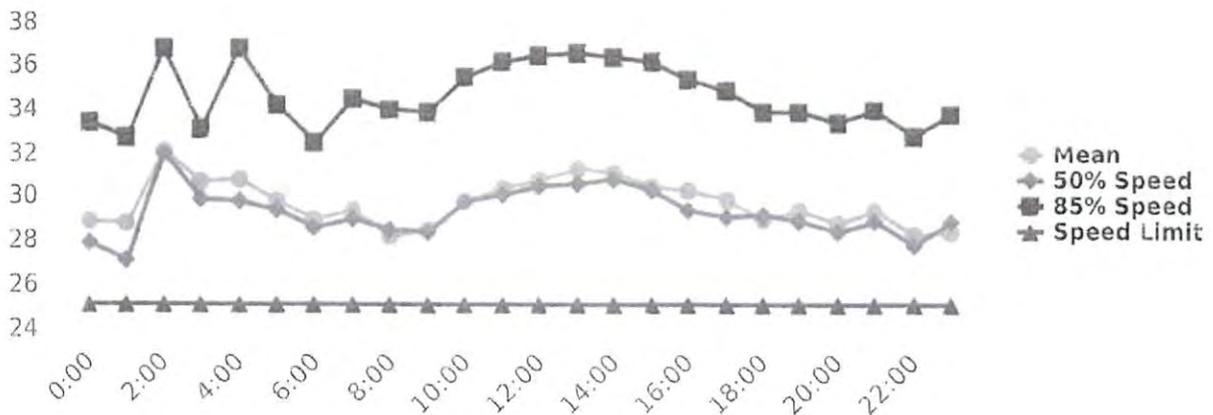
Compliance % by Hour



Compliance by Hour



Speeds





Generated by Bob Glover from All Traffic Solutions General Sales Demo Account on Feb 19, 2018 at 12:18:52 PM

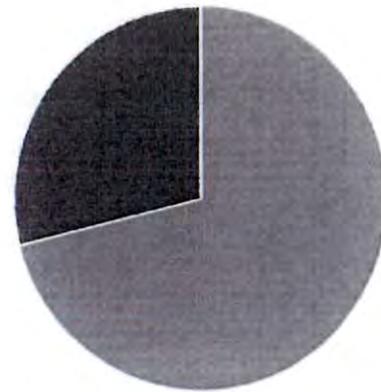
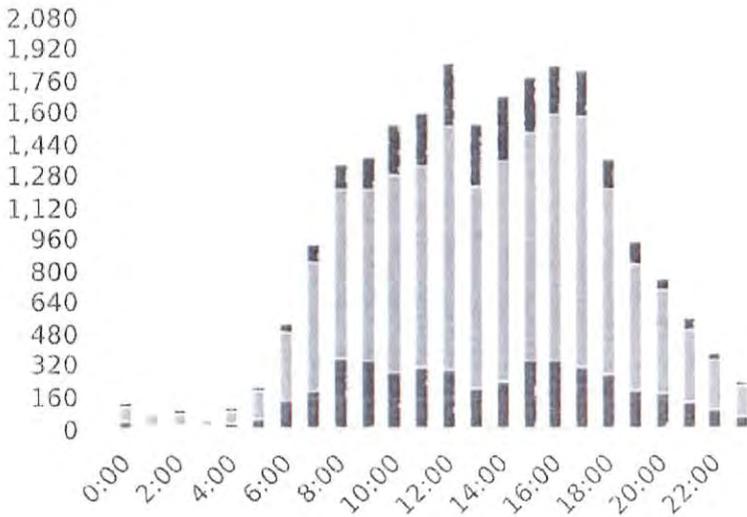
Time of Day: 0:00 to 23:59  
 Dates: 2/24/2015 to 3/2/2015

Site: Waupelani Drive, 400 block, WB

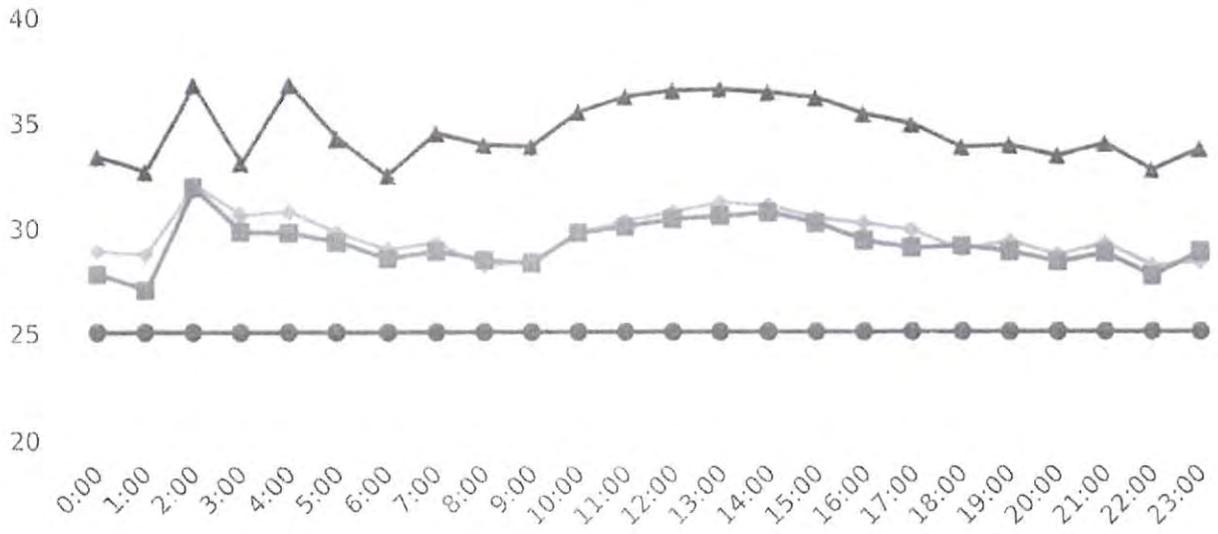
## Overall Summary

Total Days of Data: 7  
 Speed Limit: 25  
 Average Speed: 29.64  
 50th Percentile Speed: 29.2  
 85th Percentile Speed: 34.55  
 Pace Speed Range: 24.0-34.0

Minimum Speed: 5.0  
 Maximum Speed: 66.0  
 Display Status: Speed Display  
 Average Volume per Day: 3241.6  
 Total Volume: 22691.0



Violators
  Inside Threshold
  Compliant
  Vehicles Slowed
  Other



Speed Limit
  Average Speed
  50% Speed
  85% Speed



# Extended Speed Summary Report

Generated by Bob Glover from All Traffic Solutions General Sales Demo Account on Feb 19, 2018 at 12:18:52 PM

Time of Day: 0:00 to 23:59  
 Dates: 2/24/2015 to 3/2/2015

Site: Waupelani Drive, 400 block, WB

Hours	Sign Mode	Speed Limit	Total # Vehicles	Total # Violator	% Violator	Avg # Vehicles	Avg # Violator	Min Speed	Max Speed	Avg Speed	50% Speed	85% Speed	Sign Effectiveness
0:00	Speed Display	25	128.0	24.0	18.8 %	18.3	3.4	6.0	51.0	28.8	27.8	33.3	83.2 %
1:00	Speed Display	25	73.0	7.0	9.6 %	10.4	1.0	6.0	48.0	28.7	27.0	32.6	77.2 %
2:00	Speed Display	25	98.0	26.0	26.5 %	14.0	3.7	8.0	47.0	32.0	31.9	36.7	69.9 %
3:00	Speed Display	25	60.0	8.0	13.3 %	8.6	1.1	21.0	44.0	30.6	29.8	33.0	77.3 %
4:00	Speed Display	25	108.0	21.0	19.4 %	15.4	3.0	14.0	56.0	30.7	29.7	36.7	70.3 %
5:00	Speed Display	25	215.0	26.0	12.1 %	30.7	3.7	6.0	55.0	29.7	29.3	34.1	71.7 %
6:00	Speed Display	25	537.0	57.0	10.6 %	76.7	8.1	7.0	51.0	28.9	28.5	32.4	65.7 %
7:00	Speed Display	25	939.0	104.0	11.1 %	134.1	14.9	5.0	60.0	29.3	28.9	34.4	64.9 %
8:00	Speed Display	25	1338.0	136.0	10.2 %	191.1	19.4	5.0	54.0	28.1	28.4	33.9	64.7 %
9:00	Speed Display	25	1375.0	171.0	12.4 %	196.4	24.4	6.0	54.0	28.4	28.3	33.8	62.1 %
10:00	Speed Display	25	1535.0	253.0	16.5 %	219.3	36.1	6.0	49.0	29.7	29.7	35.4	68.3 %
11:00	Speed Display	25	1597.0	277.0	17.3 %	228.1	39.6	5.0	56.0	30.3	30.0	36.1	69.9 %
12:00	Speed Display	25	1838.0	314.0	17.1 %	262.6	44.9	5.0	55.0	30.7	30.4	36.4	69.0 %
13:00	Speed Display	25	1534.0	316.0	20.6 %	255.7	52.7	5.0	66.0	31.2	30.5	36.5	70.8 %
14:00	Speed Display	25	1678.0	328.0	19.5 %	279.7	54.7	8.0	53.0	31.0	30.7	36.3	70.2 %
15:00	Speed Display	25	1768.0	284.0	16.1 %	294.7	47.3	6.0	52.0	30.4	30.2	36.1	69.1 %
16:00	Speed Display	25	1826.0	246.0	13.5 %	304.3	41.0	8.0	59.0	30.2	29.3	35.3	72.2 %
17:00	Speed Display	25	1814.0	238.0	13.1 %	302.3	39.7	5.0	56.0	29.8	29.0	34.8	70.8 %
18:00	Speed Display	25	1356.0	152.0	11.2 %	226.0	25.3	6.0	49.0	28.9	29.1	33.8	70.8 %
19:00	Speed Display	25	949.0	121.0	12.8 %	158.2	20.2	8.0	54.0	29.3	28.8	33.8	76.2 %
20:00	Speed Display	25	760.0	68.0	8.9 %	126.7	11.3	6.0	51.0	28.7	28.3	33.3	76.2 %
21:00	Speed Display	25	554.0	54.0	9.7 %	92.3	9.0	5.0	51.0	29.3	28.8	33.9	75.0 %
22:00	Speed Display	25	379.0	39.0	10.3 %	63.2	6.5	5.0	48.0	28.2	27.7	32.7	73.2 %
23:00	Speed Display	25	232.0	22.0	9.5 %	38.7	3.7	7.0	53.0	28.3	28.8	33.7	68.7 %
<b>Total Volumes/Avg Speeds</b>	Speed Display	25	22691.0	3292.0	14.2 %	3547.5	514.8	5.0	66.0	29.6	29.2	34.6	71.1 %
<b>Total/Avg w/o Feedback</b>			0.0	0.0	0.0 %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0 %
<b>Total/Avg w/ Feedback</b>			22691.0	3292.0	14.2 %	3547.5	514.8	5.0	66.0	29.6	29.2	34.6	71.1 %



CITY COUNCIL  
STAFF REPORT

DATE: May 5, 2020  
TO: Mayor and City Council  
FROM: John W. Donlevy, Jr., City Manager   
SUBJECT: Housing Element Consultant: De Nova Planning Group

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**RECOMMENDATION:**

That the City Council approve an agreement with De Nova Planning Group in an amount not to exceed \$45,280 for the development of the 6<sup>th</sup> Cycle (2021-29) Housing Element for the City of Winters.

**BACKGROUND:**

The City's Housing Element is due to expire in October, 2021 and under State Housing Law, the City is required to review and update the current element with programs and forecasts which reflect the needs during the eight year 6<sup>th</sup> Cycle (2021-2029).

**Discussion:**

In February, Staff was authorized to advertise a Request for Proposals for planning services to assist the City in the development of the revised Housing Element. Staff advertised for proposals, (which included a two week extension to provide additional data) and we received four (4) proposals. Each met the required standards and the firms and cost proposals were as follows:

Assent Environmental:	\$58,280
BAE Urban Economics:	\$150,240.00
De Nova Planning Group:	\$45,580.00
Placeworks:	\$73,279.00

Members of the City's core planning team held interviews with the consultants on Wednesday, April 30, 2020. From the interviews, it was determined that based on experience, proposal and cost to recommend De Nova Planning Group as the consulting firm to develop the 6<sup>th</sup> Cycle Housing Element for the City of Winters. De Nova has previous planning experience in Winters having completed the environmental documents (NEPA) for the Blue Mountain Terrace Senior Apartments, the mitigated negative declaration (CEQA) for the Walnut 10 subdivision and they are the authors of the City's 5<sup>th</sup> Cycle Housing Element from 2013.

Staff is including \$4,420 (the remaining budgeted amount) as a contingency for the project.

**FISCAL IMPACT:** \$45,580 plus a \$4,420 contingency for additional or unforeseen costs.



CONSULTANT SERVICES AGREEMENT  
AGREEMENT No. \_\_\_\_\_

THIS AGREEMENT is made at Winters, California, as of May 5, 2020, by and between the City of Winters ("the CITY") and De Nova Planning Group (CONSULTANT)", who agree as follows:

1. SERVICES. Subject to the terms and conditions set forth in this Agreement, CONSULTANTS shall provide to the City the Services described in Exhibit "A", which is the CONSULTANT'S Proposal dated April 22, 2020. Consultant shall provide said services at the time, place, and in the manner specified by in Exhibit "A".
2. PAYMENT. The Consultant shall be paid for the actual costs, for all time and materials expended, in accordance with the Schedule of Fees included in Exhibit "B", but in no event shall total compensation exceed \$45,580, without the City's prior written approval. City shall pay consultant for services rendered pursuant to the Agreement and described in Exhibit "A".
3. FACILITIES AND EQUIPMENT. CONSULTANT shall, at its sole cost and expense, furnish all facilities and equipment which may be required for furnishing services pursuant to this Agreement.
4. GENERAL PROVISIONS. The general provisions set forth in Exhibit "C" are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the other term or condition shall control only insofar as it is inconsistent with general Provisions.
5. EXHIBITS. All exhibits referred to therein are attached hereto and are by this reference incorporated herein.

EXECUTED as of day first above-stated.

CITY OF WINTERS  
a municipal corporation

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

CONSULTANT

By: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Tracy S. Jensen, CITY CLERK

Exhibit "A" Provided by Consultant

Exhibit "B" Provided by Consultant

EXHIBIT "C"

GENERAL PROVISIONS

(1) INDEPENDENT CONTRACTOR. At all times during the term of this Agreement, CONSULTANT shall be an independent contractor and shall not be an employee of CITY. CITY shall have the right to control CONSULTANT only insofar as the results of CONSULTANT'S services rendered pursuant to this Agreement; however, CITY shall not have the right to control the means by which CONSULTANT accomplishes services rendered pursuant to this Agreement.

(2) LICENSES; PERMITS; ETC.. CONSULTANT represents and warrants to CITY that CONSULTANT has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for CONSULTANT to practice CONSULTANT'S profession. CONSULTANT represents and warrants to CITY that CONSULTANT shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for CONSULTANT to practice his profession.

(3) TIME. CONSULTANT shall devote such services pursuant to this Agreement as may be reasonably necessary for satisfactory performance of CONSULTANT'S obligations pursuant to this Agreement.

(4) INSURANCE.

(a) WORKER'S COMPENSATION. During the term of this Agreement, CONSULTANT shall fully comply with the terms of the law of California concerning worker's compensation. Said compliance shall include, but not be limited to, maintaining in full force and effect one or more policies of insurance insuring against any liability CONSULTANT may have for worker's compensation.

(b) GENERAL LIABILITY AND AUTOMOBILE INSURANCE. CONSULTANT shall obtain at its sole cost and keep in full force and effect during the term of this agreement broad form property damage, personal injury, automobile, employer, and comprehensive form liability insurance in the amount of \$2,000,000 per occurrence; provided (1) that the CITY, its officers, agents, employees and volunteers shall be named as additional insured under the policy; and (2) that the policy shall stipulate that this insurance will operate as primary insurance; and that (3) no other insurance effected by the CITY or other names insured will be called upon to cover a loss covered there under; and (4) insurance shall be provided by an, at least, A-7 rated company.

(c) PROFESSIONAL LIABILITY INSURANCE. During the term of this Agreement, CONSULTANT shall maintain an Errors and Omissions Insurance policy in the amount of not less than \$1,000,000.

(d) CERTIFICATES OF INSURANCE. CONSULTANT shall file with CITY'S City Clerk upon the execution of this agreement, certificates of insurance which shall provide that no cancellation, major change in coverage, expiration, or non-renewal will be made during the term of this agreement, without thirty (30) days written notice to the City's City Clerk prior to the effective date of such cancellation, or change in coverage.

(5) CONSULTANT NOT AGENT. Except as CITY may specify in writing, CONSULTANT shall have no authority, express or implied, to act on behalf of CITY in any capacity whatsoever as an agent. CONSULTANT shall have no authority, express or implied, pursuant to this Agreement, to bind CITY to any obligation whatsoever.

(6) ASSIGNMENT PROHIBITED. No party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

(7) PERSONNEL. CONSULTANT shall assign only competent personnel to perform services pursuant to this Agreement. In the event that CITY, at its sole discretion, at anytime during the term of this Agreement, desires the removal of any person or persons assigned by CONSULTANT to perform services pursuant to this Agreement, CONSULTANT shall remove any such person immediately upon receiving notice from CITY of the desire of CITY for the removal of such person or persons.

(8) STANDARD OF PERFORMANCE. CONSULTANT shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which CONSULTANT is engaged in the geographical area in which CONSULTANT practices his profession. CITY pursuant to this Agreement shall be prepared in a substantial, first-class, and workmanlike manner, and conform to the standards of quality normally observed by a person practicing in CONSULTANT'S profession. CITY shall be the sole judge as to whether the product of the CONSULTANT is satisfactory.

(9) CANCELLATION OF AGREEMENT. This Agreement may be canceled at any time by CITY for its convenience upon written notification to CONSULTANT. CONSULTANT shall be entitled to receive full payment for all services performed and all costs incurred to the date of receipt of written notice to cease work on the project. CONSULTANT shall be entitled to no further compensation for work performed after the date of receipt of written notice to cease work. All completed and uncompleted products up to the date of receipt of written notice to cease work shall become the property of the CITY.

(10) PRODUCTS OF CONSULTING. All products of the CONSULTANT resulting from this Agreement shall be the property of the CITY.

(11) INDEMNIFY AND HOLD HARMLESS. CONSULTANT shall indemnify, hold harmless the CITY, its officers, agents and employees from all claims, suits, or actions of every name, kind and description, brought forth on account of injuries to or death of any person or damage to property to the extent arising from or connected with the willful misconduct, negligent acts, errors or omissions, ultra-hazardous activities, activities giving rise to strict liability, or defects in design by the CONSULTANT or any person directly or indirectly employed by or acting as agent for CONSULTANT in the performance of this Agreement, including the concurrent or successive passive negligence of the City, its officers, agents or employees.

It is understood that the duty of CONSULTANT to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code.

Acceptance of insurance certificates and endorsements required under this Agreement does not relieve CONSULTANT from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

(12) PROHIBITED INTERESTS. No employee of the CITY shall have any direct financial interest in this agreement. This agreement shall be voidable at the option of the CITY if this provision is violated.

(13) LOCAL EMPLOYMENT POLICY. The City of Winters desires wherever possible, to hire qualified local residents to work on city projects. Local resident is defined as a person who resides in Yolo County.

The City encourages an active affirmative action program on the part of its contractors, consultants, and

developers.

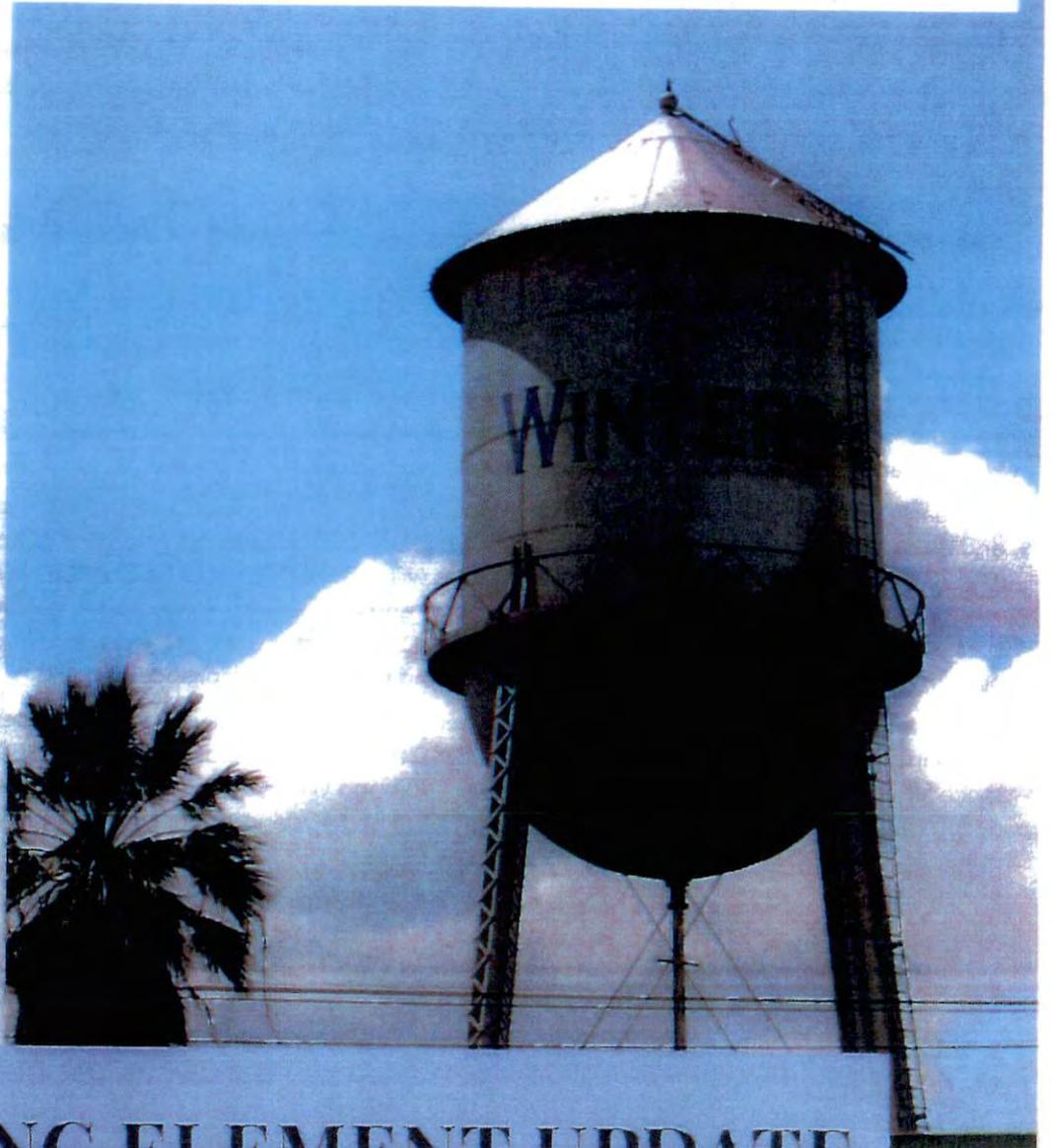
When local projects require, subcontractors, contractors, consultants, and developers will solicit proposals from qualified local firms where possible.

As a way of responding to the provisions of the Davis-Bacon Act and this program, contractor, consultants, and developers will be asked to provide no more frequently than monthly, a report which lists the employee's residence, and ethnic origin.

(14) CONSULTANT NOT PUBLIC OFFICIAL. CONSULTANT is not a "public official" for purposes of Government Code §87200 et seq. CONSULTANT conducts research and arrives at conclusions with respect to his or her rendition of information, advise, recommendation or counsel independent of the control and direction of the CITY or any CITY official, other than normal contract monitoring. In addition, CONSULTANT possesses no authority with respect to any CITY decision beyond the rendition of information, advice, recommendation or counsel.

Prepared for  
**The City of Winters**

City of Winters  
318 1st Street  
Winters, CA 95694  
Submitted via email: [John.Donlevy@cityofwinters.org](mailto:John.Donlevy@cityofwinters.org)



# HOUSING ELEMENT UPDATE AND SAFETY ELEMENT AMENDMENT PROPOSAL

Submitted April 22, 2020 by:

**De Novo Planning Group**

A Land Use Planning, Design, and Environmental Firm

De Novo Planning Group  
1020 Suncast Lane #106  
El Dorado Hills, CA 95762



April 22, 2020

John Donlevey, City Manager  
City of Winters  
318 1st Street  
Winters, CA 95694

**Subject: Proposal for the City of Winters Housing Element Update (6th Cycle 2021-2029) and Health and Safety Element Amendment**

On behalf of De Novo Planning Group, thank you for the opportunity to submit this proposal to prepare the City's 2021-2029 Housing Element Update. Based on our local experience, understanding of the City, and extensive experience working with jurisdictions across California to prepare housing elements, we are confident that we can prepare your updated Housing Element for certification by the California Department of Housing and Community Development (HCD)

Our team will provide the City with an energetic and dedicated group of professionals with exceptional skills and qualifications. We are 100% committed to completing this project within schedule and budget and will allocate our resources and energy in a way that will exceed your expectations. We are confident that our experience, record of success with HCD certification, and Principal-level attention to the project will prove to be extremely valuable to the City. We encourage you to contact our references regarding our ability to provide our services at the highest level of legal adequacy and regulatory compliance.

We are very familiar with development activity, housing needs, and housing sites in Winters. Our local experience includes preparation and certification of the City's 2013-2021 Housing Element, NEPA and other assistance for Blue Mountain Terrace, Winters Senior Center, and Winters Healthcare projects, and environmental documentation for several housing projects (Walnut 10 and Addendum for Winters Highlands).

Looking forward to the 2021-2029 Housing Element update cycle, there are a number of factors which will inevitably influence the project. De Novo is well-versed regarding implementation of recent housing bills signed into law in 2019, the 2017 Housing Package, direction provided by the Governor's Office, California Attorney General's Office, and HCD regarding Housing Elements and, more broadly, plans and programs to increase the State's housing stock. We also closely monitor pending legislation to be prepared to advise our clients on upcoming opportunities and challenges.

The team is led by Principal Beth Thompson who will serve as the Project Manager, providing the City with the highest level of principal attention. Our in-house management and technical team is composed of strategic planners who value creative problem-solving and we are ready and able to respond to whatever comes our way as we work with you to update your Housing Element. We strongly believe that our principal-level attention, availability, responsiveness, and creativity will best assist the City as it evaluates its Regional Housing Needs Allocation (RHNA) and ultimately updates its Housing Element for State certification.

We understand that the City has developed a comprehensive approach to achieve local planning goals, including community outreach to define the community's vision and goals for Winter's future, development of a Winters City Limit Specific Plan, developing measures to jump-start growth, including streamlining and encouraging housing development in the City, and comprehensive environmental review of the overall program. The Housing Element will occur early in this process to identify the City's approach to achieving the 2021-2029 Regional Housing Needs Allocation.

## **The De Novo Approach**

Our approach is grounded in creative problem-solving, a solid quality control process, and strict adherence to the project schedule and budget.

### ■ ■ ■ Creative Problem-Solving

Planners are creative problem-solvers, and we consider ourselves particularly well-suited to this part of the job. De Novo's management team and technical staff value research and best practices but recognize that we often work on projects with a moving target. This is especially relevant to the current state of housing elements and housing law where politics are playing an increasingly important role in how local jurisdictions maintain control of their local planning objectives. We believe that you know your City best and local agencies are best-suited to plan for their own housing needs. We will work with you to address local issues and concerns in creative ways that maximize local input to the extent feasible while also achieving state objectives and requirements.

### ■ ■ ■ Strictly Adhere to the Project Schedule and Budget

Our project team is fully committed to bringing the project to completion and receiving state certification in accordance with all required timelines. As outlined in our project schedule, we have ample time for all project stages including the community engagement process, coordination with HCD, and public review.

We thrive under deadlines, and we have a track record of meeting or exceeding our project schedules. Our use of Principal-level staff throughout all stages of the project allows us to work quickly, efficiently, and produce preliminary draft documents of superior quality. Our project managers take a very active and hands-on role, and we diligently manage our team and coordinate with City staff to ensure that all parties are continuously aware of pending deadlines, outstanding tasks, and draft work products that will require staff review.

We take tremendous pride in our ability to adhere to our project budgets. Our project managers are also principals and senior managers of the firm, and to this end, we have the authority to take any steps necessary to ensure that our projects remain on budget. We strongly encourage the City to call every single one of our references and specifically inquire about the extraordinary steps we take to ensure we do not modify or exceed our budgets. This regularly includes the addition of extra meetings and hearings, the inclusion of additional technical analysis, and the allocation of staff time and resources beyond the levels identified in our proposal, at no extra charge to the City.

### ■ ■ ■ Extensive Housing Experience

De Novo has extensive experience working with General Plans and Housing Elements. De Novo Planning Group has completed 19 Housing Element Updates and each element has been certified by HCD. In addition, we have three 6th Cycle Housing Element Updates currently underway.

Our Housing Element lead, Beth Thompson, has personally managed or served as a technical advisor for over 30 Housing Element updates and has also managed Consolidated Plans, EIRs to address identification of housing sites, development of inclusionary housing ordinances, development and management of affordable housing funding programs, zoning code updates focused on streamlining housing requirements, and affordable housing market studies.

A unique attribute of our team is that our lead, Beth Thompson, has significant experience working with all aspects of General Plans, Zoning Codes, and CEQA documentation and brings her thorough understanding of both long-range planning and development projects to the Housing Element Update process.

Ms. Thompson is an officer with the firm and is authorized to negotiate on the firm's behalf. We have

Sincerely,



Beth Thompson  
Principal

# CONTENTS

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»	Qualifications and Experience	1
»	Resumes	3
»	Recently Completed Projects	6
»	References	8
»	Licenses and Other Information	9
»	Technical Approach	10
»	Scope of Services	12
»	Timeline	21
»	Price	22

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## QUALIFICATIONS AND EXPERIENCE

De Novo Planning Group is a land use and environmental planning firm specializing in community planning, environmental studies, design, and development services. For the past 11 years, De Novo Planning Group has successfully provided long-range planning, including General Plan and Housing Element Updates, environmental documentation, and project review and design services in the Sacramento, Greater Bay Area, Central Valley, Tahoe Basin, and northern California regions, and in 2017, opened an office in Orange County to serve southern California clients. The firm's principal-level staff have successfully completed over 350 projects consisting of comprehensive general plans, specific plans, housing elements, environmental impact reports, negative declarations, initial studies, NEPA analyses, climate action plans, biological assessments, wetland delineations, and development projects throughout California. De Novo Planning Group incorporated in July 2008 and has full-service offices in northern and southern California.

### OUR MISSION

Our mission is to provide municipal and private sector clients with world-class professional services, through principal-level attention to every project. We pride ourselves on our ability to work with clients to balance their economic, social, environmental, legal, and political goals. Our services result in an integrated planning and environmental solution for every project that is technically sound, cost effective and delivered within the client's schedule.

### OUR PHILOSOPHY

Our philosophy is to proactively plan and design projects in such a way that public and environmental concerns are addressed and accommodated early in the process. We strongly believe in the use of local knowledge for developing sensible and cost-effective solutions to local concerns. Our solutions integrate local knowledge with the best available resources to achieve recognized national and international standards for planning and environmental management, to achieve a balance in local economic, social, and environmental goals. De Novo Planning Group is dedicated to fostering a partnership with each agency we serve, through listening to the community and stakeholders and reflecting the ideas and concerns we hear in the approach developed for each project.

### OUR SERVICE AREAS

#### Community Planning

- » General Plans
- » Housing Elements
- » Specific Plans
- » Zoning Codes
- » Public Facilitation
- » Grant Writing
- » Project Management
- » Application Processing
- » Project Review/Peer Review

#### Environmental Studies

- » CEQA Compliance
- » NEPA Compliance
- » Biological Studies
- » Agricultural Studies
- » Air Quality Studies
- » Health Risk Assessments
- » Climate Action Plans
- » Sustainability Planning
- » Mitigation Monitoring
- » Permitting

#### Design

- » Land Use Plans
- » Visual Simulations
- » Subdivision Layouts
- » Site Planning
- » Design Guidelines

#### Development

- » Feasibility Studies
- » Due Diligence Packages
- » Competition Analyses
- » Cost Estimate

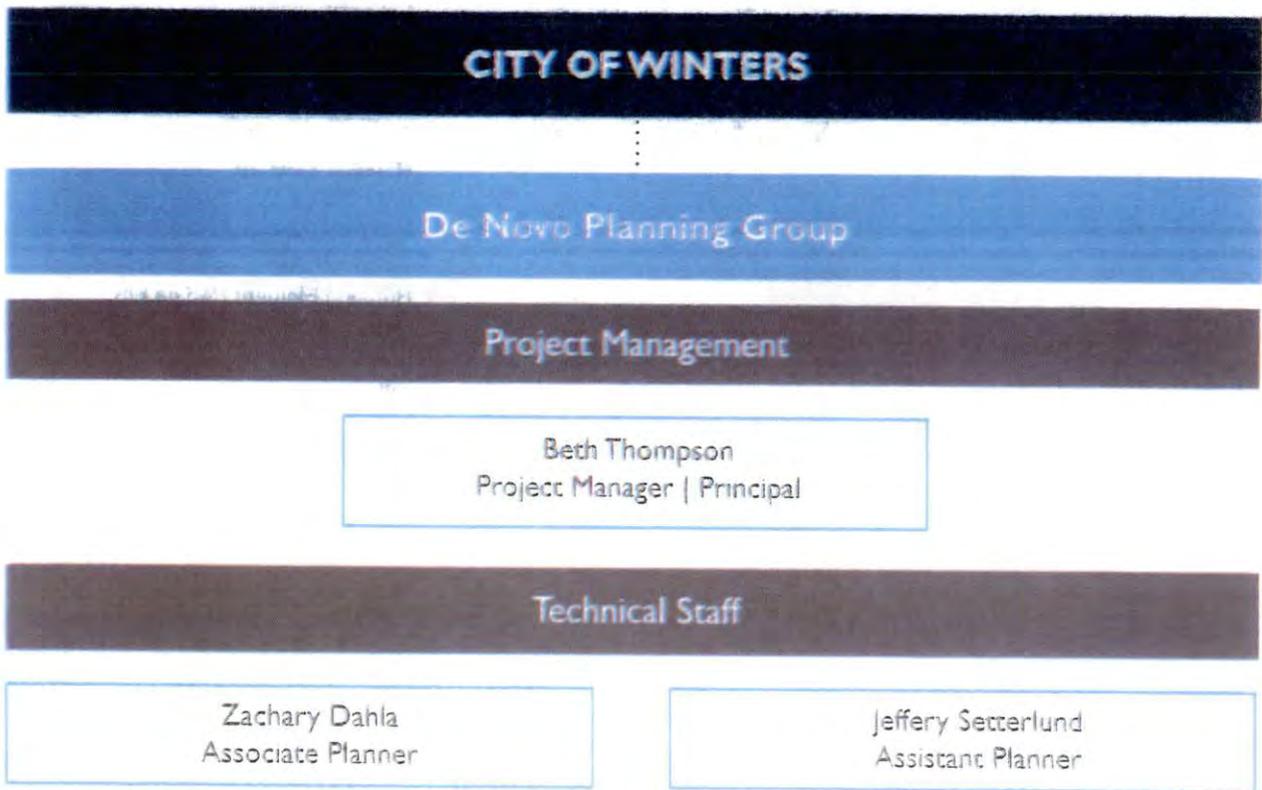
### Housing Experience

De Novo has extensive experience working with General Plans and Housing Elements. De Novo Planning Group has completed 19 Housing Element Updates and each element has been certified by HCD. In addition, we have three Housing Element Updates for the 8th cycle underway.

Our Housing Element lead, Beth Thompson, has personally managed or served as a technical advisor for over 30 Housing Element updates and has also managed Consolidated Plans, EIRs to address identification of housing sites, development of inclusionary housing ordinances, development and management of affordable housing funding programs, zoning code updates focused on streamlining housing requirements, and affordable housing market studies. Beth prepared the 2013-2021 Housing Element Update for the City of Winters and has assisted the City with environmental planning for the Blue Mountain Terrace, Winters Senior Center, Winters Healthcare, Walnut 10, and Winters Highlands projects.

### Staff Availability

The De Novo project team will be under the project management direction of Principal Beth Thompson. Beth will serve as the primary contact point for the City and will manage the day-to-day activities of the project through completion. Beth will be supported by additional Principal-level staff and technical team members with expertise in land use planning, urban design, zoning, socioeconomic analytics, program review, and implementation. Each of our staff members will dedicate all necessary time throughout the Housing Element Update project.



# Beth Thompson

## PRINCIPAL



Beth is a principal with De Novo with over 20 years of professional planning experience. Her responsibilities include general plan preparation and management, senior review of environmental documents, environmental planning, Housing Element updates, policy document preparation, and contract planning. Beth specializes in community planning as well as CEQA and NEPA compliance. Her experience includes the preparation and management of numerous General Plan projects. She also has extensive experience preparing and managing General Plan EIRs, development EIRs for a range of project types from ski resort master plans to hospital facilities to subdivisions. Beth is an industry leader in the field of Housing Elements and General Plans, and she has a proven track record of successfully completing environmental and planning documentation for complex projects. While with Laurin Associates (now a subsidiary of Raney Planning and Management), Ms. Thompson prepared over sixty housing feasibility and market studies for single family and multifamily residential projects in urban and rural areas throughout the US, and Palestine). The market and feasibility studies identified market demand for the proposed housing types, estimated capture rates, identified applicable fees, and known constraints to development.

### EDUCATION

**BS, Environmental and Resource Science,**  
University of California, Davis

### ORGANIZATIONS

American Planning Association

### RELEVANT PROJECT EXPERIENCE

**General Plan Update, Housing Element, and EIR,**  
City of Brentwood

**General Plan and Zoning Code Update, Housing Element, and EIR,**  
City of Sebastopol

**General Plan Update, Housing Element and EIR,**  
City of Cotati

**General Plan Update, Housing Element, Zoning Code Update and EIR,**  
Colusa County

**General Plan Update EIR and Climate Action Plan,**  
City of Foster City

**Sustainability Element and Climate Action Plan EIR,**  
City of Elk Grove

**General Plan Annual Report, General Plan Implementation Plan, Housing Element Updates, and EIR Addendum**  
City of Lakeport

**General Plan Update, Climate Action Plan, and EIR,**  
City of Campbell

**General Plan Update and EIR,**  
City of Milpitas

**General Plan Update and EIR,**  
City of Manteca

**Housing Element,**  
City of Half Moon Bay

**Housing Element,**  
City of Escalon

**Housing Element,**  
City of Oakley

**Housing Element,**  
Town of Paradise

**Housing Element,**  
City of Ripon

**Housing Element,**  
City of Winters

**Housing Element Update EIR,**  
City of Novato

**High Density Residential GPA/Rezone EIR,**  
City of Elk Grove

**Housing Element Update EIR,**  
City of Elk Grove

**Zoning Code Update,**  
City of Sebastopol

**NEPA – Affordable Housing:**  
Manteca – Cottage Ave Senior Housing  
Winters – Blue Mountain Terrace  
Pittsburg – Veterans Square

De Novo Planning Group

A Land Use Planning, Design, and Environmental Firm



## Zach Dahla

### ASSOCIATE

Zach is an Associate Planner with De Novo and joins our team having several years of environmental and land use consulting experience. He previously served as a contract planner to multiple jurisdictions throughout Northern California processing and managing various residential, commercial, and industrial projects. Of particular noteworthiness is his experience processing over 150 Cannabis Production and Cannabis Dispensary Conditional Use Permit (CUP) applications for the City of Sacramento, which required a diplomatic and objective approach responding to public concerns and comments. Zach is also experienced in successfully developing grant applications for local jurisdictions, preparing numerous applications for funding through the California Department of Housing and Community Development (HCD), California Energy Commission (CEC), and the Sacramento Area Council of Governments SACOG.

At De Novo, Zach provides project support in the preparation of environmental documents, General Plan updates, and specific plans.

### EDUCATION

**BA, Economics,**  
University of California, Davis

### RELEVANT PROJECT EXPERIENCE

**Housing Element Update, 6<sup>th</sup> Cycle**  
Shasta County

**Housing Element Update, 6<sup>th</sup> Cycle**  
City of Lakeport

**Riverwalk Specific Plan and EIR**  
City of Riverbank

**HCD's SB 2 Planning Grant**  
City of Live Oak\*

**HCD's SB 2 Planning Grant**  
City of Wheatland

**Zoning Administrator Cannabis CUP Processing**  
City of Sacramento

**Greenwood Cottages Project,**  
City of Galt

**Cardoso I Subdivision Project,**  
City of Galt

**CEC's Small Government Leadership Challenge Grant,**  
City of Galt

**Home Depot Truck Parking Lot CEQA Analysis,**  
City of Tracy

**Riverwalk Specific Plan and EIR**  
City of Riverbank

**E Airways Boulevard Animal Shelter CEQA Analysis,**  
City of Fresno

**Tip Top Farms,**  
City of Gustine

**Los Medanos Industrial Park Project,**  
City of Pittsburg

**Sierra Central Credit Union CUP Project,**  
City of Wheatland\*

**Right-to-Farm and Agricultural Production Overlay Zone Project,**  
City of Wheatland\*

# Jeffrey Setterlund

## Assistant Planner



Jeff is an Assistant Planner with De Novo and joins our team having recently earned his B.S. in City and Regional Planning from Cal Poly San Luis Obispo. Jeff is passionate about serving communities and creating innovative work through land use planning and design. He is an active member of the APA ambassador program and the APA Small Town & Rural program. Jeff works on a variety of projects for De Novo, including General Plan updates, Housing Elements, and CEQA documentation.

### EDUCATION

**BS, City and Regional Planning,**  
California Polytechnic State University,  
San Luis Obispo

### ORGANIZATIONS

American Planning Association

### AWARDS

2014 1<sup>st</sup> place Sacramento Regional  
Design Competition, ACE Mentorship  
Program, Sacramento Valley Section

### RELEVANT PROJECT EXPERIENCE

**General Plan Update,**  
Glenn County

**General Plan Update,**  
City of Willows

**General Plan Update,**  
City of Lathrop

**Housing Element Update, 5<sup>th</sup> Cycle**  
City of Lathrop

**Housing Element Update (5<sup>th</sup> Cycle)  
and Focused General Plan Update  
(Climate Adaptation)**  
City of Escalon

**Housing Element Update, 6<sup>th</sup> Cycle**  
Shasta County

**Housing Element Update, 6<sup>th</sup> Cycle**  
City of Lakeport

**Secondary Dwelling Code Update,**  
Placer County\*

**College Park EIR,**  
City of Rocklin

**Waterfront Resiliency Project,**  
City of San Francisco\*

**Corridor Redevelopment Vision,**  
Meadow Vista

**Wackerly Annexation Plan,**  
City of Manteca

**Community Plan Update,**  
City of Parlier

**Bickford Ranch Specific Plan,**  
Placer County

**Sunset Industrial Area Specific  
Plan,**  
Placer County

**Placer Ranch Specific Plan,**  
Placer County

**High Speed Rail Station Area Plan  
(Practicum),**  
City of Riverside

**Downtown Plan (Practicum),**  
City of San Luis Obispo

**Community Plan Update  
(Practicum),**  
Avila Beach



## RECENTLY COMPLETED PROJECTS

De Novo's Principals have managed many similar Housing Element Update projects across California. All of these projects were managed or co-managed by Beth Thompson. Our experience includes comprehensive Housing Element Updates for Brentwood, Cotati, Escalon, Half Moon Bay, Lakeport, Lathrop, Oakley, Paradise, Ripon, Sebastopol, and Winters and the County of Colusa. Our recently completed Housing Element projects are listed below. In addition to the completed projects, we are currently working on three 6th cycle Housing Elements.

### City of Lathrop - 5th Cycle Housing Element

Timeline	June 2019 - December 2019
Project Details	This project was completed on an expedited schedule in order to meet a December 2019 four-year cycle deadline. The Housing Element Update included a comprehensive housing needs assessment, review of constraints, updated inventory of residential sites, review of effectiveness of the previous Housing Element, and focused revisions to the Housing Plan (goals, policies, and programs) to address changes in State law, reflect community priorities, and ensure adequate sites are provided throughout the Planning Period. While development occurs at a fast pace in Lathrop, which means the inventory of sites is constantly shifting, close coordination with staff ensured an accurate inventory. City staff was extremely responsive and detail-oriented, which assisted in the timely preparation of the Housing Element.
Public Outreach	Comprehensive General Plan Update community outreach plus: One community workshop (Housing Element preparation phase) Direct outreach to stakeholders One community workshop (public review of Draft Housing Element) Two public hearings, one Planning Commission and one City Council

### City of Escalon - 5th Cycle Housing Element/Focused Update to Land Use and Safety Elements

Timeline	May 2019 - December 2019
Project Details	The Housing Element Update included a comprehensive housing needs assessment, review of constraints, updated inventory of residential sites, review of effectiveness of the previous Housing Element, and focused revisions to the Housing Plan (goals, policies, and programs) to address changes in State law, reflect community priorities, and ensure adequate sites are provided throughout the Planning Period. The primary challenge with this project was completed an expedited schedule in order to meet a December 2019 four-year cycle deadline. This project involved updates to three General Plan elements over seven-month period.  City staff expedited their turn-around for all internal document reviews, which allowed us to meet the State deadline for the update. Although the timeline was short, De Novo successfully completed the Housing Element Update and focused amendments to the Land Use and Safety Elements to address environmental justice and climate change, respectively.

Escalon Public Outreach	Two community workshops and one community survey to inform development of the Draft Housing Element Direct outreach to stakeholders One community workshop (public review of Draft Housing Element) Two public hearings, one Planning Commission and one City Council
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**City of Ripon - 5th Cycle Housing Element**

Timeline	October 2015-April 2016
Project Details	This was an expedited preparation of the 5th cycle Housing Element in order to avoid penalties for late adoption. The City began the 4th cycle Housing Element following the due date, but elected to prepare a 4th cycle Housing Element immediately followed by a 5th cycle Housing Element in order to avoid carryover penalties. The project benefited from a recent adoption of a Specific Plan that provided for multifamily housing, which assisted the City in accommodating its RHNA without the need for rezones.
Public Outreach	One housing workshop Direct outreach to stakeholders Two public hearings, one Planning Commission and one City Council

**City of Sebastopol - 5th Cycle Housing Element**

Timeline	May 2014 - April 2015
Project Details	Sebastopol's 5th cycle Housing Element involved a comprehensive update to the City's adopted Housing Element.
Public Outreach	Comprehensive General Plan Update community engagement plus Two housing-focused workshops Stakeholder outreach One housing element workshop Four public hearings (two Planning Commission, two City Council)

## REFERENCES

### City of Oakley - Public Agency

Reference	Joshua McMurray, Planning Manager (925) 625-7004   McMurray@ci.oakley.ca.us
Length of Relationship	6 years (November 2013 - present)
Work Completed	5th Cycle Housing Element Update, Affordable Housing Overlay Addendum to the General Plan EIR, Focused General Plan Update (underway)

### City of Escalon - Public Agency

Reference	Dominique Romo, Development Services Manager (209) 691-7450   dromo@cityofescalon.org
Length of Relationship	10 years (March 2009 to present)
Work Completed	4th and 5th Cycle Housing Element Updates, Updates to General Plan Land Use and Safety Elements to address environmental justice and climate adaptation

### City of Brentwood - Public Agency

Reference	Erik Nolthenius, Planning Manager (925) 516-5137   enolthenius@brentwoodca.gov
Length of Relationship	7 years (September 2012 to present)
Work Completed	5th Cycle Housing Element Update, General Plan Update and EIR, PA-Specific Plan and EIR; On-call Environmental Consulting (current)

### City of Lathrop - Public Agency

Reference	Mark Meissner, Community Development Director (209) 941-7266   mmeissner@ci.lathrop.ca.us
Length of Relationship	10 years (October 2012 to present)
Work Completed	5th Cycle Housing Element, General Plan Update (underway), South Lathrop Specific Plan EIR

### City of Sebastopol - Public Agency

Reference	Karl Svanstrom, Current Planning Director (Note: Karl oversaw our work on the City's Zoning Code Update. Kenyon Webster, Former Planning Director retired following our completion of the City's Housing Element Update and General Plan Update.) (707) 823-6167   ksvanstrom@cityofsebastopol.org
Length of Relationship	5.34 years (March 2014 to present)
Work Completed	5th Cycle Housing Element Update, General Plan Update and EIR, Focused Zoning Code Update, On-Call Environmental Consulting (current)

## LICENSES AND OTHER INFORMATION

The following addresses specific items requested in the City's RFP under Qualifications and Experience Items e through i:

- e. Subcontractor: De Novo will complete the project with our in-house capabilities and will not subcontract any portion of the Housing Element Update or Safety Element Amendments.
- f. Licenses, etc.: De Novo will obtain a City of Winters business license at the outset of the project. No other licenses, permits, clearances, reports, or other items, except City data related to development of housing which will be obtained in coordination with City staff, are anticipated to be needed to complete the project.
- g. Registrations: No Department of Industrial Regulations contractor and subcontractor registrations are necessary for the project.
- h. Safety Record: De Novo has had no business safety incidents and has a clean business safety record. De Novo complies with all federal and state requirements, including CAL OSHA laws and regulations.
- i. Litigation: De Novo has not been the subject of any litigation in the last five years.

## TECHNICAL APPROACH

Our proposal provides the full range of services identified for a comprehensive Housing Element Update and amendments to the Safety Element to address climate adaptation. Our work program includes community engagement efforts to address requirements of State law. Our approach is to deliver an excellent Housing Element Update and Safety Element Amendment process to the City that addresses the City's goals and priorities and meets the requirements of State law. As described below, the De Novo team brings the City the following unique benefits to our approach, which make our team well-qualified to provide the Housing Element Update.

### ■ ■ ■ Consistent Principal Attention

We do not identify principal staff in our proposal, then hand your project out to junior staff members to complete for our review. Rather, our senior management staff that is identified in this proposal—Principal Beth Thompson—will work on every aspect of the Housing Element Update, and will be the primary author and reviewer of each document we provide to the City. Beth will be the City's day-to-day contact and will assist the City with all staff reports and noticing for the project. This senior-level attention to each detail of the project ensures a high-quality work product as well as continuity throughout the project.

### ■ ■ ■ Apply Our Local Experience

De Novo is ready to hit the ground running with the City's Housing Element and Safety Element updates. We have significant experience working in the City and are familiar with each of the City's housing sites. The De Novo team prepared the City's 2013-2021 Housing Element Update and worked with HCD to achieve certification. We have worked on a range of projects in the City, including preparing NEPA documentation for the Blue Mountain Terrace, Senior Center, and Winters Healthcare Foundation projects and providing supplemental documentation to assist with meeting grant requirements for these projects, and have prepared environmental documentation for several market rate housing developments. This experience is invaluable in updating the City's housing sites and determining whether City regulations result in constraints to housing production. We are familiar with the lengths the City goes to, including providing assistance to developers to timely meet grant deadlines, to ensure that housing projects are successfully implemented.

### ■ ■ ■ An Extension of City Staff

The De Novo Principals have served as contract staff members and environmental coordinators for multiple public agencies throughout California, which gives us an intimate understanding of the intricacies and inner-workings of public planning agencies. Our work program includes the preparation of staff reports, meeting and presentation materials, notices, and continuous project update reports throughout the Housing Element Update process. We understand and appreciate the burdens placed on City staff during General Plan amendments, and our goal is to make the process a pleasant and rewarding experience for the City staff team.

### ■ ■ ■ Unparalleled Energy and Enthusiasm

All of De Novo's principals greatly enjoy our line of work, and rather than spend our time managing large and cumbersome project teams comprised of junior-level planners, we prefer to roll up our sleeves and work on our projects ourselves. As owners of the company, we take great pride in our work products, and we strive to build a strong connection with each of our clients. The greatest compliment that our clients pay us is to invite us back to provide additional services. Providing superior products and client services is a matter of tremendous pride for us, and we bring our high level of energy, creativity and enthusiasm to each project we undertake.

### ■ ■ ■ Adherence to Timeline and Budget

Our project team is fully committed to delivering the Housing Element Update to the City Council for adoption well in advance of the State's August 2021 deadline in order to avoid the four-year schedule penalty. We thrive under deadlines, and we have a track record of meeting or exceeding our project schedules. Our familiarity with the City combined with use of Principal-level staff throughout all stages of the project allows us to work quickly, efficiently, and produce preliminary draft documents of superior quality. Our project managers take a very active and hands-on role, and we diligently manage our team and coordinate with City staff to ensure that all parties are continuously aware of pending deadlines, outstanding tasks, and draft work products that will require staff review.

### ■ ■ ■ Benefits of a Relatively Small Planning Firm

All of De Novo's principals and senior staff have served as senior project managers with larger consulting firms in California, and through this experience we have gained intimate knowledge of the operational inefficiencies of large firms and the burdens that they can cause public agencies. Larger firms tend to carry cumbersome over-head costs, which results in the need for higher hourly billing rates, frequent contract modifications, and can have high staff turnover, which causes changes in project managers midstream during a project. Because we remain relatively small we are able to offer our clients with significantly lower rates, while still providing our clients with Principal-level attention to each project.

## SCOPE OF SERVICES

The Housing Element Update will be developed to meet the City's needs and priorities and to address the requirements of State law, including recent changes regarding the analysis of sites and zoning-related requirements for housing entitlements. This Scope of Work includes all tasks necessary to prepare the Update and process it through HCD as described in the City's Request for Proposals (RFP) and includes additional items, particularly Task 2, which includes a Community Engagement component to assist the City in meeting State requirements for public participation. Please note that amendments to the City's General Plan Health and Safety Element to address compliance with State law related to local hazard mitigation planning and climate adaptation are addressed under Task 6.

### TASK 1 PROJECT KICKOFF

#### Project Kickoff

Within one week of receipt of Notice to Proceed from the City, the De Novo team will schedule a kickoff meeting with City staff to discuss refinements to the scope of services and schedule. The schedule will address all major stages of the project, including:

- » Identification of milestones, meetings and workshops, and deliverables;
- » Public outreach approach, including timing of workshops, meetings, and hearings;
- » Delivery of findings and analysis during development of the housing needs data;
- » City staff review periods for each deliverable;
- » Opportunities to streamline HCD review;
- » Response to HCD review; and
- » Planning Commission and City Council hearings.

It is noted that appeal of the RHNA is not anticipated as the Final RHNA has been adopted by SACOG.

#### Deliverables:

- » Kick-off meeting and project schedule

### TASK 2 PUBLIC ENGAGEMENT AND PARTICIPATION

Focused and meaningful community engagement is an important part of the Housing Element Update process. Government Code (GC) Section 65583(b)(7) requires, "The local government shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element." Moreover, the topic of "housing" is one that impacts everyone that lives or works in Winters and the Housing Element Update must acknowledge the community's input and find creative ways to reflect the community's vision as it meets its housing obligations. To this end, we propose a strategic community engagement process that seeks to connect with the community and provide an opportunity for all economic segments of the community to be involved in the Housing Element Update. The community input from the Housing Workshops and Survey will be reflected in the Administrative Draft Housing Element.

#### Housing Workshop

De Novo will plan and host one Housing Workshop for the public. City residents, property owners, business members, and key stakeholders will be invited. We anticipate a day-time workshop will be held that focuses on receiving stakeholder input and an evening workshop will be held that focuses on

receiving community input. The Workshop is envisioned to include a brief presentation followed by a series of engaging activities designed to understand the community's key housing priorities. Activities could include mapping exercises, visual preference surveys, special needs issues, and the City's long-term vision for housing growth and development. We anticipate that the activities will be based on our review of existing conditions, including the available sites inventory.

#### **Online Survey**

We will create an online survey that will be advertised and available concurrently with the Housing Workshops to allow the community an opportunity to provide feedback on housing priorities. The survey will be posted early-on in the process and be focused on priorities, values, and goals regarding housing in the City, identification of barriers or constraints to housing, and desired programs or policies.

#### **Planning Commission Study Session**

Upon completion of the Draft Housing Element, we will present the Housing Element to the Planning Commission at a study session or as an informational item. At this time the public can provide comments on the Draft Housing Element which will be summarized and addressed in the Adoption Draft Housing Element.

#### **Deliverables:**

- » Housing Workshop (1), On-line Survey (1), and Study Session (1)

### **TASK 3 DRAFT HOUSING ELEMENT**

De Novo is committed to providing the City with a useful and understandable Housing Element Update that embodies the goals and priorities of the City and is consistent with State requirements (GC Section 65583[a]). Preparation of the Housing Element will include but not be limited to the following sections. This task includes Items B through D identified in the RFP Scope of Services.

#### **Introduction**

The Housing Element will include an introductory chapter that provides an overview of the Housing Element update process, housing issues facing the City, the City's housing needs, available sites and resources, and the goals of the Housing Element.

#### **Effectiveness of Current Housing Element**

De Novo will review and evaluate the current Housing Element, General Plan, annual progress reports, and other supporting materials and will review the City's implementation of the current Housing Element, including progress made on the goals, policies, and programs in the current Housing Element, and the City's progress toward the 5th cycle RHNA. Based on the effectiveness of the existing document, input from public, and communication with City staff, we will identify successful policies and programs that should be retained as well as those that should be revised or replaced. This section will include a narrative that discusses the (1) actual results of the current Element compared to its goals, policies, and implementation measures, (2) significant differences between objectives and actual achievements, and (3) recommended revisions to the current Housing Element goals, policies, and programs.

### Assessment of Housing Needs

To prepare a meaningful Housing Element, existing conditions must be understood and documented. De Novo will assess the housing needs of the City's population based on its demographic characteristics and its existing housing inventory. The needs assessment will meet the requirements of GC Section 65583(a)(1,2,7) and will be based on recent available data, including the Sacramento Area Council of Governments (SACOG) 2020 Housing Element data package, US Census (2010 data and 2017 or 2018 American Community Survey data), California Department of Finance estimates, Employment Development Department data, Department of Developmental Services data, and Point-in-Time reports. This work effort will address the following:

- » Population, household, and employment characteristics and trends
- » Income characteristics
- » Special needs groups
- » Housing stock characteristics and housing conditions
- » Comparison of affordability of housing to City income levels
- » Assisted housing projects at-risk of conversion to market-rate
- » Fair housing assessment (\*New requirement: GC Section 65583(c)(10) requires a fair housing assessment in all housing elements due to be revised on or after January 1, 2021)
- » Quantified housing needs, including the City's regional housing needs allocation and existing and projected needs for each special needs group

### Housing Resources, RHNA, and Opportunities

The Housing Element will identify available resources, including land, funding, and housing programs, available to assist in addressing the City's housing needs. As part of the 2013 Housing Element effort, De Novo and the City undertook a robust analysis of existing conditions and prepared a comprehensive inventory of vacant, underutilized, and planned/entitled residential sites and associated development potential. We will review the City's existing inventory under the more stringent requirements of State law, which have been revised to include specific requirements for the size of lower income sites, addressing underutilized sites, use of mixed-use sites, and demonstrating realistic capacity. If a shortfall of adequate sites is projected, the Housing Plan will include a program to ensure that adequate sites are rezoned in a timely manner to accommodate the City's needs in compliance with State law. This section will include the following required topics:

- » Inventory of sites suitable for residential development
- » City's capacity to accommodate its Regional Housing Needs Allocation
- » Financial and other resources
- » Opportunities for residential energy conservation

### Housing Constraints

Constraints to upon the maintenance, improvement, or development of housing to meet the City's housing needs will be identified. This chapter will address governmental constraints (land use controls, parking standards, etc.) and non-governmental constraints (environmental, market demand, availability of land, availability of financing, etc.). De Novo will carefully review the City's General Plan policies and standards, zoning requirements, and processes to identify potential constraints to housing development, including housing for lower income households and special needs groups. De

Novo will review the City's processes to identify if modifications need to be made to address recent changes to State law, including recent laws related to accessory dwelling unit standards and fee exemptions, low barrier navigation centers, supportive housing by right, and SB 35 streamlining requirements. De Novo will develop programs to reduce constraints, where appropriate and feasible.

### **Housing Element Policy/Implementation Plan**

De Novo will present goals, objectives, policies, and implementation measures to address identified housing needs and constraints, consistent with the requirements of GC Section 65583(b,c). This will carry forward successful goals, policies, and measures identified in Task 2 and will provide focused updates where necessary to address the requirements of State law. Revisions to the Housing Plan will be developed to address the City's housing needs while also remaining relevant to the City's character and protecting resources that are important to the City. The implementation plan will identify sustainable housing policies and programs, based on City staff, public and stakeholder input, City guidance, and the needs identified in the needs and constraints analysis. De Novo will meet with City staff to discuss the proposed revisions to the City's existing goals, policies, and programs, and De Novo will also present for discussion additional policies and strategies that fit the unique needs and character of Winters.

Implementation measures will address both short-term and long-range strategies and may include development controls, regulatory incentives, constraint-removal programs, fair housing programs, and sources of affordable housing funding. The implementation measures will identify parties responsible for implementation, a timeframe for implementation, and funding sources. Where appropriate, phasing and financing options will be identified. Implementation measures will reflect recent legislation, and will address the following issues at a minimum:

- » Conserve and Improve Existing Housing Stock
- » Promote Housing Opportunities for All Persons in the City, including provision of adequate sites to accommodate the Regional Housing Needs Allocation, development of housing to meet the needs of lower- and moderate-income households
- » Affirmatively Furthering Fair Housing
- » Address Housing Needs of Special Needs Populations
- » Preserve Assisted Housing
- » Regional Housing Needs Determination and Quantified Objectives
- » General Plan and Zoning Consistency
- » Removal of Constraints (where appropriate and feasible)

The Housing Plan will identify any necessary amendments to the General Plan, Zoning Code design guidelines and requirements, and other adopted local documents to achieve compliance with State law

We will review proposed policies and implementation measures for internal consistency with all elements of the City's General Plan and, if necessary, identify amendments to other General Plan elements in order to create consistency with the updated Housing Element.

Following the City's review of the Administrative Draft, we will incorporate the City's comments on the Administrative Draft Housing Element and create a Draft Housing Element for public review and

the statutory 60-day HCD review period. Prior to release of the Preliminary Draft Housing Element, City staff will be provided a Screencheck Draft for review to ensure all comments have been addressed. De Novo will submit the Draft Housing Element to HCD for the 60-day State review period.

**Deliverables:**

- » List of General Plan, Zoning Code, and any other regulatory amendments to meet requirements of State law in Word
- » One (1) electronic copy in Word and PDF of the Administrative Draft Housing Element for City staff review (Housing Element will be formatted consistently with the General Plan)
- » One (1) electronic copy in Word and PDF of the Screencheck Draft Housing Element for City staff review
- » One (1) reproducible copy and one (1) electronic copy of the Draft Housing Element for the City and one (1) bound copy and one (1) electronic copy for HCD of the Draft Housing Element

#### **TASK 4 HCD REVIEW OF DRAFT HOUSING ELEMENT**

During the 60-day State review period, De Novo will coordinate with HCD for the State's review of the Preliminary Housing Element. While no other State agencies are required to review the Housing Element Update, De Novo will coordinate with additional State agencies if necessary.

De Novo will coordinate closely with HCD in order to receive a letter indicating that the updated Housing Element complies with State law. Our approach to working with HCD is to be very responsive to HCD's preliminary comments and requests. HCD typically schedules a conference call with the consultant and City staff to identify concerns with the Housing Element prior to issuing its formal comment letter. We have found that by attending these meetings in person at HCD's offices and discussing potential revisions during the meeting, multiple issues can be resolved and better direction is received from HCD. Following these meetings, De Novo will immediately prepare an Addenda with revised text for City and HCD staff to review and consider before the formal letter goes out. In this manner, we work to resolve issues during the review period in order to reduce the number of formal comments received from HCD and often receive review letters that indicate that the Draft Housing Element, as revised, meets the State's requirements. Upon receipt of HCD's formal comments, if there are any remaining issues identified by the State, we will prepare proposed revisions and provide them to City staff for review.

Throughout this task, De Novo will be available for in-person meetings with HCD staff at HCD's offices and with City staff, as necessary. Once HCD indicates that their concerns have been addressed, we will prepare the Draft Housing Element (Task 5).

**Deliverables:**

- » Revisions to the Preliminary Housing Element in underline/strikethrough cutsheet format for ease of identifying modifications, submitted electronically to City and HCD during the 60-day review period in response to HCD comments
- » HCD comment letter addressing the Preliminary Housing Element's compliance with State requirements

## TASK 5 ADOPTION DRAFT HOUSING ELEMENT

Following Task 5, we will revise the Draft Housing Element to address HCD's comments provided during Task 4 as well as any feedback provided by the community and decision-makers as part of the Community Open House and the workshops with decision-makers. Prior to release of the Draft Housing Element, City staff will be provided a Screencheck Draft for review to ensure all comments have been addressed. De Novo will be available during this task for a meeting with City staff to discuss the revisions.

### Deliverables:

- » One (1) electronic copy in Word and PDF of the Screencheck Adoption Draft Housing Element for City staff review
- » Ten (10) bound copies, one (1) reproducible copy and one (1) electronic copy of the Adoption Draft Housing Element for review by the public, Planning Commission, and City Council

## TASK 6 DRAFT HEALTH AND SAFETY ELEMENT AMENDMENTS - HAZARDS & CLIMATE ADAPTATION

Section VII, Health and Safety, of the City's General Plan will be to address climate adaptation. The revisions will incorporate key components of the Yolo County Local Hazard Mitigation Plan to describe climate change-related vulnerabilities and to identify mitigation approaches. We have reviewed the updated 2018 Local Hazard Mitigation Plan and anticipate that it will provide adequate information to address the State's requirement to address climate adaptation and resiliency in the General Plan. Based on the information in the 2018 Local Hazard Mitigation Plan, we will develop a new goal, policy, and implementation measure will be prepared to address the City's potential exposure to climate impacts, consistent with the requirements of GC Section 65302(g,4 A), and to identify methods to avoid or minimize climate change impacts, and address climate change adaptation and resilience. The update will address the City's current Climate Action Plan efforts, location of essential public facilities and infrastructure in at-risk areas, approach to working with relevant governmental agencies, and identification of natural infrastructure and ecosystems, such as wetlands, floodplains, and urban forests, that may be used to reduce climate change risks. De Novo will coordinate with State agencies for review of the draft amendments.

De Novo will provide an administrative draft to City staff for review. Following City staff review, De Novo will prepare the Draft Health and Safety Element Amendments for Planning Commission and City Council consideration.

### Deliverables:

- » One (1) electronic copy in Word and PDF of the Administrative Draft Public and Safety Element amendment for City staff review
- » Ten (10) bound copies, one (1) reproducible copy and one (1) electronic copy of the Draft Public and Safety Element amendment for review by the public, Planning Commission, and City Council

## TASK 7 CEQA COMPLIANCE

De Novo will prepare the necessary CEQA documentation, expected to be a memorandum substantiating an exemption under CEQA Guidelines Section 15162. De Novo anticipates that neither the Housing Element nor Health and Safety Element amendments will result in changes to the General Plan or Zoning Code that would result in increased densities or intensities of land use, beyond that allowed under the General Plan and current application of State law, and would not remove any environmental protections.

While the City is anticipated to have adequate sites without significant rezones or General Plan amendments, if the analysis identifies that additional residential sites are needed to accommodate the City's RHNA, our strategy would be to include a program in the Housing Element that ensures sites will be made available during the planning period by requiring appropriate zoning and development standards for a specific acreage in order to provide the necessary capacity for the unaccommodated portion of the RHNA. The program would identify a range of potential opportunity sites and would further indicate that selection of the specific sites will occur through a separate General Plan Amendment and/or rezone that would be addressed through a site-specific CEQA review. The program would be prepared to meet the requirements of State housing element law, including the provisions of GC Section 65583(c)(1)(A). In this manner, the Housing Element Update can be completed in time to meet the State deadline while allowing additional time for the City to complete of the ultimate redesignation and rezoning of sites, if necessary, to accommodate the RHNA.

De Novo Planning Group is a full-service planning firm with in-house CEQA experience and capabilities. Should additional analysis or CEQA documents be determined to be appropriate, such as an Initial Study/Mitigated Negative Declaration or an Environmental Impact Report and technical studies, De Novo would be happy to work with the City to amend the scope of services to include this work at a very competitive rate and expedited timeline.

### Deliverables:

- Memorandum demonstrating CEQA coverage for internal staff review, one (1) revised Screen-check Draft for internal staff review.
- Ten (10) hard copies of the CEQA document for public review, and delivery of required copies and Notice of Completion to the State Clearinghouse.
- Coordination assistance for Native American tribes per the requirements of SB 18 and AB 52 as needed.

## TASK 8 FINAL HOUSING ELEMENT AND FINAL PUBLIC AND SAFETY ELEMENT

Following City Council adoption (Task 9), we will revise the Housing Element and the Public and Safety Element to include any revisions directed by the Council. De Novo will update the cover page of the City's General Plan to reflect the adoption date of the Housing Element and Public and Safety Element amendments and will incorporate the elements into the General Plan document.

De Novo will prepare the transmittal memo for submission of the Final Adopted Housing Element and adopting resolution to HCD for review for certification. De Novo will provide any supporting information requested by HCD during its review. De Novo anticipates that the Final Adopted Housing Element will reflect any recommended addenda developed during Task 5 that addresses HCD's comments to ensure

certification of the Housing Element. In our experience, the Final Housing Element is prepared to address all HCD comments that were provided during the 60-day State review period and typically requires minimal coordination with the State during this final step in the certification process.

**Deliverables:**

- » Ten (10) bound copies, one (1) reproducible copy and one (1) electronic copy in Word and PDF of the Final Housing Element
- » Ten (10) bound copies, one (1) reproducible copy and one (1) electronic copy in Word and PDF of the Final Public and Safety Element
- » One (1) bound and one (1) electronic copy of the Final Housing Element for submission to HCD

**TASK 9 PROJECT MANAGEMENT**

Throughout the project, De Novo will coordinate with City staff to ensure that the project remains on schedule and within budget. De Novo will regularly coordinate with staff, including via calls and emails, to communicate status of deliverables and budget, progress, and any information needed from City staff.

De Novo will prepare meeting materials, including a powerpoint presentation and any necessary exhibits, and will attend meetings prepared to address comments and questions on the Housing Element update and Health and Safety Element amendments. De Novo will provide technical assistance to City staff. As discussed under Task 2, De Novo will also present the Draft Housing Element to the public through a community open house in order to provide additional opportunities for public comment. Project management activities will include, but are not limited to:

- » Attend, present, and participate in Affordable Housing Steering Committee meetings, City staff meetings, and study sessions;
- » Attend, present, and participate in Planning Commission and City Council meetings;
- » Prepare public meeting presentation materials, memos, letters, resolutions, findings, CEQA notices, and other documents as required by City staff;
- » Assist in the preparation of staff reports and exhibits for Planning Commission and City Council, and
- » Provide and maintain an Internet-based folder for all project materials accessible to City staff and Consultant team.

Our scope of work anticipates that the Housing Element update and the Health and Safety Element amendments will be processed concurrently to reduce the need for additional public hearings and meetings and to provide for efficient use of City staff and decision-maker time.

**Deliverables:**

- » Calls and emails with City staff as needed
- » Two meetings (e.g., Affordable Housing Steering Committee meeting, City staff meeting)
- » One Planning Commission and one City Council meeting (Planning Commission will also have a study session under Task 2)

**OPTIONAL TASK ZONING TEXT AMENDMENTS**

If the City has not amended its Zoning Code to address State requirements for streamlining housing approvals under CC Section 65913.4 (addressing by-right requirements for certain multifamily housing developments (CC Section 65589.4), addressing recent requirements for accessory dwelling units

(CC Sections 65852.150 and 65852.2) by-right supportive housing (65651, low-barrier navigation centers 65662, and current density bonus requirements (65915. De Novo will update the City's Zoning Code text to address requirements of State law related to these topics. It is anticipated that the Zoning Code text amendments will be processed concurrently with the Housing Element Update.

**Deliverables:**

- One (1) electronic copy of the Zoning Code text amendments in Word
- Two meetings (e.g., Affordable Housing Steering Committee meeting, City staff meeting)
- One Planning Commission and one City Council meeting (Planning Commission will also have a study session under Task 2)

## TIMELINE

Our proposed timeline provide for adoption of the City's 2021-2029 Housing Element in March 2021 well in advance of the State deadline. We have anticipated multiple opportunities for community engagement, including a workshop and survey in August and September 2020, public review of the Housing Element in November/December 2020, a Planning Commission workshop in November 2020 and adoption hearings in February/March 2021. Our timeline anticipates City staff will review administrative draft documents in two week and screencheck documents in one week.

<b>TASK/ACTIVITY</b>	<b>TIMEFRAME</b>
<b>Task 1: Project Kickoff</b>	<b>May 2020</b>
<b>Task 2: Public Engagement and Participation</b>	<b>June - November 2020</b>
<i>Community Workshop (1)</i>	<i>August 2020</i>
<i>Community Engagement - On-line Survey</i>	<i>August/September 2020</i>
<i>Planning Commission Workshop</i>	<i>November 2020</i>
<b>Task 3: Draft Housing Element</b>	<b>May - October 2020</b>
<i>Administrative Draft Housing Element</i>	<i>May - September 2020</i>
<i>Draft Housing Element</i>	<i>October 2020</i>
<i>Public and HCD Review Periods</i>	<i>November/December 2020</i>
<b>Task 4: HCD Coordination</b>	<b>November/December 2020</b>
<b>Task 5: Adoption Draft Housing Element</b>	<b>January 2021</b>
<b>Task 6: Draft Health and Safety Element Amendments</b>	<b>July - October 2020</b>
<i>Admin. Draft Health &amp; Safety Element Amendment</i>	<i>May - September 2020</i>
<i>Draft Health &amp; Safety Element Amendment</i>	<i>October 2020</i>
<b>Task 7: CEQA Compliance</b>	<b>January 2021</b>
<b>Task 8: Final Housing Element / Final Health and Safety Element</b>	<b>March 2021</b>
<b>Task 9: Project Management, Meetings, and Hearings</b>	<b>Throughout Project</b>
<i>Project Management</i>	<i>Throughout Project</i>
<i>Meetings: Affordable Housing Subcommittee, City Staff</i>	<i>2 meetings, as needed</i>
<i>Planning Commission and City Council Hearings</i>	<i>February/March 2021</i>

## PRICE

Based on the Scope of Services as outlined above, we have provided the following fee for your consideration. The hours identified in the table represent our estimate of the time needed to complete each task in accordance with the proposed Scope of Services and our experience working on similar projects. Our price for the Housing Element Update and Safety Element amendment is \$42,300. We have identified an optional task, Zoning Code Text Amendments, for an additional \$3,280.

TASK/ACTIVITY	Principal Principal Planner		Associate Assistant Planner		GIS/Graphics		TOTALS		Direct Costs Printing, Shipping	ACTIVITY TOTALS Fee
	hours	\$130	hours	\$60	hours	\$85	hours	Fee		
	Task 1: Project Kickoff	6	\$780	0	\$0	0	\$0	6	\$780	\$0
Task 2: Public Engagement and Participation	24	\$3,120	16	\$1,440	4	\$340	44	\$4,900	\$0	\$4,900
Task 3: Draft Housing Element	76	\$9,880	90	\$8,100	20	\$1,700	186	\$19,680	\$0	\$19,680
Task 4: HCD Review of Draft Housing Element	20	\$2,600	8	\$720	2	\$170	30	\$3,490	\$100	\$3,590
Task 5: Adoption Draft Housing Element	2	\$260	4	\$360	1	\$85	7	\$705	\$700	\$1,405
Task 6: Draft Health and Safety Element Amendments	12	\$1,560	8	\$720	4	\$340	24	\$2,620	\$250	\$2,870
Task 7: CEQA Compliance	4	\$520	6	\$540	2	\$170	12	\$1,230	\$375	\$1,605
Task 8: Final Housing Element / Final Health and Safety Element	6	\$780	8	\$720	2	\$170	16	\$1,670	\$700	\$2,370
Task 9: Project Management, Meetings, and Hearings	30	\$3,900	8	\$720	0	\$0	38	\$4,620	\$480	\$5,100
<b>Subtotals</b>	<b>156</b>	<b>\$23,400</b>	<b>132</b>	<b>\$13,320</b>	<b>35</b>	<b>\$2,975</b>	<b>363</b>	<b>\$39,695</b>	<b>\$2,605</b>	<b>\$42,300</b>
<b>TOTAL FEE</b>										<b>\$42,300</b>
Optional Task: Zoning Text Amendments	16	\$2,080	8	\$720	0	\$0	24	\$2,800	\$480	\$3,280
<b>TOTAL FEE WITH OPTIONAL ZONING AMENDMENTS</b>										<b>\$45,580</b>

*De Novo reserves the right to allocate costs between staff members or tasks, within the total amount of the not-to-exceed budget.*

*\*The type of CEQA document that will be required depends on the City's inventory of sites and whether additional sites are required to accommodate the Regional Housing Need Allocation. Once the inventory of sites is completed and additional sites, if needed, are identified, we will provide the City with a budget for additional CEQA work if necessary. A typical budget to address the redesignation of housing sites would range from approximately \$35,000 to \$200,000, depending on the nature of the anticipated land use and zoning changes.*

De Novo Planning Group



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A Land Use Planning, Design, and Environmental Firm



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Council Members  
**DATE:** May 5, 2020  
**THROUGH:** John W. Donlevy, Jr., City Manager   
**FROM:** Tracy Jensen, City Clerk  
**SUBJECT:** Councilmember Liaison Assignments

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**RECOMMENDATION:** Council Members review the current liaison assignments and make changes as necessary.

**BACKGROUND:** Following the March 3, 2020 election, Council is given the opportunity to update the liaison assignments.

**FISCAL IMPACT:** None

City of Winters  
City Council Liaison Assignments  
May 2020

<u>Committee</u>	<u>Primary</u>	<u>Alternate</u>
Chamber of Commerce	Bill Biasi	Pierre Neu
City/County 2x2	Wade Cowan and Pierre Neu	
City/WJUSD 2x2	Bill Biasi and Jesse Loren	
Design Review Committee	Bill Biasi and Wade Cowan	
Economic Development	Bill Biasi and Wade Cowan	
Hispanic Advisory	Jesse Loren	
Homeless Plan Executive Commission	Wade Cowan	Pierre Neu
<b>HPAC – Yolo County Homeless &amp; Poverty Action Coalition</b>	<b>Pierre Neu</b>	<b>Wade Cowan</b>
League of CA Cities	Jesse Loren	Wade Cowan
LAFCO	Wade Cowan	Harold Anderson
Lower Putah Creek	Harold Anderson	Bill Biasi
New Hope	Pierre Neu	
<del>Oversite Board</del>	<del>Harold Anderson</del>	
Parking Committee	Bill Biasi and Wade Cowan	
Planning Liaison	Bill Biasi	Pierre Neu
<b>Planning Selection Committee</b>	<b>Jesse Loren and Wade Cowan</b>	<b>Bill Biasi</b>
SACOG	Pierre Neu	Wade Cowan
Sac Yolo Mosquito Vector Control Dist.	Jesse Loren	
Solano Community College	Jesse Loren	
Senior Commission on Aging	Wade Cowan	Pierre Neu
Valley Clean Energy	Wade Cowan & Jesse Loren	Pierre Neu
Water Resources Association	Jesse Loren	Wade Cowan
Winters Affordable Housing	Bill Biasi	Pierre Neu
Winters Fire Board	Bill Biasi and Pierre Neu	
Winters Putah Creek	Bill Biasi	Harold Anderson
Yolo Community Foundation Leadership Advisory Committee	Jesse Loren	
Yolo County Housing	Pierre Neu	Wade Cowan
Yolo County Transportation	Jesse Loren	Harold Anderson
Yolo Habitat Conservancy	Pierre Neu	Jesse Loren
Yolo Solano Air District	Harold Anderson	Pierre Neu
Yolo Sustainable Groundwater Agency	Jesse Loren	
<b>Yolo Leaders</b>	<b>Wade Cowan</b>	<b>Jesse Loren</b>



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers  
**DATE:** May 5, 2020  
**THROUGH:** John W. Donlevy, Jr., City Manager  
**FROM:** Shelly A. Gunby, Director of Financial Management  
**SUBJECT:** Budget Workshop

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**RECOMMENDATION:**

Staff recommends that the City Council receive a report from staff on the status of the 20-21 budget and provide input and direction.

**BACKGROUND:**

Staff has been working on preparing the 2020-2021 budget in the midst of the current State Ordered shut down of non-essential businesses. The shut down has dramatically impacted the budget of the City of Winters for the current year, 19-20, with an estimated reduction in expected revenues of \$334,820. These revenue reductions are mostly attributed to reduction in sales tax and TOT due to the shut-down of most of the restaurants in town, and the reduction in gas usage, a reduction in the price of gas and the closure of hotels within the City.

The approach to budgeting at this point surrounds a couple key points:

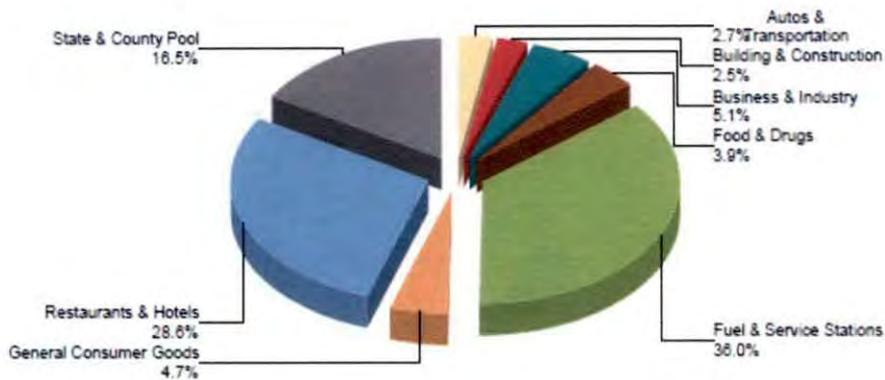
- Anticipation that overall revenues will reduce for a prolonged period as the economy drops into recession due to Covid-19 and the extension on limitations on businesses, community gathering and impacts on a destination-based economy.
- Reduction in expenditures to maintain staffing in critical services.
- Use retirement attrition to downsize the City workforce. Reduce overall pay in all City positions.
- Elimination of certain operations which are not essential and operate in a negative balances.
- Maintaining cash balances in reserve funds so the City has the ability to pay bills and cash flow during the first seven months of the fiscal year.
- Establishing a "litigation reserve" which will fund toward a \$1 million level over a four-year period.
- Avoiding the possibility of bankruptcy should the cash position of the City run out.

**SALES TAX**

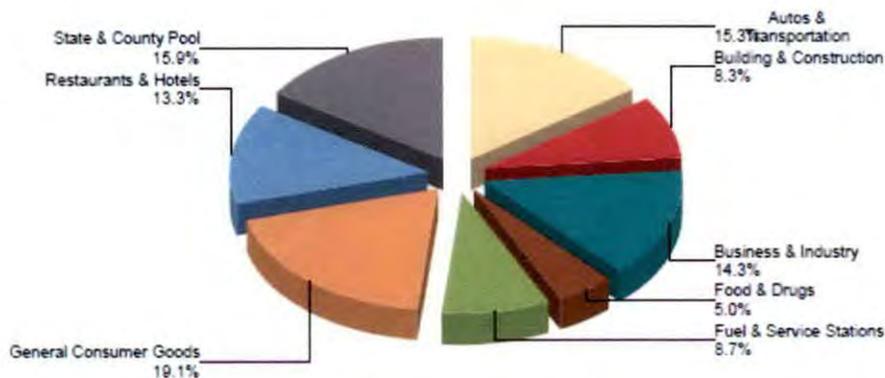
We currently expect the sales tax revenues for the 19-20 fiscal year to be \$164,986 less than the 18-19 fiscal year. This information, provided by our sales tax consultant HdL, includes projections for the next 5 years that shows that we will continue to see sales tax revenues at an amount less than that received in the 18-19 year through the 5-year period. 20-21 sales tax receipts are expected to be about 15% less than that collected in the 18-19 fiscal year. Attached are two charts from HdL that illustrates the dependency of the City of Winters on restaurants and fuel sales compared to the state-wide data.

**HdL** CITY TO STATE COMPARISON  
 ADJUSTED FOR ECONOMIC DATA CALENDAR YEAR 2019

**City of Winters**



**HdL Client Database Statewide Totals**



### TOT (Transient Occupancy Tax)

We had budgeted for the opening and operation of 2 new hotels in Winters in the 19-20 fiscal year, and we currently have no operating hotels within the City. Both the existing B&B and the Hotel closed in mid-March with the Governor issuing the Stay at Home Order. The second hotel was delayed and is just now undergoing constructions. Currently we are projecting to receive \$80,000 in TOT and we had budgeted \$505,000. We are projecting a lower TOT in 20-21 because the developer of the hotel under construction has indicated that they will not open until "Spring 2021", and we are unsure of the impact on the hotel and B&B of the current shut down.

### PROPERTY TAX

Property taxes are based on the assessed value of property as of January 1<sup>st</sup> of each year. The property owner pays those taxes in December of that year and April of the following year, so, properties were appraised on 1-1-2020, the tax bills will go out in August of 2020, property owner will pay the first payment on December 10, 2020, the county sends us the money in January 2021, then property owner pays the second payment April 10, 2021 and the county sends us the money in May 2021. The City of Winters has engaged Coren and Cone for property tax consultants so that we have additional information available to us on the status of all the various factors that impact the property tax, including new construction, new assessments and any appeals by property owners of the assessed value of their property. We believe that our projections for the 19-20 and 20-21 are based solidly on the information received from, and discussed with, the consultant. The impact on 21-22 assessed values remains to be seen given the recession that is predicted based on the economic damage as a result of the shut down due to the Covid-19 virus.

### BUILDING ACTIVITY:

Staff has been communicating directly with the developers of the 3-active subdivision, Stones Throw, Aspire and Crown Communities to try and determine the level of building activity for the next fiscal year. It is currently planned to provide revenues of \$143,000 less than in the current year.

We expect the revenues for 20-21 to be approximately the same as the 19-20 revenues, with losses in certain areas made up for gains in other, but, the big issue is the health and survivability of all the businesses in the City that provide sales tax and TOT tax and getting people back to work to shorten the impact of the shut down and the resulting recession.

Revenues are only one side of the equation; we must reduce expenditures to manage the budget shortfall that is predicted. Based on the adopted MOU's and the projected budget, without any budget reductions, we project a deficit of \$1,233,111. Staff has worked through a few scenarios to determine the impact of ideas to recommend in order to balance the budget. Staff has worked with all departments in the General Fund to provide as much budget reduction as possible through the operating expenses of the department, but, 63% of the expenditures in the General Fund are related to employee costs.

		# of Staff				
Wages by Department			Operating Expenditures by Dept			
City Council	2,025	5	City Council Members	257,816		
City Clerk	-	0		1,251		
City Manager	106,891	2		-		
Admin/HR	11,589	2		-		
Finance	73,553	3		-		
Police Dept	1,864,169	11		947,139		
Fire	858,372	4		412,373		
Planning	2,993	5	Planning Commissioners	151,828		
Building	265,453	2		115,953		
Public Works	228,271			-		
Recreation	-	0		7,700		
Community Center	-	0		55,416		
Pool	-	0		60,539		
	3,413,316	34		2,010,015		
total Expenditures	\$ 5,423,330			\$ 5,423,330		
Employee Cost as % of General Fund Expenditures	62.94%			37.06%		

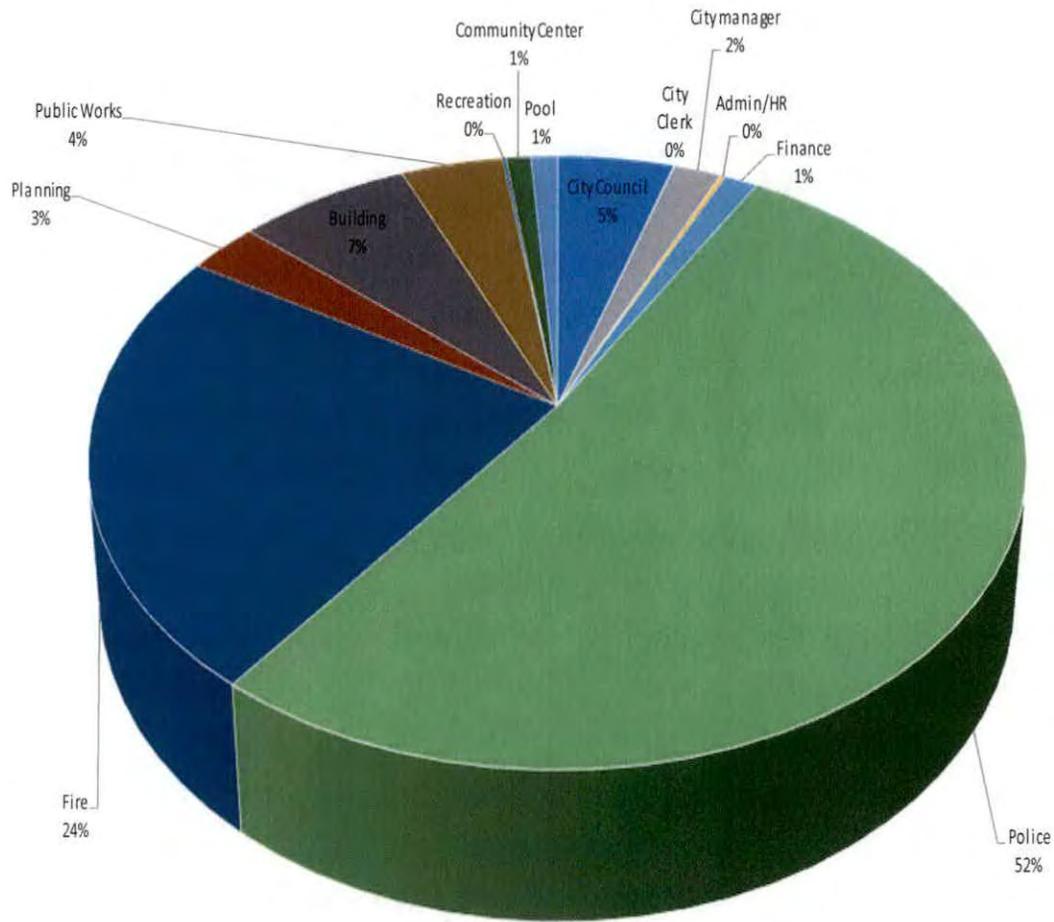
Below are the items that are included/not included in the budget to balance the 20-21 budget:

1. Housing and Economic Development Manager Maguire retiring 6-30-2020 and will not be replaced.
2. Police Commander that was included in the 19-20 fiscal year budget position was not filled and will not be filled in the 20-21 budget.
3. Police Sergeant retired in February 2020, the position has not been filled and will not be authorized in the 20-21.
4. City Clerk Retiring 12-31-2020, no replacement included in the 20-21 budget, will backfill from existing staff.
5. Environmental Services Manager retiring on June 30, 2020 and positions is being backfilled from exiting staff with no new hire for the position.
6. Have no authorized overtime for any General Fund employee except as required by Police and Fire Department.
7. Removed all Interns from the budget
8. Removed proposed grant funded firefighters from the budget (required 25% paid by City, 75% paid by grant)
9. Police Administrative Coordinator retiring 12-31-2020, will backfill with part-time annuitant with no benefits, including no cafeteria plan and no CalPERS contributions.
10. 5% pay cut for all employees' city wide.
11. Severe cutbacks on all training on conferences and travel.
12. Assumes a contract with Solano Community College Fire Academy that will add additional income of approximately \$30,000.
13. Successor Agency residual receipts \$130,000
14. Property Tax Revenues provided by Coren and Cone
15. Sales Tax Revenues provided by HDL
16. Severe cuts to Police and Fire budgets with absolutely no contingency amounts included.
17. YCPARMIA increased insurance costs by 45%-based on budget sent by YCPARMIA
18. Pool Closed for the Fiscal year

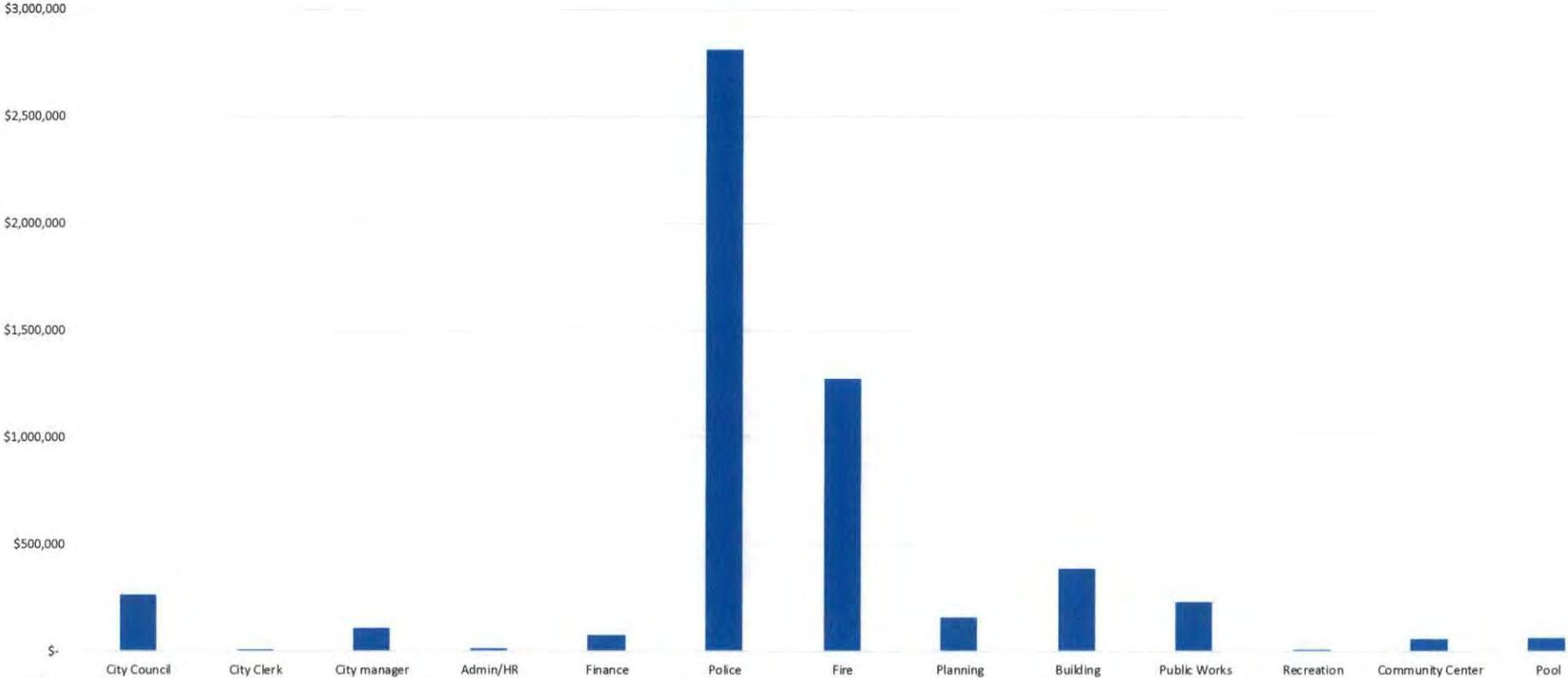
19. Community Center Closed for the Fiscal year
20. HdI predicts that will not get back to pre-shut down sales tax numbers until fiscal year 26-27
21. Includes costs for Housing Element as required by the State of California
22. Includes \$250,000 to fund toward a \$1 million litigation reserve to fund to address potential challenges to land use initiatives.

On the following pages are some charts that I hope will be helpful.

Departments percentage of General Fund Expenditures



General Fund Expenditure by Department



**CURRENT STATUS**

After additional information received recently from Developers, the General Fund budget is currently set up with revenues of \$5,390,807 and expenditures of \$5,423,330 or a deficit of \$32,523. We included all of the measures outlined above in order to get to this level of deficit.

**FISCAL IMPACT:**

None by this action

**ATTACHMENTS**

None