



Winters City Council Meeting

City Council Chambers, 318 First St., and Teleconference via ZOOM

Tuesday, September 15, 2020 @ 6:30 p.m.

To join Zoom meeting: <https://us02web.zoom.us/j/84722172999>

Or dial by your location: 1-669-900-6833

Meeting ID: 847 2217 2999

AGENDA

Members of the City Council

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

*Shelly Gunby, Interim City Manager
Ethan Walsh, City Attorney
Tracy Jensen, City Clerk*

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

Roll Call

Pledge of Allegiance

Approval of Agenda

COUNCIL/STAFF COMMENTS

PUBLIC COMMENTS

At this time, any member of the public may address the City Council on matters, which are not listed on this agenda. Citizens should reserve their comments for matter listed on this agenda at the time the item is considered by the Council. An

exception is made for members of the public for whom it would create a hardship to stay until their item is heard. Those individuals may address the item after the public has spoken on issues that are not listed on the agenda. Presentations may be limited to accommodate all speakers within the time available. Public comments may also be continued to later in the meeting should the time allotted for public comment expire.

CONSENT CALENDAR

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

- A. Minutes of the Special Meeting of the Winters City Council Held on Tuesday, August 25, 2020 (pp. 5-9)
- B. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, September 1, 2020 (pp. 10-14)
- C. Proclamation of the City Council of the City of Winters to Dan Maguire in Recognition of his Service to the City of Winters (pp. 15-16)
- D. Proclamation of the City Council of the City of Winters to Carol Scianna in Recognition of her Service to the City of Winters (pp. 17-18)
- E. Waiver of Development Agreement Provision for Callahan Estates (Heartland) Subdivision (pp. 19-22)
- F. Waiver of Development Agreement Provision for Winters Highlands (Stone's Throw) Subdivision (pp. 23-26)
- G. Claim Against the City of Winters – Lange (pp. 27-46)

PRESENTATIONS

Presentation of Proclamations to Dan Maguire and Carol Scianna
In Honor of Their Outstanding Service to the City of Winters

Emergency Preparedness and Evacuation Planning for Seniors and
People with Access and Functional Needs by Kate Laddish and
Elaine Roberts Musser, Disaster Preparedness Subcommittee of
the Yolo County Commission on Aging and Adult Services (pp. 47-
74)

Fire Chief Brad Lopez – Update on LNU Lightning Complex Fire, Including Hennessey and Markley Cove Fires

Update by Dana Carey, Yolo County Office of Emergency Services Manager Regarding Emergency Notification and Preparedness

DISCUSSION ITEMS

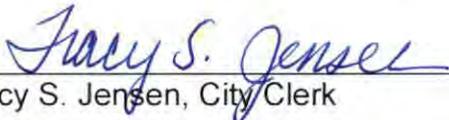
1. City Projects Overview – Overall Transition Plan (pp. 75-101)
2. Resolution 2020-49, a Resolution of the City Council of the City of Winters for Claim for Transportation Development Act Funds for 2020- 2021 (pp. 102-110)
3. Resolution 2020-50, a Resolution of the City Council of the City of Winters Requesting Authorization for Street Closure on Main Street from Railroad Avenue to Mid-Block Crossing (pp. 111-113)
4. Resolution 2020-51, a Resolution of the City Council of the City of Winters Requesting Authorization for Expenditure of BID Funds (pp. 114-116)

CITY MANAGER REPORT

INFORMATION ONLY

ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the September 15, 2020 regular meeting of the Winters City Council was posted on the City of Winters website at www.cityofwinters.org and Councilmembers were notified via e-mail of its' availability. A copy of the foregoing agenda was also posted on the outside public bulletin board at City Hall, 318 First Street on September 10, 2020, and made available to the public during normal business hours.



Tracy S. Jensen, City Clerk

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

General Notes: Meeting facilities are accessible to persons with disabilities. To arrange aid or services to modify or accommodate persons with disability to participate in a public meeting, contact the City Clerk.

Staff recommendations are guidelines to the City Council. On any item, the Council may take action, which varies from that recommended by staff.

The city does not transcribe its proceedings. Anyone who desires a verbatim record of this meeting should arrange for attendance by a court reporter or for other acceptable means of recordation. Such arrangements will be at the sole expense of the individual requesting the recordation.

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Any attachments to the agenda that are not available online may be viewed at the City Clerk's Office or locations where the hard copy packet is available.

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City Hall – Finance Office - 318 First Street

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Minutes of the Special Meeting of the Winters City Council
Held via Teleconference on ZOOM on August 25, 2020

Mayor Cowan called the meeting to order at 4:30 p.m.

Present: Council Members Harold Anderson, Jesse Loren, Mayor Pro Tem Bill Biasi, Mayor Wade Cowan
Absent: Council Member Pierre Neu
Staff: Interim City Manager Shelly Gunby, City Attorney Ethan Walsh, Police Chief John Miller, Fire Chief Brad Lopez, Associate Lisa Baker

Lisa Baker led the Pledge of Allegiance.

Approval of Agenda: Motion by Council Member Loren, second by Mayor Pro Tem Biasi to approve the agenda with no changes. Motion carried with the following roll call vote:

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

COUNCIL/STAFF COMMENTS: None

PUBLIC COMMENTS: None

CONSENT CALENDAR: None

PRESENTATIONS: None

DISCUSSION ITEMS

1. Update from Interim City Manager on Status of Fires and Declaration of Local Emergency

Interim City Manager Shelly Gunby said it has been a very stressful week. Daily updates are being received and the fire is mostly contained where the black lines appear on the map. A confirmation letter declaring a local emergency was created, and as there has been no fire damage inside the Winters city limits, the letter was withdrawn and not forwarded to the State. The community is rallying behind the firefighters and victims in Yolo, Solano and Napa counties.

Lisa Baker thanked the emergency responders for keeping the fires back and keeping us safe and thanked the community for stepping up. First Northern Bank, Yolo Federal Credit Union, WPNS, Turkovich, Steady Eddy's, Berryessa Gap are all taking donations for the fire victims. As of August 25, \$34,881 has been received in Facebook donations, \$3,500 has been received at First Northern Bank, and \$1,280 in gift cards and cash has been collected by local merchants, totaling \$39,661 to date. A shoutout to Supervisor Saylor and Davis City Council members for promoting this relief fund. An organizing committee has been set up to use these funds to address the immediate needs of the fire victims, as well as working on a long-term recovery plan. Mayor Pro Tem Biasi asked who is included in the committee to determine the strategy. Lisa Baker indicated the Rotary Club, which is a 501c3, as well as a greater working group who are also working on it, including Council Member Loren, Lisa Baker, Elizabeth Ehnat and Tico Zendejas from RISE.

Kate Laddish shared her heartfelt thanks for those fighting the fire as well as the relief effort. Emergency preparedness, evacuation preparation and disaster preparation are vital. A draft recommendation went to the Board of Supervisors in January, with a revised recommendation going before the Board next Tuesday. One issue is the importance of getting information out. There has been a lot of focus on Yolo County and Winters is well-placed to help solve problems. It's important to let people within the City limits know the safest thing is to stay right where they are. There is a culture of preparedness in the City and there is no such thing as over-alerting. Residents should be encouraged to access Everbridge so emergency notifications can be received.

Fire Chief Brad Lopez said the LNU Lightning Complex fires have burned 352,913 acres in and around Lake Berryessa. Winters fire crews have been involved since August 18th when they responded to a fire below Monticello Dam. When the Hennessy Fire in Napa County pushed east, 15 Winters firefighters

were involved directly. This is a very dynamic and complex incident. It has been wind-driven with a multitude of complexities, including evacuations. The State of California is stretched thin. Cal Fire relies on local agencies to provide protection with limited resources. Chief Lopez said he is proud of the hard and dangerous work folks have done. The City's strike teams just rotated, with Captain Baumgart's team coming in and Captain Schechla's team going out for 10-14 days. The crews are healthy and he is thankful for the support from the community, staff and Council members. On the County level, evacuations and re-populations are ongoing. As per Dana Carey at Yolo County OES, PG&E is providing the restoration of power throughout the county.

Police Chief Miller said the department became involved on Tuesday @ noon due to a mutual aid call from the Sheriff's Department and became critical on Wednesday. To accommodate the additional evacuations, staff opened the EOC as a rally point and pushed this information out on social media. For future incidents, it is suggested that we work with Dana @ OES to try and improve the channels of communication to disseminate accurate information ASAP.

Mayor Cowan said a big shout out goes to Winters Police Department Community Services Officer Gail Jimenez, who has been vital in pushing out correct information as it is being received. Everyone in town is helping out, including Sunny Ghai at Burger King, the Buckhorn, Putah Creek Café, and Carboni's. Mayor Cowan thanked all the groups in town for their efforts by coming together for the greater Winters fire relief, pitching in and helping out. The outpouring of aid has been tremendous. In addition to the local efforts, Mayor Cowan received a call from Julie @ The Jackery Company who said they would donate solar-powered units to distribute to those who can use them, so Mayor Cowan drove to Fremont and filled his pickup with 100 units.

Supervisor Don Saylor said "Winters Has Heart" and displayed a t-shirt that had been designed by rural Winters resident Susan Hamilton. He noted the Great Winters Relief Fund organized by the Rotary Club. The fire this year happened so abruptly it was like lava flowing over the hill and moving so fast with embers flying. Some engines were responding but couldn't get there. A family that has lived in Positas since 1972 has evacuated the last 5 of 6 years. Up in the Capay Valley, a floating bridge was once again installed over Cache Creek to allow emergency crews access to fight the fire. Thanks to Assemblymember Cecilia Aguiar-Curry for the funding for a permanent bridge. He urged everyone to sign on at www.yolo-alert.org to receive alert notifications by registering your property and learn what evacuation zone you are in. Also, a rallying point, not a shelter is needed for those people who have been evacuated to see what they are going to do next. The fire that began Tuesday night was sudden, intense and fast. The Winters Fire personnel and volunteers were out in the middle of the night, under-resourced and under incredible pressure lasting for several days and we're not out of the woods yet. To date, this is the second largest fire in California history. Of the ten largest fires, six of those have happened in the last five years. The

Yolo County Facebook page contains updates, topical issues, and identifying points that need attention.

Mayor Pro Tem Biasi asked whether a reverse 911 call could go out to those who are not signed up through the Yolo County alert program. Chief Miller said through Everbridge, OES can circle an area on the map for folks to be contacted via telephone. Mayor Cowan said the zones are not fully understood and Chief Miller said the evacuation zones will be refined further. Council Member Loren said she was grateful for all of the comments and suggested that Solano County Supervisor John Vasquez join the conversation about cooperation and communication since WJUSD also serves residents from Solano County. It seemed that Solano County was keeping information in Solano County. Supervisor Saylor said the zones are organized by county lines and make sure residents are signed up for alerts in both counties. We must do better to make the notice systems work. Mayor Cowan said we need more communication with Napa County for Markley Cove and the Lake Berryessa area. These are big economic drivers that impact Winters. Mayor Cowan asked if an emergency declaration would help with the damage at Markley Cove, as the owners live in Winters but their business is in Napa County. Supervisor Saylor said unfortunately, it doesn't work that way. There is a lot of social media interaction and we have to harness it and figure out a way to validate those points and figure out how to network these posts. Capture insights, experiences and observations that people are having. Council Member Loren said she appreciated Supervisor Saylor's follow through and tone.

2. Discussion and Possible Action to Send Letter from City Council Seeking Funding Assistance for I-505 Overpass to Yolo County Supervisor Don Saylor's Office for Wider Distribution to Funding Agencies

Mayor Cowan gave an overview. Council Member Loren said she had been tasked by Supervisor Don Saylor to submit a signed letter of support as soon as possible. Following completion of the draft letter, research found that there are no parks available east of I-505 in the El Rio Villa subdivision. All parks are on the west side of I-505 within city limits. Council Member Loren said the tone of the letter is that capital projects are value statements and that she was glad the letter is being supported. Mayor Pro Tem Biasi thanked Jesse for providing the letter and asked if Council should consider including information regarding the study that was completed regarding the I-505 overcrossing. We have already done some of the legwork. This report will be submitted to Supervisor Saylor's office along with the fully executed letter provided by Council Member Loren.

Supervisor Don Saylor said this is a good opportunity for us and thanked Council Member Loren for providing several strong points in her letter of support. Additional letters of support have also been received from various sources,

including the library, RISE, Yolo County Housing, and Winters Healthcare Foundation. Bill Lagattuta is also putting together a video for submittal. Supervisor Saylor said he remains optimistic and if this campaign is unsuccessful, it won't be for lack of trying. In closing, Mayor Cowan said this is a much-needed project.

CITY MANAGER REPORT: It's been quieter today! Thank you to the community of Winters for taking care of our firefighters - watching community members bring things to the Fire Station to take up to the first responders was an amazing thing to see. Seeing what Jesse and Lisa have been working on and helping one another is inspiring and awesome. Grateful to be here and see everyone pulling together.

Council Member Loren said people are reaching out for answers, including information regarding FEMA guidelines and insurance. The City's website can continue to provide good information. Interim City Manager Gunby said information is continually updated on the City's website and Facebook page. Mayor Pro Tem Biasi confirmed the City's website includes FEMA assistance information.

INFORMATION ONLY: None

ADJOURNMENT: Mayor Cowan adjourned the special meeting at 5:30 p.m.

Wade Cowan, MAYOR

ATTEST:

Tracy S. Jensen, City Clerk



Minutes of the Regular Meeting of the Winters City Council
Held via Teleconference (ZOOM) on September 1, 2020

Executive Session – 5:30 p.m.

1. Pursuant to Government Code Section 54956.9 – Conference with Legal Counsel – Anticipated Litigation (One Matter)

City Attorney Walsh reported there was no reportable action taken during Executive Session.

Regular Session – 6:30 p.m.

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

Present: Council Members Harold Anderson, Jesse Loren, Pierre Neu,
Mayor Pro Tem Bill Biasi, Mayor Wade Cowan
Absent: None
Staff: Interim City Manager Shelly Gunby, City Attorney Ethan Walsh,
Part-Time Administrative Assistant John Donlevy, Building Official
Gene Ashdown, Public Works Superintendent Eric Lucero, City
Clerk Tracy Jensen

Council Member Loren led the Pledge of Allegiance.

Approval of Agenda: Interim City Manager Gunby said there were no changes to the agenda. Motion by Council Member Neu, second by Council Member Loren to approve the agenda with no changes. 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

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

PUBLIC COMMENTS: Kate Laddish, 400 Morgan St., reiterated that, in order to be a resilient community, Winters must be proactive and plan for future disasters, and she offered to be involved in these efforts. She expressed surprise that emergency response or an update on the fire were not on the agenda, so offered ideas for what Council could consider for the next agenda. These include a presentation from the disaster preparedness subcommittee, of which she is a member, of the Yolo County Commission on Aging and Adult Services about their recommendations for emergency prep and evacuation planning, and hearing from the Winters Senior Commission on Aging on their work on the local portion of those recommendations.

CONSENT CALENDAR

- A. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, August 18, 2020
- B. Proclamation of the City Council of the City of Winters Celebrating September 21-25, 2020 as Fall Prevention Awareness Week
- C. Waive the Second Reading and Adoption of Ordinance 2020-05, an Ordinance of the City Council of the City of Winters Approving the NeighborWorks Tentative Map and PD Overlay
- D. Final Acceptance of Public Improvements for Winters Highlands (Stone's Throw) Phase 2 Subdivision

Interim City Manager Gunby gave an overview. Motion by Mayor Pro Tem Biasi, second by Council Member Neu to approve the Consent Calendar. 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

DISCUSSION ITEMS

1. Winters Downtown Business Association Update

Council Member Anderson recused himself for Items 1 and 2 due to a possible conflict of interest and stepped away from the meeting.

Chris Turkovich, representing the Downtown Business Association (DBA), gave an overview and requested Council approval to extend the street closure and temporary outdoor seating on Main Street between Railroad and the mid-block crosswalk through November 4, 2020 to culminate the end of the outdoor dining season. There are a lot of vacancies in the downtown and the DBA is trying to retain the business they currently have. Thanks to the public works staff by helping to re-design the area with barrels and installing shade cloth and misters. The DBA is moving forward with a shared campaign to promote dining out in the downtown called "Wednesday in Winters", a coordinated effort to bring people to the downtown. The DBA plans to work together with the Hispanic Advisory Committee on the Festival de la Comunidad to keep the festival going and to help the businesses downtown. They will be requesting BID reimbursement funds for outdoor seating spaces and COVID-related supplies. For the festival, Council Member Loren suggested asking restaurants to prepare their version of carnitas for that day to generate money and enliven the downtown business district. Mayor Pro Tem Biasi said he was happy to see the DBA formed, referencing the big recommendations coming out of the parking study and trying to keep businesses downtown. He thanked Chris and the entire group for working on this. Their request for BID money is a great use for the BID funds. Purchasing tables, shade covers, and misters to attract people downtown is a good use of the funds. Chris stated the DBA is mirroring the City's Downtown Master Plan area and represents any property or business in the downtown area extending as far down as Patio 29. Mayor Cowan thanked Chris and said he was very glad to see this get off the ground, with the focus of trying to retain the businesses we have left and keep those businesses viable though the COVID issues.

2. Memorandum of Understanding (MOU) with Valley Clean Energy (VCE) for Electric Car Charging Stations

Council Member Anderson continued to recuse himself for this item.

Public Works Superintendent Eric Lucero gave an overview and requested Council approval to install charging stations in the public parking lot between Hotel Winters and City Hall and a charging station at City Hall. Eric said Elliot Landes has provided much of the legwork and got us involved in this project. Mayor Pro Tem Biasi asked if there was an estimated cost for the layout for the chargers. Eric said the goal is four chargers and that Elliot is working on getting the numbers. Mayor Pro Tem Biasi requested that the new chargers have the ability to charge people for charging their vehicles and upgrade the current non-pay chargers to pay stations. Eric said all of the new chargers will be for pay and they will try and recycle the existing units at the Community Center. Once the MOU is approved, staff will determine the number of chargers and the locations where they will be installed. Mayor Pro Tem Biasi suggested putting one less charger in the parking lot and upgrading the charger at the Community Center.

Council Member Loren said chargers placed near the downtown will draw people to stay at the hotel and go to the local restaurants. It is also advantageous for the community's climate goals. Jim Parks of Valley Clean Energy said the funding was approved by SACOG in December 2018 and things have finally fallen into place. He thanked Eric and Elliot for getting on board and helping out with this project. He also thanked the City Council for their support.

Motion by Council Member Loren, second by Council Member Neu to approve the MOU with Valley Clean Energy for grant funding for electric car charging stations and authorize the City Manager to sign the MOU on behalf of the City. Motion carried with the following roll call vote:

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

3. Resolution 2020-48, a Resolution of the City Council of the City of Winters Approving Applications for Per Capita Grant Funds as per Prop. 68

Council Member Anderson re-joined the meeting at 7:12 p.m. Interim City Manager Gunby gave an overview. The minimum amount granted, \$177,952, is based on a per capita basis and will require a City match of \$44,488 from the Park Fund for a total investment into parks of \$222,440. Upon adoption of the resolution, staff will move forward and identify projects and put together an application package. Shelly confirmed that impact fees can be used for 3 Oaks Park in the new development. Park capital money can be used to improve existing parks and impact fees can only be used for items needed for the development of a new park. Capital must be used for existing parks and spent for capital projects, not repairs. Mayor Pro Tem Biasi said based on the timeline, it will be quite awhile until we can use the funds. Shelly confirmed the application can be submitted as soon as the projects are identified. Based on the timeline, the completion of the project is slated for December, 2023, and the last date to execute a contract is June, 2022. Council Member Loren said a public input process should be utilized to determine how the funds are to be used. Some of the old parks in town, including Valley Oak Park, could use some capital projects. Whether it's by letter or online survey, public input should be obtained regarding the use of these funds. Based on the projected timeline, Council Member Neu said the sooner we start, the better. This is a wonderful opportunity to make improvements that we wouldn't be able to make otherwise.

Motion by Council Member Neu, second by Council Member Loren to approve Resolution 2020-48 approving applications for Per Capita Grant Funds. 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

INTERIM CITY MANAGER REPORT: It's been a busy week while trying to stay on top of projects that come across the desk for the City Manager. Have been attending several Zoom meetings on various topics on behalf of the City Manager.

INFORMATION ONLY: Mayor Cowan reported that he and Mayor Pro Tem Biasi had spoken to Bobbi Peckham of Peckham and McKenney, who is conducting the City Manager search for the City of Winters. Bobbi reported there are 60+ potential candidates and there have been 38 applications submitted. Thirty-three Winters residents have responded to the Community Survey, which is available on the City's website until 9/11/2020. Mayor Cowan said an update on the fires will be provided at the next meeting and hopes to include an informational presentation by Kate Laddish. Council Member Loren said she appreciated the Mayor circling back to Kate's comments and asked the Mayor to direct staff to investigate improved emergency preparedness for future emergencies. She also requested that items discussed at the quarterly 2 X 2 meetings with Yolo County be brought back to future Council meetings.

ADJOURNMENT: Mayor Cowan adjourned the meeting at 7:23 p.m.

Wade Cowan, MAYOR

ATTEST:

Tracy S. Jensen, City Clerk



**A PROCLAMATION OF THE CITY COUNCIL
OF THE CITY OF WINTERS HONORING DANIEL MAGUIRE FOR HIS
OUTSTANDING SERVICE TO THE CITY OF WINTERS**

WHEREAS, Dan Maguire's service within the Winters Community has spanned more than 18 years including the City of Winters, Winters Chamber of Commerce, Winters Joint Union School District, the Winters Education Foundation (WEF) and the Rotary Club of Winters; and

WHEREAS, Dan's service with the Winters Chamber of Commerce included the expansion of services to members, the enhancement of the Board of Directors, upgrades to the Earthquake Festival and the Chamber's participation with Youth Day; and

WHEREAS, Dan served on the Board of Trustees for the Winters Joint Unified School District, bringing leadership at a critical time for the District during the 2008 financial crisis and helped stabilize the District toward the development of an overall strategic plan which laid the groundwork for the many facility improvements and bond measures; As a member of Winters Education Foundation, he has led for scholarships for teachers and support for classrooms; and

WHEREAS, Dan role with the City of Winters is significant as the Economic and Housing Manager, leading the City toward key housing projects including the Orchard Village Apartments, Almondwood Apartment Rehabilitation, Winters Apartments II, the Blue Mountain Terrace Senior Apartments and the financial management for key loan, Grant and home purchase programs; and

WHEREAS, Dan was integral in the renaissance of Downtown Winters, playing the key role in the rehabilitation of 27 storefronts, all four (4) phases of the Downtown Improvement Projects, lease assistance programs which brought such businesses as ARC Guitar and Turkovich Wines and it was Dan who was the project manager who made the Hotel Winters a reality; and

WHEREAS, Dan was the main architect and project manager for the construction of Walnut Park, securing the grants and financial resources to make the park a reality; and

WHEREAS, through Dan's skill and determination, the City has secured literally millions of dollars for street, park and construction projects including the funding for Blue Mountain Terrace Senior Apartments, Downtown Improvements, City Park and Walnut Park and the soon to be constructed Winters Senior Center for which he is the architect; and

WHEREAS, Dan was a key liaison to the Winters Business Community, serving on the Yolo Workforce Improvement Board, the Chamber Board and the Solano Small Business Development Center, creating opportunities for businesses and workers alike; and

WHEREAS, Dan served two terms as the President of the Rotary Club of Winters, leading the Club to many projects, including the expansion of Rotary Park, water wells in Tanzania and scholarships for Winters High School students for academic, trade and culinary education. and

WHEREAS, Dan was named Winters Citizen of the Year for his many contributions within the community for education, business, community services and his commitment to making Winters a special place for all; and

NOW, THEREFORE BE IT PROCLAIMED, the City Council of the City of Winters thanks Dan Maguire for his years of service as the City Economic Development and Housing Manager, Chamber Executive Director, Presidents of the WJUSD and WEF, Rotary Club President and as a Past Citizen of the Year.

PASSED AND ADOPTED, this 15th Day of September, 2020.

Mayor Wade Cowan

Mayor Pro Tem Bill Biasi

Councilmember Harold Anderson

Councilmember Jesse Loren

Councilmember Pierre Neu

City Manager John W. Donlevy Jr.

ATTEST: Tracy S. Jensen, City Clerk



**A PROCLAMATION OF THE CITY COUNCIL
OF THE CITY OF WINTERS HONORING CAROL SCIANNA FOR HER
OUTSTANDING SERVICE TO THE CITY OF WINTERS**

WHEREAS, Carol Scianna's commitment to Winters has spanned almost 5 decades and resulted in amazing contributions to the youth of Winters, our library system and the Winters Friends of the Library, our ecology including PUTAH Creek and our everyday waste collection, major City infrastructure projects, the Renaissance of Downtown Winters and City Water, Wastewater and Storm Drainage Utilities; and

WHEREAS, Carol has served multiple times as the President of the Winters Friends of the Library, leading one of Winters top organizations, sponsoring community activities and programming with fundraising, activities and helping build and open the Winters Community Library in 2006; and

WHEREAS, Carol was an integral part of the Putah Creek Park Master Plan, North Bank Trail Project, Habitat Plan and the 5 phases of the creek realignment project which brought salmon back to Putah Creek. It is through Carol that the Creek Trail System was realized and access to swimming and the Creek became a reality for persons of all ages and abilities; and

WHEREAS, Carol was the architect and project manager on the revolution of the City's solid waste programs, enhancing recycling, green waste, Organics and the collection systems; and

WHEREAS, Carol was the Project Manager for the construction of multiple key City Infrastructure Projects, including the Putah Creek Car Bridge, Moody Slough Overcrossing, North Bank Trail Projects and many other bike and pedestrian projects and programs which benefited all ages within the community; and

WHEREAS, Carol was a major part of all phases of the Downtown Improvement Programs, serving as a liaison with the business community and citizens to help make the projects successful; and

WHEREAS, Carol has been the manager of key infrastructure projects including the expansion of water and wastewater systems, relining of sewer lines, construction of lift stations, construction of Water Well #7, representing on key regulatory issues such as Hexavalent Chromium and prepping the City for future Stormwater regulations; and

WHEREAS, Carol has been a critical element in generating a culture of success within the City Organization and was a key contributor to each and every Department of the City; and

NOW, THEREFORE BE IT PROCLAIMED, the City Council of the City of Winters does hereby recognize Carol Scianna for her nearly 5 decades of service to Winters, her 17 years as the City's Environmental Services Manager, multiple stints as President of the Winters Friends of the Library and as a past Citizen of the Year.

PASSED AND ADOPTED, this 15th Day of September, 2020.

Mayor Wade Cowan

Mayor Pro Tem Bill Biasi

Councilmember Harold Anderson

Councilmember Jesse Loren

Councilmember Pierre Neu

City Manager John W. Donlevy, Jr.

ATTEST: Tracy S. Jensen, City Clerk



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE: September 15, 2020
THROUGH: Shelly Gunby, Interim City Manager *Shelly*
FROM: Alan Mitchell, City Engineer
SUBJECT: Waiver of Development Agreement Provision for Callahan Estates (Heartland) Subdivision

RECOMMENDATION:

Staff recommends the City Council receive the staff report and consider a waiver of certain obligations under the Development Agreement for Callahan Estates (Heartland).

BACKGROUND:

The Callahan Estates (Heartland) Subdivision project consists of approximately 109 single-family lots on 26.4 acres, located at the northwest corner of town. The project was split into two phases, and each have approved Final Maps.

In June 2005, the City approved the Callahan Estates Development Agreement, and an Amended and Restated Development Agreement was recorded in 2016. The Development Agreement includes Mitigation Measures and Conditions of Approval, which were approved for the project in accordance with the Subdivision Map Act and the City's Subdivision Ordinance.

DISCUSSION:

As part of the Development Agreement, Section 4 Development Obligations, sub-section 4.8 Urban Water Management Plan (see attached); the Developer is required to pay a pro-rata share of \$90,000 for the cost for preparation of an Urban Water Management Plan. An Urban Water Management Plans (UWMP) is required by urban water suppliers every five years. These plans support the suppliers' long-term resource planning to ensure that adequate water supplies are available to meet existing and future water needs. The requirements for UWMPs are found in two sections of California Water Code. Every urban water supplier that either provides over 3,000 acre-feet of water annually, or serves more than 3,000 connections is required to submit an UWMP.

The City currently has an estimated 2,350 service connections. Full build-out of Heartland, Stone's Throw and Walnut 10 will get us closer to that threshold, but it's anticipated that additional development will be needed before the requirement for a UWMP is realized - staff estimates 10 years.

In the 2018 Development Impact Fee Nexus Study, the list of Water Projects included the UWMP (see attached). Development will pay the water impact fee with each unit, which includes a pro-rata share for the UWMP cost. The fee report is based on a 20-year development timeline so it is appropriate to have the cost included, even if that expenditure does not occur for another 10 years.

Since the impact fees cover the collection of funds necessary for the UWMP; no additional fee should be collected from the Callahan Estates (Heartland) Subdivision. Therefore, Staff requests the City Council approve to waive the requirement under the Development Agreement to pay a pro-rata share of \$90,000 for the cost for preparation of an Urban Water Management Plan.

ALTERNATIVES: None recommended by staff.

FISCAL IMPACT: The Developer will pay fees, pursuant to the Impact Fee Study, Conditions of Approval, and Development Agreement. No City funds impacted.

Attachment: DA Excerpt - Sub-Section 4.8
Nexus Study Excerpt – Water Projects

Section 4.8 Urban Water Management Plan.

No later than the issuance of the 50th building permit for the Callahan Estates Subdivision the Developer shall pay to the City its *pro rata* share of ninety thousand dollars (\$90,000) for the cost of a City Urban Water Master Plan.

Table A-4
City of Winters 2018 Development Impact Fees Nexus Study
Water Project Costs Detail

Description	Estimated Cost
	<i>2018 Dollars</i>
Project Costs that Serve Existing and New Development	
Vehicles	\$140,000
Maintenance Equipment	\$148,000
Estimated Total Project Costs that Serve Existing and New Development	\$288,000
Project Costs that Serve New Development	
Water System Master Plan Update	\$62,500
Urban Water Management Plan	\$90,000
Future Water Wells (3)	\$7,722,000
North Eastern Area Water Mains to 32A	\$1,239,608
Railroad Avenue Water Mains	\$683,049
Total Estimated Project Costs that Serve New Development	\$9,797,157

Source: Ponticello Enterprises.

wnewold



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE: September 15, 2020
THROUGH: Shelly Gunby, Interim City Manager *Shelly*
FROM: Alan Mitchell, City Engineer
SUBJECT: Waiver of Development Agreement Provision for Winters Highlands (Stone's Throw) Subdivision

RECOMMENDATION:

Staff recommends the City Council receive the staff report and consider a waiver of certain obligations under the Development Agreement for Winters Highlands (Stone's Throw).

BACKGROUND:

The Winters Highlands (Stone's Throw) Subdivision project consists of approximately 400 lots on 101 acres, located at the northwest corner of town. Three of the proposed 6 phases have approved Final Maps – Ph. 1, Ph. 1A, and Ph. 2.

In April 2006, the City approved the Winters Highlands Development Agreement, and an Amended and Restated Development Agreement was recorded on April 20, 2015. The Development Agreement includes Mitigation Measures and Conditions of Approval, which were approved for the project in accordance with the Subdivision Map Act and the City's Subdivision Ordinance.

DISCUSSION:

As part of the Development Agreement, Section 4 Development Obligations, sub-section 4.7 Urban Water Management Plan (see attached); the Developer is required to pay a pro-rata share of \$90,000 for the cost for preparation of an Urban Water Management Plan. An Urban Water Management Plans (UWMP) is required by urban water suppliers every five years. These plans support the suppliers' long-term resource planning to ensure that adequate water supplies are available to meet existing and future water needs. The requirements for UWMPs are found in two sections of California Water Code. Every urban water supplier that either provides over 3,000 acre-feet of water annually, or serves more than 3,000 connections is required to submit an UWMP.

The City currently has an estimated 2,350 service connections. Full build-out of Heartland, Stone's Throw and Walnut 10 will get us closer to that threshold, but it's anticipated that additional development will be needed before the requirement for a UWMP is realized - staff estimates 10 years.

In the 2018 Development Impact Fee Nexus Study, the list of Water Projects included the UWMP (see attached). Development will pay the water impact fee with each unit, which includes a pro-rata share for the UWMP cost. The fee report is based on a 20-year development timeline so it is appropriate to have the cost included, even if that expenditure does not occur for another 10 years.

Since the impact fees cover the collection of funds necessary for the UWMP; no additional fee should be collected from the Winters Highlands (Stone's Throw) Subdivision. Therefore, Staff requests the City Council approve to waive the requirement under the Development Agreement to pay a pro-rata share of \$90,000 for the cost for preparation of an Urban Water Management Plan.

ALTERNATIVES: None recommended by staff.

FISCAL IMPACT: The Developer will pay fees, pursuant to the Impact Fee Study, Conditions of Approval, and Development Agreement. No City funds impacted.

Attachment: DA Excerpt - Sub-Section 4.7
Nexus Study Excerpt – Water Projects

Section 4.6 New Sewer Pump Station.

a. Prior to the recordation of the Final Map for Phase I for the Winters Highlands Subdivision, the Developer shall pay its *pro rata* share of the construction of a new sewer pump to be located at a site specified by the City Engineer. The new pump will be financed entirely by developer contributions without any reimbursement from the City.

b. The City Engineer shall determine the *pro rata* share to be borne by each participating developer and shall allocate each share accordingly.

c. The Developer understands and acknowledges that no Building Permits shall be issued for any residential unit within the Winters Highlands Subdivision until the new sewer pump station is constructed and accepted by the City. Therefore, if the developer which is currently obligated to construct this facility fails to do so, Developer may be required to construct this facility in order to proceed with development of the Property.

Section 4.7 Urban Water Management Plan.

No later than the issuance of the 120th building permit for the Winters Highlands Subdivision, the Developer shall pay to the City its *pro rata* share of Ninety Thousand Dollars (\$90,000) for the cost for preparation of a City Urban Water Management Plan.

Section 4.8 Water Well.

a. A water well is required in order to provide water service to the Winters Highlands Subdivision and other developing properties which has been

Table A-4
City of Winters 2018 Development Impact Fees Nexus Study
Water Project Costs Detail

Description	Estimated Cost
	<i>2018 Dollars</i>
Project Costs that Serve Existing and New Development	
Vehicles	\$140,000
Maintenance Equipment	\$148,000
Estimated Total Project Costs that Serve Existing and New Development	\$288,000
Project Costs that Serve New Development	
Water System Master Plan Update	\$62,500
Urban Water Management Plan	\$90,000
Future Water Wells (3)	\$7,722,000
North Eastern Area Water Mains to 32A	\$1,239,608
Railroad Avenue Water Mains	\$683,049
Total Estimated Project Costs that Serve New Development	\$9,797,157

Source: Ponticello Enterprises.

wnewold



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Councilmembers
DATE: September 15, 2020
THROUGH: Shelly Gunby, Interim City Manager *Shelly*
FROM: Crystal Zaragoza, Human Resources Manager
SUBJECT: Claim Against the City of Winters – State Farm a/s/o Contessa Lange

RECOMMENDATION:

It is recommended that the City Council reject the claim and refer to Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA).

BACKGROUND:

When the City of Winters receives a Claim for Damages to Person or Property, the claim is rejected and referred to YCPARMIA to handle the investigation.

FISCAL IMPACT:

Not to exceed the City's \$2,000 deductible, with any costs in excess to come from funds pooled at the JPA.

August 19, 2020

City Of Winters - Tort Claim
318 1st St
Winters CA 95694-1923

Subrogation Services
PO Box 106172
Atlanta GA 30348-6172

 **ENTERED**
August 27, 2020

RE: Claim Number: 15-04P5-83J
Our Insured: Contessa Lange
Date of Loss: February 29, 2020
Your Insured: Winters Police Department
Your Insured Driver: Jose Hermosillo
Your Claim Number: Unknown
Your Policy Number: Unknown
Loss Location: 999 East Grant Avenue
Winters, CA

To Whom It May Concern:

We have been informed you are the liability carrier for the party involved in this loss with our insured. Our investigation indicates your insured is responsible for this claim. Therefore, we are seeking recovery from you. This letter is to notify you of our subrogation claim and request your cooperation in settling this matter.

To assist you in your review, here is a breakdown of the amounts State Farm® paid by Cause of Loss:

Total Amount Paid by State Farm:	\$279.29
Insured Deductible Amount	\$500.00
Total Amount Due to State Farm	\$779.29

If you have paid the deductible to our insured, please reduce the deductible amount from the Total Amount Due to State Farm.

PROPERTY DAMAGE

042 - Uninsured Motorist PD	\$0
300 series/400 - Comp/Collision	\$279.29
501 - Rental/Loss of Use	\$0
Other Property Damage	\$0
Salvage Recovery	\$0
Insured Deductible Amount	\$500.00

15-04P5-83J
Page 2
August 19, 2020

Based on the assessment of liability between the parties, State Farm Mutual Automobile Insurance Company is seeking 100% of the Total Claim Amount listed above. The amount payable to State Farm Mutual Automobile Insurance Company for this loss is \$779.29.

Please remit payment of this claim, or contact us at (877) 787-8276 Ext. 6156923868 to discuss settlement. Include our claim number on the payment. If you reimburse our insured's deductible directly, please advise us at time of payment. Thank you for your cooperation.

If you have any questions or need additional information, call us at (877) 787-8276 Ext. 6156923868. If I am not available, any other member of my team may assist you.

In order to assist you in evaluating and processing the subrogation claim we are asserting, we may provide nonpublic personal information about our customer. We are sharing this information to effect, administer, or enforce a transaction authorized by the consumer. However, you are neither authorized nor permitted to: (1) use the customer information we provided for any purpose other than to evaluate and process the subrogation claim, or (2) disclose or share the customer information we provide for any purpose other than to evaluate and process the subrogation claim.

Take advantage of our self-service option. Visit us at b2b.statefarm.com and click State Farm Claim Search for Other Auto Insurance Carriers where you may check for claims, report a new claim, and review claim status online.

Sincerely,

Tammy Bartell
Claim Associate
(877) 787-8276 Ext. 6156923868

State Farm Mutual Automobile Insurance Company

Enclosure(s)

**CITY OF WINTERS
CLAIM FORM**

CLAIM AGAINST: _____
(For damages to persons or personal property)

DATE RECEIVED: (Stamp and Initial)

RECEIVED VIA:
U.S. Mail: _____
Over the counter _____

A claim must be filed within SIX (6) MONTHS after which the incident or event occurred. Be sure your claim is against the City of Winters and not another public entity. Where space is insufficient, please use additional paper and identify information by paragraph number. Completed claims must be mailed or delivered to (do not fax or email):

**City of Winters
City Clerk's Office
318 First St.
Winters, CA 95694**

The undersigned respectfully submits the following claim and information relative to damage to persons and/or personal property:

A. Claimant's Name: State Farm a/s/o Contessa Lange
Address: PO Box 106172
City/State/Zip: Atlanta, GA 30348-6172

B. Address to which the claimant desires notices to be sent:
Same as above

C. Date of the occurrence or transaction which gave rise to the claim asserted: 02/29/2020

Place of occurrence: (Provide specific address if known and a description of the location.)
999 East Grand Avenue, Winters CA

D. The name or names of the public employee(s) causing the injury, damage, or loss, if known

Jose Hermosillo

E. A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of claim. (Please be specific with your information and the actions leading up to the occurrence. Failure to provide a general report of the occurrence that allows the City to ascertain the events leading up to the indebtedness, obligation, injury, damage or loss may result in your claim being returned to you as initially denied due to incompleteness. Use additional paper as necessary.)

Your driver, Jose Hermosillo rear-ended our insured's vehicle, causing damage

California Highway Patrol filed the report of the incident report # 9280202000163

F. The amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of presentation of the claim, together with the basis of computation of the amount claimed:

Damages claimed:

- | | |
|--------------------------------------|------------------|
| 1. Amount claimed as of this date: | \$ <u>779.29</u> |
| 2. Estimated amount of future costs: | + _____ |
| 3. Total amount claimed: | = <u>779.29</u> |

(Include copies of all bills, invoices, estimates, etc.)

G. Names and addresses of all witnesses, hospitals, doctors, etc.:

1. n/a
2. _____
3. _____
4. _____

H. Any additional information that might be helpful in considering claim: _____

Supporting documents enclosed

WARNING:

IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM:

(penal code 72; insurance code 556.1)

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is TRUE and CORRECT.

Signed this 19 day of August, of the year 2020 at

Murfreesboro, TN

(location)

Tammy Bartell State Farm Ins a/s/o Contessa Lange

CLAIMANT'S SIGNATURE

Tammy Bartell, State Farm Ins a/s/o Contes



RBZ0006Z

State Farm Mutual Automobile Insurance Company

Auto Payments by COL

Route To: Tammy Bartell

BASIC CLAIM INFORMATION

Claim Number: 15-04P5-83J
 Date of Loss: 02-29-2020
 Policy Number: 1727-000-15C
 Named Insured: LANGE, CODY L

400 - COLL

C denotes consolidated payment
 E denotes EFT payment
 P previously converted payment from CAT/CMR

<u>Payment Number</u>	<u>Issued Date</u>	<u>Participant</u>	<u>Payable COL</u>	<u>Pay Cd</u>	<u>Status</u>	<u>Amount</u>	<u>Auth ID</u>	<u>Rsn Cd</u>
106185968J	03-02-2020	Named Insured(s)	400	1	Paid	\$279.29	ECSAPY	
Total:						\$279.29		







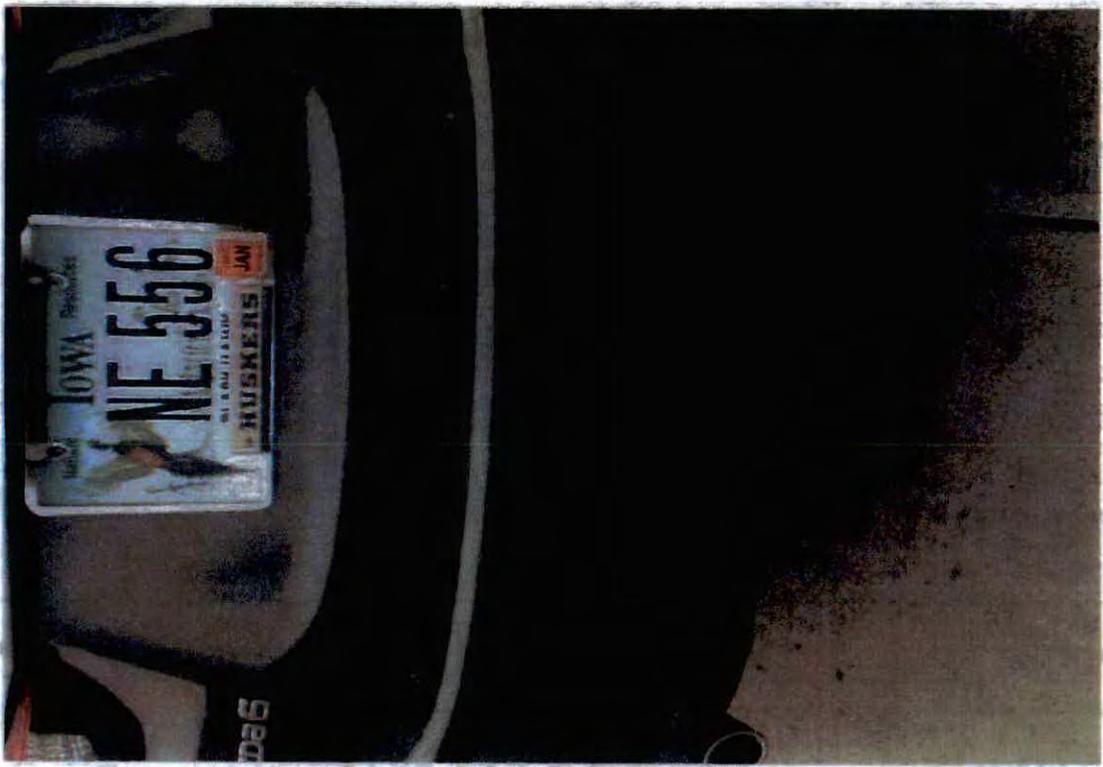












State Farm Insurance Companies
Itemized supplement requests, photos and any applicable invoices should be
Emailed to sfestimate@statefarm.com and must be approved by State Farm@
If email is unavailable, you may fax to 844-841-4977.

*** ESTIMATE ***

03/02/2020 07:49 AM

Owner

Owner: CODY LANGE
Address: 4711 MILLERDALE CT
City State Zip: WATERLOO, IA 50701-9144

Work/Day:
Home/Evening: (515)473-0440
FAX:

Control Information

Claim # : 15-04P5-83J01
Loss Date/Time: 01/31/2020
Deductible: \$500.00

Insured Policy # :
Loss Type: Collision

Ins. Company: State Farm
Address: 4700 S PROVIDENCE RD
City State Zip: Columbia, MO 65217

Work/Day:
FAX:

Insured: CODY LANGE

Claim Rep: Express Team U
Address:

Work/Day: (855)341-8184

Inspection

Inspection Date: 03/02/2020 07:48 AM
Inspection Location: RESIDENCE - LANGE
City State Zip: Waterloo, IA 50701
Primary Impact: Rear
Driveable: Yes

Inspection Type: Virtual Estimate
Contact:
FAX:
Secondary Impact:
Rental Assisted:

Assigned Date/Time:

Received Date/Time: 03/02/2020 07:48 AM

Appraiser Name: JUSTIN-MMEF

Appraiser License # :

Vehicle

2016 Mazda Mazda6 i Touring 4 DR Sedan
4cyl Gasoline 2.5 DOHC
6-Speed Automatic

Lic. Plate: NE 556
Lic Expire:
Prod Date:
Veh Insp# :
Condition:
Ext. Color: METEOR GRAY MICA
Ext. Refinish: Two-Stage
Ext. Paint Code: 42A

Lic State: IA
VIN: JM1GJ1V55G1429872
Mileage: 92,043
Mileage Type: Actual
Code: D3213C
Int. Color: Black
Int. Refinish: Two-Stage
Int. Trim Code: GR0

Options - AudaVIN Information Received

1st Row LCD Monitor(s)	2nd Row Head Airbags	AM/FM CD Player
Air Conditioning	Aluminum/Alloy Wheels	Anti-Lock Brakes
Auxiliary Audio Input	Blind Spot Sensor	Carpeting
Center Console	Compact Spare Tire	Cross Traffic Alert
Cruise Control	Daytime Running Lights	Digital Clock
Dual Airbags	Dual Zone Auto A/C	Electric Steering
Ext Mirror Turn Signals	Floor Mats	Halogen Headlights
Head Airbags	High Definition Radio	Illuminated Visor Mirror
Intermittent Wipers	Keyless Access System	Keyless Entry System
Keyless Ignition System	LED Brakelights	Leather Shift Knob
Leather Steering Wheel	Lighted Entry System	MP3 Decoder
Overhead Console	Power Brakes	Power Door Locks
Power Drivers Seat	Power Mirrors	Power Windows
Pwr Accessory Outlet(s)	Rear View Camera	Rear Window Defroster
Rem Trunk-L/Gate Release	Side Airbags	Split Folding Rear Seat
Sport Seats	Stability Cntrl Suspensn	Strg Wheel Radio Control
Tachometer	Theft Deterrent System	Tilt & Telescopic Steer
Tinted Glass	Tire Pressure Monitor	Touch Screen Display
Traction Control System	Trip Computer	USB Audio Input(s)
Vinyl Seats	Wireless Audio Streaming	Wireless Phone Connect

AudaVIN options are listed in bold-italic fonts

Damages

Line	Op	Guide	MC	Description	MFR.Part No.	Price	ADJ% B%	Hours	R
Rear Bumper									
1	N	566		Rear Bumper Cover R&I	ADDITIONAL OPERATION			1.9	SM
2	I	566		Cover,Rear Bumper	Repair			2.1*	SM
3	L	566	#	Cover,Rear Bumper	Refinish			4.3*	RF
					2.7 Surface				
					0.6 Two-stage setup				
					0.6 Two-stage				
					0.4 Feather, Prime & Block				
				# = 10, 13					
				>> partial renf from 4.5-4.3 (full clear)					
4	RI	573		Reflector,Rear Bumper LT	R & I Assembly			0.1	SM
5	RI	574		Reflector,Rear Bumper RT	R & I Assembly			0.1	SM

Manual Entries

6	N			Flex Additive	ADDITIONAL OPERATION	\$8.00*			SM
7	N			Hazardous Waste Removal	ADDITIONAL OPERATION	\$4.00*			SM
7				Items					

MC Message

10	INCLUDES AUDATEX TIME TO CLEAR ENTIRE PANEL
13	INCLUDES 0.6 HOURS FIRST PANEL TWO-STAGE ALLOWANCE

Estimate Total & Entries

Other Parts		\$12.00	
Paint & Materials	3.9 Hours @ \$42.00	\$163.80	
Parts & Material Total			\$175.80
Tax on Parts & Material	@ 7.000%		\$12.31

Labor	Rate	Replace	Repair Hrs	Total Hrs
			Hrs	

Sheet Metal (SM)	\$65.00	0.2	4.0	4.2	\$273.00
Mech/Elec (ME)	\$75.00				
Frame (FR)	\$80.00				
Refinish (RF)	\$65.00	4.3		4.3	\$279.50

Labor Total			8.5 Hours		\$552.50
Tax on Labor		@ 7.000%		\$38.68	
Gross Total					\$779.29
Less: Deductible					\$500.00-
Net Total					\$279.29

Register online to check the status of your claim and stay connected with State Farm®. To register, go to statefarm.com and select Check the Status of a Claim. If you are already registered, thank you!

Alternate Parts Y/00/00/00/00/00 CUM 00/00/00/00/00 Zip Code: 60666 PXN Region 6
 Recycled Parts Y/0/0 Zip Code: 75201
 Rate Name (01959) IA Waterloo Cedar Falls

Audatex Estimating 8.0.642 Update 6 ES 03/02/2020 08:02 AM REL 8.0.642 Update 6 DT 02/01/2020 DB 03/01/2020
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0.4 HOURS OF REPAIR TIME WERE ALLOCATED TO FEATHER, PRIME & BLOCK AS INDICATED BY THE ESTIMATE PREPARER'S LABOR ITEMIZATION. FEATHER, PRIME & BLOCK LABOR IS REFLECTED UNDER THE REFINISH OPERATION FOR THE APPLICABLE DAMAGE ENTRY.
 1.2 HRS WERE ADDED TO THIS ESTIMATE BASED ON AUDATEX'S TWO-STAGE REFINISH FORMULA.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF AFTERMARKET CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. ANY WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THESE PARTS RATHER THAN THE MANUFACTURER OF YOUR VEHICLE.

Op Codes

- | | | |
|--------------------------|---|---------------------------|
| * = User-Entered Value | ^ = Labor Matches System Assigned Rates | E = NEW PART |
| NG = Replace NAGS | EC = ** NON-OEM PART | OE = Replace PXN OE Srpls |
| UE = Replace OE Surplus | ET = Partial Replace Labor | EP = ** NON-OEM PART |
| EU = RECYCLED PART | TE = Partial Replace Price | PM = REMAN/REBUILT PART |
| UM = REMAN/REBUILT PART | L = Refinish | PC = RECOND PART |
| UC = RECOND PART | TT = Two-Tone | SB = Sublet Repair |
| N = ADDITIONAL OPERATION | BR = Blend Refinish | I = Repair |
| IT = Partial Repair | CG = Chipguard | RI = R & I Assembly |
| P = Check | RP = RP-RELATED PRIOR | |



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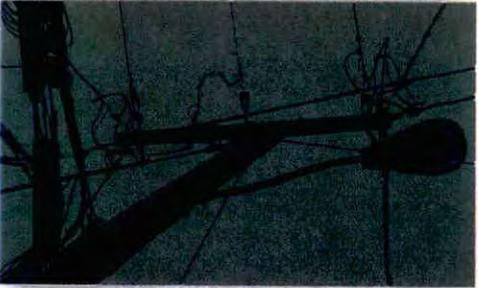


**Yolo County Commission on Aging and Adult Services
Emergency Preparation and Evacuation of Older Adults
and Persons with Disabilities Report and Presentation**

With the number of recent emergencies in the County (fires, floods, power shutoffs, etc.), the Yolo County Commission on Aging and Adult Services (YCCAAS) recognized the urgent need for residents to be prepared for the next emergency. In order to assist with this need, the YCCAAS developed a Disaster Preparedness Subcommittee in March of 2019 to learn about the current County practices and resources as well as industry best practices to develop a report on the subject. The attached full initial report of finding is attached and was presented to the Board of Supervisors in January 2020. The report includes recommendations for actions by 1). The Board of Supervisors and county staff, 2). City-based commission on aging, 3). Additional work to be completed by the Yolo County Commission on Aging.

With additional experience related to the COVID-19 pandemic and recent fires updated and expanded recommendations were presented to the Yolo County Board of Supervisors on 9/1/20. See attached updated recommendations.

Elaine Roberts Musser, Yolo County Aging Commission Vice Chair and chair of the emergency preparation subcommittee and Kate Laddish, Yolo County In Home Supportive Services chair, member of the emergency preparation subcommittee and Winters resident will present the current YCCAAS recommendations for action and additional issues related to emergency preparation, notifications and evacuation as experienced by Winters area residents.



EMERGENCY PREPAREDNESS AND EVACUATION OF OLDER ADULTS AND PERSONS WITH ACCESS AND FUNCTIONAL NEEDS

**Recommendations to the
Yolo County Board of Supervisors
January 28, 2020**

**Yolo County Commission on
Aging and Adult Services**



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Emergency Supply Kits (from Ready.Gov)..... Page 15

Members of the Yolo County Commission on Aging & Adult Services

- Board Supervisor Jim Provenza (Chair)
- Elaine Roberts Musser, District 4 (Vice Chair)
- Jeri Wingfield, District 1
- Wallace Pearce, District 2
- Sue Tarleton, District 3
- Jill Cook, County Administrator’s Office
- Laurie Haas, Office of the Public Guardian and Adult Protection Services
- Terry Kelley, Woodland Aging Commission
- Margot Loschke, Davis Senior Citizen Committee
- Daniel Clayton, West Sacramento Parks
- Siv Winberg, At-large
- Dawn Myers, At-large
- Marianne Boyer, At-large

Members of the Disaster Preparedness Subcommittee

- Elaine Roberts Musser, Chair
- Sheila Allen
- Daniel Clayton
- Kate Laddish
- Margot Loschke
- Mariah Piepho (intern for Supervisor Provenza)
- Cindi Unger
- Siv Winberg



Introduction

The Yolo County Commission on Aging and Adult Services (YCCAAS) identified the necessity to address the special needs of older adults and persons with disabilities in regards to emergency preparation and evacuation. Recent fires, floods, and electrical outages have highlighted the urgency for Yolo County to be prepared in the event of the eventual next emergency. In addition, persons who have died in the recent disasters have primarily been seniors and persons with disabilities. In response, the commission appointed a subcommittee to investigate what disaster preparedness policies and procedures were being instituted in Yolo County for those individuals with access and functional needs, and create recommendations to improve the county's future responses. The subcommittee consulted regularly with Yolo County Office of Emergency Services (OES) and the Yolo County Health & Human Services Agency (DHHS) in formulating recommendations, to ensure consistency and accuracy.



Since the institution of the Disaster Preparedness Subcommittee of the Yolo County Commission on Aging & Adult Services, the Auditor of the State of CA issued a report on an audit conducted in three counties - Butte, Sonoma and Ventura - to determine how well prepared each county is to protect vulnerable populations, before, during and after a natural disaster. Each of these counties recently experienced a deadly and destructive wildfire. The results of the audit are disappointing:

“Although everyone is vulnerable during a natural disaster, people with access and functional needs are even more vulnerable. This report concludes that, despite guidance from the Federal Emergency Management Agency (FEMA) and the California Governor’s Office of Emergency Services (Cal OES), these three counties have not adequately implemented best practices for protecting vulnerable populations, which may place their residents at greater risk of harm during future natural disasters.

Before some of California’s most recent and significant wildfires, none of the three counties we reviewed had complete, up-to-date plans for alerting and warning their residents about danger from natural disasters, conducting evacuations, or sheltering evacuees. Further, none of the counties had conducted assessments of their respective populations to determine what access and functional needs existed in their communities, prearranged for evacuation assistance to meet those needs, or fully prepared to send critical warning messages. Inadequate preparation likely hindered the counties’ responses to the 2018 Camp Fire, the 2017 Sonoma Complex fires, and the 2017 Thomas Fire. For example, despite the critical nature of evacuation messages, none of the counties sent evacuation notices in languages other than English during these events. In the time since these wildfires, each county has taken some steps to follow best practices for meeting access and functional needs, but none have fully implemented these practices.

Despite the importance of planning for people with access and functional needs, Cal OES has not provided adequate support to local jurisdictions in developing emergency plans to meet those needs. It has neither complied with key state laws requiring it to provide guidance to local jurisdictions, nor has it published lessons learned from natural disasters so that local jurisdictions can learn from others’ successes and challenges in responding to emergencies. These failures leave local jurisdictions without key resources that could help them develop plans to protect people with access and functional needs during future natural disasters.”

A recent surprise inspection of nineteen California nursing homes by federal health officials to assess whether they were prepared to protect their residents in a natural disaster or other emergency was equally disturbing:

"California did not ensure that selected nursing homes in the State that participated in the Medicare or Medicaid programs complied with CMS requirements for life safety and emergency preparedness. During our site visits, we identified deficiencies in areas related to life safety and emergency preparedness at all 19 nursing homes that we reviewed. Specifically, we found 137 instances of noncompliance with life safety requirements related to building exits, smoke barriers, and smoke partitions; fire detection and suppression systems; hazardous storage areas; smoking policies and fire drills; and electrical equipment testing and maintenance. We also found 188 instances of noncompliance with emergency preparedness requirements related to written emergency plans; emergency power; plans for evacuation, sheltering in place, and tracking residents and staff during and after an emergency; emergency communications plans; and emergency plan training and testing. As a result, nursing home residents at the 19 nursing homes were at increased risk of injury or death during a fire or other emergency."

In addition, two nursing homes involved in the Santa Rosa fires has their licenses permanently revoked for abandoning their residents during a wildfire:

"In a bold action that sent a badly needed message to assisted living operators throughout California, the Community Care Licensing Division (CCLD) of the California Department of Social Services initiated legal action to revoke the licenses of two assisted living facilities operated by Oakmont Senior Living and ban their administrators from managing, operating, owning or working in California assisted living facilities for the rest of their lives.

The CCLD actions are the culmination of a nearly year-long investigation involving Oakmont of Varenna and Villa Capri, neighboring assisted living facilities where the lives of hundreds of residents were endangered by deadly wildfires that erupted on the night of October 8-9, 2017. CCLD issued its findings and enforcement actions in an Accusation dated September 4, 2018.

The findings portray a shocking disregard for the lives of many residents."

The state audit of the three counties in California, the federal inspection of the 19 nursing homes in California and the revocation of the licenses of two assisted living facilities make it very clear not only how critical disaster preparedness is, but highlights the fact that much more work needs to be done.

The Yolo County Commission on Aging & Adult Services recommendations on disaster preparedness have been divided into 3 sections:



A flooded road in Yolo County

1. Recommendations to the Yolo County Board of Supervisors
2. Recommendations for Future Actions by the Yolo County Commission on Aging & Adult Services
3. Suggested Plan of Action for Local Aging Commissions

We have included all three sections for your information. The draft of these recommendations was reviewed and accepted by the full Yolo County Commission on Aging and Adult Services on November 20, 2019, with the final recommendations reviewed and approved December 18, 2019.



Recommendations to the Yolo County Board of Supervisors

RECOMMENDATION 1: It is recommended that the Board of Supervisors direct staff to **implement a county voluntary Special Needs Alert Program (SNAP)**, to identify those individuals living in the unincorporated areas of the county with access and functional needs who will need assistance in an emergency. This program should include education and outreach to ensure citizens are aware of the program's existence.

RECOMMENDATION 2: It is recommended that the Yolo County Board of Supervisors require an **annual report indicating which licensed continuing care facilities are participating or not participating in Healthcare Preparedness Coalition regular meetings and tabletop exercises**. To incentivize attendance, the Board of Supervisors should direct county staff to: investigate the possibility of instituting a business license requirement to attend meetings/tabletop exercises; and/or establish a gold star program to reward those who attend; and/or explore other alternatives. The Yolo County Board of Supervisors should also direct staff to develop a plan to assist the state in implementation of AB 3098 in Yolo County (see background below for reference).

RECOMMENDATION 3: It is recommended that the Board of Supervisors direct county staff to **ensure all educational efforts from the county include instruction to residents with special needs on what to do in a power outage**, including: information about personal power generators; the locations of emergency shelters with electricity; ready.gov and CalOES.ca.gov information placed on city and county websites; and instruction on how to make an individual personal plan. The county should also assure this information is available through Yolo 211 and OES. In the event of a planned or unplanned power outage: emergency alert notifications must explicitly include where people with medical needs can go to obtain power locally; and such facilities must be accessible to persons with access and functional needs.

RECOMMENDATION 4: It is recommended that the Board of Supervisors direct county staff to **develop and make mandatory Alzheimer's Disease/dementia training for law enforcement/fire/EMS departments** in the unincorporated areas of the county, and encourage the incorporated cities to do the same.

RECOMMENDATION 5: It is recommended the Board of Supervisors direct staff to **improve the accessibility and navigability of the county website** so that it gives information about emergency preparedness, and ensures it also displays current emergency situation updates, including information on where persons with special medical needs for power can go during a power outage.

RECOMMENDATION 6: It is recommended that the Board of Supervisors direct staff to **work with local jurisdictions to coordinate and expand volunteers numbers**, in particular expanding Community Response Emergency Teams (CERTs).

RECOMMENDATION 7: If funds are identified, it is recommended that the Board of Supervisors **ensure IHSS consumers are prioritized as recipients for free "go kits."**

RECOMMENDATION 8: Due to current budget constraints, it is recommended that the Board of Supervisors, in consultation with Yolo County OES, **provide the support for appropriate legislation to increase county OES budgets**.

RECOMMENDATION 9: It is recommended that the Board of Supervisors use **county manager/CAO and county/city 2x2 meetings to coordinate and share information** about emergency preparedness.



Background and Supporting Information for Recommendations

RECOMMENDATION 1:

It is recommended that the Board of Supervisors direct staff to implement a county voluntary Special Needs Alert Program (SNAP), to identify those individuals living in the unincorporated areas of the county with access and functional needs who will need assistance in an emergency. This program should include education and outreach to ensure citizens are aware of the program's existence.



A special needs individual

Special Needs Alert Program (SNAP) During an emergency, it is critical to rapidly identify people who may need assistance evacuating. Yolo County OES, in partnership with other agencies, is creating a system to identify households receiving services that may indicate they would need assistance during an evacuation. The county should continue supporting collaboration between OES and other agencies to provide the data necessary to keep the identification system current and accurate. However, there are still individuals with access and functional needs who do not receive services but still may require assistance to evacuate. To

reduce the risk of those with access and functional needs being overlooked during an emergency, cities and the county should be encouraged to have voluntary Special Needs Alert Program (SNAP) lists or some other documentation to identify these vulnerable individuals.

RECOMMENDATION 2:

The Yolo County Board of Supervisors should require an annual report indicating which licensed continuing care facilities are participating, or not, in Healthcare Preparedness Coalition regular meetings and tabletop exercises. To incentivize attendance, the Board of Supervisors should direct county staff to: investigate the possibility of instituting a business license requirement to attend meetings/tabletop exercises; and/or establish a gold star program to reward those who attend; and/or explore other alternatives. Direct staff to develop a plan to assist the state in implementation of AB3098 in Yolo County.



Seniors using a tablet

HPC meetings/tabletop exercises Many community care licensed facilities (e.g. skilled nursing facilities, residential care facilities for the elderly, board and care facilities, residential mental health facilities, adult day program) are not attending Healthcare Preparedness Coalition (HPC) meetings/ tabletop exercises facilitated by the Yolo County Health and Human Services Agency (DHHS). During these meetings/tabletop exercises, participants bring their facility's disaster preparedness plan with them to determine its effectiveness in an emergency situation. Any deficiencies are quickly discovered and rectified when taken through an emergency

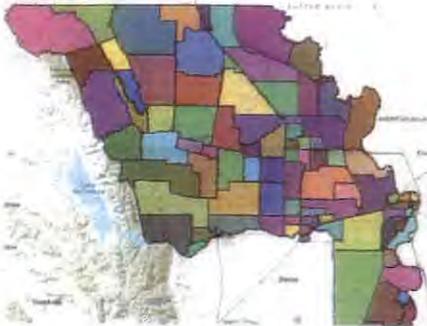
scenario. HPC also makes regular site visits to skilled nursing facilities, and will begin site visits to assisted living facilities in the near future at the behest of the Yolo County Commission on Aging & Adult Services (YCCAAS) subcommittee.

A new state law in effect as of July 1, 2019, AB 3098, requires assisted living facilities to have: updated emergency plans; arrangements to get residents downstairs during a power shutoff if the elevators are not operating; and emergency training and drills. HPC meetings/tabletop exercises provide an opportunity to effectively fulfill those requirements. Therefore, the subcommittee believes the county should strongly encourage community care licensed facility attendance at HPC meetings/ tabletop exercises. To incentivize attendance, the Board of Supervisors should investigate the possibility of a business license requirement to attend HPC meetings/tabletop exercises, and/or establish a gold star

program of rewarding those who attend with some positive publicity, and/or explore other alternatives. The Yolo County Board of Supervisors should also direct staff to develop a plan to assist the state in implementing AB3098 in Yolo County.

RECOMMENDATION 3:

It is recommended that the Board of Supervisors direct county staff to ensure all educational efforts from the county include instruction to residents with special needs on what to do in a power outage, including: information about personal power generators; the locations of emergency shelters with electricity; ready.gov and CalOES.ca.gov information placed on city and county websites; and instruction on how to make an individual personal plan. The county should also assure this information is available through Yolo 211 and OES. In the event of a planned or unplanned power outage: emergency alert notifications must explicitly include where people with medical needs can go to obtain power locally; and such facilities must be accessible to persons with access and functional needs.



Yolo County's 'Know Your Zone' Map

Plan of Action/dissemination of emergency preparedness information: OES is minimally staffed, yet there is an ongoing obligation to ensure emergency preparedness information is disseminated to the entire county population of persons with access and functional needs. Disbursement of emergency preparedness information can be achieved by means of local aging commissions (or whatever local government mechanism might be available) to encourage them to follow the suggested Plan of Action developed by the YCCAAS subcommittee (see accompanying report). In this way local aging commissions can play a vital role in assisting with planning, intervention and education of the entire county community.

The suggested Plan of Action consists of: a) suggested questions for local commissions to ask of local fire, law enforcement, and gov't officials; b) administration of the OES Train the Trainer Program; c) ensuring the city maintains an active Community Emergency Response Team (CERT); d) discovering what assisted living facilities are within the city and whether they are attending HPC meetings/tabletop exercises; e) determining what the city can do for those who have access and functional needs in a power outage.

Additionally, there are residents who have critical medical needs for electricity to: power wheelchairs, provide oxygen, refrigerate insulin and other medications, etc. This population will be (and have been) especially impacted by PG&E unplanned power outages or planned public safety power shut-offs. The county and cities should disseminate the following information on emergency resources in the event of a power outage: a) the safety and effectiveness of purchasing a personal-use power generator; b) where people may go to access electricity during a power shut-off for medical needs, for example the local hospital, fire station or designated shelter that is accessible; c) special-needs preparation strategies from ready.gov/ disability and CalOES.ca.gov posted on the county and city websites; d) how to make an individual back-up plan with a family friend or neighbor who can assist if necessary, to either provide transportation to a shelter with power or to assist with setup, use and maintenance of a personal use generator.

RECOMMENDATION 4:

It is recommended that the Board of Supervisors direct county staff to develop and make mandatory Alzheimer's Disease/dementia training for law enforcement/fire/EMS departments in the unincorporated areas of the county, and encourage the incorporated cities to do the same.



Woodland Police during a 'Coffee with a Cop' event

Alzheimer's Disease/dementia training for police/fire/EMS: Those persons with Alzheimer's Disease/dementia can be particularly challenging to assist in an emergency. Mandatory Alzheimer's Disease/dementia training should be provided to county and city law enforcement and fire departments as well as Emergency Medical Services (EMS). An expert who specializes in the care of those with Alzheimer's Disease/dementia should be identified to provide this training.

RECOMMENDATION 5:

It is recommended the Board of Supervisors direct staff to improve the accessibility and navigability of the county website so that it gives information about emergency preparedness, and ensures it also displays current emergency situation updates, including information on where persons with special medical needs for power can go during a power outage.

Improving city and county websites: The county and cities should have information about emergency preparedness and current emergency situation updates on websites that are easily accessed and navigable. Note: The City of Davis website is a good example of an informative and user friendly site. The Yolo County website, on the other hand, is difficult to navigate and does not necessarily provide information about current emergency situations.

RECOMMENDATION 6:

It is recommended that the Board of Supervisors direct staff to work with local jurisdictions to coordinate and expand the number of volunteers, in particular expanding Community Response Emergency Teams (CERTs).

Volunteers during an emergency: During an emergency it is important to have adequate volunteers ("boots on the ground") to dispatch them to wherever they are needed in the county. Fortunately, Yolo County is rich with volunteers of many varieties at the local level, and can also tap into volunteers at the state level when necessary. All these volunteers offer invaluable assistance for all sorts of situations in a time of need. Community Emergency Response Teams (CERTs) are an important component of emergency preparedness and response.

"The Community Emergency Response Team (CERT) program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT offers a consistent, nationwide approach to volunteer training and organization that professional responders can rely on during disaster situations, which allows them to focus on more complex tasks. Through CERT, the capabilities to prepare for, respond to and recover from disasters is built and enhanced." ready.gov/cert



UC Davis volunteers during a CERT training

At this time, it is unclear what the level of training is for the existing CERTs in West Sacramento, Davis and UC Davis. Local law enforcement or fire departments will provide the CERT training. Through the local city aging commissions (or whatever mechanism is available) and the suggested Plan of Action developed by the YCCAAS subcommittee, it will be critical for every incorporated city in Yolo County (Davis, West Sacramento, Winters, Woodland) to maintain active and trained CERTs. The reason is because CERTs are trained and dispatched to work throughout the county and beyond, not just in the originated city. CERTs will be called on in larger disasters to go where they are needed, even outside the county.



A Red Cross Disaster Relief van

The Red Cross is another organization that OES depends on for some things in an emergency situation. The county is the lead facilitator for shelter operations, recognizing the limitations and restrictions of the Red Cross for such endeavors. An MOU between OES and the Gold Country Region of the Red Cross is currently being formulated, which will indicate that the Red Cross will provide assistance for individual home fires and fire alarm installment. During a large-scale emergency, Red Cross may lend support to the county upon request by OES, provided the Red Cross is given sufficient notice and has available resources.

Veterinary Emergency Response Team (VERT); Levee Flood Fighters; Disaster Healthcare Volunteers; Medical Reserve Corps (MRC); OES Sacramento; Aerosquadron; Posse (large animal rescue); Search & Rescue (Sheriff's Office); STARS (law enforcement volunteers); Animal Shelter; VIP (Volunteers in Policing); World's Kitchen (food for first responders); Billy Graham Foundation (counseling); Salvation Army (donations mgt, food prep); Cowboy 911 (equine capture); Northern CA Equine Practitioners; CA Veterinary Medical Reserve Corps; city volunteers; CalVols (overseen by state to gather volunteers, e.g. ordering AmeriCorps).



Yolo County staff in an emergency exercise

It also needs to be pointed out that county and city employees are required by state law to provide their services during an emergency. In consequence, they are provided disaster preparedness training at least once. Many are given ongoing disaster preparedness training on a regular basis. However, depending on their particular job description, some county employees may never receive any further training beyond the first training that was given. County and city employee emergency preparedness training refresher courses should be made mandatory for those employees who have only taken a required training course once, but never had an updated course since that time.

RECOMMENDATION 7: If funds are identified, it is recommended that the Board of Supervisors ensure IHSS consumers are prioritized as recipients for free “go kits”.

Financial barriers to disaster preparedness can be reduced for those with access and functional needs by distribution of free emergency “go kits” purchased by either cash/in-kind donations or grants. Because IHSS consumers cannot receive assistance from their caregivers to build these kits since it is not a permitted activity, they should be given top priority for any free emergency “go kits” that are to be distributed.

RECOMMENDATION 8: Due to current budget constraints, it is recommended that the Board of Supervisors, in consultation with Yolo County OES, provide the necessary support for appropriate legislation to increase county OES budgets.



OES Manager Dana Carey presenting at a Board meeting

Support for state legislation to increase OES budget: Yolo County OES is underfunded, with only three employees to take on the task of emergency planning for the entire county. State legislation is currently being contemplated to increase the budget of county OESs, but with differing mechanisms in play for discussion. It is crucial that rural jurisdictions be given commensurate budget consideration as city jurisdictions, rather than the state legislature developing a grant program where cities all too frequently take the lion's share of any appropriations. So it is recommended that due to the current budget constraints, the necessary support should be provided for appropriate state legislation, in consultation with Yolo County OES, to increase county OES budgets.

RECOMMENDATION 9: It is recommended that the Board of Supervisors use county manager/CAO and county/city 2x2 meetings to coordinate and share information about emergency preparedness.

Fostering inter jurisdictional cooperation: To increase inter-jurisdictional cooperation, the county can use county manager/CAO and county/city 2x2 meetings to encourage coordination and sharing of information in disaster preparedness planning.



Recommendations to the Yolo County Commission on Aging and Adult Services

RECOMMENDATION 1: To incentivize attendance at HPC meetings/tabletop exercises, the YCCAAS should: investigate the possibility of instituting a business license requirement to attend meetings/tabletop exercises; and/or develop a gold star program to praise those who attend; and/or explore other alternatives.

RECOMMENDATION 2: It is recommended that the YCCAAS approve the suggested Plan of Action, and disseminate it to local aging commissions, in order to assist them in: asking the appropriate questions to law enforcement, fire and local government; implement the OES Train the Trainer Program in their jurisdiction; ensure an active CERT team is maintained in their community; encourage local assisted living facilities to attend HPC meetings/tabletop exercises, and track their attendance; determine what each city and the unincorporated areas can do for those individuals with special medical needs and/or those with access and functional needs during a power outage. In the event of a planned or unplanned power outage: emergency alert notifications must explicitly include where people with medical needs can go to obtain power locally during a power outage; and such facilities must be accessible to persons with access and functional needs.

RECOMMENDATION 3: It is recommended that in the next 12-24 months the YCCAAS and Yolo Healthy Aging Alliance form a subcommittee, to plan a countywide public awareness event (pilot) in regard to disaster preparedness.

RECOMMENDATION 4: If funds are identified, it is recommended that the YCCAAS ensure IHSS consumers are prioritized as recipients for free “go kits”.

RECOMMENDATION 5: Due to current budget constraints, it is recommended that the YCCAAS, in consultation with the Yolo County OES, provide the necessary support for appropriate legislation to increase county OES budgets.

RECOMMENDATION 6: It is recommended the YCCAAS reconvene the Disaster Preparedness Subcommittee quarterly, at a minimum, to follow up on the progress of the county’s disaster preparedness planning.



PG&E staff set up a community resource center



At the Woodland ‘Know Your Zone’ community meeting in 2019



County staff at an outreach event in the town of Yolo



Background and Supporting Information for Recommendations

RECOMMENDATION 1:

To incentivize attendance at HPC meetings/tabletop exercises, the YCCAAS should: investigate the possibility of instituting a business license requirement to attend meetings/ tabletop exercises; and/or develop a gold star program to praise those who attend; and/or explore other alternatives.



In home support staff

HPC meetings/tabletop exercises: Many community care licensed facilities (e.g. skilled nursing facilities, residential care facilities for the elderly, board and care facilities, residential mental health facilities, adult day programs) are not attending Healthcare Preparedness Coalition (HPC) meetings/ tabletop exercises facilitated by DHHS. During these meetings/tabletop exercises, participants bring their facility's disaster preparedness plan with them to determine its effectiveness in an emergency situation. Any deficiencies are quickly discovered and rectified when taken through an emergency scenario. HPC also makes regular site visits to skilled nursing facilities, and will begin site visits to assisted living facilities in the near future at the behest of the YCCAAS subcommittee.

A new state law in effect as of July 1, 2019, AB 3098, requires assisted living facilities to have: updated emergency plans; arrangements to get residents downstairs during a power shutoff if the elevators are not operating; and emergency training and drills. HPC meetings/tabletop exercises provide an opportunity to effectively fulfill those requirements. Therefore, the subcommittee believes the county should strongly encourage community care licensed facility attendance at HPC meetings/ tabletop exercises. To incentivize attendance, the YCCAAS should investigate the possibility of a business license requirement to attend HPC meetings/tabletop exercises, and/or develop a gold star program of rewarding those who attend with some positive publicity, and/or explore other alternatives.

RECOMMENDATION 2:

It is recommended that the YCCAAS approve the suggested Plan of Action, and disseminate it to local aging commissions, in order to assist them in: asking the appropriate questions to law enforcement, fire and local government; implement the OES Train the Trainer Program in their jurisdiction; ensure an active CERT team is maintained in their community; encourage local assisted living facilities to attend HPC meetings/tabletop exercises, and track their attendance; determine what each city and the unincorporated areas can do for those individuals with special medical needs and/or those with access and functional needs during a power outage. In the event of a planned or unplanned power outage: emergency alert notifications must explicitly include where people with medical needs can go to obtain power locally during a power outage; and such facilities must be accessible to persons with access and functional needs.



A group of volunteers

Plan of Action: OES is minimally staffed, yet there is an ongoing obligation to ensure emergency preparedness information is disseminated to the entire county population of persons with access and functional needs. Disbursement of emergency preparedness information can be achieved by means of local aging commissions (or whatever local gov't mechanism might be available) to encourage them to follow the suggested Plan of Action developed by the YCCAAS subcommittee (see accompanying report). In this way local aging commissions can play a vital role in assisting with planning, intervention and education of the entire county community.

The suggested Plan of Action consists of: a) suggested questions for local commissions to ask of local fire, police, and gov't officials; b) administration of the OES Train the Trainer Program; c) ensuring the city maintains an active Community Emergency Response Team (CERT); d) discovering what assisted living facilities are within the city and whether they are attending HPC meetings/tabletop exercises; e) determining what the city can do for those who have access and functional needs in a power outage.

RECOMMENDATION 3: It is recommended that in the next 12-24 months the YCCAAS and Yolo Healthy Aging Alliance form a subcommittee, to plan a countywide public awareness event (pilot) in regard to disaster preparedness.

Countywide disaster preparedness event: As a means of disseminating important information, it is recommended that the YCCAAS form a subcommittee to work on preparing a pilot countywide disaster preparedness public awareness event within 12 to 24 months.

RECOMMENDATION 4: If funds are identified, it is recommended that the YCCAAS ensure IHSS consumers are prioritized as recipients for free "go kits".

Prioritize free "go kits" to IHSS consumers: It is important that those with both financial limitations as well as access and functional needs be prepared in case of an emergency. Financial barriers to disaster preparedness can be reduced for those with access and functional needs by distribution of free emergency "go kits" purchased by either cash/in-kind donations or grants. Because IHSS consumers cannot receive assistance from their caregivers to build these kits since it is not a permitted activity, they should be given top priority for any free emergency "go kits" that are to be distributed.



A sample "go kit"

RECOMMENDATION 5: Due to current budget constraints, it is recommended that the YCCAAS, in consultation with Yolo County OES, provide the necessary support for appropriate legislation to increase county OES budgets.

Support for state legislation to increase OES budget: Yolo County OES is underfunded, with only three employees to take on the task of emergency planning for the entire county. State legislation is currently being contemplated to increase the budget of county OESs, but with differing mechanisms in play for discussion. It is crucial that rural jurisdictions be given commensurate budget consideration as city jurisdictions, rather than the state legislature developing a grant program where cities all too frequently take the lion's share of any appropriations. So it is recommended that due to the current budget constraints, the necessary support should be provided for appropriate state legislation, in consultation with Yolo County OES, to increase county OES budgets.



The California State Capitol building

RECOMMENDATION 6: It is recommended the YCCAAS reconvene the Disaster Preparedness Subcommittee quarterly, at a minimum, to follow up on the progress of the county's disaster preparedness planning.

Regular check-ins by YCCAAS on disaster preparedness progress: It will be essential for the YCCAAS to reconvene the Disaster Preparedness Subcommittee at regular intervals to follow up on the progress of the county's disaster preparedness planning.



Suggested Plan of Action for Local Aging Commissions



INTRODUCTION

The Yolo County Commission on Aging and Adult Services (YCCAAS) identified the necessity to address the special needs of older adults and persons with disabilities in regards to emergency preparation and evacuation. Recent fires, floods, and electrical outages have highlighted the urgency for all of Yolo County to be prepared in the event of the eventual next emergency, which includes the cities of Davis, West Sacramento, Winters, Woodland and the unincorporated areas. In addition, persons who have died in the recent disasters have primarily been seniors and persons with disabilities. In response, the commission appointed a subcommittee to investigate what disaster preparedness policies and procedures were being instituted in Yolo County for those individuals with access and functional needs, and create recommendations to improve the entire county's future responses. The subcommittee consulted regularly with Yolo County Office of Emergency Services (OES) and the Yolo County Health & Human Services Agency (DHHS) in formulating recommendations, to ensure consistency and accuracy.



The reality is that OES is minimally staffed, yet there is an ongoing obligation to ensure emergency preparedness information is disseminated to the entire county population of persons with access and functional needs. Disbursement of emergency preparedness information can be achieved by means of local aging commissions (or whatever local government mechanism might be available) to encourage the commissions to follow the suggested Plan of Action developed by the YCCAAS subcommittee. In this way local aging commissions can play a vital role in assisting with planning, intervention and education of the entire county community.



The suggested Plan of Action consists of: a) inquiring whether your city has a Special Needs Alert Program (SNAP) as well as an active Community Emergency Response Team (CERT) program; b) suggested questions for local commissions to ask of local fire, law enforcement, and gov't officials; c) administration of the OES Train the Trainer Program; d) discovering what assisted living facilities are within the city and whether they are attending HPC meetings/tabletop exercises; e) determining what the city can do for those who have access and functional needs during a power outage.



I. VOLUNTARY SPECIAL NEEDS ALERT PROGRAM (SNAP) LIST:

Inquire whether your city has some sort of voluntary list for those with access and functional needs, who may require assistance and/or transportation in an emergency.



- A. If the city does have such a voluntary list, plan how to disseminate information about this list. Include information about the list in the OES Train the Trainer Program (see below).
- B. If there is no citywide SNAP list, encourage the city to develop one.
- C. Make sure OES is aware of any list your city may have and that the list is in a format that OES can utilize in an emergency.

II. CERTs

"The Community Emergency Response Team (CERT) program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT offers a consistent, nationwide approach to volunteer training and organization that professional responders can rely on during disaster situations, which allows them to focus on more complex tasks. Through CERT, the capabilities to prepare for, respond to and recover from disasters is built and enhanced." ready.gov/cert



CERT volunteers

Find out if your city has a Community Emergency Response Team (CERT).

- A. How active is the CERT? How can it be reactivated if it has been dormant?
- B. If there is no CERT, find out why not, and if feasible, encourage your city to develop a CERT.
CERTs are trained to work throughout the county and beyond, not just in the city where they originated. CERTs will be called on in larger disasters to go where they are needed within and outside the county.

III. SUGGESTED QUESTIONS FOR LOCAL COMMISSIONS TO ASK OF LOCAL FIRE/LAW ENFORCEMENT, AND GOVERNMENT OFFICIALS:

It is expected that city aging commissions will want to ask appropriate questions in regard to their city government's approach to disaster preparedness, such as:

- A. How often do city employees receive disaster preparedness training? Are they given refresher courses? If not, why not?
- B. How many employees within the city are currently (or have recently) trained in emergency management procedures (Standardized Emergency Management System (SEMS)/Incident Command System (ICS))?
- C. When was the city's last Emergency Operations Center (EOC) drill?
- D. How does the city design/decide on drill scenarios and tabletop practices?
 - What are the functions of each department, especially fire and law enforcement?
 - What is the city's continuity of operations (how is the city able to continue functioning) during an emergency?
- E. What is the procedure for coordinating with other agencies during an emergency?
- F. Have there been any emergencies in the city, and what lessons were learned?
- G. How does your city disseminate information during an emergency?
- H. Does the city have emergency preparedness information on its website that is easily accessible and navigable, and includes current emergency situation updates?
- I. What existing city outreach and communications can be utilized to educate the public about any and all programs related to supporting emergency preparedness efforts, e.g. city utility bills?
- J. Does your community know about 211 Yolo?
"211 Yolo is the information hub for Yolo County, linking residents to vital health and human services, information and resources in the community...Dial 2-1-1 or text your zip code to 898211 for text response. This service is free, multilingual, confidential and available 24 hours per day, every day of the year." <http://www.211yolocounty.com/>
- K. If there is an evacuation order, what services are available for those with access and functional needs?
- L. Where can people with emergency power needs go, in particular those with special medical needs and how will your city communicate such information to this population?
- M. Can the city use Community Development Block Grant (CDBG) funds or local funds for the purchase of power generators?
- N. Other questions?



Yolo County law enforcement

IV. OES TRAIN THE TRAINER PROGRAM

- A. Training the trainer on what disaster preparedness information to present to the public
 - 1. Request from the city a plan to determine who and under what authority a designated leader will gather names of volunteers to administer the county OES Train the Trainer Program, e.g. law enforcement or fire department, commission itself, city staff.
 - 2. Volunteer trainers must be trained by OES.
- B. Public presentations by the presenters
 - 1. Once OES trained and in coordination with the city, plan how trainers will disseminate information to citizens.
 - 2. Recommend to the city that, in coordination with OES, it research grants, cash or in kind donations to provide free emergency supplies, e.g. "go kits", to disseminate at public presentations.
 - 3. It will be important to educate older adults, and/or those with access and functional needs at senior centers, community centers, assisted living facilities, seniors-only housing developments, etc., where they live or congregate.

V. ASSISTED LIVING FACILITIES AND OTHER LICENSED RESIDENTIAL CARE FACILITIES

- A. What assisted living facilities and/or other licensed residential care facilities are located within the city?
- B. Do they regularly attend HPC meetings/tabletop exercises? If not, why not? C. Do they have a recently updated disaster preparedness plan?
 - 1. A new state law in effect as of July 1, 2019, AB 3098, requires assisted living facilities to have: updated emergency plans; arrangements to get residents downstairs during a power shutoff if the elevators are not operating; and emergency training and drills. County Healthcare Preparedness Coalition (HPC) meetings/tabletop exercises provide an opportunity to effectively fulfill those requirements. Therefore the county and cities should strongly encourage community care licensed facility attendance at HPC meetings/tabletop exercises. Direct staff to develop a plan to assist the state in implementation of AB 3098 in the city.
 - 2. Investigate the possibility of instituting a city business license requirement to make sure assisted living facilities attend meetings/tabletop exercises; and/or establish a gold star program to reward those who attend; and/or explore other alternatives.

VI. POWER GENERATORS

- A. When there are planned or unplanned power outages and other emergencies, what services are provided by the city to those who are homebound with special medical and/or access and functional needs? If there are no such services, what is the plan for creating such services?
- B. Does the city have emergency generators for those who are low income with access and functional needs? If not, what services are available to them, e.g. can they go to the nearest hospital or fire station for power requirements?



A public presentation by Yolo County OES staff in Winters



A firetruck from Fire Station 43 in West Sacramento



Flooding in Yolo County



Emergency Supply Kits from Ready.Gov

BUILD A KIT

Make sure your emergency kit is stocked with the items on the checklist below. Most of the items are inexpensive and easy to find, and any one of them could save your life. Once you take a look at the basic items, consider what unique needs your family might have, such as supplies for pets, or seniors.

After an emergency, you may need to survive on your own for several days. Being prepared means having your own food, water and other supplies to last for at least 72 hours. A disaster supplies kit is a collection of basic items your household may need in the event of an emergency.

BASIC DISASTER SUPPLIES KIT

To assemble your kit, store items in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers such as plastic bins or a duffel bag. A basic emergency supply kit could include the following recommended items:

- Water - one gallon of water per person per day for at least three days, for drinking and sanitation
- Food - at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert
- Flashlight
- First aid kit
- Extra batteries
- Whistle to signal for help
- Dust mask to help filter contaminated air and plastic sheeting and duct tape to shelter-in- place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Manual can opener for food
- Local maps
- Cell phone with chargers and a backup battery
- Recommended Supplies List (see below)

ADDITIONAL EMERGENCY SUPPLIES

Consider adding the following items to your emergency supply kit based on your individual needs:

- Prescription medications
- Non-prescription medications such as pain relievers, anti-diarrhea medication, antacids or laxatives
- Glasses and contact lense solution
- Infant formula, bottles, diapers, wipes, diaper rash cream
- Pet food and extra water for your pet
- Cash or traveler's checks
- Important family documents such as copies of insurance policies, identification and bank account records saved electronically or in a waterproof, portable container
- Sleeping bag or warm blanket for each person
- Complete change of clothing appropriate for your climate and sturdy shoes

- Household chlorine bleach and medicine dropper to disinfect water
- Fire extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates, paper towels and plastic utensils
- Paper and pencil
- Books, games, puzzles or other activities for children

MAINTAINING YOUR KIT

After assembling your kit remember to maintain it so it's ready when needed:

- Keep canned food in a cool, dry place
- Store boxed food in tightly closed plastic or metal containers
- Replace expired items as needed
- Re-think your needs every year and update your kit as your family's needs change.

KIT STORAGE LOCATIONS

Since you do not know where you will be when an emergency occurs, prepare supplies for home, work and vehicles.

- Home: Keep this kit in a designated place and have it ready in case you have to leave your home quickly. Make sure all family members know where the kit is kept.
- Work: Be prepared to shelter at work for at least 24 hours. Your work kit should include food, water and other necessities like medicines, as well as comfortable walking shoes, stored in a "grab and go" case.
- Vehicle: In case you are stranded, keep a kit of emergency supplies in your car.

RECOMMENDED SUPPLIES LIST—ADDITIONAL ITEMS TO CONSIDER ADDING

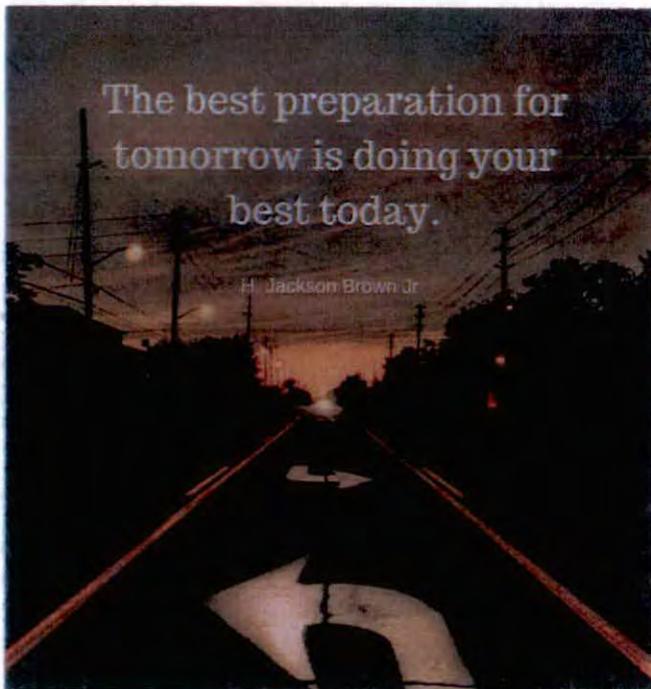
- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.



Emergency items to consider putting in your Go Kit, including: canned food, a can opener, water, extra clothes, and a sleeping bag.

(List continues from previous page)

- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children
- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter- in-plac
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Local maps



Yolo County Commission on Aging & Adult Services (YCCA&AS) Revised & New Recommendations on Emergency Preparedness to Yolo County Board of Supervisors

REVISED RECOMMENDATION 1: It is recommended that the Yolo County Board of Supervisors direct staff to: a) develop a protocol to identify individuals in the unincorporated areas of the county with access and functional needs who do not use county services (and are willing to be identified); b) specify a mechanism by which they can provide their contact information to OES; c) designate locations to house updated contact information such as rural fire departments; and d) establish a public outreach program to make citizens aware of the protocol, mechanism, and location where the information is housed.

REVISED RECOMMENDATION 2: It is recommended that the Board of Supervisors direct staff to develop specialized assisted living protocols, responses and training, that will foster greater cooperation and collaboration between assisted living facilities and county emergency services, as well as strict adherence to public health regulations/policies/protocols.

REVISED RECOMMENDATION 3: It is recommended that the Board of Supervisors direct county staff to ensure all educational efforts from the county include instruction to residents with special needs on what to do in a power outage, including: information about personal power generators; the locations of emergency shelters with electricity; ready.gov, CalOES.ca.gov and PG&E program information placed on city and county websites; and instruction on how to make an individual personal plan. The county should also assure this information is available through Yolo 211 and OES. In the event of a planned or unplanned power outage: emergency alert notifications must explicitly include where people with medical needs can go to obtain power locally; and such facilities must be accessible to persons with access and functional needs.

REVISED RECOMMENDATION 4: It is recommended the Board of Supervisors direct staff to work with subject matter experts to develop Alzheimer's/dementia training and provide it to EMT, Fire personnel and the Sheriff's Office as soon as practicable.

REVISED RECOMMENDATION 5: It is recommended the Board of Supervisors direct staff, as part of the upcoming County website redesign, to improve the accessibility and navigability of the county website so that it gives information about emergency preparedness, and ensures it also displays current emergency situation updates, including information on where persons with special medical needs for power can go during a power outage.

REVISED RECOMMENDATION 6: It is recommended that the Board of Supervisors direct staff to leverage partnerships to create a rural Community Emergency Response

Team (CERT) assigned to a rural fire protection district best situated to recruit volunteers and provide training in basic disaster and medical response skills.

RECOMMENDATION 7: If funds are identified, it is recommended that the Board of Supervisors ensure In Home Supportive Services (IHSS) consumers are prioritized as recipients for free “go kits.”

RECOMMENDATION 8: It is recommended that the Board of Supervisors, in consultation with Yolo County OES, provide the support for appropriate legislation to increase county OES budgets.

REVISED RECOMMENDATION 9: It is recommended that the Board of Supervisors use county manager/CAO and county/city 2x2 meetings to coordinate and share information about emergency preparedness; and direct staff to develop a system to ensure someone from OES is in attendance when the topic of emergency preparedness is on the agenda of any of these meetings.

NEW RECOMMENDATION 10: It is recommended that the Yolo County Board of Supervisors direct staff to increase the use of tools available to them, especially more information on YoloAlert, to communicate information about a pending or existing emergency or planned power outages in a timely fashion to everyone in the county.

NEW RECOMMENDATION 11: It is recommended that the Board of Supervisors direct staff to build and maintain a more robust infectious disease team with an identifiable county contact, that the public can communicate with, that will carry out their mandate to ensure that emergency protocols, i.e. like testing and contact tracing, identification, notification, are followed in long term care facilities (skilled nursing and assisted living facilities) in regard to any resident, staff member, vendor or visitor who has an infectious disease.

NEW RECOMMENDATION 12: It is recommended that the Board of Supervisors direct staff, during an infectious outbreak, to include in their education efforts, an explanation why visitors to a long term care facility have to follow the required protocols limiting family visitation for the safety and health of long term care residents. The county explanations should suggest alternatives if permitted/available, e.g. phone calls, virtual visits via tablets or computer, social distancing while sitting on an outdoor patio, visits through an outside window. The county can request that written notification be placed in a prevalent location both inside and outside the affected building where a person would normally enter, as to the specific methods allowed as alternatives to in-person visitation.

NEW RECOMMENDATION 13: It is recommended that the Board of Supervisors have a policy in place whether to release the name of a skilled nursing facility or assisted living facility that is a “hot spot” of cases during an infectious outbreak.

DISCUSSION

ORIGINAL RECOMMENDATION 1:

It is recommended that the Board of Supervisors direct staff to implement a county voluntary Special Needs Alert Program (SNAP), to identify those individuals living in the unincorporated areas of the county with access and functional needs who will need assistance in an emergency. This program should include education and outreach to ensure citizens are aware of the program's existence.

STAFF RESPONSE: Staff has determined that SNAP is not a viable option for the County in that it requires manual input of data, and a level of maintenance that we are not currently staffed for. The County uses Everbridge (Yolo Alert) for emergency communication with residents in the cities and unincorporated communities. Data on individuals with access and functional needs can be added to Everbridge, however Placer and Sacramento County will need to agree to adding this option since the County shares a contract with them.

Staff will work on getting current data into GIS (Geographic Information System) for added messaging purposes. Registration for Yolo Alert is available on the County Office of Emergency Services (OES) webpage, and is part of emergency preparedness outreach throughout the County. Staff can provide an annual report of participation to aid in marketing Yolo Alert.

DISCUSSION & REVISED RECOMMENDATION 1:

There is a cohort of individuals in the unincorporated area of the county who have access and functional needs but do not tap into county services. It is crucial that these people be included in county emergency planning and not be omitted or forgotten. Whether they are encompassed through a formal SNAP list or some other apparatus is immaterial. It is also possible that local fire departments know who these folks are. We are more than happy to leave the details up to county staff to determine, as they have the expertise to know best how to go about involving these people in county emergency planning.

It is recommended that the Yolo County Board of Supervisors direct staff to: a) develop a protocol to identify individuals in the unincorporated areas of the county with access and functional needs who do not use county services (and are willing to be identified); b) specify a mechanism by which they can provide their contact information to OES; c) designate locations to house updated contact information such as rural fire departments; and d) establish a public outreach program to make citizens aware of the protocol, mechanism, and location where the information is housed.

ORIGINAL RECOMMENDATION 2: It is recommended that the Yolo County Board of Supervisors require an annual report indicating which licensed continuing care facilities are participating or not participating in Healthcare Preparedness Coalition regular meetings and tabletop exercises. To incentivize attendance, the Board of Supervisors should direct county staff to: investigate the possibility of instituting a business license requirement to attend meetings/tabletop exercises; and/or establish a gold star program to reward those who attend; and/or explore other alternatives. The Yolo County Board of Supervisors should also direct staff to develop a plan to assist the state in implementation of AB 3098 in Yolo County (see background below for reference).

STAFF RESPONSE: Staff has found that participation by licensed board and care facilities in the Healthcare Preparedness Coalition ("Coalition") is of value since these facilities tend to be better informed and have better communication with the County. Staff agrees with compiling a yearly list of facilities that are participating, or are "in good standing" with the Coalition. Incentives are most likely not needed since participation in the Coalition has increased in recent years despite no longer offering funding incentives.

Staff does not recommend adding a business license condition as licenses are ministerial and therefore not amenable to additional requirements and would only affect the facilities in the unincorporated County, of which there are none currently.

DISCUSSION & REVISED RECOMMENDATION 2:

It has become clear during the COVID pandemic that assisted living facilities must be an integral part of emergency planning, since they house the frail elderly, a very vulnerable population in close proximity to each other. But because assisted living is a social services model it needs to be treated differently than skilled nursing. Healthcare Preparedness Coalition meetings may or may not be the optimum place for assisted living facilities to obtain assistance with their needs and training, because it is designed specifically for healthcare facilities.

It is recommended that the Board of Supervisors direct staff to develop specialized assisted living protocols, responses and training, that will foster greater cooperation and collaboration between assisted living facilities and county emergency services.

ORIGINAL RECOMMENDATION 3: It is recommended that the Board of Supervisors direct county staff to ensure all educational efforts from the county include instruction to residents with special needs on what to do in a power outage, including: information about personal power generators; the locations of emergency shelters with electricity; ready.gov and CalOES.ca.gov information placed on city and county websites; and instruction on how to make an individual personal plan. The county should also assure this information is available through Yolo 211 and

OES. In the event of a planned or unplanned power outage: emergency alert notifications must explicitly include where people with medical needs can go to obtain power locally; and such facilities must be accessible to persons with access and functional needs.

STAFF RESPONSE: The County's Emergency Public Information Plan is in place to assist with the logistics of informing the community during emergencies. Staff will continue to provide important and up to date information on planning for emergencies and information during an emergency to Yolo 211. This information includes locations of evacuation centers, where to go to get power, where to go if you have medical needs etc. Staff recommends educational efforts be done proactively to ensure residents are informed on personal emergency preparedness tactics before an emergency event including awareness of the role of community in an emergency.

DISCUSSION & REVISED RECOMMENDATION 3:

There is anecdotal evidence that information about where locations are that will provide power in an emergency are not finding their way to YoloAlerts. It has also been noticed that YoloAlerts are few and far between whereas SolanoAlerts are much more profuse and frequent. Those with access and functional needs require more lead time to prepare for an emergency, so more alerts rather than less would be helpful.

Community Resource Centers set up by PG&E have not been available for medically necessary power and are not open after business hours. However, there is a new program through PG&E during a public safety power shutoff, for those with disabilities or older adults, that will provide (after signing up): portable backup power, emergency preparedness assistance, accessible transportation, hotel vouchers and food stipends, and medical baseline application assistance. Eligibility for this program depends on income level and medical need.

It is recommended that the Board of Supervisors direct county staff to ensure all educational efforts from the county include instruction to residents with special needs on what to do in a power outage, including: information about personal power generators; the locations of emergency shelters with electricity; ready.gov, CalOES.ca.gov and PG&E program information placed on city and county websites; and instruction on how to make an individual personal plan. The county should also assure this information is available through Yolo 211 and OES. In the event of a planned or unplanned power outage: emergency alert notifications must explicitly include where people with medical needs can go to obtain power locally; and such facilities must be accessible to persons with access and functional needs.

ORIGINAL RECOMMENDATION 4:

It is recommended that the Board of Supervisors direct county staff to develop and make mandatory Alzheimer's Disease/dementia training for law enforcement/fire/EMS departments in the unincorporated areas of the county, and encourage the incorporated cities to do the same.

STAFF RESPONSE: California Assembly Bill 453 was passed in 2019 and requires dementia-specific training for Medical First Responders (Emergency Medical Technician (EMT)/Fire). Development of training content is done at the State level and has not yet been produced. Staff recommends that the County work with subject matter experts to develop this training and provide, but not require it, for EMT and Fire personnel. Fire personnel are required to complete continuing education credits and this training could help fulfill that. Staff will work with the Sheriff's Office to determine training for law enforcement.

REVISED RECOMMENDATION 4: It is recommended the Board of Supervisors direct staff to work with subject matter experts to develop Alzheimer's/dementia training and provide it to EMT, Fire personnel and the Sheriff's Office as soon as practical.

ORIGINAL RECOMMENDATION 5: It is recommended the Board of Supervisors direct staff to improve the accessibility and navigability of the county website so that it gives information about emergency preparedness, and ensures it also displays current emergency situation updates, including information on where persons with special medical needs for power can go during a power outage.

STAFF RESPONSE: The improvements mentioned in this recommendation will be included as part of the upcoming County website redesign. There will be a homepage with bigger font and line spacing, as well as a highlight section that can include emergency notifications when necessary and a dedicated special needs page.

RECOMMENDATION 5: It is recommended the Board of Supervisors direct staff, as part of the upcoming County website redesign, to improve the accessibility and navigability of the county website so that it gives information about emergency preparedness, and ensures it also displays current emergency situation updates, including information on where persons with special medical needs for power can go during a power outage.

ORIGINAL RECOMMENDATION 6: It is recommended that the Board of Supervisors direct staff to work with local jurisdictions to coordinate and expand volunteers numbers, in particular expanding Community Response Emergency Teams (CERTs).

STAFF RESPONSE: CERTs must be overseen by an agency that has the resources to provide training and management. Staff recommends that we leverage our partnerships to create a rural CERT that can be assigned to a rural fire protection district. A fire protection district is best situated to recruit volunteers and provide training in basic disaster and medical response skills.

REVISED RECOMMENDATION 6: It is recommended that the Board of Supervisors direct staff to leverage partnerships to create a rural Community Response Emergency

Team (CERT) assigned to a rural fire protection district best situated to recruit volunteers and provide training in basic disaster and medical response skills.

ORIGINAL RECOMMENDATION 7: If funds are identified, it is recommended that the Board of Supervisors ensure IHSS consumers are prioritized as recipients for free “go kits.”

STAFF RESPONSE: Staff will work to identify funds that can be used to provide IHSS consumers with a "go-kit" bag and a list of "go kit" items they can purchase to fit their unique needs. Staff also recommends supporting legislation that allows IHSS Providers to be paid for time spent purchasing supplies for “go kits”.

DISCUSSION & RECOMMENDATION 7:

It is our understanding that IHSS, Yolo Healthy Aging Alliance, and/or the Disaster Preparedness Subcommittee can work to identify a grant(s) for “go” kits, then OES will actually write the grant. Yolo Healthy Aging Alliance, as a 501(c)(3) nonprofit, will likely be the grant recipient and administrator. The Disaster Preparedness Subcommittee wishes to participate with IHSS in determining the grant criteria when applying for the grant. There is at least one member of the Disaster Preparedness Subcommittee who is a member of the IHSS Advisory Committee.

If funds are identified, it is recommended that the Board of Supervisors ensure In Home Supportive Services (IHSS) consumers are prioritized as recipients for free “go kits.”

ORIGINAL RECOMMENDATION 8: Due to current budget constraints, it is recommended that the Board of Supervisors, in consultation with Yolo County OES, provide the support for appropriate legislation to increase county OES budgets.

STAFF RESPONSE: Staff concurs that additional state resources are necessary to support OES. The County continues to monitor and evaluate relevant legislation, including AB 291.

RECOMMENDATION 8: It is recommended that the Board of Supervisors, in consultation with Yolo County OES, provide the support for appropriate legislation to increase county OES budgets.

ORIGINAL RECOMMENDATION 9: It is recommended that the Board of Supervisors use county manager/CAO and county/city 2x2 meetings to coordinate and share information about emergency preparedness.

STAFF RESPONSE: Staff has found that emergency preparedness information is shared at the monthly CAO and City Manager meetings, but could be strengthened at the 2x2 level (though some 2x2 meetings happen infrequently).

DISCUSSION & REVISED RECOMMENDATION 9:

There is anecdotal evidence that when emergency preparedness has been on the agenda of a 2x2 meeting, someone from OES did not attend. It is critical that a representative from OES be at any meeting where emergency preparedness is discussed, as s/he has the necessary expertise to have an informed discussion.

It is recommended that the Board of Supervisors use county manager/CAO and county/city 2x2 meetings to coordinate and share information about emergency preparedness; and direct staff to develop a system to ensure someone from OES is in attendance when the topic of emergency preparedness is on the agenda of any of these meetings.

ADDITIONAL RECOMMENDATIONS

DISCUSSION & RECOMMENDATION 10:

There is evidence that information about where locations are that will provide power in an emergency are not finding their way to YoloAlerts. It has also been noticed that YoloAlerts are few and far between whereas SolanoAlerts are much more profuse and frequent. Those with access and functional needs require more lead time to prepare for an emergency, so more alerts rather than less would be helpful. The necessary information is not getting to the public.

It is recommended that the Yolo County Board of Supervisors direct staff to increase the use of tools available to them, especially more information on YoloAlert, to communicate information about a pending or existing emergency or planned power outages in a timely fashion to everyone in the county.

DISCUSSION & RECOMMENDATION 11:

It has become obvious during this COVID pandemic that long-term facilities (skilled nursing and assisted living facilities) house a very vulnerable population in close proximity to each other, the frail elderly. Therefore it is crucial that testing and contact tracing take place religiously in these facilities in regard to any resident, staff member, vendor or visitor who has an infectious disease. And staff needs to be segregated in such a way that they are assigned as few residents as possible to care for, to prevent cross contamination of other residents. This pandemic has underscored the importance and necessity of prioritizing public health and the critical work they do in carrying out the necessary and required emergency protocols.

Because the county no longer has a dedicated public health department, there is an inadequate system in place to address a major public health issue or to implement ongoing prevention strategies. This systemic problem manifested itself when all effected personnel were not notified of possible exposure to a person with a positive COVID test in assisting living facilities. There is also anecdotal evidence that identification, notification, testing and contact tracing were not instituted soon enough and may still be insufficient. Additionally the public cannot find the public health department online.

It is recommended that the Board of Supervisors direct staff to build and maintain a more robust infectious disease team with an identifiable county contact, that the public can communicate with, that will carry out their mandate to ensure that emergency protocols, i.e. like testing and contact tracing, identification, notification, are followed in long term care facilities (skilled nursing and assisted living facilities) in regard to any resident, staff member, vendor or visitor who has an infectious disease.

DISCUSSION & RECOMMENDATION 12:

Some long term care facilities (skilled nursing and assisted living facilities) have instituted protocols in reference to visitation during infectious outbreaks. Long term care facilities must follow state and county guidelines, but are permitted to be more restrictive. Complaints by community and family members of long term care residents about regulations within a particular long term care facility should be addressed to the facility's director.

It is recommended that the Board of Supervisors direct staff, during an infectious outbreak, to include in their education efforts, an explanation why visitors to a long term care facility have to follow the required protocols limiting family visitation for the safety and health of long term care residents. The county explanations should suggest alternatives if permitted/available, e.g. phone calls, virtual visits via tablets or computer, social distancing while sitting on an outdoor patio, visits through an outside window. The county can request that written notification be placed in a prevalent location both inside and outside the affected building where a person would normally enter, as to the specific methods allowed as alternatives to in-person visitation.

DISCUSSION & RECOMMENDATION 13:

During the COVID pandemic, there was a change in county policy about whether to publicly release the name of specific long term care facilities with COVID cases. The initial inclination was to not release the information, but the press obtained and published it. The county should have a specific policy in place to address releasing facility names.

It is recommended the Board of Supervisors have a policy in place whether to release the name of a skilled nursing facility or assisted living facility that is a "hot spot" of cases during an infectious outbreak.



CITY COUNCIL
STAFF REPORT

DATE: September 15, 2020
TO: Mayor and City Council
FROM: John W. Donlevy, Jr., City Manager
SUBJECT: Current and Future Projects Review

RECOMMENDATION:

That the City Council receive a report regarding current and future projects in transition of staff and overall future projects of the City.

BACKGROUND:

As part of overall transition, staff has been working on an overview of key projects and succession planning for the City Council. The overview is meant to help provide a roadmap for current and future projects and needs for the City.

The sections include as follows:

- Succession Planning
- Key Capital and Infrastructure
- Planning and Community Development
- Personnel and Staffing
- Public Safety
- Economic Development
- Affordable Housing
- Pension and Financial Management
- Regulatory Compliance

The following is an overview of each area.

Succession Planning:

The past few years has brought a focus on working to preserve institutional knowledge and begin the transition to systems which will support the sustainability of the organization moving forward when key personnel leave. A key aspect of the effort has been the transition to new cloud based software systems which will support a retention of a knowledge base of information.

The critical parts of the system includes:

- ***New-Gov***, a cloud based Human Resources Management system which includes data retention, personnel records, training and payroll. The implementation of the program allows for an integrated program for employees, supervisors and Human Resources to maintain and manage employee records.
- ***Open-Gov***, a cloud based budgeting and financial management system which transitions the current spreadsheet based methods for budget development and moves them into a more formatted and updated system. This system is currently in development.
- ***Inter-Gov***, a cloud based planning and building permitting system which upgrades the current building permit system by allowing a wide range of features including online permitting, field inspection record keeping and online updates to current server based systems. This is probably one of the more critical updates in the City systems.

The City is also transitioning to cloud based computer software programs, including the gravitation to Microsoft 365, Microsoft Teams and more technologically based systems.

The full implementation of these systems will be critical for the City moving forward.

Key Capital Infrastructure:

Some of the more significant challenges moving forward (future) will be the affordability and maintenance of key infrastructure. The reality is that the small amounts of funding for roads and the lack of funding for storm drains will be a significant burden on City resources. Key issues moving forward will be as follows:

- ***Street and roadway*** funding for maintenance will continuously be challenging. Currently, the City will be limited to gas tax, SB1 and Transportation Development Act funding. A reality is that the little funding received will be dwarfed by the need for preventative maintenance and needed repairs for streets.
- ***Storm drainage systems*** will require upgrades to meet new requirements for NPDES permits and needed repairs. The City currently has no funding for this area and it will become an important need in the coming years.

- **Wastewater Treatment Facility- Ponds:** The potential need for the City to “line” the wastewater ponds is possible with upcoming waste discharge permits. Estimates for these projects will exceed \$1 million.
- **Wastewater Influent Screen Phase II-** the Phase I (intake structure) of the influent screen project went extremely well, but phase II is the installation of the actual mechanics and screen will require an infusion of approximately \$1 million.
- **Wastewater Plant Expansion-** The current capacity of the plant will allow approximately 700 additional residential units, most of which will be absorbed with the completion currently entitled units (578) of Stone’s Throw(200), Walnut 10 (54), Farmstead (220), Blue Mountain Terrace (63) and Creekside (41). The City will need to begin the development of an overall strategy for expansion of the capacity to support infill or future subdivisions. This will require an update of the Wastewater Treatment Facility Master Plan.
- **Tertiary Treatment:** While not currently required, the prospect of increased regulatory demands may rise requiring enhanced treatment from the current secondary to tertiary treatment. The expected cost on this is in the neighborhood of \$16 million.

Planning and Community Development:

The City has spent a considerable amount of energy in the overviews of the current General Plan. The current referendum essentially requires considerable investment for the North Area and will be a defining factor for the next 20 years.

Key planning projects will include:

- **North Area Planning** which could cost in the ballpark of \$1.5 to \$2 million for which the City has no funding other than general funds.
- **Housing Element**, which is currently in development and will be due to State Housing and Community Development no later than January, 2021.
- **SB2/SACOG Planning Grant Projects** which includes “pro housing” policy development for zoning, by right allowances, accessory dwelling units and increased densities. The grant proposal which was approved allows for “City Limits Specific Plan” which would allow these types of uses. The grant also allows for a programmatic environmental review and report. Total funding for this project is approximately \$350,000 which is in the grant program.
- **Housing Element**, the development and submittal of the Housing Element will be a critical process for receiving a certified document and an eight (8) year approval.

Recommendations for future consideration by the Council should be as follows:

- The evolution of *Cannabis* as an industry and regulatory structure has been significant in the five (5) years since the legalization of recreational use. It is recommended that the City consider a re-evaluation of the prohibition in a measured and strategic manner.

Personnel and Staffing:

The economic hit from Covid and the reality of reduced businesses in Downtown caused the review of staffing levels and some deferral of expected promotions. Outstanding issues include:

- Reinstatement of two police officer positions (Sergeant and an Officer).
- Reclassification of the Public Works Superintendent to a Department Head level position. This was deferred with the interim budget adoption in June.
- City Planner- the need for a City Staff position to handle planning and economic development. This should be an important consideration of the next City Manager.
- City-wide Professional Development Program to train and upgrade the skills of staff.

As the City enters 2021, staffing in certain department will be at 2000 levels. The need to find funding to support moving forward will be critical.

Public Safety:

The City has solid leadership in both the Police and Fire Departments. Through the ranks, the personnel are qualified and the most capable in the history of the City.

Key issues and needs moving forward:

- A dedicated detective and investigation capability is needed. Some of the most heinous crimes have often gone without investigation and Winters is not immune. In the past three years, the initiative of staff has brought convictions for child rape, embezzlement and other serious offenses previously overlooked.
- Command support for the Police Chief. This would include a senior supervisory position to support budget, scheduling and staffing.
- Administrative support (full time) in the Fire Department to support all aspects of the operation.

Economic Development:

The 2018 Economic Development Advisory Committee outlined the challenges and needs for the City which would allow for the expansion of business opportunity within the City. The report outlines the key issues and opportunities and is worth consideration in the future.

<http://www.cityofwinters.org/wp->

[content/uploads/2019/04/2019_0329EconomicDevReportFinalReport2a.pdf](#)

One of the most significant detriments in the City is the lack of daytime business population. It also lacks business to business transactions which will drive prosperity and increase revenues in the City.

Affordable Housing:

The City has benefitted immensely from its relationship with the Yolo County Housing Authority. The contract with YCH has positioned the City for a solid future of compliance with affordable housing mandates, the management of grant programs and the necessary reporting moving forward.

Pension and Financial Management:

As the City moves forward, the need for revenues and sustainability will press the current budget due to increases in pension liabilities and annual costs. To address this, the City should:

- Maintain current policy for the pre-funding of annual pension payments. This saves the City in excess of 7% annually.
- Consider the issuance of pension obligation bonds to reduce current unfunded liabilities, reduce annual payment costs and to stabilize costs over a longer horizon.
- Maintain current practices on payment on PEPRAs plans.

Regulatory Compliance:

Three of the most significant issues facing the City will involve regulatory compliance issues which may be financially devastating for the City and its residents. These will include:

- **Hexavalent Chromium** compliance for a revised MCL. The projected costs on this is estimated in the ballpark of \$40 million dollars. This project is in Public Works with consultant Kennedy Jenks.
- **Closed Landfill Cover**- The Central Valley RWQCB has required the City to do additional groundwater monitoring and planning for the addition of a new "cap" on the previously closed landfill on Moody Slough. The estimated costs for this project is in excess of \$1 million for which the City has no funding. This project is with Public Works with our consultant Wallace & Kuhl who has been a stellar partner in the overall process.
- **NPDES Permits** for smaller jurisdictions will begin imposition. This will require advanced maintenance and retrofit within the City's storm drainage system. The City has no funding for this area.

FISCAL IMPACT: None by this action.

Project	Description	Assignment	Comment
City Manager			
Economic Development Report	Completion of recommendation overview, public input and take to City Council for direction.	Future City Manager	
Succession Management	Working with employees to define need requirements for retention of key information and transition to new processes and personnel.	Future City Manager	
Fiscal Forecasting	Working with Financial Management to update overall fiscal forecasting model for preparation of budgets and future services.	Shelly	this takes place each 2 year cycle when we do the budget. Currently in process for 20-21 and 21-22 budget.
Light Industrial Development	Working on overall strategy to promote current and future Winters entrepreneurs for business space, local employment and expansion.	City	
Professional Development Program	Implement and monitor the organization-wide professional development program. Work with supervisors and key personnel to expand qualifications and capabilities of City staff.	Crystal	
Lunch Time Training Yolo 911	Conduct monthly training programs for City employees RMS, Capital Programs, Facility and Budget	Crystal John Miller	
Succession Planning			
Housing	Yolo County Housing Authority Contract- completed and implemented.	Completed	
Public Works	Development of a staffing strategy for environmental services projects including compliance, solid waste, water, wastewater, landfill, groundwater and storm water.	Eric and Kristine	Complete
Planning	Development of a planning projects list for future recruitment.	Future City Manager	
Economic Development	Project list development	Future City Manager	

Project	Description	Assignment	Comment
Engineering			
Winters Highlands (Stones Throw) Subdivision	Project includes completion of Phase 1 (74 Lots) and Phase 1A (48 Lots) infrastructure, start of Phase 2 (82 Lots) infrastructure, and completion of W Main SSPS and RA SDPS. Completion of Moody Slough and Road 88, and Well #8, are tied to Phase 3 (see below)	Alan, Kevin, Eric	Phase 1 substantially complete pending punchlist. Phase 1A improvements completed and accepted. Phase 2 improvements nearing completion. Final testing completed for W Main SSPS and RA SDPS.
Callahan (Heartland) Subdivision	Project includes completion of infrastructure for a 109-lot residential subdivision, with 2 phases.	Alan, Kevin, Eric	Phase 1 improvements completed and accepted, and Phase 2 improvements are substantially complete.
LDS Subdivision	18 unit residential subdivision	Alan, Dave	Lot Line Adjustment, Easement Deeds, and Improvement Plans pending Environmental review, engineering review of infrastructure, and preparation of Conditions of Approval were stalled. Cooperation from adjacent property owner is necessary.
Skreden (Farmstead) Subdivision	Tentative Map submittal for 211 single family lots, with office/retail and grocery market.	Dave, Alan, Caltrans	Improvement plans and Final Map are completed and not accepted, but project has stalled.
Creekside Estates Subdivision	Improvement plans and final map for proposed 40 lot subdivision.	Alan	Engineering review of infrastructure and preparation of conditions of approval completed. City Council approval of TM is pending, then improvement plans will be prepared.
Walnut 10	Tentative map submittal for 53 single family lots.	Dave, Alan	Phase 1 work is nearly completed. Phase 2 work started but incomplete and waiting for re-start of work. A draft Final Map was submitted for Phase 2 but is slow moving forward.
Olive Grove Subdivision	Project includes completion of Phase 1 (5 Lots) and Phase 2 (16 Lots) infrastructure. Phase 1 work is past-due in accordance with Public Improvement Agreement, and we are working on legal remedy. Phase 2 work started but incomplete and waiting for re-start of work. No Agreement with this Phase, so working with City Attorney on any legal remedy to get work completed. The Phase 2 site was the issue with overland flows during recent winter.	Alan and Kevin	
Housing/Economic			
Blue Mountain Terrace Senior Apartments	Construction of 63 unit multifamily senior affordable housing on E. Baker St.	Dan and YCH	Construction January, 2020

Project	Description	Assignment	Comment
Senior Center	Consruction of 6,000 square foot senior center on E. Baker St.	Dan	January, 2020 NOFA
Farmstead Housing Development (Mark Skreden)	Affordable Housing Plan for 211 lot subdivision (Grant Ave. east of IGA)	Dan, YCH and LSNC	AHC approved plan
Trash Enclosure for Newt's Expressway businesses	Working with Downtown merchants and property owners on an implementation strategy for the infamous trash enclosure.	Dan and Carol	
Neighborworks Housing Project	26 Unit self help housing development	John	
Walnut 10	54 Lot subdivision	Dave, Alan	
LDS Subdivision	Affordable Housing Plan for 18 lot subdivision	Dave, Alan	
Capital Projects			
Sewer Influent Screen Project	Phase II-Mechanical & Electrical installation	Eric	Working on funding
1505 Overcrossing/Complete Streets- Cycle 5 ATP	Project limits span through the City of Winters in Yolo County on the main street Sr 128 (Grant Ave PM 8.7) continuing east through Winters and across the SR 128/I-505 overcrossing (PM 9.8) before concluding at the El Rio Villa Housing Development at Fredericks Drive.	Public Works	
Putah Creek Trail Extension	Connection of NBT to PG&E Trail	TBD	
Main Street Paseo Park	Completion of paseo linkage between Hotel Winters and Main Street including path and pedestrian amenities.	Eric	Scheduled for August, 2020

Project	Description	Assignment	Comment
City Hall Accessibility Project	Remodel of former Police Department and relocation of Financial Management, Administrative Services and bill paying	Shelly/Eric/Crystal	In progress / getting bids
Financial Management			
OPEB	Setting up a trust for the OPEB liability related to our health insurance	Shelly	Trust is in place, funding and investment strategy under consideration
Review CalGov EBA Plan	Employee Benefit Program		Working to set up new Board of Directors, Shelly is City representative for new interim Board
FY 20-21 and 21-22 Budgets	Budget Preparation	Shelly and staff	complete and submitted to GfOA and CSMFO-20/21 ONLY
INTime Scheduling Software	Implementation of scheduling software with Police and Fire		Police Dept has moved fully to InTime, Fire is working a dual paper and InTime system for now
18-19 Audit		Shelly	Interim Work beginning
Neo Gov Software Implementation	Implementation of HR, payroll, time & attendance and recruiting software.	Shelly and staff	all Data submitted, ready for training and testing to begin.
Water and Sewer Rates	RFP for water and sewer rate study	Shelly	SPOKE WITH CONSULTANT AND PLACED PROJECT ON HOLD UNTIL EARLY 2021 DUE TO PANDEMIC
OPENGOV	Budget Preparation AND TRANSPARENCY SOFTWARE	shelly	kick off meeting held, data request submitted to opengov implementation team. Weekly meetings scheduled for January 2021 full implementation for 21/22 budget prep
Human Resources			
MOU Negotiations	Negotiations with all bargaining units completed, MOUs expire June 30, 2022	Crystal	Completed
	Implemented Side letters for all MOUs. City will meet with all bargaining units in February 2021 to provide update on City finances	Crystal, Shelly	Follow up February 2021
	FPFA MOU	Crystal	Completed January 2020
	POA MOU	Crystal	Completed January 2020
Training	Mandatory harassment training for all employees held in July 2019	Crystal	Completed July 2019
	Using Target Solutions for PT employees to complete harassment training online	Crystal	Completed June 2020

Project	Description	Assignment	Comment
	Lunchtime trainings to be offered year-round for required core trainings listed on EDP	Crystal	Ongoing
	Launched access of Target Solutions online training for employees outside of Fire and Police	Crystal, various departments	Ongoing
	Training matrix for all positions	Crystal, All Depts.	Mostly complete; need matrix for 2 Depts.
Employee Development Program	Revamped EDP document and met with all department heads to kickoff program	Crystal	April/May 2020
Claims	Working with YCPARMIA on claims against the City	Crystal	Ongoing
Benefits	Working with Broker to analyze employee utilization of all benefits offered	Crystal, Benefits Broker	Ongoing
	Benefits Fair Fall 2020 (Dental, Vision, Life Insurance, AFLAC, CalGOVEBA, Nationwide (deferred comp), Valic (deferred comp), CalPERS, Social Security office, and our benefits broker)	Crystal	7-Oct-20
	Worked with Broker to get Dental/Vision on calendar year vs. July 1 start date	Crystal	Completed November 2019
	2 CalPERS retirement Trainings held in Nov/Dec.	Crystal	Completed Nov/Dec 2019
	CalPERS 457 to come conduct a lunch & learn in February	Crystal	Virtual Training September 2020
Recruitments	Environmental Services Manager Recruitment	Crystal	Recruitment Filled
	Fire Volunteer Recruitments, ongoing	Crystal, Matt	Ongoing
	Community Center Attendant Recruitment	Crystal, Diana	Recruitment Filled
	Police Officer Recruitment	Crystal, Chief Miller	Chief's Interview
	Fire Engineer Recruitment	Crystal	Recruitment Filled
	Pool Recruitments	Crystal, Diana	Recruitments Filled
	Permit Technician Recruitment	Crystal, Gene	Offer Accepted
Neo Gov Software Implementation	Implementing various HR related modules (Recruitment, Benefits, Performance Management, Core HR)	Crystal	Ongoing
	Gathering documents for "Data Gathering List" to implement the "CORE HR" module first	Crystal, Shelly	Completed
Safety	IIPP training was delivered by Tom McGuire.	Crystal	Completed
	Safety Committee met on 9/8/20; will continue to meet every other month	Crystal, Safety Committee	Ongoing

Project	Description	Assignment	Comment
	Safety Committee to complete building inspections every quarter	Crystal, Safety Committee	Ongoing
		Fire	
Professional Development	Utilize and implement California State Fire Marshal (CSFM), National Fire Academy (NFA) and Center for Public Safety Excellence (CPSE) as a professional development model for career and volunteer staff.	Chief & Staff	Ongoing, Chief Lopez working on CPSE Chief Officer Designation and NFA Executive Chief Officer 2 year program. Captain Schechla working on BS Degree, NFA Officer Program & CSFM Chief Officer Certification. Captain Mendoza working on Fire Code courses & Fire Marshall Networking/Mentorship. Captain Baumgart working on CSFM Fire Officer I & II Certification, Engineer Marquez working on Fire Inspector 1A, Fire Instructor I & NFA Leadership in Supervision.
SWOT Analysis	<ul style="list-style-type: none"> Conduct a SWOT analysis including staff, stake holders and community input. 	Chief, CM & Staff	Through support and collaboration with CM, Council and Fire Staff. Will need to identify stakeholder participation.
Fire Strategic Plan	<ul style="list-style-type: none"> Develop a Five Year Strategic Plan: Inclusion of stake holders and community. 	Chief, CM & Council	Consideration of consulting services vs. internal development
Fire Prevention	<ul style="list-style-type: none"> Fire Prevention position reorganization to a 40hr work week position. Conduct a Community Risk Analysis to identify opportunities for minimizing risk, promote fire prevention education and providing for a safe, sustainable economy. Plan for future career staffing needs. Apply for AFG Safer Grant 2019 for three Engineer positions. Three year grant period, federal funding provides first and second year 75%, third year 35%. 	Chief & Art	Working on implementation of SB1205 mandatory inspections of occupancies and fire and life safety inspection program. Need to shift Fire Prevention model to M-F schedule (Non-safety position)
Staffing	<ul style="list-style-type: none"> Volunteer Program: Recruitment & Retention, explore county wide shared staffing model. Analyze status of current fire apparatus and equipment and their life span/expectancy. 	Chief & Staff	Hired 1 FTE Engineer, Continued Recruitment & Retention of Volunteers.
Apparatus Replacement Plan	<ul style="list-style-type: none"> Develop and plan for the replacement of fire apparatus and equipment including fiscal projections and identify funding sources. Proactive approach to ensure personnel hired, trained and promoted have the necessary skills to meet the challenges of tomorrow. 	Chief & Cheyne	Draft in progress that will provide guidance on fleet service life and replacement.
Succession Planning	<ul style="list-style-type: none"> Implement Cross-Training between disciplines. Revision and updating; positions, experience and qualifications. 	Chief	Staff Reassignments in 2022, Captains will be reassigned to new responsibilities; Fire Marshal, Operations & Training, Fleet, Facilities & EMS
Organizational Development			

Project	Description	Assignment	Comment
Organizational Development Plan	<ul style="list-style-type: none"> Establish a guide and minimum requirements for professional development among all ranks in the department. 	Chief & Staff	
Report Management Software (RMS)	<ul style="list-style-type: none"> RMS System Implementation: Currently implementing new RMS system to include CAD integration. 	Staff	Implemented & Complete Secure Additional Administrative Training
EMS Services	<ul style="list-style-type: none"> Maintain ALS EMS services through contract, training and compliance through YEMSA and State of California Emergency Management Agency. Explore EMS services for the future Provide EMS training in community. 	Chief & Cheyne	
Regional Collaborations & Partnerships	<ul style="list-style-type: none"> Continue our regional partnerships with West Valley Regional Fire Training Consortium for training management and courses. 	Chief/Matt	Currently Maintained
Solano Fire Academy	<ul style="list-style-type: none"> Solano Community College Agreement to host Fire Academy at Winters Fire Department. 	Chief/SCC	Draft Agreement in progress, anticipate Fire Academy for 2021.
Police Department			
Records Management System (RMS)	Partner with Yolo County Sheriff's Department for a Records Management System (RMS) that integrates with YECA Computer Aided Dispatch (CAD) system.	Karla Ferguson, Sgt. McCoy, Chief Miller	PARTIALLY COMPLETED. Still working w/ Yolo SO to implement. Working with West Sacramento PD and Yolo SO in preparation to migrate WPD's data to new system. Integrated CAD/RMS system expected to be online November 2020.
Police Commander recruitment	Recruit and conduct selection process for a Police Commander who will serve as second-in-command of the Police Department and prepare for succession planning for the Chief of Police position	Chief Miller, Crystal Zaragoza	DELAYED. Commander recruitment delayed indefinitely.
Yolo County Major Crime Task Force	Yolo law enforcement agencies are reorganizing YONET into a Major Crimes Task Force. Upon ratification of Task Force MOU, Winters PD has dedicated a .5 body to the Task Force (current Detective)	Chief Miller	COMPLETED. Det. Gonzalez assigned on part-time basis to Yolo County Special Investigations Unit (SIU) effective September 2019.
Axon Signal Sidearm technology	Winters PD will be purchasing Axon Signal Sidearm units. The Signal Sidearm is a redundant system that activates our Axon Body Cameras when the sidearm is removed from the holster in case of dynamic and evolving events when the officer was otherwise unable to manually activate the body camera.	Chief Miller	COMPLETED. All officers equipped with functioning Signal Sidearms supplementing the Axon Signal Vehicle and TASER Signal systems.

Project	Description	Assignment	Comment
Code Enforcement	Winters PD has requested to assume Code Enforcement. This will require updating our part-time CSO position to a full-time position, training, etc.	City Manager, Chief Miller	NO ACTION taken. No further action has been taken on this item to date but the PD is still interested in assuming these responsibilities from the Building Department.
Surplus Equipment	Winters PD personnel sorted and inventoried the garage, mezzanine, and other storage areas at the PD.	Chief Miller	COMPLETED. Surplus equipment that served no useful purpose and had no resale value was disposed of. Other surplus equipment that served no useful purpose but retained some value was either donated or traded for needed supplies. Of particular note, surplus equipment was traded to obtain electronic sights for patrol rifles.
P25 Compliance	Upgrade radio system to P25 compliant requirements.	Chief Miller	PARTIALLY COMPLETED. P25 compliant portable radios are deployed to all current full-time officers. P25 compliant vehicle radios installed in the two vehicles purchased in 2019.
Training	Winters PD has placed an emphasis on continual training using SMART criteria (Specific, Measurable, Achievable, Realistic, and Timely).	Chief Miller, Sgt. McCoy	ONGOING. WPD personnel were in 100% compliance of POST audit conducted July 2019. Our internal expertise has increased with members being certified as instructors in emergency vehicle operations, firearms, defense tactics, TASER, and baton. WPD obtained Airsoft guns, strike pads, and a defense tactics suit to facilitate training. We hosted classes at the PSF for TASER instructor, de-escalation tactics, and a law enforcement Public Records Acts class.
New RADAR trailer with enhanced capabilities	Using grant funding, Winters PD is in the process of obtaining a new RADAR trailer with a multi-function display screen, traffic data collection and analytic capability, and Automated License Plate Reader (ALPR) technology	Chief Miller	PARTIALLY COMPLETED. Council approved purchase. Equipment has been purchased and awaiting delivery to manufacturer. Comprehensive policy developed to comply with law. Anticipated completion October 2020.
Web-based Training Records Management software	Purchase and implement web-based training management programs.	Chief Miller	PARTIALLY COMPLETED. Training management (METR) and Field Training Management (LEFTA) program built into FY 20/21 budget and awaiting approval to purchase. Anticipated completion September 2020.

Project	Description	Assignment	Comment
Web-based scheduling program	Purchase and implement web-based scheduling program that integrates with payroll system	Chief Miller, Sgt. McCoy, Shelly Gunby	PARTIALLY COMPLETED. InTime web-based scheduling program purchased and implemented. Payroll system integration pending on the purchase and implementation of NeoGov by Finance Dept.
Recruitment/Retention	Maintain staffing levels	Chief Miller, Crystal Zaragoza	DELAYED. In addition to the Police Commander position, Winters PD needs to maintain staffing levels to provide service to the community. A position that was vacated June 2020 due to retirement has been frozen due to City's financial situation, reducing staffing to 10 sworn (including Chief). This was the staffing level equivalent to the early 2000's. Staffing for Patrol is often just one officer on-duty between 0000-1200 hours.

Regional Projects

Valley Clean Energy	City has assumed an Associate Membership Role. Full membership will occur in January, 2021.	Cowan and Loren
Animal Services	Participation in the Yolo County Animal Services Task Force reviewing services, shelter and the formation of a regional joint powers authority.	Cowan and Donlevy
Yolo Communicaiton Agency	Active participation in the 911 agency with the prospects of a facility remodel and service enrichment.	Miller
Yolo Homelessness Coalition	Participation in both the HPAC and Coalition, reviewing and developing policy on homeless issues in Yolo County.	Cowan and Neu
Shared Services	Working with the Yolo City Manager's and the consideration of an umbrella management system for the various joint powers agencies.	Future City Manager
Yolo Conservancy	Implementation of the Yolo Habitat Conservation Permit.	Neu
Yolo County Housing Authority	Participation on the Board and policy direction for the Housing Authority.	Neu
Yolo Sustainable Groundwater Agency	Participation in the development of the County-wide sustainable groundwater management plan.	Loren
League of California Cities	Board of Directors and City Manager's Executive Board working on rural programs, legislation, State-wide education programs and advocacy.	Loren
Yolo -Solano Air Quality Agency	Regional policy board on air quality	Anderson
Sacramento-Yolo Vector Control Agency	Board position and community education and services.	Gar House

Project	Description	Assignment	Comment
Sacramento Area Council of Governments (SACOG)	Board position and collaboration of regional transportation and planning.	Neu	
Yolo Local Agency Formation Commission	Serve as Associate Board Member with a Full Board Position in 2020	Cowan	
Lower Putah Creek Coordinating Council	Participation in regional board monitoring Putah Creek	Anderson	
Putah Creek Council	Participation in implementation of Putah Creek Projects through the non-profit.	Anderson	
Yolo Coordinating Council	Work with Yolo Mayors and Supervisors on County-wide programs and assignments	Biasi	
Yolo Law Enforcement Administrators Coordinating Council	Board member and participation in regional law enforcement programs	Miller	
League Environmental Policy Comm	Review and propose legislation on key environment policy within the State and before the legislature.	Loren	
League Rural Caucus	Advance education and resources for small and rural jurisdictions within the State and inside the League of California Cities	Loren	
League Women's Caucus	Promote education and opportunity for womens issues within the legislative agenda and inside the League.	Loren	

Building Division

Fairfield Inn by Marriott	72 room hotel, 45,794 Sq. Ft. BP NONR 1-18-4232 issued 12-7-18 Civil Improvements in progress	Gene	Setting concrete forms, installing rebar
Chevron Gas Station and Car Wash (Includes T I for store and Togo's)	Main Permit - BP NONR 5--17-3963 issued 9/27/17 Currently has frame and drywall inspections completed. (Moving slowly) anticipated final 2019	Gene	Some progress being made on TI Still moving slow
Winters Healthcare 16,620 Sq. Ft. (moving at a fast pace)	BP NONR 3-18-4298 East side 1st floor frame completed 7/3/19 Anticipated final date Nov. 2019	Gene	Final issued 3-25-2020
Blue Mountain Terrace Senior Center 6,670 Sq. Ft.	BP NONR 2-19-4796 Plan check comments to applicant 3/14/19 Waiting on revised plan submittal I have contacted applicant multiple times	Gene	Plan Check complete. Ready to issue in 48 hrs. after request

Project	Description	Assignment	Comment
Blue Mountain Terrace Apartments 54,411 Sq. Ft.	BP NONR 11-18-4711 Senior apartment housing Permit issue- 12/30/2019	Gene	Project is basically framed up except for balconies Fire suppression being installed
Winters Hotel 73,348 Sq. Ft	Main Permit NONR 12-15-3240 Anticipated Temp. Final July-Aug 2019	Gene	Final issued 1-29-2020
Carboni's Restaurant at the Winters Hotel	BP NONR 6-19-4975	Gene	Temp final issued. Final pending completion of catering kitchen
InterGov Permitting Software Implementation	TI's in Review Installation and upgrade of City permitting software	Gene	Currently in progress. Anticipated to go live Fall 2020
Downtown Seismic Review	Develop listing on non-reinforced and at risk structures in Downtown.	Gene/Dago	Had meeting with structural engineer He will do an analysis for \$1,000 per bldg.
K. Hovanian	Aspire phase II 42 units	Gene	Permits ready to issue when they own property
Olive Grove Phase 1	2 units complete , 1 under construction	Gene	2 additional units in plan check
Olive Grove Phase II	Total 19 Units	Gene/Dago	1 unit in plan check
Crown Communities	propose 47 units 2020-2021, 18 units 2021-2022	Gene/Dago	
Homes by Towne	propose 24-30 units 2020-2021	Gene/Dago	
Walnut Lane 10	54 Units 2021-2022	Gene/Dago	
Farmstead 209 Units	10-20 per year starting 2021	Gene/Dago	
Neighbor Works	24-26 units 2021	Gene Dago	
Public Works	<ul style="list-style-type: none"> Complete rehab of alley from First St to Railroad. Excavate, Grade, pour concrete curb and gutter, repave. Vintage Paving is the successful bidder and general contractor for this project. 		
Newt's Expressway Rehabilitation	<ul style="list-style-type: none"> Project has been delayed because of pumping in the alley. Contractor had to excavate another 6" deeper for better compaction slowing progress down because of shallow utilities. 	Eric	Complete

Project	Description	Assignment	Comment
First Street Parking Lot Project	<ul style="list-style-type: none"> Design and build a public parking lot on First St and Abbey St. Vintage Paving is the successful bidder and general contractor for this project. Build a 38 stall parking lot for public use. Added nine new lights that will match the hotel lights, landscape, stubbed out conduit for electric charging stalls and stubbed out utilities for trash enclosure compactors. Patch repair, crack seal and slurry seal approximately 200,000 sqft of city streets. Vintage Paving is the successful bidder and general contractor for this project. 	Eric	Landscape to be completed 2020
SB1-18-19	<ul style="list-style-type: none"> Working off the engineers PCI report staff has developed a schedule of streets to be repaired with SB1 and Gas Tax funding combined. 	Eric/Dago	Complete
Rule 20A Newts Expressway	Working with PG&E, Wave and At&t. Businesses have agreed to power source. Working on final design	Eric/Kristine	In Progress
Three Oaks Park	Phase I- Lots X and W	Eric	In Progress / out to bid
Park Grant	Rehab parks with grant funding	Eric	In progress
Heartland Park	Two mini parks allowing pedestrian-bicycle access from West Main St to Graf St.	Eric, Tony	95% complete. To be completed by 10-30-20
West Main St Lift Station	Testing completed. Waiting for completion of landscaping	Eric/Alan/Jim	In Progress
SB1 20-21 Street Rehab Project	Going out to bid in 2020	Eric/Kristine	Working on schedule
Paint Community Center Exterior	Paint outside of Community Center	Eric/Luis	Scheduled for 2020-2021
Build new Finance/Hr Office space	Demo old PD office space. Design, build new Finance and HR Office Space	Eric/Luis	Scheduled to be completed in 2020
Paint Community Center Interior	Paint all interior walls in center	Eric/Luis	Complete
SB1-19-20	<ul style="list-style-type: none"> Patch repair, crack seal and slurry seal approximately 200,000 sqft of city streets. Vintage Paving is the successful bidder and general contractor for this project. Working off the engineers PCI report staff has developed a schedule of streets to be repaired with SB1 and Gas Tax funding combined. Working with contractor to combine SB1 2018-19 with SB1 2019-20 to get more value out of our budget by doing both projects together. 	Eric/Dago	Complete

Project	Description	Assignment	Comment
2020-21 Sidewalk Repair Project	Creating a project list	Eric	In Progress
Housing Element Update			
2013 Summary	Review and update from previous goals.	Planning	
2021 Goals	Development of revised goals for 2021-29	Planning/City Manager	
RHNA Implementation	Process of SACOG Regional Housing Needs Allocation.	City Manager	
RFP for Housing Element Update	Generate Scope and a document for an update of the City's Housing Element	City Manager	
Climate			
Climate Action Strategy Report	Development of an overall plan for the revision of the draft Climate Action Plan with the integration of the Climate Action Strategy Report and a process toward integration with the General Plan "Refresh".	Planning	
Climate Committee	Establishment of Climate Committee to review draft Climate Action Plan and Strategy.	Civic Spark Fellow	
Climate Action Plan Tasks			
GHG Inventory Update	Includes both updating inventory for 2018 or similar recent calendar year, and adjusting the original 2005 baseline to ensure two inventories are comparable.	Consultant	
Forecasts/Targets GHG	Quantitative analysis of future GHG emissions under two scenarios (business as usual [BAU] and legislative-adjusted BAU) and quantification of GHG reduction targets/goals for (i.e., 2030, 2040 and 2050 per State guiPlanningce, specific years TBD). Forecasts could be aligned with SACOG 2020 MTP/SCS, general plan "refresh", housing element update, or all of the above.	Consultant	

Project	Description	Assignment	Comment
GHG Quantification/Gap Analysis	Quantitative analysis of GHG reduction potential of recommended strategies and actions in CAP Strategy Report, as well as other performance indicators, to ensure that GHG target for 2030 can be achieved; and, to demonstrate co-benefits in achieving City's sustainability goals (i.e., alignment with "EARTH" objectives and policy framework in general plan refresh/sustainability element).	Consultant	
CAP Document	– Includes revisions to CAP document and any reformatting to incorporate results of all of the above. Includes all drafts (admin, screencheck, draft, admin final, screencheck final, final) through to adoption.	Consultant	
Vulnerability Assessment-Optional	If desired, Ascent could perform a technical vulnerability assessment that builds on the Resilience Dialogues, followed by adaptation strategies. Goal would be to help City comply with SB 379 in preparation of the General Plan "refresh" effort. Ascent would use CA Adaptation Planning Guide and other relevant guidance from OPR.	Consultant	
Environmental Review/Checklist-Optional	If the City decides to adopt CAP as a stand-alone document (Option A in the CAP Strategy Report) apart from general plan update, a separate environmental document would be required in order to provide CEQA coverage per CEQA guidelines Section 15183.5. Ascent's preliminary assumption is that an Initial Study/Mitigated Neg Dec would be feasible for a CAP. However, if other options for the CAP are pursued, such as adopting the CAP concurrently with general plan or other planning actions, the CAP could be included in project description and covered under a broader program EIR, in which case the IS/MND portion of Task 6 would not be required. Ascent could also assist the City with development of a CAP Checklist to assist with project-level reviews for streamlining pursuant to CEQA Guidelines 15183.5.	TBA	
Climate Resiliency Tool Box	Review and update of the City's draft Climate Action Plan to incorporate the Yolo Climate Compact Climate Resiliency Tool Box within key documents and policies	Civic Spark Fellow	

Project	Description	Assignment	Comment
City Limits Specific Plan	Submit SB 2 application for the creation of a Winters City Limits Specific Plan to include a comprehensive program of community outreach, land use analysis, general plan policy update and a programmatic environmental impact report.	Staff	
GP Adequacy Review	1. Statutory update – all laws passed since last comprehensive update	Consultant	
This will be part of the City Limits Specific Plan Project	2. Legal update – all pertinent court cases since last comprehensive update	Consultant/Ethan	
	3. Factual Update – demographic info; statistics and background data; references; best available data/science; etc	Consultant	
	4. Completeness -- compile and integrate all GPAs, policy interpretations, and relevant protocols since adoption; integrate as appropriate into text; designations; land use and circ diagrams	Consultant	
	5. Horizon Year – long-term perspective is required; recommended horizon year of at least 10 years out – ideally 20 to 30	Consultant	
	6. Policy Relevance -- review policies; modernize wording; relevancy to community (keep these non-substantive)	Consultant	
	7. Planning Area -- consider adequacy of current “planning area”	Consultant	
	8. Consistency -- verify consistency (vertical and horizontal), especially for Housing Element	Consultant	
	9. Streamlining Implementation -- consider how to activate possible CEQA streamlining – uniformly applied development policies or standards; 15183; qualified GHG reduction strategy; etc	Consultant	
	10. CEQA Clearance -- determine appropriate CEQA review	Consultant	
	11. Follow up – are substantive updates necessary (see below)? Zoning; subdivision and other regulations; other focused plans; infrastructure master plans	Consultant	
Community Engagement Process	Develop an overall community engagement process to bring participation in the proposed specific planning, policy updates and general plan revision.	Staff/Community	

Project	Description	Assignment	Comment
Planning Directives and Public Participation Projects			
North Area	Provide monthly updates to Council on activity related to this project	City Manager	
	Maintain the informational website with current information regarding the project and application status.	City Manager	
	Direct staff to inform Council of process and next steps at next meeting after an application is received.	Consultant/Planning	
Land Development Process	Affirm the described land development application process for continued use with new applications	CC	
	Post the steps for a typical land development application process online as an informational tool	City Manager	
Status of the General Plan	Undertake an adequacy review of General Plan to identify required and other strongly recommended changes, with preliminary budget and funding information for making such changes	Consultant/Planning	
	Develop workplan for update of the Housing Element with preliminary budget and funding information		
	Adequacy review of the location and extent of the General Plan planning area	Consultant/Planning	
	Identify funding and prepare a workplan plan for adoption of a Climate Action Plan/Sustainability Strategy	City Manager	
	Report on the status and adequacy of the City's infrastructure master plans and major projects financing fee program	City Manager	
Public Outreach Strategy	Develop an overall outreach strategy to incorporate workshops, survey's and participation in the review of key policy and land use elements of the City's General plan.	City Manager and Consultant	
Planning and Fiscal Review	Develop land use and fiscal modeling tools to evaluate options regarding the City's General Plan land use.	City Manager, Finance	
Parking			
Zoning and Development Standards	Define minimum parking requirements for the Downtown. Evaluation of "shared" parking policy and establishment of parking standards for new construction and occupancies.	City Manager	

Project	Description	Assignment	Comment
Zoning and Development Standards	Clarify parking requirements for reciprocal uses with shared parking facilities. Clarifying this code section will make it easier for reciprocal uses to apply for a shared parking permit. Evaluation of public parking policy and establishment of shared parking standards for new construction and occupancies.	City Manager	
Zoning and Development Standards	On-site and remote parking: Make it easier to provide remote parking which will enable multiple uses to share parking facilities and reduce the total demand for parking spaces. City and WBA work to establish strategy on remote parking in Downtown.	City Manager	
Shared Parking	Establish policies and requirements for new and existing developments to share parking lots.	City Manager	
Water Utility			
Badger Meter Reading System	Continued implementation of new meter system	Eric/Tony/Elliot	In progress
Hexavalent Chromium 6- MCL	Working with SWRCB and Division of Drinking Water regarding economics and a developing "white paper" on a new MCL	City Manager	
Hexavalent Chromium 6- MCL- Capital Project	Preparation of capital project for possible water treatment for new MCL.	City Manager	
123 TCP	Well 5 is above new MCL. Well is offline and awaiting direction from RWQCB	Eric/Kristine/Tony	In progress
Well 8	Construction of new well in HBT subdivision.	Eric/Tony/Alan	Design in progress
Annual Valve Exercising Program	Continuation of overall program	Eric/Tony	On going
Repair Service Lines and mains	Continuation of overall program	Eric/Tony	On going
Reporting			
Annual Consumer Confidence Report	Due to customers by July 1	Kristine	Complete
Annual Drinking Water Report to Waterboards	Due by March	Carol/Kristine	Complete
Quarterly and annual testing program	Ongoing program	Eric/Tony	On going
Monthly Coliform Testing	Ongoing program	Eric/Tony	On going
Backflow testing for businesses	Ongoing program	Eric/Tony/Alan	On going
Water Rights Amendment	2020 Program with RWQCB and SCWA		

Project	Description	Assignment	Comment
Wastewater Utility			
WWTP Bar Screen Phase I	<ul style="list-style-type: none"> Construct a bar screen at the WWTP capable of processing our current and future flows. Syblon Reid is the successful bidder and general contractor for this project. Force mains have been installed. Valves have been installed. The concrete base of the vault has been poured. Walls have been formed and are ready to be poured. 	Eric/Carol	Complete
WWTP Bar Screen- Phase II	Locate funding opportunities for funding screen installation	Eric	In progress
Generator- El Rio Villa	Installation and coordination with SCADA	Eric/Jim	Complete
Lateral Repairs	Ongoing Program	Eric/Jim	On going
Gate Valve- North Spray Area	Installation and maintenance	Eric/Jim	To be completed in 2020
Gravel Road Repairs- WWTF	Ongoing Program	Eric/Jim	On going
Reporting			
SSO Monthly	Spill reporting	Eric/Jim	On going
Monthly WDR Reporting	RWQCB	Eric/Jim	On going
WWTF Groundwater Reporting	Semi-annual Report	Eric/Jim	On going
Camera 20% sewer mains	Annually	Eric/Jim	On going
Clean sewer mains with vector truck	Every three months 33% of main lines	Eric/Jim	On going

Transition Summary of Priorities

Succession Planning

Neo Gov	New-Gov, a cloud based Human Resources Management system which includes data retention, personnel records, training and payroll. The implementation of the program allows for an integrated program for employees, supervisors and Human Resources to maintain and manage employee records.	Shelly and Crystal
Open Gov	Open-Gov, a cloud based budgeting and financial management system which transitions the current spreadsheet based methods for budget development and moves them into a more formatted and updated system. This system is currently in development.	Shelly and Crystal

Project	Description	Assignment	Comment
Inter Gov	Inter-Gov, a cloud based planning and building permitting system which upgrades the current building permit system by allowing a wide range of features including online permitting, field inspection record keeping and online updates to current server based systems. This is probably one of the more critical updates in the City systems.	Gene	
Microsoft Cloud	The City is also transitioning to cloud based computer software programs, including the gravitation to Microsoft 365, Microsoft Teams and more technologically based systems.	Crystal	
Capital and Infrastructure			
Streets	Street and roadway funding for maintenance will continuously be challenging. Currently, the City will be limited to gas tax, SB1 and Transportation Development Act funding. A reality is that the little funding received will be dwarfed by the need for preventative maintenance and needed repairs for streets.	Public Works and Engineering	
Storm Drains	Storm drainage systems will require upgrades to meet new requirements for NPDES permits and needed repairs. The City currently has no funding for this area and it will become an important need in the coming years.	Public Works and Engineering	
Wastewater Influent Screen-Phase II	Wastewater Influent Screen Phase II- the Phase I (intake structure) of the influent screen project went extremely well, but phase II is the installation of the actual mechanics and screen will require an infusion of approximately \$1 million.	Public Works and Engineering	
Wastewater Expansion	Wastewater Plant Expansion- The current capacity of the plant will allow approximately 700 additional residential units, most of which will be absorbed with the completion currently entitled units (578) of Stone's Throw(200), Walnut 10 (54), Farmstead (220), Blue Mountain Terrace (63) and Creekside (41). The City will need to begin the development of an overall strategy for expansion of the capacity to support infill or future subdivisions. This will require an update of the Wastewater Treatment Facility Master Plan.	Public Works and Engineering	

Project	Description	Assignment	Comment
Wastewater Treatment	Tertiary Treatment: While not currently required, the prospect of increased regulatory demands may rise requiring enhanced treatment from the current secondary to tertiary treatment. The expected cost on this is in the neighborhood of \$16 million.	Public Works and Engineering	
Broadband	Consider comprehensive fiber installation project with WAVE or AT&T		
Planning and Community Deve			
North Area Planning	North Area Planning which could cost in the ballpark of \$1.5 to \$2 million for which the City has no funding other than general funds.	Planning	
Housing Element	Housing Element, which is currently in development and will be due to State Housing and Community Development no later than January, 2021	Planning	
SB2 and SACOG	SB2/SACOG Planning Grant Projects which includes "pro housing" policy development for zoning, by right allowances, accessory dwelling units and increased densities. The grant proposal which was approved allows for "City Limits Specific Plan" which would allow these types of uses. The grant also allows for a programmatic environmental review and report. Total funding for this project is approximately \$350,000 which is in the grant program.	Planning	
Cannabis	The evolution of Cannabis as an industry and regulatory structure has been significant in the five (5) years since the legalization of recreational use. It is recommended that the City consider a re-evaluation of the prohibition in a measured and strategic manner.	Planning	
Personnel and Staffing			
Police	Reinstatement of two police officer positions (Sergeant and an Officer).	Human Resources	
Public Works	Reclassification of the Public Works Superintendent to a Department Head level position. This was deferred with the interim budget adoption in June.	Human Resources	
Planning	City Planner- the need for a City Staff position to handle planning and economic development.	Human Resources	
Professional Development	City-wide Professional Development Program to train and upgrade the skills of staff.	Human Resources	

Project	Description	Assignment	Comment
Public Safety			
Detective	A dedicated detective and investigation capability is needed. Some of the most heinous crimes have often gone without investigation and Winters is not immune. In the past three years, the initiative of staff has brought convictions for child rape, embezzlement and other serious offenses previously overlooked.	Chief	
Police Command	Command support for the Police Chief. This would include a senior supervisory position to support budget	Chief	
Fire Support	Administrative support (full time) in the Fire Department to support all aspects of the operation.	Chief	
Economic Development	The 2018 Economic Development Advisory Committee outlined the challenges and needs for the City which would allow for the expansion of business opportunity within the City. The report outlines the key issues and opportunities and is worth consideration in the future http://www.cityofwinters.org/wp-content/uploads/2019/04/2019_0329EconomicDevReportFinalReport2a.pdf	Future City Manager	
Pension			
Pre-Payment	Maintain current policy for the pre-funding of annual pension payments. This saves the City in excess of 7% annually.	Finance	
Pension Obligation Bonds	Consider the issuance of pension obligation bonds to reduce current unfunded liabilities, reduce annual payment costs and to stabilize costs over a longer horizon.	Finance	
PEPRA	Maintain current practices on payment on PEPRA plans.	Finance	
Regulatory Compliance			
CR6	Hexavalent Chromium compliance for a revised MCL. The projected costs on this is estimated in the ballpark of \$40 million dollars.	Public Works and Engineering	

Project	Description	Assignment	Comment
Landfill Permit	Closed Lanfill Cover- The Central Valley RWQCB has required the City to do additional groundwater monitoring and planning for the addition of a new "cap" on the previously closed landfill on Moody Slough. The estimated costs for this project is in excess of \$1 million for which the City has no funding.	Public Works and Engineering	
	NPDES Permits for smaller jurisdictions will begin imposition. This NPDES will require advanced maintenance and retrofit within the City's storm drainage system. The City has no funding for this area.	Public Works and Engineering	



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: September 15, 2020
FROM: Shelly A. Gunby, Interim City Manager/Director of Financial Management *Shelly*
SUBJECT: Resolution 2020-49 for Claim of Transportation Development Act Funding

RECOMMENDATION:

Approve Resolution 2020-49 A Resolution of the City Council of the City of Winters for the Claim of Transportation Development Act Funding from the Sacramento Area Council of Governments (SACOG).

BACKGROUND:

The City of Winters receives funding from SACOG for transportation needs each year. A portion of the Local Transportation Funds (LTF) received is used to fund the bus service for the citizens of the City of Winters. LTF funds not used for the bus service may be used for certain street and road expenditures. The total LTF allocation for 2020-2021 is \$464,232, of which \$104,940 will be expended for the Yolo Bus Service, \$12,666 will be expended for SACOG planning expenses and the balance of \$346,626 available to be used for street and road work.

FISCAL IMPACT:

Continued funding of the Yolo Bus Service, transportation planning and funding for street projects throughout the City.

ATTACHMENTS:

Resolution 2020-49
Transportation Development Act Claim Forms

RESOLUTION 2020-49

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS FOR THE CLAIM OF TRANSPORTATION DEVELOPMENT ACT FUNDING FROM THE SACRAMENTO AREA COUNCIL OF GOVERNMENTS

WHEREAS, Section 99260 of the Public Utilities Code requires a local agency to file an estimated claim of transportation needs for each fiscal year; and

WHEREAS, the Sacramento Area Council of Governments (SACOG) is designated as the Transportation Planning Agency for the City of Winters to receive such claims for approval pursuant to Rules and Regulations adopted by the Secretary of the Business Transportation Agency; and

WHEREAS, SACOG has adopted finding of apportionment of Local Transportation Funds and State Assistance Funds for Fiscal Year 2020-2021; and

WHEREAS, surplus funds may be used for certain street and road expenditures

NOW, THEREFORE BE IT RESOLVED that the attached Fiscal Year 2020-2021 Annual Project and Expenditure Plan and the Fiscal Year 2020-2021 Transportation Development Act Claim be hereby approved and that the City Manager and/or his designee be authorized to execute the attached claims and forward to SACOG.

PASSED AND ADOPTED by the City Council, City of Winters, the 15th day of September 2020.

AYES:

NOES:

ABSTAIN:

ABSENT:

Wade Cowan, Mayor

ATTEST:

Tracy Jensen, CITY CLERK

TDA-1

TRANSPORTATION DEVELOPMENT ACT CLAIM

TO: Sacramento Area Council of Governments
1415 L Street, Suite 300
Sacramento, CA 95814

FROM: Claimant _____ City of Winters
Address _____ 318 First Street
City _____ Winters, CA Zip Code 95694 _____
Contact Person — Shelly A. Gunby, Director of Financial Management
Phone 530-794-6704 Email: shelly.gunby@cityofwinters.org

The above claimant hereby requests, in accordance with authority granted under the Transportation Development Act and applicable rules and regulations adopted by the Sacramento Area Council of Governments (SACOG), that its request for funding be approved as follows:

__LTF \$408,876 (FY 2020/2021)
_____(FY ___/___)
_____(FY ___/___)
STA \$16,543 (FY 2019/2020)
_____ \$38,813 (FY 2020/2021)
_____ (FY)

STA-SGR _____ (FY ___/___)
_____ (FY ___/___)

(Specify STA and/or STA-SGR)

Submitted By Shelly A. Gunby _____
Title Director of Financial Management/Interim City Manager
Date September 15, 2020

TDA-2

ANNUAL PROJECT AND EXPENDITURE PLAN

Claimant: City of Winters						Fiscal Year: 2019-2020				
Project Title and TDA Article Number	SOURCES OF FUNDING									
	TDA LTF	TDA STA	TDA STA-SGR	Transit Fares	Measure A	Road Fund	Developer Fees/Const. Tax	Federal/State	Other	TOTAL
Article 8 Section 99400(C) Yolo Bus Operations	\$ 49,584	\$55,356								\$104,940
Article 8 Section 99400 (a) Street and Roads	\$347,026									\$347,026
SACOG Planning	\$ 12,266									\$ 12,266
TOTAL REQUEST	\$408,876	\$ 55,356	\$	\$	\$	\$	\$	\$	\$	\$464,232

TDA-4
STATEMENT OF CONFORMANCE

Form TDA-4 must be completed and signed by the Administrative Office of the submitting claimant.

The **City of Winters** hereby certifies that the Transportation Development Act claim for fiscal year(s) 2020/2021 in the amount of \$ 408,876 (LTF), \$55,356 (STA) and \$ -0- (STA-SGR) for a total of \$ 464,232 conforms to the requirements of the Transportation Development Act and applicable rules and regulations. (See Attachment A for listing of conformance requirements)

Certified by Chief Financial Officer _____
Title **Interim City Manager/Director of Financial Management/Treasurer**
Date **September 15, 2020**

TDA-5

TDA Claim Certification Form

I, **Shelly A. Gunby**, Chief Finance Officer for the **City of Winters**, do hereby attest, as required under the California Code of Regulations, Title 21, Division 3, Chapter 2, Section 6632, to the reasonableness and accuracy of the following:

- (a) The attached budget or proposed budget for FY **2020/2021**.
- (b) The attached certification by the Department of the California Highway Patrol verifying that **is not applicable** is in compliance with Section 1808.1 of the Vehicle Code, as required in Public Utilities Code Section 99251.
- (c) The estimated amount of **2020/2021** maximum eligibility for moneys from the local transportation fund and the state assistance fund, as defined in Section 6634, is **\$464,232**



(Signature) Chief Financial Officer

City of Winters

(Agency Name)

September 15, 2020
(Date)

ATTACHMENT A
CONFORMANCE - TDA CLAIMANTS
Standard Assurances

- 1) 180-Day Certified Fiscal Audit (*Applies to all claims; SACOG administers fiscal audits for all operators in the region, with the exception of the Sacramento Regional Transit District*) - Assurance that the claimant has submitted a satisfactory independent fiscal audit, with required certification, to SACOG and to the State Controller not more than 180 days after the end of the prior fiscal year (Sections 99245 and 6664).
- 2) 90-Day Annual State Controller Report (*Applies to all transit claims*) – Assurance that claimant has submitted this report to the State Controller in conformance with the uniform system of accounts and record not more than 90 days after the end of the prior fiscal year (110 days for electronically submissions) (Section 99243). Claimant should also supply a copy of the State Controller report (SCR) to SACOG no more than 120 days after the end of the prior fiscal year.
- 3) Use of Federal Funds (*Applies to all Article 4 claims*) –
 - Claimant filing a claim for TDA funds for capital intensive projects pursuant to Section 99268.7 certifies that it has made every effort to obtain federal funding for any project which is funded pursuant to Section 99268.7.
 - Claimant qualifying for funds pursuant to Section 99268.1 and filing a claim for TDA funds in excess of the amount allowed by Section 99268 certifies that such funds are required in order to obtain maximum federal operating funds in the year such funds are claimed pursuant to Section 6633.1.
- 4) Elderly/Disabled (*Applies to all transit claims*) – That the transit operator is in compliance with Section 99155 pertaining to reduced transit fares for elderly and disabled persons and Section 99155.5 pertaining to dial-a-ride and paratransit services.
- 5) Farebox Recovery Ratio Requirements (*Applies to all transit claims*) – Claimant filing a claim for LTF or STA funds certifies that it will maintain for the project that ratio of fare revenues and local support to operating cost required under Sections 99268 (including all subparts), 99270.1, 99270.2, 99270.6, and under the “Farebox Requirements for Urbanized and Non-Urbanized Service” adopted by the SACOG Board of Directors on March 18, 1982, whichever is appropriate.

Exceptions:

- 6) 50% Expenditure Limitation (*Applies only to claims for LTF*) – Claimant certifies that it was in compliance with Section 99268 certifying that it (the claim) will not exceed 50% of the amount required to meet operating, maintenance, capital and debt service costs of the transit system after deduction of approved federal grants and STA funds estimated to be received for the system. (A claimant can receive up to 100% of capital costs for grade-separated mass transit projects under Section 99268 and 99281, for capital intensive transit-related projects under Section 99268.7. and for extension of services under Section 6619.1 and 6633.8)
- 7) Extension of Services (*Applies only to LTF claims*) - Claimant who received an allocation of LTF funds

for extension of service pursuant to Section 99268.8 certifies that it will file a report of these services pursuant to Section 6633.8(b) within 90 days after close of the fiscal year in which that allocation was granted.

- 8) Retirement System (*Applies only to LTF claims*) - Claimant certifies that (1) the current cost of its retirement system is fully funded with respect to the officers and employees of its public transportation system; or (2) the operator is implementing a plan approved by SACOG which will fully fund the retirement system for such officers and employees within 40 years; or (3) the operator has a private pension plan which sets aside and invests, on a current bases, funds sufficient to provide for the payment of future pension benefits and which is fully compliant with the requirements stated in Section 99272 and 99273.
- 9) Maximum Use of Local Transportation Funds (*Applies only to Sacramento Regional Transit District STA claim*) - That the operator is receiving the maximum allowable amount from the Local Transportation Fund.
- 10) Part-Time Employees (*Applies only to claims for STA*) - Claimant certifies that it is not precluded by any contract entered into on or after June 28, 1979 from employing part-time drivers or contracting with common carriers of persons operating under a franchise or license. Claimant further certifies that no person who was a full-time employee on June 28, 1979 shall have his/her employment terminated or his/her regular hours of employment, excluding overtime, reduced as a result of it employing part-time drivers or contracting with such common carriers.
- 11) Conformance with the Metropolitan (Regional) Transportation Plan (*Applies only to claims for STA*) - Claimant certifies that all of the purposes for claim expenditures are in conformance with the current Short Range Transit Plan, which is an appendix to the Metropolitan (Regional) Transportation Plan.
- 12) Full Use of Federal Funds (*Applies only to STA claims*) - Claimant certifies that it is making full use of federal funds available under the Urban Mass Transportation Act of 1964, as amended.
- 13) Implementation of Productivity Improvements (*Applies only to STA claims*) - Claimant certifies that the operator has made a reasonable effort to implement the productivity improvements recommended pursuant to Section 99244.



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: September 15, 2020
FROM: Shelly A. Gunby, Interim City Manager/Director of Financial Management *Shelly*
SUBJECT: Resolution 2020-50 Continued Closure of Main St Between Railroad and First Street

RECOMMENDATION:

Approve Resolution 2020-50 A Resolution of the City Council of the City of Winters Authorizing the continued closure of Main Street between Railroad Ave and First Street until November 4, 2020 to allow for outdoor seating in compliance with social distancing requirements.

BACKGROUND:

The City of Winters permitted the closure of Main Street to allow for expanded outdoor dining when restrictions on all restaurants were put in place. This allowed for social distancing and the continuation of restaurant operations during the Covid-19 pandemic. The access to additional outside dining has allowed our restaurants to continue to operation during this pandemic. The Downtown Business Association has requested that the City allow the street to remain closed through 11/4/2020 to continue to support local businesses and restaurants on main street and allow for greater pedestrian access.

FISCAL IMPACT:

None

ATTACHMENTS:

Resolution 2020-50

RESOLUTION NO. 2020-50

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS
AUTHORIZING THE CONTINUED CLOSURE OF MAIN STREET BETWEEN
RAILROAD AVENUE AND FIRST STREET UNTIL NOVEMBER 4, 2020 TO ALLOW
FOR OUTDOOR SEATING IN COMPLIANCE WITH SOCIAL DISTANCING
REQUIREMENTS**

WHEREAS, the spread of the novel coronavirus (COVID-19), an infectious disease that causes respiratory illness, globally and throughout Northern California, endangers the public health and safety of the residents of the City of Winters and Yolo County (the "County"), and has required the State and County to take actions to slow the spread of the disease and protect the health of the public; and

WHEREAS, the measures taken by the State and County have limited public and private gatherings of people, particularly indoors, and have drastically impacted local businesses which have been forced to scale back their business operations significantly in order to ensure appropriate social distancing to limit spread of COVID-19. Restaurants and other facilities that prepare and serve food have only been able to operate delivery or carry out service and to serve customers outdoors; and

WHEREAS, the City has been working to provide assistance to local businesses during this time of public health and economic hardships, by encouraging the public to patronize local restaurants and other businesses in a safe manner, and by providing for the closure of Main Street between Railroad Avenue and First Street and providing public seating within that area, so that members of the public can patronize local restaurants and eat at the publicly available seating; and

WHEREAS, the Downtown Business Association has requested that City allow Main Street between Railroad Avenue and First Street to remain closed to vehicular traffic through November 4, 2020 to continue to provide support to local businesses and restaurants on Main Street and allow for greater pedestrian access; and

WHEREAS, the City Council has the authority under Vehicle Code Section 21101(e) and Winters Municipal Code section 12.04.020 to approve the temporary closing of a portion of any street for local special events and other purposes when, in the opinion of the City Council the closing is necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing;

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Winters that the City Council desires that the portion of Main Street from Railroad Avenue to First Street shall continue to be closed to vehicular traffic until November 4, 2020 to allow for open air dining and other business purposes, intended to allow the public to patronize local businesses and dine outdoors in a manner that is consistent with State and County directives regarding social distancing. The City finds and resolves that the closure of such streets is necessary for the

protection of persons using such streets for such purposes during the designated period. The City Council authorizes the Interim City Manager or her designee to take such steps as are necessary to implement and maintain such closure for the designated period, and otherwise carry out the direction of this Resolution.

PASSED AND ADOPTED this 15th day of September, 2020, by the following vote:

AYES:
NOES:
ABSENT:

Wade Cowan, Mayor

ATTEST:

Tracy S. Jensen, City Clerk



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: September 15, 2020
FROM: Shelly A. Gunby, Interim City Manager/Director of Financial Management *Shuey*
SUBJECT: Resolution 2020-51 Authorization for Expenditure of Business Improvement Area Funds

RECOMMENDATION:

Approve Resolution 2020-51 A Resolution of the City Council of the City of Winters Authorizing expenditure of Winters Business Improvement Area Funds

BACKGROUND:

Since the advent of the restriction on businesses due to the Covid-19 pandemic, many Winters area businesses, especially those on Main Street and had to pivot the operations of their businesses from the traditional model, to the socially distancing model required under the state guidelines for operating businesses. During this time, our downtown businesses, the restaurants in particular have moved their businesses to take out and outdoor operations only. In order to make those business adjustments, many of the businesses, and the Winters Downtown Business Association have expended funds for the placement of tables, lights, misters, and other items to allow for outdoor seating on Main Street.

The Winters Downtown Business Association has requested that reimbursement for the expenditures made to make the area more comfortable and safe for the public be made from the Business Improvement Fund that is collected each year during the business license renewal process. Staff is recommending that the amount approved for reimbursement be limited to no more than \$4,500.00. The current balance in the account is \$14,377.27

FISCAL IMPACT:

Expenditure of \$4,500.00 from WBID Funds

ATTACHMENTS:

Resolution 2020-51

RESOLUTION NO. 2020-51

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS
AUTHORIZING THE EXPENDITURE OF WINTERS BUSINESS IMPROVEMENT
AREA FUNDS**

WHEREAS, the spread of the novel coronavirus (COVID-19), an infectious disease that causes respiratory illness, globally and throughout Northern California, endangers the public health and safety of the residents of the City of Winters and Yolo County (the "County"), and has required the State and County to take actions to slow the spread of the disease and protect the health of the public; and

WHEREAS, the measures taken by the State and County have limited public and private gatherings of people, particularly indoors, and have drastically impacted local businesses which have been forced to scale back their business operations significantly in order to ensure appropriate social distancing to limit spread of COVID-19. Restaurants and other facilities that prepare and serve food have only been able to operate delivery or carry out service and to serve customers outdoors; and

WHEREAS, the City has been working to provide assistance to local businesses during this time of public health and economic hardships, by encouraging the public to patronize local restaurants and other businesses in a safe manner, and by providing for the closure of Main Street between Railroad Avenue and First Street and providing public seating within that area, so that members of the public can patronize local restaurants and eat at the publicly available seating; and

WHEREAS, the Downtown Business Association has requested that City allow for the expenditure of Business Improvement Area Funds (BID) to reimburse businesses for the expenses of providing for the comfort of the members of the public while eating at the publicly available seating; and

WHEREAS, the City Council has the authority under Winters Municipal Code section 05.40-030 to expend funds for promotion of public events which benefit businesses in the area and which take place on or in the public places within the area, and for activities which benefit businesses located and operating in the area; and

WHEREAS, per The Winters Municipal Code Section 5.40.80 the City Council has reserved onto itself sole discretion as to how the revenue derived from the charges are to be used within the scope of the authorized purposes;

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Winters that the City Council directs that the funds collected by for the Winters Business Improvement Area be used to provide reimbursement to those businesses that have expended funds to provide for the seating and comfort of the public on Main Street in the amount not to exceed \$4,500 for those expenditures between April 1, 2020 and November 4, 2020. The City finds and resolves that the expenditure of such funds is necessary for benefit of the community during the Covid-19

pandemic. Council authorizes the Interim City Manager or her designee review and approve expenditures for accuracy, and otherwise carry out the direction of this Resolution.

PASSED AND ADOPTED this 15th day of September, 2020, by the following vote:

AYES:
NOES:
ABSENT:

Wade Cowan, Mayor

ATTEST:

Tracy S. Jensen, City Clerk