



## **Winters City Council Meeting**

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

**Tuesday, October 6, 2020 @ 6:30 p.m.**

To join Zoom meeting: <https://us02web.zoom.us/j/87424757645>

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

**Meeting ID: 874 2475 7645**

**\*\*Passcode: 878776 (\*\*now required)**

### **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  
Iris P. Yang, City Attorney  
Tracy S. Jensen, City Clerk*

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

Roll Call

Pledge of Allegiance

Approval of Agenda

COUNCIL/STAFF COMMENTS

### PUBLIC COMMENTS

At this time, any member of the public may address the City Council on matters, which are not listed on this agenda. Citizens should reserve their comments for matter listed on this agenda at the time the item is considered by the Council. An exception is made for members of the public for whom it would create a hardship to stay until their item is heard. Those individuals may address the item after the public has spoken on issues that are not listed on the agenda. Presentations may be limited to accommodate all speakers within the time available. Public comments may also be continued to later in the meeting should the time allotted for public comment expire.

### CONSENT CALENDAR

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

- A. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, September 15, 2020 (pp. 5-11)
- B. Resolution 2020-55, a Resolution of the City Council of the City of Winters Approving the Second Amendment to the BB&K Legal Services Agreement - Appointment of Iris Yang as City Attorney (pp. 12-16)
- C. Resolution 2020-54, a Resolution of the City Council of the City of Winters Approving an Irrevocable Offer of Dedication (IOD) of Road Rights of Way for the Winters Highlands (Stone's Throw) Phases 4 and 5 Subdivisions (pp. 17-25)
- D. WWTF Influent Screening Improvements, Phase 2 – Project Budget Sheet and West Yost Amendment No. 4 to Agreement No. 027-17 (pp. 26-39)
- E. Resolution 2020-52, a Resolution of the City Council of the City of Winters Accepting a Grant Deed for a Public Sidewalk Easement for Blue Mountain Terrace (pp. 40-46)
- F. Wastewater Treatment Facility Monitoring Services with Luhdorff & Scalmanini (pp. 47-51)
- G. Climate Action Plan (CAP) Development Board - Extension of Term (pp. 52)
- H. Execute Contract with James George Designs (pp. 53)

## PRESENTATIONS

Introduction of New City Employee Kelsey Bean, Permit Technician for the City of Winters Building Division

Update by Gary Goodman, Manager of the Sacramento-Yolo Mosquito & Vector Control District Regarding Invasive Mosquitos Found in Winters (pp. 54-67)

## DISCUSSION ITEMS

1. Update on Open Gov and Neo Gov Programs by Director of Financial Management/Interim City Manager Shelly Gunby (pp. 68-69)
2. Update on Energov Building Permit Software Implementation by Building Official Gene Ashdown (pp. 70-71)
3. Creation of a Fundraising Commission for Winters Senior Center Furniture and Fixtures (pp. 72-73)
4. Proposal for Agenda Management and Video Streaming Services for Future City Council and Planning Commission Meetings (pp. 74-80)
5. Proposal by Councilmember Loren to Cancel the City Council Meeting on November 3, 2020 (Election Day) (no backup)

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## CITY MANAGER REPORT

## INFORMATION ONLY

## ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the October 6, 2020 regular meeting of the Winters City Council was posted on the City of Winters website at [www.cityofwinters.org](http://www.cityofwinters.org) and Councilmembers were notified via e-mail of its' availability. A copy of the foregoing agenda was also posted on the outside public bulletin board at City Hall, 318 First Street on October 1, 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](http://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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*View on the internet: [www.cityofwinters.org/administrative/admin\\_council.htm](http://www.cityofwinters.org/administrative/admin_council.htm)*

*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.*

*Email Subscription: You may contact the City Clerk’s Office to be placed on the list. An agenda summary is printed in the Winters Express newspaper.*

*City Council agenda packets are available for review or copying at the following locations:*

*City Hall – Finance Office - 318 First Street*

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Minutes of the Regular Meeting of the Winters City Council Held via  
Teleconference (Zoom) on September 15, 2020

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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,  
Public Works Superintendent Eric Lucero, City Engineer Alan  
Mitchell, Housing Associates Lisa Baker and Colleen Brock,  
Building Official Gene Ashdown, Fire Chief Brad Lopez, Police  
Chief John Miller, City Clerk Tracy Jensen

Council Member Pierre Neu led the Pledge of Allegiance,

Approval of Agenda: Interim City Manager Gunby stated there were no changes to the agenda. Motion by Council Member Loren, second by Council Member Neu to approve the agenda as presented. 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: None

CONSENT CALENDAR

- A. Minutes of the Special Meeting of the Winters City Council Held on Tuesday, August 25, 2020
- B. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, September 1, 2020
- C. Proclamation of the City Council of the City of Winters to Dan Maguire in Recognition of his Service to the City of Winters
- D. Proclamation of the City Council of the City of Winters to Carol Scianna in Recognition of her Service to the City of Winters
- E. Waiver of Development Agreement Provision for Callahan Estates (Heartland) Subdivision
- F. Waiver of Development Agreement Provision for Winters Highlands (Stone's Throw) Subdivision
- G. Claim Against the City of Winters – Lange

Interim City Manager Gunby gave an overview. Mayor Pro Tem Biasi inquired about Items E & F, the Waiver of Development Agreement Provisions for Callahan Estates and Winters Highlands. Interim City Manager Gunby explained when staff revised the impact fees to include the cost to prepare the Urban Water Management Plan, the City collects their pro rata share of this cost when their building permits are issued. Staff is requesting to waive these provisions of the development agreements to avoid collecting this fee twice.

Motion by Council Member Neu, second by Council Member Loren 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

### PRESENTATIONS

Mayor Cowan read aloud the proclamations honoring Dan Maguire and Carol Scianna for their outstanding service to the City of Winters and presented both with their proclamations and a framed photo of downtown Winters.

Yolo County Supervisor Jim Provenza gave an overview of the scheduled presentation entitled "Emergency Preparedness & Evacuation Planning for Vulnerable Populations" and introduced 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 and member of the Emergency Preparation Subcommittee, who presented the current YCCAAS recommendations for action and additional issues related to emergency preparation, notifications, and evacuation as recently experienced by

Winters area residents. Council Member Neu said it was an excellent report that shows we have some work to do, that we are capable of doing the work, and that we look forward to the help being offered. Council Member Loren also appreciated the thorough, in-depth presentation and the resource list, adding that our experience can be turned into preparedness. Including Dana Carey from Yolo County OES in future 2 X 2 meetings with Yolo County would be an excellent resource. Council Member Loren said this is a priority to her and to the entire Council. Mayor Cowan thanked Elaine and Kate for their work and commitment, and thanked Supervisor Provenza for introducing this topic. Yolo County Supervisor Don Saylor added that he would be taking the lead to put together a group with Solano County Supervisor John Vasquez to discuss what can be done to improve both County's emergency systems. Resident Tina Lowden said there is no information regarding emergency preparedness in the Senior Resource Guide that is currently being updated by the Winters Senior Commission on Aging and asked if Kate could send her some information to include in the guide.

Winters Fire Chief Brad Lopez gave a detailed update on the LNU Lightning Complex Fire, which included the Hennessey Fire that began on August 17<sup>th</sup> and the Markley Fire that began on August 18<sup>th</sup>. Also included were the Gamble and Green fires, all of which merged together to form the LNU Lightning Complex Fire on August 19<sup>th</sup>. As of September 15<sup>th</sup>, the LNU Lightning Complex Fire had been active for 27 days, burned 363,220 acres and was 97% contained. Assigned resources include 30 engines, 9 dozers, and 5 water tenders. Council thanked Chief Lopez for his detailed report.

Dana Carey, Yolo County Office of Emergency Services Manager, provided the Yolo Operational Area Alert and Warning Plan as part of the power point presentation given. Mayor Pro Tem Biasi inquired about the Nixil and Everbridge alert systems and Dana confirmed that Everbridge purchased Nixil and Commander is yet another available notification system. Yolo Supervisor Don Saylor thanked Council for delving into these matters as the critical nature of these topics have been driven home. The Yolo County alert system is highly technical and sophisticated and Dana Carey is recognized state-wide as the go-to for emergency operations. During the LNU Lightning Complex Fire, significant end-stage failures were found and voice alerts didn't reach people. Dana has assessed the performance of these systems and the problem has been identified. Sophisticated analysis and comments provided by the greater Winters community is valuable information and can be used to build on what we've learned. Alert systems need to respond to community needs and must be operational from a technical aspect. Redundant levels are needed and our tools must be used more effectively. The Greater Winters Relief Fund has been created and appreciation goes out to those who have donated and to those who created the fund. Council Member Loren said this is a defining moment for

California, Yolo, Solano and Napa Counties and referenced the Winters Senior Commission on Aging, a powerful group who are working on resources and emergency information to be included in the soon-to-be distributed Senior Resource Guide. Council Member Loren suggested <https://www.ready.gov/plan> be included in the guide and requested the Winters Senior Commission on Aging come to a future City Council meeting and give a presentation about all of the things they are doing to inform and educate the community. Tina Lowden said the Winters Senior Foundation has an extensive email list and are also distributing important information. Kate Laddish thanked Dana for her presentation and Mayor Cowan also thanked Dana for the valuable information shared tonight.

## DISCUSSION ITEMS

### 1. City Projects Overview – Overall Transition Plan

John Donlevy gave a power point presentation that included an overview regarding current and future projects in transition of staff and overall future projects of the City, including succession planning, infrastructure, planning and community development, personnel and staffing, public safety, economic development, the City's pension policy and regulatory compliance. Council Member Anderson said he just couldn't wrap his arms around cannabis and didn't think we needed to sell commercial cannabis. John said Yolo County is one of the most progressive counties in the State and is very regulated. But the reality from an agricultural standpoint is the City receives very little economic return in the way of sales tax. In western Yolo County there is a lot of cannabis grown, literally on our doorstep, and the ability to tap into it in a responsible way should be considered. Council Member Loren said cannabis should be looked at from a pension obligation bond standpoint and pension obligations is a conversation we need to continue having. Council Member Loren toured a facility in Yolo County that grows cannabis and without a way to sell their product in Yolo County, they will go to the Bay Area, who will receive tax benefits. The grower is using our water and resources and creating a product we're not benefitting from. John said Winters could sustain one dispensary, but to look at what the benefits are, the City should explore the path and look at an RFP for a dispensary, manufacturing, and distribution. True economic benefits could be realized. The City could obtain the cannabis tax plan from the City of Davis, which allows them to give an enormous amount of money to various sources throughout the County, with the City of Davis being the priority. The City of Winters needs to look at the benefits. Mayor Pro Tem Biasi thanked John for putting together tonight's outline, adding that Council and the incoming City Manager will have to deal with a lot of key projects for the ongoing success of the City of Winters. Creative solutions are needed and our work is cut out for us. Council Member Loren echoed Mayor Pro Tem Biasi's comments, saying this is an amazing amount of work and will be a heavy lift. She thanked John for

keeping track of all of these projects for the City of Winters and for knowing where everything was at all times. Kate Laddish also echoed her thanks to John for giving an overview of the list. She spoke of the Fire Strategic Plan included in the presentation, which included conducting a Community Risk Analysis to identify opportunities for minimizing risk, promote fire prevention education and providing for a safe, sustainable economy. She said this also ties in with the first three topics, including Professional Development, SWOT Analysis (Strengths, Weaknesses, Opportunities and Threats), and a Fire Strategic Plan. Regarding Housing, she requested more opportunities for public input regarding the housing element.

Tim Skimmel, a legal cannabis cultivator who has a retail dispensary in Davis, said cannabis is a complex and sensitive issue. Mr. Skimmel offered Council to tour the retail dispensary and the farm, where he could answer questions, clear up any misconceptions, and show how to professionalize the product and take it to a new level. The decisions surrounding Proposition 64, passed by California voters in 2016 and legalized the possession and use of recreational marijuana for those 21 and older, were made at a local level.

Yolo County resident Jeb Taylor gave his personal support for a potential cannabis dispensary. Many communities around us are benefitting from it from an employment and revenue perspective. The idea should be entertained and explored.

Mayor Cowan thanked John for all of his hard work and although his presentation was not specifically about cannabis, it keeps popping up! This topic will be coming back in the near future. A lot of things would have to happen in Winters, but we should take a good, hard look at it.

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

Director of Financial Management/Interim City Manager Shelly Gunby gave an overview. The City receives an allocation from SACOG each year and to access the funds, staff must prepare a claim for the funds and adopt a resolution. 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 will be available for street and road work. Mayor Pro Tem Biasi said the portion paid to Yolo Bus Service is lower than the amount paid in the past due to micro transit services on demand, leaving more money to fix the streets and sidewalks. As the primary liaison to Yolo County Transportation District, Council Member Loren said the ridership is higher with micro transit services than planned routes although COVID-19 has reduced ridership overall. Mayor Cowan thanked Council Member Loren for her

work on the committee and favors micro buses and on-call services, which are more cost effective than set routes.

Motion by Mayor Pro Tem Biasi, second by Council Member Neu, to approve Resolution 2020-49 for the claim of Transportation Development Act Funding from SACOG. Motion carried with the following roll call vote:

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

3. 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

Council Member Anderson recused himself from this item due to a possible conflict of interest based on the location of his property in relation to this item.

Interim City Manager Shelly Gunby gave an overview. Motion by Council Member Loren, second by Council Member Neu to approve Resolution 2020-50 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. Motion carried with the following roll call vote:

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

4. Resolution 2020-51, a Resolution of the City Council of the City of Winters Requesting Authorization for Expenditure of BID Funds

Council Member Anderson remained recused for this item due to a possible conflict of interest based on the location of his property in relation to this item.

Interim City Manager/Director of Financial Management Shelly Gunby gave an overview and requested permission to reimburse the Winters Downtown Business Association \$4,500 from the Business Improvement Fund for COVID-related expenditures for business adjustments made by downtown businesses. BID funds are derived from business licenses and building permit fees to help improve the business district and the current BID fund balance is \$14,377.27.

Mayor Pro Tem Biasi said this would be a good use of these funds and will help make the downtown viable. Council Member Loren and Mayor Cowan agreed by saying that's what the BID funds are for, to help support our businesses who are faced with restrictions. This is a small piece of what we can do as a city to help our businesses and keep them viable.

Motion by Council Member Neu, second by Mayor Pro Tem Biasi to approve Resolution 2020-51 authorizing the expenditure of Winters Business Improvement Area Funds not to exceed \$4,500. Motion carried with the following roll call vote:

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

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CITY MANAGER REPORT: Received grant for the new Senior Center and waiting for contract to arrive in 3-4 weeks. Will sign, return, and move forward putting together a bid package project and getting it out to bid. Lisa Baker is currently working on reviewing the Neighborworks project, including financials, and will put together a development agreement and come back to Council in October or November for approval.

INFORMATION ONLY: Mayor Cowan asked City Attorney Walsh about his position, who replied a partner at his firm, Best Best Krieger, or BBK, was appointed to the Sacramento Superior Court and is leaving the firm. City Attorney Walsh is transitioning to the City of Woodland City Attorney, and as they hold meetings the same evenings as the City of Winters, another attorney from BBK will be taking over in Winters. City Attorney Walsh said he has appreciated his time in Winters, who has an exceptional Council and an exceptional culture built into the city. He thanked staff, the Council and the entire community for making him feel welcome, adding that and that he will be around to help with any issues he's created. Mayor Cowan said the City will be in good hands with Iris Yang, who is familiar with the City. He thanked Ethan for all of his time and effort spent on behalf of the City of Winters. Council Member Loren requested a presentation from the Winters Senior Commission on Aging on one of the October City Council meetings.

ADJOURNMENT: Mayor Cowan adjourned the meeting at 9:00 p.m.

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Wade Cowan, MAYOR

ATTEST:

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Tracy S. Jensen, City Clerk



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Council Members  
**DATE:** October 6, 2020  
**FROM:** Ethan Walsh, City Attorney  
**SUBJECT:** Consideration of Resolution Approving Second Amendment to Legal Services Agreement with Best Best & Krieger, LLP and Appointing Iris P. Yang as City Attorney

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**RECOMMENDATION:**

Staff recommends the City Council adopt Resolution No. 2020-55 approving a Second Amendment to Legal Services Agreement with Best Best & Krieger, LLP (“BBK”) and appointing Iris P. Yang as City Attorney.

**BACKGROUND:**

BB&K has provided legal services to the City of Winters since 2011 and has served as City Attorney since 2014. Since that time, I have been designated as the City Attorney for Winters. As the Council knows, I have been appointed as City Attorney for Woodland, which meets on the same nights as the City of Winters. In order to ensure that both Winters and Woodland receive appropriate levels of service, I cannot serve in both positions.

**DISCUSSION:**

BB&K is recommending that the City Council appoint Iris P. Yang as City Attorney for the City of Woodland. Iris is familiar with the City and its issues, as she served as the City’s redevelopment counsel when the City’s redevelopment agency was still in existence and assisted the City in connection with the wind-down of the redevelopment agency after its dissolution. She is additionally an extremely experienced city attorney, having advised public agencies for over 30 years, including serving as the City Attorney of the City of Paso Robles for 26 years. Iris would be assisted by Joanna Gin, another attorney in our Sacramento office. Joanna is part of the firm’s Municipal Law practice group and has advised our city attorney clients on a wide range of issues. Prior to going to law school, Joanna serves for nearly as decade in a variety of legislative affairs positions in Sacramento.

**ALTERNATIVES:**

The Council could decline to approve the proposed change.

**FISCAL IMPACT:**

There is fiscal impact to this amendment. The terms of our legal services agreement would not change. The only changes are to the designated City Attorney and Assistant City Attorney

Attachments: Resolution 2020-55 Approving Second Amendment to Legal Services Agreement  
and Appointing Iris P. Yang as City Attorney  
Second Amendment to Legal Services Agreement

**RESOLUTION NO. 2020-55**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS  
APPROVING A SECOND AMENDMENT TO THE LEGAL SERVICES AGREEMENT  
BETWEEN THE CITY OF WINTERS AND BEST BEST & KRIEGER LLP AND  
APPOINTING IRIS P. YANG OF BEST BEST & KRIEGER LLP AS CITY ATTORNEY**

WHEREAS, the City of Winters entered into a Agreement for Legal Services with Best Best & Krieger, LLP (“BB&K”) to provide various legal services to the City, which was subsequently amended to provide that BB&K will provide City Attorney services to the City; and,

WHEREAS, the City Council desires to further amend the Agreement for Legal Services to provide that Iris P. Yang of BB&K be designated as City Attorney for the City of Winters; and,

NOW, THEREFORE, the City Council of the City of Winters hereby finds and resolves as follows:

**SECTION 1.** The City Council approves the Second Amendment to Agreement for Legal Services, in the form attached hereto, and authorizes the Interim City Manager to sign such Second Amendment on behalf of the City.

**SECTION 2.** The City Council hereby appoints Iris P. Yang of Best Best & Krieger, LLP as City Attorney for the City of Winters.

PASSED AND ADOPTED this 6th day of October, 2020, by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Wade Cowan, Mayor

ATTEST:

\_\_\_\_\_  
Tracy S. Jensen, City Clerk

Attachment: Second Amendment to Legal Services Agreement

SECOND AMENDMENT TO AGREEMENT FOR LEGAL SERVICES  
CITY OF WINTERS

THIS SECOND AMENDMENT TO AGREEMENT FOR LEGAL SERVICES (“Second Amendment”) is made on this 6th day of October, 2020 between Best Best & Krieger LLP (“BBK”) and the City of Winters (“City”).

Recitals

A. The City of Winters entered into an Agreement for Legal Services with BBK on April 19, 2011 to provide legal services to the City.

B. The City entered into a First Amendment to the Agreement for Legal Services to provide that BBK would provide City Attorney services to the City, and to designate Ethan Walsh as City Attorney and Harriet Steiner as Assistant City Attorney.

C. The City Council desires to amend the existing Legal Services Agreement, as amended, to designate Iris P. Yang as City Attorney and Joanna Gin as Assistant City Attorney.

Now Therefore BBK and the City agree to amend the Agreement for Legal Services as follows:

Section 1. Section 7 of the Agreement for Legal Services shall be amended to read as follows:

**7. Staffing Assignments**

The City designates Iris P. Yang as City Attorney for the City. She shall be primarily responsible for the provision of legal service to the City. The City further designates Joanna Gin as Assistant City Attorney. She shall serve as the primary back up for Ms. Yang. No changes in the assignments of City Attorney and Assistant City Attorney shall be made without the prior consent of the City. Other attorneys and legal assistants shall be utilized where necessary to assist in providing legal services as is appropriate for their level of experience.

Section 2. Except as specifically modified by this Amendment, all terms and provisions of the Agreement for Legal Services shall remain unchanged and continue in full force and effect.

IN WITNESS WHEREOF, the City and BBK have executed this Amendment as of the date first above written.

**CITY OF WINTERS**

By: \_\_\_\_\_  
Shelly Gunby  
Interim City Manager

Date: \_\_\_\_\_

**BEST BEST & KRIEGER LLP**

By: \_\_\_\_\_  
Iris P. Yang

Date: \_\_\_\_\_



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Council Members  
**DATE:** October 6, 2020  
**THROUGH:** Shelly Gunby, Interim City Manager *Shelly*  
**FROM:** Alan Mitchell, City Engineer  
**SUBJECT:** Irrevocable Offer of Dedication (IOD) for the Winters Highlands (Stone's Throw) Phases 4/5 Subdivision

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**RECOMMENDATION:**

Staff recommends the City Council adopt Resolution No. 2020-54, to consent to an Irrevocable Offer of Dedication (IOD) of road rights of way, for the Winters Highlands (Stone's Throw) Phases 4 and 5 Subdivision

**BACKGROUND:**

The Winters Highlands Subdivision (Stone's Throw) project consists of 6 phases of development (see attached Phasing Exhibit) with approximately 378 single-family lots on 88.5 acres, located in the northwest area of the City. In April 2006, the City approved the Winters Highlands Development Agreement, and an Amended and Restated Development Agreement was recorded on April 20, 2015. To date, the City Council has approved Final Maps for Phases 1, 1A, and 2.

**DISCUSSION:**

The Developer, HBT of Winters Highlands, LLC submitted an application for a Lot Line Adjustment (LLA), which will reconfigure the lot lines for future phases 4 and 5 (see attached LLA Exhibit Sheets). The purpose of the LLA is to carve-out the alley-loaded lots for future development by HBT and create an opportunity for HBT to possibly sell off the remaining lots. A development approach hasn't been finalized.

With the LLA application came legal descriptions for an Irrevocable Offer of Dedication (IOD) for road rights of way, for future roads shown on the approved Tentative Map. The Subdivision Ordinance (16.12.010 Dedication of Streets and Easements) requires a subdivider to dedicate or make an irrevocable offer of dedication of all parcels of land within the subdivision that are needed for streets, alleys, including access rights and abutters' rights, drainage, public utility easements, and other public easements. The attached Resolution and IOD Deed establishes the

future dedications, which will come back to Council at a later date for acceptance and recording of these property interests.

**ALTERNATIVES:** None recommended by staff.

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

Attachment: Resolution No. 2020-54  
Phasing Exhibit  
LLA Exhibit Sheets  
Irrevocable Offer of Dedication

**RESOLUTION NO. 2020-54**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS TO CONSENT TO AN IRREVOCABLE OFFER OF DEDICATION (IOD) OF ROAD RIGHTS OF WAY FOR THE WINTERS HIGHLANDS PHASES 4 AND 5.**

**WHEREAS**, the Developer, HBT of Winters Highlands, LLC submitted an application for a Lot Line Adjustment (LLA), which will reconfigure the lot lines for future phases 4 and 5; and

**WHEREAS**, the LLA application included legal descriptions for an Irrevocable Offer of Dedication (IOD) for road rights of way, for future roads shown on the approved Tentative Map.

**WHEREAS**, the City's subdivision ordinance (16.12.010 Dedication of Streets and Easements) requires a subdivider to dedicate or make an irrevocable offer of dedication of all parcels of land within the subdivision that are needed for streets, alleys, including access rights and abutters' rights, drainage, public utility easements, and other public easements; and

**WHEREAS**, adoption of this Resolution will consent to the Irrevocable Offer of Dedication for road rights of way, for the Winters Highlands Phases 4 and 5.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Winters as follows:

1. Consent to an Irrevocable Offer of Dedication (IOD) of road rights of way, for the Winters Highlands (Stone's Throw) Phases 4 and 5 Subdivision

**PASSED AND ADOPTED** by the City Council of the City of Winters at its meeting held on October 6, 2020 by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

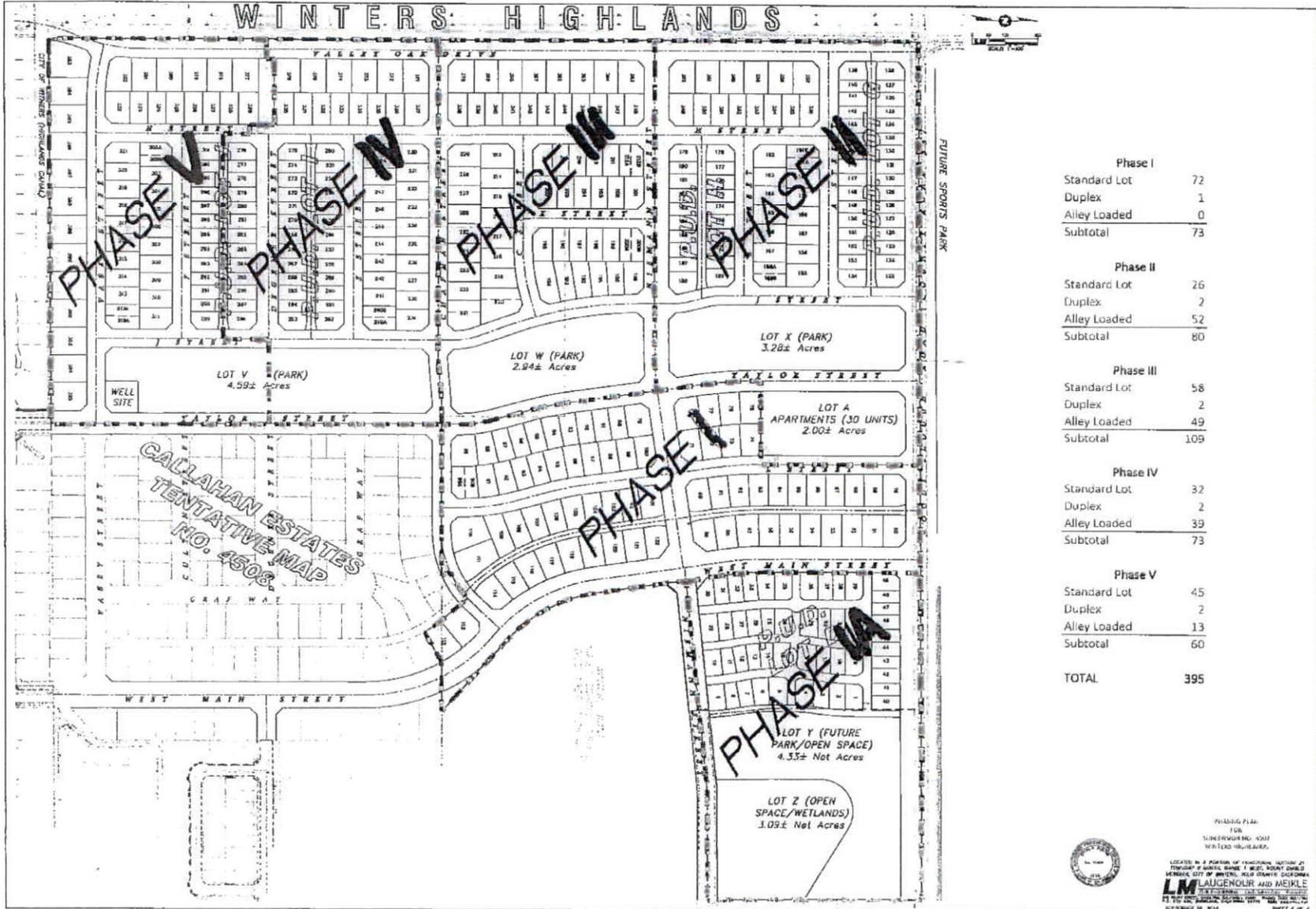
**ABSENT:**

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

**ATTEST:**

\_\_\_\_\_  
Tracy S. Jensen, City Clerk

# WINTERS: HIGHLANDS



Phase I	
Standard Lot	72
Duplex	1
Alley Loaded	0
<b>Subtotal</b>	<b>73</b>
Phase II	
Standard Lot	26
Duplex	2
Alley Loaded	52
<b>Subtotal</b>	<b>80</b>
Phase III	
Standard Lot	58
Duplex	2
Alley Loaded	49
<b>Subtotal</b>	<b>109</b>
Phase IV	
Standard Lot	32
Duplex	2
Alley Loaded	39
<b>Subtotal</b>	<b>73</b>
Phase V	
Standard Lot	45
Duplex	2
Alley Loaded	13
<b>Subtotal</b>	<b>60</b>
<b>TOTAL</b>	<b>395</b>

CALLAHAN ESTATES  
TENTATIVE MAP  
NO. 4503

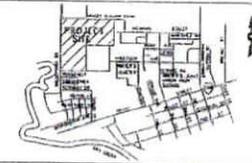


PLANNING PLAN  
FOR  
SUBDIVISION NO. 001  
WINTERS HIGHLANDS

CREATED BY A PORTION OF FUNDING AUTHORITY AT  
THEWATERBURY OFFICE OF THE WINTERS CITY ENGINEER  
WINTERS, CITY OF WINTERS, CALIFORNIA

**LM LAUGENOUR AND MERLE**  
REGISTERED PROFESSIONAL ENGINEERS  
1215 1/2 STREET, WINTERS, CALIFORNIA 95694  
SEPTEMBER 28, 2014 SHEET 4 OF 4

# WINTERS HIGHLANDS



**OWNER/DEVELOPER**  
 WEST OF WINTERS HIGHLANDS LLC  
 11500 WEST MOORE ROAD #100  
 RANCHO CORDOVA, CA 95370  
 PHONE: (916) 762-2124

**ENGINEER**  
 LAUGENOUR AND MEIKLE  
 2076 TOWNSEND  
 808 COURT STREET  
 WOODBRIDGE, CA 90600  
 PHONE: (510) 682-1100

**EXISTING ZONE**  
 UNITS 1  
 UNITS 2

**PROPOSED ZONING**  
 UNITS 1  
 UNITS 2

**EXISTING ZONING**  
 UNITS 1  
 UNITS 2

**PROPOSED ZONING**  
 UNITS 1  
 UNITS 2

**SEWER & RAINWATER**  
 CITY OF WINTERS

**WATER SERVICE**  
 CITY OF WINTERS

**LANDSCAPE SERVICE**  
 P.L.S.

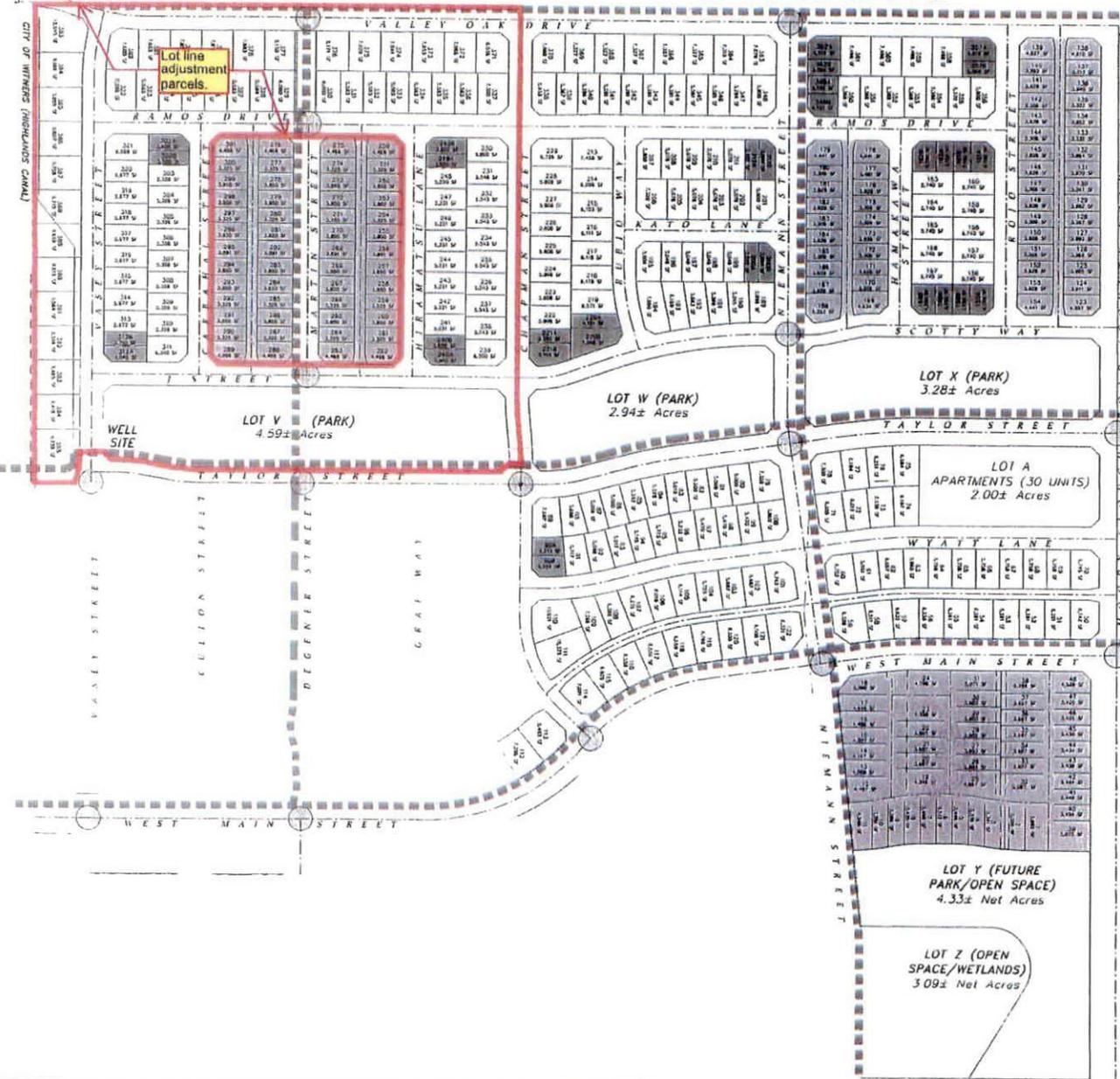
**UTILITY SERVICE**  
 AT&T

**TRUCK LOAD**  
 5

**GROSS AREA**  
 164,422± ACRES

**APN**  
 020-220-040, 020-220-041, 020-220-042, 020-220-043, 020-220-044, AND 020-220-045  
 (FINAL MAPS FOR PHASES 1 AND 2 HAVE ALREADY BEEN RECORDED)

**NOTES**  
 1. EXISTING STREET RIGHTS-OF-WAY AND (EASEMENTS SHOWN ON ORIGINAL MAP OF THE WOODHOLM TRACT NO. 1 AND LOCATED WITHIN THE BOUNDARIES OF THIS SUBDIVISION WILL BE ABANDONED WITH THE FINAL MAP HEREIN EXCEPT TYPE 2 OF THIS SUBDIVISION MAP. SEE



- CLASS I BIKE PATH
- CLASS II BIKE PATH
- TRAFFIC CALMING FEATURE  
SEE DETAIL 1, THIS SHEET
- PARK AREA
- P.U.D. OVERLAY
- DUPLEX LOTS
- WETLANDS AREA



TENTATIVE MAP  
 FOR  
 SUBDIVISION NO. 4507  
 WINTERS HIGHLANDS

LOCATED IN A PORTION OF FRACTIONAL SECTION #1  
 TOWNSHIP 8 NORTH, RANGE 1 WEST, MOUNT Diablo  
 INCLUDING CITY OF WINTERS, FORD COUNTY, CALIFORNIA

**LM LAUGENOUR AND MEIKLE**  
 CIVIL ENGINEERS - LAND SURVEYORS - PLANNERS  
 2076 TOWNSEND STREET, WOODBRIDGE, CA 90600  
 FEBRUARY 26, 2020 SHEET 1 OF 1



**EXHIBIT A**

**IRREVOCABLE OFFER OF DEDICATION**

That real property in the City of Winters, County of Yolo, State of California, situate in a portion of Section 21, Township 8 North, Range 1 West, Mount Diablo Base and Meridian, and being a portion of Lots D and E as shown in Book 2018 of Maps, at Pages 89-95, Yolo County Records, and being more particularly described as follows:

BEGINNING at a point being distant the following two (2) courses from the Northwest corner of said Lot D: (1) along the North line of said Lot D, South 89°58'27" East 247.08 feet; and (2) leaving said South line, South 00°01'33" West 28.50 feet; thence, from said POINT OF BEGINNING, along the South line of the IOD as shown on 2018 Maps Page 89, South 89°58'27" East 97.00 feet; thence, leaving said North line of said IOD, South 45°01'33" West 28.28 feet; thence South 00°01'33" West 685.00 feet; thence South 44°58'27" East 28.28 feet; thence South 89°58'27" East 528.47 feet; thence North 45°01'33" East 28.28 feet; thence North 00°01'33" East 428.00 feet; thence North 44°58'27" West 28.28 feet; thence North 89°58'27" West 528.47 feet; thence South 45°01'33" West 28.28 feet; thence North 00°01'33" East 97.00 feet; thence South 44°58.27" East 28.28 feet; thence South 89°58'27" East 528.47 feet; thence North 45°01'33" East 28.28 feet; thence North 00°01'33" East 160.00 feet; thence North 44°58'27" West 28.28 feet to a point on said South line of said IOD; thence, along said South line of the IOD, South 89°58'27" East 97.00 feet; thence, leaving said South line of said IOD, South 45°01'33" West 28.28 feet; thence South 00°01'33" West 947.99 feet; thence South 44°58'27" East 28.28 feet to a point on the North line of said IOD; thence, along said North line of said IOD, North 89°58'27" West 97.00 feet; thence, leaving said North line of said IOD, North 45°01'33" East 28.28; thence North 00°01'33" East 165.99 feet; thence, North 44°58'27 West 28.28 feet; thence North 89°58'27" West 528.47 feet; thence South 45°01'33" West 28.28 feet; thence South 00°01'33" West 165.99 feet; thence South 44°58'27" East 28.28 to a point on said North line of said IOD; thence, along



  
Bryan P. Bonino, L.S. 7521

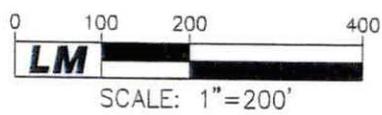
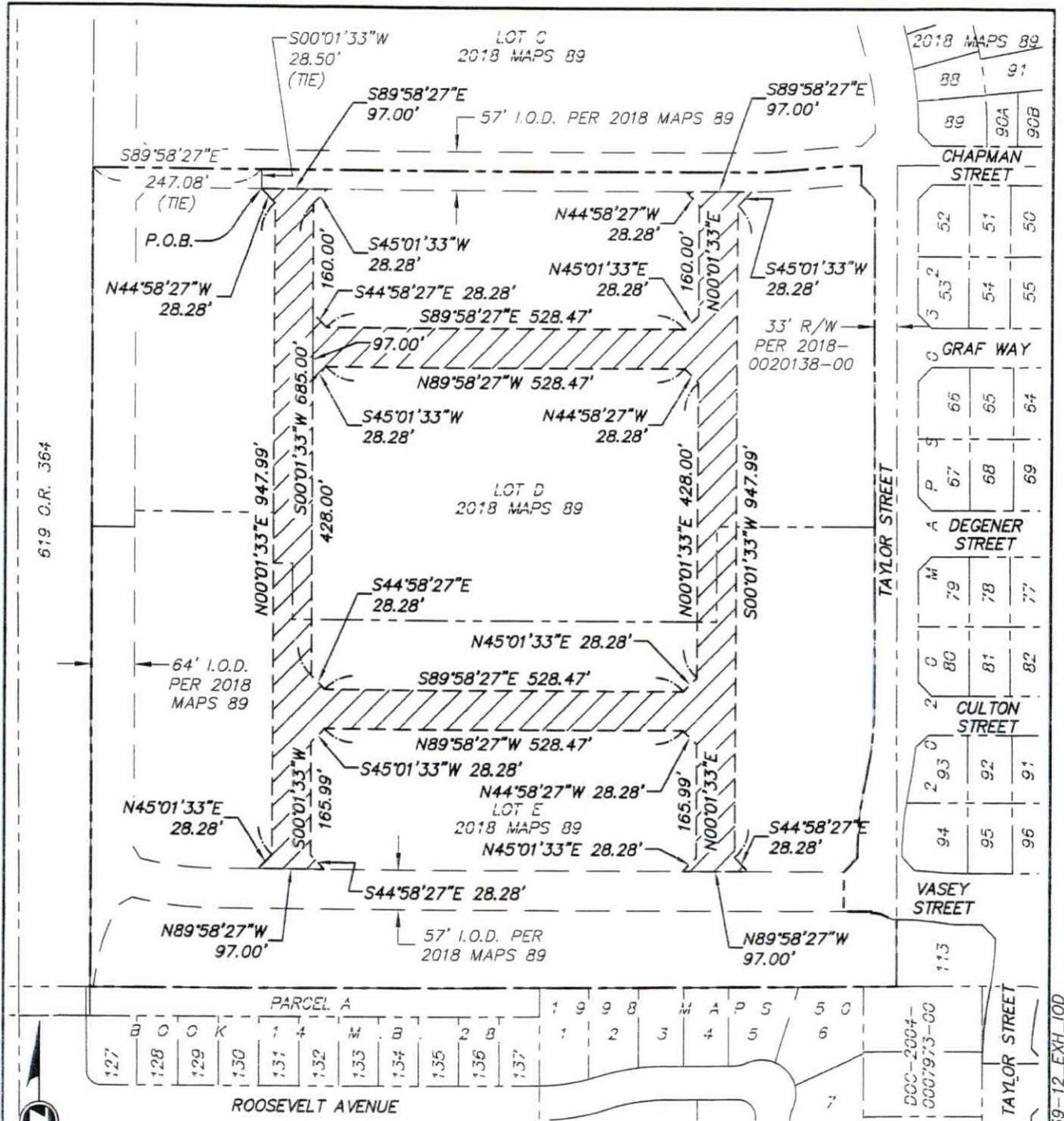
9/21/20  
Date

said North line of said IOD, North  $89^{\circ}58'27''$  West 97.00 feet; thence, leaving said North line, North  $45^{\circ}01'33''$  East 28.28 feet; thence North  $00^{\circ}01'33''$  East 947.99 feet; thence North  $44^{\circ}58'27''$  West 28.28 feet to the POINT OF BEGINNING.

Containing 4.147± acres of land, more or less.

End of description.

This description was prepared by me or under my direction in accordance with Section 8761 of the Professional Land Surveyors Act.



**LM LAUGENOUR AND MEIKLE**  
 CIVIL ENGINEERING · LAND SURVEYING · PLANNING  
 608 COURT STREET, WOODLAND, CA 95695  
 P.O. Box 828, WOODLAND, CA 95776  
 (530) 662-1755 · www.lmce.net · info@lmce.net



**EXHIBIT B  
 IRREVOCABLE OFFER OF  
 DEDICATION**  
 FOR  
**HBT OF WINTERS HIGHLANDS, LLC**  
 LOCATED IN A PORTION OF SECTION 21,  
 TOWNSHIP 8 NORTH, RANGE 1 WEST,  
 MOUNT DIABLO MERIDIAN,  
 CITY OF WINTERS, YOLO COUNTY,  
 CALIFORNIA

SHEET 1 OF 1      SEPTEMBER 21, 2020

X:\Land Projects\2159-12\dwg\2159-12\_EXH\_10D



## STAFF REPORT

**TO:** Honorable Mayor and Council Members  
**DATE:** October 6, 2020  
**THROUGH:** Shelly Gunby, Interim City Manager *Shelly*  
**FROM:** Alan Mitchell, City Engineer  
**SUBJECT:** WWTF Influent Screening Improvements, Phase 2 - Project Budget Sheet and West Yost Amendment No. 4 to Agreement 027-17

---

**RECOMMENDATION:** Staff recommends that City Council:

1. Approve the Project Budget Sheet for the Wastewater Treatment Facility (WWTF) Influent Screening Improvements Phase 2, Project No. 20-01; and
2. Authorize the Interim City Manager to execute Amendment No. 4 to consultant services agreement 027-17 with West Yost Associates for design services, in the amount not to exceed \$36,930.

**BACKGROUND:** The West Main Sewer Pump Station was completed by Winters Highlands developer and is functional. This new pump station directs sewer flows from the northwest area of the City, out to the WWTF.

In 2019, the City completed the WWTF Influent Screening Improvements, Project No. 16-03, which included the installation of an influent screen to keep rags and other debris from the entering the ponds. Due to budget constraints; only the main infrastructure was installed, which included a manual bar screen and drainage platform. All other improvements were deferred.

The attached PBS creates the Phase 2 project, which will add the deferred mechanical grinder, spiral lift screen, and electrical and communications improvements. These improvements will provide a fully functional facility. The PBS covers only design services. West Yost is the engineer of record. They will update the construction documents and the construction costs estimate, which will allow the City is understand the costs and budget accordingly. The attached West Yost Amendment No. 4 adds these design services to their existing contract.

The design and construction estimate should be completed by the end of the year, and staff will look at funding sources with the intent of constructing phase 2 improvements in FY 21/22. A revised PBS will be created for Council approval; prior to moving forward with construction.

**FISCAL IMPACT:** The PBS identifies Sewer Impact Fees, Fund 418, in the amount of \$40,000.

Attachments: Project Budget Sheet  
West Yost Amendment No. 4





**CONSULTANT SERVICES AGREEMENT  
AGREEMENT No. 027-17  
AMENDMENT No. 4**

This Amendment is made and entered into this \_\_\_\_ day of October, 2020, and modifies AGREEMENT No. 027-17, dated 7/18/17, as Amended, between the City of Winters (CITY) and West Yost Associates (CONSULTANT) for engineering design services for the WWTF Influent Screening Improvements.

This amendment changes the agreement as described below, for the WWTF Influent Screening Improvements, Phase 2, CIP #20-01:

**AMENDMENTS**

The following sections shall be amended to read as follows:

1. SERVICES. Subject to the terms and conditions set forth in this Agreement, CONSULTANT shall provide to the CITY the Services described in Exhibit "A-4", which is the CONSULTANT'S Proposal Engineering Design Services for Phase 2 project. Consultant shall provide said services at the time, place, and in the manner specified by the Agreement and Exhibits.

2. PAYMENT. The Consultant shall be paid for the actual costs, for all time and materials expended, in accordance with Table 2 Proposed Budget, included in Exhibit "A-4", but in no event shall total compensation exceed Thirty-Six-Thousand Nine-Hundred Thirty dollars (\$36,930) for work described in Exhibit "A-3", without the City's prior written approval.

EXECUTED as of day first above-stated.

CITY OF WINTERS  
a municipal corporation

By: \_\_\_\_\_  
Shelly Gunby, Interim City Manager

CONSULTANT

By: Elizabeth Drayer  
Elizabeth Drayer, Vice President

ATTEST:

By: \_\_\_\_\_  
Tracy Jensen, City Clerk

**EXHIBIT "A-4"**  
**CONSULTANT'S Proposal for Engineering Design Services**



September 18, 2020

SENT VIA: EMAIL

Mr. Alan Mitchell  
City of Winters  
318 First Street  
Winters, CA 95694

**SUBJECT: Proposal to Perform Engineering Design Services for  
the City of Winters Wastewater Treatment Facility Influent Screening  
Improvements Project, Phase 2**

Dear Mr. Mitchell:

West Yost Associates (West Yost) is pleased to provide this letter proposal to perform engineering design services for the Influent Screening Improvements Project, Phase 2 at the City of Winters (City) Wastewater Treatment Facility (WWTF). Our project understanding and proposed scope of work, budget, and schedule are described below

---

## **PROJECT UNDERSTANDING**

Wastewater from the majority of homes and businesses in the City is conveyed by gravity to the East Street Pumping Station from which it is pumped through a 14-inch diameter force main to the WWTF. Recently, the City commissioned a new W Main Sewer Pump Station, which will convey wastewater from new and existing residential development on the northwest corner of the town. The new flows will be pumped through new dual 8-inch force mains into a 12-inch diameter force main to the WWTF. The new headworks facility at the City of Winters WWTF will process wastewater from both force mains.

Larry Walker and Associates (LWA) prepared a Technical Memorandum (TM) (dated August 12, 2016) that presented recommendations for the preliminary design of the headworks facility. Recommendations included:

- The new headworks facility should include a 6 million gallon per day (mgd) capacity grinder and spiral-lift screen manufactured by Franklin Miller, Inc.

- The new concrete headworks structure should be designed to accommodate a future screening system capable of treating a maximum flow of 9.7 mgd, and both the structure and associated piping should have a hydraulic capacity of 9.7 mgd.
- In addition to the 14-inch and 12-inch force mains described above, the new headworks facility should include a connection for a future 18-inch diameter force main.
- To accommodate the near-term expansion design flow of 4.3 mgd, new 24-inch diameter transfer pipes should be installed between aeration basins 1A and 2A and between aeration basins 1B and 2B.

The new 12-inch pipeline from the Highlands 1 development to the WWTF has been constructed, including connection points for the headworks facility. The 24-inch diameter transfer pipes recommended in the LWA TM were not included in the pipeline work, and the City does not wish to include them in the work designed by West Yost.

Under a previous contract, West Yost designed to a 90 percent complete level a headworks facility that included two concrete channels, one with a mechanical grinder and a spiral-lift screen, and one with a manual bar screen. The design also included a screening wash water system, and communication improvements to allow monitoring of the headworks facility via the City's supervisory control and data acquisition (SCADA) network. The engineer's estimate for the project exceeded the amount the City was able to fund, and bid documents were not completed. Under the same contract with the City, West Yost then designed, and the City released for bidding, a headworks facility which included a manual bar screen in both channels. Bids received exceeded the amount the City was able to fund at the time, and no contract was awarded.

In January of 2019, the City released the headworks facility project for re-bidding, and awarded a construction contract to Syblon Reid Construction of Folsom, CA. During construction, the project was modified to include a manual bar screen and drainage platform in only one of the channels (Channel 2). Construction of the project is now complete.

In June 2020, the City determined that an estimate for design and construction costs for Phase 2 Improvements was needed in order to budget to upgrade the headworks facility with a mechanical grinder, spiral-lift screen, and the electrical and communication improvements originally envisioned for the headworks facility. It's understood that these improvements should be implemented under a new construction contract and that the improvements will include:

- Installation of a grinder and spiral-lift screen in Channel 1 with a standalone control panel.
- Installation of a wash water pumping and filtration system on a concrete housekeeping pad, with a pre-engineered metal canopy for weather protection.

- Installation of a magnetic flow meter in the existing flowmeter vault.
- Electrical, instrumentation and communication improvements, including:
  - Extension of power from the existing MCC building to the screening facility site
  - Control panel with PLC and radio for communication with City SCADA system
  - Operator Interface
  - Radio antenna.

---

## SCOPE OF WORK

West Yost will conduct the following tasks as part of this project:

### Task 1. Design Drawings

The design team will prepare draft 100 percent design drawings and submit them to the City for review. The design team will meet with the City to discuss their comments on the draft drawings. After receiving the City's comments, the design team will prepare final 100 percent design drawings. We anticipate that the following design drawings will be required:

#### General, Civil, and Mechanical Drawings

<u>DWG NO.</u>	<u>SHEET NAME</u>
G01	TITLE SHEET, LOCATION MAP AND VICINITY MAP
G02	INDEX OF DRAWINGS, GENERAL LEGEND, NOTES & ABBREVIATIONS
G03	SITE AREA MAP
C01	SITE PLAN, CONTROL POINTS, STAGING AREA
C03	YARD PIPING PLAN
M01	MECHANICAL DETAILS
M100	HEADWORKS PLAN & SECTIONS
M101	HEADWORKS SECTIONS
M102	HEADWORKS BOTTOM PLAN
M103	HEADWORKS SECTIONS & DETAILS

#### Structural Drawings

<u>DWG NO.</u>	<u>SHEET NAME</u>
S01	Headworks Top Plan
S02	Structural Details

Electrical and instrumentation drawings:

<u>DWG NO.</u>	<u>SHEET NAME</u>
E01	ELECTRICAL SYMBOLS AND ABBREVIATIONS
E02	EXISTING MCC ONE LINE DIAGRAM
E03	EXISTING MCC ELEVATION
E04	CONTROL PANEL CP-1 ELEVATION & BACKPAN LAYOUT
E05	CONTROL PANEL CP-1 ELEMENTARY DIAGRAMS
E10	EXAMPLE INTERCONNECT DIAGRAM
E11	TYPICAL ELECTRICAL DETAILS NO. 1
E12	TYPICAL ELECTRICAL DETAILS NO. 2
E13	TYPICAL ELECTRICAL DETAILS NO. 3
E21	OVERALL ELECTRICAL SITE PLAN
E22	HEADWORKS ELECTRICAL PLAN
I1	INSTRUMENTATION SYMBOLS & ABBREVIATIONS
I100	HEADWORKS OVERALL & CP-1 AUXILIARY P&ID
I110	HEADWORKS SCREEN P&ID

#### Task 1 Deliverables

- One (1) electronic copy of draft and final 100 percent drawings
- One (1) full-size and two (2) half-sized hard copies of the draft and final 100 percent drawings

### Task 2. Technical Specifications

The design team will prepare draft 100 percent specifications and submit them to the City for review. The design team will meet with the City to discuss their comments on the draft specifications. After receiving the City's comments, the design team will prepare final 100 percent specifications.

#### Task 2 Deliverables

- One (1) electronic copy of draft and final 100 percent specifications
- Two (2) double-sided hard copies of the draft and final 100 percent specifications

### Task 3. Opinion of Probable Construction Cost

The design team will prepare a draft 100 percent opinion of probable construction cost (OPCC) and submit it to the City for review. The design team will meet with the City to discuss their comments on the draft OPCC. After receiving the City's comments, the design team will prepare final 100 percent OPCC.

#### Task 3 Deliverables

- One (1) electronic copy of draft and final 100 percent OPCC

## Task 4. Review Meetings, Project Management, and Quality Control

### Subtask 4.1 Review Meetings & Workshops

The design team will meet with City staff roughly two-weeks after the submission of the draft 100 percent design submittal to review and discuss comments and suggestions. Following this meeting, the design documents will be updated to reflect any comments from City staff.

### Subtask 4.2: Project Management and Quality Control

West Yost will manage the design project to keep the project on schedule and within budget and will conduct quality assurance reviews of all work products to insure they are of a high quality.

#### Task 2 Deliverables

- One (1) electronic copy of agenda, presentation materials, and minutes for review meeting
- One (1) electronic copy of monthly progress reports and invoices

---

## ASSUMPTIONS

The following assumptions were made in developing this proposal:

- Improvements to be designed will be the improvements shown in the previously prepared 90 percent headworks facility and will be based on field visit measurements and observations of as-built conditions.
- The configuration of the mechanical equipment in the draft and final 100 percent submittal will have the same as the configuration shown in the previously prepared 90 percent submittal. The West Yost team will solicit input from the equipment suppliers on the draft and final plans, but it is assumed that no significant changes will be made to the equipment configuration.
- The equipment specified in the draft and final 100 percent submittal will be the same equipment specified in the previously prepared 90 percent submittal. The West Yost team will solicit input from the equipment suppliers on the draft and final plans and specifications, but it is assumed that no significant changes will be made to the equipment selection.
- The electrical and I&C improvements in the draft and final 100 percent submittal will be the same as those shown in the previously prepared 90 percent submittal, except for the following changes, which were requested by the City at a site visit on August 27, 2020:

- Lighting will be added to the upper deck of the headworks facility
- Jog-Off-Auto switches will be added to the control stations for the mechanical equipment
- Control panels will be rotated to reduce sun exposure
- Specifications will be revised to detail additional SCADA programming requested by the City
- West Yost will prepare Construction Drawings, Technical Specification Divisions 1 through 16, and a Bid Schedule for inclusion in Division 0 of the Specifications. Division 0 "Front-End" specifications will be prepared by others.
- Record drawings for the existing headworks facility are not available. So, the backgrounds used for the drawings developed under this scope of work will be based on the bid documents released in 2019 and any relevant design clarifications issued during construction of that project.
- The final 100 percent submittal will include changes to address building permit review comments. It is assumed that there will be one round of building permit review comments and the comments will be delivered to the design team at the same time as the City review comments. It is assumed that the building permit review comments will not result in significant re-configuration of mechanical or electrical components shown in the draft 100 percent submittal. It is assumed that the City will facilitate the building permit review process.
- No additional surveying or geotechnical work is required for the project.
- No potholing is required to locate buried utilities.
- West Yost will not be required to identify or complete permits or assist with obtaining easements.
- Documents will be distributed to prospective bidders by others.
- Engineering services during bidding and during construction are not included in this fee proposal.
- Construction management/inspection services will be provided by others.

---

## SCHEDULE

The scope of work described above can be completed according to the schedule shown in Table 1 below.

**Table 1. Anticipated Schedule**

Task	Anticipated Completion
Draft 100% Design Submittal	Four calendar weeks after receipt of an executed design contract
Review Meeting	Two weeks after draft 100% design submittal
Final 100% Design Submittal	Two weeks after draft 100% design submittal workshop

---

## PROJECT BUDGET

The estimated cost to complete the scope of work described above is summarized in Table 2 below. West Yost will perform all work on an hourly basis at standard company charge rates found in Attachment A and will not exceed the estimated cost summarized herein without written authorization.

**Table 2. Proposed Budget**

Task	Estimated Budget, dollars
Task 1. Prepare Design Drawings	23,828
Task 2. Prepare Technical Specifications	6,512
Task 3. Prepare Construction Cost Estimate	2,410
Task 4. Review Meetings, PM and QA/QC	4,180
<b>Total Project Budget</b>	<b>\$36,930</b>

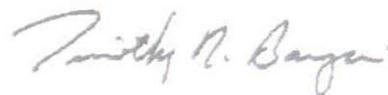
Thank you for providing West Yost the opportunity to be of continued service to the City of Winters. We look forward to working with you on this important project. Please call if you have any questions or require additional information.

Sincerely,

WEST YOST



Bill Schilling, PE  
Senior Engineer



Tim Banyai  
Principal Engineer

Attachment A: 2020 Billing Rate Schedule

West Yost 2020 Billing Rate Schedule

# 2020 Billing Rate Schedule

(Effective January 1, 2020 through December 31, 2020)\*



POSITIONS	LABOR CHARGES (DOLLARS PER HOUR)
<b>ENGINEERING</b>	
Principal/Vice President	\$298
Engineering/Scientist/Geologist Manager I / II	\$283 / \$295
Principal Engineer/Scientist/Geologist I / II	\$257 / \$272
Senior Engineer/Scientist/Geologist I / II	\$230 / \$241
Associate Engineer/Scientist/Geologist I / II	\$198 / \$212
Engineer/Scientist/Geologist I / II	\$160 / \$185
Engineering Aide	\$92
Administrative I / II / III / IV	\$81 / \$102 / \$123 / \$135
<b>ENGINEERING TECHNOLOGY</b>	
Engineering Tech Manager I / II	\$291 / \$294
Principal Tech Specialist I / II	\$268 / \$279
Senior Tech Specialist I / II	\$245 / \$256
Senior GIS Analyst	\$224
GIS Analyst	\$211
Technical Specialist I / II / III / IV	\$156 / \$178 / \$200 / \$223
Technical Analyst I / II	\$112 / \$134
Technical Analyst Intern	\$90
Cross-Connection Control Specialist I / II / III / IV	\$117 / \$127 / \$143 / \$159
CAD Manager	\$178
CAD Designer I / II	\$138 / \$155
<b>CONSTRUCTION MANAGEMENT</b>	
Senior Construction Manager	\$289
Construction Manager I / II / III / IV	\$174 / \$186 / \$198 / \$251
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$152 / \$169 / \$188 / \$196
Apprentice Inspector	\$138
CM Administrative I / II	\$74 / \$99
Field Services	\$196

- 1 Hourly rates include Technology and Communication charges such as general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- 2 Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, etc. will be billed at actual cost plus 15%.
- 3 Mileage will be billed at the current Federal Rate and Travel will be billed at cost.
- 4 Subconsultants will be billed at actual cost plus 10%.
- 5 Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- 6 A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

\* This schedule is updated annually

# 2020 Billing Rate Schedule

(Effective January 1, 2020 through December 31, 2020)\*

## Equipment Charges



EQUIPMENT	BILLING RATES
Gas Detector	\$80 / day
Hydrant Pressure Gauge	\$10 / day
Hydrant Pressure Recorder, Standard	\$40 / day
Hydrant Pressure Recorder, Impulse (Transient)	\$55 / day
Trimble GPS -- Geo 7x	\$220 / day
Vehicle	\$10 / day
Water Flow Probe Meter	\$20 / day
Water Quality Multimeter	\$185 / day
Well Sounder	\$30 / day

\* This schedule is updated annually



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Council Members  
**DATE:** October 6, 2020  
**THROUGH:** Shelly Gunby, Interim City Manager   
**FROM:** Alan Mitchell, City Engineer  
**SUBJECT:** Adopt Resolution No. 2020-52, to Accept a Grant Deed for a Public Sidewalk Easement – Blue Mountain Terrace

---

**RECOMMENDATION:** Staff recommends the City Council:

1. Adopt Resolution No. 2020-52, to approve a Grant Deed for a Public Sidewalk Easement – Blue Mountain Terrace; and
2. Authorize the City Clerk to sign and record the Grant Deed on the City’s behalf.

**BACKGROUND:** On November 25, 2014, the Planning Commission reviewed and approved the Domus Senior Housing Project, CUP/DR 2014-04, which includes a Community Center on the NE corner of Baker and East. The housing project title is Blue Mountain Terrace.

Cunningham Engineering prepared the Improvement Plans, for frontage improvements along East and Baker, which were approved by the City Engineer. On May 7, 2019, the City Council approved a Public Improvement Agreement, for construction of frontage improvements. The work has been substantially completed and will be completed before occupancy of the facility.

**DISCUSSION:** During design of the improvements along Baker, it was determined that a portion of the future sidewalk would be outside the existing city right of way, as a result of the proposed diagonal parking layout. The City did not want to reduce the lane widths for Baker Street, so a decision was made to encroach onto the Domus parcel and follow up with a sidewalk easement. Sidewalks are maintained as part of public improvements and therefore are within city rights of way or easement, so an easement was prepared by a licensed Land Surveyor. The Grant Deed conveys the Easement from Domus to the City.

**ALTERNATIVES:** None recommended by staff.

**FISCAL IMPACT:** No City funds impacted.

Attachments: Resolution No. 2020-52  
Grant Deed and Exhibits

**RESOLUTION NO. 2020-52**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS  
ACCEPTING THE GRANT DEED TO GRANT A PUBLIC SIDEWALK EASEMENT  
FOR BLUE MOUNTAIN TERRACE**

**WHEREAS**, on November 25, 2014, the Planning Commission reviewed and approved the Domus Senior Housing Project; and

**WHEREAS**, on May 7, 2019, the City Council approved a Public Improvement Agreement, for construction of frontage improvements along Baker and East Streets; and

**WHEREAS**, during design of the improvements along Baker, it was determined that a portion of the future sidewalk would be outside the existing city right of way, as a result of the proposed diagonal parking layout: and

**WHEREAS**, the City did not want to reduce the lane widths for Baker Street, so a decision was made to encroach onto the Domus parcel and follow up with a sidewalk easement; and

**WHEREAS**, sidewalks are maintained as part of public improvements and therefore are within city rights of way or easement; and

**WHEREAS**, an easement was prepared by a licensed Land Surveyor for a Grant Deed, which conveys the Sidewalk Easement from Domus to the City; and

**WHEREAS**, adoption of this Resolution will approve the Grant Deed for the Sidewalk Easement, and authorize the City Clerk to sign and record the Grant Deed on behalf of the City.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Winters as follows:

1. Adopt Resolution No. 2020-52, to approve a Grant Deed for a Public Sidewalk Easement – Blue Mountain Terrace; and
2. Authorize the City Clerk to sign and record the Grant Deed on the City's behalf.

**PASSED AND ADOPTED** by the City Council of the City of Winters, on this 6<sup>th</sup> day of October, 2020 by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Wade Cowan, MAYOR

**ATTEST:**

---

Tracy S. Jensen, City Clerk

RECORDING REQUESTED BY:  
CITY OF WINTERS

SPACE ABOVE THIS LINE FOR  
RECORDER'S USE

WHEN RECORDED MAIL  
TO:  
City Clerk  
City of Winters  
318 First Street  
Winters, CA 95694

DOCUMENT TRANSFER TAX \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of declarant determining tax

**PUBLIC SIDEWALK EASEMENT  
GRANT DEED**

**FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,**

**BLUE MOUNTAIN TERRACE ASSOCIATES, L.P.**, a California limited partnership, hereinafter called Grantor, hereby grants to the **CITY OF WINTERS**, a municipal corporation, hereinafter called Grantee, the following easement for public use, described as follows:

- 1. A permanent easement for the construction and maintenance of a sidewalk for public use, and described as follows:

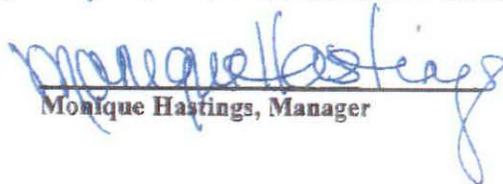
See EXHIBITS "A" and "B" attached hereto and made a part hereof for a full legal description.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto.

Dated: September 24, 2020.

**DEVELOPER:** Blue Mountain Terrace Associates, L.P., a California limited partnership

- BY:** Domus GP LLC, a California limited liability company
- BY:** Domus Development, LLC, a California limited liability company, a member
- BY:** MNJ Development, LLC, a California limited liability company, a member
- BY:** Newport Partners, LLC, a California limited liability company, its sole member

**BY:**   
Monique Hastings, Manager

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

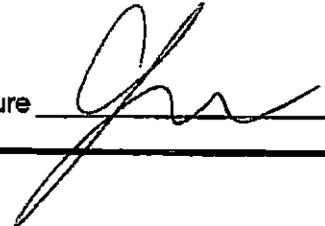
State of California  
County of Orange

On 8/24/2020 before me, Grace Cheng, Notary Public  
(insert name and title of the officer)

personally appeared Monique Hastings  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)



**EXHIBIT "A"**  
**PROPERTY DESCRIPTION**

Page 1 of 1

**SIDEWALK EASEMENT**

A portion of the tract of land described in the Certificate of Compliance recorded in Document No. 2016-0010383-00, City of Winters, Yolo County Records, California, excepting therefrom the land described in that certain Grant Deed to the City of Winters, Document No. 2018-0028813-00, Yolo County, California, being more particularly described as follows:

A strip of land, being the southerly 4.50 feet of said tract of land described in Document No. 2016-0010383-00.

Said property contains 0.06 Ac. (2,583 Sq. Ft.), more or less.

End of description for "Sidewalk Easement"

---

Prepared by: Cunningham Engineering Corp.  
February 2020



2/28/2020

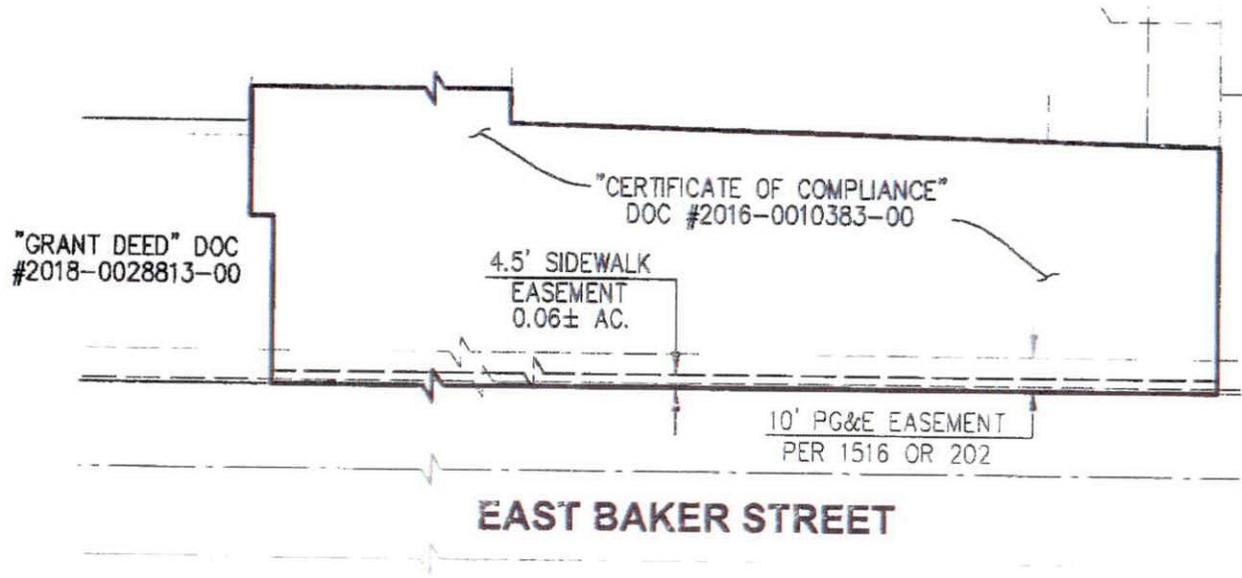
# EXHIBIT "B" SIDEWALK EASEMENT

A PORTION OF DOCUMENT NO. 2016-0010383-00, CITY OF WINTERS, YOLO COUNTY RECORDS, CALIFORNIA,  
EXCEPTING THEREFROM THE LAND DESCRIBED IN THAT CERTAIN GRANT DEED TO THE CITY OF WINTERS,  
DOCUMENT NO. 2018-0028813-00, YOLO COUNTY, CALIFORNIA  
CITY OF WINTERS COUNTY OF YOLO STATE OF CALIFORNIA

CUNNINGHAM ENGINEERING  
FEBRUARY 2020 SCALE: 1" = 40'  
SHEET 1 OF 1 SHEETS



2/28/2020



CECWEST.COM

Davis Office  
2940 Spafford Street  
Suite 200  
Davis, CA 95618  
(530) 758-2026

Sacramento Office  
2120 20th Street  
Suite Three  
Sacramento, CA 95818  
(916) 455-2026



SCALE: 1" = 60'



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers  
**DATE:** October 6, 2020  
**THROUGH:** Shelly Gunby, Interim City Manager *Shelly*  
**FROM:** Kristine DeGuerre, Environmental Services Manager *K.D.*  
**SUBJECT:** Wastewater Treatment Facility Monitoring Services with Luhdorff & Scalmanini

**RECOMMENDATION:** Staff recommends Council authorize City Manager to execute Service Agreement with Luhdorff & Scalmanini (L&S) for continued Wastewater Treatment Facility Monitoring Services in the amount not to exceed \$34,189.

**BACKGROUND:** The City initiated a contract with L&S in October 2006 to provide the required groundwater monitoring at the Wastewater Treatment Facility. They have continued to provide reliable and efficient results and have stayed under budget for their services. In 2008 the City was required to add additional monitoring wells. L & S assisted the City in completing the installation of the new wells and the subsequent necessary reporting. Two years later L&S petitioned the Regional Water Quality Board to install hydrosleeves. This technique enabled us to streamline the monitoring procedure. L & S was also successful in their request on behalf of the City for reduced monitoring from quarterly to semi-annual in 2012, which has further reduced costs to the City. Last year L & S expended only 78% of what was budgeted in their contract.

**FISCAL IMPACT:** Not to exceed \$34,189



August 27, 2020  
File No. 19-1-108

Ms. Kristine DeGuerre  
Winters City Hall  
Winters, CA 95694

**SUBJECT: SCOPE OF WORK AND BUDGET FOR HYDROGEOLOGIC SERVICES  
(FISCAL YEAR 2020/21)  
CITY OF WINTERS WASTEWATER TREATMENT FACILITY  
YOLO COUNTY, CA**

Dear Ms DeGuerre:

Per your request, Luhdorff and Scalmanini, Consulting Engineers (LSCE) has prepared this scope of work and budget for hydrogeologic services related to the City's Wastewater Treatment Facility (WWTF) for the fiscal year 2020/21 (July 1, 2020 to June 30, 2021).

The City presently operates the WWTF under the California Regional Water Quality Control Board's (RWQCB) *Waste Discharge Requirements* (WDRs) Order No. R5-2002-0136, adopted July 19, 2002, the revised *Monitoring and Reporting Program* (MRP REV 2) Order No. R5-2002-0136, adopted July 8, 2011 and effective July 1, 2011, and *Cease and Desist Order* No. R5-2007-0002 (CDO), adopted January 25, 2007.

The following scope of work is comprised of four tasks:

1. Project Administration
2. Groundwater Sampling
3. Semi-Annual Reporting
4. Contingency Fund

*Task 2* includes four groundwater monitoring events in compliance with the WDRs and the revised MRP (REV 2). Quarterly monitoring events are planned for August and November 2020, and February and May 2021. Quarterly monitoring is planned for water level monitoring (in August, November, February, and May) and semi-annual monitoring is planned for groundwater quality monitoring (August and February).

*Task 3* includes the preparation of two semi-annual monitoring reports (due August 1, 2020 and February 1, 2021) to be prepared in compliance with the WDRs and the revised MRP (REV 2).

Ms. DEGUERRE  
AUGUST 27, 2020  
2

Task 4 includes staff time to provide support services, on an as-needed basis, such as to avoid cumbersome budget amendment requests.

We propose to complete the work as scoped on a time and materials basis in accordance with LSCE's *Schedule of Fees for Engineering and Field Services (2020)*, a copy of which is attached. The tasks are detailed in the attached Project Cost Estimate.

Should the cost of services exceed our estimate, we will report the status of completed and completable work and further estimate additional requirements, including explanation of the need for further work, before proceeding.

We appreciate the opportunity to prepare this scope and budget to respond to your request.

Sincerely,

LUHDORFF AND SCALMANINI,  
CONSULTING ENGINEERS



Vicki Kretsinger  
Senior Principal Hydrologist



Till Angermann, P.G., C.Hg.  
Principal Hydrogeologist



Barbara Dalgish, P.G.  
Senior Hydrogeologist

BD/tea/vk

**Enclosures:**

Project Cost Estimate

LSCE 2020 Schedule of Fees - Engineering and Field Services

**PROJECT COST ESTIMATE**

Client: City of Winters; Attn.: Ms. Kristine DeGuerre  
 Project: City of Winters WWTF WDRs/MRP Compliance - Fiscal Year 2020/21 (July 1, 2020 - June 30, 2021)  
 File No: 19-1-108  
 Estimate: BD/TEA/VK  
 Date: August 27, 2020

Task	Billing Level Billing Rate (\$/hr)	Estimated Labor Hours					Labor Cost	Direct Cost <sup>1</sup>
		Senior Principal	Principal	Senior	Staff	Clerical		
		\$225	\$220	\$192	\$145	\$80		
1. Project Administration		2	2	10	0	0	\$2,370.00	\$100.00
2. Groundwater Sampling (Four Events) <sup>2</sup>		0	1	6	50	0	\$8,402.00	\$300.00
3. Semi-Annual Reporting (Two Reports) <sup>3</sup>		4	4	30	8	4	\$8,140.00	\$250.00
4. Contingency Fund		0	0	0	0	0	\$0.00	\$2,000.00
							<b>Total LSCE Cost</b>	<b>\$21,562.00</b>

**Outside Services** **Admin. @ 15%**

**Laboratory Analysis<sup>4</sup>** **\$10,980.00    \$12,627.00**

**Total Project Estimate    \$34,189.00**

1. Direct costs account for mileage, copies, postage, miscellaneous supplies, and incidentals.
2. Quarterly groundwater level monitoring and semi-annual groundwater quality sampling of nine wells per requirements set forth in the Revised MRP (July 8, 2011 REV 2); groundwater quality sampling planned to occur in Aug-2020 and Feb-2021.
3. Semi-annual reports due August 1, 2020 and February 1, 2021.
4. Analyses per requirements set forth in the Revised MRP (18 semi-annual samples @ \$ 610.00 each).  
 The estimated laboratory analytical cost is based on recent experience and not on an actual bid.



## SCHEDULE OF FEES - ENGINEERING AND FIELD SERVICES 2020

<b>Professional</b>	
Senior Principal	\$225/hr
Principal Professional	\$220/hr
Supervising Professional	\$210/hr
Senior Professional	\$192/hr
Project Professional	\$150 to 170/hr
Staff Professional	\$135 to 145/hr
<b>Technical</b>	
Engineering Inspector	\$140/hr
ACAD Drafting/GIS	\$135/hr
Engineering Assistant	\$105 to 125/hr
Scientist	\$105 to 125/hr
Technician	\$105 to 125/hr
<b>Clerical Support</b>	
Word Processing, Clerical	\$80/hr
Digital Communications Specialist	\$90/hr
Project Admin/Accounting Assistant	\$100/hr
<b>Other Services</b>	
Vehicle Use	\$0.58/mi
Subsistence	Cost Plus 15%
Groundwater Sampling Equipment (Includes Operator)	\$170.00/hr
Copies	0.20 ea
Professional or Technical Testimony	200% of Regular Rates
Technical Overtime (if required)	150% of Regular Rates
Outside Services/Rentals	Cost Plus 15%
Services by Associate Firms	Cost Plus 15%



CITY COUNCIL  
STAFF REPORT

TO: Honorable Mayor and Councilmembers  
DATE: October 6, 2020  
THROUGH: Shelly Gunby, Interim City Manager *Shelly*  
FROM: Kristine DeGuerre, Environmental Services Manager *K-D*  
SUBJECT: CAP Development Board - Extension of Term

---

**RECOMMENDATION:** Staff recommends the Council approve extending the six-month term of the Climate Action Plan (CAP) Development Board per their request below.

**BACKGROUND:** The Winters Climate Action Plan Board hereby requests an extension of our term. We have made considerable progress, but our work is not yet complete. Although we expect to have it done before the end of the year, we would like to include a little margin for error.

The Board was established to review and update the Winters Draft Climate Action Plan (CAP), which the City is required to do under state law. This document is intended to provide guidance to the City, its residents, and businesses as to how they can reduce their climate impacts. Our starting point was a draft CAP that the City has been working on, with the help of outside consultants, for several years. Additionally, they were tasked to incorporate, where possible, suggestions from the Yolo Resiliency Collaborative to strengthen the climate-change resilience of the City and its residents. While the CAP Board has lost our City of Winters liason, Christopher Flores, and one member to other commitments, we are still at full strength because we have promoted our alternate member to voting status.

The main body of the CAP consists of strategy suggestions and options for reducing emissions associated with a wide variety of activities of the City and its residents. The CAP Board broke out into subcommittees to review each category of suggestions in detail and revise the corresponding sections of the working document. As of our last meeting on September 10, these subcommittees have largely finished their review and suggested revisions, but the re-writing of the CAP Plan is still underway. We then expect it will take several more meetings to reach consensus on a document, so we are asking the City to renew our charter until the end of February 2021.

**FISCAL IMPACT:** None.



CITY COUNCIL  
STAFF REPORT

**TO:** Honorable Mayor and Council Members  
**DATE:** October 6, 2020  
**THROUGH:** Shelly Gunby, Interim City Manager   
**FROM:** Eric Lucero, Public Works Superintendent  
**SUBJECT:** Execute Contract with James George Designs

---

**RECOMMENDATION:** Approve Interim City Manager to execute a contract with James George of James George Designs & A&J Consulting Services Inc.

**BACKGROUND:** In 2017 staff built the new conference room in the north side of the old police department building. For design of the building, staff used James George of James George Designs. During the 2017 design, James accumulated a lot of detailed information of the entire building to help with the layout and design of the conference room. Therefore, staff would like to save time and money by using James for the design of the new Finance-HR office as well.

**FISCAL IMPACT:** Estimate is not to exceed: \$10,000 budgeted in approved \$200,000 project budget.

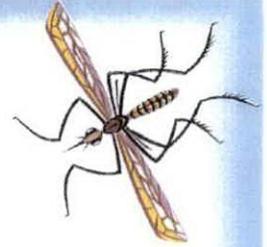


# **Invasive Mosquitoes Found in Winters**

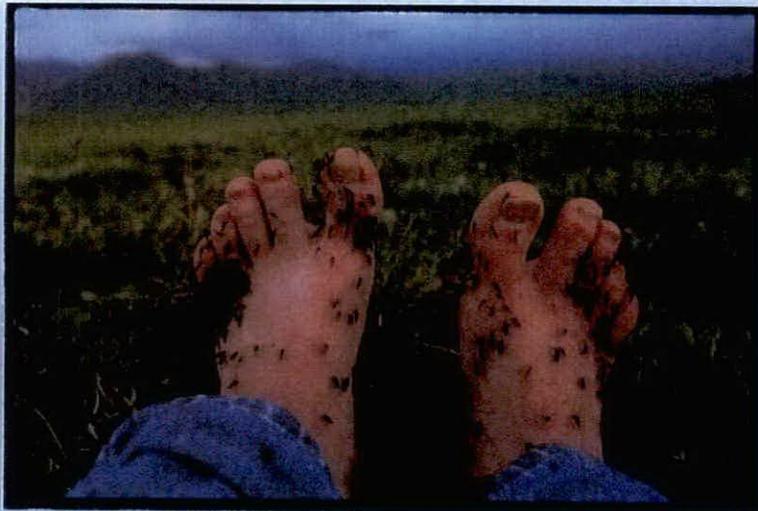
**Gary Goodman  
District Manager**

**Sacramento-Yolo Mosquito & Vector  
Control District**

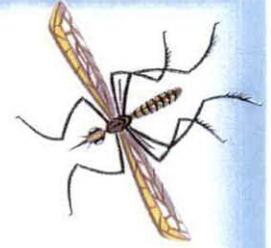
# Our Mission: Protect Public Health



- To provide safe, effective and economical mosquito and vector control. To accomplish this, we provide ongoing surveillance of mosquitoes and other vectors to determine the threat of disease transmission and lower annoyance levels.
- District operates under the California Health and Safety Code to protect the health and welfare of residents within Sacramento and Yolo counties



# Invasive Mosquitoes Found in Winters

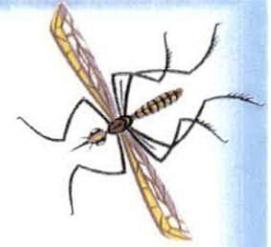


## *Aedes aegypti* (Yellow Fever Mosquito)

- Small dark mosquito with a violin shaped marking on its back and banded legs
- Prefers to live in urban areas both indoors and outdoors
- An aggressive day biting mosquito that prefers to bite humans
- Can complete life cycle in 7-10 days
- Can breed in as little as 1 teaspoon of water
- Eggs are laid on the side of containers and are resistant and can survive without water for many months



# Why the Concern?



## *Aedes aegypti* (Yellow Fever Mosquito)

- *Aedes aegypti* is an invasive mosquito in California
- Capable of transmitting several debilitating diseases including Zika, dengue and chikungunya
- Has been established in Southern California since 2011

**DENGUE**

- RESTLESSNESS
- JOINT PAIN
- PAIN BEHIND EYES
- RED SPOTS OR PATCHES ON THE SKIN
- BLEEDING FROM GUMS OR NOSE
- HEADACHES
- NAUSEA AND VOMITING
- LOSS OF APPETITE
- HIGH FEVER

**CHIKUNGUNYA**

- SEVERE JOINT PAIN MAINLY IN THE ARMS AND LEGS
- MUSCLE PAIN
- RED SPOTS OR PATCHES ON THE SKIN
- HEADACHES
- HIGH FEVER

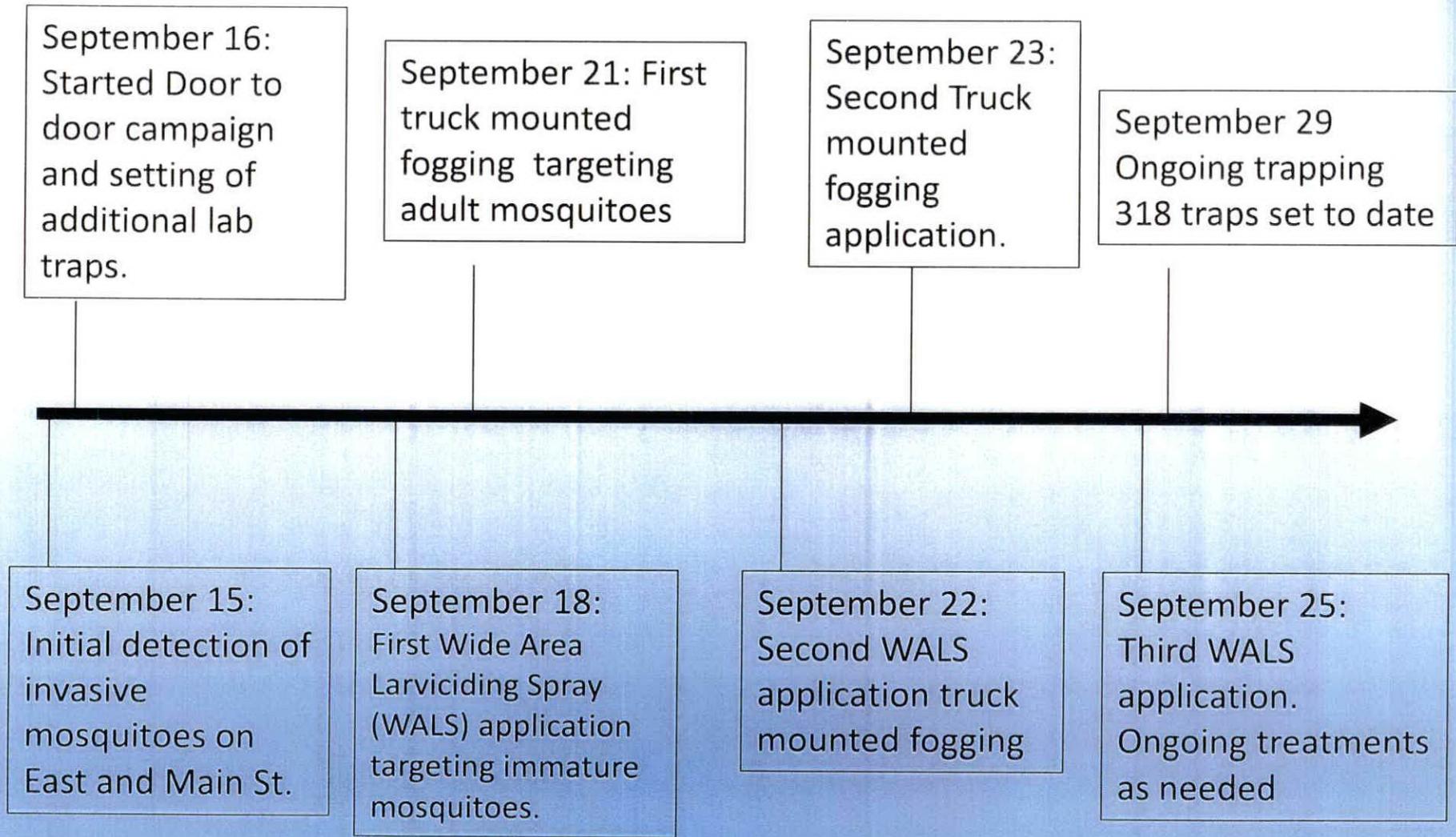
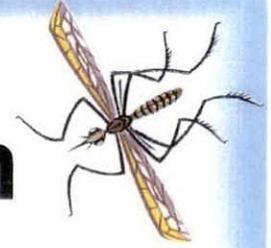


# Initial Detection of *Aedes aegypti*

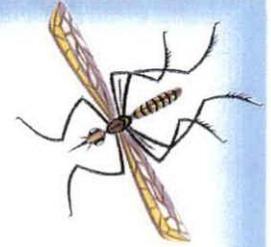


First detected in Winters on  
September 15 in a trap on East and Main St.

# Timeline of Aedes Detection



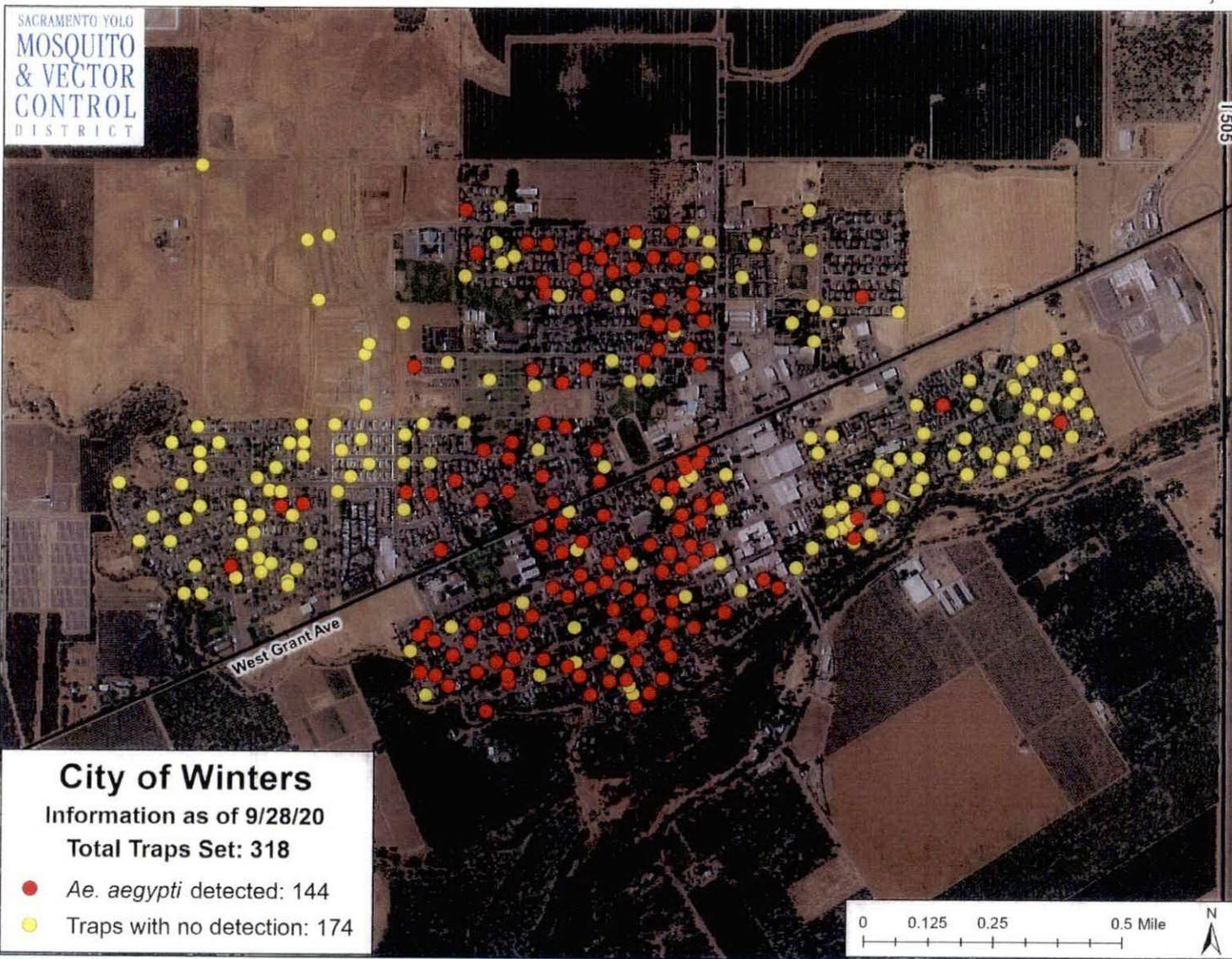
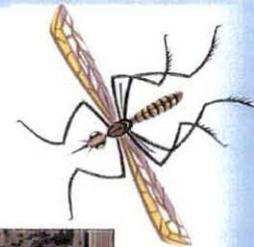
# Surveillance Efforts



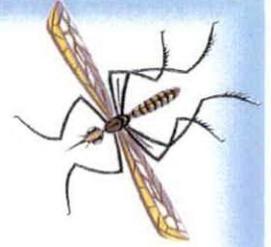
- Traps specifically for invasive mosquitoes were set throughout the entire city
- As of September 28: A total of 318 traps have been set out to assess scope of the infestation.
- 144 traps had adult invasive mosquitoes and 41 sites immature mosquitoes developing in various sources



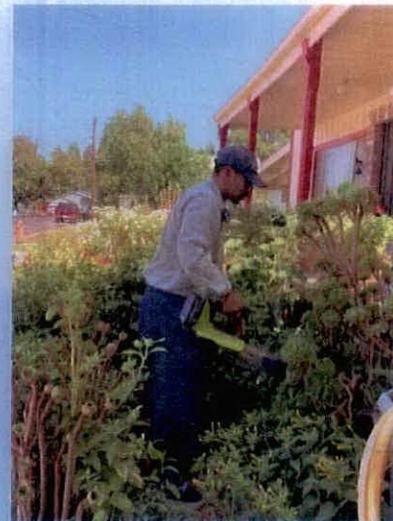
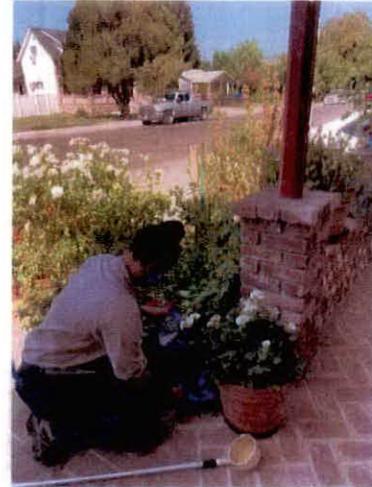
# Invasive Mosquito Detections



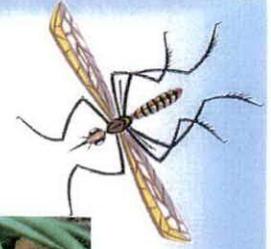
# Door-to-Door Inspections



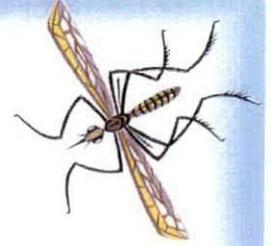
- As of September 28, there have been a total of 425 door-to-door inspections conducted.
- Technicians conduct inspections of property and look for mosquito breeding sources
- Talk to and provide information to residents about the problems invasive mosquitoes pose, dump any sources of stagnant water, educate residents
- Conduct any localized treatments necessary importance of



# Common Backyard Mosquito Breeding Sources



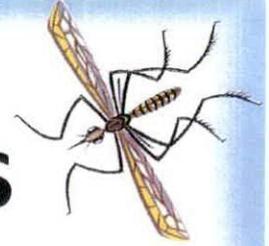
# Public Outreach Efforts



- Press release to alert the media
- Print ads in the Winters Express
- Extensive news article in the Winters Express and other county newspapers
- Social media posts including Nextdoor
- Door hangers to residents
- Presentation to Winters Rotary Club
- Repellent distribution thru the chamber of commerce
- Coordination with City Hall for updates on Facebook
- Announcement of invasive mosquitoes in city newsletter

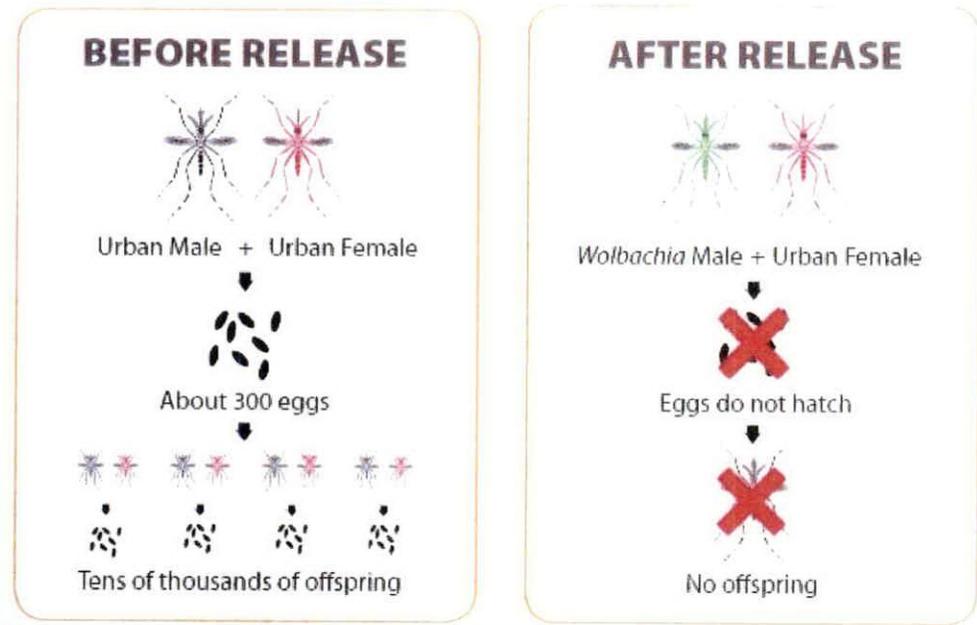


# Innovative Control Strategies

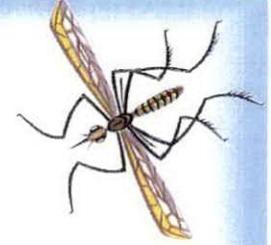


## Sterile Insect Technique:

- Sterile male mosquitoes are released into an area where mosquito control is needed.
- The released, sterile male mosquitoes find and mate with local females. This mating results in eggs that do not hatch.
- Over time, fewer hatched eggs result in fewer insects. This process can continue until the number of mosquitoes is low enough to reduce their threat.
- Technique may be used in 2021



# Moving Forward



- Explore use of SIT and other control methods
- Continue surveillance and control efforts
- Explore more outreach opportunities
- Encourage public to report day biting mosquitoes, drain all water on their property, discard unwanted items that can collect water and scrub containers that are in use

# **Sacramento-Yolo Mosquito and Vector Control District**

**1-800-429-1022**

**[www.FIGHTtheBITE.net](http://www.FIGHTtheBITE.net)**





CITY COUNCIL  
STAFF REPORT

TO: Honorable Mayor and Councilmembers  
DATE: October 6, 2020  
FROM: Shelly A. Gunby, Interim City Manager/Director of Financial Management *Shelly*  
SUBJECT: Update on OpenGov and NeoGov Software implementation

---

**RECOMMENDATION:**

Staff recommends the City Council receive a report about the status of the implementation of OpenGov and NeoGov software.

**BACKGROUND:**

**NeoGov**

In September 2019 the City of Winters approved a contract to implement NeoGov, a cloud-based HR and Payroll software solution. This software will allow the City of Winters to offer the following:

- Electronic submittal of timesheets-moving away from paper timesheet and towards an integrated system for processing payroll.
- Electronic tracking of leave balances-this is currently being done on excel spreadsheets
- Automatic integration with our existing Accounting Software, eliminating the need for manual journal entries
- Employee portal access for employees to manage their personal data instead of Finance Staff being required to make changes as requested.
  - Including tax withholding
  - Change of address
  - Change of marital status
  - Change in Deferred Compensation
  - Birth of a child
  - Selection of benefits available
- Automatic reporting to CalPERS instead of manually preparing the reports
- A system designed for Governmental payroll issues.

Currently staff is working through the implementation on the HR side of the program, this includes reviewing and verifying all the personal information for each and every active employee for accuracy, as this will become the permanent personnel record for the individual employee. We should have all the records validated within the next 2 weeks.

We have used the recruiting portion of the program, although, not exactly fully implemented as we recruited for Police Officer, Permit Tech and Executive Assistant to the City Manager/City Clerk. Staff will be receiving additional training to fully utilize the recruiting module in the next few weeks, and it will be fully implemented.

The next portion of the project is the actual payroll processing, and that will take another month or two to verify data set up for each employee, we will run a parallel payroll with our current payroll provider to be sure that everything is matching correctly, and then hopefully, by the first of the year, we will be fully implemented and moved away from the current Payality System and total on the NeoGov system.

All staff will receive the appropriate training for electronic timesheet keeping and submission and all supervisors will receive training on approval of timesheets, and approval of time off requests through the NeoGov system. The goal is to move away from paper in payroll as much as possible and have electronic records instead.

#### **OpenGov**

In July 2020 the City of Winters entered into an agreement to implement a new cloud-based Budgeting and Transparency program entitled OpenGov. The implementation is moving along well, all requested documents, including the city's chart of accounts and the 20-21 budget worksheets in excel have been submitted to the implementation staff at Opengov. All the chart of accounts information has been uploaded into the OpenGov site, and I have reviewed and verified the chart of accounts as accurate. The OpenGov staff and I have a standing 2pm call every Wednesday afternoon for training and discussion. The plan is to have the platform ready for the beginning of the 21-22 budget in January 2021. All staff will receive training on preparing their budget requests in the OpenGov system, and we will no longer be using the spreadsheets of the past to prepare our budget.

Once implementation is complete, we will have an electronic budget book, and integrated reporting from our accounting software that can provide reports in the format we want and allow us to post those reports directly to our website.

This is an exciting and busy time for the Finance and HR Departments, the implementation process is time consuming, but the result will allow for time savings in the day to day operations once staff is completely trained and operating the systems.

#### **FISCAL IMPACT:**

None

#### **ATTACHMENTS:**

None



CITY COUNCIL  
STAFF REPORT

**TO:** Honorable Mayor and Councilmembers  
**DATE:** October 6, 2020  
**THROUGH:** Shelly Gunby, Interim City Manager *Shelly*  
**FROM:** Gene Ashdown, Building Official *GA*  
**SUBJECT:** EnerGov Software Implementation Update

---

**BACKGROUND:**

The EnerGov Software Implementation Stage 1, (Initiate & Plan) was completed July 2020.

During the implementation of Stage 2 (Aug. 17, 2020) the LMU Lighting Complex Fire ignited, staff was relocated and the EnerGov implementation was placed on a temporary hold.

Due to staff reduction on August 27, 2020 the implementation was placed on a hold until the position of Permit Technician was filled. Kelsey Bean has filled that position as of September 29, 2020.

**ACTION FORWARD:**

The continuing of Stage 2, (Assess & Define) is scheduled to resume the week of October 14, 2020 and is scheduled to be completed that month.

Stage 3, (Build & Validate) is scheduled to start the end of October and be completed mid-January 2021. This stage includes the data conversion, validation and desktop migration data conversions.

Stage 4, (Final Testing & Training) is scheduled to start Feb. 1, 2021 and be completed mid-March 2021. This stage includes all staff training and is scheduled to be completed remotely due

to Covid-19.

Stage 5, (Production Cutover) is scheduled to start March 15, 2021. At that time we will “Go Live” with the new updates in place.

Stage 6, (Phase/Project Closure) is scheduled to start January, 2021 and continue thru November 2024.

**FISCAL IMPACT:**

No additional impact at this time.



CITY COUNCIL  
STAFF REPORT

TO: Honorable Mayor and Councilmembers  
DATE: October 6, 2020  
FROM: Shelly A. Gunby, Interim City Manager/Director of Financial Management *Shelly*  
SUBJECT: Fundraising Commission for Winters Senior Center Furniture and Fixtures

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**RECOMMENDATION:**

Staff recommends the City Council discuss creating a Fundraising Commission for the Winters Senior Center Furniture and Fixtures, and direct staff to initiate forming a Fundraising Commission for the Winters Senior Center Furniture and Fixtures.

**BACKGROUND:**

The City of Winters has received a Grant, that with additional CDBG Program Income will fund the construction of the Winters Senior Center be located alongside the Blue Mountain Terrace Apartment Complex and the Winters Healthcare Building.

While the grant is wonderful news, Grant and CDBG program income funds cannot be used for the furniture and fixtures that will be needed to open a fully functional space in the Winters Senior Center. Items like chairs and tables, kitchen utensils, televisions, couches, maybe even stove and refrigerators. The grant will only pay for items that are attached to the floor, that become part of the building.

Staff and the Mayor meet with Marlene Bell and Karen May shortly after the Grant Award was announced and Marlene and Karen proposed a commission made up of a cross section of the Senior Community to come together in order to raise funds for the furnishing of the Winters Senior Center.

The size of the commission could be 5 or 7 or 9 people, depending on the City Council's preference. The focus of the commission would be fundraising for those items needed to operate the Winters Senior Center, procuring those items, and for providing for a dedicated staff member to help operate the center.

Donations for the Winters Senior Center Furniture and Fixtures account would be tax deductible and expenditure of the funds would be directed by the Fundraising Commission recommendations.

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

None



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers  
**DATE:** October 6, 2020  
**THROUGH:** Shelly Gunby, Interim City Manager *Shelly*  
**FROM:** Tracy Jensen, City Clerk  
**SUBJECT:** Proposal for Agenda Management and Video Streaming Services for Future City Council and Planning Commission Meetings

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**RECOMMENDATION:** Staff is requesting approval of the proposal prepared by Granicus that includes agenda management and video streaming services for future City Council and Planning Commission meetings.

**BACKGROUND:** Granicus agenda management proposes to enable staff to streamline the entire meeting process by providing the ability to collaborate with Council and staff on any device to view and edit agenda items in real time. It will also provide convenient digital access for citizens and interested parties to meeting agendas, live webcasting, video recording, and minutes in a central, searchable portal. Online agenda management includes digital minutes recording, instant digital vote capture, live streaming and video recording, streaming and indexable archive video recordings, and Boards and Commissions management.

**FISCAL IMPACT:** Fees include a one-time set-up and configuration fee of \$6,750 and annual payments of \$7,068.00, \$7,562.76, and \$8,092.15 for the length of the three-year contract.

**ATTACHMENTS:** Granicus Proposal

## Granicus Proposal for Winters, CA

### Granicus Contact

**Name:** Cody Beltran

**Phone:**

**Email:** cody.beltran@granicus.com

### Proposal Details

**Quote Number:** Q-117106

**Prepared On:** 9/15/2020

**Valid Through:** 11/14/2020

### Pricing

**Payment Terms:** Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

**Currency:** USD

**Period of Performance:** The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

### One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Meeting Efficiency - Setup & Configuration (Standard)	Up Front	1 Each	\$900.00
Minutes - Online Training	Upon Delivery	6 Hours	\$1,350.00
Government Transparency - Setup & Configuration	Up Front	1 Each	\$0.00
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	Upon Delivery	1 Each	\$3,500.00
Granicus Video - Online Training	Upon Delivery	6 Hours	\$0.00
Peak - Setup & Configuration	Up Front	1 Each	\$0.00
Peak - Online Training	Upon Delivery	8 Hours	\$0.00
Open Platform - Setup and Configuration	Up Front	1 Hours	\$0.00
Granicus Encoding Appliance Hardware - Setup & Config	Upon Delivery	1 Each	\$875.00
US Shipping Charge C - Large Item	Upon Delivery	1 Each	\$125.00
Open Platform - Setup and Configuration	Up Front	1 Hours	\$0.00
		<b>SUBTOTAL:</b>	<b>\$6,750.00</b>

### One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Send Agenda (Peak) Set up and Config	Up Front	1 Each	\$0.00
govDelivery for Integrations Set Up and Config	Up Front	1 Each	\$0.00
<b>SUBTOTAL:</b>			<b>\$6,750.00</b>

### Annual Fees for New Subscriptions

Solution	Billing Frequency	Quantity/Unit	Annual Fee
Meeting Efficiency Suite	Annual	1 Each	\$0.00
Government Transparency Suite	Annual	1 Each	\$2,568.00
Peak Agenda Management	Annual	1 Each	\$3,300.00
Open Platform Suite	Annual	1 Each	\$0.00
Open Platform Suite	Annual	1 Each	\$0.00
Send Agenda (Peak)	Annual	1 Each	\$0.00
Granicus Encoding Appliance Software (GT)	Annual	1 Each	\$1,200.00
govDelivery for Integrations	Annual	1 Each	\$0.00
<b>SUBTOTAL:</b>			<b>\$7,068.00</b>

### Remaining Period(s)

Solution(s)	Year 2	Year 3
Meeting Efficiency Suite	\$0.00	\$0.00
Government Transparency Suite	\$2,747.76	\$2,940.10
Peak Agenda Management	\$3,531.00	\$3,778.17
Open Platform Suite	\$0.00	\$0.00
Open Platform Suite	\$0.00	\$0.00
Send Agenda (Peak)	\$0.00	\$0.00
Granicus Encoding Appliance Software (GT)	\$1,284.00	\$1,373.88
govDelivery for Integrations	\$0.00	\$0.00
<b>SUBTOTAL:</b>	<b>\$7,562.76</b>	<b>\$8,092.15</b>

**Product Descriptions**

Name	Description
<b>Meeting Efficiency Suite</b>	<p>Meeting Efficiency is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to simplify the in-meeting management and post-meeting minutes creation processes of the clerk's office. By leveraging this solution, the client will be able to streamline meeting data capture and minutes production, reducing staff efforts and decreasing time to get minutes published. During a meeting, use LiveManager to record roll calls, motions, votes, notes, and speakers, all indexed with video. Use the index points to quickly edit minutes, templates to format in Microsoft Word, and publish online with the click of a button. Meeting Efficiency includes:</p> <ul style="list-style-type: none"> <li>• Unlimited user accounts</li> <li>• Unlimited meeting bodies</li> <li>• Unlimited storage of minutes documents</li> <li>• Access to the LiveManager software application for recording information during meetings</li> <li>• Access to the Word Add-in software component for minutes formatting in MS Word if desired</li> <li>• Up to one (1) MS Word minutes template (additional templates can be purchased if needed)</li> </ul>
<b>Government Transparency Suite</b>	<p>Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, and indexing of events.</p>
<b>Peak Agenda Management</b>	<p>Peak Agenda Management is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the agenda management and minutes recording process of the clerk's office. Peak Agenda Management allows clerks to streamline the way they compile and produce agendas and record minutes for public meetings and includes:</p> <ul style="list-style-type: none"> <li>• Unlimited user accounts</li> <li>• Unlimited meeting bodies and meeting types</li> <li>• Access to up to one (1) Peak Agenda Management site</li> </ul>
<b>Meeting Efficiency - Setup &amp; Configuration (Standard)</b>	<p>Setup and Configuration for Meeting Efficiency Suite includes implementation of:</p> <ul style="list-style-type: none"> <li>• Up to one (1) client Installation of Minutes Maker (compatible client hardware required for software)</li> <li>• Up to one (1) Minutes report</li> </ul>
<b>Minutes - Online Training</b>	<p>online training for Minutes, which allows clients to have online sessions with a Granicus trainer to show clerks how to take minutes during a meeting and how to edit and publish them after a meeting.</p>
<b>Open Platform Suite</b>	<p>Open Platform is access to MediaManager, upload of archives, ability to post agendas/ documents, and index of archives. These are able to be published and accessible through a searchable viewpage.</p>

*(Minutes)*

**Product Descriptions**

Name	Description
<b>Government Transparency - Setup &amp; Configuration</b>	Setup and Configuration for Government Transparency Suite includes implementation of: <ul style="list-style-type: none"> <li>• Up to one (1) View Page and Player template</li> <li>• Up to one (1) Live Manager configuration</li> </ul>
<b>Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)</b>	AMAX Encoder with Osprey SDI Card. Used to pass commands and data from LiveManager that include Start/Stop of webcast, indexing, and document display. Also serves to distribute video and captions to be distributed to the CDN or Performance Accelerator.
<b>Granicus Video - Online Training</b>	Granicus Video - Online Training
<b>Open Platform Suite</b>	Open Platform is access to MediaManager, upload of archives, ability to post agendas/ documents, and index of archives. These are able to be published and accessible through a searchable webpage.
<b>Peak - Setup &amp; Configuration</b>	Setup and Configuration for Peak Agenda Management includes implementation of: <ul style="list-style-type: none"> <li>• Up to one (1) meeting body's Standard Agenda, Cover Page and Minutes report template</li> <li>• Up to one (1) public view page portal</li> </ul>
<b>Peak - Online Training</b>	Peak Agenda Management - Online Training is for online training for Peak Agenda Management, which allows clients to have online sessions with a Granicus trainer to learn how to use the system.
<b>Open Platform - Setup and Configuration</b>	Setup and configuration for Open Platform
<b>Granicus Encoding Appliance Software (GT)</b>	Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.
<b>Granicus Encoding Appliance Hardware - Setup &amp; Config</b>	Remote configuration and deployment of an encoding appliance.
<b>US Shipping Charge C - Large Item</b>	US shipping of a large item
<b>Open Platform - Setup and Configuration</b>	Setup and configuration for Open Platform

## Terms and Conditions

- Link to Terms: [https://granicus.com/pdfs/Master\\_Subscription\\_Agreement.pdf](https://granicus.com/pdfs/Master_Subscription_Agreement.pdf)
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Winters, CA to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-117106 dated 9/15/2020 are incorporated into this Purchase Order by reference.
- Granicus will provide a three (3) year warranty with respect to required hardware. Within the three (3) year warranty period, Granicus shall repair or replace any required hardware provided directly from Granicus that fails to function properly due to normal wear and tear, defective workmanship, or defective materials.
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- Granicus Communications Suite Subscriber Information.
  - Data provided by the Client and contact information gathered through the Client's own web properties or activities will remain the property of the Client ("Direct Subscriber"), including any and all personally identifiable information (PII). Granicus will not release the data without the express written permission of the Client, unless required by law.
  - Granicus shall: (i) not disclose the Client's data except to any third parties as necessary to operate the Granicus Products and Services (provided that the Client hereby grants to Granicus a perpetual, non-cancelable, worldwide, non-exclusive license to utilize any data, on an anonymous or aggregate basis only, that arises from the use of the Granicus Products by the Client, whether disclosed on, subsequent to, or prior to the Effective Date, to improve the functionality of the Granicus Products and any other legitimate business purpose, including the right to sublicense such data to third parties, subject to all legal restrictions regarding the use and disclosure of such information).
- Data obtained through the Granicus Advanced Network.
  - Granicus offers a SaaS product, known as the Communications Cloud, that offers Direct Subscribers recommendations to subscribe to other Granicus Client's digital communication (the "Advanced Network"). When a Direct Subscriber signs up through one of the recommendations of the Advanced Network, that subscriber is a "Network Subscriber" to the agency it subscribed to through the Advanced Network.
  - Network Subscribers are available for use while the Client is under an active subscription with Granicus. Network Subscribers will not transfer to the Client upon termination of any Granicus Order, SOW, or Exhibit. The Client shall not use or transfer any of the Network Subscribers after termination of its Order, SOW, or Exhibit placed under this agreement. All information related to Network Subscribers must be destroyed by the Client within 15 calendar days of the Order, SOW, or Exhibit placed under this agreement terminating.

- Opt-In. During the last 10 calendar days of the Client's subscription, the Client may send an opt-in email to Network Subscribers that shall include an explanation of the Client's relationship with Granicus terminating and that the Network Subscribers may visit the Client's website to subscribe to further updates from the Client in the future. Any Network Subscriber that does not opt-in will not be transferred with the subscriber list provided to the Client upon termination.

**Agreement and Acceptance**

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

**Billing Information**

Name:  
Phone:  
Email:  
Address:

**Winters, CA**

Signature:  
Name:  
Title:  
Date: