# Winters Regular Council Meeting

## Tuesday, February 15, 2022 @ 6:30 PM
## AGENDA

*Members of the City Council*

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

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COVID Disclaimer
The Winters City Council meeting will be conducted pursuant to AB 361.

1.The meeting will be held via teleconference
2. If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make a comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3:00 minutes.
3. If you choose not to observe the City Council meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the Monday prior to the City Council meeting. Please submit your comment to the City Clerk at cityclerk@cityofwinters.org. All public comments submitted to the City Clerk will be summarized and read into record but will not be read verbatim due to time limitations.
4. If you are watching/listening to the live stream of the City Council meeting and wish to comment on a specific item as it is being heard, you may also submit your comment, limited to 250 words or less, to the City Clerk at cityclerk@cityofwinters.org. All public comments submitted to the City Clerk will be summarized and read into record but will not be read verbatim due to time limitations.
Council Chambers are located at 318 First Street, Winters, meeting location may vary. Please see agenda.

Zoom Instructions

Zoom Link:

https://us02web.zoom.us/j/86205973361?pwd=d1YyYmVxeldXcEpjbDUxeFR5MFhoQT09

**Meeting ID:** 862 0597 3361

**Passcode:** 036514

1. ROLL CALL

2. PLEDGE OF ALLIEGENCE

3. APPROVAL OF THE AGENDA

4. COUNCIL/STAFF COMMENTS

5. 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 matters 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.

6. CONSENT CALENDAR
All matters listed under the consent calendar are considered routine and noncontroversial, 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 via Teleconference (Zoom) on February 1, 2022
   20220201_Minutes
   B. Resolution No. 2022-14 Renewing Authorization and Making Findings and Determinations Under AB 361 for Continued Virtual Meetings.
   Staff_Report_Renewal_AB361
   Att1_Resolution2022_14
   Att2_Yolo_County_Health_Officer_Memo_re_Remote_Meetings
   C. Resolution 2022-15 Accepting the Winters Highlands Phases IV and V Rancho Arroyo Pond Expansion Improvements
   Staff_Report_Final_Acceptance
   Att1_Resolution2022_15
   Att2_Notice_of_Completion

7. PRESENTATIONS

8. DISCUSSION ITEMS

   A. Review of Winters Police Department Automated License Plate Reader Annual Audit
   Staff_Report_LPR_Audit
   Att1_2021_ALPR_Annual_Report

Att2_List_of_Agencies_ALPR_Data_Sharing

B. Resolution No. 2022-16 Adopting Planning Fees and Approving Updates to the City's Fee Schedule "B"
Staff_Report_Planning_Fee_Update
Resolution_2022_16_with_ExhibitA

C. Resolution No. 2022-12 Approving Interim Engineering Services with PSOMAS in the amount of $450,000 for a nine-month term ending November 30, 2022, appointing Megan Buche as City Engineer, and authorizing the City Manager to execute the Professional Services Agreement in a form approved by the City Attorney
Staff_Report_Engineering_Services_PSOMAS
Att1_Resolution2022_12
Att2_PSOMAS_Proposal

9. CITY MANAGER REPORT

10. INFORMATION ONLY

11. ADJOURNMENT
I declare under penalty of perjury that the foregoing agenda for the regular meeting of the Winters City Council was posted on the City of Winters website at www.cityofwinters.org and Council Members 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 , and made available to the public during normal business hours.

_____
Kathleen Salguero Trepa, City Clerk
Winters City Council Agenda

*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 http://www.cityofwinters.org/city-council-meetings_/*

*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.*

*How to obtain City Council Agendas and Agenda Packets:*

*View on the internet: http://www.cityofwinters.org/city-council-meetings_/*

*City Council agenda packets and any attachments to the agenda that are not available online may be viewed at the City Clerk's Office at City Hall - 318 First Street.*

*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.*

*A recording of any streamed City Council meeting can be viewed later at http://www.cityofwinters.org/city-council-meeting-recordings/.*

Minutes of the Regular Meeting of the Winters City Council Held via Teleconference (Zoom) on February 1, 2022

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Mayor Cowan called the meeting to order at 6:30 PM

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

Absent: None

Staff: City Manager Kathleen Trepa, Assistant City Attorney Joanna Gin, Senior Planner Kirk Skierski, Human Resource Manager Alison Bigham, Chief Miller, Chief Lopez

Ellena Branson led the Pledge of Allegiance.

APPROVAL OF AGENDA:

Motion by Council Member Loren, second by Council Member Neu to approve the agenda as is. 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 Members.

PUBLIC COMMENTS:

None

CONSENT CALENDAR:

A. Minutes of the Regular Meeting of the Winters City Council Held via Teleconference (Zoom) on January 18, 2022
B. Resolution No. 2022-11 Renewing Authorization and Making Findings and Determinations Under AB 361 for Continued Virtual Meetings.
C. June 30, 2021 Annual Comprehensive Financial Report
D. Ordinance 2022-01 Amending Section 17.76.020 of Chapter 17.76 of Title 17 of the City of Winters Municipal Code Regarding Compliance with the State Model Water Efficient Landscape Ordinance

E. Resolution 2022-13 Authorizing Submittal of Recycling Grant Applications for All CalRecycle Grants for Which the City is Eligible

Motion by Council Member Neu to approve the Consent Calendar as is, second by Mayor Pro Tem Biasi. 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

PRESENTATION:
None

DISCUSSION ITEMS:
None

CITY MANAGER REPORT:
City Manager Trepa thanked the senior group for volunteering their time to label over 4,300 postcards updating registered voters regarding the election date change.

INFORMATION ONLY:
None

ADJOURNMENT:
6:42PM

_____
Wade Cowan, MAYOR

ATTEST:

_____
Kathleen Salguero Trepa

**CITY COUNCIL**
**STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers

**DATE**: February 15, 2022

**FROM**: Kathleen Salguero Trepa, City Manager

**SUBJECT**: Resolution No. 2022-14 Renewing Authorization and Making Findings and Determinations Under AB 361 for Continued Virtual Meetings.

**RECOMMENDATION**:

Adopt Resolution No. 2022-14 Renewing Authorization and Making Findings and Determinations Under AB 361 for Continued Virtual Meetings.

**BACKGROUND**:

AB 361 allows the City Council and all commissions, committees and other legislative bodies of the City of Winters to meet virtually or telephonically without meeting certain Brown Act posting requirements, identifying each teleconference location, requiring each teleconference location to be publicly accessible, or requiring a quorum of the legislative body to be physically present within the City. Virtual public meetings still require standard meeting agendas and notices and the ability for the public to provide public comment.

At its October 5, 2021 meeting, the City Council adopted Resolution No. 2021-65 making findings and determinations under AB 361 for continued virtual meetings. To continue virtual meetings, the Council must make findings every 30 days that 1) it has reconsidered the circumstances of the ongoing COVID-19 pandemic state of emergency and 2) either the state of emergency continues to directly impact the ability of the public to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing.

**DISCUSSION:**

AB 361 into law, which allows virtual public meetings to continue through January 1, 2024, provided that:

1. The Council holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; or
2. The Council holds a meeting during a proclaimed state of emergency and determines or has determined by majority vote that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

At its October 5, 2021 City Council meeting, Council adopted Resolution No. 2021-65 making the initial findings and determinations under AB 361 for continued virtual meetings under AB 361. The City Council has reconsidered the circumstances of the state emergency and finds that state of local officials continue to impose or recommend measures to promote social distancing. The approval of Resolution No. 2021-86 and its renewal would apply to the City Council and all commissions, committees, and other legislative bodies of the City of Winters.

This item will be placed on the agenda as a recurring consent item for every future City Council meeting as long as a state emergency exists and the City Council desires to hold a teleconference meeting (including hybrid meetings). This is because AB 361 requires the Council to renew its every 30 days after teleconferencing for the first time under AB 361. The City Council regularly meets on the first and third Tuesdays of the month. The number of days between one first Tuesday of the month to the next, or one third Tuesday of the month to the next, could be more than 30 days for some intervals. Placing the item on the agenda as a recurring consent item ensures that there will not be a lapse in satisfying the renewal requirements under AB 361.

AB 361 does not require in-person meetings if the City Council decides to continue with remote or Zoom meetings during the state emergency. AB 361 also does not require the City Council to hold remote or Zoom meetings during the state emergency. However, any in-person attendance would still need to comply with health orders related to masking or social distancing, as applicable.

Council provided staff direction at the October 5, 2021, meeting to implement a hybrid system that allows for both in-person and remote access to public meetings for either councilmembers, staff or the public. Two people are required to manage a hybrid system: one to manage the Zoom platform and the other to manage the Granicus system. Staff is

currently in the process of making modifications to finish implementing the hybrid system. Once implemented, a hybrid meeting would also be an option for the City Council.

A copy of AB 361 is available at https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB361.

**FISCAL IMPACT:**
There is no fiscal impact.

**ATTACHMENTS:**
1. Resolution 2022-14
2. Yolo County Health Officer's Memo Regarding Remote Public Meetings

**RESOLUTION NO. 2022-14**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS RENEWING AUTHORIZATION AND MAKING FINDINGS AND DETERMINATIONS UNDER AB 361 FOR CONTINUED VIRTUAL MEETINGS**

WHEREAS, the Ralph M. Brown Act (Gov. Code § 54950 *et seq.*) generally requires local agencies meeting via teleconference, including through other virtual or electronic means, to provide public access at each location in which members of the legislative body are teleconferencing; and

WHEREAS, the Legislature recently enacted Assembly Bill 361, Chapter 165, Statutes of 2021 ("AB 361"), which amended Government Code section 54953 to allow local agencies to meet fully virtually during a proclaimed state of emergency if state or local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, the Governor issued a proclamation declaring a state of emergency on March 4, 2020, due to the COVID-19 pandemic, pursuant to section 8625 of the California Emergency Services Act, and this proclaimed state of emergency currently remains in effect; and

WHEREAS, the City Council of the City of Winters has reconsidered the circumstances of the state of emergency; and

WHEREAS, state or local officials continue to recommend measures to promote social distancing; and

WHEREAS, according to the Yolo County Health Officer, the grounds for the social distancing recommendation include the unique characteristics of public governmental meetings, including the increased mixing associated with bringing together people from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to fully participate in public governmental meetings, and the challenges of ensuring compliance with safety requirements and recommendations at such meetings; and

WHEREAS, the continuation of virtual meetings will allow for full participation by members of the public until social distancing recommendations are lifted; and

WHEREAS, the City Council of the City of Winters desires to continue to hold virtual meetings pursuant to AB 361 and Government Code section 54953(e).

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

1. The above recitals and true and correct and shall be the findings of the City Council of the City of Winters.

2. The City Council of the City of Winters and all commissions, committees and other legislative bodies of the City of Winters shall continue to meet virtually in accordance with Government Code section 54953(e) and without compliance with section 54953(b)(3) based upon the findings and determinations hereby made by the City Council.

PASSED AND ADOPTED at the regular meeting of the City Council of the City of Winters held on February 15, 2022, by the following vote:

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

_____
Wade Cowan, Mayor

ATTEST:

_____
Kathleen Salguero Trepa, City Clerk

# COUNTY OF YOLO

Health and Human Services Agency

***Karen Larsen, LMFT***
Director

**Aimee Sisson, MD, MPH**
**Health Officer**

MAILING ADDRESS
137 N. Cottonwood Street • Woodland, CA 95695
www.yolocounty.org


Date: September 22, 2021

To: All Yolo County Boards and Commissions

From: Dr. Aimee Sisson, Health Officer

Subject: Remote Public Meetings

In light of the ongoing public health emergency related to COVID-19 and the high level of community transmission of the virus that causes COVID-19, the Yolo County Public Health Officer recommends that public bodies continue to meet remotely to the extent possible. Board and Commissions can utilize the provisions of newly-enacted AB 361 to maintain remote meetings under the Ralph M. Brown Act and similar laws.

Among other reasons, the grounds for the remote meeting recommendation include:

- The continued threat of COVID-19 to the community. As of September 22, 2021, the current case rate is 24.1 cases per 100,000 residents per day. This case rate is considered “high” under the Centers for Disease Control and Prevention’s (CDC) framework for assessing community COVID-19 transmission; and

- The unique characteristics of public governmental meetings, including the increased mixing associated with bringing together people from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to fully participate in public governmental meetings, and the challenges of ensuring compliance with safety requirements and recommendations at such meetings.

Meetings that cannot feasibly be held virtually should be held outdoors when possible, or indoors only in small groups with face coverings, maximal physical distance between participants, use of a portable HEPA filter (unless comparable filtration is provided through facility HVAC systems), and shortened meeting times.

This recommendation is based upon current conditions and available protective measures. The Public Health Officer will continue to evaluate this recommendation on an ongoing basis and will communicate when there is no longer such a recommendation with respect to meetings for public bodies.

**CITY COUNCIL**
**STAFF REPORT**

**TO**: Honorable Mayor and Council Members

**DATE**: February 15, 2022

**THROUGH**: Kathleen Salguero Trepa, City Manager
**FROM**: Alan L. Mitchell, City Engineer

**SUBJECT**: Resolution 2022-15 Accepting the Winters Highlands Phases IV and V Rancho Arroyo Pond Expansion Improvements

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**RECOMMENDATION:**
Adopt Resolution 2022-15 to

1) Accept the Winters Highlands Phases IV and V Rancho Arroyo Pond Expansion Improvements; and
2) Authorize the City Clerk to file a Notice of Completion.

**BACKGROUND:**

To accommodate future drainage needs associated with the build-out of the Stone's Throw neighborhood under development by Homes By Town as well as the future phases of the Winters Highland Subdivision, the City Council approved expanding the existing Rancho Arroyo pond to meet drainage needs, provided that the established oak grove could be preserved as part of that expansion.

On December 15, 2020, staff presented to the City Council a staff report that discussed the findings and recommendations associated with the two options. The developer's Engineer – Wood Rodgers, presented a revised grading plan with steeper slopes (3:1) on all sides of the pond, which resulted in adequate capacity and a footprint that would not impact the oak trees. The City's Arborist reviewed the revised plan and concluded the proposed grading was well outside of the recommended protection zones for the trees, and therefore the impact of the project on tree condition would be insignificant.

The Council directed staff to proceed with the pond expansion as presented in the

updated grading plan.

**DISCUSSION:**

The Winters Highlands Phases IV and V Rancho Arroyo Pond Expansion Project included steepening the pond side-slopes, shifting the basin inverts and reconstructing the concrete spillways, protecting the existing oak trees with installation of woodchip mulch within the tree protection fenced area, and placing erosion control measures. The developer's contractor commenced with construction of the improvements in July 2021, with City contracted oversight and inspection. The City's Arborist also provided oversight and inspection. A survey was provided by a licensed surveyor, which verified the grading was performed in accordance with the approved plans.

The pond has been operational for several months. The pond sustained some erosion during the fall storms, which has been remediated as the sides dried out. The work is completed per plans and specifications to the satisfaction of the Public Works Department and City Engineer, and therefore, staff recommends the City Council adopt Resolution 2022-15 accepting the Winters Highlands Phases IV and V – Rancho Arroyo Pond Expansion as complete and authorize the City Clerk to file a Notice of Completion.

**ALTERNATIVES:**

None recommended by staff.

**FISCAL IMPACT:**

The drainage pond expansion was included with the costs incorporated into a Reimbursement Agreement for all off-site improvements, which was approved by Council on January 18, 2022. No City funds impacted.

**ATTACHMENT:**

1. Resolution 2022-15
2. Notice of Completion

**RESOLUTION 2022-15**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WINTERS ACCEPTING THE WINTERS HIGHLANDS PHASES IV AND V – RANCHO ARROYO POND EXPANSION AS COMPLETE AND AUTHORIZING THE CITY CLERK TO FILE A NOTICE OF COMPLETION**

**WHEREAS,** HBT of Winters Highlands, LLC (HBT) was the master developer for the Winters Highlands (Stone's Throw) Subdivision under an Amended and Restated Development Agreement executed in 2015; and

**WHEREAS,** the City Council approved expanding the Rancho Arroyo Pond to accommodate future drainage associated with build-out of the Stone's Throw development, provided the oak grove was protected in place; and

**WHEREAS,** on December 15, 2020, the City Council approved a grading plan with steeper slopes on all sides of the pond, which resulted in adequate capacity and a footprint that would not impact the oak trees; and

**WHEREAS,** the Developer's contractor commenced with construction of the improvements in July 2021, with City contracted oversight and inspection; and

**WHEREAS,** the work is completed per plans and specifications to the satisfaction of the Public Works Department and the City Engineer.

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

Section 1. Recitals. The City Council does hereby find, determine and resolve that all of the foregoing recitals are true and correct.

Section 2. Approval and Authorization. The City Council hereby:

1. accepts the Winters Highlands Phases IV and V – Rancho Arroyo Pond Expansion as complete; and
2. authorizes the City Clerk to file a Notice of Completion.

Section 3. This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** by the City Council of the City of Winters at its meeting held on February 15, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF WINTERS

_____
Wade Cowan, Mayor

ATTEST:

_____
Kathleen Salguero Trepa, City Clerk

Recording Requested by

CITY OF WINTERS

When Recorded Mail To:

City Clerk
City of Winters
318 First Street
Winters, CA 95694

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Exempt from recording fees pursuant to Government Code §§ 6103 and 27383

# NOTICE OF COMPLETION

## Winters Highlands Phases IV and V – Rancho Arroyo Pond Expansion

## NOTICE IS HEREBY GIVEN THAT:

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

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

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

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

A work of improvement on the property described below was completed and accepted on: February 15, 2022.

The name of the original contractor for the work of improvement was: HBT of Winters Highlands, LLC, 11060 White Rock Road, Suite 150, Rancho Cordova, CA 95670

The kind of work done or finished was the completion of Winters Highlands Phases IV and V – Rancho Arroyo Pond Expansion improvements, within the Rancho Arroyo Pond, including the steepening of the pond side-slopes, shifting of the basin inverts and reconstructing the concrete spillways, protection of the existing oak trees with installation of woodchip mulch within the tree protection fenced area, and placement of

erosion control measures.

The property on which the work of improvement was completed is located at Rancho Arroyo Drainage Pond, at W. Main Street and Vasey Street, within the City of Winters, County of Yolo, State of California.

Dated this _____ day of _____, 2022.

_____ Kathleen S. Trepa

City Manager, City of Winters (Name of Agent of Owner)
(Signature of Agent of Owner)

## VERIFICATION

**I, the undersigned, say:**

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

_____, Winters, CA _____

(Date) (Place) (Signature) City Clerk

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

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

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

**CITY COUNCIL**
**STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers

**DATE**: February 15, 2022

**THROUGH**: Kathleen Salguero Trepa, City Manager

**FROM**: John P. Miller, Chief of Police

**SUBJECT**: Review of Winters Police Department Automated License Plate Reader Annual Audit

**RECOMMENDATION**:
Receive and file.

**BACKGROUND**:
In 2020, staff received authorization from City Council to utilize funds from expiring Vehicle Theft Deterrent Fund to purchase a multi-use RADAR trailer equipped with Automated License Plate Reader (ALPR), traffic data collection system, and programmable message board. Deployment of this equipment began in 2021.

**DISCUSSION:**
Per City Council's request Chief Miller conducted the first audit of the equipment's use and data collected. He will present the report orally. A copy of his presentation is attached as well as a list of the agencies that share ALPR data.

**FISCAL IMPACT:**
None.

**ATTACHMENT(S):**
1. Winters Police Department Automated License Plate Reader (ALPR) 2021 Annual Audit Presentation
2. List of Agencies ALPR Data Sharing

# Winters Police Department
# Automated License Plate Reader (ALPR)
# 2021 Annual Audit

Chief John P. Miller
February 15, 2022

# Background

- Since 2017, engaged CalTrans about mounting fixed ALPR on Grant Ave. (Hwy. 128)
  - CalTrans policy prohibited using their equipment, electricity, etc.
  - Cost prohibitive to obtain easement permit, install infrastructure, etc. for our own poles
- May 19, 2020 - received authorization from City Council to utilize funds from expiring Vehicle Theft Deterrent Fund to purchase a multi-use RADAR trailer equipped with ALPR, traffic data collection system, and programmable message board
- June 20, 2020 – to comply with SB 34 "Automated license plate recognition systems: use of data," Chief Miller presented to City Council Lexipol "model" ALPR Policy and supplemental Winters Police Department General Order
  - Policies reflect requirements in California Civil Code for an annual audit
  - Council requested Chief Miller return after the first annual audit to present a report

# A Couple Notes

- Winters Police Department contracts with Vigilant Solutions, a subsidiary of Motorola, and leader in ALPR technology for access to their LEARN platform
  - LEARN platform records, retains, and allows management of data
  - LEARN is a CJIS-compliant secure system and uses a Multi-Factor Authentication to login
- RADAR/ALPR trailer first deployed February 20, 2021
- Most of first year was learning uses and full potential
  - Intention was to deploy trailer primarily on Grant to make full use of ALPR
    - Used multiple times to collect traffic data on ancillary streets such as Niemann and West Main
    - Deployed specifically for stalking case, theft series, domestic violence, etc.
  - December 2021 found the "backend" computer system installed on MDC's in patrol cars to notify officers of "hits" had not been working properly
    - As of this report, still working with vendor and IT to rectify

# Annual Audit - Administrator

- Sgt. Jose Hermosillo is the designated ALPR Administrator
  - Chief Miller conducted this audit as it was our first audit and the request by Council for a report on this audit

# Annual Audit – Audit Trail

- LEARN maintains an audit trail of all activity by the user(s) including queries
  - Queries require case number or other reason be entered to document the lawful purpose



# Annual Audit – Hot Lists

- Ensure "hot lists" (local wanted vehicles or vehicles of specific investigative interest) remain in LEARN not more than one year



# Annual Audit – Purging Data

- Government Code §34090.6 and the City of Winters Records Retention Policy requires retention for a minimum of one year plus 13 months
- ALPR Policy requires "contact and audit Vigilant" to confirm



# Annual Audit –MOU's

- In order to share data, users must enter into an "exclusive" user-to-user MOU via LEARN
  - SB 54 (California Values Act) prohibits sharing information with federal immigration authorities
  - WPD "internal policy" is to share with California agencies only
  - LEARN LE data is not shared with private companies
- LEARN maintains list of user-to-user MOU's
  - List of agencies currently sharing data with included in packet



# Annual Audit - Queries

- Ensure queries are made for legitimate law enforcement purposes
  - Queries record user and requires case number or other reason be entered to document the lawful purpose



# Annual Audit - Documentation

- Memo documenting audit completed and held by Winters Police Department Records Division



# Questions?

## Detections Shared

The Winters Police Department (CA) Agency is Sharing its Detection data with the following Agencies:

| | |
|---|---|
| Alameda County Narcotics Task Force | Alameda County Sheriffs Office (CA) |
| Alameda Police Department | Amador County Sheriffs Office (CA) |
| American Canyon Police Department | Anaheim Police Department |
| Anderson Police Department (CA) | Antioch Police Department CA |
| Arcadia Police Department | Auburn Police Department CA |
| Azusa Police Department (CA) | Bakersfield Police Department |
| Bay Area Rapid Transit Police (CA) | Beaumont Police Department |
| Bell Gardens Police Department | Bell Police Department |
| Belvedere Police Department | Beverly Hills Police Department |
| Brea Police Department | Brentwood Police Department CA |
| Buena Park Police Department | Burbank Police Department (CA) |
| CA DOJ - Bureau of Firearms (CA) | CA Parole Apprehension Team (CA) |
| CAL FIRE | Calexico Police Department (CA) |
| California Department of Fish And Wildlife (CA) | California Department Of Insurance (CA) |
| California Franchise Tax Board (CA) | California Highway Patrol (CA) |
| Campbell Police Department (CA) | Carlsbad Police Department |
| Cathedral City Police Department | Chino Police Department |
| Chula Vista Police Department | Citrus Heights Police Department |
| Claremont Police Department (CA) | Clayton Police Department CA |
| Clovis Police Department | Colton Police Department |
| Concord Police Department (CA) | Contra Costa County Centre CA |
| Contra Costa County Sheriffs | Corona Police Department |
| Coronado Police Department (CA) | Costa Mesa Police Department |
| Cotati Police Department (CA) | County of San Mateo Sheriffs Office |

| | |
|---|---|
| CSU Fullerton Police Department | Cypress Police Department |
| Delta Regional Auto Theft Team (CA) | Downey Police Department |
| Dublin Police Department CA | El Cajon Police Department (CA) |
| El Dorado County Sheriff | El Segundo Police Department (CA) |
| Elk Grove Police Department | Emeryville Police Department |
| Escalon Police Department (CA) | Escondido Police Department |
| Fairfield Police Department CA | Folsom Police Department |
| Fontana Police Department | Fountain Valley Police Department |
| Freeway Safety Network - EAST BAY | Fremont Police Department (CA) |
| Fresno County District Attorney (CA) | Fresno County Sheriffs Office (CA) |
| Fresno Police Department | Fullerton Police Department |
| Galt Police Department | Garden Grove Police Department |
| Gardena Police Department | Glendale Police Department (CA) |
| Glendora Police Department | Grass Valley Police Department (CA) |
| Hawthorne Police Department | Hayward Police Department |
| Healdsburg Police Department (CA) | Hemet Police Department (CA) |
| Hermosa Beach Police Department | Humboldt County Sheriffs Office (CA) |
| Huntington Beach Police Department | Imperial County District Attorney (CA) |
| Imperial County Regional ALPR Program | Inglewood Police Department (CA) |
| Irvine Police Department (CA) | Kern County Sheriffs Office (CA) |
| Kings County District Attorneys Office | La Habra Police Department |
| La Mesa Police Department (CA) | La Palma Police Department |
| LA Port Police | La Verne Police Department |
| Lafayette Police Department (CA) | Laguna Beach Police Department |
| Lincoln Police Department (CA) | Livermore Police Department |
| Lodi Police Department | Long Beach Police Department (CA) |
| Los Alamitos Police Department | Los Angeles County Sheriff |

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|---|---|
| Los Angeles Police Department (CA) | Los Angeles World Airport Police (LAX) |
| Los Rios Police Department (CA) | Madera County Sheriffs Department (CA) |
| Madera Police Department | Manhattan Beach Police Department |
| Manteca Police Department (CA) | Marin County Sheriffs Office |
| Martinez Police Department CA | Marysville Police Department (CA) |
| Menifee Police Department (CA) | Merced Police Department CA |
| Mill Valley Police Department CA | Modesto Police Department (CA) |
| Montclair Police Department (CA) | Montebello Police Department |
| Monterey County Sheriffs Office | Monterey Park Police Department |
| Murrieta Police Department | Napa Police Department (CA) |
| National City Police Department (CA) | Newport Beach Police Department |
| Novato Police Department | Oakley Police Department |
| Oceanside Police Department (CA) | Ojai Police Department (CA) |
| Ontario Police Department | Orange County District Attorney (CA) |
| Orange County Sheriff | Orange County Sheriffs Department |
| Orange Police Department | Orinda Police Department |
| Oxnard Police Department | Pacific Grove Police Department (CA) |
| Palm Springs Police Department (CA) | Palos Verdes Estates Police Department |
| Pasadena Police Department (CA) | Paso Robles Police Department (CA) |
| Petaluma Police Department (CA) | Pinole Police Department (CA) |
| Pittsburg Police Department CA | Placentia Police Department |
| Pleasant Hill Police Department | Pleasanton Police Department |
| Pomona Police Department | Port Hueneme Police Department (CA) |
| Porterville Police Department (CA) | Red Bluff Police Department |
| Redding Police Department (CA) | Redlands Police Department (CA) |
| Redondo Beach Police Department | Redwood City PD |
| Rialto Police Department (CA) | Ripon Police Department (CA) |

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|---|---|
| Riverside County District Attorneys Office (CA) | Riverside County Sheriffs Department (CA) |
| Riverside Police Department | Rohnert Park Police Department CA |
| Roseville Police Department (CA) | Sacramento County District Attorneys Office (CA) |
| Sacramento County Regional Parks (CA) | Sacramento County Sheriffs Office |
| Sacramento Police Department | Sacramento Probations Department |
| Salinas Police Department CA | San Bernardino County District Attorneys Office (CA) |
| San Bernardino County Sheriffs | San Bernardino Police Department |
| San Bruno Police Department | San Diego County District Attorney (CA) |
| San Diego County Sheriff | San Diego Harbor Police Department (CA) |
| San Diego Police Department | San Diego Regional Auto Theft Task Force |
| San Joaquin County District Attorney (CA) | San Joaquin County Sheriffs Department (CA) |
| San Jose Police Department (CA) | San Luis Obispo County District Attorneys Office (CA) |
| San Luis Obispo Sheriffs Office | San Mateo County Vehicle Theft Task Force |
| San Mateo Police Department (CA) | San Pablo Police Department CA |
| San Rafael Police Department | San Ramon Police Department |
| Santa Ana Police Department | Santa Barbara County Sheriffs Office (CA) |
| Santa Clara County District Attorneys Office (CA) | Santa Clara Police Department |
| Santa Monica Police Department (CA) | Santa Rosa Junior College Police Department (CA) |
| Santa Rosa Police Department (CA) | Sausalito Police Department |
| Seal Beach Police Department | Sebastopol Police Department (CA) |
| Shasta County Sheriffs Office (CA) | Signal Hill Police Department |
| Simi Valley Police Department | Solano County Sheriffs Office (CA) |
| Sonoma County Probation Department (CA) | Sonoma County Sheriffs Department (CA) |
| Sonoma Police Department (CA) | South Gate Police Department (CA) |
| South Lake Tahoe Police Department (CA) | South Pasadena Police Department |
| Stanislaus County Auto Theft Task Force | Stanislaus County Sheriffs Department |

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|---|---|
| Stockton Police Department | Sunnyvale Public Safety Services (CA) |
| Sutter County Sheriff | Tiburon Police Department CA |
| Torrance Police Department | Tracy Police Department CA |
| Tulare Police Department | Tustin Police Department |
| UC Irvine Police Department | UC Merced Police Department (CA) |
| Union City Police Department (CA) | University of CA San Francisco Police Department (CA) |
| University of California Riverside Police Department (CA) | University of California San Diego Police Department (CA) |
| Upland Police Department (CA) | Vallejo Police Department (CA) |
| Ventura County District Attorneys Office (CA) | Ventura County Sheriff Department |
| Vernon Police Department | Walnut Creek Police Department |
| West Covina Police Department | West Sacramento Police Department |
| Westminster Police Department | Whittier Police Department |
| Windsor Police Department (CA) | Woodland Police Department |
| Yolo County Sheriffs Department | |

## Detections Received

The Winters Police Department (CA) Agency is receiving Detection data from the following Agencies:

| Agency | City | State |
|---|---|---|
| Grass Valley Police Department (CA) | Grass Valley | CA |
| Oceanside Police Department (CA) | Oceanside | CA |
| Madera County Sheriffs Department (CA) | Madera | CA |
| Stanislaus County Sheriffs Department | Modesto | CA |
| Oxnard Police Department | Oxnard | CA |
| University of CA San Francisco Police Department (CA) | San Francisco | CA |
| Sausalito Police Department | Sausalito | CA |
| Riverside Police Department | Riverside | CA |
| Sonoma County Sheriffs Department (CA) | Santa Rosa | CA |
| La Mesa Police Department (CA) | La Mesa | CA |
| Porterville Police Department (CA) | Porterville | CA |
| Brentwood Police Department CA | Brentwood | CA |

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|---|---|---|
| Kings County District Attorneys Office | Hanford | CA |
| Rohnert Park Police Department CA | Rohnert Park | CA |
| Clayton Police Department CA | Clayton | CA |
| CSU Fullerton Police Department | Fullerton | CA |
| Placentia Police Department | Placentia | CA |
| Fountain Valley Police Department | Fountain Valley | CA |
| La Verne Police Department | La Verne | CA |
| Contra Costa County Sheriffs | Martinez | CA |
| San Bernardino County Sheriffs | San Bernardino | CA |
| Sacramento Police Department | Sacramento | CA |
| West Covina Police Department | West Covina | CA |
| San Joaquin County Sheriffs Department (CA) | French Camp | CA |
| Stanislaus County Auto Theft Task Force | Modesto | CA |
| San Diego County District Attorney (CA) | San Diego | CA |
| Stockton Police Department | Stockton | CA |
| Pomona Police Department | Pomona | CA |
| El Dorado County Sheriff | Placerville | CA |
| El Segundo Police Department (CA) | El Segundo | CA |
| Fontana Police Department | Fontana | CA |
| Concord Police Department (CA) | Concord | CA |
| Tracy Police Department CA | Tracy | CA |
| West Sacramento Police Department | West Sacramento | CA |
| Auburn Police Department CA | Auburn | CA |
| Ventura County District Attorneys Office (CA) | Ventura | CA |
| Napa Police Department (CA) | Napa | CA |
| Modesto Police Department (CA) | Modesto | CA |
| Beverly Hills Police Department | Beverly Hills | CA |
| Monterey Park Police Department | Monterey Park | CA |
| Montclair Police Department (CA) | Montclair | CA |
| La Habra Police Department | La Habra | CA |
| Redding Police Department (CA) | Redding | CA |
| Marysville Police Department (CA) | Marysville | CA |
| Redlands Police Department (CA) | Redlands | CA |
| Redwood City PD | Redwood City | CA |
| Chula Vista Police Department | Chula Vista | CA |
| Fresno County Sheriffs Office (CA) | Fresno | CA |

| | | |
|---|---|---|
| California Highway Patrol (CA) | West Sacramento | CA |
| Palm Springs Police Department (CA) | Palm Springs | CA |
| Anderson Police Department (CA) | Anderson | CA |
| County of San Mateo Sheriffs Office | Redwood City | CA |
| Alameda County Sheriffs Office (CA) | San Leandro | CA |
| San Bernardino Police Department | San Bernardino | CA |
| Madera Police Department | Madera | CA |
| CAL FIRE | Sacramento | CA |
| Escondido Police Department | ESCONDIDO | CA |
| Red Bluff Police Department | Red Bluff | CA |
| Clovis Police Department | Clovis | CA |
| Fresno County District Attorney (CA) | Fresno | CA |
| California Department of Fish And Wildlife (CA) | Sacramento | CA |
| Belvedere Police Department | Belvedere | CA |
| Pleasanton Police Department | Pleasanton | CA |
| Sacramento County Sheriffs Office | Sacramento | CA |
| Simi Valley Police Department | Simi Valley | CA |
| San Luis Obispo County District Attorneys Office (CA) | San Luis Obispo | CA |
| Monterey County Sheriffs Office | Salinas | CA |
| San Luis Obispo Sheriffs Office | San Luis Obispo | CA |
| Merced Police Department CA | Merced | CA |
| Hermosa Beach Police Department | Hermosa Beach | CA |
| UC Irvine Police Department | Irvine | CA |
| Folsom Police Department | Folsom | CA |
| San Diego Harbor Police Department (CA) | San Diego | CA |
| Ripon Police Department (CA) | Ripon | CA |
| LA Port Police | San Pedro | CA |
| Hemet Police Department (CA) | Hemet | CA |
| Chino Police Department | Chino | CA |
| Seal Beach Police Department | Seal Beach | CA |
| Livermore Police Department | livermore | CA |
| Costa Mesa Police Department | Costa Mesa | CA |
| Orange Police Department | Orange | CA |
| Newport Beach Police Department | Newport Beach | CA |
| Burbank Police Department (CA) | Burbank | CA |

## Hot List Sharing

The Winters Police Department (CA) Agency is sharing Hot List records with the following Agencies:

| Agency: | Hot List(s): |
|---|---|
| Alameda County Narcotics Task Force | LEARN_Winters Police Department (CA) |
| Alameda County Sheriffs Office (CA) | LEARN_Winters Police Department (CA) |
| Alameda Police Department | LEARN_Winters Police Department (CA) |
| Amador County Sheriffs Office (CA) | LEARN_Winters Police Department (CA) |
| American Canyon Police Department | LEARN_Winters Police Department (CA) |
| Anaheim Police Department | LEARN_Winters Police Department (CA) |
| Antioch Police Department CA | LEARN_Winters Police Department (CA) |
| Arcadia Police Department | LEARN_Winters Police Department (CA) |
| Auburn Police Department CA | LEARN_Winters Police Department (CA) |
| Azusa Police Department (CA) | LEARN_Winters Police Department (CA) |
| Bakersfield Police Department | LEARN_Winters Police Department (CA) |
| Bay Area Rapid Transit Police (CA) | LEARN_Winters Police Department (CA) |
| Beaumont Police Department | LEARN_Winters Police Department (CA) |
| Bell Gardens Police Department | LEARN_Winters Police Department (CA) |
| Bell Police Department | LEARN_Winters Police Department (CA) |
| Belvedere Police Department | LEARN_Winters Police Department (CA) |
| Beverly Hills Police Department | LEARN_Winters Police Department (CA) |
| Brea Police Department | LEARN_Winters Police Department (CA) |
| Brentwood Police Department CA | LEARN_Winters Police Department (CA) |
| Buena Park Police Department | LEARN_Winters Police Department (CA) |
| Burbank Police Department (CA) | LEARN_Winters Police Department (CA) |
| CAL FIRE | LEARN_Winters Police Department (CA) |
| Calexico Police Department (CA) | LEARN_Winters Police Department (CA) |

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|---|---|
| California Department of Fish And Wildlife (CA) | LEARN_Winters Police Department (CA) |
| California Department Of Insurance (CA) | LEARN_Winters Police Department (CA) |
| California Franchise Tax Board (CA) | LEARN_Winters Police Department (CA) |
| California Highway Patrol (CA) | LEARN_Winters Police Department (CA) |
| Campbell Police Department (CA) | LEARN_Winters Police Department (CA) |
| Carlsbad Police Department | LEARN_Winters Police Department (CA) |
| Cathedral City Police Department | LEARN_Winters Police Department (CA) |
| Chino Police Department | LEARN_Winters Police Department (CA) |
| Chula Vista Police Department | LEARN_Winters Police Department (CA) |
| Citrus Heights Police Department | LEARN_Winters Police Department (CA) |
| Claremont Police Department (CA) | LEARN_Winters Police Department (CA) |
| Clayton Police Department CA | LEARN_Winters Police Department (CA) |
| Clovis Police Department | LEARN_Winters Police Department (CA) |
| Colton Police Department | LEARN_Winters Police Department (CA) |
| Concord Police Department (CA) | LEARN_Winters Police Department (CA) |
| Contra Costa County Sheriffs | LEARN_Winters Police Department (CA) |
| Corona Police Department | LEARN_Winters Police Department (CA) |
| Coronado Police Department (CA) | LEARN_Winters Police Department (CA) |
| Costa Mesa Police Department | LEARN_Winters Police Department (CA) |
| Cotati Police Department (CA) | LEARN_Winters Police Department (CA) |
| County of San Mateo Sheriffs Office | LEARN_Winters Police Department (CA) |
| Cypress Police Department | LEARN_Winters Police Department (CA) |
| Downey Police Department | LEARN_Winters Police Department (CA) |
| Dublin Police Department CA | LEARN_Winters Police Department (CA) |
| El Cajon Police Department (CA) | LEARN_Winters Police Department (CA) |
| El Dorado County Sheriff | LEARN_Winters Police Department (CA) |

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|---|---|
| El Segundo Police Department (CA) | LEARN_Winters Police Department (CA) |
| Elk Grove Police Department | LEARN_Winters Police Department (CA) |
| Emeryville Police Department | LEARN_Winters Police Department (CA) |
| Escalon Police Department (CA) | LEARN_Winters Police Department (CA) |
| Escondido Police Department | LEARN_Winters Police Department (CA) |
| Fairfield Police Department CA | LEARN_Winters Police Department (CA) |
| Folsom Police Department | LEARN_Winters Police Department (CA) |
| Fontana Police Department | LEARN_Winters Police Department (CA) |
| Fountain Valley Police Department | LEARN_Winters Police Department (CA) |
| Freeway Safety Network - EAST BAY | LEARN_Winters Police Department (CA) |
| Fresno County Sheriffs Office (CA) | LEARN_Winters Police Department (CA) |
| Fresno Police Department | LEARN_Winters Police Department (CA) |
| Fullerton Police Department | LEARN_Winters Police Department (CA) |
| Galt Police Department | LEARN_Winters Police Department (CA) |
| Garden Grove Police Department | LEARN_Winters Police Department (CA) |
| Gardena Police Department | LEARN_Winters Police Department (CA) |
| Glendale Police Department (CA) | LEARN_Winters Police Department (CA) |
| Glendora Police Department | LEARN_Winters Police Department (CA) |
| Hawthorne Police Department | LEARN_Winters Police Department (CA) |
| Hayward Police Department | LEARN_Winters Police Department (CA) |
| Healdsburg Police Department (CA) | LEARN_Winters Police Department (CA) |
| Hemet Police Department (CA) | LEARN_Winters Police Department (CA) |
| Hermosa Beach Police Department | LEARN_Winters Police Department (CA) |
| Huntington Beach Police Department | LEARN_Winters Police Department (CA) |
| Imperial County Regional ALPR Program | LEARN_Winters Police Department (CA) |
| Inglewood Police Department (CA) | LEARN_Winters Police Department (CA) |
| Irvine Police Department (CA) | LEARN_Winters Police Department (CA) |

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|---|---|
| Kern County Sheriffs Office (CA) | LEARN_Winters Police Department (CA) |
| La Habra Police Department | LEARN_Winters Police Department (CA) |
| La Palma Police Department | LEARN_Winters Police Department (CA) |
| LA Port Police | LEARN_Winters Police Department (CA) |
| La Verne Police Department | LEARN_Winters Police Department (CA) |
| Lafayette Police Department (CA) | LEARN_Winters Police Department (CA) |
| Laguna Beach Police Department | LEARN_Winters Police Department (CA) |
| Lincoln Police Department (CA) | LEARN_Winters Police Department (CA) |
| Livermore Police Department | LEARN_Winters Police Department (CA) |
| Lodi Police Department | LEARN_Winters Police Department (CA) |
| Long Beach Police Department (CA) | LEARN_Winters Police Department (CA) |
| Los Alamitos Police Department | LEARN_Winters Police Department (CA) |
| Los Angeles County Sheriff | LEARN_Winters Police Department (CA) |
| Los Angeles World Airport Police (LAX) | LEARN_Winters Police Department (CA) |
| Los Rios Police Department (CA) | LEARN_Winters Police Department (CA) |
| Madera County Sheriffs Department (CA) | LEARN_Winters Police Department (CA) |
| Madera Police Department | LEARN_Winters Police Department (CA) |
| Manhattan Beach Police Department | LEARN_Winters Police Department (CA) |
| Manteca Police Department (CA) | LEARN_Winters Police Department (CA) |
| Marin County Sheriffs Office | LEARN_Winters Police Department (CA) |
| Martinez Police Department CA | LEARN_Winters Police Department (CA) |
| Marysville Police Department (CA) | LEARN_Winters Police Department (CA) |
| Menifee Police Department (CA) | LEARN_Winters Police Department (CA) |
| Merced Police Department CA | LEARN_Winters Police Department (CA) |
| Mill Valley Police Department CA | LEARN_Winters Police Department (CA) |
| Modesto Police Department (CA) | LEARN_Winters Police Department (CA) |
| Montebello Police Department | LEARN_Winters Police Department (CA) |

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|---|---|
| Monterey County Sheriffs Office | LEARN_Winters Police Department (CA) |
| Monterey Park Police Department | LEARN_Winters Police Department (CA) |
| Murrieta Police Department | LEARN_Winters Police Department (CA) |
| Napa Police Department (CA) | LEARN_Winters Police Department (CA) |
| National City Police Department (CA) | LEARN_Winters Police Department (CA) |
| Newport Beach Police Department | LEARN_Winters Police Department (CA) |
| Novato Police Department | LEARN_Winters Police Department (CA) |
| Oakley Police Department | LEARN_Winters Police Department (CA) |
| Oceanside Police Department (CA) | LEARN_Winters Police Department (CA) |
| Ojai Police Department (CA) | LEARN_Winters Police Department (CA) |
| Ontario Police Department | LEARN_Winters Police Department (CA) |
| Orange County Sheriff | LEARN_Winters Police Department (CA) |
| Orange County Sheriffs Department | LEARN_Winters Police Department (CA) |
| Orange Police Department | LEARN_Winters Police Department (CA) |
| Orinda Police Department | LEARN_Winters Police Department (CA) |
| Oxnard Police Department | LEARN_Winters Police Department (CA) |
| Pacific Grove Police Department (CA) | LEARN_Winters Police Department (CA) |
| Palm Springs Police Department (CA) | LEARN_Winters Police Department (CA) |
| Pasadena Police Department (CA) | LEARN_Winters Police Department (CA) |
| Paso Robles Police Department (CA) | LEARN_Winters Police Department (CA) |
| Petaluma Police Department (CA) | LEARN_Winters Police Department (CA) |
| Pinole Police Department (CA) | LEARN_Winters Police Department (CA) |
| Pittsburg Police Department CA | LEARN_Winters Police Department (CA) |
| Placentia Police Department | LEARN_Winters Police Department (CA) |
| Pleasant Hill Police Department | LEARN_Winters Police Department (CA) |
| Pleasanton Police Department | LEARN_Winters Police Department (CA) |
| Pomona Police Department | LEARN_Winters Police Department (CA) |

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|---|---|
| Port Hueneme Police Department (CA) | LEARN_Winters Police Department (CA) |
| Porterville Police Department (CA) | LEARN_Winters Police Department (CA) |
| Red Bluff Police Department | LEARN_Winters Police Department (CA) |
| Redding Police Department (CA) | LEARN_Winters Police Department (CA) |
| Redlands Police Department (CA) | LEARN_Winters Police Department (CA) |
| Redondo Beach Police Department | LEARN_Winters Police Department (CA) |
| Redwood City PD | LEARN_Winters Police Department (CA) |
| Rialto Police Department (CA) | LEARN_Winters Police Department (CA) |
| Ripon Police Department (CA) | LEARN_Winters Police Department (CA) |
| Riverside County Sheriffs Department (CA) | LEARN_Winters Police Department (CA) |
| Riverside Police Department | LEARN_Winters Police Department (CA) |
| Rohnert Park Police Department CA | LEARN_Winters Police Department (CA) |
| Roseville Police Department (CA) | LEARN_Winters Police Department (CA) |
| Sacramento County Sheriffs Office | LEARN_Winters Police Department (CA) |
| Sacramento Police Department | LEARN_Winters Police Department (CA) |
| Sacramento Probations Department | LEARN_Winters Police Department (CA) |
| Salinas Police Department CA | LEARN_Winters Police Department (CA) |
| San Bernardino County Sheriffs | LEARN_Winters Police Department (CA) |
| San Bernardino Police Department | LEARN_Winters Police Department (CA) |
| San Bruno Police Department | LEARN_Winters Police Department (CA) |
| San Diego County Sheriff | LEARN_Winters Police Department (CA) |
| San Diego Harbor Police Department (CA) | LEARN_Winters Police Department (CA) |
| San Diego Police Department | LEARN_Winters Police Department (CA) |
| San Diego Regional Auto Theft Task Force | LEARN_Winters Police Department (CA) |
| San Joaquin County Sheriffs Department (CA) | LEARN_Winters Police Department (CA) |
| San Jose Police Department (CA) | LEARN_Winters Police Department (CA) |
| San Luis Obispo Sheriffs Office | LEARN_Winters Police Department (CA) |

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|---|---|
| San Mateo County Vehicle Theft Task Force | LEARN_Winters Police Department (CA) |
| San Mateo Police Department (CA) | LEARN_Winters Police Department (CA) |
| San Pablo Police Department CA | LEARN_Winters Police Department (CA) |
| San Rafael Police Department | LEARN_Winters Police Department (CA) |
| San Ramon Police Department | LEARN_Winters Police Department (CA) |
| Santa Ana Police Department | LEARN_Winters Police Department (CA) |
| Santa Barbara County Sheriffs Office (CA) | LEARN_Winters Police Department (CA) |
| Santa Clara Police Department | LEARN_Winters Police Department (CA) |
| Santa Monica Police Department (CA) | LEARN_Winters Police Department (CA) |
| Santa Rosa Junior College Police Department (CA) | LEARN_Winters Police Department (CA) |
| Santa Rosa Police Department (CA) | LEARN_Winters Police Department (CA) |
| Sausalito Police Department | LEARN_Winters Police Department (CA) |
| Seal Beach Police Department | LEARN_Winters Police Department (CA) |
| Sebastopol Police Department (CA) | LEARN_Winters Police Department (CA) |
| Signal Hill Police Department | LEARN_Winters Police Department (CA) |
| Simi Valley Police Department | LEARN_Winters Police Department (CA) |
| Solano County Sheriffs Office (CA) | LEARN_Winters Police Department (CA) |
| Sonoma County Probation Department (CA) | LEARN_Winters Police Department (CA) |
| Sonoma County Sheriffs Department (CA) | LEARN_Winters Police Department (CA) |
| Sonoma Police Department (CA) | LEARN_Winters Police Department (CA) |
| South Gate Police Department (CA) | LEARN_Winters Police Department (CA) |
| South Lake Tahoe Police Department (CA) | LEARN_Winters Police Department (CA) |
| South Pasadena Police Department | LEARN_Winters Police Department (CA) |
| Stanislaus County Auto Theft Task Force | LEARN_Winters Police Department (CA) |
| Stanislaus County Sheriffs Department | LEARN_Winters Police Department (CA) |
| Stockton Police Department | LEARN_Winters Police Department (CA) |

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|---|---|
| Sutter County Sheriff | LEARN_Winters Police Department (CA) |
| Tiburon Police Department CA | LEARN_Winters Police Department (CA) |
| Torrance Police Department | LEARN_Winters Police Department (CA) |
| Tracy Police Department CA | LEARN_Winters Police Department (CA) |
| Tulare Police Department | LEARN_Winters Police Department (CA) |
| Tustin Police Department | LEARN_Winters Police Department (CA) |
| UC Irvine Police Department | LEARN_Winters Police Department (CA) |
| UC Merced Police Department (CA) | LEARN_Winters Police Department (CA) |
| Union City Police Department (CA) | LEARN_Winters Police Department (CA) |
| University of CA San Francisco Police Department (CA) | LEARN_Winters Police Department (CA) |
| University of California San Diego Police Department (CA) | LEARN_Winters Police Department (CA) |
| Upland Police Department (CA) | LEARN_Winters Police Department (CA) |
| Vallejo Police Department (CA) | LEARN_Winters Police Department (CA) |
| Ventura County Sheriff Department | LEARN_Winters Police Department (CA) |
| Vernon Police Department | LEARN_Winters Police Department (CA) |
| Walnut Creek Police Department | LEARN_Winters Police Department (CA) |
| West Covina Police Department | LEARN_Winters Police Department (CA) |
| West Sacramento Police Department | LEARN_Winters Police Department (CA) |
| Westminster Police Department | LEARN_Winters Police Department (CA) |
| Whittier Police Department | LEARN_Winters Police Department (CA) |
| Windsor Police Department (CA) | LEARN_Winters Police Department (CA) |
| Woodland Police Department | LEARN_Winters Police Department (CA) |
| Yolo County Sheriffs Department | LEARN_Winters Police Department (CA) |

## Hot List Received

The Winters Police Department (CA) Agency is receiving Shared Hot List records from the following Agencies:

# Agency
## Data Sharing Report



| Agency: | Hot List(s): |
|---|---|
| Cotati Police Department (CA) | LEARN_Cotati Police Department (CA) |
| Folsom Police Department | LEARN_Folsom Police Department |
| Grass Valley Police Department (CA) | LEARN_Grass Valley Police Department (CA) |
| La Mesa Police Department (CA) | LEARN_La Mesa Police Department |
| Merced Police Department CA | LEARN_Merced Police Department CA |
| Montclair Police Department (CA) | LEARN_Montclair Police Department (CA) |
| Orange Police Department | LEARN_Orange Police Department |
| San Joaquin County Sheriffs Department (CA) | LEARN_San Joaquin County Sheriffs Department (CA) |
| San Luis Obispo Sheriffs Office | LEARN_San Luis Obispo Sheriffs Office |
| South Lake Tahoe Police Department (CA) | LEARN_South Lake Tahoe Police Department (CA) |

**City Council**
**Staff Report**

**To**: Honorable Mayor and Council Members

**Date**: February 15, 2022

**Through:** Kathleen S. Trepa, City Manager

**From**: Kirk Skierski, Senior Planner

**Subject**: Resolution No. 2022-16 Adopting Planning Fees and Approving Updates to the City's Fee Schedule "B"

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**Recommendation:**

1. Conduct the public hearing to receive public input; and
2. Adopt Resolution 2022-16 adopting planning fees and approving updates to the City's Fee Schedule "B" to establish the following:
    - Vacation Rental application fee of $520.00 and Vacation Rental Renewal application fee of $152.00
    - Sidewalk Vendor application fee of $99.00

**Background:**

Planning staff has begun a preliminary review of the Winters Municipal Code to identify provisions and regulations within the Code that warrant: 1) additional revisions for clarification; 2) updates to comply with State law; 3) updates to implement the policies and actions of the General Plan; and 4) make the Municipal Code a more concise and useable document. As a result of this preliminary review, staff is recommending the City Council adopt Resolution 2022-16, which would establish the following:

a. Vacation Rental application fee of $520.00 and Vacation Rental Renewal application fee of $152.00
b. Sidewalk Vendor application fee of $99.00

**Discussion:**

Vacation Renal Application Fee

On October 15, 2019, the City Council adopted Ordinance 2019-02, which updated several sections of the Municipal Code and established the City's Vacation Rental Ordinance. However, the actual permit application and process were not established following Council adoption. Staff believes that Vacation Rental Permit applications were intended to be processed through the City's standard Conditional Use Permit (CUP) process. Typically, the CUP process addresses land use applications under specified conditions for a specific zoning district, for which further review is warranted based on the proposed land use, location, and project proposal specifics.

The CUP process is typically a high-level review that includes a wide array of land uses from hotels to veterinary hospitals to heavy manufacturing. The current application fee for a Conditional Use Permit request is $1,887 given the type of staff review that is associated with larger project applications.

Vacation Rental permits are a focused review of a specific land use to allow for short-term rentals of existing single-family residential dwellings for a period less than 30 days. In addition, Vacation Rental applications require onsite inspections from the City's Building, Fire, and Planning Departments to ensure bedrooms and structures being used for habitation meet life safety codes to include the following:

- Smoke and carbon (CO) monoxide detectors;
- Fire extinguisher;
- Six-inch or lighted address numbers visible from the street;
- Openable windows (means of egress) from bedrooms; and
- Functioning water heater, furnace, and other gas appliances.

Staff recommends that Vacation Rental Permit requests be considered through a more specific permit application process separate from the Conditional Use Permit process. City staff could then ensure that Vacation Rental permit requests meet the requirements of the City's Vacation Rental Ordinance and allow for annual review of permitted Vacation Rentals to ensure neighborhood impacts are not negative or detrimental in nature. In addition, the limited review and scope of Vacation Rental permit requests require reduced staff time as compared Conditional Use Permit requests.

The proposed fee of $520 for an initial application covers the cost of staff from Planning, Fire and Building to perform inspections and administrative consider applications; the renewal process would require less staff time since conditions of approval have been previously determined.

Sidewalk Vendor Application Fee

On December 4, 2018, the City Council adopted Ordinance 2018-06, which revised Municipal Code Chapter 5.36, Food Vendors, to establish a Sidewalk Vendor permit. However, a Sidewalk Vendor permit application fee was never brought forward to the City Council for formal adoption. The City of Winters has not received any requests for sidewalk vending other than food vending during special events, which is processed through a special event permit. This update would allow for Sidewalk Vending, not associated with a special event, should individuals wish to operate on publicly owned land or in parks. The sidewalk vending fee would cover staff time to review and consider applications.

**Fiscal Impact:**

None. The application fees are intended to recover staff time associated with the review and processing of the permit applications.

**Alternatives:**

None recommended by staff.

**Attachments:**

1. Resolution No. 2022-16
    a. Exhibit A: Updated City of Winters Fee Schedule “B” Planning Fees

**RESOLUTION NO. 2022-16**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS ADOPTING PLANNING FEES AND APPROVING UPDATES TO THE CITY'S FEE SCHEDULE "B"FOR CERTAIN SERVICES PROVIDED BY THE CITY OF WINTERS**

**WHEREAS**, the City of Winters (the "City") charges fees for various services, permits, licenses, and regulatory activity provided by the City (collectively, the "Fees"); and

**WHEREAS**, in order for the Fees to cover the costs of providing the services, permits, licenses, or regulatory activity for which the Fees are imposed must be established; and

**WHEREAS,** certain Fees are subject to the adoption procedures set forth in Government Code section 66016, and others are subject to the procedures set forth in Government Code section 66018; and

**WHEREAS,** in accordance with Government Code section 66016, the City has made available to the public at least ten days prior to its public hearing, data supporting the Fees, and notice of this hearing has been mailed to all interested persons that have requested such notice at least 14 days prior to the date of this hearing; and

**WHEREAS**, certain Fees are subject to the adoption procedures set forth in Government Code section 66016, and others are subject to the adoption procedures set forth in Government Code section 66018; and

**WHEREAS**, in accordance with Government Code sections 66016 and 66018, the City Council called a public hearing for February 15, 2022, for informational purposes and to receive public comments on the proposed Fees. Notice of the public hearing was given by publication in a newspaper of general circulation within the City once a week for two weeks commencing at least 10 days prior to the public hearing, with at least 5 days intervening between the first and last publication. On February 15, 2022, at the time and place set for the public hearing, the City Council heard and considered all oral and written presentations and comments made regarding the proposed Fees; and

**WHEREAS**, the City Council now wishes to adopt the new Fees set forth in Exhibit A, attached hereto and incorporated herein, effective immediately.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Winters hereby takes the following actions:

**Section 1**: The above Recitals are true and correct and by this reference incorporated herein.

**Section 2**: The City Council hereby adopts the new fees set forth in the City of Winters Fee Schedule "B" described in Exhibit "A" attached hereto and incorporated

herein. The Fees imposed by this Resolution shall take effect immediately and shall supersede any prior fees or charges imposed by resolution or otherwise by the City Council, to the extent such prior fees or charges conflict herewith.

**Section 3**: The City Council called a public hearing on February 15, 2022, for the purpose of receiving public comments to the proposed Fees. Notice of the public hearing was given by publication in a newspaper of general circulation within the City once a week for two weeks commencing at least 10 days prior to the public hearing, with at least 5 days intervening between the first and last publication. On February 15, 2022, at the time and place set for the public hearing, the City Council heard and considered all oral and written presentations and comments made regarding the proposed Fees.

**Section 4:** The City Council finds and determines that:

a) The Fees established by this resolution:

   1) are imposed for a specific government service provided directly to the payor, or for reasonable regulatory costs of the City for issuing licenses and permits, performing investigations, inspections, and administrative enforcement of the City's Municipal Code or other rules or ordinances;

   2) are no more than necessary to cover the reasonable costs of the governmental activity for which the Fee is imposed; and

   3) the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity for which the Fee is imposed.

b) The Fees are not taxes within the meaning of California Constitution article XIII C, section 1(e).

**Section 5:** If any section, subsection, clause or phrase in this resolution or the application thereof to any person or circumstances is for any reason held invalid, the validity of the remainder of this resolution or the application of such provision to other persons or circumstances shall not be affected thereby. The City Council hereby declares that it would have passed this resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid.

**PASSED AND ADOPTED** by the City Council of the City of Winters on this 15th day of February, 2022, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

City of Winters

_____
Wade Cowan, Mayor

Attest:

_____
Kathleen Salguero Trepa, City Clerk

Exhibit A
City of Winters Fee Schedule “B”

# Resolution 2022-16
# Schedule B-Planning Fees

| Fee Type | Recommended Fee |
|---|---|
| Annexation | Deposit |
| Appeals | $ 315 |
| Certificate of Compliance | $ 315 |
| Conditional Use permit | $ 1,892 |
| Development Review Committee Meeting | $ 504 |
| Environmental Impact Report (T&M) | Deposit |
| Exemption (Statutory or Categorical) | $ 253 |
| Final Map Modification | $ 882 |
| Final Parcel Map Modification | $ 252 |
| Intial Study (City Staff time only) | $ 1,892 |
| Lot Line Adjustment | $ 631 |
| Negative Declaration (City staff time only) | $ 1,040 |
| Planned Development Overlay Modification - Minor | $ 693 |
| Planned Development Overlay Modification - Major | $ 1,419 |
| *Sidewalk Vendor* | *$ 99* |
| *Vacation Rental (Hosted and Unhosted)* | *$ 520* |
| *Vacation Rental Renewal (Hosted and Unhosted)* | *$ 152* |
| Zoning Amendment | $ 2,837 |
| Pre-Project Advisory Review Planning Commission | $ 473 |
| Pre-Zoning & General Plan Amendment | Deposit |
| **Site Plan/Design Review Planning Commission** | |
| **Multi Family** | |
| Up to 20 units | $ 1,892 |
| Over 20 Units | $ 2,485 |
| Residential Single Family | $ 946 |
| Residential Single 1-4 models | $ 1,261 |
| Residential 5 or more models | $ 1,576 |
| | |

# Resolution 2022-16
# Schedule B-Planning Fees

| Fee Type | Recommended Fee |
|---|---|
| **Commercial** | $ - |
| up to 10,000 sq ft | $ 1,072 |
| 10,0001 - 30,000 Sq ft | $ 1,450 |
| over 30,000 sq ft | Deposit |
| **Site Plan/Design Review Planning Commission (Con't)** | |
| staff level | $ 631 |
| Specific Plan w/General Plan Amendment | Deposit |
| Street Addressing (per project 1-10 addresses) | $ 142 |
| Street Addressing (per project more than 10 addresses) | $ 253 |
| Temporary Activity Permit | $ 567 |
| Tentative Parcel Map Modification | $ 422 |
| Temporary Banners | $ 95 |
| **Tentative Subdivision Map** | $ - |
| Tentative Parcel Map 1-4 lots | $ 819 |
| Tentative Subdivision Map 5-24 lots | $ 7,566 |
| Tentative Subdivision Map over 24 lots | Deposit |
| Modification | $ 1,008 |
| **Variance** | $ - |
| Planning Commission | $ - |
| 1st Variance | $ 1,892 |
| Each additional Variance | $ 946 |
| Zoning Administrator | |
| 1st Variance | $ 1,639 |
| Each additional Variance | $ 819 |
| Zoning Administrator-Home Occupation | $ 253 |

All Deposit funded items will be charged at Consultant actual invoice plus 13% Administrative Fee.
(113% of consultants invoice will be applied against the Deposit)

**CITY COUNCIL**
**STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers

**DATE**: February 15, 2022

**FROM**: Kathleen Salguero Trepa, City Manager

**SUBJECT**: Resolution No. 2022-12 Approving Interim Engineering Services with PSOMAS in the amount of $450,000 for a nine-month term ending November 30, 2022, appointing Megan Buche as City Engineer, and authorizing the City Manager to execute the professional services agreement in a form approved by the City Attorney

**RECOMMENDATION**:
Adopt Resolution No. Resolution No. 2022-12 approving interim engineering services with PSOMAS in the amount of $450,000 for a nine-month term ending November 30, 2022, appointing Megan Buche as City Engineer, and authorizing the City Manager to execute the professional services agreement in a form approved by the City Attorney.

**BACKGROUND**:
Ponticello Engineering, Inc. has been providing contract engineering services to the City of Winters since the late 1990's. Services include serving as City Engineer, plan review of public improvement plans, construction management for City-initiated capital projects, construction inspection for public infrastructure, project management, coordination with developers and project applicants, and coordination of other specialty engineering and consulting firms related to land development (e.g. traffic and transportation, hydraulic engineering, drainage, surveying, and geotechnical).

From time to time, the professional services agreement has been renewed. Most recently, it was extended in July of 2020 for an additional five-year term.

**DISCUSSION:**
Staff believes that a firm with greater capacity, broader technical skillsets, and more diversified experiences related to the land development process would be beneficial for

the City given the volume of subdivision work currently under construction and in the entitlement process.

Often, professional services agreements for contracted services are secured through a Request for Proposal (RFP) process. This competitive selection process is intended to result in the best qualified consulting support at the best value. The competitive selection procurement also allows for these consulting costs to be eligible for reimbursement under State and Federal grant guidelines, which is a common goal in grant funded projects to help offset the impact of direct costs to the General Fund.

Professional services agreements can also be extended without a competitive selection process if services are deemed to be satisfactory and at best value. There is tremendous historical knowledge that long term consultants can provide which improves efficiency. Ponticello Engineering's professional services agreement has been extended through the years primarily under this latter method.

Because the City has ongoing work both in the subdivisions currently under construction as well as development proposals in the entitlement process, staff believes that it is in the City's best interest to engage an engineering firm with the breadth and depth of experience to provide all development related services within a single engineering firm. Rather than issuing a formal Request for Proposals now, and going through the selection process which can take four to six months, staff is recommending that the Council consider a new consultant now for an interim period, which would allow for some feedback on operational considerations that can be folded into a formal RFP process later this summer.

Three firms (PSOMAS, m6 and Bureau Veritas) were invited to provide a statement of qualifications for interim engineering services similar to those provided or led by Ponticello Engineering for subdivision projects. The firms were provided with a breakdown of current projects and the approximate level of effort required during the prior year by classification and by project as well as the first four months of this fiscal year. Bureau Veritas declined to participate because they did not have sufficient capacity at this time. PSOMAS and m6 submitted a team of professionals who would provide comparable services, as well as employee and firm credentials, references and hourly rates by classification. The Senior Planner and City Manager interviewed both firms and the City Manager contacted professional references for similar assignments. Staff is recommending that PSOMAS be selected given the breadth of experience, qualifications, firm capacity, and Northern California presence, in addition to positive reference checks.

PSOMAS has proposed that Brandan Ottoboni be the contract manager and executive lead of the PSOMAS team, and Megan Buche be the City Engineer and technical civil engineering project manager. Their resumes begin on Page 6 of the attached proposal. Mr. Ottoboni is the former Public Works Director and City Engineer for the City of Chico. He is also certified in stormwater controls. Ms. Buche is also a certified in stormwater controls and has a strong project management background. Of note, she was the project

engineer for the Winters PG&E training center and is familiar with Winters as a Yolo County resident.

Staff recommends that the City Council approve a professional services agreement with PSOMAS in the total not to exceed amount of $450,000 for a nine-month period in order to support the City with primarily subdivision work through the remainder of this fiscal year. This term should provide sufficient time to allow for some operational, policy and code assessments, including a review of the draft grading ordinance and the City's current subdivision ordinance. The goal is to undertake a comprehensive RFP process that complies with federal procurement guidelines for grant purposes with the assistance of an independent engineer, a process that would lead to the selection of an engineering firm for a multi-year term. That recommendation would be brought back to the City Council for consideration by November 2022.

If Council approves the new agreement, staff anticipates that Ponticello will remain in place for non-subdivision work (the Wastewater Influent Screen, 505 Overpass, Grant Avenue sidewalk projects and the Grocery Outlet application for Grant at E. Main) working in close coordination with PSOMAS. As part of the transition of work, there may be some adjustments to what project work is assigned to which firm. PSOMAS and Ponticello have agreed to work cooperatively through the transition. If approved by Council, staff will provide Ponticello with thirty days' notice of the change in contractual relationship and reassignment of City Engineer services.

The attached Resolution No. 2022-12 approves a nine-month professional services agreement with PSOMAS in the amount not to exceed $450,000, appoints Megan Buche as City Engineer for the City of Winters effective March 15, 2022, and authorizes the City Manager to execute a professional services agreement in a form approved by the City Attorney.

**FISCAL IMPACT:**

In Fiscal Year 2020-21, Ponticello invoiced the City approximately $440,000. There is no single line item to budget for engineering services as those costs are spread across various accounts and deposits and are largely dependent upon projects in the pipeline. Any work associated with development projects was charged off to those deposit accounts, approximately 62% or $272,000. Work associated with the City's water and sewer infrastructure were charged to those Enterprise Funds (approximately 3.5% or $15,400); the balance was charged to the General Fund or other operating funds for supporting public works operations, project management of capital improvement projects, and general engineering support (34% or $151,400).

For FY 2021-22, staff has projected Ponticello invoicing at over $600,000 if all activity remains relatively constant. However, staff notes that billing activity does vary depending upon subdivision and capital improvement work, and inspection work varies in the winter months with weather delays. This last year has been very busy in the subdivisions and given the lack of rain in the last month construction activity has restarted seasonably early.

Based on an evaluation of previous invoicing, staff estimates nine-months of work at $450,000 and recommends a not-to-exceed amount at that value.

**ATTACHMENTS:**
Attachment 1 – Resolution No. 2022-12
Attachment 2 – PSOMAS Proposal

**Resolution No. 2022-12**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH PSOMAS IN THE AMOUNT OF $450,000 FOR A NINE-MONTH TERM AND APPOINTING MEGAN BUCHE AS CITY ENGINEER**

**WHEREAS,** the City of Winters has historically outsourced engineering services for land development, infrastructure design and capital improvement related projects to a lead engineering firm and various specialty engineering firms; and

**WHEREAS**, the City of Winters desires to engage a lead firm that includes a diverse range of technical skill sets and experiences to improve span of control related to development processes; and

**WHEREAS**, three firms were invited to submit statements of qualifications and estimated level of effort for services related to providing City Engineering services, infrastructure plan review, construction inspection of public improvements, stormwater inspections, and engineering project management for major subdivision and project applications; and

**WHEREAS**, the City Manager and Senior Planner reviewed two proposals, interviewed both teams, and discussed qualifications with references, determining that PSOMAS presented a diverse team of skilled engineers in the area of civil engineering, storm water and drainage, traffic and transportation, land use, and sustainable environmental design that best meet the City's needs in terms of experience and qualifications; and

**WHEREAS,** Megan Buche has 11 years of civil engineering experience in planning, design, and construction administration services for both public and private sectors and is certified in storm water pollution prevention and water quality controls, and is qualified to serve in the capacity of City Engineer to approve civil engineering plans and drawings.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Winters that it

1) Appoints Megan Buche as the City of Winters' City Engineer effective March 15, 2022; and
2) Authorizes the City Manager to execute a professional services agreement with PSOMAS in the not to exceed amount of $450,000 for a nine-month term expiring November 30, 2022 in a form approved by the City Attorney.

**DULY PASSED AND ADOPTED** this 15$^{TH}$ day of February, 2022, by the following vote:

Ayes:
Noes:
Absent:
Abstain:

CITY OF WINTERS

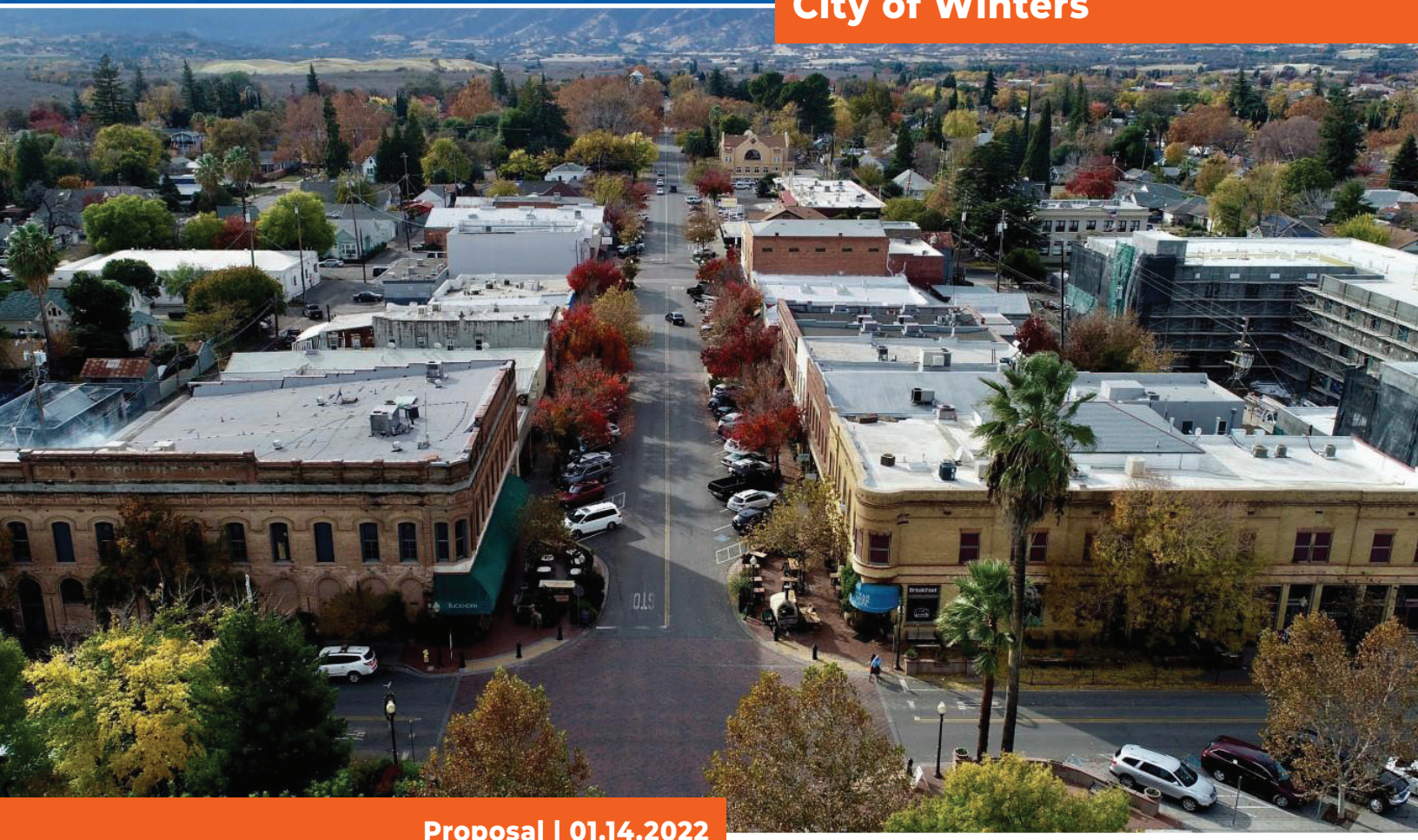
_____
Wade Cowan, Mayor

ATTEST:

_____
Kathleen Salguero Trepa, City Clerk

# ENGINEERING AND INSPECTION SERVICES FOR DEVELOPMENT PROJECTS

## City of Winters



**Proposal | 01.14.2022**

Submitted To:

CITY OF WINTERS california Est. 1875

PSOMAS

PSOMAS

Balancing the Natural and Built Environment

January 14, 2022

Kathleen Trepa
City Manager
City of Winters
318 1st Street
Winters, CA 95694

Subject: **Proposal for Engineering and Inspection Services for Development Projects**

Dear Ms. Trepa:

For 75 years, Psomas has provided engineering services throughout California. We have offices throughout the west coast, but more importantly in Roseville, Sacramento, and Chico, providing local resources and expertise to meet the breadth of needs required by the development projects in the various phases of the development processes. In addition, the depth of our team provides expertise in different fields that may be necessary should development applications warrant areas of special knowledge and experience. Psomas is experienced with the scope of work and the challenges associated with development projects like the ones in the City of Winters. We pride ourselves in the people that makeup Psomas and have garnered professional, respectful, and trustworthy relationships with our clients that we serve. Psomas approaches these opportunities as an extension of your staff, understanding your needs and delivering our work product to the satisfaction of your staff, customers, and residents of your community.

Psomas understands the range of services provided will be for the engineering aspect of development reviews, entitlements, conditions of approval and ultimately the construction of public improvements to be accepted by the City. The team we have selected to propose to the City is experienced, successful, and brings unmatched qualifications to a variety of different practices of the engineering field.

The following are some examples of why we are ideally suited for this assignment:

- **Operational Readiness:** With our main Northern California office located in Roseville, our new office in Chico, along with our other office locations in the western United States, our team is prepared to provide services immediately. Our team is ready to handle the challenges of working in the short and intense development field and will quickly react to any project needs the City may encounter throughout the duration of this contract.
- **Requested Knowledge & Experience:** Our team understands the challenges that projects may develop with the residents, community, various regulatory agencies, oversight agencies, permitting requirements, and actual construction of those improvements. We bring the necessary and relevant experience and direct knowledge that the City of Winters expects. Our proposed team has administered projects, performed field inspection, and provided specialty services in accordance with the Federal, State and local requirements.

1075 Creekside Ridge Drive
Suite 200
Roseville, CA 95678

Tel 916.788.8122
Fax 916.788.0600
www.Psomas.com

- **Depth of Resources:** We believe that a strong commitment to client satisfaction must be the foundation of our service. We strive to deliver not only technical excellence, but also to deliver projects in a cost effective, timely manner. A key in providing successful on-call services is having ample resources readily available. We have selected strong team partners based on their experience completing similar projects.
- **Benefits and Commitment:** With Psomas currently providing On-Call Engineering and Construction Management services for the nearby cities and Caltrans District 3, we are able to have staffing locally that can assist when the City of Winters needs it.

### Primary Contact Information

Brendan Ottoboni, PE, QSP
1075 Creekside Ridge Dr., Suite 200
Roseville, CA 95678
Office: 916.788.4992 | Mobile: 925.628.6196
Fax: 916.788.0600
brendan.ottoboni@psomas.com

The Psomas Team looks forward to continuing our excellent working relationship with the City of Winters and we thank you for the opportunity to propose. Please do not hesitate to contact me should you have any questions or comments

Sincerely,

PSOMAS



Brendan Ottoboni, PE, QSP

# FIRM OVERVIEW

PSOMAS

**LOCAL OFFICES**

1075 Creekside Ridge Drive
Suite 200
Roseville, CA 95678

48 Hanover Lane
Suite 3
Chico, CA 95973

11661 Blocker Drive
Suite 200
Auburn, CA 95603

3550 Watt Avenue
Suite 140
Sacramento, CA 95821

Dedicated to balancing the natural and built environment, Psomas provides sustainably engineered solutions to public and private sector clients. As a full-service consulting firm, we help our clients create value by planning, designing, and delivering complex projects.

Markets served include transportation, water, site development, and energy with the following services offered:

- Construction management
- Civil engineering
- Site development engineering
- Transportation and traffic engineering
- Structural engineering
- Land surveying and geospatial services including use of drones, 3D laser scanning and subsurface utility locating
- Water and wastewater engineering
- Environmental planning and resource management
- Land planning and urban design
- Land use entitlements
- GIS consulting

Psomas is a recognized leader and longtime proponent of environmental, social, and economic sustainability and brings a truly holistic approach to our practice and our projects. A founding member of the Institute for Sustainable Infrastructure (ISI), Psomas is committed to promoting a progressive standard of sustainability in both design and through company policy. We currently have over 100 staff who are ENV SPs (Envision Sustainability Professionals through ISI) and/or LEED APs.

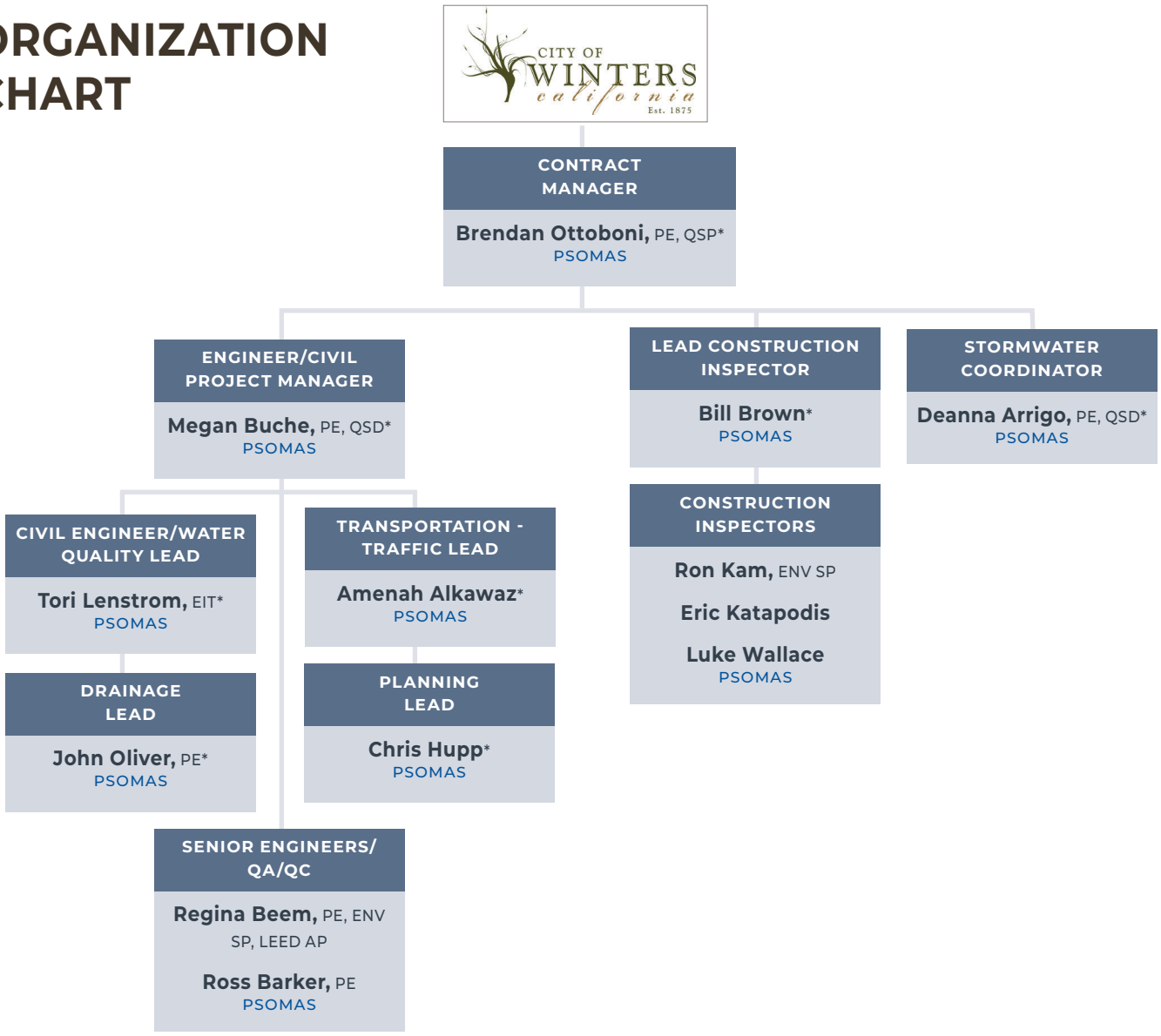
The cornerstone of our business approach is to first focus on our clients' long-term needs and then direct our strategic growth accordingly. Our core strength is our multi-disciplined teams of experts—top-notch staff who produce award-winning projects for our clients through innovation, creativity, and cutting-edge technical expertise.

Founded in 1946, Psomas provides services from offices throughout California, Arizona, and Utah.

# PROPOSED STAFFING

Psomas is able to respond immediately to meet with the City and provide quality plan check review. Our experienced team, led by Contract Manager Brendan Ottoboni, is referenced in the Organization Chart below.

## ORGANIZATION CHART




*Key Personnel

# QUALIFICATIONS AND EXPERIENCE

Psomas recognizes that the success of a project depends heavily on staff capabilities, effective project management and communication. We assure you that the appropriate talent and physical resources are committed to every project. Resumes of our committed staff have are provided in the resumes section.

## References

At Psomas, we feel that our attentiveness and responsiveness to our clients is one of the services we provide that sets us apart from our fellow consultants. We encourage you to contact our references who will attest to the high-quality services that we have provided on similar projects.

| Psomas Reference Contacts | |
|---|---|
| **Stefanie Kemen**<br>*Senior Civil Engineer*<br>City of Roseville<br>916.774.5339<br>SKemen@roseville.ca.us | **Karyn Boulais**<br>*Project Manager*<br>Placer County<br>530.886.4971<br>KBoulais@placer.ca.gov |
| **Mike Selling, PE**<br>*Director of Public Works*<br>City of Galt<br>209.366.7260<br>mselling@ci.galt.ca.us | **Chris Ciardella, PE**<br>*City Engineer*<br>City of Auburn<br>530.823.4211<br>cciardella@auburn.ca.gov |
| **Project Manager (Brendan Ottoboni) Reference Contacts** | |
| **Matt Johnson**<br>*Senior Development Engineer*<br>City of Chico<br>530.879.6910<br>Matt.johnson@chicoca.gov | **Joshua Pack**<br>*Director of Public Works*<br>Butte County<br>530.538.7681<br>Jpack@buttecounty.net |

# City of Roseville On-Call Construction Management & Inspection Services

Roseville, CA | City of Roseville

Psomas was selected repeatedly by the City of Roseville to provide on-call construction management and inspection services for various capital improvement and land development projects. Our on-call inspection contract with the City included tasks for the Public Works Department, CIP Inspection for the Oak Street Roundabout, encroachment permit inspection of various development projects in West Roseville, and multiple sewer and water projects for the Environmental Utilities Division.



*West Roseville Specific Plan - Aerial of Residential Development Area*

Our duties have primarily encompassed field inspection services for the engineering department, land development department, and the environmental utilities division. In some cases, our project involvement also included full project management, including pre-construction documentation, meetings, schedule review, submittals, RFIs, material testing coordination, and final completion and acceptance documentation.

The City recently split their Public Works On-Call Contract into two contracts: one with Public Works and one with Redevelopment Services. Psomas has been selected and provided construction management services for both Redevelopment Services and Public Works.

A few key assignments include:

- 2019 ADA Ramps Project
- 2017 Pedestrian Improvements Project
- Oak Street Roundabout
- 2019 Annual Resurfacing Project
- Roseville Road Safe Routes to School
- Washington Boulevard Concrete Pavement Rehabilitation
- Vernon Street Parking Structure Methacrylate
- Blue Oaks Boulevard Segment 2 Bridge

# City of West Sacramento Construction Inspection for Various CIP & Private Projects

West Sacramento, CA/City of West Sacramento

Psomas has provided engineering services for the City of West Sacramento in different forms, including, but not limited to engineering design, survey, construction management, and development services support.

In recent years, development activity in West Sacramento has been busy; therefore, Psomas has provided our support services to help augment existing City of West Sacramento staff. Psomas assisted with various needs required by the City of West Sacramento.



*City of West Sacramento Aerial Image*

Psomas services included map checking, subdivision improvement plan checks, lot line adjustments, and construction inspection services. Psomas' support was to safeguard private development improvements are built to City standards, which are ultimately accepted and owned by the City.

Key projects include:

- Liquid Chlorine Conversion Project
- Bridge District Water Storage Facility & Park
- Carlin Tank & Pump Station
- Jefferson Boulevard Widening
- Bridgeway Lakes II Water Tank & Booster Pump Station
- Southport Pump Station, Force Main & Gravity Sewer (design-build)
- Raley Field Baseball Stadium
- Riverfront Promenade and Trails Project (a.k.a. West Sacramento River Walk)
- West Sacramento Riverfront Development
- Mike McGowan Bridge (formerly Pioneer Bluff Bridge)
- Main Drain Pump Station
- Rivers Tank and Pump Station Project



**REGISTRATION**

2013/CA/Professional Engineer/Civil/81916

**EDUCATION**

2008/BS/Civil Engineering/ California State University, Chico

2006/AA/General Education/Diablo Valley College

**CERTIFICATIONS**

Qualified SWPPP Practitioner/California Stormwater Quality Association/24786

**EXPERIENCE**

With Psomas for less than 1 year; with other firms for 13 years

# Brendan Ottoboni, PE, QSP

Contract Manager

Brendan Ottoboni is a registered professional engineer with over 14 years of experience in the field of civil engineering and construction engineering. Starting off his career, Brendan gained valuable experience working for a general engineering contractor in the Bay Area, for Gordon N. Ball, Inc. for approximately four years. Projects varied from roadways, box culverts, retaining wall structures, pedestrian bridges, vehicular bridges, mass grading and underground utilities (sewer, storm water, water line installations). After that, Brendan entered the construction management ranks, working as an Assistant Resident Engineer and Resident Engineer for Vali Cooper & Associates for three years, working mainly on Caltrans projects as an inspector for various projects, as well as Resident Engineer on several City of Chico projects. Subsequently, he then joined the public sector side at the local government level, functioning as the Director of Public Works – Engineering for the City of Chico for just over six years. As Director, Brendan oversaw all facets of engineering tasks, including, but not limited to the approximately $50 million per year Capital Improvement Program (PE, ROW & CON phases for roads, bridges and underground utility projects), traffic engineering, sewer and stormwater engineering and development engineering. In the role as Director, Brendan oversaw all facets of public infrastructure design, environmental compliance, right-of-way and construction.

## Experience

**2022 City of Chico Citywide Valley's Edge Special Planning Area Sewer Coordination** – Chico, CA: Provide the City of Chico staff augmentation support on this large, master planned Special Planning Area (SPA) specifically focusing on sewer capacity demands and tie-in into existing sewer system.

**Butte County Public Works, Development Services and Staff Augmentation (2021 – Present)** – Oroville,CA: Provide Butte County Public Works with as-needed (approximately 4-12 hours per week) assistance/staff augmentation in the development review processes. Two vacant Assistant Director positions are open and being recruited, therefore Brendan was reached out to and has assisted in this role, overseeing County staff and development processes for completeness, accuracy with conditions of approval and compliance with County Codes.

**2015 – 2021 - City of Chico Director of Public Works/City Engineer** – Chico, CA: Function as City of Chico Director of Public Work – Engineering and City Engineer, overseeing development engineering functions, including but not limited signing of Vesting Tentative Subdivision Maps, dedication of rights-of-way, coordination of infrastructure requirements and frontage improvements necessary for new development projects within the entire City of Chico, presentations of Public Works requirements at Planning Commission and City Council meetings. Coordination of improvements with existing City capital projects to ensure seamless transition and tie-in to planned future improvements by the City. Updated the City of Chico Development Impact Fee (DIF) program and ensured correct assessment of DIF onto new projects.



**REGISTRATION**

2013/CA/Professional Engineer/Civil/82398

**EDUCATION**

2019/BS/Civil Engineering/ California Polytechnic State University, San Luis Obispo

**CERTIFICATIONS**

Qualified SWPPP Developer/California Stormwater Quality Association/

**PROFESSIONAL AFFILIATIONS**

Society for Marketing Professional Services

**EXPERIENCE**

With Psomas for 1 years; with other firms for 10 years

# Megan Buche, PE, QSD

City Engineer/Project Manager

Megan Buche has 11 years of civil engineering experience in planning, design, construction administration services for market segments including K-12 schools, higher education, civic, commercial, and transportation projects. Megan has been responsible for preparing and reviewing civil engineering design calculations, reports, master plans, improvement plans, engineering estimates, specifications, SWPPP and water quality management plan documentation.

## Experience

**Granite View Development - Squaw Valley –** Olympic Valley, CA: Senior Project Engineer for this 150,000 GSF (approx.) building located on a 7.82 parcel adjacent to Squaw Valley Road. The civil scope will include a civil site plan, grading plans, utility plans, a drainage report, and a storm water quality plan.

**Palisades Tahoe –** Olympic Valley, CA: Senior Project Engineer for this project which includes approximately 1,000 units and 400,000 SF of commercial space. The scope of work included road improvements, site grading, sewer design including phasing of offsite improvements, laying out 10,000 LF of waterline and storm drain for the proposed development.

**Squaw Valley B2B Gondola Design –** Olympic Valley, CA: Senior Project Engineer for this current $60M project establishing a gondola from the base at Squaw Valley Ski Resort to the base at Alpine Meadows Ski Resort. Services provided include design level topographic mapping, boundary surveys, staking layout surveys for access roads and gondola alignment, detailed control surveys for angle station design, and planimetric surveys at proposed base station locations.

**Palisades Tahoe Phase II –** Olympic Valley, CA: Assistant Project Manager on the future site development improvements for Squaw Valley East Parcel and the Squaw Valley Village located within Olympic Valley in the unincorporated area of Placer County.

**Zero Emissions Bus Depot Project –** Roseville, CA: Assistant Project Manager and Civil Engineer working with the City of Roseville to develop a zero emissions bus and fleet parking lot. Specific responsibilities include coordination with design team on equipment location placement, grading and utility design, stormwater management design and construction plan documentation.

**PG&E Gas Operations Technical Training Center –** Winters, CA: Project Civil Engineer working with the architect and construction management team to develop the existing field into a training campus. Specific responsibilities included coordination with the City of Winters on offsite improvements; coordination with Caltrans for encroachment permit; grading design, utility design, stormwater treatment detention system; erosion control plan; and construction administration.



**EDUCATION**

2015/BS/Civil Engineering/
University of California,
Davis

**CERTIFICATIONS**

Engineer-in-Training/155567

**EXPERIENCE**

With Psomas for 1 years;
with other firms for 6 years

# Victoria Lenstrom, EIT

## Civil Engineer/Water Quality Lead

Tori Lenstrom earned her degree in Civil Engineering from the University of California, Davis. She worked in the commercial construction industry for over six years learning constructability, sequencing, and budgeting working on numerous projects from renovations to ground up. Tori transitioned to Civil Design Engineering and has experience on ski resort projects, multi-family parking renovations, and large custom home developments. The conjunction of both a construction and design mind allows Tori to make informed decisions to move forward and progress in projects. Her excellent communication skills and attention to detail lead to successful projects in a team-oriented environment.

## Experience

**Squaw Valley B2B Gondola Design –** Olympic Valley, CA: Design Engineer for this current $60 million project establishing a gondola from the base at Squaw Valley Ski Resort to the base at Alpine Meadows Ski Resort. Services provided include design level topographic mapping, boundary surveys, staking layout surveys for access roads and gondola alignment, detailed control surveys for angle station design, and planimetric surveys at proposed base station locations. Tori is responsible for design and construction assistance for the Squaw Valley Base to Base Gondola including utility design for storm drain, sewer, water and snow melt, grading, new paths of travel, temporary and permanent BMPs, parking lot rework and ADA upgrades.

**Palisades Tahoe Phase II –** Olympic valley, CA: Design Engineer on the future site development improvements for Squaw Valley East Parcel and the Squaw Valley Village located within Olympic Valley in the unincorporated area of Placer County.

**Squaw Valley Plaza Connection Design –** Olympic Valley/Placer, CA: Design Engineer to develop the existing pavement and lawn area between the Funitel Building, Members Locker Room Building, and Gondola Base Station into a cohesive plaza that connects these existing buildings. The project includes the proposed hardscape, accessible path of travel, required utility relocations, and stormwater treatment measures.

**Boyd Road Parking Area Renovations –** Pleasant Hill, CA: Design Engineer for the design of the parking lot and sidewalk rework, including two new parking areas, a new public sidewalk around the apartments, new ADA paths of travel, storm drain tie-in and additional lines, pervious pavement drainage systems, curb and gutter for sidewalk and entrance rework, pavement markings for traffic direction, and parking stalls.

**Darkhorse Subdivision Development –** Nevada City, CA: Design Engineer for providing civil engineering design services, survey services, and project management.



**EDUCATION**

2019/MS/Transportation and Civil Engineering/ California State University, Sacramento

2011/BS/Surveying and Engineering/Engineering College, Baghdad, Iraq

**EXPERIENCE**

With Psomas for 2 years

# Amenah Alkawaz

Transportation - Traffic Lead

Amenah Alkawaz has in-depth knowledge of software related to traffic design such as HCS, SYNCHRO. She has hands on experience with AutoCAD, Civil 3D and ArcMap GIS, and knowledge in HDM, HCM and MUTCD.

## Experience

**Blythe Border Protection Station (BPS) - PA&ED, PS&E, SDC –** Blythe, CA: Civil Engineer responsible for completing the Preliminary Approval and Environmental Document (PA&ED) and various aspect of the Plans, Specifications, and Estimate (PS&E) phases for the project. Services include preparation the Environmental Impact Report / Environmental Assessment (EIR/EA) for the traffic forecasts and operations analysis. During the project approval phase, services include preparation the Project Report (PR), including all supporting technical studies (NADR, SWDR, Risk Register, TMP, and drainage report). The improvements include new construction of Blythe Border Protection Station, East Hobson Way westbound on- and off-ramp realignmment.

**Palmdale Boulevard/SR-14 Interchange Improvements –** Palmdale, CA: Civil Engineer for the preparation of a Project Initiation Document (PID), including Project Study Report (PSR) and Project Development Support (PDS), PA&ED, and PS&E.

**North 12th Streetscape –** Sacramento, CA: Civil Engineer for the PS&E for the North 12th Streetscape Project. The project constructs a new sidewalk on the eastern side of North 12th Street between Ahern Street and North B Street. Other key issues addressed include upgrading ADA curb ramps, drainage improvements, and aesthetic pedestrian barriers to separate pedestrians from the adjacent RT tracks. The project requires coordination with adjacent on-going development projects due to the overlap in project limits to minimize throw-away costs.

**Quail Crossing Extension - Phase 2 Design –** Town of Sahuarita, AZ: Civil Engineer for this project which includes the construction of a 1.2-mile extension of Quail Crossing Boulevard (QCB) from Old Nogales Highway to the Juan Bautista de Anza Trailhead, crossing the Santa Cruz River. The new roadway will tie into the existing QCB intersection at Old Nogales Highway, the east leg of which includes an at-grade crossing of the Union Pacific Railroad (UPRR).

**Palisades Tahoe –** Olympic Valley, CA: Civil Engineer for this project which includes approximately 1,000 units and 400,000 SF of commercial space. The scope of work included road improvements, site grading, sewer design including phasing of offsite improvements, laying out 10,000 LF of waterline and storm drain for the proposed development.



**REGISTRATION**

2011/AZ/Professional Engineer/Civil/52015

**EDUCATION**

2006/BS/Civil Engineering/ University of Arizona

**CERTIFICATIONS**

Envision Sustainability Professional/Institute for Sustainable Infrastructure/

ASFPM Certified Floodplain Manager/US-07-02470

LEED Accredited Professional/U.S. Green Building Council/

**EXPERIENCE**

With Psomas for 13 years; with other firms for 4 years

# John Oliver, PE

## Senior Project Engineer - Drainage Lead

John Oliver has 17 years of experience in the field of water resources. He currently serves as the project engineer on the water resources team and provides technical expertise for transportation and development projects. His experience includes cross drainage analysis and design, erosion protection design, stormdrain planning and design, and the preparation of watershed and floodplain studies. He is proficient in the use of numerous hydrologic and hydraulic analysis computer programs including PC-Hydro, HEC-HMS, XPSWMM, HY-8, Culvertmaster©, Flowmaster©, HEC-RAS and Flo-2D. He has prepared calculations and reports for a wide variety of roadway and development projects and has encountered numerous unique challenges requiring unique solutions.

## Experience

**Dry Creek Greenway Bike Trail – Roseville, CA:** Drainage Engineer for this 4.25-mile trail along Dry Creek, Cirby Creek, and Linda Creek for the City of Roseville. Psomas was responsible for project management, preliminary engineering, feasibility analysis, public outreach, and hydrology/hydraulic and floodplain analyses. The project included seven bridge crossings and numerous retaining walls where the proposed trail passes under existing structures.

**City of Benson Master Drainage Study – Benson, AZ:** Drainage Engineer for this effort, which consisted of Master Drainage Study for a portion of the City which was funded a through Community Development Block Grant (CDBG) funding. The purpose of the study was to define the existing drainage conditions, identify those areas with a propensity for flooding which significantly impacted public infrastructure and private property, and develop alternatives for the mitigation of flooding in these areas.

**Cortaro Farms Road, Camino de Oeste to Thornydale – Pima County, AZ:** Drainage Engineer for the final design to widen a 1.5-mile stretch of arterial road in northwest Tucson. The project team developed plans to widen Cortaro Farms Road from two to four lanes, add cross drainage and storm drain to mitigate drainage concerns in the corridor, add extensive sound walls for noise mitigation, and add pedestrian safety improvements, including a HAWK signal. Psomas is designing to current standards and incorporate value engineering measures that will reduce earthwork and storm drain costs.

**Centennial - EIR Studies Reports – Tejon Ranch, CA:** Drainage Engineer for a new development to be built on 6,000 acres of an 11,700-acre site. Plans include 23,000 homes, a business district, schools, libraries, retail, entertainment, recreation centers and medical facilities to be built over 20 years. 5,500 acres will be devoted to open space.

**Lomas de Oro Subdivision Flood and Erosion Protection – Oro Valley, AZ:** Project Engineer on this effort, which included a Basis of Design Report (BDR) and formal construction documents for 3,200 LF of gabion bank protection to mitigate lateral bank migration issues. The BDR included floodplain mapping using HEC-RAS and FLO-2D, scour analysis to determine gabion toe-down depths, sediment transport analysis, and 30% concept plans.



**EDUCATION**

2020/MA/Sustainable Transportation and Livable Communities/University of Washington

2017/BS/Urban Ecology/ University of Utah

**CERTIFICATIONS**

Sustainable Transportation Professional/ Greenroads/0000318

Envision Sustainability Professional/Institute for Sustainable Infrastructure/

**PROFESSIONAL AFFILIATIONS**

Urban Land Institute

American Planning Association - Utah Chapter

**EXPERIENCE**

With Psomas for 6 years; with other firms for 1 year

# Christopher Hupp, ENV SP, STP

Land/Transportation Planner Lead

Chris Hupp has completed numerous community development, sustainable land use, urban design, and public engagement projects totaling over 100,000 acres in Utah. Chris is experienced in land use and active transportation planning, site and master planning, rural planning, transfer of development rights programs, open space corridor design, scenario planning, land use modeling, visioning, public facilities planning, 3D illustrative graphics, public engagement, and social media campaigns.

## Experience

**California Department of General Services, Fairview Developmental Center –** Costa Mesa, CA: Land Planner providing civil engineering and surveying services in support of DGS's evaluation of future uses of the facility. Scope of services included aerial topographic mapping, ALTA survey, record of survey, review of available record drawings, traffic studies, hydrology study, evaluation of projected demands and available capacity of existing facilities to serve them, and preparation of land use and infrastructure master plans. As part of the project, modeling of the proposed backbone domestic/fire and sanitary systems were completed.

**Bowman's Arrow - West Jordan Property Planning / Engineering –** West Jordan, UT: Land Planner for planning and surveying services including topographic, ALTA, and boundary surveying. Planning encompassed due diligence, land use, entitlement, site planning, open space programming, trail design and network, theming, wayfinding, and landscape architecture. The engineering services provided were land development, grading and erosion control, utility, and water.

**American Fork Block Plan and Lot Plan –** American Fork, UT: Project Manager for appraising the draft American Fork Form-Based Code for the Fork Transit-Oriented Development Area to protect the character and existing and projected vision and growth of the area. Tasks included designing four blocks within the American Fork Transit-Oriented Development to help refine and give context to the form-based code by creating several models and conceptual layouts.

**Copper Rim Master Plan, Area Study, and Entitlement –** West Jordan, UT: Land Planner for the planning of this 211-acre Master Planned Community in rapidly growing West Jordan City. This development runs along the Mountain View Corridor, and has significant topographic challenges. Psomas updated the plan to be more community-oriented as well as economically sound for the developer of the project.

**Teguayo Community Plan –** Saratoga Springs, UT: Project Manager for this 737-acre Master Planned Community located in Utah County on the western shore of Utah Lake. The first planning principle for Teguayo is “allow the land to dictate community structure and intensity of land use”. The project includes 4,360 equivalent residential units, a retail center, mixed use, a middle school, an elementary school, three church sites, multiple parks, a large community center, and miles of interconnected trails.



**REGISTRATION**

2003/AZ/Professional Engineer/Civil/40206

**EDUCATION**

1998/BS/Civil Engineering/ University of Arizona

**CERTIFICATIONS**

Envision Sustainability Professional/Institute for Sustainable Infrastructure/

LEED Accredited Professional/U.S. Green Building Council/

**PROFESSIONAL AFFILIATIONS**

Building Insight, Leadership & Development Association

**EXPERIENCE**

With Psomas for 21 years; with other firms for 2 years

# Regina Beem, PE, ENV SP, LEED AP

## Team Leader, Engineering

Regina Beem's specialty is in civil site engineering. In her position as Team Leader/Senior Project Manager she is responsible for client coordination, planning, and design of projects for developers and public agencies; compiling proposals; project quality control; and managing and coordinating a staff of engineers, and designers. She also maintains project schedules and budgets.

Regina's experience with land development projects including residential subdivisions and commercial developments throughout Southern Arizona have made her knowledgeable of local design standards, as well as review and permitting procedures. As a review engineer for the City of Benson and Towns of Marana and Sahuarita, as well as the previous employment experience with the City of Sedona, she has gained valuable experience coordinating with both private entities and public agencies.

Psomas' plan review process checks for consistency with codes, standard practices and techniques, plan constructability, accuracy of quantities, existence of potential conflict and ambiguities in the plans.

## Experience

**City of Tucson Engineering Plan Review Services –** City of Tucson, AZ: Project Manager responsible for the coordination of development reviews and review of other consulting engineers' work for the City. The reviews consist of documents such as tentative plats, final plats, development plans, grading plans, paving plans, water and sewer plans, landscape plans, legal descriptions, development agreements, and drainage and geotechnical reports.

**Town of Marana Development Review Services –** Marana, AZ: Project Manager responsible for the on-call contract with the Town of Marana to provide development review services. Psomas' expertise in land development is useful for these reviews, which include tentative and final plats; development, grading, paving, water and sewer, and landscape plans; legal descriptions; development agreements; and drainage and traffic reports; among others. As an example Marana contracted with Psomas to assist in the review of the Preliminary Block Plat and Hydrology Report for The Villages of Tortolita a development of more than 5,000 residential units and associated commercial, recreation, and educational uses.

**Town of Sahuarita Review Consultant –** Sahuarita, AZ: Project Manager responsible for coordination of development reviews conducted for the Town. The reviews consisted of documents such as tentative and final plats, development, grading, paving, water and sewer, and landscape plans; legal descriptions; development agreements; drainage and traffic reports, among others.

**City of Benson On-Call Civil Engineering and Development Reviews –** Benson, AZ: Civil Engineer responsible for the coordination of development reviews and review of other consulting engineers' work for the City. The reviews consisted of documents such as tentative plats, final plats, development plans, grading plans, paving plans, water and sewer plans, landscape plans, legal descriptions, development agreements, and drainage and traffic reports.



**REGISTRATION**

1981/CA/Professional Engineer/Civil/32799

**EDUCATION**

1972/BS/Civil Engineering/ Queensland Institute of Technology, Brisbane, Australia

**PROFESSIONAL AFFILIATIONS**

Los Angeles Headquarters Association

American Council of Engineering Companies

American Society of Civil Engineers

American Public Works Association

**EXPERIENCE**

With Psomas for 40 years; with other firms for 7 years

# Ross Barker, PE

## Senior Engineer

Psomas Vice President Ross Barker has 47 years of civil engineering management and infrastructure design experience for municipal, transportation, and residential and commercial land development projects from the earliest concept and planning stages through the final design and construction including utility systems, grading, drainage, circulation and flood and stormwater control. For the past 15 years, Mr. Barker has been at the forefront of sustainable and environmental design as they apply to infrastructure design and construction. He has worked successfully with architects, developers, and planners to effectively integrate sustainable design practices. He was the civil engineer for two national GSA design-build competitions in California, both receiving the USGBC LEED Platinum certification for their use of innovative technology sustainability.

## Experience

**The Commons –** Calabasas, CA: Project Manager for the 24-acre, mixed-use development bordering on Old Town Calabasas that includes retail shops, restaurants and a movie theater. The project required detailed drainage analysis to comply with the existing discharge requirements of Los Angeles County. While adhering to the project's fast-track schedule, managed the preliminary engineering, final plans and the daily construction support.

**Topaz Ranchero –** Hesperia, CA: Principal-in-Charge for the development of 312 lots associated with 220-acre site of Topaz Ranch in the City of Hesperia. Psomas' services include project research and due diligence, aerial topography, construction survey, preliminary site mix plot plan, model site base plan, final development base plan, sewer area study, planning exhibits and application, planning phase submittal and processing, management, and coordination.

**Copper Hill Drive Public Improvements –** Valencia, CA: Principal-in-Charge for the design of Copper Hill Drive to widen the road from a two-lane rural road section to a four-lane secondary highway that complies with Los Angeles County highway design requirements. The road segment was approximately 5,800 feet long and involved highway design, storm drain design, signage and striping design, street lighting and traffic signal improvements for three intersections and enhanced parkway areas and grading design for modification of adjacent slope conditions. Psomas provided quantities and construction cost estimates, engineering support during construction of the project and prepared Record Drawings at completion of construction.

**Stormwater Quality, Caltrans –** Southern California, CA: Principal-in-Charge/Project Manager actively involved in this program and participated in both the development and review of the overall document. Because of his background in highway planning, design and construction, worked closely with team members to develop, evaluate and select BMPs for incorporation into the SWMP. Part of this effort required research, documentation, and companion of existing BMPs and other storm water management practices already in use by Caltrans.



**TRAINING**

OSHA 10-hour Safety

**EXPERIENCE**

With Psomas for 8 years; with other firms for 32 years

# Bill Brown

## Lead Construction Inspector

Bill Brown has more than 40 years of construction experience in construction and construction inspection, focused on public works projects. He has thorough knowledge of all safety issues in telecom industry; including traffic control and sign placement, and shoring requirements in underground construction. Bill is also knowledgeable and experienced with right-of-way easements, as well as all levels of permit acquisition and compliance.

## Experience

**City of Sacramento On-Call Construction Management & Inspection Services –** Sacramento, CA: Construction Inspector for open-end contracts for construction management and inspection services. These projects have included storm drain detention basins, pump stations, water treatment plant improvements, storm drain pipelines, sewer pipeline replacements, and waterline improvements in Downtown Sacramento. Bill is currently involved with the Cured-in-Place Sewer Rehabilitation project.

**City of Sacramento, Department of Utilities On-Call Construction Management & Inspection Services –** Sacramento, CA: Construction Inspector for this open-end contract for inspection services. Services were provided for sewer, water, and drainage utilities throughout the City. Projects included numerous sewer replacement projects in Downtown Sacramento. Bill is currently involved with the Cured-in-Place Sewer Rehabilitation project.

**City of Sacramento On-Call Construction Inspection Services –** Sacramento, CA: Construction Inspector for water main relocation projects performed in advance of water meter installation projects. A majority of the water main relocations are occurring in residential back yards or in sensitive streets in the downtown Sacramento area. Duties include public relations with residents, coordination with City of Sacramento agencies, construction inspection, daily reporting of activities and contractor personnel, tracking of quantities and materials and contractor progress, and coordination material testing and start-up testing. Project work also included roadway reconstruction, trench work, sidewalk removal and replacement, and HMA placement.

**EchoWater Biological Nutrient Removal (BNR) Facility Project –** Elk Grove/Sacramento, CA: Construction Inspector on this $420 million project for Sacramento Regional County Sanitation District (SRCSD) that will remove nearly all the nitrogen from the treated water, up to 206 MGD. The BNR consists of eight 25-foot deep serpentine basins and has a footprint of nearly 20 acres. The facility includes a pump station that delivers the primary effluent to the BNR, an aeration blower building with six blowers, four electrical buildings, and a chemical storage and delivery facility.



**REGISTRATION**

2016/CA/Professional Engineer/Civil/86588

**EDUCATION**

2013/BS/Civil Engineering/ California State University, Sacramento

**CERTIFICATIONS**

Qualified SWPPP Practitioner/California Stormwater Quality Association/CBPELSG

Construction Manager in Training/Construction Management Association of America

**EXPERIENCE**

With Psomas for 2 years; with other firms for 9 years

# Deanna Arrigo, PE QSD, CMIT

## Stormwater Coordinator

Deanna Arrigo has 11 years of experience and progressive responsibility in providing construction inspection and civil engineering services. Qualifications include hands-on field inspection, construction management, and administration of local, state, and federal public works projects. Additional skills comprise of support in preparation and delivery of technical reports, approval documents, and project pursuits. Background also contains civil engineering tasks such as quantities, cost estimating, utility coordination, storm water management and drainage design. Familiar with the Caltrans Standard Specifications, Construction Manual and Local Assistance Procedures Manual, as well as the Caltrans Standard File Management System.

## Experience

**Placer County On-Call Construction Management & Inspection Services –** Placer County, CA: SWPPP Specialist for on-call construction management and inspection services for various Capital Improvement Projects and Land Development projects within Placer County. Psomas was selected on a continuing basis by Placer County to provide on-call construction management and inspection services for projects within both East and West Placer County for a 15 year period. Services ranged from full contract administration to field inspection. This is a direct reflection of a high level of client satisfaction due to our commitment to consistently providing quality services to our clients.

**Caltrans District 3 –** Various Locations, CA: Construction Stormwater Coordinator providing technical expertise and advice, engineering support, plan and specification reviews, and constructive feedback to Resident Engineers (REs), Designers, and Contractors regarding water pollution prevention laws, regulations, risk management, and Best Management Practices (BMPs) for Caltrans District 3. Assist REs with reviews of Contractor-submitted Storm Water Pollution Prevention Plans (SWPPPs) for conformance with NPDES and Caltrans Construction General Permit (CGP) requirements. Inspect construction sites on a regular basis to assess effectiveness of water pollution control measures and advise REs of necessary changes to be implemented in order to maintain permit compliance. Function as the Liaison between the RE and the Regional Water Quality Control Board (RWQCB). Design, collaborate, and implement new systems, standards, and review processes for consistency throughout the Caltrans North Region. Train, mentor, and deploy incoming construction stormwater staff. Manage task order budget, staffing, and scheduling for approximately 50 active construction jobs throughout the district, and act as the link between the client and the Project Manager.

# WORK HOURS/FEE ESTIMATE

## CITY OF WINTERS
### DEVELOPMENT SERVICES SUPPORT

| Classification | Name | Hours | | Initial Hourly Rate | Total |
|---|---|---|---|---|---|
| Contract Manager / Project Manager | Brendan Ottoboni | 60 | @ | $ 224.91 | $ 13,495 |
| City Engineer / Project Manager | Megan Buche | 40 | @ | $ 185.00 | $ 7,400 |
| Construction Inspector | Bill Brown | 60 | @ | $ 155.00 | $ 9,300 |
| Stormwater Coordinator (Construction) | Deanna Arrigo | - | @ | $ 201.85 | $ - |
| Civil Engineer Plan Check Lead | Tori Lenstrom | 32 | @ | $ 130.00 | $ 4,160 |
| Transportation / Traffic Engineer Lead | Amenah Alkawaz | 16 | @ | $ 130.00 | $ 2,080 |
| Drainage Lead | John Oliver | 32 | @ | $ 175.00 | $ 5,600 |
| Planning Lead | Chris Hupp | 8 | @ | $ 160.00 | $ 1,280 |
| Senior Engineer - QA/QC | Regina Beem | 6 | @ | $ 220.00 | $ 1,320 |
| | | | | Subtotal Direct Labor Costs | $ 44,635 |
| | | | | | $ 44,635 |

**OTHER COSTS**

| | |
|---|---|
| Vehicles (Included in Overhead) | $ - |
| Field Equipment and Supplies | $ - |
| Office Supplies | $ - |
| Travel (Source Inspection) | $ 600 |
| Miscellaneous Expenses | $ - |
| | $ 600 |

**TOTAL COST (9-Month Estimate for NTE contract)** **$ 407,113**

*** Estimate includes an estimated 3-4 reviews per month on average. Actual costs incurred will reflect work performed at the request of the City of Winters for various development services and applications.




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