Winters Regular Council Meeting

Tuesday, April 5, 2022 @ 6:30 PM
AGENDA

Members of the City Council

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

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. Proclamation Recognizing Child Abuse Prevention Month
      Staff_Report_Child_Abuse_Prevention_Month
      Child_Abuse_Prevention_Month_Proclamation
   B. Resolution No. 2022-28 Renewing Authorization and Making Findings and Determinations Under AB 361 for Continued Virtual Meetings.
      Staff_Report_Renewal_AB361
      Att1_Resolution2022_28
      Att2_Yolo_County_Health_Officer_Memo_re_Remote_Meetings
   C. Resolution 2022-29, Initiating Proceedings for the Annual Levy and Collection of Assessments Within the City of Winters City-Wide Maintenance Assessment District for Fiscal Year 2022/2023 and Ordering the Preparation of Annual Engineer's Report
      StaffReport_Resolution_Initiating_Proceedings
      Resolution_2022_29

7. PRESENTATIONS

8. DISCUSSION ITEMS

   A. Resolution No. 2022-27 Approving A Three-Year Pool Rental Agreement with

Solano Aquatic Sea Otters to Operate the Winters Swim Team and Provide Public Swim Lessons; and Approving Program Fees and Scholarships for Lower Income Winters Children Using the Swim Team Fund
StaffReport_SASO_Agreement
Att1_Resolution2022_27
Att2_Pool_Rental_Agreement_wSASO
Att3_ProgramRecap
Att4_2022_Swim_Team_Proposal
Att5_2022_Swim_Team_Budget
Att6_2022_Swim_Lessons_Proposal
Att7_2022_Swim_Lessons_Budget

B. Resolution 2022-31 City of Winters Fee Schedule Update
Staff_Report_for_Master_Fee_Schedule_Update_2022
Resolution2022_31_with_Exhibit_A

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

_____

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/.

CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Council Members

DATE: April 5, 2022

FROM: Kathleen Salguero Trepa

SUBJECT: A Proclamation Recognizing Child Abuse Prevention Month

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RECOMMENDATION:
Approve the attached proclamation recognizing April as Child Abuse Prevention Month

BACKGROUND:
The Yolo County Children's Alliance (YCCA) was founded as the Child Abuse Prevention Council (CAPC) of Yolo County in 2002 and for the past 20 years has continued to coordinate county-wide efforts to prevent and respond to issues of child abuse and neglect.

Locally, Yolo County's child abuse prevention efforts are fostered by the contributions of the following agencies and organizations: CommuniCare Health Centers, Empower Yolo, First 5 Yolo, West Sacramento Police Department, Yolo County CASA, Yolo County District Attorney's Office- Multi-Disciplinary Interview Center, Yolo County HHSA, Yolo County Office of Education, and Yolo County Probation. The Child Abuse Prevention Council has requested that the City Council consider approving a proclamation of the City of Winters recognizing the month of April, as Child Abuse Prevention Month.

FISCAL IMPACT:
None.

ATTACHMENT:
Child Abuse Prevention Month Proclamation

A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF WINTERS
RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH

WHEREAS, child abuse and neglect continue to pose serious threats to our nation's children; and

WHEREAS, Adverse Childhood Experiences (ACEs), such as physical, emotional, and sexual abuse, neglect, and parental stress or illness, can have short- and long-term outcomes, including a multitude of health and social problems; and early evidence-based prevention and intervention efforts are less costly than trying to fix the adverse effects of child maltreatment, both in human and financial terms; and

WHEREAS, at the start of the pandemic, children had decreased access to mandated reporters, such as teachers and medical providers. Thus, it is important to note that even more children in Winters may have experienced abuse and/or neglect in 2020; and

WHEREAS, Winters is fortunate to have people and organizations who work to bring awareness to this issue and who help children and families dealing with abuse and neglect. Community-based prevention services can strengthen families and reduce the likelihood of child abuse and neglect; and

WHEREAS, the Yolo County Children's Alliance (YCCA) was founded as the Child Abuse Prevention Council (CAPC) of Yolo County in 2002 and for the past 20 years, has continued to coordinate county efforts to prevent and respond to child abuse and neglect. Yolo County's child abuse prevention efforts are fostered by the contributions of the following agencies and organizations: CommuniCare Health Centers, Empower Yolo, First 5 Yolo, West Sacramento Police Department, Yolo County CASA, Yolo County District Attorney's Office-Multi-Disciplinary Interview Center, Yolo County HHSA, Yolo County Office of Education, and Yolo County Probation; and

WHEREAS, prevention can only be accomplished if we, both as a City and a County, take responsibility to offer parents and families the support and tools they need to provide healthy, nurturing homes for their children.; and

WHEREAS, Winters residents are encouraged to support child abuse prevention activities in their communities by joining the new CAPC campaign **Building Youth Resilience**, which engaged and empowered youth to directly inform the process of curating a resource guide. Building Youth Resilience provides resources for youth and their parents/caregivers to promote resilience, self-care and personal growth; and

NOW, THEREFORE BE IT PROCLAIMED that the City Council of the City of Winters does hereby proclaim April 2022 as "Child Abuse Prevention Month" in the City of Winters and encourages other entities and institutions to recognize Child Abuse Prevention Month. Additionally, the City of Winters will commit itself to take responsibility to nurture and protect our children and help ensure they become healthy and productive adults.

PASSED AND ADOPTED by the City Council of the City of Winters, this 5th day of April, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Councilmember Harold Anderson

Councilmember Pierre Neu

Mayor Pro Tem Bill Biasi

Mayor Wade Cowan

Councilmember Jesse Loren

CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers

DATE: April 5, 2022

FROM: Kathleen Salguero Trepa, City Manager

SUBJECT: Resolution No. 2022-28 Renewing Authorization and Making Findings and Determinations Under AB 361 for Continued Virtual Meetings.

RECOMMENDATION:

Adopt Resolution No. 2022-28 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 2022-28
2. Yolo County Health Officer's Memo Regarding Remote Public Meetings

RESOLUTION NO. 2022-28

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 April 5, 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: April 5, 2022

FROM: Kathleen Salguero Trepa, City Manager

SUBJECT: Resolution 2022-29, Initiating Proceedings for the Annual Levy and Collection of Assessments Within the City of Winters City-Wide Maintenance Assessment District for Fiscal Year 2022/2023 and Ordering the Preparation of Annual Engineer's Report

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RECOMMENDATION:

Staff recommends the City Council adopt Resolution 2022-29 initiating the proceedings for the annual levy and collection of the annual assessments within the City of Winters City-Wide Maintenance Assessment District for Fiscal Year 2022-23 and ordering the preparation of the annual Engineer's Report.

BACKGROUND:

The assessments from the City's landscape maintenance district are used to maintain the City's parks, landscape areas, and electricity for street lighting. Under the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code, beginning with Section 22500 (hereinafter referred to as the "Act"), annual assessments levied after the District is formed must follow certain procedures. The City Council is required to take three distinct steps to proceed with the annual levy of assessments. First, the City Council must formally initiate the proceedings and direct the preparation of an engineer's report. Second, the City Council must take formal action to either approve or modify and approve the proposed engineer's report, formally declare its intention to provide for the annual levy of assessments and provide notice of a public hearing. Finally, the City Council must hold the public hearing and provide for the annual levy of assessments.

This item takes the first step in the annual assessment process. The City has retained Willdan Financial Services to prepare the Engineer's Report for Fiscal Year 2022/2023 and file it with the City Clerk in accordance with Streets and Highways Code Section 22623. The City Council will consider the second step – the approval of the proposed

engineer's report, a declaration of its intention to provide for the annual levy of assessments, and the noticing of a public hearing – at the May 17, 2022, City Council meeting.

ALTERNATIVES:
None. The City-wide Assessment provides critical ongoing funding for parks, landscape areas and streetlighting.

FISCAL IMPACT:
Last year the City-Wide Assessment provided approximately $215,000 or 78% of the annual cost of maintaining the facilities within the district. Costs adjust each year based on new areas that come online; revenues increase as new homes are occupied; however, the revenue generated by each house does not fully cover the cost of maintenance services.

ATTACHMENT:
Resolution 2022-29

RESOLUTION NO. 2022-29
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS, CALIFORNIA, INITIATING PROCEEDINGS FOR THE ANNUAL LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE CITY OF WINTERS CITY-WIDE MAINTENANCE ASSESSMENT DISTRICT FOR FISCAL YEAR 2022/23 AND ORDERING THE PREPARATION OF ANNUAL ENGINEER'S REPORT

WHEREAS, the City Council of the City of Winters, previously the City of Winters City-Wide Maintenance Assessment District (hereafter referred to as the "District"), pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the "Act"), that provides for levy and collection of assessments by the County of Yolo for the City of Winters to pay the maintenance and services of landscaping and all appurtenant facilities and operations related thereto; and,

WHEREAS, at this time the City Council desires to initiate proceedings pursuant to Chapter 3 of the 1972 Act to provide for the annual levy of assessments for the next ensuing fiscal year to provide for the annual costs for maintenance and servicing of improvements within the District; and

WHEREAS, the proceedings for the annual levy of assessments shall relate to the fiscal year commencing July 1, 2022, and ending June 30, 2023 ("Fiscal Year 2022/2023"); and

WHEREAS, the City Council has retained Willdan Financial Services for the purpose of assisting with the annual levy of the District, and to prepare and file an Engineer's Report with the City Clerk in accordance with Streets and Highways Code 22623.

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

Section 1. **Recitals.** The above recitals are all true and correct.

Section 2. **New Improvements or Substantial Changes in Existing Improvements.** No new improvements are proposed to be added to the improvements to be maintained or serviced and no substantial changes in the existing improvements are proposed to be made for Fiscal Year 2022/2023.

Section 3. **Annual Engineer's Report.** Willdan Financial Services is hereby ordered to prepare and file with this City Council an Annual Engineer's Report for the District relating to such annual assessment and levy in such District in accordance with the provisions of the Act, Article XIII D of the Constitution of the State of California ("Article XIII D") and the Proposition 218 Omnibus Implementation Act (Government Code Section 53750 and following) (the "Implementation Act") (the Act, Article XIII D and the Implementation Act are referred to collectively as the "Assessment Law").

Section 4. **Filing of the Annual Engineer's Report.** Upon completion, the Annual Engineer's Report for the District shall be filed with the City Clerk, who shall then submit the same to this City Council for its consideration pursuant to the Assessment Law.

PASSED, APPROVED, AND ADOPTED this 5th day of April 2022 by the following vote**.**

AYES:

NOES:

ABSENT:

ABSTAINED: CITY OF WINTERS:

_____

Wade Cowan, Mayor

ATTEST:

_____,

Kathleen Salguero Trepa, City Clerk

CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers

DATE:April 5, 2022

FROM: Kathleen Salguero Trepa, City Manager

SUBJECT: Resolution No. 2022-27 Approving A Three-Year Pool Rental Agreement with Solano Aquatic Sea Otters to Operate the Winters Swim Team and Provide Public Swim Lessons; and Approving Program Fees and Scholarships for Lower Income Winters Children Using the Swim Team Fund

RECOMMENDATION:

1. Adopt Resolution No. 2022-27 approving a three-year pool rental agreement with Solano Aquatic Sea Otters to operate the Winters Swim Team and provide public swim lessons; and
2. Approve 2022 program fees; and
3. Approve use of Swim Team Fund monies to fund a scholarship program for lower income Winters children.

BACKGROUND:

In 2021, the City Council approved a one-year pool facility rental and services agreement with Solano Aquatic Sea Otters Swimming (SASO) to operate the recreational swim team and provide swim lessons to local youth. Last season was very successful in terms of the caliber of the coaching staff, safety protocols, and organization and management of activities on the pool deck. Because of the unknowns with SASO's first year managing these services for the City, the agreement included a review of program finances at year end in order to confirm the final pool rental cost. The estimated rent was set at $2,000 for the swim team and $2,000 for swim lessons. Based on final costs, SASO was able to pay the City $2,000 for swim team and $1,000 for swim lessons, leaving a net profit of approximately $460 for SASO to reinvest into reserves. Attachment 2 contains the year-end financial summary for the 2021 season.

DISCUSSION:

Last year's program was highly successful for program participants as well as City staff. The professional management of the programs, in addition to the registration platform SASO uses, resulted in a tremendous time saving for existing staff. As a result, staff recommends entering into a three-year agreement with SASO to manage swim team and swim lessons for the 2022 – 2024 seasons, unless otherwise terminated by either party upon completion of a season. Consistent with last year's agreement, staff and SASO will perform a true up of costs and revenues to determine the final pool rental fee. The City will continue to provide lifeguards for safety protocols.

2022 Proposed Fees

Swim Team:

Last year's swim team registration fee was $85 per swimmer with a discount for more than one child per family. This year SASO is proposing a tiered registration fee based on age group / skill set. The season proposal is Attachment 3.

GROUP	REGULAR	LATE REG
13 and older	$ 125	$ 85
11 and older	$ 125	$ 85
10 and under - Red	$ 115	$ 70
10 and under- White	$ 115	$ 70
Pre-Team	$ 95	$ 95

The proposed scheduled attached to the agreement includes practice five days a week for the 11+ age groups and four days for 10 and under. The skills development is more structured and intensive with the older children. The proposed fees account for increases in staffing costs and insurance for SASO as well as more scheduled meets and activities, which require more administrative time to coordinate. Last year's program was developed with little time and only one meet was coordinated.

This year, to offset the higher registration costs, staff is also proposing the use of Swim Team funds to provide scholarships to youth who are eligible for the free or reduced lunch program at the school district. Registration for lower income youth would be set at $75, less than last year's program. In terms of process, SASO would provide a different registration group for these youth, subject to City verification, and if approved by Council, the City would issue a check to SASO in the amount of the total subsidy. The higher fees help make the program cost effective for SASO, who in turn run a more cost-effective program than City staff, and the community's youth benefit from a more professionally run program with a subsidy for families in need.

The 2022 swim team budget is Attachment 4. The budget projects a potential loss if the $2,000 pool rental fee is included. Like last year, SASO and staff have agreed to reconcile the finances at the end of the season before assessing the full rental fee.

Swim Lessons:
The 2022 proposal for swim lessons is attached as Attachment 5. The proposed fee is $85 per two-week session, which is the same as last year. Staff is not making any proposed changes to the swim lesson program, other than to offer a $10 scholarship to lower income children eligible for the free or reduced lunch program, which would be subsidized by Swim Team Fund subject to Council approval. Attachment 6 is the proposed 2022 swim lesson budget.

Update on Other Programs

Lap swim will open the first week of April with the four returning lifeguards from last summer, whose certifications are still valid. The youth programs (swim team, lessons, open swim) will begin the week of June 16, following the end of the school year.

Like last year, due to safety protocols, adults will be required to remain on deck with children 12 and younger for open swim. Young teens may be accompanied by an older sibling. Sixteen and older will be able to use the pool on their own.

The City needs approximately 12-15 lifeguards and a pool manager to operate the deck for a full schedule of programs. On March 15, the City Council approved an hourly increase to the part-time salaries for the aquatic program to encourage people to apply, which has been helpful. Currently, there are approximately 10 applicants for deck staff. If the schedule needs to be adjusted to fit within available lifeguard resources, staff will roll out the City's aquatic programs incrementally.

FISCAL IMPACT:
Attachments 3, 5, and 7 contain financial information from the 2021 season and proposed budgets for the 2022 season. If the 2022 program fees are sufficient to cover costs, the City will receive $4,000 in revenue ($2,000 per program) from SASO.

Currently, the Swim Team Fund has approximately $74,500 in funding, which staff recommends be used to subsidize the proposed scholarships. Since the City has not offered a scholarship program before, there is no estimate for the how much might be needed; however, it is unlikely it would exceed $5,000 in funding (250 children x $20).

ATTACHMENT:
1. Resolution No. 2022-27
2. Pool Rental Agreement with SASO
3. Program Recap
4. Swim Team Proposal
5. Swim Team Budget
6. Swim Lesson Proposal
7. Swim Lesson Budget

Resolution No. 2022-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS APPROVING A THREE-YEAR POOL FACILITY RENTAL AND SERVICES AGREEMENT BETWEEN THE CITY OF WINTERS AND THE SOLANO AQUATIC SEA OTTERS.

WHEREAS, the Solano Aquatic Sea Otters is a non-profit corporation that manages USA Swimming league and recreational swim teams as well as provides swim lessons in the Solano-Sacramento-Yolo region; and

WHEREAS, when the City experienced a change in management for the Winters Swim Team for the 2021 season and desired that SASO coach and manage the swim team and provide swim lessons for the Winters community for Summer 2022; and

WHEREAS, both SASO and the City are desirous of entering into a three-year agreement for Swim Team and Swim Lessons services consistent with the proposal, Exhibit A, to the pool facility rental agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Winters approves the pool rental facility agreement with SASO and authorizes the City Manager to execute the agreement.

DULY AND REGULARLY ADOPTED this 5th day of April 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF WINTERS

_____

Wade Cowan, Mayor

ATTEST:

_____

Kathleen Salguero Trepa, City Clerk

POOL FACILITY RENTAL AND SERVICES AGREEMENT BETWEEN THE CITY OF WINTERS AND THE SOLANO AQUATIC SEA OTTERS

This Pool Facility Rental and Services Agreement ("Agreement") is made and entered into this _____ day of April 2022, by and between the CITY OF WINTERS, a municipal corporation of the State of California ("City") and the SOLANO AQUATIC SEA OTTERS, a California nonprofit corporation ("SASO"), individually referred to as a "party" and together as the "parties."

RECITALS

WHEREAS, City owns a public swimming pool known as the Bobbie Greenwood Community Swim Center located at 708 Railroad Ave, Winters, CA 95694 ("Pool"); and

WHEREAS, the City desires SASO to coach and manage the Winters Water Warriors swim team and provide swim lessons for the Winters community for Summers 2022-2024, and SASO desires to rent the Pool and obtain lifeguard services from the City; and

NOW, THEREFORE, for and in consideration of the mutual promises and covenants herein contained, and subject to the terms, conditions, and provisions hereof, the parties hereto agree as follows:

AGREEMENT

1. Incorporation of Recitals. The recitals set forth above, and all defined terms set forth in such recitals and in the introductory paragraph preceding the recitals, are hereby incorporated into this Agreement as if set forth herein in full.

2. Term. The term of this Agreement shall commence on April 5, 2022 ("Commencement Date") and shall expire December 31, 2024, unless earlier terminated.

3. Services. Subject to the terms and conditions set forth in this Agreement, SASO shall provide to the City the services described in Exhibit "A" attached hereto and incorporated herein by this reference. SASO shall provide said services at the time, place, and in the manner specified in Exhibit "A." SASO shall, at its sole cost and expense, furnish all facilities and equipment which may be required for furnishing services pursuant to this Agreement. By March 1, 2023 and each March 1 thereafter for the remainder of the Term, SASO shall provide an updated schedule/rates for Exhibit "A" for the summer of the same year. If the parties disagree regarding the schedule or rates, and cannot resolve the dispute within thirty (30) days, then either party may terminate this Agreement.

4. Use of the Pool. During the term of this Agreement, SASO may utilize the Pool for use for swim team practice and events and swim lessons as described in Exhibit "A". SASO's use of the Pool shall be exclusive, except that City staff may access the facility for equipment related matters or work from the lifeguard shack. No other programming will occur during SASO's scheduled time.

5. Rent. SASO agrees to pay City $2,000 for use of the Pool for Swim Team and $2,000 for use of the Pool for swim lessons ("Rent") during the dates and times specified in Exhibit "A"

for the term of this Agreement, provided that the costs to run the Swim Team and swim lessons program do not exceed the revenue collected during the season. City staff and SASO will true up at each season end to confirm the final rental fee. SASO shall pay Rent within thirty (30) days of receipt of an invoice from the City or as otherwise agreed upon with the City. Rent payments shall be made in the form of a business check or cashier's check, payable to the City of Winters at the address identified in the invoice.

6. Insurance.

a. Minimum Insurance Coverage. During the Term of this Agreement, SASO agrees to maintain the following insurance in the amounts described below unless specifically altered or waived by the City in writing ("Required Insurance"):

Workers' Compensation/Employers Liability CA,	Statutory limits for the State of Employer's Liability Limits: **$1,000,000** per Employee per Accident, Sickness or Disease
Commercial General Liability	**$1,000,000** per Occurrence and **$2,000,000** in the Aggregate
Commercial Automobile Liability (Covering owned, leased hired and non-owned vehicles, Bodily Injury & Property Damage)	**$1,000,000** Combined Single Limit

b. Insurance Policies. Unless approved in writing by the City, SASO shall place the Required Insurance with insurers authorized to do business in the State of California and with a current A.M. Best rating of at least A-:VII. The insurance shall have an endorsement and certificate with such policy or policies specifying that:

i. With respect to the Commercial General Liability and Commercial Auto Liability insurance coverages, SASO shall name the City of Winters as an additional insured and coverage shall contain a severability of interests clause or cross liability clause.

ii. Such insurance shall be deemed primary and non-contributory with any insurance maintained by the City.

iii. All such insurance certificates shall provide that such policies shall not be canceled nor reduced in liability coverage without at least ten (10) days' prior written notice to the City.

c. Evidence of Coverage. Prior to SASO, its employees or contractors using the Pool under the terms of this Agreement, SASO shall furnish the City satisfactory evidence that SASO and its contractors have obtained the Required Insurance with endorsements that are in full force and effect. SASO

and its contractors shall maintain the Required Insurance at all times while this Agreement is in effect, and shall replace any certificate, policy, or endorsement which will expire prior to that date. All policies shall be endorsed to provide the Required Insurance shall not be suspended, voided, reduced, canceled, or allowed to expire except on thirty (30) days' prior written notice to the City.

7. Indemnification. To the fullest extent permitted by law, SASO shall indemnify, hold harmless, and defend the City and its directors, officers, employees, and agents from any and all loss, claims, damages, expenses, liabilities and judgments, injury to persons, loss of life or damage to property arising from or connected with SASO's use of the Pool or performance of services under this Agreement; or, any tortious or negligent act of SASO, its employees or contractors arising from SASO's, its employees' or contractors' use of the Pool or performance of services under this Agreement.

The City shall notify SASO of any asserted claim with respect to which the City may be indemnified against hereunder and shall deliver to SASO copies of all process and pleadings pertaining thereto. SASO shall defend, with counsel of the City's choosing and at SASO's own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by the preceding paragraph that may be brought or instituted against the City or its directors, officials, officers, employees, volunteers and agents. SASO shall pay and satisfy any judgment, award or decree that may be rendered against the City or its directors, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. SASO shall also reimburse the City for the cost of any settlement paid by the City or its directors, officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for the City attorneys' fees and costs, including expert witness fees. SASO shall reimburse the City and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. SASO's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its directors, officials, officers, employees, agents, or volunteers. This indemnity shall survive the termination of this Agreement.

8. Termination. Either Party may terminate this Agreement for cause with 30 days' notice.

9. Notice. Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:	**SOLANO AQUATIC SEA OTTERS:**
City of Winters	5055 Business Center Dr., Suite 108,
318 First Street	PMB, 256
Winters, CA 95694	Fairfield, CA 94534
Attn: Kathleen Salguero Trepa, City Manager	Attn: Ricky Silva

and shall be effective upon receipt thereof.

10. Governing Law and Venue. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Yolo, State of California.

11. Attorneys' Fees and Costs. In the event of any such litigation between the parties, the prevailing party shall be entitled to recover all reasonable costs incurred, including reasonable attorneys' fees, as determined by the court.

12. Assignment. SASO shall not assign or transfer, voluntarily or involuntarily, directly or indirectly, SASO's rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Notwithstanding the foregoing, each and every term and condition of this Agreement shall be binding on and shall inure to the benefit of the successors and assigns of both Parties.

13. Entire Agreement. This is an integrated Agreement representing the entire understanding of the parties as to those matters contained herein and supersedes and cancels any prior oral or written understanding or representations with respect to matters covered hereunder. This Agreement may not be modified or altered except in writing signed by both parties hereto.

14. Severability. If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions of this Agreement shall continue in full force and effect.

[SIGNATURES ON FOLLOWING PAGE]

SIGNATURE PAGE FOR
POOL FACILITY RENTAL AND SERVICES AGREEMENT BETWEEN
THE CITY OF WINTERS AND THE SOLANO AQUATIC SEA OTTERS

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF WINTERS

By: _____
Kathleen Salguero Trepa
City Manager

SOLANO AQUATIC SEA OTTERS

By: _____
Ricky Silva, Title:
Title:_____

ATTEST:

By: _____
Kathleen Salguero Trepa, City Clerk

APPROVED AS TO FORM:

By: _____
Ethan Walsh, City Attorney

EXHIBIT A
SCOPE OF SERVICES

Summer 2022-Proposed

Winter Water Warriors partnership with SASO Swimming
The Winters Swim Team is a seasonal swim team that practices at the Bobby Greenwood Community Swim Center in Winters. SASO/DART Swimming will work in partnership for the summer of 2022 to operate the swim team and swim lessons.

The Swim Team season includes practices, swim meets and other events. The team is open to swimmers 18 and younger. The Winters Swim Team is part of the Golden Valley League. The team will continue to operate as a summer seasonal team.

Winters Swim Team-SASO Swimming (godaddysites.com)

Summer Swim Team Season
Swim team practices will begin on Monday, June 6 and will continue until Sunday, July 31.

April 18	Registration Opens-Swim Team
April 18	Swim Lesson Registration Opens
June 4	Staff In-Service Day
June 6	Parent Meeting-start of the season
June 7	First Day of Practice
June 17	Team Time Trials
June 28	Photo Day and Fun Day
July 1	Winters Meet-Dual Meet
July 5	Late Registration Opens-Swim Team
July 11	Late Registration Closes-Swim Team
July 12	Clinic Day (guest athletes)
July 16	Away Meet-Fairfield (Solano College or Rod High School)
July 29	Red and White Psych Day
July 30	Summer Championships
July 31	Team Awards/Potluck/Open Swim-following meet

Registration and Signups
Registration will open on April 18 for Summer Swim Team and Swim Lessons. Information will be posted on the Winters Swim Team website. There will be a link included for families to click on to start the registration process.

Swimmers will register electronically on our secured Sports Engine website. Credit card and ACH payments are accepted. We will set up collection dates for paper registrations with checks/scholarship registrations.

Group	***Reg Reg***	***Late Reg***	***(Proposed)***
13 and older	$125	$85	
11 and older	$125	$85	
10 and under-Red	$115	$70	
10 and under-White	$115	$70	
Pre-Team	$95	$95	

**All swimmers who register with the team will receive a Winters latex swim cap.*

Practice Groups and Schedule

13 and older	Mon-Thu	7:45-9:00 am	
	Fri	8:00-9:30 am	Skill Development Day

**Must be able to swim 50 years of each stroke and 100 yards of freestyle.*

11 and older	Mon-Thu	9:00-10:00 am	
	Fri	8:00-9:30 am	Skill Development Day

**Must be able to swim 25 yards of freestyle.*

10 and unders-Red	Mon-Thu	10:00-11:00 am

**Must be able to swim 25 yards of freestyle, backstroke and breaststroke.*

10 and under-White	Mon-Thu	10:45-11:30 am

**Must be able to swim 10 yards of freestyle*

Pre-Team
Pre-Team participants must be able to swim 10 yards unassisted or 25 yards assisted with a kickboard.

Pre-Team-10 participants	Mon-Thu	10:00-10:30 am
Pre-Team-10 participants	Mon-Thu	10:30-11:00 am
Pre-Team-10 participants	Mon-Thu	11:00-11:30 am

**Pre-Team participants will be encouraged to participate in Swim lessons in addition to the Pre-Team.*

Group Placement
All swimmers who have previously swum on the Winters Swim Team or have swim team experience will be placed into groups based on ages/abilities. Coaches can work with parents to move swimmers throughout the season.

New swimmers MUST attend a swim team evaluation to be placed in a group. A list of days and times will be published prior to the start of the season.

Family Account
Families will set up an account with SASO Swimming when registering for the summer season (new and returning swimmers.) The account will include waivers, emergency info and more. Families will be able to access their accounts.

Swim Meet Entries
Families will enter their swimmers using the online entry system on our website. This allows parents to login to their account and pick their swimmers events for each event. The system will capture each swimmer's best times.

Communication
A Winters Swim Team website has been set-up to post information specific to Winters Swim Team and Swim Lessons.

A Facebook page will be updated throughout the spring. This will include pictures and announcements for the swim team.

The SASO website will allow staff to post and email information to all registered members.

Membership Information
All families who register with Winters Swim Team will receive the following prior to the start of the season:

Team Handbook
Volunteer Jobs Available for the Season (Volunteers Needed for Swim Meets)
Practice and Meet Schedule

Volunteer Matrix and Jobs
A volunteer matrix will be developed for assistance with the team throughout the season. This will include a variety of positions needed to run swim meets and events.

A list of volunteer positions will be available prior to the start of the season parent meeting on June 6.

Swim Meets
We are tentatively offering several swim meet opportunities for participants.

June 17 Time Trials
This will include Winters Swimmers-will be held during a regular practice. The intent is to practice racing as well as capture swim times.

July 1 Dual Meet
We will host a dual or tri meet at the Winters pool. This will be a 3-4 hour meet that includes swimmers from 2-3 times. Awards will be available for swimmers.

July 16 Dual Meet
Winters Swimmers will be invited to attend a dual meet with DART-Solano summer rec swimmers in Fairfield. Awards will be available for swimmers.

July 30 Summer Champs
This will include swimmers from 3-4 teams in Winters. Entry fees will be charged to visiting teams. Awards will be available for swimmers.

**Awards will be available for swimmers who attend swim meets. These will be distributed following meets.*

Socials and Events

June 28 Photo Day
Swimmers will be lined up with shirts to take a team photo. This will be an informal photo event where parents can take pictures. Staff will also take pictures for the website and facebook page.

July 12 Clinic Day
We will have a guest athlete or athletes to host a clinic for the team and autograph session.

July 31 End of the Summer Party and Open Swim
We will host a potluck and open swim for swimmers and families in Winters.

Apparel and Swimsuits
All swimmers will receive a latex team cap.

A TYR team suit will be available for purchase at a 40% discount if ordered by the due date.

Team shirts will be available for purchase for swimmers and parents.

Coaches will receive a TYR Polo Shirt and Winters Team Shirt.

Staff

Head Coach
The Head Coach will oversee the Swim Team. This includes practices, curriculum, communication and swim meets and events.

Lead Coach
The Lead Coach will oversee the 10 and under groups. This position may be combined with a Site Lead Position that also oversees Swim Lessons. This coach will also oversee the Junior Coaches.

Pre-Team Coach
This coach will focus primarily on the Pre-Team.

Assistant Coach
The assistant coach will be available to help out with groups as assigned.

Junior Coaches
Ages 13 and older. Junior coaches will assist with 10 and under groups as well as Pre-Team. Junior coaches will be in the water during practices. Junior coaches must be able to assist at least two times per week.

Coach Meetings-Lead Meetings
Coach meetings will be held on Fridays from 9:45-10:45 am. This will include the Head Coach, Lead Coaches as well as the SASO Head Coach when available.

Coach Meetings-All Coaches
The Head Coach will run coach meetings throughout the summer with all of the coaches. These will be held immediately following the last 10 and under practice.

In-Service Training
The in-services training will include all coaches and swim instructors.

Areas that will be covered include Season Overview, Employee Policies Overview, Winter Water Warriors Coaching Philosophy and History, Communication to Participants, Swim Meet Overview, Emergency Action Plan and Other Facility Specific Information.

Financials
SASO Swimming will collect all summer swim dues, meet entry fees and apparel fees for the team.

SASO Swimming will be responsible for all costs of the operations of the Swim Team, including pool rental as negotiated with the City of Winters.

The Head Coach will work with the City of Winters staff to recommend equipment needed for the team. A list will be provided to City staff for consideration prior to the stat of the season.

Swim Lessons
City of Winters
Proposed-2022

SASO Swimming will partner with the City of Winters to provide youth swim lessons in the afternoons at the Bobbie Greenwood Community Swim Center.

Mondays-Thursdays	**Swimmers will receive 8 lessons each session.**
4:00-4:30 pm	4 Instructors
4:35-5:05 pm	4 Instructors
5:10-5:40 pm	4 Instructors
5:40-6:20 pm	4 Instructors

Classes and Prices	**Two Week Sessions**		
Session 1	June 6-16	Mon-Thu	$85
*Session 2	June 20-30	Mon-Thu/Tue-Fri	$85
Session 3	July 5-15	Mon-Thu	$85
Session 4	July 18-28	Mon-Thu	$85

**Session 2 includes a Friday due to no lessons on July 4*

Groups Lessons	**Ratios**
Level 1	Up to four swimmers per instructor
Level 2	Up to four swimmer per instructor
Level 3	Up to four swimmers per instructor

Number of Swimmers each Session
Based on the proposed times and Session dates, we would be able to accommodate up to 64 swimmers per Session.

Levels
Three levels are available for swimmers.

Swim Levels

Instructors fill out skill cards/certificates for swimmers at the end of each session.
Instructors share the skill cards with parents on Thursday of the first week.

*A map of classes offered will be based on lesson sign-ups from the Summer of 2022.

Registration
Online registration will open on Monday, April 18.
In-person registration available on a determined date for anyone needed to do a manual registration. This may be available at the City of Winters offices.

Scholarships
SASO is working with the City of Winters to establish how to implement registration for scholarship families.

Staffing

Site Director	Lesson Lead and Admin
Instructors	5 hired instructors (4 per session plus coverage)
Lifeguard	Provided by the City during lessons?

*Instructors MUST be lifeguard certified to teach lessons
**We will try to hire 5 instructors to have regular staff as well as additional coverage if needed.

Trainings and Meetings
We will have an in-service training on Saturday, June 4.
Meetings will be held bi-weekly for instructors to include certificate/skill review.

Office Hours
Office hours will be established for the Site Lead. This includes one day a week on-site as well as phone hours (dedicated SASO cell phone.)

Financials
SASO Swimming will collect all registration fees for swim lessons.

SASO Swimming will be responsible for all costs associated with the swim lessons, instructors insurance, pool rental, etc. Pool rental is proposed to include lifeguards (employed by the City of Winters.)

A payment will be made to the City of Winters for pool rental.

Winters Swim Programs
Summer Report
2021

Swim Team-Expenses	
Head Coach/Admin	$4,350.00
Assistant Coaches	$2,126.50
Staffing-Meets/Time Trials	$1,386.00
Insurance-Devine Insurance	$941.50
Credit Card Fees	$409.43
Swim Caps	$974.00
Supplies	$142.37
Equipment	$123.40
Awards-Existing Ribbons	$84.00
Overhead Shared Expenses	$225.00
Website, Team Unify, Phone, etc	
Pool Rental	$2,000
Swim Team-Revenue	
Dues	$14,048.48
Entries-Champs	$247.00
Total	$14,295.48
Expenses Total	$10,761.70 before pool rental
Revenue Total	$14,048.48
Total	**$1,286.76**

Swim Lessons-Expenses	
Staff-Instructors	$4,162.50
Staff Meetings/Trainings Hours	$181.00
Staff-Administrative Hours	$716.56
Credit Card Fees	$267.45
Food/Drinks-in-service	$79.67
Insurance-Devine Insurance	$941.50
Pool Rental	$1,000.00
Equipment/Toys	$123.40
Supplies	$137.56
PPP, Face Shields, paper, etc	
Swim Lessons-Expenses	**$6,609.64**

Swim Lessons-Revenue	
Lesson Fees-online	$7,990.00
Lesson Fees-check	$84.00
Total Revenue	**$8,074.00**

Total Before Pool Rental	**$464.36**

Summer 2022-Proposed

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The Head Coach will work with the City of Winters staff to recommend equipment needed for the team. A list will be provided to City staff for consideration prior to the stat of the season.

Winters Summer Team
Estimated Budget 2022
Based on 160 Swimmers

Revenue		
Dues	$18,400	
Meet Fees	$400	
Total	***$18,400***	
Expenses		
Staff	$15,034	697 staff hours
Apparel		
Swim Caps	$800	200 caps
Awards-Meets	$400	
Facility		
Pool Rental	$2,000	
Insurance	$1,000	
Administrative Expenses		
Overhead Expenses	$300	
Credit Card Fees	$550	
Supplies	$200	
Total	***$20,284***	

Loss of $1,884 based on estimated numbers and budget so far

Practices				
Mon-Thu	32 practices	7:30-11:45 am	3 coaches	408 hours
Mon-Thu	32 practices	9:45-11:45 am	1 coaches	64 hours
Fri	8 practices	7:30-11:15 am	2 coaches	60 hours
Swim Meets				
June 17 Time Trials		7:00 am-12:00 pm	4 coaches	20 hours
July 1 Swim Meet		7:00 am-1:00 pm	4 coaches	24 hours
July 16 Swim Meet		3:00-7:00 pm	4 coaches	16 hours
July 30 Championships		7:00 am-3:00 pm	4 coaches	32 hours
Awards Banquet				
July 31	4 hours	TBD	4 coaches	16 hours
In-Service Training				
June 4	3 hours	TBD	4 coaches	12 hours
Administrative				
May 23-July 29	10 weeks	5 hours per week		45 hours
Total Staff Hours	697 hours			

Swim Lessons
City of Winters
Proposed-2022

SASO Swimming will partner with the City of Winters to provide youth swim lessons in the afternoons at the Bobbie Greenwood Community Swim Center.

Mondays-Thursdays	**Swimmers will receive 8 lessons each session.**
4:00-4:30 pm	4 Instructors
4:35-5:05 pm	4 Instructors
5:10-5:40 pm	4 Instructors
5:40-6:20 pm	4 Instructors

Classes and Prices	**Two Week Sessions**		
Session 1	June 6-16	Mon-Thu	$85
*Session 2	June 20-30	Mon-Thu/Tue-Fri	$85
Session 3	July 5-15	Mon-Thu	$85
Session 4	July 18-28	Mon-Thu	$85

**Session 2 includes a Friday due to no lessons on July 4*

Groups Lessons	**Ratios**
Level 1	Up to four swimmers per instructor
Level 2	Up to four swimmer per instructor
Level 3	Up to four swimmers per instructor

Number of Swimmers each Session
Based on the proposed times and Session dates, we would be able to accommodate up to 64 swimmers per Session.

Levels
Three levels are available for swimmers.

Swim Levels

Instructors fill out skill cards/certificates for swimmers at the end of each session.
Instructors share the skill cards with parents on Thursday of the first week.

*A map of classes offered will be based on lesson sign-ups from the Summer of 2022.

Registration
Online registration will open on Monday, April 18.
In-person registration available on a determined date for anyone needed to do a manual registration. This may be available at the City of Winters offices.

Scholarships
SASO is working with the City of Winters to establish how to implement registration for scholarship families.

Staffing

Site Director	Lesson Lead and Admin
Instructors	5 hired instructors (4 per session plus coverage)
Lifeguard	Provided by the City during lessons?

*Instructors MUST be lifeguard certified to teach lessons
**We will try to hire 5 instructors to have regular staff as well as additional coverage if needed.

Trainings and Meetings
We will have an in-service training on Saturday, June 4.
Meetings will be held bi-weekly for instructors to include certificate/skill review.

Office Hours
Office hours will be established for the Site Lead. This includes one day a week on-site as well as phone hours (dedicated SASO cell phone.)

Financials
SASO Swimming will collect all registration fees for swim lessons.

SASO Swimming will be responsible for all costs associated with the swim lessons, instructors insurance, pool rental, etc. Pool rental is proposed to include lifeguards (employed by the City of Winters.)

A payment will be made to the City of Winters for pool rental.

Swim Lessons
Proposed Budget Summer 2022
Based on 54 swimmers per session

Revenue	
Lesson Fees	$19,040
Total	***$19,040***
Expenses	
Staff	$14,444
Facility	
Pool Rental	$TBD
Insurance	$1,000
Administrative Expenses	
Overhead Expenses	$300
Credit Card Fees	$412
Supplies	$350
Total	***$16,506***

Mondays-Thursdays	**Swimmers will receive 8 lessons each session.**				
Session 1	3 hours	4 days	4 instructors	$23	$3,128
Session 2	3 hours	4 days	4 instructors	$23	$3,128
Session 3	3 hours	4 days	4 instructors	$23	$3,128
Session 4	3 hours	4 days	4 instructors	$23	$3,128
Admin/Prep Time					
	1 hour	8 days	1 staff	$23	$184
	4 hours	8 weeks	1 staff	$23	$736
Meetings/Training					
8 meetings	1 hour	1 day	4 instructors	$23	$736
In-Service Training					
1 day	3 hours		4 instructors	$23	$276
Total Staff	**$14,444**				

CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers

DATE: April 5, 2022

FROM: Finance Department

THROUGH: Kathleen Salguero Trepa, City Manager

SUBJECT: Resolution 2022-31 City of Winters Fee Schedule Update

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RECOMMENDATION:
Staff recommends that the City Council take the following actions:

1. Receive the staff report,
2. Conduct the public hearing to receive public input, and
3. Approve Resolution 2022-31 adopting fees and charges for certain services provided by the City of Winters.

BACKGROUND:

In 2017, the City of Winters contracted with Matrix Consulting Group to prepare a comprehensive study of user fees charged by the City for various services. . On August 1, 2017, the City Council approved Resolution 2017-35 adopting a new fee schedule. On April 20, 2021, the City Council approved Resolution 2021-21 updating that fee schedule. The fee schedule includes building, planning, public works/engineering, police, fire and recreation fees as follows:

- Schedule A – Building Permit Fees
- Schedule B – Planning Fees
- Schedule C – Public Works/Engineering Fees
- Schedule D – Police Fees
- Schedule E – Fire Fees
- Schedule F – Recreation Fees

Resolution 2021-21 required, beginning July 1, 2022, that, with the exception of Public Works / Engineering fees, all other fees (Schedules A, B, D, E, and F) shall be adjusted by the percentage increase in the Consumer Price Index for All Urban Consumers (CPI-

U) as of December of each year. There was a 7.0% change in the Consumer Price Index, All Urban Consumers (CPI-U) from December 2020 to December 2021 that will apply to fees on Schedules A, B, D, E, and F. With respect to Fees set forth in Schedule "C" relating to Public Works/Engineering, Resolution 2021-21 required that those Fees shall be adjusted each July 1 by the percentage increase in the Engineering News Record Construction Cost Index (City Cost Index, San Francisco) as of December of such year, provided that if such index shall cease to exist, the City may determine the appropriate increase based on a comparable index. There was a 6.85% the percentage change from December 2020 to December 2021 in the Engineering News Record. Resolution 2021-21 required, for Fees based on building valuation, that the valuation for buildings be established based on the International Building Code, as such index shall be updated from time to time.

Schedule A Building Permit Fee

Schedule A sets the fees for the building department and fees have been increased by 7.0%; except fees based on building valuation have been adjusted in accordance with building valuation data published by the International Code Council (112% of the valuation listed on the building valuation data table). No other changes to the building department fee schedule have been recommended.

Schedule B Planning Fees

Schedule B sets the fees for the planning department and all fees have been increased by 7.0%. No other changes to the planning fee schedule have been recommended.

Schedule C Engineering and Public Works Fees

Schedule C sets the fees for the Engineering and public works departments. Because the City of Winters uses an Engineering firm for all engineering services, staff recommends that all engineering fees continue to be cost-based, with a deposit made to which the engineering invoice will be applied along with 13% administrative fee.

For public works fees, fees will increase by 6.85% as specified by Resolution No. 2021-21..

Schedule D Police Department Fees

Schedule D sets the fees for the Police Department and fees have been increased by 7.0%.

Schedule E Fire Fees

Schedule E sets the fees for the Fire Department and fees have been increased by 7.0%

Schedule F Recreation Fees

Schedule F sets the fees for recreation services and facility rentals and these fees have been increased by 7.0%. Several fees (noted with an asterisk) have been added to the Master Fee Schedule as they have historically been charged at various city facilities but have not been included in the Master Fee Schedule in recent years.

FISCAL IMPACT:
Revenues will be increase for the operating departments that have fee revenue.

ATTACHMENTS:
Resolution 2022-31
Exhibit A City of Winters Fee Schedule (Schedules A – F)

RESOLUTION 2022-31

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS ADOPTING FEES AND CHARGES 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, many of the Fees must be adjusted to reflect reasonable estimated costs of service; 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, in accordance with Government Code section 66018, the City Council called a public hearing for April 5, 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 April 5, 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 or increased Fees set forth in Exhibit A, effective July 1, 2022.

NOW THEREFORE, the City Council of the City of Winters does hereby resolve as follows:

SECTION 1. The above Recitals are true and correct and by this reference incorporated herein.

SECTION 2. The City Council hereby adopts the new or increased fees set forth in the City of Winters Fee Schedules "A" through "F" described in Exhibit "A" attached hereto. The Fees imposed by this Resolution shall take effect on July 1, 2022, 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 2. The City Council called a public hearing on April 5, 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 April 5, 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 3. 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; and

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

SECTION 4. 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, this 5th day of April 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____

Wade Cowan, Mayor

ATTEST:

_____

Kathleen Salguero Trepa, City Clerk

EXHIBIT A: Master Fee Schedule with Updates

Resolution 2022-31
Schedule A-Building Permit Fees

Total Valuation	Fee
$1-500	$147.33
$501-$2,000	$147.33 for the first $500 plus $5.25 for each additional $100 or fraction thereof, up to and including $25,000
$2,001-$25,000	$226.07 for the first $2,000 plus $5.25 for each additional $1,000, or fraction thereof, to and including $25,000
$25,0001-$50,000	$780.40 for the first $25,000 plus $17.40 for each additional $1,000, or fraction thereof, to and including $50,000
$50,001-$100,000	$1,215.09 for the first $50,000 plus $12.06 for each additional $1,000, or fraction thereof, to and including $100,000
$100,001-$500,000	$1,817.73 for the first $100,000 plus $9.65for each additional $1,000, or fraction thereof, to and including $500,000
$500,001-$1,000,000	$5,673.86 for the first $500,000 plus $8.19 for each additional $1,000, or fraction thereof, to and including $1,000,000
$1,000,000 and up	$9,762.49 for the first $1,000,000 plus $6.28 for each additional $1,000, or fraction thereof

Fees include the Building Permit fee, Electrical Permit Fee, Mechanical Permit Fee and Plumbing Permit Fee.

For new construction, a valuation of the construction contract amount or the City's Building Valuations, whichever is higher shall be used.

Resolution 2022-31
Schedule A-Building Permit Fees

Plan Check Fee

The Plan check Fee shall be 69.5% of the Building Permit Fee for Single Family Residential Permits

The Plan check Fee for all other Construction shall be 79.5%

The Plan check fee shall cover the Plan check, the energy plan check and the disabled access plan check in the fee charged

CARF (Capital Asset Recovery Fee)

The CARF shall be 3% of the Building permit Fee

Fire Department Review and Inspection Fee

The Fire Department Review and Inspection Fee shall be set at 11% of Building permit fee

Building Valuations

Building Valuations shall be determined by the ICC (International Code Council) Building Valuation Data Currently published modified by 1.12, the regional modifier published by ICC in 2004 (112% of the Valuation listed on the table).

The ICC Building Valuation Data may be found at:
www.iccsafe.org/codes-tech-support/codes/code-development-process/building-valuation-data/
or by clicking on the link on the City of Winters webpage under the Community Development tab

Scanning Charge

Scanning Fees for construction documents over 11 x 17 shall be $.36 per page of plans

Construction Water

A fee of 12/100 of one percent (.12%) of the construction valuation shall be collected on new construction.

Resolution 2022-31
Schedule A-Building Permit Fees

Miscellaneous Fees	Current Fee
Plumbing Permit Fees	
Stand Alone Plumbing Plan check (per hour)	$ 72
Fixtures-First 5 fixtures	$ 137
Fixtures-each additional 5 fixtures	$ 24
Gas Outlet-First 5 fixtures	$ 137
Gas Outlet-each additional 5 fixtures	$ 24
Building Sewer	$ 137
Grease Trap	$ 137
Backflow Preventer-first 5	$ 131
Backflow Preventer-each additional 1	$ 13
Water Heater	$ 101
Water Pipe Repair/Replacement	$ 140
Drain-Vent Repair/Replacement	$ 140
Landscape Irrigation	$ 77
Drinking Fountain	$ 140
Solar Water System Fixtures(panels, tanks, water treatment equip)	$ 179
Temporary Gas service (prior to final)	$ 140
Other plumbing inspections (per hour)	$ 72
Mechanical Permit Fees	
Stand Alone Mechanical Plan check (per hour)	$ 72
Air Conditioner Residential-each	$ 218
Air Conditioner Commercial -each	$ 258
Furnace (FAU, floor, etc.)/Heat Pump	$ 218
Heater (Wall Unit, Radiant)	$ 179
Appliance Vent/Chimney(only)	$ 179
Refrigeration Compressor	$ 179
Boiler/Chiller	$ 218
Heat Pump (Package Unit)	$ 218
Air Handler	$ 218
Duct Work Only	$ 179
Make-Up Air System	$ 179

Resolution 2022-31
Schedule A-Building Permit Fees

Miscellaneous Fees	Current Fee
Mechanical Permit Fees (con't)	
Moisture Exhaust Duct(Clothes Dryer) Vent Fan (Single Duct) each	$ 140
Exhaust Hood and Duct Residential -each	$ 140
Exhaust Hood and Duct Commercial Type I	$ 179
Exhaust Hood and Duct Commercial Type II	$ 179
Refrigerator Condenser Remote	$ 179
Walk-in Box/Refrigerator Coil	$ 169
Other Mechanical Inspections (per hour)	$ 68
Heater (Unit, Radiant, etc.)	$ 83
Evaporative Cooler	$ 83
Vent Fan, Single Duct	$ 42
Vent System	$ 83
Electrical Permits	
Stand Alone Electrical Plan Check (per hour)	$ 72
Single Phase Service (new up to 400 amps)	$ 140
Single Phase Service (over 400 amps)	$ 179
Electric Service meter and/or subpanel	$ 78
Circuits per circuit	$ 39
Fixtures, Receptacles, Switches,(each)	$ 13
Temporary Service (each)	$ 140
Other electrical inspections (per hour)	$ 72
Private, Residential, In-ground Swimming Pools	$ -
Single Phase Service (per 100 amps)	$ 83
Three Phase Service (per 100 amps)	$ 83
Temporary Power Service-Temporary Pole (each)	$ 42
Receptacle, Switch, lighting outlets	$ -
Generator Installation	$ 42
Pre-inspection (per half hour)	$ 83
Miscellaneous Fees	
Antenna/Cellular Tower-Equipment Shelter	$ 549
Antenna/Cellular Tower-Free-standing Tower	$ 705
Antenna/Cellular Tower-Free-Antenna Attachment	$ 392
Awning/Canopy(supported by building) Residential	$ 101

Resolution 2022-31
Schedule A-Building Permit Fees

Miscellaneous Fees	Current Fee
Miscellaneous Fees (Con't)	
Awning/Canopy(supported by building) Commercial	$ 202
Balcony Addition up to 500 SQ Ft	$ 431
Covered Porch up to 300 Sq. Ft	$ 267
Covered Porch over 300 Sq. Ft(each additional 100 Sq. ft. or portion thereof)	$ 39
Deck up to 300 Sq. Ft	$ 273
Deck over 300 Sq. Ft(each additional 100 Sq. ft. or portion thereof	$ 39
Demolition Residential	$ 178
Demolition Commercial	$ 297
Fence or Freestanding Wall (Non-Masonry) over 6 feet in height	$ 208
Fence or Freestanding Wall (masonry)	$ 261
Fireplace-pre-fabricated/Metal/Pellet	$ 196
Foundation only Residential (new first 2,000 square feet)	$ 353
Foundation only Residential (each additional 500 sq. ft. or portion thereof)	$ 118
Lighting Pole(first pole)	$ 208
Lighting Pole (each additional Pole)	$ 39
Mobile Home (foundation only)	$ 350
Patio Cover-Wood Frame up to 300 Sq. Ft	$ 386
Patio Cover-Metal Frame up to 300 Sq. Ft	$ 344
Patio Cover each additional 100 Sq. Ft or portion thereof	$ 39
Photovoltaic System-Roof Mounted	$ 297
Photovoltaic System-Rack Mounted	$ 350
Retaining Wall up to 50 Linear Ft (Concrete or masonry)	$ 208
Retaining Wall each additional 50 L.F or portion thereof(concrete or masonry)	$ 53
RE-roof without sheathing up to 1500 Sq. Ft	$ 353
RE-roof without sheathing over 1500 Sq. Ft	$ 431
Re-roof with sheathing up to 1500 Sq. Ft	$ 509
Re-roof with sheathing over 1500 Sq. Ft	$ 588
Roof Structure replacement up to 1500 Sq. Ft	$ 940
Roof Structure replacement over 1500 Sq. Ft	$ 1,097
Siding-Stone or Brick Veneer up to 400 Sq. Ft	$ 431
Siding-Stone or Brick Veneer each additional 100 Sq. Ft or portion thereof	$ 55
Siding-Stucco up to 1000 sq. ft.	$ 549

Resolution 2022-31
Schedule A-Building Permit Fees

Miscellaneous Fees	Current Fee
Miscellaneous Fees (Con't)	
Siding-Stucco each additional 500 Sq. Ft or portion thereof	$ 78
Siding-All Other up to 1000 sq. ft.	$ 274
Siding All other each additional 500 Sq. Ft or portion thereof	$ 39
Signs up to 50 Sq. Ft	$ 101
Signs over 50 Sq. Ft	$ 178
Skylight up to 10 Sq. Ft	$ 190
Skylight over 10 Sq. Ft or Structural	$ 232
Spa or Hot Tub (pre-fabricated)	$ 549
Stairs-each flight	$ 627
Storage Racks up to 8" high and up to 100 linear Ft	$ 549
Storage Racks each additional 100 linear Ft	$ 118
Storage Racks over 8" high and up to 100 linear Ft	$ 705
Storage Racks each additional 100 linear ft.	$ 157
Swimming Pool-Single Family Dwelling Pool	$ 1,254
Swimming Pool-Commercial	$ 2,351
Window or Sliding Glass Door each (non-structural) 1-5 Windows/doors	$ 101
Window or Sliding Glass Door each (non-structural) each additional	$ 12
Window or Sliding Glass Door each (structural sheer wall/masonry)	$ 160
Minor Permit not otherwise specified	$ 101
Fire Suppression Handling fee in addition to fire fees	$ 78
Product Review (per hour)	$ 105
Disable Access Compliance Inspection (per hour)	$ 105
Supplemental Plan check fee (per hour)	$ 105
Supplemental Inspection fee(per hour)	$ 105
Emergency call-out (minimum 4 hours)	$ 422
Any item not listed	$ 72
Acoustical Review/Inspection	
Single Family Home/Duplex-New	$ 83
Single Family Home/Duplex-Additional/Alteration	$ 82
Multi-Family/Commercial	$ 166

Resolution 2022-31
Schedule A-Building Permit Fees

Miscellaneous Fees	Current Fee
Antenna-Telecom Facility	
Radio	$ 374
Cellular/Mobile Phone, free standing	$ 374
Antenna-Telecom Facility (Con't)	
Cellular/Mobile Phone, attached to building	$ 374
Application Meeting(per hour)	$ 166
Arbor Trellis	$ 456
Special Inspector Certification Application	$ 291
Chimney	
Chimney	$ 456
Chimney Repair	$ 207
Close Existing Openings	
Interior Wall	$ 207
Exterior Wall	$ 291
Commercial Coach (per unit)	$ 394
Deck Railing	$ 207
Door	
New door (non-structural)	$ 249
New door (structural shear wall/masonry)	$ 332
Duplicate Replacement Job Card	$ 82
Flag pole (over 20 ft. in height)	$ 456
Foundation Repair	$ 124
Garage (detached excluding MEPs)	
Wood Frame up to 500 sq. ft.	$ 549
Wood Frame 500 -1,000 sq.ft	$ 788
Wood Frame per 100 sq. ft. over 1,000 sq.ft.	$ 37
Masonry up to 500 sq. ft.	$ 799
Masonry 500 -1,000 sq.ft	$ 1,120
Masonry Per 100 sq.ft. over 1,000 sq. ft.	$ 70

Resolution 2022-31
Schedule A-Building Permit Fees

Miscellaneous Fees	Current Fee
Modular Structures	
Partition-Commercial, interior (up to 30 lf)	$ 249
Additional partition	$ 42
Partition-Residential, interior (up to 30 lf)	$ 166
Additional partition	$ 42
Remodel-Residential	
Kitchen up to 300 sq. ft.	$ 954
Bath - under 100 sq. ft.	$ 630
Bath 100-300 sq. ft.	$ 788
Additional remodel (each additional 50 sq. ft.	$ 166
Minor Remodel	$ 394
Retaining Wall (concrete or masonry)	
Standard (up to 50 lf)	$ 580
Retaining Wall (concrete or masonry) (Con't)	
Additional retaining wall	$ 82
Special Design, 3-10' high (up to 50 lf)	$ 539
Additional retaining wall	$ 82
Special Design over 10" high (up to 50 lf)	$ 498
Additional retaining wall	$ 82
Sauna -Steam	$ 456
Additional Fees	
Inspection not otherwise specified-per hour	$ 105

Resolution 2022-31
Schedule B-Planning Fees

Fee Type	Recommended Fee
Annexation	Deposit
Appeals	$ 336
Certificate of Compliance	$ 336
Conditional Use permit	$ 2,019
Development Review Committee Meeting	$ 538
Environmental Impact Report (T&M)	Deposit
Exemption (Statutory or Categorical)	$ 538
Final Map Modification	$ 538
Final Parcel Map Modification	$ 538
Intial Study (City Staff time only)	$ 538
Lot Line Adjustment	$ 538
Negative Declaration (City staff time only)	$ 538
Planned Development Overlay Modification - Minor	$ 538
Planned Development Overlay Modification - Major	$ 538
Sidewalk Vendor	$ 106
Vacation Rental (Hosted and Unhosted)	$ 556
Vacation Rental Renewal (Hosted and Unhosted)	$ 163
Zoning Amendment	$ 538
Pre-Project Advisory Review Planning Commission	$ 538
Pre-Zoning & General Plan Amendment	Deposit
Site Plan/Design Review Planning Commission	
Multi Family	
Up to 20 units	$ 2,019
Over 20 Units	$ 2,653
Residential Single Family	$ 1,010
Residential Single 1-4 models	$ 1,346
Residential 5 or more models	$ 1,682
Commercial	
up to 10,000 sq ft	$ 1,144
10,0001 - 30,000 Sq ft	$ 1,548
over 30,000 sq ft	Deposit
Site Plan/Design Review Planning Commission (Con't)	
staff level	$ 674
Specific Plan w/General Plan Amendment	Deposit
Street Addressing (per project 1-10 addresses)	$ 152
Street Addressing (per project more than 10 addresses)	$ 270
Temporary Activity Permit	$ 606
Tentative Parcel Map Modification	$ 450
Temporary Banners	$ 101
Tentative Subdivision Map	

Resolution 2022-31
Schedule B-Planning Fees

Fee Type	Recommended Fee
Tentative Parcel Map 1-4 lots	$ 874
Tentative Subdivision Map 5-24 lots	$ 8,078
Tentative Subdivision Map over 24 lots	Deposit
Modification	$ 1,076
Variance	
Planning Commission	
1st Variance	$ 2,019
Each additional Variance	$ 1,010
Zoning Administrator	
1st Variance	$ 1,750
Each additional Variance	$ 874
Zoning Administrator-Home Occupation	$ 270

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)

Resolution 2022-31
Schedule C-Public Works and Engineering Fees

Engineering Fees		
Category	Sample Project Types	Recommended Deposit
Simple	Site Plan Review	$ 1,000
	Grading Plan Check & Inspection up to 1,000 cubic yards	$ 1,000
	Minor Public Improvements	$ 1,000
	Driveways	$ 1,000
	Sidewalks	$ 1,000
Moderate	Grading Plan Check & Inspection 1,000 - 10,000 cubic yards	$ 5,000
	Public/Private Improvement Plan checks and Inspections up to $500,000	$ 5,000
	Final Map Reviews-less than 100 lots	$ 5,000
Complex	Grading Plan Check and Inspection over 10,000 cubic yards	$ 20,000
	Public/Private Improvement Plan checks and Inspections over $500,000	$ 20,000
	Final Map Reviews-over 100 lots	$ 20,000

All Costs will be charged at Engineering actual invoice plus 13% Administrative Fee. (113% of Engineers invoice will be applied against the Deposit)

Public Works Fees	
Fee Type	Recommended Fee
After Hours shut-off/turn on (Non-emergency)	302
Water Meter Installation	910
Water Tap at Main-City provided	3,213
Water Tap at Main & run service-City provided	4,017
Inspection of Contractor's Water/Run Service Main	377
Sewer Tap at Main-City provided	4,017
Sewer Tap at Main & run service -City provided	5,649
Inspection of Contractor's Sewer/Run Service Main	377
Encroachment Permit Issuance	50
Sidewalk Repair/Installation/Replacement up to @ 250 sq ft	-
Curb/Gutter Installation/Replacement, up to 25 linear feet	6,026
Temporary Refuse Storage	25
Oversize load single	50
Tree Removal	50

Resolution 2022-31
Schedule D - Police Department Fees

Fee Type	Recommended Fee
Records/Calls for Service/ Records Check Letters	$ 31
Livescan/Ink Fingerprints	$ 63
VIN Verification	$ 28
Citation Sign off	$ 17
Vehicle Tow Release Fee	$ 94
Abandoned Vehicle Tow Admin Fee	$ 125
Vehicle Repossession Fee	$ 15
Impounded Vehicle Hearing/release fee	$ 199
Taxi Operator Permit	$ 122
Parking Permits (Trailers)	$ 31
RVHabitation Permit	$ 31
Firearm Storage Admin Fee (per weapon)	$ 61
ABC One-Day License Letter	$ 28
DUI Banner Deposit	Deposit
Civil Subpoena-Officer Court Time	Actual Cost
DUI Cost Recovery	Actual Cost
Alarm Permit-Initial	$ 31
Private Property Abandoned Vehicle Abatement Fee	$341 plus Tow Company Charge
Crime Report	
Up to 10 pages	$ 42
per page beyond 10	$ 3

Resolution 2022-31
Schedule E-Fire Department Fees

Fee Type	Recommended Fee
Residential Sprinkler-New installation per riser (1/2 family dwelling)	$ 372
Non Residential/Multi-family Automatic Sprinkler System 1-100 heads	$ 703
Non Residential/Multi-family Automatic Sprinkler System 101-200 heads	$ 868
Non Residential /Multi-family Automatic Sprnkler System 201-400 heads	$ 1,034
Non Residential /Multi-family Automatic Sprnkler System over 400 heads	$ 1,199
Fire Alarm System-per panel-Sprinkler Monitoring Only	$ 372
Fire Alarm System-per panel-w/heat or smoke detection	$ 703
Specialized fire Protection for Detection System-per system	$ 372
On Site Hydrant System	$ 703
Stanpipe System (Wet, Dry or Horizontal)	$ 538
California Fire Code Permit - Operational Permits (105.6)	
Aerosol Projects	$ 206,828
Amusement Buildings	$ 207
Aviation Facilities	$ 207
Carbon Dioxide Systems	$ 207
Carnivals and Fairs	$ 207
Cellulose Nitrate Film	$ 207
Combustible Dust-Producing Operations	$ 207
Combustible Fiber Storage	$ 207
Compressed Gasses	$ 207
Covered Mall or Open Mall	$ 372
Cyogens	$ 207
Cutting and Welding	$ 207
Dry Cleaning Plant	$ 207
Exhibits and Trade Shows	$ 207
Explosives	$ 289
Fire Hydrants and Valves	$ 207
Flammable Liquids	$ 372
Flammable or Combustible Liquid Pipeline	$ 372
Floor Finishing	$ 207
Fruit Ripening	$ 207
Fumigation or Thermal Insecticide Fogging	$ 207
Hazardous Mateirals	$ 372
Hazardous Production Materials	$ 372
High Piled Combustible Stock	$ 372
Hot Work Operations	$ 207
Industrial Ovens Baking and Drying	$ 207
Lumber Yard & Woodworking Plants	$ 207
Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings	$ 207
California Fire Code Permit - Operational Permits (105.6) (Con't)	

Resolution 2022-31
Schedule E-Fire Department Fees

Fee Type	Recommended Fee
Liquefied Petroleum Gas	$ 207
Magnesium Work	$ 207
Motor Vehicle Fuel Dispensing Station	$ 207
Organic Coatings	$ 207
Open Burning	$ 207
Open Flames and Torches	$ 207
Open Flames and Candles	$ 207
Places of Assembly	$ 207
Private Fire Hydrants	$ 372
Pyrotechnic Special Effects Material	$ 207
Pyroxylin Plastics	$ 207
Refrigeration Equipment	$ 207
Repair Garage	$ 207
Rooftop Heliports	$ 207
Spraying or Dipping	$ 207
Tents, Canopies and Temporary Membrane Structures	$ 207
Tire Storage	$ 207
Tire Rebuilding Plants	$ 372
Waste Handling	$ 207
Wood Products	$ 207
California Fire Code Construction Permits (California Fire Code 105.7)	
Automatic Fire Extinguishing Systems	$ 703
Battery System	$ 372
Compressed Gasses	$ 372
Cryogenic Fluids	$ 372
Emergency Responder Radio Coverage System	$ 372
Fire Alarm & Detection Systems and Related Equipment	$ 703
Fire Pumps and Related Equipment	$ 703
Flammable & combustble Liquids	$ 703
Gates and Barricades across Fire Apparatus Access Roads	$ 372
Hazardous Mateirals	$ 703
Industrial Ovens	$ 372
LP-Gas	$ 372
Private Fire Hydrants	$ 538
Smoke Control or Smoke Exhaust Systems	$ 372
Solar Photovoltaic Power Systems	$ 372
Spraying or Dipping	$ 372
Standpipe Systems	$ 372
California Fire Code Construction Permits (California Fire Code 105.7) (Con't)	
Temporary Membrane Strutures and Tents	$ 372

Resolution 2022-31
Schedule E-Fire Department Fees

Fee Type	Recommended Fee
Fire Clearance /State County	
State Fire Marshall Residential Care Facilities	$ 207
Schools, (Including Nursery Schools, & Child Day Care) 6+ children	$ 207
Miscellaneous Fees	
Business License Inspections	$ 42
Report Copy Fee	$ 42
Re-Inspection (1 hour minimum, then actual time)	$ 165
Re-Check/ Re-Review (1 hour minimum, then actual cost)	$ 165

Resolution 2022-31
Schedule F-Recreation

Fee Type	Recommended Fee	
Lap Swim		
Adult Daily Pass	$ 5	
10 Day Pass Card	$ 43	
Monthly Lap Pass	$ 54	
Swim Lessons		
Group	$ 78	
Private	$ 117	
Rec Swim		
Season Pass	$ 61	
Monthly Pass	$ 28	
Daily Pass	$ 2	
Other Sport Programs		
Adult Co-ed Softball	$ 388	
Youth Basketball	$ 44	
AfterSchool Program Fees		
Tuition-monthly per student	$ 120	*
Late Fee-per minute per student	$ 1	*
Munchkin Summer Camp		
Tuition-per session per student	$ 250	*
Late Fee-per minute per student	$ 1	*
Facility Rentals		
Community Center Facilty Use Fee	$ 300	*
Community Center-All except Non-Profit per hour	$ 111	
Community Center-Non-Profit per hour	$ 83	
City Hall Conference Room All except Non-Profit per hour	$ 55	
City Hall Conference Room Non Profit per hour	$ 28	
EOC/Training Room - All except Non-profit per hour	$ 111	
EOC/Training Room - Non-profit per hour	$ 83	
Apparatus Bay- All except Non Profit per hour	$ 166	
Apparatus Bay- Non Profit per hour	$ 111	
Apparatus Bay- Commercial Fund Raisers per hout	$ 222	
Rotary Park Gazebo-per day reservation	$ 75	*
Bobbi Greenwood Swim Center (2 hours with lifeguards)	$ 225	*
City Park Picnic Area-One day reservation	$ 50	*
City Park Basketball Courts-one day reservation	$ 50	*
Little League Diamone(off season only)-one day reservation	$ 50	*
Futsol Court-one day reservation	$ 50	*
Horseshoe Pits-one day reservation	$ 20	*
Use of Bounce House at Facility-per apparatus	$ 50	*
Water Slide at Facility-per apparatus	$ 50	*
Vehicle Charging Rate per Kwh	$ 0.49	
Occupancy Rate (per 30 minutes)	$ 2.50	
Copy Fee - per page copied	$ 0.10	*

* Fees that have been historicially charged at various city facilities but not reflected on the Master Fee Schedule in previous years