



CITY COUNCIL STAFF REPORT
October 17, 2006

TO: Honorable Mayor and Council Members
THROUGH: John W. Donlevy, Jr., City Manager *JWD*
FROM: Carol Scianna, Management Analyst *CS*
SUBJECT: Proposal from West Yost & Associates in the amount of \$15,460 to evaluate wastewater facilities.

RECOMMENDATION: Staff recommends that the City Council (1) Authorize the City Manager to execute a contract with West Yost & Associates to Evaluate Wastewater Pump Stations and Treatment Facility, and (2) Authorize expenditures of up to Fifteen Hundred Four Hundred and Sixty Dollars (\$15,460).

BACKGROUND: The Wastewater Treatment and Pump Stations are a vital component of the City's infrastructure. In reviewing the recent history of the City's Wastewater Facilities, it has become evident that numerous maintenance and operations problems have occurred. In order to ensure that ongoing maintenance is sufficient and the WWT system is operating at its optimum level, a system-wide evaluation is critical.

The proposal includes an evaluation of current maintenance procedures, records and treatment monitoring reporting, which will ensure that we are in compliance with California Regional Water Quality Board requirements. These evaluations will be integral for enabling staff to correctly assess, manage and maintain the City's Wastewater facilities. Upon completion of this evaluation, coupled with the ongoing Television inspections and cleaning, City staff will have at their disposal a complete picture of the current condition of our entire Wastewater System.

FISCAL IMPACT: Proposed budget for services \$15,640.00



Consulting Engineers

September 28, 2006

Mr. John W. Donlevy, Jr.
City Manager
City of Winters
318 First Street
Winters CA 95694

SUBJECT: Proposal to Evaluate Wastewater Pump Stations and Treatment Facility
City of Winters

Dear John:

Thanks for taking the time to meet with us to discuss the possibility of West Yost Associates (WYA) evaluating the City of Winter's (City) existing wastewater pumping stations and wastewater treatment facility. We understand that the purpose of this evaluation is to assess the condition of these facilities, maintenance procedures and records, and wastewater treatment facility monitoring reporting. This work will be performed by experienced staff members who specialize in the design and operation of wastewater pumping and treatment facilities.

WYA proposes to provide the following services.

SCOPE OF SERVICES

Task 1. Maintenance Procedure and Record Assessment

Prior to beginning the condition assessment WYA staff will review existing written equipment maintenance procedures and the preceding two years of records for the four existing pumping stations and wastewater treatment plant. The intent of this review is to determine:

- 1) when equipment has been repaired or replaced,
- 2) if periodic maintenance has been performed at proper intervals, and
- 3) if maintenance records are complete and properly maintained.

Task 2. Wastewater Facility Monitoring and Reporting Assessment

WYA staff will also review monthly, quarterly, and annual wastewater treatment plant monitoring and reporting documents for the past two years prior to beginning the condition assessment. The intent of this review is to determine if these reports contain the minimum information required by Waste Discharge Requirements adopted by the California Regional Water Quality Control Board (RWQCB) for the City of Winters Wastewater Treatment Facility. We will also discuss the suitability of these reports with appropriate RWQCB staff.

Task 3. Condition Assessment

Following the completion of tasks 1 and 2 WYA staff will inspect each of the City's four existing pumping stations and wastewater treatment plant. The purpose of this inspection will be to assess the condition of:

- 1) site housekeeping and civil improvements;
- 2) pumps, rails, and other mechanical components;
- 3) concrete structures; and
- 4) electrical power, instrumentation, and alarm facilities.

DELIVERABLES

WYA will summarize finding regarding the condition of existing facilities, maintenance procedures and records, and monitoring reporting in a letter report. Supporting documents will be appended to the report. We will also meet with City staff to report our findings.

SCHEDULE

We will begin work immediately upon authorization to proceed, and anticipate that this work will be completed within 4 weeks of this authorization.

BUDGET

WYA will perform the work described above on a time and materials basis at the standard company charge rates as presented in the attached rate schedule (Attachment 1). The estimated budget for completing the proposed services described above is \$15,640. A breakdown of the project costs is shown in the following table. WYA will not exceed the estimated budget without the City's authorization.

Description	Estimated Cost, dollars
Maintenance Procedure and Record Assessment	1,150
Wastewater Facility Monitoring & Reporting Assessment	1,370
Condition Assessment	4,980
Report Preparation & Meeting	8,140
Total	15,640

Mr. John W. Donlevy, Jr.
September 28, 2006
Page 3

We appreciate this opportunity to serve the City of Winters and are looking forward to providing the proposed services. If you would like to discuss the details of this proposal or have any concerns or questions, please do not hesitate to call me.

Sincerely,

WEST YOST ASSOCIATES



Dave Anderson
Engineering Manager

DJA:md

attachment

cc. Mr. Nick Ponticello, City Engineer

JOHN C. WALLACE

ATTORNEY AT LAW
312A RAILROAD AVENUE
P. O. Box 578
WINTERS, CA 95694

CA State Bar #63121
PHONE (530) 795-4171
FAX (530) 795-4171

MEMORANDUM

Date: October 12, 2006

To: Winters City Council

FROM: John C. Wallace, City Attorney

RE: Utility Service Collections – Property Owners

Dear Council Members: The Council has earlier adopted a resolution providing that all of the City's water and sewer connections be billed to, and paid by, property owners. This ordinance change reflects the same City policy. This change removes the problem of notice. Renters don't pay, and suddenly the property owner has a lien on the real property with no prior notice of the problem. This ordinance restates existing city policy, and approval is recommended.

OCA10-12-06UtilityOrd

**CITY OF WINTERS
ORDINANCE NO. 2006-07**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WINTERS
AMENDING CHAPTERS 13.04 AND 13.08 OF THE WINTERS MUNICIPAL
CODE RELATING TO UTILITY ACCOUNTS**

1. Purpose. The purpose of this ordinance is to amend Chapters 13.04 and 13.08 of the Winters Municipal Code relating to consumer utility accounts in the City of Winters. The Ordinance will be amended to reflect the City's current requirement that requires real property owners to open or maintain City water service and sewer service accounts as the consumer of said services; and

2. Authority. State law now defines water services and sewer services as property-related services. The City to insure payments are promptly and regularly made for these services, and to secure payment based on the real property being served, has the authority to provide reasonable procedures to collect payment for utility services.

3. Amendments: Sections 13.04.010, 13.04.020, 13.08.020, and 13.08.070 of the Winters Municipal Code are hereby amended to read as follows:

13.04.10. The definition of "Consumer" is amended to read:

"Consumer" as used herein, shall mean any person, group of persons, firm, corporation, or association having a connection into the water system owned and operated by the city, who is the record owner of the real property connected to the water system."

13.04.020. Lien. The water service rates per month are fixed for the use of city water and shall be paid monthly. All charges for city water shall be assessed against the consumer who owns the real property and shall become and remain a lien on the property until such charges are paid. Bills will be due and payable monthly in advance.

13.08.020 The definition of "Applicant" is amended to read:

"Applicant" means any person, group of persons, firm, corporation or association who applies for use of the city's wastewater collection, treatment, and disposal system, and who owns the real property to be connected to the city's wastewater system. Only real property owners can be applicants.

13.08.070. The first paragraph of this Section is amended to read as follows:

Any applicant desiring to use the city sewer system, if the applicant is the owner of real property to which the system is to be connected, will be allowed to connect the real property to the city sewer system if the property is in the city limits and the following conditions are met: [remainder follows].

4. Effective Date and Notice. This ordinance shall take effect thirty (30) days after its adoption and, within fifteen (15) days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Winters.

This Ordinance was introduced at a regularly held meeting of the Winters City Council on October 17, 2006.

After public hearing on November 7, 2006, This Ordinance was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

MAYOR KEITH FRIDAE

ATTEST:

NANCI G. MILLS, CITY CLERK

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**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members

DATE: October 17, 2006

THROUGH: John W. Donlevy, Jr., City Manager 

FROM: Nanci G. Mills, Director of Administrative Services/City Clerk 

SUBJECT: Recommendation of Committee Members

RECOMMENDATION:

Receive and approve recommendation of committee members for the Hispanic Advisory Committee.

BACKGROUND:

Mayor Fridae requested this be put on the City Council agenda.

FISCAL IMPACT:

None

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**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE: October 17, 2006
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Nanci G. Mills, Director of Administrative Services/City Clerk
SUBJECT: Proposition 49 Funding – After School Program Update

RECOMMENDATION:
Information Item.

BACKGROUND:

In May, at the Latino Town Hall Meeting, the subject of after school programs and recreation was a key issue. At the July 18th Council Meeting the City Council approved staff recommendation to move forward with the development of the after school program.

The City Council approved the Consultant Services Contract with JG Consulting at the September 5, 2006 Council meeting to work with Staff on writing a grant to secure Proposition 49 funding for the City of Winters after school program.

The request for application became available on September 25, 2006 and the deadline is November 6, 2006 at 5:00 p.m.

Staff met with Jim Gaston, the consultant on Friday, October 6, 2006 to discuss the application criteria with the Superintendent of Schools, Brian Heller de Leon and Leticia Quirarte from the St. Anthony's Ministry Outreach.

Staff had originally wanted to start small beginning with an after school program at Waggoner. After some discussion, it was decided that the city would apply for funding for programs at Waggoner, Shirley Rominger and Winters Middle School. As per the Proposition 49 criteria, if you do not request funding for this round, it was likely there would be no funding for future requests at other locations.

The next step is writing the application and the recruitment of an After School Coordinator.

FISCAL IMPACT:
None by this action.

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**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE: October 17, 2006
THROUGH: John W. Donlevy, Jr., City Manager *JWD*
FROM: Nanci G. Mills, Director of Administrative Services/City Clerk *Nancie*
SUBJECT: Resolution 2006-43 Setting Forth Procedures for City Council Members

RECOMMENDATION:

Discuss and make any appropriate changes. Adopt the resolution approving the City Council Procedures

BACKGROUND:

This has been prepared as a possible tool that sets forth policy regarding meeting procedures and rules. The purpose of this document is to define the roles, responsibilities and expectations of the City Council and City staff and to promote understanding of and trust in the operation of the City government.

FISCAL IMPACT:

None

RESOLUTION NO. 2006-43

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS,
SETTING FORTH PROCEDURES FOR CITY COUNCIL MEETINGS**

WHEREAS , the City Council of the City of Winters, California, wishes to establish Council policy regarding meeting procedures and rules; and

WHEREAS, the City Council wishes to establish a policy setting forth procedures for City Council meetings.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Winters, California, that the following procedures for City Council meetings are hereby adopted.

SECTION 1. Regular Meetings - Day and Time. Regular meetings of the City Council shall be held on the first and third Tuesday of each month at 7:30 p.m. In case the meeting day falls upon a legal holiday, then the regular meeting which otherwise would have occurred on that day shall be held on the first business day thereafter at the hour of 7:30 p.m.

Agendas for all meetings shall be posted at least 72-hours prior to the meeting, except for special meetings or emergency meetings, in the following places:

1. City Hall – City Clerk's Office - 318 First Street
2. Winter Branch Library – 201 First Street

SECTION 2. Meeting Place. All regular meetings of the Council shall be held in the Council Chambers, 318 First Street, Winters, California, or at such other place as the Council may deem appropriate, subject to notice requirements as provided by law. If by reason of fire, flood, earthquake or other emergency, it is unsafe to meet in the place so designated, the meetings may be held for the duration of the emergency at such place as is designated by the mayor.

SECTION 3. Meetings to be Public. All meetings of the Council shall be open to the public, except as provided by law.

SECTION 4. Special Meetings. At any time, the mayor or three council members, or the city manager with the concurrence of the mayor or three council members, may call a special meeting. The city clerk shall prepare a notice of the special meeting time, place and the business to be transacted and to each local newspaper of general circulation. The meeting shall be noticed and posted twenty-four (24) hours before the time of such meeting.

SECTION 5. Emergency Meetings. In an "emergency situation," the Council is not required to deliver prior written notice of the meeting. An emergency situation is defined to include a work stoppage or other activity or a crippling disaster, which severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.

SECTION 6. Quorum. A majority of all members elected to the Council and qualified to hold office shall constitute a quorum at any regular, special or emergency meeting of the Council. Unless otherwise required by law, a simple majority of the members present may take action or adopt ordinances or resolutions.

Three council members shall constitute a quorum for the transaction of business. When there is no quorum, the presiding officer or the city clerk may adjourn such meeting. For the purpose of considering any item subject to vote of the Council, when a council member disqualifies himself/herself due to conflict of interest, that council member's presence shall not be considered in determining the presence of a quorum. Consideration on such item thereof shall be deferred until a quorum of non-interested council member is present to discuss and vote on the item.

SECTION 7. Presiding Officer - Mayor - Vice Mayor. The presiding officer of the Council shall be the mayor who shall be elected by the Council at the first regular meeting after the canvass of votes done in conjunction with the statewide general election in even-numbered years. When electing the mayor, the city clerk presides over the election of the mayor and the mayor presides over election of the vice mayor. At the time of the election of the mayor, one of the members of the Council shall be chosen as vice mayor. If the mayor is absent or unable to act, the vice mayor shall serve until the mayor returns or is able to act. The mayor shall preserve strict order and decorum at all regular and special meetings of the Council. He/she shall state every question coming before the Council, call for the vote, announce the decision of the Council on all subjects and decide all questions of order, subject, however, to an appeal to the Council, in which event a majority vote of the Council shall govern and conclusively determine such question of order. He/she shall sign all ordinances or resolutions adopted by the Council during his/her presence. In the event of the absence of the mayor, the vice mayor shall sign ordinances as then adopted.

SECTION 8. Call to Order - Temporary Chairman. The mayor, or in his/her absence the vice mayor, shall take the chair at the hour appointed for the meeting, and shall immediately call the Council to order. In the absence of the mayor or vice mayor, the senior member of Council which, in the event of a tie shall be determined by the number of votes received, shall call the Council to order whereupon a temporary chairperson shall be elected by the members of the Council present. Upon the arrival of the mayor or vice mayor, the temporary chairperson shall immediately relinquish the chair upon the conclusion of the business immediately before the Council.

SECTION 9. Roll Call/Pledge of Allegiance. Before proceeding with the business of the Council at regular or special meetings, the city clerk or the acting city clerk shall call the

roll of the members, and the names of those present shall be entered in the minutes. The city council shall also conduct a pledge of allegiance.

SECTION 10. Order of Business - Assembly of Officers. At the hour set by this chapter or other resolution on the day of each regular meeting, the members of the Council, the city clerk, city manager and city attorney shall take their regular stations in the Council Chambers and the business of the Council shall be taken up for consideration and disposition in the following order, except that with the majority consent of the Council, matters may be taken out of order and that the order of business set forth in this section may be changed from time to time by the adoption of an resolution by the city council:

1. Roll call;
2. Pledge of allegiance;
3. Approval of Agenda
4. Consent calendar
5. Presentations;
 - a. Awards;
 - b. Proclamations;
6. Discussion Items
7. Community Development Agency
8. City Manager's Report
9. Comments by council on non-agenda items;
10. Comments by city staff on non-agenda items;
11. Information Only Items

SECTION 11. Public Comments on Non-Agenda Items. At any regular meeting, members of the public are invited to address the Council on any item not on the Agenda. Persons addressing the Council may speak only for (3) minutes. Council may take no action on Public Comments except to refer the item to staff for review and report or to agendaize the topic for a subsequent meeting.

SECTION 12. Adding Items to the Agenda. An item needing Council's action may be placed on the agenda for a regular meeting if:

A. Upon determination by majority vote of the Council that an emergency situation (as defined by statute) exists: or

B. Upon determination by two-thirds (2/3) vote of the Council, or, if less than two-thirds (2/3) of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the city's attention within less than seventy-two (72) hours prior to the meeting; or

C. The item was posted pursuant to a prior meeting of the Council occurring not more than five (5) calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

SECTION 13. Preparation of Minutes.

A. The minutes of the Council shall be kept by the city clerk and shall be kept in a minute book kept for that purpose, with a record of each particular type of business transacted, and said written minutes shall become the official records of the City of Winters. Except as provided in Section 13.B, the minutes shall be action minutes which do not require the reporting of comments made by council members. The minutes shall include the name of anyone who addressed the Council. Minutes shall not reflect any discussion occurring after adjournment of the meeting.

B. Requests for the preparation of verbatim minutes must be approved by the mayor. Copies of verbatim minutes will be distributed to all council members.

C. Neither minutes nor recordings of closed session meetings shall be kept by council members or city staff.

SECTION 14. Reading and Approval of Minutes. Unless the reading of the minutes of a Council meeting is requested by a majority of the Council, such minutes may be approved without reading if the city clerk has previously furnished each member with a copy thereof. Any council member can correct an error in the minutes, subject to verification by the city clerk.

SECTION 15. Rules of Debate.

A. The presiding officer may debate and vote. The presiding officer may move, second and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all Council Members and shall not be deprived of any of the rights and privileges of a council member by reason of his/her acting as the presiding officer.

B. A council member desiring to speak shall be required to address the Chair. While speaking, council members shall be confined to the question under debate, avoiding all personalities and indecorous language.

C. A council member shall not be interrupted when speaking unless called to order, or as herein otherwise provided. If a council member while speaking is called to order, said member shall cease speaking until the question of order is determined, and if in order, shall be permitted to proceed.

D. A council member may request, through the Presiding Officer, the privilege of having an abstract of his statement on any subject under consideration by the Council entered in the minutes. If the Council does not consent by majority vote thereto, such statement shall not be entered in the minutes.

SECTION 16. Addressing the Council.

A. Any interested person may, subject to the rules of procedure adopted hereunder, speak on any item coming before the Council. It shall not be required that persons wishing to speak give prior written notice, but priority shall be given to those who have so notified the city clerk in advance. Persons wishing to speak will be asked to fill out a speaker sheet giving their names and indicating whether they are a resident of Winters. The city clerk will maintain the speaker sheets. Council may limit the amount of time for each speaker. Each speaker will be limited to three minutes, unless otherwise determined by the Council.

B. After a motion is made and seconded, no person shall address the city council without first securing permission of the Council to do so.

C. Remarks by the public shall be made only from the podium. Speakers shall first give their names for the record, and no one shall be permitted to enter into any discussions without permission of the presiding officer.

SECTION 17. Voting. All members of the Council, when present, must vote. If a member of the Council states that he/she is not voting, his or her silence shall be considered acquiescence in the decision of the majority unless, however, the council member abstains from voting by reason of his/her having a conflict of interest in the matter before the Council and that reason is stated at the meeting. If the vote is a tie, there shall be no majority and the non-voting member shall be considered as an abstention.

SECTION 18. Decorum.

A. Council Members. While the Council is in session, council members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council nor disturb any other member while speaking.

B. Other Persons. If any meeting is willfully interrupted by one or more persons so as to render the orderly conduct of the meeting unfeasible, the Council may order the removal of the person(s).

C. Violation. Any violation of this section may be punished as a Misdemeanor pursuant to Penal Code Section 403. (Disturbance of public assembly or meeting)

D. Enforcement of Order. The Chief of Police, or his/her duly authorized representative, shall be ex-officio Sergeant-at-Arms of the Council if present. He/she shall carry out all lawful orders and instructions given him by the Presiding Officer for the purpose of maintaining order in the Council Chambers. If not present, the police department will be dispatched.

SECTION 19. Persons Allowed To Approach Council Dias. No person, except city officials, their representatives and news gathering or media personnel, shall be permitted to approach the dias in front of the Council Members during meetings, without the express consent of the Council.

SECTION 20. Entry of Dissent in Minutes. Any council member shall have the right to have the reasons for his/her dissent from, or protest against, any action of the Council entered on the minutes.

SECTION 21. Preparation of Agendas.

A. Consistent with the provisions of the Ralph M. Brown Act (Government Code Section 54950 et seq.), the agenda for Council meetings shall be prepared and distributed by the city clerk.

B. Matters may be placed on the agenda for consideration by the city council by request of:

1. Any member of the City Council
2. The City Manager
3. The City Clerk
4. The City Attorney

C. Any reasonable request by any person named in this section to place a matter on the agenda shall be honored, subject to the city manager's discretion as to the preparation of accompanying staff reports.

D. Requests and Content. Persons having business before the Council shall communicate with the city clerk in writing, giving a brief outline of their business. All written communications to the city council will be forwarded to the Council. If a council member then wishes the item to be placed on a subsequent Agenda for action, he/she may so request and the item will be heard at the next Council meeting. This does not preclude the city manager or the city clerk placing the item on the Agenda. Upon request by a council member, and with the concurrence of a majority of the Council voting at the meeting at which the item was to be considered, an item may be removed from the agenda or continued indefinitely or to a date certain.

E. Consent Calendar. Items grouped together for action at the beginning of the meeting are those matters which are considered to be routine and non-controversial. Adoption of the Consent Calendar may be made by one motion only by the Council unless a council member defers action on a particular item at which time that item would be pulled from the Consent Calendar and taken up for action later in the meeting.

The Consent Calendar shall include, but not limited to, the following matters:

1. Approval of Minutes
2. Approval of Warrants
3. Claims against the City
4. Transfer of funds within approved departmental budget

F. Reconsideration. When a vote is taken on an item the item may be brought back to the Council for consideration only by a member of the city council who voted with the majority or by the city manager or the city attorney. If the vote taken on an item is a tie, then no majority exists and any council member may bring the item back for reconsideration. A member of the public may request to have the item resubmitted to the city council no less than six months after the initial vote.

SECTION 22. Closed Sessions - Confidentiality.

A. No officer, employee or agent of the city shall, without proper authorization, divulge confidential information received by such person as part of his or her official duties during any closed session of the city council authorized under the Ralph M. Brown Act (Government Code Section 54950 et seq.) as it now exists or may later be modified.

B. Such confidential information may include but is not limited to matters involving pending litigation, property acquisition, labor negotiations, personnel matters or other information, the disclosure of which would reasonably be likely to prejudice the good faith conduct of city business, constitute an unwarranted invasion of privacy, or place the city at an unfair disadvantage in negotiations.

C. For purposes of this Section, "proper authorization" shall mean:

1. The order of subpoena of a court of competent jurisdiction;
2. Authorization by the city council as a body;
3. Conclusion or finalization of the matter or subject involved, as determined by the city council; or
4. Applicable law.

D. Nothing in this resolution shall be deemed a waiver of any other confidential privilege for any information established elsewhere by statute or case law.

SECTION 23. Council Directions to staff.

A. City Staff Policies. Council members are to provide directions to, and make inquiries of, solely the city manager and the city clerk.

If council members give direction to city staff who are subordinates of the city manager, the staff member is to refer the council member to the city manager so all council members may be informed as to the request and any written response.

B. Council Inquiries. Council members may make inquiries of city staff who are subordinate to the city manager. If a council member requests information from a staff member, the staff member shall inform his/her department head who shall, in turn, inform the city manager so all council members may be informed as to the request. City staff should provide a response to any council member request for information.

C. Council members may make inquiries or request information from the city attorney. Copies of any written response from the city attorney shall be provided to all council members. Any council member request for a response shall be deferred until authorized by a majority of the Council.

The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the City Council of the City of Winters, California, this 17th day of October, 2006, upon a motion by Council Member _____, seconded by Council Member _____, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Woody Fridae , Mayor

ATTEST:

Nanci G. Mills, CITY CLERK



HANDBOOK

FOR

CITY COUNCIL MEMBERS

CITY OF Winters

*Prepared by
the City Clerk's Office
October, 2006*

TABLE OF CONTENTS

INTRODUCTION

CHAPTER I - LOCAL GOVERNMENT IN WINTERS 12

Council-Manager Form of Government	12
Manager and City Council Members	12
The Municipal Code	13

CHAPTER II - YOUR ROLE AS A CITY COUNCIL MEMBER 14

Responsibilities	14
Council Goals	14
Policy and Administration	15
Services and Resources	16
Communication/Public Input	16
Constituent Requests	16

CHAPTER III - CONFLICT OF INTEREST 17

General Provisions of the Law	17
-------------------------------	----

CHAPTER IV - SALARY AND BENEFITS 17

Salary and Reimbursement	17
Benefits	17
Training, Meetings, Conferences	17

CHAPTER V - CITY COUNCIL MEETINGS 18

Parliamentary Procedures	18
Types of Council Meetings	18
Regular Meetings	18
Study Sessions	18
Special Meetings	18
Closed Session	18
Emergency Meetings	19
Budget Hearings	19
Minutes and Record Keeping	19
Agenda	20
Types of Council Actions	20
Consent Calendar	20
Ordinances	20

Urgency Ordinances	21
Resolutions	21
Proclamations	21
Certificate of Appreciation	21
Minute Actions	21
Public Hearings	
Rules of Persons Presenting Testimony to the Council	22
CHAPTER VI - CITY ORGANIZATION	22
City Manager	22
City Clerk	23
City Attorney	23
City Treasurer	23
City Employees	23
City Departments:	23
Administrative Department	23
Finance Department	24
Community Development and Building Department	24
Police Department	24
Public Works/Engineering Department	24
Recreation Department	25
CHAPTER VII - ADVISORY COMMISSIONS AND COMMITTEES	25
Winters Planning Commission	25
Winters Parks and Community Services Commission	25

LOCAL GOVERNMENT **IN WINTERS**

Winters was incorporated as a city in 1898, being governed by a city council. The city, by ordinance, established the council/manager form of government. Winters is a general law city and the city council is the governing body. The city council is vested with all the regulatory and corporate powers of a municipal corporation provided for by state law governing general law cities.

COUNCIL-MANAGER FORM OF GOVERNMENT

Under the council-manager form of government, citizens elect their representatives - the council members, who make decisions, which determine the policy of the city.

The city council is the governing body of the city responsible for establishing policies and programs. The city council is responsible to the citizens of the community to see that local policies and laws address both short and long-term needs, and that citizens receive a return on their tax investment in terms of adequate city services.

While the city council establishes policies and programs, it is the responsibility of the city manager to apply and administer those policies to the day-to-day operations of the city. The city manager oversees the total city operations and is the liaison between the council and the city staff.

Teamwork between the council and the manager is a key element of the council-manager plan. The pooling of skills is essential to resolve the many complex problems that face the city today. The council-manager plan seeks to enhance the effectiveness of local policy-making and municipal operations by bringing together skilled lawmakers, community representatives, and experts in municipal administration and management.

MANAGER AND CITY COUNCIL MEMBERS

The city of Winters is governed by a five-member city council elected to four-year terms on a staggered basis. Council members are elected in the general election in June of even numbered years. After each general election, the city council appoints a mayor and vice mayor from its own membership.



The mayor is the presiding officer of the city council. As presiding officer, the mayor calls council meetings to order, announces the order of business as detailed on the agenda, states motions, calls for a vote and announces the results, facilitates and monitors discussions, maintains order, and

enforces the council's rules and parliamentary procedures. When the mayor and vice mayor are

absent of any meeting of the council, the next most senior member of the council as determined by years of service on the council or, if equal, by the number of votes received in the municipal election in which they were elected shall serve as mayor.

The mayor also, with council approval, signs all ordinances, resolutions, and other records of proceedings approved by the council. The mayor has no veto power. The vice-mayor serves in the capacity of the mayor during any absence or incapacitation of the mayor.

The mayor and members of the council are elected to provide leadership in setting community goals and in formulating broad-based policies. The city council is the focal point for identifying and interpreting the wishes of the citizens and translating these into specific programs.

Successful goal setting and policy formulation largely depend on a good working relationship amongst the council and between the council and the administrative staff. Under the city manager's direction, staff can provide assistance in analyzing community needs, suggesting action programs, and calculating the costs of proposals. But the council has the final responsibility for establishing local policies and determining services and budget levels appropriate for the community.

THE MUNICIPAL CODE

The Winters Municipal Code sets forth the regulatory, penal and administrative laws of general application to the city. Local ordinances adopted by the city council are codified in the municipal code. These laws are enforceable by the city, and violation constitutes a misdemeanor or infraction. The municipal code is divided into the following categories:

- General Provisions
- Administration and Personnel
- Revenue and Finance
- Business Licenses and Regulations
- Animals
- Health and Safety
- Public Peace, Morals and Welfare
- Vehicles and Traffic
- Streets, Sidewalks and Public Places
- Public Services
- Buildings and Construction
- Environment
- Subdivisions
- Zoning
- Flood Control
- Cross-Connection Control

Other directives and policies of the city council are recorded in council resolutions or by minute action of the council.

II YOUR ROLE AS A CITY COUNCIL MEMBER RESPONSIBILITIES

The city council is the elected legislative and policy-making body of the city government. The council is responsible to the citizens for:

- Establishing community-wide goals that address short and long range needs.
- Formulating policies that define a course of action that shape city operations.
- Providing quality services within available resources.
- Acting as a link between the professional staff and local citizens.

City council members are local leaders. The electorate expects the council to set the tone and direction for municipal operations. Strategic planning and goal setting are the tools that enable a council to define their vision and determine methods for accomplishing their goals.

COUNCIL GOALS

Goal setting requires time, energy, and a well-defined process. Usually each year the council meets with the city manager and the various department heads in a goal setting/priority projects session to review progress on goals previously set, and defines new goals and objectives for the city. While a myriad of responsibilities consume the limited time and energy of elected officials, there are some definite advantages for engaging in the process:

1. Goal setting gives the council a basic framework for action. By setting goals and then deciding those that are most important, the council is defining what it wants to achieve over a given period of time. Otherwise, the council may find itself floating from issue to issue, crisis to crisis.
2. Goal setting helps the council spend its time more wisely. When you know what you are trying to accomplish, you can allocate most of your time to important issues.
3. Goal setting gives everyone a chance to share their individual goals and priorities and then work out the differences. The council ends up with a list of goals to which everyone is committed.

4. Goal setting gives the City Manager clear guidelines to get the job done. It lets the city manager know exactly what the council is trying to accomplish as a group. Without clearly defined goals, the city manager may get conflicting signals and end up not meeting anyone's goals.

5. Goal setting gives the council and staff some important budget guidelines. Knowing what programs and issues are the highest priorities will enable staff to have a better idea of how to allocate funds when preparing the budget for council approval.

6. Goal setting gives the council an evaluation tool. When goals and priorities are set, the council has valuable data in hand to determine how well the council and the city manager did in achieving the agreed upon goals and priorities.

Goal setting will not solve all the immediate problems or guarantee that a crisis will not occur; but it will help you get a better idea of what is happening in the community and allow you to define what you want to happen over the long term.

POLICY AND ADMINISTRATION

A dictionary definition of "policy" states that it is "any plan or course of action designed to influence and determine decisions, actions, and other matters." For a city council, policy is the business of making decisions about the community. Examples of policy decisions include:

- The decision to submit to voters a bond measure for capital improvements.
- The adoption of an ordinance regulating sewer and water operations.
- Approval of land-use policies and implementation procedures.
- Decisions concerning projects, which involve federal and state grants as well as local expenditures.

In theory, the distinction between policy and administration has been that policy is the process of determining what is to be done, while administration is the process of determining how to do it. A policy is what the council defines it to be. However, the day-to-day operation of the various departments is administration. In reality, a fine line exists between policy and administration; any issue that is perceived as important or controversial can become a "policy" matter.

The city council has the final say in major decisions such as: adoption of the budget; acceptance of a new classification and compensation plan; selling a bond issue; or instituting a redevelopment project. While it has a dominant role in policy matters, the city manager, staff and citizens play a prominent role in the development of policies.

The city council, city manager, and staff analyze community needs, identify available resources, and suggest courses of action, but the council has the final say on matters that effect services.

Because the distinction between policy and administration is frequently blurred, tension can result when the city council, city manager, and/or staff feels that there area of responsibility is being infringed upon.

Perhaps the best way to prevent conflicts over whether or not something is policy or administration is for the council and the administrative staff to discuss and attempt to clarify their respective roles and expectations of one another. The result can be a more effective and harmonious partnership.

SERVICES AND RESOURCES

While the electorate expect high quality local government services at minimum cost, the existing social and economical conditions make this increasingly difficult to achieve. Today's city council is part of an era that requires a variety of strategies for getting by with less.

In a resource scarcity, it may be necessary to consider cutbacks, reallocations, trade-off, program terminations, and re-thinking what services the city should provide. However, the continued charge will be to provide the best level of service with the resources that are available.

COMMUNICATION/PUBLIC INPUT

Elected officials not only represent their constituents and make decisions on their constituents' behalf, but they also have the opportunity to communicate with the public.

While some people mistrust government, the city council can take a leadership role in promoting two-way communication with the public. Citizens' views can be sought in a variety of ways: public meetings; advisory committees; citizen surveys; and volunteer assistance in city government. Similarly, the council can express its view by speaking to local civic groups, and working with the press and other news media to provide accurate and up-to-date information.

CONSTITUENT REQUESTS

Members of the council will frequently receive requests or complaints. In most cases, the city staff can resolve these problems. The main thing is for the council member to get the basic information, then pass this on to staff or have the person contact the appropriate staff member directly. Staff will get back to the person within 24 hours, or on the first working

day following a holiday or weekend, if at all possible. The key to answering constituent requests is to be specific in what the council member will do, i.e., promise a timely response, look personally at the problem, etc., while avoiding a commitment to "fix anything."

III CONFLICT OF INTEREST GENERAL PROVISIONS OF THE LAW

The statutes (the Political Reform Act of 1974) provide that certain municipal officers must disclose their "economic interests" periodically on forms provided by the Fair Political Practices Commission (FPPC). These municipal officials are members of the city council (including the mayor), members of the city planning commission, the city manager, the city treasurer, finance director, city clerk and the city attorney.

Statements of Economic Interests are submitted by these officials to the city clerk who makes and retains a copy of each statement and forwards the original to the FPPC in Sacramento.

In addition, the city is required to determine which of its other officials, commission members, and employees perform duties that involve potential conflicts of interest. The city has adopted a resolution outlining those positions, called "designated employees." These employees are required to disclose their economic interests. A copy of the Political Reform Act, as amended, is available for review in the city clerk's office.

Conflict of interest is a complex issue. Council members should carefully consider and monitor "gifts" from any person or organization whether the gift be financial support, loans, event tickets, meals, etc. Many of these gifts may need to be reported and may present a conflict of interest when considering and/or voting on projects or issues related to the person presenting the gift. Questions relating to conflict of interest should be directed to the city attorney or your personal attorney.

IV SALARY AND BENEFITS

Salary and Reimbursement

The council, in accordance with Government Code Section 36516, sets the salary for the city council. In addition, council members may be reimbursed for actual expenses while performing official duties.

BENEFITS

The following benefits are available to city council members:

Training, Meetings, Conferences

The city budgets funds for training, meetings, and conferences in which the council members may wish to participate. Among these are the quarterly meetings of the Central Valley Division of the League of California Cities, the League of California Cities Annual

Conference, the annual Mayors and Council Members Executive Forum, and numerous other local meetings. Council members are encouraged to participate in these meetings and conferences. All travel and training expenses are subject to the policies and procedures set forth.

V

CITY COUNCIL MEETINGS

PARLIAMENTARY PROCEDURE

Parliamentary procedure is a set of rules that regulate and standardize how the city council conducts its business. The City of Winters has adopted Resolution No. (**will attach adopted resolution**), Council Policies. However, the city council can modify these standard procedures to best suit its needs.

TYPES OF COUNCIL MEETINGS

Regular Meetings:

The Winters City Council holds regular meetings on the first and third Tuesday of each month at 7:30 p.m. State law (the Ralph M. Brown Act) requires that public notice be given at least 72 hours before the meeting indicating the time and place of the meeting. An agenda of each meeting is posted at City Hall. Regular meetings may be adjourned or continued to a specified time and place.

Study Sessions:

Study sessions are often referred to as "work sessions" and are usually informal, and are open to the public. The purpose of the study session is to give the council the opportunity to review items that require more in depth study than time allows on the regular evening meeting agenda, and to receive informational reports/items that require no formal action.

Special Meetings:

The city council can also call special meetings to review and discuss specific topics. Members of the city council and local news media must receive notices of special meetings at least 24 hours prior to the time of the meeting. The notice must specify the time and place of the special meeting and the business to be transacted or discussed. Regular ordinances **may not** be adopted at special meetings; only urgency ordinances may be adopted at such meetings. Items not listed on the agenda shall not be considered at the special meeting.

Closed Session:

Closed sessions may be held to discuss certain matters specified by law, including:

- Personnel matters to consider the appointment, employment, performance, or dismissal of a public employee;
- Matters of national and public safety;
- Labor negotiations;

- License applications by persons with criminal records;
- Real estate negotiations;
- Pending and existing litigation;

Closed sessions are attended by the city council, city manager, city attorney, city clerk and appropriate management staff and occasionally by a special consultant or attorney depending upon the matter under discussion. Closed sessions are not open to the public. Matters discussed during closed session are confidential and may not be discussed with anyone outside of the closed session or during a public meeting. Violations of the closed session confidentiality requirement could put the city in a perilous position with respect to litigation and represent a violation of the law for the person violating the confidentiality requirement.

If any final decisions are made in the closed session meeting, the agency must reconvene in open session where it may be required to report the specific votes and actions taken by the agency.

Emergency Meetings:

Emergency meetings may be called by the city council with one-hour notice to its members and local news media. The city council **may not** meet in closed session during an emergency meeting. Except for the 24-hour notice requirement, the special meeting requirements set forth above shall apply in emergency meetings.

Budget Hearings:

Each year, if needed, the city council holds budget hearings to review funding allocations for the goals and objectives outlined by the City Council.

All meetings, regular, special, or closed sessions must be conducted within the geographical boundaries of the governing body's jurisdiction, unless specifically exempted.

MINUTES AND RECORD KEEPING

The minutes serve as a source of information for the council itself and for the public. Meeting minutes are required to include the following information:

- Members present;
- Motions, proposals, resolutions, orders, ordinances, and other items of business and their disposition;
- Results of all votes and, in the case of a roll call vote, the vote of each member by name;

The minutes are generally an action of what took place and do not include a verbatim transcript. The city clerk is responsible for recording, preparing, and filing council minutes. Minutes of council meetings are available for review in the city clerk's office and on-line at www.cityofwinters.org

AGENDA

The city clerk is responsible for preparing the agenda. The agenda is a listing and synopsis of each business item the council will consider during its meeting. Copies are mailed to interested citizens. They are also available at City Hall or on-line as www.cityofwinters.org. The city clerk makes the agenda available at every regular meeting.

The agenda and relevant background materials are ready for pick-up in the city clerk's office on Friday afternoon before the scheduled Tuesday council meeting.

TYPES OF COUNCIL ACTIONS

Consent Calendar

Items appearing on the Consent Calendar are routine in nature and require no discussion by the city council. If discussion is requested by a member of the council, the staff, or anyone in the audience, it is "removed" from the Consent Calendar and handled as a regular discussion agenda item.

Typical Motion: "I move that the Consent Calendar (with the exception of items which have been removed) be approved as recommended."

Ordinances

Ordinances are the laws of the municipality. City councils are given the power to pass ordinances by Government Code Section 37100 as long as those ordinances are not in conflict with the laws and Constitution of the State of California or the United States. Approval of an ordinance requires a first reading or introduction and a second reading and adoption, with at least five days between readings (except an urgency ordinance). The passage of an ordinance requires the affirmative votes of at least three (3) council members. The ordinance is then published in the local newspaper and becomes effective thirty (30) days later. The thirty (30) day time frame is known as a referendum period. A referendum period is required by state law and is a time frame in which any citizen can file a petition challenging the legality of a recently adopted ordinance. An ordinance is an action that can be repealed or amended only by a subsequent ordinance.

First Reading

An ordinance is introduced by reading its title, or by complete reading, if requested by a council member. A council member may move to waive the complete reading.

Typical motion: "I move that the complete reading of the ordinance be waived and the ordinance be introduced to the second reading." This motion must be passed by affirmative vote of **ALL** council members present.

If a council member has expressed opposition to the ordinance, there should be two motions, one to waive the complete reading of the ordinance, and the other to take action on the ordinance.

Typical Motion to only waive the reading: "I move that the complete reading of the ordinance be waived." This motion must pass by affirmative vote of **ALL** council members present. If a motion to waive the reading is not successful by a unanimous vote, the ordinance must be read in its entirety prior to any action on the ordinance.

This would then be followed by: "I move the ordinance be passed to the second reading."

Second Reading

The City Clerk reads the ordinance by title.

Typical Motion: "I move that the complete reading of the ordinance be waived and the ordinance be adopted."

If there is opposition to the ordinance, two motions are required. One to waive the reading (which must be approved unanimously) and one to adopt the ordinance.

Urgency Ordinances

In matters deemed by the city council to warrant immediate action to preserve peace, public safety or health, an emergency ordinance may be passed immediately upon introduction at either a regular or special meeting, and can be effective immediately.

Resolutions

A resolution expresses the policy of the council on directing certain types of procedural or administrative actions. It requires only one reading and may be changed by subsequent resolution.

Typical Motion: "I move that the resolution be adopted as submitted."

Proclamations

A proclamation is a public declaration of the council's endorsement of something such as a special event or happening. Such public announcement usually is made at the request of the organization sponsoring the event or happening and not for functions of a personal nature such as a birthday, anniversary, etc.

Certificate of Appreciation

A Certificate of Appreciation is a certificate endorsed by the city council showing the city's appreciation to an individual who has given years of energy and knowledge to the growth and development of the city.

Minute Actions

These ordinarily indicate majority approval for a procedural action. Minute actions are usually used for disposition of business items on the agenda.

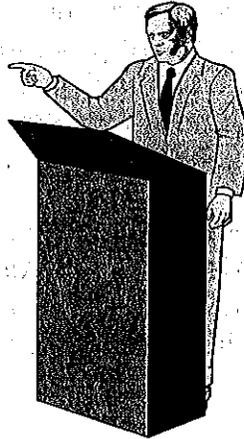
Public Hearings

A public hearing is the open consideration of an issue within a regular meeting of the city council, for which special public notice has been given and may be required. During a specified portion of the hearing, any resident or concerned individual is invited to present

information; offer support or objection for the subject under consideration. Public hearings are required for such items as zoning changes, annexations, weed abatement liens, etc.

RULES FOR PERSONS PRESENTING TESTIMONY TO THE COUNCIL

- The person must be clearly recognized by the mayor or city clerk and is to approach the podium and microphone before testifying.



- He must first clearly state his name for the record.
- Testimony will not be received out of order of sequence outlined in the order of proceedings listed above.
- All exhibits and documents used by witnesses shall be given to the city clerk.
- Only factual testimony will be considered by the city council and no emotional appeals or personal attacks will be tolerated during any of the proceedings.
- All questions or rebuttal will be through the mayor.

VI CITY ORGANIZATION

City Manager and Community Development

The city manager, appointed by the city council, is responsible for the overall administration of the city in response to the policies and programs established by the city council. The city manager is responsible for forecasting the program and service needs of the city and its related financial, personnel, and capital improvement requirements. Among the programs conducted through administration are the overall direction of all other city departments, development and implementation of the city's annual budget, and providing overall planning for future city operations.

The community development agency is responsible for promoting economic development and assisting new businesses and industries locating in the city with the development process. This division also provides support services to the city council and the redevelopment agency on all redevelopment projects.

City Clerk

The city clerk is elected by the citizenry and attends all council meetings. The city clerk is charged with the responsibility of recording the official transactions of the city council, maintaining minutes of meetings, ordinances and resolutions adopted by the city. The city clerk is also responsible for the proper storage and retention of official city documents and coordinates the city's records management program to ensure that official records are maintained pursuant to state law. The city clerk is the elections official and has additional duties such as serving on the redevelopment agency, other city boards, the city's agent for service of process, the city's internet link and other corporate and public relations functions.

The city clerk is responsible for recording the official transactions of the city council, and maintaining minutes of meetings, ordinances and resolutions adopted by the city council. The city clerk is also responsible for the proper storage and retention of official city documents, conducting city elections and registering voters, and ensuring that city records are preserved for posterity

City Attorney

The city attorney, appointed by the city council, is responsible for providing necessary legal services and guidance to the city council, the city manager, department heads, and city boards, commissions and committees to ensure that city functions are performed on a sound legal basis.

City Treasurer

The city treasurer is elected by the citizenry and is responsible for the custody, safekeeping and investment of all city monies.

City Employees

City employees comprise the majority of city government. They perform the day-to-day functions necessary to provide services to the community. Department heads administer specific functions of city government and are responsible to the city manager.

CITY DEPARTMENTS

The City of Winters is currently organized into 8 departments. This chapter provides a brief description of the functions and services performed by each department.

Administrative Service Department

The administrative department is composed of two program areas: risk management and personnel.

The Personnel division is responsible for the city's comprehensive personnel/human resources program. This includes recruitment, classification, compensation, employee

benefits, employee training, labor relations, retirement program, affirmative action program, city safety program and risk management.

Personnel services are responsible for administering the city's salary plan, employee benefits, retirement program, position classification plan, employee training, risk management, city recruitments and labor relations support.

Finance Department

The finance department is the accounting division and billing and collections division. The accounting division is responsible for cash management, financial management services, payroll, financial districts, purchasing, contract maintenance, and accounts payable.

The billing and collections division is responsible for refuse, sewer, and water and storm drainage operations; this includes all new and changed utility services. This division is also responsible for business licensing, collections and sales tax analysis.

Community Development and Building Department

The planning division is responsible for advance, current, and design planning. It is also responsible for administering the city's general plan and zoning ordinance, and provides support services to the city council and planning commission. Support services to these bodies primarily involve assisting them in setting appropriate development standards and in making land use decisions.

The building inspection division is responsible for ensuring that construction activities in the city meet all requirements of the *Uniform Building Code*. The division issues building permits and provides inspections as needed to ensure that buildings are constructed in accordance with the approved plans. The building division also provides city-wide code enforcement services and abates dangerous buildings to ensure they do not pose a hazard to the community.

Police Department

The police department is responsible for providing police services to preserve the peace and ensure the general safety and welfare of city residents and visitors. The department is organized into support services, records, operations, narcotics task force, traffic enforcement, school resource officer.

Public Works/Engineering Department

The Public Works Department coordinates the operations and maintenance of water distribution, wastewater collection, parks and streetscape maintenance, street and storm drain maintenance, storm water pollution preventions, water conservation and solid waste reduction.

The Engineering Division, directed by the City Engineer, is responsible for the coordination, plan check and construction inspection of all public improvements accomplished through development projects. The division reviews public improvement designs, and grading plans to ensure they comply with approved standards and specifications. It manages the design and construction of capital projects for the City. The division also manages and implements

master plans for water, sewer, storm drainage, streets and traffic circulation patterns. The division provides a dedicated engineering work effort to support utility operations, including technical studies and development of operational methodologies and enhancements to meet the requirements of federal and state requirements and laws.

Recreation Department

The recreation department operates recreational and leisure activities for the community of Winters. Program areas including: administrative services, sports, youth/cultural/special events, Community Center, aquatics, senior programs, teen programs, after school programs and facilities management. Winters recreation department offers a full range of recreational activities for nearly every segment of our community. The recreation department provides recommendations to the parks and community services commission.

VII ADVISORY COMMISSIONS AND COMMITTEES

The council members, with the approval of the city council, appoints citizens to various commissions/boards that carry out designated functions and advise the city council on certain decisions and policy matters. Members of advisory body's serve terms of four (4) years. The following is a summary of the specific scope of responsibility for each city advisory body as provided in the Winters Municipal Code (WMC).

Planning Commission – 7 members

The Planning Commission shall perform such functions and duties with respect to zoning, hear and decide applications for conditional uses or other permits, hear and decide applications for exceptions or variances; consider tentative maps of proposed subdivisions; have and exercise all of the powers, duties, rights, privileges and authorities of a City Planning Commission. City residency required.

Parks and Community Services Commission – 7 members

The Parks and Community Services Commission's duties are to study and advise on all matters pertaining to the city's recreation programs. City residency not required.

In addition to the above commissions and committees, the city council may appoint ad-hoc committees to carry out a particular project of task. Currently, these include:

- Affordable Housing
- Hispanic Advisory Committee
- Development Review
- Street Naming Committee



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE: October 17, 2006
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Nanci G. Mills, Director of Administrative Services/City Clerk
SUBJECT: Seed Money for Community Dinner

RECOMMENDATION:

Discuss possible seed money for Community Dinner.

BACKGROUND:

Council Member Stone requested this be put on the City Council agenda.

FISCAL IMPACT:

None

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**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE: October 17, 2006
FROM: John W. Donlevy, Jr., City Manager 
SUBJECT: Shirley Rominger Softball Fields

RECOMMENDATION:

That the City Council authorize a contribution in the amount of \$25,000 toward the construction costs of the Shirley Rominger Intermediate School Softball Fields.

BACKGROUND:

This subject was previously presented to the City Council.

In 2005, the WJUSD moved forward with the construction of softball fields at Shirley Rominger Intermediate School. Because the fields are primarily used in community softball programs, the City Council authorized the contribution of \$25,000 toward the project. This contribution was conditioned on the advancement of the installation of new lighting at the Winters High School Football Stadium, Dr. Sellers Field.

DISCUSSION:

The softball fields were completed in Spring, 2006. Unfortunately, because of additional costs associated with the football lighting, the football lighting project has not progressed and has been cancelled as a project.

The WJUSD is again requesting the \$25,000 contribution toward the softball fields.

Staff concurs with the overall community benefit of the softball fields and is recommending the contribution toward that project.

FISCAL IMPACT: \$25,000 from the Park Development Fund.



WINTERS JOINT UNIFIED SCHOOL DISTRICT

909 WEST GRANT AVE., WINTERS, CA 95694

530/795-6100 FAX 530/795-6114

**DALE J. MITCHELL, Ed. D.
SUPERINTENDENT**

BOARD OF TRUSTEES

TOM HARDING

KATHY McINTIRE

ROBERT NICKELSON

RODNEY OROSCO

MARY JO RODOLFA

RICHARD ROMNEY

JAY SHEPHERD

April 28, 2006

City of Winters
Attention: John Donlevy, City Manager
318 First Street
Winters, California 95694

SUBJECT: INVOICE FOR SHIRLEY ROMINGER SOFTBALL FIELD PROJECT

Dear John:

It is the understanding of the District that the City of Winters has agreed to make a \$25,000 contribution toward the Shirley Rominger Softball Field Project. Therefore, enclosed please find Invoice #60027 for the City's contribution.

If you have any questions, please don't hesitate to contact me. We thank the City of Winters in advance for this generous contribution. The softball field will certainly benefit the students and the community for many years to come.

Sincerely,

Gloria S. Hahn
Chief Business Officer

GSH/mkc

Enclosure

Cc: Dale J. Mitchell, Ed. D., Superintendent
Gary Cook, Director of Facilities



WINTERS JOINT UNIFIED SCHOOL DISTRICT
 909 W. GRANT AVENUE WINTERS, CA 95694
 Ph. (530) 795-6100 Fax (530) 795-6114

INVOICE

Date	Number
4/27/2006	60027

TO: City of Winters
 318 First Street
 Winters, California 95694

Item No.	Quantity Ordered	Description	Unit Price	Extension
		Contribution to the Winters Joint Unified School District for the Shirley Rominger Softball Field		\$25,000.00
			INVOICE TOTAL	\$25,000.00

ACCOUNT CLASSIFICATIONS

26 030 073 0000 0 0000 0000 8699 1148

Requisitioned By: Mary Kay Callaway

Approved By: 

DALE J. MITCHELL, ED. D., SUPERINTENDENT or
 GLORIA S. HAHN, CHIEF BUSINESS OFFICER

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**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members

DATE: October 17, 2006

THROUGH: John W. Donlevy, Jr., City Manager *JWD*

FROM: Nanci G. Mills, Director of Administrative Services/City Clerk *Nanci*

SUBJECT: Resolution 2006-46 Establishing Winters Putah Creek Committee

RECOMMENDATION:

Adopt Resolution 2006-46 a resolution establishing the Winters Putah Creek Committee.

BACKGROUND:

Council asked that this item be brought back to a future council meeting.

FISCAL IMPACT:

None

RESOLUTION 2006-46

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WINTERS ESTABLISHING THE CITY OF WINTERS
PUTAH CREEK COMMITTEE**

WHEREAS, the City Council believes an advisory committee focused on issues concerning Putah Creek needs to be established, and

WHEREAS, the Committee will advise the City Council on matters related to the restoration and public use of Putah Creek between the Interstate 505 overpass and the Railroad Bridge, as well as public lands bordering Dry Creek, and

WHEREAS, the Committee would coordinate volunteer cleanup and restoration work parties and the activities of individuals interested in stewardship, and

WHEREAS, the Committee would assist in public review of and input with to the Putah Creek Master Plan, and

WHEREAS, the Committee will coordinate activities with the Putah Creek Council, the Lower Putah Creek Coordinating Committee, and other organizations as needed by volunteers to maintain the riparian areas adjacent to the creek, and

WHEREAS, the Committee will coordinate volunteer and outside agency assistance with mowing, irrigation, and other maintenance with Winters Public Works, and

WHEREAS, the City Council shall establish a rotating list from which Council members shall be appointed to serve on a two-member Council committee to conduct interviews and recommend among prospective committee candidates, and

WHEREAS, the committee shall consist of five (5) members not officials of the City of Winters, not limited to city limits, plus one ex-officio member as a liaison from the Winters City Council and Planning Commission, a city staff person, one Putah Creek Council representative, and a high school student representing teen recreational interests..

NOW, THEREFORE BE IT RESOLVED, there is hereby created and established a Putah Creek Committee for the City of Winters.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Winters on October 17, 2006, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Woody Fridae, Mayor

ATTEST:

Nanci G. Mills, City Clerk



**COMMUNITY DEVELOPMENT AGENCY
STAFF REPORT**

TO: Honorable Chairman and Members of the Board
DATE: October 17, 2006
FROM: John W. Donlevy, Jr., Executive Director *[Signature]*
SUBJECT: Downtown Master Plan- Form Based Codes- Request for Qualifications

RECOMMENDATION:

That the Community Development Agency:

1. Authorize an Request for Qualifications for the for consultant services to assist in the development of a Form Based Code and Design Guidelines for the Downtown Master Plan Area;

BACKGROUND:

The Downtown Master Plan adopted in March, 2006 provides a vision for the overall economic and capital development of the central business district of downtown Winters. The adopted document includes a variety of plans and policies which represent key steps in achieving the overall build-out of the area in the desired manner.

DISCUSSION:

A key element of the Downtown Master Plan includes the development of a "form based code" to serve as an expanded design guideline for the central business district. Staff is recommending that we move forward with the implementation of this part of the plan.

Form Based Codes:

Form-based codes place a primary emphasis on building type, dimensions, parking location and façade features, and less emphasis on uses. They stress the appearance of the streetscape, or public realm, over long lists of different use types.

These codes have the following characteristics:

- Zoning Districts** – Form-based codes are defined around districts,

neighborhoods and corridors where conventional zoning districts may bear no relationship to the transportation framework or the larger area.

- **Regulatory Focus** – Form-based codes de-emphasize density and use regulation in favor of rules for building form. They recognize that uses may change over time, but the building will endure.
- **Uses** – Form-based codes emphasize mixed use and a mix of housing types to bring destinations into close proximity to housing and provide housing choices to meet many individuals' needs at different times in their lives.
- **Design** – Greater attention is given to streetscape and the design of the public realm, and the role of individual buildings in shaping the public realm. Form-based codes recognize how critical these public spaces are to defining and creating a "place."
- **Public Participation** – A design-focused public participation process is essential to assure thorough discussion of land use issues as the code is created. This helps reduce conflict, misunderstanding and the need for hearings as individual projects are reviewed.

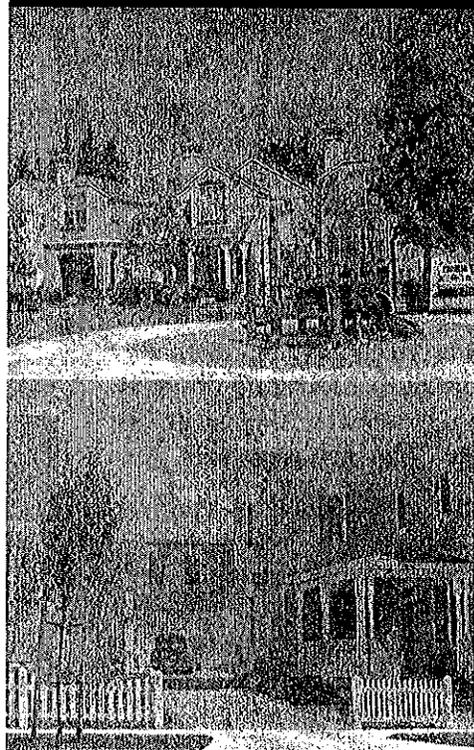
Staff is recommending that the Agency request submittals from qualified consulting firms to assist in the facilitation and development of form based codes for the central business district.

The City has been notified from SACOG of an award of \$19,000 toward community participation in the development of design guidelines for the Downtown. The total project costs are expected not to exceed \$56,000.

FISCAL IMPACT:

Not to exceed \$56,000.

Form-Based Codes: Implementing Smart Growth



▲ Making zoning codes work for the community: Pocket parks and front porches help create livable places.

In the two years since the Local Government Commission's *Smart Growth Zoning Codes: A Resource Guide* was first published, the movement to reform zoning codes has gained momentum. Today, form-based codes have become an increasingly popular approach to achieve these reforms and create communities where people want to live, work and play.

The old adage "form follows function" describes the common approach behind land use regulation as it has been practiced in the past. Form-based codes turn that relationship on its head. Since the primary basis for regulation is the buildings, not the uses, "function follows form." These codes concentrate first on the visual aspect of development: building height and bulk, façade treatments, the location of parking, and the relationship of the buildings to the street and to one another. Simply put, form-based codes emphasize the appearance and qualities of the public realm, the places created by buildings.

As with other smart growth concepts, form-based codes have been applied in new growth areas, in existing neighborhoods, in limited situations to special districts, and in wholesale code revisions for entire communities.

What are form-based codes?

Form-based codes place a primary emphasis on building type, dimension, parking location and façade features, and less on land uses. They focus on the appearance of the streetscape to public realm, over a list of different use types. These codes have the following characteristics:

- **Zoning Districts:** Form-based codes are defined around districts, neighborhoods and corridors where conventional zoning districts may be in no relationship to the street pattern or network of the larger area.
- **Regulatory Form:** Form-based codes describe density and use regulation in favor of rules for building form. They recognize that uses may change over time, but the building will endure.
- **Use:** Form-based codes emphasize mixed use and variety of land uses, not use definitions, to close proximity to housing and provide housing choices to meet many neighborhood needs and preferences for mobility.
- **Design:** Form-based codes focus on the design and the design of the public realm, and the role of individual buildings in shaping the public realm. Form-based codes emphasize how to create public spaces and how to define and create public places.
- **Public Realm Definition:** A design focus on public realm encourages a consideration of the allocation of land use, building form and design that helps to meet public realm needs and that is needed for creating a livable public realm.

Modified from definition by Paul Chaffin, ULI

Why are form-based codes effective?

The focus on building and street design in form-based codes allows graphics and photos – instead of lengthy, repetitive text – to explain the details of zoning requirements. In turn, these codes are much more democratic instruments, because they are more readily understood by residents who are not otherwise involved in land use or development professions.

■ Pictures tell the story

Form-based codes can greatly reduce discussions about the meaning of zoning terms and arguments over the interpretation of code language, allowing everybody involved in a public participation process to focus their time and energy on the essence of the regulations, rather than on “word-smithing.” Using form-based codes, a picture really can be worth a thousand words.

■ Easy-to-find information

Another improvement offered by form-based codes is that they contain all relevant information in a concise format. By contrast,

conventional codes usually include this information in several different sections of the code, sometimes even in side documents that may not be readily apparent or available to the inexperienced user.

By consolidating information and using a simple pictorial style that avoids jargon and complex, repetitive language, form-based codes offer a much more accessible format.

■ Great for mixing uses

Another key characteristic of form-based codes is the way they treat different use types. Since the dawn of zoning, conventional codes were built around the concept of separating uses. They seldom allow uses from a different category (retail, single-family, multi-family, office, etc.) within the same zoning district.

When uses from different categories are proposed by project developers, extra processes and additional hearings are often required. In contrast, form-based codes assume a mix of uses, especially in neighborhood or town centers.

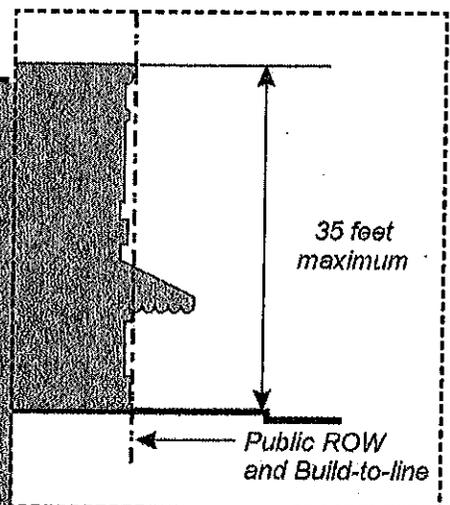
■ Better, faster, cheaper process

This clarity of format and intent can lead to a shift in approval processing from a hearing-heavy process to one that is largely administrative. Simply put, if all the details are discussed and clarified when the code is developed, and if they are accurately represented in a format that leaves no doubt as to the requirements, then a “build-by-right” approach is possible.

This means the review of a project application follows procedures similar to those for obtaining building permits. If the proposed project meets all of the code’s requirements, the application can be approved administratively.

Obviously, this reduces time, expense and uncertainty for the developer, but it also reduces processing and hearing costs for the jurisdiction involved. This can free up staff time for more proactive planning.

▼ *Form-based codes use pictures to tell the story.*



New state law authorizes use of form-based codes

Like many unconventional ideas, form-based codes were met with considerable skepticism in many communities, and at times it was argued that they were not even a legal means of regulating land use. To clarify that issue, the California legislature weighed in by adopting legislation specifically authorizing form-based codes. Assembly Bill 1268 was signed into law in July 2004, resulting in very clear language in the state’s General Plan Guidelines and the statutes governing zoning that allow form-based codes.

Steps for preparing a form-based code

How does a community go about preparing a form-based code? What are the steps that need to be taken to prepare a form-based code?

According to planner Paul Crawford, one of the nation's experts on form-based codes, the typical steps are required to prepare this type of code include:

1 Existing conditions analysis and inventory

Before embarking on development of the code it is critical to understand clearly what the existing patterns of development are in a community. This record of existing conditions – especially of areas that the community identifies as special, or significant – can help develop a code that fits local characteristics.

Using diagrams and notes, a typical analysis will look at:

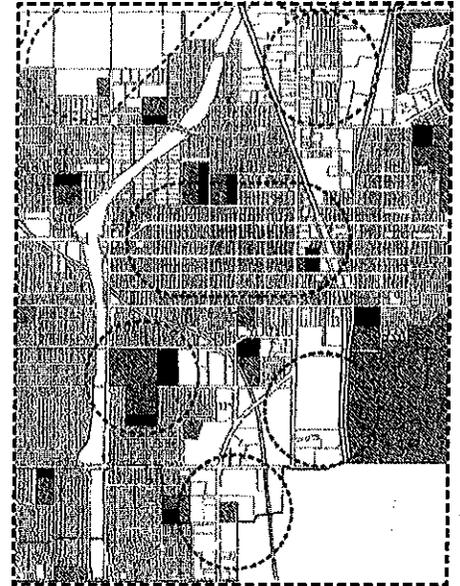
- Street types (by setback, walkway, roadway, and landscape)
- Block types (shape, size, alleys, parcelization)

- Building types (footprint, profile, streetfront, access by car or pedestrian, service areas)
- Open space types (front, back and side yards, squares and parks, undeveloped parcels with urban zoning)
- Parking types and location (parallel, diagonal, lots)
- Natural features (creeks, significant trees, views, hills, etc.)

2 Public visioning and charrette

Input from the community is gathered early in the process through a public visioning and charrette process.

The charrette is a collaborative planning process that brings together residents and design professionals in an intensive multi-day process that typically includes focus group meetings, workshops, presentations, and public engagement exercises to develop a feasible plan for future revitalization and development.



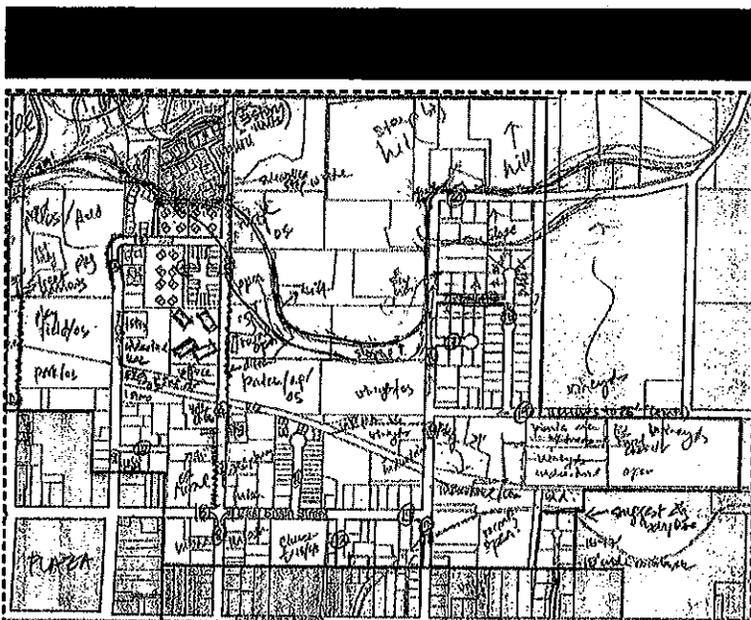
▲ Step 3: Azusa's code divides the city into open space, residential areas, commercial corridors and commercial districts.

3 Determine appropriate spatial basis for regulation (districts, transect, streets or special zones)

There are a number of different approaches that can be taken in determining how the form-based code will be defined and regulated. Although there is some overlap between these approaches, Crawford describes four basic alternatives that are typically used by different practitioners:

- Neighborhoods, districts, corridors
- Transect
- Street-based regulating plan
- Special purpose zones

This process entails identifying which parts of the community are appropriate for different types of development. For example, if the transect-based approach is used the plan would identify those areas that are suburban (T3), general



Form-based codes: Good vintage for wine country

■ Sonoma, California

One of California's oldest cities and located in the scenic wine country, the city of Sonoma had seen post-war suburbs grow into older neighborhoods built around its old pueblo that dates back to Spanish colonial times. This jumble of neighborhoods and building types represented a significant challenge to those developing a new code.

Adopted in 2001, the new form-based code covers the entire city. To break the daunting task of a wholesale code revision into more readily understood pieces, the city was divided into 13 planning areas in four categories — residential, commercial, district, commercial corridor and open space. Within each area, the existing situation was inventoried and compared to the desired future state. This allows the code to recognize existing development while imposing a new regulatory framework on future development. Areas of special concern such as rural roads, the urban edge and creeks are highlighted, and subject to specified guidelines.

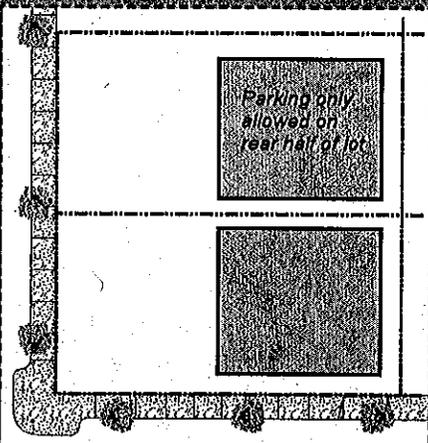
Code prepared by Crawford, Mulhain and Clark Associates

Urban (U4), urban center (U5), urban core (U6) and special districts such as schools, civic centers or industry.

4. Develop urban standards (streets, blocks, building placement, height, land uses, etc.)

The next step is to define and code the urban standards for the different parts of the community mapped in Step 3. The results will be a set of diagrams for each zone that clearly establish a grid for some of the following key elements:

▼ Step 4: Form-based codes show where parking must be located



Building Type	Lot Width at Street Frontage					
	50ft	75ft	100ft	125ft	150ft	200+
Single Family						
Duplex						
Quadruplex						
Eightplex/Access						
Land Housing						
Row House/Gar						
Triplexes						
5-6plex Housing						

▲ Step 5: A sample of what the streets and sidewalks will look like

One of the main goals of street and sidewalk standards is building placement, building height and building form, relevant location of a site parking

5. Develop architectural standards (building form, facade, materials, etc.)

The inventory conducted in Step 1 and the public visioning and character process in Step 2 help to clarify the different parts of buildings and how they fit together to create the public realm.

The form-based code builds on this information and clarifies the types of buildings fit into different parts of the community. The

form-based code for the City of Ventura, California, for example, identifies the following types of buildings as appropriate for different parts of the community: single-family, duplex, triplex, quadruplex, multiplex, row house, townhouse, mid-rise housing, five- or six-story, and so-called "large commercial" blocks and standard development.

The code then lists out what density, which form of building, etc. is appropriate in the different districts for different lot widths or street widths you are in.

6. Allow and illustrate a standard

The final step in the process to create the standard is to draft and get going well illustrated in form-based community guidelines. This document should include all information and regulations relevant to building design, as well as a neighborhood (or) city or county plan that vote the commission process is for or against the code standards. And, of course, they can be updated.



Zoning for consensus and revitalization

Petaluma, California

When the City of Petaluma, California, adopted its new zoning ordinance in 1992, it was the first in the state to include a "consensus" zoning category. The ordinance was designed to address the city's need for a zoning code that would encourage the revitalization of downtown Petaluma, while also providing for a variety of other uses.

The City of Petaluma has been able to achieve its revitalization goals through a combination of factors, including the adoption of a comprehensive zoning ordinance, the implementation of a public-private partnership, and the creation of a downtown development authority.

The project was coordinated by the City of Petaluma and the Downtown Development Authority.

did not share this information with the public. The city's zoning ordinance was developed through a process of public participation, which included a series of public hearings and a public review period. The city's goal was to create a zoning code that would be both effective and equitable.

The city's zoning ordinance includes a variety of zoning categories, including residential, commercial, and industrial. The "consensus" zoning category is designed to encourage the development of a variety of uses, including residential, commercial, and public uses.



0.45 - Prestage Types

The zoning category of prestage types shall be designed to encourage the development of a variety of uses, including residential, commercial, and public uses.

Common Yard: a prestage type shall be designed to encourage the development of a variety of uses, including residential, commercial, and public uses. The lot area shall be at least 10,000 square feet and the lot depth shall be at least 100 feet.



Front and Rear: a prestage type shall be designed to encourage the development of a variety of uses, including residential, commercial, and public uses. The lot area shall be at least 10,000 square feet and the lot depth shall be at least 100 feet.



Triplex with Court: a prestage type shall be designed to encourage the development of a variety of uses, including residential, commercial, and public uses. The lot area shall be at least 10,000 square feet and the lot depth shall be at least 100 feet.



Front and Side: a prestage type shall be designed to encourage the development of a variety of uses, including residential, commercial, and public uses. The lot area shall be at least 10,000 square feet and the lot depth shall be at least 100 feet.



Corner: a prestage type shall be designed to encourage the development of a variety of uses, including residential, commercial, and public uses. The lot area shall be at least 10,000 square feet and the lot depth shall be at least 100 feet.



Street and Back: a prestage type shall be designed to encourage the development of a variety of uses, including residential, commercial, and public uses. The lot area shall be at least 10,000 square feet and the lot depth shall be at least 100 feet.



Corner: a prestage type shall be designed to encourage the development of a variety of uses, including residential, commercial, and public uses. The lot area shall be at least 10,000 square feet and the lot depth shall be at least 100 feet.



Street: a prestage type shall be designed to encourage the development of a variety of uses, including residential, commercial, and public uses. The lot area shall be at least 10,000 square feet and the lot depth shall be at least 100 feet.



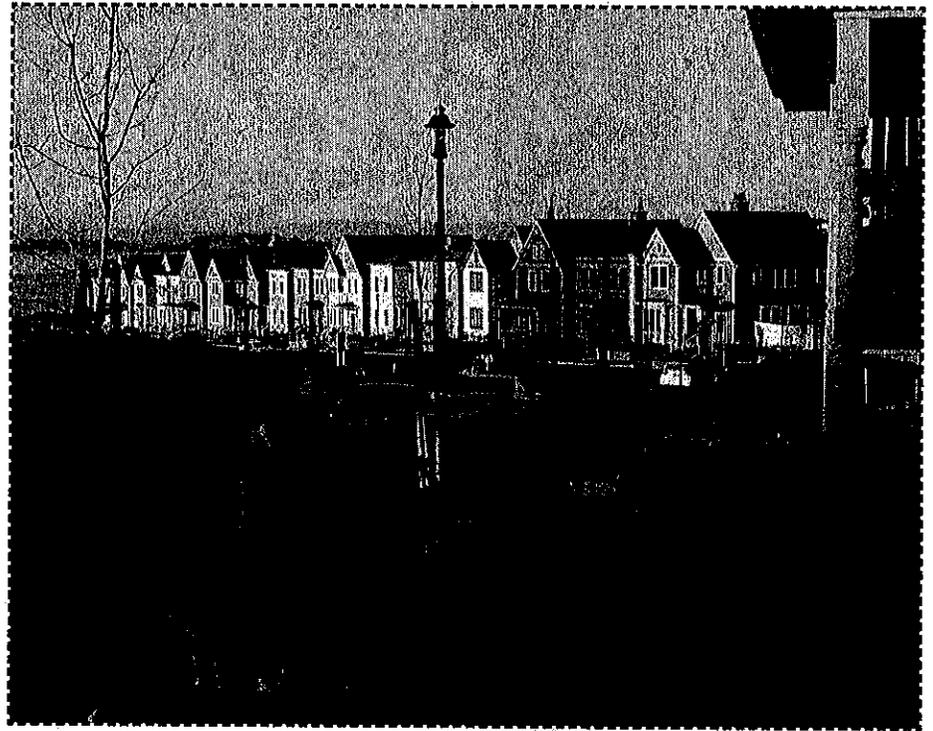
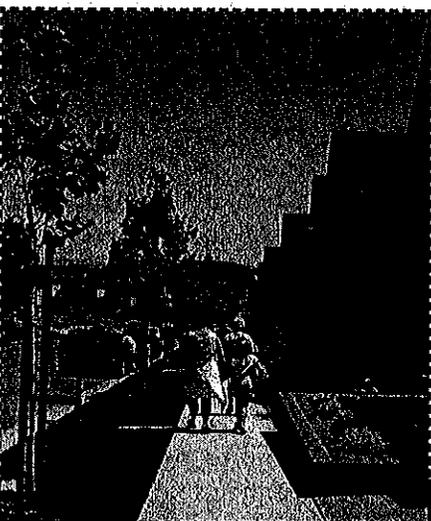
Code for a new town center

■ Hercules, California

The "Regulating Code," adopted for the small city of Hercules across the bay from San Francisco in the summer of 2001, is similar to another prepared by the same firm for the City of Winter Springs, in Florida.

Intended to foster smart growth development in newly created town centers, both codes have been extremely successful, immediately triggering development projects conforming to the principles and details embodied in the code.

The Hercules code covers four districts in the central part of town. It includes eight street types, though not all will appear in each zone. The use table is a mercifully short three pages, with a half-page of footnotes. Four times that number of pages are devoted to façade details and architectural standards.



▲ Attractive new homes in Hercules look out onto the San Francisco Bay.

This architectural material features photographs and drawings of desired and unwelcome features, signs, porches, trim and so on. These details precede the use tables in the code, consistent with form-based codes' emphasis on building form and the public realm.

One page is devoted to each street type, detailing streetscape features such as pavement width, curbs, on-street parking, landscaping, corner radii, sidewalks, building setbacks, eaves, awnings and balconies.

This format allows the user to quickly access all the most relevant requirements and standards for a piece of property, just by referencing the street type that fronts the property.

Hercules' new Regulating Code has clearly been a success. Since its adoption, development has flourished in the area it covers. Several traditional-appearing

residential projects have been built, with a total of 300 units, and construction is under way on the first phase of the main street area of the Waterfront District.

That main street building includes fifteen 2,700-square-foot ownership units with commercial space on the ground floor and two-story townhouse units above. The single-family projects include a number of creatively designed duplex, triplex, and fourplex units that blend in very well with the surrounding housing. Building styles are varied.

The structures, landscaping, street design, and even the street lamps have design details specified in the code. This thorough approach to the details can make all the difference in the finished appearance and appeal of a project.

*Code prepared by
Dover, Kohl & Partners*

wide median and plentiful street trees make the Two Lane Avenue a quiet address especially well suited to residential development.

B. Building Volume:

Bldg. Width: 65 ft. maximum
160 ft. maximum

Bldg. Depth: 125 ft. maximum

Bldg. Height: 2 stories maximum
4 stories maximum
53 ft. Maximum
The first floor shall be a minimum of twelve (12) feet in height

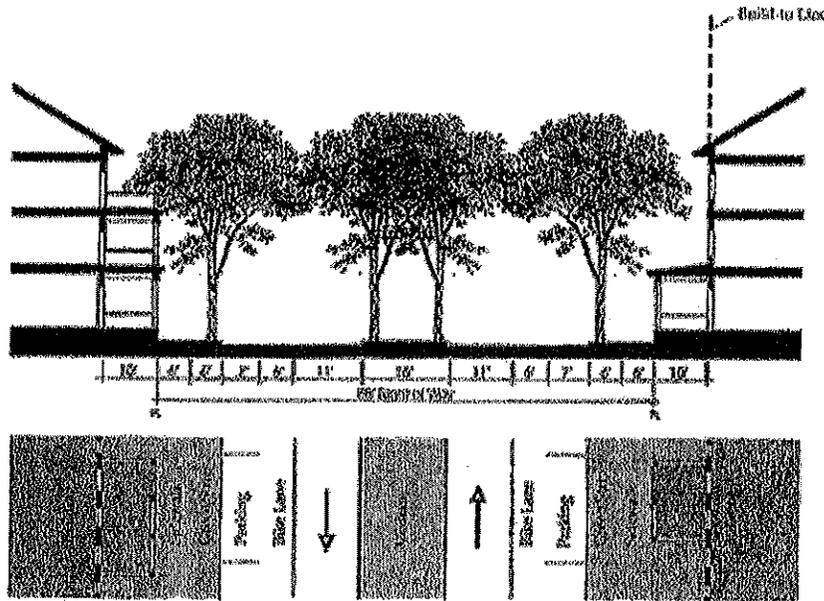
A. Building Placement:

Build to this location: 0 to 10ft. from Property line

Space Between Buildings: 0 ft. if attached
6-10 ft. if detached

C. Notes:

1. Appendages may extend beyond the height limit.
2. Building fronts are required to provide shelter to the sidewalk by means of at least one of the following: awnings, colonnades, marquees, awning, or second floor balcony.
3. The alignment of floor-to-floor heights of building facades is encouraged to allow for shared use of elevators.



Other Points to Consider

Large-scale revisions of zoning codes always have the potential for unanticipated problems, whether a form-based approach, or a more conventionally structured code built around smart growth principles, is used. The need to monitor and revise these new codes after they are adopted must not be overlooked with any format. With form-based codes, these problems will likely surface when the underlying basis for regulation is changed from a focus on uses within and around buildings to a focus on the structures first.

Form-based codes require re-educating everyone in the community – elected and appointed officials, planners, engineers, developers and residents. This begins with a broad public participation effort as the code is developed, of course, but it must also continue after the code is adopted. Code modifications should be expected over time, and must be explained to everyone involved. Some cities have hired an architect or urban designer to work with builders and developers to help implement the code's objectives.

This education – particularly of staff – will help reassure developers and the public that application approvals will meet the code's intent. If code reform streamlines the process in a way that eliminates hearing checkpoints, people must be confident that staff are trained to properly assess whether proposed projects comply with detail requirements in the code.

www.cnl.org

www.formbasedcodes.org

www.realtor.org/sg3.nsf

www.charrettecenter.net

www.doverkohl.com

www.dpz.com/transsect.htm

www.fisherandhall.com

www.cmcaplans.com





**COMMUNITY DEVELOPMENT AGENCY
STAFF REPORT**

TO: Honorable Chairman and Members of the Board
DATE: October 17, 2006
FROM: John W. Donlevy, Jr., Executive Director 
SUBJECT: Downtown Master Plan- Economic Development Implementation Programs

RECOMMENDATION:

That the Community Development Agency:

1. Authorize a budget of \$20,000 for the development of implementation programs for economic development projects as outlined in the Master Plan.
2. Authorize collaboration with the Downtown Master Plan Steering Committee and local business groups.

BACKGROUND:

The Downtown Master Plan adopted in March, 2006 provides a vision for the overall economic and capital development of the central business district of downtown Winters. The adopted document includes a variety of plans and policies which represent key steps in achieving the overall build-out of the area in the desired manner.

DISCUSSION:

A key element of the Downtown Master Plan includes the development of a implementation programs for the Downtown Master Plan. This includes a variety of programs, with an emphasis on economic development. Staff is recommending that we move forward with the implementation of this part of the plan.

Economic Development Implementation:

The Master Plan includes a number of developable sites and concept plans throughout the downtown. In order to advance these ideas, the CDA needs to being the exploration of many of these concepts and locations.

Staff is requesting the ability to establish a budget, not to exceed \$20,000, to begin working with local business and land owners on a variety of the concepts outlined in the Master Plan. Specifically, these expenditures might include:

- Preparation of conceptual plans for sites within the area.
- Research costs, including contracts for such items as updates to the economic evaluation for the downtown.
- Meetings and charettes to gain input on concepts and ideas for possible development.
- Consultant assistance for economic development programs.

A key part of this project will include collaboration with the Downtown Master Plan Steering Committee. Additionally, Staff will consult with local business and property owners regarding these issues.

All expenditures in excess of \$5,000 would be presented to the CDA for approval.

FISCAL IMPACT:

Not to exceed \$56,000.



**COMMUNITY DEVELOPMENT AGENCY
STAFF REPORT**

TO: Honorable Chairman and Agency Members
DATE: October 17, 2006
THROUGH: John W. Donlevy, Jr., City Manager *[Signature]*
FROM: Nicholas Ponticello, City Engineer
SUBJECT: Developing Public Streetscape Design Guidelines and Project Concept for Downtown Streetscape Improvements, Phase 1 (Main St./Railroad Ave.)

RECOMMENDATION:

Staff recommends the Community Development Agency Board of Directors:

1. Approve the project definition and budget for the Development of the Downtown Streetscape Design Guidelines and Streetscape Improvement Project, Phase 1, Project No. 06-07; and
2. Provide direction regarding the hire of the design consultants to assist in the architectural design elements;
3. Authorize the City Engineer to proceed with the development of the design guidelines and preliminary design.

BACKGROUND:

The City recently completed its downtown visioning process and Council adopted the resulting Downtown Master Plan, which was prepared for the City by Bottomley Associates. While the Downtown Master Plan is the foundation and frame of Winters' vision for its downtown, the more detailed definition of the appearance and ambiance of the downtown through design guidelines was left for subsequent definition. The focus of the work envisioned will be on the Railroad Avenue corridor from Grant Avenue through the downtown to Putah Creek and Main Street from Second Street to Elliot Street.

At the April 16, 2006, the CDA approved the implementation of the capital projects for the Downtown Core. The Staff report outlining these projects is attached.

DISCUSSION:

Project engineering for the project will be done by the City's contract engineer,

Ponticello Enterprises.

A key element of the overall projects will include the development of landscaping and streetscape design elements for the Railroad Ave and Main Street corridors. In order to accomplish these, Staff is proposing the following:

Proposed Process

A very public and workshop oriented process to begin the development and accomplishment of the following:

- Prepare conceptual site plans
- Downtown Business-Owners Planning Meeting
- Refine Conceptual Site Plan for the first Public Meeting
- Public Workshop #1
- Develop Design Guidelines and Draft Streetscape Master Plan
- Public Workshop with City Council/CDA and Planning Commission (site plan review)
- City Council final presentation and approval

The process will also work to support and develop many of the policy objectives of the Downtown Master Plan to including:

- Support Infill development along Railroad Ave.
- Improve Railroad Ave Streetscape
- Establish Downtown oriented parking policies
- Retain downtown's historic building character
- Improve Rotary Park/Downtown Green and expand Putah Creek Park.

The process will also work on specific design elements and public experiences (in public right of way) to include:

- Traffic calming features, including bulb outs, enhanced pedestrian crossings
- Parking – vehicles and bikes
- Public landscapes – trees, planters, irrigation
- Street furniture
- Street lights
- Signage
- Historic imagery
- Parking
- Mid-block pedestrian experience
- Outdoor eating
- Art

Staff has received a competitive proposal to team the City Engineer with Cunningham Engineering Corporation to use the Downtown Master Plan as the basis for developing the Downtown Streetscape Design Guidelines in a process that solicits and involves the input of the downtown merchants and the Winters general public. Included in the proposed work is the preparation of a conceptual plan (35% Design) for the first phase of improvements. The first phase of work would improve the public right-of-way on Main Street between First Street and Railroad Avenue and Railroad Avenue between Abbey and Main Streets, including the intersection of Main and Railroad. The streetscape appearance will be coordinated with the Rotary Park Master Plan process currently being prepared by Cunningham Engineering.

In a review of the Cunningham Proposal, it is the determination that it is both competitive in its scope of costs and complete to develop the deliverables needed in the project. The fact that Cunningham is currently working on an adjacent project concurrently (Rotary Park) and their personnel's experience with the Rotary Park Parking Lot and Putah Creek make the transition to this project very efficient.

Staff recognizes the sensitivity of the selection of design consultants and is requesting direction from the CDA Board regarding the selection of Cunningham Engineering or the development of an RFQ and advertisement of the project.

The goal is to set the tone for a vibrant, safe and comfortable downtown that supports and emphasizes the pedestrian experience, and places less emphasis on vehicle usage. It is critical that the public is involved with the design and refinement of streetscapes and public spaces, and that they see how it will support the downtown destination experience. Cunningham Engineering's landscape architect will facilitate a series of public workshops designed to solicit and capture the community's vision and imagery for the city core.

FISCAL IMPACT: The project is funded by Redevelopment Agency funds with a total project budget of \$2,086,000. This budget is set for the most extensive set of improvements that is envisioned by staff. Other options will be considered in the development process that may reduce the budget requirement.



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Chairman and Members of the Board
DATE : April 18, 2006
FROM: John W. Donlevy, Jr., City Manager
SUBJECT: Downtown Master Plan Capital Projects- FY 2006-07

RECOMMENDATION:

That the Agency Board review the proposed Capital Projects List for the Downtown Master Plan and provide input on FY 2006-07 Projects.

BACKGROUND:

At its March 7, 2006, the Winters Community Development Agency approved the Downtown Master Plan. This document is meant to serve as a catalyst document for a variety of planning, policy , economic development and capital projects within Downtown Winters.

With this approval and the upcoming Fiscal Year 2006-07 Budget, Staff would like to review the proposed list of capital projects and improvements to occur in the coming year. Because it will require additional engineering and staff work to be included in the upcoming budget, this item is being presented prior to the budget workshops to allow input from the Agency Board.

DISCUSSION:

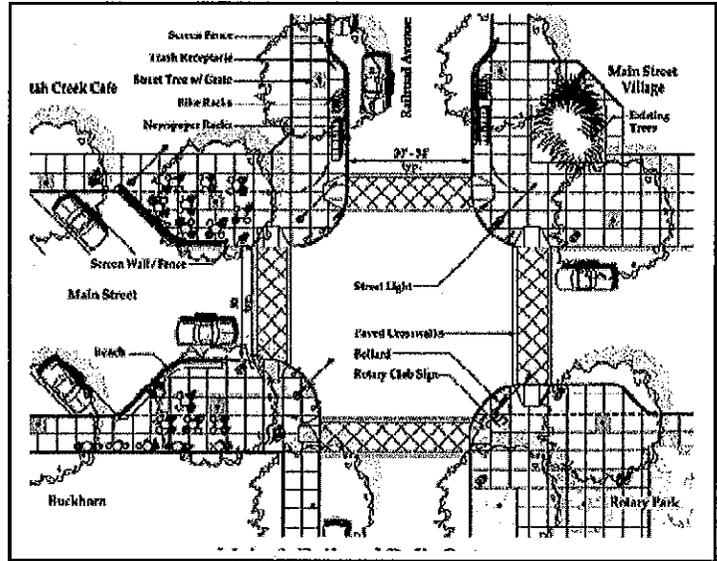
Staff is proposing the implementation of a capital program which focuses on the core area of the downtown. This would specifically include Main St and Railroad Ave. The specific projects and estimated costs are as follows:

An.	Project	Location	Est. Cost
1	Railroad Ave. Streetscape	Between Main St. and Abbey	\$167,000
2	Alley Improvements	Between Railroad/First	\$431,000
3	Main/Railroad Intersection	Main/Railroad	\$424,000
4	Main St. Streetscape	Between Railroad/First	\$250,000
		Total	\$1,272,000

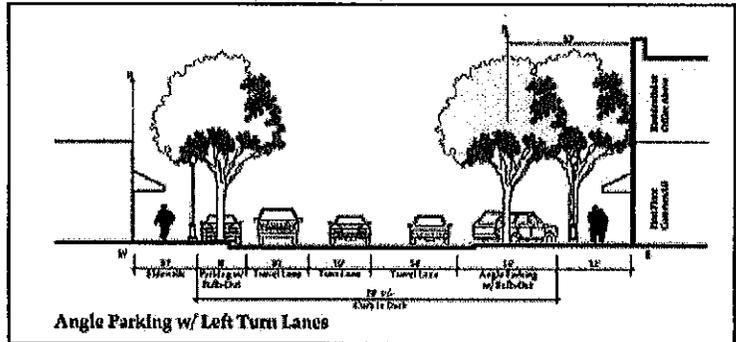
The improvements will follow the concepts approved as part of the Core Block A aspect of the Master Plan.

The improvements to be implemented will include a number of streetscape designs which were discussed and recommended by the Master Plan Committee. These will include the overall Main and Railroad Intersection Plan shown in on this page.

Additionally, the plan will work to implement the alley way improvements which will include the undergrounding of utilities, water and sewer upgrades and the future parking lot which will be located at the current fire station location.



Railroad Ave. will undergo a major renovation with a widening of the street to include diagonal parking and a paseo. At the present time, a CDA Committee is reviewing proposals for the development of the Railroad Parking Lot property. These improvements would occur in conjunction with the development of that site. The street cross section would appear as indicated, right.



Main Street improvements will include the construction of a central crossing, improvements at Main/First, street planters and other streetscape improvements. Sidewalk improvements will also be made.

In total, the capital projects proposed will represent an expenditure of approximately \$1.3 million. This will be in conjunction with other projects which will be proposed in the upcoming budget.

FISCAL IMPACT:

This item will provide direction for those items to be included in the upcoming CDA FY 2006-07 Budget.

ATTACHEMENTS: Core Area A Plan and Budget Estimates by Project

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		10/06/06	04-07						
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69162142-	PO #200600372	10/05/06	10-06	A	49601	43.70	.00	43.70	
		10/06/06	04-07						
69162144-	PO #200600372	09/21/06	10-06	A	49601	27.53	.00	27.53	
		10/06/06	04-07						
69162145-	PO #200600372	10/05/06	10-06	A	49601	35.88	.00	35.88	
		10/06/06	04-07						
						** Vendor's Subtotal ----->	107.11	.00	107.11
Check #: 023946 Check Date.: 10/06/06 Vendor I.D.: CFO00 (CPOA)									
54611-	PO #200600366	09/27/06	10-06	A	49601	155.00	.00	155.00	
		10/06/06	04-07						
Check #: 023947 Check Date.: 10/06/06 Vendor I.D.: CRI00 (CRITICAL REACH)									
100206-1-	PO #200600376	10/02/06	10-06	A	49601	100.00	.00	100.00	
		10/06/06	04-07						
Check #: 023948 Check Date.: 10/06/06 Vendor I.D.: DUS01 (DUST-TEX SERVICE, INC)									
412196-	COMMUNITY CETNER MOPS, MATS & TOWELS 8/31/06	08/31/06	10-06	A	49601	42.90	.00	42.90	
		10/06/06	04-07						
412197-	CITY HALL MATS	08/31/06	10-06	A	49601	56.74	.00	56.74	
		10/06/06	04-07						
414041-	CITY HALL MATS 9/14/06	09/14/06	10-06	A	49601	56.74	.00	56.74	
		10/06/06	04-07						
414042-	COMMUNITY CENTER MOPS, MATS AND TOWELS 9-14-06	09/14/06	10-06	A	49601	42.90	.00	42.90	
		10/06/06	04-07						
415775-	COMMUNITY CTR MOPS, MATS AND TOWELS 9/28/06	09/28/06	10-06	A	49601	42.90	.00	42.90	
		10/06/06	04-07						
415776-	CITY HALL MATS 9/28/06	09/28/06	10-06	A	49601	56.74	.00	56.74	
		10/06/06	04-07						
						** Vendor's Subtotal ----->	298.92	.00	298.92
Check #: 023949 Check Date.: 10/06/06 Vendor I.D.: EAS01 (LINDA EASTMAN)									
092806-	REFUND OVERPMT OF CIRCLE OF SINGERS REGISTRATION	09/28/06	10-06	A	49601	5.00	.00	5.00	
		10/06/06	04-07						
Check #: 023950 Check Date.: 10/06/06 Vendor I.D.: GNE00 (G.NEIL)									
8783759-	PO #200600363	09/20/06	10-06	A	49601	136.31	.00	136.31	
		10/06/06	04-07						

Invoice No	Description	Invoice Date	Actual Period	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount
Check #: 023951 Check Date.: 10/06/06 Vendor I.D.: HLA00 (THE HLA GROUP,)								
31218-	PO #200500737	09/25/06 10/06/06	10-06 04-07	A	49601	16817.82	.00	16817.82
Check #: 023952 Check Date.: 10/06/06 Vendor I.D.: HOW03 (DWIGHT AND NANCY HOWARD)								
092806-	REFUND FOR OVERPAYMENT OF CIRCLE OF SINGERS REG	09/28/06 10/06/06	10-06 04-07	A	49601	10.00	.00	10.00
Check #: 023953 Check Date.: 10/06/06 Vendor I.D.: LAR01 (LARRY WALKER & ASSOC. INC)								
4-	PO #200501139	09/12/06 10/06/06	10-06 04-07	A	49601	9512.50	.00	9512.50
Check #: 023954 Check Date.: 10/06/06 Vendor I.D.: LEA01 (LEAGUE OF CALIFORNIA)								
100406-	REGISTRATION FOR 2007 CITY MGR DEPT MEETING	10/04/06 10/06/06	10-06 04-07	A	49601	500.00	.00	500.00
103001-	FINANCIAL MANAGEMENT SEMINAR-GUNBY	10/06/06 10/06/06	10-06 04-07	A	49601	430.00	.00	430.00
** Vendor's Subtotal ----->						930.00	.00	930.00
Check #: 023955 Check Date.: 10/06/06 Vendor I.D.: LES03 (LESTER FARMS BAKERY)								
7427-	PO #200600354	09/14/06 10/06/06	10-06 04-07	A	49601	57.50	.00	57.50
Check #: 023956 Check Date.: 10/06/06 Vendor I.D.: LES05 (LESTER FARMS)								
12460-	PO #200600353	09/20/20 10/06/06	10-06 04-07	A	49601	56.00	.00	56.00
Check #: 023957 Check Date.: 10/06/06 Vendor I.D.: MET01 (METROCALL)								
097862J-	PO #200600002	09/26/06 10/06/06	10-06 04-07	A	49601	19.94	.00	19.94
Check #: 023958 Check Date.: 10/06/06 Vendor I.D.: MIL02 (NANCI MILLS)								
081806-	PO #200600356	09/27/06 10/06/06	10-06 04-07	A	49601	105.58	.00	105.58
Check #: 023959 Check Date.: 10/06/06 Vendor I.D.: PAC07 (PACIFIC ACE HARDWARE)								
022219-	PO #200600365	10/02/06 10/06/06	10-06 04-07	A	49601	8.55	.00	8.55
Check #: 023960 Check Date.: 10/06/06 Vendor I.D.: PG&01 (PACIFIC GAS & ELECTRIC)								
092606-	PUMP AT CARTER RANCH	09/26/06 10/06/06	10-06 04-07	A	49601	9.22	.00	9.22
092806-	ACCT#3751785529-4 201 EAST ST	09/28/06 10/06/06	10-06 04-07	A	49601	7547.42	.00	7547.42
92206--	STORM PUMP AT GRIFFIN WAY	09/22/06 10/06/06	10-06 04-07	A	49601	8.38	.00	8.38
** Vendor's Subtotal ----->						7565.02	.00	7565.02
Check #: 023961 Check Date.: 10/06/06 Vendor I.D.: PIT02 (RESERVE ACCOUNT)								
SEP2006-	Postage & Mail Non-depart	10/05/06 10/06/06	10-06 04-07	A	49601	500.00	.00	500.00
Check #: 023962 Check Date.: 10/06/06 Vendor I.D.: RAI01 (RAINES, MELTON & CARELLA)								
5324-	PO #200300200	09/07/06 10/06/06	10-06 04-07	A	49601	4855.20	.00	4855.20
5328-	PO #200500944	09/07/06 10/06/06	10-06 04-07	A	49601	513.83	.00	513.83
** Vendor's Subtotal ----->						5369.03	.00	5369.03

Invoice No	Description	Invoice Date	Actual Period	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount	
Check #.: 023963 Check Date.: 10/06/06		Vendor I.D.: RIE02 (DAVID RIETZ)							
100406-	BALANCE DUE FOR LIBRARY PIANO TUNING	10/04/06 10/06/06	10-06 04-07	A	49601	80.00	.00	80.00	
Check #.: 023964 Check Date.: 10/06/06		Vendor I.D.: RWB00 (RWB CONSTRUCTION)							
139-	PO #200600272	09/27/06 10/06/06	10-06 04-07	A	49601	1570.00	.00	1570.00	
Check #.: 023965 Check Date.: 10/06/06		Vendor I.D.: SAL00 (SALES GUIDES, INT'L)							
4233787-	PO #200600370	09/27/06 10/06/06	10-06 04-07	A	49601	365.52	.00	365.52	
Check #.: 023966 Check Date.: 10/06/06		Vendor I.D.: SHE02 (COUNTY OF YOLO)							
092106-	PO #200600373	10/06/06 10/06/06	10-06 04-07	A	49601	1951.32	.00	1951.32	
Check #.: 023967 Check Date.: 10/06/06		Vendor I.D.: SPR00 (DAVID SPRINGER)							
092806-	REFUND OVERPAYMENT ON CIRCLE OF SINGERS REG	09/28/06 10/06/06	10-06 04-07	A	49601	5.00	.00	5.00	
Check #.: 023968 Check Date.: 10/06/06		Vendor I.D.: STO02 (TOM STONE)							
100406-	RENTAL CAR-LEAGUE CONFERENCE	10/04/06 10/06/06	10-06 04-07	A	49601	227.86	.00	227.86	
Check #.: 023969 Check Date.: 10/06/06		Vendor I.D.: SWI01 (SWITZER ENTERPRISES)							
2382-	PO #200600369	09/27/06 10/06/06	10-06 04-07	A	49601	585.00	.00	585.00	
Check #.: 023970 Check Date.: 10/06/06		Vendor I.D.: THE03 (THE WINTERS OPERA HOUSE)							
10-	FOURTH QTR RENT FOR OPERA HOUSE	09/29/06 10/06/06	10-06 04-07	A	49601	7240.50	.00	7240.50	
Check #.: 023971 Check Date.: 10/06/06		Vendor I.D.: TOS01 (TOSHIBA AMERICA INFO SYS)							
33345982-	PO #200500088	09/24/06 10/06/06	10-06 04-07	A	49601	893.39	.00	893.39	
33484259-	PERSONAL PROPERTY TAX ON E-350 COPY MACHINES	09/25/06 10/06/06	10-06 04-07	A	49601	125.11	.00	125.11	
33345982-	PERSONAL PROPERTY TAX ON E-550 COPY MACHINE	09/25/06 10/06/06	10-06 04-07	A	49601	227.74	.00	227.74	
						** Vendor's Subtotal ----->	1246.24	.00	1246.24
Check #.: 023972 Check Date.: 10/06/06		Vendor I.D.: TOW01 (TOWN AND COUNTY MARKET)							
100106-	PO #200600368	10/01/06 10/06/06	10-06 04-07	A	49601	25.54	.00	25.54	
1001060-	PO #200600368	10/06/06 10/06/06	10-06 04-07	A	49601	20.94	.00	20.94	
						** Vendor's Subtotal ----->	46.48	.00	46.48
Check #.: 023973 Check Date.: 10/06/06		Vendor I.D.: TSC01 (TSCHUDIN CONSULTING GROUP)							
049.06-	WINTERS HIGHLANDS JULY 9-SEPT 22, 2006	09/27/06 10/06/06	10-06 04-07	A	49601	3600.00	.00	3600.00	
Check #.: 023974 Check Date.: 10/06/06		Vendor I.D.: VAL01 (VALLEY TOXICOLOGY SERVICE)							
26972-	PO #200600113	09/30/06 10/06/06	10-06 04-07	A	49601	50.00	.00	50.00	

Invoice No	Description	Invoice		Actual Period	Discount G/L Account No	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm					
Check #.: 023975 Check Date.: 10/06/06 Vendor I.D.: VAN04 (TERRY VAN HOUTEN)								
101106-	FTO MEETING REIMBURSEMENT	10/11/06 10/06/06	10-06 04-07	A	49601	25.00	.00	25.00
Check #.: 023976 Check Date.: 10/06/06 Vendor I.D.: WIN0A (CITY OF WINTERS-UTILITIES)								
100106-2-	CITY PARK WATER AND SEWER	10/01/06 10/06/06	10-06 04-07	A	49601	56.16	.00	56.16
00106-24-	COMMUNITY CENTER WATER AND SEWER BILL	10/01/06 10/06/06	10-06 04-07	A	49601	237.94	.00	237.94
** Vendor's Subtotal ----->						294.10	.00	294.10
Check #.: 023977 Check Date.: 10/06/06 Vendor I.D.: WIN0M (WINDSHIELD PROS-NORTH)								
100406-	REPLACE WINDSHIELD IN 1995 CHEVY CAPRICE	10/04/06 10/06/06	10-06 04-07	A	49601	260.07	.00	260.07
Check #.: 023978 Check Date.: 10/06/06 Vendor I.D.: W0005 (WOOD RODGERS)								
49123-	PO #200500741	09/13/06 10/06/06	10-06 04-07	A	49601	1195.90	.00	1195.90
Check #.: 023979 Check Date.: 10/06/06 Vendor I.D.: WUL00 (WULFF ELECTRIC)								
0915906A-	SECOND FLOOR RECEPTACLES AND FURNITURE CONNECTIONS	09/15/06 10/06/06	10-06 04-07	A	49601	5364.00	.00	5364.00
Check #.: 023980 Check Date.: 10/06/06 Vendor I.D.: \B001 (BAKER, TERRY)								
00A61001-	UTILITY DEPOSIT REFUND	10/04/06 10/06/06	10-06 04-07	A	49601	100.00	.00	100.00
Check #.: 023981 Check Date.: 10/06/06 Vendor I.D.: \C001 (CARANDO, PHILLIP)								
00A61101-	REFUND OVERPAYMENT ON CLOSED ACCOUNT	10/05/06 10/06/06	10-06 04-07	A	49601	63.50	.00	63.50
Check #.: 023982 Check Date.: 10/06/06 Vendor I.D.: \K003 (KUHN, DIETRICH)								
00A61001-	UTILITY DEPOSIT REFUND	10/04/06 10/06/06	10-06 04-07	A	49601	38.53	.00	38.53
Check #.: 023983 Check Date.: 10/06/06 Vendor I.D.: \M001 (MCMORROW, MATT)								
00A61001-	UTILITY DEPOSIT REFUND	10/04/06 10/06/06	10-06 04-07	A	49601	100.00	.00	100.00
Check #.: 023984 Check Date.: 10/06/06 Vendor I.D.: \S001 (SCHROEDER, KELLY&MICHELE)								
00A61001-	UTILITY DEPOSIT REFUND	10/04/06 10/06/06	10-06 04-07	A	49601	100.00	.00	100.00
Check #.: 023985 Check Date.: 10/06/06 Vendor I.D.: \S002 (SOUZA, LARRY & DANETTA)								
00A61001-	UTILITY DEPOSIT REFUND	10/04/06 10/06/06	10-06 04-07	A	49601	100.00	.00	100.00
Check #.: 023986 Check Date.: 10/06/06 Vendor I.D.: \W013 (WILSON, ANTHONY)								
00A61001-	UTILITY DEPOSIT REFUND	10/04/06 10/06/06	10-06 04-07	A	49601	100.00	.00	100.00
** Total Checks Paid ----->						67021.56	.00	67021.56

G/L Account No	Total Amount	Extension	FUND Description	ACCT Description	DEPT Description
101 20100	14621.45	14621.45	General Fund	Accounts Payable	
211 20100	56.16	14677.61	City Wide Assmt	Accounts Payable	
413 20100	16817.82	31495.43	P&R Impact Fee	Accounts Payable	
611 20100	2172.03	33667.46	Water O&M	Accounts Payable	
621 20100	17077.52	50744.98	Sewer O & M	Accounts Payable	
651 20100	9031.08	59776.06	CSO	Accounts Payable	
701 20100	7245.50	67021.56	Redevelopment	Accounts Payable	
999 10100	-67021.56	.00	Cash Clearing	General Checking	

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**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Councilmembers
DATE: October 17, 2006
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*
SUBJECT: Investment Report for July 31, 2006

RECOMMENDATION:

The City Council receive and file the City of Winters monthly investment report for July 2006.

BACKGROUND:

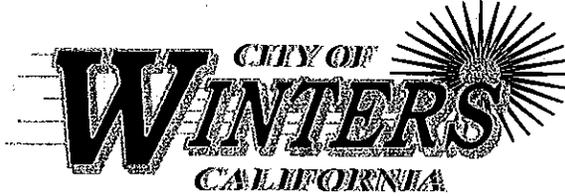
The City of Winters financial policy requires at minimum, quarterly investment earnings reports. The attached report shows the earnings July 2006, as well as the year to date investment earnings. The City of Winters is invested in Local Agency Investment Funds (LAIF), a savings account at our local First Northern Bank, and receives interest payments on the various CDBG and EDBG funded loans made to residents and businesses within the City of Winters. The investment earnings for July 2006 include revenues from the savings account and from the grant funded loans.

FISCAL IMPACT:

None.

City of Winters
Investment Earning Report
July 1, 2006 Through July 31, 2006

Fund#	Description	July Investment Earnings	Year to Date Investment Earnings
101	GENERAL FUND	\$ 163	\$ 163
311	STBG-700	<u>80</u>	<u>80</u>
	Total Investment Earnings	<u>\$ 243</u>	<u>\$ 243</u>



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Councilmembers
DATE: October 17, 2006
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*
SUBJECT: Treasurer Report for July 31, 2006

RECOMMENDATION:

The City Council receive and file the City of Winters Treasurer's Report for July 31, 2006

BACKGROUND:

The City of Winters financial policy requires monthly reports regarding receipts, disbursements and fund balances be submitted to the City Council for review.

General Fund:

General Fund revenues are 1% of budgeted. The following items affect how the cash flows into the general fund.

- Property taxes are received in January and May.
- Property tax in lieu of sales tax are received in January and May.
- Property tax in lieu of VLF is received in January and May.
- Sales and Use Taxes are remitted to the City two (2) months after they are received by the State Board of Equalization.
- Municipal Services Tax collections are 8% of budgeted.

General Fund Expenditures are 7% of the budgeted expenditures. Staff is continuing to be frugal in expenditures.

Other Funds:

Fund 211: Expenditures are 7% of budgeted

Fund 221: Expenditures are 9% of budgeted.

Fund 231: Expenditures are 3% of budgeted.

Fund 251: Expenditures are 15% of budgeted due to ordering equipment for the new police cars.

Funds 701 and 711: The second installment was received in May.

Fund 611: Revenues are 9% of budget, and Expenditures are 6% of budgeted.

Fund 621: The Sewer O & M fund expenditures are 3% of budgeted while revenues are 8% of budgeted. .

FISCAL IMPACT:

None

City of Winters
Summary of Expenditures
July 1, 2006 Through July 31, 2006

Fund#	Fund Description	Budget FY 06-07	July 2006 Actual	% of Year Complete		% of Budget Used
				Year to Date	Unused Budget	
101	General Fund Expenditures by Department					8%
110	City Council	\$ 2,387	\$ 21	\$ 21	\$ 2,366	1%
120	City Clerk	15,146	1,580	1,580	13,566	10%
130	City Treasurer	333	32	32	301	10%
150	City Attorney	114,863	4,023	4,023	110,840	4%
160	City Manager	27,123	2,852	2,852	24,271	11%
170	Administrative Services	152,986	12,860	12,860	140,126	8%
180	Finance	2,256	1,058	1,058	1,198	47%
210	Police Department	1,604,529	114,506	114,506	1,490,023	7%
310	Fire Department	376,300			376,300	
410	Community Development	433,470	39,744	39,744	393,726	9%
420	Building Inspections	122,237	10,258	10,258	111,979	8%
610	Public Works-Administration	397,805	30,817	30,817	366,988	8%
710	Recreation	139,644	15,679	15,679	123,965	11%
720	Community Center	89,437	6,459	6,459	82,978	7%
999	Transfers Out	68,461			68,461	
	Total General Fund Expenditure	\$ 3,478,516	\$239,889	\$239,889	\$ 3,238,627	7%
211	City Wide Assessment	318,682	23,539	23,539	295,143	7%
221	Gas Tax Fund	125,079	10,893	10,893	114,186	9%
231	State COPS 1913	201,663	6,072	6,072	195,591	3%
243	'96 COPS MORE Grant	600			600	
251	Traffic Safety	17,000	2,498	2,498	14,502	15%
261	Traffic Congestion Relief	5,000			5,000	
262	Street Grants	748,000			748,000	
291	Beverage Recycling Grant	8,000	3,090	3,090	4,910	39%
294	Transportation	304,719			304,719	
298	Workforce Housing	15,000	5,986	5,986	9,014	40%
311	STBG 700 Housing Rehab	7,101	764	764	6,337	11%
313	STBG 96-1043 Housing & Public	7,645	1,274	1,274	6,371	17%
321	EDBG 99-688 Buckhorn	16,168			16,168	
411	Street Impact Fee	416,056			416,056	
412	Storm Drain Impact Fee	68,556			68,556	
413	Park & Recreation Impact Fee	8,556	12,714	12,714	(4,158)	149%
414	Public Safety Impact Fee	489,156			489,156	
415	Fire Impact Fee	464,556			464,556	
416	General Facility Impact Fee	8,556			8,556	
417	Water Impact Fee	68,556			68,556	
418	Sewer Impact Fee	3,896,556			3,896,556	
421	General Fund Capital	38,556			38,556	
422	Landfill Capital	17,650			17,650	
423	Street Capital	60,000			60,000	
424	Parks & Recreation Capital	1,600,000			1,600,000	
427	Equipment Replacement Fund	110,500	26,722	26,722	83,778	24%
492	RAJA Storm Drain Capital	1,098,758			1,098,758	
494	CARF	40,000			40,000	
495	Monitoring Fee	119,900			119,900	
611	Water O & M	783,258	45,559	45,559	737,699	6%
621	Sewer O & M	980,650	30,707	30,707	949,943	3%
623	Sewer Bond	11,500			11,500	
651	Central Service Overhead		(2,460)	(2,460)	2,460	
701	Community Redevelopment	1,651,775	34,176	34,176	1,617,599	2%
702	RDA Project Area Fund H	2,212,000	142,334	142,334	2,069,666	6%
711	Community Redevelopment LIH	324,057	5,687	5,687	318,370	2%
712	LIH Bond Proceeds	1,450,000			1,450,000	
831	Swim Team	63,054	39,444	39,444	23,610	63%
	Total Expenditures	\$21,303,840	\$628,888	\$628,888	\$20,674,952	3%

City of Winters
 Summary of Revenues
 July 1, 2006 Through July 31, 2006

Fund#	Fund Description	Budget FY 06-07	July Revenues	% of Year Completed		Amount of Budget To Be Received	% of Budgeted Revenues Received
				Year to Date Revenues			
101	General Fund	\$ 3,046,975	\$ 31,752	\$ 31,752		\$ 3,015,223	1%
211	City Wide Assessment	319,112				319,112	
212	Flood Assessment District	142				142	
221	Gas Tax	130,508				130,508	
223	PERS Trust Fund	15,136				15,136	
231	State COPS AB1913	106,450				106,450	
243	'96 COPS MORE Grant	43				43	
251	Traffic Safety	11,590				11,590	
252	Asset Forfeiture	559				559	
254	Vehicle Theft Deterrent	7,133				7,133	
261	Traffic Congestion Relief	30,110				30,110	
262	Street Grants	748,000				748,000	
262	Street Grants	44,000				44,000	
291	Beverage Recycling	5,430				5,430	
294	Transportation	356,907	(3,775)	(3,775)		360,682	-1%
297	Jobs Housing Balance Grant	15,000				15,000	
311	STBG 700 Housing	7,101	764	764		6,337	11%
313	STBG 96-1043 Housing & Public W	7,645	615	615		7,030	8%
321	EDBG 99-688 Buckhorn	16,168	625	625		15,543	4%
322	EDBG 96-405 Cradwick		1,274	1,274		(1,274)	
351	RLF Housing Rehab	3,854	306	306		3,548	8%
352	RLF Affordable Housing	5,104	459	459		4,645	9%
411	Street Impact Fee	1,104,143				1,104,143	
412	Storm Drain Impact Fee	9,081				9,081	
413	Parks & Recreation Impact Fee	5,836,593				5,836,593	
414	Public Safety Impact Fee	963,755				963,755	
415	Fire Impact Fee	1,009,496				1,009,496	
416	General Facilities Impact Fee	1,612,244				1,612,244	
417	Water Impact Fee	302,022				302,022	
418	Sewer Impact Fee	2,379,551				2,379,551	
421	General Fund Capital	221,595				221,595	
422	Landfill Capital	15,304				15,304	
424	Parks & Recreation Capital	1,609,803				1,609,803	
427	Capital Equipment	114,072	700	700		113,372	1%
481	General Plan 1992	119,900				119,900	
482	Flood Control Study	48				48	
492	RAJA Storm Drain	1,463				1,463	
494	CARF	6,250	100	100		6,150	2%
495	Monitoring Fee	119,900				119,900	
496	Storm Drain Non-Flood	9				9	
501	General Debt Service	1,684				1,684	
611	Water O & M	692,383	60,504	60,504		631,879	9%
612	Water Reserve	3,351	793	793		2,558	24%
621	Sewer O & M	822,554	67,214	67,214		755,340	8%
623	Sewer Bond	37,550				37,550	
701	Community Redevelopment	1,493,060				1,493,060	
702	RDA Project Area Fund	138,767				138,767	
711	Community Redevelopment LIH	364,556				364,556	
712	RDA Housing Project Area	115,495				115,495	
751	Community Redevelopment LTD	14,992				14,992	
821	Winters Library	223,022				223,022	
831	Swim Team	65,350	71	71		65,279	
Total Revenues		\$ 24,274,960	\$ 161,402	\$ 161,402		\$ 24,113,558	1%

City of Winters
General Fund Revenue Summary
July 1, 2006 through July 31, 2006

G/L Code	Account Description	% Of Year Completed			8%
		Budget FY 06-07	July Revenues	Year to Date	% of Budget Received
101-41101	Property Tax	\$ 635,680			
101-41102	Property Tax in Lieu of Sales Tax	91,415			
101-41103	Property Tax in Lieu of VLF	445,055			
101-41401	Sales & Use Tax	270,000			
101-41402	Prop 172	24,000			
101-41403	Franchise Fee	167,000			
101-41404	Property Transfer Tax	15,000			
101-41405	Utility Tax	377,822			
101-41406	Municipal Services Tax	277,200	23,130	23,130	8%
101-41408	TOT Tax	3,800	(942)	(942)	-25%
101-41511	Off-Highway VLF	200			
101-46101	Building Permit Surcharge	97,611	1,129	1,129	1%
101-41407	Business Licenses	19,000	80	80	
101-46102	Building Permits	54,471	1,108	1,108	2%
101-46103	Encroachment Permit	1,000			
101-46104	Other Licenses & Permits	28,087	237	237	1%
101-41507	Motor Vehicle in Lieu	59,000	3,775	3,775	6%
101-41509	Homeowners Property Tax Relief	18,368			
101-48106	Post Reimbursement	3,000			
101-41511	Off-Highway Motor Vehicle				
101-42102	Copy Fees	100			
101-42103	Plan Check Fees	39,874	1,198	1,198	3%
101-42104	Planning Application Fees	5,000			
101-42105	Sales of Maps and Publications	150			
101-42109	Fingerprint Fees	5,000	50	50	1%
101-42111	Towing/DUI Reimbursement	2,000	25	25	1%
101-42201	Recreation Fees	4,000	575	575	14%
101-42203	Youth Drama Revenues	3,000			
101-42205	Basketball Revenues	3,000			
101-42211	Pool Ticket Sales	1,000			
101-42301	Park Rental	500	15	15	3%
101-42302	Library Hall Rental	1,500			
101-42303	Community Center Rental	14,000	275	275	2%
101-42304	Community Center Insurance Collected	250			
101-44101	Rents/Leases Revenues	20,000	1,634	1,634	8%
101-43110	Fines-No Building Permits	750			
101-44102	Interest Earnings	97,400	163	163	
101-46106	Reinspect Fee	50			
101-49104	Miscellaneous Revenues	20,000	(700)	(700)	-4%
101-49108	Commissions on Coke Machine	100			
101-49109	Developer Planning Reimbursement	78,592			
101-49111	Fireworks Contributions	3,000			
101-49999	Interfund Operating Transfer	160,000			
Total General Fund Revenues		\$3,046,975	\$ 31,752	\$ 31,752	1%

City of Winters
Cash and Laif Balances Report
Balance on Hand as of July 31, 2006

Fund	Fund Description	Balance 6/30/06	Balance 7/31/06
101	GENERAL FUND	\$ 2,895,728	\$ 2,725,341
208	FIRST TIME HOMEBUYER	72,860	73,610
211	CITY WIDE ASSESMENT	65,560	39,049
212	FLOOD ASSESSMENT DISTRICT	3,303	3,337
221	GAS TAX	(73,474)	(83,597)
223	PERS TRUST FUND	352,008	355,628
231	STATE COPOS 1913	172,342	168,897
243	COPS MORE GRANT	1,475	1,490
251	TRAFFIC SAFTEY	157,185	158,802
252	ASSET FORFEITURE	13,008	13,141
254	VEHICLE THEFT DETERRENT	26,349	26,620
261	TRAFFIC CONGESTION RELIEF	22,601	22,833
271	PROPOSITION 40 GRANT	(44,000)	(44,000)
274	PARK GRANT	(531)	(4,003)
291	BEVERAGE RECYLING FUND	12,265	9,846
294	TRANSPORTATION(INCLUDING BUS SE	153,117	148,520
298	WORKFORCE GRANT	13,902	8,597
313	STBG 96-1043	1,274	
322	EDBG 96-405 CRADWICK BUILDING	(1,274)	
351	RLF HOUSING REHABILITATION	23,704	24,254
352	RLF AFFORDABLE HOUSING	21,371	22,034
355	RLF SMALL BUSINESS	139,542	140,991
411	STREET IMPACT FEE	1,148,148	1,159,956
412	STORM IMPACT FEE	128,655	129,978
413	PARKS AND RECREATION IMPACT FEE	813,932	819,567
414	POLICE SAFTEY IMPACT FEE	239,375	241,367
415	FIRE IMPACT FEE	173,327	174,640
416	GENERAL FACILITIES IMPACT FEE	228,860	231,213
417	WATER IMPACT FEE	438,416	442,893
418	SEWER IMPACT FEE	640,353	646,623
421	GENERAL FUND CAPITAL	497,294	502,408
422	LANDFILL CAPITAL	350,257	349,142
424	PARKS AND RECREATION CAPITAL	127,984	129,300
427	CAPITAL EQUIPMENT FUND	232,302	235,391
429	SERVICE RESERVE FUND	500,000	505,142
481	GENERAL PLAN 1992 STUDY	(616,187)	(616,187)
482	FLOOD CONTROL STUDY	1,118	1,130
492	RAJA STORM DRAIN	33,712	34,057
494	CAPITAL ASSET RECOVERY FEE	49,321	49,928
496	STORM DRAIN NON FLOOD	202	204
501	GENERAL DEBT SERVICE	66,349	66,844
502	GENERAL LTD		149
611	WATER O & M	174,062	127,747
612	WATER RESERVE	36,564	37,317
621	SEWER O & M	333,689	287,600
623	SEWER BOND	188,790	190,732
651	CENTRAL SERVICES	5,879	37,167
701	REDEVELOPMENT	2,297,171	2,287,124
702	RDA PROJECT AREA	2,587,074	2,618,849
711	REDEVELOPMENT LIH	550,091	550,060
712	RDA HOUSING PROJECT FUND	2,712,813	2,743,512
751	REDEVELOPMENT LTD	6,748	6,817
821	WINTERS LIBRARY	442,382	446,931
831	SWIM TEAM	73,465	35,327
	TOTAL CASH	\$ 18,490,461	\$ 18,284,319

City of Winters
Fund Balances Report
Estimated Fund Balances as of July 31, 2006

Fund#	Fund Name	Unaudited Fund Balance 30-Jun-06	Current Year Revenues	Current Year Expenditures	Transfers In/(Out)	Estimated Fund Balance 7/31/2006	Change From 6/30/2006
101	General Fund	\$ 2,743,838	\$ 31,752	\$ 239,888	\$ -	\$ 2,535,702	\$ (208,136)
208	First Time Homebuyer	73,610				73,610	-
211	City Wide Assessment	70,253		23,539	-	46,714	(23,539)
212	Flood Assessment District	3,337			-	3,337	
221	Gas Tax	(60,163)		10,893	-	(71,056)	(10,893)
223	PERS Trust Fund	355,628			-	355,628	
231	State COPS 1913	174,075		6,072	-	168,003	(6,072)
243	'96 COPS MORE Grant	1,490			-	1,490	
251	Traffic Saftey	154,424		2,498	-	151,926	(2,498)
252	Asset Forfeiture	13,141			-	13,141	
254	Vehicle Theft Deterrent	26,620			-	26,620	
261	Traffic Congestion Relief	22,833			-	22,833	
271	Prop 40 Grant	(44,000)			-	(44,000)	
274	Park Grant	(4,003)			-	(4,003)	
291	Beverage Recycling Grant	12,390		3,090	-	9,300	(3,090)
294	Transportation	140,559	(3,775)		-	136,784	(3,775)
298	Workforce Grant	13,902		5,986	-	7,916	(5,986)
311	STBG 700 Housing		764		(764)		
313	STBG-96-1043 Housing and P	(27,796)	615		(1,274)	(28,455)	(659)
321	EDBG 99-688 Buckhorn		625		-	625	625
322	EDBG 96-405 Cradwick	(1,274)			1,274		1,274
351	RLF Housing Rehabilitation	35,591			306	35,897	306
352	RLF Affordable Housing	39,002			459	39,461	459
355	RLF Small Business	140,991			-	140,991	
411	Street Impact Fee	1,254,956			-	1,254,956	
412	Storm Drain Impact Fee	159,978			-	159,978	
413	Parks & Recreation Impact	819,567		12,714	-	806,853	(12,714)
414	Public Saftey Impact Fee	241,367			-	241,367	
415	Fire Impact Fee	174,640			-	174,640	
416	General Facilities Impact	231,213			-	231,213	
417	Water Impact Fee	442,893			-	442,893	
418	Sewer Impact Fee	(369,934)			-	(369,934)	
421	General Fund Capital	502,408			-	502,408	
422	Landfill Capital	349,142			-	349,142	
424	Parks and Recreation Capit.	129,300			-	129,300	
427	Equipment Replacement Fund	234,691	700	26,722	-	208,669	(26,022)
481	General Plan 1992	(616,187)			-	(616,187)	
482	Flood Control Study	(123,870)			-	(123,870)	
492	RAJA Storm Drain	24,468			-	24,468	
494	CARF	49,828	100		-	49,928	100
496	Storm Drain Non-Flood	204			-	204	
501	General Debt Service	66,844			-	66,844	
502	General LTD	26,202			-	26,202	
611	Water O & M	463,022	60,504	45,559	-	477,967	14,945
612	Water Reserve	38,201	793		-	38,994	793
621	Sewer O & M	2,869,240	67,214	30,707	-	2,905,747	36,507
623	Sewer Bond	72,457			-	72,457	
651	Central Service Overhead	(2,460)		(2,460)	-		2,460
701	Community Redevelopment	2,379,169		34,176	-	2,344,993	(34,176)
702	RDA Project Area	2,616,295		142,334	-	2,473,961	(142,334)
711	Community Redevelopment LI	586,995		5,687	-	581,308	(5,687)
712	RDA Housing Project Area	2,743,512			-	2,743,512	
751	Community Redevelopment LT	556,738			-	556,738	
821	Winters Library	446,931			-	446,931	
831	Winters Library	73,320	71	39,444	-	33,947	(39,373)
911	General Fixed Assets	4,543,056			-	4,543,056	
	Totals	24,868,634	159,363	626,849	1	24,401,149	(467,485)

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**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Councilmembers
DATE: October 17, 2006
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Shelly A. Gunby, Director of Financial Management: *Shelly*
SUBJECT: Investment Report for August 31, 2006

RECOMMENDATION:

The City Council receive and file the City of Winters monthly investment report for August 2006.

BACKGROUND:

The City of Winters financial policy requires at minimum, quarterly investment earnings reports. The attached report shows the earnings August 2006, as well as the year to date investment earnings. The City of Winters is invested in Local Agency Investment Funds (LAIF), a savings account at our local First Northern Bank, and receives interest payments on the various CDBG and EDBG funded loans made to residents and businesses within the City of Winters. The investment earnings for August 2006 include revenues from the savings account and from the grant funded loans.

FISCAL IMPACT:

None.

City of Winters
Investment Earnings Report
July 1, 2006 through August 31, 2006

Fund#	Fund Description	August Investment Earnings	Year to Date Investment Earnings
101	GENERAL FUND	\$ 158	\$ 321
311	STBG-700	41	121
313	STBG 96-1043	112	112
321	EDBG 99-688	850	850
751	REDEVELOPMENT LTD	<u>3,867</u>	<u>3,867</u>
	Total Investment Earnings	<u>\$ 5,028</u>	<u>\$ 5,271</u>



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Councilmembers
DATE: October 17, 2006
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*
SUBJECT: Treasurer Report for August 31, 2006

RECOMMENDATION:

The City Council receive and file the City of Winters Treasurer's Report for August 31, 2006

BACKGROUND:

The City of Winters financial policy requires monthly reports regarding receipts, disbursements and fund balances be submitted to the City Council for review.

General Fund:

General Fund revenues are 4% of budgeted. The following items affect how the cash flows into the general fund.

- Property taxes are received in January and May.
- Property tax in lieu of sales tax are received in January and May.
- Property tax in lieu of VLF is received in January and May.
- Sales and Use Taxes are remitted to the City two (2) months after they are received by the State Board of Equalization.
- Municipal Services Tax collections are 8% of budgeted.

General Fund Expenditures are 7% of the budgeted expenditures. Staff is continuing to be frugal in expenditures.

Other Funds:

Fund 211: Expenditures are 7% of budgeted

Fund 221: Expenditures are 9% of budgeted.

Fund 231: Expenditures are 3% of budgeted.

Fund 251: Expenditures are 15% of budgeted due to ordering equipment for the new police cars.

Funds 701 and 711: The second installment was received in May.

Fund 611: Revenues are 17% of budget, and Expenditures are 11% of budgeted.

Fund 621: The Sewer O & M fund expenditures are 6% of budgeted while revenues are 16% of budgeted. .

FISCAL IMPACT:

None

City of Winters
General Fund Revenue Summary
July 1, 2006 through August 31, 2006

GL Code	Account Description	Budget FY 06-07	% of Year Complete		% of Budget Received
			August Revenues	Year to Date	
101-41101	Property Tax	\$ 635,680			
101-41102	Property Tax in Lieu of Sales Tax	91,415			
101-41103	Property Tax in Lieu of VLF	445,055			
101-41401	Sales & Use Tax	270,000			
101-41402	Prop 172	24,000			
101-41403	Franchise Fee	167,000			
101-41404	Property Transfer Tax	15,000			
101-41405	Utility Tax	377,822	41,053	41,053	11%
101-41406	Municipal Services Tax	277,200	23,110	46,240	17%
101-41408	TOT Tax	3,800		(942)	-25%
101-41511	Off-Highway VLF	200			0%
101-46101	Building Permit Surcharge	97,611	5,299	6,427	7%
101-41407	Business Licenses	19,000	297	377	2%
101-46102	Building Permits	54,471	4,852	5,960	11%
101-46103	Encroachment Permit	1,000	50	50	5%
101-46104	Other Licenses & Permits	28,087	1,740	1,977	7%
101-41507	Motor Vehicle in Lieu	59,000	7,822	11,596	20%
101-41509	Homeowners Property Tax Relief	18,368			0%
101-48106	Post Reimbursement	3,000	999	999	33%
101-41511	Off-Highway Motor Vehicle				
101-42102	Copy Fees	100			0%
101-42103	Plan Check Fees	39,874	3,314	4,512	11%
101-42104	Planning Application Fees	5,000	758	758	15%
101-42105	Sales of Maps and Publications	150	45	45	30%
101-42108	Police Reports		71	71	
101-42109	Fingerprint Fees	5,000	452	502	10%
101-42111	Towing/DUI Reimbursement	2,000	125	150	8%
101-42201	Recreation Fees	4,000	480	1,055	26%
101-42203	Youth Drama Revenues	3,000			0%
101-42205	Basketball Revenues	3,000			0%
101-42211	Pool Ticket Sales	1,000			0%
101-42301	Park Rental	500	90	105	21%
101-42302	Library Hall Rental	1,500			0%
101-42303	Community Center Rental	14,000	3,036	3,311	24%
101-42304	Community Center Insurance Collected	250	20	20	8%
101-44101	Rents/Leases Revenues	20,000	3,930	5,564	28%
101-43110	Fines-No Building Permits	750			0%
101-44102	Interest Earnings	97,400	158	321	0%
101-46106	Reinspect Fee	50			0%
101-49102	Reimbursements/Refunds		800	800	
101-49104	Miscellaneous Revenues	20,000	335	(365)	-2%
101-49108	Commissions on Coke Machine	100			0%
101-49109	Developer Planning Reimbursement	78,592			0%
101-49111	Fireworks Contributions	3,000			0%
101-49999	Interfund Operating Transfer	160,000			0%
TOTAL		\$ 3,046,975	\$ 98,836	\$ 130,586	4%

City of Winters
 Summary of Revenues
 July 1, 2006 through August 31, 2006

% of Year Completed 17%

Fund#	Fund Description	Budget 06-07	FY	August Revenues	Year to Date Revenues	Amount of Budget to Be Received	% of Budgeted Revenues Received
101	General Fund	\$ 3,046,975		\$ 98,834	\$ 130,586	\$ 2,916,389	4%
211	City Wide Assessment	319,112				319,112	
212	Flood Assessment District	142				142	
221	Gas Tax	130,508		10,864	10,864	119,644	8%
223	PERS Trust Fund	15,136				15,136	
231	State COPS AB1913	106,450				106,450	
243	'96 COPS MORE Grant	43				43	
251	Traffic Saftey	11,590		80	80	11,510	1%
252	Asset Forfieture	559				559	
254	Vehicle Theft Deterrent	7,133				7,133	
261	Traffic Congestion Relief	30,110		49,944	49,944	(19,834)	166%
262	Street Grants	748,000				748,000	
262	Street Grants	44,000				44,000	
291	Beverage Recycling	5,430		5,000	5,000	430	92%
294	Transportation	356,907			(3,775)	360,682	-1%
297	Jobs Housing Balance Grant	15,000				15,000	
311	STBG 700 Housing	7,101		479	1,244	5,857	18%
313	STBG 96-1043 Housing & Public Works	7,645		112	727	6,918	10%
321	EDBG 99-688 Buckhorn	16,168		850	1,475	14,693	9%
322	EDBG 96-405 Cradwick				1,274	(1,274)	
351	RLF Housing Rehab	3,854		192	498	3,356	13%
352	RLF Affordable Housing	5,104		288	746	4,358	15%
355	RLF Small Business			2,247	2,247	(2,247)	
411	Street Impact Fee	1,104,143				1,104,143	
412	Storm Drain Impact Fee	9,081				9,081	
413	Parks & Recreation Impact Fee	5,836,593				5,836,593	
414	Public Saftey Impact Fee	963,755				963,755	
415	Fire Impact Fee	1,009,496				1,009,496	
416	General Facilities Impact Fee	1,612,244				1,612,244	
417	Water Impact Fee	302,022				302,022	
418	Sewer Impact Fee	2,379,551				2,379,551	
421	General Fund Capital	221,595				221,595	
422	Landfill Capital	15,304				15,304	
424	Parks & Recreation Capital	1,609,803				1,609,803	
427	Capital Equipment	114,072		39,407	40,107	73,965	35%
481	General Plan 1992	119,900				119,900	
482	Flood Control Study	48				48	
492	RAJA Storm Drain	1,463				1,463	
494	CARF	6,250		450	550	5,700	9%
495	Monitoring Fee	119,900				119,900	
496	Storm Drain Non-Flood	9				9	
501	General Debt Service	1,684				1,684	
611	Water O & M	692,383		59,235	119,740	572,643	17%
612	Water Reserve	3,351		521	1,314	2,037	39%
621	Sewer O & M	822,554		67,550	134,764	687,790	16%
623	Sewer Bond	37,550				37,550	
701	Community Redevelopment	1,493,060		11,425	11,425	1,481,635	1%
702	RDA Project Area Fund	138,767				138,767	
711	Community Redevelopment LIH	364,556				364,556	
712	RDA Housing Project Area	115,495				115,495	
751	Community Redevelopment LTD	14,992		3,867	3,867	11,125	26%
821	Winters Library	223,022				223,022	
831	Swim Team	65,350		(580)	(509)	65,859	-1%
Total Revenues		\$24,274,960		\$ 350,765	\$ 512,168	\$ 23,762,792	2%

City of Winters
Fund Balances Report
Estimated Fund Balances as of August 31, 2006

Fund#	Fund Description	Unaudited Fund Balance 6/30/06	Current Year Revenues	Current Year Expenditures	Transfers In/Out	Estimated Fund Balance 8/31/06	Change from 6/30/06
101	General Fund	\$ 2,743,838	\$ 130,586	\$ 438,255	\$ -	\$ 2,436,169	\$ (307,669)
208	First Time Homebuyer	73,610			-	73,610	
211	City Wide Assessment	70,253		43,316	-	26,937	(43,316)
212	Flood Assessment District	3,337			-	3,337	
221	Gas Tax	(60,163)	10,864	17,808	-	(67,107)	(6,944)
223	PERS Trust Fund	355,628			-	355,628	
231	State COPS 1913	174,075		21,376	-	152,699	(21,376)
243	'96 COPS MORE Grant	1,490			-	1,490	
251	Traffic Safety	154,424	80	2,498	-	152,006	(2,418)
252	Asset Forfeiture	13,141			-	13,141	
254	Vehicle Theft Deterrent	26,620			-	26,620	
261	Traffic Congestion Relief	22,833	49,944		-	72,777	49,944
271	Prop 40 Grant	(44,000)			-	(44,000)	
274	Park Grant	(4,003)			-	(4,003)	
291	Beverage Recycling Grant	12,390	5,000	3,090	-	14,300	1,910
294	Transportation	140,559	(3,775)		-	136,784	(3,775)
298	Workforce Grant	13,902		5,986	-	7,916	(5,986)
311	STBG 700 Housing		1,244		(1,244)		
313	STBG-96-1043 Hsing & PW	(27,796)	727		(2,071)	(29,140)	(1,344)
321	EDBG 99-688 Buckhorn		1,475		(1,450)	25	25
322	EDBG 96-405 Cradwick	(1,274)			1,274		1,274
351	RLF Housing Rehabilitation	35,591			498	36,089	498
352	RLF Affordable Housing	39,002			746	39,748	746
355	RLF Small Business	140,991			2,247	143,238	2,247
411	Street Impact Fee	1,254,956			-	1,254,956	
412	Storm Drain Impact Fee	159,978			-	159,978	
413	Parks & Recreation Impact	819,567		12,714	-	806,853	(12,714)
414	Public Safety Impact Fee	241,367			-	241,367	
415	Fire Impact Fee	174,640			-	174,640	
416	General Facilities Impact	231,213			-	231,213	
417	Water Impact Fee	442,893			-	442,893	
418	Sewer Impact Fee	(369,934)			-	(369,934)	
421	General Fund Capital	502,408			-	502,408	
422	Landfill Capital	349,142			-	349,142	
424	Parks and Recreation Capital	129,300			-	129,300	
427	Equipment Replacement Fund	234,691	40,107	26,722	-	248,076	13,385
481	General Plan 1992	(616,187)			-	(616,187)	
482	Flood Control Study	(123,870)			-	(123,870)	
492	RAJA Storm Drain	24,468			-	24,468	
494	CARF	49,828	550		-	50,378	550
496	Storm Drain Non-Flood	204			-	204	
501	General Debt Service	66,844			-	66,844	
502	General LTD	26,202			-	26,202	
611	Water O & M	463,022	119,740	88,134	-	494,628	31,606
612	Water Reserve	38,201	1,314		-	39,515	1,314
621	Sewer O & M	2,869,240	134,764	59,092	-	2,944,912	75,672
623	Sewer Bond	72,457			-	72,457	
651	Central Service Overhead	(2,460)		(2,460)	-		2,460
701	Community Redevelopment	2,379,169		325,223	11,425	2,065,371	(313,798)
702	RDA Project Area	2,616,295		156,181	-	2,460,114	(156,181)
711	Community Redevelopment LIH	586,995		147,018	-	439,977	(147,018)
712	RDA Housing Project Area	2,743,512		158,591	-	2,584,921	(158,591)
751	Community Redevelopment LTD	556,738	3,867		(11,425)	549,180	(7,558)
821	Winters Library	446,931			-	446,931	
831	Swim Team	73,320	(509)	51,144	-	21,667	(51,653)
911	General Fixed Assets	4,543,056			-	4,543,056	
Total Fund Balances		\$24,868,634	\$495,978	\$1,554,688	\$ -	\$23,809,924	\$(1,058,710)

City of Winters
 Summary of Expenditures
 July 1, 2006 through August 31, 2006

Fund #	Fund Description	Budget 06-07	FY August 2006 Actual	Year to Date	Unused Budget	% of Budget Used
101	General Fund Expenditures by Department					
110	City Council	\$ 2,387	\$ 22	\$ 43	\$ 2,344	2%
120	City Clerk	15,146	198	1,778	13,368	12%
130	City Treasurer	333	27	60	273	18%
150	City Attorney	114,863	5,198	9,220	105,643	8%
160	City Manager	27,123	1,777	4,629	22,494	17%
170	Administrative Services	152,986	11,766	24,626	128,360	16%
180	Finance	2,256	202	1,260	996	56%
210	Police Department	1,604,529	109,612	224,118	1,380,411	14%
310	Fire Department	376,300			376,300	
410	Community Development	433,470	20,718	60,462	373,008	14%
420	Building Inspections	122,237	9,793	20,051	102,186	16%
610	Public Works-Administration	397,805	19,117	49,934	347,871	13%
710	Recreation	139,644	12,411	28,090	111,554	20%
720	Community Center	89,437	7,525	13,984	75,453	16%
999	Transfers Out	68,461			68,461	
	Total General Fund Expenditure	\$ 3,478,516	\$ 198,366	\$ 438,255	\$ 3,040,261	13%
211	City Wide Assessment	318,682	19,777	43,316	275,366	14%
221	Gas Tax Fund	125,079	6,915	17,808	107,271	14%
231	State COPS 1913	201,663	15,304	21,376	180,287	11%
243	'96 COPS MORE Grant	600			600	
251	Traffic Saftey	17,000		2,498	14,502	15%
261	Traffic Congestion Relief	5,000			5,000	
262	Street Grants	748,000			748,000	
291	Beverage Recycling Grant	8,000		3,090	4,910	39%
294	Transportation	304,719			304,719	
298	Workforce Housing	15,000		5,986	9,014	40%
311	STBG 700 Housing Rehab	7,101	479	1,244	5,857	18%
313	STBG 96-1043 Hsing & PW	7,645	797	2,071	5,574	27%
321	EDBG 99-688 Buckhorn	16,168	1,450	1,450	14,718	9%
411	Street Impact Fee	416,056			416,056	
412	Storm Drain Impact Fee	68,556			68,556	
413	Park & Recreation Impact Fee	8,556		12,714	(4,158)	149%
414	Public Saftey Impact Fee	489,156			489,156	
415	Fire Impact Fee	464,556			464,556	
416	General Facility Impact Fee	8,556			8,556	
417	Water Impact Fee	68,556			68,556	
418	Sewer Impact Fee	3,896,556			3,896,556	
421	General Fund Capital	38,556			38,556	
422	Landfill Capital	17,650			17,650	
423	Street Capital	60,000			60,000	
424	Parks & Recreation Captial	1,600,000			1,600,000	
427	Equipment Replacement Fund	110,500		26,722	83,778	24%
492	RAJA Storm Drain Capital	1,098,758			1,098,758	
494	CARF	40,000			40,000	
495	Monitoring Fee	119,900			119,900	
611	Water O & M	783,258	42,575	88,134	695,124	11%
621	Sewer O & M	980,650	28,385	59,092	921,558	6%
623	Sewer Bond	11,500			11,500	
651	Central Service Overhead			(2,460)	2,460	
701	Community Redevelopment	1,651,775	291,047	325,223	1,326,552	20%
702	RDA Project Area Fund	2,212,000	13,847	156,181	2,055,819	7%
711	Community Redevelopment LIH	324,057	141,331	147,018	177,039	45%
712	LIH Bond Proceeds	1,450,000	158,591	158,591	1,291,409	11%
751	Community Redevelopment LTD		11,425	11,425	(11,425)	
831	Swim Team	63,054	11,701	51,144	11,910	81%
	Total Expenditures	\$21,303,840	\$ 941,990	\$1,570,878	\$19,732,962	7%

City of Winters
Cash and LAIF Balances Report
Balance on Hand as of August 31, 2006

Fund	Fund Descriptions	Balance 6/30/06	Balance 8/31/06
101	GENERAL FUND	\$ 2,895,728	\$ 2,788,920
208	FIRST TIME HOMEBUYER	72,860	73,610
211	CITY WIDE ASSESMENT	65,560	14,437
212	FLOOD ASSESSMENT DISTRICT	3,303	3,337
221	GAS TAX	-73,474	-67,108
223	PERS TRUST FUND	352,008	355,628
231	STATE COPOS 1913	172,342	153,593
243	COPS MORE GRANT	1,475	1,490
251	TRAFFIC SAFTEY	157,185	152,006
252	ASSET FORFEITURE	13,008	13,141
254	VEHICLE THEFT DETERRENT	26,349	26,620
261	TRAFFIC CONGESTION RELIEF	22,601	72,777
271	PROPOSITION 40 GRANT	-44,000	-44,000
274	PARK GRANT	-531	-4,003
291	BEVERAGE RECYLING FUND	12,265	14,300
294	TRANSPORTATION(INCLUDING BUS S	153,117	152,544
298	WORKFORCE GRANT	13,902	7,916
313	STBG 96-1043	1,274	-70
322	EDBG 96-405 CRADWICK BUILDING	-1,274	
351	RLF HOUSING REHABILITATION	23,704	24,446
352	RLF AFFORDABLE HOUSING	21,371	22,322
355	RLF SMALL BUSINESS	139,542	143,239
411	STREET IMPACT FEE	1,148,148	1,159,956
412	STORM IMPACT FEE	128,655	129,978
413	PARKS AND RECREATION IMPACT FE	813,932	806,853
414	POLICE SAFTEY IMPACT FEE	239,375	228,007
415	FIRE IMPACT FEE	173,327	174,640
416	GENERAL FACILITIES IMPACT FEE	228,860	231,213
417	WATER IMPACT FEE	438,416	442,893
418	SEWER IMPACT FEE	640,353	646,623
421	GENERAL FUND CAPITAL	497,294	502,408
422	LANDFILL CAPITAL	350,257	349,142
424	PARKS AND RECREATION CAPITAL	127,984	129,300
427	CAPITAL EQUIPMENT FUND	232,302	261,437
429	SERVICE RESERVE	500,000	505,142
481	GENERAL PLAN 1992 STUDY	-616,187	-616,187
482	FLOOD CONTROL STUDY	1,118	1,130
492	RAJA STORM DRAIN	33,712	34,057
494	CAPITAL ASSET RECOVERY FEE	49,321	50,378
496	STORM DRAIN NON FLOOD	202	204
501	GENERAL DEBT SERVICE	66,349	66,844
502	GENERAL LTD		149
611	WATER O & M	174,062	129,064
612	WATER RESERVE	36,564	38,025
621	SEWER O & M	333,689	306,026
623	SEWER BOND	188,790	190,732
651	CENTRAL SERVICES	5,879	
701	REDEVELOPMENT	2,297,171	1,982,027
702	RDA PROJECT AREA	2,587,074	2,460,115
711	REDEVELOPMENT LIH	550,091	408,729
712	RDA HOUSING PROJECT FUND	2,712,813	2,584,921
751	REDEVELOPMENT LTD	6,748	6,817
821	WINTERS LIBRARY	442,382	446,931
831	SWIM TEAM	73,465	21,666
	TOTAL CASH	<u>18,490,461</u>	<u>17,584,365</u>

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