



Winters City Council Meeting  
City Council Chambers  
318 First Street  
Tuesday, November 20, 2007  
7:30 p.m.  
**AGENDA**

*Members of the City Council*

*Woody Fridae, Mayor  
Michael Martin, Mayor Pro Tempore  
Harold Anderson  
Cecilia Aguiar-Curry  
Tom Stone*

*John W. Donlevy, Jr., City Manager  
John Wallace, City Attorney  
Nanci Mills, City Clerk*

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

Roll Call

Pledge of Allegiance

Approval of Agenda

**PUBLIC COMMENTS**

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

**CONSENT CALENDAR**

All matters listed under the consent calendar are considered routine and non-controversial, require no discussion and are expected to have unanimous Council support and may be enacted by the City Council in one motion in the form listed below. There will be no separate discussion of these items. However, before the City Council votes on the motion to adopt, members of the City Council, staff, or the public may request that specific items be removed from

the Consent Calendar for separate discussion and action. Items(s) removed will be discussed later in the meeting as time permits.

- A. Minutes of the Regular Meeting of the Winters City Council held on November 6, 2007 (pp 1-5)

### PRESENTATIONS

1. Yolo County Homeless and Poverty Action Coalition (HPAC) to present the 2007 Homeless Census Data Report (pp 6-36)

### DISCUSSION ITEMS

1. Introduce Ordinance 2007-08 adding Chapter 17.112 to the Winters Municipal Code pertaining to Commercial Condominium Conversion (pp 37-53)
2. Direction Regarding the Possible Vacation of Abbey Street Between Railroad Avenue and Elliot Street (pp 54-57)
3. Approval of Regional Housing Needs Allocation issued by the Sacramento Area Council of Governments (pp 58)
4. Public Hearing and consideration of Master Plan for Sports Park Facility. **STAFF RECOMMENDS THAT THE PUBLIC HEARING BE CONTINUED TO THE DECEMBER 18, 2007 CITY COUNCIL MEETING.** (pp 59)
5. Approval of Building Permit Coupon for Attendance of Winters Architects, Contractors, and Designers at Workshops on new California Building Codes (pp 60)

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### COMMUNITY DEVELOPMENT AGENCY

1. Authorization to enter into professional services contract with PMC to prepare a hybrid Form Based Code for the Downtown Master Plan area (pp 61-79)
2. Presentation from Golden Capital Network Regarding Participation in a Local/Regional Angel Investment Fund Network (pp 80-81)

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### CITY MANAGER REPORT

### COUNCIL/STAFF COMMENTS

### INFORMATION ONLY

1. Investment Report for July 1 through September 30, 2007 (pp 82-83)
2. Treasurer Report for July 1 through September 30, 2007 (pp 84-90)

### EXECUTIVE SESSION

### ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the November 20, 2007, regular meeting of the Winters City Council was personally delivered to each Councilmember's mail boxes in City Hall and posted on the outside public bulletin board at City Hall, 318 First Street on November 15, 2007, and made available to the public during normal business hours.

*Jacey Jensen, Admin Asst. for Nanci G. Mills*  
Nanci G. Mills, City Clerk

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City Clerk's Office – City Hall – 318 First Street

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Wednesday at 10:00 a.m.

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Minutes of the Regular Meeting of the  
Winters City Council  
Held on Tuesday, November 6, 2007

Mayor Fridae called the meeting to order at 7:30 p.m.

Those present were Council Members Cecilia Aguiar-Curry, Harold Anderson, Michael Martin, Tom Stone and Mayor Woody Fridae. Also present were City Manager John Donlevy, City Attorney John Wallace, Economic Development Director/Asst. Executive Director-CDA Cas Ellena, Community Development Director Dan Sokolow, Management Analyst Carol Scianna and City Clerk Nanci Mills.

Mayor Fridae introduced Oscar Alvarez, a student at Shirley Rominger Middle School, who is an excellent example of good citizenship and hard work, to lead the flag salute.

Approval of Agenda: City Manager Donlevy requested that CDA Item #2, Public Hearing and Approval of Resolution 2007-55, a Resolution of Acceptance of the Community Development Agency of the City of Winters, Regarding the Acquisition of the Westerly 25 feet of 106 Abbey Street, Winters, be deleted as it is not a CDA item.

**CONSENT CALENDAR**

- A. Minutes of the Regular Meeting of the Winters City Council held on October 16, 2007
- B. Holiday Council Meeting Calendar
- C. A Proclamation of the City Council of the City of Winters Recognizing "World Diabetes Day"
- D. Approval of \$30,708.00 for Well 4 Rehabilitation and Disinfection

City Manager Donlevy gave an overview. Council Member Anderson made a motion to approve the items on the Consent Calendar. Seconded by Council Member Martin. Motion carried unanimously.

## **DISCUSSION ITEMS**

### **1. LAFCO Sphere of Influence Study and Municipal Services Review**

Mayor Fridae suggested that Council Members Anderson and Stone be appointed to the LAFCO sub-committee. Both Council Members agreed, but the appointment for Council Member Stone is dependent on whether LAFCO is agreeable to the appointment as he is also the City Representative on the LAFCO board.

Council Member Curry made a motion to accept the appointment of Council Members Anderson and Stone to the LAFCO sub-committee. Seconded by Council Member Martin. Motion carried unanimously.

### **2. Hemenway Street Traffic Calming Improvements for Safe Routes to School Improvements, Project No. 06-17**

Project Manager Asa Utterback of Ponticello Enterprises gave an overview and presented slides containing proposed street and sidewalk improvements on Hemenway. He also stated a community meeting with area residents had taken place at the proposed site in June.

Matt Brickey, 716 Hemenway, indicated he is not against the sidewalk, but felt there was a lack of specifics and measurements on sidewalks and has been disappointed throughout the process.

Project Manager Utterback confirmed the minimum ADA sidewalk requirement is 48 inches minimum, plus 6 inches of curb, an increase from the prior requirement of 3.28 feet. He also indicated that Cal Trans issued a dictate that anything below the required minimum would require a design exception.

Dion Parks, 717 Hemenway, was concerned about the drainage on the east side of Hemenway as a result of a large sycamore tree in the area.

Don Jordan, 718 Hemenway, reiterated Mr. Brickey's comments indicating that nobody is opposed to having a sidewalk in front of their home, but didn't want a five foot sidewalk. He viewed the Federal ADA requirement of 36" for the path of travel. Project Manager Utterback indicated that public right of way is a separate document and that the California standard is 48" as opposed to the Federal standard of 36". Mr. Jordan also stated the speed humps must be extended the entire width of the street to be effective.

Sheila Carbahal, 714 Hemenway, doesn't want anything to disturb her property. At the community meeting it was said that sidewalks would be completed, but not

gutters. The proposed narrowing of the street is a concern as her parked car has already been hit. She would be in favor of filling in existing sidewalks, but Project Manager Utterback indicated that federal funds cannot be used for repairs.

Bill Biasi, 400 Edwards, likes the sidewalk on the east side and asked if a design exception could be made for a narrower sidewalk at the curve.

Council Member Martin likes the east side, but is concerned about the narrow street at the curve.

Council Member Anderson made a motion to approve staff recommendation, approving the proposed traffic calming improvements on Hemenway Street as part of the Safe Routes to School Improvements, Project No. 06-17, and authorize the City Engineer to proceed with the design and construction document preparation for the traffic calming features. The motion also included tree removal on the east side of Hemenway and to request a design exception for narrowing the sidewalk at the curve. Seconded by Council Member Martin. Motion carried 4-1, with Mayor Fridae casting the dissenting vote.

**3. Approval of Necessary Upgrades at Walnut and Carter Ranch Lift Stations in the Amount of \$94,220**

Management Analyst Carol Scianna gave an overview. Council Member Aguiar-Curry made a motion to approve staff recommendation by approving \$94,220 to upgrade the Walnut and Carter Ranch Lift Stations. Seconded by Council Member Stone. Motion carried unanimously.

**4. Public Hearing and Approval of Resolution 2007-54, A Resolution of Acceptance of the City Council of the City of Winters, regarding the Acquisition of the Westerly 25 feet of 106 Abbey Street, Winters**

Council Member Anderson recused himself. Mayor Fridae and Council Member Stone drew walnuts to determine who would remain during this item in order to form a quorum. Council Member Stone stepped down did not return to the dias for the remainder of the meeting.

Mayor Fridae opened the public hearing at 10:13 p.m. and closed the public hearing at 10:13 p.m.

Council Member Martin made a motion to approve the terms of the purchase agreement for the westerly 25 feet of 106 Abbey Street, Winters. Seconded by Council Member Aguiar-Curry. Motion carried with the following roll call:

**AYES:** Council Members Aguiar-Curry, Martin and Mayor Fridae  
**NOES:** None  
**ABSENT:** Council Members Anderson and Stone  
**ABSTAIN:** None

Council Member Aguiar-Curry made a motion to approve Resolution 2007-54, a Resolution of Acceptance of the City Council of the City of Winters regarding the Acquisition of the Westerly 25 feet of 106 Abbey Street, Winters. Seconded by Council Member Martin. Motion carried unanimously with the following roll call:

**AYES:** Council Members Aguiar-Curry, Martin and Mayor Fridae  
**NOES:** None  
**ABSENT:** Agency Members Anderson and Stone  
**ABSTAIN:** None

Council Member Anderson returned to the dias at this time.

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### **COMMUNITY DEVELOPMENT AGENCY**

Agency Chairman Martin opened the meeting of the Community Development Agency at 10:20 p.m.

- 1. Public Hearing and Adoption of Ordinance 2007-06 Acknowledging the Lack of an Eminent Domain Program for the Winters Community Development Project Area as Required by Senate Bill 53**

Chairman Martin waived the second reading of Ordinance 2007-06, opened the public hearing at 10:21 p.m., and closed the public hearing at 10:21 p.m.

Agency Member Fridae made a motion to adopt Ordinance 2007-06, Acknowledging the Lack of an Eminent Domain Program for the Winters Community Development Project Area as Required by Senate Bill 53. Seconded by Agency Member Anderson. Motion carried with the following roll call:

**AYES:** Agency Members Anderson, Aguiar-Curry, Fridae and Chairman Martin.  
**NOES:** None  
**ABSENT:** Agency Member Stone  
**ABSTAIN:** None

2. **Public Hearing and Approval of Resolution 2007-55, A Resolution of Acceptance of the Community Development Agency of the City of Winters, Regarding the Acquisition of the Westerly 25 feet of 106 Abbey Street, Winters**

This item was deleted from the agenda.

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**CITY MANAGER REPORT:** None

**COUNCIL/STAFF COMMENTS:**

Council Member Aguiar-Curry noted the Sports Park Master Plan Notice of Interest, the Mitigated Negative Declaration and the Casitas notices out to the public are due soon and reminded the citizens of Winters to speak up regarding these items.

Council Member Martin complimented the public works staff for the recent sidewalk repairs on Railroad Avenue and Main Street.

Council Member Anderson reminded everyone about the FREE Community Dinner to be held on November 18 at the Community Center.

**INFORMATION ONLY**

1. Update on Regional Housing Needs Allocation from Sacramento Area Council of Governments

**EXECUTIVE SESSION:** None

**ADJOURNMENT**

Mayor Fridae adjourned the meeting at 10:32 p.m.

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Woody Fridae, MAYOR

ATTEST:

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Nanci G. Mills, City Clerk

**The Yolo County Homeless and Poverty Action Coalition**  
**2007 Homeless Census Data Report**

## INTRODUCTION

The Yolo County Homeless & Poverty Action Coalition<sup>1</sup> (HPAC) (formerly the Yolo County Homeless Coalition) conducted a count of the homeless on January 30, 2007. The count included a survey component and was a collaborative effort of community volunteers, including homeless and formerly homeless individuals, and HPAC member and partner agencies.

The federal Department of Housing and Urban Development (HUD) requires that a point-in-time homeless count occur within specific guidelines in order to qualify for Continuum of Care Supportive Housing Program (SHP) funding. Yolo County homeless services providers currently receive about \$412,000 annually in SHP funding. The count also provides information that allows service providers to target services to meet the specific needs of the homeless in our communities.

It is important to recognize that this is a point-in-time count or *snapshot*, reflecting those persons identified as homeless on the day of the count during a limited timeframe; it is not an absolute number. Many individuals and families move in and out of homelessness over the course of a year. The Corporation for Supportive Housing estimates that 5 to 10 percent of low-income households in a community may experience homelessness at some point during a 12 month period. Applying this to Yolo County using data from the 2000 U.S. Census, between 1,119 and 2,238 people in our community may experience homelessness over the course of a year.

## METHODOLOGY

### Administration and Survey Development

The survey included both sheltered and unsheltered homeless individuals and families. A Coalition subcommittee oversaw development of the surveys and count protocol. The surveys were developed to capture the information required to complete HUD's Continuum of Care application with no more than ten questions. Brevity was desired due to the limited timeframe allowed for the count and to encourage participation. Questions were included to identify possible duplication (i.e., a person counted more than once).

Separate surveys were developed for the sheltered and unsheltered counts due to differences in the information required to complete the Continuum's application (see attachments for the surveys). Additionally, HUD requires that the following definitions be used in collecting data to complete the application.

- ❖ A person is considered **homeless** only when he/she is:
  - living in places not meant for human habitation
  - living in an emergency shelter
  - living in transitional housing for the homeless but originally came from the streets or an emergency shelter
  
- ❖ A **chronically homeless person** is:
  - an unaccompanied homeless individual

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<sup>1</sup> HPAC is an affiliation of public sector groups and private, non-profit agencies. Its mission is to provide leadership on homelessness and poverty in Yolo County with the vision to create and sustain a comprehensive, coordinated and balanced array of human services for homeless and low-income individuals and families within Yolo County.

- who has either been continually homeless for at least a year, or
- has had at least four episodes of homelessness in the past three years, and
- has a disabling condition, including:
  - diagnosable substance use disorder
  - serious mental illness
  - developmental disability, or
  - chronic physical illness or disability such as the co-occurrence of two or more of these conditions

Designated subcommittee members became the count coordinators for their respective communities as follows:

Davis: Bill Pride, Davis Community Meals

West Sacramento: Sharon Wagner, Broderick Christian Center

Winters/Unincorporated Areas: Amara Pickens, Dept. of Employment and Social Services

Woodland: Leona Jull, Yolo Wayfarer Center

Coordinators were responsible for local volunteer recruitment and training. In selecting volunteers and creating teams, the coordinators considered needs such as cell phones and transportation. Each of the cities of Davis, West Sacramento, and Woodland recruited twelve volunteers (six teams of two). Ideally, teams consisted of a homeless/formerly homeless individual and another volunteer. Volunteers each received a \$50 gift certificate.

Local law enforcement was determined to have the best knowledge of locations that homeless persons frequent in the City of Winters and the unincorporated areas. The police officer on patrol conducted the count in the City of Winters and volunteers from the Department of Employment and Social Services went out with on-duty Sheriff's deputies to conduct the count in the unincorporated areas.

#### **Unsheltered (Street) Count Protocol**

Volunteers arrived at their coordination site at 7:30 a.m. to receive their materials and area assignments and review instructions. Materials included a map designating their area assignment, pencils, clipboards, surveys, and a copy of the count protocol and safety information.

Each team designated a Counter and a Recorder. The Counter called out information for each homeless individual sighted so that the Recorder could complete the first two questions on the survey, which was the minimum information required for the count of each individual. The Recorder then approached the individual to complete the interview portion of the survey (with exceptions for sleeping individuals and safety concerns).

Volunteers were instructed to use their best judgment as to who was potentially homeless and to survey all willing participants to validate their observation. Teams had until 2:00 p.m. to cover their assigned area, at which time they returned to their coordination site, reviewed their surveys for accuracy, and turned in all materials to the site coordinator.

#### **Sheltered Count Protocol**

The sheltered count occurred on January 29<sup>th</sup>, the night before the unsheltered count, from 6:00 – 8:00 p.m. It was conducted by staff at each agency with qualifying programs, which included emergency shelters, transitional housing, and hotel/motel/apartment voucher programs. It did not

include waiting lists or those staying in motels the night of the count. While an in-person interview was preferred, some surveys were completed using case-file information to ensure an accurate count of all program participants.

**RESULTS**

Results of this survey do not directly correlate with the need for services as individuals and families move in and out of homelessness over time. Situations resulting in homelessness are complex and linked to issues of poverty.

Tables do not include the City of Winters because there were no homeless persons identified there on the day of the count. Those in the *Gender Unknown* category were observed and thought likely to be homeless, but were not interviewed due to logistical concerns (e.g. sleeping in a car, tent, doorway, etc. or in a location known to be frequented by homeless individuals, but at some distance and not approachable due to safety concerns).

**Summary**

The following table gives combined totals for both the sheltered and unsheltered counts.

	Rural	Davis	West Sac.	Woodland	Total
Men	5	47	82	95	229
Women	1	21	36	45	103
Gender Unknown	3	1	0	0	4
Children (under 18)	0	17	20	41	78
<b>Total</b>	<b>9</b>	<b>86</b>	<b>138</b>	<b>181</b>	<b>414</b>
Families with Children	0	10	9	18	37
Number of Persons in Families with Children	0	27	31	64	122

While it is difficult to compare results from the 2005 count because of significant differences in methodology that occurred due to revised HUD guidelines and community needs, it does appear that the numbers are down in Davis and Woodland and remain about the same in West Sacramento. Accounting for some of the methodological differences, in 2005 the total number of individuals in Davis, West Sacramento, and Woodland respectively was 103, 139, and 258.

Suggested reasons for the overall decline include:

- The success of community programs for the homeless that have helped individuals and families transition through the continuum of shelter programs and into permanent housing.
- Revised HUD guidelines, including more precise definitions of those that qualify as homeless. There are many individuals and families without a permanent place to live that are not considered homeless under HUD’s definition, such as those *couch-surfing*, staying the night in a motel or sleeping on the floor of a friend’s apartment and those staying temporarily with family.
- The very cold weather this winter may have driven some to find temporary shelter with friends, relatives, or service providers in Yolo and neighboring counties. The minimum temperature in January 2005 was 41°F, while the minimum in January 2007 was 27°F.
- Community improvement projects, such as those along the river and railroad tracks, may have displaced the homeless from traditional camping spots.

- Use of a survey rather than an observational count provided a means to screen out those that appeared to be homeless, but did not qualify under the federal definition used for the count.

## Data Tables

### SHELTERED & UNSHELTERED COUNT

	Rural	Davis	West Sac.	Woodland	Total
Households with Dependent Children	0	10	9	18	37
Number of Persons in these Households	0	27	31	64	122
Households without Dependent Children	7	59	98	115	279
Number of Persons in these Households	9	59	107	117	292
Chronically Homeless Individuals	2	23	48	64	137
Men	5	47	82	95	229
Women	1	21	36	45	103
Gender Unknown	3	1	0	0	4
Children	0	17	20	41	78
<b>Total</b>	<b>9</b>	<b>86</b>	<b>138</b>	<b>181</b>	<b>414</b>

### UNSHELTERED COUNT

	Rural	Davis	West Sac.	Woodland	Total
Households with Dependent Children	0	0	0	1	1
Number of Persons in these Households	0	0	0	4	4
Households without Dependent Children	7	33	98	31	169
Number of Persons in these Households	9	33	107	33	182
Chronically Homeless Individuals	2	14	48	13	77
Men	5	28	78	27	138
Women	1	4	29	7	41
Gender Unknown	3	1	0	0	4
Children	0	0	0	3	3
<b>Total</b>	<b>9</b>	<b>33</b>	<b>107</b>	<b>37</b>	<b>186</b>

## SHELTERED COUNT

	Rural	Davis	West Sac.	Woodland	Total	
<b>Emergency</b>	Households with Dependent Children	0	4	0	0	4
	Number of Persons in these Households	0	13	0	0	13
	Households without Dependent Children	0	15	0	33	48
	Number of Persons in these Households	0	15	0	33	48
<b>Transitional</b>	Households with Dependent Children	0	6	9	17	32
	Number of Persons in these Households	0	14	31	60	105
	Households without Dependent Children	0	11	0	51	62
	Number of Persons in these Households	0	11	0	51	62
	Chronically Homeless Individuals	0	9	0	51	60
	Severely Mentally Ill	0	3	5	23	31
	Chronic Substance Abuse	0	13	6	72	91
	Veterans	0	4	0	10	14
	Persons with HIV/AIDS	0	0	0	1	1
	Victims of Domestic Violence	0	19	4	33	56
	Unaccompanied Youth (Under 18)	0	0	0	0	0
	Men	0	19	4	68	91
	Women	0	17	7	38	62
	Gender Unknown	0	0	0	0	0
	Children	0	17	20	38	75
	<b>Total</b>	<b>0</b>	<b>53</b>	<b>31</b>	<b>144</b>	<b>228</b>

### Chronically Homeless Individuals in Families

The current federal definition of a chronically homeless person does not include persons in families. Many service providers believe that the definition should be expanded to include persons that meet the other conditions of chronic homelessness but are part of a family unit. These family members may face many of the same challenges as single individuals, while also dealing with family maintenance issues. The following table identifies the number of chronically homeless individuals in families. It is intended for use within Yolo County. It was not included in the figure reported to HUD.

### Chronically Homeless Individuals in Families

	Rural	Davis	West Sac.	Woodland	Total
Unsheltered	0	0	0	1	1
Sheltered	0	4	7	14	25
<b>Total</b>	<b>0</b>	<b>4</b>	<b>7</b>	<b>15</b>	<b>26</b>

### REVISIONS SUGGESTED FOR THE 2009 CENSUS

- Revise methodology and survey tools to maintain compliance with HUD guidelines and best practices as needed.
- Revise the surveys to:

- Move up the question, *Did someone else ask you these questions today*, to the first question after the introduction
- List common responses to the descriptive questions so that the interviewer can circle the option that best fits the response
- Add another question to screen for duplication such as date of birth

## **ATTACHMENTS**

1. Unsheltered Survey
2. Sheltered Survey

Unsheltered Point-in-Time Count

Location (circle): Davis / West Sacramento / Winters

January 30, 2007 from 7:30am – 2:00pm

Woodland / Unincorporated

**Instructions:** Complete one form per individual or family that you believe is homeless. Questions 1 and 2 should be completed based on your observation. The remainder should be completed based on an in-person interview with willing adult participants. Interview questions are reprinted on the back for two-adult families (with or without children; married or not). Print to be read aloud is in bold.

1. Record the count (number):

2. Record the location (check):

Male	
Female	
Gender Unknown	
Children (under 18)	
TOTAL	

Street/Walking Around		Park	
Car/Camper		Roadways/Bridges	
Shelter (Service Provider)		Doorway/Alley	
Hand-Built Structure		Field/Rural Area	
Other (list):			

If the individual is awake and approachable, complete the following interview.

**Introduction:** Hello, my name is (NAME) and I am a volunteer for the Yolo County Homeless and Poverty Action Coalition. We are asking everyone a few questions about their housing situation and service needs. Your answers are confidential.

3. Would you like to participate (circle)?

- a. Yes
- b. No (stop interview)

4. Is the place that you consider to be your home or the place where you live a room, an apartment, a house, a shelter, or a spot in some public place (record/circle)?

- a. Describe: \_\_\_\_\_
- b. Refused/Don't Know

5. Did someone else ask you these questions today (circle)?

- a. Yes (conclude interview)
- b. No
- c. Refused/Don't Know

6. Have you been continuously without a home 12 months or more (circle)?

- a. Yes
- b. No
- c. Refused/Don't Know

7. Where did you sleep last night (record/circle)?

- a. Describe: \_\_\_\_\_
- b. Refused/Don't Know

8. In the past three years, have you been without a home at least four times (circle)?

- a. Yes
- b. No
- c. Refused/Don't Know

9. Do you consider yourself to have or has someone else such as a close friend, relative or health care professional told you that you have (circle):

- a. A substance use disorder?      Yes    No    Refused/Don't Know
- b. A serious mental illness?      Yes    No    Refused/Don't Know
- c. A developmental disability?      Yes    No    Refused/Don't Know
- d. A chronic physical illness or disability?      Yes    No    Refused/Don't Know

10. What is your first and last initial (record)? \_\_\_\_\_

**Conclusion:** Thank you for your participation. Here is a brochure for services in your area.

Exact Time (record): \_\_\_\_\_ For two-adult families, is this an adult male or female (circle)? M F

Reprinted interview questions for two-adult families (with or without children; married or not).

**Introduction:** Hello, my name is (NAME) and I am a volunteer for the Yolo County Homeless and Poverty Action Coalition. We are asking everyone a few questions about their housing situation and service needs. Your answers are confidential.

- 3. **Would you like to participate** (circle)?
  - a. Yes
  - b. No (stop interview)
- 4. **Is the place that you consider to be your home or the place where you live a room, an apartment, a house, a shelter, or a spot in some public place** (record/circle)?
  - a. Describe: \_\_\_\_\_
  - b. Refused/Don't Know
- 5. **Did someone else ask you these questions today** (circle)?
  - b. Yes (conclude interview)
  - b. No
  - c. Refused/Don't Know
- 6. **Have you been continuously without a home 12 months or more** (circle)?
  - a. Yes
  - b. No
  - c. Refused/Don't Know
- 7. **Where did you sleep last night** (record/circle)?
  - a. Describe: \_\_\_\_\_
  - b. Refused/Don't Know
- 8. **In the past three years, have you been without a home at least four times** (circle)?
  - a. Yes
  - b. No
  - c. Refused/Don't Know
- 9. **Do you consider yourself to have or has someone else such as a close friend, relative or health care professional told you that you have** (circle):
  - a. A substance use disorder?      Yes    No    Refused/Don't Know
  - b. A serious mental illness?      Yes    No    Refused/Don't Know
  - c. A developmental disability?      Yes    No    Refused/Don't Know
  - d. A chronic physical illness or disability?    Yes    No    Refused/Don't Know
- 10. **What is your first and last initial** (record)?      \_\_\_\_\_

**Conclusion:** Thank you for your participation. Here is a brochure for services in your area.

Exact Time (record): \_\_\_\_\_ For two-adult families, is this an adult male or female (circle)? M F

Observational Comments:

**Instructions:** Complete one survey per individual or family that you believe is homeless. Questions 1 and 2 should be completed based on your observation & knowledge of individuals. The remainder should be completed based on an in-person interview with willing adult participants. Interview questions are reprinted on the back for two-adult families (with or without children; married or not). Print to be read aloud is in bold.

2. Record the count (number):

Male	
Female	
Gender Unknown	
Children (under 18)	
<b>TOTAL</b>	

2. Record the location (check):

BCC – Transitional		SADVC – Transitional	
DCM – Emergency		YCCC – Safe Harbor	
DCM – Transitional		YWC – Emergency	
SADVC – Emergency		YWC – Transitional	
Other (list):			

**Introduction:** Hello, my name is (NAME) and I am a volunteer for the Yolo County Homeless and Poverty Action Coalition. We are asking everyone a few questions about their housing situation and service needs. Your answers are confidential.

5. **Would you like to participate** (circle)?

- e. Yes      b. No (Stop Interview)

6. **Have you been continuously without a home 12 months or more** (circle)?

- a. Yes      b. No      c. Refused/Don't Know

7. **Did someone else ask you these questions today** (circle)?

- a. Yes (conclude interview)      b. No      c. Refused/Don't Know

8. **In the past three years, have you been without a home at least four times** (circle)?

- a. Yes      b. No      c. Refused/Don't Know

7. **Do you consider yourself to have or has someone else such as a close friend, relative or health care professional told you that you have** (circle):

- |                                              |     |    |                    |
|----------------------------------------------|-----|----|--------------------|
| e. A substance use disorder?                 | Yes | No | Refused/Don't Know |
| f. A serious mental illness?                 | Yes | No | Refused/Don't Know |
| g. A developmental disability?               | Yes | No | Refused/Don't Know |
| h. A chronic physical illness or disability? | Yes | No | Refused/Don't Know |
| i. HIV or AIDS?                              | Yes | No | Refused/Don't Know |

8. **Are you a military Veteran** (circle)?

- a. Yes      b. No      c. Refused/Don't Know

9. **Are you or have you been a victim of Domestic Violence** (circle)?

- a. Yes      b. No      c. Refused/Don't Know

10. **What is your first and last initial** (record)? \_\_\_\_\_

**Conclusion:** Thank you for your participation. Here is a brochure for services in your area.

Exact Time (record): \_\_\_\_\_ For two-adult families, is this an adult male or female (circle)? M F

Reprinted interview questions for two-adult families (with or without children; married or not).

**Introduction:** Hello, my name is (NAME) and I am a volunteer for the Yolo County Homeless and Poverty Action Coalition. We are asking everyone a few questions about their housing situation and service needs. Your answers are confidential.

3. Would you like to participate (circle)?

- a. Yes      b. No (Stop Interview)

4. Have you been continuously without a home 12 months or more (circle)?

- a. Yes      b. No      c. Refused/Don't Know

5. Did someone else ask you these questions today (circle)?

- a. Yes (conclude interview)      b. No      c. Refused/Don't Know

6. In the past three years, have you been without a home at least four times (circle)?

- a. Yes      b. No      c. Refused/Don't Know

7. Do you consider yourself to have or has someone else such as a close friend, relative or health care professional told you that you have (circle):

- |                                               |     |    |                    |
|-----------------------------------------------|-----|----|--------------------|
| a. A substance use disorder?                  | Yes | No | Refused/Don't Know |
| 10. A serious mental illness?                 | Yes | No | Refused/Don't Know |
| 11. A developmental disability?               | Yes | No | Refused/Don't Know |
| 12. A chronic physical illness or disability? | Yes | No | Refused/Don't Know |
| 13. HIV or AIDS?                              | Yes | No | Refused/Don't Know |

a. Are you a military Veteran (circle)?

- i. Yes      b. No      c. Refused/Don't Know

9. Are you or have you been a victim of Domestic Violence (circle)?

- a. Yes      b. No      c. Refused/Don't Know

10. What is your first and last initial (record)? \_\_\_\_\_

**Conclusion:** Thank you for your participation. Here is a brochure for services in your area.

Exact Time (record): \_\_\_\_\_ For two-adult families, is this an adult male or female (circle)? M F

Observational Comments:



# Yolo County Homeless and Poverty Action Coalition

*Building Better Resources  
for Those in Need*

## **MEMBERS**

Communities Housing Opportunities Corp.  
Davis Community Meals  
Food Bank of Yolo County  
Sexual Assault and Domestic Violence Center  
Short Term Emergency Aid Committee  
United Christian Centers  
Yolo Community Care Continuum  
Yolo Crisis Nursery  
Yolo Wayfarer Christian Mission  
Yolo County Department Of Employment and Social Services  
Yolo County Department Of Alcohol, Drugs and Mental Health  
The Cities of Davis, West Sacramento, Winters and Woodland

## **Homeless Coordinator**

Janice Critchlow  
(916) 924-0534

## **Partners**

Community Services Action Board  
Community Services Planning Council  
California Department of Housing and Community Development  
US Department of Housing And Urban Development  
Legal Services of Northern California

## **Mailing Address**

William D. Pride  
Davis Community Meals  
PO Box 72463  
Davis, CA 95617  
(530) 756-4008

April 6, 2007

Thank you for attending the Yolo County Homeless Summit on March 14th! Your input is vital in helping the Homeless and Poverty Action Coalition (HPAC) reduce homelessness in our County. We have enclosed the notes from the Summit.

If you would like to work with HPAC in addressing one of the top five priorities, please fill out and return the form below.

Sincerely,

William D. Pride  
Coalition Chairperson

\*\*\*\*\*

Name: \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

I would like to work with HPAC on addressing:

- \_\_\_\_\_ Emergency Shelter Beds
- \_\_\_\_\_ Affordable Housing
- \_\_\_\_\_ Mental Health Services
- \_\_\_\_\_ Residential Treatment
- \_\_\_\_\_ Outreach and Coordination of Services

**Please return to:**

Amara Pickens  
DESS, Adult & Homeless Services  
25 North Cottonwood Street, Woodland, CA 95695  
Fax: 916-375-6203  
Email: amara.pickens@yolocounty.org

# **Yolo County Homeless and Poverty Action Coalition Homeless Summit March 14, 2007**

## **Attendance**

Approximately 70 people from throughout Yolo County -- including Davis, West Sacramento, and Woodland -- attended the Summit. Participants included the homeless and formerly homeless, homeless service providers, social service and educational providers, police and law enforcement representatives, faith-based representatives, elected officials, and community members.

## **Overview of Meeting**

### **Opening Remarks**

Bill Pride, the Chair of the Yolo County Homeless and Poverty Action Coalition (HPAC):

- Welcomed the participants
- Gave an overview of the agenda
- Reviewed the handouts
- Described the process leading up to the Summit. HPAC had held five needs assessment community meetings in Davis, West Sacramento, Winters, and Woodland
- Twelve service gaps had been identified in the Yolo Continuum of Care during these meetings.

### **Welcome to the City of West Sacramento**

Mayor Christopher Cabaldon welcomed the participants to West Sacramento and made the following points about homelessness:

- West Sacramento is becoming a bigger city
- West Sacramento has worked to redevelop areas and to improve public safety
- Now it's time for West Sacramento to take more action about homelessness
- West Sacramento has a responsibility to all its residents
- The Mayor encouraged the Summit participants to think big.

### **Welcome from the Yolo County Board of Supervisors**

Mariko Yamada, District 4 Supervisor, welcomed the participants to the annual Homeless Summit on behalf of the Board of Supervisor. Supervisor Yamada noted:

- Homelessness is not just about having shelters. It's a complex issue related to challenges in people's lives.
- Many of us are one paycheck away from homelessness
- Homelessness is a difficult and almost intractable problem
- She will focus on homelessness while she's chair of the Board of Supervisors.

## Homeless Services in Yolo County

Louise Collis, City of West Sacramento, gave a Power Point Presentation, which included:

- An overview of the homeless service providers in Yolo County
- Some of the statistics from the 2007 Homeless Count
- A review of the priorities from the 2006 Homeless Summit and progress that had been made on those priorities during the year:
  1. Achieving sufficient funding and maintaining current funding sources
    - Maintained all funding sources
    - Received \$587,000 in new FESG funding
  2. Increasing housing affordable to very low-income individuals
    - Cesar Chavez Plaza opened
    - YCCC Homestead Coop Project opened
  3. Providing more emergency shelter beds
    - Opened expanded Emergency Shelter at the Yolo Wayfarer Center on October 20, 2007. Increased capacity from 25 to 73 beds
    - Operated Warming Centers in January 2007 at Davis Community Meals, Yolo Wayfarer Center and Broderick Christian Center
  4. Providing more supportive living programs
    - YCCC opened the Homestead Coop Project
  5. Development of more residential treatment beds for alcohol and drug addictions
    - Yolo Wayfarer Center has secured funding for a new women's residential treatment program
  6. Conducting outreach to service groups, the faith-based community and the business community to create partnerships and broaden support for homeless programs
    - Adopted a new Strategic Plan revising our mission, strategies and organizational structure to work more effectively towards eliminating poverty and homelessness in our community and to broaden our outreach to more community-based and faith-based organizations
  7. Development of programs and housing for homeless youth
    - Nothing to report.

## Consumer's Perspective: A Success Story

Bobbie Sweezy, single mother of five, briefly recounted the factors involved in her family becoming homeless in 1998. She said that she and her family had used every single service Yolo County had to offer during and after their homelessness. She has worked fulltime for seven years and recently purchased a home in West Sacramento.

## Small Group Discussion

Participants had been assigned to tables so that each table had mixed representation from the different areas of the county and the different sectors represented. Each table first discussed the *Service Prioritization* handout, which included the twelve service gaps identified at the community meetings, and then brainstormed any additional priorities.

## **Dot Voting on Priorities**

Around the room, there were large pieces of chart paper on which one of the twelve identified priorities had been written. There was also a page for newly identified priorities. Each participant had been given five sticky dots – color-coded by geographical area. Participants were able to use their dots to vote on what they individually thought were the highest priorities. The dots were then counted. Please see Attachment A for the full results of the polling.

The highest five priorities were:

1. Emergency Shelter Beds
2. Affordable Housing
3. Mental Health Services
4. Residential Treatment
5. Outreach/Coordination of Services.

## **Action Step Development: Small group brainstorming**

Participants reconvened at their tables to brainstorm and discuss possible action steps to be taken in the top five priority areas. Please see Attachment B for the full list of action steps brainstormed.

## **Action Step Development: Results**

Leona Jull, HPAC Co-Chair, facilitated a large group discussion of the brainstormed ideas for action steps. A spokesperson from each table shared the highlights of the discussion. There was much overlap of ideas from table to table.

Leona also explained that HPAC will use these possibilities to choose manageable action steps for the coming year. *The Yolo County Ten-Year Plan to Eliminate Homelessness* will address the longer-term issues. (We are currently applying for funding to develop this Plan.)

## **Concluding remarks**

Bill Pride thanked participants for attending.

## 2007 Homeless Summit - Ranking of Priorities

Ranking	Priority Area	Total Dots	County	Davis	West Sac	Woodland
1	Emergency Shelter Beds	49	2	3	42	2
2	Affordable Housing	48	14	10	23	1
3	Mental Health Services	43	7	7	16	13
4	Residential Treatment	35	7	3	24	1
5	Outreach/Coordination of Services	30	6	11	11	2
6	Transitional Housing with Services	26	4	5	15	2
7	Reduce Barriers/Eligibility Issues	24	11	2	11	
8	Youth Services	24	6	2	10	6
	Homeless Prevention	13	8	2	2	1
9	Family Services	12	3	1	8	
10	Food Insecurity/Hunger	11	3	1	7	
10	Services and Transportation to Rural Areas	8	7	1		
	Transportation Coordination to Access Services					
11	County-wide	2		1	1	
	Access to Health Care	1	1			
	Hospital Aftercare and Emergency Illness					
	Shelter for the Unsheltered Homeless	1	1			

## Action Steps Brainstormed for Top Five Priorities

Rank	Priority Area	Ideas for Consideration
<b>1</b>	<b>Emergency Shelter Beds</b>	Political support
		Demonstrate community demand for shelter by petition drive
		Meet with West Sacramento Council members
		Having the Mayor acknowledge homelessness in West Sacramento was a huge step
		Schedule meeting with Mark Johannessen, West Sacramento City Council
		Cost analysis of emergency services
		For instance, some homeless will call for paramedics when they're basically cold. Fire Department needs to transport to Sacramento hospital. How much does that cost?
		Public education of what's working and needed
		Have them understand how a shelter benefits them
		Community education on long-term effects of homelessness – prevent more costly services or more crime in the long run
		Area improvement
		Media coverage
		Provide services as well as shelter
		Empowering homeless/service requirement
		Provide counseling and education to participants
		Case management
		Look at other successful models
		Duplicate what works well
		Use existing buildings
		Vacant warehouses
		Find locations to rehab
		Tent City
		Outdoors – camping. Motor homes parked on city property. Would need to be patrolled to keep liquor/drugs to minimum
		Interfaith nomadic shelters
		Start just during winter. For men, women, and children. During declaration of cold weather. During real emergency
		Needs to be an overnight shelter in West Sacramento
		Cameras and fire alarms to make people feel safe
		Motel voucher in conjunction with case management
Couples without children need a place to go		
Funding for new buildings		
Partnerships		

Rank	Priority Area	Ideas for Consideration
2	Affordable Housing	Decrease barriers to access
		Address challenges: no eviction requirements, money for first and last months rent, long waiting lists
		Housing Counseling workshops to help people apply for available programs
		Voter education for the low-income and homeless
		More accessible voting locations
		Voter registration drive for the homeless
		Educate voters about consequences for their votes
		Increase Section 8 vouchers
		Political support
		Support of councils/cities
		Reduce stigma through community education. Not "The Projects" but really nice housing
		Tax breaks for families that sponsor families/individuals (like foreign exchange students)
		Increase/ improve inclusionary housing ordinances
		For those at 200% of federal poverty level or lower to reach very low income
		25% median income with special needs
		30% AMI or lower
		Land set-asides
		Use the Housing Element
		Work with Legal Services of Northern California to hold cities accountable to the Housing Elements
		Change regulations about granny flats
Legislation to allow for the utilization of drug-seized home		
Obtain land/zoning in each community for affordable housing		
Collaboration between developers, city/county, and service providers		
Mixed use projects to make financially feasible		
Rehab/replace existing affordable housing stock/repair		

Rank	Priority Area	Ideas for Consideration
3	Mental Health Services	<p>Bridge needs to services</p> <p>Task force to review gaps</p> <p>Access to services for those who are less ill than seriously mentally ill – not just medication management</p> <p>Prop 63 money</p> <p>Increase outreach with Prop 63, especially in Davis and in any other community that needs it</p> <p>Staffing issues, outreach, case management</p> <p>Education for mental health clients about medications</p> <p>Educate about services available</p> <p>Oversight/follow up for treatment</p> <p>Survey clients to evaluate whether services are getting to where they need to go</p> <p>Many are eligible, need services, but don't apply because they don't know what's available</p> <p>Go where services are needed</p> <p>Mobile van or bus</p> <p>Treatment at shelters</p> <p>More mental health beds</p> <p>Partner with advocacy groups for parity in health insurance</p> <p>Need exceeds resources available from County. Consider private grant sources – collaborative coalition</p> <p>Sliding scale to increase access</p> <p>Pursue funding for Coalition members</p> <p>Fundraising. Events in each community to raise money for treatment</p> <p>Apply to drug companies to fund free mental health education</p> <p>Coordinate with medical schools</p> <p>Local psychiatrists and doctors could provide pro bono services at shelters. Outreach to the doctors</p> <p>Public education – local perception of mental illness</p>

Rank	Priority Area	Ideas for Consideration
4	<b>Residential Treatment</b>	Increase detox beds
		Police take to County Jail because no beds available at Beamer
		Partner with Sacramento County for detox beds
		Insurance program for Beamer is not adequate for need
		Need more indigent beds
		County funding for indigent beds is not adequate
		More "county beds"
		Services in all communities
		Locate in West Sacramento and Davis
		Political support and funding
		Trust fund to sponsor homeless through detox and treatment
		March for Detox
		Detox is important because alcohol is easily accessed by homeless people. Withdrawal can cause death

Rank	Priority Area	Ideas for Consideration
5	<b>Outreach Coordination of Services</b>	Service providers need to be more knowledgeable
		Each agency has the ability to refer to other services
		Build trust
		Make sure people are talking to people
		HPAC develop a referral sheet for each of the services that are in the top 5
		Matrix of services
		Each agency describes basic requirements for entry into services: inclusionary/exclusionary
		Distribute to potential referral services
		Equal access across communities
		Multiple ways to access information
		Brochures in many locations
		Resource cards
		Media: email, radio, television
		Phone book
		Yolo Link
Staff locations where homeless are getting services such as County Mental Health		
Cost analysis to show need		

**YOLO COUNTY HOMELESS AND  
POVERTY ACTION COALITION (HPAC)**

**2006 – 2010 STRATEGIC PLAN**

**MISSION:**

**Provide leadership on homelessness and poverty in Yolo County.**

**VISION:**

**Create and sustain a comprehensive, coordinated and balanced  
array of human services for homeless and low-income individuals  
and families within Yolo County.**

The primary Coalition strategies include: Program, Funding and Leadership Development

**PROGRAM STRATEGY:**

- 1.) Assess community needs on issues of homelessness and poverty.
- 2.) Plan services to meet those needs.
- 3.) Collaborate and coordinate a continuum of services among members.
- 4.) Evaluate service delivery and report to the communities and funders in Yolo County on outcomes and ongoing needs.
- 5.) Network with Regional, State and National Organizations on Homelessness and Poverty.

**FUNDING STRATEGY:**

- 1.) Provide stewardship for and maximize the utilization of the limited private and public sector funds available for addressing homelessness and poverty in Yolo County.
- 2.) Collaborate on appropriate funding opportunities
- 3.) Utilize funding from the public stakeholders in a responsible way.

**LEADERSHIP DEVELOPMENT STRATEGY:**

- 1.) Leadership of the Coalition will be a partnership between all members.
- 2.) There shall be a Chairperson, Chairperson-elect and Secretary who serve as officers.
- 3.) Election of officers shall be held at the regular October meeting each year with newly elected officers serving from November 1 – October 31
- 4.) Administration fees for members shall also be set at the October meetings. Administration fees shall be paid to the Organization represented by the Chair and are due Dec 1 and considered late after Jan 1.
- 5.) Members whose fees are not current, relinquish voting privileges until fees are paid
- 6.) Members shall participate fully in all aspects of the coalition

## **YOLO COUNTY HPAC MEMBERSHIP GUIDELINES**

- 1.) Coalition meetings are open to all parties interested in issues of homelessness and poverty.
- 2.) Potential HPAC members will complete a membership application which shall provide general information and include the signature of the appropriate individual authorizing voting representation. The members' signature shall indicate agreement to the Membership Guidelines, Code of Conduct and administrative fees.
- 3.) Voting Members of the Coalition shall include;
  - Community based organizations whose mission pertains to issues of homelessness and poverty,
  - Yolo County departments including, but not limited to DESS and ADMH, each department shall have an appointed voting member
  - one representative from each City (Davis, West Sacramento, Winters, and Woodland) as authorized by the appropriate City Manager,
  - homeless or formerly homeless individuals or family members,
  - private organizations and individuals whose interests include issues of homelessness and poverty.

Additionally, Partners of the Coalition shall provide valuable input and be invited to full participation in all Coalition activities but will not be voting members, include;

- County Board of Supervisors and other elected officials as appointed by their own jurisdictions.
- 4.) Members are expected to support the Coalition through administration fees set annually at the October meetings. Administration fees shall be paid to the organization represented by the Chair and are due Dec 1 and considered late after Jan 1. Members whose fees are not current, relinquish voting privileges until fees are paid. Members in good standing will be determined by the Executive Committee.
  - 5.) Members shall participate fully in all aspects of the coalition and are expected to participate in at least 9 monthly meetings per year. Members representing a community based organization shall have representatives on at least two standing committees so that the work of the Coalition is distributed more equally

## YOLO COUNTY HPAC OPERATING GUIDELINES

- 1.) The Coalition shall conduct regular monthly meetings
- 2.) Meetings shall be rotated among the participating communities.
- 3.) Minutes of the meeting shall be recorded, distributed and approved at the following meeting.
- 4.) The Chairperson shall facilitate monthly meetings, and in the absence of the Chairperson the Chairperson elect shall facilitate. Standard meeting practices shall apply (Roberts Rules of Order)
- 5.) The Coalition shall have these Standing Committees that meet and report to the Coalition, at minimum, on a quarterly basis:
  - Executive Committee
  - Continuum of Care
  - Homeless Management Information Systems / Census
  - Prevention ServicesAdditional Ad Hoc Committees or work groups shall be established as necessary.
- 6.) Funding Opportunities / Applications shall be governed by the adopted Guidelines for collaborative funding applications and interdependent proposals.
- 7.) Members must agree to abide by the Code of Conduct as established by the Coalition including conflict resolution.

## **YOLO COUNTY HPAC COALITION - ROLES**

### **Coalition Chair:**

- 1.) The coalition chair is the primary spokesperson for the Coalition and Chairs the Executive Committee.
- 2.) The chair sets agendas with input from members, convenes and presides over meetings. The Chair may delegate some or all of these responsibilities as needed.
- 3.) The chair provides feedback and input to Yolo County Department of Employment and Social Services (DESS) on the selection and performance of the Homeless Coordinator.

### **Coalition Chair Elect:**

- 1.) The Coalition Chair Elect provides support to the Chair, presides over meetings in the absence of the Chair, and participates in the Executive Committee
- 2.) Chair Elect succeeds the Chair at the end of the designated term

### **Coalition Secretary:**

- 1.) Records and distributes minutes of each Coalition meeting, including providing attendance records and payment of administration fees to the Executive Committee

### **DESS Liaison:**

- 1.) Provides logistics and administrative support to the Coalition for its regular meetings and business.
- 2.) Administers Homeless Coordination Project agreement.

### **Homeless Coordinator:**

The Homeless Coordinator carries out their duties with the goal of eliminating the identified gaps in services resulting from the annual Continuum of Care process. The Coordinator's primary duties include:

1. Developing and maintaining grants to support the work of the Coalition and its member agencies with a focus on collaborative grant opportunities; writing and/or coordinating the submission of grant proposals, including the Continuum of Care Plan.
2. Supporting the Coalition in planning for the annual Homeless Summit and tracking the resulting action plan to ensure Continuum of Care goals are addressed.
3. Attending monthly Coalition meetings and Continuum of Care meetings as scheduled and provide information as requested by the Coalition.
4. Assisting the Homeless Coalition with public relations.

# HPAC Community Based Organization Updates

11-13-07

Agency	Description	2006-2007 Accomplishments & Future Projects
Community Housing Opportunity Corporation (CHOC)	CHOC has been developing affordable housing since 1984. Our property management services focus on ensuring that our rental housing continues to provide safe, desirable living environments. The mission of our Resident Services program is to create opportunities for self improvement, community involvement and to help residents improve their quality of life.	<p>CHOC successfully partnered with Yolo Community Care Continuum, YCCC and the City of Davis to rehabilitate a Cooperative Housing Community called Homestead, which resulted in 21 beds of permanent housing for special needs population, principally chronically mentally ill.</p> <p>CHOC owns and manages 864 housing units in Yolo County. In 2006-07 the Resident Services Department provided homeless prevention/crisis and family stabilization services to 236 individuals and families through assessment, referrals to partnering social services agencies, and follow-up on outcomes with families.</p>
Davis Community Meals (DCM)	Provides a hot meal three times a week. Year-round shelter has 2 emergency beds and 14 beds for transitional housing. The cold weather shelter provides shelter to 10 individuals. Transitional housing for 8 families.	DCM began operating a cold weather shelter for 10 adult individuals in 2006. We are partners in a permanent supportive housing project in Davis, Cesar Chavez Plaza, which will house 19 homeless adults with special needs.
FamiliesFirst Yolo Crisis Nursery	Provides short-term emergency services to children, birth-5 years old. 98% come from low-income families. Approximately 40% of the children come from families at risk of or experiencing homelessness.	FamiliesFirst's Yolo Crisis Nursery served over 200 infants and children from 100 families in Yolo County in 2006. All families that received support stated that the Nursery's services helped keep their children safe from abuse or neglect, and 93% reported that the program helped them to be more effective parents. More than 98% of the children served come from low-income, Medi-Cal eligible families. Approximately 40% of the children come from families at risk of or experiencing homelessness

Agency	Description	2006-2007 Accomplishments & Future Projects
Food Bank of Yolo County	Serves the programs that feed the hungry. Distributes food collected from growers, manufacturers, wholesalers and grocery stores through nonprofit programs, food closets, etc. Has Yolo County Health Department certification, meets ASH warehouse standards, and has over 15,000 square feet of warehouse space.	Distributed 2.7 million pounds of food, an increase of 69% from pounds distributed in 2003. Our overhead rate of 4% allows for 96 cents of every dollar donated to be used for program purposes. Direct service programs: Moveable Market, Friday's Table, Rural Food Delivery, and the USDA Emergency Food Assistance
Sexual Assault and Domestic Violence Center (SADVC)	Provides a network of services and programs, including a shelter for up to 14 weeks of comprehensive programs for battered women and children.	In 2006 SADVC revised its policies and retrained its staff so they can better assist victims with drug addiction issues as well as coping with the violence in their lives. We have also opened our beds to include all victims whether they are in county or out of county residents. Due to these changes our number of victims served has increased by 35%. The Board is currently interviewing Executive Director candidates.
Short Term Emergency Aid Committee (STEAC)	Prevents homelessness with eviction prevention, emergency shelter, and utility assistance programs. Eliminates barriers to employment and housing with first month's rent program, educational assistance, and Suit Up for Success (interview clothes). Meets basic needs by providing free food, free clothing, and cash assistance legal documents, transportation expenses and car repairs.	Expanded interview clothing program, Suit Up for Success, to Woodland; Educational Assistance Program aid increased 260%. Over 12 months, assisted over 2,700 households, comprised of 7,700 individuals including over 3,400 children. Expanded food program to include fresh fruits and vegetables and nutrition education. Recently moved its offices.
United Christian Center of The Greater Sacramento Area, Inc - Broderick Christian Center (BCC)	Offers a day shelter to provide a brunch meal, laundry and shower facilities, mail reception and disbursement, a food closet, USDA Commodities distribution, and resource and referral services. The Transitional Housing Program has 11 Family Units, for a total of 32 beds.	Day Shelter provided emergency overnight lodging for the first time ever in West Sacramento on a limited basis. New Star Foundation Payee services were added during the year. Provided services to more than 3,800 clients during 2006.  Transitional Housing replaced all bathroom flooring and added some new appliances thanks to grants from HCD and the City of West Sacramento.

Agency	Description	2006-2007 Accomplishments & Future Projects
Yolo Community Care Continuum (YCCC)	Provides community-based programs for those experiencing a psychiatric disability. Offers crisis and long-term residential programs. Supportive housing assists participants to live more independently. Resource Centers offer case management, housing, payee, vocational, and peer supports to develop independent living skills.	In 2007, YCCC was able to house 59 individuals in our housing programs. In early fall our new apartment complex is scheduled to open, which will house 21 individuals. Housing Staff continues to work with our residence to help them maintain their stability with in the community, and retain their housing. Currently has no Executive Director.
Yolo County Housing (YCH)	YCH provides rental assistance through low cost housing that it owns, through its Section 8 Housing Choice Voucher program, through its Section 8 Homeownership program, as well as through housing programs provided by its non-profit subsidiary, New Hope Community Development Corporation. YCH also provides temporary housing to legal migrant farm workers during the County's growing season. New Hope provides housing for 47 senior units in assisted and market rate units in Woodland. In addition, YCH provides space used by a number of local City, County and non-profit organizations to provide after-school and educational programs for youth and adults, as well as senior meal programs and classes to City and County residents.	General partnership in two (2) tax credit affordable housing projects in Davis with a total of 115 units.
Yolo Family Resource Center	Provides resource, referral, case management, counseling, and other supportive services to ensure children and their families are safe and thriving, throughout Yolo County.	In 2006, in partnership with Woodland Joint Unified School District, YFRC began offering bilingual (English and Spanish) case management and counseling services to eligible, at-risk Woodland students. YFRC also recently celebrated along with its other partners the recent \$600,000 Sierra Health Foundation grant awarded to enable the Woodland Coalition for Youth over the next three years to embark on the most ambitious youth development collaborative in this area to date. Later in 2007, the community should see the founding of the Woodland Youth Council's Youth Leadership Center. Carolyn Pierson is the new Executive Director.
Yolo Wayfarer Center (YWC)	Offers a year-round shelter for families and individuals, transitional housing program for individuals and families, and three meals a day, 365 days a year.	In 2006, opened a year-round emergency shelter with 73 beds. Future plans include providing residential treatment for homeless women in West Sacramento and permanent supported housing for graduates. Due to current budgetary constraints, has reduced the Family Transitional Housing Program from nine to five apartments. Each staff member has been asked to take five unpaid days off before 12/31.

# NEWS RELEASE



Investment Department  
Phone: (916) 617-4555

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Director  
Housing and Community

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FOR IMMEDIATE RELEASE

September 21, 2007

## GRANT FUNDS WILL HELP ELIMINATE HOMELESSNESS IN YOLO COUNTY

**West Sacramento, Calif.** – The State of California Department of Housing and Community Development (HCD) has awarded \$60,000 to the cities of West Sacramento and Winters, along with the County of Yolo, to conduct a community outreach and planning effort to reduce the incidence of homelessness. Funding will be used to facilitate a county-wide public discussion focusing on homeless issues and to develop a Ten-Year Plan encompassing strategies to eliminate the root causes of chronic homelessness.

Most funding for homeless programs comes from the U.S. Department of Housing and Urban Development and is conditioned upon a community's ability to provide long-term solutions to homelessness. Developing a Ten-Year Plan will ensure that scarce federal and state funding is used effectively and that service providers in Yolo County continue to receive the maximum funding available for programs that assist homeless individuals and families.

William Pride, chairperson of the Yolo County Homeless and Poverty Action Coalition and executive director of Davis Community Meals states, "The Coalition is very supportive of engaging in a regional homeless planning process. We believe this effort will jumpstart programs and projects that will be of great help to homeless persons in our community."

HCD also awarded \$15,000 to the city of West Sacramento to survey housing conditions in older residential neighborhoods. The study will be used in conjunction with an update to the Housing Element of the General Plan to create programs to address deteriorating housing units.

For more information, contact Louise Collis, Senior Program Manager, City of West Sacramento at (916) 617-4555; or Janice Critchlow, Yolo County Homeless Coordinator, at (916) 924-0534.

###



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Council Members  
**DATE:** November 20, 2007  
**THROUGH:** John W. Donlevy, Jr., City Manager   
**FROM:** Kate Kelly, Planning Manager   
**SUBJECT:** Introduce Ordinance 2007-08 adding Chapter 17.112 to the Winters Municipal Code pertaining to Commercial Condominium Conversion

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**RECOMMENDATION:**

Staff recommends that the Commission:

- 1) Receive Planning Commission's Unanimous Recommendation of Approval
- 2) Receive Staff Report
- 3) Conduct Public Hearing
- 4) Waive the first reading of Ordinance 2007-08 adding Chapter 17.112 to the Winters Municipal Code to establish provisions for Commercial Condominium Conversion

**BACKGROUND:**

Residential condominiums are a popular form of residential development and ownership. This trend is not restricted to residential development; businesses also are finding that condominiums can meet a variety of commercial needs.

A commercial condominium ordinance allows for the subdivision of a building into separate legal units which may be sold into separate ownership. Thus, the owner of a building can divide the building into smaller units and sell those units which would allow for increased opportunities for economic development and business ownership and investment.

Commercial condominiums also provide significant investment opportunities. Condominium units that constitute only part of a building or complex may appeal to business owners or real estate investors who are unable to purchase an entire building or complex. Commercial condominium units may be combined with residential condominium units in a mixed-use development.

Finally, condominium units provide businesses that cannot afford to purchase the entire building they occupy an opportunity to enjoy tax advantages on the part they do own such as deductions for property taxes and interest, as well as assessments, utilities, insurance, repairs and depreciation -- advantages that would not be available to them as tenants.

The City is utilizing a number of tools to foster economic development and revitalization of the downtown. The downtown core has a number of buildings with vacant space or under utilized space. Prime examples include the second floors of the Buckhorn (2 -10 Main), Putah Creek Café (1 Main) and Masonic (41- 47 Main) buildings.

There are also buildings which, although are occupied, could use additional investment – for example the Opera House (13 Main), the Depot building (200- 208 Railroad), and the California Market building (111 -118 Main). This proposed Commercial Condominium Conversion Ordinance would provide the mechanism to divide buildings such as these and would create additional investment and business ownership opportunities.

## **THE ORDINANCE**

The Commercial Condominium Ordinance (Attachment A) establishes Chapter 17.112 et seq. of the City of Winters Municipal Code. It would be applicable City-wide and it provides definitions, permitting requirements, permit process, noticing requirements, and conversion requirements including provisions for historic buildings, and tenant protections. These provisions have been reviewed by the City's Planning, Building, and Engineering divisions. Staff also met with several key building owners to solicit their comments and suggestions which, to the extent, feasible have been incorporated into the draft Ordinance. The Planning Commission heard this item on October 30, 2007 and unanimously recommended approval.

Permitting Requirements – Condominium conversions require a permit approved by the City Council. The permit application must be submitted to the Community Development Director, reviewed by the Planning Commission and the project must meet all requirements of the Ordinance.

Noticing Requirements – All tenants and prospective tenants are to receive all available information related to the proposed conversion project in a timely manner. In addition, the applicant shall notify, in writing, at least 60 days in advance all tenants of the project and the Community Development Director of the intended conversion. The notice shall be written in non-technical language in a manner to be reasonably comprehensible to tenants.

Application Process – After an application is submitted to the Community Development Director it will be reviewed for completeness and consistency with this Ordinance. The application package will include: boundary map, parking proposal, preliminary site plan, physical needs report, structural pest control

report, summary statement of proposed repairs and improvements, rental history report, relocation assistance/ownership incentive report, and any additional information deemed necessary by the City.

*Application Review and Action* - The Community Development Department shall review all applications and make a recommendation to the Planning Commission and City Council based on the standards set forth by this Ordinance. When corrective work is identified in the reports required to be submitted with the application, or by subsequent site inspections by staff, or at staff's direction, such work will be incorporated as conditions of approval on the project if not corrected in advance of the first public hearing. The city will charge a reasonable hourly fee for inspections required by the Ordinance to recover actual costs to the City.

The Planning Commission will review the proposed condominium conversion project at a public hearing and make a recommendation to the city council. The City Council will have final review of a proposed condominium conversion project. The City Council may approve or reject the project based on the standards set forth in the condominium conversion Ordinance, and the City Council may impose additional conditions consistent with the review criteria. Notice of actions by the Planning Commission and the City Council will be provided to all tenants.

*Conversion Requirements* – All conversions must comply with standards including building codes, fire prevention, vibration, noise, utility metering, disabled access, and communication equipment. Each project must have CC&Rs and a property owners association to govern the management, maintenance, security, and operation of the project. The Ordinance also includes provisions for tenant relocation, rental assistance, and relocation assistance.

## **RECOMMENDATION**

Should the Commission recommend approval of the Commercial Condominium Ordinance, the next step would be to introduce the Ordinance to the City Council at their November 20<sup>th</sup> meeting.

## **FISCAL IMPACT:**

None – intended to stimulate economic development.

## **ATTACHMENT A**

### **ORDINANCE NO. 2007-08**

#### **AN ORDINANCE OF THE CITY OF WINTERS ADDING CHAPTER 17.112 TO THE MUNICIPAL CODE PERTAINING TO COMMERCIAL CONDOMINIUM CONVERSION**

The City Council of the City of Winters does ordain as follows:

**Section 1:** Chapter 17.112 Commercial Condominium Conversion is hereby added to the Municipal Code of the City of Winters to read as follows:

#### **17.112.010 Purpose.**

This chapter shall provide for the conversion of projects where ownership of existing buildings is subdivided, whether such subdivision involves residential to commercial/industrial or commercial/industrial to commercial/industrial, and whether such conversion is to condominium as defined in Section 1350 of the Civil Code, to community apartment projects, as defined in Section 11004 of the Business and Professions Code, or to stock cooperatives, as defined in Section 11003.2 of the Business and Professions Code.

This chapter recognizes that a conversion is different from new construction in that the owners of a unit in a conversion take responsibility for a building built under standards that may be less stringent than those that are currently required, and existing tenants may be displaced by a conversion. A conversion also differs from a leased or rental property in that the unit owner assumes long-term responsibility for the unit owned, for the common areas of the project, and the higher level of economic cost required to own instead of rent.

The intent of this chapter is to provide increased options for commercial development and business ownership opportunities. The further intent of this chapter is to mitigate the hardship caused by displacement of commercial tenants; and to assure that conversion projects maintain long-term economic value for the owner.

Therefore, such conversions shall be permitted, provided that they shall comply with the standards set forth in this chapter for the class of conversion proposed and all other applicable laws.

#### **17.112.020 Definitions.**

The following definitions pertain to this chapter related to condominium conversions and new construction:

"Applicant" means the owner(s) or subdivider(s) with a controlling interest in the proposed project, and any successors in interest.

"Association" means the organization created to own, lease, manage, maintain, preserve and control the lots, parcels or areas of a project, or any portions thereof or interests therein owned in common by the owners of the separately owned condominium units.

"Commercial condominium project" means a commercial condominium project intended for commercial occupancy.

"Common area" means an entire condominium project excepting all units therein.

"Condominium" means and includes:

1. "Condominium" as defined by Section 783 of the Civil Code;
2. "Community apartment project" as defined by Section 11004 of the Business and Professions Code;
3. "Stock cooperative" as defined by Section 11003.2 of the Business and Professions Code; and
4. "Planned development" as defined by Section 11003 of the Business and Professions Code.

The term "condominium" specifically includes, but is not limited to, the conversion of any existing structure for sale pursuant to a method described in subsections (D)(1) through (4) of this section.

"Condominium conversion" or "conversion" means a change in the ownership of a parcel or parcels of property, together with structures thereon, whereby the parcel or parcels and structures previously used as rental units are changed to condominium ownership. Condominium conversion includes projects which have previously obtained final map approval, but have not proceeded to sell any of the units.

"Condominium project" or "project" includes the real property and any structures thereon, or any structures to be constructed thereon, which are to be divided into condominium ownership.

"Condominium unit" or "units" means the individual spaces within a condominium project owned as individual estates.

"Eligible tenant" means any tenant who was a resident of the condominium project proposed for conversion on the date notice of intent to convert is given as required by state law.

"Low income," when used by itself or as a modifier of a person or household or other term, means a household whose income does not exceed eighty percent of the median income applicable to Yolo County, adjusted for family size as published and annually updated by the United States Department of Housing and Urban Development.

"Moderate income," when used by itself or as a modifier of a person or household or other term, means a household whose income is eighty-one to one hundred twenty percent of the median income applicable to Yolo County, adjusted for family size as published and annually updated by the United States Department of Housing and Urban Development.

"Notice of intent to convert" means the notice required to be served upon tenants or prospective tenants pursuant to the requirements of Section 66427.1, 66452.8, 66452.9 or 66459 of the Subdivision Map Act. The definition includes both sixty- and one-hundred-eighty-day notices as further defined in the applicable section.

"Special category tenants" refers to persons or tenants who fall within one or more of the following categories:

1. "Elderly" means individuals sixty-two years of age or older;
2. "Handicapped" or "permanently disabled" mean as defined in Section 50072 of the California Health and Safety Code or 42 USC 423 and 24 CFR 8.3;
3. "Low income" or "very low income" mean as defined in this section.

"Very low income," when used by itself or as a modifier of a person or household or other term, means a household whose income does not exceed fifty percent of the median income applicable to Yolo County, adjusted for family size as published and annually updated by the United States Department of Housing and Urban Development.

**17.112.030 Condominium conversion permit.**

A. Condominium Conversion Permit Required. No condominium conversion shall be permitted unless the city council has approved the granting of a condominium conversion permit. The permit application shall be submitted to the community development department, shall be reviewed by the planning commission and the project shall meet all the requirements of this chapter.

B. Standard for Approval. No application for a permit pursuant to this chapter shall be approved unless the following findings are made:

1. The proposed condominium conversion meets all the development and other standards set forth in this chapter.
2. All notices required by the Winters Municipal Code or state law pertaining to condominium conversions have been properly and timely served.
3. For existing residential buildings, that at the time the application to convert is deemed complete, the percentage of multifamily rental units is at or above fifteen percent (15%) of the total number of housing units in the city of Winters.
4. That conversion of the project to condominiums will not be contrary to the public health, safety and general welfare of the residents of the city, or the surrounding community.
5. That the proposed conversion is consistent with the general plan, zoning code and other applicable provisions of the Winters Municipal Code, including without limitation, the city building codes. Notwithstanding any provisions to the contrary, the City Council may impose conditions designed to achieve compliance and consistency with current city building codes prior to the time of occupancy of each unit of a project, however, the entire building shall fully comply with all City building codes related to the structural integrity of the building, earthquake standards and fire safety requirements prior to the sale or occupancy of any unit of the building.
6. For existing residential buildings, the proposed condominium conversion will not cause a net reduction in the number of rental or for sale multifamily units in the city which are affordable for low and/or very low income tenants.

C. Hearing. The planning commission shall hear any application for a condominium conversion permit and shall make a recommendation to the city council pertaining to the permit. The city council shall have final authority to approve or deny an application for a condominium conversion permit. The hearing shall be held concurrently with any tentative subdivision map application.

D. Expiration of Condominium Conversion Permit for Failure to Establish Use. An approved condominium conversion permit shall expire two years following the date the permit was approved by the city council. If an application for an extension of an approved condominium conversion permit is submitted prior to the expiration of the permit, the city council may grant a one-year extension of the permit upon a showing that: (a) the applicant has submitted an application to

convert to the Department of Real Estate and is diligently pursuing conversion with the Department of Real Estate, and (b) that the applicant has submitted a final map for the project for approval by the city. Any extension of a permit shall be conditioned to require compliance with any new provisions applicable to such conversion projects and payment of all fees in effect at the time the extension is granted.

**17.112.040 Condominium conversion permit application.**

A. Acceptance of Application to Convert. The community development director shall accept applications for a condominium conversion permit and shall determine whether the standards and prerequisites for issuance of a permit as set forth in this chapter are met. After the review process set forth in this chapter, the community development director shall submit the application to the planning commission for review and recommendation and then to the city council for final action. No application for a condominium conversion permit shall be approved if the standards for approval set forth in this chapter are not met.

B. Condominium Conversion Application Contents. Recognizing that the conversion of existing structures that have been previously occupied and constructed as leased or rental units may present unique issues for present tenants and future buyers, the application for a condominium conversion permit shall include the following information:

1. A boundary map drawn to scale showing the location of all existing easements and structures.
2. The applicant's proposal for the following:
  - a) Parking for each owner or business, including handicapped accessible parking; and
  - b) The management of common areas within the projects and minimum maintenance requirements for continued compliance with applicable health and safety standards as established by the city.
3. Preliminary Site Plan. The applicant shall submit a preliminary site plan. The preliminary site plan shall show all existing and proposed structures, parking areas (including handicapped parking areas), drive aisles, driveways, parking lot lighting, utilities (water, sewer, drainage, electrical, cable television, and gas), garbage collection and pickup locations, and any other information required by the community development director or the city building official. The preliminary site plan shall show all existing and proposed landscaping, including existing trees, and irrigation facilities.

4. **Physical Needs Report.** A report on the physical element of each structure and facility shall be prepared and submitted to the city. The report shall be full and complete, meeting all the requirements of this section, and in sufficient detail to evaluate the project. The report shall address the items set forth in this section and shall have been prepared within six months of submittal of the application.
  - a) A report detailing the structural condition of each major element of the property including roofs, foundations, exterior siding and paint, electrical systems, outdoor lighting, plumbing systems, utilities, irrigation systems, drainage systems, mechanical equipment, paved and concrete surfaces, seismic stability, parking facilities, recreational facilities, and fire protection systems, including fire alarm and sprinkler systems. Regarding each element, the report shall state: (1) when the element was originally constructed or installed; (2) when the element was last repaired or replaced; and (3) any variation in the current physical condition of the element from the requirements of the building codes in effect on the date of the preparation of this report. The report shall further identify each defective or unsafe element and set forth the proposed corrective measures to be employed and a timeline for completion of the corrective measures. The report shall be prepared by an appropriately licensed engineer or architect approved by the city, other than the owner. Each structure and facility (courtyards, storage areas, garages, etc.) shall be inspected as part of the report.
  - b) A structural pest control report shall be provided for each structure. This report shall be prepared by a licensed structural pest control operator in accordance with applicable state law.
  - c) A summary statement of repairs and improvements proposed to be made by the applicant necessary to refurbish and restore the project to achieve a high degree of safety and durability.
  - d) A phasing plan indicating the order and the locations of repairs and improvements to be made by the applicant.
5. **Rental History Report.** For existing residential buildings, the applicant shall submit a rental history report of rental rates for the units, detailing the current rental rates and the rates for the prior twelve months, including any rental incentive(s) provided to the tenants.
6. **Relocation Assistance/Ownership Incentive Report.** For existing residential buildings or where residential tenants are currently occupying portions of a commercial condominium project, a report describing the

relocation assistance, as identified under Section 17.112.060, shall be submitted.

7. **Additional Information.** If deemed necessary, based on the size, age, condition and/or improvements required in the proposed conversion project, the community development director, the city building official, the planning commission, or the city council may require the applicant to submit additional information to supplement that required by this section. Such additional information shall be used to better evaluate the application for a condominium conversion permit, and make proper findings and/or imposed conditions in accordance with the purposes, objectives and requirements of this chapter, the general plan, or any specific plan or element thereof in effect at the time of such application.

**C. Notice of Proposed Conversion.**

1. It is the intent of the notice provisions in this chapter that all tenants and prospective tenants receive all available information pertaining to the proposed conversion project in a timely manner. Any ambiguities in the notice provisions are intended to be read as broadly as possible to ensure full and complete information is provided to residents and prospective residents.
2. In addition to any notices required by state law, the applicant shall, at least sixty days prior to filing an application for a condominium conversion permit, notify all the tenants of the project, and the community development director in writing, of the intended conversion. The notice must be provided in a single document and written in non-technical language reasonably comprehensible to tenants and prospective tenants of the project. The notice shall include at least the following information and attachments:
  - a) A general description of the proposed project;
  - b) The name of the current owner and applicant and where such person or persons can be contacted;
  - c) The anticipated schedule of approval and conversion;
  - d) A copy of the city's condominium conversion ordinance;
  - e) Notification of the tenants' right to receive notice of hearings;
  - f) Notification of residential tenant's right to receive notice of intention to convert prior to termination of tenancy due to the conversion, and

to receive notice of final approval of the application within ten days of approval of the final map;

- g) A copy of the proposed relocation assistance plan for residential tenants as required by Section 17.112.060;
  - h) Notification that the tenants will be given ten days' written notice that an application for a public report has been or will be submitted to the Department of Real Estate and that such report will be available on request.
3. The notice of intent to convert shall be conspicuously posted at the on-site rental office location, if there is an on-site rental office, and in at least two common areas or the mail pick-up area. In addition, said notices shall also be posted at each driveway entrance to the project site. All required notices of intent shall remain posted until the converted units are first offered for sale.
  4. All prospective tenants shall be provided the written notice in this section at the time they are shown an apartment unit or commercial space, as applicable, and prior to the time a rental/lease agreement is executed. A signed copy of the notice shall be retained by the applicant as proof of compliance with this provision.
  5. All notices required by the Subdivision Map Act shall be served by the owner as required by statute. The owner shall bear the cost of all publication, printing and delivery costs for required notices. Owner shall submit proof of noticing for all owner-served notices.

**17.112.050 Application review and action.**

A. The community development department shall review all applications for permits submitted pursuant to this chapter and make a recommendation to the planning commission and city council based on the standards set forth in this chapter.

B. Review by Staff.

1. When corrective work is identified in the reports required to be submitted with the application, or by subsequent site inspections by staff, or at staff's direction, such work shall be incorporated as conditions of approval on the project if not corrected in advance of the first public hearing. All corrective work required shall be completed prior to the approval of a final map or the applicant shall enter into an improvement agreement with the city committing to the completion of the improvements in accordance with the Subdivision Map Act and the Winters Municipal Code.

2. The city shall charge a reasonable hourly fee (estimated as the actual cost to the city) for inspections required by this chapter. The applicant shall post a cash deposit in an amount equal to the estimated cost of inspection, as determined by the community development director, prior to any inspection services being provided.

C. Review by Planning Commission. The planning commission shall review the proposed condominium conversion project at a public hearing and shall make a recommendation to the city council. Notice of action by the planning commission shall be provided to all tenants and notice of the public hearing shall be provided as set forth in Government Code Chapter 2.7, commencing with Section 65090. All notices required by the Subdivision Map Act shall be served by the owner or city as required by statute. Owner shall bear the cost of all publication, printing and delivery costs for required notices incurred by the city. Owner shall submit proof of compliance with the notice provisions of this chapter not less than thirty days prior to a hearing by the planning commission.

D. Review by the City Council. The city council shall have final review of a proposed condominium conversion project. The city council may approve or reject the project based on the standards set forth in the condominium conversion permit portion of this chapter, and the city council may impose additional conditions consistent with the review criteria. Notice of action by the city council shall be provided to all tenants and notice of the public hearing shall be provided as set forth in Government Code Chapter 2.7, commencing with Section 65090. All notices required by the Subdivision Map Act shall be served by the owner or city as required by statute. Owner shall bear the cost of all publication, printing and delivery costs for required notices incurred by the city. Owner shall submit proof of compliance with the notice provisions of this chapter not less than thirty days prior to a hearing by the city council.

**17.112.060 Commercial condominium conversion requirements.**

All commercial condominium conversion projects must comply with the following requirements, which shall be incorporated into the conditions of approval on the project:

A. The applicant shall prepare a declaration of covenants, conditions and restrictions ("CC&Rs") which shall be recorded and apply to each owner of a commercial condominium unit within the project. The CC&Rs shall be subject to the approval of the community development director and shall be recorded at, or prior to, the time of final map approval, and shall include all applicable conditions of approval and requirements of the city. The CC&Rs shall, at a minimum, provide:

1. That any amendment to the CC&Rs related to the conditions of approval or other requirements of this chapter may not be approved without prior consent of the city.
2. That there shall be an entity created (e.g., a property or homeowners' association) which shall be financially responsible for and shall provide for the effective establishment, operation, management, use, repair and maintenance of all common areas and facilities.
3. A provision containing pertinent information regarding the conveyance of units and the assignment of parking, an estimate of any initial assessment fees anticipated for maintenance of common areas and facilities, and an indication of appropriate responsibilities for maintenance of all utility lines and services for each unit.
4. A provision addressing the payment of water, utilities, gas and electricity by the homeowner or through the association.
5. A provision requiring that any owner who rents his/her condominium unit shall utilize a professional property management company to manage the rental unit or that there exists a property owners' association which is responsible for management of the common areas and enforcement of the CC&Rs.

B. Standards. The following standards shall apply to commercial condominium conversion projects:

1. Building Regulations. All structures within the project shall conform to the current provisions of Title 24 of the California Code of Regulations, as adopted and/or amended by the City of Winters, and other applicable City building, zoning and municipal codes and ordinances, except as provided herein. The provisions of the State Historic Building Code (California Administrative Code, Title 24, Part 8) shall be applicable in permitting repairs, alterations, and additions necessary for the preservation, restoration and continued use of a historical building or structure.
2. Fire Prevention. Each unit shall be provided with a fire-warning system conforming to current applicable codes in effect in the city. All common walls of units shall be constructed and maintained in accordance with current building codes. The number and locations of fire extinguishers and hydrants shall be in accordance with current fire codes. Existing fire sprinkler systems shall be verified to be in good working order and meet standards for the system installed.
3. Vibration Transmission. All permanent mechanical equipment (such as motors, compressors, pumps and compactors) which are determined by

the building official to be a source of structural vibration or structural-borne noise shall be vibration-isolated with inertia blocks or bases or vibration isolator springs in accordance with the standards in effect at the time the last building was constructed on the site.

4. Noise Standards. The structures shall conform to all interior and exterior sound transmission standards of the California Code of Regulations and applicable sections of the California Building Code. Where these standards cannot be feasibly met, in the discretion of the building official, reduced requirements may be allowed by the building official and the subdivider shall include notice of the deficiency in the final Physical Needs Report.
5. Utility Metering. Each unit shall be individually metered for gas and electricity. If this requirement cannot be feasibly met, in the discretion of the building official, this requirement may be waived in the conditions of approval and a home or property owners' association, or similar entity, shall be formed for the payment and billing of the applicable utility. At a minimum, separate exterior shut-off valves for water, gas and electricity shall be provided for each unit.
6. Disabled Access. The project site and every unit within the project shall comply with current building codes related to disabled access.
7. No television or radio antennas, dishes, or similar devices may be installed on the exterior of any building, except as required by law. All mechanical equipment and roof top antennas shall be shielded from view.

C. Tenant Provisions.

1. No lease in good standing shall be terminated as a result of the conversion. Any tenant under an existing lease shall be offered the opportunity to remain in the unit until the lease expires. Tenants under an existing lease may terminate the lease after approval of the tentative map and the condominium conversion permit without penalty, but if terminated by the tenant prior to the owner serving the one-hundred-eighty-day notice required by Government Code Section 66427.1, shall not be entitled to any relocation or other benefits as provided in this chapter.
2. For existing residential buildings, a tenant relocation plan shall be prepared and shall meet and provide at least the following requirements:
  - a) All present tenants who are not in default under the rental agreement or lease under which they occupy their unit shall have not less than one hundred eighty days' notice from the date of

receipt of notification from the applicant of its intent to convert as provided in Government Code Section 66427.1.

- b) All tenants shall be provided with up-to-date information on available apartments of comparable size, quality and price located within a fifteen-mile radius of the apartments to be converted. Transportation shall be provided to assist each elderly or disabled non-purchasing tenant in seeking alternative housing.
- c) The economic terms of the tenant's tenancy, including, but not limited to, rent and utilities allowance, shall not be modified to the detriment of the tenant during the period between the filing of a tentative map application or submittal of the condominium conversion application, whichever is sooner, and the date the tenant is required to relocate, or the date of the denial, withdrawal or expiration of the tentative map or condominium conversion permit.
- d) The approved tenant relocation plan shall be incorporated into the conditions on the project and shall be provided to each tenant in the project within ten days of approval of the condominium conversion permit.

D. Rental Assistance.

1. A rental assistance payment shall be provided to all tenants equal to one month's current rent. Said payment shall be paid in one lump sum within fourteen days of the date of their relocation. No more than one payment per unit is required. Payments under this section only apply to qualifying tenants who are not in default at the time they vacate the premises and were tenants at the time the sixty-day notice of intent to convert, required by Government Code Section 66452.9, was served.
2. Special Category Tenant. In addition to the rental assistance payment provided to tenants, any special category tenant shall be offered a one-time payment equal to one year's rent in effect at the time they were provided a notice of intent to convert, or an eighteen-month lease extension in which the annual rent increase shall coincide with the increases as shown in the "rent, residential" component of the housing component in the Consumer Price Index for all urban consumers in the Yolo Primary Metropolitan Statistical Area. Either option identified above is determined by the applicant and shall be identified in the tenant relocation plan.
3. All tenants who commence their tenancy after the date the notice of intent to convert required by Government Code Section 66452.9 and this

chapter was served shall be notified in writing whether they will receive any rental assistance upon conversion. Tenants not properly noticed pursuant to the Government Code and required by this chapter shall receive relocation benefits regardless of date of tenancy.

E. Relocation Assistance. For all tenants entitled to rental assistance, the applicant shall arrange for the physical move of all tenants, at no cost to tenant, within a fifteen-mile radius of subject property or, at the applicant's option, provide five hundred dollars in relocation assistance. No more than one such payment shall be made per unit.

1. No tenant, by virtue of the provisions of this chapter, shall have a vested right from the city to any of the benefits or other interest provided herein. Nothing in this chapter is intended to abridge any rights of tenants or obligations of owners as provided in state law.

F. Security Inspection and Plan. The property and all common areas shall be inspected by the Winters police department, who shall provide security recommendations to the applicant to address any physical safety and security issues such as lighting, landscape, and similar physical elements. Items identified shall be incorporated into conditions of approval of the application and shall be completed prior to the approval of a final map or issuance of the first building permit, whichever is sooner. The applicant may request of the community development department that it enter into an improvement agreement with the city committing to the completion of the improvements prior to the occupancy of the sale of the first unit within the project.

G. Property Owners' Association. Prior to the approval of a parcel or final map, a property owners' association or similar entity shall be formed for any condominium conversion project. The association shall, at a minimum, provide for the administration, management and maintenance of all common areas including landscaping, drive aisles and parking areas, maintenance of the exterior of all buildings, the collection of dues, payment of public utilities not billed separately to each unit, and enforcement of standards within the project.

#### **17.112.070 Administrative fees.**

The city council may, by resolution, establish reasonable fees and deposits to fully defray the cost of processing applications and proposals, inspections and for the administration of this chapter.

#### **SECTION 2. Severability.**

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction or preempted by state legislation, such decision or

legislation shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Winters hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to any such decision or preemptive legislation.

**SECTION 3. Effective Date.**

This Ordinance shall be in full force and effective 30 days after its adoption and shall be published and posted as required by law.

The foregoing ordinance was introduced at a regular meeting of the City Council of the City of Winters, California, held on \_\_\_\_\_, and was passed and adopted at a regular meeting of the City Council held on \_\_\_\_\_ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
ATTEST: Mayor

\_\_\_\_\_  
City Clerk



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Council Members  
**DATE :** November 20, 2007  
**THROUGH:** John W. Donlevy, Jr., City Manager *JWD*  
**FROM:** Cas Ellena, Redevelopment & Economic Development Director *CE*  
**SUBJECT:** Direction Regarding the Potential Vacation of East Abbey Street between Railroad Avenue and Elliot Street

**RECOMMENDATION:** Provide direction to staff regarding the potential closure of East Abbey Street between Railroad Avenue and Elliot Street

**BACKGROUND:** The block in downtown Winters referred to as "Main Street Village" is a 1.823-acre block (Assessor Parcel Numbers 003-224-01, 02, 03, and 04) bordered by Railroad Avenue on the west, East Abbey Street on the north, Elliot Street on the east, and East Main Street on the south (the "Block"). This Block currently has the greatest potential for in-fill development in downtown Winters. The Community Development Agency (CDA) owns the westerly most parcel on the Block fronting Railroad Avenue between East Main Street and Abbey Street ("CDA Parcel"). The CDA is currently negotiating a Disposition and Development Agreement with Monticello Investors for the development of a mixed-use project on the site. The southern side of the remainder of the block has been developed within the last several years and the northern side of the remainder of the block has recently changed ownership and also offers potential for in-fill development.

A concept to further assist the development of the Block has been discussed internally among City Staff. The proposed concept (attached as Exhibit A) includes: 1) the abandonment of the section of East Abbey Street between Railroad Avenue and Elliot Street to allow additional building footprint extending from the CDA Parcel at the southeast corner of East Abbey and Railroad Avenue into a portion of East Abbey; 2) limiting vehicle access onto Abbey Street from Railroad Avenue to ingress only; and 3) Creation of a public parking area on the remainder of the East Abbey Street section. The City could retain public utility and public/fire access easements for the abandoned street. Staff has analyzed this concept from various perspectives to assist the City Council in its deliberations:

**Circulation:** Engineering staff has analyzed the circulation patterns of the area and has determined that the street grid is tight enough that the vacation of this leg of East Abbey Street would not negatively affect the circulation and would actually provide for a more

efficient circulation pattern. Attached is a map on the Proposed Abbey Street Closure and its effects on circulation ("Exhibit B"). The vehicles traveling west on East Abbey Street toward Railroad Avenue would be the most impacted. These vehicles would be required to proceed left onto Elliot and out to East Main Street to reach Railroad Avenue. This is a modification to the City's existing street grid but it is considered a minor modification since vehicles are still allowed ingress onto the vacationed section and vehicles travelling west are able to reach Railroad via Elliot. The project would need to acquire the public access rights for this ingress across the northerly half of the abandoned section from the owner of the property on the northerly side, since those rights would necessarily be transferred to that land-owner with the abandonment.

**Walkability:** Limiting vehicle access to ingress only onto Abbey Street improves the pedestrian friendliness of the intersection since pedestrians only would be required to watch for automobiles from one direction.

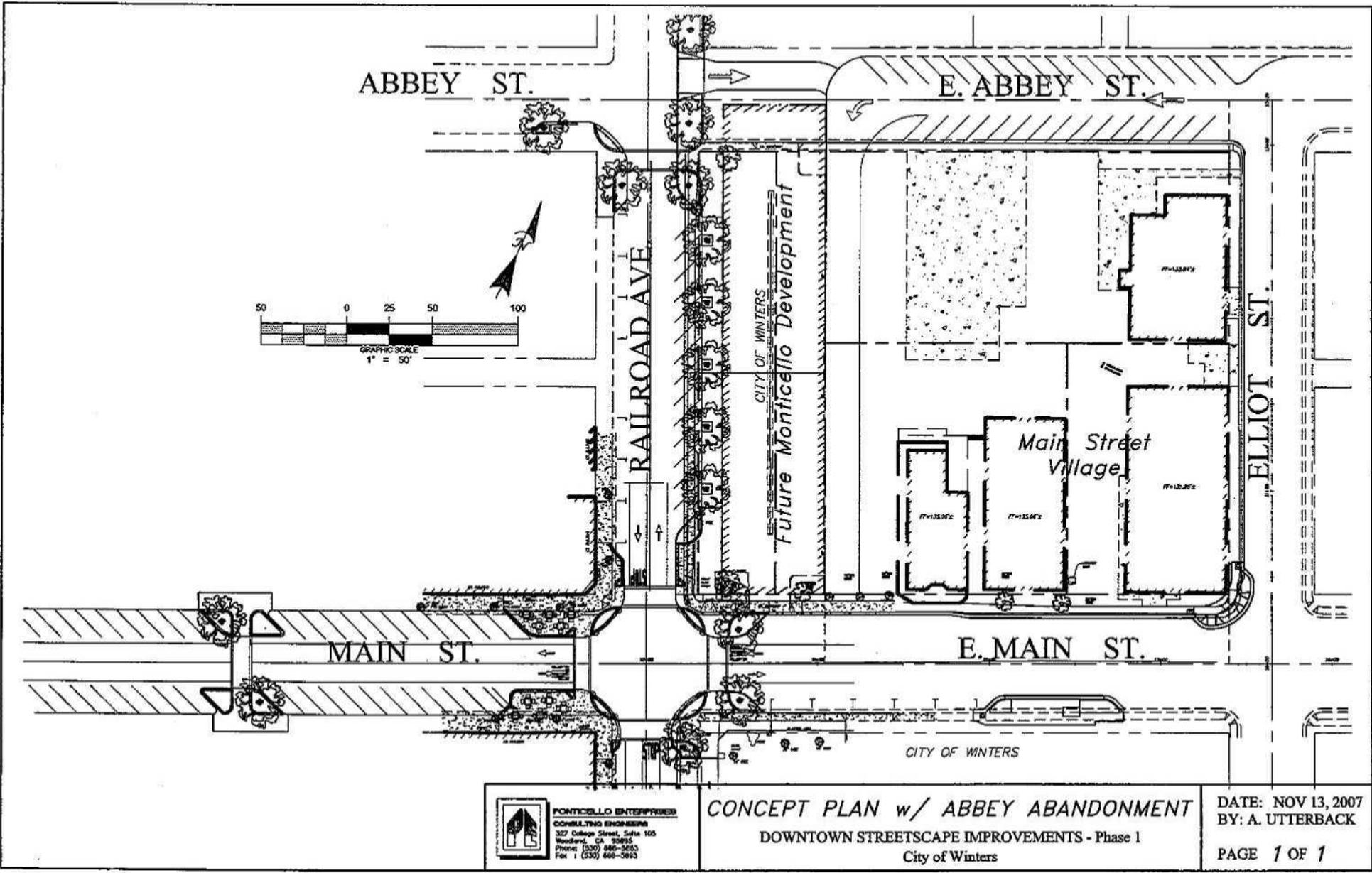
**Engineering:** The existing City water line on East Abbey runs along the southern side of the street. Allowance of additional building footprint at the southeast corner of East Abbey and Railroad, would require that this section of water line be relocated to the northern side of East Abbey Street. Estimated costs to move the water line amount to approximately \$10,000.

**Parking:** The creation of a public parking area in the vacated portion of Abbey Street would result in the creation of approximately 30 parking spaces (20 more spaces than what currently exists).

**Legality:** The proposed Abbey Street vacation concept is consistent with current laws and regulations.

**FISCAL IMPACT:** None by this action. Staff is only requesting direction on whether or not to proceed with the vacation process.

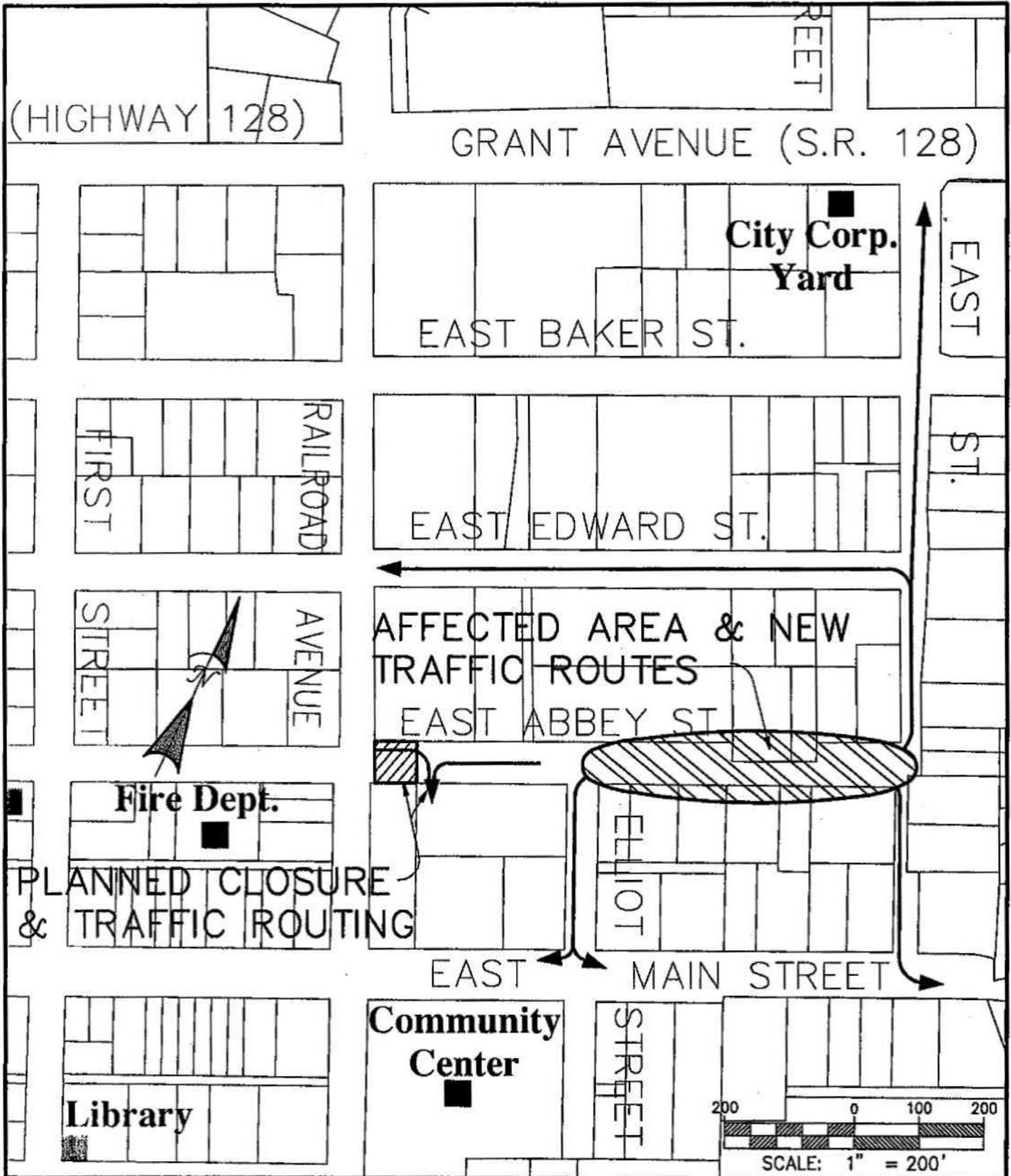
Exhibit A



 **MONTICELLO ENTERPRISES**  
 CONSULTING ENGINEERS  
 327 College Street, Suite 105  
 Wadley, GA 30295  
 Phone: (530) 886-5853  
 Fax: 1 (530) 886-5893

**CONCEPT PLAN w/ ABBEY ABANDONMENT**  
 DOWNTOWN STREETScape IMPROVEMENTS - Phase 1  
 City of Winters

DATE: NOV 13, 2007  
 BY: A. UTTERBACK  
 PAGE 1 OF 1



PONTICELLO ENTERPRISES  
CONSULTING ENGINEERS, INC.  
1216 Fortna Avenue  
Woodhull, CA 95776  
Phone: (530) 668-5883  
Fax: (530) 668-5893

### Proposed Abbey Street Closure Effect on Circulation

Scale: 1" = 200'  
Date: Nov. 2007



**CITY COUNCIL STAFF REPORT**  
November 20, 2007

**TO:** Honorable Mayor and Councilmembers  
**THROUGH:** John W. Donlevy, Jr. – City Manager *[Signature]*  
**FROM:** Dan Sokolow – Community Development Director  
**SUBJECT:** **Approval of Regional Housing Needs Allocation issued by the Sacramento Area Council of Governments.**

**RECOMMENDATION:** Staff recommends that the City Council receive the staff report and approve the Regional Housing Needs Allocation (RHNA) approved and released by the Sacramento Area Council of Governments (SACOG) Board of Directors on October 29, 2007.

**BACKGROUND:** Last month, SACOG approved a revised RHNA for the cities and counties located in SACOG's six-county area. The City's RHNA is 403 housing units for the period of January 1, 2006 through June 30, 2013. The table below details the City's RHNA by household income level and includes the allocation from the previous period in parentheses.

TOTAL RHNA UNITS	Very Low Income	Low Income	Moderate Income	Above Moderate Income
403 (772)	96 (188)	64 (125)	68 (118)	175 (341)

SACOG jurisdictions have the ability to appeal their RHNA's to the SACOG Board. All appeals must be received no later than December 14, 2007. Staff would not recommend an appeal of the City's RHNA. The City's RHNA will be incorporated into its 2008 Housing Element Update. The City's RHNA is not a required actual housing production number. It represents an allocation target intended to ensure that adequate sites are zoned and available to address housing demand.

The RHNA's issued by SACOG make up the SACOG Regional Housing Needs Plan (RHNP). The RHNP is a state mandated plan that allocates to cities and counties their "fair share" of the SACOG six-county region's projected housing needs by income category. The RHNP cover a 7.5-year period (January 1, 2006 through June 30, 2013) and is updated every five years.

**FISCAL IMPACT:** None.



**CITY COUNCIL STAFF REPORT**  
November 20, 2007

**TO:** Honorable Mayor and Council Members

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

**FROM:** Dan Sokolow – Community Development Director *DS*

**SUBJECT:** **Public Hearing and consideration of Master Plan for Sports Park Facility. STAFF RECOMMENDS THAT THE PUBLIC HEARING BE CONTINUED TO THE DECEMBER 18, 2007 CITY COUNCIL MEETING.**

---

**RECOMMENDATION:** Staff recommends that the City Council continue the public hearing and consideration of the Master Plan for the Sports Park Facility to the December 18, 2007 City Council meeting. The City has received two comments letters on the recirculation of the proposed mitigated negative declaration for the project and staff expects to have its review and responses to the letters completed in time for City Council consideration of the project on December 18.



**CITY COUNCIL STAFF REPORT**  
November 20, 2007

**TO:** Honorable Mayor and Councilmembers

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

**FROM:** Gene Ashdown – Building Official

**SUBJECT:** **Building Permit Coupon for Attendance of Architects, Contractors, and Designers at Workshops on new California Building Codes.**

---

**RECOMMENDATION:** Staff recommends that the City Council receive the staff report and approve a coupon for "\$100 off of a building permit" as an incentive for Winters architects, contractors, and designers who attend either the November 20 or December 13 workshops on the new California Building Codes (CBC).

**BACKGROUND:** The CBC will be undergoing significant changes effective January 2008 as the CBC incorporates the International Building Codes. The building departments from Winters, Woodland, and Yolo County are partnering on two training workshops to review the CBC changes on November 20 and December 13. The workshops will be held at the Woodland Community and Senior Center. Each Winters architect, contractor, or designer who attends the workshop would receive a \$100 coupon towards the cost of a building permit. The coupon would be valid for a building permit issued in 2008. Staff has already notified Winters architects, contractors, and designers about the workshops.

**FISCAL IMPACT:** The potential fiscal impact ranges from \$1000 to \$2000 based on the use of 10 to 20 coupons in 2008. Staff is recommending funding from the City Council's Community Funding Account.

Z+B+E/BP Coupon for New CBC Workshop CC Stf Rpt 20Nov07



**COMMUNITY DEVELOPMENT AGENCY  
STAFF REPORT**

**TO:** Honorable Chairman and Members of the Board  
**DATE:** November 20, 2007  
**THROUGH:** John W. Donlevy, Jr., Executive Director   
**FROM:** Kate Kelly, Planning Manager   
**SUBJECT:** Authorization to enter into professional services contract with PMC to prepare a hybrid Form Based Code for the Downtown Master Plan area.

---

**RECOMMENDATION:**

Staff recommends that the Community Development Agency ("CDA") authorize staff to enter into contract, not to exceed \$55,000.00, with PMC for the preparation of a hybrid Form Based Code for the Downtown Master Plan area.

**BACKGROUND:**

The Downtown Master Plan 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 buildout of the area. A key element of the Downtown Master Plan includes the development of a hybrid Form Based Code to serve as expanded design guidelines for the central business district. The hybrid aspect of the code would provide additional guidance on uses, parking and densities.

In August the City circulated a RFP for a consultant to prepare a hybrid Form Based Code to 14 consultants who are leaders in the field. The proposal was due in September and PMC was the only respondent. Although their proposal was very strong, it was 32% over our budget and staff rejected the proposal. Subsequently, Mark Brodeur from PMC and staff has had several long conversations regarding the project and the budget. Mr. Brodeur has revised his proposal and significantly modified his budget approach to bring their cost proposal in line with our budget.

The scope of work includes:

**Meetings and Outreach** - two community meetings, a two day charrette, a joint Planning Commission/City Council Workshop, and meetings with staff. Spanish outreach and translation will be provided.

**Documents** – two drafts and the final Code including illustrations and At-A-Glance Sheets, permitted use matrix, densities, building placement, parking requirements, and allowable types of buildings, signs and storefronts.

**Hearings** – one Planning Commission and One City Council hearing

Based upon their revised proposal and budget staff recommends that the City retain PMC with Mr. Brodeur as Project Director to prepare our hybrid Form Based Code.

**FISCAL IMPACT:**

Not to exceed \$55,000

Funding Sources:

Community Development Agency	\$36,000
SACOG Civic Engagement Grant	\$19,000

**ATTACHMENTS**

Professional Services Contract including Scope of Work and Budget



## CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT is made at Winters, California, as of \_\_\_\_\_, by and between the City of Winters Community Development Agency ("the Agency") and Pacific Municipal Consultants "(Consultant)", who agree as follows:

1. **SERVICES.** Subject to the terms and conditions set forth in this Agreement, Consultants shall provide to the Agency the Services described in Exhibit "A", which is the Consultant's Proposal dated October 5, 2007. Consultant shall provide said services at the time, place, and in the manner specified by the Agency and Project Understand/Scope of Work shown in Exhibit "A".

2. **PAYMENT.** The Consultant shall be paid for the actual costs, for all time and materials expended, in accordance with the Cost Proposal included in Exhibit "B", but in no event shall total compensation exceed FIFTY-FIVE THOUSAND dollars (\$55,000.00), without the Agency's prior written approval. Agency shall pay Consultant within thirty (30) days for services rendered pursuant to the Agreement and upon acceptance of the following deliverables as provided for in the Scope of Work:

- Completion of Phase 1 (Issue Identification and Analysis)
- Completion of Phase 2 (Draft the Downtown Code)
- Phase 3 to Completion of Administrative Draft (Tasks 3.1 – 3.3)
- Phase 3 to Final Draft Code (Tasks 3.4 – 3.7)
- Completion of Phase 4 (Public Hearings and Last Steps)

If at any time the completion of a milestone is delayed for sixty days for reasons beyond the reasonable control of the Consultant, Agency shall make payment for services performed on a percentage completed basis up to the total, and not to exceed, the amount due for the milestone.

3. **FACILITIES AND EQUIPMENT.** Consultant shall, at its sole cost and expense, furnish all facilities and equipment which may be required for furnishing services pursuant to this Agreement.

4. **GENERAL PROVISIONS.** The general provisions set forth in Exhibit "C" are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the other term or condition shall control only insofar as it is inconsistent with general Provisions.

5. **EXHIBITS.** All exhibits referred to therein are attached hereto and are by this reference incorporated herein.

EXECUTED as of day first above-stated.

City of Winters Community Development Agency  
a municipal corporation

By: \_\_\_\_\_  
John W. Donlevy, Jr., Executive Director

Consultant

By: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Nanci G. Mills, Agency Clerk

**Exhibit "A" Scope of Work  
Provided by Consultant**

# PROJECT APPROACH & SCOPE OF WORK

## PROJECT APPROACH

Project Director, Mark Brodeur has read the Request for Proposal and has met with John Donlevy, City Manager, to gain a fuller understanding of what the City of Winters is looking for. He also spent a good deal of time following that meeting to get better acquainted with your downtown area.

If the old saying "*the devil is in the details*" then this project is ALL about details. Poorly written or unclear regulations can confound developers. Worse yet, overly burdensome regulations will keep the good ones from developing quality projects in your downtown. The same poorly written regulations can also undo much of a vision. That is why we say it is important to select a design/planning consultant who has written regulations for several downtowns. We know what works!

Once you have read our Scope of Work you will see that we have the requisite *downtown* planning experience. We will recommend the types of regulations that your downtown needs. You will also see that while you seek a form-based code, we are proposing to give you something *better and more customized* to your downtown. We hope you have had a chance to review a form-based code and like us, are confounded by the new urbanist jargon that make these documents cumbersome and unacceptable. In the end, you will have all the good things that a form-based code promises and then some.

## COORDINATION/COMMUNICATION WITH CITY STAFF

At PMC, we understand the importance of effective communication and coordination between the consultant and City staff. No one knows *local* community issues, political issues, and zoning constraints better than Winters' planning staff. We can help build on this local knowledge.

PMC has helped dozens of communities prepare zoning tools that meet their needs and achieve important community needs. More importantly, our staff are "behind the counter" in communities in California every day, implementing zoning codes in a real world setting. Success to us is working with staff and the community to develop the right zoning tools that are easy to use. Throughout the process, PMC staff will work closely with staff to gain knowledge, discuss issues, and deliberate appropriate solutions.

## PUBLIC PARTICIPATION

PMC believes that the key to the successful development of form-based Zoning provisions for historic Downtown Winters is early and meaningful involvement by the public, the development community, decision-makers, and staff. PMC has developed and facilitated a variety of public participation processes, ranging from focused community workshops and public hearings to a combination of advisory committee meetings, community workshops, small focus group meetings for stakeholders, as well as study sessions and public hearings.

PMC has been recognized for conducting numerous award winning outreach events for projects quite similar to this. Using the expertise of our in-house public affairs staff, PMC will craft a unique public participation program for the project based on the nature of the issues, audience/stakeholders, political and practical landscapes, and communication preferences.

## DEVELOP EFFECTIVE AND INNOVATIVE FORM BASED ZONING PROVISIONS

PMC staff has extensive experience writing, administering, amending, and enforcing zoning provisions for dozens of communities throughout California. PMC is uniquely qualified to develop a type of

# PROJECT APPROACH & SCOPE OF WORK

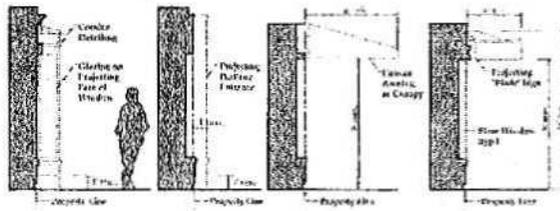
"hybrid" form based (or "context based") zoning documents that are effective, appropriate, and easy to implement. Our experience developing and implementing Zoning Ordinances has allowed us to assess several techniques and approaches. To add to the talent of our original team, PMC has hired Mark Brodeur, formerly with downtownsolutions to serve as the Project Director for this project. Mr. Brodeur is well known for his downtown revitalization projects in California and pioneered a number of creative codes for transit oriented, mixed-use and mixed-income housing communities, using tools such as building prototype testing; a neighborhood DNA approach to zoning districts and transitions, and context sensitive design standards. In addition, Mark brings a number of other specific code types for downtowns that few competitors recognize. This experience gives him an extensive understanding of the political, administrative and community support for such approaches.

PMC understands that the form based zoning provisions for Downtown Winters needs to reflect and enable the desirable historic development (organic urbanism) patterns by emphasizing form and function with more flexibility in allowed uses and specific development standards. The following scope of work identifies the critical elements we feel are necessary for achieving this.

## IMPLEMENTATION

The Downtown Winters Master Plan has already given the City a number of implementation tools to create a core with more intensity, a diversity of uses, and a more pedestrian-oriented environment. We propose to add to these tools with our "DowntownCode". Implementation tools may include, but not be limited to:

- A series of "downtown-specific" codes including but not limited to: mixed use ordinance, live-work ordinance, storefront design ordinance, cottage courtyards, outdoor retail sales, retail establishment size provisions, sign code, urban parking standards, California Historic Building Code.
- Development incentives (economic assistance, density bonuses, design assistance)
- Model design templates/prototypes (to demonstrate form preferences for priority redevelopment sites/areas in order to lessen developer uncertainty about regulatory approvals)



At the City's discretion, we can also produce marketing or education tools/collateral such as informational pamphlets, public and private sector compliance checklists, a staff training program, and/or scheduled check-up consultations post-adoption.

## SCOPE OF WORK

This section outlines the tasks associated with our scope of work in preparing the Form Based Code for the City of Winters' Downtown Master Plan. It is expected that some of these tasks will be done concurrently.

### PHASE 1 – ISSUE IDENTIFICATION AND ANALYSIS

#### Task 1.1 - Kick-off Meeting/Issue Identification.



# PROJECT APPROACH & SCOPE OF WORK

During the first day, key members of the PMC team will meet with City Staff to refine any expectations of the project and to understand key issues for Staff and the community. This task will also include a tour of the Downtown with City staff to understand the current conditions and how the vision of the Master Plan impacts the built environment.

We recommend the continued meetings with the Downtown Master Plan Committee (DMPC). The function of this DMPC would be to:

- Identify issues to address in the Form Based Code
- Consider context based zoning solutions and identify preferences as appropriate
- Review and provide input on draft zoning provisions

The DMPC will also be a resource to PMC staff in the development of a list of potential tools/methods for creating form based provisions for downtown Winters. As discussed in the Project Approach section, a Form Based Code can take many forms. In order to select the right method or tool for Winters, several options should be explored and discussed upfront. PMC staff will identify all available tools and assist the City in narrowing this list down and selecting the right tool for the job.

## Task 1.2 - Discover Downtown's DNA

During the initial trip to Winters, PMC will measure the details of what makes up the public and private built environment (DNA) in downtown Winters. Using photography and drawings, everything including sidewalk widths, street width to building height ratios, setbacks, lot coverage, Floor Area Ratio, building widths, building heights, frontage types, sign types, residential density, storefront types and parking locations will be noted and cataloged for later use in developing the *downtowncode*.

## Task 1.3 - Review Zoning Code

PMC will review the current zoning code and will identify "downtown" unfriendly provisions contained in the sections on:

- signs
- permitted uses/prohibited uses
- parking
- setbacks
- residential density
- site development regulations
- 

In order for Winters to develop in a more compact and efficient manner, PMC will identify the regulations, including parking ratios that should be changed. Since Form-Based Codes deemphasize uses, DS proposes to identify a specific set of ground floor uses that are permitted and prohibited. This is a must for a downtown!

## Task 1.4 - Two Day Charrette Workshop With Downtown Master Plan Committee (DMPC) and Winters Residents

As part of the initial visit, PMC will meet with the Downtown Master Committee for the first time. A charrette means that our team will immerse itself in Winters for three days. It is our intent to make all of these meetings high value and to develop a succession of actions that build upon each other so that the plan proceeds with assurance that decisions have been made and concurred upon.

The Workshops will introduce PMC to the community. Items that may be discussed include:

# PROJECT APPROACH & SCOPE OF WORK

- Brief review of Scope of Services to explain what we are doing
- Verify Downtown's DNA with the DMPC and the community
- Confirm future DNA or departures from such
- Identify current zoning issues, confirm modification direction
- Confirm Master Plan Design/Development Areas and Direction
- Define typically controversial issues such as building height and density

PMC will depend on City staff to organize the DMPC, provide a secure work office for PMC, mail invitations and to secure appropriate meeting venues.

## PHASE 2 – DRAFT THE DOWNTOWNCODE

PMC suggests that in order to move this project in an expeditious manner, that we begin drafting the components of the DowntownCode following our first visit . The drafting of the ordinance is a significant effort and we feel it is best to get something for people to review and react to early in the process. This is the most efficient use of everyone's time. Our experience suggests that the community prefers this approach to zoning issues.

### **Task 2.1 - Permitted/Prohibited Uses Matrix**

PMC will develop a comprehensive use matrix for replacement of the current C-2 zoning). We do not feel it is necessary to revise the Public Facilities zoning with Form-Based provisions. PMC will research the content of uses as identified in the current zoning to ascertain if those uses are expansive enough to give the City and developers a clear enough understanding of what types of uses the community wishes to see in each district.

### **Task 2.2 - Permitted Urban Densities Or Floor Area Ratios**

PMC will develop a range of appropriate residential infill densities for the C-2 Zone in the Downtown.. These density ranges may necessitate a General Plan amendment.

### **Task 2.3 - Building Placement and Size Information**

PMC will develop the criteria where the building can be located on the parcel and the potential maximum size of the building. Also included will be the identification of the front "build-to" line and the other side and rear setbacks. This section will also identify the allowable Floor Area Ratio and the maximum building height.

### **Task 2.4 - Parking Requirements and Types/Locations**

It is our experience that no other downtown development regulation does more to affect the viability of compact building form than the nature of the parking regulations. PMC will review current parking standards, and based upon our downtown experience, we will recommend new parking regulation ratios for a variety of downtown uses.

### **Task 2.5 - Allowable Building Types**

# PROJECT APPROACH & SCOPE OF WORK

This development criterion establishes the preferred building forms for new buildings in the downtown. These are represented as drawings and photographs to illustrate architectural building form only. A theme is not being proposed.

## Task 2.6 - Allowable Building Frontage Types

This section represents how the front of the new building should interact with the public right of way. The building frontage is an important element in establishing and protecting a pedestrian or bicycle environment. This regulation is defined for each of the three districts depending largely on the type of buildings and the amount of pedestrian traffic. This section is largely contingent on diagrams and photographs to define the requirement.

## Task 2.7 - Allowable Sign Types

Merchants with storefronts in downtown have completely different advertising and identification needs than merchants on a suburban commercial corridor. PMC will develop a matrix of the most desirable types, sizes and materials for signs in the master plan area. The most typical types of signs needed in a downtown include:

- Projecting
- Window
- Ghost
- Wall
- A-Frame or Sandwich board
- Awning
- Under Canopy

## Task 2.8 - Allowable Storefront Types

One thing that a **form-based code** will not give you is the preferred storefront type for your downtown. The storefront is the most important architectural feature of a downtown building. Elements will include:

- Width and height
- Transparency Ratios
- Bulkhead size and scale
- Piers
- Display Windows
- Transoms
- Awnings, Brow Canopies

## Task 2.9 - Downtown Code Ordinances and Special Provisions

PMC has found that for the most part, downtown zoning cannot use a typical "one-size-fits-all" approach as suggested by SACOG's Form Based Code Handbook project. If that were the case, Winters could do this assignment without the need for a consultant. Having worked with over 100 downtowns, we have discovered that there are several ordinances that are specifically needed in downtowns. These ordinances are not part of the typical regulations found in a Form Based Code. PMC will develop a series of specialized downtown ordinances for Winters. These specific provisions and ordinances address these concerns by describing applicable limitations, design standards and operating requirements for the Master Plan Area. It will be up to the City if they want to add additional ordinances beyond what we are proposing here:

Mixed-Use Ordinance

# PROJECT APPROACH & SCOPE OF WORK

This ordinance seeks to balance the needs of residential uses for privacy, security, and open space, with those of commercial uses, such as access, visibility, parking, loading, and extended hours of operation.

## Live/Work Ordinance

This ordinance would encourage live-work projects — units that are occupied by business operators who live in the same structure that contains the commercial activity — and regulate the size and type of allowed uses for these units.

## Other Ordinances and Provisions:

- **Cottage Courtyards:** This ordinance regulates the size, site planning, open space, and parking for cottage courtyard developments, which are clusters of four (4) to twelve (12) small detached single family homes around a central open space.
- **Newspaper racks:** This ordinance improves the location and appearance of newspaper racks.
- **Outdoor retail sales:** This ordinance would control the timing and location of outdoor retail sales and address safety concerns.
- **Public art:** This ordinance sets aside one (1) percent of the original estimated construction cost of a city public works project or private commercial/mixed use project for the acquisition and/or installation of art at, or near, the construction project.
- **Retail establishment size (“Anti-Big Box Provision”):** This ordinance would promote retail development that respects the existing Downtown context by limiting the size of retail commercial establishments.
- **Storefront Vacancy:** This ordinance would regulate the appearance of vacant storefronts to preserve pedestrian safety and property values.
- **California State Historic Building Code:** This provision would adopt the State Historic Building Code for the downtown area. The Code encourages owners to preserve historic buildings in a cost-effective manner while promoting accessibility and safety. The Code protects owners from having to use current building code standards to renovate historic structures.
- **Downtown Amenity Requirements and Incentives**  
This ordinance would outline requirements and incentives for urban amenities that will enhance the quality of life within the Master Plan area by encouraging pedestrian friendly design, amenities, beautification, sufficient parking, mixed-use districts, affordable housing, and access to public transit, parks, community facilities, and social services.

## Task 2.10 - Definitions Illustrated

# PROJECT APPROACH & SCOPE OF WORK

Downtown Solutions will develop an illustrated set of definitions. Use of photographs will be used extensively.

## **Task 2.11 - Special Standards**

Downtown Solutions will discuss the applicability of the following ordinances with the City before execution:

- Environmental Standards – including tree canopy in parking lots, bio-swales, urban runoff, infrastructure needs.
- Landscape Standards – including street tree planting, hardscape materials, parking lot canopy, flower pots and baskets.
- Noise/Light Standards – Maximum permissible levels at the Storefront.
- Handicapped Access
- Restrooms

## **Task 2.12 - Illustrations and the “At-A-Glance” DowntownCode posters**

With any DowntownCode there will be a need to prepare numerous custom illustrations for inclusion in the draft. For each of the three districts, PMC will prepare an “At-A-Glance” poster of the salient zoning provisions for each district.

## **PHASE 3 – REVIEW AND REFINEMENT: PERFECTING PROVISIONS FOR THE DOWNTOWNCODE**

### **Task 3.1 - Workshop #2 Stakeholder Meetings.**

Key members of the PMC team will facilitate one public workshop (Workshops #2) on the DowntownCode. PMC’s Spanish language planner will meet separately with Spanish-speaking merchants.

### **Task 3.2 - Meeting With City Staff**

Following Workshop#2 PMC staff will meet with City staff .

### **Task 3.3 - Administrative Draft**

Following our meeting with City staff, we will take two to three weeks to finalize an administrative draft of the Code. This is the draft that the public will see and respond to.

### **Task 3.4 - Press Releases**

PMC staff will prepare a comprehensive press release for the Winters Express. This press release will give an easy to understand overview of what is contained in the DowntownCode as well as a comparative analysis of how the downtown code differs from current zoning. The Winters Express will be asked to print at least one of the “At-A-Glance” zoning posters as part of the press release.

# PROJECT APPROACH & SCOPE OF WORK

## **Task 3.5 - Joint Planning Commission/City Council Workshop on DowntownCode**

PMC will host and conduct a joint workshop on the DowntownCode following the review and input received from the DMPC. This provides decision makers with a glimpse of some of DowntownCode before hearings and allows them to suggest modifications to the consultant team before the Public Draft of the DowntownCode is developed. In order to give the PC and CC sufficient time in the workshop to ask questions and debate issues, a separate and distinct public workshop will be held on a Saturday in the same week.

**Task 3.6** - This Task has been removed.

## **Task 3.7 - Final/Planning Commission Draft Form Based Code.**

Based on input received during the second workshop, as well as any additional stakeholder meetings and direction from City staff, PMC will amend the public draft to create the Final/Planning Commission Draft document. This version will be the one that moves forward to the Planning Commission and City Council for consideration and potential action.

## PHASE 4 – ADOPTION: PUBLIC HEARINGS AND LAST STEPS

### **Task 4.1 - Planning Commission Public Hearing.**

Key members of the PMC team will attend one (1) public hearing with the Planning Commission to present for consideration and recommendation on adoption of the DowntownCode. PMC can attend additional hearings for additional cost on a time and materials basis.

### **Task 4.2 - City Council Public Hearing.**

Key members of the PMC team will attend one (1) public hearing with the City Council to present for consideration and adoption of the DowntownCode. PMC can attend additional hearings for additional cost on a time and materials basis.

### **Task 4.3 - Final Document (as adopted by City Council).**

The PMC team will amend the Planning Commission Draft DowntownCode consistent with the direction and final action of the City Council. Due to costs constraints, PMC will deliver the final electronic version.

**Exhibit "B" Cost Proposal**  
Provided by Consultant

# COST PROPOSAL

TASK/ACTIVITY	PMC Staff		PMC Staff		PMC Staff		PMC Staff		ACTIVITY		TIMELINE	
	Project Director		Project Manager		Assoc. Planner/UD		PR & Graphics		TOTALS		Begin	End
	Rate	\$175	Rate	\$90	Rate	\$85	Rate	\$85	hours	Fee		
<b>PHASE 1 ( Issue Identification and Analysis )</b>												
1.1 Kick-off Meeting/Issue Identification	8	\$1,400	12	\$1,080	0	\$0	0	\$0	20	\$2,480	Early November	Same
1.2 Workshop #1 and Stakeholder Meetings	8	\$1,400	12	\$1,080	0	\$0	12	\$1,020	32	\$3500	Early November	Same
1.3 Review Zoning Code	0	0	0	0	8	\$680	0	0	8	\$680	November	Same
1.4 Two Day Charrette	16	\$2,800	16	\$1,440	0	0	0	0	32	\$4240	November	Same
<b>PHASE 2 (Draft The DowntownCode)</b>												
2.1 Permitted Use Matrix	0	0	32	\$2880	0	\$0	0	\$0	32	\$2880	December	December
2.2 Permitted Urban Densities	0	0	10	\$900	0	\$0	0	\$0	10	\$900	December	December
2.3 Building Placement	0	0	0	0	6	\$510	12	\$1,020	18	\$1530	December	January
2.4 Parking Requirements	0	0	0	0	6	\$510	0	0	6	\$510	December	January
2.5 Allowable Building Types	0	0	6	\$540	0	\$	8	\$680	14	\$1220	December	January
2.6 Allowable Building Frontages	0	0	2	\$180	4	\$340	8	\$680	14	\$1200	December	January
2.7 Allowable Sign Types	0	0	0	0	4	\$340	0	0	4	\$340	December	January
2.8 Allowable Storefront Types	4	\$700	0	0	5	\$425	16	\$1,360	25	\$2485	December	January
2.9 Ordinance Provisions	1	\$175	2	\$180	24	\$2,040	0	0	27	\$2395	December	January
2.10 Definitions	1	\$175	1	\$90	8	\$680	0	0	10	\$945	December	January
2.11 Special Standards	1	\$175	2	\$180	4	\$340	0	0	7	\$695	December	January
2.12 Illustrations and AT-A-Glance Sheets	0	0	8	\$720	0	0	32	\$2720	40	\$3440	December	January
<b>PHASE 3 (Review and Refinement)</b>												
3.1 Workshops #2	8	\$1,400	16	\$1,440	0	0	8	\$680		\$3520	February	March
3.2 Meeting With Staff	4	\$700	4	\$360	0	0	0	0	8	\$1060	February	February

# PROFESSIONAL QUALIFICATIONS

3.3 Administrative Draft	2	\$350	40	\$3600	20	\$1700	20	\$1700	82	\$7350	March	March
3.4 Press Releases	0	0	0	0	0	0	16	\$1,360	16	\$1360	March	March
3.5 Joint PC/CC Workshop	8	\$1,400	12	\$1080	0	0	0	0	20	\$2480	March	March
3.6 Saturday Public Workshop	0	\$0	0	\$0	0	0	0	\$0	0	\$0	March	March
3.7 Final Draft Code	0	0	12	\$1,320	12	\$1,140	8	\$680	32	\$3140	April	April
PHASE 4 Public Hearings and Last Steps												
4.1 Planning Commission Public Hearing	8	\$1,400	8	\$720	0	0	0	0	16	\$2120	April and May	May
4.2 City Council Public Hearing	8	\$1,400	8	\$720	0	0	0	0	16	\$2120	May	May
4.3 Final Document					8	\$680	8	\$680	16	\$1360	June	June
<b>Subtotal</b>												
<b>Direct Costs (travel/postage/phone)</b>										\$1,050		
<b>TOTAL FEE - Phase One Downtown</b>										\$55,000		7-8 Months
<b>Optional Phase Two - Grant Avenue</b>										\$36,000**		

\*\* Price is contingent on award of Phase One and assuming meetings can be held the same day.

## EXHIBIT "C"

### GENERAL PROVISIONS

(1) INDEPENDENT CONTRACTOR. At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of the Agency. The Agency shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement; however, Agency shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement.

It is understood and agreed that Consultant's employees are not "employees-for-hire", but are provided as a part of professional services to serve a specific purpose for a temporary period. Should the Agency wish to hire for permanent employment an employee of Consultant within this Agreement period or for a period of one year after services are completed, Agency shall contact Consultant in writing and make such a request. Consultant shall work with Agency regarding equitable compensation for hiring away of said employee.

(2) LICENSES; PERMITS; ETC. Consultant represents and warrants to Agency that Consultant has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for Consultant to practice Consultant's profession. Consultant represents and warrants to Agency that Consultant shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for Consultant to practice his profession.

(3) TIME. Consultant shall devote such services pursuant to this Agreement as may be reasonably necessary for satisfactory performance of Consultant's obligations pursuant to this Agreement.

(4) INSURANCE.

(a) WORKER'S COMPENSATION. During the term of this Agreement, Consultant shall fully comply with the terms of the law of California concerning worker's compensation. Said compliance shall include, but not be limited to, maintaining in full force and effect one or more policies of insurance insuring against any liability Consultant may have for worker's compensation.

(b) GENERAL LIABILITY AND AUTOMOBILE INSURANCE. Consultant shall obtain at its sole cost and keep in full force and effect during the term of this agreement general liability insurance with personal injury, products complete coverage in the amount of \$2,000,000 per occurrence. Consultant shall maintain automobile liability insurance, combined single limit in the amount of \$1,000,000 per accident. The Agency, City of Winters, its officers, agents, employees and designated volunteers shall be named as additional insureds under the policy; and (2) that the policy shall stipulate that this insurance will operate as primary insurance; and that (3) no other insurance effected by the Agency or other names insureds will be called upon to cover a loss covered thereunder; and (4) insurance shall be provided by an, at least, A-7 rated company. The form of said endorsements(s) shall be supplied by the Agency.

(c) PROFESSIONAL LIABILITY INSURANCE. During the term of this Agreement, Consultant shall maintain an Errors and Omissions Insurance policy in the

amount of not less than \$1,000,000.

- (d) CERTIFICATES OF INSURANCE. Consultant shall file with Agency's Clerk upon the execution of this Agreement, certificates of insurance which shall provide that no cancellation shall be made during the term of this agreement, without thirty (30) days written notice to the Agency prior to the effective date of such cancellation, or change in coverage.

Consultant shall file with the Agency Clerk concurrent with the execution of this Agreement, a Standard Accord form with endorsements providing for each of the above requirements.

- (5) Consultant NOT AGENT. Except as Agency may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of Agency in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement, to bind Agency to any obligation whatsoever.

- (6) ASSIGNMENT PROHIBITED. No party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

- (7) PERSONNEL. Consultant shall assign only competent personnel to perform services pursuant to this Agreement. Specifically, Mark Brodeur, FIUD shall service as Project Director and shall personally provide project supervision and vision for the entire term of the project. Mr. Brodeur shall also participate in meetings with the Agency, attend/lead all project public workshops and attend all public hearings.

In the event that Agency, at its sole discretion, at anytime during the term of this Agreement, desires the removal of any person or persons assigned by Consultant to perform services pursuant to this Agreement, Consultant shall remove any such person immediately upon receiving notice from Agency of the desire of Agency for the removal of such person or persons.

- (8) STANDARD OF PERFORMANCE. Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices his profession. Agency pursuant to this Agreement shall be prepared in a substantial and workmanlike manner, and conform to the standards of quality normally observed by a person practicing in Consultant's profession. Agency shall be the sole judge as to whether the product of the Consultant is in accordance with this Agreement; however, such approval shall not be unreasonably withheld.

- (9) CANCELLATION OF AGREEMENT. This Agreement may be canceled at any time by either party for reason of breach of Agreement upon written notification to Consultant. Consultant shall be entitled to receive full payment for all services performed and all costs incurred to the date of receipt of written notice to cease work on the project. Consultant shall be entitled to no further compensation for work performed after the date of receipt of written notice to cease work. All completed and uncompleted products up to the date of receipt of written notice to cease work shall become the property of the Agency.

- (10) PRODUCTS OF CONSULTING. All products of the Consultant resulting from this Agreement shall be the property of the Agency. Consultant shall not be held liable for any reuse of

the Agency-owned work product for purposes outside this Agreement.

(11) INDEMNIFY AND HOLD HARMLESS. Consultant shall indemnify, hold harmless the Agency, its officers, agents and employees from all claims, suits, or actions of every name, kind and description, brought forth on account of injuries to or death of any person or damage to property to the extent caused by the willful misconduct, negligent acts, errors or omissions of Consultant or any person directly or indirectly employed by or acting as agent for Consultant in the performance of this Agreement.

The Agency shall indemnify, shall indemnify, hold harmless the Consultant, its officers, agents and employees from all claims, suits, or actions of every name, kind and description, brought forth on account of injuries to or death of any person or damage to property to the extent caused by the willful misconduct, negligent acts, errors or omissions of Agency or any person directly or indirectly employed by or acting as agent for Agency in the performance of this Agreement.

It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code.

Acceptance of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

(12) PROHIBITED INTERESTS. No employee of the Agency shall have any direct financial interest in this agreement. This agreement shall be voidable at the option of the Agency if this provision is violated.

(13) LOCAL EMPLOYMENT POLICY. The Agency desires wherever possible, to hire qualified local residents to work on Agency projects. Local resident is defined as a person who resides in Yolo County.

The Agency encourages an active affirmative action program on the part of its contractors, consultants, and developers.

When local projects require, subcontractors, contractors, consultants, and developers will solicit proposals from qualified local firms where possible.

As a way of responding to the provisions of the Davis-Bacon Act and this program, contractor, consultants, and developers will be asked to provide no more frequently than monthly, a report which lists the employee's residence, and ethnic origin.

(14) Consultant NOT PUBLIC OFFICIAL. Consultant is not a "public official" for purposes of Government Code §87200 et seq. Consultant conducts research and arrives at conclusions with respect to his or her rendition of information, advise, recommendation or counsel independent of the control and direction of the Agency or any Agency official, other than normal contract monitoring. In addition, Consultant possesses no authority with respect to any Agency decision beyond the rendition of information, advice, recommendation or counsel.



**COMMUNITY DEVELOPMENT AGENCY  
STAFF REPORT**

**TO:** Honorable Chair and Agency Members  
**DATE :** November 20, 2007  
**THROUGH:** John W. Donlevy, Jr., City Manager *JWD*  
**FROM:** Cas Ellena, Redevelopment & Economic Development Director *CE*  
**SUBJECT:** Presentation from Golden Capital Network Regarding Participation in a Local/Regional Angel Investment Fund Network

**RECOMMENDATION:** Hear presentation from Golden Capital Network and provide feedback regarding the Community Development Agency's desire to participate in a local/regional angel investment fund network.

**BACKGROUND:**

The Program: Golden Capital Network (GCN) is a non-profit organization (501) (c) (6) set up to facilitate angel investment in start-up companies. GCN was recently awarded a \$250,000 grant from the Federal Economic Development Administration (EDA) to support implementation of the GCN concept to create an equity financing regional network structure. The grant requires they obtain matching funds from participating regions. GNC is pursuing the creation of various regional networks, known as Regional Angle Funds (RAF) in California and Nevada and is specifically inviting the City of Winters to participate in a Yolo County Regional Network which would include Winters, Woodland, Davis, West Sacramento and Yolo County.

The GCN concept is to create an equity financing structure to facilitate angel investment in regional startup companies that do not have access to traditional venture capital. Angel investors are those that provide early "seed" capital to allow companies to grow to the point where they can attract venture capital. The goal is to create a sustainable support structure that will bring smaller "angel investors" from local/regional areas together to pool their investment resources with a larger structure, and to provide them with access to technical expertise and prospective local/regional investment opportunities in startup companies. An "angel investor" would be someone who could invest approximately \$100K+. Control of the investments would remain at a regional level through the election of a five member investment committee made up of three limited partners from the region and two of the three general partners. Approximately 25% of the investment funds are to be invested as initial seed investments for startup companies. The remaining 75% of the funds would be invested as follow-up investments. Neither of these would have geographical limitations. Each RAF would host two annual events. One event would draw and inform potential angel investors. The other event would bring entrepreneurs and angel investors together to facilitate entrepreneur's access to capital and angel investment opportunities. Local RAF

investors and businesses selected for investment would have access to the shared specialized expertise of the managing partners and other regional network participants, including legal, managerial, industry specific technical assistance, etc. to promote good investment decisions and business success.

On October 18, 2007, Jon Gregory of GCN presented information to the Council's Economic Development Sub-committee regarding the elements of the RAF for the Yolo County area. The Sub-committee requested that GNC consider inviting the Solano County cities to participate.

To date, of the potential Yolo participating cities/county, the Davis City Council has approved funding and participation in the Network.

Costs of Participation: Each participating RAF would be required to provide \$25,000 each year for two years. This sum could be shared among participating members and obtained from any non-federal source including private businesses or other sources. If the Yolo County cities and the County of Yolo were to unify to form a Yolo County RAF, the \$25,000 cost could be shared and each could contribute \$5,000 per year for a total of \$10,000. The RAF would also have to commit to sponsor the two events per year described above. The sponsorship would entail providing facilities for the meetings, assisting in outreach and marketing of events.

Risks of Participation: The risks of participation are the expenditure of CDA funds and staff time with no direct return to the CDA should a new startup not locate in Winters.

Possible Benefits of Participation in the GCN Network:

- Facilitation of local and regional wealth creation;
- Leveraging of resources through collaboration and partnering with investment experts committed to supporting the region;
- Increase of local investment opportunities supported by access to technical experts;
- Possible increase in likelihood of retaining startups in the local community and region;
- Possible increase in the number of higher paying technical jobs available to existing residents, contributing to local fiscal economy and civic community.
- Strengthening of relationships between local investors and entrepreneurial community
- Indirect benefits such as spin-off companies and increased patronage to existing businesses.

Participation in the network would be consistent with the CDA's Economic Development Program identified in its Five Year Implementation Plan which provides for economic development incentives for infill development.

**FISCAL IMPACT:** Should the CDA desire to participate in the Yolo County Regional Network with the other cities and the County, it could contribute toward the \$25,000 RAF the amount of \$5,000 per year for two years for a total of \$10,000. A \$5,000 per year contribution for two years could be absorbed within the CDA's existing redevelopment budget.



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers  
**DATE:** November 20, 2007  
**THROUGH:** John W. Donlevy, Jr., City Manager *John W. Donlevy, Jr.*  
**FROM:** Shelly A. Gunby, Director of Financial Management *Shelly*  
**SUBJECT:** Investment Report for September 2007

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**RECOMMENDATION:**

The City Council receive and file the City of Winters monthly investment report for September 2007

**BACKGROUND:**

The City of Winters financial policy requires at minimum, quarterly investment earnings reports. The attached report shows the earnings September 2007, 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, a Guaranteed Investment Contract for 2004 Tax Allocation Bond Reserve, 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 September 2007 reflect investment earnings on the Savings account, investment earnings on the Tax Allocation Bond Reserve Fund and for the CDBG and EDBG funded loans.

**FISCAL IMPACT:**

None.

City of Winters  
Investment Report  
As of September 30, 2007

Fund	Fund Description	Interest Earned September 2007	Interest Earned 7/1/07-9/30/07
101	GENERAL FUND	\$ 4	\$ 14
311	STBG-700	27	126
313	STBG 96-1043	93	279
321	EDBG 99-688	815	2,451
751	REDEVELOPMENT LTD		11,157
Total Investment Revenue		<u>\$ 939</u>	<u>\$ 14,027</u>



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers  
**DATE:** November 20, 2007  
**THROUGH:** John W. Donlevy, Jr., City Manager *JWD*  
**FROM:** Shelly A. Gunby, Director of Financial Management *Shelly*  
**SUBJECT:** Treasurer Report for July 1 through September 30, 2007

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**RECOMMENDATION:**

The City Council receives and file the City of Winters Treasurer's Report July 1 through September 30, 2007.

**BACKGROUND:**

The City of Winters financial policy requires monthly reports regarding receipts, disbursements and fund balances be submitted to the City Council for review, due to the time required to prepare for the annual independent financial audit, July through September 2007 are presented together on the report before you.

**General Fund:**

General Fund revenues are 9% of budgeted. The following items affect how the cash flows into the general fund.

- The first installment of Property tax will be received in January 2008. The first installment represents 11% of budgeted revenues for the fiscal year.
- The first installment of Property tax in lieu of sales tax will be received in January 2008. The first installment represents 2% of budgeted revenues for the fiscal year.
- The first installment of Property tax in lieu of VLF will be received in January 2008. This first installment represents 8% of budget revenues for the fiscal year.
- 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 25% of budgeted.
- Building permit fees collected are 10% of budgeted, while the building permit supplement fee is 4% of budgeted

General Fund Expenditures are 15% of the budgeted expenditures. Staff is continuing to be frugal in expenditures.

**Other Funds:**

Fund 211: Expenditures are 18% of budgeted and the first installment of the City Wide Assessment fee will be received from the county in January 2008.

Fund 221: Expenditures are 18% of budgeted.

Fund 231: Expenditures are 21% of budgeted.

Funds 701 and 711: The first installment on property taxes will be received in January 2008. Expenditures for these funds are 28% of budget for the Community Development Agency Increment fund . The Low income housing expenditures are 37% of budget .

Fund 611: Revenues are 25% of budget, and Expenditures are 32% of budgeted.

Fund 621: The Sewer O & M fund expenditures are 22% of budgeted while revenues are 25% of budgeted. .

**FISCAL IMPACT:**

None

City of Winters  
Fund Balances Report  
Estimated Fund Balances as of September 30, 2007

Fund	Fund Description	Unaudited Fund Balances 6/30/2007	Revenues 7/1/07 to 9/30/2007	Expenditures 7/1/07 to 9/30/2007	Transfers In/(Out)	Ending Fund Balance	Change From 6/30/2007
101	General Fund	\$ 2,601,415	\$ 315,793	\$ 657,479	\$ -	\$ 2,259,729	\$ (341,686)
208	First Time Homebuyer	77,536			-	77,536	
211	City Wide Assessment	65,953		51,280	-	14,673	(51,280)
212	Flood Assessment District	3,515			-	3,515	
221	Gas Tax	720	11,108	22,433	-	(10,605)	(11,325)
223	PERS Trust Fund	214,599			-	214,599	
231	State COPS 1913	152,432		45,970	-	106,462	(45,970)
243	'96 COPS MORE Grant	1,569			-	1,569	
251	Traffic Safety	140,014	175		-	140,189	175
252	Asset Forfeiture	11,462			-	11,462	
254	Vehicle Theft Deterrent	28,040			-	28,040	
261	Traffic Congestion Relief	85,071			-	85,071	
274	Park Grant	(531)			-	(531)	
291	Beverage Recycling Grant	12,859	5,000	21	-	17,838	4,979
294	Transportation	209,694	20,946	79,957	-	150,683	(59,011)
311	STBG 700 Housing	(1,971)	1,964		7		1,971
313	STBG-96-1043 Housing and P	(29,070)	2,181		(2,181)	(29,070)	
321	EDBG 99-688 Buckhorn	1,240	4,351		(5,591)		(1,240)
351	RLF Housing Rehabilitation	41,809			(3)	41,806	(3)
352	RLF Affordable Housing	67,254			(4)	67,250	(4)
355	RLF Small Business	176,436			7,772	184,208	7,772
356	RLF HOME Program	45,071			-	45,071	
411	Street Impact Fee	1,486,296	7,732	97,887	-	1,396,141	(90,155)
412	Storm Drain Impact Fee	167,201	73		-	167,274	73
413	Parks & Recreation Impact	697,042	3,941	2,302	-	698,681	1,639
414	Public Safety Impact Fee	293,616	1,048	49	-	294,615	999
415	Fire Impact Fee	217,580	1,592	49	-	219,123	1,543
416	General Facilities Impact	294,940	2,342		-	297,282	2,342
417	Water Impact Fee	530,921	5,749		-	536,670	5,749
418	Sewer Impact Fee	(229,217)	6,883		-	(222,334)	6,883
421	General Fund Capital	506,983			-	506,983	
422	Landfill Capital	355,410		150	-	355,260	(150)
424	Parks and Recreation Capit	163,095			-	163,095	
427	Equipment Replacement Fund	459,608	71	83,356	98,884	475,207	15,599
481	General Plan 1992	(580,030)			1,430	(578,600)	1,430
482	Flood Control Study	(123,810)			-	(123,810)	
492	RAJA Storm Drain	25,733			-	25,733	
494	CARF	56,787	1,625		-	58,412	1,625
495	Monitoring Fee	77	1,353		(1,430)		(77)
496	Storm Drain Non-Flood	215			-	215	
501	General Debt Service	52,188			-	52,188	
611	Water O & M	470,027	228,930	285,580	(1,941)	411,436	(58,591)
612	Water Reserve	46,251	665		-	46,916	665
616	Water Conservation	8,813			1,941	10,754	1,941
621	Sewer O & M	2,508,967	253,545	280,182	-	2,482,330	(26,637)
623	Sewer Bond	98,884			(98,884)		(98,884)
651	Central Service Overhead	(2,480)		(2,480)	-		2,480
701	Community Redevelopment	2,848,291		463,442	11,157	2,396,006	(452,285)
702	RDA Project Area	1,993,740		99,964	-	1,893,776	(99,964)
711	Community Redevelopment LI	759,672		192,890	-	566,782	(192,890)
712	RDA Housing Project Area	1,310,437			-	1,310,437	
751	Community Redevelopment LT	1,107,759	11,157		(11,157)	1,107,759	
821	Winters Library	470,773			-	470,773	
831	Winters Library	53,516	58,507	49,513	-	62,510	8,994
911	General Fixed Assets	4,543,056			-	4,543,056	
<b>Total Fund Balance</b>		<b>\$ 24,497,458</b>	<b>\$ 946,731</b>	<b>\$ 2,410,024</b>	<b>\$ -</b>	<b>\$ 23,034,165</b>	<b>\$ (1,463,293)</b>

City of Winters  
 Summary of Expenditures  
 July 1, 2007 through September 30, 2007

Fund #	Fund Description	% of Year Completed				25%
		Budget 2007-2008	September Actual	Year to Date Actual YTD	Balance of Budget Available	% of Budget Used
101	General Fund Expenditures by Department					
110	City Council	\$ 3,467	\$ 26	\$ 147	\$ 3,320	4%
120	City Clerk	6,900	444	1,707	5,193	25%
130	City Treasurer	334	28	86	248	26%
150	City Attorney	41,300	6,826	12,250	29,050	30%
160	City Manager	30,048	2,559	7,175	22,873	24%
170	Administrative Services	173,814	11,182	37,478	136,336	22%
180	Finance	2,298	181	534	1,764	23%
210	Police Department	1,719,069	100,789	342,985	1,376,084	20%
310	Fire Department	433,872			433,872	
410	Community Development	410,615	30,938	88,208	322,407	21%
420	Building Inspections	128,001	9,908	32,392	95,609	25%
610	Public Works-Administration	1,015,659	16,722	52,102	963,557	5%
710	Recreation	142,776	5,116	35,694	107,082	25%
720	Community Center	92,801	7,320	18,618	74,183	20%
730	Swimming Pool	51,553	7,673	28,100	23,453	55%
	Total General Fund Expenditure	\$ 4,252,507	\$ 199,712	\$ 657,476	\$ 3,595,031	15%
211	City Wide Assessment	290,583	19,345	51,280	239,303	18%
221	Gas Tax Fund	119,169	6,952	22,433	96,736	19%
231	State COPS 1913	216,956	14,489	45,970	170,986	21%
251	Traffic Safety	4,500			4,500	
261	Traffic Congestion Relief	103,780			103,780	
262	Street Grants	458,300			458,300	
291	Beverage Recycling Grant	6,000		21	5,979	
294	Transportation	935,750	65,073	79,957	855,793	9%
298	Workforce Housing	117,547			117,547	
311	STBG 700 Housing Rehab		479	-7	7	
313	STBG 96-1043 Housing & Public W		727	2,181	-2,181	
321	EDBG 99-688 Buckhorn		1,450	5,591	-5,591	
411	Street Impact Fee	1,146,206	97,883	97,887	1,048,319	9%
412	Storm Drain Impact Fee	8,556			8,556	
413	Park & Recreation Impact Fee	16,672		2,302	14,370	14%
414	Public Safety Impact Fee	469,756	16	49	469,707	
415	Fire Impact Fee	490,556	16	49	490,507	
416	General Facility Impact Fee	8,555			8,555	
417	Water Impact Fee	2,102,855			2,102,855	
418	Sewer Impact Fee	4,714,695			4,714,695	
422	Landfill Capital	67,700		150	67,550	
427	Equipment Replacement Fund	163,961	83,356	83,356	80,605	51%
494	CARF	40,000			40,000	
495	Monitoring Fee			1,430	-1,430	
611	Water O & M	888,550	196,183	287,521	601,029	32%
621	Sewer O & M	1,251,367	151,377	280,182	971,185	22%
623	Sewer Bond			98,884	-98,884	
651	Central Service Overhead			-2,480	2,480	
701	Community Redevelopment	1,673,169	37,155	463,442	1,209,727	28%
702	RDA Project Area Fund H	8,667,582	8,722	99,964	8,567,618	1%
711	Community Redevelopment LIH	526,983	18,462	192,890	334,093	37%
712	LIH Bond Proceeds	1,687,684			1,687,684	
751	Community Redevelopment LTD			11,157	-11,157	
831	Swim Team	72,671		49,513	23,158	68%
	Total Expenditures	\$ 30,502,610	\$ 901,397	\$ 2,531,198	\$ 27,971,412	8%

City of Winters  
General Fund Revenue Summary  
July 1, 2007 through September 30, 2007

Account #	Account Description	Budget 2007-208	% of Year Completed		% of Budget Received
			September Actual	Year to Date Actual	
101-41101	Property Tax	\$ 730,775			0%
101-41102	Property Tax in Lieu of Sales Tax	90,000			0%
101-41103	Property Tax in Lieu of VLF	505,925			0%
101-41401	Sales & Use Tax	270,000	15,181	15,181	6%
101-41402	Prop 172	25,000			0%
101-41403	Franchise Fee	205,040			0%
101-41404	Property Transfer Tax	16,000			0%
101-41405	Utility Tax	378,000	35,810	91,267	24%
101-41406	Municiple Services Tax	278,520	23,320	69,790	25%
101-41408	TOT Tax	3,200		1,024	32%
101-41511	Off-Highway VLF	200			0%
101-46101	Building Permit Surcharge	237,768	1,172	10,670	4%
101-41407	Business Licenses	26,200	275	2,061	8%
101-46102	Building Permits	92,853	1,547	9,352	10%
101-46103	Encroachment Permit	1,000	54	104	10%
101-46104	Other Licenses & Permits	48,853	718	3,753	8%
101-41507	Motor Vehicle in Lieu	51,000	6,047	9,101	18%
101-41509	Homeowners Property Tax Relief	15,000			0%
101-48106	Post Reimbursement	3,500	890	890	25%
101-41511	Off-Highway Motor Vehicle				
101-42102	Copy Fees	150	6	26	17%
101-42103	Plan Check Fees	61,387	2,135	4,937	8%
101-42104	Planning Application Fees	2,000	2,500	2,500	125%
101-42105	Sales of Maps and Publications	150			0%
101-42108	Police Reports	800	70	194	24%
101-42109	Fingerprint Fees	2,800	169	1,277	46%
101-42111	Towing/DUI Reimbursement	2,000	50	225	11%
101-42112	Ticket Sign Off Fees	250	15	41	16%
101-42201	Recreation Fees	7,500		2,028	27%
101-42203	Youth Drama Revenues	4,000			0%
101-42205	Basketball Revenues	4,700			0%
101-42211	Pool Ticket Sales	2,000	974	5,076	254%
101-42215	Swim Passes	2,000	188	263	13%
101-42216	Swim Lessons	1,800		600	33%
101-42217	Water Aerobics Fees	500			0%
101-42219	Life Guard Classes	900			0%
101-42301	Park Rental	850	45	225	26%
101-42302	Library Hall Rental	800		315	39%
101-42303	Community Center Rental	21,000	4,007	8,878	42%
101-42304	Community Center Insurance Collected	2,500		363	15%
101-44101	Rents/Leases Revenues	40,000	3,634	9,662	24%
101-43110	Fines-No Building Permits	750		45	6%
101-44102	Interest Earnings	96,000	4	14	0%
101-46106	Reinspect Fee	50	348	348	696%
101-49101	Contributions		2,469	2,669	
101-49102	Reimbursements/Refunds			3,314	
101-49104	Miscellaneous Revenues	20,000	46	52,228	261%
101-49106	Cash Over/Short		(3)	10	
101-49108	Commissions on Coke Machine	100			0%
101-49109	Developer Planning Reimbursement	15,000	4,139	4,139	28%
101-49901	PERS Asset Transfer	160,000			0%
101-49111	Fireworks Contributions	3,000		3,223	107%
101-49999	Interfund Operating Transfer	26,814			0%
<b>Total General Fund Revenues</b>		<b>\$3,458,635</b>	<b>\$ 105,810</b>	<b>\$ 315,793</b>	<b>9%</b>

City of Winters  
 Summary of Revenues  
 July 1, 2007 through September 30, 2007

Fund	Fund Description	% of Year Completed			25%	
		Budget 2007-2008	September Actual	Year to Date Actual	Budget to be Received	% of Budget Received
101	General Fund	\$ 3,458,635	\$ 105,810	\$ 315,793	\$ 3,142,842	9%
106	Monitoring Fee	3,023			3,023	0%
211	City Wide Assessment	285,581			285,581	0%
212	Flood Assessment District	137			137	0%
221	Gas Tax	130,509		11,108	119,401	9%
223	PERS Trust Fund	14,605			14,605	0%
231	State COPS AB1913	107,384			107,384	0%
243	'96 COPS MORE Grant	61			61	0%
251	Traffic Safety	11,678	155	175	11,503	1%
252	Asset Forfeiture	561			561	0%
254	Vehicle Theft Deterrent	1,093			1,093	0%
261	Traffic Congestion Relief	3,317			3,317	0%
262	Street Grants	485,000			485,000	0%
291	Beverage Recycling	5,502		5,000	502	91%
294	Transportation	284,505	20,946	20,946	263,559	7%
298	Workforce Grant	425,000			425,000	0%
311	STBG 700 Housing	5,765	479	1,964	3,801	34%
313	STBG 96-1043 Housing & Public W	7,645	727	2,181	5,464	29%
321	EDBG 99-688 Buckhorn	16,168	1,450	4,351	11,817	27%
351	RLF Housing Rehab	6,393	192	(3)	6,396	0%
352	RLF Affordable Housing	8,980	288	(4)	8,984	0%
355	RLF Small Business	22,546	2,177	7,772	14,774	34%
411	Street Impact Fee	1,444,533		7,732	1,436,801	1%
412	Storm Drain Impact Fee	9,900		73	9,827	1%
413	Parks & Recreation Impact Fee	4,543,552		3,941	4,539,611	0%
414	Public Safety Impact Fee	1,030,201		1,048	1,029,153	0%
415	Fire Impact Fee	1,069,501		1,592	1,067,909	0%
416	General Facilities Impact Fee	1,579,318		2,342	1,576,976	0%
417	Water Impact Fee	358,039		5,749	352,290	2%
418	Sewer Impact Fee	487,558		6,883	480,675	1%
421	General Fund Capital	20,633			20,633	0%
422	Landfill Capital	14,155			14,155	0%
424	Parks & Recreation Capital	1,445,885			1,445,885	0%
427	Capital Equipment	67,984		98,954	(30,970)	146%
481	General Plan 1992	83,656		1,430	82,226	2%
482	Flood Control Study	46			46	0%
492	RAJA Storm Drain	1,374			1,374	0%
494	CARF	9,229	250	1,625	7,604	18%
495	Monitoring Fee	83,656		1,353	82,303	2%
496	Storm Drain Non-Flood	8			8	0%
501	General Debt Service	2,745			2,745	0%
611	Water O & M	925,897	76,952	228,930	696,967	25%
612	Water Reserve	3,500		665	2,835	19%
616	Water Conservation		1,941	1,941	(1,941)	
621	Sewer O & M	997,502	84,579	253,545	743,957	25%
623	Sewer Bond	8,284			8,284	0%
701	Community Redevelopment			11,157	(11,157)	
702	RDA Project Area Fund	75,432			75,432	0%
711	Community Redevelopment LH	423,887			423,887	0%
751	Community Redevelopment LTD	280		11,157	(10,877)	3985%
821	Winters Library	18,355			18,355	0%
831	Swim Team	65,238		58,507	6,731	90%
Total Revenues		\$ 20,054,436	\$ 295,946	\$ 1,067,907	\$ 18,986,529	5%

City of Winters  
Cash and LAIF Balances  
As of September 30, 2007

Fund	Description	Balance 6/30/2007	Balance 9/30/2007
101	GENERAL FUND	\$ 2,723,453	\$ 2,378,415
208	FIRST TIME HOMEBUYER	76,540	78,622
211	CITY WIDE ASSESMENT	61,214	9,110
212	FLOOD ASSESSMENT DISTRICT	3,470	3,564
221	GAS TAX	-12,804	-10,605
223	PERS TRUST FUND	209,787	217,603
231	STATE COPOS 1913	150,474	107,924
243	COPS MORE GRANT	1,549	1,591
251	TRAFFIC SAFTEY	135,461	142,152
252	ASSET FORFEITURE	13,652	11,462
254	VEHICLE THEFT DETERRENT	27,680	28,433
261	TRAFFIC CONGESTION RELIEF	83,978	86,262
274	PARK GRANT	-531	-531
291	BEVERAGE RECYLING FUND	12,694	18,018
294	TRANSPORTATION(INCLUDING BUS	209,741	152,782
311	STBE-700 HOUSING GRANT	-1,971	
321	EDBG 99-688 BUCKHORN	1,240	
351	RLF HOUSING REHABILITATION	29,783	30,585
352	RLF AFFORDABLE HOUSING	49,195	50,681
355	RLF SMALL BUSINESS	174,153	186,786
356	RLF-HOME PROGRAM	44,492	45,702
411	STREET IMPACT FEE	1,374,015	1,319,354
412	STORM IMPACT FEE	135,442	146,293
413	PARKS AND RECREATION IMPACT FE	697,771	708,462
414	POLICE SAFTEY IMPACT FEE	290,058	298,739
415	FIRE IMPACT FEE	215,002	222,190
416	GENERAL FACILITIES IMPACT FEE	291,150	301,443
417	WATER IMPACT FEE	524,068	544,183
418	SEWER IMPACT FEE	777,409	805,341
421	GENERAL FUND CAPITAL	500,184	506,983
422	LANDFILL CAPITAL	352,467	360,233
424	PARKS AND RECREATION CAPITAL	162,606	163,628
427	CAPITAL EQUIPMENT FUND	453,724	481,618
429	SERVICE RESERVE	525,253	539,537
481	GENERAL PLAN 1992 STUDY	-580,030	-578,600
482	FLOOD CONTROL STUDY	1,175	1,207
492	RAJA STORM DRAIN	34,869	35,815
494	CAPITAL ASSET RECOVERY FEE	56,069	59,194
496	STORM DRAIN NON FLOOD	212	218
501	GENERAL DEBT SERVICE	51,281	52,916
502	GENERAL LTD		2
611	WATER O & M	183,802	-37,177
612	WATER RESERVE	43,159	47,348
616	Water Conservation	8,813	10,754
621	SEWER O & M	7,694	-88,025
623	SEWER BOND	96,450	
651	CENTRAL SERVICES	17,738	
701	REDEVELOPMENT	2,735,419	2,419,368
702	RDA PROJECT AREA	1,983,537	1,893,776
711	REDEVELOPMENT LIH	726,726	575,223
712	RDA HOUSING PROJECT FUND	1,296,123	1,310,437
751	REDEVELOPMENT LTD	18,719	18,912
821	WINTERS LIBRARY	464,724	477,363
831	SWIM TEAM	53,792	63,384
	Total Cash	<u>\$ 17,492,671</u>	<u>\$ 16,198,675</u>