



Winters City Council Meeting  
City Council Chambers  
318 First Street  
Tuesday, November 15, 2011  
6:30 p.m.

*Members of the City Council*

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

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

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**6:00 p.m. - Executive Session**

**AGENDA**

Pursuant to Government Code Section 54957.6 – Personnel Negotiations

Pursuant to Government Code Section 54956.8 – Lease Assignment for 314  
Railroad Avenue, Winters, CA Real Property Negotiator  
City Manager John W. Donlevy, Jr.

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**6:30 p.m. – Regular Meeting**

**AGENDA**

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

Roll Call

Pledge of Allegiance

## Approval of Agenda

### COUNCIL/STAFF COMMENTS

#### PUBLIC COMMENTS

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

#### CONSENT CALENDAR

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

- A. Minutes of the Regular Meeting and Executive Session of the Winters City Council Held on Tuesday, November 1, 2011 (pp 1-7)
- B. Authorize City Manager to Negotiate Contract with HydroScience Operations, Inc. in the Amount not to Exceed \$5,000 to Provide an Analysis of the City's Wastewater Operations and Maintenance Strategies (pp 8-12)

#### PRESENTATIONS:

Proclamations Honoring the Sponsors of the Festival de la Comunidad/Community Festival and Carnitas Cook-off

Swearing-In of Lieutenant Sergio Gutierrez as City of Winters Chief of Police

#### DISCUSSION ITEMS

1. Public Hearing, Waive First Reading, Read by Title Only and Introduce Four (4) Ordinances of the City of Winters, 2011-07, 2011-08, 2011-09, and 2011-10 Amending and Adding Chapters to the Winters Municipal Code pertaining to Single Room Occupancy Units, Emergency Shelters, Manufactured and Factory-Built Homes, and Second Residential Units (pp 13-40)
2. Winters Community Dinner – Donation Request (pp 41)
3. Putah Creek Bridge Replacement – North Bank Improvements, Project No. 09-01, Bid Rejection and Review of Project Scope Revisions (pp 42-46)
4. Update on the Putah Creek Bridge Replacement Project and Council Consideration of the Option of Removing the Temporary Detour Bridge from the Project as per Staff Recommendation (pp 47-48)
5. Notice of Completion for the Water Meter Project (pp 49-50)
6. 314 Railroad Avenue – Sub Lease Assignment (pp 51-52)

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COMMUNITY DEVELOPMENT AGENCY

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CITY MANAGER REPORT

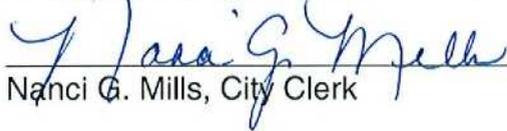
INFORMATION ONLY

1. July 2011 Treasurer Report (pp 53-59)
2. July 2011 Investment Report (pp 60-61)
3. August 2011 Treasurer Report (pp 62-68)
4. August 2011 Investment Report (pp 69-70)

EXECUTIVE SESSION

ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the November 15, 2011 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 9, 2011, and made available to the public during normal business hours.

  
Nanci G. Mills, City Clerk

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*Staff recommendations are guidelines to the City Council. On any item, the Council may take action, which varies from that recommended by staff.*

*The city does not transcribe its proceedings. Anyone who desires a verbatim record of this meeting should arrange for attendance by a court reporter or for other acceptable means of recordation. Such arrangements will be at the sole expense of the individual requesting the recordation.*

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Wednesday at 10:00 a.m.

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Minutes of the Winters City Council Executive Session  
and Regular Meeting Held on November 1, 2011

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**6:00 p.m. - Executive Session**

**AGENDA**

Pursuant to Government Code Section 54956.8 – 314 and 318 Railroad Avenue, Winters, CA Real Property Negotiator City Manager John W. Donlevy, Jr.

City Manager Donlevy reported no formal action was taken in executive session.

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**6:30 p.m. – Regular Meeting**

**AGENDA**

Mayor Fridae called the meeting to order at 6:37 p.m.

Present: Council Members Cecilia Aguiar-Curry, Harold Anderson, Michael Martin, and Mayor Fridae  
Absent: Council Member Stone  
Staff: City Manager John Donlevy, City Attorney John Wallace, Community Development Director Nellie Dyer, Director of Financial Management Shelly Gunby, and Administrative Assistant Tracy Jensen

Anthony LaBrecque, former Cub Scout and current student at Shirley Rominger Intermediate School, led the flag salute. Anthony is a strong reader and model citizen who is kind, helpful, and courteous to his teacher and fellow students.

Approval of Agenda: City Manager Donlevy said there were no changes to the agenda. Motion by Council Member Aguiar-Curry, second by Council Member Martin to approve the agenda. Motion carried unanimously, with one absent.

COUNCIL/STAFF COMMENTS: Council Member Martin said he and Council Member Aguiar-Curry will be attending the Yolo County E.O.C. (Emergency Operations Center) training next week and will bring back information to share about how to address major catastrophes in our area. He would also like this information included on the City's website.

Council Member Anderson attended the Lower Putah Creek Coordinating Committee meeting at the Solano County office on 10/13 and attended a SACOG Board meeting on 10/20. He wanted to give everyone a heads up about a meeting to be held on 11/17 in Clarksburg sponsored by the California Rice Commission. The topic will include production in agriculture and rural connection strategies. Electeds are invited to attend the meeting at 3pm, following by dinner at 7pm. Council Member Anderson has a conflict and cannot attend the Winters Putah Creek Committee meeting on Thursday, 11/3 @ 7pm; Council Member Martin agreed to attend in his place.

Council Member Aguiar-Curry attended the citizenship class on 10/24 and wanted to thank Hispanic Advisory Committee member Leticia Quirarte for coordinating this event. On 10/25, Ms. Aguiar-Curry attended the Yolo County Board of Supervisors meeting, where one of the discussion items was a proposed increase of the speed limit from 45 mph to 55 mph on Co. Rd. 31 in front of Yolo Housing, as well as 14 additional roadways throughout Yolo County. A text message was received from Supervisor Saylor who said the speed limit of 45 mph is currently under review and will remain at 45 mph until a decision is reached next year. Mayor Fridae asked that this item be brought back as an action item to a future Council meeting. On 10/26, Ms. Aguiar-Curry, along with Council Member Anderson attended the Alley Access meeting and thanked Nellie Dyer & Dawn Van Dyke for organizing the meeting, which was attended by approximately 30 people. On 10/27, Ms. Aguiar-Curry represented Yolo County at a Council of Governments, Transportation Authority and Big Farm (LAFCO) workshop in Orange County, where she spoke about the shared services amongst the Yolo Leaders Group, who think collaboratively and share costs. On 11/7, the Chamber Appreciation Mixer will be held at the Community Center. She also thanked those who attended the Harvest Festival held on 10/28. On 11/3, Ms. Aguiar-Curry will be a presenter at the Local Government Commission meeting regarding Yolo County's Leadership Group and shared services. On 11/8, the Winters Combined PTA will be holding an appreciation reception for a \$200,000 technical grant received by Yoche De He and invited the Council and community to attend. A Yolo and Solano Joint Economic Summit will be held on 11/16 @ UCD with a cost of \$22/per person.

Mayor Fridae reminded everyone of the Public Safety Facility Dedication Ceremony to be held on Thursday, 11/3 @ 3:30 p.m.

PUBLIC COMMENTS: None

CONSENT CALENDAR

- A. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, October 18, 2011
- B. Recommendation on Letter to Sacramento Area Council of Governments (SACOG) Regarding the 2013-2021 Regional Housing Needs Allocation (RHNA) Process
- C. Appointment of Greg Lanzaro to a Four-Year Term to the Sacramento-Yolo Mosquito and Vector Control District Board
- D. Resolution No. 2011-45, A Resolution of the City Council of the City of Winters Amending the City of Winters 2011-2012 Adopted Operating Budget

City Manager Donlevy gave an overview of Items A, C & D and Community Development Director Dyer gave an overview of Item B, recommending that SACOG approve Methodology F, which would put us on an equal playing field with everyone else and said this is a planning exercise, not a production exercise. Council Member Martin asked if the Almondwood Apartments were included in the numbers provided and Ms. Dyer replied no, land is provided based on these numbers. Council Member Martin also said the public perception is there seems to be an excessive amount of low income housing in Winters. Ms. Dyer cited the economy for the lack of custom built, single family homes. Ms. Dyer said comments on the methodologies must be received by SACOG no later than Monday, November 14, 2011.

Motion by Council Member Aguiar-Curry, second by Council Member Martin to approve the Consent Calendar. Motion carried unanimously with one absent. City Manager Donlevy said a letter will be provided for Mayor Fridae's signature.

PRESENTATIONS

Greg Lanzaro, reappointed board member to the Sacramento-Yolo Mosquito and Vector Control District and Winters resident, said the district services over 2,000 square miles, employs 69 people, and has a budget of \$10.5 million dollars. Their main focus is mosquitoes since West Nile Virus was introduced in 2005. There were 122 human cases in California last year with five fatalities. There were no cases in Yolo County and one case in Sacramento County. A new

species has been introduced, the Asian Tiger Mosquito, which originated on the East Coast from Japan in the late 1970's and entered a southern California nursery in 2001. Council Member Martin said there has not been a big campaign against West Nile Virus and asked if it was unintentional. Mr. Lanzaro said some education has been provided but added West Nile Virus is here to stay and has become a permanent part of the environment. It is being monitored and public awareness will be elevated if necessary. Mayor Fridae thanked Mr. Lanzaro for his presentation and said his expertise and willingness to serve is greatly appreciated.

## DISCUSSION ITEMS

### 1. Public Safety Facility- Notice of Completion

City Manager Donlevy gave an overview and asked Project Managers Scott Dozier and Bruce Muramoto to come forward. Chief Dozier said some warranty issues are being worked out regarding the HVAC and overhead doors and added that Architect Dennis Dong of Calpo, Hom & Dong did an outstanding job on the facility. In fact, his contract ran out last October but he has opted stayed on to see the project to completion. There were hundreds of RFI's (Request for Information) received and Dennis Dong responded quickly to these requests. Chief Dozier said he appreciates the assistance from the City Manager and the support of the Council and the department, as well as the expertise provided by City of West Sacramento Building Official Randy Goodwin, where a partnership has been established.

City Manager Donlevy said this is the City's first building project to be paid for entirely from redevelopment money and impact fees. This project went to Council in 2005, the project was awarded in 2009 to Bobo Construction, and the completed project has come in approximately \$136,000 under budget. City Manager Donlevy complimented Chiefs Dozier and Muramoto for their great cooperative relationship during the construction process, which resulted in an outstanding facility, even though they might not have always been in agreement.

Fire Chief Dozier said the Fire Department's 24-hour staffing is the biggest thing to happen in the department. The communication tower is a vital link between Winters and Yolo County, including Woodland and West Sacramento. The EOC Training Room will be of great service to the City of Winters and the electric backup generators will prevent loss of power, enabling the Police and Fire Departments to continue receiving emergency transmissions.

Police Chief Muramoto said the new facility is state of the art. The sally port, booking areas, and interview rooms w/audio & video, the armory for cleaning, maintaining and storing weapons, property & evidence room that is property alarmed and secured brings the facility into compliance. A temporary Certificate

of Occupancy was issued on 9/7/11 and the Notice of Completion was filed with Yolo County on 10/19/11, which initiated the 30-day time clock to release the City from responsibility.

Council Member Martin asked how much emergency response times have improved and Chief Dozier said the average response time has decreased from 12-15 minutes to 3-4 minutes.

Council Member Aguiar-Curry asked if rules have been put in place for the EOC Training room and encouraged a deposit and/or clean-up fee schedule and sign-up rules. Chief Dozier said the City and Fire Department are working on putting the rules together. Council Member Aguiar-Curry asked if a lessons-learned report would be issued, listing what worked, what didn't work, contractor issues, etc. and asked if the utility bills are what was anticipated.

Mayor Fridae said he appreciated Chief Dozier and Chief Muramoto's leadership, commitment, and service to the project and asked if they were retiring because of it or in spite of it? Chief Dozier said he was eligible to retire several years ago but wanted to see the project to completion. Chief Muramoto said he was planning to stay for 3-5 years and ended up staying for 7 years because he's not a quitter. The facility is a jewel to the region and the envy of the entire county. He complimented the entire staff, specifically Brad Lopez for working on the generators and the City Staff for working on the phone and data systems, and thanked them for the team effort. He also complimented the subcontractors, specifically the furniture contractor who took only one week to completely furnish the facility.

Shelly Gunby, Director of Financial Management, said the cost per square foot for the construction of the facility was \$170.00 based on 40,782 square feet, including storage space. The cost per square foot for the entire project, including equipment, furnishings, and all other items was \$204.37, bringing the project in under budget by \$136,000. Ms. Gunby said the first PG&E bill was high due to the fact the air conditioning was not turning itself off. Council Member Aguiar-Curry asked Ms. Gunby to report back to Council in January to get an average energy cost.

Council Member Aguiar-Curry asked if value engineering was done on the project. Chief Muramoto said there was a tremendous amount resulting in a large savings, including a rebate check from PG&E. The siding on the facility is baked-on enamel, which will minimize maintenance, the windows open and ceiling fans have been installed in an attempt to save money in environmental costs.

Ms. Gunby said all lien waiver and release forms and stop notices have been taken care of. Once completed, she can release the retention, hopefully by the end of November. Council Member Aguiar-Curry asked if the punch list had been

completed. Chief Dozier said once some small ADA clearance issues have been addressed, the punch list will be complete.

Motion by Council Member Anderson, second by Council Member Aguiar-Curry to approve staff recommendation to affirm the issuance of the Notice of Completion and approve the final budget for the project. Motion carried unanimously with one absent.

2. Update and Disposition of City Property Lease – 318 Railroad Avenue and Response to City RFP – 318 Railroad Avenue, Winters

Council Member Anderson recused himself due to a possible conflict of interest. City Manager Donlevy said there was nothing to report for Items 2 & 3.

3. Assignment of Lease / Status – 314 Railroad Avenue, Winters

Council Member Anderson returned to the dais.

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#### COMMUNITY DEVELOPMENT AGENCY

- 1.

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CITY MANAGER REPORT: City Manager Donlevy said staff received bids in October for the North Bank Improvement Project, the sister project to the work that is currently being done in the creek. The bids came in almost \$300,000 over the Engineer's Estimate. Staff will recommend to the Winters Putah Creek Committee at their 11/3 meeting deletions to bring the project within budget. Staff will then bring this item back to Council on 11/15 for a rejection of bids.

The Alley Activation Project workshop was well attended and many great questions were posed by various property owners.

Staff is making an adjustment to the RFP for the Downtown Hotel project, extending the proposal due date from 12/15/11 to 1/17/12 to avoid conflicts due to the holidays.

City Manager Donlevy invited everyone to attend the Change of Command Ceremony on November 9<sup>th</sup> @ 6:30 p.m., where Lieutenant Sergio Gutierrez will become Chief of Police.

City Attorney Wallace also invited everyone to attend the dedication of the new book room in the new library being named after his mother, Ida B. Wallace. The dedication will be held on November 9<sup>th</sup> at 6:30 p.m. at the library.

INFORMATION ONLY: None

ADJOURNMENT: Mayor Fridae adjourned the meeting at 8:00 p.m.

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Woody Fridae, MAYOR

ATTEST:

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Nanci G. Mills, City Clerk



CITY COUNCIL  
STAFF REPORT

TO: Honorable Mayor and Councilmembers  
DATE: November 15, 2011  
THROUGH: John W. Donlevy, Jr., City Manager  
FROM: Carol Scianna, Environmental Services Manager *cs*  
SUBJECT: Authorize City Manager to Negotiate Contract with HydroScience Operations, Inc in the amount not to exceed \$5000 to provide an analysis of the City's Wastewater Operations and Maintenance Strategies

**RECOMMENDATION:** Authorize City Manager to Negotiate Contract with HydroScience Operations, Inc in the amount not to exceed \$5000 to provide an analysis of the City's Wastewater Operations and Maintenance (O & M) Strategies.

**BACKGROUND:** The current Service Contract with Southwest Water Company (formerly ECO Resources) is set to expire December 1, 2012. Upon mutual agreement the contract may be renewed for an additional five year term. Staff recommends taking this time to thoroughly evaluate the City's options regarding ongoing O & M of the Wastewater system. The proposal from HydroScience Operations will provide the City with an assessment of the most cost-effective strategy for managing our Wastewater services. This analysis will include the viability of shifting to a City managed O & M versus continuing with Contract Service provider for ongoing O & M.

Factors to be reviewed include:

- City history and contract Operations evaluation,
- Review historic and current budgets
- Identify associated risks and transfer of risk
- Advantages and disadvantages of City O & M
- Permit history and facility performance

**FISCAL IMPACT:** Services not to exceed \$5000.



HydroScience Operations, Inc.

9766 Waterman Road, Suite L4

Elk Grove, CA 95624

Tel: (916) 544-5120 | Fax (916) 544-5122

July 6, 2011

Carol Scianna  
Environmental Service Manager  
City of Winters  
318 First Street  
Winters, CA 95694  
(530) 795-4910

RE: Proposal to Provide an Analysis of the City of Winters Wastewater Facilities O&M Management Strategies

Dear Ms. Scianna:

HydroScience Operations (HSO) is pleased to submit this proposal for professional services to assess the City of Winters current strategy for Operations and Maintenance (O&M) for its wastewater collection system and pump station. This assessment will help the City determine the most cost-effective strategy for managing its water services, including an analysis of the viability of a shifting to a City-Managed O&M program. Our team has expertise in a wide variety of treatment technologies, a careful and programmatic approach to managing O&M staff, and experience building CMMS and Asset Management programs for O&M management. We have worked with a variety of communities to offer solutions and services tailored to our clients. We have an excellent relationship with the Central Valley Regional Water Quality Control Board (RWQCB). We pride ourselves on finding solutions that help communities meet their long-term goals. Our team can help the City of Winters (City) meet its objectives. We are confident that our analysis will enable the City to make an informed decision concerning the management of its treatment facilities and O&M program.

## Background

In the current economic environment, water utilities need to get the most from the assets that make up their collection, distribution, and treatment facilities. In order to meet increasing regulations and increasing costs, it is important for utilities to find the most efficient and cost-effective means of managing these assets, whether that means hiring a private contractor, seeking outside assistance for program management and operations oversight, or training an in-house staff to operate and maintain the City's wastewater facilities.

## Objective

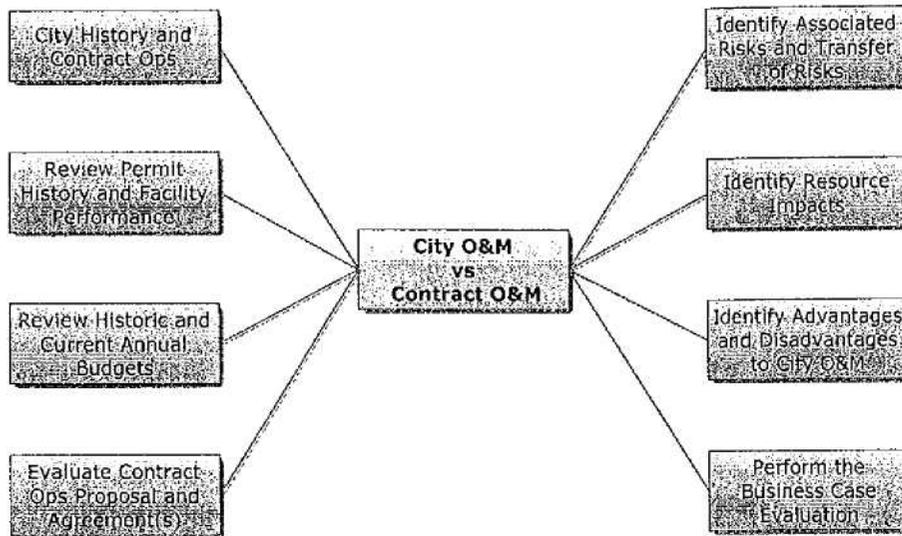
This proposal will illustrate our approach to evaluating both the current and potential O&M management of the wastewater and sewer collection system. At the end of the evaluation the City will have all the information necessary to make a decision regarding its facilities management, including:

- a. The costs and benefits associated with retaining the services of the existing Contractor, and
- b. The costs and benefits of seeking competitive bids for O&M services, and finally
- c. The costs and benefits of the City taking on management of its facilities by hiring an in-house O&M services team.

## Approach

Before deciding to shift responsibility for the collection and treatment facilities to an in-house O&M staff, the City should first evaluate several factors. The figure below illustrates the eight major elements that should be considered before reaching a decision about the City's O&M strategy.

Figure 1 – The Approach



### O&M History

We will begin our assessment with a review of the City's history: We need to review the factors motivating the City's decision to pursue outside services for the O&M of the wastewater collection and treatment facilities. It is important to understand the City's goals at the time the shift to contract operations occurred in order to determine how the City's needs may have changed with time.

### Permit Compliance History

The regulatory requirements placed on the collection and treatment facilities are the most critical of the eight elements. These requirements drive both the service level and the quality of service for O&M activities. Based on these requirements and the City's compliance history, we will identify and quantify the risks associated with various O&M activities.

### Facility Budget History

We will evaluate the current budget associated with the collection and treatment facilities to provide information crucial to the development of a projected budget. This information will also provide the basis of the detailed cost analysis that we will use in our Business Case Evaluation (BCE).

### Contract Agreement(s) Evaluation

We will evaluate both historic and current contract agreements to catalogue the services agreed to by the City and the Contractor. This information will be used to identify the City's service expectations, which will be necessary should the City choose to bring these services in-house.

### **Identify Risks and Allocation of Risks**

Once we have gathered necessary background information, HSo will compare the risks associated with in-house operations versus the risks that the City and the Contractor currently share. We will also identify how the risks of operation are currently allocated between the City and the Contractor. We will assess whether this current model of risk allocation still serves the City's interests.

### **Projected Impacts to City Resources**

One of the obvious advantages of contract operations is that a share of administrative and management resources are taken on by the contractor. If the City decides to take on in-house O&M services, it will also have to take on the full share of administrative and management services for the project, impacting the City's current resources. HSo will identify these impacts and estimate a cost for the additional services the City will need to provide.

### **Advantages and Disadvantages**

We will clearly identify the advantages and disadvantages to both contract operations and in-house services. Recent industry trends will provide a model for understanding the advantages and disadvantages of each case. The list of the advantages and disadvantages will depend on the unique conditions of the contract between the current Contractor and the City.

### **Business Case Evaluation**

The BCE process will bring together the various elements of our assessment to evaluate the value, risk and relative importance of the City's desired O&M services. The BCE will analyze whether an in-house O&M strategy will bring sufficient value to the City to justify taking on the responsibility of in-house services. It will also assess whether in-house services can adequately replace those provided by contract operations. The BCE will enable the City to objectively measure the overall costs and benefits of each strategy. Because O&M service contracts are typically structured around a ten-year service agreement, we propose developing a ten-year cost evaluation for the two alternatives.

### **Baseline Scope of Services**

The consulting services required for this project shall be completed in general accordance with a scope of services as needed to accomplish the major tasks listed in the Approach section. The final scope of services will be negotiated with City staff and may include modified and/or additional tasks as requested by the City.

### **Deliverables**

In addition to our final report detailing our findings and recommendations, we will provide all written technical memoranda, reports, spreadsheets, and work products developed pursuant to this project in a digital format in a manner acceptable to and usable by the City. The actual list of deliverables will be negotiated with City staff and this element of the proposal will be modified according to the City's needs.

### **Fee for Professional Services**

We propose that the City establish a retainer contract for the above services. These services will be provided on a time and materials basis and not to exceed the budgeted amount of **\$5,000**, and will provide monthly invoices to the City.

We are ready to begin working with your staff within one week of the notice to proceed. We are looking forward to what we believe is the beginning of a successful relationship. If you have any questions, need additional clarification, and/or information feel free to contact Gerald Fejarang, Assistant General Manager at (916) 996-1337.

Sincerely,

Gerald Fejarang  
Assistant General Manager



CITY COUNCIL  
STAFF REPORT

**TO:** Honorable Mayor and City Council Members  
**DATE:** November 15, 2011  
**THROUGH:** John W. Donlevy, Jr., City Manager  
**FROM:** Nelia C. Dyer, Community Development Director   
Dan Maguire, Housing Programs Manager  
**SUBJECT:** Public Hearing, Waive First Reading, Read by Title Only and Introduce Four (4) Ordinances of the City of Winters, 2011-07, 2011-08, 2011-09, and 2011-10 Amending and Adding chapters to the Winters Municipal Code pertaining to Single Room Occupancy Units, Emergency Shelters, Manufactured and Factory-Built Homes, and Second Residential Units

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**RECOMMENDATION:** Staff recommends that the Planning Commission take the following actions: 1) Receive the staff report; 2) Conduct the public hearing; and 3) Waive first reading, read by title only and introduce:

- a) An Ordinance amending Winters Municipal Code Sections 17.04.140, 17.52.020, 17.58.050, and 17.72.020 and adding Chapter 17.122 regarding Single Room Occupancy Units
- b) An Ordinance amending Winters Municipal Code Sections 17.52.020 and 17.72.020 and adding Chapter 17.121 regarding Emergency Shelters
- c) An Ordinance amending Winters Municipal Code Sections 17.04.140 and 17.52.020 and Chapter 17.92 regarding Manufactured and Factory-Built Homes
- d) An Ordinance amending Winters Municipal Code Section 17.60.070 regarding Second Residential Units

**BACKGROUND:** The State of California requires all local jurisdictions to plan to provide housing for every segment of the local population. Each jurisdiction has a responsibility to institute policies and programs designed to encourage the provision of housing that is affordable to its citizens. As stated in Government Code 65580 (d):

*Local and state governments have a responsibility to use the powers vested in them to facilitate the improvement and development of housing to make adequate provision for the housing needs of all economic segments of the community.*

To meet this affordable housing planning requirement, every jurisdiction prepares a Housing Element section of its General Plan. The Housing Element is just one of seven mandated General Plan elements.

State law requires that Housing Elements be periodically reviewed and updated. The City of Winters Housing Element Update for the 2008-2013 planning period was adopted by the City Council on September 1, 2009. As part of the Housing Element Update, City staff prepared an implementation program which sets forth a five-year schedule of actions that the City was undertaking or intends to undertake to implement the policies and achieve the goals and objectives of the Housing Element. These actions include the administration of land use and development controls, provision of regulatory concessions and incentives, and the utilization of appropriate federal and state financing and subsidy programs.

Since the adoption of the current Housing Element update, the City Council adopted Ordinance 2009-18, repealing Section 17.60.030 (B) and adding Chapter 17.200 to the Winters Municipal Code pertaining to Affordable Housing Requirements. The substantive change resulting from the addition of Chapter 17.200 is that it establishes an exemption from an affordable housing obligation for infill projects of 15 dwelling units or less constructed in the Redevelopment Agency Project Area. The exemption was previously granted to projects of 4 dwelling units or less. These changes were first vetted through the Affordable Housing Steering Committee, with numerous stakeholders involved in the meetings that led to the recommendation that was ultimately adopted by City Council. The stakeholder participants included Legal Services of Northern California, the Yolo County Housing Authority, non-profit affordable housing developers, and for-profit developers.

California Government Code Section 65400 requires each governing body (City Council or Board of Supervisors) to prepare an annual report on the status and progress in implementing the jurisdiction's housing element of the general plan using forms and definitions adopted by the California Department of Housing and Community Development. In the City's progress report for the 2009 Reporting Period, staff revised the goal of completing revisions to the Zoning Ordinance in 2009 to 2011 due to the change in the Redevelopment Agency's outside legal counsel.

The attached ordinances address the proposed changes to the Winters Municipal Code that are directly from Chapter 4 (Implementation Plan) of the current Housing Element Update. These changes are as follows:

- 1) **Amendment to Winters Municipal Code, Section 17.60.070 (Second Residential Units)** - The City will revise its Zoning Ordinance with regard to secondary dwelling units to bring it current with State Law. Through the Zoning Ordinance, the City shall continue to allow secondary dwelling units in residential zones, subject to criteria concerning floor area, relationship to principal residence, required parking, and other features. Development of secondary residential units shall be encouraged through flexible application of the City's development standards.

- 2) **Amendment to Winters Municipal Code, Sections 17.52.020 and 17.72.020 and adding Chapter 17.121 to the Winters Municipal Code regarding Emergency Shelters** - The City will revise the Zoning Ordinance to permit year round emergency shelters in R-3, R-4, C-2, and PQP zones as a permitted use without the requirement for a conditional use permit. Emergency shelters will be subject to the same development and management standards as other permitted uses in the R-3, R-4, C-2, and PQP zones. In addition, the City will develop written, objective standards for emergency shelters to regulate the following, as permitted under Chapter 633, Statutes of 2007 (SB 2):
  - a. The maximum number of beds/persons permitted to be served nightly;
  - b. Off-street parking based on demonstrated need, but not to exceed parking requirements for other residential or commercial uses in the same zone;
  - c. The size/location of exterior and interior onsite waiting and client intake areas;
  - d. The provision of onsite management;
  - e. The proximity of other emergency shelters, provided that emergency shelters are not required to be more than 300 feet apart;
  - f. The length of stay;
  - g. Lighting;
  - h. Security during hours that the emergency shelter is in operation.
  
- 3) **Amendment to Winters Municipal Code, Sections 17.04.140 and 17.52.020 and Chapter 17.92 regarding manufactured homes and factory-built homes** - The City shall continue to permit manufactured homes on permanent foundations in all zones that permit single-family homes according to the same development standards as site-built homes. The Zoning Ordinance will be revised to specifically mention manufactured and factory-built housing. Such housing will be mentioned as specifically being allowed in R-R, R-1, and R-2 zoned by right and in R-4 zones with a Conditional Use Permit, which is the same for all single-family homes.
  
- 4) **Amendment to the Winters Municipal Code, Sections 17.08.050, 17.52.020, 17.58.050, and 17.72.020, and the addition of Winters Municipal Code, Section 17.60.090 regarding single room occupancy units** - The City shall revised the Zoning Ordinance to specifically address the development of single-room occupancy dwellings (SROs). The City believes that SROs are an important housing resource for extremely low and very low-income households. The Zoning Ordinance revisions shall be undertaken with the goal of encouraging and facilitating the development of new SROs and the preservation of existing structures for such use. SRO housing will be allowed by right in R-3 and R-4 zones and with a Conditional Use Permit in C-2 zones.

The proposed Ordinances were reviewed by the Affordable Housing Steering Committee (AHSC) on October 19, 2011. The AHSC recommended the proposed Ordinances with modifications to the Planning Commission. On November 8, 2011, a Public Hearing was held, and the Planning Commission reviewed and recommended approval of all four ordinances to the City Council.

**PROJECT NOTIFICATION:** Public notice for the public hearing on this project was prepared by

the Community Development Department's Administrative Assistant in accordance with notification procedures set forth in the City of Winters' Municipal Code and State Planning Law. Legal notices were published in the Winters Express on Thursday, October 3, 2011. Copies of the staff report and all attachments for the proposed project have been on file, available for public review at City Hall since Thursday, November 10, 2011.

**ENVIRONMENTAL ASSESSMENT:** The proposed Ordinances are exempt from environmental review pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15061 (b)(3).

**RECOMMENDATION:** Staff recommends that the City Council approve the proposed Ordinances by making four affirmative motions as follows:

1. I MOVE THAT THE WINTERS CITY COUNCIL WAIVE THE FIRST READING, READ BY TITLE ONLY, AND INTRODUCE AN ORDINANCE OF THE CITY OF WINTERS AMENDING WINTERS MUNICIPAL CODE SECTIONS 17.04.140, 17.52.020, 17.58.050, AND 17.72.020 AND ADDING CHAPTER 17.122 REGARDING SINGLE ROOM OCCUPANCY UNITS
2. I MOVE THAT THE WINTERS CITY COUNCIL WAIVE THE FIRST READING, READ BY TITLE ONLY, AND INTRODUCE AN ORDINANCE OF THE CITY OF WINTERS AMENDING WINTERS MUNICIPAL CODE SECTIONS 17.52.020 AND 17.72.020 AND ADDING CHAPTER 17.121 REGARDING EMERGENCY SHELTERS
3. I MOVE THAT THE WINTERS CITY COUNCIL WAIVE THE FIRST READING, READ BY TITLE ONLY, AND INTRODUCE AN ORDINANCE OF THE CITY OF WINTERS AMENDING WINTERS MUNICIPAL CODE SECTIONS 17.04.140 AND 17.52.020 AND CHAPTER 17.92 REGARDING MANUFACTURED AND FACTORY-BUILT HOMES
4. I MOVE THAT THE WINTERS CITY COUCIL WAIVE THE FIRST READING, READ BY TITLE ONLY, AND INTRODUCE AN ORDINANCE OF THE CITY OF WINTERS AMENDING WINTERS MUNICIPAL CODE SECTION 17.60.070 REGARDING SECOND RESIDENTIAL UNITS

**ALTERNATIVES:** The City Council may modify the Ordinances or the City Council may choose to not introduce and adopt the Ordinances.

**ATTACHMENTS:**

- A. An Ordinance amending Winters Municipal Code Sections 17.04.140, 17.52.020, 17.58.050, and 17.72.020 and adding Chapter 17.122 regarding Single Room Occupancy Units
- B. An Ordinance amending Winters Municipal Code Sections 17.52.020 and 17.72.020 and adding Chapter 17.121 regarding Emergency Shelters
- C. An Ordinance amending Winters Municipal Code Sections 17.04.140 and 17.52.020 and Chapter 17.92 regarding Manufactured and Factory-Built Homes

D. An Ordinance amending Winters Municipal Code Section 17.60.070 regarding Second Residential Units

# ATTACHMENT A

ORDINANCE 2011-07

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WINTERS AMENDING WINTERS MUNICIPAL CODE SECTIONS 17.04.140, 17.52.020, 17.58.050, AND 17.72.020 AND ADDING CHAPTER 17.122 TO THE WINTERS MUNICIPAL CODE REGARDING SINGLE ROOM OCCUPANCY UNITS

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

**SECTION 1 PURPOSE**

The purpose of this ordinance is to amend and update Sections 17.04.140, 17.52.020, 17.58.050, and 17.72.020 and to add Chapter 17.122 to the Winters Municipal Code concerning single room occupancy units in order to comply with the City's adopted housing element.

**SECTION 2 FINDINGS**

The City Council hereby finds and determines as follows:

- A. The State Department of Housing and Community Development recognizes that Single Room Occupancy units can provide a valuable form of affordable private housing for lower-income individuals, seniors, and persons with disabilities;
- B. The Winters 2008 Housing Element identified revising the Zoning Ordinance to address the development of single-room occupancy dwellings as Implementation Program II.24;
- C. The proposed amendments to Sections 17.04.140, 17.52.020, 17.58.050, and 17.72.020 and the proposed Chapter 17.122 of the Winters Municipal Code will complete Implementation Program II.24 of the Winters 2008 Housing Element. Specifically, the new chapter of, and amendments to, the Zoning Ordinance will provide development standards and a permitting process for single room occupancy facilities; and
- D. The proposed amendments to Sections 17.04.140, 17.52.020, 17.58.050, and 17.72.020 and the proposed Chapter 17.122 of the Winters Municipal Code is consistent with the goals and policies in the General Plan in that the outlined regulations will further bring the Zoning Ordinance into compliance with the outlined Implementation Programs necessary through the 2008-2013 Housing Element planning period.

**SECTION 3** Section 17.04.140 of the Winters Municipal Code is hereby amended to read as follows:

17.04.140 Definitions.

**"Single-Room Occupancy" shall mean a facility providing dwelling units where each unit has a minimum floor area of 150 feet and a maximum floor area of 400 square feet. These dwelling units may have kitchen or bathroom facilities and shall be offered on a monthly basis or longer.**



SECTION 8 Chapter 17.122 is hereby added to the Winters Municipal Code to read as follows:

Chapter 17.122 SINGLE ROOM OCCUPANCY UNITS

Sections:

17.122.010 Purpose and intent.

17.122.020 Definitions.

17.122.030 Standards.

17.121.010 Purpose and Intent.

It is the purpose and intent of this chapter to regulate the development and operation of Single Room Occupancy land uses. Single Room Occupancy (SRO) units provide housing opportunities for lower-income individuals, persons with disabilities, seniors, and formerly homeless individuals.

17.122.020 Definitions.

For the purposes of this chapter, the following word shall have the meaning respectively ascribed to it in this section.

"Single Room Occupancy" means a facility providing six or more dwelling units where each unit has a minimum floor area of 150 feet and a maximum floor area of 400 square feet. These dwelling units may have kitchen or bathroom facilities and shall be offered on a monthly basis or longer.

17.122.030 Standards.

A. Single Room Occupancy Units. The following standards apply to single room occupancy units. In the event of conflict between these standards and the underlying zoning district regulations, the provisions of this Section shall apply.

1. Unit size. The minimum size of a unit shall be 150 square feet and the maximum size shall be 400 square feet.
2. Bathroom facilities. An SRO unit is not required to but may contain partial or full bathroom facilities. A partial bathroom facility shall have at least a toilet and sink; a full facility shall have a toilet, sink, and bathtub, shower, or bathtub/shower combination. If a full bathroom facility is not provided, common bathroom facilities shall be provided in accordance with California Building Code for congregate residences with at least one full bathroom per every three units on a floor.
3. Kitchen. An SRO unit is not required to but may contain partial or full kitchen facilities. A full kitchen includes a sink, a refrigerator, and a stove, range top, or oven. A partial kitchen is missing at least one of these appliances. If a full kitchen is not provided, common kitchen facilities shall be provided with at least one full kitchen per floor.
4. Closet. Each SRO shall have a separate closet.
5. Code Compliance. All SRO units shall comply with all requirements of the California Building Code.

B. Single Room Occupancy Facilities. In addition to the development standards in the underlying zoning district, the following standards apply to single room occupancy facilities. In the event of conflict between these standards and the underlying zoning district regulations, the provisions of this Section shall apply.

1. Density. A Single Room Occupancy Facility is not required to meet density standards of the General Plan.

2. Common Area. *Four square feet of interior common space per unit shall be provided, with at least 200 square feet in area of interior common space, excluding janitorial storage, laundry facilities, and common hallways. All common areas shall comply with all applicable ADA accessibility and adaptability requirements.*
3. Bathroom facilities. *If private bathing facilities are not provided for each unit, shared shower or bathtub facilities shall be provided in accordance with the most recent edition of the California Building Code for congregate residences with at least one full bathroom (including toilets, sinks, and bathing facilities) per every three units on a floor. The shared shower or bathtub facility shall be accessible from a common area or hallway. Each shared shower or bathtub facility shall be provided with an interior lockable door.*
4. Laundry Facilities. *Laundry facilities shall be provided in a separate room at the ratio of one washer and dryer for every 10 units, with at least one washer and dryer per floor.*
5. Cleaning Supply Room. *A cleaning supply room or utility closet with a wash tub with hot and cold running water shall be provided on each floor of the SRO facility.*
6. Management Plan. *A management plan shall be submitted with the development application for an SRO facility and shall be approved by the Community Development Director and Housing Programs Manager. The management plan must address management and operation of the facility, rental procedures, safety and security of the residents and building maintenance.*
7. Facility Management. *An SRO facility with 10 or more units shall have an on-site manager. An SRO facility with less than 10 units shall provide a management office on-site.*
8. Parking. *Parking shall be provided for a SRO facility at a rate of one parking space per unit plus an additional space for the on-site manager. Different parking standards apply in the Form Based Code Area. See Chapter 17.58, Section 17.58.060, Table 17.58-15; Parking.*
9. Accessibility. *All SRO facilities shall comply with all applicable ADA accessibility and adaptability requirements.*
10. Existing Structures. *An existing structure may be converted to an SRO facility, consistent with the provisions of this Section.*

## SECTION 9 CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FINDING

This ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that the ordinance will not have a significant effect on the environment; therefore, the ordinance is not subject to CEQA.

## SECTION 10 SCOPE

Except as set forth in this ordinance, all other provisions of the Winters Municipal Code shall remain in full force and effect.

**SECTION 11 SEVERABILITY**

If any section, subsection, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, or portions be declared invalid or unconstitutional.

**SECTION 12 EFFECTIVE DATE**

This ordinance shall become effective thirty (30) days from and after its passage and adoption, provided it is published in full or in summary within twenty (20) days after its adoption in a newspaper of general circulation in the City.

The foregoing ordinance was introduced on November 15, 2011, and passed and adopted during a regular meeting of the City Council of the City of Winters, this 6 day of December, 2011, by the following vote to wit:

- AYES: Council Member(s):
- NOES: Council Member(s):
- ABSENT: Council Member(s):
- ABSTAIN: Council Member(s):

\_\_\_\_\_  
Woody Fridae, MAYOR

ATTEST:

\_\_\_\_\_  
Nanci G. Mills, CITY CLERK

Effective: January 5, 2012

# ATTACHMENT B

**ORDINANCE 2011-08**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WINTERS AMENDING WINTERS MUNICIPAL CODE SECTIONS 17.52.020 AND 17.72.020 AND ADDING CHAPTER 17.121 TO THE WINTERS MUNICIPAL CODE REGARDING EMERGENCY SHELTERS**

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

**SECTION 1      PURPOSE**

The purpose of this ordinance is to amend and update Sections 17.52.020 and 17.72.020 and to add Chapter 17.121 to the Winters Municipal Code concerning emergency shelters in order to comply with the requirements of state law under California Government Code Section 65583.

**SECTION 2      FINDINGS**

The City Council hereby finds and determines as follows:

- A. Chapter 633, Statutes of 2007 (SB 2) clarifies and strengthens housing element law to ensure zoning encourages and facilitates emergency shelters and limits the denial of emergency shelters under the Housing Accountability Act;
- B. The Winters 2008 Housing Element identified revising the Zoning Ordinance to permit year-round emergency shelters in the R-3, R-4, C-2 and PQP zones as Implementation Program II.7;
- C. The proposed amendments to Section 17.52.020 and 17.72.020 and the addition of Chapter 17.121 of the Winters Municipal Code will complete Implementation Program II.7 of the Winters 2008 Housing Element. Specifically, the new chapter of, and amendments to, the Zoning Ordinance will provide development standards and a permitting process for emergency shelters; and
- D. The proposed amendments to Section 17.52.020 and 17.72.020 and the addition of Chapter 17.121 of the Winters Municipal Code is consistent with the goals and policies in the General Plan in that the outlined regulations will further bring the Zoning Ordinance into compliance with the outlined Implementation Programs necessary through the 2008-2013 Housing Element planning period.

**SECTION 3      Section 17.52.020 of the Winters Municipal Code is hereby amended to read as follows:**

17.52.020      Land Use/Zone Matrix

	R-3	R-4	C-2	PQP
Emergency Shelter	<del>CP</del>	<del>CP</del>	<del>CP</del>	<del>CP</del>

SECTION 4 Section 17.72.020 of the Winters Municipal Code is hereby amended to read as follows:

17.72.020 Number of Spaces Required

Emergency Shelter Per-Use-Permit- 2 spaces for staff per facility  
1 space/6 occupants

SECTION 5 Chapter 17.121 is hereby added to the Winters Municipal Code to read as follows:

Chapter 17.121 EMERGENCY SHELTERS

Sections:

- 17.121.010 Purpose and intent.
- 17.121.020 Definitions.
- 17.121.030 Location of emergency shelters.
- 17.121.040 Standards.

17.121.010 Purpose and Intent.

This chapter establishes use and development regulations for emergency shelter facilities in accordance with state law and the city's adopted housing element. In accordance with state law, local communities have a responsibility to provide adequate sites for emergency shelters that serve homeless individuals and families. The goal of emergency shelters is to address acute needs of individuals and families by providing basic residential facilities and may include programs that help residents find available social services. Consistent with the findings of the state legislature, the city recognizes the need for, and the benefit of, temporary housing and services for homeless persons and families. This chapter is intended to allow for the development of emergency shelter facilities in conjunction with specified uses and in particular zoning districts, subject to development and operational standards that minimize potential adverse impacts on nearby properties and the community as a whole.

17.121.020 Definitions.

For the purposes of this chapter, the following words and phrases shall have the meaning respectively ascribed to them in this section.

"Emergency shelter" means a building providing temporary shelter for persons in distressed circumstances, including temporary housing for homeless persons. Counseling services as well as temporary room or board may be provided.

"Religious institution" means an institution that people regularly attend to participate in or hold religious services, meetings, and other activities, including a church or other place of religious worship in which religious services of any denomination are held.

17.121.030 Location of emergency shelters.

Emergency shelters are permitted in conjunction with religious facilities, subject to the location restrictions identified in this Section. Emergency shelters are further permitted by right in the multifamily residential (R-3), high density multifamily residential (R-4), central business district (C-2), and public quasi-public (PQP) zoning districts as a permitted use without a conditional use or other discretionary permit. Emergency shelters shall not be located within three hundred feet of an existing emergency shelter facility, measured from the closest point on each property line.

17.121.040 Standards.

In addition to the development standards in the underlying zoning district, the following standards apply to emergency shelters, and each emergency shelter shall comply with the standards set forth in this Section. In the event of conflict between these standards and the underlying zoning district regulations, the provisions of this Section shall apply. Nothing in this Section modifies the requirements for approval of a religious institution as otherwise provided in this Code.

- A. Facility compliance with applicable state and local standards and requirements.
  - 1. If an emergency shelter operates a program incidental to the emergency shelter, it shall comply with all federal, state and local licensing requirements for such program.
- B. Physical Characteristics.
  - 1. An emergency shelter shall comply with applicable state and local housing, building, and fire code requirements.
  - 2. An emergency shelter shall have on-site security during all hours when the shelter is open.
  - 3. An emergency shelter shall provide exterior lighting on pedestrian pathways and parking lot areas on the property. Lighting shall reflect away from residential areas and public streets.
  - 4. If the emergency shelter is proposed in conjunction with a religious institution, the area utilized for emergency shelter facilities may not exceed 50 percent of the total floor area used for the religious institution.
  - 5. Where a day care facility or elementary or middle school is operated on the same site as an emergency shelter, the day care and school facilities must be separated from the emergency shelter facilities by means to prevent access from one facility to the other.
- C. Limited Number of Beds per Facility. Emergency shelters accessory to a religious institution shall not exceed 10 beds. Other emergency shelters located in the City's zoning districts specified in this Chapter shall not exceed 20 beds.
- D. Limited Terms of Stay. The maximum term of staying at an emergency shelter is 6 months in any consecutive 12-month period.
- E. Parking. The emergency shelter shall provide on-site parking at a rate of 2 spaces per facility for staff plus 1 space for every 6 occupants, determined by the emergency shelter's maximum capacity.
- F. Emergency Shelter Management Plan. Prior to the operation of the emergency shelter and annually thereafter, the shelter shall prepare and file a management plan with the Community Development Department that discusses operational rules and standards, including, but not limited to, standards governing expulsions, lights-out, client supervision, client services, and food services. The plan shall also include a floor plan that demonstrates compliance with the physical standards required by this chapter.

**SECTION 6 CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FINDING**

This ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that the ordinance will not have a significant effect on the environment and is, therefore, not subject to CEQA.

**SECTION 7 SCOPE**

Except as set forth in this ordinance, all other provisions of the Winters Municipal Code shall remain in full force and effect.

**SECTION 8 SEVERABILITY**

If any section, subsection, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, or portions be declared invalid or unconstitutional.

**SECTION 7 EFFECTIVE DATE**

This ordinance shall become effective thirty (30) days from and after its passage and adoption, provided it is published in full or in summary within twenty (20) days after its adoption in a newspaper of general circulation in the City.

The foregoing ordinance was introduced on November 15, 2011, and passed and adopted during a regular meeting of the City Council of the City of Winters on December 6, 2011, by the following vote to wit:

- AYES: Council Member(s):
- NOES: Council Member(s):
- ABSENT: Council Member(s):
- ABSTAIN: Council Member(s):

\_\_\_\_\_  
Woody Fridae, MAYOR

ATTEST:

\_\_\_\_\_  
Nanci G. Mills, CITY CLERK

Effective: January 5, 2011

# ATTACHMENT C

ORDINANCE 2011-09

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WINTERS AMENDING SECTIONS 17.04.140 AND 17.52.020 AND CHAPTER 17.92 OF THE WINTERS MUNICIPAL CODE REGARDING MANUFACTURED HOMES AND FACTORY-BUILT HOMES

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

**SECTION 1 PURPOSE**

The purpose of this ordinance is to amend and update Sections 17.04.140 and 17.52.020 and Chapter 17.92 of the Winters Municipal Code (the "Code") concerning manufactured homes and factory-built homes in order to comply with the city's adopted housing element.

**SECTION 2 FINDINGS**

The City Council hereby finds and determines as follows:

- A. The State Department of Housing and Community Development recognizes that manufactured homes and factory-built homes provide a valuable form of affordable private housing for lower-income individuals, seniors, and persons with disabilities;
- B. The Winters 2008 Housing Element identified this as Implementation Program II.5;
- C. The proposed amendments to Section 17.04.140 and 17.52.020 and Chapter 17.92 of the Winters Municipal Code will complete Implementation Program II.5 of the Winters 2008 Housing Element. Specifically, the amendments to the Zoning Ordinance will provide development standards and a permitting process for manufactured and factory-built homes;
- D. The proposed amendments to Section 17.04.140 and 17.52.020 and Chapter 17.92 of the Winters Municipal Code is consistent with the goals and policies in the General Plan in that the outlined regulations will further bring the Zoning Ordinance into compliance with the outlined Implementation Programs necessary through the 2008-2013 Housing Element planning period.

**SECTION 3 AMENDMENT TO CODE**

Sections 17.04.140 and 17.52.020 and Chapter 17.92 of the Winters Municipal Code are hereby amended to read as follows:

17.04.140 Definitions.

**"Factory-Built Home" means a residential building constructed in conformance with the State of California Factory-Built Housing Code. A factory-built home shall not be deemed to include a mobile home or manufactured home as defined in this Section.**

"Mobilehome" means any standard make of trailer constructed and equipped in such a manner as to permit permanent occupancy thereof as living quarters for a family unit. In general, any trailer over, twenty-five (25) feet in length may be considered a mobilehome; provided, that such trailer complies with all applicable laws and regulations controlling the design, construction, equipment or occupancy thereto. Mobilehomes are considered structures for the purpose of this ~~chapter~~title when they are parked in a mobilehome park. Small mobilehomes or trailers are defined as being five hundred (500) square feet or less in size, average mobilehomes or trailers as being five hundred one (501) to one thousand (1,000) square feet in size, and large mobile homes or trailers as being more than one thousand (1,000) square feet in size.

17.52.020 Land Use/Zone Matrix.

	R-R	R-1	R-2	R-4
Dwelling, Single Family	P <sup>4</sup>	P <sup>4</sup>	P <sup>4</sup>	C <sup>4</sup>

Footnotes

**4. Manufactured homes and factory-built homes located on a permanent foundation are allowed in the specified zones by right or upon planning commission approval of a Conditional Use Permit (CUP).**

CHAPTER 17.92 PRE-MANUFACTURED BUILDINGS

**17.92.010 Mobilehomes as permanent dwellings.**

Mobilehomes may shall be used as permanent dwellings (dwelling units) in mobile home parks subject to the following rules:

- A. The mobilehome shall have a floor area of sufficient size to be compatible with existing dwellings in the area.
- B. An enclosed storage building of at least eighty (80) square feet in size shall be provided on the same lot with the mobilehome.
- C. Approved mobilehome skirting shall be applied around the base of the mobile home so as to obscure the area beneath the unit. Wood skirting located closer than six inches to the earth shall be treated wood or wood of natural resistance to decay and termites as defined in subsection (A) of Section 2502 of the Uniform Building Code, or any amendment thereto. Metal skirting shall be galvanized or treated metal or metal resistant to corrosion, and painted. Landscaping to help screen mobilehome skirting is encouraged.
- D. The mobilehome, its installation, maintenance, use, occupancy and facilities, any permanent buildings and any mobilehome accessory buildings and structures shall be governed by the standards adopted by the California Department of Housing and Community Development.

E. Any mobilehome placed in a residential zone shall be affixed to a permanent foundation and shall comply with all the requirements of this title.

F. No such mobilehome shall be permitted in the Main Street Historic District. (Ord. 97-03 § 2 (part); prior code § 8-1-6008(A))

17.92.030 Standards for Manufactured Homes and Factory-Built Homes as permanent dwellings.

A manufactured home or factory built home located on a permanent foundation on a private parcel shall:

- A. Be occupied only as a residential use type.
- B. Be subject to all provisions of the Municipal Code applicable to conventional residential structures.
- C. Meet all development and design standards for the zone in which they are to be installed including but not limited to the parking standards in Chapter 17.72, conforming to the maximum floor area ratio, and landscape requirements, as applicable.
- D. Be attached to a permanent foundation in compliance with all applicable building regulations, and of the California Health and Safety Code.
- E. Have a minimum width of eight (8) feet and a minimum length of forty (40) feet, as set forth in the California Health and Safety Code.
- F. Be governed by the standards adopted by the California Department of Housing and Community Development.
- G. Not be permitted in the Form Based Code Regulating Plan Area.
- H. Obtain Design Review approval pursuant to Chapter 17.36 of this code.
- I. Be covered with exterior building materials and have architectural features customarily used on conventional residential housing and be approved by the Planning Commission. The exterior covering shall extend to finished grade, except that when a solid concrete or masonry perimeter foundation is used, the exterior covering material need not extend below the top of the foundation.
- J. Assure that the general appearance of the structure and the property is in keeping with the character of the neighborhood. To achieve this assurance, the Planning Commission shall require porches and eaves or roofs with eaves, specific roofing materials and siding when, in its opinion, it is necessary to be compatible with the dwellings in the area.
- K. Be provided with standard utility connections. The housing unit electrical, gas, water, and drain connections shall be made permanent in a manner applicable to permanent buildings. Gas shutoff valves, meters, and regulators shall not be located beneath the manufactured home.

17.92.040 Modification of Standards.

Modification of the standards set forth in Section 17.92.030, paragraphs (E), (I), and (J), may be granted by the Planning Commission if it finds that such modification will not be detrimental to the public interest or surrounding residents or properties.

**SECTION 4 CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FINDING**

This ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), Review for Exemption, because it can be seen with certainty that the project will not have a significant effect on the environment; therefore, the project is not subject to CEQA.

**SECTION 5 SCOPE**

Except as set forth in this ordinance, all other provisions of the Winters Municipal Code shall remain in full force and effect.

**SECTION 6 SEVERABILITY**

If any section, subsection, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, or portions be declared invalid or unconstitutional.

**SECTION 7 EFFECTIVE DATE**

This ordinance shall become effective thirty (30) days from and after its passage and adoption, provided it is published in full or in summary within twenty (20) days after its adoption in a newspaper of general circulation in the City.

On a motion by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_, the foregoing ordinance was passed and adopted by the City Council of the City of Winters, this X day of X 2011, by the following vote to wit:

- AYES: Council Member(s):
- NOES: Council Member(s):
- ABSENT: Council Member(s):
- ABSTAIN: Council Member(s):

\_\_\_\_\_  
Woody Fridae, MAYOR

ATTEST:

---

Nanci G. Mills, CITY CLERK

Effective:      MONTH DAY, 2011

# ATTACHMENT D

**ORDINANCE 2011-10**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WINTERS AMENDING SECTION 17.60.070 OF THE WINTERS MUNICIPAL CODE REGARDING SECOND RESIDENTIAL UNITS**

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

**SECTION 1 PURPOSE**

The purpose of this ordinance is to amend and update Section 17.60.070 of the Winters Municipal Code concerning second residential units in order to comply with California Government Code Sections 65852.150 through 65852.2 and the City's adopted housing element.

**SECTION 2 FINDINGS**

The City Council hereby finds and determines as follows:

- A. The State Department of Housing and Community Development recognizes that second residential units provide an important source of affordable housing. By promoting the development of second residential units, a community may ease a rental housing deficit, maximize limited land resources and existing infrastructure, and assist low and moderate-income homeowners with supplemental income;
- B. The Winters 2008 Housing Element identified revisions to Section 17.60.070 concerning secondary dwelling units as Implementation Program II.4;
- C. The proposed amendments to Section 17.60.070 of the Winters Municipal Code will complete Implementation Program II.4 of the Winters 2008 Housing Element. Specifically, the amendments to the Zoning Ordinance will provide development standards and a permitting process for second residential units; and
- D. The proposed amendments to Section 17.60.070 of the Winters Municipal Code are consistent with the goals and policies in the General Plan in that the outlined regulations will further bring the Zoning Ordinance into compliance with the outlined Implementation Programs necessary through the 2008-2013 Housing Element planning period.

**SECTION 3** Section 17.60.070 of the Winters Municipal Code is hereby amended to read as follows:

**17.60.070 Second residential units.**

~~Secondary housing units shall be conditionally allowed in any R-district on any lot subject to planning commission approval and the following regulations:~~

- A. Purpose.

The purpose of this section is to permit second residential units in single-family residential zoning districts and on residential property consistent with state law (California Government Code Sections 65852.150 through 65852.2). This section is intended to expand housing opportunities by increasing the number of housing units available within existing neighborhoods while maintaining the primarily residential character of the area. Second residential units are intended to provide livable housing at lower cost while providing greater security, companionship, and family support for the occupants, consistent with the general plan.

**B. Permit.**

An approved Second Residential Unit permit shall be obtained prior to construction, conversion and/or development of a second residential unit. Pursuant to California Government Code section 65852.2, the Second Residential Unit permit shall be considered ministerially without any discretionary review or a hearing.

**C. Data to be furnished.**

Applications for Second Residential Unit permits shall be filed with the Community Development Director on forms provided by the Community Development Department.

**D. Second Residential Unit Application Fee.**

An application for a Second Residential Unit permit shall be accompanied by a fee established by resolution of the City Council to cover the cost of handling the application as prescribed in this subsection.

**E. Development Standards**

All second residential units shall comply with the following development standards:

1. A. The maximum area of floor space of any second residential unit shall not exceed twelve hundred (1,200) square feet of living area on lots with a net lot area of twenty thousand (20,000) square feet or more and seven hundred fifty (750) square feet of living area on lots with a net lot area of less than twenty thousand (20,000) square feet. A second residential unit may be attached to or detached from the principal residence.
2. B. The site on which the proposed second residential unit is to be located meets the minimum lot size requirements for the zone in which it is located, and in no instance is less than seven thousand (7,000) square feet.
3. C. Construction under this section shall be subject to zoning requirements applicable to residential construction in single and multifamily zones, except as modified by the conditions of this section.

4. ~~D.~~ Second residential units shall be subject to the payment of building and community development fees as established under the Municipal Code and/or by city council action.
5. ~~E.~~ ~~Second residential units shall also pay for city services as a separate and independent residence under this code.~~
6. ~~F.~~ ~~The second residential unit must be located on the same lot or parcel on which the owner of record currently maintains his or her principal place of residence, and either the second residential unit or principal unit will be owner-occupied. The owner shall record a deed restriction to this effect.~~
5. ~~G.~~ The lot on which the second residential unit is proposed shall contain a principal residence at the time of construction of the second unit. In the case of vacant lots, the principal residence and second residential unit may be constructed at the same time.
6. ~~H.~~ The second residential unit is self-contained with its own separate entrance, kitchen and bathroom ~~which~~ ***and shall*** comply with all applicable building, fire, energy and other health and safety codes.
7. ~~I.~~ Only one second residential unit shall be allowed for each principal residence per lot, ~~and shall be occupied by a maximum of two people.~~ ***A second residential unit shall not be permitted on a lot already having two or more dwelling units located thereon and shall not be permitted in addition to a guest dwelling. A guest dwelling shall not be permitted on any lot developed with a second residential unit.***
8. ~~J.~~ The second residential unit shall be in compliance with all current zoning requirements, including structure height and yard setbacks. No second residential unit shall be constructed forward of the line of a principal residence. Consistent with the general plan, second residential units ***that front on alleys*** shall be encouraged ~~which front on alleys.~~
9. ~~K.~~ One off-street parking space shall be provided for every second residential unit, in addition to parking required for the principal residence. ***When development of the second residential unit displaces existing required off-street parking (e.g., conversion of a garage) the required parking shall be replaced on the property in compliance with the Off-Street Parking regulations.***
10. ~~L.~~ Not more than forty (40) percent of the front yard of a parcel, inclusive of second residential unit off-street parking requirements, shall be devoted to a driveway.

11. M. The second residential unit shall not cause excessive noise, traffic congestion, parking congestion or overloading of public facilities.
12. N. Separate hookups for city services and/or utilities may be required as determined by city standards as applied by city staff or by the appropriate public utility.
13. O. Second residential units shall achieve architectural continuity with the principal residence and with the character of the surrounding neighborhood, as determined by the planning commission. No entrance to a second residential unit shall be located on the front building elevation of the principal residence if the second residential unit is attached to the residence, in order to maintain the appearance of the structure as a single-family unit.
14. P. A second residential unit may be sold separately from the parcel on which it is located only if subdivided and the resultant parcels meet all applicable city development and Subdivision Map Act regulations, including minimum lot size, site coverage, lot depth/width, and yard setback standards. (Ord. 97-03 § 2 (part): prior code § 8-1.5307)
15. The size of the second residential unit shall be counted towards the maximum floor area ratio (FAR) for the site.
16. Second residential unit permits shall not be issued for second residential units that result in adverse impacts to the adequacy of water and sewer services, and/or that result in adverse impacts on traffic flow, and/or that result in adverse impacts on any real property that is listed in the California Register of Historic Places.
17. All new construction, or exterior alterations to existing structures proposed under the second residential unit permit may be subject to design review as prescribed in Chapter 17.36 of this Title, except that design review shall be conducted ministerially without any discretionary review or a hearing.

**F. Existing Second Residential Units.**

This section shall in no way validate an illegal second residential unit. An application for a Second Residential Unit permit may be made pursuant to the provisions of this chapter to convert an illegal second residential unit to a lawful second residential unit, or to allow for the replacement, alteration or expansion of an existing nonconforming second residential unit. The conversion of an illegal second residential unit to a lawful second residential unit, or the replacement, alteration or expansion of an existing nonconforming second residential unit shall be subject to the requirements of this chapter.

This ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that the ordinance will not have a significant effect on the environment and is, therefore, not subject to CEQA.

**SECTION 5 SCOPE**

Except as set forth in this ordinance, all other provisions of the Winters Municipal Code shall remain in full force and effect.

**SECTION 6 SEVERABILITY**

If any section, subsection, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, or portions be declared invalid or unconstitutional.

**SECTION 7 EFFECTIVE DATE**

This ordinance shall become effective thirty (30) days from and after its passage and adoption, provided it is published in full or in summary within twenty (20) days after its adoption in a newspaper of general circulation in the City.

The foregoing ordinance was introduced on November 15, 2011, and passed and adopted during a regular meeting of the City Council of the City of Winters on December 6, 2011 by the following vote to wit:

AYES: Council Member(s):

NOES: Council Member(s):

ABSENT: Council Member(s):

ABSTAIN: Council Member(s):

\_\_\_\_\_  
Woody Fridae, MAYOR

ATTEST:

\_\_\_\_\_  
Nanci G. Mills, CITY CLERK

Effective: January 5, 2012



## Winters Community Dinner

116 Abbey Street Winters, CA 95694  
(530) 795-4824

**TID: 26-4502148**

Hello Winters Community,

October 13, 2011

It's that time of year to plan our Annual Winters Thanksgiving Dinner. Higher food costs, job cuts and the local economy contribute to a much higher number than ever. Last year we served over 906 people a full Thanksgiving dinner and dessert. We also delivered dinners to seniors and disabled folks who couldn't come out to the Community Center for the food and fun this event provides.

This year we need your help more than ever. We're in need of additional funds and food to feed the anticipated large numbers. All the cooking, preparation, serving, delivering and cleaning work is completely done by volunteers. We will be assembling dinner boxes for families on Sunday November 20th, 2011 at The Winters Community Center.

**We are asking for Turkeys, turkey baking pans, instant mashed potatoes, canned green beans, canned corn, canned cranberries, gravy mix, boxed stuffing, pumpkin pies, butter, plastic ware and paper plates.**

**We are also looking for volunteers to assemble family dinner boxes and/or deliver them, plus cooking and delivering individual dinners. Two separate events, two separate days.**

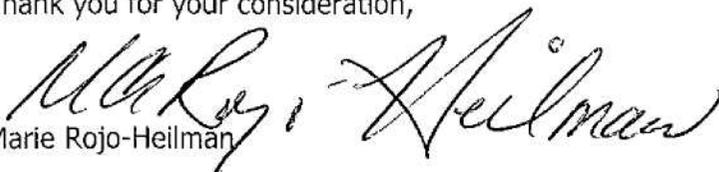
Will you please consider helping us with a contribution? We plan on feeding approximately 600 people this year including deliveries. Assembling family dinner boxes Sunday November 20<sup>th</sup> at 3pm.

The individual dinner deliveries are scheduled Thanksgiving day Thursday, November 24<sup>th</sup>, 2011 at The Winters Community Center. Cooking starts at 8am. We will be delivering dinner from 2pm to 3pm.

There is an account at First Northern Bank for donations under Winters Community dinner.

Please contact our Volunteer Project Manager Marie Rojo- Heilman at (530) 795-4824

Thank you for your consideration,

  
Marie Rojo-Heilman

*We are requesting \$2000.<sup>00</sup> from the city*



**STAFF REPORT**

**TO:** Honorable Mayor and Council Members  
**DATE:** November 15, 2011  
**THROUGH:** John W. Donlevy, Jr., City Manager  
**FROM:** Alan Mitchell, Assistant City Engineer  
**SUBJECT:** Putah Creek Bridge Replacement - North Bank Improvements, Project No. 09-01

**RECOMMENDATION:** Staff recommends the City Council: 1) reject all bids; 2) direct staff to re-advertise for bids with the recommended scope changes; and 3) review and approve the updated Project Budget Sheet.

**BACKGROUND:** The base bid improvements include a 10-foot wide ac trail, benches, trash/recycling receptacles, picnic tables, signage for interpretive and educational purposes, mitigation and restoration planting and associated irrigation system. These improvements provide improved emergency and public access, and mitigation maintenance access. A pre-fabricated pedestrian bridge is included as an additive alternate, to connect the base project improvement trails to the south side of Putah Creek. The project also includes a conservation easement for portions of the site to handle anticipated mitigation plantings of elderberries and associated native plants. The easement is being crafted for approval from U.S. Fish and Wildlife Service.

**High Bid Results**

The construction documents were advertised in September and bids were opened on October 11th, with the following results:

CONTRACTOR	TOTAL BASE BID	ADD ALT	TOTAL
Ghilotti	\$1,507,751.00	\$1,266,000.00	\$2,773,751.00
Vintage	\$1,529,066.75	\$2,500,000.00	\$4,029,066.75
Lister	\$1,543,032.00	\$1,790,000.00	\$3,333,032.00
R A Nemetz	\$1,574,390.00	\$950,000.00	\$2,524,390.00
<i>Landscape Architect's Est.</i>	<i>\$1,228,855.00</i>	<i>\$1,100,000.00</i>	<i>\$2,328,855.00</i>

The budget available for the Base Bid construction is \$1,208,000.

The bids were relatively close (a ~5% spread) which generally indicates the bidders understood the bid package and the requirements were clearly stated. However the low bid was 23% above the Landscape Architect's (Callander) Estimate, and not affordable within the City's budget. Staff reviewed the bid results with the design firm and the two lowest bidders, in an attempt to ascertain whether the estimate was low, or unusual conditions adversely affected the bids such that clarification and re-solicitation would result in lower bids. It is apparent that the estimate was low and re-bidding the same package will not result in substantially lower bids.

The primarily cause of the bids exceeding the estimate was the lack of site access, which resulted in higher costs for mobilization, scheduling, and grading, with the bidders anticipating

that construction would take longer (and cost more) because they will only be able to get one vehicle along the trail path at a time. Another concern was the time of year, and getting started in the midst of winter, which can lead to inefficiencies and higher site costs.

### **Scope Changes**

Staff worked with the Landscape Architect to identify scope items to delete, change, or include as alternates. The following items were taken to the Putah Creek Committee for review, and their concurrence was received. The attached Budget Summary lists the items and associated savings.

Although the site access was a major cost concern, unfortunately the access is constrained and the designer is not able to change this.

Staff proposes to re-advertise after the first of the year, which typically is when contractors are looking for work for the upcoming year and there should be less concern with getting started in the late-winter or early spring.

The pedestrian bridge was an additive alternate and it is not afforded at this time, so it will be removed from the bid package. Without the pedestrian bridge, there is no need for the connection from the upper level trail to the future bridge location. This is a substantial cost item, and it can be constructed later when the bridge goes in.

Concrete steps were proposed to provide a more-direct route down to the lower trail and overlook below the Trestle Bridge. The lower trail and overlook can be reached on the regular trail and therefore the steps are not necessary or prudent for the additional cost.

The plans included a stone facia on the concrete retaining walls, for aesthetic purposes. It would be nice to have stone facia but it's not necessary or prudent for the high cost. The designer proposes to eliminate the facia from the concrete wall.

Lighting was proposed at the western and eastern entrances to the trail, but no lights were proposed along the trail. The lighting is not necessary, as area lights are in the vicinity of the Community Center and Creekside Way, and the trail will not be open at night.

Site furnishings, including Picnic Tables and Benches, are not necessary and will be removed from the Base Bid.

Concrete Split Rail Fencing was proposed up by the Creekside Way entrance, for aesthetic reasons, but Post and Cable fencing is less expensive and will provide the same function.

A few alternative paving surfaces were originally included - stone inlay, decomposed granite, and permeable asphalt. These are not necessary or prudent for the additional cost. The designer proposes regular concrete and asphalt surfacing to match the rest of the trail.

A few Additive Alternates will be included, which will allow flexibility in awarding the contract within the budget, and adding these back in, if afforded. They are as follows, in order of priority as recommended by the Putah Creek Committee:

Site Furnishings would be beneficial to those folks walking the trail, and therefore are the top priority to be added back in if the budget allows.

The original plan included a light at both the east and west entrances as well as in the middle. The design will be modified with removal of the eastern light, since there is no longer a trail intersection, with the western light being moved closer to the overlook deck, and with the middle light staying the same.

One change not discussed above will be the change from a Wood Railing (matches Trestle Bridge) to an Ornamental Metal Railing. The Railing is a requirement of the building permit. The Committee voiced concerns with the potential fire risk and requested the change be made. The cost for the Metal is estimated to be lower than the Wood.

Due to the high bids, which exceeded the available budget, staff recommends Council reject all bids and authorize the scope changes discussed above with a re-bid in January 2012.

With re-bidding in January, award should occur in late March and a notice to proceed issued in June. The project construction start date is determined by constraints related to the Elderberry Beetle mating season. The construction duration is 180 working days.

**ALTERNATIVES:** None recommended by staff.

**FISCAL IMPACT:** The project is funded by local funds (Park Impact) and federal funds (SAFETEA-LU). An updated Project Budget Sheet is attached for review and approval. Please note the federal funding allocation was reduced and not fully-funded to the \$1,600,000 that was originally budgeted. The SAFETEA-LU funds are subject to obligation limitation as dictated by FHWA. There is an annual takedown of all earmark amounts and the net takedown for SAFETEA-LU over the 5 years of the act was approximately 10% of the original authorized amount.

Attachment: Budget Summary with Changes  
Project Budget Sheet

Putah Creek Bridge, North Bank Improvements  
 Bid Rejection and Scope Changes  
 November 15, 2011

**BUDGET**

LOW BID	\$1,507,751
CITY BUDGET	<u>\$1,208,000</u>

**SHORTFALL      \$299,751**

**SCOPE CHANGES**

REMOVE

Lower Trail to future Ped Bridge	-\$182,140
Concrete Steps	-\$10,000
Stone Facia on Walls	-\$50,000
Lighting	-\$22,000
Site Furnishings	-\$17,950

CHANGE

Split Rail Fence to Post & Cable	-\$11,100
Paving Surfaces	<u>-\$7,300</u>

**TOTAL CHANGES      -\$300,490**

ALTERNATES

Site Furnishings	\$17,950
Lighting - change from original design	<u>\$15,000</u>

**TOTAL ALTERNATES      \$32,950**

# Putah Creek North Bank Improvements

## Project Budget Sheet

CIP#: 09-01

MPFP#(s):

Last Updated: November 2011

Original Approval: May 2009

Project Owner: Public Works

Project Manager: Alan Mitchell

Project Resource: Consultant

**Description:**

Pedestrian and bicycle interconnectivity will be enhanced as a component of the bridge replacement project through construction of a paved path and other improvements along top of the north bank of Putah Creek.

**Authority:**

General authority to maintain the existing city circulation and park infra-structure. This project complies with the Putah Creek Parkway Master Plan.

<b>Budget:</b>					
	Item	Amount		Item	Amount
	Project Coordination	\$ 53,000			
	Design & Environmental	\$ 369,000		Land	\$ -
	Bidding/CM/Inspection	\$ 70,000		Construction	\$ 1,328,800
				Mitigation	\$ 246,000
			<b>Project Total:</b>	<b>100%</b>	<b>\$ 2,066,800</b>

<b>Financing Schedule:</b>		Project Start:	2008	Project Completion:	2012
Phases: Project Studies, CEQA, Design, Permitting, Bidding/Award, Construction					
Fund Code:					
Name:	Federal	Local			FY Totals
<b>Fund Totals:</b>	\$ 1,439,840	\$ 626,960			\$ 2,066,800
<b>Ratios:</b>	69.67%	30.33%			100.0%

Recommended for Submittal	Alan Mitchell, Assist. City Engineer	Nov-11
Recommended for Approval (Dept. Head)	Alan Mitchell, Assist. City Engineer	Nov-11
Finance Department Approval		(date)
City Manager Approval	Shelly Gunby, Director of Finance	(date)
	John Donlevy, City Manager	(date)



**TO:** Honorable Mayor and Council Members  
**DATE:** November 15, 2011  
**THROUGH:** John W. Donlevy, Jr., City Manager  
**FROM:** Nicholas J. Ponticello, City Engineer  
**SUBJECT:** Update on Putah Creek Bridge Replacement,  
Project No. 01-05

**RECOMMENDATION:** Staff recommends Council receive an update on the project and consider the option of removing the temporary detour bridge from the project.

**BACKGROUND:** The Putah Creek Bridge (Bridge No. 23C-234) on the south end of Railroad Avenue was put on the State's list of bridges eligible for replacement or upgrade. The City and County entered into an Agreement to implement a project, which includes replacement of the existing structurally deficient and functionally obsolete structure. MGE Engineering out of Sacramento was selected to perform design and environmental services associated with the project. An alignment for the new bridge was approved in 2006. Last year, the NEPA environmental Categorical Exclusion was approved and the CEQA Notice of Determination was filed on July 8, 2010. With NEPA and CEQA completed the County has received the required permits from the regulatory agencies. Authorization was granted earlier this year to complete design, procure necessary right of way, and coordinate with affected utilities to facilitate relocation.

#### Right of Way

The County has received Caltrans approval to move forward with the right of way phase. Within the City Limits, only one parcel-acquisition is required, on the southwest corner of Wolfskill and Railroad. Temporary construction easements are also required, to allow the contractor access to construct the improvements.

#### Design

The design is nearly 85% completed. Civil Plans for the north and south approaches were reviewed with City staff. One key design element to point out is the intersection improvements at Railroad and Russell, which will match that which was completed with the streetscape projects.

#### Utility Relocation

Relocation of electric, gas, telephone, and water facilities is required. The utility companies have requested from the City permission to use the Trestle Bridge for permanent relocations and staff is working with their Engineers and Quincy Engineering to determine the best way to accommodate that request with minimal visual impact. Staff has agreed to the relocation but has stipulated that all utilities be undergrounded to eliminate the unsightly poles and overhead lines that currently exist, and the City's water line be moved with their operation. Staff will come back a later date with the idea of expanding the right of way along Railroad Avenue, to include

the Trestle Bridge, to allow the relocated utilities to remain within a Franchise Area, which is beneficial to the City.

#### Wolfskill Traffic Direction

Currently, the travel direction along Wolfskill is one-way in the eastbound direction. The new bridge plan includes a traffic-calming center median on Railroad, at Wolfskill. The median will block the ability to exit Wolfskill onto northbound Railroad, forcing folks to head south over the bridge to turn around and go back into town. Changing the one-way travel direction does not solve anything so staff is considering removing the one-way restriction, which would allow the few people that use Wolfskill to move in either direction to accommodate their needs. A final recommendation will be brought back to Council in the near future.

#### Temporary Detour Bridge

City and County staff have been discussing the idea of eliminating the proposed temporary detour bridge, to save time and cost. The rough estimate is that the construction duration can be reduced from 3 to 2 construction seasons and the cost reduced \$800,000 - \$1,000,000, if the temporary bridge isn't required. Without the bridge, vehicles will have to detour around to the east on I-505. Staff feels this is a viable option and the idea of reducing construction time and cost is attractive. However, staff realizes the impacts to the traveling public are a concern, and therefore would like Council's consideration and acceptance of the idea, before looking at the alternative in more detail. If agreeable then staff would come back to Council in the near future with more detail on what the change would realize in savings (time and money), for approval.

#### Schedule

Final design should be completed in the spring of 2012 and it's anticipated that all right of way will be acquired, and utilities relocated, by the summer of 2012. Once these are completed, Caltrans District 4 will receive a Request for Construction Authorization, which should be approved in late-summer, for bid call in fall 2012 start. The new bridge will take between 24 and 36 months to complete, depending on the detour approach.

**ALTERNATIVES:** None recommended by staff.

**FISCAL IMPACT:** The project is funded through the Federal Highway Bridge Program (HBP). HBP funds cover 80% of the total project costs for environmental and design. The City of Winters and Solano County are responsible for the remaining 20%, and both have agreed to split the cost 50-50. The estimated cost for environmental and design is \$1,000,000. The estimated cost to the City is \$100,000.

Previously the HBP-funded percentage for right-of-way and construction was 88.53%, and the City and County were responsible for the remaining 11.47%. However, in July 2010, Solano County was notified that the project is eligible to receive toll bridge funds as the matching 11.47% portion of project making the project eligible for 100% reimbursement for right of way and construction costs, which equates to approximately \$470,000 in savings to the City. The current right of way and construction estimates are \$200,000 and \$8,000,000 respectively.

Attachments: Presentation Exhibits



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers  
**DATE:** 11/15/2011  
**THROUGH:** John W. Donlevy, Jr., City Manager  
**FROM:** Elliot Landes and Carol Scianna  
**SUBJECT:** Notice of Completion for the Water Meter Project

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**RECOMMENDATIONS: Council to approve staff issuing Notice of Completion**

**BACKGROUND:**

As of early 2009, the City had 1990 water connections, with 62 metered commercial connections and 875 metered residential connections. The City requires owners to install a water meter when properties change hands. At the time, all 62 metered commercial connections were billed according to water use, and all other connections were billed by means of a flat rate.

The Council approved "Phased In Installation of Water Meters" in Ordinance 2009-12 in 2009. The City began installation of water meters with a bid offering in May 2010. The bid to install meters throughout Winters was awarded to Whitehawk Construction of Palo Cedro, CA, owner Dale Cox, who submitted the low bid of \$323,187, of five bids, for the labor portion of the project. The engineer's estimate was \$650,000, and the staff budget for the overall project including materials was \$850,000.

Mr. Cox and his team installed equipment provided by the City from July 2010 through February 2011.

- Whitehawk retrofitted 475 newer and or larger meters with new registers for Badger Orion drive-by reading.
- Whitehawk installed new Badger meters with Orion transmitters in 295 pits that previously had no meters.
- Whitehawk dug pits and installed new Badger meters with Orion transmitters at 675 connections without meters.
- Whitehawk replaced 540 older meters with new Badger meters with Orion transmitters.

- Approximately 40 homeowners took advantage of a City program set up to let them install their own meters.

At the end of the project, all connections, save three commercial accounts, are now metered. All the commercial metered connections are now being read, with property owners charged based on water consumption. The bulk of City-owned sites are also now metered.

All the residential connections are now metered and consumption-based billing will begin January 1, 2012. Homeowners have been receiving would-have-been notices of their consumption along with their bills since April, 2010.

Staff worked well with Mr. Cox and his crew and was able to solve problems as they developed. He was good working with homeowners who could be distressed to see their property being dug up, and his team made an effort to satisfy the needs of homeowners that sometimes bordered on the extreme. He has returned to Winters twice to handle warranty claims, and City crews have solved a number of other problems that arose from the project.

The project was designed to adapt to variations on the ground from the expected installations. Many more sites incurred a charge for finding connections than anticipated. There was one major change order: The contractor was allowed to create connections instead of using a prebuilt "meter setter" product as specified by the City Engineer. In return, the contractor installed ball shut off valves at the homeowner side of new meter connections, though none were required by the plans. There was no change in cost.

City staff find the new system easy to read, with the number of malfunctioning meters small. All malfunctions appear to be with the Sensus meters that were retrofitted, and virtually all the new Badger installs work flawlessly. The technical support from National Meter (the Badger rep) has been excellent beyond compare.

The bulk of the problems with the system have to do with the interface between the City financial software (MOMS) and the Badger reading software. Errors do show up in a small percentage of accounts, and staff is developing methods to trap those errors, while at the same time working with the MOMS tech to prevent recurrence.

The three remaining non-metered sites are commercial sites with complex issues - the Pearce boat-yard, the Brzeski property, and Winters Mobile Home Park, The mobile home park meters will be installed in the next month by City crews.

## **FISCAL IMPACTS:**

### **Project costs:**

<b>Whitehawk Construction:</b>	<b>\$325,955</b>
<b>Meter equipment:</b>	<b>\$468,311</b>
<b>Total:</b>	<b>\$793,266</b>



CITY COUNCIL  
STAFF REPORT

TO: Honorable Mayor and Councilmembers  
DATE: November 15, 2011  
THROUGH: John W. Donlevy, Jr., City Manager  
FROM: John C. Wallace, City Attorney  
SUBJECT: 314 Railroad Avenue - Lease Assignment

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RECOMMENDATION: Assignment Status Report/Sublease/Discussion

BACKGROUND: The Winters Community Development Agency (CDA) acquired the real property at 314 Railroad Avenue, Winters in April of 2010. The property was, and is, the site of Cody's Restaurant. A lease was negotiated as part of the purchase with Rory and Theresa Linton, and that lease is attached for your review. The lease provides for rent of \$375 per month payable through September of 2012. The lease granted the tenant a "right of first refusal" if, at the end of the lease term, the CDA wished to rent to others. If the CDA did not lease to the Lintons at the end of the lease term, the Lintons were to receive \$30,000 as and for relocation costs. The CDA subsequently transferred its interest in the real property to the City of Winters (CITY) to offset loans owed to CITY from payments required by the State of California that the CDA did not have. The City of Winters now owns the real property, subject to this existing lease. The CITY in acquiring the real property also agreed to comply with the Downtown Redevelopment Plan, which enabled the CDA to continue financially developing the area. The CITY has received correspondence from the Lintons requesting approval of an assignment of the existing lease to Shaunie Briggs, and a signed copy of a Letter of Intent. Those you have previously received and reviewed. Written consent and approval of the landlord (CITY) is required under Paragraph 12 of the lease for any subletting or lease assignment. The City Council has previously approved such an assignment conditionally. Those conditions were set forth in a City Attorney letter which you have also reviewed. This is on the agenda for review,

and The Lintons have also indicated they may want now to Sub-lease the premises to Shaunie Briggs. Such a Sub-Lease requires City approval.

**LEGAL ANALYSIS:** The legal issue for discussion is the effect of the stay issued by the California Supreme Court in the California Redevelopment Association litigation with the State of California over redevelopment. Specifically, the legal is whether the CITY can expend relocation benefits of \$30,000 prior to the expiration of the lease term. The CITY can, if it makes findings that the assignment will continue the Downtown Redevelopment Plan. The problem is that the CDA cannot pay the \$30,000 prior to the date it is legally obligated to do so. That date under the terms of the lease is September of 2012. In other words, if the CITY pays the \$30,000 early, to help this assignment go through, there is a real risk the CITY will not be reimbursed by the CDA. The reason - the results of the litigation are not known, and there may in fact be no CDA to reimburse the expenditure. Because the City has not given notice of its intent whether to renew the lease (the CITY has until March of 2012 to do so), the Tenant can probably justifiably vacate the premises as part of business planning. If in fact the lease was surrendered and not assigned, for valid reasons, that could create the legal obligation triggering the CDA payment. I'll need further direction from the City Council, both in closed session as to my negotiation and in open session should a further direction or decision be needed.

**FISCAL IMPACT:** None other than staff costs. Existing debt/costs of \$30,000 are due and payable for relocation benefits upon the end of the lease term.



CITY COUNCIL  
STAFF REPORT

TO: Honorable Mayor and Councilmembers

DATE: November 15, 2011

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

FROM: Shelly A. Gunby, Director of Financial Management *Shelly*

SUBJECT: July 2011 Treasurer Report

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**RECOMMENDATION:**

Staff recommends that the City Council receive and file the City of Winters Treasurer Report for July 2011.

**BACKGROUND:**

The City of Winters financial policy requires monthly reports regarding receipts, disbursement and fund balances be submitted to the City Council for review. The report for July 2011 is attached.

Items of note in the attached report are as follows:

General Fund

General Fund revenues are 2% of budgeted, the following items affect the cash flows into the General Fund.

- The first installment of Property Tax will be received in January 2012.
- The first installment of Property Tax in lieu of Sales Tax will be received in January 2012.
- The first installment of Property Tax in lieu of VLF will be received in January 2012.
- Sale and use taxes are remitted to the City two (2) months after they are received by the State Board of Equalization.
- Municipal Services taxes are 8% of budget.
- Utility User Tax is -0% of budget. We receive the UUT approximately 1-3 months after the utilities are used.
- Building permit fees received are 12% of budget.
- General Fund expenditures are 11% of budget.

Other funds:

Fund 221 Gas Tax Fund: Gas Tax revenues are 0% of budgeted, we will begin receiving these funds in September 2011.

Fund 211 City Wide Assessment District: Revenues are 0% of budgeted, the first installment will be received in January 2012.

Fund 701 Non Housing Redevelopment Fund : The first installment will be received in January 2012.

711 Redevelopment Housing Fund: The first installment will be received in January 2012.

Fund 611 Water: Water fund revenues are 9% of budget and expenditures are 8% of budget.

Fund 621 Sewer: Sewer fund revenues are 9% of budget and expenditures are 18% of budget.

**FISCAL IMPACT:**

None

City of Winters  
 General Fund Revenue Summary  
 July 1, 2011 through July 31, 2011

		% of Year Complete			8%
G/L Code	Account Description	Budget 2011-2012	July Actual Actual	year to Date Actual	% of Budget Received
101-41101	Property Tax	\$ 643,731.0			
101-41102	Property Tax in Lieu of Sales Tax	75,912			
101-41103	Property Tax in Lieu of VLF	478,512			
101-41401	Sales & Use Tax	238,063			
101-41402	Prop 172	23,806			
101-41403	Franchise Fee	211,495			
101-41404	Property Transfer Tax	10,000			
101-41405	Utility Tax	790,000			
101-41406	Municipal Services Tax	294,960	24,500	24,500	8%
101-41408	TOT Tax	5,500			
101-41407	Business Licenses	24,000	500	500	2%
101-46102	Building Permits	42,193	5,179	5,179	12%
101-46103	Encroachment Permit	1,200	1,569	1,569	131%
101-46104	Other Licenses & Permits	9,940	5,762	5,762	58%
101-41507	Motor Vehicle in Lieu	28,490			
101-41509	Homeowners Property Tax Relief	16,300			
101-48106	Post Reimbursement	1,500			
101-41511	Off-Highway Motor Vehicle				
101-42102	Copy Fees	50	2	2	4%
101-42103	Plan Check Fees	18,581	653	653	4%
101-42104	Planning Application Fees	10,000			
101-42107	Project Monitoring Fees	500	2,528	2,528	506%
101-42108	Police Reports	500	15	15	3%
101-42109	Fingerprint Fees	3,500	278	278	8%
101-42111	Towing/DUI Reimbursement	1,000	115	115	12%
101-42112	Ticket Sign Off Fees	250	15	15	6%
101-42201	Recreation Fees	3,660			
101-42205	Basketball Revenues	4,400			
101-42208	Masters Swim Passes	3,600			
101-42211	Pool Ticket Sales	5,400			
101-42213	Pool Proceeds	1,350	225	225	17%
101-42212	Pool Concession Stand Revenues	4,500	800	800	18%
101-42215	Swim Passes	6,000	2,288	2,288	38%
101-42216	Swim Lessons	11,800	3,922	3,922	33%
101-42217	Water Aerobics Fees		145	145	
101-42218	Swim Team Reimbursement	8,000			
101-42301	Park Rental	750	45	45	6%
101-42303	Community Center Rental	63,920	1,273	1,273	2%
101-42308	Ambulance Service Charge	7,500	1,238	1,238	17%
101-44101	Rents/Leases Revenues	38,500	3,011	3,011	8%
101-44102	Interest Earnings	3,000	64	64	2%
101-46106	Reinspect Fee	250			
101-49101	Contributions	15,457	4,101	4,101	27%
101-49102	Reimbursements/Refunds		1,018	1,018	
101-49104	Miscellaneous Revenues	1,000	(409)	(409)	-41%
101-49106	Cash Over/Short		9	9	
101-49999	Interfund Operating Transfer	5,000			
Total General Fund Revenues		<u>\$ 3,114,070</u>	<u>\$ 58,846</u>	<u>\$ 58,846</u>	<u>2%</u>

City of Winters  
 Summary of Revenues  
 July 1, 2011 through July 31, 2011

		% of Year Complete				8%
Fund	Fund Description	Budget 2011-2012	July 2011 Actual	Year to Date Actual	Budget Remaining	% of Budget Received
101	General Fund	\$ 3,304,598	\$ 58,845	\$ 58,845	\$ 3,245,753	2%
104	Fireworks Fund		3,058	3,058	(3,058)	
211	City Wide Assessment	236,335			236,335	
212	Flood Assessment District	416			416	
221	Gas Tax	119,383			119,383	
231	State COPS AB1913	100,000			100,000	
251	Traffic Safety	10,500	25	25	10,475	
252	Asset Forfeiture	300			300	
254	Vehicle Theft Deterrent	250			250	
261	Traffic Congestion Relief	70,226			70,226	
291	Beverage Recycling	5,050			5,050	
294	Transportation	217,341			217,341	
298	Workforce Grant	141,670			141,670	
299	AFTer School Program		1,431	1,431	(1,431)	
313	STBG 96-1043 Housing & Public W	8,724	727	727	7,997	8%
321	EDBG 99-688 Buckhorn	16,168	1,450	1,450	14,718	9%
351	RLF Housing Rehab	6,697			6,697	
355	RLF Small Business	1,838	2,177	2,177	(339)	118%
411	Street Impact Fee	152,163			152,163	
412	Storm Drain Impact Fee	98,788			98,788	
414	Public Safety Impact Fee	27,172			27,172	
415	Fire Impact Fee	55,974			55,974	
416	General Facilities Impact Fee	101,080			101,080	
417	Water Impact Fee	55,974			55,974	
418	Sewer Impact Fee	108,145			108,145	
422	Landfill Capital	1,144			1,144	
424	Parks & Recreation Capital	390			390	
427	Capital Equipment	2,000			2,000	
429	Service Reserve Fund	5,000	525,000	525,000	(520,000)	999%
481	General Plan 1992	34,780			34,780	
494	CARF	300	965	965	(665)	322%
495	Monitoring Fee	34,780			34,780	
501	General Debt Service	275			275	
611	Water O & M	1,025,751	96,906	96,906	928,845	9%
612	Water Reserve	10,560			10,560	
616	Water Conservation	11,592			11,592	
617	Water Meter Fund	10,200	5,315	5,315	4,885	52%
621	Sewer O & M	1,463,063	127,963	127,963	1,335,100	9%
701	Community Redevelopment	1,448,300	290	290	1,448,010	
711	Community Redevelopment LIH	346,234			346,234	
713	2007 LIH Bond Project Fund	4,125			4,125	
751	Community Redevelopment LTD	30,663			30,663	
821	Winters Library	500			500	
831	Swim Team	71,250	27,282	27,282	43,968	38%
832	Masters Swim Program	3,000			3,000	
833	Festival de la Comunidad	6,400	1,800	1,800	4,600	28%
<b>Total Revenues</b>		<b>\$ 9,349,099</b>	<b>\$ 853,234</b>	<b>\$ 853,234</b>	<b>\$ 8,495,865</b>	<b>9%</b>

City of Winters  
Summary of Expenditures  
July 1, 2011 through July 31, 2011

		% of Year Completed					8%
Fund	Fund Description	Budget 2011-2012	July Actual	Year to Date Actual	Unspent Budget	% of Budget Spent	
101	General Fund Expenditures by Department						
110	City Council	\$ 22,870	\$ 68	\$ 68	\$ 22,802	0%	
120	City Clerk	15,440	2,216	2,216	13,224	14%	
130	City Treasurer	338	27	27	311	8%	
160	City Manager	35,812	3,435	3,435	32,377	10%	
170	Administrative Services	171,464	18,188	18,188	153,276	11%	
180	Finance	3,174	217	217	2,957	7%	
210	Police Department	1,875,476	178,861	178,861	1,696,615	10%	
310	Fire Department	741,300	59,269	59,269	682,031	8%	
410	Community Development	242,982	45,666	45,666	197,316	19%	
420	Building Inspections	101,291	10,904	10,904	90,387	11%	
610	Public Works-Administration	217,235	28,645	28,645	188,590	13%	
710	Recreation	8,050			8,050		
720	Community Center	85,161	9,898	9,898	75,263	12%	
730	Swimming Pool	69,861	21,252	21,252	48,609	30%	
999	Transfers Out		2	2	-2		
	Total General Fund Expenditure	\$ 3,590,454	\$ 378,646	\$ 378,646	\$ 3,211,808	11%	
104	Fireworks Fund		5,495	5,495	(5,495)	0%	
201	Fire Prevention Grant	750	96	96	654	13%	
211	City Wide Assessment	236,333	43,341	43,341	192,992	18%	
221	Gas Tax Fund	113,269	14,689	14,689	98,580	13%	
231	State COPS 1913	89,870	6,611	6,611	83,259	7%	
251	Traffic Safety		2,874	2,874	(2,874)		
268	STiP Downtown Phase II		167,130	167,130	(167,130)		
276	Putah Creek North Bank Imp		973	973	(973)		
291	Beverage Recycling Grant	5,000			5,000		
294	Transportation	130,810	33,597	33,597	97,213	26%	
299	After School Program	141,668	972	972	140,696	1%	
313	STBG 96-1043 Housing & Public W	8,724	727	727	7,997	8%	
321	EDBG 99-688 Buckhorn	16,168	1,450	1,450	14,718	9%	
341	Green House Reduction		3,120	3,120	(3,120)		
411	Street Impact Fee	196,596			196,596		
417	Water Impact Fee		54,192	54,192	(54,192)		
422	Landfill Capital	10,800	3,500	3,500	7,300	32%	
429	Service Reserve	500			500		
611	Water O & M	1,092,470	87,702	87,702	1,004,768	8%	
615	07 Water Bonds		15,092	15,092	(15,092)		
616	Water Conservation Fund	3,800			3,800		
621	Sewer O & M	1,213,043	223,388	223,388	989,655	18%	
626	2007 Sewer Bond		225	225	(225)		
701	Community Redevelopment	1,772,267	57,167	57,167	1,715,100	3%	
703	2007 Bond Project Fund		397,186	397,186	(397,186)		
711	Community Redevelopment LIH	582,360	21,282	21,282	561,078	4%	
713	2007 LIH Bond Project Fund	245,635			245,635		
821	Winters Library	25,000			25,000		
831	Swim Team	54,374	15,022	15,022	39,352	28%	
832	Masters Swim Program	3,000			3,000		
833	Festival de la Comunidad	6,400	80	80	6,320	1%	
846	Quilt Festival		40	40	(40)		
	Total Expenditures	\$ 9,539,291	\$ 1,534,599	\$ 1,534,599	\$ 8,004,692	16%	

City of Winters  
Fund Balance Report  
Estimated Fund Balances as of July 31, 2011

Fund	Fund Name	Audited	July 2011 Revenues	July 2011 Expenditures	Transfers In/(Out)	Estimated	Change
		Fund Balance June 30, 2011				Fund Balance July 31, 2011	From June 30, 2011
101	General Fund	\$ 1,525,826	\$ 58,846	\$ 378,647	\$ -	\$ 1,206,025	\$ (319,801)
103	Community Center and Pool	18,379			-	18,379	
104	Fireworks Fund	6,940	3,058	5,495	-	4,503	(2,437)
105	Senior Fund	1,000			-	1,000	
201	Fire Prevention Grant	1,149		96	-	1,053	(96)
208	First Time Homebuyer	83,836			-	83,836	
211	City Wide Assessment	(1,837)		43,341	-	(45,178)	(43,341)
212	Flood Assessment District	3,801			-	3,801	
221	Gas Tax	137,892		14,689	-	123,203	(14,689)
231	State COPS 1913	(82,280)		6,511	-	(88,891)	(6,611)
248	Tower Grant	(50,595)			-	(50,595)	
249	Homeland Grant	(6,500)			-	(6,500)	
251	Traffic Safety	218,506	25	2,874	-	215,657	(2,849)
252	Asset Forfeiture	14,167			-	14,167	
254	Vehicle Theft Deterrent	48,450			-	48,450	
268	STIP Downtown Phase II	(4,122)		167,130	-	(171,252)	(167,130)
276	Putah Creek North Bank Imp	(26,753)		973	-	(27,766)	(973)
277	First Five Grant	(5,947)			-	(5,947)	
279	Jardin De Ninos	4,725			-	4,725	
287	After School Program Contr	5,000			-	5,000	
291	Beverage Recycling Grant	21,200			-	21,200	
294	Transportation	420,550		33,597	-	386,953	(33,597)
299	After School Program	103,247	1,431	972	-	103,706	459
305	Community Pedestrian Grant	(4,116)			-	(4,116)	
313	STBG-96-1043 Housing and P	(29,070)	727		(727)	(29,070)	
321	EDBG 99-688 Buckhorn		1,450		(1,450)		
341	Green House Reduction	(2,880)		3,120	-	(6,000)	(3,120)
351	RLF Housing Rehabilitation	19,261			-	19,261	
352	RLF Affordable Housing	54,956			-	54,956	
355	RLF Small Business	99,652			2,177	101,829	2,177
356	RLF HOME Program	74,514			-	74,514	
411	Street Impact Fee	1,265,276			-	1,265,276	
412	Storm Drain Impact Fee	191,969			-	191,969	
413	Parks & Recreation Impact	638,073			-	638,073	
414	Public Safety Impact Fee	360,340			-	360,340	
415	Fire Impact Fee	292,062			-	292,062	
416	General Facilities Impact	339,058			-	339,058	
417	Water Impact Fee	797,945		54,192	-	743,753	(54,192)
418	Sewer Impact Fee	15,731			-	15,731	
419	Flood Control Fee	172,800			-	172,800	
421	General Fund Capital	547,866			-	547,866	
422	Landfill Capital	219,216		3,500	-	215,716	(3,500)
424	Parks and Recreation Capit	8,438			-	8,438	
427	Equipment Replacement Fund	376,194			-	376,194	
429	Service Reserve Fund	500,997	525,000		-	1,025,997	525,000
481	General Plan 1992	(490,143)			-	(490,143)	
482	Flood Control Study	(123,713)			-	(123,713)	
492	RAJA Storm Drain	28,601			-	28,601	
494	CARF	47,530	965		-	48,495	965
496	Storm Drain Non-Flood	232			-	232	
501	General Debt Service	55,757			-	55,757	
502	General LTD	(32,687)			-	(32,687)	
613	Water O & M	2,883,395	56,506	87,702	-	2,892,599	9,204
612	Water Reserve	88,072			-	88,072	
615	2007 Water Bonds	366,920		15,092	-	351,828	(15,092)
616	Water Conservation	9,037			-	9,037	
617	Water Meter Fund	105,998	5,315		-	111,313	5,315
619	Water Debt Service Fund	(3,174,554)			-	(3,174,554)	
621	Sewer O & M	4,665,374	127,963	223,388	-	4,569,919	(95,425)
626	2007 Sewer Bonds	2,139,720		225	-	2,139,495	(225)
629	Sewer Debt Service	(4,024,704)			-	(4,024,704)	
651	Central Service Overhead	(6,042)			-	(6,042)	
701	Community Redevelopment	404,664	290	57,167	-	347,787	(56,877)
703	2007 Bond Project Fund	805,794		397,186	-	408,608	(397,186)
711	Community Redevelopment LI	61,922		21,282	-	40,640	(21,282)
712	RDA Housing Project Area	242			-	242	
713	2007 LH Bond Projects	1,282,984			-	1,282,984	
751	Community Redevelopment LT	1,015,387			-	1,015,387	
821	Winters Library	78,606			-	78,606	
831	Winters Library	75,091	27,282	15,022	-	87,351	12,260
833	Festival de La Comunidad	1,321	1,800	80	-	3,041	1,720
846	Quilt Festival	808		40	-	768	(40)
911	General Fixed Assets	22,380,872			-	22,380,872	
Totals		\$ 37,021,360	\$ 851,058	\$ 1,532,421	\$ -	\$ 36,339,997	\$ (681,363)

City of Winters  
Cash and LAIF Report  
Cash and LAIF Balances as of 7/31/11

Fund	Description	Balance	
		6/30/2011	7/31/2011
101	General Fund	\$ 1,380,248	\$ 1,282,671
103	Community Center and Pool Fund	18,358	18,358
104	Fireworks Fund	6,940	4,503
105	Senior Fund	1,000	1,000
201	Fire Prevention Grant	1,148	1,148
208	First Time Homebuyer	83,736	83,736
211	City Wide Assessment	(10,610)	(48,726)
212	Flood Assessment District	3,796	3,796
221	Gas Tax	115,133	102,300
231	State COPS 1913	(94,402)	(100,903)
248	Tower Grant	(50,595)	(50,595)
249	Homeland Grant	(6,500)	(6,500)
251	Traffic Safety	214,577	214,602
252	Asset Forfeiture	14,151	14,151
254	Vehicle Theft Deterrent	48,393	48,393
276	North Bank Putah Creek Project	(26,642)	(26,642)
277	First 5 Grant	(5,947)	(5,947)
279	Jardin de Ninos	4,725	4,725
287	After School Contributions	5,000	5,000
291	Beverage Recycling Fund	21,179	21,179
294	Transportation(Including Bus Service	192,791	194,291
299	After School Program	103,988	104,505
308	ECCBG Grant	(21,000)	(2,100)
305	Community Pedestrian Grant	(4,116)	(4,116)
341	Green House	(1,755)	(2,880)
351	RLF Housing Rehab	7,609	7,609
352	RLF First Time Homebuyer	37,527	37,527
355	RLF Small Business	99,559	101,736
356	RLF-HOME Program	74,426	74,426
411	Street Impact Fee	1,169,573	1,169,573
412	Storm Impact Fee	161,793	161,793
413	Parks and Recreation Impact Fee	637,431	637,431
414	Police Impact Fee	360,340	360,340
415	Fire Impact Fee	292,062	292,062
416	General Facilities Impact Fee	338,885	338,885
417	Water Impact Fee	797,823	797,823
418	Sewer Impact Fee	432,188	432,188
419	Flood Fee	172,800	172,800
421	General Fund Capital	547,270	547,270
422	Landfill Capital	218,956	218,956
424	Parks and Recreation Capital	8,428	8,428
427	Capital Equipment Fund	52,212	52,212
429	Service Reserve	43,421	568,421
481	General Plan 1992 Study	(490,143)	(490,143)
482	Flood Control Study	1,285	1,285
492	RAJA Storm Drain	38,144	38,144
494	Capital Asset Recovery Fee	47,484	48,449
496	Storm Drain Non-Flood	232	232
501	General Debt Service	55,691	55,691
611	Water O & M	1,037,313	1,051,437
612	Water Reserve	85,906	86,759
615	07 Water Bonds	(21,524)	(21,524)
616	Water Conservation	9,026	9,026
617	Water Meter	99,171	109,091
621	Sewer O & M	1,505,445	1,501,610
626	07 Sewer Bonds	(56,175)	(56,175)
629	Sewer Debt Service	52,952	52,952
651	Central Services	13,912	136,175
701	Redevelopment	1,188,992	1,194,687
703	2007 Bond Proceeds	874,898	572,386
711	RDA Low Income Housing	48,855	27,684
712	RDA 2004 LH Bond Proceeds	242	242
713	2007 LH Bond Proceeds	1,154,415	1,154,415
751	Redevelopment LTD	472,445	472,445
821	Winters Library	78,513	78,513
831	Swim Team	75,047	87,306
838	Festival de la Comunidad	1,320	3,120
846	Quilt Festival	808	808
Total Cash		13,670,163	13,890,042



CITY COUNCIL  
STAFF REPORT

TO: Honorable Mayor and Councilmembers  
DATE: November 15, 2011  
THROUGH: John W. Donlevy, Jr., City Manager  
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*  
SUBJECT: July 2011 Investment Report

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**RECOMMENDATION:**

Staff recommends that the City Council receive and file the City of Winters monthly investment for July 2011.

**BACKGROUND:**

The City of Winters financial policy requires, at a minimum, quarterly investment earnings reports. The attached report shows the earnings for July 2011. The City of Winters is invested in the Local Agency Investment Funds (LAIF), a savings account at our local First Northern Bank, a Guaranteed Investment Contract (GIC) for the 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 report for the month of July reflects interest received from our savings account at First Northern Bank, and the interest received from the various CDBG and EDBG loans.

**FISCAL IMPACT:**

None

City of Winters  
Investment Earnings Report  
As of July 31, 2011

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Fund	Description	July Investment Earnings	Year to Date Investment Earnings
101	GENERAL FUND	\$ 64	\$ 64
313	STBG 96-1043	12	12
321	EDBG 99-688	654	654
Total Investment Earnings		<u>\$ 730</u>	<u>\$ 730</u>



CITY COUNCIL  
STAFF REPORT

TO: Honorable Mayor and Councilmembers  
DATE: November 15, 2011  
THROUGH: John W. Donlevy, Jr., City Manager  
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*  
SUBJECT: August 2011 Treasurer Report

---

**RECOMMENDATION:**

Staff recommends that the City Council receive and file the City of Winters Treasurer Report for August 2011.

**BACKGROUND:**

The City of Winters financial policy requires monthly reports regarding receipts, disbursement and fund balances be submitted to the City Council for review. The report for August 2011 is attached.

Items of note in the attached report are as follows:

General Fund

General Fund revenues are 5% of budgeted; the following items affect the cash flows into the General Fund.

- The first installment of Property Tax will be received in January 2012.
- The first installment of Property Tax in lieu of Sales Tax will be received in January 2012.
- The first installment of Property Tax in lieu of VLF will be received in January 2012.
- Sale and use taxes are remitted to the City two (2) months after they are received by the State Board of Equalization.
- Municipal Services taxes are 17% of budget.
- Utility User Tax is 6% of budget. We receive the UUT approximately 1-3 months after the utilities are used.
- Building permit fees received are 18% of budget.
- General Fund expenditures are 17% of budget.

Other funds:

Fund 221 Gas Tax Fund: Gas Tax revenues are -0% of budgeted, we will begin receiving these funds in September 2011.

Fund 211 City Wide Assessment District: Revenues are 0% of budgeted; the first installment will be received in January 2012.

Fund 701 Non Housing Redevelopment Fund: The first installment will be received in January 2012.

711 Redevelopment Housing Fund: The first installment will be received in January 2012.

Fund 611 Water: Water fund revenues are 19% of budget and expenditures are 31% of budget.

Fund 621 Sewer: Sewer fund revenues are 18% of budget and expenditures are 38% of budget.

**FISCAL IMPACT:**

None

City of Winters  
Cash and LAIF Balances  
As of August 31, 2011

Fund	Fund Description	Balance 6/30/11	Balance 8/31/11
101	General Fund	\$ 1,380,248	\$ 1,198,553
103	Community Center and Pool Fund	18,358	18,379
104	Fireworks Fund	6,940	4,503
105	Senior Fund	1,000	1,000
107	Park Maintenance		2,516
201	Fire Prevention Grant	1,148	1,054
208	First Time Homebuyer	83,736	83,836
211	City Wide Assessment	(10,610)	(51,208)
212	Flood Assessment District	3,796	3,801
221	Gas Tax	115,133	91,576
231	State COPS 1913	(94,402)	(107,678)
248	Tower Grant	(50,595)	(50,595)
249	Homeland Grant	(6,500)	(6,500)
251	Traffic Safety	214,577	218,531
252	Asset Forfeiture	14,151	14,167
254	Vehicle Theft Deterrent	48,393	48,450
267	STIP Downtown Phase II		(38,700)
276	North Bank Putah Creek Project	(26,642)	(28,599)
277	First 5 Grant	(5,947)	(5,963)
279	ardin de Ninos	4,725	4,975
287	After School Contributions	5,000	5,218
291	Beverage Recycling Fund	21,179	26,200
294	Transportation(Including Bus 5	192,791	157,543
299	After School Program	103,988	215,967
303	EECBG Grant	(21,000)	(2,100)
305	Community Pedestrian Grant	(4,116)	(7,140)
341	Green House	(1,755)	(5,000)
351	RLF Housing Rehab	7,609	7,618
352	RLF First Time Homebuyer	37,527	37,529
355	RLF Small Business	99,559	104,007
356	RLF-HOME Program	74,426	74,514
411	Street Impact Fee	1,169,573	1,170,276
412	Storm Impact Fee	161,793	161,969
413	Parks and Recreation Impact Fe	637,431	638,073
414	Police Impact Fee	360,340	360,340
415	Fire Impact Fee	292,052	292,062
416	General Facilities Impact Fee	338,885	339,058
417	Water Impact Fee	797,823	796,716
418	Sewer Impact Fee	432,188	432,288
419	Flood Fee	172,800	172,800
421	General Fund Capital	547,270	547,866
422	Landfill Capital	218,956	215,716
424	Parks and Recreation Capital	8,428	8,438
427	Capital Equipment Fund	52,212	52,271
429	Service Reserve	43,421	568,472
481	General Plan 1992 Study	(490,143)	(490,143)
482	Flood Control Study	1,285	1,287
492	RAJA Storm Drain	38,144	38,190
494	Capial Asset Recovery Fee	47,484	49,050
496	Storm Drain Non-Flood	232	232
501	General Debt Service	55,691	55,757
611	Water O & M	1,037,313	919,072
612	Water Reserve	85,906	87,911
615	07 Water Bonds	(21,524)	(22,561)
616	Water Conservation	9,026	9,037
617	Water Meter	99,171	116,744
621	Sewer O & M	1,505,445	1,303,749
626	07 Sewer Bonds	(56,175)	(59,185)
629	Sewer Debt Service	52,952	52,952
651	Central Services	13,912	41,116
701	Redevelopment	1,188,992	304,956
703	2007 Bond Proceeds	824,898	386,644
711	RDA Low Income Housing	48,865	19,613
712	RDA 2004 LIH Bond Proceeds	242	
713	2007 LIH Bond Proceeds	1,154,415	1,155,926
751	Redevelopment LTD	472,445	472,445
821	Winters Library	78,513	78,606
831	Swim Team	75,047	81,407
833	Festival de la Comunidad	1,320	4,760
846	Quilt Festival	808	768
Total Cash		\$ 13,670,163	\$ 12,380,132

City of Winters  
 Summary of Expenditures  
 July 1, 2011 through August 31, 2011

Fund #	Fund Description	Budget 2011-2012	August Actual	% of Year Completed		Actual/ Budget %
				Year to Date Actual	Balance	
101	General Fund Expenditures by Department					
110	City Council	\$ 22,870	\$ 10	\$ 78	\$ 22,792	
120	City Clerk	15,440	697	2,913	12,527	19%
130	City Treasurer	338	27	54	284	16%
160	City Manager	35,812	-422	3,013	32,799	8%
170	Administrative Services	171,464	12,973	31,161	140,303	18%
180	Finance	3,174	217	434	2,740	14%
210	Police Department	1,875,476	115,138	293,999	1,581,477	16%
310	Fire Department	741,300	49,023	108,292	633,008	15%
410	Community Development	242,982	29,542	75,208	167,774	31%
420	Building Inspections	101,291	10,557	21,498	79,830	21%
610	Public Works-Administration	217,235	-3,181	25,464	191,771	12%
710	Recreation	8,050	3,559	3,559	4,491	44%
720	Community Center	85,161	9,842	19,740	65,421	23%
730	Swimming Pool	69,861	5,274	26,526	43,335	38%
999	Transfers Out		-2			
	<b>Total General Fund Expenditure</b>	<b>\$ 3,590,454</b>	<b>\$ 233,256</b>	<b>\$ 611,939</b>	<b>\$ 2,978,552</b>	<b>17%</b>
104	Fireworks Fund			5,495	-5,495	
107	Park Maintenance		1,393	1,393	-1,393	
201	Fire Prevention Grant	750		96	654	13%
211	City Wide Assessment	236,333	26,227	69,569	166,764	29%
221	Gas Tax Fund	113,269	9,090	23,780	89,489	21%
231	State COPS 1913	89,870	6,716	13,328	76,542	15%
251	Traffic Safety			2,874	-2,874	
268	STIP Downtown Phase II			167,130	-167,130	
276	Putah Creek North Bank Improvem		3,391	4,364	-4,364	
277	First 5 Grant		30	30	-30	
287	Afterschool Donations		111	111	-111	
291	Beverage Recycling Grant	5,000			5,000	
294	Transportation	130,810	1,762	35,359	95,451	27%
299	After School Program	141,668	4,087	5,058	136,610	4%
305	Community Pedestrian Grant		5,040	5,040	-5,040	
313	STBG 96-1043 Housing & Public W	8,724	727	1,454	7,270	17%
321	EDBG 99-688 Buckhorn	16,168	1,450	2,901	13,267	18%
341	Green House Reduction			3,120	-3,120	
411	Street Impact Fee	196,596			196,596	
414	Public Safety Impact Fee		3,651	3,651	-3,651	
417	Water Impact Fee			54,192	-54,192	
422	Landfill Capital	10,800		3,500	7,300	32%
429	Service Reserve	500			500	
611	Water O & M	1,092,470	248,094	335,797	756,673	31%
615	07 Water Bonds		1,434	16,527	-16,527	
616	Water Conservation Fund	3,800			3,800	
619	Water Debt Service		6,169	6,169	-6,169	
621	Sewer O & M	1,213,043	239,338	462,725	750,318	38%
626	2007 Sewer Bond		8,058	8,283	-8,283	
629	Sewer Debt Service		7,917	7,917	-7,917	
651	Central Service Overhead		-6,042	-6,042	6,042	
701	Community Redevelopment	1,772,267	898,298	955,465	816,802	54%
703	2007 Bond Project Fund		67,745	464,930	-464,930	
711	Community Redevelopment LIH	582,360	21,552	42,834	539,526	7%
712	UH Bond Proceeds		242	242	-242	
713	2007 LIH Bond Project Fund	245,635			245,635	
751	Community Redevelopment LTD		21,471	21,471	-21,471	
821	Winters Library	25,000			25,000	
831	Swim Team	54,374	6,189	21,211	33,163	39%
832	Masters Swim Program	3,000			3,000	
833	Festival de la Comunidad	6,400	2,191	2,271	4,129	35%
846	Quilt Festival			40	-40	
	<b>Total Expenditures</b>	<b>\$ 9,539,291</b>	<b>\$ 1,819,585</b>	<b>\$ 3,354,224</b>	<b>\$ 6,185,104</b>	<b>35%</b>

City of Winters  
Fund Balances Report  
Estimated Fund Balances as of August 31, 2011

Fund	Fund Description	Audited Fund balance June 30, 2011	July 1, 2011 to August 31, 2011 Revenues	July 1, 2011 to August 31, 2011 Expenditures	Transfers In/(Out)	Estimated Fund Balance August 31, 2011	Change From June 30, 2011
101	General Fund	1,525,826	169,307	611,939	0	1,083,194	-442,632
103	Community Center and Pool	18,379			-	18,379	
104	Fireworks Fund	6,940	3,058	5,495	-	4,503	(2,437)
105	Senior Fund	1,000			-	1,000	
107	City Park Maintenance		3,687	1,393	-	2,294	2,294
201	Fire Prevention Grant	1,149		96	-	1,053	(96)
208	First Time Homebuyer	83,836			-	83,836	
211	City Wide Assessment	(1,837)		69,569	-	(71,406)	(69,569)
212	Flood Assessment District	3,801			-	3,801	
221	Gas Tax	137,892		23,780	-	114,112	(23,780)
231	State COPS 1913	(82,280)		13,328	-	(95,608)	(13,328)
248	Tower Grant	(50,595)			-	(50,595)	
249	Homeland Grant	(5,500)			-	(5,500)	
251	Traffic Safety	218,506	25	2,874	-	215,657	(2,849)
252	Asset Forfeiture	14,167			-	14,167	
254	Vehicle Theft Deterrent	48,450			-	48,450	
268	STIP Downtown Phase II	(4,122)		167,130	-	(171,252)	(167,130)
276	Putah Creek North Bank Imp	(26,793)		4,364	-	(31,157)	(4,364)
277	First Five Grant	(5,947)		30	-	(5,977)	(30)
279	Jardin De Ninos	4,725	250		-	4,975	250
287	After School Program Contr	5,000		111	-	4,889	(111)
291	Beverage Recycling Grant	21,200	5,000		-	26,200	5,000
294	Transportation	420,550		35,359	-	385,191	(35,359)
299	After School Program	103,247	116,327	5,058	-	214,516	111,269
305	Community Pedestrian Grant	(4,116)		5,040	-	(9,156)	(5,040)
313	STBG-96-1043 Housing and P	(29,070)	1,454		1,454	(29,070)	
321	EDBG 99-688 Buckhorn		2,901		(2,901)		
341	Green House Reduction	(2,880)		3,120	-	(6,000)	(3,120)
351	RLF Housing Rehabilitation	19,261			-	19,261	
352	RLF Affordable Housing	54,956			-	54,956	
355	RLF Small Business	99,652			4,355	104,007	4,355
356	RLF HOME Program	74,514			-	74,514	
411	Street Impact Fee	1,265,276			-	1,265,276	
412	Storm Drain Impact Fee	191,969			-	191,969	
413	Parks & Recreation Impact	638,073			-	638,073	
414	Public Safety Impact Fee	360,340		3,651	-	356,689	(3,651)
415	Fire Impact Fee	292,062			-	292,062	
416	General Facilities Impact	339,058			-	339,058	
417	Water Impact Fee	797,945		54,192	-	743,753	(54,192)
418	Sewer Impact Fee	15,731			-	15,731	
419	Flood Control Fee	172,800			-	172,800	
421	General Fund Capital	547,866			-	547,866	
422	Landfill Capital	219,216		3,500	-	215,716	(3,500)
424	Parks and Recreation Capit	8,438			-	8,438	
427	Equipment Replacement Fund	376,194			-	376,194	
429	Service Reserve Fund	500,997	525,000		-	1,025,997	525,000
481	General Plan 1992	(490,143)			-	(490,143)	
482	Flood Control Study	(123,713)			-	(123,713)	
492	RAJA Storm Drain	28,601			-	28,601	
494	CARF	47,530	1,520		-	49,050	1,520
496	Storm Drain Non-Flood	232			-	232	
501	General Debt Service	55,757			-	55,757	
502	General LTD	(32,687)			-	(32,687)	
611	Water O & M	2,883,395	190,899	335,797	6,169	2,744,166	(139,229)
612	Water Reserve	88,072			-	88,072	
615	2007 Water Bonds	366,920		16,527	-	350,393	(16,527)
616	Water Conservation	9,037			-	9,037	
617	Water Meter Fund	105,998	12,513		-	118,511	12,513
619	Water Debt Service Fund	(3,174,554)	5,169		6,169	(3,174,554)	
621	Sewer O & M	4,665,374	254,958	462,725	7,917	4,465,524	(199,850)
626	2007 Sewer Bonds	2,139,720		8,283	-	2,131,437	(8,283)
629	Sewer Debt Service	(4,024,704)	7,917		(7,917)	(4,024,704)	
651	Central Service Overhead	(6,042)		(6,042)	-		6,042
701	Community Redevelopment	404,664	1,050	955,465	21,471	(528,280)	(932,944)
703	2007 Bond Project Fund	805,794		464,930	-	340,864	(464,930)
711	Community Redevelopment Li	61,922		42,894	-	19,028	(42,894)
712	RDH Housing Project Area	242			(242)		(242)
713	2007 LHM Bond Projects	1,282,984			242	1,283,226	242
751	Community Redevelopment LT	1,015,387			(21,471)	993,916	(21,471)
821	Winters Library	78,606			-	78,606	
831	Winters Library	75,091	27,318	21,211	-	81,198	6,107
833	Festival de La Comunidad	1,321	4,000	2,271	-	3,050	1,729
846	Quilt Festival	808		40	-	768	(40)
911	General Fixed Assets	22,380,872			-	22,380,872	
Totals		\$ 37,021,360	\$ 1,332,853	\$ 3,314,070	\$ -	\$ 35,040,143	\$ (1,981,217)

City of Winters  
 General Fund Revenue Summary  
 July 1, 2011 through August 31, 2011

		% of Year Complete			17%
G/L Code	Account Description	Budget 2011-2012	August 2011 Actual	Year to Date Actual	% of Budget Received
101-41101	Property Tax	\$ 643,731.00			
101-41102	Property Tax in Lieu of Sales Tax	75,912			
101-41103	Property Tax in Lieu of VLF	478,512			
101-41401	Sales & Use Tax	238,063			
101-41402	Prop 172	23,806			
101-41403	Franchise Fee	211,495			
101-41404	Property Transfer Tax	10,000			
101-41405	Utility Tax	790,000	49,540	49,540	6%
101-41406	Municipal Services Tax	294,960	24,730	49,230	17%
101-41408	TOT Tax	5,500			0%
101-41407	Business Licenses	24,000	610	1,110	5%
101-46102	Building Permits	42,193	2,296	7,475	18%
101-46103	Encroachment Permit	1,200		1,569	131%
101-46104	Other Licenses & Permits	9,940	1,377	7,138	72%
101-41507	Motor Vehicle in Lieu	28,490	13,127	13,127	46%
101-41509	Homeowners Property Tax Relief	16,300			0%
101-48106	Post Reimbursement	1,500			0%
101-41511	Off-Highway Motor Vehicle				
101-42102	Copy Fees	50	20	22	44%
101-42103	Plan Check Fees	18,581	2,400	3,053	16%
101-42104	Planning Application Fees	10,000			0%
101-42107	Project Monitoring Fees	500	203	2,731	546%
101-42108	Police Reports	500	41	56	11%
101-42109	Fingerprint Fees	3,500	192	470	13%
101-42111	Towing/DUI Reimbursement	1,000	250	365	37%
101-42112	Ticket Sign Off Fees	250	25	40	16%
101-42201	Recreation Fees	3,660			0%
101-42205	Basketball Revenues	4,400			0%
101-42208	Masters Swim Passes	3,600			0%
101-42211	Pool Ticket Sales	5,400			0%
101-42213	Pool Proceeds	1,350		225	17%
101-42212	Pool Concession Stand Revenues	4,500	780	1,580	35%
101-42215	Swim Passes	6,000	1,658	3,946	66%
101-42216	Swim Lessons	11,800	130	4,052	34%
101-42217	Water Aerobics Fees			145	
101-42218	Swim Team Reimbursement	8,000			0%
101-42301	Park Rental	750	360	405	54%
101-42303	Community Center Rental	63,920	1,230	2,503	4%
101-42304	Community Center Insurance Collected		83	83	
101-42308	Ambulance Service Charge	7,500	924	2,162	29%
101-44101	Rents/Leases Revenues	38,500	5,195	8,206	21%
101-44102	Interest Earnings	3,000	64	129	4%
101-46106	Reinspect Fee	250			0%
101-49101	Contributions	15,457	4,101	8,201	53%
101-49102	Reimbursements/Refunds		522	1,541	
101-49104	Miscellaneous Revenues	1,000	598	189	19%
101-49106	Cash Over/Short		4	13	
101-49999	Interfund Operating Transfer	5,000			0%
Total General Fund Revenues		\$ 3,114,070	\$ 110,460	\$ 169,306	5%

City of Winters  
Summary of Revenues  
July 1, 2011 through August 31, 2011

		% of Year Completed				17%
Fund	Fund Description	Budget 2011-2012	August 2011 Actual	Year to Date Actual	Amount of Budget to Receive	% of Budget Received
101	General Fund	\$ 3,304,598	\$ 110,461	\$ 169,306	\$ 3,135,292	5%
104	Fireworks Fund			3,058	(3,058)	
107	Park Maintenance		3,687	3,687	(3,687)	
211	City Wide Assessment	236,335			236,335	
212	Flood Assessment District	416			416	
221	Gas Tax	119,383			119,383	
231	State COPS AB1913	100,000			100,000	
251	Traffic Saftey	10,500		25	10,475	
252	Asset Forfieture	300			300	
254	Vehicle Theft Deterrent	250			250	
261	Traffic Congestion Relief	70,226			70,226	
279	Jardin De Ninos		250	250	(250)	
291	Beverage Recycling	5,050	5,000	5,000	50	99%
294	Transportation	217,341			217,341	
298	Workforce Grant	141,670			141,670	
299	AfTer School Program		114,897	116,327	(116,327)	
313	STBG 96-1043 Housing & Public W	8,724	727	1,454	7,270	17%
321	EDBG 99-688 Buckhorn	16,168	1,450	2,901	13,267	18%
351	RLF Housing Rehab	6,697			6,697	
355	RLF Small Business	1,838	2,177	4,355	(2,517)	237%
411	Street Impact Fee	152,163			152,163	
412	Storm Drain Impact Fee	98,788			98,788	
414	Public Saftey Impact Fee	27,172			27,172	
415	Fire Impact Fee	55,974			55,974	
416	General Facilities Impact Fee	101,080			101,080	
417	Water Impact Fee	55,974			55,974	
418	Sewer Impact Fee	108,145			108,145	
422	Landfill Capital	1,144			1,144	
424	Parks & Recreation Capital	390			390	
427	Capital Equipment	2,000			2,000	
429	Service Reserve Fund	5,000		525,000	(520,000)	999%
481	General Plan 1992	34,780			34,780	
494	CARF	300	555	1,520	(1,220)	507%
495	Monitoring Fee	34,780			34,780	
501	General Debt Service	275			275	
611	Water O & M	1,025,751	99,662	196,568	829,183	19%
612	Water Reserve	10,560			10,560	
616	Water Conservation	11,592			11,592	
617	Water Meter Fund	10,200	7,199	12,513	(2,313)	123%
619	Water Debt Service		6,169	6,169	(6,169)	
621	Sewer O & M	1,463,063	134,912	262,874	1,200,189	18%
629	Sewer Debt Service		7,917	7,917	(7,917)	
701	Community Redevelopment	1,448,300	22,230	22,520	1,425,780	2%
711	Community Redevelopment LIH	346,234			346,234	
713	2007 LIH Bond Project Fund	4,125	242	242	3,883	6%
751	Community Redevelopment LTD	30,663			30,663	
821	Winters Library	500			500	
831	Swim Team	71,250	36	27,318	43,932	38%
832	Masters Swim Program	3,000			3,000	
833	Festival de la Comunidad	6,400	2,200	4,000	2,400	63%
Total Revenues		\$ 9,349,099	\$ 519,771	\$ 1,373,004	\$ 7,976,095	15%



CITY COUNCIL  
STAFF REPORT

TO: Honorable Mayor and Councilmembers  
DATE: November 15, 2011  
THROUGH: John W. Donlevy, Jr., City Manager  
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*  
SUBJECT: August 2011 Investment Report

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**RECOMMENDATION:**

Staff recommends that the City Council receive and file the City of Winters monthly investment for August 2011.

**BACKGROUND:**

The City of Winters financial policy requires, at a minimum, quarterly investment earnings reports. The attached report shows the earnings for August 2011. The City of Winters is invested in the Local Agency Investment Funds (LAIF), a savings account at our local First Northern Bank, a Guaranteed Investment Contract (GIC) for the 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 report for the month of August reflects interest received from our savings account at First Northern Bank, and the interest received from the various CDBG and EDBG loans.

**FISCAL IMPACT:**

None

City of Winters  
Investment Earnings Report  
As of August 31, 2011

	August Investment Earnings	Year to Date Investment Earnings
101 GENERAL FUND	\$ 64	\$ 129
313 STBG 96-1043	11	23
321 EDBG 99-688	<u>672</u>	<u>1,326</u>
Total Earnings	<u>\$ 747</u>	<u>\$ 1,478</u>