



**Winters City Council Meeting
City Council Chambers
318 First Street
Tuesday, March 18, 2014
6:30 p.m.
AGENDA**

Members of the City Council

*Cecilia Aguiar-Curry, Mayor
Woody Fridae, Mayor Pro-Tempore
Harold Anderson
Wade Cowan
Bruce Guelden*

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

6:00 p.m. – Executive Session

AGENDA

Safe Harbor for Closed Session - Pursuant to Government Code Section 54954.5

Public Employee Performance Evaluation – City Attorney – Pursuant to Government Code Section 54957

6:30 p.m. – Regular Session

AGENDA

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 of the Winters City Council Held on Tuesday, March 4, 2014 (pp 5-9)
- B. Resolution 2014-07, A Resolution of the City Council of the City of Winters Amending the City of Winters 2013-2014 Adopted Operating Budget for Open Purchase Orders as of June 30, 2013 (pp 10-12)
- C. Proclamation Honoring the Winters High School Girls Soccer Team (pp 13)
- D. Proclamation Recognizing March 23rd – March 29th as National Agriculture Week (pp 14)
- E. Authorize Issuance of Amendment to Professional Services Contract for Environmental Consulting Services to BSK Associates for Environmental Mitigation Services for the Walnut Park Construction Project (APN # 003 360 025) (pp 15-17)
- F. Resolution 2014-08, A Resolution of the City Council of the City of Winters Authorizing the Replacement of the Fire Department's Brush Truck Lost in Hay Kingdom Fire (pp 18-20)
- G. Approval of Project Budget Sheet (PBS) in the Amount of \$140,000 for the Railroad Avenue Improvements, Project No. 13-02 (pp 21-22)

- H. Project Acceptance – Walnut Park, Phase One, Project No. 11-03 (pp 23-25)
- I. Addendum to Intergovernmental Agreement with Yolo County Housing (“YCH”) for Grant Writing Assistance (pp 26-34)

PRESENTATIONS

Danni Thomas, Executive Director, Yolo County Arts Council
Presenting Information about the Upcoming Plein Arts Festival

Proclamation Honoring the Winters High School Girls Soccer Team

DISCUSSION ITEMS

- 1. Professional Services Contract with De Novo Planning Group to Provide NEPA/CEQA Documentation for Affordable Senior Housing and Winters Healthcare Foundation Projects on the Grant Avenue Commercial Property (APN #s 003 370 028, 003 370 029, & 003 370 030) (pp 35-51)
- 2. Housing Element Annual Progress Report (“APR”) (pp 52-59)
- 3. Discuss Agenda and Schedule Date for Budget Workshop with City Council (No Backup)

CITY OF WINTERS AS SUCCESSOR AGENCY TO THE WINTERS COMMUNITY DEVELOPMENT AGENCY

- 1.
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CITY MANAGER REPORT

INFORMATION ONLY

- 1. December 2013 Treasurer Report (pp 60-66)
- 2. December 2013 Investment Report (pp 67-68)
- 3. January 2014 Treasurer Report (pp 69-75)
- 4. January 2014 Investment Report (pp 76-77)

ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the March 18, 2014 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 March 13, 2014, and made available to the public during normal business hours.

Nancy Jensen for Nanci G. Mills

Nanci G. Mills, City Clerk

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General Notes: Meeting facilities are accessible to persons with disabilities. To arrange aid or services to modify or accommodate persons with disability to participate in a public meeting, contact the City Clerk.

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

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

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City Hall – Finance Office - 318 First Street

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Wednesday at 10:00 a.m.

Videotapes of City Council meetings are available for review at the Winters Branch of the Yolo County Library.



Minutes of the Winters City Council Meeting
Held on March 4, 2014

6:00 p.m. – Executive Session

Pursuant to Government Code Section 54957 - Public Employee Performance Evaluation – City Attorney

Mayor Aguiar-Curry said there was nothing to report out from Executive Session.

6:30 p.m. – Regular Session

Mayor Cecilia Aguiar-Curry called the meeting to order at 6:31 pm.

Present: Council Members Harold Anderson, Wade Cowan, Woody Fridae, Bruce Guelden, Mayor Aguiar-Curry

Absent: None

Staff: City Manager John Donlevy, City Clerk Nanci Mills, Assistant City Attorney Ethan Walsh, Public Works Superintendent Eric Lucero, Director of Financial Management Shelly Gunby, Housing Programs Manager Dan Maguire, and Management Analyst Tracy Jensen.

Maggie Burns from the Winters Express led the Pledge of Allegiance.

Approval of Agenda: City Manager Donlevy said there were no changes to the agenda. Motion by Council Member Fridae, second by Council Member Cowan to approve the agenda. Motion carried with the following vote:

AYES: Council Members Anderson, Cowan, Fridae, Guelden, Mayor Aguiar-Curry
NOES: None
ABSENT: None
ABSTAIN: None

COUNCIL/STAFF COMMENTS

PUBLIC COMMENTS: Lisa Baker, Chief Executive Officer with Yolo County Housing, brought a supply of 2014 Calendars/Annual Report and distributed to Council.

CONSENT CALENDAR

- A. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, February 18, 2014
- B. Proclamation of the City Council of the City of Winters Recognizing the Month of March, 2014 as American Red Cross Month
- C. Proclamation of the City Council of the City of Winters Declaring March 2014 as Women's History Month
- D. Approve the Project Budget Sheet to Add \$10,000 in Gas Tax Funding for Completion of Environmental (NEPA), and Coordination with Caltrans on the Federal Process to Obtain Funding Authorization for Construction of the Grant Avenue/Walnut Lane Roundabout, Project No. 12-04
- E. Street Closure and Amplified Sound Permit for the Buckhorn Monthly Car Shows

City Manager Donlevy gave an overview. Motion by Council Member Fridae, second by Council Member Anderson to approve the Consent Calendar. Motion carried with the following vote:

AYES: Council Members Anderson, Cowan, Fridae, Guelden, Mayor Aguiar-Curry
NOES: None
ABSENT: None
ABSTAIN: None

PRESENTATIONS

Mayor Aguiar-Curry read aloud and presented a Proclamation to Red Cross representatives Erika Spadaro and Tammy Crewdson, recognizing the Month of March, 2014 as American Red Cross Month. Ms. Crewdson said that Saturday, March 15th is Save-A-Life Saturday to be held at the Davis Farmers Market. Ms. Spadaro reported that Red Cross responds to a disaster every 16 hours and provided a shopping list for the community to use when preparing for a disaster.

DISCUSSION ITEMS

1. Public Hearing, Second Reading and Adoption of Ordinance 2014-02, an Ordinance of the City Council of the City of Winters, Amending Title 3, Chapter 3.24 of the City of Winters Municipal Code Increasing the Current Transient Occupancy Tax (TOT) from 10% to 12%

Assistant City Attorney Walsh gave an overview and indicated all procedures have been followed in order to put this item on the June ballot. If the Ordinance is adopted tonight, it is then subject to voter approval.

Mayor Aguiar-Curry opened the public hearing at 6:49 p.m. and closed the public hearing at 6:49 p.m. with no public comment.

Council Member Guelden requested comments received by Mark Skreeden be submitted as public record. City Manager Donlevy clarified Mr. Skreeden's claim that Vacaville's TOT is 8%, which is incorrect. Vacaville does have an 8% TOT, but added to it is an Excise Tax of 2%, plus a hotel business improvement district tax of 2%, for a total TOT of 12%.

Motion by Council Fridae, second by Council Member Anderson to adopt Ordinance 2014-02, amending the Winters Municipal Code to increase the City's Transient Occupancy Tax (TOT) from 10% to 12%. Motion carried with the following vote:

AYES: Council Members Anderson, Cowan, Fridae, Mayor Aguiar-Curry
NOES: Council Member Guelden
ABSENT: None
ABSTAIN: None

2. Shared Services Agreement with Winters Joint Unified School District

Public Works Superintendent Eric Lucero gave an overview of the Shared Services proposal, including Shared Services Budgets per site and a proposed weekly rotation maintenance schedule for each sport season. If approved, the proposal would then be presented to the School Board for their approval.

Council Member Cowan fully supports the proposal and said prior shared services have worked well for the City in the past. Council Member Anderson asked if the booster pump at the WHS Varsity baseball field had been removed, and if so, replaced. If the shared services proposal is accepted, all equipment will be inventoried and repairs/replacement will be determined at that time. Council Member Anderson asked City Manager Donlevy if the City was working on a similar arrangement for the swimming pool. Mayor Aguiar-Curry said shared services have been looked at for a long time and it makes sense to work together,

and added the sport season schedule is important information. Eric added that the City would work with coaches regarding the weekly rotation maintenance schedule.

Motion by Council Member Cowan, second by Council Member Fridae to approve the Shared Services Agreement with the Winters Joint Unified School District. Motion carried with the following vote:

AYES: Council Members Anderson, Cowan, Fridae, Guelden, Mayor Aguiar-Curry
NOES: None
ABSENT: None
ABSTAIN: None

3. Discussion and Request for Direction on How to Proceed with Consideration of Developer Selection for Affordable Senior Housing Project on the Grant Avenue Commercial Parcel

Housing Programs Manager Dan Maguire gave an overview. Contract Planner Heidi Tschudin is working with DeNova Planning for preparation of CEQA and NEPA to bring back to Council at the 3/18 meeting, and to the Affordable Housing Steering Committee (AHSC) on 3/24.

Dick Holdstock, 415 Dry Creek, said he is excited to see affordable senior housing coming to Winters. The City owns property and he highly recommends putting the project out to bid.

David Thompson and Kelly Ramos, representatives from Davis Senior Housing, commended the City for the competitive bidding process and thanked the City for a great set of materials.

Nancy Hesling, Regional Manager from The John Stewart Company, who has over 30,000 units nationwide.

Council Member Cowan said the timeline is aggressive, but all of the deadlines must be met for potential/substantial funding.

Motion by Council Member Fridae, second by Council Member Guelden to approve staff recommendation, approving the issuance of a Request for Proposals and Qualifications for Developers for the Development of Senior Affordable Housing (RFP/RFQ) for the Grant Avenue Commercial Property.

Mayor Aguiar-Curry reiterated the importance of meeting deadlines and asked legal counsel to clarify the RFP requirement. Assistant City Attorney Walsh said the City is not required to go through the RFP process, but is typically used to get different options and weigh the level of interest. The RFP process allows the

City to do the public's bidding based on the interest received by multiple parties. Council Member Fridae said that although the RFP process puts a crimp in the timing, it also brings a level of competition and opportunity for the City to see a greater number of applicants with competing products and prices.

Based on the previous motion made by Council Member Fridae and seconded by Council Member Guelden, the motion is approved by the following vote:

AYES: Council Members Cowan, Fridae, Guelden, Mayor Aguiar-Curry
NOES: Council Member Anderson
ABSENT: None
ABSTAIN: None

CITY OF WINTERS AS SUCCESSOR AGENCY TO THE WINTERS
COMMUNITY DEVELOPMENT AGENCY

1.

CITY MANAGER REPORT: City Manager Donlevy shared a draft copy of the agenda for the 3/4 PG&E project meeting. The City has received an application from PG&E and the NOP was filed on 3/3, entering into a 30-day comment period. The project schedule has been broken down into 6 different components, with the end date probably changing. Three joint workshops with Council and Planning Commission will be scheduled for design site plan review, creek issues, and engineering, but these workshops will require a lot of preparation from staff. Following the workshops, staff hopes to bring the project before the Planning Commission on July 22 and then to Council on August 5 (dates subject to change.) PG&E wants to open the facility in July, 2014 and will require a lot of organization and keeping on track. Council Member Cowan added that PG&E has had a lot of public meetings and workshops and suggested sharing the content of the workshops with members for preparation well ahead of the workshops.

INFORMATION: Council Member Fridae proposed inviting the WHS girl's soccer and basketball teams to the next Council meeting to receive proclamations. City Manager Donlevy said the Fire Department's Fish Fry is on Friday, March 7 and tickets are being sold vigorously!

ADJOURNMENT: Mayor Aguiar-Curry adjourned the meeting at 7:40 p.m.

Cecilia Aguiar-Curry, MAYOR

ATTEST:

Nanci G. Mills, City Clerk



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: March 18, 2014
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*
SUBJECT: Budget Adjustments for Fiscal Year 2013-2014

RECOMMENDATION:

Approve Resolution 2014-07 Approving Budget Adjustments for Fiscal Year 2013-2014 for open purchase orders as of June 30, 2013.

BACKGROUND:

As of June 30, 2013 approximately \$970,425.06 in purchase orders that were issued but not all services and/or products have been rendered/received. These amounts were approved in the 2012-2013 budget. Each year, the amount of open purchase orders from the prior year are included as budget adjustments in the current year.

This is an annual budget adjustment to encumber the funds committed at year end for multiple year projects.

FISCAL IMPACT:

None

RESOLUTION 2014-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS AMENDING THE CITY OF WINTERS 2013-2014 ADOPTED OPERATING BUDGET FOR OPEN PURCHASE ORDERS AS OF JUNE 30, 2013

WHEREAS, On May 15th 2012 the City Council of the City of Winters adopted operating budget for Fiscal Year 2012-2013 and 2013-2014; and

WHEREAS, items budgeted in 2012-2013 had purchase orders issued, but merchandise was not delivered, or projects were incomplete as of June 30, 2013.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Winters that the adopted operating budget for fiscal year 2013-2014 be amended as follows:

Section 1: Increase budgeted expenditures in the following funds and accounts

a. 621-57913-640 Miscellaneous Capital Projects-Sewer	1,214.85
b. 251-57611-210 Vehicle Additions-Police Department	15,624.92
c. 427-52213-999 Computer Equipment-City Wide	15,402.17
d. 611-54419-630 Professional Services-Water	1,245.00
e. 621-54419-640 Professional Services-Sewer	1,245.00
f. 276-54411-650 Architect/Engineering-North Bank Putah Creek	94,910.66
g. 101-54411-161 Architect/Engineering-Housing and Econ. Dev.	17,800.00
h. 101-52715-210 Vehicle Repair-Police	37.00
i. 221-54411-660 Architect/Engineering-Streets	24,945.35
j. 289-54411-660 Architect/Engineering- Dry Slough Bridge	153,874.35
k. 318-57511-650 Furniture & Fixtures - Walnut Park	4,723.56
l. 318-54411-650 Architect/Engineering-Walnut Park	17,892.42
m.278-54411-650 Architect/Engineering-Walnut Park	38,021.38
n. 278-54419-650 Professional Services - Walnut Park	3,000.00
o. 251-57611-210 Vehicle Additions - Police	2,804.99
p. 101-52915-310 Safety Equipment - Fire	9,216.46
q. 294-54411-660 Architect/Engineering-Streets	37,419.65
r. 257-57612-310 Vehicle Replacements	531,047.30

PASSED AND ADOPTED by the City Council, City of Winters, this 18th day of March 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Cecilia Aguiar-Curry, Mayor

ATTEST:

Nanci G. Mills, CITY CLERK



**A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF WINTERS
RECOGNIZING THE WINTERS HIGH SCHOOL LADY WARRIORS SOCCER
TEAM AS THE BUTTE VIEW LEAGUE CHAMPIONS AND
THE NORTHERN SECTION DIVISION II CHAMPIONS**

WHEREAS, the Lady Warriors were undefeated in their 2014 season with a 21-0-1 record, setting a new school record are ranked #1 in the entire Northern Section in all Divisions; and,

WHEREAS, the Lady Warriors outscored their opponents 95-7, and set record-setting scoring statistics as follows: 95 goals (4.3 per game), 68 assists (3.0 per game), 258 points (11.7 per game); and,

WHEREAS, the Lady Warriors posted a total of 15 record-setting shutouts, and at one time had a 7-game shutout streak during the season and also recorded the longest winning streak with 13 straight wins; and,

WHEREAS, the Lady Warriors were the champions of the Garces Holiday Tournament in Bakersfield, one of the largest soccer tournaments in the country; and,

WHEREAS, the Lady Warriors had six of the top ten players in the Northern Section Division II and the Butte View League in goals and points scored, including #1 Sofia Evanoff, #2 Tasha Panattoni, #4 Meghan Murphy, #7 Angelica Arellano, #8 Vanessa Arellano and #10 Adriana Jimenez; and

NOW, THEREFORE, BE IT RESOLVED the City of Winters City Council on behalf of the Citizens of the City of Winters hereby recognizes the accomplishments of the Winters High School Lady Warriors Soccer Team for their incredibly successful season culminating with earning the title of Butte View League Champions and Northern Section Division II Champions.

PASSED AND ADOPTED, this 18th Day of March, 2014.

Mayor Cecilia Aguiar-Curry

Mayor Pro Tem Woody Fridae

Councilmember Harold Anderson

Councilmember Wade Cowan

Councilmember Bruce Guelden

City Manager John W. Donlevy, Jr.

ATTEST: City Clerk Nanci G. Mills



**A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF WINTERS
RECOGNIZING "NATIONAL AGRICULTURE WEEK"**

WHEREAS, agriculture is the Nation's most basic industry and it's associated production, processing and marketing segments together provide more jobs than any other industry; and

WHEREAS, it is also very important to the local economy with Yolo County generating \$645,766,504 of agricultural sales in 2012; and

WHEREAS, American agriculture deserves special recognition for its incredible achievements in feeding, clothing, and sheltering our country; and

WHEREAS, maintaining a healthy agriculture industry necessitates that all American consumers understand agriculture's effect on their lives and well-being; and

WHEREAS, Spring is an ideal time to recognize the contributions of the agriculture industry of the world.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WINTERS, do hereby proclaim March 23rd – March 29th, 2014, as "National Agriculture Week" in the City of Winters in recognition of the importance of agriculture in our community.

PASSED AND ADOPTED this 18th day of March, 2014, by the following roll call vote:

AYES: Council Members Anderson, Cowan, Fridae, Guelden, Mayor Aguiar-Curry
NOES: None
ABSENT: None
ABSTAIN: None

Councilmember Harold Anderson

Councilmember Wade Cowan

Councilmember Woody Fridae

Councilmember Bruce Guelden

Mayor Cecilia Aguiar-Curry

City Manager John W. Donlevy, Jr.

ATTEST: City Clerk Nanci G. Mills



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE: March 18, 2014
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Dan Maguire, Economic Development and Housing Manager *DM*
SUBJECT: Authorize Issuance of Amendment to Professional Services Contract for Environmental Consulting Services to BSK Associates for Environmental Mitigation Services for the Walnut Park Construction Project (APN # 003 360 025)

RECOMMENDATIONS:

1) Receive the report from staff recommending the issuance of a Amendment to the contract for Professional Services for Environmental Consulting Services to be Used as a Basis for Environmental Mitigation for the Walnut Park Construction Project, and 2) Authorize the City Manager to execute a amendment to the contract with BSK Associates for the Consultant Services.

BACKGROUND:

The City is under contract to receive Prop 84 grant funds from the California State Parks and Recreation Department, having already received CDBG grant funds from the State's CDBG General Allocation Program. Funding from both sources is being utilized for the development of a new city park to be located on the 5 acre parcel (APN # 003 360 025) between Dutton Street and Walnut Lane due east of the new Orchard Village Apartments. The developer of the Orchard Village Apartments (Pacific West Companies) secured the services of the Municipal Resource Group ("MRG") to work with staff to prepare and submit the Statewide Park Program Grant application ("Prop 84") for the development of the 3.4 acre portion of the 5 acre park. MRG did substantial community outreach to assist in the preparation of the successful grant application, with the attached Landscape Master Plan being one of the resulting work products. This conceptual plan, along with the CDBG and Prop 84 grant contracts define the project deliverables.

As defined by the environmental report for Orchard Village, the park site includes .38

acres of seasonal wetlands that will need to be mitigated. The Prop 84 Grant included a \$200,000 budget for environmental mitigation. City Council approved a Professional Services Contract for BSK at the July 17, 2012 Council meeting. BSK prepared a Section 10 for environmental mitigation for the site, which the City submitted to California State Department of Fish and Wildlife in January of 2013. The original projection from BSK was that Fish & Wildlife's review of Section 10 submittal typically took approximately 10-12 months. On February 3, 2014, Staff received communication from BSK that based on a contact with Mike Thomas, head of the Section 10 HCP program, the City of Winters Section 10 application would not be reviewed. Per the BSK communication, Mike said "that the Service was short staffed and that no new applications had been assigned to staff members". They have more HCP's than they can process at current staffing levels. He offered two potential alternatives to the Section 10 application process: 1) the applicant can avoid the wetlands, or 2) the EA could trigger a Section 7 consultation. Staff subsequently discussed the options with BSK staff. Based on that discussion staff asked BSK to define the scope of work and cost associated with pursuing Section 7 as the option of avoiding the wetlands results in that portion of the park being undevelopable.

FISCAL IMPACTS:

Total contract amendment cost is not to exceed \$18,301. The issuance of the Professional Services Contract Addendum will have no impact on City's General Fund or other City funds as expenses incurred in providing Park Project Environmental Mitigation Services are eligible for reimbursement under the terms of the Prop 84 Grant. Mitigation services are an eligible pre-construction cost under the terms of the Prop 84 Grant. Similarly, the estimated cost of preservation mitigation of \$156,250 is also eligible for reimbursement from the Prop 84 Grant.

ATTACHMENTS:

BSK Scope Element / Cost Estimate

/

February 25, 2014

BSK Project E1204801S

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

Re: Task Order 2. Cost Amendment for the Winters Orchard Village Park Project

Dear Mr. Donlevy,

The following outlines the estimated cost of the Section 7 application for filling the vernal pool wetlands at the Orchard Village Park. The following additional scope elements are estimated to cost:

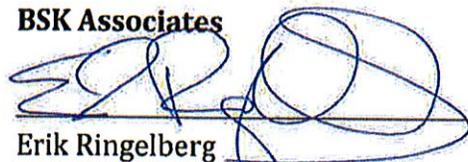
- Creation of project site figure and description: \$1,800
- Preparation of USACE NWP application and agency engagement: \$2,400
- Preparation of DFW 1600 application and agency engagement: \$2,400
- Cost to file the 1600 application: \$4,912
- Preparation of CVRWQCB 401 Certification application and agency engagement: \$2,400
- Cost to file the 401 application: \$2,889
- Preparation of revised Technical Memorandum for existing Biological Assessment, requesting USFWS review and consideration of new project detail: \$1,500
- Cost of preservation mitigation for 0.38 acres of filled vernal pool wetlands at a standard 3:1 mitigation ratio: \$156,250

The estimated sum total of the above-listed items is \$174,551

Please note that regulatory agencies may require additional studies and mitigation beyond those identified here. If you have any questions or comments, I can be reached at 916-853-9293, ext. 112.

Respectfully submitted,

BSK Associates



Erik Ringelberg
Ecological Services Group Manager



Vanessa Emerzian
Senior Environmental Scientist



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: March 10, 2014
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Aaron McAlister, Fire Chief
Ron Karlen, Fire Division Chief
SUBJECT: Resolution 2014-08, a Resolution of the City Council of the City of Winters Approving the Purchase of One New Brush Unit to Replace Destroyed Unit

RECOMMENDATION:

Adopt Resolution 2014-08 authorizing a budget amendment to the Fire capital outlay budget not to exceed \$94,071.00. This amount includes the insurance deductible of \$25,000 paid by the City of Winters and the \$69,071.00 covered by the insurance loss coverage.

BACKGROUND:

In September of 2013 the Winters Fire Department responded to a large fire at Hay Kingdom. The fire consumed five acres of hay product, machinery and buildings as it spread at a rapid rate. During fire suppression efforts, a Brush Unit was completely destroyed.

The Brush Unit lost was a 1985 F-350 pickup with a skid mount pump and tank. Additional equipment, radios and personal protective equipment were lost as well. The Winters Fire Department will build a similar unit as a replacement; however, the unit will be built with some added features to enhance its capabilities under the current needs of the department.

New Vehicle Specifications

The new Brush Unit will be built with the following specifications:

- F-450 Chassis with long bed and 4-door cab
- 200 gallon tank and skid mount pump
- Foam cell and foam application system
Emergency lighting and radios
- Storage space for equipment and personal protective equipment

FISCAL IMPACT:

The cost to the city will be the \$25,000.00 insurance deductible and the rest of the cost will be paid through the insurance company in the amount of \$69,071.00. The city will use the Equipment Replacement Funds to cover the expenditures. The city will attempt to recover the deductible through billing the responsible party.

The price breakdown is as follows:

F-450 Chassis	\$49,228.00
Cascade skidmount pump and tank	\$18,873.00
Code 3 package and radios	16,379.00
Additional Items	\$9,587.00
Total Project not to Exceed	\$94,071.00

ATTACHMENTS:

1. Resolution

Resolution No. 2014-08

A Resolution of the City Council of the City of Winters Adopting A Resolution Authorizing a Budget Amendment to the Fire Capital Outlay Budget not to Exceed \$94,071.00. This Amount Includes the Insurance Deductible of \$25,000.00 Paid by the City of Winters and the \$69,071.00 Covered by the Insurance Loss Coverage

WHEREAS, The City of Winters Fire Department suffered a loss of a Brush Unit during a large fire at Hay Kingdom in September of 2013 and,

WHEREAS, Staff is recommending to purchase a replacement Brush Unit and,

WHEREAS, the City of Winters will allocate funds from the equipment replacement fund in the amount of \$25,000.00 and insurance loss coverage in the amount of \$69,071.00 will complete the project with a total amount not to exceed \$94,071.00.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Winters, that the City Manager John Donlevy is authorized to amend the Fire Capital Outlay Budget on behalf of the City and through the City Manager, the Fire Chief is directed to finalize the purchase of a new Brush Unit.

DULY AND REGULARLY ADOPTED this 18th day of March, 2014 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

CITY OF WINTERS

Cecilia Aguiar Curry, Mayor

ATTEST:

Nanci G. Mills, City Clerk



TO: Honorable Mayor and Council Members
DATE: March 18, 2014
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Alan Mitchell, City Engineer
SUBJECT: Project Budget Sheet for Railroad Avenue Improvements, Project No. 13-02.

RECOMMENDATION: Staff recommends Council approve the Project Budget Sheet in the amount of \$140,000 for the Railroad Avenue Improvements, Project No. 13-02.

BACKGROUND: In August 2013, the City applied to SACOG under their Community Design Funding Program, in Category 3. The City was awarded a \$100,000 Community Design Grant, to complete environmental (CEQA), design and construction for the Railroad Avenue Improvements, Project No. 13-02. A Project Budget Sheet (PBS) has been prepared for Council approval.

It has been over 20 years since the last rehabilitation of this segment of Railroad Avenue. Therefore, years of "wear and tear" from car, truck, and ag equipment traffic have impacted the road surface, affecting the ride-ability for all modes of travel. Over the years, development of a new Library, expansion of the High School parking lot, and residential development including a low-income apartment complex, have increased the use of this important road segment. The segment is the main entrance to Winters from the north.

The proposed project will include pavement overlay, upgrade of non-compliant curb ramps, bike lane or signage, and a storm drainage inlet in front of the HS parking lot.

The Railroad Avenue Improvement Project will improve ride-ability and ensure a safe passage for all modes of travel.

Staff recommends the City Council approve the PBS (March 2014).

ALTERNATIVES: None recommended by staff.

FISCAL IMPACT: The attached PBS includes \$100,000 from the SACOG Community Design Grant and \$40,000 local match out of TDA.

Attachments: Project Budget Sheet (March 2014)

**Railroad Avenue Pavement Rehabilitation
Project Budget Sheet**

CIP#: 13-02
Last Updated: March 2014
Project Owner: Public Works
Project Manager: Alan Mitchell

MPFP#(s):
Original Approval: March 2014
Project Resource: Contract City Engineer

Description:

Funding will be utilized for environmental review, design, and construction of improvements on Railroad Avenue, between Grant Ave. and Niemann St. Specifically, the improvements will include rehabilitation of deficient pavement, curb ramps, signs and striping, and storm drainage improvements in front of the HS parking lot.

Authority:

General authority to maintain the existing city street infra-structure. This project will generally enhance the community amenities and ridability for this segment.

Budget:

Item	%	Amount	Item	%	Amount
Testing and Inspection		\$ 13,000	CEQA		\$ 1,000
Pre-Design/Utility Coord.		\$ 5,000	Bidding/Construction		\$ 115,000
Design/Construction Docs		\$ 6,000			
			Project Total:		\$ 140,000

Financing Schedule:		Project Start:	2014	Project Completion:	2014
Phases:					
Fund Code:		294			
Name:	SACOG Grant	TDA	Blank	Blank	Blank
Prior FY:	\$ -				FY Totals
FY 13/14:	\$ 12,000	\$ 5,000			\$ -
FY 14/15:	\$ 88,000	\$ 35,000			\$ 17,000
Fund Totals:	\$ 100,000	\$ 40,000	\$ -	\$ -	\$ -
					\$ 140,000

Recommended for Submittal
Recommended for Approval (Dept. Head)
Finance Department Approval
City Manager Approval

 Alan Mitchell, Project Manager (date)

 Nicholas J Ponticello, City Engineer (date)

 Shelly Gunby, Director of Finance (date)

 John Donlevy, City Manager (date)



STAFF REPORT

TO: Honorable Mayor and Council Members
DATE: March 18, 2014
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Dan Maguire, Economic Development and Housing Manager *DM*
SUBJECT: Project Acceptance – Walnut Park Phase One, Project No. 11-03

RECOMMENDATION:

Staff recommends that City Council accept the Walnut Park Phase One project as complete and direct the City Clerk to file a Notice of Completion.

BACKGROUND:

On June 18, 2013 City Council awarded a contract to G D Nielson Construction, Inc. for the Phase One construction of Walnut Park. The project was completed during the month of September 2013 and determined to be acceptable by Staff.

Council originally authorized a construction budget of up to \$408,000, which included direct purchase of equipment and fixtures (authorized by City Council May 7, 2013). After fixture purchases, the remaining authorized budget was \$375,540 for park improvements, including contingency. The final construction cost was \$368,555.25.

ALTERNATIVES:

None recommended by staff.

FISCAL IMPACT:

The cost of this project is being paid through the 2010-2011 CDBG Grant program (CDBG General Allocation - 10-STBG-6745).

This Document is Recorded
For the Benefit of the City of
Winters, California, and is
Exempt from Fee Per Government Code
Sections 6103 and 27383

When Recorded, Mail to:
City of Winters
318 First Street
Winters, California 95694
Attention: Winters City Clerk

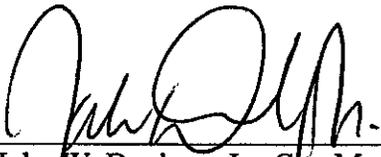
**NOTICE OF COMPLETION
AND NOTICE OF ACCEPTANCE**

**Project Title: WALNUT PARK
CITY PROJECT NO. 007-13**

NOTICE IS HEREBY GIVEN that I, John W. Donlevy, Jr., as the City Manager and Project Agent of the City of Winters, County of Yolo, State of California, on the 12th day of March, 2014, did file with the Department of Public Works of said City my Certificate of Completion of the following described work, the contract for which was heretofore awarded to G D Nielson Construction, Inc. of Napa, California, and entered into on July 2, 2013, in accordance with the specifications for said work filed with said Department of Public Works and adopted by the Public Works Director of said City:

- a. Name of Project: Walnut Park;
- b. Nature of Project: This project involved the construction of a park, including landscaping, park equipment, sidewalks and paths.
- c. Name of Property Owner: The City of Winters;
- d. Name of Direct Contractor: G D Nielson Construction, Inc.
- e. Name of Construction Lender: None
- f. Name of Party Giving This Notice: City of Winters, property owner.
- g. Name of surety providing Direct Contractor's Bond: State National Insurance Company, Inc administered by: Contractor Managing General Insurance Agency Inc.
- h. Date of Acceptance by the City of Winters: November 13, 2013
- i. Date of Completion: Same as Date of Acceptance above.
- j. Project Location: 820 Walnut Lane, Winters, CA 95694
- k. Real Property Yolo County Assessor's Parcel APN: 003 360 025

Dated: March 12, 2014.



John W. Donlevy, Jr., City Manager



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE: March 18, 2014
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Dan Maguire, Economic Development and Housing Manager *DM*
SUBJECT: Addendum to Intergovernmental Agreement with Yolo County Housing ("YCH") for CDBG Grant Writing Assistance

RECOMMENDATIONS:

1) Receive the report from staff recommending the approval of an addendum to the Intergovernmental contract for Professional Services for Community Development Block Grant ("CDBG") Consulting Services, and 2) Authorize the City Manager to execute a contract addendum with YCH for the Consultant Services.

BACKGROUND:

At the March 19, 2013 Council meeting, the City Council authorized entering into an Intergovernmental contract with Yolo County Housing for WCH to provide technical assistance and guidance in executing the CDBG General Allocation Grant contract (Grant # 10-STBG-6745) and in complying with the reporting requirements. Funding from this grant was utilized for Phase One of the development of a new city park, Walnut Park, located on the 5 acre parcel (APN # 003 360 025) between Dutton Street and Walnut Lane due east of the new Orchard Village Apartments.

Normally, Federal Procurement Guidelines (associated with receiving Federal Funds such as CDBG) for contracting for Professional Services require the jurisdiction to utilize an RFP/RFQ process for the selection of the service provider. Intergovernmental Agreements are exempt from this requirement, as long as the HUD guidelines are adhered to in the contract language.

Staff recommends the City enter into addendum contract with YCH to provide Grant writing assistance in preparing a Grant Application for the 2014 CDBG NOFA, with that NOFA having an April 11, 2014 application deadline. As a potential source of funds for the Affordable Senior Housing project on the Grant Avenue Commercial property, the

2014 CDBG NOFA includes up to \$1,500,000 for Infrastructure in Support of Housing. YCH and Yolo County entered into a similar agreement earlier this year for YCH to provide Grant writing assistance and Grant execution oversight to the County under a shared services agreement.

Due to time and schedule constraints, YCH was not able to finalize the addendum by the City Council agenda packet deadline; however, staff is recommending Council approval based on review and approval of the addendum by the City Attorney prior to the City Manager executing the addendum.

FISCAL IMPACTS:

Total contract cost is TBD; however YCH did provide staff with a "Not to Exceed" budget of \$6,000. The issuance of the Addendum to the Intergovernmental Agreement Contract will have little to no impact on City's General Fund as expenses incurred in providing the CDBG Grant writing assistance will be funded primarily through the City's existing Activity Delivery and General Administrative budgets within the CDBG Program Income account.

ATTACHMENTS:

Existing Intergovernmental Agreement with YCH

CITY OF WINTERS

AGREEMENT NO. 004-13

**(Intergovernmental Agreement for Grants Management Services Between
the City of Winters and Yolo County Housing)**

This Agreement is made this 19th day of March, 2013,
by and between the City of Winters and Yolo County Housing for the professional
services of general review and grants management.

A. Services To Be Provided By Yolo County Housing. During the term of this Agreement, Yolo County Housing will undertake all of the following services in a professional, responsible and competent manner: Serve as the grants management consultant to the City of Winters, serving to provide technical assistance and guidance in executing existing CDBG grant, technical assistance in meeting reporting requirements and similar grants management projects.

B. Compensation and Expenses to Be Paid By City of Winters. For the professional services provided during the term of this Agreement, services will be billed at the following hourly rates:

Grants Consultant (Lisa Baker) \$95.00
Labor Compliance Review (Fred Ichtertz) \$50.00
Grants and Labor Office Assistant (Cristina Brambila) \$15.00

All office-related (OMB Circular A-87) costs and expenses are included in this amount not including travel expenses for Labor Compliance Review Officer and Office Assistant. Mileage for Grants Consultant is included. Mileage is reimbursable at the rate of \$0.51 per mile. The parties may mutually agree to modify in writing the mileage compensation rate to conform with current IRS standards, if there is an unanticipated increase or decrease in cost necessitating that adjustment.

C. Payment for Services. Yolo County Housing will submit an invoice on a monthly basis, unless the parties mutually agree otherwise. Within fifteen (15) days at the end of each month, Yolo County Housing will submit an invoice to the City of Winters for services rendered under the Agreement to the following address:

City of Winters
Attention: City Manager
318 First Street
Winters, CA 95694

The invoice submitted pursuant to this Paragraph shall show the City of Winters Agreement number, if any, hours worked by each person who performed services

during the billing period, the hourly rate of pay for each person who performed services, the dates on which the services were performed, a description of the services performed, and such other information as the City of Winters may reasonably require.

Within thirty (30) calendar days of the City of Winters City Manager's authorization for payment of an invoice, the City's Finance Director shall either issue the payment or advise Yolo County Housing in writing of any concerns that the Finance Director has with the request and any need for further documentation.

The City of Winters reserves the right to withhold payments in the event of Yolo County Housing's performance being materially non-compliant with the Agreement. Yolo County Housing's final invoice shall be clearly marked "FINAL."

D. Applicable Laws. In the performance of the services set forth in Paragraph A above, Yolo County Housing shall comply with all applicable laws, including those set forth in Attachment "A".

E. Indemnification/Hold Harmless. Yolo County Housing shall indemnify, defend, and hold harmless the City of Winters, its city council, officials, and employees from and against any and all loss, damages, liability, claims, suits, costs and expenses, including reasonable attorney's fees, arising from Yolo County Housing's performance of this Agreement, with the exception of matters that are based upon the negligent or intentional acts or omissions of the City of Winters, its city council, officials and employees. The City of Winters shall indemnify, defend, and hold harmless Yolo County Housing, its board, commission, officials, and employees from and against any and all loss, damages, liability claims, suits, costs and expenses, including reasonable attorneys' fees arising from the City of Winters performance of this Agreement, with the exception of, and in proportion to, matters that are based on the negligent or intentional acts or omissions of Yolo County Housing, its board, commission, officials and employees.

F. Insurance. On or before the commencement of the term of this Agreement, Yolo County Housing shall furnish the City of Winters with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of insurance coverage. Such certificates, which do not limit Yolo County Housing's indemnification, shall also contain substantially the following statement: "Should any of the above insurance covered by this certificate be canceled or coverage reduced before the expiration date thereof, the insurer affording coverage shall provide thirty (30) days' advance written notice to the City of Winters by certified mail." It is agreed that Yolo County Housing shall maintain in force at all times during the performance of this Agreement all appropriate coverage of insurance required by this Agreement with an insurance company that is acceptable to the City of Winters and licensed to do insurance business in the State of California. Endorsements naming the City of Winters as additional insured shall be submitted with the insurance certificates.

1. Coverage: Yolo County Housing shall maintain the following insurance coverage:

(a) Workers' Compensation: Statutory coverage as required by the State of California.

(b) Liability: Commercial general liability coverage in the following minimum limits:

Bodily Injury:	\$1,000,000	each occurrence
	\$2,000,000	aggregate - all other
Property Damage:	\$1,000,000	each occurrence
	\$2,000,000	aggregate

If submitted, combined single limit policy with aggregate limits in the amounts of \$1,000,000 will be considered equivalent to the required minimum limits shown above.

(c) Automotive: Comprehensive automotive liability coverage in the following minimum limits:

Bodily Injury:	\$1,000,000	each occurrence
	\$2,000,000	aggregate - all other
Property Damage:	\$1,000,000	each occurrence
	\$2,000,000	aggregate - all other

or

Combined Single Limit:	\$1,000,000	each occurrence
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2. **Subrogation Waiver:** Yolo County Housing agrees that in the event of loss due to any of the perils for which it has agreed to provide comprehensive general and automotive liability insurance, Yolo County Housing shall look solely to its insurance for recovery. Yolo County Housing hereby grants to City of Winters, on behalf of any insurer providing comprehensive general and automotive liability insurance to either Yolo County Housing or City of Winters with respect to the services of Yolo County Housing herein, a waiver of any right to subrogation, which any such insurer of said Yolo County Housing may acquire against City of Winters by virtue of the payment of any loss under such insurance.

3. **Failure to Secure:** If Yolo County Housing at any time during the term hereof should fail to secure or maintain the foregoing insurance, the City of Winters shall be permitted to obtain such insurance in the Yolo County Housing's name or as an agent of the Yolo County Housing and shall be compensated by the Yolo County Housing for the costs of the insurance premiums at the maximum rate permitted by law and computed from the date written notice is received that the premiums have not been paid.

4. **Additional Insured:** the City of Winters, its city council, officers, and employees shall be named as an additional insured under all insurance coverages, except any professional liability insurance, required by this Agreement. The naming of an additional insured shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured. An additional insured named herein shall not be held liable for any premium, deductible portion of any loss, or expense of any nature on this policy or any extension thereof.

of California. Any action or proceeding arising out of this Agreement shall be filed and resolved in a court of competent jurisdiction located in Woodland, California.

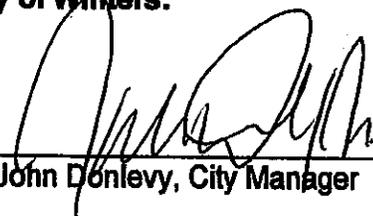
L. **Severability.** If any provision of this Agreement is adjudicated by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Agreement shall continue in full force and effect.

M. **Amendment.** This Agreement may only be amended in writing signed by both parties, and any other purported amendment shall be of no force or effect. This Agreement may be amended to both extend the term and conditions, as well as to add tasks. Yolo County Housing will not begin new tasks without express written permission of the City of Winters.

N. **Entire Agreement.** This Agreement and its Attachments constitutes the entire agreement between the City of Winters and Yolo County Housing and supersedes all prior negotiations, representations, or agreements, whether written or oral.

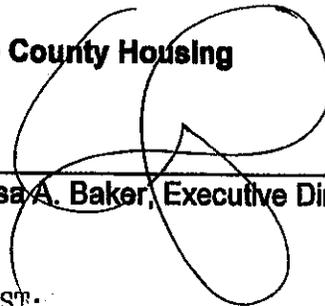
IN WITNESS WHEREOF, the parties have entered into this agreement on the day and year set forth above.

City of Winters:

By 
John Donlevy, City Manager

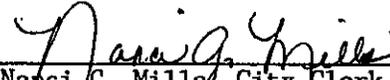
Dated: 4-8-2013

Yolo County Housing

By 
Lisa A. Baker, Executive Director

Dated: March 25, 2013

ATTEST:

By: 
Nanci G. Mills, City Clerk
City of Winters

Dated: 4/8/13

**Subgrantee and Contractor
Certifications and Assurances**

.....
Certification and Assurance: The subgrantee or contractor executing this certification hereby assures and certifies that it will comply with all of the applicable requirements of the following, as the same may be amended from time to time, including adding appropriate provisions to all contracts between Grantee and Subgrantees or Contractors:

- (1) Compliance with Community Development Block Grant regulations found at 24 CFR 570.1 – 570.913 and Appendices
- (2) Compliance with applicable OMB Circulars, including A-133 and A-87 as required
- (3) Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or subgrantees)
- (4) Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (All contracts and subgrants for construction or repair)
- (5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2000 awarded by grantees and subgrantees when required by Federal grant program legislation)
- (6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)
- (7) Notice of awarding agency requirements and regulations pertaining to reporting.
- (8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.
- (9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.

- (10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- (11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.
- (12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000).

The information contained in this certification is true and accurate, to the best of my knowledge.

Name of Subgrantee or Contractor	Name and Contract Number: Yolo County Housing	
Signature of Authorized Certifying Official:	Title:	Date:

WARNING: Section 1001 of the Title 18 of the United States Code (Criminal Code and Criminal Procedure, 72 Stat.967) applies to this certification. 18 U.S.C. 1001, among other things, provides that whoever knowingly and willfully makes or uses a document or writing knowing the same to contain any false, fictitious or fraudulent statement or entry, in any matter within jurisdiction of any department or agency of the United States, shall be fined no more than \$10,000 or imprisoned for not more than five years, or both.



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Council Members
DATE: March 18, 2014
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Dan Maguire, Economic Development and Housing Manager *DM*
SUBJECT: Agreement with De Nova Planning Group to Provide NEPA (“National Environmental Policy Act”) and CEQA (“California Environmental Quality Act”) documentation for proposed development of the Grant Avenue Commercial property (APN #s 003 370 028, 003 370 029, & 003 370 030)

RECOMMENDATION:

Approve and authorize the City Manager to execute a Professional Services Agreement with De Nova Planning Group for preparation of the NEPA/CEQA Documentation for Senior Housing and Winters Healthcare Foundation projects on the Grant Avenue Commercial property.

BACKGROUND:

At the March 4, 2014 Council meeting, the City Council authorized the issuance of a Request for Proposal/Qualifications for an Affordable Senior Housing Project to be located at the Grant Avenue Commercial property. Staff has also had preliminary discussions with the senior staff of the Winters Healthcare Foundation (“WHF”) to determine their interest in consolidating their operations to a single site located on the Grant Avenue Commercial property. The staff at WHF was very receptive and subsequently advised the WHF board of the discussions at their March board meeting.

DISCUSSION:

The initiation of the RFPQ process triggered the need to conduct the appropriate level of CEQA review. The need for preparation of NEPA documentation is a triggered by the anticipated funding applications for Federal funds in conjunction with the two projects. Staff will be working with Yolo County Housing to prepare an application for funds to support the Affordable Senior Housing project under the 2014 CDBG NOFA. Starting the NEPA documentation process is a threshold requirement of that CDBG Grant application. Contract Planner Heidi Tschudin

normally assists the City in preparing the documentation for these environmental documents/processes but based on staff's recent discussions with Heidi, staff was directed to check De Nova Planning Group's expertise level on CEQA and NEPA due to availability and capacity constraints with Heidi. Consultant Tschudin suggested we pursue a Professional Services agreement with De Nova, with Heidi providing oversight/review. De Nova provided the City with assistance on the recently adopted Housing Element update and staff was very satisfied with the services provided.

FISCAL IMPACT:

De Nova's estimated budget to complete the work is \$41,515. The proposed agreement provides for a not to exceed amount of \$41,515, which will be paid from a combination of Affordable Housing Bond proceeds and the Community Development Planning Budget. The costs incurred associated with the Senior Housing project will be paid by Affordable Housing Bond proceeds with the WHF portion paid for from CD Planning. The proposal was structured to reflect separate documentation for the Senior Housing and the WHF project as it is unknown if the WHF project will be pursued. It should also be noted that while the NEPA requirements of the two projects have many shared components, there are different NEPA requirements from the two potential Federal funding agencies. As an example, the CDBG funding is under HUD NEPA requirements, while WHF would most likely apply for their project funding from HRSA ("Health and Human Services Administration"), which is part of the U.S. Department of Health and Human Services.

ATTACHMENTS:

De Nova Planning Group Proposal



March 9, 2014

Mr. Dan Maguire
Economic Development and Housing Manager
City of Winter
318 First Street
Winters, CA 95694

SUBJECT: Proposal to Provide NEPA/CEQA Documentation for the Senior Housing and WHF Projects

Dear Dan,

De Novo Planning Group is pleased to provide the City with a scope of work for CEQA and NEPA documentation to address the Senior Housing and Winters Healthcare Foundation Facility projects.

The Senior Housing project is expected to received federal Community Development Block Grant funds, administered through the State Housing and Community Development Department for the US Department of Housing and Urban Development. The Winters Healthcare Foundation Facility project is expected to receive federal funds administered by the US Health Resources and Services Administration of the US Department of Health and Human Services.

Our approach will provide separate CEQA and NEPA documents for each of the projects, in order to make the environmental review process straightforward for each of the federal reviewing agencies. Technical studies will be prepared that will be used to support the documentation for both projects in order to expedite the process and maximize the effectiveness of the technical reports.

Our team has a unique understanding of the issues associated with the environmental review for affordable housing and community services projects as our project manager, Beth Thompson, has experience both in the administration of CDBG grants for small cities and entitlement jurisdictions as well as in the preparation of CEQA and NEPA documents.

We are committed to preparing useful, readable documents that comply with CEQA and NEPA and meet the City's needs in a timely fashion and for a reasonable budget. We look forward to working with the City on this project. If you have any questions regarding this submittal, please do not hesitate to contact me at (916) 812-7927 or at bthompson@denovoplanning.com.

Sincerely,

DE NOVO PLANNING GROUP

Senior Housing and WHF Projects: NEPA/CEQA Documentation Scope of Work

INTRODUCTION

De Novo Planning Group understands that the City of Winters is seeking a consultant to complete the environmental review for the development of the Grant Avenue Commercial parcel with two separate projects: 1) a senior housing and community center project (Senior Housing project), and 2) a community healthcare facility (WHF Facility). This scope of work provides an overview of our understanding of the projects, our approach to the analysis, a detailed work program for the environmental documentation for each project, a budget, and a project schedule.

We understand that the City will apply for federal Community Development Block Grant funds for the Senior Housing project that will require compliance with the National Environmental Protection Act (NEPA). We further understand that the community healthcare facility would be operated by the Winters Healthcare Foundation (WHF) which would seek federal Health Resources and Services Administration (HRSA) funds that would require compliance with NEPA. Each of the projects would also require compliance with the California Environmental Quality Act (CEQA).

Each of the projects requires preparation of an Environmental Assessment (EA) to comply with NEPA. De Novo anticipates that the Environmental Assessment for each project would result in a Finding of No Significant Impact (FONSI).

De Novo anticipates that a Categorical Exemption prepared for each of the projects will comply with CEQA.

The De Novo Team is pleased to present this proposal to the City of Winters to prepare an EA for the senior housing project and a separate EA for the healthcare facility. Each EA will be prepared consistent with the NEPA requirements of its associated federal agency. De Novo will use each EA as supporting documentation to prepare a brief Categorical Exemption in order to comply with CEQA. This approach will allow each reviewing agency, HUD and HRSA, to on the document with which they are familiar and will avoid any confusion that could occur from combining the CEQA/NEPA documents.

The De Novo Planning Group will prepare an EA and IS that assess the potential of each project to have a significant impact on the environment. This scope of work and cost estimate anticipates that no additional technical analysis, beyond that described in this scope of work, will be necessary to complete each EA/FONSI and Categorical Exemption.

PROJECT UNDERSTANDING

The City owns a vacant 2.95-acre site (Lot 3 of Lot Line Adjustment 2013-01) located at 176 East Grant Avenue) and is in the process of planning for the future development of the site. The City is seeking a developer for a senior housing project on a portion of the site. In a separate process, the City is evaluating the remaining portion of the site for development with a community healthcare facility that would be operated by WHF.

The Senior Housing project would include up to 41 units of multifamily housing that would serve the senior population. The senior housing would be affordable to households earning 80 percent or less of the area median income. A senior center that would serve the City's senior community may be developed in conjunction with the senior housing. The Senior Housing project also includes the development of an on-site circulation system, parking, and public and private water, sewer, electrical, natural gas, and telecommunication infrastructure necessary to serve the development.

Senior Housing and WHF Projects: NEPA/CEQA Documentation Scope of Work

The senior housing and, if constructed, senior center would be partially funded by federal CDBG funds.

The WHF Facility project would include up to 20,000 square feet of medical offices. The WHF project also includes the development of an on-site circulation system, parking, and public and private water, sewer, electrical, natural gas, and telecommunication infrastructure necessary to serve the development. The WHF project would receive federal HRSA funds.

The primary access to the Senior Housing project and the WHF project will be from a roundabout at the Grant Avenue/Walnut Street intersection. The roundabout has been approved and funded, but has not yet been constructed.

TECHNICAL STUDIES

Based on our understanding of the Senior Housing and WHF Facility projects, De Novo Planning Group anticipates that technical studies regarding air quality, biological resources, cultural resources, hazards, noise, and traffic will need to be performed. De Novo will perform the air quality and biological resources studies. Our subconsultant team includes Peak and Associates (cultural resources), j.c. brennan & associates (noise), and Natural Investigations Company (hazards). De Novo understands that the City will contract directly with Fehr & Peers for a traffic impact assessment.

APPROACH TO CEQA/NEPA REVIEW

The EA for each of the projects must be prepared in a manner consistent with the NEPA requirements of the federal agency that administers the funding for the project. The Senior Housing Project will receive CDBG funds that are administered by the U.S. Department of Housing and Urban Development (HUD). The WHF project will receive funds that are administered by HRSA.

The De Novo team will prepare an EA for each project that meets the federal reviewing agency's requirements. A separate CEQA document will be prepared for each project; the CEQA document will be based on the EA in order to streamline document preparation, reduce redundancies, and reduce costs.

SCOPE OF WORK

The following scope of work identifies the specific tasks associated with the NEPA and CEQA environmental review for each project

TASK 1 – START-UP AND PROJECT DESCRIPTION

De Novo will prepare a project description for each project that discusses the key elements of the project, including proposed uses, site access, construction schedule, and requested entitlements. De Novo will attend a start-up meeting with the City to discuss and refine the project description for each of the projects, alternatives to the project that will be addressed in each EA, and the approach to the environmental analysis.

TASK 2 - TECHNICAL STUDIES

The De Novo team will prepare the following technical studies that will support the environmental documents for the

Senior Housing and WHF Projects: NEPA/CEQA Documentation Scope of Work

- **Biological Resources Assessment.** This biological resources assessment will be a site-specific assessment of the 2.95-acre site. De Novo's staff biologist will perform a reconnaissance-level survey, including a wetland assessment. If the survey is performed during the floristic period (generally March to May), the survey can serve as a plant survey. Various biological database searches, including a search of the California Natural Diversity Database (CNDDDB), the California Native Plant Society's Electronic Inventory, the California Wildlife-Habitat Relationships database, and the United States Fish and Wildlife Service's regional list of special-status species, will be performed to identify special-status species and sensitive habitats and communities that are potentially present in the vicinity of the site. The biological resources assessment will include a summary of local biological resources, including descriptions and mapping of known plant communities, and the associated plant and wildlife species, sensitive biological resources, and habitats known to occur or with the potential to occur in the project vicinity. Potential adverse effects to biological resources will be identified and feasible mitigation measures will be provided, if necessary, to reduce impacts on biological resources and to ensure compliance with the federal and state regulations.

Note: This scope does not include the following: protocol-level surveys, jurisdictional delineations, regulatory permitting, CDFW filing fees.

- **Cultural Resources Assessment.** Peak and Associated will prepare a cultural resources assessment that includes the following tasks:
 1. A record search will be conducted for the project area through the Northwest Information Center of the California Historical Resources Information System to determine if there are additional surveys of the project sites. We assume shape files will be available for the search.
 2. The Native American Heritage Commission will be re-contacted for a review of the Sacred Lands files. Contact will be made with identified local Native American groups with the results of the survey. A second round of contact will be made. Any comments they have will be included in the report.
 3. A field inspection will be made of the property to determine whether there are prehistoric or historic period cultural resources present within the project area. Any sites discovered will be recorded.
 4. The report will be prepared so as to meet both the CEQA and federal guidelines. The report will be completed detailing the results of the record search, Native American consultation, cultural background, field survey methods and results, site evaluations to the degree possible, conclusions and recommendations.
- **Phase I Environmental Site Assessment.** Natural Investigations Company will prepare a Phase I Environmental Site Assessment that includes the following tasks:
 1. Records Review – A records search will be conducted to obtain information that will identify recognized environmental conditions in connection with the Property, using due diligence and all reasonably ascertainable information sources. The records search and review will address the following:

Senior Housing and WHF Projects: NEPA/CEQA Documentation Scope of Work

- Physical setting summary (overview of soils, geology, hydrogeology, surface water)
 - Historical US Geological Survey topographic map and aerial photograph sequence analyses
 - Spatial query of the State Water Resources Control Board's GeoTracker database
 - Query of federal, state, and private environmental databases (purchase of a "Radius Map" database report from EDR, Inc.)
 - Review and summary of title research
 - Building permit review, as necessary
 - Case file reviews at County offices, as necessary
 - Summary of any previous environmental reports (including library searches), as necessary
2. Site Reconnaissance – At least one reconnaissance-level field survey will be performed of the property to identify current land conditions and current land uses, hazardous materials storage, usage, and disposal, and indications of any recognized environmental conditions such as odors, stained soils, distressed vegetation, unlabeled drum storage, etc. The field survey will include visual inspection of the site and photographic documentation of existing conditions.
 3. Interviews - Property owners and occupants will be interviewed, as necessary and to the extent that contact with prior owners and occupants can be made, to determine past uses of the properties, any remedial actions or permits, and current hazmat storage, usage, and disposal. An interview will be conducted with the current property owner or they will be requested to fill out a standard environmental questionnaire. As needed, neighbors, previous owners, and regulatory agencies will be contacted via form letter, phone conversations, and/or personal interviews.
 4. Report Preparation – The findings of the previous tasks and supporting documentation will be provided in a final Phase 1 ESA Report. The report will include a professional opinion of the impact upon the project site of known or suspect environmental conditions and will provide conclusions regarding environmental conditions. The report will be signed and stamped by a Qualified Professional (equivalent to a REA 1 under the DTSC program)

Note: This scope of work and cost estimate does not include any soil or water sampling or other site investigation procedures normally associated with a Phase II ESA. These services can be provided at an additional cost.

- **Environmental Noise Assessment.** j.c. brennan & associates will prepare a noise study that addresses both the Senior Housing project and the WHF Facility project. j.c. brennan & associates, Inc. will conduct an analysis of exterior and interior noise exposure at the project site according to the requirements of HUD and the City of Winters. This will include a visit to the project site to conduct noise level measurements of existing traffic and industrial noise sources in the project vicinity. j.c. brennan & associates, Inc. will prepare a report which

Senior Housing and WHF Projects: NEPA/CEQA Documentation Scope of Work

analyzes project noise levels relative to the required HUD and City of Winters criteria and identifies noise control measures for noise levels that exceed acceptable standards.

- **Air Quality Analysis.** De Novo will prepare an air quality analysis for each of the projects. The air quality analysis will be performed using the California Emission Estimator Model (CalEEMod)TM (v. 2013.2) to estimate project-level operational emissions for each of the projects. Air pollutant emissions, which include mobile source, area source, and energy emissions of criteria pollutants that would result from operations of each project will be identified. An evaluation of each project's consistency with the Statewide Implementation Plan will be made.

TASK 3 – SENIOR HOUSING ENVIRONMENTAL DOCUMENTATION

Task 3a – Senior Housing Environmental Assessment/Finding of No Significant Impact

De Novo will prepare the EA/FONSI based on the HUD Environmental Assessment Guidelines for Housing Projects and the guidance provided in the State of California CDBG Grant Management Manual (Chapter 3, Environmental Review Requirements). The Environmental Assessment will include the following sections:

Introduction. Information required to be provided in the EA, including the responsible entity, certifying officer, project name, project location, estimated project cost, and grant recipient, will be provided. The introductory section will also include the following:

Conditions for Approval. All mitigation measures that will be adopted by the City to eliminate or minimize adverse environmental impacts will be listed. De Novo will work with City staff when crafting mitigation measure language to ensure that the mitigation approach does not conflict with the approach taken on other projects and that the timing that fits into the City's development review process.

Statement of Purpose and Need. A statement of the purpose of the project and brief description of the need for the project will be provided.

Project Description. All contemplated actions that are either geographically or functionally part of the project will be described. This section will include a description of the senior housing, the senior center, on-site circulation, and infrastructure improvements necessary to serve the project.

Existing Conditions and Trends. The existing environmental conditions in the project area, including the condition of the project site, significant environmental resources that are known to be present on or in the vicinity of the project site, and identification of surrounding land uses, will be described.

Finding. A determination of whether the project will result in a significant impact on the quality of the human environment will be made.

Statutory Worksheet. De Novo will complete the Statutory Worksheet checklist to determine the Senior Housing project's level of compliance with applicable statutes, Executive Orders, and regulations. De Novo will provide concise analysis for each checklist item and include practicable mitigation to reduce adverse environmental effects, where appropriate. Topics that will be addressed include:

Senior Housing and WHF Projects: NEPA/CEQA Documentation Scope of Work

Historic Preservation: To determine whether the proposed project would result in adverse effects on historic properties, including cultural resource sites, the De Novo team will conduct a cultural resources study as described under Task 2. The results of this study will be summarized in response to the checklist item.

Floodplain Management: Executive Order 11988, Floodplain Management, is intended to avoid impacts associated with new development in floodplains and to avoid support of such development where there is a practicable alternative. It is not anticipated that the project site is located in a floodplain, coastal high hazard area, or floodway and it is therefore not likely that Executive Order 11988 would apply. De Novo will consult and reference FIRM maps to support this determination.

Wetlands Protection: While it is not anticipated that the proposed project would result in adverse effects to wetlands, a biological resources assessment will be conducted that will identify sensitive habitats on the project site, including wetlands. The results of the biological resources assessment will be summarized in response to this checklist item.

Coastal Management Zone Act: The project site is not located within the coastal zone. De Novo will provide the appropriate documentation to support the conclusion that the site does not fall under the jurisdiction of the Coastal Management Zone Act.

Sole Source Aquifers: There are six sole source aquifer in the southwestern part of the continental United States, and the nearest sole source aquifer to the San Francisco Bay Area is the Santa Margarita Aquifer in Scotts Valley, in Santa Cruz County. De Novo does not anticipate that the proposed project would result in adverse effects to a sole source aquifer.

Endangered Species Act: The biological resources assessment, prepared under Task 2, will be used to describe the biological conditions at the site. De Novo anticipates that if any potential impacts on federally protected (listed or proposed) threatened or endangered species or their habitats are identified, that implementation of mitigation would reduce potential impacts to an acceptable level.

Wild and Scenic Rivers: De Novo will provide documentation to support the conclusion that no wild or scenic rivers are located within one mile of the proposed project.

Air Quality: The Clean Air Act prohibits federal funding for projects that do not conform to the EPA-approved air quality State Implementation Plan. The conclusions and any mitigation measures identified by the technical air quality analysis, as described in Task 2, will be used to respond to the checklist question.

Farmland Protection Policy Act: De Novo will review the Important Farmlands map and will provide documentation to support the conclusion that the proposed project would not occur within prime or unique farmland, or other farmland of statewide or local importance.

Environmental Justice: De Novo will determine whether the proposed project could raise environmental justice issues - that is, whether the action would have disproportionately high and adverse human health or environmental effects on minority and low income populations. De Novo will consider: 1) economic, racial, and ethnic demographics of the area population; 2) whether the area population already suffers from disproportionate adverse health and environmental effects relative to the community at large; and 3) whether the action would contribute to a substantial cumulative exposure to environmental

Senior Housing and WHF Projects: NEPA/CEQA Documentation Scope of Work

hazards for the area population. De Novo will use information from the 2010 U.S. Census and the 2008-2012 American Community Survey to support the analysis.

Noise Abatement and Control: Using the information provided in the noise study described in Task 2, De Novo will determine the level of site acceptability (e.g., "Acceptable," "Normally Unacceptable," or "Unacceptable") of the proposed project's location. If the site is located within a "Normally Unacceptable" or "Unacceptable" noise zone based on HUD Noise Assessment Guidelines for calculating noise levels, De Novo will propose appropriate attenuation features in accordance with HUD environmental criteria.

Toxic/Hazardous/Radioactive Materials, Contamination, Chemicals or Gases: De Novo does not anticipate that the project site is contaminated by toxic chemicals or radioactive materials that could affect the health and safety of future occupants. Using the Phase 1 Environmental Site Assessment prepared under Task B, De Novo will provide a summary discussion of the following: 1) whether the site is listed on an EPA Superfund National Priorities or equivalent State list; 2) whether the site is located within 3,000 feet of a toxic or solid waste landfill site; 3) whether underground storage tanks are located at the site; and 4) whether the site is known or suspected to be contaminated by toxic chemicals or radioactive materials.

Siting of HUD-Assisted Projects near Hazardous Operations: Using the Phase 1 Environmental Site Assessment prepared for the project site under Task B, De Novo will determine whether the site of the proposed project is located near hazardous operations handling conventional fuels or chemicals or an explosive or flammable nature. If the site is located within the immediate vicinity of such an operation, De Novo will provide a preliminary calculation of the acceptable separation distance between this operation and the site. If necessary, De Novo will use resources provided by HUD, such as the "Accessible Separation Distance Electronic Assessment Tool," to prepare mitigation to reduce potential impacts to an acceptable level.

Airport Clear Zones and Accident Potential Zones: De Novo will determine whether the site of the proposed project is located within an airport runway clear zone (CZ) of a civil airport or within a clear zone or accidental potential zone (APZ) at a military airfield. De Novo does not anticipate that the proposed project would conflict with a CZ or an APZ and will reference the appropriate documentation to support this conclusion.

Environmental Assessment Checklist. De Novo will complete the Environmental Assessment Checklist to determine the proposed project's effects on the character, features, and resources of the surrounding area. De Novo will provide concise explanatory comments for each checklist item, and will include mitigation to reduce environmental effects where appropriate. This component of the EA will address the following issues:

Land Development: De Novo will describe the proposed project's effects on land development issues, including: conformance with the General Plan and zoning, compatibility with surrounding development, geologic factors such as slope, erosion, and soil suitability, potential hazards, including site safety, energy consumption, noise, including contribution to community noise levels, air quality, and environmental design.

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Socioeconomic: De Novo will describe the proposed project's socioeconomic effects, including: demographic character changes, potential displacement, and employment and income patterns.

Community Facilities and Services: De Novo will describe the proposed project's impacts on community facilities and services, including: educational facilities, commercial facilities, health care facilities, social services, water, storm water, and sewer infrastructure, public safety (e.g., police services, fire protection, and emergency medical services), open space and recreation, and transportation, which will reference the Fehr & Peers analysis that will be performed under the direction of the City.

Natural Features: De Novo will describe the proposed project's impacts on natural features, including: water resources, surface water, unique natural features, and vegetation and wildlife.

Alternatives to the Proposed Action: Other reasonable courses of action that were considered and not selected, such as alternative sites, design modifications, other uses of the site, and a no project alternative, will be described. Potential benefits and adverse impacts associated with each alternative will be briefly described. The reasons for rejecting the various alternatives will be identified.

Task 3b – Senior Housing Categorical Exemption

De Novo will prepare the Categorical Exemption based on Section 15332 (In-fill Development Projects) of the State CEQA Guidelines. The Categorical Exemption will be based on the EA and will include the following:

Introduction. The Introduction will briefly describe the purpose of the document and the future use of the document for processing subsequent permits.

Project Description. The Project Description will provide a complete and detailed description of the project. The Project Description will aid the public and interested agencies in understanding the project's area-wide context and its potential environmental impacts.

Analysis of Individual Environmental Topics. This section, the main body of the Categorical Exemption will provide documentation that the project meets the following conditions set forth in Section 15332:

- Project consistency with the General Plan and zoning requirements.
- Project location criteria.
- Biological resources criteria.
- Traffic, noise, air quality, and water quality criteria.
- Availability and capacity of all required utilities and public services.

Note: This scope of work and budget assumes that the project meets all of the Class 32 criteria. If Class 32 criteria are not met, De Novo will provide the City with a scope of work and cost estimate for an Initial Study/Mitigated Negative Declaration.

Task 3c – Preparation of Public Draft Documents

The Senior Housing EA and Senior Housing Categorical Exemption will be submitted to the City in administrative draft form for review. Comments received from City staff will be incorporated into

Senior Housing and WHF Projects: NEPA/CEQA Documentation Scope of Work

the Senior Housing EA and the Senior Housing Categorical Exemption that are prepared for public circulation. This scope of work anticipates that the City will also review a "Screen-check Draft" before each document is finalized.

De Novo will prepare the FONSI to be provided with the EA for public review. De Novo will provide the City with a list of federal agencies that should be notified of the Senior Housing EA public review period and will provide the City with directions for the HUD review process.

It is anticipated that the City will publish any necessary notices and distribute the documents to the appropriate agencies and the public.

Task 3d –Response to Public and Agency Comments

De Novo will prepare a response to comments received during the public review of the Senior Housing EA/FONSI and the Senior Housing Categorical Exemption, as well as an attachment identifying any revisions to either document as a result of public comment. We anticipate receiving approximately up to 10 hours of De Novo staff time to prepare responses in the form of a memorandum to the City.

TASK 4 – WHF FACILITY ENVIRONMENTAL DOCUMENTATION

Task 4a - WHF Facility Environmental Assessment/Finding of No Significant Impact

De Novo will complete the HRSA Environmental Information and Documentation (EID) form and the WHF Facility EA/FONSI based on the guidance provided in the HRSA Specific Project Type Environmental and Historic Preservation Requirements. The EID form and EA/FONSI will address the similar topics that were addressed under the statutory worksheet and environmental assessment checklist items that were included in the Senior Housing Facilities EA prepared under Task 3a. However, the EID checklist has a greater level of detail and requires that more specific issues be addressed. Typically, the EID form is completed in advance of the EA. However, due to the concurrent nature of Tasks 3 and 4, both documents can be completed simultaneously as the information for the EA will be readily available while the EID is prepared. Where appropriate, information from the Senior Housing EA/FONSI will be used to streamline the process.

The EID form will address the following:

Use of Natural Resources: EID checklist items regarding land use planning, scope of project, type of project, alteration in land use by development, floodplains, flood flows, wetlands, soils, park land, and mineral resources will be addressed and documentation of findings will be provided, where necessary.

Pollution: EID checklist items regarding air pollution, health standards, sedimentation and erosion control measures, discharge of biohazard wastes, groundwater contamination, seismicity, sole source aquifer, percolation, stormwater/wastewater discharge, hazardous conditions, noise, radiation, and waste and recycling will be addressed and documentation of findings will be provided, where necessary.

Populations: EID checklist items regarding increases in population, provision of transportation, health, education, and welfare service, transient population, and plant and animal populations will be addressed and documentation of findings will be provided, where necessary.

Human Services: EID checklist items regarding disruption of or changes in the demand for food and water supplies, electrical power and heating, wastewater removal, solid waste removal,

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health services, and other public services will be addressed and documentation of findings will be provided, where necessary.

Human Values. EID checklist items regarding historical properties, endangered or threatened species, agricultural lands, coastal zone lands, and wild or scenic rivers will be addressed and documentation of findings will be provided, where necessary.

De Novo will prepare the WHF Facility EA/FONSI based on the findings of the EID form completed under Task 4a and the guidance provided in the HRSA Specific Project Type Environmental and Historic Preservation Requirements. The Environmental Assessment will include the following sections:

Introduction. Information required to be provided in the EA, including the responsible entity, certifying officer, project name, project location, estimated project cost, and grant recipient, will be provided. The introductory section will also include the following:

Conditions for Approval. All mitigation measures that will be adopted by the City to eliminate or minimize adverse environmental impacts will be listed. De Novo will work with City staff when crafting mitigation measure language to ensure that the mitigation approach does not conflict with the approach taken on other projects and that the timing that fits into the City's development review process.

Statement of Purpose and Need. A statement of the purpose of the project and brief description of the need for the project will be provided.

Project Description. All contemplated actions that are either geographically or functionally part of the project will be described. This section will include a description of the senior housing, the senior center, on-site circulation, and infrastructure improvements necessary to serve the project.

Existing Conditions and Trends. The existing environmental conditions in the project area, including the condition of the project site, significant environmental resources that are known to be present on or in the vicinity of the project site, and identification of surrounding land uses, will be described.

Finding. A determination of whether the project will result in a significant impact on the quality of the human environment will be made.

Affected Environments and Potential Impacts of the Project and Alternatives. De Novo will complete the analysis of affected environments to determine the WHF Facility project's level of compliance with applicable statutes, Executive Orders, and regulations. De Novo will provide concise analysis for each topic and will include practicable mitigation to reduce adverse environmental effects, where appropriate.

Many of the checklist items that were completed under Task 3a are applicable to the WHF Facility project and will not require additional analysis (e.g., the analysis provided in the Senior Housing EA/FONSI will be re-used in the WHF Facility EA/FONSI). Topics that will not require additional analysis (beyond that provided in the EID form and under Task 3a) include: historic preservation, floodplain management, wetlands protection, coastal management zone act, wild and scenic rivers, sole source aquifers, endangered species act, farmland protection policy act,

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site contamination, and environmental justice issues. Topics that will require analysis specific to the WHF Facility project include:

Geology, Seismicity, and Soils. The WHF Facility project may include larger structures than the Senior Housing project and, depending on the type(s) of soil present on the project site, may be susceptible to soil failure issues that may not occur with the smaller building types associated with the Senior Housing facility. Potential adverse impacts associated with geology, seismicity, and soils will be addressed and mitigation will be provided, where necessary.

Land Use and Zoning. Applicable land use and zoning regulations will be described. Specific uses associated with the proposed project will be identified and analyzed regarding consistency with land use and zoning regulations.

Public Health and Safety. Potential impacts associated with public health and safety, including use of radiation and disposal of medical waste, will be described and mitigation will be provided, where necessary.

Air Quality: The Clean Air Act prohibits federal funding for projects that do not conform to the EPA-approved air quality State Implementation Plan. The conclusions and any mitigation measures identified by the technical air quality analysis, as described in Task 2, will be used to analyze the consistency of the WHF Facility project with the SIP.

Noise: Using the information provided in the noise study described in Task 2, De Novo will determine the potential impacts associated with construction and operation of the proposed project. If the site is located within a "Normally Unacceptable" or "Unacceptable" noise zone based on the City's noise standards and HUD's guidelines (HRSA has not adopted noise guidelines), De Novo will propose appropriate attenuation features in accordance with HUD environmental criteria.

Alternatives to the Proposed Action: Other reasonable courses of action that were considered and not selected, such as alternative sites, design modifications, other uses of the site, and a no project alternative, will be described. Potential benefits and adverse impacts associated with each alternative will be briefly described. The reasons for rejecting the various alternatives will be identified.

Task 4b – WHF Facility Categorical Exemption

De Novo will prepare the Categorical Exemption based on Section 15332 (In-fill Development Projects) of the State CEQA Guidelines. The Categorical Exemption will be based on the EA and will include the following:

Introduction. The Introduction will briefly describe the purpose of the document and the future use of the document for processing subsequent permits.

Project Description. The Project Description will provide a complete and detailed description of the project. The Project Description will aid the public and interested agencies in understanding the project's area-wide context and its potential environmental impacts.

Analysis of Individual Environmental Topics. This section, the main body of the Categorical Exemption will provide documentation that the project meets the following conditions set forth in Section 15332:

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- Project consistency with the General Plan and zoning requirements.
- Project location criteria.
- Biological resources criteria.
- Traffic, noise, air quality, and water quality criteria.
- Availability and capacity of all required utilities and public services.

Note: This scope of work and budget assumes that the project meets all of the Class 32 criteria. If Class 32 criteria are not met, De Novo will provide the City with a scope of work and cost estimate for an Initial Study/Mitigated Negative Declaration.

Task 4c – Preparation of Public Draft Documents

The WHF Facility EA and WHF Facility Categorical Exemption will be submitted to the City in administrative draft form for review. Comments received from City staff will be incorporated into the WHF Facility EA and the WHF Facility Categorical Exemption that are prepared for public circulation. This scope of work anticipates that the City will also review a “Screen-check Draft” before each document is finalized.

De Novo will prepare the FONSI to be provided with the EA for public review. De Novo will provide the City with a list of federal agencies that should be notified of the Senior Housing EA public review period and will provide the City with directions for the HUD review process.

It is anticipated that the City will publish any necessary notices and distribute the documents to the appropriate agencies and the public.

Task 4d – Response to Public and Agency Comments

De Novo will prepare a response to comments received during the public review of the WHF Facility EA/FONSI, as well as an attachment identifying any revisions to either document as a result of public comment. We anticipate receiving approximately up to 10 hours of De Novo staff time to prepare responses in the form of a memorandum to the City.

De Novo will also prepare CEQA Findings, consistent with Section 15074 of the CEQA Guidelines, for adoption of the Mitigated Negative Declaration and approval of the project.

TASK 5 – MEETINGS AND PROJECT MANAGEMENT

De Novo staff anticipates up to three meetings, either staff-level meetings or public hearings, for the Project. De Novo will have regular calls with City staff to review the status of the environmental documents, discuss any City comments, and discuss the status of the projects.

DELIVERABLES

De Novo will deliver the administrative draft, screencheck draft, and public review draft of the EA/FONSI and Categorical Exemption for each project in electronic form. The documents will be e-mailed in both MS Word and .pdf formats. Hard copies will be printed at the request of the City and billed at cost.

Senior Housing and WHF Projects: NEPA/CEQA Documentation Scope of Work

COST ESTIMATE

De Novo will complete Tasks 1 through 5 for a not-to-exceed cost of \$41,515 that is anticipated to be allocated as shown in the following table.

If the WHF Facility component is removed from the Scope of Work, the De Novo team will complete the technical studies and CEQA/NEPA analysis for the Senior Housing project for \$33,665, \$8,225 of which is technical study costs.

TASK/ACTIVITY	Project Manager (hours) \$125/hour	Principal Planner/ Biologist (hours) \$110/hour	GIS/ Graphics (hours) \$75/hour	De Novo Subtotal (\$)	Subcon-sultants	TOTALS
Task 1 - Start-Up and Project Description						
<i>Task 1 - Subtotal</i>	12	2		\$1,720		\$1,720
TASK 2 - Technical Studies						
Biological Resources Assessment	2	36	4	\$4,510		\$4,510
Cultural Resources Assessment	-	-	-	-	\$1,965	\$1,965
Phase I	-	-	-	-	\$2,500	\$2,500
Noise	-	-	-	-	\$3,760	\$3,760
Air Quality	4	20		\$2,700		\$2,700
<i>Task 2 - Subtotal</i>	6	56	4	\$7,210	\$8,225	\$15,435
TASK 3 - Winters Senior Housing Environmental Documentation						
Task 3a - Senior Housing EA/FONSI	48	32	4	\$9,820		\$9,820
Task 3b - Senior Housing CEQA	8	2	-	\$1,220		\$1,220
Task 3c - Public Draft Documents	8	2	-	\$1,220		\$1,220
Task 3d - Response to Public and Agency Comments	10	0	-	\$1,250		\$1,250
<i>Task 3 - Subtotal</i>	82	38	6	\$13,510		\$13,510
Task 4 - WHF Facility Environmental Documentation						
Task 4a - WHF Facility EA/FONSI	20	16	2	\$4,410		\$4,410
Task 4b - WHF Facility CEQA	6	2	0	\$1,545		\$970
Task 4c - Public Draft Documents	8	2	-	\$1,220		\$1,220
Task 4c - Response to Public and Agency Comments	10	0	-			\$1,250
<i>Task 4 - Subtotal</i>	48	20	3	\$7,850	0	\$7,850
Task 5 - Project Management						
<i>Task 5 - Subtotal</i>	24	-	-	\$3,000		\$3,000
TOTAL	172	116	13	\$33,290	\$8,225	\$41,515

Senior Housing and WHF Projects: NEPA/CEQA Documentation Scope of Work

SCHEDULE

The environmental documentation for each project (Senior Housing and WHF Facility) will be completed pursuant to the following schedule. The schedule anticipates that no significant historical resources or federally-protected wetlands are located on the site (Lot 3).

STEPS	DATE
Task 1: Start-Up and Project Description	1.5 weeks
Task 2: Technical Studies	4 weeks¹
<i>Prepare Technical Studies</i>	<i>4 weeks</i>
Task 3: Senior Housing Environmental Documentation	11 weeks
<i>Task 3a – Senior Housing EA/FONSI</i>	<i>3 weeks (following completion of technical studies)</i>
<i>Task 3b – Senior Housing Categorical Exemption</i>	<i>Concurrent with Task 3a</i>
<i>City Review of Administrative Draft Documents</i>	<i>1 week</i>
<i>Task 3c – Preparation of Public Draft Documents</i>	<i>1 week</i>
<i>Public Review of EA/FONSI</i>	<i>30 days</i>
<i>Task 3d – Response to Public and Agency Comments</i>	<i>1.5 week</i>
Task 4: WHF Facility Environmental Documentation	**²
<i>Task 4a – WHF Facility EA/FONSI</i>	<i>3 weeks (following completion of technical studies)</i>
<i>Task 4b – WHF Facility Categorical Exemption</i>	<i>Concurrent with Task 4a</i>
<i>City Review of Administrative Draft Documents</i>	<i>1 week</i>
<i>Task 4c – Preparation of Public Draft Documents</i>	<i>1 week</i>
<i>Public Review of EA/FONSI</i>	<i>30 days</i>
<i>Task 4d – Response to Public and Agency Comments</i>	<i>1 week</i>
Task 5: Project Management and Meetings	Throughout Tasks 1 - 4
TOTAL	16.5 weeks <i>(Assuming Tasks 3 and 4 are completed concurrently and including a 30-day public review period)</i>

¹ Anticipates that the De Novo team has received the traffic impact assessment at least two weeks prior to completion of the technical studies.

² The WHF Facility EA/FONSI and Categorical Exemption can be prepared concurrently with the Senior Housing project environmental documents or can be prepared after the Senior Housing project environmental documents.



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council members
DATE: March 18, 2014
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Dan Maguire, Economic Development and Housing Manager *DM*
SUBJECT: Receive from the Successor Housing Agency the Annual Housing Element Progress Report to Legislative Body, Governor's Office of Planning and Research and State Department of Housing and Community Development Department for the Calendar Year Ending December 31, 2013

RECOMMENDATIONS:

Receive the Staff report regarding the Annual Housing Element Progress Report ("APR") for the Calendar Year ending December 31, 2013 to the Legislative Body, the State Department of Housing and Community Development, and the Governor's Office of Planning and Research.

BACKGROUND:

Government Code Section 65400 establishes the requirement that each city, county, or city and county planning agency prepare an annual report on the housing element of the general plan and progress in its implementation using forms and definitions adopted by the Department of Housing and Community Development. The forms are to be used for reporting on the status of the housing element and implements Sections 6200, 6201, and 6203 of the Department of Housing and Community Development California Code of Regulations, Title 25, Division 1, Chapter 6.5.

FISCAL IMPACTS:

None by this action

ATTACHMENTS:

2013 Housing Element Annual Progress Report ("APR")

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction WINTERS
Reporting Period 01/01/2013 - 12/31/2013

Pursuant to GC 65400 local governments must provide by April 1 of each year the annual report for the previous calendar year to the legislative body, the Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD). By checking the "Final" button and clicking the "Submit" button, you have submitted the housing portion of your annual report to HCD only. Once finalized, the report will no longer be available for editing.

The report must be printed and submitted along with your general plan report directly to OPR at the address listed below:

Governor's Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction WINTERS
 Reporting Period 01/01/2013 - 12/31/2013

Table A
Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information						Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	
1	2	3	4	5	5a	6	7	8	
(9) Total of Moderate and Above Moderate from Table A3									
(10) Total by Income Table A/A3									
(11) Total Extremely Low-Income Units*									

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction WINTERS
 Reporting Period 01/01/2013 - 12/31/2013

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				
	10-14.99%	15-19.99%	20-24.99%	25-29.99%	
(1) Rehabilitation Activity	0	0	0	0	
(2) Preservation of Units At-Risk	0	0	0	0	
(3) Acquisition of Units	0	0	0	0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction WINTERS
 Reporting Period 01/01/2013 - 12/31/2013

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units
 (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate	1	0	0	0	0	1	1
No. of Units Permitted for Above Moderate	0	0	0	0	0	0	0

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction WINTERS
 Reporting Period 01/01/2013 - 12/31/2013

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	Year 1		Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9			
Very Low	Deed Restricted	76	0	0	0	0	0	0	0	0	0	0	76
	Non-Restricted		0	0	0	0	0	0	0	0	0		
	Deed Restricted		0	0	0	0	0	0	0	0	0		
Low	Deed Non-Restricted	54	0	0	0	0	0	0	0	0	0	0	54
	Non-Restricted		0	0	0	0	0	0	0	0	0		
Moderate		59	1	0	0	0	0	0	0	0	0	1	58
Above Moderate		130	0	0	0	0	0	0	0	0	-	0	130
Total RHNA by COG. Enter allocation number:		319											
Total Units			1	0	0	0	0	0	0	0	0	1	
Remaining Need for RHNA Period													318

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction WINTERS
 Reporting Period 01/01/2013 - 12/31/2013

Table C
Program Implementation Status

Program Description (By Housing Element Program Names)	Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.	Housing Programs Progress Report - Government Code Section 65583.	
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
II.1 Affordable Housing Steering Committee ("AHSC")	City shall maintain the AHSC to "advise the City Council, Planning Commission, and Successor Agency on housing policy implementation"	Ongoing	AHSC reviewed the Affordable Housing Plan ("AHP") submitted by Turning Point LLC, owner of the Hudson Ogando (72 SFRs) and Callahan (120 SFRs) subdivisions. AHSC recommended approval of the AHP, which included payment of in lieu fees for the very-low and low income units required to satisfy the inclusionary requirement of the City's Inclusionary Housing Ordinance (94-10 & 2009-18)
II.2 Implement Ordinance 2009-18 (Inclusionary Ord.)	Continue to implement Ordinance 2009-18 that requires 15% of all new development projects to be affordable to very low-, low-, and moderate income households	Ongoing	City Council, with affirmative recommendations from the AHSC and the Planning Commission, approved the Affordable Housing Plan proposed by Turning Point LLC, owner of the Hudson Ogando and Callahan residential subdivisions. Consistent with the language of the implementation program, the City "allowed for off-site development of the affordable units, accept in-lieu contributions of cash, and approve a combination of these methods" Council approved the proposed in lieu fees and off-site construction of the units.



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: March 18, 2014
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*
SUBJECT: December 2013 Treasurer Report

RECOMMENDATION:

Staff recommends that the City Council receive and file the City of Winters Treasurer Report for December 2013.

BACKGROUND:

The City of Winters financial policy requires monthly reports regarding receipts, disbursement and fund balances be submitted to the City Council for review, due to the workload created by the dissolution of the redevelopment agency, staff has prepared a report for the period July 1, 2013 through December 31, 2013 and it is attached for Council review.

Items of note in the attached report are as follows:

General Fund

General Fund revenues are 23% of budgeted; the following items affect the cash flows into the General Fund.

- The first installment of Property Tax will be received in January 2014.
- The first installment of Property Tax in lieu of Sales Tax will be received in January 2014.
- The first installment of Property Tax in lieu of VLF will be received in January 2014
- Sale and use taxes are remitted to the City two (2) months after they are received by the State Board of Equalization. Sales Tax received is 40% of Budget
- Utility User Tax is 39% of budget. We receive the UUT approximately 1-3 months after the utilities are used.
- Building permit fees received are 29% of budget.
- General Fund expenditures are 48% of budget.

Other funds:

Fund 221 Gas Tax Fund: Gas Tax revenues are 49% of Budget

Fund 211 City Wide Assessment District: The first installment will be received in January 2014.

Fund 611 Water: Water fund revenues are 46% of budget and expenditures are 58% of budget.

Fund 621 Sewer: Sewer fund revenues are 46% of budget and expenditures are 48% of budget.

FISCAL IMPACT:

None

City of Winters
 Summary of Expenditures
 July 1, 2013 through December 31, 2013

Fund	Fund Description	% of Year Complete: 50%				
		Budget 2013-2014	December Expenditures	Year to Date Actual	Unspent Budget	% of Budget Spent
101	General Fund Expenditures by Department					
110	City Council	\$ 12,324	\$ 92	\$ 1,647	\$ 10,677	13%
120	City Clerk	16,935	87	7,886	9,049	47%
130	City Treasurer	338	27	188	150	56%
160	City Manager	31,718	4,904	34,805	-3,087	110%
161	Economic Development & Housing	17,925	11,923	96,092	-78,167	536%
170	Administrative Services	187,294	14,519	100,931	86,363	54%
180	Finance	4,000	4,941	34,947	-30,947	874%
210	Police Department	2,205,483	99,897	994,984	1,210,499	45%
310	Fire Department	798,903	31,361	370,661	428,242	46%
410	Community Development	125,299	4,295	27,693	97,606	22%
420	Building Inspections	168,763	7,540	81,714	87,049	48%
610	Public Works-Administration	258,845	6,226	100,071	158,774	39%
710	Recreation	6,200		5,984	216	97%
720	Community Center	88,838	1,175	38,685	50,153	44%
730	Swimming Pool	71,005		33,783	37,222	48%
999	Transfers Out			15	-15	
	Total General Fund Expenditure	\$ 3,993,870	\$ 186,987	\$ 1,930,071	\$ 2,063,799	48%
104	Fireworks Fund	14,000		5,000	9,000	36%
105	Senior Fund			37	-37	
110	Housing Successor Agency			2,468	-2,468	
201	Fire Prevention Grant	456			456	
211	City Wide Assessment	262,836	6,585	136,793	126,043	52%
221	Gas Tax Fund	248,420	4,537	149,477	98,943	60%
231	State COPS 1913	77,332	5,422	36,885	40,447	48%
233	Realignment		1,836	2,897	-2,897	
251	Traffic Safety			3,991	-3,991	
252	Asset Forfeiture	4,500		2,075	2,425	46%
254	Vehicle Theft Deterrent			26,595	-26,595	
262	Street Grants	876,447			876,447	
276	Putah Creek North Bank Improvem			3,655	-3,655	
278	Prop 84 Park Grant			-2,393	2,393	
287	Afterschool Donations	1,687		89	1,598	5%
289	Dry Slough Bridge			25,049	-25,049	
291	Beverage Recycling Grant	5,000			5,000	
294	Transportation	245,812	-36,292	69,837	175,975	28%
299	After School Program	143,624	5,784	47,404	96,220	33%
304	2012 SACOG GRANT		36,292	44,210	-44,210	
313	STBG 96-1043 Housing & Public W	7,522			7,522	
318	10-STBG-6745 OV Park Grant			436,367	-436,367	
321	EDBG 99-688 Buckhorn	19,580	1,450	8,140	11,440	42%
322	EDBG 405-Cradwick	5,548	1,550	9,300	-3,752	168%
381	CAL Fire Grant		-1,946	63	-63	
413	Park & Recreation Impact Fee			12,244	-12,244	
414	Public Safety Impact Fee			29,716	-29,716	
417	Water Impact Fee	96,772			96,772	
418	Sewer Impact Fee	93,672			93,672	
422	Landfill Capital	9,500		3,435	6,065	36%
427	Equipment Replacement Fund			21,659	-21,659	
429	Service Reserve	34,187			34,187	
611	Water O & M	1,187,438	40,686	693,346	494,092	58%
615	07 Water Bonds			5,464	-5,464	
616	Water Conservation Fund	6,600		553	6,047	8%
617	Water Meter Fund	5,000		2,374	2,626	47%
621	Sewer O & M	1,797,406	30,716	865,279	932,127	48%
626	2007 Sewer Bond			129,911	-129,911	
651	Central Service Overhead		-60	-60	60	
652	Equipment Fund		-7,403	-7,403	7,403	
771	RORF		7,433	147,794	-147,794	
781	RDA Long Term Debt		22,641	14,650	-14,650	
821	Winters Library	25,000		50,000	-25,000	200%
831	Swim Team	67,715		17,517	50,198	26%
833	Festival de la Comunidad	7,000		8,913	-1,913	127%
846	Quilt Festival	750		11	739	1%
	Total Expenditures	\$ 9,237,674	\$ 306,218	\$ 4,933,428	\$ 4,304,246	53%

City of Winters
 Summary of Revenues
 July 1, 2013 through December 31, 2103

Fund	Fund Description	Budget 2013-2014	% of Year Completed		Revenues to be Received	% of Revenues Received
			December Actual	Year to Date Actual		
101	General Fund	\$ 3,591,240	\$ 135,522	\$ 810,497	\$ 2,780,743	23%
104	Fireworks Fund	14,000		2,907	11,093	21%
107	Park Maintenance					
107	Park Maintenance			1	-1	
110	Housing Successor			58,518		
113	2007 Housing TABS			738	-738	
201	Fire Prevention Grant			1	-1	
208	First Time Homebuyer In Lieu			55	-55	
211	City Wide Assessment	258,986		129	258,857	
212	Flood Assessment District	28		2	26	7%
221	Gas Tax	190,338	36,239	92,523	97,815	49%
223	PERS Trust Fund			-1	1	
231	State COPS AB1913	100,000	43,624	43,624	56,376	44%
233	Realignment		11,855	11,855	-11,855	
251	Traffic Safety	6,800	25	464	6,336	7%
252	Asset Forfeiture	52		9	43	17%
254	Vehicle Theft Deterrent	185		43	142	23%
262	Street Grants	876,447			876,447	
267	Grant Ave Improvement					
276	Putah Creek North Bank Improvem			63	-63	
287	After School Contributions			200	-200	
289	Dry Slough Bridge Grant		16,668	33,565	-33,565	
291	Beverage Recycling	5,100		14	5,086	
294	Transportation	304,925	31,890	40,686	264,239	13%
299	AFTER School Program	141,670	3,802	104,669	37,001	74%
313	STBG 96-1043 Housing & Public W	7,522			7,522	
321	EDBG 99-688 Buckhorn	19,580	1,450	8,128	11,452	42%
322	EDBG 96-405 Cradwick	5,548	1,550	9,270	-3,722	167%
351	RLF Housing Rehab			3,986	-3,986	
355	RLF Small Business	34,114	4,352	19,111	15,003	56%
356	RLF HOME Program	282		35,094	-34,812	999%
381	Cal Fire Grant		11764	11,764		
411	Street Impact Fee	179,586		214	179,372	
412	Storm Drain Impact Fee	4,766		103	4,663	2%
413	Parks & Recreation Impact Fee	1,918			1,918	
414	Public Safety Impact Fee	33,819		156	33,663	
415	Fire Impact Fee	67,388		176	67,212	
416	General Facilities Impact Fee	118,301		224	118,077	
417	Water Impact Fee	35,266	14	1,185	34,081	3%
418	Sewer Impact Fee	64,695	1,344	1,470	63,225	2%
419	Flood Fees			148	-148	
421	General Fund Capital	2,085		357	1,728	17%
422	Landfill Capital	820		131	689	16%
424	Parks & Recreation Capital	29			29	
427	Capital Equipment	151,874		3,162	148,712	2%
429	Service Reserve Fund	2,163		335	1,828	15%
481	General Plan 1992	41,600			41,600	
482	Flood Control Study	5		1	4	20%
492	RAJA Storm Drain	246		25	221	10%
494	CARF	1,090	515	4,733	-3,643	434%
495	Monitoring Fee	41,600			41,600	
496	Storm Drain Non-Flood	2			2	
501	General Debt Service	212		36	176	17%
611	Water O & M	1,394,348	74,382	644,287	750,061	46%
612	Water Reserve	9,292	2,211	8,993	299	97%
616	Water Conservation	12,000		6	11,994	
617	Water Meter Fund	82,716	4,998	28,105	54,611	34%
619	Water Debt Service			143,044	-143,044	
621	Sewer O & M	1,712,829	128,170	788,435	924,394	46%
629	Sewer Debt Service			168,040	-168,040	
771	RORF	1,723,789	22,666	18,753	1,705,036	1%
773	2007 TABS			7	-7	
781	RDA Long Term Debt		-13,319	3,330	-3,330	
821	Winters Library	75		35	40	47%
831	Swim Team	62,300		30,682	31,618	49%
833	Festival de la Comunidad	6,402		12,028	-5,626	188%
846	Quilt Festival	1,000		479	521	48%
Total Revenues		\$ 11,309,033	\$ 519,722	\$ 3,146,595	\$ 8,232,720	27%

City of Winters
Cash and LAIF Balances Report
Cash and LAIF Balances as of December 31, 2013

Fund	Description	Balance 6/30/2013	Balance 12/31/2013
101	General Fund	\$ 861,149	\$ (40,925)
104	Fireworks Fund	3,387	1,294
105	Senior Fund	421	347
107	Park Maintenance	2,200	2,203
110	Housing Successor Agency	(217,333)	(161,368)
113	Housing 2007 Tabs	1,140,560	1,290,109
201	Fire Prevention Grant	854	855
208	First Time Homebuyer	84,357	84,466
211	City Wide Assessment	70,913	(67,541)
212	Flood Assessment District	3,824	3,829
221	Gas Tax	212,224	170,410
231	State COPS 1913	(59,908)	(53,839)
233	Realignment	16,874	25,831
251	Traffic Safety	174,640	170,707
252	Asset Forfeiture	13,202	9,069
254	Vehicle Theft Deterrent	66,779	17,039
276	North Bank Putah Creek Project	322	(3,655)
278	Prop 84 Park Grant	(116,322)	(113,929)
287	After School Contributions	429	541
289	Dry Slough Bridge	(28,202)	(7,527)
291	Beverage Recycling Fund	22,022	25,050
294	Transportation(Including Bus Se	243,939	257,681
299	After School Program	122,236	173,788
304	2012 SACOG Grant		(44,210)
318	10-ST8G 6745 Grant	(36,662)	(496,662)
319	CDBG Park Grant	(261)	(261)
351	RLF Housing Rehab	293,618	298,987
352	RLF First Time Homebuyer	27	27
355	RLF Small Business	89,920	116,437
356	RLF-HOME Program	74,978	132,295
411	Street Impact Fee	632,982	633,410
412	Storm Impact Fee	159,425	159,631
413	Parks and Recreation Impact Fee	(233,566)	(245,574)
414	Police Impact Fee	271,411	242,230
415	Fire Impact Fee	271,597	272,151
416	General Facilities Impact Fee	346,325	346,857
417	Water Impact Fee	433,289	434,748
418	Sewer Impact Fee	216,726	218,323
419	Flood Fee	228,935	229,231
421	General Fund Capital	551,276	551,988
422	Landfill Capital	205,659	202,488
427	Capital Equipment Fund	292,245	273,385
429	Service Reserve	731,350	732,019
481	General Plan 1992 Study	(488,932)	(488,710)
482	Flood Control Study	1,295	1,296
492	RAJA Storm Drain	38,478	38,528
494	Capitol Asset Recovery Fee	62,802	67,573
496	Storm Drain Non-Flood	234	234
501	General Debt Service	56,104	56,176
611	Water O & M	671,333	629,561
612	Water Reserve	106,686	114,283
615	07 Water Bonds	100	(5,364)
616	Water Conservation	20,729	20,187
617	Water Meter	254,297	280,694
621	Sewer O & M	1,512,814	1,419,694
626	07 Sewer Bonds	(352,640)	(487,065)
629	Sewer Debt Service	60,961	61,040
651	Central Services	15,182	2,002
652	Central Service w PD & FD	13,363	10,097
771	RORF	745,651	
773	2007 TABS	11,313	11,328
781	Successor RDA LTD	11,320	
821	Winters Library	53,988	(20,943)
831	Swim Team	83,472	88,692
833	Festival de la Comunidad	2,777	5,892
846	Quilt Festival	321	193
Total Cash Balances		\$ 10,029,489	\$ 7,647,323

City of Winters
General Fund Revenues
July 1, 2013 to December 31, 2013

		% Of Year Completed		50%	
Account	Account Description	Budget 2013-2014	December Actual	Year to Date Actual	% of Budget Received
101-41101	Property Tax	\$ 658,317			
101-41102	Property Tax in Lieu of Sales Tax	118,849			
101-41103	Property Tax in Lieu of VLF	454,132			
101-41401	Sales & Use Tax	377,380	42,522	151,887	40%
101-41402	Prop 172	62,295			0%
101-41403	Franchise Fee	203,431		48,767	24%
101-41404	Property Transfer Tax	10,000			0%
101-41405	Utility Tax	738,000	46,491	287,308	39%
101-41406	Municipal Services Tax	320,000	24,720	148,350	46%
101-41407	Business Licenses	24,000	244	4,882	20%
101-41408	TOT Tax	5,000	742	742	15%
101-41507	Motor Vehicle in Lieu	6,500			0%
101-41508	Motor Vehicle Licensing Fee-ERAF			3,011	
101-41509	Homeowners Property Tax Relief	16,300			0%
101-41511	Off-Highway Motor Vehicle				
101-42102	Copy Fees	50		45	90%
101-42103	Plan Check Fees	15,000	3,316	10,603	71%
101-42104	Planning Application Fees	10,000		1,000	10%
101-42107	Project Monitoring Fees	500		1,318	264%
101-42108	Police Reports	500	66	264	53%
101-42109	Fingerprint Fees	3,500	285	2,013	58%
101-42111	Towing/DUI Reimbursement	1,500	30	170	11%
101-42112	Ticket Sign Off Fees	250	20	180	72%
101-42201	Recreation Fees	3,000		1,320	44%
101-42205	Basketball Revenues	5,800	130	7,170	124%
101-42211	Pool Ticket Sales	6,100		2,859	47%
101-42212	Pool Concession Stand Revenues	4,500		3,974	88%
101-42213	Pool Proceeds	600		565	94%
101-42215	Swim Passes	6,000			0%
101-42216	Swim Lessons	11,000		5,455	50%
101-42217	Water Aerobics Fees	150			0%
101-42218	Swim Team Reimbursement	8,000			0%
101-42301	Park Rental	1,400		1,345	96%
101-42303	Community Center Rental	12,750	1,915	9,063	71%
101-42304	Community Center Insurance Collected			353	
101-42308	Ambulance Service Charge	7,500		2,388	32%
101-43151	Fire District Payments	222,533			0%
101-44101	Rents/Leases Revenues	38,500	3,121	28,633	74%
101-44102	Interest Earnings	3,000		119	4%
101-46102	Building Permits	85,581	2,670	24,630	29%
101-46103	Encroachment Permit	1,200	528	4,954	413%
101-46104	Other Licenses & Permits	30,000	4,341	28,459	95%
101-46106	Reinspect Fee	250	120	225	90%
101-48103	State Government Grants	3,000			0%
101-48106	Post Reimbursement	5,000		1,341	27%
101-49101	Contributions	10,500	3,698	22,778	217%
101-49102	Reimbursements/Refunds		203	1,983	
101-49104	Miscellaneous Revenues	26,000	360	2,340	9%
101-49106	Cash Over/Short			4	
101-49999	Interfund Operating Transfer	73,372			0%
Total General Fund Revenues		\$ 3,591,240	\$ 135,522	\$ 810,498	23%

City of Winters
Fund Balances Report
Estimated Fund Balances as of December 31, 2013

Fund	Fund Description	Audited Fund			Transfers In/(Out)	Estimated Ending Fund Balance	Change From 6/30/2013
		Balance 6/30/2013	2013-2014 REvenues	2013-2014 Expenditures			
101	General Fund	\$ 1,011,245	\$ 810,497	\$ 1,941,060	\$ 10,977	\$ (108,341)	\$ (1,119,586)
104	Fireworks Fund	3,387	2,907	5,000	-	1,294	(2,093)
105	Senior Fund	421		37	-	384	(37)
107	City Park Maintenance	2,202	1		-	2,203	1
110	Housing Successor	(217,418)	58,518	2,468	-	(161,368)	56,050
113	2007 Housing TABS	1,268,555	738		-	1,269,293	738
201	Fire Prevention Grant	855	1		-	856	1
208	First Time Homebuyer	84,412	55		-	84,467	55
211	City Wide Assessment	70,253	129	136,793	-	(66,411)	(136,664)
212	Flood Assessment District	3,827	2		-	3,829	2
221	Gas Tax	226,490	92,523	149,477	-	169,536	(56,954)
223	PERS Trust Fund	1	(1)		-		(1)
231	State COPS 1913	(59,908)	43,624	36,885	-	(53,169)	6,739
233	Realignment Funds	16,874	11,855	2,897	-	25,832	8,958
251	Traffic Safety	174,234	464	3,991	-	170,707	(3,527)
252	Asset Forfeiture	13,210	9	2,075	-	11,144	(2,066)
254	Vehicle Theft Deterrent	66,823	43	26,595	-	40,271	(26,552)
276	Putah Creek North Bank Imp	149,231	63	3,655	-	145,639	(3,592)
278	Prop 84 Park	(116,322)		(2,393)	-	(113,929)	2,393
287	After School Program Contr	430	200	89	-	541	111
289	Dry Slough Bridge	(16,043)	33,565	25,049	-	(7,527)	8,516
291	Beverage Recycling Grant	25,036	14		-	25,050	14
294	Transportation	286,832	40,686	69,837	-	257,681	(29,151)
299	After Schoo Program	121,167	104,669	47,404	-	178,432	57,265
304	2012 SACOG Grant			44,210	-	(44,210)	(44,210)
313	STBG-96-1043 Housing and P	(29,070)			-	(29,070)	
318	10-STBG-6745 Grant	(60,295)		425,390	(10,977)	(496,662)	(436,367)
319	CDBG Park Grant	(261)			-	(261)	
321	EDBG 99-688 Buckhorn	12	8,128		(8,140)		(12)
322	EDBG 96-405 Cradwick	30	9,270		(9,300)		(30)
351	RLF Housing Rehabilitation	306,644	986		3,000	310,630	3,986
352	RLF Affordable Housing	17,454			-	17,454	
355	RLF Small Business	89,973	4,671		14,440	109,084	19,111
356	RLF HOME Program	75,026	35,094		-	110,120	35,094
381	Cat Fire Grant	(11,702)	11,765	63	-		11,702
411	Street Impact Fee	728,196	214		-	728,410	214
412	Storm Drain Impact Fee	189,528	103		-	189,631	103
413	Parks & Recreation Impact	(233,566)		12,244	-	(245,810)	(12,244)
414	Public Safety Impact Fee	271,586	156	29,716	-	242,026	(29,560)
415	Fire Impact Fee	271,772	176		-	271,948	176
416	General Facilities Impact	346,549	224		-	346,773	224
417	Water Impact Fee	433,563	1,185		-	434,748	1,185
418	Sewer Impact Fee	(199,704)	1,470		-	(198,234)	1,470
419	Flood Control Fee	229,083	148		-	229,231	148
421	General Fund Capital	551,632	357		-	551,989	357
422	Landfill Capital	205,792	131	3,435	-	202,488	(3,304)
427	Equipment Replacement Fund	479,882	3,162	21,659	-	461,385	(18,497)
429	Service Reserve Fund	1,001,505	335		-	1,001,840	335
481	General Plan 1992	605,970			-	605,970	
482	Flood Control Study	(123,704)	1		-	(123,703)	1
492	RAIA Storm Drain	28,914	25		-	28,939	25
494	CARF	62,840	4,733		-	67,573	4,733
496	Storm Drain Non-Flood	234			-	234	
501	General Debt Service	56,140	36		-	56,176	36
611	Water O & M	4,401,535	644,287	550,302	(143,044)	4,352,476	(49,059)
612	Water Reserve	1,611,953	8,993		-	1,620,946	8,993
615	2007 Water Bonds	189,497		5,464	-	184,033	(5,464)
616	Water Conservation	20,734	6	553	-	20,187	(547)
617	Water Meter Fund	260,875	28,105	2,374	-	286,606	25,731
619	Water Debt Service Fund	(3,297,062)			143,044	(3,154,018)	143,044
621	Sewer O & M	4,944,488	788,435	697,278	(168,001)	4,867,644	(76,844)
626	2007 Sewer Bonds	2,136,326		129,911	-	2,006,415	(129,911)
629	Sewer Debt Service	(3,841,172)	39		168,001	(3,673,132)	168,040
651	Central Service Overhead			(60)	-	60	60
652	Equipment Lease			(7,403)	-	7,403	7,403
771	RORF	(15,876,718)	4,102		14,650	(16,005,760)	(129,042)
772	RDA Trust	12,087,165			-	12,087,165	
773	2007 TABS	11,320	7		-	11,327	7
781	RDA Long Term Debt	521,310	3,330		(14,650)	509,990	(11,320)
821	Winters Library	54,023	35	50,000	-	4,058	(49,965)
831	Winters Library	75,526	30,682	17,517	-	88,691	13,165
833	Festival de La Comunidad	2,777	12,028	8,913	-	5,892	3,115
846	Quilt Festival	(275)	479	11	-	193	468
911	General Fixed Assets	22,380,872			-	22,380,872	
Totals		\$ 34,092,991	\$ 2,803,460	\$ 4,590,290	\$ -	\$ 32,306,161	\$ (1,786,830)



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: March 18, 2014
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*
SUBJECT: December 2013 Investment Report

RECOMMENDATION:

Staff recommends that the City Council receive and file the City of Winters investment for the period July 1, 2013 through December 31, 2013.

BACKGROUND:

The City of Winters financial policy requires, at a minimum, quarterly investment earnings reports. The attached report shows the earnings for July 1 2013 through December 31, 2013. 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, as well as from the Money Market Account set up for the North Bank Putah Creek Improvement Elderberry Beetle Mitigation.

The investment report for the month of December 31, 2013 reflects interest from the North Bank Improvement Mitigation fund and from the various CDBG and EDBG funded loans.

FISCAL IMPACT:

None

City of Winters
Investment Earnings Report
Investment Earnings as of December 31, 2013

Fund	Account Description	December Investment Earnings	Year to Date Investment Earnings
101	GENERAL FUND		\$ 119
107	PARK MAINTENANCE FUND		1
113	2007 HOUSING TABS		738
201	FIRE PREVENTION FUND		1
208	FIRST TIME HOMEBUYER		55
212	FLOOD ASSESSMENT DISTRICT		2
221	GAS TAX FUND		117
223	PERS TRUST FUND		(1)
251	TRAFFIC SAFTEY		109
252	ASSET FORFEITURE		9
254	VEHICLE THEFT DETERRENT		43
278	NORTH BANK IMPROVEMENTS		63
291	BEVERAGE RECYCLE GRANT		14
294	TRANSPORTATION/BUS		35
299	AFTER SHCOOL PROGRAM		78
321	EDBG 99-688	569	2,873
322	EDBG 96-405 CRADWICK	846	5,110
351	RLF HOUSING REHAB		986
355	RLF SMALL BUSINESS	318	1,585
356	RLF HOME PROGRAM		49
411	STREET IMPACT FEE		214
412	STORM IMPACT FEE		103
414	POLICE IMPACT FEE		156
415	FIRE IMPACT FEE		176
416	GENERAL FACILITY IMPACT FEE		224
417	WATER IMPACT FEE		275
418	SEWER IMPACT FEE		126
419	FLOOD OVERLAY		148
421	GENERAL FUND CAPITAL		357
422	LANDFILL CAPITAL		131
427	EQUIPMENT REPLACEMENT FUND		88
429	SERVICE RESERVE		335
482	FLOOD CONTROL STUDY		1
492	RAJA STORM DRAIN		25
494	CARF		38
501	GENERAL DEBT SERVICE		36
612	WATER RESERVE		4
616	WATER CONSERVATION		6
617	WATER METER FUND		121
621	SEWER O & M		657
629	SEWER DEBT SERVICE FUND		39
773	2007 TABS		7
781	RDA LTD	(13,319)	3,330
821	WINTERS LIBRARY		35
831	SWIM TEAM		55
Total Investement Income		<u>\$ (11,586)</u>	<u>\$ 18,673</u>



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: March 18, 2014
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*
SUBJECT: January 2014 Treasurer Report

RECOMMENDATION:

Staff recommends that the City Council receive and file the City of Winters Treasurer Report for January 2014.

BACKGROUND:

The City of Winters financial policy requires monthly reports regarding receipts, disbursement and fund balances be submitted to the City Council for review, due to the workload created by the dissolution of the redevelopment agency, staff has prepared a report for the period July 1, 2013 through January 31, 2014 and it is attached for Council review.

Items of note in the attached report are as follows:

General Fund

General Fund revenues are 48% of budgeted; the following items affect the cash flows into the General Fund.

- The first installment of Property Tax was received in January 2014 and is 53% of budgeted.
- The first installment of Property Tax in lieu of Sales Tax was received in January 2014 and is 58% of budgeted.
- The first installment of Property Tax in lieu of VLF was received in January 2014 and is 51% of budgeted
- Sale and use taxes are remitted to the City two (2) months after they are received by the State Board of Equalization. Sales Tax received is 47% of Budget
- Utility User Tax is 46% of budget. We receive the UUT approximately 1-3 months after the utilities are used.

- Building permit fees received are 31% of budget.
- General Fund expenditures are 54% of budget.

Other funds:

Fund 221 Gas Tax Fund: Gas Tax revenues are 56% of Budget

Fund 211 City Wide Assessment District: The first installment was received in January 2014 and is 38% of budgeted.

Fund 611 Water: Water fund revenues are 52% of budget and expenditures are 64% of budget.

Fund 621 Sewer: Sewer fund revenues are 55% of budget and expenditures are 60% of budget.

FISCAL IMPACT:

None

City of Winters
 Summary of Expenditures
 July 1, 2013 through January 31, 2014

Fund	Fund Description	% of Year Complete				58%
		Budget 2013-2014	January Actual	Year to Date Actual	Unspent Budget	% of Budget Spent
101	General Fund Expenditures by Department					
110	City Council	\$ 12,324	\$ 205	\$ 1,852	\$ 10,472	15%
120	City Clerk	16,935	771	8,657	8,278	51%
130	City Treasurer	338	27	215	123	64%
160	City Manager	31,718	4,104	38,909	(7,191)	123%
161	Economic Development & Housing	17,925	3,289	99,381	(81,456)	554%
170	Administrative Services	187,294	15,725	116,655	70,639	62%
180	Finance	4,000	309	35,255	(31,255)	881%
210	Police Department	2,205,483	131,225	1,126,209	1,079,274	51%
310	Fire Department	798,903	14,271	384,932	413,971	48%
410	Community Development	125,299	11,751	39,443	85,856	31%
420	Building Inspections	168,763	13,011	94,725	74,038	56%
610	Public Works-Administration	258,845	16,552	116,623	142,222	45%
710	Recreation	6,200		5,984	216	97%
720	Community Center	88,838	5,495	44,180	44,658	50%
730	Swimming Pool	71,005	7,670	41,453	29,552	58%
999	Transfers Out		(15)			
	Total General Fund Expenditure	\$ 3,993,870	\$ 224,405	\$ 2,154,473	\$ 1,839,397	54%
104	Fireworks Fund	14,000		5,000	9,000	36%
105	Senior Fund			37	(37)	
110	Housing Successor Agency			2,468	(2,468)	
201	Fire Prevention Grant	456			456	
211	City Wide Assessment	262,836	23,446	160,239	102,597	61%
221	Gas Tax Fund	248,420	9,015	158,492	89,928	64%
231	State COPS 1913	77,332	5,831	42,716	34,616	55%
233	Realignment			2,897	(2,897)	
251	Traffic Safety		699	4,690	(4,690)	
252	Asset Forfeiture	4,500	(519)	1,556	2,944	35%
254	Vehicle Theft Deterrent			26,595	(26,595)	
262	Street Grants	876,447			876,447	
276	Putah Creek North Bank Improvem		144,651	148,306	(148,306)	
278	Prop 84 Park Grant			(2,393)	2,393	
287	Afterschool Donations	1,687		89	1,598	5%
289	Dry Slough Bridge		7,411	32,460	(32,460)	
291	Beverage Recycling Grant	5,000			5,000	
294	Transportation	245,812	29,368	99,205	146,607	40%
299	After School Program	143,624	6,585	53,989	89,635	38%
304	2012 SACOG GRANT		7,424	51,635	(51,635)	
313	STBG 96-1043 Housing & Public W	7,522			7,522	
318	10-STBG-6745 OV Park Grant		(4,890)	431,477	(431,477)	
321	EDBG 99-688 Buckhorn	19,580		8,140	11,440	42%
322	EDBG 405-Cradwick	5,548	1,550	10,850	(5,302)	196%
355	RLF Small Business		439	439	(439)	
381	CAL Fire Grant			63	(63)	
413	Park & Recreation Impact Fee		4,890	17,133	(17,133)	
414	Public Safety Impact Fee			29,716	(29,716)	
417	Water Impact Fee	96,772			96,772	
418	Sewer Impact Fee	93,672			93,672	
422	Landfill Capital	9,500		3,435	6,065	36%
427	Equipment Replacement Fund		598	22,258	(22,258)	
429	Service Reserve	34,187			34,187	
611	Water O & M	1,187,438	71,777	765,124	422,314	64%
615	07 Water Bonds		221	5,685	(5,685)	
616	Water Conservation Fund	6,600		553	6,047	8%
617	Water Meter Fund	5,000		2,374	2,626	47%
621	Sewer O & M	1,797,406	215,490	1,080,769	716,637	60%
626	2007 Sewer Bond		(129,911)			
651	Central Service Overhead			(60)	60	
652	Equipment Fund		7,403			
771	RORF		47,997	195,791	(195,791)	
781	RDA Long Term Debt			14,650	(14,650)	
821	Winters Library	25,000		50,000	(25,000)	200%
831	Swim Team	67,715		17,517	50,198	26%
833	Festival de la Comunidad	7,000		8,913	(1,913)	127%
846	Quilt Festival	750		11	739	1%
	Total Expenditures	\$ 9,237,674	\$ 673,865	\$ 5,607,292	\$ 3,630,382	61%

City of Winters
 Summary of Revenues
 July 1, 2013 through January 31, 2014

Fund	Description	% of Year Comp				58%
		Budget 2013-2014	January Actual	Year to Date Actual	Budget to be Received	% of Budget Received
101	General Fund	\$ 3,591,240	\$ 855,895	\$ 1,666,392	\$ 1,924,848	46%
104	Fireworks Fund	14,000		2,907	11,093	21%
105	Senior Fund			1	(1)	
110	Housing Successor Agency			58,518	(58,518)	
107	Park Maintenance					
107	Park Maintenance		1	3	(3)	
113	2007 Housing TABS		752	1,490	(1,490)	
201	Fire Prevention Grant		1	1	(1)	
208	First Time Homebuyer In Lieu		57	111	(111)	
211	City Wide Assessment	258,986	99,083	99,212	159,774	38%
212	Flood Assessment District	28	3	5	23	18%
221	Gas Tax	190,338	14,276	106,799	83,539	56%
223	PERS Trust Fund		4	3	(3)	
231	State COPS AB1913	100,000	15,180	58,803	41,197	59%
233	Realignment			11,855	(11,855)	
251	Traffic Safety	6,800	2,914	3,378	3,422	50%
252	Asset Forfeiture	52	7	16	36	31%
254	Vehicle Theft Deterrent	185	27	70	115	38%
257	AFG Vehicle Grant		479,430	479,430		
262	Street Grants	876,447			876,447	
267	Grant Ave Improvement					
276	Putah Creek North Bank Improvem		143,610	143,673	(143,673)	
287	After School Contributions			201	(201)	
289	Dry Slough Bridge Grant			33,565	(33,565)	
291	Beverage Recycling	5,100	15	29	5,071	1%
294	Transportation	304,925	130,037	170,723	134,202	56%
299	AAfter School Program	141,670	2,959	107,628	34,042	76%
313	STBG 96-1043 Housing & Public W	7,522			7,522	
318	10-STBG-6745		491,772	491,772		
321	EDBG 99-688 Buckhorn	19,580		8,128	11,452	42%
322	EDBG 96-405 Cradwick	5,548	1,550	10,820	(5,272)	195%
351	RLF Housing Rehab		535	4,521	(4,521)	
352	RLF Affordable Housing		334	334	(334)	
355	RLF Small Business	34,114	1,292	20,402	13,712	60%
356	RLF HOME Program	282	74	35,168	(34,886)	999%
357	MicroEnterprise RLF		779	779		
381	Cal Fire Grant			11,765	(11,765)	
411	Street Impact Fee	179,586	223	437	179,149	
412	Storm Drain Impact Fee	4,766	111	215	4,551	5%
413	Parks & Recreation Impact Fee	1,918	144,069	144,069	(142,151)	999%
414	Public Safety Impact Fee	33,819	569	725	33,094	2%
415	Fire Impact Fee	67,388	589	765	66,623	1%
416	General Facilities Impact Fee	118,301	402	626	117,675	1%
417	Water Impact Fee	35,266	292	1,477	33,789	4%
418	Sewer Impact Fee	64,695	134	1,604	63,091	2%
419	Flood Fees		154	302	(302)	
421	General Fund Capital	2,085	371	728	1,357	35%
422	Landfill Capital	820	136	267	553	33%
424	Parks & Recreation Capital	29			29	
427	Capital Equipment	151,874	91	3,254	148,620	2%
429	Service Reserve Fund	2,163	348	683	1,480	32%
481	General Plan 1992	41,600	444	444	41,156	1%
482	Flood Control Study	5	1	2	3	40%
492	RAJA Storm Drain	246	26	51	195	21%
494	CARF	1,090	420	5,153	(4,063)	473%
495	Monitoring Fee	41,600			41,600	
496	Storm Drain Non-Flood	2			2	
501	General Debt Service	212	38	74	138	35%
611	Water O & M	1,394,348	85,722	730,009	664,339	52%
612	Water Reserve	9,292		8,993	299	97%
616	Water Conservation	12,000	6	12	11,988	
617	Water Meter Fund	82,716	4,228	32,333	50,383	39%
619	Water Debt Service			143,044	(143,044)	
621	Sewer O & M	1,712,829	148,384	936,819	776,010	55%
629	Sewer Debt Service		41	168,081	(168,081)	
771	RORF	1,723,789	658,782	677,535	1,046,254	39%
773	2007 TABS		8	15	(15)	
781	RDA Long Term Debt			3,330	(3,330)	
821	Winters Library	75	3	38	37	51%
831	Swim Team	62,300	60	30,742	31,558	49%
833	Festival de la Comunidad	6,402	4	12,032	(5,630)	188%
846	Quilt Festival	1,000		479	521	48%
Total Revenues		\$ 11,309,033	\$ 3,286,243	\$ 6,432,840	\$ 5,848,174	48%

City of Winters
General Fund Revenue Summary
July 1, 2013 through January 31, 2014

		% of Year Completed			58%
G/L Code	Account Description	Budget 2013-2014	January Actual	Year to Date Actual	% of Budget Received
101-41101	Property Tax	\$ 658,317	\$ 346,693	\$ 346,693	53%
101-41102	Property Tax in Lieu of Sales Tax	118,849	68,353	68,353	58%
101-41103	Property Tax in Lieu of VLF	454,132	230,535	230,535	51%
101-41401	Sales & Use Tax	377,380	25,400	177,287	47%
101-41402	Prop 172	62,295	17,195	17,195	28%
101-41403	Franchise Fee	203,431		48,767	24%
101-41404	Property Transfer Tax	10,000	4,330	4,330	43%
101-41405	Utility Tax	738,000	54,459	341,767	46%
101-41406	Municipal Services Tax	320,000	24,730	173,080	54%
101-41407	Business Licenses	24,000	12,872	17,754	74%
101-41408	TOT Tax	5,000		742	15%
101-41507	Motor Vehicle in Lieu	6,500			0%
101-41508	Motor Vehicle Licensing Fee-ERAF			3,011	
101-41509	Homeowners Property Tax Relief	16,300	7,226	7,226	44%
101-41511	Off-Highway Motor Vehicle				
101-42102	Copy Fees	50		45	90%
101-42103	Plan Check Fees	15,000	98	10,701	71%
101-42104	Planning Application Fees	10,000	18,196	19,196	192%
101-42107	Project Monitoring Fees	500	181	1,499	300%
101-42108	Police Reports	500	15	279	56%
101-42109	Fingerprint Fees	3,500	133	2,146	61%
101-42111	Towing/DUI Reimbursement	1,500	15	185	12%
101-42112	Ticket Sign Off Fees	250	363	543	217%
101-42201	Recreation Fees	3,000		1,320	44%
101-42205	Basketball Revenues	5,800	(300)	6,870	118%
101-42211	Pool Ticket Sales	6,100		2,859	47%
101-42212	Pool Concession Stand Revenues	4,500	50	4,024	89%
101-42213	Pool Proceeds	600		565	94%
101-42215	Swim Passes	6,000			0%
101-42216	Swim Lessons	11,000		5,455	50%
101-42217	Water Aerobics Fees	150			0%
101-42218	Swim Team Reimbursement	8,000			0%
101-42301	Park Rental	1,400	200	1,545	110%
101-42303	Community Center Rental	12,750	225	9,288	73%
101-42304	Community Center Insurance Collected		113	466	
101-42308	Ambulance Service Charge	7,500	957	3,345	45%
101-43151	Fire District Payments	222,533			0%
101-44101	Rents/Leases Revenues	38,500	9,135	37,768	98%
101-44102	Interest Earnings	3,000	613	732	24%
101-46102	Building Permits	85,581	2,229	26,858	31%
101-46103	Encroachment Permit	1,200	208	5,162	430%
101-46104	Other Licenses & Permits	30,000	1,477	29,936	100%
101-46106	Reinspect Fee	250		225	90%
101-48103	State Government Grant	3,000			0%
101-48106	Post Reimbursement	5,000	168	1,509	30%
101-49101	Contributions	10,500	3,698	26,476	252%
101-49102	Reimbursements/Refunds			1,983	
101-49104	Miscellaneous Revenues	26,000	26,329	28,668	110%
101-49106	Cash Over/Short			4	
101-49999	Interfund Operating Transfer	73,372			0%
	Total Revenues	<u>\$ 3,591,240</u>	<u>\$ 855,896</u>	<u>\$ 1,666,392</u>	<u>46%</u>

City of Winters
Cash and LAIF Balances Report
Cash and LAIF Balances as of January 31, 2014

Fund	Fund Description	BALANCE	
		6/30/2013	1/31/2014
101	General Fund	\$ 861,149	\$ 537,676
104	Fireworks Fund	3,387	1,294
105	Senior Fund	421	348
107	Park Maintenance	2,200	2,205
110	Housing Successor Agency	(217,333)	(161,368)
113	Housing 2007 Tabs	1,140,560	1,290,861
201	Fire Prevention Grant	854	856
208	First Time Homebuyer	84,357	84,523
211	City Wide Assessment	70,913	7,903
212	Flood Assessment District	3,824	3,832
221	Gas Tax	212,224	174,798
223	PERS Trust Fund		4
231	State COPS 1913	(59,908)	(44,490)
233	Realignment	16,874	25,831
251	Traffic Safety	174,640	172,922
252	Asset Forfeiture	13,202	9,595
254	Vehicle Theft Deterrent	66,779	17,066
257	AFG Vehicle Grant		479,430
276	North Bank Putah Creek Project	322	(4,709)
278	Prop 84 Park Grant	(116,322)	(113,929)
287	After School Contributions	429	541
289	Dry Slough Bridge	(28,202)	(14,938)
291	Beverage Recycling Fund	22,022	25,065
294	Transportation(Including Bus S	243,939	358,350
299	After School Program	122,236	168,311
304	2012 SACOG Grant		(51,635)
318	10-STBG 6745 Grant	(36,662)	
319	CDBG Park Grant	(261)	(261)
351	RLF Housing Rehab	293,618	299,522
352	RLF First Time Homebuyer	27	361
355	RLF Small Business	89,920	117,289
356	RLF-HOME Program	74,978	132,369
357	Microenterprise RLF		779
411	Street Impact Fee	632,982	633,633
412	Storm Impact Fee	159,425	159,742
413	Parks and Recreation Impact Fe	(233,566)	(106,631)
414	Police Impact Fee	271,411	242,596
415	Fire Impact Fee	271,597	272,537
416	General Facilities Impact Fee	346,325	347,175
417	Water Impact Fee	433,289	435,040
418	Sewer Impact Fee	216,726	218,457
419	Flood Fee	228,935	229,385
421	General Fund Capital	551,276	552,359
422	Landfill Capital	205,659	202,624
427	Capital Equipment Fund	292,245	272,878
429	Service Reserve	731,350	732,367
481	General Plan 1992 Study	(488,932)	(488,488)
482	Flood Control Study	1,295	1,297
492	RAJA Storm Drain	38,478	38,554
494	Capital Asset Recovery Fee	62,802	67,993
496	Storm Drain Non-Flood	234	234
501	General Debt Service	56,104	56,214
611	Water O & M	671,333	653,534
612	Water Reserve	106,686	115,649
615	07 Water Bonds	100	(5,585)
616	Water Conservation	20,729	20,194
617	Water Meter	254,297	285,835
621	Sewer O & M	1,512,814	1,325,227
626	07 Sewer Bonds	(352,640)	(357,154)
629	Sewer Debt Service	60,961	61,081
651	Central Services	15,182	1,155
652	Central Service w PD & FD	13,363	
771	RORF	745,651	610,785
773	2007 TABS	11,313	11,335
781	Successor RDA LTD	11,320	
821	Winters Library	53,988	(20,940)
831	Swim Team	83,472	88,752
833	Festival de la Comunidad	2,777	5,896
846	Quilt Festival	321	193
Total Cash		\$ 10,029,489	\$ 10,184,324

City of Winters
Fund Balances Report
Estimated Fund Balances as of January 31, 2014

Fund	Fund Description	Audited		Current Year Expenditures	Transfers In/(Out)	Estimated	
		Fund Balance 6/30/2013	Current Year Revenues			Fund Balance 1/31/2014	Change From 6/30/2014
101	General Fund	\$ 1,011,245	\$ 1,666,392	\$ 2,165,449	\$ 10,975	\$ 523,163	\$ (488,082)
104	Fireworks Fund	3,387	2,907	5,000	-	1,294	(2,093)
105	Senior Fund	421	1	37	-	385	(36)
107	City Park Maintenance	2,202	3	-	-	2,205	3
110	Housing Successor	(217,418)	58,518	2,468	-	(161,368)	56,050
113	2007 Housing TABS	1,268,555	1,490	-	-	1,270,045	1,490
201	Fire Prevention Grant	855	1	-	-	856	1
208	First Time Homebuyer	84,412	111	-	-	84,523	111
211	City Wide Assessment	70,253	99,212	160,239	-	9,226	(61,027)
212	Flood Assessment District	3,827	5	-	-	3,832	5
221	Gas Tax	226,490	106,799	158,492	-	174,797	(51,693)
223	PERS Trust Fund	1	2	-	1	4	3
231	State COPS 1913	(59,908)	58,803	42,716	-	(43,821)	16,087
233	Realignment Funds	16,874	11,855	2,897	-	25,832	8,958
251	Traffic Safety	174,234	3,378	4,690	-	172,922	(1,312)
252	Asset Forfeiture	13,210	16	1,556	-	11,670	(1,540)
254	Vehicle Theft Deterrent	66,823	70	26,595	-	40,298	(26,525)
257	AFG Vehicle Grant	-	479,430	-	-	479,430	479,430
276	Putah Creek North Bank Imp	149,231	143,673	4,709	(143,597)	144,598	(4,633)
278	Prop 84 Park	(116,322)	-	(2,993)	-	(113,929)	2,393
287	After School Program Contr	430	201	89	-	542	112
289	Dry Slough Bridge	(16,043)	33,565	32,460	-	(14,938)	1,105
291	Beverage Recycling Grant	25,036	29	-	-	25,065	29
294	Transportation	286,832	170,723	99,205	-	358,350	71,518
299	After School Program	121,167	107,628	53,989	-	174,806	53,639
304	2012 SACOG Grant	-	-	51,635	-	(51,635)	(51,635)
313	STBG-96-1043 Housing and P	(29,070)	-	-	-	(29,070)	-
318	10-STBG-6745 Grant	(60,295)	491,772	420,500	(10,977)	-	60,295
319	CDBG Park Grant	(261)	-	-	-	(261)	-
321	EDBG 99-688 Buckhorn	12	8,128	-	(8,140)	-	(12)
322	EDBG 96-405 Cradwick	30	10,820	-	(10,850)	-	(30)
351	RLF Housing Rehabilitation	306,644	1,186	-	3,334	311,164	4,520
352	RLF Affordable Housing	17,454	-	-	334	17,788	334
355	RLF Small Business	89,973	5,420	-	14,543	109,936	19,963
356	RLF HOME Program	75,026	35,168	-	-	110,194	35,168
357	MicroEnterprise RLF	-	-	-	780	-	-
381	Cal Fire Grant	(11,702)	11,765	63	-	-	11,702
411	Street Impact Fee	728,196	437	-	-	728,633	437
412	Storm Drain Impact Fee	189,528	215	-	-	189,743	215
413	Parks & Recreation Impact	(233,566)	471	17,133	143,597	(106,631)	126,935
414	Public Safety Impact Fee	271,586	725	29,716	-	242,595	(28,991)
415	Fire Impact Fee	271,772	765	-	-	272,537	765
416	General Facilities Impact	346,549	626	-	-	347,175	626
417	Water Impact Fee	433,563	1,477	-	-	435,040	1,477
418	Sewer Impact Fee	(199,704)	1,604	-	-	(198,100)	1,604
419	Flood Control Fee	229,083	302	-	-	229,385	302
421	General Fund Capital	551,632	728	-	-	552,360	728
422	Landfill Capital	205,792	267	3,435	-	202,624	(3,168)
427	Equipment Replacement Fund	479,882	3,254	22,258	-	460,878	(19,004)
429	Service Reserve Fund	1,001,505	683	-	-	1,002,188	683
481	General Plan 1992	605,970	444	-	-	606,414	444
482	Flood Control Study	(123,704)	2	-	-	(123,702)	2
492	RAJA Storm Drain	28,914	51	-	-	28,965	51
494	CARF	62,840	5,153	-	-	67,993	5,153
496	Storm Drain Non-Flood	234	-	-	-	234	-
501	General Debt Service	56,140	74	-	-	56,214	74
611	Water O & M	4,401,535	730,009	622,080	(143,044)	4,366,420	(35,115)
612	Water Reserve	1,611,953	8,993	-	-	1,620,946	8,993
615	2007 Water Bonds	189,497	-	5,685	-	183,812	(5,685)
616	Water Conservation	20,734	12	553	-	20,193	(541)
617	Water Meter Fund	260,875	32,333	2,374	-	290,834	29,959
619	Water Debt Service Fund	(3,297,062)	-	-	143,044	(3,154,018)	143,044
621	Sewer O & M	4,944,488	936,819	912,768	(168,001)	4,800,538	(143,950)
626	2007 Sewer Bonds	2,136,326	-	-	-	2,136,326	-
629	Sewer Debt Service	(3,841,172)	80	-	168,001	(3,673,091)	168,081
651	Central Service Overhead	-	-	(60)	-	60	60
771	RORF	(15,876,718)	662,884	195,791	14,650	(15,394,975)	481,743
772	RDA Trust	12,087,165	-	-	-	12,087,165	-
773	2007 TABS	11,320	15	-	-	11,335	15
781	RDA Long Term Debt	521,310	3,330	-	(14,650)	509,990	(11,320)
821	Winters Library	54,023	38	50,000	-	4,061	(49,962)
831	Winters Library	75,526	30,742	17,517	-	88,751	13,225
833	Festival de La Comunidad	2,777	12,032	8,913	-	5,896	3,119
846	Quilt Festival	(275)	479	11	-	193	468
911	General Fixed Assets	22,380,872	-	-	-	22,380,872	-
Total Fund Balances		\$ 34,092,991	\$ 5,944,115	\$ 5,118,570	\$ -	\$ 34,918,536	\$ 825,545



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: March 18, 2014
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*
SUBJECT: January 2014 Investment Report

RECOMMENDATION:

Staff recommends that the City Council receive and file the City of Winters investment for the period July 1, 2013 through January 31, 2014.

BACKGROUND:

The City of Winters financial policy requires, at a minimum, quarterly investment earnings reports. The attached report shows the earnings for July 1 2013 through January 31, 2014. 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, as well as from the Money Market Account set up for the North Bank Putah Creek Improvement Elderberry Beetle Mitigation.

The investment report for the month of January 31, 2014 reflects interest from all of the above sources.

FISCAL IMPACT:

None

City of Winters
Investment Earnings Report
Investment Earnings as of January 31, 2014

Fund	Description	January Investment Earnings	Year to Date Investment Earnings
101	GENERAL FUND	\$ 613	\$ 732
105	SENIOR FUND		1
107	PARK MAINTENANCE FUND	1	3
113	2007 HOUSING TABS	752	1,490
201	FIRE PREVENTION FUND	1	1
208	FIRST TIME HOMEBUYER	57	111
212	FLOOD ASSESSMENT DISTRICT	3	5
221	GAS TAX FUND	96	213
223	PERS TRUST FUND	3	2
251	TRAFFIC SAFETY	113	222
252	ASSET FORFEITURE	7	16
254	VEHICLE THEFT DETERRENT	27	70
278	NORTH BANK IMPROVEMENTS	13	75
287	AFTERSCHOOL DONATIONS		1
291	BEVERAGE RECYCLE GRANT	15	29
294	TRANSPORTATION/BUS	37	72
299	AFTER SHCOOL PROGRAM	81	160
321	EDBG 99-688		2,873
322	EDBG 96-405 CRADWICK	844	5,954
351	RLF HOUSING REHAB	201	1,186
355	RLF SMALL BUSINESS	230	1,816
356	RLF HOME PROGRAM	74	123
411	STREET IMPACT FEE	223	437
412	STORM IMPACT FEE	111	215
414	POLICE IMPACT FEE	163	319
415	FIRE IMPACT FEE	183	358
416	GENERAL FACILITY IMPACT FEE	233	457
417	WATER IMPACT FEE	292	567
418	SEWER IMPACT FEE	134	260
419	FLOOD OVERLAY	154	302
421	GENERAL FUND CAPITAL	371	728
422	LANDFILL CAPITAL	136	267
427	EQUIPMENT REPLACEMENT FUND	91	180
429	SERVICE RESERVE	348	683
482	FLOOD CONTROL STUDY	1	2
492	RAJA STORM DRAIN	26	51
494	CARF	45	83
501	GENERAL DEBT SERVICE	38	74
612	WATER RESERVE		4
616	WATER CONSERVATION	6	12
617	WATER METER FUND	125	246
621	SEWER O & M	481	1,139
629	SEWER DEBT SERVICE FUND	41	80
773	2007 TABS	8	15
781	RDA LTD		3,330
821	WINTERS LIBRARY	3	38
831	SWIM TEAM	60	114
833	Quilt Show	4	4
Total Investment Earnings		<u>\$ 6,445</u>	<u>\$ 25,120</u>