



Winters City Council Meeting  
City Council Chambers  
318 First Street  
Tuesday, May 17, 2016  
6:30 p.m.  
**AGENDA**

*Members of the City Council*

*Cecilia Aguiar-Curry, Mayor  
Woody Fridae, Mayor Pro-Tempore  
Harold Anderson  
Wade Cowan  
Pierre Neu*

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

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

Roll Call

Pledge of Allegiance

Approval of Agenda

**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, May 3, 2016 (pp. 4-6)
- B. Updated Project Budget Sheet and Consultant Services Agreement Amendment 2 for the W. Main Sewer Pump Station, Project No. 16-02 (pp. 7-10)
- C. Resolution 2016-13, A Resolution of the City Council of the City of Winters Establishing an Appropriation Limit Pursuant to Article XIII B of the California Constitution for Fiscal Year 2016-2017 (pp. 11-18)

### PRESENTATIONS

Draft Wastewater Treatment Facility Master Plan Update (pp. 19-139)

### DISCUSSION ITEMS

1. Public Hearing and Consideration of the Proposed Amended and Restated Development Agreement and Amended Tentative Subdivision Map for the Callahan Estates Subdivision (pp. 140-284)
2. Amended Salary Schedules – CalPERS Audit Finding (pp. 285-303)
3. Appointment of Two Council Members to Serve on Community Interview Panel for Police Chief (pp. 304)
4. 2016-2018 Budget Review (pp. 305 – 307)

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

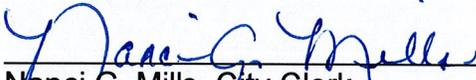
1. None
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### CITY MANAGER REPORT

INFORMATION ONLY

ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the May 17, 2016 regular meeting of the Winters City Council was posted on the City of Winters website at [www.cityofwinters.org](http://www.cityofwinters.org) and Councilmembers were notified via e-mail of its' availability. A copy of the foregoing agenda was also posted on the outside public bulletin board at City Hall, 318 First Street on May 12, 2016, and made available to the public during normal business hours.

  
\_\_\_\_\_  
Nanci G. Mills, City Clerk

*Questions about this agenda – Please call the City Clerk's Office (530) 794-6701. Agendas and staff reports are available on the city web page [www.cityofwinters.org/administrative/admin\\_council.htm](http://www.cityofwinters.org/administrative/admin_council.htm)*

*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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*View on the internet: [www.cityofwinters.org/administrative/admin\\_council.htm](http://www.cityofwinters.org/administrative/admin_council.htm)  
Any attachments to the agenda that are not available online may be viewed at the City Clerk's Office or locations where the hard copy packet is available.*

*Email Subscription: You may contact the City Clerk's Office to be placed on the list. An agenda summary is printed in the Winters Express newspaper.*

*City Council agenda packets are available for review or copying at the following locations:*

*Winters Library – 708 Railroad Avenue*

*City Hall – Finance Office - 318 First Street*

*During Council meetings – Right side as you enter the Council Chambers*

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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 May 3, 2016

Mayor Cecilia Aguiar-Curry called the meeting to order at 6:30 p.m.

Present: Council Members Harold Anderson, Wade Cowan, Woody Fridae, Pierre Neu, and Mayor Cecilia Aguiar-Curry

Absent: None

Staff: City Manager John Donlevy, City Attorney Ethan Walsh, City Clerk Nanci Mills, Director of Financial Management Shelly Gunby, Police Chief Joseph Kreins, Fire Chief Aaron McAlister, Public Works Superintendent Eric Lucero, Economic Development/Housing Manager Dan Maguire, and Building Official Gene Ashdown.

Jesse Loren led the Pledge of Allegiance.

Approval of Agenda: Motion by Council Member Fridae, second by Council Member Neu to approve the agenda with no changes. Motion carried with the following vote:

AYES: Council Members Anderson, Cowan, Fridae, Neu, Mayor Aguiar-Curry

NOES: None

ABSENT: None

ABSTAIN: None

COUNCIL/STAFF COMMENTS

PUBLIC COMMENTS: None

## CONSENT CALENDAR

- A. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, April 19, 2016
- B. Resolution 2016-09, a Resolution of the City Council of the City of Winters, Initiating Proceedings for the Annual Levy and Collection of Assessments for the City-Wide Maintenance Assessment District, Fiscal Year 2016/2017
- C. Resolution 2016-10, a Resolution of the City Council of the City of Winters Preliminarily Approving the Engineer's Annual Levy Report, and Declaring its' Intention to Levy and Collect Annual Assessments and Provide Notice of Hearings Thereof for the City-Wide Maintenance Assessment District, Fiscal Year 2016/2017
- D. Purchase of Portable Generator for Sewer Lift Stations
- E. Authorize Contract for Shade Structure for Phase Two Construction at Walnut Park Project
- F. Reclassification of the Administrative Assistant Position in Public Works to a Management Analyst Position

City Manager Donlevy gave an overview. Mayor Aguiar-Curry inquired whether the assessments for the City-Wide Maintenance Assessment District are covering our costs. Motion by Council Member Fridae, second by Council Member Cowan to approve the Consent Calendar. Motion carried with the following vote:

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

PRESENTATIONS: None

## DISCUSSION ITEMS

1. Budget Review (No Backup)

City Manager Donlevy gave an overview of the 2-year budgeting process and said staff has made several budgetary reductions and the budget is nearly balanced. Some expenditures are being moved into the second year of the 2-year budget. City Manager Donlevy also gave an overview of future assumptions, which included no new staffing in the first year. The second year will include the hiring of one police officer and one fire engineer. Employees will begin paying a portion of the CalPERS retirement contribution and will receive annual cost-of-living adjustments.

Shelly gave a power point presentation that included expenditure and revenue assumptions used to develop the budget, general fund comparisons, sources and uses of governmental funds and enterprise funds, which is a summary of estimated revenues, expenses, and changes in retained earnings. Shelly also reviewed general fund projected expenditures and projected City expenditures for each fiscal year, ending with a revenue vs expenditure graph dating back to 1999.

Staff and Council also discussed capital projects, a cost allocation plan, assessed value, property taxes, transient occupancy tax (TOT), the general fund and enterprise fund sources and uses.

Council requested the budget review continue to the May 17<sup>th</sup> City Council meeting.

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

1. None
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CITY MANAGER REPORT: The dedication of the new Winters Road Bridge will be held on Friday, May 6<sup>th</sup> @ 3:00 p.m.

INFORMATION ONLY: None

ADJOURNMENT: Mayor Aguiar-Curry adjourned the meeting at 8:02 p.m.

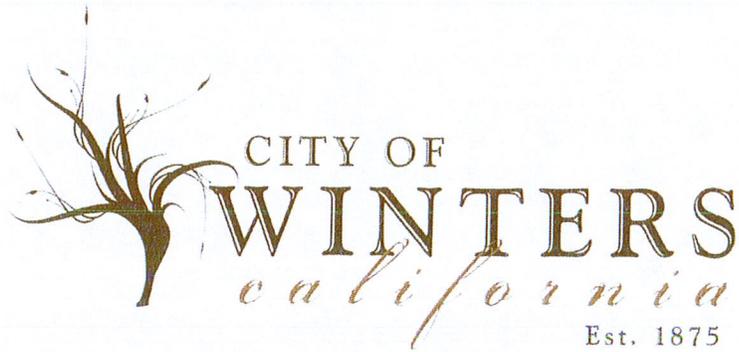
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Cecilia Aguiar-Curry, MAYOR

ATTEST:

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Nanci G. Mills, City Clerk



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Council Members  
**DATE:** May 17, 2016  
**FROM:** John W. Donlevy, Jr., City Manager   
Alan L. Mitchell, City Engineer  
**SUBJECT:** Updated Project Budget Sheet and Consultant Services Agreement Amendment 2  
- W. Main Sewer Pump Station, Project No. 16-02.

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**RECOMMENDATION:** Staff recommends City Council approve the Updated Project Budget Sheet (PBS), and authorize the City Manager to execute Amendment No. 2, with V. W. Housen Associates in the amount of \$109,985, for Engineering Services during Construction, for the W. Main Sewer Pump Station, Project No. 16-02.

**BACKGROUND:** Sewer flows from new development to the north of Grant and W. Main, including Walnut Ranch, Carter Ranch, Callahan, and Winters Highlands, are master-planned to flow into a new sewer pump station and out to the WWTF through a new force main. In order to move forward with development, Winters Highlands and Callahan are conditioned to advance-fund the design and construction of the W. Main Sewer Pump Station (WMSSPS) and Force Mains projects, if not already completed.

The Developer for Winters Highlands requested the City move forward with the WMSSPS, and on October 6, 2015, Council authorized the City Manager to execute a Consultant Agreement with V. W. Housen Associates (VWH) for pre-design technical studies and analysis.

VWH completed a Technical Memorandum (TM) in November, to update the design criteria for the WMSSPS. The updates addressed phasing alternatives, aesthetics, code changes, new regulations, and new technology, as well as city operational preferences. This TM was the basis for the subsequent design and construction documents.

On January 5, 2016, Council authorized the City Manager to execute an Amendment (No. 1) with VWH for Design Services. They have completed the construction documents and the Developer will build the facility and force mains, with City oversight and inspection.

**DISCUSSION:** The developer for Winters Highlands is interested in constructing the first phase of their project (73 units), in 2016, and will also construct the WMSSPS. The completion of the WMSSPS is required prior to occupancy of any houses. VWH has provided a scope and fee estimate for engineering services during construction, which will be added to their current Consultant Agreement, with Amendment No. 2. The scope includes project management, submittal review, meetings, on-site visits, response to contractor requests for clarification or information, change order review, and preparation of record drawings.

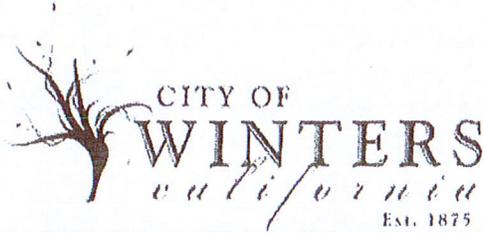
Staff recommends the City Council approve the amendment and authorize the City Manager to execute Amendment No. 2 for Engineering Services during Construction for the WMSSPS.

**ALTERNATIVES:** None recommended by staff.

**FISCAL IMPACT:** Regional conveyance facilities and the regional pump station (WMSSPS) to support the projects north of Grant and W Main St. are 100-percent funded by new development. The City Engineer will determine the pro-rata share for each benefitting development. The Winters Highlands Developer has fronted the funds to cover the pre-design and design phase. The Finance Manager will work with them to fund the construction administration services included in the VWH Amendment No. 2. The updated PBS reflects the additional costs associated with engineering services during construction.

Attachment: Updated PBS  
VWH Amendment No. 2





**CONSULTANT SERVICES AGREEMENT  
AGREEMENT No. 15-001VWHA  
AMENDMENT No. 2 (Construction Administration)**

This Amendment is made and entered into this \_\_\_\_ day of May, 2016, and modifies AGREEMENT No. 15-001VWHA, dated October 7, 2015, as Amended, between the City of Winters (CITY) and V.W. Housen & Associates (CONSULTANT) for engineering services for the W. Main Sewer Pump Station, PN 16-02.

This amendment changes the agreement as described below:

**AMENDMENTS**

The following sections shall be amended to read as follows:

1. **SERVICES.** Subject to the terms and conditions set forth in this Agreement, CONSULTANT shall provide to the CITY the Services described in Exhibit "A-2", which is the CONSULTANT'S Scope of Services for Engineering Services during Construction (construction administration). Consultant shall provide said services at the time, place, and in the manner specified by the Agreement and Exhibits.

2. **PAYMENT.** The Consultant shall be paid for the actual costs, for all time and materials expended, in accordance with the Fee Estimate included in Exhibit "A-2", but in no event shall total compensation exceed One-Hundred-Nine-Thousand Nine-Hundred Eighty-Five dollars (\$109,985) for work described in Exhibit "A-2", without the City's prior written approval.

EXECUTED as of day first above-stated.

CITY OF WINTERS  
a municipal corporation

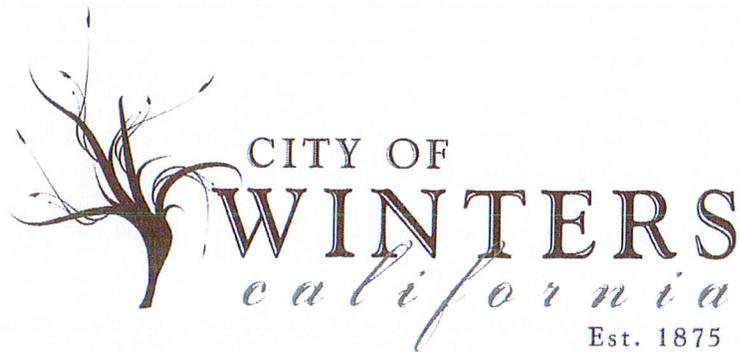
By: \_\_\_\_\_  
John W. Donlevy, Jr., City Manager

CONSULTANT

By: *M. Housen*  
Vivian Housen, Principal

ATTEST:

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



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers  
**DATE:** May 17, 2016  
**THROUGH:** John W. Donlevy, Jr., City Manager *[Signature]*  
**FROM:** Shelly A. Gunby, Director of Financial Management *[Signature]*  
**SUBJECT:** Appropriation Limit for Fiscal Year 2016-2017

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**RECOMMENDATION:**

City Council approve Resolution 2016-13, A Resolution of the City Council of the City of Winters Establishing an Appropriation Limit Pursuant to Article XIII B of the California Constitution for Fiscal Year 2016-2017.

**BACKGROUND:**

In 1978, Proposition 13 was enacted, and as a follow up to Proposition 13, the voters of California amended the California Constitution in 1979 to limit the growth of governmental spending by passing Proposition 4. Proposition 4 created Article XIII B of the California Constitution that provides a formula for calculating spending limits of governments. Proposition 4 is commonly referred to as the Appropriation or Gann Limit.

The Appropriation Limit creates a restriction on the amount of government revenue which may be appropriated in any fiscal year. The Appropriation Limit is based on actual appropriations during the base year and increases each year using specified growth factors. The Appropriation Limit applies to only those revenues defined "proceeds of taxes". Proceeds of taxes generally refer to revenues in the General Fund, and some Special Revenue Funds.

Proceeds of taxes include, but are not limited to:

- All taxes levied by or for a Public Agency;
- Any revenue from regulatory licenses, user charges and user fees or charges to the extent that the proceeds exceed the cost of providing the regulation, product or service;
  - The following are NOT considered from regulatory licenses, user charges and user fees or charges for the purposes of the Appropriation Limit

- Rents, Concessions, entrance fees, franchise fees
- Fine, forfeitures and penalties
- Assessments on real property or person for special benefit conferred.
- State Subventions for general purposes; and
  1. State subventions include:
    - VLF in Lieu Fees that are not designated as per use; and
    - Homeowners Property Tax Relief
  2. State moneys provide to local governments with restricted uses excluded from the local governments Appropriation Limit such as:
    - Motor Vehicle Tax (Gas Tax)
- Any interest earned from the investment of the proceeds of taxes
- Certain items are excluded from the Appropriations Limit such as;
  1. State Mandate Reimbursements
  2. Certain types of Debt Service Costs
  3. Qualified Capital Outlay
  4. Costs of complying with court orders and federal mandates.
  5. Appropriation required to refund taxes; and
  6. Local agency loan funds or indebtedness funds, or investment funds in bank accounts.
  7. Redevelopment agency or successor agency property tax increment funds (because such agencies do not have the power to levy a property tax)

The City of Winters adopts the Appropriation Limit prior to the beginning of the fiscal year for which it pertains by resolution, and a discussion of the limit is included in the budget when it is submitted for approval to the City Council prior to the beginning of the fiscal year for which the budget is adopted.

The City of Winters is cautious in its spending and has never had appropriations subject to the limitation higher than 63% of the limitation.

**FISCAL IMPACT:**

None

**ATTACHEMENTS:**

Resolution 2016-13

Attachment A-Appropriation Limit Calculation

Attachment B-Department of Finance Annual Price and Population Information

**RESOLUTION 2016-13**  
**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF**  
**WINTERS ESTABLISHING AN APPROPRIATION LIMIT**  
**PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA**  
**CONSTITUTION FOR FISCAL YEAR 2016-2017**

**WHEREAS**, Article XIII B of the Constitution of the State of California provides for the annual appropriations of governmental units to be the subject of limitations, and

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Winters that an appropriation limit for the Fiscal 2016-2017 pursuant to Article XIII B of the Constitution of the State of California be established in the amount of \$6,775,194 and the same is hereby approved.

**PASSED AND ADOPTED** by the City Council, City of Winters, the 17th day of May 2016 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
Cecilia Aguiar-Curry, Mayor

**ATTEST:**

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

Attachment A

**CITY OF WINTERS  
APPROPRIATION LIMIT  
FOR FISCAL YEAR 2016-2017  
YEAR ENDED JUNE 30, 2017**

APPROPRIATION LIMIT, FISCAL YEAR 2015-2016	\$	6,417,714
ADJUSTMENT FACTOR: POPULATION GROWTH PERCENT		1.055702
ANNUAL ADJUSTMENT IN DOLLARS		
APPROPRIATION LIMIT FISCAL YEAR 2016-2017	\$	6,775,194

2016-2017  
APPROPRIATION LIMIT

Per Capita change = 5.37  
Population change = 0.19

Per capital converted to a ratio

$$\frac{5.37+100}{100} = 1.0537$$

Population converted to a ratio

$$\frac{.19+100}{100} = 1.0019$$

Calculation Factor for FY 2015-16

$$1.0537 \times 1.0019 = 1.055702$$



May 2016

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2016, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2016-17. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2016-17 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. The Revenue and Taxation Code, section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2016.**

**Please Note:** Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN  
Director  
By:

AMY COSTA  
Chief Deputy Director

Attachment

May 2016

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2016-17 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2016-17	5.37

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2016-17 appropriation limit.

**2016-17:**

Per Capita Cost of Living Change = 5.37 percent  
Population Change = 0.90 percent

Per Capita Cost of Living converted to a ratio:  $\frac{5.37 + 100}{100} = 1.0537$

Population converted to a ratio:  $\frac{0.90 + 100}{100} = 1.0090$

Calculation of factor for FY 2016-17:  $1.0537 \times 1.0090 = 1.0632$

Fiscal Year 2016-17

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2015 to January 1, 2016 and Total Population, January 1, 2016**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2015-2016	1-1-15	1-1-16	1-1-2016
Yolo				
Davis	0.09	68,254	68,314	68,314
West Sacramento	2.15	51,963	53,082	53,082
Winters	0.19	7,200	7,214	7,214
Woodland	0.22	57,401	57,526	57,526
Unincorporated	5.28	26,995	28,419	28,419
County Total	1.29	211,813	214,555	214,555

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



CITY COUNCIL  
STAFF REPORT

**TO:** Honorable Mayor and Councilmembers  
**DATE:** May 17, 2016  
**THROUGH:** John W. Donlevy, Jr., City Manager *JWD*  
**FROM:** Carol Scianna, Environmental Services Manager *CS*  
**SUBJECT:** Draft Wastewater Treatment Facility Master Plan Update

**RECOMMENDATION:** Staff recommends the Council receive presentation of the Draft Wastewater Treatment Facility Master Plan Update presented by Larry Walker and Associates staff and discuss options available for acceptance at subsequent meeting.

**BACKGROUND:** In 2006 a similar Wastewater Treatment Facility (WWTF) Masterplan was presented to Council discussing several options for expansion of Wastewater Treatment Facility that would allow the City to provided services for anticipated growth. However, the housing market stalled and discussions were terminated since expansion was not needed at the time. With the recent recovery of housing market the City has been tasked to re-evaluate the WWTF and determine what improvements would be necessary to provide services for a City population of 8,800 by the year 2035 and also meet probable regulatory requirements. Five options are being presented and discussed to determine which alternative would be the best choice for the City. Staff will be bringing this item back for action at a future meeting.

**FISCAL IMPACT:** There are five options presented ranging in costs from \$8 million to \$35million



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers  
**DATE:** May 17, 2016  
**FROM:** David Dowswell, Community Development Director through  
John W. Donlevy, Jr., City Manager  
**SUBJECT:** Callahan Estates Subdivision – Public Hearing and consideration of the  
proposed Amended and Restated Development Agreement and Amended  
Tentative Subdivision Map

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**RECOMMENDATION:**

That the City Council:

1. Receive a Staff Report on a proposed Callahan Estates Amended and Restated Development Agreement and Amended Tentative Subdivision Map, and
2. Conduct a Public Hearing to consider comments on the Amended and Restated Development Agreement; and Amended Tentative Subdivision Map, and
3. Consider the previously certified and approved CEQA clearance for the Callahan Estates Development Agreement in the form of a Mitigated Negative Declaration and Mitigation Monitoring Program (Resolution No. 2005-06) adopted on March 15, 2005. Per Section 15060c2 of the CEQA Guidelines, the proposed DA Amendment is not subject to CEQA due to the lack of direct or reasonably foreseeable indirect physical change to the environment which would result from the adoption of the proposed Amendment to that Development Agreement; and

4. Approve Resolution No. 2016-15, Resolution of the City Council of the City of Winters Approving an Amended Tentative Subdivision Map for the Callahan Estates Subdivision; and
5. Introduce Ordinance No. 2016-05 an ordinance of the City of Winters approving the Amended and Restated Development Agreement and amended Tentative Subdivision Map, commonly known as the Callahan Estates Project, between the City of Winters and Turning Point Acquisitions V, LLC.

**BACKGROUND:**

In April 2005, the City approved the Callahan Estates Subdivision (Attachment A) and Development Agreement (DA). In February 2009 a First Amendment was approved regarding the deferral of development impact fees from building permit to certificate of occupancy, conveying a portion of the land needed for the new public safety facility and revising the maximum number of non-market rate units that can be built per year. In August 2013 a Second Amendment was approved transferring the ownership from Winters Investors, LLC to Turning Point Acquisitions V, LLC, regarding the expiration date of the DA, combining the affordable housing obligation with the Hudson-Ogando subdivision (Winters Ranch) further clarifying the various impact fees and requiring an annuity in-lieu of establishing a Mello-Roos District to pay for the municipal services cost related to this subdivision.

Since 2006, the City has entered into five (5) development agreements (DA) with various developers for the subdivision and development of residential projects. In 2007, the real estate market “crashed” and none of the proposed projects proceeded. Because of this, amendments have been initiated and adopted over the past few years to keep the agreements current and viable as the real estate market returns.

Late last year the City met with a representative of Turning Point Acquisitions V, LLC, to discuss possible amendments to the Callahan Estates DA. The amendments are essentially to “modernize” or “update” it to recognize capital improvements made during the interim, needs of the City and the Developer, and also to acknowledge the new fiscal realities of residential development. The amendments are discussed below.

The Planning Commission considered the Callahan Estates Amended and Restated Development Agreement (Attachment B) and Amended Tentative Subdivision Map (Map) (Attachment D, Exhibit A) on April 26, 2016 at a public hearing. At the conclusion of the hearing the Commission adopted a resolution recommending the City Council adopt an ordinance (Attachment C) approving the Amended and Restated DA between the City and Turning Point Acquisitions V, LLC and approve the amended Map.

**DISCUSSION:**

**Development Agreement**

The proposed Amended and Restated DA includes the following changes to the original DA and the First and Second amendments:

1. Term: Establishes a new term for the DA of five (5) years effective from the date of recording. The DA is currently set to expire in 2019.
2. Right to Assign: The DA retains the provisions that give the City approval rights over the assignment of the DA to another developer, but adds technical requirements to help protect the developer's financial information.
3. Reduction in the Number of Units: Reduces the number of lots from 111 to 109 due revising the alignment of Taylor Street in conjunction with the Winters Ranch, formerly Hudson-Ogando project.
4. Affordable Housing: Requires the developer pay an in-lieu fee of \$110,000 at the recording of the first Final Map. Through an agreement with Winters Ranch the 4 moderate income deed restricted affordable single-family homes required for Callahan Estates will be built within the Winters Ranch subdivision.
5. Obligations to Winters Joint Unified School District: The obligations to the School District are amended based on new terms that were negotiated between the Developer and the School District directly.
6. Annuity: Revises the original DA by deleting Section 4.5 regarding the provision requiring a fiscal neutrality annuity payment of \$2,402 per unit. This is being deleted after the same requirement for the Hudson-Ogando and Winters Highlands subdivisions was recently deleted from that DA based on a revised fiscal analysis for the project that indicates these projects will not require the annuity to be fiscally neutral.
7. Urban Water Management Plan: Revises language to allow pro-rata share of cost, sharing with Winters Highlands, Hudson-Ogando, and Creekside. The payment shall be due and payable no later than the issuance of the 50<sup>th</sup> market-rate building permit.
8. Pedestrian Circulation and Safety Improvements: Eliminates the requirement to construct pedestrian circulation and safety improvements at the intersection of Grant Avenue and Morgan Street because the City has no actual plan for a pedestrian crossing. The City will install this improvement in the future as a separate capital project when development occurs on the north side of Grant Avenue.

9. Broadband Infrastructure: Revise to require the Agreement to include the installation of and dedication to the City of broadband conduit infrastructure for all units within the subdivision.
10. Removal of Requirements for Facilities Previously Constructed: The original DA included requirements for advance contributions to the construction of the Public Safety Facility, the Library and the Community Pool. These facilities have been constructed. The requirements have been removed.
11. Cooperation with Other Developments: Consistent with the Planning Commission direction, the Amended and Restated Development Agreement has added language that provides for cooperation between the developers of the Highlands, Hudson-Ogando and Callahan developments.

In the redline version of the DA (Attachment B) all of the proposed changes shown in the color fuchsia were made by the City Attorney, the ones in green or red were made by staff.

### **Tentative Subdivision Map**

As mentioned above, the Developer is requesting a reduction in the number of lots from 111 to 109 by amending the Tentative Map. The reduction in the number of lots is due to the reconfiguration of Taylor Street necessitated by changes to the Hudson-Ogando/Winters Ranch Subdivision.

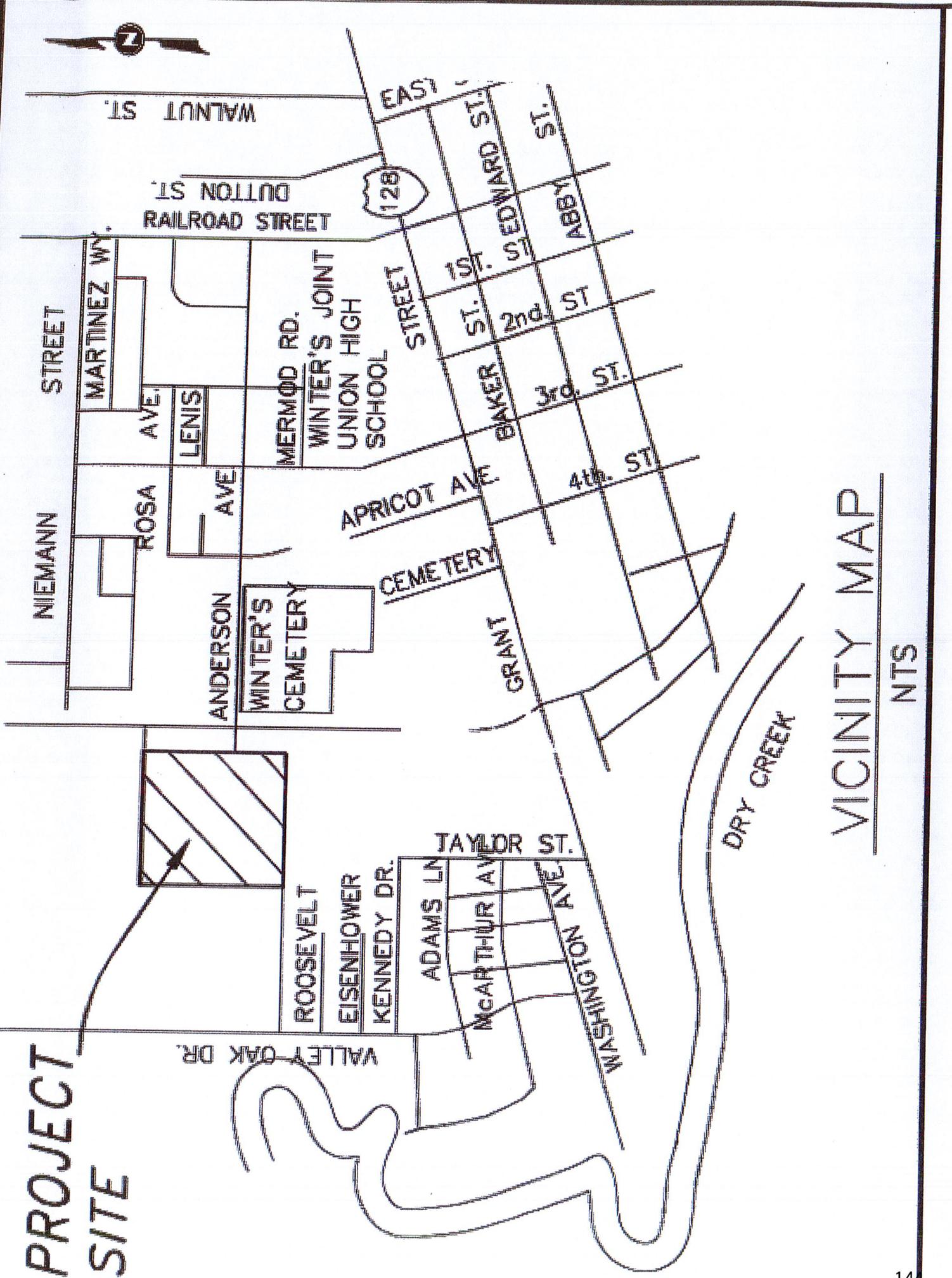
### **ENVIRONMENTAL ASSESSMENT**

Consider the previously certified and approved CEQA clearance for the Callahan Estates Development Agreement in the form of a Mitigated Negative Declaration and Mitigation Monitoring Program (Resolution No. 2005-06) adopted on March 15, 2005. Per Section 15060c2 of the CEQA Guidelines, the proposed DA Amendment is not subject to CEQA due to the lack of direct or reasonably foreseeable indirect physical change to the environment which would result from the adoption of the proposed Amendment to that Development Agreement

### **ATTACHMENTS:**

- A. Project Map
- B. Redlined Comparison to Original Development Agreement with First and Second Amendments
- C. Planning Commission Resolution 2016-01
- D. Resolution approving Amended Tentative Subdivision Map
- E. Ordinance

# PROJECT SITE



## VICINITY MAP

NTS



**TO:** Honorable Mayor and Council Members  
**DATE:** May 17, 2016  
**THROUGH:** John W. Donlevy, Jr., City Manager *JD*  
**FROM:** Nanci G. Mills, Director of Administrative Services/City Clerk *Nanci*  
**SUBJECT:** Resolution No. 2016-16 Amending Salary Schedules – CalPERS Audit Finding

**RECOMMENDATION:**

Adopt Resolution 2016-16 amending 2008-2014 Salary Schedules to comply with CalPERS Audit Finding.

**BACKGROUND:**

In August of 2015 CalPERS began an Audit of the City of Winters. The primary objective was to determine whether the City of Winters complied with applicable sections of the California Government Code, California Public Employees' Pension Reform Act of 2013, California Code of Regulations and its contract with the CalPERS.

One of the findings was that our pay schedules did not meet all of the requirements of the Government Code and the California Code of Regulations.

Staff has amended the attached salary schedules to meet the requirements. There are no changes to salaries/rate of pay within any of these salary schedules.

**FISCAL IMPACT:**

None

**Attachments:**

CalPERS Audit Finding  
California Code of Regulation and Government Code Sections  
Resolution with Salary Schedules

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# CITY OF WINTERS

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## OFFICE OF AUDIT SERVICES REVIEW RESULTS

**1:** The Agency's pay schedule did not meet all of the Government Code and CCR requirements.

***Condition:***

The Agency's pay schedule did not meet all the requirements of the Government Code and CCR. Specifically, the pay schedule in effect during the period under review did not include the positions of City Mayor, City Council Member, City Clerk, City Treasurer and did not list the positions of employees classified as Department Heads. In addition, the Agency's pay schedule did not indicate time-base. Further, the Agency did not maintain one pay schedule that identified the position title and payrate for every employee position as required by the CCR. Multiple pay schedules were needed to identify position titles for full-time and part-time employees.

Only compensation earnable as defined under Government Code Section 20636 and corresponding regulations can be reported to CalPERS and considered in calculating retirement benefits. For purposes of determining the amount of compensation earnable, a member's payrate is limited to the amount identified on a publicly available pay schedule. Per CCR Section 570.5, a pay schedule, among other things, must:

- Be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
- Identify the position title for every employee position;
- Show the payrate as a single amount or multiple amounts within a range for each identified position;
- Indicate the time base such as hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- Be posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- Indicate an effective date and date of any revisions;
- Be retained by the employer and available for public inspection for not less than five years; and
- Not reference another document in lieu of disclosing the payrate.

Pay amounts reported for positions that do not comply with the payrate definition and pay schedule requirements cannot be used to calculate retirement benefits because the amounts do not meet the definition of payrate under Government Code Section 20636(b)(1). When an employer does not meet the requirements for a

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## CITY OF WINTERS

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publicly available pay schedule, CalPERS, in its sole discretion, may determine an amount that will be considered to be payrate as detailed in CCR Section 570.5.

***Recommendation:***

The Agency should ensure its pay schedule meets all of the Government Code and CCR requirements.

The Agency should work with CalPERS Employer Account Management Division (EAMD) to identify and make adjustments, if necessary, to any impacted active and retired member accounts pursuant to Government Code Section 20160.

***Criteria:***

Government Codes: § 20160, § 20636  
CCR: § 570.5

The Pay Schedule will need to meet the following criteria as listed in California Code of Regulations Section 570.5, which states:

“(a) For purposes of determining the amount of “compensation earnable” pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

- (1) Has been duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meetings laws;
- (2) Identifies the position title for every employee position;
- (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer’s internet website;
- (6) Indicates an effective date and date of any revisions;
- (7) Is retained by the employer and available for public inspection for not less than five years; and
- (8) Does not reference another document in lieu of disclosing the payrate.

(b) Whenever an employer fails to meet the requirements of subdivision (a) above, the Board, in its sole discretion, may determine an amount that will be considered to be payrate, taking into consideration all information it deems relevant including, but not limited to, the following:

- (1) Documents approved by the employer’s governing body in accordance with requirements of public meetings laws and maintained by the employer;
- (2) Last payrate listed on a pay schedule that conforms to the requirements of subdivision (a) with the same employer for the position at issue;
- (3) Last payrate for the member that is listed on a pay schedule that conforms with the requirements of subdivision (a) with the same employer for a different position;
- (4) Last payrate for the member in a position that was held by the member and that is listed on a pay schedule that conforms with the requirements of subdivision (a) of a former CalPERS employer.”



Resolution 2016-16

Amending Salary Schedules – CalPERS Audit Finding

**City of Winters**  
**Effective July 1, 2008**

<u>BENEFIT UNIT &amp; POSITION</u>		<u>MONTHLY SALARY STEPS</u>					<u>ANNUAL SALARY</u>	
		A	B	C	D	E		
MI	Accounting Technician*	\$3,065	\$3,218	\$3,379	\$3,548	\$3,725	\$36,780	\$44,700
MI	Administrative Assistant (v)*	\$3,192	\$3,352	\$3,520	\$3,696	\$3,881	\$38,304	\$46,572
MI	Administrative Secretary*	\$2,584	\$2,713	\$2,849	\$2,991	\$3,141	\$31,008	\$37,692
MI	Buiding Official*	\$5,356	\$5,624	\$5,905	\$6,827	\$6,510	\$64,272	\$78,120
E	City Clerk*					\$80	\$960	\$960
E	City Council*					\$180	\$2,160	\$2,160
E	Mayor*					\$180	\$2,160	\$2,160
CON	City Manager*					\$10,398	\$124,776	\$124,776
MI	Community Services Officer*	\$2,649	\$2,781	\$292	\$3,066	\$3,219	\$31,788	\$38,628
PO	Corporal**	\$4,379	\$4,588	\$4,807	\$5,037	\$5,279	\$52,548	\$63,348
DH	Director of Administrative Services*	\$6,855	\$7,198	\$7,558	\$7,936	\$8,333	\$82,260	\$99,996
DH	Director of Community Development (v)*	\$6,855	\$7,198	\$7,558	\$7,936	\$8,333	\$82,260	\$99,996
DH	Director of Financial Management*	\$6,855	\$7,198	\$7,558	\$7,936	\$8,333	\$82,260	\$99,996
M	Environmental Services Manager*	\$5,583	\$5,862	\$6,155	\$6,463	\$6,786	\$66,996	\$81,432
MM	Grant Writer*	\$3,871	\$4,065	\$4,268	\$4,481	\$4,705	\$46,452	\$56,424
DH	Housing Manager*	\$6,855	\$7,198	\$7,558	\$7,936	\$8,333	\$82,260	\$99,996
PO	Lieutenant (v)**	\$5,685	\$5,969	\$6,267	\$6,580	\$6,909	\$68,220	\$82,908
MI	Maintenance Worker - I*	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$25,200	\$30,636
MI	Maintenance Worker - II*	\$2,778	\$2,917	\$3,063	\$3,216	\$3,377	\$33,336	\$40,524
MI	Maintenance Worker - III - Senior*	\$3,376	\$3,545	\$3,722	\$3,908	\$4,103	\$40,512	\$49,236
MI	Maintenance Worker - IV - Field Supervisor*	\$4,106	\$4,311	\$4,527	\$4,753	\$4,991	\$49,272	\$59,892
C	Management Analyst - Administration*	\$3,871	\$4,065	\$4,268	\$4,481	\$4,705	\$46,452	\$56,460

**City of Winters  
Effective July 1, 2008**

<u>BENEFIT UNIT &amp; POSITION</u>		<u>MONTHLY SALARY STEPS</u>					<u>ANNUAL SALARY</u>	
		A	B	C	D	E		
MM	Management Analyst - Community Development*	\$3,871	\$4,065	\$4,268	\$4,481	\$4,705	\$46,452	\$56,460
MM	Management Analyst - Finance*	\$3,871	\$4,065	\$4,268	\$4,481	\$4,705	\$46,452	\$56,460
DH	Police Chief*					\$9,596	\$115,152	\$115,152
PO	Police Officer**	\$4,179	\$4,388	\$4,607	\$4,837	\$5,079	\$50,148	\$60,948
M	Public Works Superintendent*	\$5,583	\$5,862	\$6,155	\$6,463	\$6,786	\$66,996	\$81,432
MI	Records Clerk II*	\$2,493	\$2,618	\$2,749	\$2,886	\$3,030	\$29,916	\$36,360
MM	Records & Information Systems Supervisor*	\$4,400	\$4,620	\$4,851	\$5,094	\$5,349	\$52,800	\$64,188
MI	Recreation Coordinator*	\$2,271	\$2,385	\$2,504	\$2,629	\$2,760	\$27,252	\$33,120
S	Sergeant**	\$4,910	\$5,156	\$5,414	\$5,685	\$5,969	\$58,920	\$71,628
E	Treasurer*					\$25	\$300	\$300

**TEMPORARY PART-TIME EMPLOYEE HOURLY WAGES**

Hourly Rate/Range

After School Coordinator	33.00-38.00
After School Instructional Aide	12.00-15.00
After School Site Coordinator	20.00-22.00
After School Teacher - Certified	33.00-38.00
Cashier	8.25
Community Center Attendant	7.75-16.00
Intern	9.00-35.00

**City of Winters**  
**Effective July 1, 2008**

**TEMPORARY PART-TIME EMPLOYEE HOURLY WAGES**

Hourly Rate/Range

Lifeguard I	9.25
Lifeguard II	9.75
Lifeguard III	11.25
Lifeguard IV	11.75
Pool Manager	17.25
Project Management	9.00-35.00
Recreation Leader I	8.25
Recreation Leader II	8.75
Recreation Leader III	9.25
Recreation Leader IV	9.75
Recreation Director	13.25
Supervising Lifeguard	14.25

Key to Benefit Codes

C = Confidential

CON = Contract

DH = Department Head

F = Fire

E = Elected

M = Manager

MM = Mid Manager

MI = Miscellaneous

PT = Part Time

S = Sergeants

(v) = Vacant

\* Employer pays PERS Misc. Member Contribution of 7%

\*\* Employer pays PERS Safety Member Contribution of 9%

**City of Winters**  
**Effective January 1, 2012**

<u>BENEFIT UNIT &amp; POSITION</u>		<u>MONTHLY SALARY STEPS</u>					<u>ANNUAL SALARY</u>	
		A	B	C	D	E		
MM	Accounting Technician*	\$3,065	\$3,218	\$3,379	\$3,548	\$3,725	\$36,780	\$44,700
MI	Administrative Assistant (v)*	\$3,192	\$3,352	\$3,520	\$3,696	\$3,881	\$38,304	\$46,572
MM	Administrative Coordinator - Police Dept.*	\$5,616	\$5,897	\$6,192	\$6,502	\$6,827	\$67,392	\$81,924
MI	Buiding Official*	\$5,356	\$5,624	\$5,905	\$6,827	\$6,510	\$64,272	\$78,120
F	Captain - Fire**	\$4,910	\$5,156	\$5,414	\$5,685	\$5,969	\$58,920	\$71,628
E	City Clerk*					\$80	\$960	\$960
E	City Council*					\$180	\$2,160	\$2,160
E	Mayor*					\$180	\$2,160	\$2,160
CON	City Manager*					\$10,398	\$124,776	\$124,776
MI	Community Services Officer*	\$2,649	\$2,781	\$292	\$3,066	\$3,219	\$31,788	\$38,628
PO	Corporal**	\$4,379	\$4,588	\$4,807	\$5,037	\$5,279	\$52,548	\$63,348
DH	Director of Administrative Services*	\$6,855	\$7,198	\$7,558	\$7,936	\$8,333	\$82,260	\$99,996
DH	Director of Community Development*	\$6,855	\$7,198	\$7,558	\$7,936	\$8,333	\$82,260	\$99,996
DH	Director of Financial Management*	\$6,855	\$7,198	\$7,558	\$7,936	\$8,333	\$82,260	\$99,996
M	Environmental Services Manager*	\$5,583	\$5,862	\$6,155	\$6,463	\$6,786	\$66,996	\$81,432
C	Executive Asst. to City Manager*	\$3,114	\$3,269	\$3,432	\$3,604	\$3,784	\$37,368	\$45,408
F	Engineer - Fire**	\$4,379	\$4,588	\$4,807	\$5,037	\$5,279	\$52,548	\$63,348
F	Fire Chief**	\$6,855	\$7,198	\$7,558	\$7,936	\$8,333	\$82,260	\$99,996
F	Firefighter**	\$4,179	\$4,388	\$4,607	\$4,837	\$5,079	\$50,148	\$60,948
MM	Grant Writer*	\$3,871	\$4,065	\$4,268	\$4,481	\$4,705	\$46,452	\$56,424
DH	Housing Manager*	\$6,855	\$7,198	\$7,558	\$7,936	\$8,333	\$82,260	\$99,996
PO	Lieutenant (v)**	\$5,685	\$5,969	\$6,267	\$6,580	\$6,909	\$68,220	\$82,908
MI	Maintenance Worker - I*	\$2,205	\$2,315	\$2,431	\$2,553	\$2,681	\$26,460	\$32,172
MI	Maintenance Worker - II*	\$2,917	\$3,063	\$3,216	\$3,377	\$3,546	\$35,004	\$42,552
MI	Maintenance Worker - III - Senior*	\$3,545	\$3,722	\$3,908	\$4,103	\$4,308	\$42,540	\$51,696
MI	Maintenance Worker - IV - Field Supervisor*	\$4,311	\$4,527	\$4,753	\$4,991	\$5,241	\$51,732	\$62,892
C	Management Analyst - Administration*	\$3,871	\$4,065	\$4,268	\$4,481	\$4,705	\$46,452	\$56,460

**City of Winters  
Effective January 1, 2012**

<u>BENEFIT UNIT &amp; POSITION</u>		<u>MONTHLY SALARY STEPS</u>					<u>ANNUAL SALARY</u>	
		A	B	C	D	E		
MM	Management Analyst - Community Development*	\$3,871	\$4,065	\$4,268	\$4,481	\$4,705	\$46,452	\$56,460
MM	Management Analyst - Finance*	\$3,871	\$4,065	\$4,268	\$4,481	\$4,705	\$46,452	\$56,460
DH	Police Chief**	\$6,855	\$7,198	\$7,558	\$7,936	\$8,333	\$82,260	\$99,996
PO	Police Officer**	\$4,179	\$4,388	\$4,607	\$4,837	\$5,079	\$50,148	\$60,948
M	Public Works Superintendent*	\$5,583	\$5,862	\$6,155	\$6,463	\$6,786	\$66,996	\$81,432
MI	Records Clerk II*	\$2,493	\$2,618	\$2,749	\$2,886	\$3,030	\$29,916	\$36,360
MI	Recreation Coordinator (v)*	\$2,271	\$2,385	\$2,504	\$2,629	\$2,760	\$27,252	\$33,120
S	Sergeant**	\$4,910	\$5,156	\$5,414	\$5,685	\$5,969	\$58,920	\$71,628
E	Treasurer*					\$25	\$300	\$300

**TEMPORARY PART-TIME EMPLOYEE HOURLY WAGES**

Hourly Rate/Range

After School Coordinator	33.00-38.00
After School Instructional Aide	12.00-15.00
After School Site Coordinator	20.00-22.00
After School Teacher - Certified	33.00-38.00
Cashier	8.25
Community Center Attendant	7.75-16.00
Intern	9.00-35.00

**City of Winters**  
**Effective January 1, 2012**

**TEMPORARY PART-TIME EMPLOYEE HOURLY WAGES**

Hourly Rate/Range

Lifeguard I	9.25
Lifeguard II	9.75
Lifeguard III	11.25
Lifeguard IV	11.75
Pool Manager	17.25
Project Management	9.00-35.00
Recreation Leader I	8.25
Recreation Leader II	8.75
Recreation Leader III	9.25
Recreation Leader IV	9.75
Recreation Director	13.25
Supervising Lifeguard	14.25

Key to Benefit Codes

C = Confidential

CON = Contract

DH = Department Head

F = Fire

E = Elected

M = Manager

MM = Mid Manager

MI = Miscellaneous

PT = Part Time

S = Sergeants

(v) = Vacant

\* Employer pays PERS Misc. Member Contribution of 7%

\*\* Employer pays PERS Safety Member Contribution of 9%

**City of Winters**  
**Effective July 2013**

<u>BENEFIT UNIT &amp; POSITION</u>		<u>MONTHLY SALARY STES</u>					<u>ANNUAL SALARY</u>	
		A	B	C	D	E		
MM	Accounting Technician*	\$3,111	\$3,267	\$3,430	\$3,601	\$3,781	\$37,332	\$45,372
MI	Administrative Assistant (v)*	\$3,240	\$3,402	\$3,572	\$3,751	\$3,938	\$38,880	\$47,256
MM	Administrative Coordinator - Police Dept.*	\$5,700	\$5,985	\$6,285	\$6,599	\$6,929	\$68,400	\$83,148
MI	Buiding Official*	\$5,436	\$5,708	\$5,994	\$6,293	\$6,608	\$65,232	\$79,296
F	Captain - Fire***	\$5,432	\$5,704	\$5,989	\$6,289	\$6,603	\$65,184	\$79,236
E	City Clerk*					\$80	\$960	\$960
E	City Council*					\$180	\$2,160	\$2,160
E	Mayor*					\$180	\$2,160	\$2,160
CON	City Manager*					\$10,554	\$126,648	\$126,648
MI	Community Services Officer*	\$2,689	\$2,823	\$2,964	\$3,113	\$3,268	\$32,268	\$39,216
PO	Corporal**	\$4,860	\$5,093	\$5,337	\$5,594	\$5,864	\$58,320	\$70,368
DH	Director of Administrative Services*	\$7,306	\$7,671	\$8,055	\$8,458	\$8,880	\$87,672	\$106,560
DH	Director of Community Development (v)*	\$7,306	\$7,671	\$8,055	\$8,458	\$8,880	\$87,672	\$106,560
DH	Director of Financial Management*	\$7,306	\$7,671	\$8,055	\$8,458	\$8,880	\$87,672	\$106,560
M	Environmental Services Manager*	\$5,667	\$5,950	\$6,248	\$6,560	\$6,888	\$68,004	\$82,656
C	Executive Asst. to City Manager (v)*	\$3,240	\$3,402	\$3,572	\$3,751	\$3,938	\$38,880	\$47,256
F	Engineer - Fire (v)***	\$4,814	\$5,045	\$5,287	\$5,542	\$5,809	\$57,768	\$69,708
F	Fire Chief***	\$7,306	\$7,671	\$8,055	\$8,458	\$8,880	\$87,672	\$106,560
F	Firefighter***	\$4,614	\$4,845	\$5,087	\$5,342	\$5,609	\$55,368	\$67,308
MM	Grant Writer (v)*	\$3,929	\$4,126	\$4,332	\$4,548	\$4,776	\$47,148	\$57,312
DH	Housing Manager*	\$7,306	\$7,671	\$8,055	\$8,458	\$8,880	\$87,672	\$106,560
PO	Lieutenant (v)**	\$6,339	\$6,656	\$6,988	\$7,338	\$7,705	\$76,068	\$92,460
MI	Maintenance Worker - I*	\$2,238	\$2,350	\$2,467	\$2,591	\$2,720	\$26,856	\$32,640
MI	Maintenance Worker - II*	\$2,961	\$3,109	\$3,264	\$3,427	\$3,599	\$35,532	\$43,188
MI	Maintenance Worker - III - Senior*	\$3,598	\$3,778	\$3,967	\$4,165	\$4,374	\$43,176	\$52,488
MI	Maintenance Worker - IV - Field Supervisor*	\$4,376	\$4,594	\$4,824	\$5,065	\$5,319	\$52,512	\$63,828
C	Management Analyst - Administration*	\$3,929	\$4,126	\$4,332	\$4,548	\$4,776	\$47,148	\$57,312

**City of Winters  
Effective July 2013**

<u>BENEFIT UNIT &amp; POSITION</u>		<u>MONTHLY SALARY STES</u>					<u>ANNUAL SALARY</u>	
		A	B	C	D	E		
MM	Management Analyst - Community Development*	\$3,929	\$4,126	\$4,332	\$4,848	\$4,776	\$47,148	\$57,312
MM	Management Analyst - Finance*	\$3,929	\$4,126	\$4,332	\$4,848	\$4,776	\$47,148	\$57,312
DH	Police Chief**	\$8,026	\$8,427	\$8,849	\$9,291	\$9,756	\$96,312	\$117,072
PO	Police Officer**	\$4,660	\$4,893	\$5,137	\$5,394	\$5,664	\$55,920	\$67,968
M	Public Works Superintendent*	\$5,667	\$5,950	\$6,248	\$6,560	\$6,888	\$68,004	\$82,656
MI	Records Clerk I*	\$2,302	\$2,417	\$2,538	\$2,665	\$2,798	\$27,624	\$33,576
MI	Records Clerk II*	\$2,530	\$2,657	\$2,790	\$2,929	\$3,076	\$30,360	\$36,912
MI	Recreation Coordinator (v)*	\$2,305	\$2,420	\$2,541	\$2,668	\$2,802	\$27,660	\$33,654
S	Sergeant**	\$5,475	\$5,748	\$6,036	\$6,338	\$6,654	\$65,700	\$79,848
E	Treasurer*					\$25	\$300	\$300

**TEMPORARY PART-TIME EMPLOYEE HOURLY WAGES**

Hourly Rate/Range

PT	After School Coordinator	33.00-38.00
PT	After School Instructional Aide	12.00-15.00
PT	After School Site Coordinator	20.00-22.00
PT	After School Teacher - Certified	33.00-38.00
PT	Cashier	9.25
PT	Community Center Attendant	9.00 -16.00
PT	CSO Records	18.12
PT	Fire Secretary	18.28
PT	Intern	9.00-35.00

**City of Winters  
Effective July 2013**

**TEMPORARY PART-TIME EMPLOYEE HOURLY WAGES**

Hourly Rate/Range

PT	Lifeguard I	10.25
PT	Lifeguard II	10.75
PT	Lifeguard III	12.25
PT	Lifeguard IV	12.75
PT	Pool Manager	18.25
PT	Project Management	9.00-35.00
PT	Recreation Leader I	9.25
PT	Recreation Leader II	9.75
PT	Recreation Leader III	10.25
PT	Recreation Leader IV	10.75
PT	Recreation Director	14.25
PT	Supervising Lifeguard	15.25

Key to Benefit Codes

C = Confidential

CON = Contract

DH = Department Head

F = Fire

E = Elected

M = Manager

MM = Mid Manager

MI = Miscellaneous

PT = Part Time

S = Sergeants

(v) = Vacant

\* Employer pays PERS Misc. Member Contribution of 7%

\*\* Employee pays PERS Safety Member Contribution of 9%

\*\*\* Employer pays Pers Safety Member Contribution of 9%

**City of Winters**  
**Effective July 2014**

<u>BENEFIT UNIT &amp; POSITION</u>		<u>MONTHLY SALARY STES</u>					<u>ANNUAL SALARY</u>	
		A	B	C	D	E		
MM	Accounting Technician*	\$3,156	\$3,316	\$3,481	\$3,655	\$3,838	\$37,896	\$46,056
MI	Administrative Assistant (v)*	\$3,289	\$3,454	\$3,626	\$3,807	\$3,997	\$39,468	\$47,964
MM	Administrative Coordinator - Police Dept.*	\$5,786	\$6,075	\$6,379	\$6,697	\$7,032	\$69,432	\$84,384
MI	Buiding Official*	\$5,518	\$5,793	\$6,083	\$6,387	\$6,707	\$66,216	\$80,484
F	Captain - Fire***	\$5,513	\$5,790	\$6,079	\$6,383	\$6,702	\$66,156	\$80,424
E	City Clerk*					\$80	\$960	\$960
E	City Council*					\$180	\$2,160	\$2,160
E	Mayor*					\$180	\$2,160	\$2,160
CON	City Manager*					\$10,712	\$128,544	\$128,544
MI	Community Services Officer*	\$2,729	\$2,866	\$3,009	\$3,160	\$3,318	\$32,748	\$39,816
PO	Corporal**	\$4,930	\$5,166	\$5,415	\$5,675	\$5,949	\$59,160	\$71,388
DH	Director of Administrative Services*	\$7,416	\$7,786	\$8,176	\$8,584	\$9,014	\$88,992	\$108,168
DH	Director of Community Development (v)*	\$7,416	\$7,786	\$8,176	\$8,584	\$9,014	\$88,992	\$108,168
DH	Director of Financial Management*	\$7,416	\$7,786	\$8,176	\$8,584	\$9,014	\$88,992	\$108,168
M	Environmental Services Manager*	\$5,752	\$6,040	\$6,342	\$6,659	\$6,992	\$69,024	\$83,904
C	Executive Asst. to City Manager (v)*	\$3,208	\$3,369	\$3,537	\$3,714	\$3,900	\$38,496	\$46,800
F	Engineer - Fire (v)***	\$4,883	\$5,117	\$5,363	\$5,621	\$5,892	\$58,596	\$70,704
MM	Facilities Manager*	\$5,400	\$5,670	\$5,954	\$6,252	\$6,565	\$64,800	\$78,780
F	Fire Chief***	\$7,416	\$7,786	\$8,176	\$8,584	\$9,014	\$88,992	\$108,168
F	Firefighter***	\$4,683	\$4,917	\$5,163	\$5,421	\$5,692	\$56,196	\$68,304
MM	Grant Writer (v)*	\$3,988	\$4,187	\$4,397	\$4,617	\$4,847	\$47,856	\$58,164
DH	Housing Manager*	\$7,416	\$7,786	\$8,176	\$8,584	\$9,014	\$88,992	\$108,168
PO	Lieutenant (v)**	\$6,529	\$6,855	\$7,198	\$7,558	\$7,936	\$78,348	\$95,232
MI	Maintenance Worker - I*	\$2,272	\$2,385	\$2,504	\$2,630	\$2,761	\$27,264	\$33,132
MI	Maintenance Worker - II*	\$3,005	\$3,156	\$3,313	\$3,479	\$3,653	\$36,060	\$43,836
MI	Maintenance Worker - III - Senior*	\$3,652	\$3,835	\$4,026	\$4,228	\$4,439	\$43,824	\$53,268
MI	Maintenance Worker - IV - Field Supervisor*	\$4,442	\$4,664	\$4,897	\$5,142	\$5,399	\$53,304	\$64,788
C	Management Analyst - Administration*	\$3,988	\$4,187	\$4,397	\$4,617	\$4,847	\$47,856	\$58,164

**City of Winters  
Effective July 2014**

<u>BENEFIT UNIT &amp; POSITION</u>		<u>MONTHLY SALARY STES</u>					<u>ANNUAL SALARY</u>	
		A	B	C	D	E		
MM	Management Analyst - Community Development*	\$3,988	\$4,187	\$4,397	\$4,617	\$4,847	\$47,856	\$58,164
MM	Management Analyst - Finance*	\$3,988	\$4,187	\$4,397	\$4,617	\$4,847	\$47,856	\$58,164
DH	Police Chief**	\$8,146	\$8,554	\$8,981	\$9,430	\$9,902	\$97,752	\$118,824
PO	Police Officer**	\$4,730	\$4,966	\$5,215	\$5,475	\$5,749	\$56,760	\$68,988
M	Public Works Superintendent*	\$5,752	\$6,040	\$6,342	\$6,659	\$6,992	\$69,024	\$83,904
MI	Records Clerk I*	\$2,337	\$2,453	\$2,576	\$2,705	\$2,840	\$28,044	\$34,080
MI	Records Clerk II*	\$2,568	\$2,696	\$2,831	\$2,973	\$3,312	\$30,816	\$39,744
MI	Recreation Coordinator (v)*	\$2,340	\$2,457	\$2,579	\$2,708	\$2,844	\$28,080	\$34,128
S	Sergeant**	\$5,557	\$5,835	\$6,127	\$6,433	\$6,755	\$66,684	\$81,060
E	Treasurer*					\$25	\$300	\$300

**EFFECTIVE OCTOBER 2014**

PO	Police Officer**	\$4,885	\$5,129	\$5,386	\$5,655	\$5,938	\$58,620	\$71,256
PO	Corporal**	\$5,085	\$5,329	\$5,586	\$5,855	\$6,138	\$61,020	\$73,656
S	Sergeant**	\$5,712	\$5,998	\$6,297	\$6,612	\$6,943	\$68,544	\$83,316
PO	Lieutenant (v)**	\$6,339	\$6,656	\$6,988	\$7,338	\$7,705	\$76,068	\$92,460

**City of Winters  
Effective July 2014**

**TEMPORARY PART-TIME EMPLOYEE HOURLY WAGES**

Hourly Rate/Range

PT	After School Coordinator	33.00-38.00
PT	After School Instructional Aide	12.00-15.00
PT	After School Site Coordinator	20.00-22.00
PT	After School Teacher - Certified	33.00-38.00
PT	Cashier	9.25
PT	Community Center Attendant	9.00 -16.00
PT	CSO Records	18.4
PT	Fire Secretary	1856
PT	Intern	9.00-35.00
PT	Lifeguard I	10.25
PT	Lifeguard II	10.75
PT	Lifeguard III	12.25
PT	Lifeguard IV	12.75
PT	Pool Manager	18.25
PT	Project Management	9.00-35.00
PT	Recreation Leader I	9.25
PT	Recreation Leader II	975
PT	Recreation Leader III	10.25
PT	Recreation Leader IV	10.75
PT	Recreation Director	14.25
PT	Supervising Lifeguard	15.25

## City of Winters Effective July 2014

### Key to Benefit Codes

C = Confidential

CON = Contract

DH = Department Head

F = Fire

E = Elected

M = Manager

MM = Mid Manager

MI = Miscellaneous

PT = Part Time

S = Sergeants

(v) = Vacant

\* Employer pays PERS Misc. Member Contribution of 7%

\*\* Employee pays PERS Safety Member Contribution of 9%

\*\*\* Employer pays Pers Safety Member Contribution of 9%

Passed and adopted this 17<sup>th</sup> day of May, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSENT:

CITY OF WINTERS

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Cecilia Aguiar-Curry, Mayor

ATTEST:

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Nanci G. Mills, City Clerk



**TO:** Honorable Mayor and Council Members  
**DATE:** May 17, 2016  
**THROUGH:** John W. Donlevy, Jr., City Manager *JD*  
**FROM:** Nanci G. Mills, Director of Administrative Services/City Clerk *Nanci*  
**SUBJECT:** Appoint Two Council Members to Serve on Community Interview Panel for Police Chief

**RECOMMENDATION:**

Council Members select two of its members to serve on Community Panel.

**BACKGROUND:**

On June 10<sup>th</sup>, as part of the formal Police Chief interview process, City Manager John Donlevy has invited two panels to assist in providing input on the selection of the City of Winters new Police Chief.

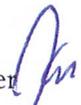
The community panelists will serve an integral role by asking the candidates questions and providing the City Manager with feedback on strengths of each candidate. The panel will consist of approximately six members. The City Manager will also interview the final candidates individually. Each of the two panels will ask a different set of questions. The panels represent a diverse group of community organizations.

**FISCAL IMPACT:**

None



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers  
**DATE:** May 17, 2016  
**THROUGH:** John W. Donlevy, Jr., City Manager   
**FROM:** Shelly A. Gunby, Director of Financial Management   
**SUBJECT:** Budget Review

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**RECOMMENDATION:**

Staff recommends that the City Council review the Staff Report, which contains information related to questions and concerns brought up during the April 19, 2016 Budget Workshop.

**BACKGROUND:**

On April 19, 2016, the City Council and City Staff held a budget workshop to address priorities and concerns that needed to be addressed in the upcoming 2016-2017 and 2017-2018 budget process. Staff has reviewed the notes from the City Council Workshop as well as notes staff took during the workshop and submits the following information.

Q: The Condition of the City sidewalks was a concern for Councilmembers and staff was asked how we addressed the issue of deteriorating sidewalks in the budget.

A: We budget \$7,000 annually for sidewalk repairs and the Public Works Staff performs the work. The full amount budgeted is expended each year to maintain the sidewalks.

Q: The Council indicated that with the advent of the new downtown hotel, City Hall itself could use some sprucing up;

A: Staff also felt that City Hall would need some sprucing up, and including funding in the budget for the painting of the exterior and interior of City Hall. Total Estimated in Budget is \$9,000.

Q: The Council asked about the Council Chamber Equipment;

A: There currently is nothing in the budget for this item. Staff needs to research what needs to be done in order to have the equipment function in the manner desired by the Council, Public and Staff. Once a determination of what needs to be done is made, Staff will bring recommendations

and costs forward to the City Council for approval. If needed, a budget adjustment will be requested in order to facilitate the equipment upgrades necessary.

Q: The Council expressed concerns about the Art Park and Newt's Expressway (Alley).

A: The Plan is that the Alley and Park/Paseo be completed at approximately the time the Hotel is expected to open, however, no improvements are anticipated until such time as all the heavy equipment needed to construct the hotel are complete. This is to protect the new alley surface from damage from the heavy construction equipment. Costs are currently not included in this budget; however, once staff has received estimates for the cost of the work, staff will submit a budget adjustment to the City Council to cover this work.

Q: The Council asked if we could underground the utilities in the alley when we replaced the water lines.

A: Undergrounding the utilities is not planned at this time, due to the limited space under the alley. Staff is looking to see if there is a way to lay the new water lines in such a manner that there is space for undergrounding the utilities in the future when PG&E allows us to.

Q: The Council asked how additional businesses within the City would affect the need for additional staffing, in particular in the Police Department.

A: Staff has anticipated that increased activity within the Community will require some additional staffing for both Police and Fire Departments. The budget as developed at this point has added one additional Police Officer position and one additional Firefighter Position in the second year of the budget (2017-2018) when we anticipate the opening of both the PG&E facility and the hotels that will hopefully provide lodging for the attendees of the PG&E facility as well as other out of town visitors. Additionally, staff is looking into grant opportunities for both Police and Fire for staffing grants to help the City transition to a larger Police and Fire Department. Should grant funding become a reality, Staff will bring forward a budget adjustment and request authority to add additional staffing as allowed by the grant.

Q: The Council requested information related to reducing some of the property crimes within the City. During this discussion, the issue of Automated License Plate readers and Cameras at the entrances to the City of Winters was brought up.

A: Currently Chief Kreins and Ron Karlen are looking into grant opportunities to purchase these items. These items are not in the current budget, however, should grant funding be located, staff will bring forward a budget adjustment request as well as a report on the grant and the benefits of purchasing and installing the equipment.

Q: The Council requested that we pursue the idea of using Solar Power at the Swimming Pool.

A: This is not currently in the budget; however, Staff will explore what options there are for installing a solar system at the Swimming Pool and the potential Cost/Savings to be incurred. The installation of a solar system at the Swimming Pool will require the participation of the School District since the Pool is on School property. Staff will provide information to the Council once

received and if directed to move forward, a budget adjustment will be requested.

Q: The Council asked about partnering with the School District to upgrade the Community Center and make it a Theatre/Community Center. Council asked to include this item on a 2x2 with the School District.

A: The item was include on the 2x2 agenda with the School District, and the City was informed that the School District was exploring the opportunity to issue another school bond to build their own Theatre and Community Room.

Q: The Council wanted to know how staff intended to address post-employment liabilities, including the CalPERS unfunded liability.

A: Staff is currently proposing changes to the MOU's for the bargaining groups that will help in some areas;

1. Staff is asking all employees to pay their share of the PERS contribution, currently for all Miscellaneous and Fire employees, the City pays the employee share, we are proposing that retroactive to October of 2015, all employees are responsible for paying their own PERS contribution.
2. Staff is proposing that all employees have a cap of 500 hours on Vacation as of June 30 of each fiscal year. Employees would be operating under a use it or lose it scenario, any employee that has a vacation balance of more than 500 hours on June 30, of each year would "give up" the additional hours at the end of the fiscal year. This will impact the Compensated absences that are calculated each year and provide a measure of control over the funding of unused leave.
3. In the long term, as the City increases the recurring revenue stream to support the ongoing operations of the City and no longer has to depend on one-time revenues to support the operations of the City, Staff will be putting together a plan to pay down the unfunded liability from the CalPERS actuarial reports. Accomplishing this goal will take some determination and may force some difficult choices.

Q: The Council wanted to have a group meeting with Staff, Chamber of Commerce representatives and Councilmembers to discuss business licenses, TOT and other issues of mutual interests.

A: The requested meeting was held on May 10, 2016 and was a productive meeting.

**FISCAL IMPACT:**

None at this time.