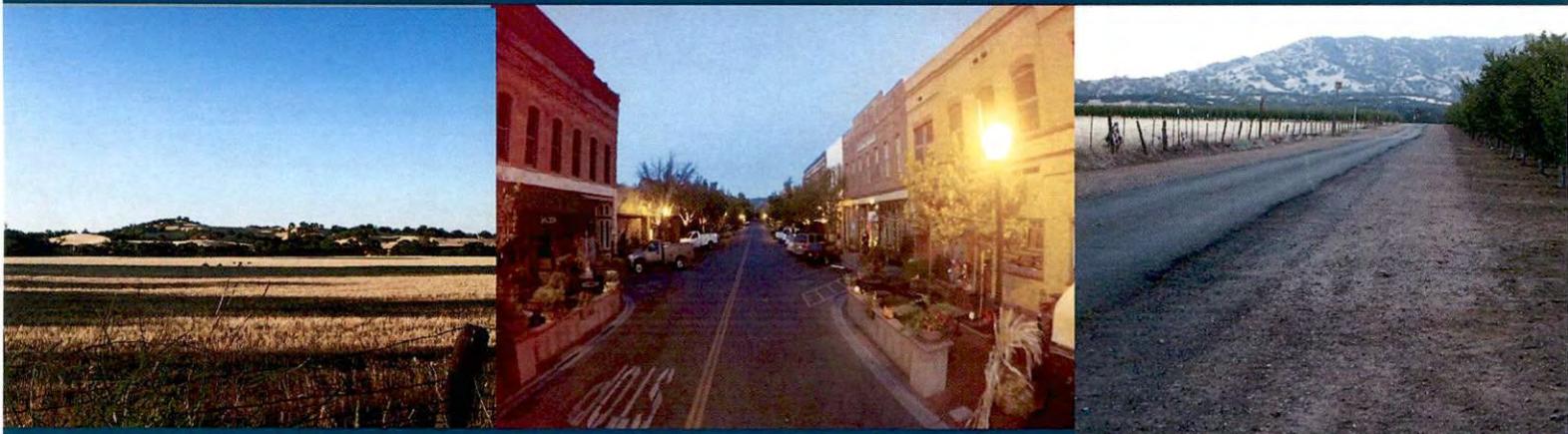


318 FIRST STREET, WINTERS, CA 95694  
WWW.CITYOFWINTERS.ORG



# 2018-2019 2019-2020 ADOPTED BIENNIAL BUDGET

JOHN DONLEVY  
CITY MANAGER

SHELLY GUNBY  
DIRECTOR OF FINANCIAL MANAGEMENT



## ***Biennial 2018-2019 and 2019-2020***

### ***Adopted Operating Budget***

#### **CITY COUNCIL**

Wade Cowan-Curry, Mayor  
Bill Biasi, Mayor Pro Tem  
Jesse Lorens, Council-member  
Pierre Neu, Council-member  
Harold Anderson, Council-member

#### **CITY STAFF**

John W. Donlevy, Jr., City Manager  
John Miller, Police Chief  
Nanci Mills, Director of Administrative Services  
Shelly Gunby, Director of Financial Management  
Matt Shechla, Interim Fire Chief  
Dan Maguire, Housing Manager

#### **BUDGET TEAM**

John W. Donlevy, Jr., City Manager  
Shelly Gunby, Director of Financial Management  
Mary Lou Mendoza, Accounting Technician  
Gabby Roberts, Records Clerk  
Dan Maguire, Housing Manager

#### **CITY WEBSITE ADDRESS**

[www.cityofwinters.org](http://www.cityofwinters.org)

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Winters, California for its annual budget for the fiscal year beginning July 1, 2016 through June 30, 2018. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Winters  
California**

For the Fiscal Year Beginning

July 1, 2016

Executive Director

*Winters, California*

*California Society of  
Municipal Finance Officers*

*Certificate of Award*

*Operating Budget Excellence Award  
Fiscal Year 2016-2017*

*Presented to the*

*City of Winters*

For meeting the criteria established to achieve the Operating Budget Excellence Award.

*January 31, 2017*



A handwritten signature in black ink, appearing to read "John Adams".

*John Adams  
CSMFO President*

*Craig Boyer, Chair  
Professional Standards and  
Recognition Committee*

*Dedicated Excellence in Municipal Financial Reporting*

The California Society of Municipal Finance Officers (CSMFO) presented an award for Excellence in Operational Budgeting to the City of Winters for its annual budget for the Fiscal Years 2016-2017 and 2017-2018.

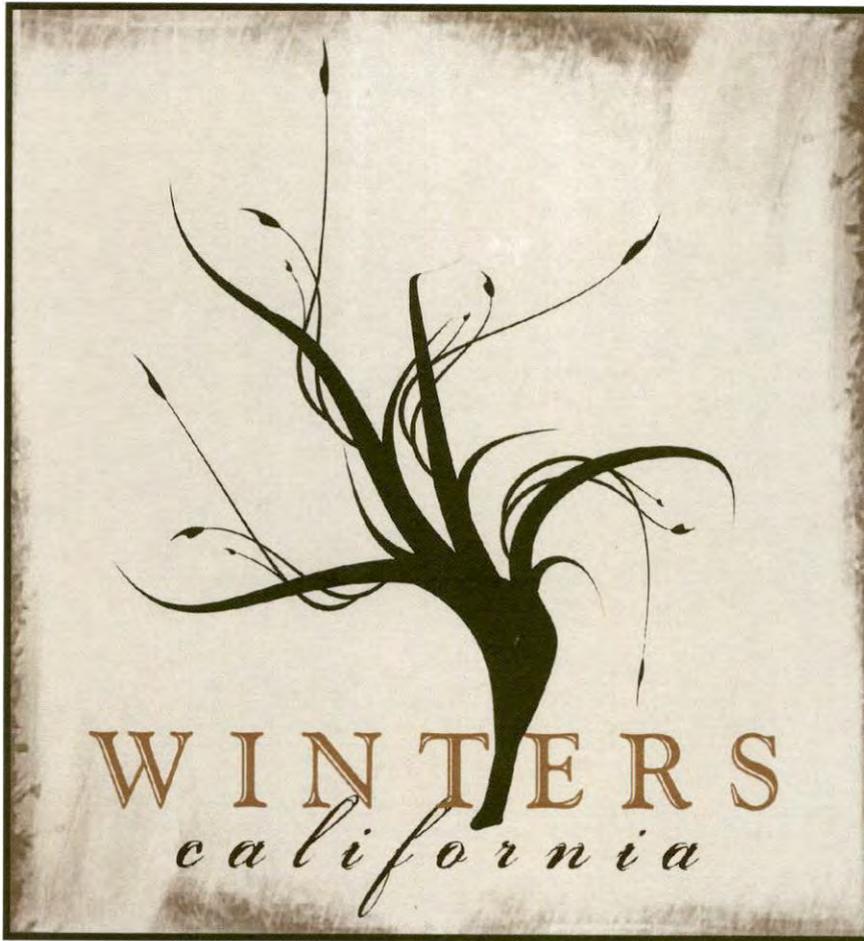
This award is presented to governmental units that prepare a highly professional budget document with professional underlying budgeting processes through which the budget is implemented.

The City Manager and Director of Financial Management would like to thank all members of the City of Winters Staff for their individual assistance in preparing the budget document.

# Table of Contents

1. Guide to the Document	
▪ Document Organization	1
2. Budget Overview	
▪ Budget Overview	5
3. Strategic Planning	
▪ Strategic Plan	21
4. Budget Practices and Policies	
▪ Budget Practices and Policies	23
▪ Budget Process and Calendar	26
5. City Profile	
▪ City Wide Organizational Chart	33
▪ City Profile	35
6. Summary Financial Information	
▪ Budget Summary	45
▪ Governmental Funds Schedule	53
▪ Enterprise Funds Schedule	59
▪ City Wide Position Changes	61
▪ City Debt	62
▪ City Wide Revenue Summary	66
▪ City Wide Expenditure Summary	75
7. General Fund	
▪ Analysis of General Fund Revenues	83
▪ General Fund Schedule	95
▪ General Fund Reserve Status	97
8. Other Funds	
▪ Other Funds	99
▪ Special Revenue Funds	101
• City Wide Assessment	102
• Gas Tax	106
• Transportation Development Act	109
• SB1 Road Funds	114
• Winters Swim Team	115
• Special Revenue Funds Estimated Balance	116
▪ Capital Project Funds	117
• Impact Fee Funds	118
• Other Capital	119
• Capital Funds Estimated Balance	120
• Enterprise Funds	121

• Water Enterprise Fund	121
• Sewer Enterprise Fund	123
• Internal Service Fund	125
• Debt Service Fund	126
9. Departmental Information	
▪ City Council	127
▪ City Treasurer	131
▪ City Clerk	133
▪ City Manager	135
▪ Housing and Economic Development	141
▪ Administrative Services	145
▪ Finance	151
▪ Police	157
▪ Fire	165
▪ Community Development	169
▪ Public Works	175
▪ Recreation	183
10. Staffing	
▪ Staffing Information	191
11. Policies	
▪ City of Winters Fiscal Policies	195
12. Capital Improvement Plan	
▪ Capital Improvement Plan	227
13. 10 Year Financial Forecast	
▪ Ten Year Forecast	237
14. Cost Allocation/Comparison to Other Cities	
▪ Cost Allocation	255
▪ Comparison to Yolo County Cities	257
15. Glossary of Budget Terms	
▪ Glossary of Budget Terms	259
16. Gann Limit	
▪ Gann Limit	273
17. Budget Resolution	
▪ Budget Resolutions	277



**Why the tree? Because...**

The tree logo represents the changing seasons in Winters, where life is enjoyable year-round

**Guide to the Document**

# Guide to the Document

A budget serves many purposes. It is the City's annual financing and spending plan, providing a means for allocating resources to meet the needs and desires of the residents of the City. The budget balances City revenues with community priorities and requirements. The budget serves as a communications device, a policy document, resource allocation tool, an accountability tool and a management tool. The budget document grants spending authority to City staff, as well as providing the spending plan for the City of Winters.

## Document Organization

### Budget Overview

The City Manager's Budget Overview summarizes the budget by outlining major programs in progress, critical issues and challenges for the fiscal years 2018-2019 and 2019-2020 as well as accomplishments of the prior year. The budget overview also summarizes the financial components of the City, including revenue trends and significant new expenditures.

### Strategic Plan

The Senior Staff has been working on strategic planning throughout the 2017-2018 year and has advanced various projects and issues with the City Council at meetings throughout the fiscal year. This section presents the plan and reviews the accomplishments of the prior year, and projects to be undertaken in the current and subsequent years.

### Summary Information

This section of the budget contains summary information about the structure of the City Government. It includes a citywide organization chart, summary financial tables and staffing levels for the budget year.

The accounts of the City are organized on the basis of funds and account groups. These funds and account groups are organized in order to segregate and account for restricted resources. Each fund and account group is a separate accounting entity.

# Guide to the Document

## **General Fund**

The General Fund is the primary revenue source for most services cities typically offer; these include public safety (police and fire), street maintenance, parks and recreation, and neighborhood and community services.

## **Other Funds**

The other funds section contains non-General Fund sources of revenues. These funds are grouped into Special Revenue Funds, Capital Funds, and Enterprise Funds. Each fund type is described in this section and a financial summary is provided for each.

## **Departmental Detail**

Each Department is presented and provides the following information:

- Description of Department, Responsibilities and Services
- Budget Year projects
- Source of Revenue
- Expenditure Summary
- Major Budget changes
- Staffing

## **Staffing**

This section contains a list of all authorized positions for the City by department and provides historical staffing information.

## **Policies**

This section contains budget policies and procedures adopted by the City Council.

## **Capital Improvement Plan**

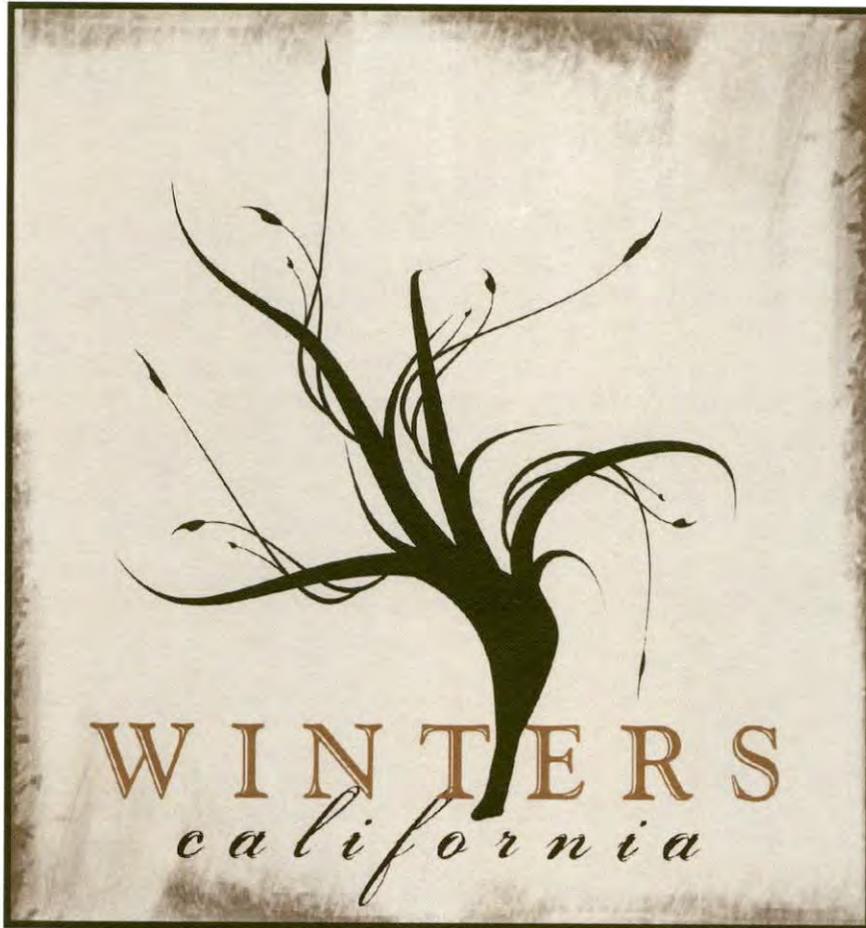
The capital improvement projects scheduled for funding in the budget year are summarized in this section. The

## **Guide to the Document**

capital improvements budgets for the budget year are included in the Department and Capital Fund sections to present a comprehensive view of all funds of the City.

### **Long Term Financial Forecasting**

Long term financial forecasting is an important tool for the City to use in developing programs and project schedules. This section will include the status of the City's five-year forecast.



**Why the tree? Because...**

Winters exemplifies creativity. The many branches of the tree are the most obvious representation of the orchards that surround us. More importantly, the branches represent the people of Winters; we begin together, united from a common source, but we expand and grow in unique shapes and directions. When you leave Winters it is funny how many people you meet know and remember people who are either from here or who live here. We are creative, proud of our hometown and somehow leave our mark on the people we meet.

**Budget Overview**

# Budget Overview

Honorable Mayor and Council members:

The City of Winters is a community of long time traditions and values. It is a great place for people to live, raise children and enjoy a quality of life second to none in California. Over the past 15 years, Winters has become a City in great demand from development interests and people wishing to locate here. The past few fiscal years have focused on capital projects and basic sustainability during the serious economic downturn. Our focus has been in strengthening our infrastructure and service enhancements in the areas of public safety and water/wastewater utilities.

Winters is beginning to see an upturn in the economic vitality of our community. The past investments in critical infrastructure and facilities has led to a payoff in the form of renewed interest in business development which will lead to an enhanced economic base and hopefully the advent of a strong recurring revenue stream which will benefit the community for years to come. The housing development and PG&E Training Center, along with commercial development along the Grant Ave. Corridor will help increase the property tax base and overall assessed valuation of the City. The development of new hotels and retail opportunities will add to the City's transient occupancy and sales tax revenues.

The reality of this upturn, however, is that most revenue streams will not see any appreciable returns until the first or second quarter of 2019. Permit revenue for key projects has already been paid in earlier fiscal years and property taxes will not be realized for an almost 18 month period after occupancy. Thus the proposed budgets for the next two fiscal years take a very cautious approach to expenditures.

The historic lows in the number of building permits being issued has seen some increase but has still not returned to anywhere near previous highs. The economic recovery in California has been a relative trickle outside of the Silicon Valley/Bay Area and Southern California. The City is forecasting a relatively slow pace of building permits for new developments. In 2017-2018 5 permits were issued for new buildings, we expect to see building permits to increase to approximately 72 per year for residential buildings in the coming few years.

The past number of years has seen the implementation of many capital projects which have built the overall infrastructure strength of the community. Key water and sewer upgrades, the replacement of the Putah Creek Car Bridge, and the completion of the public safety facility have improved the overall ability of the City to operate utilities and attract new business.

## Budget Overview

Over the past fifteen (15) years, Winters has focused on a cycle of planning then implementation. While the next two (2) years will be lean financially, it will be a time to focus on setting a course for planning future projects. This will include identifying priority facility and capital projects, establishing priorities for service levels (especially for seniors) and determining strategies for the enhancement of the City's economic base. The City may also consider annexation proposals from within the existing planning sphere which will contribute to a more comprehensive planning process to address multiple areas.

State mandates on water use and mandated conservations has had a tremendous impact on the overall revenue stream into our water and wastewater utilities. There is a symmetrical relationship between the percentage reduction in water use and the fee revenue received by the City. Expect that the coming fiscal period will see a re-examination of water and sewer rates to balance the ability to operate and maintain utilities.

City utilities will also be required to deal with new State regulation involving water quality and revised monitoring. The Department of Drinking Water is in a constant state of adding new "maximum contaminant Level" (MCL's) for new elements, causing increased operational costs. The Regional Water Quality Control Board is adding new discharge requirements and monitoring for the former landfill area. This new regulation adds additional costs and load to operational budgets that has very little to do with the production of water or the processing of wastewater. The only alternatives are higher utility rates.

The City is exiting its need for reliance on reserves to balance the budget. The combination of the slow economic upturn, new development and the continuation of a conservative approach to spending and revenue projections will hopefully result in net balanced budgets for the City.

The need to expand the local economy has hit a critical phase and the City is ready to work with key landowners along the I-505 to begin development which will help enhance City revenues. The local and regional economies will determine the need for the use of reserves.

Economic development in Winters to enhance recurring revenues and provide for the fiscal sustainability of the City is our highest priority. The City's lack of growth and economic development has represented a significant issue for the community. While demands grow for public safety, recreational and senior services, the lack of

## Budget Overview

fiscal growth and resources significantly limits the City's ability to be responsive to our residents' needs. The prospects of subdivision development, commercial projects, the Downtown Hotel and the completion of a PG&E Training Facility all represent very bright spots and hope for needed revenue growth in the City.

Over the past four fiscal years, Winters has worked to position our organization in a manner that enhances our ability to operate and provide a higher level and quality of services. From Public Works to Police and Fire, the City of Winters prides ourselves in our ability to constantly perform better and be more efficient in serving our residents. We have a solid strategy for repair and replacement of our infrastructure, with many capital projects having been implemented to fix and rehabilitate water and sewer systems, deteriorating streets; our parks and landscaped areas have never looked better. Our City staff is better trained and performing at levels never experienced before. As an organization, our goal is always to improve the services we provide to our residents. We take pride in what we do and always work to keep things running smoothly and on budget!

### **Key Goals of the City:**

- Economic Development
- Downtown Revitalization
- Lodging Facilities
- I-505 Projects
- Jobs Producing Projects
- Support of Schools
- Support environmental programs
- Maintain a positive fiscal outlook
- Keep a high quality of life for our residents.

In previous years of economic growth, the City diligently built up our reserves to maintain a conservative fiscal protection for the community. The need to use some of those reserves during the past few years has become a reality until revenues are increased. The need for economic development to add revenue is seen as the most important priority for the City.

### **Our Approach to Budgeting:**

The City staff has prepared a budget that has taken the following approach:

- Cautious and Conservative.
- Contingencies are budgeted to prevent potential shortfalls or raids from the state.
- Adherence to adopted Fiscal Policies.
- Working toward meeting established reserve goals for general, capital and enterprise funds.
- Projected revenue growth is based on actual funding streams, not projections based on anticipated growth.

# Budget Overview

## Key Issues Facing the Fiscal 2018-2020 Budget:

This year's budget includes the need to address some serious fiscal issues in a couple of key areas. These will include:

The City's **General Fund** revenues are projected to be 18% higher than 2017-2018 projection. While property tax revenues are projected to increase by 4%, they will have just reached the 2008-2009 levels in 2017-2018. Sales tax revenues are increasing due to additional retail outlets opened in January 2018. Development is expected to occur during the 2018-2019 fiscal year, including home building, two (2) hotels, a senior living apartment complex and a health care facility. In the second year of this budget 2019-2020, the City expects to see an increase in other taxes, specifically in the TOT (transient occupancy tax) with the completion of two (2) hotels. Expenditures, however, are \$82,255. ( or 1.49%) higher than budgeted revenues in 2018-2019 and \$83,079 higher than budgeted revenues in 2019-2020, the amount the expenditures exceeds revenues is due to capital purchases in each year. The increased expenditures are due to increase in health insurance costs, small cost of living increases (1 % for 2018-2019 and 2.0% for 2019-2020), and expected increase in the CalPERS retirement rates. Additionally, staffing for the 2019-2020 fiscal year includes one (1) additional Police position, and one (1) additional Fire position.

The City will be working diligently on Economic Development to provide additional revenues on an ongoing basis, this includes reinstating the Economic Development Committee to provide guidance and support to City Staff and City Council in directing the type of economic development to seek out and implement to provide the best options for the citizens of the City of Winters. The success of economic development activities will be used to determine actions that must be taken for adjusting the 2019-2020 budget.

Timing of projects and economic development activities are estimated, but impacts of those items are estimates only at this time and some action will need to be taken to adjust the 2019-2020 budget if the assumptions are significantly different than the reality of implementation of the economic development and home building projects.

Pension is a critical issue facing cities throughout California. The City's unfunded liability for all pension categories is approximately \$7 million with increases in annual contributions projected. In FY 2024-2025, the City will pay approximately 27% of its payroll, up from 23% in the current fiscal year toward pension obligations. A key

## Budget Overview

factor to watch will include the investment returns by CalPERS as the CalPERS board adjusts the discount rate of estimated average returns which determines both payments and unfunded liabilities. The City will work towards strategies on reducing CalPERS costs through a combination of early payments, additional payments and contract amendments where necessary.

The **Water System** has a small negative cash flow projected for the 2018-2019 and a larger negative cash flow projected for 2019-2020 budget years. This is due to decreased water revenues due to the ongoing drought. Our citizens have been extremely conservation conscious, and that has created a revenue issue for the water system. Additionally, funding has been included to begin working on the reduction of Chrom6 in the water supply to meet the new State Department of Drinking Water Standard in the 2019-2020 budget. This funding is an estimate only, as a final solution for reducing Chrom6 has not been identified at the time this budget was submitted.

The **Sewer (Wastewater) System** has negative cash flow projections for both 2018-2019 and 2019-2020. This is due to reduction in water use, sewer bills are based on water usage, and with a reduction in water use, there is a corresponding reduction in sewer use, and in revenues as well. Both the water and the sewer funds will face rate increases to be implemented in the 2018-2019 fiscal year, to maintain a positive cash flow and to be sure to meet debt service coverage for the bonds for each fund.

- **Impact Fee** revenues are projected to have increased revenues in 2018-2019 over 2017-2018 due to projected increased building within the city. Revenues are projected to be less in 2019-2020 than in 2018-2019.
- **Capital** revenues are projected to receive interest only in the period of 2018-2020.
- **Retirement and Workers Compensation** costs continue to increase and will likely represent a burden for years to come. These increased costs are included in the current year budget, and will be included in future budgets. The cost of retirement for the City of Winters is limited to the CalPERS contribution; the city pays no post-employment health benefits for employees.

**Assessment District** costs exceed available revenues. While this has been anticipated, previous growth has allowed the district to remain in a positive cash flow position. Beginning in 2005/2006 the General Fund began subsidizing the City Wide Assessment District, and this subsidy will continue into the future.

## Budget Overview

- **Gas Tax** revenues are stagnant, although it appears that we are projecting an increase in revenues, it is actually the change in accounting for the former "Traffic Congestion" funding as a result of the State of California's budget issues that make the revenues appear to be higher than in the past. In actuality, we no longer account for the Traffic Congestion funding in a separate fund, we now include it in the gas tax fund as required by the State of California. The amount will remain stagnant due to the lack of change in the population of the City. Staff has budgeted to not exceed revenues in the current year, resulting in decreased street maintenance throughout the City.
- **SB1 Road Maintenance and Rehabilitation fund**, this was a new fund in 2017-2018 as passed by the State of California. We are budgeting to expend all funds allocated by the State of California via the new tax, however, there is a possibility this budget will need to be adjusted based on the outcome of a ballot measure in November seeking to repeal the tax put in place by SB1.

### Approach to Management

The City of Winters Management Team realizes that we are very fortunate to serve the citizens of Winters. We take pride in what we do and strive to make sure our residents receive outstanding service. Our approach to management is pretty simple:

- Operations will operate based on strong basic fundamental foundations and adopted/proven municipal management practices.
- Step by Step-new initiatives are undertaken only after success on preceding levels. Staff will strive to do the basics well before moving on to advanced levels.
- We set goals and prioritize objectives for our staff and hold them to these expectations. Clear directives and measurable results are set.
- Our staff will be well trained and equipped with the proper resources to do their jobs.
- We will always strive to do our best.

Since 2002, the City staff has undertaken an aggressive program to improve how we run the business of the City of Winters. From a fiscal approach, the City has implemented an award winning approach to budgeting, annually producing a Comprehensive Annual Financial Report and implemented well defined financial management policies. Since 2003, the City has received awards from both the California Society of Municipal Finance Officers and the Government Finance Officers Association for Excellence in Budgeting and Financial Reporting.

## Budget Overview

The City continues to conduct an aggressive training and personal development program for its staff. Much of the training centers on core competencies for the employee's jobs, including professional development, fiscal procedures, emergency response, risk management and job-related duties. Our goal is for the staff to work better and smarter in their jobs.

### **Major City Initiatives**

The 2018-2020 Budget includes funding and policy for the major initiatives proposed by the City Staff. These range from a variety of personnel and capital issues to significant work programs for each of the City's Departments.

#### **Personnel:**

Given current fiscal constraints, the City has not filled a number of positions as cost reduction measures.

The City has included cost of living increases in both years of the budget as presented.

The City has limited hiring to replacement of personnel as they have resigned or left. The City has decided not to fill the position of Community Development Director, which will be handled through a consultant agreement providing services on a part-time basis. A consultant contract is also budgeted for the building department in the event a large number of construction projects are undertaken at one time.

The City recently completed negotiations with all bargaining units through 9/30/18. Any adjustments to the 2018-2020 budget that are necessary as a result of the negotiations after the expiration of the current MOU's (memorandum of understanding) will be brought to the City Council once the various MOU's have been adopted.

The City is facing the retirement of key personnel that will impact the upcoming budget, and may provide for some changes in the budget as the retirements occur. The Administrative Services department that currently provides City Clerk and Human Resource services to the city will see the retirement of long time City Clerk and Director of Administrative Services Nanci Mills on June 30, 2018.

The City, upon Ms. Mill's recommendation, is reorganizing the Administrative Services Department. A ballot measure is included for the June 2018 election to provide for the appointment of both the City Clerk and the City Treasurer position as opposed to the currently elected positions. Staff that has been assisting the current City Clerk

## Budget Overview

is proposed to be appointed as the City Clerk upon her retirement, and a Human Resources Managers position is currently being recruited.

Additional retirement of key staff is anticipated in early 2020. Since that would be the second half of the second year budget, staff has budgeted those positions for the entire 2019-2020 fiscal year. Succession planning will be an important part of the strategic planning process in the development of the 2020-2022 budget as more staff reaches retirement age and chooses to retire from service.

### **Capital Purchases:**

In the 2018-2020 budget, the City will include capital purchases throughout the organization, including the following:

- Various computer equipment for use throughout the organization, including monitors, work stations, printers and software updates.
- Purchase of one (1) replacement vehicles for public works staff.
- Replacement of two (2) police vehicles.
- Painting the interior and exterior of the Community Center.
- Purchase of two (2) police vehicles for increased staffing.

### **Major Capital Projects and Expenditures Proposed:**

The City will begin the pursuit of a number of critical infrastructure projects during the current budget period.

Staff is recommending that the City pursue a number of capital projects within the community, including;

- Install manual influent screen at the Wastewater Treatment Facility.
- The development of Plans for a new Community Center and Sports Park.
- Renovation of abandoned Police Department to provide additional office space for City Hall personnel.
- Funding for implementation of Chrom 6 if needed after Court ordered State Review of acceptable levels.
- Various street rehabilitation projects throughout the City have been submitted to the California Transportation Commission (CTC) for the implementation of SB1 Road Maintenance and Rehabilitation Program.

# Budget Overview

## Work Programs and Key Initiatives

The key departmental functions for the City will take a very aggressive approach to management of our City services and positioning our organization for the many challenges we face in the coming year. Each area has developed progressive work programs that include the following:

### Economic Development and Strategy:

In 2018-2020, the City will place as its highest priority, the development of the I-505 and State Route 128 area for visitor-serving amenities. The City has invested considerable resources in the planning and infrastructure for the area and the ability to generate job creation and economic development is now available.

The City Council has established an Economic Development Committee to begin the formulation of an overall strategy. This will include a variety of considerations, including:

- Regional participation in the Sacramento and East Bay Area regions;
- Collaboration with key economic drivers including UC Davis, Yolo and Solano Counties and private industry;
- Evaluation of existing land uses within the City's General Plan;
- Establishment of an Economic Development Center to promote the City within the region to generate private investment;
- Working with private land owners.

The Committee will meet throughout the summer of 2018 with recommendations presented in Fall 2018.

### Economic Development Goals:

The overall goals for the City of Winters will be to become a desirable location for businesses to locate and prosper. The City intends to utilize economic development tools in order to increase its "business friendliness" in local government processing, encourage collaboration within the business community, and develop regional relationships and initiatives to encourage business growth.

- **Encourage business growth by adopting "business friendly" policies and processing.**
  - Make Winters accessible to current business types and businesses of the future through appropriate zoning and land use mechanisms.

## Budget Overview

- Ensure that City fees are competitive with surrounding jurisdictions and that the City establishes programs which are financially beneficial to both development and City interests.
  - Streamline planning/development processes and guidelines to make it easy for businesses to locate within the community.
  - Facilitate positive interaction between the City and business to business enterprises to generate mutual benefits and results.
- **Encourage collaboration between the City and business community and foster inter-business relationships.**
  - Continue to work with private and public organizations such as the Small Business Development Corporation, Winters Chamber of Commerce and others focused on supporting business development.
- **Develop productive regional relationships and participate in initiatives designed to encourage economic growth and make Winters a desirable partner to expand the regional economy.**
  - Encourage business development that is complementary to the local and regional economy.

The culmination of these goals will establish a successful economy which provides for sustainable jobs and revenue generating businesses.

**Successor Agency to the Winters Community Development Agency:** In June, 2011, the Legislature and Governor initiated legislation which summarily eliminated redevelopment in California. After a legal appeal to the California Supreme Court, the legislation was upheld and effective February 1, 2012, redevelopment was ended in California.

As part of the dissolution process, the City of Winters has become the "Successor Agency" to the Winters Community Development Agency. In this role, the City will work with the Yolo County Auditor/Controller and an appointed Oversight Board to establish a Recognized Obligation Payment Schedule (ROPS) of outstanding obligations of the former agency and basically dissolve the activities and debts, including payment of bonds and pass through payments.

**Fiscal Sustainability:** The City Council has always placed its highest priority on fiscal stability for the City. Key objectives included ensuring that we stayed on budget, managing our tax dollars conservatively and avoiding overextending our resources to the detriment of future fiscal years.

## Budget Overview

The City of Winters has seen some very lean times since the development of its General Plan that was completed in 1992. Finding itself over \$1 million in debt, the City has embarked on a course of fiscal conservancy. The budget for the City is balanced, using a small amount of available fund balance for capital purchases only, and could best be described as lean. In order to keep the fiscal stability of the City, staff will be pursuing a number of critical initiatives to prudently financially manage the organization. These initiatives will include:

- Updating the fiscal forecasting model to project revenues and expenditures over a continuous 10-year period.
- Implementation of the City Council adopted financial management policies.
- Place a strong emphasis on achieving reserve goals and policies.
- Ensuring the debt repayment for the 1992 General Plan.

**Community Development and Building:** The Community Development Department (CDD) has seen a significant reduction in planning and building activity over the past several fiscal years. The low number of planning applications and building permits has put the Department at a critical juncture. For the second year in a row, we are forecasting residential and commercial growth which will provide needed revenue and an overall fiscal boost for the City.

In March of 2014 the City Council approved a contract for a part time Community Development Director to help with planning operations.

**Recreation:** A key City priority during these tough fiscal times has been to maintain the operation of key recreation facilities within the City, including the City Pool and the Community Center. Over the past two years, the City has actively worked with community groups and with the general public to keep these facilities open. In the coming fiscal years, the City will continue to pursue funding options and revenue sources to maintain these facilities.

The City will continue to operate the Community Center for both public and private events, including weddings and private parties, community theatre and public events. The community pool will be open during summer months and include swim team, swim lessons and recreation swim as well as adult lap swim.

Additionally, our recreation programs actively work with the community on a variety of events, including 4<sup>th</sup> of July Fireworks, Earthquake Festival, Concert in the Park, and management of the Community Center.

## Budget Overview

**Employee Development:** The Administrative Services Department is taking the lead in helping the City "work better and smarter". The City has a professional development program for our employees to focus on a number of key issues to enhance the working environment and the skills of our employees. In 2018-2020 the

City will again focus its efforts on training in key "core" areas to ensure that staff are performing well in their current duties and are developing to meet other requirements in the future.

**Police:** The Police Department for the City of Winters is a real pride unit. They represent a small group of dedicated individuals who provide critical public safety services to the City. Chief John Miller assumed command in July 2016.

The Department underwent some organization changes beginning in 2016, the department has 3 Sergeants and 2 Corporals and switched to 12 hour shift work. This was a change from 1 Sergeant and 2 Corporals and the 8 hour shift model. This model is believed to be more flexible in allowing "teams" of officers and supervisors to work together.

**City and District Fire Operations:** In 2011, the City and the Winters Fire Protection District reversed the previous contractual arrangement and the City Fire Department now facilitates all emergency fire and medical response services for both the City and the District Areas. The City and District have a cooperative agreement and work closely together on numerous operational issues.

In 2011, the City also expanded fire operations to 24/7 service through the initiation of our Fire Reserve Program. The expansion of services was a key element made possible by the construction of the Public Safety Facility. In the coming fiscal years, the Department will focus on training and recruitment of the reserves and expansion of services within the community.

**Water System Improvements:** Over the past year, the Public Works Department has undertaken a very aggressive review of systems and procedures. The result is a well-run system that is performing at high levels of efficiency.

In January 2012, the City initiated a consumption based (metered) water system for all residential and commercial accounts. This has changed the overall structure for water use within the City.

## Budget Overview

In 2018-2020 the key initiatives funded by these rate increases for the Water System will include:

- Improved computer technology to ensure personnel can monitor overall operations on a continuous basis.
- Safety and reliability improvements including electrical transfer switches and surge suppression systems.
- Pump replacement and facility renovations including replacements at all wells, impeller/bowl replacements and installation of well level sensors.
- Implementing a system to reduce Chrom6 levels to that required by the State Department of Drinking Water, including financing and rate increases.
- Hydrant and valve flushing and exercising program.
- Leak detection and the development of a line replacement program.
- Cross connection control program for commercial and industrial businesses.
- Water Quality Monitoring.

**Sewer System and Expansion:** The wastewater system is at a key juncture with numerous issues currently being worked on.

In 2012, the City's waste discharge requirements (WDR's) were continued for renewal by the Regional Water Quality Control Board (RWQCB). To date there have been no new requirements imposed by them, however the overall renewal process is a significant effort and will require a considerable investment of time and resources by City personnel when the RWQCB initiates the renewal process.

The City is in the process of accepting an updated Wastewater Master Plan. Most likely the preferred option will be to continue to pursue opportunities for alternative uses of recycled wastewater and the lining of any new storage ponds that are needed.

Beginning in 1992, the City contracted its sewer operations with Eco Resources which is now owned and operated as Southwest Water. This contract expired in 2014 and the City assumed operations and brought them back in-house beginning in December, 2014. This involved hiring qualified staff to operate the system and streamlined overall management of operations, reduced costs and increased the overall efficiency and capabilities of City Staff.

**Emergency Response and Preparedness:** In 2012, the City's of Yolo County implemented a "Shared Services" agreement for emergency operations and management. This agreement provides for the uniform implementation of response plans and operations. The key initiatives in our emergency planning and preparedness will include:

## Budget Overview

- Continued Staff development in the areas of multi-hazard response.
- Emergency training exercises with internal staff and outside agencies.
  
- Development of Standard Operating Procedures for the City's Emergency Operations Center.

**Solid Waste and Recycling** In 2014, the City again successfully met the State mandated 50% diversion requirement for all solid waste. The State agency, CalRecycle, uses different methodology for annual reporting than previously used. Instead of calculating a City's diversion rate from the landfill, a waste disposal target establishing pounds per person per day(PPD) of waste disposed of is established. The assumption is that whatever waste generated that is not going to the landfill is recycled or diverted in some way. Winter's target PPD is 5.5, our annual PPD for 2014 was 4.4.

While the City is doing a good job of exceeding the targets established there is always room for improvement. All of our Commercial accounts are now in compliance with the 2014 Mandatory Commercial Recycling requirements. More recently, there has been legislation enacted which has established regulations for Organics recycling. There are new proposed requirements with SB1383 which require cities to do more than show a "good faith effort" towards meeting statewide organics recycling goals. These will include more oversight, monitoring and possible implementation of fines on businesses who are out of compliance.

### **Storm Water**

Although the City does not currently fall under the MS4 Storm Water regulations, we have chosen to be proactive and recently implemented a containerized green waste program. We have a hybrid system that still allows limited green waste on the street service, which has been in place for almost a year. There are still a few issues that need to be worked out to streamline the program. Once the City reaches a population of 10,000 residents it will be mandated to implement a number of new policies that include monitoring, reporting, education/outreach, and enforcement. The City obtained a grant from Water Resource Agency that allowed us to develop a draft Storm Water Master Plan, which will assist the City when the time comes for us to implement the MS4 guidelines.

### **Closed Landfill**

The RWQCB has recently mandated that the old City Landfill now requires a Waste Discharge Permit. There is concern that the landfill has impacted groundwater. More extensive monitoring will be required and an evaluation of the current soil

## Budget Overview

cover. If the results of this monitoring does show that the groundwater has been negatively impacted, the City may be required to substantially improve the final cover, the cost of which could be \$1 million or more. The expanded monitoring will take several years to determine what, if any, new improvements will be required.

**Long Range Capital Project Planning:** In 2017 Staff, along with a consultant, began working on updating the Public Facilities Project List along with the AB1600 Major Project Financing Plan. This program will be implemented in the 2018-2019 fiscal year .

**Hispanic Outreach:** In 2009, the City re-authorized the Hispanic Advisory Committee which has served as an advisory board to the City Council. Some of the recommendations from this Committee which have been implemented include:

- After school programming for youth.
- Presentation of a Festival de la Comunidad and Carnitas Cook-off.
- Enhanced bi-lingual communication and outreach within the community.
- Youth and adult recreation programs.
- Outreach for County social services programs.
- Transportation programs and connectivity improvements.

The continuance of this committee and the overall outreach will continue into the coming fiscal year.

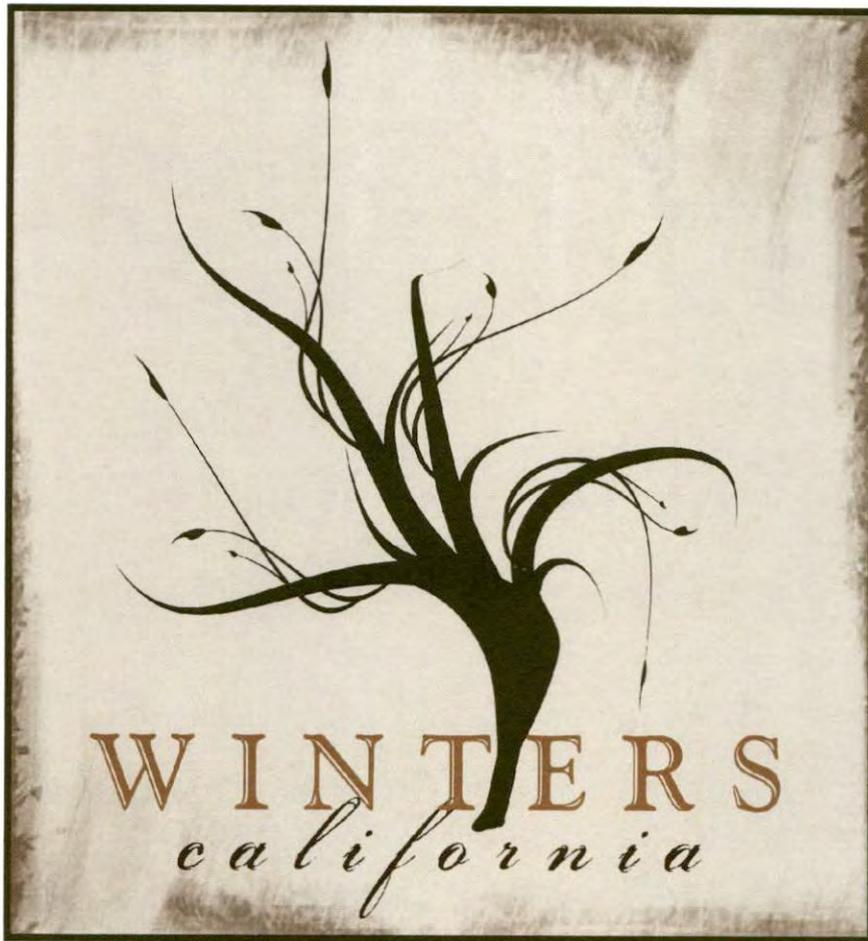
### **Summation:**

The City of Winters is currently in a very delicate situation in planning its future. The next two fiscal years will be fiscally tight and will determine a course which the City will follow for years to come. Most of it surrounds how successful the City is in attracting economic development. It will take a combined effort on the part of Staff, the City Council and the Citizens of Winters to help chart the course for the future.

We take pride in what we do and how we do things at the City of Winters and appreciate the opportunity to serve this community.

Sincerely,

John W. Donlevy, Jr.  
City Manager



**Why the tree? Because...**

This tree symbolizes Winters: both the roots of our forefathers and the roots of the fruit trees they planted.

**Strategic Planning**

## Strategic Planning

Throughout the last few months, the Staff has discussed items of interest with the City Council to set goals and communicate priorities on key projects and initiatives. The workshop resulted in a list of issues and topics as shown below.

### Economic Development

- Downtown Hotel Completion
- Alley connecting the New Hotel to the Downtown Businesses through a Pocket Park/Paseo
- Senior Housing Project "Blue Mountain Terrace"
- Senior Center
- Completion of Walnut Park
- Ag Hub
- Broadband
- Downtown Business Attraction
- Freeway Serving Business Development

### Public Works

- West Main Pump Station
- Well #8
- Landscape Expansion
- Drought Issues
- Street Maintenance

### Police

- Staffing challenges
- VIPS Program
- Citizens Academy
- Social Media Presence
- Emergency Exercise
- Lobby Remodel

### Fire

- Staffing-Front Line and Administrative
- Fire Prevention
- Water Tenders

## Strategic Planning

### Planning and Building

- Staffing increases if Economic Development activity begins
- General Plan Update
- North Area Annexation
- Freeway Area Development
- Monitor Subdivision Development
- Ordinance Updates-Noise, Landscape, Marijuana
- Seismic Ordinance
- Code Enforcement
- Project Inspections
- Use Technology in the field

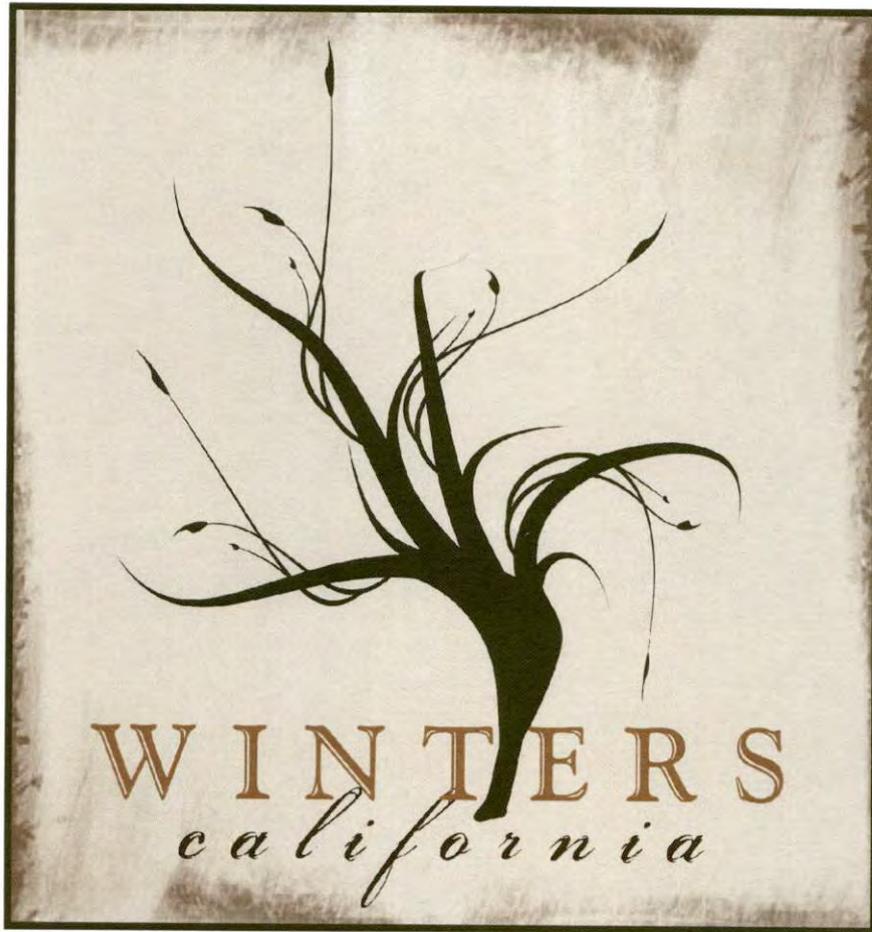
### General Government

- Intranet Implementation
- Staff Training
- Community Center-Renovation/Replacement
- Install a Records Management System
- Update Capital Improvement Plan
- Develop a Plan for paying down Unfunded Liabilities
- Update Fiscal forecasting model
- Water and Sewer Rate Plan Update, especially in light of potential cost of implementing the new Chrome 6 requirements.
- Electronic Storage

### Capital Projects

- Well 8
- West Area Sewer Pump Station
- Linear Park
- Parking
- City Entrances

Staff has included many of the above items in the budget, however, some of the items will be researched and then submitted to the City Council during the budget cycle for budget approval for implementation. Those projects not completed in prior years as well as those projects identified as needing to occur in 2018-2019 and 2019-2020 are included in the 2018-2020 budget as presented.



**Why the tree? Because...**

The tree shows movement—a moving forward of the City's image. It is artistic, representing the arts, music and theatre.

**Budget Practices & Policies**

## Budget Practices and Policies

### Reporting Entity

The City of Winters was incorporated February 9, 1898 and is a general law city. The City of Winters maintains a Council-Manager form of government and provides the following services: public safety (police and fire), streets, water service, wastewater services, public improvements, recreational services, planning and zoning and general services.

In addition, the financial responsibilities of the City of Winters include the Successor Agency to the Winters Community Development Agency now that the State of California has dissolved all redevelopment agencies.

### Fund Accounting

A fund is a separate fiscal and accounting entity with a separate set of accounting records. For example, a separate fund is used to account for the funds received by the City for the Gas Tax Program.

The use of Fund Accounting is one of the basic requirements of generally accepted accounting principles (GAAP) for governments and is a major difference between government and commercial accounting. Fund Accounting requires separate record keeping for each individual fund that a government uses.

### Accounting Practices

The accounting and reporting policies of the City conform to generally accepted accounting principles (GAAP) applicable to state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB), which includes all statements and interpretations of the National Council on Governmental Accounting unless modified by the GASB, and those principles prescribed by the American Institute of Certified Public Accountants in the publication entitled Audits of State and Local Governmental Units.

## Budget Practices and Policies

The section entitled "Fiscal Policies" summarizes the policies and practices used by the City of Winters.

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The governmental fund types and agency funds use the modified accrual basis of accounting. Under this method, revenues are recognized when they become available and measurable. "Measurable" means the amount can be determined, and "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized in the accounting period in which the fund liability is incurred.

All enterprise fund types use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred.

### **Budgetary Basis of Accounting**

The budgetary basis of accounting determines when a government charges expenditures to a budget appropriation, or when it credits revenues to its funds for budgeting purposes. Although the City presents financial statements in its Comprehensive Annual Financial Report (CAFR) in accordance with GAAP, the budget is adopted on a modified cash basis. The major difference between the two basis of accounting is as follows:

- For budgetary purposes, revenues are recorded when received. Under GAAP, revenues are recorded when susceptible to accrual.
- For budgetary purposes, inter-fund loans and repayments are recorded as revenues and expenditures. Under GAAP, these transactions are reclassified as increases or reductions in the "Due to/Due from" accounts.

## **Budget Practices and Policies**

Capital expenditures are budgeted as an expense in the enterprise funds. Under GAAP, these expenditures are reclassified as fixed assets.

### **Basis of Budgeting**

The City of Winters uses a base budget budgeting method. Each department requests an annual appropriation sufficient to fund current service levels and other costs the department is responsible for managing. The budget base year is the prior years' adopted budget, reducing it for any one-time expenditures, increasing it for known impacts (such as increased utility costs, and salary and benefit negotiated increases) and adding new proposed programs or activities.

### **Reserves**

The City Council adopted the City of Winters reserves policy on August 7, 2001. Three types of reserves were established: contingencies, capital reserves and cash and emergency reserves. These reserve policy requirements can be found in the "Fiscal Policies" section of this document.

### **Appropriation Authority**

The City Council adopts the budget by June 30<sup>th</sup> of each year through passage of an adopting resolution. This resolution sets expenditure limits at the fund level for the City's General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds and all Enterprise Funds.

Supplemental appropriations may be adopted by the City Council during the year. The City Manager is authorized to transfer budgeted amounts between departments for programs within any fund.

### **Encumbrances**

Encumbrance accounting, under which purchase orders, contracts and other commitments for expenditures are recorded in order to reserve that portion of the

## Budget Practices and Policies

appropriation is employed as an extension of formal budgetary integration in all fund types.

Encumbrances outstanding at year-end are “rolled over” into the next fiscal year, but the related budget authority is subject to re-appropriation.

### **The Budget as a Living Document**

The budget is intended to be a flexible document representing the appropriate revenue and expenditure data available. For the current document, certain assumptions have been made based on the dissolution of the redevelopment agency and the current State of California proposed budget. These assumptions are as follows:

- The “Triple Flip” of sales tax ended in 2015-2016, and the Property Tax in Lieu of Sales Tax is no longer in place.
- The State of California budget has no real impact on the City of Winters Budget as proposed at the time the City of Winters Budget was prepared.
- The budget includes information about the Successor Agency to the Winters Community Development Agency due to the dissolution of the Winters Community Development Agency effective February 1, 2012.

## Budget Process and Calendar

The budget process enables the City Council to make choices about staffing, equipment and priorities to be addressed in the upcoming year. The City Council reviews the budget for the first time in May; however, the budget process is begun in the late fall/early winter of each year with goal setting workshops to lay the groundwork for the expenditure requests from each department based on the priorities set by the City Council

All employees within the City of Winters are involved in the budgeting process. This process includes formulation, preparation, implementation, administration and evaluation. All Department Directors are responsible to the City Manager, and the City Manager is responsible to

## Budget Practices and Policies

the City Council for meeting the stated objectives and goals in the budget within the amounts appropriated in the budget.

Individuals with specific responsibility for the budget process are as follows:

- The *City Council* sets the goals, objectives, and priorities that they want staff to concentrate on for the budget years. They are also responsible for reviewing the preliminary budget and approving the final budget for the fiscal year.
- The *City Manager* is responsible for implementing the goals, objectives and priorities of the City Council and recommending funding to carry out those goals, objectives and priorities.
- The *Director of Financial Management* and the staff in the Finance Department are responsible for preparing estimates of remaining costs for the current fiscal year, preparing short and long range revenue and expenditure forecasts, calculating departmental budget targets, and assisting departments during the budget process. This staff is also responsible for reviewing the departmental operating and capital improvement requests as well as reviewing the department budget requests with the Director of each department and the City Manager. The Director of Financial Management prepares the budget material for review by the City Manager.
- The *Capital Improvement Team* consists of the City Engineer, the Public Works Superintendent, the Environmental Services Manager, the City Manager, and any other appointed member. This team is responsible for the review of existing capital projects and the addition of new capital projects based on citizen input and City Council direction. The review of existing projects includes examining the status and cost projections of capital projects to be undertaken, as well as those in progress.

## Budget Roles and Responsibilities

- The *Department Directors* are responsible for reviewing historical data, collecting data on future activities and opportunities that affect the department and using this information to prepare a budget that implements the City Councils' goals, objectives and priorities, while at the same time carrying out the mission of the department. Each Department Director is responsible for maintaining departmental control of the approved budget for their department throughout the fiscal year.

## Budget Process and Calendar

### Budget Process

The budget is adopted by the City Council by June 30<sup>th</sup> of each year. Input is received from City Council and staff throughout the organization in preparing the budget.

### Budget Phases

*Policy/Goal Setting Phase*-The City Council sets goals and projects that it feels would meet the needs of the citizens of the City. These goals and projects are reviewed and updated each year during a City Council/Senior Staff retreat. This retreat is used to set priorities for projects to be undertaken in the next budget.

*Budget Development Phase*-Based upon the goals, projects and priorities developed at the council/staff goal setting workshop, the departments develop budget requests that address new programs, evaluate existing programs, and review staffing levels. Each department begins with a base budget from the prior fiscal year adopted budget, adjusting for inflation and employee compensation agreements, reducing for any one-time expenditures, increasing for known impacts, and adding new programs or activities. Departments may also decrease the requested funding due to the discontinuance of programs or activities, reorganization of staff or other economic issues that affect the funding available to carry out programs. Financial trend analysis is performed on all funds, reviewing the city's financial condition with existing programs as well as its capacity to implement new programs.

## **Budget Process and Calendar**

The analysis includes evaluating long term and short term operating needs, capital improvement projects and how the long range plans of the city are being implemented. City financial policies are reviewed and updated as needed. The City Manager and Director of Financial Management review the preliminary budget for its ability to carry out the goals, projects and priorities of the City Council.

*Budget Review/Modification Phase*-The preliminary budget is reviewed by the City Manager, Director of Financial Management and each Department Director to refine the budget into a balanced financial plan. A preliminary budget is prepared and presented to the City Council at a workshop for review and additional modification.

*Adoption Phase*-The final budget as modified after the City Council workshop is presented to the City Council for adoption. A public hearing is held and the City Council adopts the budget.

*Implementation Phase*-Department Directors are provided with budget status reports monthly. They are responsible for reviewing the reports and maintaining budgetary control throughout the fiscal year. The City Council receives financial reports monthly, which compare actual results with budgeted amounts.

**Budget Process and Calendar**

**Policy/Strategy Development Phase**  
October-November

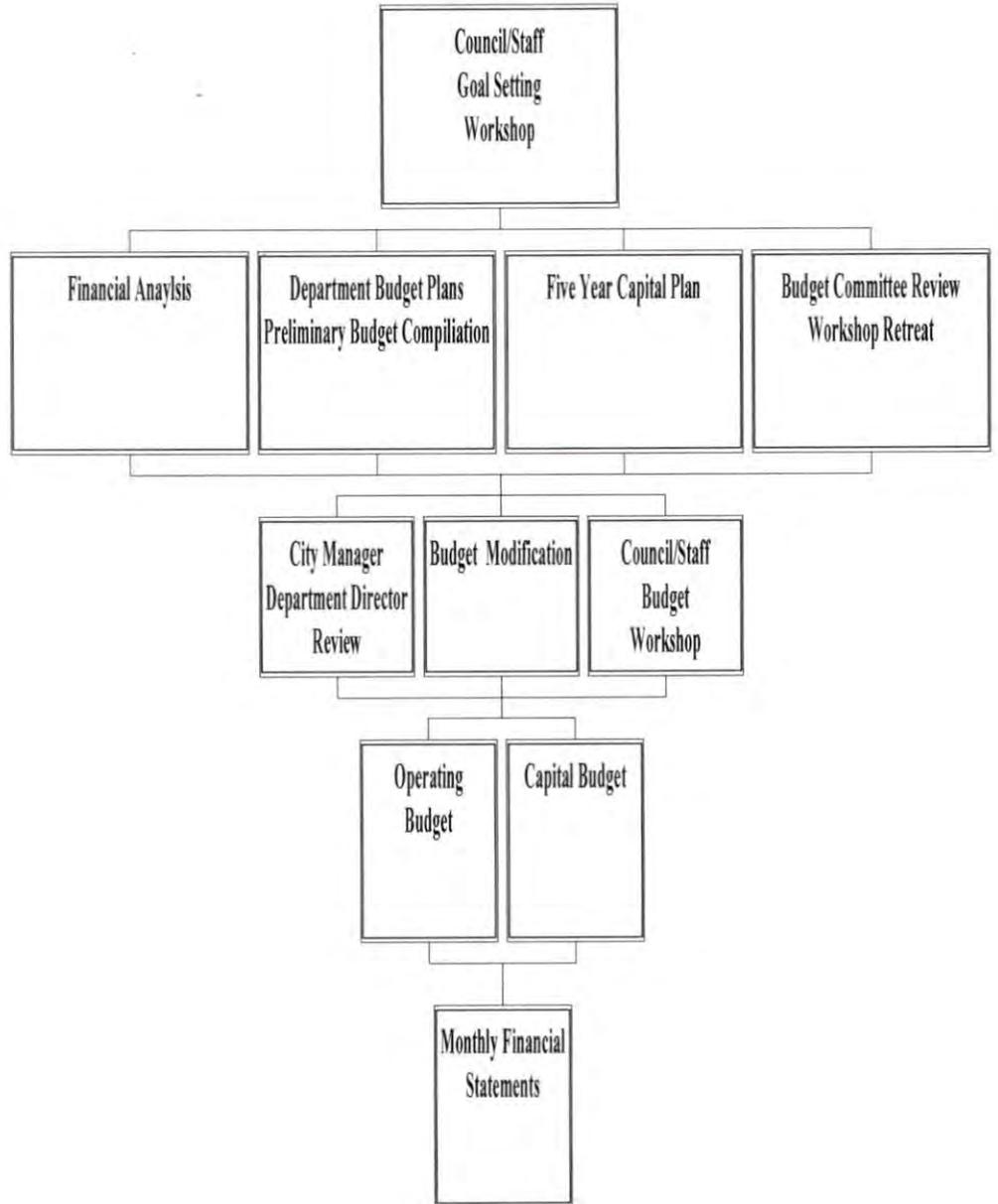
**Budget Development Phase**  
March-April

**Review Modification Phase**  
May

**Adoption Phase**  
June

**Implementation Phase**  
July-June

**Budget Calendar**



**Review and Approval of Budget**

The City Council reviews the budget during a workshop held in May of each year. This workshop is open to the public and all City staff and provides a forum for the City Council to receive information and recommendations regarding the budget.

The budget is required by law to be adopted prior to July 1<sup>st</sup> of each year. The budget must be balanced, that is, operating expenditures must be equal to or less than operating revenues. Any change in appropriated levels or expenditures of contingency line item amounts requires City Council approval.

Upon adoption of the budget, the Finance Department prepares the final budget document.

**Amendment to the Budget**

The budget is adopted at the fund and departmental level. The City Manager is authorized to make transfers between account codes and departments within each fund, except for contingencies. City Council approval is required for transfers between funds, except for those inter-fund transfers approved in the budget

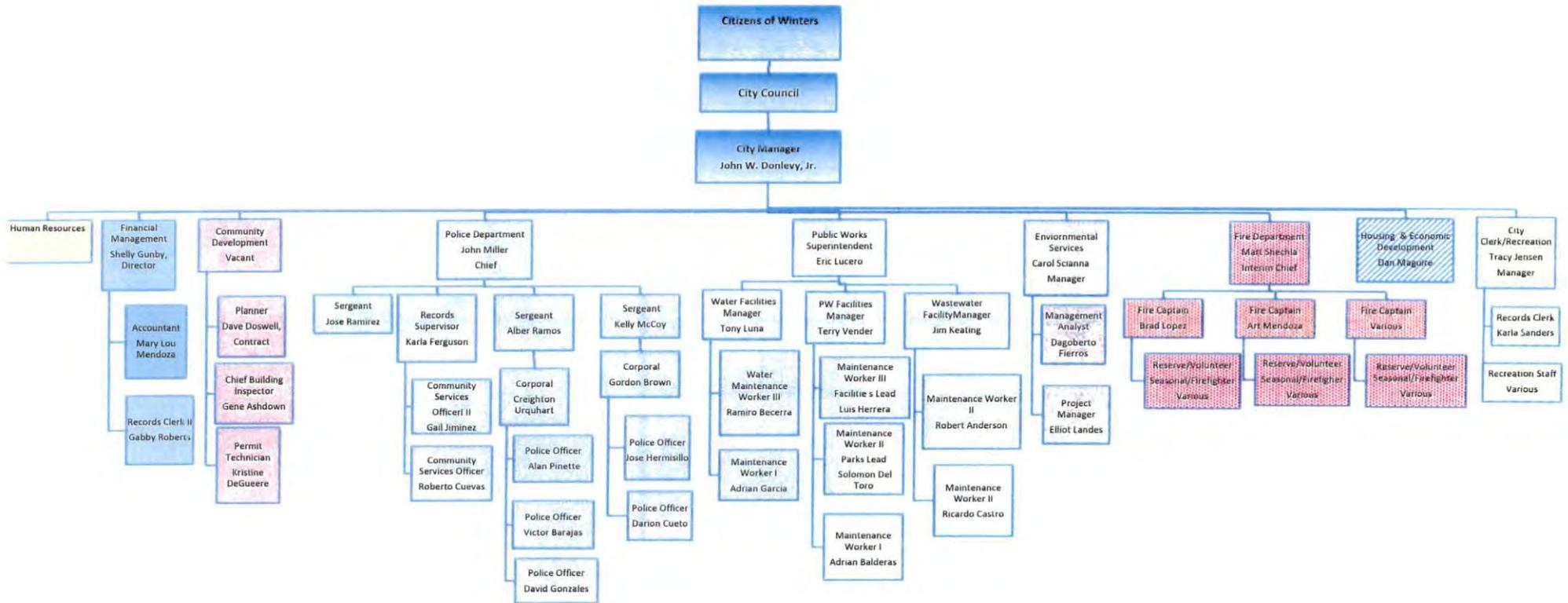
**Use of Contingency Operating and Transfers**

Contingency amounts are defined in the City's reserves policy. City Council approval is required for transfers from contingencies.

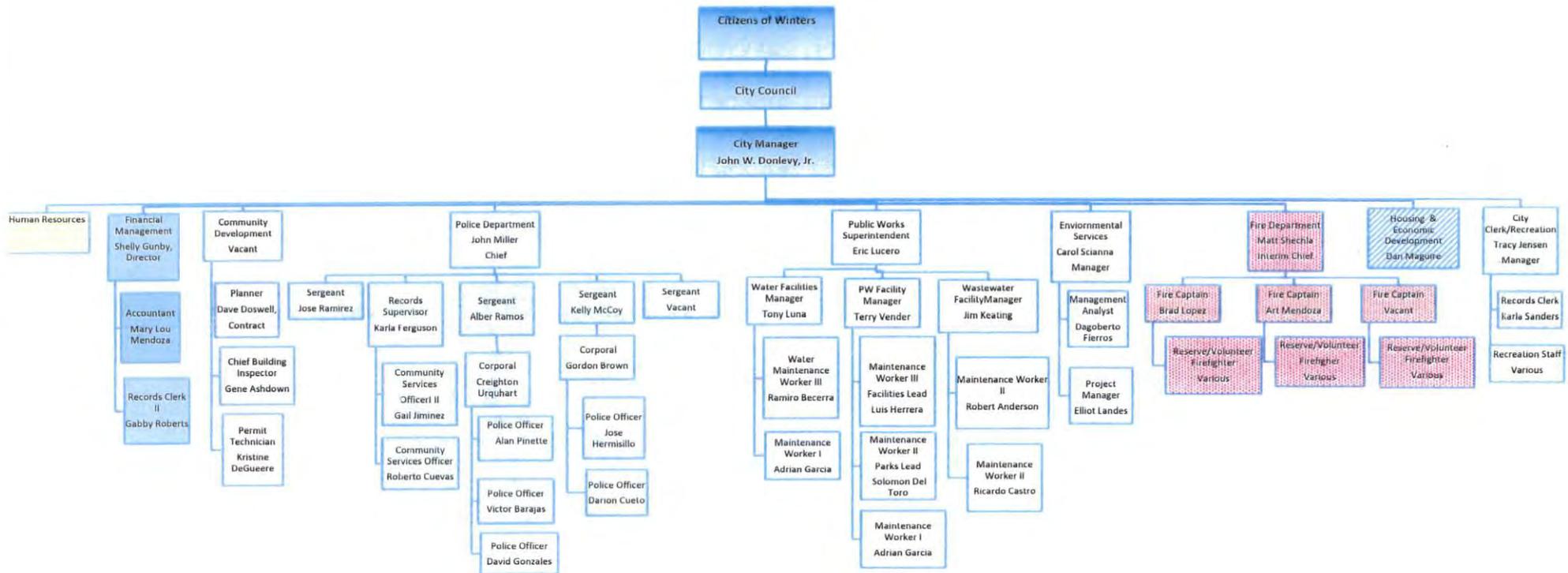
**Capital Budget Relationship and Organization**

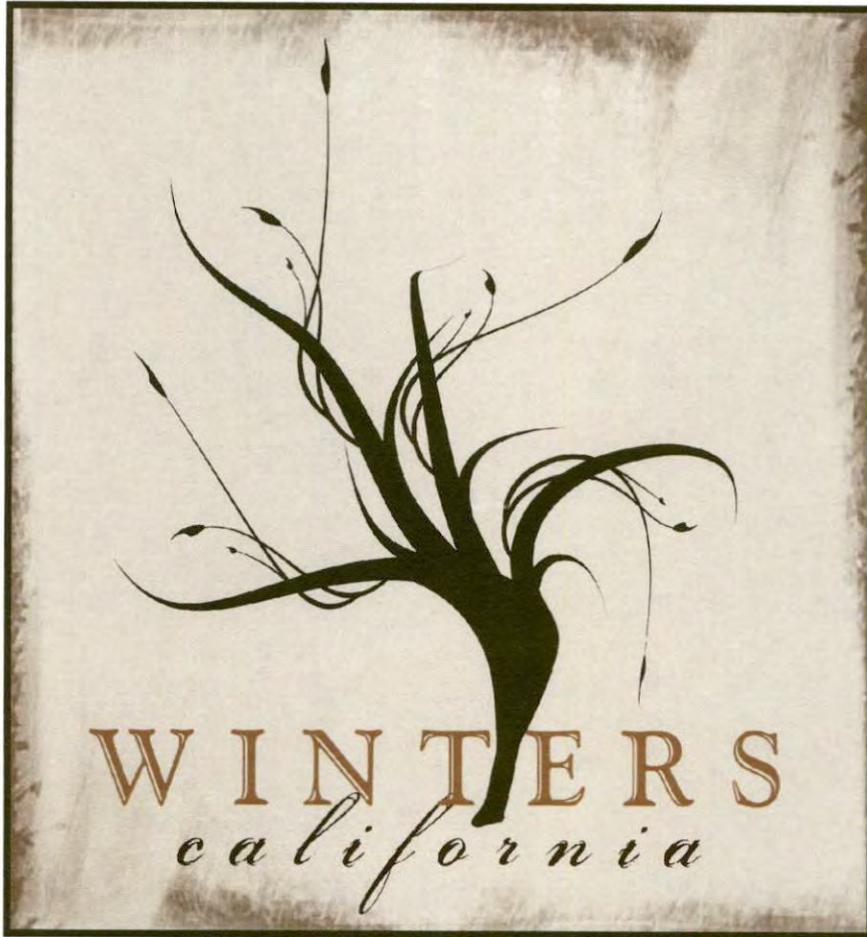
The City of Winters Budget includes a summary of the Capital Improvement Plan and also includes the portion of the Capital Improvement Plan costs to be paid from the governmental funds and enterprise funds in the budget year.

# City of Winters Organizational Chart Fiscal Year 2018-2019



# City of Winters Organizational Chart Fiscal Year 2019-2020





**Why the tree? Because...**

The tree advertises the fertility of the land we live on, the land that produces the fruits, nuts and vegetables we eat and sell.

**City Profile**

## City Profile

### History

The City of Winters has a strong historical heritage. The settlement of this area began in 1842 with the granting of 17,750 acres of land along Putah Creek by Governor Juan Batista de Alvarado to William Wolfskill, a southern California resident and naturalized Mexican citizen. It was not William, but his brother John, who came north to settle on this land. He established a residence on the south side of Putah Creek and began his ranching career, planting vegetable crops and the area's first apricots in 1851, and later peaches and grapes. The land was originally called Rancho Rio de Los Putos, a name derived from the Patwin Indian village name of "Putato".

As the northern terminus of the Vaca-Valley Railroad, this new settlement grew rather quickly and by 1876 the assessed valuation of the town had risen from \$1,000 to \$160,000. Winters became a busy agricultural and commercial center, with three trains daily, several new businesses, new hotels and saloons, a Wells Fargo office and a number of new residences. Area produce included apricots, peaches, almonds, plums, pears, cherries, figs, oranges, olives, barley and wheat. In late 1896, a meeting was held in the Opera House to seek incorporation of the town of Winters. It was not until February 9, 1898, however, that the City of Winters was incorporated.

### Quality of Life

The City of Winters is located in the southwestern corner of Yolo County, immediately north of the Solano County line and just east of the Vaca Mountain range. Interstate 505 borders the City of Winters on the east. Interstate 80, which lies just 11 miles south, provides easy access to the major metropolitan areas of Sacramento and the Bay Area. State Highway 128 passes directly through Winters and is a major access route to the Napa Valley and recreational opportunities at Lake Berryessa. Sacramento International Airport is 37 miles away and public transportation is provided by the Yolo County Transportation District.

## City Profile

The City of Winters is an established and changing community. The easygoing nature of the community gives one a sense of longtime tradition. Winters is on the cusp of an economic takeoff now that the economy has recovered. New residential developments have been approved, and are being built since the rebound of the housing market, and new businesses are starting up. Winters is a community that thrives on citizen involvement, volunteer projects, and "civic mindedness".

The City of Winters is home to the Annual Youth Day celebration. During this celebration, young people throughout the community commit themselves to learning the role of government by holding elections to be the "shadow" of City Staff and Council members. A special "Youth Day City Council" meeting is held at which the young people bring their issues forward for a public hearing. This celebration of youth in the community is organized completely by volunteers, who commit many hours of time to the project each year.

The City of Winters has enthusiastic Little League, Swim Team, Jr. Warrior Football Team and Soccer programs that serve the youth of the community.

The City also has a very professional volunteer Theatre group that performs numerous productions throughout each year.

### **Government**

*Incorporated February 9, 1898*

The City of Winters is a general law city and employs the Council/Manager form of government. The Winters City Council consists of five members elected at-large for four year terms (two members at one election, three members the following election). After each Council election, the Council members appoint a Mayor for a two-year term and a Mayor Pro Tem for a two-year term.

# City Profile

## Full time Employees - Fiscal Year 2016-2017 and 2017-2018<sup>1</sup>

	2016-2017	2017-2018
Community Development	2.70	2.70
Finance	3.33	3.39
General Government	5.69	6.01
Police Department	13.44	14.44
Fire Department	7.00	8.00
Public Works	13.48	13.48
Recreation	9.85	9.85
	<u>55.49</u>	<u>57.87</u>

## Demographics

**Land Area** 2.516 square miles

### Population

1970	2,419
1975	2,510
1980	2,652
1990	4,450
2000	6,125 <sup>2</sup>
2010	6,624 <sup>3</sup>
2011	6,609 <sup>4</sup>
2012	6,839 <sup>5</sup>
2013	6,974 <sup>6</sup>
2014	6,979 <sup>7</sup>
2015	7,200 <sup>8</sup>
2016	7,214 <sup>9</sup>
2017	7,130 <sup>10</sup>

<sup>1</sup> 2014-2016 Adopted Budget

<sup>2</sup> U.S. Census Bureau, Census 2000

<sup>3</sup> U.S. Census Bureau, Census 2010

<sup>4</sup> California Department of Finance

<sup>5</sup> California Department of Finance

<sup>6</sup> California Department of Finance

<sup>7</sup> California Department of Finance

<sup>8</sup> California Department of Finance

<sup>9</sup> California Department of Finance

<sup>10</sup> California Department of Finance

## City Profile

<b>Households<sup>11</sup></b>	2,187	
Family Households	1,711	78.3%
Married Couples	1,322	
Female Householder	134	
Male Householder	255	
Non-family Householder	475	21.75%

### Age<sup>12</sup>

Under 5 Years	417	6.3%
5-9 years	445	6.7%
10-14 years	502	7.6%
15-19 years	586	8.8%
20-24 years	498	7.5%
25-29 years	417	6.3%
30-34 years	379	5.7%
35-39 years	391	5.9%
40-44 years	520	7.9%
45-49 years	592	8.9%
50-54 years	540	8.2%
55-59 years	442	6.7%
60-64 years	294	4.4%
65-69 years	204	3.1%
70-74 years	142	2.1%
75-79 years	99	1.5%
80-84 years	76	1.1%
85 years and older	80	1.2%

Median Age (years) 35.9

### Sex<sup>13</sup>

Male	3,351	50.6%
Female	3,273	49.4%

### Housing Units<sup>14</sup> 2135

Single Family	1695	79.39%
Multi Family	358	16.77%
Mobile Homes	82	3.84%

<sup>11</sup> U.S. Census Bureau, Census 2010

<sup>12</sup> U.S. Census Bureau, Census 2010

<sup>13</sup> U.S. Census Bureau, Census 2010

<sup>14</sup> U.S. Census Bureau, Census 2010

## City Profile

### Housing Value<sup>15</sup>

Less than \$50,000	78	5.8%
\$50,000-\$99,999	9	.7%
\$100,000-\$149,999	25	1.9%
\$150,000-\$199,999	40	3.0%
\$200,000-\$299,999	335	25.1%
\$300,000-\$499,999	599	44.9%
\$500,000-\$999,999	239	17.9%
\$1,000,000 or more	10	.7%
Median Home Value	\$349,300	

### Age of Housing<sup>16</sup>

1939 or earlier	195	9.1%
1940-1949	52	2.4%
1950-1959	356	16.7%
1960-1969	306	14.3%
1970-1979	134	6.3%
1980-1989	477	22.3%
1990-1999	225	10.5%
2000-2004	347	16.3%
2005 or later	43	2.0%

### Household Income<sup>17</sup>

Less than \$10,000	69	3.3%
\$10,000-\$14,999	124	5.9%
\$15,000-\$24,999	138	6.6%
\$25,000-\$34,999	125	6.0%
\$35,000-\$49,999	315	15.0%
\$50,000-\$74,999	523	24.9%
\$75,000-\$99,999	130	6.2%
\$100,000-\$149,999	573	27.3%
\$150,000-\$199,999	49	2.3%
\$200,000 or more	51	2.4%
Median Household Income	\$ 59,679	

<sup>15</sup> U.S. Census Bureau, Census 2010

<sup>16</sup> U.S. Census Bureau, Census 2010

<sup>17</sup> U.S. Census Bureau, Census 2010

# City Profile

## Level of Educational Attainment<sup>18</sup>

Population 25 years and over		
Graduate or Professional Degree	212	5.5%
Bachelor's Degree	608	15.7%
Associate's Degree	246	6.3%
Some College No Degree	935	24.1%
High School Graduate	973	25.1%
9th-12th Grade, No Diploma	324	8.3%
Less than 9th Grade	583	15.0%

## Racial Composition<sup>19</sup>

American Indian	0.80%
African American	0.60%
Asian	1.00%
Hispanic	52.4%
Native Hawaiian/Pacific Islander	0.10%
White	17.60%
Other	22.50%
Two or More ethnicities	5.00%

## Major Employers<sup>20</sup>

Mariani Nut Company  
Winters Joint Unified School District  
Buckhorn Restaurant  
City of Winters  
Double M Trucking

<sup>18</sup> U.S. Census Bureau, Census 2010

<sup>19</sup> U. S. Census Bureau, Census 2010

<sup>20</sup> U.S. Census Bureau, Census 2010

## City Profile

### Distribution of Jobs by Industry<sup>21</sup>

Employed persons Aged 16 and Over	3,233	
Agriculture	306	9.5%
Construction	481	14.9%
Manufacturing	227	7.0%
Wholesale Trade	144	4.5%
Retail Trade	370	11.4%
Transportation/Warehousing	317	9.8%
Information	50	1.5%
Finance	73	2.3%
Professional/Scientific	202	6.2%
Educational	509	15.7%
Arts/Food Service/Accommodations	228	7.1%
Other Services	194	6.0%
Public Administration	132	4.1%

### Services by Other Governmental Agencies

Education: Winters Joint Unified School District  
University of California, Davis  
Solano Community College

### Community Services

Parks: 7 (approx 16.75 acres)  
Community Center: 1  
Police Station: 1  
Water Wells: 5  
Sewer Plant: 1  
Fire Station 1

### Public Transportation

Yolo County Transportation District

### Fire Protection

Winters Fire Protection District

### Gas and Electricity

Pacific Gas and Electric

<sup>21</sup> U.S. Census Bureau, Census 2010

## City Profile

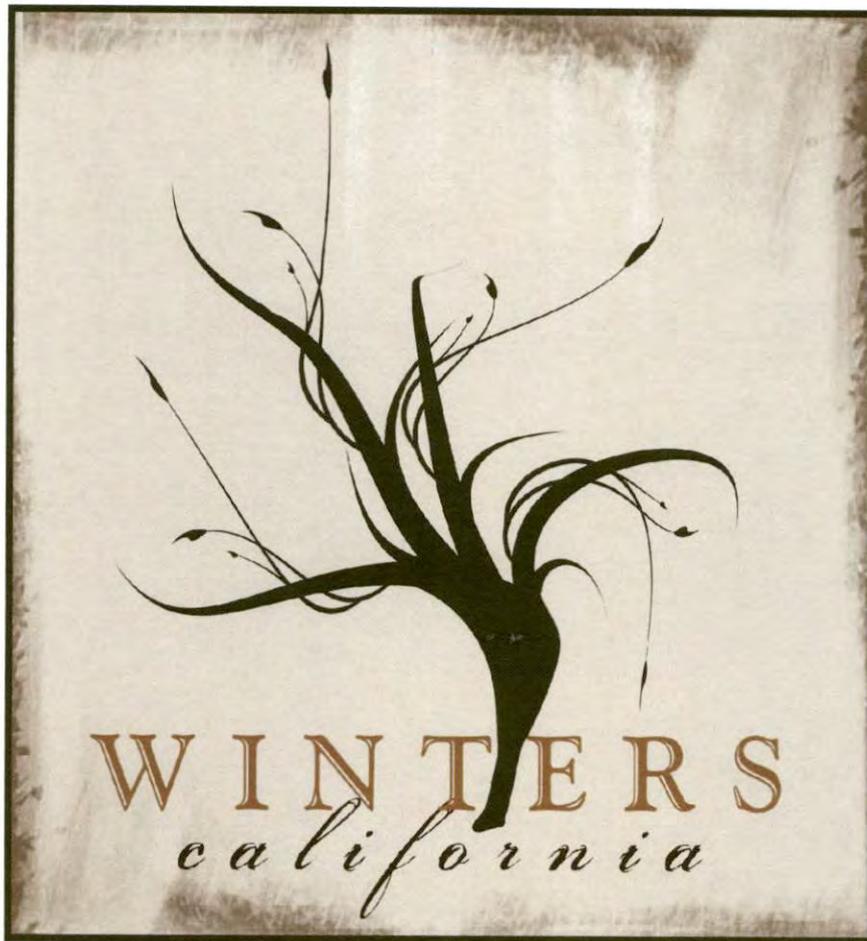
### Education

The Winters Joint Unified School District operates the following:

- John Clayton Pre-Kinder School
- Waggoner Elementary School (grades K-3)
- Shirley Rominger Intermediate School (grades 4-5)
- Winters Middle School (grades 6-8)
- Winters High School (grades 9-12)
- Wolfskill Continuation High School

# Where is Winters??





**Why the tree? Because...**

The tree is progressive. Remember: "...the community embraces outdoor recreation, green living, cultural diversity, performing and visual arts and destination businesses.

**Summary Financial Information**

# Budget Summary

## **Fund Structure, Purpose and Accounting Basis**

The accounts of the City of Winters are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses as appropriate. Government resources are allocated to, and accounted for, in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. Certain funds have varying levels of restriction, imposed either by legal requirements or policy choices, and as such, it can be helpful to present a broad overview of the City's finances by showing summaries of different funds.

The City's funds are grouped into six basic types:

- General
- Special Revenue
- Capital
- Debt Service
- Enterprise
- Fiduciary

The first three fund types listed above comprise the majority of the day-to-day operating activities of the City. The remaining fund types are more specialized funds, and typically account for one-time and/or specific activities rather than ongoing and recurring services. Brief descriptions of each fund type follow.

### **General Fund**

The General fund is the primary revenue source and operating fund for most services cities typically offer. These include public safety (police and fire), street maintenance, parks and recreation, and neighborhood and community services. In addition, the City Council, Administrative Services, and Community Development budgets are predominately funded by the General Fund. These activities are financed through general tax dollars from sales and property taxes, property tax in lieu of VLF, the municipal services tax, the utility user tax and by

## Budget Summary

revenues generated from permits, fees and investment earnings.

### **Special Revenue Funds**

Special Revenue Funds account for activities funded by special purpose revenue, that is, revenues that are legally restricted to expenditures for a specific purpose. Many of these funds have grant-based revenues, which may only be spent under specific guidelines. Most of the federal, state and county grants the City administers are included in this category. The City maintains 44 special revenue funds.

### **Capital Project Funds**

These are the Capital Improvement Project (CIP) funds. They are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds such as the Water and Sewer Funds), i.e., the development of a new neighborhood park or a public safety facility to house the Police and Fire Departments. The City has 20 Capital Project Funds, which includes nine(9) funds for the collection and spending of Development Impact Fees.

### **Enterprise Funds**

These funds account for City activities that operate as public enterprises. Revenues come from fees charged to programs, customers or other department users. Enterprise funds that provide for water and sewer services are proprietary funds. So are Internal Service Funds. The City currently has three (3) enterprise funds (water, sewer and Central Service Overhead) that represent separate business activities for the City.

- Water

The City provides water service to its residents and commercial entities.

- Sewer

The City's sewer system protects public health and preserves water quality through the collection, treatment and disposal of the community's wastewater and wastewater solids.

## Budget Summary

- **Central Service Overhead**  
This fund is used for expenditures that cannot be specifically charged to a particular fund or department. Expenditures are made from this fund, and the cost of those expenditures are allocated to the various funds and departments based on a cost allocation plan the City of Winters implemented in fiscal year 2002-2003 and updated in 2004-2005.

### **Debt Service Funds**

Funds for debt service track revenues and expenditures related to repayment of principal and interest costs associated with borrowing money for long-term obligations. A separate debt service schedule is included in this budget that provides detail on all outstanding debt owed by the City.

### **Fiduciary Fund Types**

Trust and Agency Funds are used to account for assets held by the City as an agent or trustee for individuals, private organizations other governments and/or funds. These include Agency and Expendable Trust Funds. Agency Funds are custodial in nature (assets and liabilities) and do not involve measurement of results of operations.

### **Summary Financial Section**

The Summary Financial Section consists of the following information:

- 2016-2020 Summary of Estimated Financial Sources and Uses and Changes in Fund Balance for Governmental Funds. This includes the General Fund, Special Revenue Funds, Debt Service Funds and Capital Funds
- 2016-2020 Summary of Estimated Revenues, Expenses and Changes in Retained Earnings for Enterprise Funds. This includes the Water, Sewer and Central Service Overhead Funds.
- Total Revenue Summary
- Total Expenditure Summary

## Budget Summary

### **Decreases in Fund Balance/Retained Earnings.**

It is the policy of the City of Winters that on-going current General Fund expenditures are funded by current year General Fund revenues. Expenditure of carry forward savings is to be for one-time expenditures only, based upon City Council approval. This General Fund budget anticipates expenditure of carry forward savings of approximately \$82,255 for 2018-2019 and \$83,079 for 2019-2020. This use of carry forward savings is due to the expected purchase of capital equipment during each of the fiscal years. The economic downturn affected the property tax revenues of the city for 8 years, and finally returned to 08-09 levels in 2017-2018. City Revenues are gradually increasing, due to the increase in assessed value of property throughout the city. The increase in building activity in 2016-2018 and projected to continue through 2019-2020 is helping to fund services throughout the City, and once the buildings are completed and included in the assessed value of the property throughout the City, revenues should stabilize and increase for property taxes. Prudent planning in the past has allowed the city to accumulate a fund balance that has allowed the City to continue to provide services to the community at the level that the community has come to expect during the time of decreased revenues. The Economic Development activities, as well as additional housing activities will help the City be in a much more stable financial position in the future.

The Special Revenue Funds group anticipates a reduction in fund balance for certain individual funds, and a decrease in the fund group as a whole for both 2018-2019 and 2019-2020. Special Revenue funds typically must accumulate cash over a period of years before a substantial amount of funds are available to undertake projects to be funded from these funds. This will be addressed in more detail in the "Other Funds"

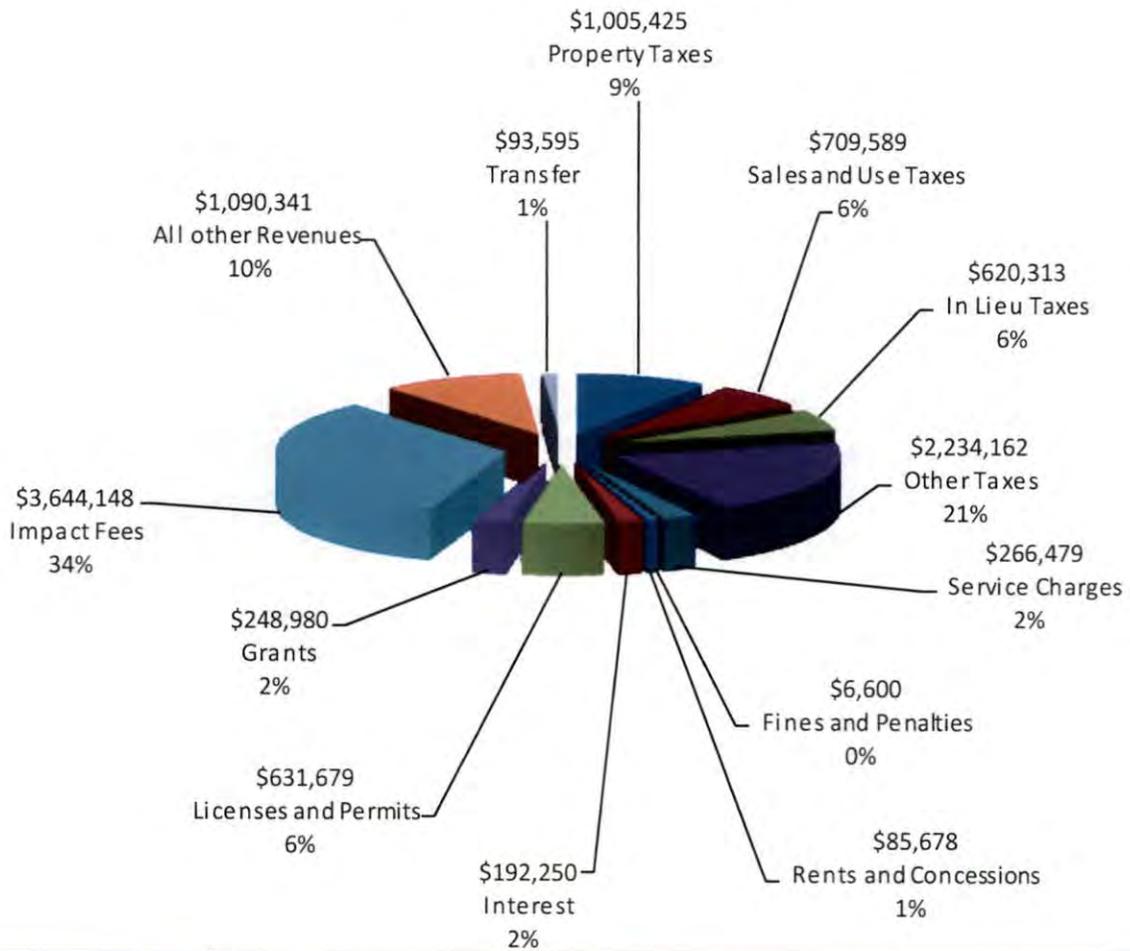
The Capital Funds group anticipates a increase in fund balance in some individual funds, and an increase in the fund group as a whole for both 2018-2019 and 2019-2020. Capital funds typically must accumulate cash over a period of years before a substantial amount of funds are

# Budget Summary

are available to undertake projects to be funded from these funds. This will be addressed in more detail in the "Other Funds" section of this budget.

## Governmental Funds Summary of Estimated Sources and Expenditures

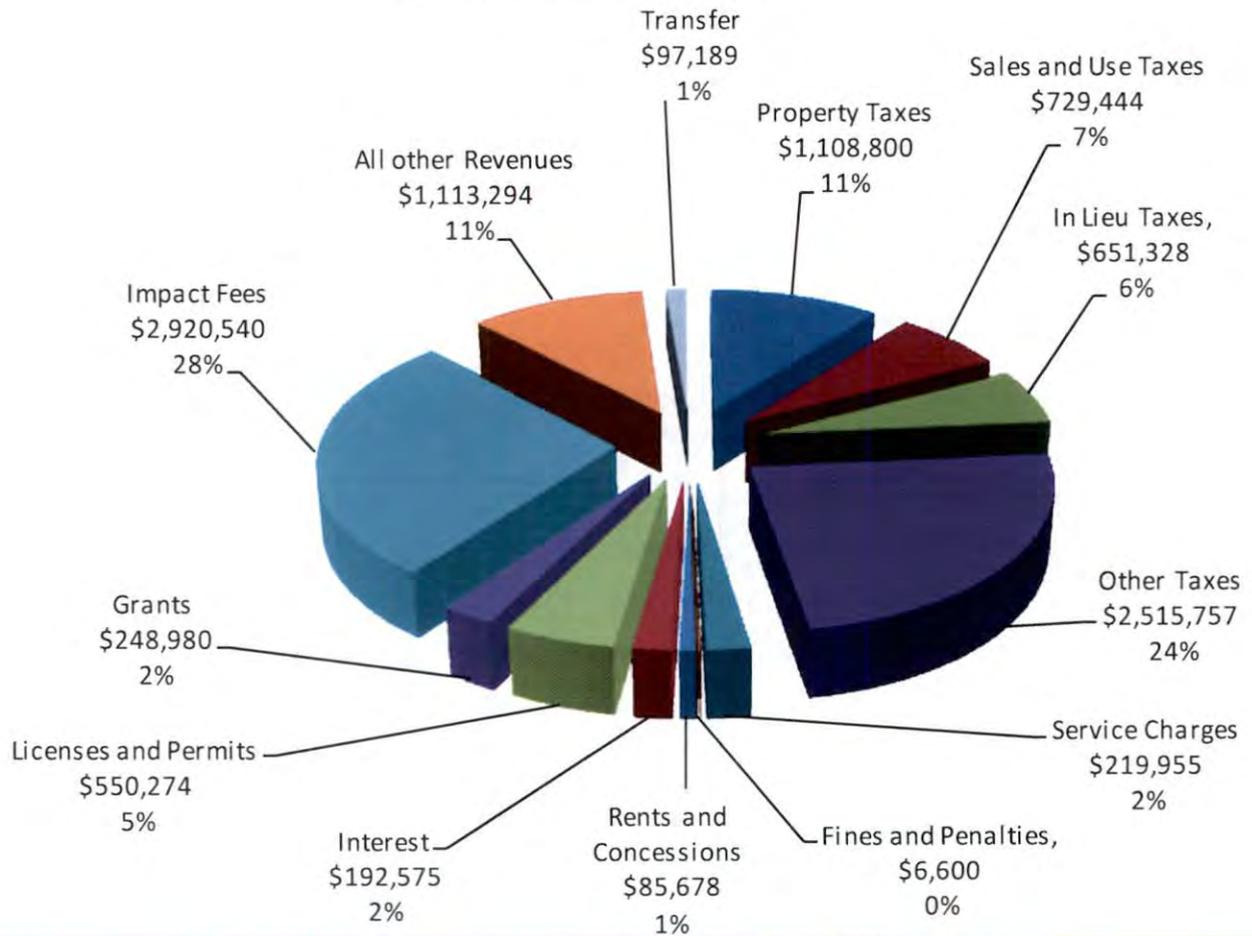
### 2018-2019 Sources of Revenues Governmental Funds (Total Sources \$10,829,239)



# Budget Summary

## Governmental Funds Summary of Estimated Sources and Expenditures

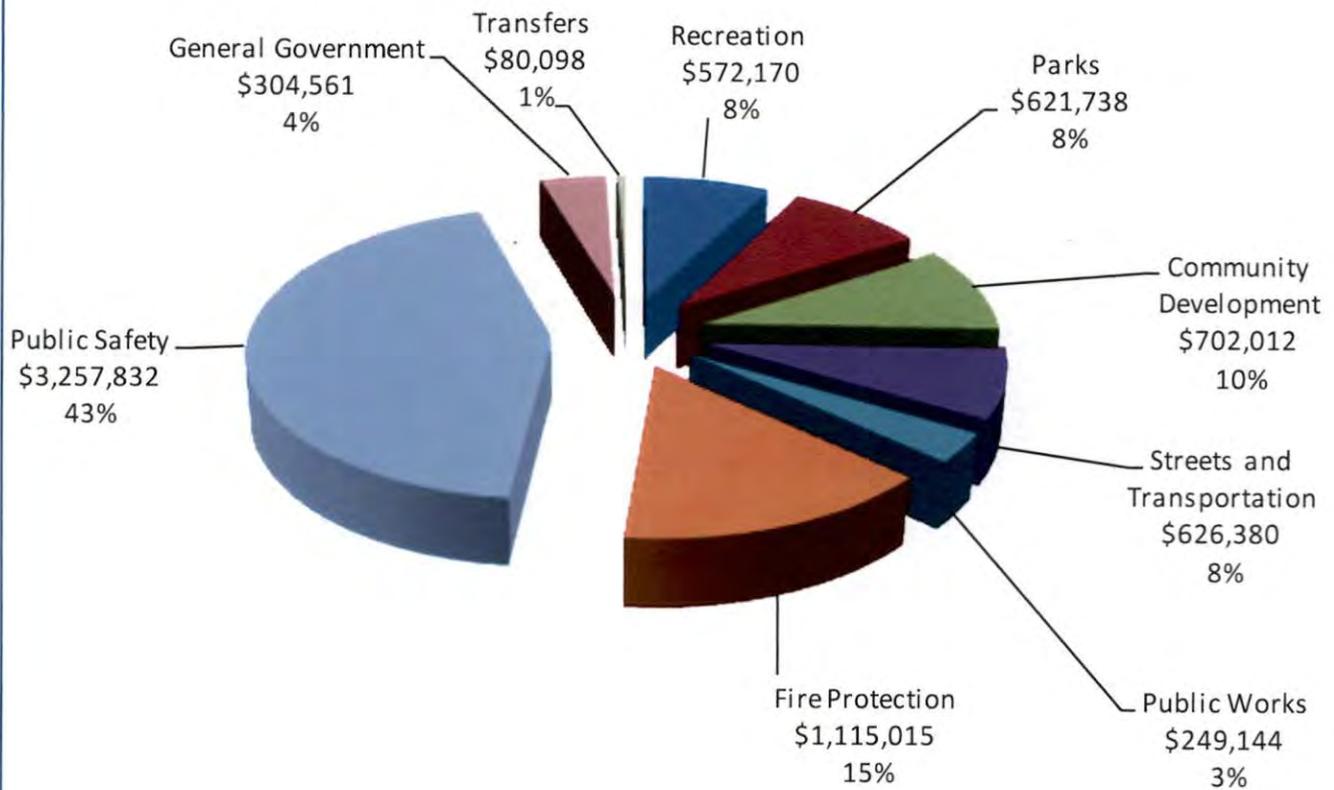
**2019-2020 Estimated Sources of Revenues  
Governmental Funds  
(Total Sources \$10,440,413)**



# Budget Summary

## Governmental Funds Summary of Estimated Sources and Expenditures

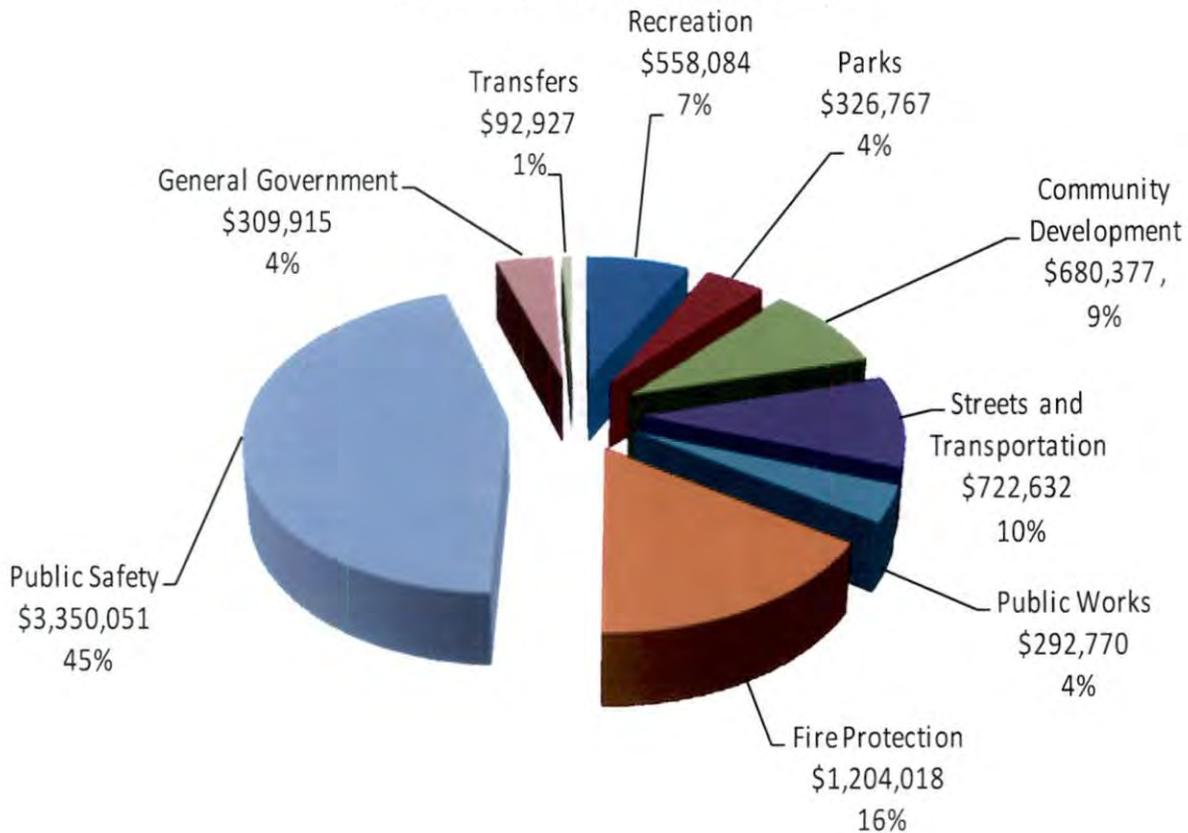
### 2018-2019 Estimated Expenditures Governmental Funds (Total Expenditures \$7,528,950)



# Budget Summary

## Governmental Funds Summary of Estimated Sources and Expenditures

### 2019-2020 Estimated Expenditures Governmental Funds (Total Expenditures \$7,537,543)

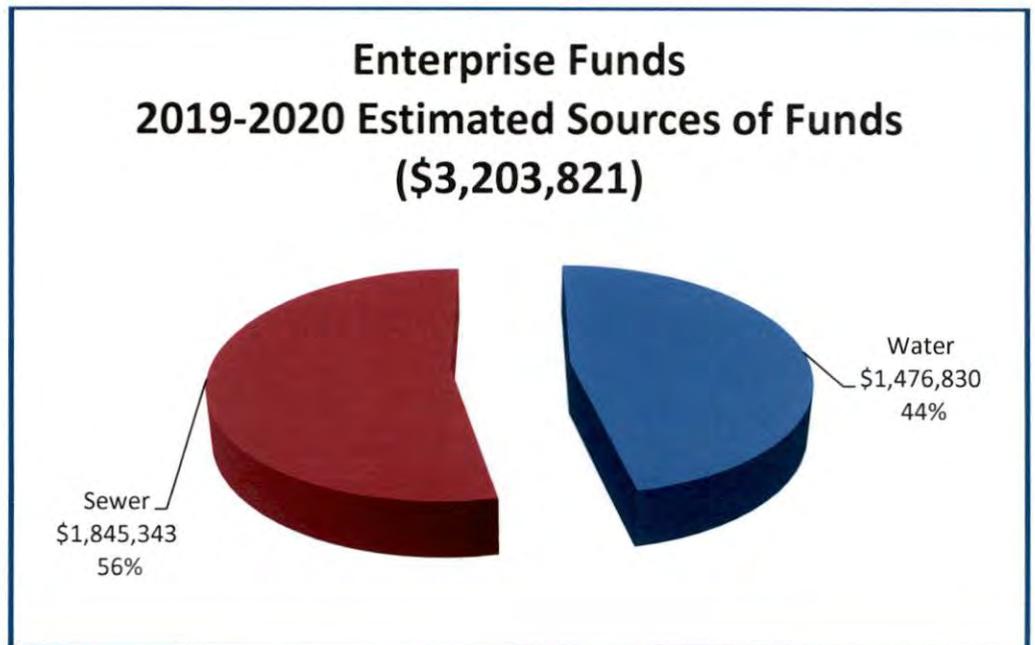
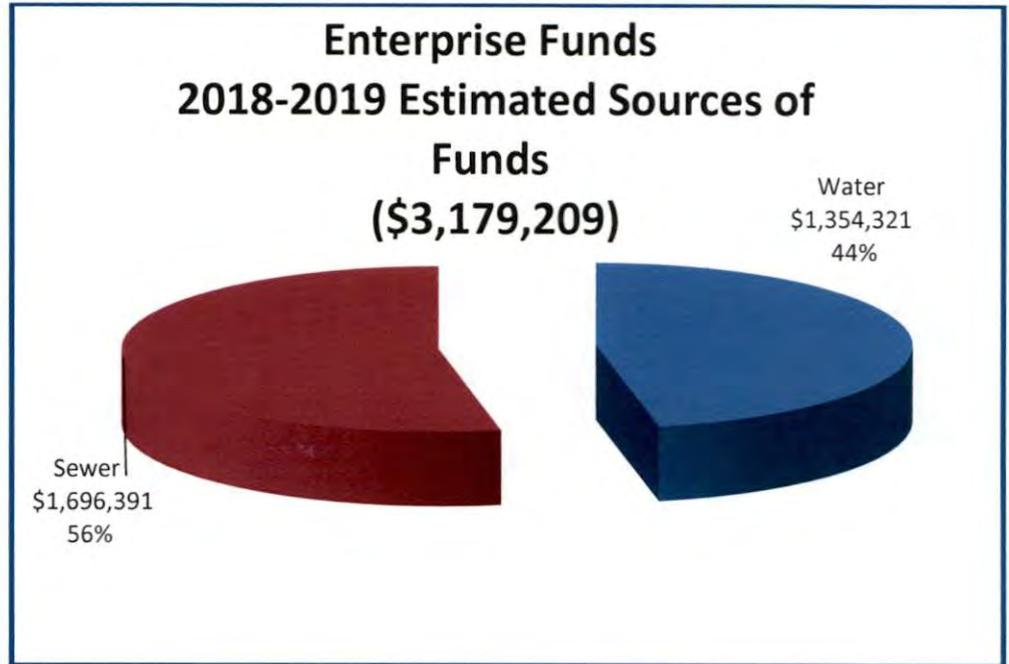


**Governmental Funds**  
**2018-2020 Summary of Estimated Revenues, Expenses and Changes in Fund Balance**  
 (For Budgetary Purposes Only)

	General Fund					Special Revenue Funds					Debt Service Funds					Capital Funds					Total Governmental Funds					
	2015-2016 Actual	2016-2017 Actual	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2015-2016 Actual	2016-2017 Actual	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2015-2016 Actual	2016-2017 Actual	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2015-2016 Actual	2016-2017 Actual	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2015-2016 Actual	2016-2017 Actual	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	
<b>Financial Sources:</b>																										
Property Taxes	\$ 708,701	\$ 783,742	\$ 768,329	\$ 800,000	\$ 807,600	\$ 193,537	\$ 203,673	\$ 204,580	\$ 205,425	\$ 211,200											\$ 902,238	\$ 967,414	\$ 972,909	\$ 1,006,425	\$ 1,108,800	
Property Tax in Lieu of VLF	514,507	540,840	590,774	620,313	651,328																514,507	540,840	590,774	620,313	651,328	
Property Taxes in Lieu of Sales Tax	110,767																				110,767					
Sales and Use Taxes	530,365	598,426	683,808	709,589	729,444																530,365	598,426	683,808	709,589	729,444	
Other Taxes	1,287,403	1,354,490	1,370,217	1,738,428	2,008,770	561,124	523,881	568,898	495,736	506,987											1,838,528	1,878,171	1,938,115	2,234,182	2,515,757	
Service Charges	236,332	174,726	268,951	266,479	219,955																236,332	174,726	268,951	266,479	219,955	
Fines and Penalties						18,547	17,602	6,120	6,600	6,600												18,547	17,602	6,120	6,600	
Rents and Concessions	71,003	86,249	85,638	85,678	85,678																71,003	86,249	85,638	85,678	85,678	
Interest	7,073	8,801	11,600	11,900	11,700	40,119	61,208	69,331	170,834	171,392	240	423	94	94	94	11,270	18,575	27,753	9,622	9,389	58,702	89,006	108,777	192,250	192,575	
Licenses and Permits	417,647	283,390	235,536	631,679	550,274																417,647	283,390	235,536	631,679	550,274	
Grants	1,051	(358)	10,600	3,500	3,500	2,003,828	802,007	1,307,216	268,480	268,480											2,004,879	801,648	1,317,816	271,980	271,980	
Impact Fees																786,859	666,841	160,820	3,644,148	2,920,540	786,859	666,841	160,820	3,644,148	2,920,540	
All other Revenues	946,650	783,970	900,817	651,944	675,678	232,542	227,940	135,273	112,645	127,888	483,771	613,614	94,460	338,064	337,281	1,662,962	1,662,962	1,662,962	1,662,962	1,662,962	1,662,962	1,662,962	1,662,962	1,662,962	1,662,962	
<b>Total Estimated Financial Sources</b>	<b>\$ 4,831,496</b>	<b>\$ 4,574,275</b>	<b>\$ 4,926,271</b>	<b>\$ 5,519,508</b>	<b>\$ 5,833,927</b>	<b>\$ 3,039,697</b>	<b>\$ 1,836,111</b>	<b>\$ 2,291,418</b>	<b>\$ 1,259,520</b>	<b>\$ 1,292,547</b>	<b>\$ 240</b>	<b>\$ 423</b>	<b>\$ 94</b>	<b>\$ 94</b>	<b>\$ 94</b>	<b>\$ 1,281,901</b>	<b>\$ 1,259,030</b>	<b>\$ 263,032</b>	<b>\$ 3,997,835</b>	<b>\$ 3,267,209</b>	<b>\$ 9,153,336</b>	<b>\$ 7,709,838</b>	<b>\$ 7,500,814</b>	<b>\$ 10,770,956</b>	<b>\$ 10,393,776</b>	
<b>Expenditures</b>																										
General Government	\$ 621,929	\$ 293,650	\$ 148,987	\$ 304,237	\$ 309,572	\$ 158,643	\$ 167,478	\$ 122,353	\$ 253,207	\$ 133,518						1,686	1,337	4,827	324	343	\$ 823,569	\$ 294,987	\$ 153,614	\$ 304,561	\$ 309,915	
Public Safety	2,464,093	2,528,230	2,614,118	2,946,451	3,159,847	3,068	30,369									1,656	809	4,305	57,300	57,300	2,624,391	2,696,517	2,740,775	3,256,957	3,350,663	
Fire Protection	1,084,613	1,159,163	1,273,279	1,114,679	1,203,692	20,679	4,024									1,956	616	4,641	336	356	1,107,148	1,164,003	1,277,920	1,115,015	1,204,018	
Public Works	260,501	362,869	214,636	243,137	286,707	3,668	30,369	8,569	5,000	5,000						43,030	128,827	178,991	1,007	1,063	307,196	522,063	402,098	249,144	292,770	
Streets and Transportation						1,732,398	1,131,517	1,339,296	577,523	650,357						59,967	375,592	951,777	2,162	72,275	1,791,365	1,507,106	2,291,073	379,885	722,632	
Community Development	617,264	531,393	729,830	700,481	678,845	454,809	32,918	750,155	1,531	1,532											1,072,073	564,311	1,480,085	702,012	860,377	
Debt Service			345																		345					
Parks						631,871	904,573	369,667	266,429	274,805						3,667	5,997	159,156	353,048	51,962	835,539	910,570	528,822	619,477	326,767	
Recreation	202,160	256,977	261,905	292,777	278,373	222,315	241,910	248,333	279,393	279,621										424,474	498,687	510,238	572,170	557,993		
<b>Total Budget</b>	<b>\$ 5,250,560</b>	<b>\$ 5,132,283</b>	<b>\$ 5,243,199</b>	<b>\$ 5,801,762</b>	<b>\$ 5,917,007</b>	<b>\$ 3,224,582</b>	<b>\$ 2,512,789</b>	<b>\$ 2,838,373</b>	<b>\$ 1,383,082</b>	<b>\$ 1,344,831</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,652</b>	<b>\$ 513,377</b>	<b>\$ 1,303,396</b>	<b>\$ 414,177</b>	<b>\$ 183,299</b>	<b>\$ 8,585,794</b>	<b>\$ 8,158,448</b>	<b>\$ 9,384,968</b>	<b>\$ 7,399,021</b>	<b>\$ 7,445,137</b>	
General Contingencies and Reserves																										
<b>Total Use of Resources</b>	<b>\$ 5,250,560</b>	<b>\$ 5,132,283</b>	<b>\$ 5,243,199</b>	<b>\$ 5,801,762</b>	<b>\$ 5,917,007</b>	<b>\$ 3,224,582</b>	<b>\$ 2,512,789</b>	<b>\$ 2,838,373</b>	<b>\$ 1,383,082</b>	<b>\$ 1,344,831</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,652</b>	<b>\$ 513,377</b>	<b>\$ 1,303,396</b>	<b>\$ 414,177</b>	<b>\$ 183,299</b>	<b>\$ 8,585,794</b>	<b>\$ 8,158,448</b>	<b>\$ 9,384,968</b>	<b>\$ 7,399,021</b>	<b>\$ 7,445,137</b>	
Net Increase (Decrease) in Fund Balance	\$ (419,061)	\$ (568,008)	\$ (316,928)	\$ (882,255)	\$ (83,079)	\$ (1,184,885)	\$ (676,678)	\$ (546,955)	\$ (1,123,562)	\$ (52,284)	\$ 240	\$ 423	\$ 94	\$ 94	\$ 94	\$ 1,171,249	\$ 785,853	\$ (1,020,364)	\$ 3,577,658	\$ 3,083,910	\$ 567,542	\$ (448,610)	\$ (1,884,154)	\$ 3,371,935	\$ 2,948,641	
Fund Balance July 1	2,877,303	\$ 2,436,718	\$ 1,879,951	\$ 1,570,030	\$ 1,539,276	8,320,050	8,156,889	7,440,126	6,907,785	6,840,925	\$ 56,423	\$ 56,663	\$ 57,086	\$ 57,180	\$ 57,274	\$ 2,485,456	\$ 3,856,704	\$ 4,442,357	\$ 3,421,993	\$ 6,999,650	\$ 13,739,232	\$ 14,306,774	\$ 13,819,521	\$ 11,956,988	\$ 15,437,125	
Adjustments																										
Transfers In	(21,524)	1,241	7,006	51,500	51,500	135,779	84,003	80,153	100,790	103,916						27,984	49,618	12,828	32,761	33,227	142,239	114,861	79,987	185,051	188,645	
Transfers Out						(114,255)	(103,866)	(45,541)	(44,088)	(44,091)						(27,984)	(49,618)	(12,828)	(32,761)	(33,227)	(142,239)	(153,504)	(58,367)	(70,849)	(77,318)	
<b>Fund Balance June 30</b>	<b>\$ 2,436,718</b>	<b>\$ 1,879,951</b>	<b>\$ 1,570,030</b>	<b>\$ 1,539,276</b>	<b>\$ 1,507,896</b>	<b>\$ 8,156,689</b>	<b>\$ 7,440,128</b>	<b>\$ 6,907,785</b>	<b>\$ 6,840,925</b>	<b>\$ 6,848,460</b>	<b>\$ 56,663</b>	<b>\$ 57,086</b>	<b>\$ 57,180</b>	<b>\$ 57,274</b>	<b>\$ 57,368</b>	<b>\$ 3,056,704</b>	<b>\$ 4,442,357</b>	<b>\$ 3,421,993</b>	<b>\$ 6,999,650</b>	<b>\$ 10,083,560</b>	<b>\$ 14,306,774</b>	<b>\$ 13,819,521</b>	<b>\$ 11,956,988</b>	<b>\$ 15,437,125</b>	<b>\$ 18,497,093</b>	

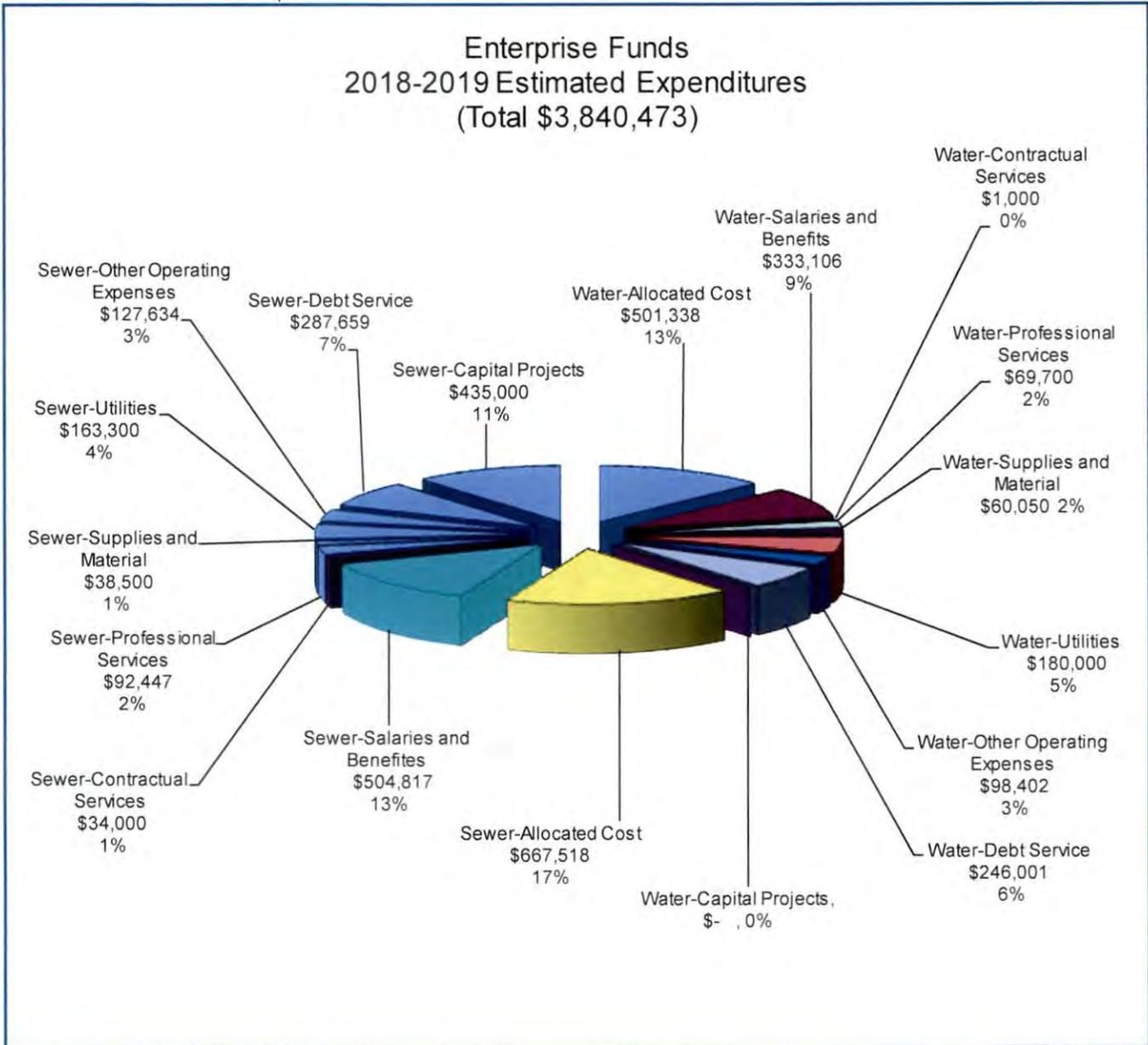
# Budget Summary

## Enterprise Funds Summary of Revenues and Expenditures

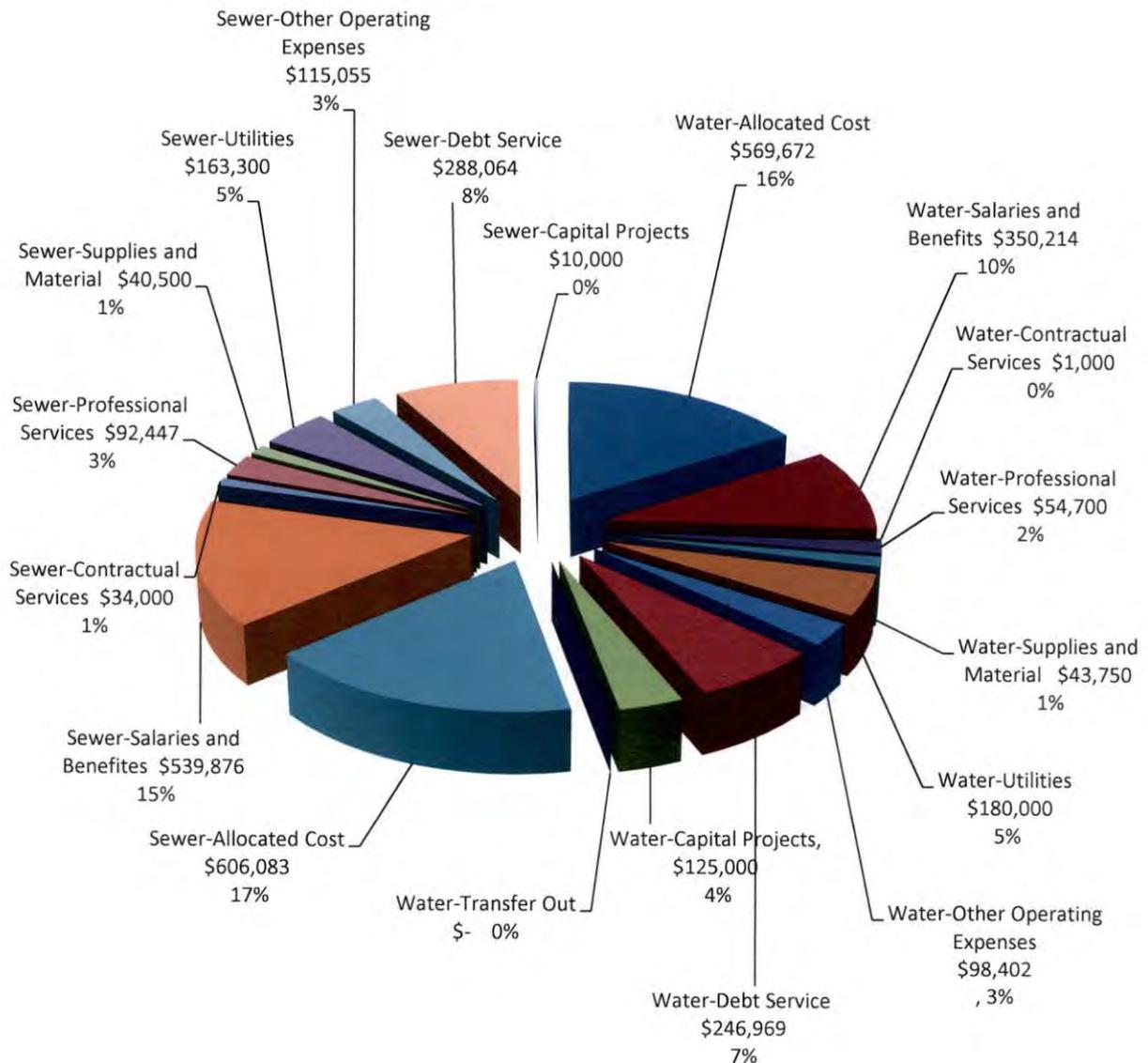


# Budget Summary

## Enterprise Funds Summary of Revenues and Expenditures

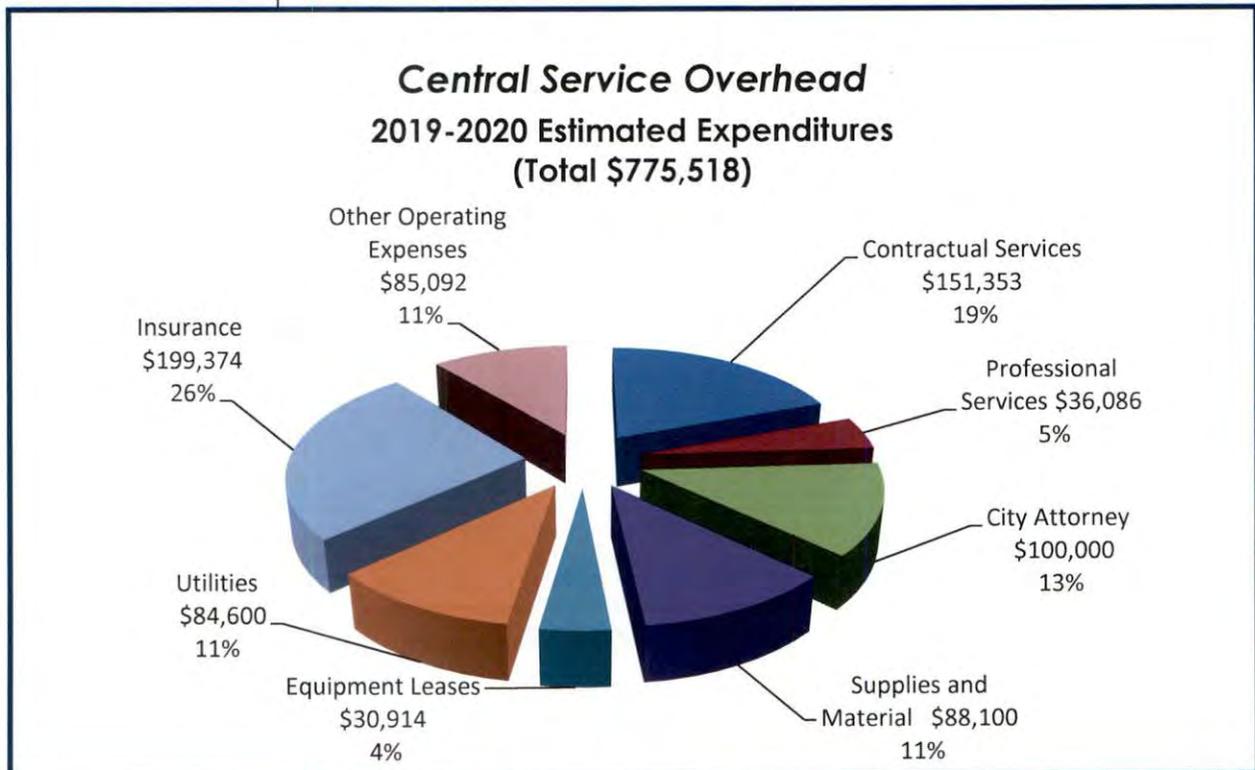
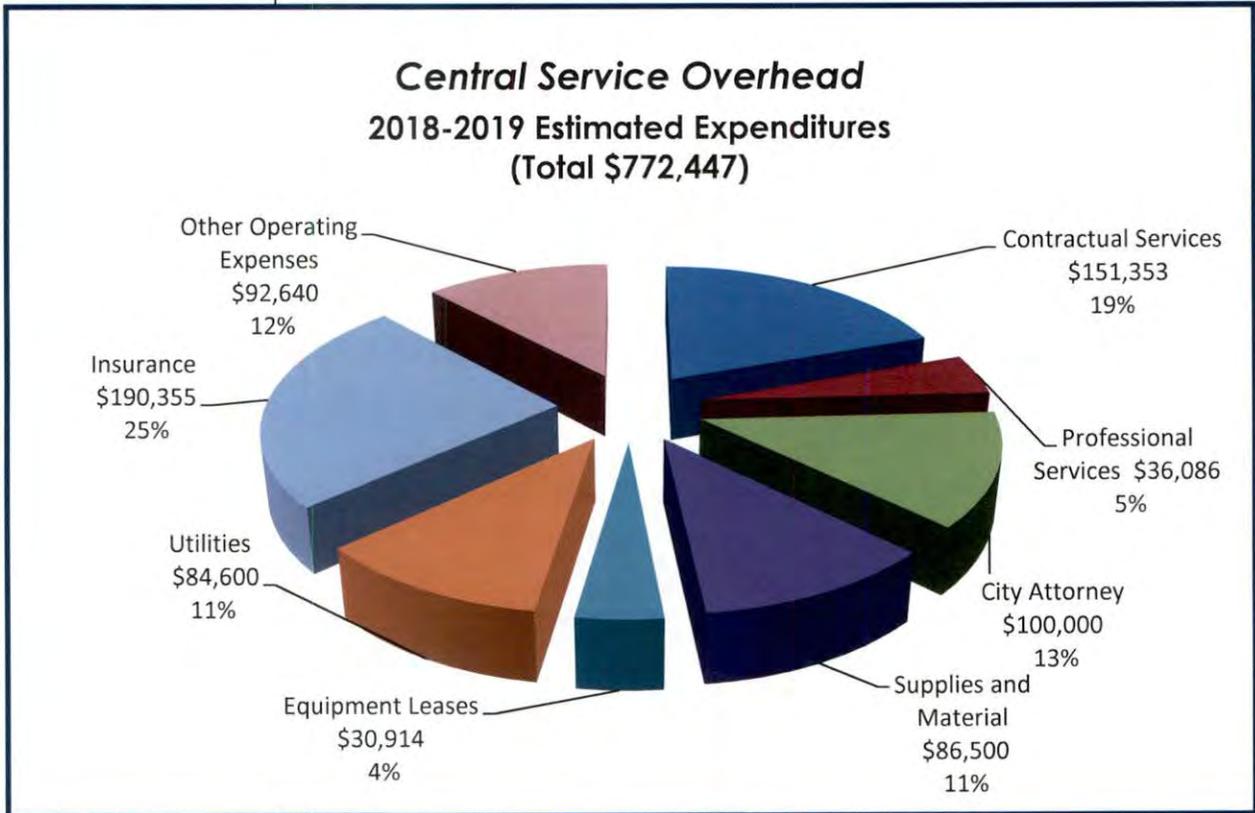


### Enterprise Funds 2019-2020 Estimated Expenditures (Total \$3,559,032)



# Budget Summary

## Central Service Overhead Estimated Expenditures



Enterprise Funds  
2018-2020 Summary of Estimated Revenues, Expenses  
and Changes in Retained Earnings

(For Budgetary Purposes Only)

	Water Fund					Sewer Fund					Total Enterprise Funds				
	2015-2016 Actual	2016-2017 Actual	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2015-2016 Actual	2016-2017 Actual	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2015-2016 Estimate	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
<b>Operating Revenues</b>															
Charges for Services	\$ 1,305,821	\$ 1,387,369	\$ 1,396,093	\$ 1,480,096	\$ 1,487,812	\$ 1,641,715	\$ 1,651,334	\$ 1,683,840	\$ 1,689,543	\$ 1,706,439	\$ 2,947,535	\$ 3,038,703	\$ 3,079,933	\$ 3,169,639	\$ 3,194,251
Other Revenues	49,129	6,305	12,814	8,370	8,370	5,411	9,669	10,925	1,200	1,200	54,540	15,974	23,739	9,570	9,570
<b>Total Operating Revenues</b>	<b>\$ 1,354,949</b>	<b>\$ 1,393,674</b>	<b>\$ 1,408,907</b>	<b>\$ 1,488,466</b>	<b>\$ 1,496,182</b>	<b>\$ 1,647,125</b>	<b>\$ 1,661,003</b>	<b>\$ 1,694,765</b>	<b>\$ 1,690,743</b>	<b>\$ 1,707,639</b>	<b>\$ 3,002,075</b>	<b>\$ 3,054,677</b>	<b>\$ 3,103,671</b>	<b>\$ 3,179,209</b>	<b>\$ 3,203,821</b>
<b>Operating Expenses</b>															
Allocated Cost	\$ 622,429	\$ 542,944	\$ 683,359	\$ 501,602	\$ 569,950	\$ 501,561	\$ 594,332	\$ 658,180	\$ 667,518	\$ 606,083	\$ 1,123,990	\$ 1,137,276	\$ 1,341,539	\$ 1,169,121	\$ 1,176,033
Salaries and Benefits	354,170	276,592	324,539	333,106	350,214	499,973	527,416	478,821	504,817	539,876	854,144	804,008	803,360	837,923	890,090
Contractual Services	-	-	-	1,000	1,000	29,620	14,263	21,000	34,000	34,000	29,620	14,263	21,000	35,000	35,000
Professional Services	56,662	29,111	49,803	69,700	54,700	53,529	51,666	49,494	92,447	92,447	110,191	80,777	99,097	162,147	147,147
Supplies and Material	19,653	17,129	15,400	60,050	43,750	28,073	23,628	19,000	38,500	40,500	47,726	40,756	34,400	98,550	84,250
Equipment Leases	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	137,386	126,899	169,195	180,000	180,000	174,151	147,967	186,528	163,300	163,300	311,537	274,867	355,723	343,300	343,300
Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	73,622	46,599	70,657	98,402	98,402	242,327	226,438	87,354	127,634	115,055	315,949	273,036	158,012	226,036	213,457
Depreciation	95,524	90,732	-	-	-	-	-	-	-	-	95,524	90,732	-	-	-
Debt Service	150,432	147,123	244,756	246,001	246,969	164,022	87,114	292,054	287,659	288,064	314,454	234,237	536,810	533,660	535,033
Capital Projects	10,963	4,350	65,117	-	125,000	82,035	15,450	10,000	435,000	10,000	92,998	19,800	75,117	435,000	135,000
<b>Total Operating Expenses</b>	<b>\$ 1,520,840</b>	<b>\$ 1,281,478</b>	<b>\$ 1,622,627</b>	<b>\$ 1,489,862</b>	<b>\$ 1,669,985</b>	<b>\$ 1,775,293</b>	<b>\$ 1,688,275</b>	<b>\$ 1,802,431</b>	<b>\$ 2,350,875</b>	<b>\$ 1,889,325</b>	<b>\$ 3,296,133</b>	<b>\$ 2,969,753</b>	<b>\$ 3,425,058</b>	<b>\$ 3,840,737</b>	<b>\$ 3,559,310</b>
<b>Operating Income (Loss)</b>	<b>\$ (165,890)</b>	<b>\$ 112,196</b>	<b>\$ (213,720)</b>	<b>\$ (1,396)</b>	<b>\$ (173,802)</b>	<b>\$ (128,168)</b>	<b>\$ (27,272)</b>	<b>\$ (107,666)</b>	<b>\$ (660,132)</b>	<b>\$ (181,687)</b>	<b>\$ (294,058)</b>	<b>\$ 84,924</b>	<b>\$ (321,386)</b>	<b>\$ (661,528)</b>	<b>\$ (355,489)</b>
Non-Operating Revenues(Expenses)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
<b>Income(Loss) before Operating Transfers</b>	<b>\$ (165,890)</b>	<b>\$ 112,196</b>	<b>\$ (213,720)</b>	<b>\$ (1,396)</b>	<b>\$ (173,802)</b>	<b>\$ (128,168)</b>	<b>\$ (27,272)</b>	<b>\$ (107,666)</b>	<b>\$ (660,132)</b>	<b>\$ (181,687)</b>	<b>\$ (294,058)</b>	<b>\$ 84,924</b>	<b>\$ (321,386)</b>	<b>\$ (661,528)</b>	<b>\$ (355,489)</b>
Operating Transfers In	183,515	-	100,000	12,000	12,000	2,320,902	204,127	-	-	-	2,504,416	204,127	100,000	12,000	12,000
Operating Transfers Out	(183,515)	(169,947)	-	-	-	(2,320,902)	(204,127)	-	-	-	(2,504,416)	(374,074)	-	-	-
<b>Net Income(Loss)</b>	<b>\$ (165,890)</b>	<b>\$ (57,751)</b>	<b>\$ (113,720)</b>	<b>\$ 10,604</b>	<b>\$ (161,802)</b>	<b>\$ (128,168)</b>	<b>\$ (27,272)</b>	<b>\$ (107,666)</b>	<b>\$ (660,132)</b>	<b>\$ (181,687)</b>	<b>\$ (294,058)</b>	<b>\$ (85,023)</b>	<b>\$ (221,386)</b>	<b>\$ (649,528)</b>	<b>\$ (343,489)</b>
<b>Retained Earnings July 1</b>	<b>\$ 1,111,791</b>	<b>\$ 945,900</b>	<b>\$ 888,149</b>	<b>\$ 774,429</b>	<b>\$ 785,033</b>	<b>2,596,990</b>	<b>2,468,822</b>	<b>2,441,550</b>	<b>2,333,884</b>	<b>1,673,752</b>	<b>\$ 3,708,781</b>	<b>3,414,723</b>	<b>3,329,700</b>	<b>\$ 3,108,313</b>	<b>\$ 2,458,785</b>
Adjustments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Retained Earnings June 30</b>	<b>\$ 945,900</b>	<b>\$ 888,149</b>	<b>\$ 774,429</b>	<b>\$ 785,033</b>	<b>\$ 623,230</b>	<b>\$ 2,468,822</b>	<b>\$ 2,441,550</b>	<b>\$ 2,333,884</b>	<b>\$ 1,673,752</b>	<b>\$ 1,492,065</b>	<b>\$ 3,414,723</b>	<b>\$ 3,329,700</b>	<b>\$ 3,108,313</b>	<b>\$ 2,458,785</b>	<b>\$ 2,115,295</b>

# Budget Summary

## City Wide Position Changes

### Mid Year Adjustments 2016-2018

Management Analyst -1.00

### Budgeted General Fund Positions Added 2018-2019

Human Resources Manager 1.00

Records and Information Manager 1.00

Fire Chief 1.00

Seasonal Part-time Firefighter .40

### Budgeted General Fund Positions Added 2019-2020

Police Officer .50

Firefighter .50

### Budgeted General Fund Positions Deleted 2018-2019

Administrative Services Director -1.00

Management Analyst -1.00

### Budgeted General Fund Positions Deleted 2019-2020

Seasonal Part-time Firefighter - .40

## City Debt

Cities have three (3) choices in financing operations and funding public facilities:

1. Pay as you go
2. Debt Financing
3. Public/Private ventures

The City of Winters has adopted Capital Financing and Debt Management policies that establish guidelines for issuing and managing debt capacity for the City. The City will consider issuing long-term obligations only under the conditions outlined in this policy. The Capital Financing and Debt Management policy is located in the Policy section of this document.

# Budget Summary

## City Debt

The charts that follows summarize the City's long-term debt position.

### Debt Outstanding Year End 2014-2018

	2016	2017	2018	2019	2020
2004 Community Development Tax Allocation Bonds	\$ 4,820,000	\$ -	\$ -	\$ -	\$ -
2007 Community Development Tax Allocation Bonds	9,955,000	-	-	-	-
2017 Community Development Tax Allocation Bonds		14,250,000	14,030,000	13,710,000	13,370,000
2007 Water Revenue Bonds	3,370,000	3,275,000	3,175,000	3,070,000	2,960,000
2007 Sewer Revenue Bonds	3,980,000	3,865,000	3,745,000	3,625,000	3,500,000
	<u>\$ 22,125,000</u>	<u>\$ 21,390,000</u>	<u>\$ 20,950,000</u>	<u>\$ 20,405,000</u>	<u>\$ 19,830,000</u>

### Annual Debt Service Requirement

	2017 Refunding Tax Allocation Bonds	2007 Water Revenue Bonds	2007 Sewer Revenue Bonds
2018-2019	840,025	246,001	287,659
2019-2020	848,425	246,969	288,064
2020-2021	857,500	242,679	288,089
2021-2022	873,375	243,179	287,789
2022-2023	887,500	243,419	287,219
2023-2024	904,750	243,381	291,255
2024-2025	922,138	243,040	289,868
2025-2026	925,800	242,375	288,134
beyond 2026	13,394,687	2,914,123	3,446,703
Total Principal and Interest	20,454,200	4,865,165	5,754,778
Less Interest	(6,424,200)	(1,690,165)	(2,009,778)
Total Principal	<u>14,030,000</u>	<u>3,175,000</u>	<u>3,745,000</u>

The 2004 Tax Allocation Bonds, issued February 2004, and the 2007 Tax Allocation Bonds, issued in June 2007 were paid in full by the issuance of the Tax Allocation Refunding Bonds, Series 2017 in March 2017.. The bonds are special obligations of the Community Development Agency

# Budget Summary

## City Debt

and are payable as to principal and interest exclusively from the pledged tax revenues of the agency. The interest rate is variable from 2% to 5% and is payable semi-annually on March 1 and September 1.

With the dissolution of the Winters Community Development Agency, the bond debt service will be paid by the City of Winters as Successor Agency to the Dissolved Winters Community Development Agency. The bond debt service will continue to be paid from the tax revenues of the area that comprised the former Community Development Agency. The general fund, nor any other fund of the City of Winters will be responsible for the payment of the former Community Development Agency's debt service.

The 2007 Water and Sewer Revenue bonds were issued in September 2007. The bonds provided funds to aid in the financing of water and sewer infrastructure repair and replacement as well as extension of the infrastructure from its current terminus to I-505. The interest rate is variable.

### **Compliance with Capital Financing and Debt Management Policy 2018-2019**

The City of Winters Fiscal policies, adopted on June 30, 2003, and updated on April 18, 2006 require that General Fund Debt service payments will not exceed 10% of General Fund revenues. The General Fund Debt service is zero, and therefore the City has not exceeded its policy on debt capacity. The 2004 and 2007 Tax Allocation Bonds are paid with the Redevelopment Tax Increment and the 2007 Water and Sewer Revenue Bonds are paid by Water and Sewer Enterprise Revenue.

### **Computation of Compliance with Debt Capacity Policy**

Total General Fund Budgeted Revenues	<u>\$5,519,508</u>
10% of Budgeted Revenues	\$551,951
Less General Fund Supported Debt Service	<u>-</u>
Policy Debt Capacity	<u>\$551,951</u>

# Budget Summary

## City Debt

### **Compliance with Capital Financing and Debt Management Policy 2019-2020**

The City of Winters Fiscal policies, adopted on June 30, 2003, and updated on April 18, 2006, require that General Fund Debt service payments will not exceed 10% of General Fund revenues. The General Fund Debt service is zero, and therefore the City has not exceeded its policy on debt capacity. The 2004 and 2007 Tax Allocation Bonds are paid with the Redevelopment Tax Increment and the 2007 Water and Sewer Revenue Bonds are paid by Water and Sewer Enterprise Revenue.

### **Computation of Compliance with Debt Capacity Policy**

Total General Fund Budgeted Revenues	<u>\$5,833,927</u>
10% of Budgeted Revenues	\$ 583,393
Less General Fund Supported Debt	-
Policy Debt Capacity	<u>\$ 583,393</u>

# Budget Summary

## City Debt

### **Legal Debt Limit Margin**

Under California State Law, the City of Winters has a legal debt limitation not to exceed 15% of the total assessed value of the taxable property within the City limits. In accordance with California Government Code Section 4305, only the City's general obligation bonds are subject to the legal debt limit. With the payment in full of the 1979 General Obligation bonds in June 2007 the City is not at risk of exceeding it legal debt limit;

#### **Computation of Legal Debt Margin as of June 30, 2018**

Assessed Valuation (Net)	\$ 558,811,127
Debt Limit of 15% of Assessed Value	<u>83,821,669</u>
Less Outstanding Debt Subject to Debt Limit	-
Debt Margin Available	<u>\$ 83,821,669</u>

### **Legal Debt Limit Margin**

Under California State Law, the City of Winters has a legal debt limitation not to exceed 15% of the total assessed value of the taxable property within the City limits. In accordance with California Government Code Section 4305, only the City's general obligation bonds are subject to the legal debt limit. With the payment in full of the 1979 General Obligation bonds in June 2007 the City is not at risk of exceeding it legal debt limit;

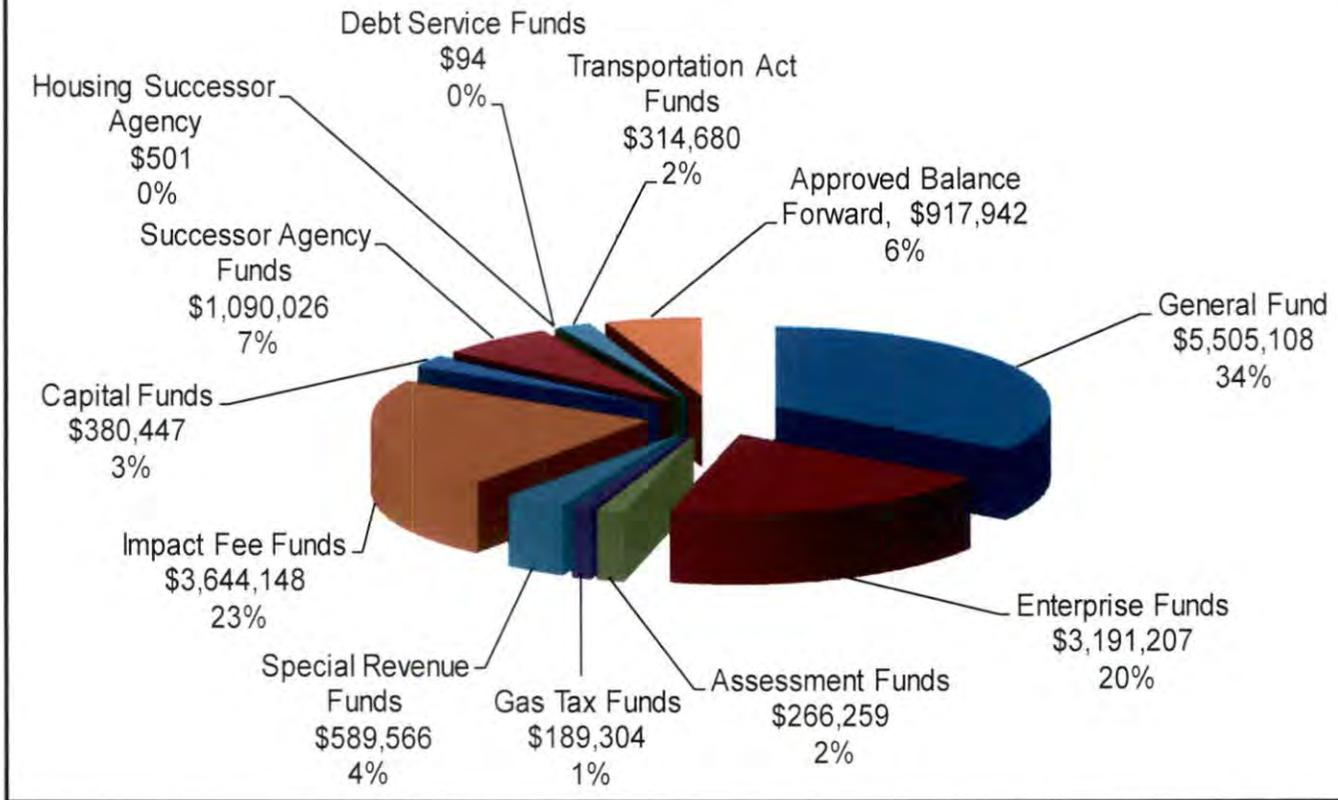
#### **Computation of Legal Debt Margin as of June 30, 2019**

Assessed Valuation (Net)	\$ 581,163,572
Debt Limit of 15% of Assessed Value	<u>87,174,536</u>
Less Outstanding Debt Subject to Debt Limit	-
Debt Margin Available	<u>\$ 87,174,536</u>

# Budget Summary

## Revenue Summary

**Total Annual Budget By Revenue Source for Fiscal Year 2018-2019**  
**\$16,089,282**



### Summary of Total Revenue Sources for Fiscal 2018-2019

The revenue sources chart above reflects all expected revenues to be received as well as existing resources needed to fund anticipated expenditures for 2018-2019.

The net Approved Balance Forward is 6% of the total budget and represents prior year fund balances being designated for expenditure for 2018-2019. Funds that are expending prior year accumulated fund balance include the General Fund, Sewer O & M Fund, Water O & M and Special Revenue Funds. Information on the expenditure of fund balances will be included in the department and funds that utilize the fund balance as part of the spending plan for that fund and department.

## Budget Summary

### Revenue Summary

The Impact Fee Funds, which are collected from developers, are 23% of budgeted revenues. There are multiple projects projected that will be required to pay impact fees this year. These funds may only be expended for those capital expenditures and projects identified in the AB1600 document for the City of Winters. Not all revenues received in this fiscal year will be expended in this fiscal year. Please see the Capital Improvement Section of this budget for additional information.

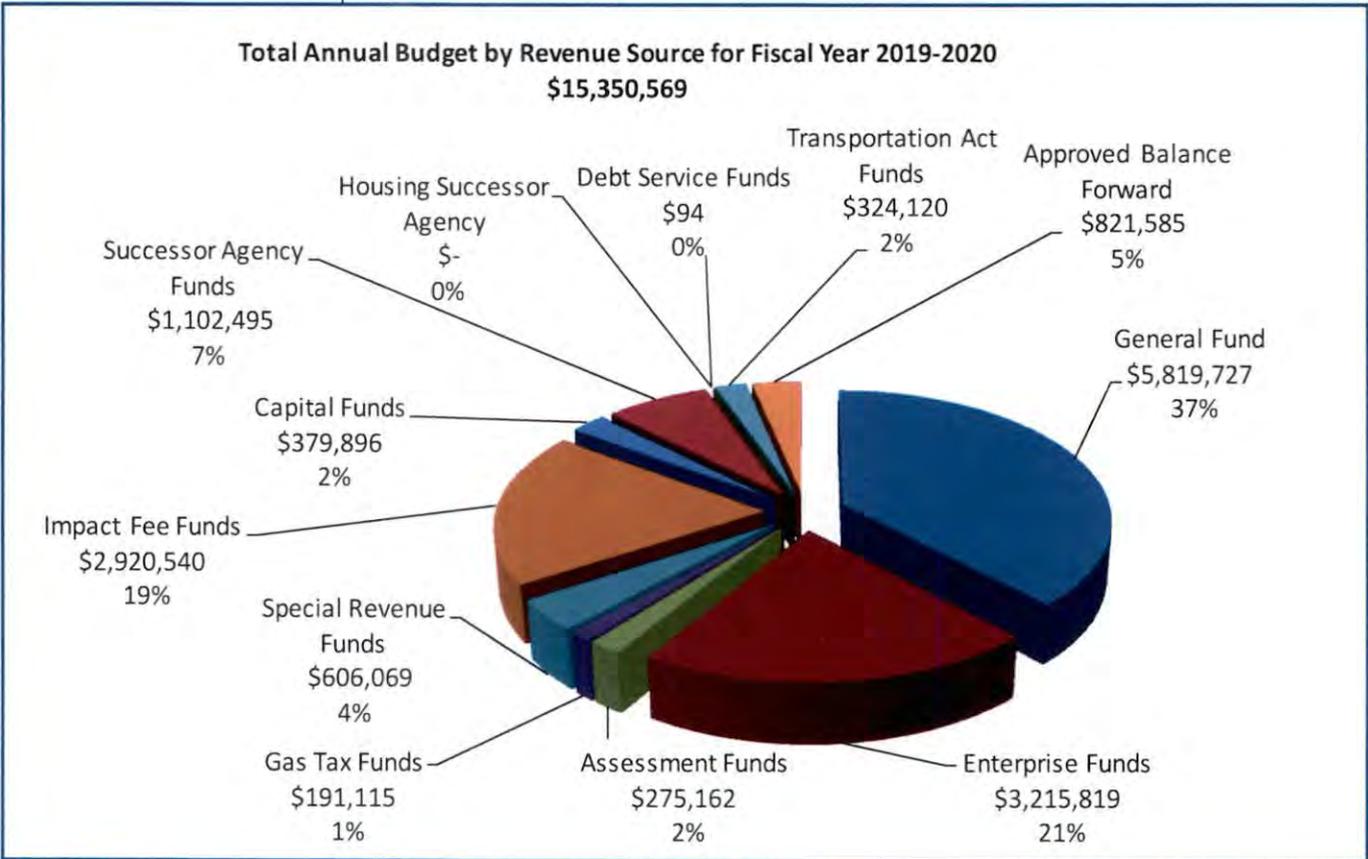
The General Fund is 34% of total budgeted revenues for 2018-2019. Please see the General Fund section of this budget for additional information.

The Capital Funds are 3% of the total budgeted revenues for 2018-2019. Please see the "Other Funds" section of this budget for additional information.

Additional information for the Special Revenue Funds, the Enterprise Funds, Assessment Funds, Gas Tax Funds and Transportation Development Act Funds can be found in the "Other Funds" section of this budget.

# Budget Summary

## Revenue Summary



### Summary of Total Revenue Sources for Fiscal 2019-2020

The revenue sources in the chart above reflect all expected revenues to be received as well as required existing resources needed to fund anticipated expenditures for the Fiscal year 2019-2020.

The net Approved balance forward is 5% of the total budget, and represents prior year fund balances being designated for expenditures in 2018-2019 for the General Fund, Special Revenue Funds, and Enterprise Funds. Information on the expenditure of fund balances will be included in the department and funds that utilize the fund balance as part of the spending plan for that fund and department.

## Budget Summary

### Revenue Summary

The Impact Fee Funds, which are collected from developers, are 19% of budgeted revenues. Five (5) projects are projected for 2019-2020 that are required to pay impact fees. These funds may only be expended for those capital expenditures and projects identified in the AB1600 document for the City of Winters. Not all revenues received in this fiscal year will be expended in this fiscal year. Please see the Capital Improvement Section of this budget for additional information.

The General Fund is 37% of total budgeted revenues for 2019-2020. Please see the General Fund section of this budget for additional information.

The Capital Funds are 2% of the total budgeted revenues for 2019-2020. Please see the Other Funds section of this budget for additional information.

Additional information for the Special Revenue Funds, the Enterprise Funds, Assessment Funds, Gas Tax funds and Transportation Development Act Funds can be found in the Other Funds section of this budget.

# Budget Summary

## Revenue Summary

### Budget Year Resource Comparison Revenue Summary

Fund	Budget 2014-2015	Budget 2015-2016	Budget 2016-2017	Budget 2017-2018	Budget 2018-2019	% Change	Budget 2019-2020	% Change
General Fund	\$ 4,158,525	\$ 4,141,976	\$ 4,646,007	\$ 5,288,755	\$ 5,571,008	5%	\$ 5,885,427	6%
Enterprise Funds	\$ 3,295,547	\$ 3,319,823	\$ 3,062,717	\$ 3,334,173	\$ 3,191,207	-4%	\$ 3,215,819	1%
Assessment Funds	\$ 277,318	\$ 245,317	\$ 314,202	\$ 314,202	\$ 266,259	-15%	\$ 275,162	3%
Gas Tax Funds	\$ 183,537	\$ 183,537	\$ 185,032	\$ 186,862	\$ 189,304	1%	\$ 191,115	1%
Special Revenue Funds	\$ 2,885,807	\$ 384,555	\$ 1,014,450	\$ 427,218	\$ 589,566	38%	\$ 606,069	3%
Impact Fee Funds	\$ 3,332,226	\$ 1,620,898	\$ 2,112,613	\$ 844,428	\$ 3,644,148	332%	\$ 2,920,540	-20%
Capital Funds	\$ 273,318	\$ 343,581	\$ 303,706	\$ 128,896	\$ 380,447	195%	\$ 379,896	0%
Successor Agency Funds	\$ 1,366,518	\$ 1,309,905	\$ 1,204,595	\$ 1,214,590	\$ 1,090,026	-10%	\$ 1,102,495	1%
Housing Successor Agency	\$ 2,980	\$ 2,980	\$ -	\$ -	\$ 501	0%	\$ -	0%
Debt Service Funds	\$ 148	\$ 148	\$ 92	\$ 94	\$ 94	0%	\$ 94	0%
Transportation Act Funds	\$ 347,373	\$ 350,841	\$ 337,678	\$ 341,054	\$ 314,680	-8%	\$ 324,120	3%
Total Revenues	\$ 16,123,297	\$ 11,903,561	\$ 13,181,091	\$ 12,080,272	\$ 15,237,240	26%	\$ 14,900,737	-2%
Approved Balance Forward	\$ 1,814,909	\$ 408,718	\$ 2,246,918	\$ 434,453	\$ 917,942	111%	\$ 515,532	
Total Sources	\$ 17,938,206	\$ 12,312,279	\$ 15,428,009	\$ 12,514,725	\$ 16,155,182	29%	\$ 15,416,269	-5%

### Budget Year Resource Comparison

The Fiscal Year 2018-2019 Revenue Budget is 29% higher than the 2017-2018 budget. This is due to the expected increase in property taxes from a new development, plus the increase property taxes as a result of a small increase in assessed values throughout the City of Winters, creating additional revenues for the General Fund, The Enterprise Fund Revenues are expected to be lower than than in 2017-2018 due to the conservation measures put into place to help conserve water because of the ongoing drought, this has impacted the amount of revenue due to the fact the City of Winters switched to consumption based (metered) billing for water usage. Assessment Fund revenues are budgeted lower than the prior year, due to the completion of some small projects budgeted in prior years. Much of the revenue received in the Impact Fee Funds will be expended over a period of years, not in a single year. More information on these projects can be found in the Capital Improvement Section of this budget.

## Budget Summary

### Revenue Summary

The Fiscal Year 2019-2020 Revenue Budget is 5% lower than that projected for 2018-2019. The General fund is projected to have a significant increase in revenues once the hotels that are projected to be completed during 2018-2019 are completed and begin operations. The City of Winters has a 12% TOT (transient occupancy tax) in place that should provide a steady, ongoing stream of revenue that has not been available to the City in the past. Special Revenue Funds are projected to have an increase in revenues due to the one time nature of grants. Impact fee funds are projected to decrease in 2019-2020 due to difference in size and scope of projects anticipated between the two budget years. Fund Balance forward used in 2019-2020 will be significantly higher than that used in 2018-2019 due to the fact that the projects utilizing the fund balances will be undertaken, and the grant funding, and accumulated fund balance will be expended to complete those projects.

### Revenue Summary

The Revenue Detail Summary on the next page shows the actual 2013/2014, 2014/2014, 2015/2016, and 2016/2017, estimated revenues for 2017/2018, and the 2018/2019 and 2019/2020 budgeted revenues and compares the budgeted amount for 2018/2019 to the estimated amount for 2017/2018 both by actual dollar difference and a percentage difference. The summary also compares the budgeted amount for 2019/2020 to the budgeted amount for 2018/2019 comparing by actual dollar difference and a percentage difference.

# Budget Summary

## Revenue Summary

Sources of Funds	Actual	Actual	Actual	Actual	Estimated	Proposed	Change From Prior		% of All	Cum % of	Change From Prior		% of All	Cum % of	
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Year	Year	Revenue	Total	Year	Year	Revenue	Total	
							in \$	in%	2018-2019	2018-2019	2019-2020	in \$	in%	2019-2020	2019-2020
<i>General, Special Revenue, Debt Service, Capital and Community Development Agency</i>															
Impact Fees	\$ -	\$ 151,994	\$ 786,859	\$ 666,841	\$ 160,820	\$ 3,644,148	\$3,483,329	2165.99%	29.434%	29.43%	\$ 2,920,540	\$ (562,789)	-19.86%	24.495%	24.50%
Property Tax Increment	1,181,485	1,065,537	953,778	1,190,696	1,214,590	1,090,026	(124,564)	-10.26%	8.804%	38.24%	1,102,495	1,227,059	1.14%	9.247%	33.74%
Property Tax	657,737	687,655	708,701	763,742	768,329	800,000	31,671	4.12%	6.462%	44.70%	897,600	865,929	12.20%	7.528%	41.27%
Property Tax In Lieu of VLF	461,069	488,845	514,507	540,840	590,774	620,313	29,539	5.00%	5.010%	49.71%	651,328	621,790	5.00%	5.463%	46.73%
Property Tax in Lieu of Sales	129,086	151,959	110,767	-	-	-	-	0.00%	0.000%	49.71%	-	-	0.00%	0.000%	46.73%
Federal & State Grants	1,593,908	1,211,124	2,003,828	802,007	1,307,216	268,480	(1,038,736)	-79.46%	2.169%	51.88%	268,480	1,307,216	0.00%	2.252%	48.98%
Devel & Bldg Permit Fees	105,136	164,913	417,647	283,390	235,536	631,679	396,142	168.19%	5.102%	56.98%	550,274	154,132	-12.89%	4.615%	53.60%
Motor Vehicle in Lieu	3,011	2,909	2,806	3,232	3,000	-	(3,000)	-100.00%	0.000%	56.98%	-	3,000	0.00%	0.000%	53.60%
Utility Tax	690,272	702,835	650,469	760,075	713,000	730,000	17,000	2.38%	5.896%	62.88%	750,000	733,000	2.74%	6.290%	59.89%
Muni. Ser. Tax	296,730	296,850	296,750	300,621	305,020	310,420	5,400	1.77%	2.507%	65.39%	333,820	328,420	7.54%	2.800%	62.69%
Sales & Use Tax	460,165	462,807	530,365	598,426	683,808	709,589	25,781	3.77%	5.731%	71.12%	729,444	703,663	2.80%	6.118%	68.81%
Transportation Tax	336,714	349,495	391,354	380,712	384,519	314,680	(69,839)	-18.16%	2.542%	73.66%	324,120	393,959	3.00%	2.718%	71.53%
City Wide Assmt	198,167	195,895	193,537	203,673	204,580	205,425	845	0.41%	1.659%	75.32%	211,200	210,355	2.81%	1.771%	73.30%
Interest Revenue	-	-	66,280	89,006	71,003	71,003	-	0.00%	0.574%	75.89%	71,003	71,003	0.00%	0.596%	73.89%
Franchise Tax	239,385	231,993	254,705	210,984	273,713	267,000	(6,713)	-2.45%	2.157%	78.05%	279,400	286,113	4.64%	2.343%	76.24%
Gas Tax	227,882	207,447	159,770	142,969	144,379	181,056	36,677	25.40%	1.462%	79.51%	182,867	146,189	1.00%	1.534%	77.77%
Service Charges	33,941	38,209	150,576	65,945	206,598	217,609	11,011	5.33%	1.758%	81.27%	170,665	159,653	-21.57%	1.431%	79.20%
Project Monitoring Fees	-	-	27,984	49,618	12,826	32,761	19,935	155.42%	0.265%	81.53%	33,227	13,292	-1.42%	0.279%	79.48%
Other Sources	1,819,149	5,277,763	1,962,076	2,272,503	1,154,988	1,622,866	467,878	40.51%	13.108%	94.64%	1,674,114	1,206,236	3.16%	14.041%	93.52%
Recreation & Cultural Events	94,971	77,644	85,756	108,780	62,353	48,870	(13,483)	-21.62%	0.395%	95.04%	49,290	62,773	0.86%	0.413%	93.94%
Tot Tax	3,426	7,303	12,216	7,198	10,000	296,006	286,006	2860.06%	2.391%	97.43%	502,750	216,744	69.84%	4.217%	98.15%
Bus. Lic. Tax	23,351	25,124	29,185	30,949	29,000	28,000	(1,000)	-3.45%	0.226%	97.65%	28,000	29,000	0.00%	0.235%	98.39%
Property Transfer Tax	9,833	18,519	26,885	26,932	22,000	22,000	-	0.00%	0.178%	97.83%	20,000	20,000	-9.09%	0.168%	98.55%
in Lieu Fees	-	100,000	54,000	96,000	-	-	-	0.00%	0.000%	97.83%	-	-	0.00%	0.000%	98.55%
Approved Balance Forward	13,068,132	548,966	1,336,931	402,541	1,756,994	268,678	(1,488,316)	-84.71%	2.170%	100.00%	172,321	1,660,637	-35.86%	1.445%	100.00%
<b>Total</b>	<b>21,633,548</b>	<b>12,465,784</b>	<b>11,727,733</b>	<b>9,997,680</b>	<b>10,315,046</b>	<b>12,380,609</b>	<b>2,065,563</b>	<b>20.02%</b>	<b>100.000%</b>		<b>11,922,937</b>	<b>9,857,374</b>	<b>-3.70%</b>	<b>100.00%</b>	
<i>Enterprise Funds</i>															
Water Fund	1,447,713	1,520,141	1,538,464	1,393,674	1,508,907	1,500,466	(8,441)	-0.56%	39%	39.07%	1,508,182	1,516,623	0.51%	42.38%	42.38%
Sewer Fund	1,841,592	2,083,090	3,968,027	1,865,130	1,694,765	1,690,743	(4,022)	-0.24%	44%	83.09%	1,707,639	1,711,660	1.00%	47.98%	90.36%
Approved Balance Forward	97,240	1,885,898	85,023	221,386	221,386	649,264	427,878	193.27%	17%		343,211	(84,667)	-47.14%	9.64%	100.00%
<b>Total</b>	<b>3,386,545</b>	<b>5,489,129</b>	<b>5,506,491</b>	<b>3,343,827</b>	<b>3,425,057</b>	<b>3,840,473</b>	<b>415,416</b>	<b>12.13%</b>	<b>100.00%</b>		<b>3,559,032</b>	<b>3,143,616</b>	<b>-7.33%</b>	<b>100.00%</b>	
<b>Grand Total All Funds</b>	<b>\$ 25,020,094</b>	<b>\$ 17,954,912</b>	<b>\$ 17,234,224</b>	<b>\$ 13,341,507</b>	<b>\$ 13,740,103</b>	<b>\$ 16,221,082</b>	<b>2,480,979</b>	<b>18.06%</b>			<b>\$ 15,481,969</b>	<b>13,000,990</b>	<b>-4.56%</b>		

## Budget Summary

### Revenue Summary by Fund

On the next page is a Revenue Summary by Fund for the Fiscal Years 2012/2013 through 2019-2020. The chart shows actual revenues for 2012/2013, 2013/2014, 2014/2015, 2015/2016, and 2016/2017. It also shows estimated revenues for 2017/2018 and budgeted revenues for 2018/2019 and compares the budgeted amount for 2018/2019 to the estimated amount for 2017/2018 both by actual dollar amount and a percentage difference. It also shows estimated budgeted revenues for 2019/2020 and compares the budget for 2019-2020 to the 2018-2019 budget both by actual dollar and percentage amount.

Amounts on the next page are revenues only, they do not include the use of available fund balance. We use this information to see how much revenues we anticipate so that we can minimize the use of available fund balance as much as possible.

# Budget Summary

# Revenue Summary by Fund

Fund Title	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Estimated 2017-2018	Proposed 2018-2019	Change From Prior Year In \$	Prior Year In %	Proposed 2019-2020	Change From Prior Year In \$	Prior Year In %
General Fund	\$ 4,342,489	\$ 4,817,058	\$ 4,800,577	\$ 4,575,516	\$ 4,683,279	\$ 5,571,008	\$ 887,729	19%	\$ 5,885,427	\$ 314,419	6%
Fireworks	6,817	6,950	8,788	7,387	-	-	-	0%	-	-	0%
Senior Program	1	2	1	102	4	3	(1)	-25%	4	1	33%
Winters Swim	-	1,537	6	13	18	501	483	2883%	502	1	0%
Park Maintenance	5	51	11	17	24	7	(17)	-71%	8	1	14%
Koda Kamp/Munchkin Summer Camp	18,080	53,115	39,380	33,494	41,706	27,214	(14,492)	-35%	42,457	15,243	58%
Housing Successor Agency	58,518	17,633	-	-	-	-	-	0%	-	-	0%
2007 Housing Bond Proceeds	2,826	3,139	4,968	4,635	5,351	501	(4,850)	-91%	-	(501)	-100%
Police Canine Fund	-	-	-	18,860	9,235	200	(9,035)	-98%	200	-	0%
Police Cadet Fund	-	-	-	2,379	975	21	(954)	-98%	21	-	0%
Fire Prevention	2	2	4	7	10	10	-	0%	10	-	0%
First Time Homebuyer In Lieu	206	220	360	636	974	1,000	26	3%	1,025	25	2%
In Lieu Affordable Housing	-	100,000	54,174	96,828	1,474	1,500	26	2%	1,524	24	2%
City Wide Assessment	287,069	286,221	197,237	204,945	204,580	266,259	61,679	30%	275,162	8,903	3%
Flood Assessment District	9	10	16	29	44	45	1	2%	46	1	2%
Gas Tax Fund	228,254	207,817	159,888	142,986	153,038	189,304	36,266	24%	191,115	1,811	1%
SB1 RMRA	-	-	-	-	40,000	120,477	80,477	201%	121,882	1,205	1%
State Cops 1913	111,812	112,754	90,743	100,696	175,000	100,000	(75,000)	-43%	100,000	-	0%
AB109 Realignment Funds	36,856	37,901	29,369	20,765	800	20	(780)	-98%	20	-	0%
BSCC Grant	-	-	-	9,581	-	-	-	0%	-	-	0%
Distracted Driver Grant	0	-	-	-	1,793	-	(1,793)	-100%	-	-	0%
AVOID	-	4,426	8,116	-	-	-	-	0%	-	-	0%
Traffic Safety	6,275	11,299	18,279	17,930	8,525	8,260	(2,655)	-27%	6,260	-	0%
Asset Forfeiture	314	141	634	2,921	2,591	612	(1,979)	-76%	612	-	0%
Vehicle Theft Deterrent	12,089	44	118	376	18,576	18,029	(547)	-3%	18,030	1	0%
AFG Fire Truck Grant	479,430	-	-	-	-	-	-	0%	-	-	0%
North Bank Improvements	264,911	-	-	-	-	-	-	0%	-	-	0%
I-505 Overpass	-	-	39,826	30,505	48,807	-	(48,807)	-100%	-	-	0%
Boost Grant	-	-	-	-	18,253	-	(18,253)	-100%	-	-	0%
Prop 84 Grant	-	-	277,458	414,695	204,251	-	(204,251)	-100%	-	-	0%
After-school Fundraising	201	1	2	3	3	-	(3)	-100%	-	-	0%
Dry Slough Bridge Grant	121,777	5,090	1,098,720	71,858	-	-	-	0%	-	-	0%
Recycling Grant	54	5,057	5,044	5,142	5,218	5,000	(218)	-4%	5,000	-	0%
Transportation/Bus Service	348,939	349,638	391,398	381,712	384,733	314,680	(70,053)	-18%	324,120	9,440	3%
After School Grant	133,314	125,665	134,765	134,270	166,079	157,980	(8,099)	-5%	157,980	-	0%
RSTP Roundabout	-	-	-	-	687,172	-	(687,172)	-100%	-	-	0%
Grant Ave Sidewalk	65,672	28,854	-	-	-	-	-	0%	-	-	0%
Sacog 2014 Grant	-	100,000	-	-	-	-	-	0%	-	-	0%
Housing Related Parks Grant	-	-	117,225	374	-	-	-	0%	-	-	0%
Sustainable Communities	-	-	9,437	-	-	-	-	0%	-	-	0%
Quilt Show	479	525	610	2	6	5	(1)	-17%	5	-	0%
STBG 96-1043 Grant	-	-	-	-	-	-	-	0%	-	-	0%
EDBG 99-688 Grant	18,842	5,111	5,619	5,001	4,228	15,953	11,725	277%	15,953	-	0%
EDBG 99-405 Grant	18,600	9,791	9,433	8,314	8,566	15,247	6,681	78%	15,247	-	0%
10-STBG-6745 Walnut Park Grant	491,772	-	-	-	-	-	-	0%	-	-	0%
City Park Renovation Grant	-	133,610	59,140	-	-	-	-	0%	-	-	0%
YQAMD Grant	-	-	-	10,367	5,000	-	(5,000)	-100%	-	-	0%
WRA Grant	-	-	-	28,147	-	-	-	0%	-	-	0%
Housing Rehab RLF	11,710	4,960	398	2,387	4,773	-	(4,773)	-100%	-	-	0%
First Time Homebuyer RFL	3,328	2	13,502	-	-	-	-	0%	-	-	0%
HOME RLF	35,582	287	470	829	1,200	181	(1,019)	-85%	182	1	1%
Small Business RLF	29,693	8,996	2,399	1,193	1,111	8,757	7,646	688%	8,757	-	0%
Microenterprise RLF	7,472	1	-	-	-	-	-	0%	-	-	0%
Program Income Fund	-	487,773	115,600	48,656	66,118	39,956	(26,162)	-40%	39,956	-	0%
Cal Fire Equipment Grant	-	710,700	21,524	-	-	-	-	0%	-	-	0%
SCBA Grant	-	-	138,678	13,291	-	-	-	0%	-	-	0%
Elderberry Trust	-	-	72,058	29,740	29,740	29,740	-	0%	29,740	-	0%
Winters Library and Arts	38	-	-	-	-	-	-	0%	-	-	0%
Winters Swim Team	41,314	34,805	30,119	30,418	27,835	30,836	3,001	11%	30,836	-	0%
Festival	12,039	3,017	12,121	17,976	21,593	10,012	(11,581)	-54%	10,012	-	0%
Senior Foundation	-	-	7,222	-	-	-	-	0%	-	-	0%
Putah Creek Hamlet HOA	-	-	65	114	176	-	(176)	-100%	-	-	0%
WPD Youth Services	-	-	351	142	4	-	(4)	-100%	-	-	0%
Youth Day	-	-	201	392	192	-	(192)	-100%	-	-	0%
PD Cancer Fundraiser	-	-	-	-	1,795	-	(1,795)	-100%	-	-	0%
Street Impact Fee	808	40,033	212,712	335,575	8,464	859,808	851,344	10058%	645,038	(214,770)	-25%
Storm Impact Fee	393	2,818	23,464	21,741	4,309	80,399	76,090	1768%	83,107	2,708	3%
Park Impact Fee	471	9,825	1,066	-	100,983	460,762	359,779	356%	-	(460,762)	-100%
Police Impact Fee	590	7,066	15,642	20,321	9,002	274,350	265,348	2948%	191,496	(82,854)	-30%
Fire Impact Fee	663	18,644	75,740	69,312	21,860	417,268	395,408	1809%	387,275	(29,992)	-7%
General Facility Impact Fee	846	26,831	90,771	98,507	30,846	335,246	304,400	987%	308,438	(26,808)	-8%
Water Impact Fee	1,054	18,861	87,210	29,523	5,420	653,282	647,862	11953%	739,608	86,326	13%
Sewer Impact Fee	484	33,843	248,931	260,912	49,401	565,294	515,893	1044%	567,838	2,543	0%
Flood Impact Fee	559	597	978	1,725	2,600	361	(2,239)	-86%	362	1	0%
Landfill Capital	492	502	567	1,320	1,900	200	(1,700)	-89%	150	(50)	-25%
Street Capital	-	-	118,004	9	56	101	45	80%	102	1	1%
Park Capital	-	-	319,430	387,548	27,619	289,352	261,733	948%	289,352	-	0%
General Plan 1992	444	11,416	27,984	49,618	12,826	32,761	19,935	155%	33,227	466	1%
Flood Control	3	3	6	10	-	-	-	0%	-	-	0%
RAJA Storm Drain Capital	94	100	38,453	290	444	445	1	0%	446	1	0%
Capital Asset Recovery Fund	9,107	12,969	19,943	22,617	7,300	22,204	14,904	204%	20,768	(1,436)	-6%
Monitoring Fee	-	-	27,984	49,618	12,826	32,761	19,935	155%	33,227	466	1%
Storm Drain	-	-	2	2	2	2	-	0%	3	1	50%
General Debt Service	137	146	240	423	94	94	-	0%	94	-	0%
Successor Agency to RDA	1,192,962	3,913,294	1,097,321	1,770,400	1,227,227	1,090,026	(137,201)	-11%	1,102,495	12,469	1%
2007 TABS Proceeds	28	30	9	5	24	-	(24)	-100%	-	-	0%
Successor Agency Long Term Debt	161,490	145,835	7,296	35	-	-	-	0%	-	-	0%
Water Enterprise Fund	1,447,713	1,520,141	1,538,464	1,393,674	1,508,907	1,500,466	(8,441)	-1%	1,508,182	7,717	1%
Sewer Enterprise Fund	1,841,592	2,083,090	3,968,027	1,865,130	1,694,765	1,690,743	(4,022)	0%	1,707,639	16,895	1%
<b>Total Revenues</b>	<b>\$11,854,722</b>	<b>\$ 15,520,048</b>	<b>\$ 15,897,293</b>	<b>\$ 12,853,943</b>	<b>\$ 11,761,723</b>	<b>\$15,237,242</b>	<b>3,475,518</b>	<b>30%</b>	<b>\$ 14,900,739</b>	<b>\$ (336,503)</b>	<b>-2%</b>

# Budget Summary

# Expenditure Summary

## Expenditure Summary by Activity 2013-2014 through 2019-2020

Uses of Funds	Actual	Actual	Actual	Actual	Actual	Budgeted	Changes from prior Year Estimated		% of Total Expenditures	Cumulative % of Total	Budgeted	Changes from prior Year Estimated		% of Total Expenditures	Cumulative % of Total
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	In \$	In %	2018-2019	2018-2019	2019-2020	In \$	In %	2019-2020	2019-2020
<i>General Fund, Special Revenue Funds, Debt Service</i>															
<i>Capital and Community Development Agency Fund</i>															
General Fund	\$ 4,028,517	\$ 4,513,039	\$ 5,250,560	\$ 5,132,283	\$ 5,243,199	\$ 5,601,762	\$ 358,563	7%	65%	65%	\$ 5,917,007	\$ 315,244	6%	69%	69%
Impact Funds	75,505	8,245	84,335	354,586	990,011	63,386	(926,625)	-94%	1%	66%	62,494	(892)	-1%	1%	69%
Streets & Transportation	778,122	585,875	1,732,398	496,290	1,339,296	577,523	(761,773)	-57%	7%	73%	650,357	72,835	13%	0.08	77%
City Wide Assmt/Parks	488,271	327,018	490,552	919,458	530,300	617,720	87,420	16%	7%	80%	326,110	(291,610)	-47%	4%	81%
Swim Team	35,108	44,193	18,143	50,033	53,500	69,928	16,428	31%	1%	81%	69,928	-	0%	1%	81%
Recreation Grants	125,827	155,262	208,587	196,891	196,656	201,015	4,359	2%	2%	83%	201,243	228	0%	2%	84%
Police Grant Activities	128,011	86,225	158,442	167,388	122,353	253,207	130,854	107%	3%	86%	133,516	(119,690)	-47%	2%	85%
Fire Grant Activities	479,493	737,566	3,854	4,094	-	-	-	0%	0%	-	-	-	-	0%	-
Infrastructure Bonds	18,682	7,695	17,032	-	146,185	-	(146,185)	-100%	0%	0%	-	-	-	0%	0%
Capital Funds	-	-	27,984	203,923	25,816	32,761	6,945	27%	0%	0%	103,227	70,466	215%	1%	1%
Community Development Activities	559,060	639,679	736,147	787,006	796,020	58,569	(737,451)	-93%	1%	1%	58,576	(58,569)	0%	1%	2%
Successor Agency	1,330,933	1,998,177	1,310,249	2,194,556	1,187,042	1,090,025	(97,016)	-8%	13%	14%	1,098,425	8,400	1%	13%	15%
Total	8,047,528	9,102,974	10,038,282	10,506,508	10,630,376	8,565,895	(2,064,481)	-19%	100%		8,620,883	54,988	1%	100%	
<i>Enterprise Funds</i>															
Water Fund	1,519,019	3,240,861	1,704,354	1,451,425	1,622,627	1,489,862	(132,765)	-8%	39%	39%	1,669,985	180,123	12%	47%	47%
Sewer Fund	1,867,520	2,248,260	4,096,194	1,892,402	1,802,431	2,350,875	548,444	30%	61%	100%	1,889,325	(2,350,875)	-20%	53%	100%
Total	3,386,540	5,489,121	5,800,549	3,343,827	3,425,058	3,840,737	415,679	12%	100%		3,559,310	(281,427)	-7%	100%	
Grand Total All Funds	\$ 11,434,068	\$ 14,592,095	\$ 15,838,831	\$ 13,850,335	\$ 14,055,434	\$ 12,406,632	\$ (1,648,802)	-12%			\$ 12,180,193	\$ (226,439)	-2%		

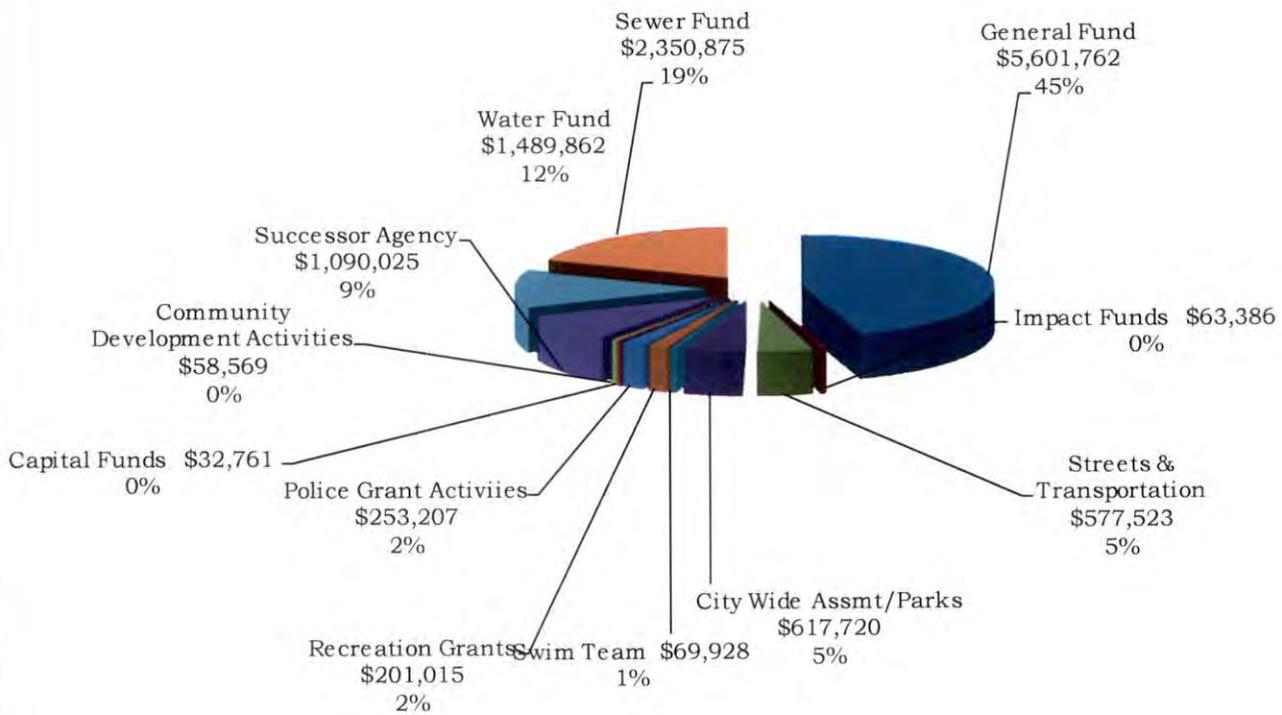
The above expenditure summary by activity shows a comparative schedule of expenditures by major activity type. The table shows actual results for 2013/2014, 2014/2015, 2015/2016, 2016/2017, estimated results for 2017/2018 and budget amounts for both 2018/2019 and 2019/2020. The table also compares 2018/2019 budget to 2017/2018 estimates both in dollars and in percentages, and compares the 2019/2020 budget to the 2018/2019 budget both in dollars and percentages as well.

# Budget Summary

## Expenditure Summary

Below is a graphic representation of the expenditures by activity for 2018-2019.

**Total Annual Expenditures by Activity  
For Fiscal Year 2018-2019  
Total \$12,406,632**

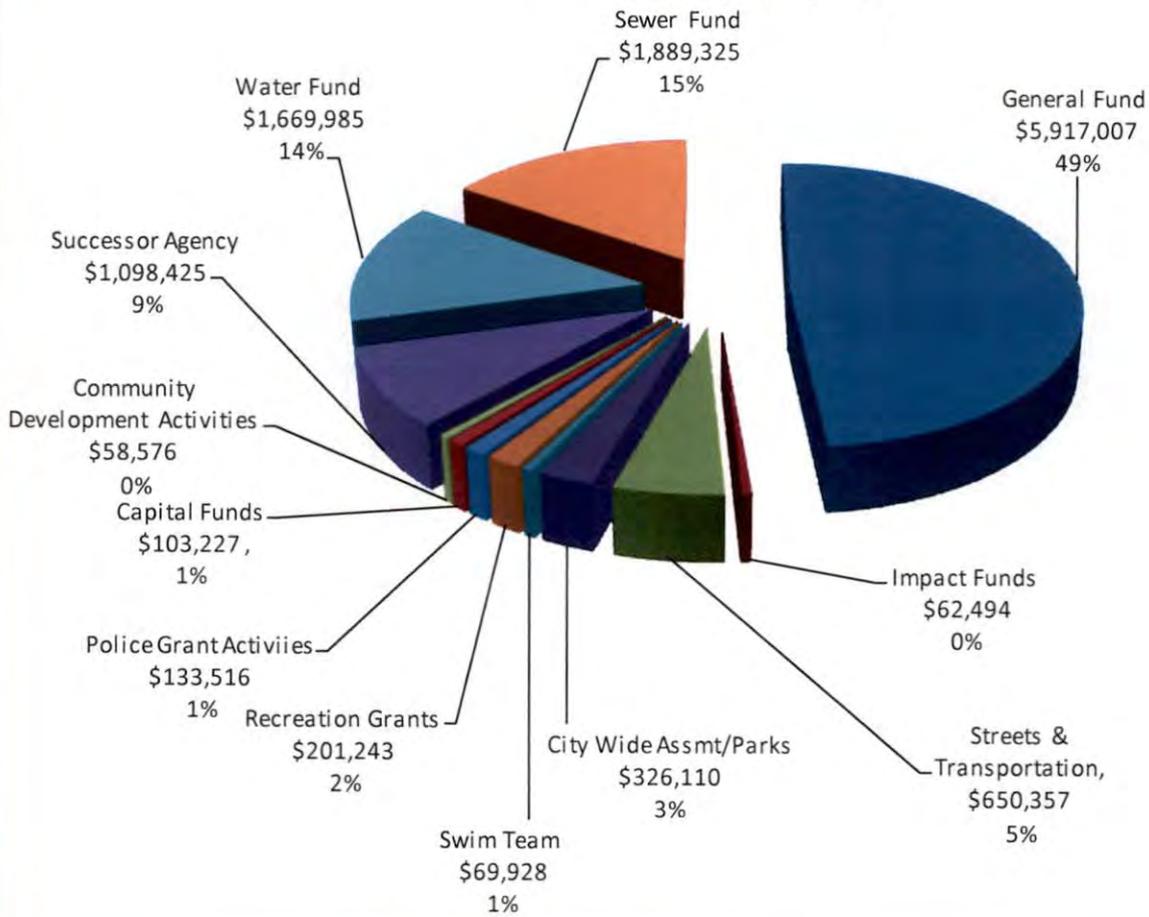


# Budget Summary

## Expenditure Summary

Below is a graphic representation of the expenditures by activity for 2019-2020.

### Total Annual Expenditures by Activity For Fiscal Year 2019-2020 Total \$12,180,193



# Budget Summary

# Expenditure Summary

## Expenditure Summary by Department for Fiscal Year 2018-2019

	General Fund	City Wide Asmt	Water Enterprise	Sewer Enterprise	Police Grants	Community Development Grants	Capital Funds	Impact Fees	Streets & Trans	Swim Team	Park Grants	Successor Agency	Total
City Council	\$ 56,774	\$ 1,462	\$ 4,304	\$ 7,194					\$ 326			\$ -	\$ 70,060
City Clerk	27,902								-				27,902
City Treasurer	-								-				-
City Manager	149,551		88,042	81,135					\$ 1,936			-	320,664
Housing & Economic Dev	239,939								-			-	239,939
Administrative Services	11,809		20,315	30,436					\$ 5,635			-	68,195
Finance	98,201	8,191	87,503	97,690					4,383			-	295,968
Police	2,946,451				253,207			57,300	-				3,256,957
Fire	1,114,679							336	-				1,115,015
Community Development	92,994		-	-		1,330	-		-				94,324
Building Inspection	327,547					201			-				327,748
Public Works	243,137	-	166,282	223,629		5,000			148,946				786,994
General Recreation	29,977		-	-		-					51,057		81,034
Afterschool Program						158,408							158,408
Swimming	150,840								-	69,928			220,768
Community Center	111,960								-				111,960
Successor Agency									-			1,090,025	1,090,025
Capital Projects			-				70,791	2,785	170,312				243,888
City Wide Assment/Parks		256,776					280,000	2,257	-				539,033
Yolo Bus									165,633				165,633
Street Maintenance	-								80,352				80,352
RLF Funds						44,088			-				44,088
Transfers to other funds	-						32,761		-				32,761
Water Fund			1,123,416					384	-				1,123,800
Sewer Fund				1,910,791				324	-				1,911,115
<b>Total Expenditures</b>	<b>\$ 5,601,762</b>	<b>\$ 266,429</b>	<b>\$ 1,489,862</b>	<b>\$ 2,350,875</b>	<b>\$ 253,207</b>	<b>\$ 209,027</b>	<b>\$ 383,552</b>	<b>\$ 63,386</b>	<b>\$ 577,523</b>	<b>\$ 69,928</b>	<b>\$ 51,057</b>	<b>\$ 1,090,025</b>	<b>\$ 12,406,632</b>

The expenditure summary for 2018-2019 shows funding per department. This includes all expenditures for that department. Please note due to cost allocations, the total costs for departments on this table will not match the total expenditures for the individual departments on the Department schedules.

# Budget Summary

# Expenditure Summary

## Expenditure Summary by Department for Fiscal Year 2019-2020

Department	General Fund	City Wide Asmt	Water Enterprise	Sewer Enterprise	Police Grants	Community Development Grants	Capital Funds	Impact Fees	Streets & Trans	Swim Team	Park Grants	Successor Agency	Total
City Council	\$ 18,748	\$ 1,527	\$ 4,496	\$ 7,517					\$ 340			\$ -	\$ 32,628
City Clerk	16,825								-				16,825
City Treasurer	-								-				-
City Manager	158,163		91,872	84,665					-			-	334,700
Housing & Economic Dev	247,547								-			-	247,547
Administrative Services	11,489		21,540	32,270					-			-	65,299
Finance	104,347	8,632	92,214	102,948					4,619			-	312,760
Police	3,159,847				133,516			57,300	-				3,350,663
Fire	1,203,662							356	-				1,204,018
Community Development	92,424					1,330	-		-				93,754
Building Inspection	338,875					202			-				339,077
Public Works	286,707		172,863	232,480		5,000			201,648				898,699
General Recreation	26,512										50,966		77,478
Afterschool Program	-					158,727			-				158,727
Swimming	151,862								-	69,928			221,789
Community Center	99,999								-				99,999
Successor Agency		264,646							-			1,098,425	1,363,071
Capital Projects							154,032	2,934	267,750				424,716
City Wide Assmt/Parks								1,157	-				1,157
Yolo Bus									176,000				176,000
Street Maintenance									-				-
RLF Funds						44,091			-				44,091
Transfers to other funds									-				-
Water Fund			1,287,000					404	-				1,287,404
Sewer Fund				1,429,445				343	-				1,429,788
<b>Total Expenditures</b>	<b>\$ 5,917,007</b>	<b>\$ 274,805</b>	<b>\$ 1,669,985</b>	<b>\$ 1,889,325</b>	<b>\$ 133,516</b>	<b>\$ 209,350</b>	<b>\$ 154,032</b>	<b>\$ 62,494</b>	<b>\$ 650,357</b>	<b>\$ 69,928</b>	<b>\$ 50,966</b>	<b>\$ 1,098,425</b>	<b>\$ 12,180,190</b>

The expenditure summary for 2019-2020 shows funding per department. This includes all expenditures for that department. Please note due to cost allocations, the total costs for departments on this table will not match the total expenditures for the individual departments on the Department schedules.

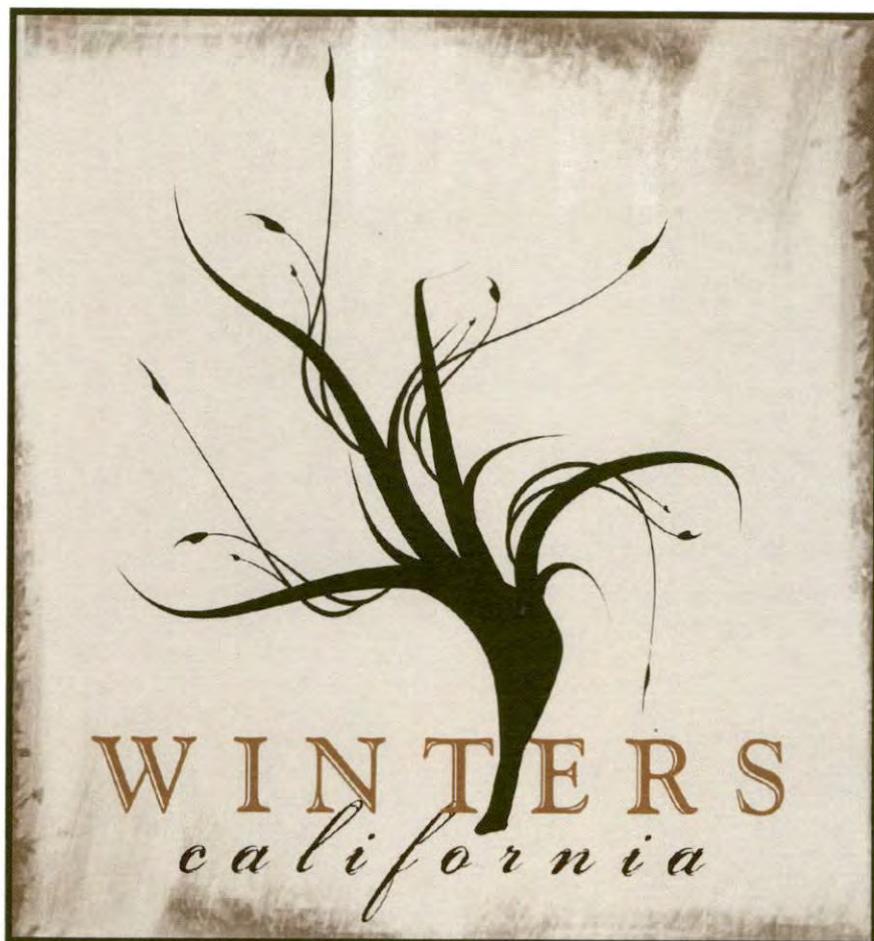
## Budget Summary

### Expenditure Summary

On the following page is a summary of expenditures by fund for the Fiscal Years 2012-2013 through 2019-2020. The chart shows actual expenditures for 2012/2013, 2013/2014, 2014-2015, 2015/2016 and 2016/2017. Estimated expenditures for 2017-2018 are included as well as budgeted expenditures for 2018-2019 and 2019-2020. The chart compares 2018-2019 budgeted expenditures to the estimated expenditures for 2017-2018, and also compares budgeted 2019-2020 expenditures to budgeted expenditures for 2018-2019. The comparisons include changes in both actual dollars and percentages.

# Budget Summary

Fund Title	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Estimate 2017-2018	Budget 2018-2019	Change From Prior Year In \$	In %	Budget 2019-2020	Change From Prior Year In \$	In %
General Fund	\$ 4,017,521	\$ 4,028,517	\$ 4,513,039	\$ 5,250,560	\$ 5,132,283	\$ 5,243,199	\$ 5,601,762	\$ 358,563	6.84%	\$ 5,917,007	\$ 315,244	6%
CCAPFC	18,494	-	-	-	-	-	-	-	-	-	-	-
Fire Works	5,000	10,492	5,578	17,201	10,400	5,922	-	(5,922)	-100.00%	-	-	-
Fire Prevention Grant	206	-	-	200	-	200	201	1	0.50%	202	1	0%
Senior Fund	283	37	-	142	-	150	150	-	0.00%	59	(91)	-61%
Winters Swim Project	-	-	360	-	-	500	500	-	0.00%	500	-	0%
Park Maintenance Fund	500	-	-	-	-	-	-	-	-	-	-	-
Koda/Munchkins Summer Camp	-	10,484	25,833	50,981	-40,596	42,457	-42,457	-	0.00%	42,457	-	0%
Housing Trust	218,246	-	-	-	-	-	-	-	-	-	-	-
Housing Successor Agency	2,456	2,468	-	-	-	-	-	-	-	-	-	-
2007 Housing Tabs	-	10,865	19,283	424,340	5,154	1,000	1,000	-	0.00%	1,000	-	0%
First Time Homebuyer	-	-	-	-	-	-	-	-	-	-	-	-
Canine Program	-	-	-	-	1,568	3,650	400	(3,250)	-89.04%	400	-	0%
Cadet Program	-	-	-	-	325	450	400	(50)	-11.11%	400	-	0%
In Lieu Housing	-	-	-	850	1,695	330	330	-	0.00%	330	-	0%
City Wide Assessment	244,995	287,069	286,221	313,302	308,987	336,700	266,429	(70,271)	-20.87%	274,805	8,376	3%
Gas Tax Fund	153,288	355,854	146,944	272,804	188,791	158,384	189,538	31,154	19.67%	206,607	17,070	9%
SB1 RMRA	-	-	-	-	-	40,000	120,000	80,000	200.00%	120,000	-	0%
State Cops 1913	71,465	73,594	77,162	78,707	92,760	92,562	120,428	27,866	30.11%	126,722	6,294	5%
AB109 Realignment Funds	3,117	4,546	4,637	14,330	8,757	5,383	5,383	-	0.00%	5,383	-	0%
BSCC Grant	-	-	-	-	178	-	-	-	-	-	-	-
Distracted Driver Grant	13,957	-	-	-	-	-	-	-	-	-	-	-
AVOID Grant	-	-	4,426	8,116	-	-	-	-	-	-	-	-
Tower Grant	-	-	-	-	-	-	-	-	-	-	-	-
Homeland Security Grant	-	-	-	-	1,793	-	-	-	-	-	-	-
Traffic Safety	74,620	18,582	-	53,706	59,765	9,900	72,200	62,300	629.29%	-	(72,200)	-100%
Asset Forfeiture	1,555	2,593	-	3,583	2,242	10,409	996	(9,413)	-90.43%	612	(384)	-39%
Vehicle Theft Deterrent	-	28,695	-	-	-	-	53,400	53,400	-	-	(53,400)	-100%
AFG Grant	-	479,430	-	-	-	-	-	-	-	-	-	-
Traffic Congestion Relief	-	-	-	-	-	-	-	-	-	-	-	-
Grant Ave Widening (Stimulus)	-	-	-	-	-	-	-	-	-	-	-	-
STIP Grant	-	-	-	-	-	-	-	-	-	-	-	-
Park Grant	-	-	-	-	-	-	-	-	-	-	-	-
North Bank Improvements	1,279,271	143,597	-	-	-	-	-	-	-	-	-	-
I505 Overpass Grant	-	-	-	-	20,000	89,145	-	(89,145)	-100.00%	-	-	-
Boost Grant	-	-	-	29,419	26,069	16,395	-	(16,395)	-100.00%	-	-	-
Prop 84 Park Grant	-	9,907	23,825	150,764	595,586	32,967	-	(32,967)	-100.00%	-	-	-
Alterschool Contributions	1,760	89	(218)	-	-	-	-	-	-	-	-	-
Dry Slough Bridget	182,103	153,562	1,902	1,060,842	71,858	-	-	-	-	-	-	-
Recycling Grant	8,421	2,396	4,507	3,668	3,874	2,293	5,000	2,707	118.05%	5,000	-	0%
Transportation/Bus Service	194,117	181,299	330,909	398,752	215,641	1,051,767	267,985	(783,782)	-74.52%	323,750	55,765	21%
Alterschool Grant	133,453	115,216	129,467	121,589	130,226	137,654	168,408	20,754	15.08%	158,727	319	0%
SACOG Grant	5,474	87,407	6,120	0	-	-	-	-	-	-	-	-
2014 SACOG Grant	-	-	100,000	-	-	-	-	-	-	-	-	-
Community Pedestrian Grant	(5,576)	-	-	-	-	-	-	-	-	-	-	-
STBG 96-1043 Grant	-	7,522	-	-	-	-	-	-	-	-	-	-
RSTP Roundabout Grant	-	-	-	-	644,217	-	-	-	-	-	-	-
SHOPP Roundabout Grant	-	-	-	-	50,778	-	-	-	-	-	-	-
EDBG 99-688 Grant	17,404	16,842	15,415	17,404	16,372	15,953	15,954	1	0.01%	15,955	1	0%
10-STBG-6745	60,295	431,477	(924)	-	-	-	-	-	-	-	-	-
11-HRP-7851 Grant	-	10,206	123,404	50,206	-	-	-	-	-	-	-	-
HRP Grant	-	-	-	117,599	-	687,172	-	(687,172)	-100.00%	-	-	-
EDBG 99-405 Grant	23,420	17,882	21,122	16,797	17,854	15,247	15,248	1	0.01%	15,249	1	0%
Green House Grant	-	-	-	-	-	-	-	-	-	-	-	-
Housing Rehab RLF	89,295	676	309,403	1,989	2,387	4,773	4,773	-	0.00%	4,773	-	0%
First Time Homebuyer RFL	84,241	-	3,357	68,702	-	-	-	-	-	-	-	-
HOME RLF	-	-	291	-	-	1,238	-	(1,238)	-100.00%	-	-	-
Small Business RLF	8,126	2,664	132,601	9,364	7,436	8,112	8,113	1	0.01%	8,114	1	0%
Cal Fire Grant	11,702	63	737,566	(9,437)	4,094	-	-	-	-	-	-	-
SCBA Grant	-	-	-	13,291	-	-	-	-	-	-	-	-
YQAMD Grant	-	-	-	-	9,091	6,276	-	(6,276)	-100.00%	-	-	-
WRA Grant I	-	-	-	-	16,127	-	-	-	-	-	-	-
WRA Grant II	-	-	-	-	1,275	-	-	-	-	-	-	-
Microenterprise RLF	-	-	7,474	-	-	-	-	-	-	-	-	-
Program Income	-	-	(3,067)	-	-	45,275	-	(45,275)	-100.00%	-	-	-
IRWAP Grant	-	-	-	7,588	-	-	-	-	-	-	-	-
VFA Grant	-	-	-	9,437	-	-	-	-	-	-	-	-
Winters Library	25,000	50,000	4,060	-	-	-	-	-	-	-	-	-
Winters Swim Team	43,747	35,108	44,193	18,143	50,033	53,500	69,928	16,428	30.71%	69,928	-	0%
Festival	7,525	8,373	2,438	5,841	10,561	7,950	7,950	-	0.00%	7,950	-	0%
Senior Foundation	-	-	6,456	-	-	-	-	-	-	-	-	-
WPD Youth Services	-	-	201	90	95	-	-	-	-	-	-	-
Youth Day Committee	-	-	5	95	-	-	-	-	-	-	-	-
Quilt Festival	823	158	317	50	-	200	-	(200)	-100.00%	-	-	-
Street Impact Fee	105,476	21,914	1,031	58,987	313,290	945,203	2,162	(943,041)	-99.77%	2,275	113	5%
Storm Impact Fee	5,204	-	1,031	1,656	21,761	16,979	299	(16,680)	-98.24%	316	17	6%
Park Impact Fee	620,727	23,087	1,031	3,667	1,512	4,945	2,257	(2,688)	-54.36%	1,157	(1,100)	-49%
Police Impact Fee	39,481	29,716	1,031	1,656	809	4,305	57,300	52,995	1231.07%	57,300	-	0%
Fire Impact Fee	12,046	-	1,031	1,656	816	4,641	336	(4,305)	-92.76%	356	20	6%
General Facility Impact Fee	5,204	-	1,031	1,656	326	4,627	324	(4,303)	-93.00%	343	19	6%
Water Impact Fee	234,513	137	1,031	13,402	15,268	4,685	384	(4,301)	-91.80%	404	20	5%
Sewer Impact Fee	286,781	651	1,031	1,656	805	4,626	324	(4,302)	-93.00%	343	19	6%
Landfill Capital	16,765	7,435	11,035	9,285	4,485	16,006	70,791	54,785	342.28%	50,805	(19,986)	-28%
Park Capital	6,713	29,771	-	-	-	138,204	280,000	141,796	102.60%	-	(280,000)	-100%
Equipment Replacement Fund	-	-	-	-	54,558	-	-	-	-	-	-	-
Service Reserve Fund	-	-	-	-	1,011	-	-	-	-	-	-	-
Sewer Capital	-	-	-	-	90,994	6,416	-	(6,416)	-100.00%	-	-	-
Street Capital	-	-	-	-	7,743	6,574	-	(6,574)	-100.00%	70,000	70,000	-
Capital Asset Recovery Fund	1,211	-	-	-	-	-	-	-	-	-	-	-
Monitoring Fee	-	-	-	27,984	49,618	12,826	32,781	19,935	155.43%	33,227	466	1%
Successor Agency	7,609,612	1,328,464	1,998,177	1,310,249	2,194,556	1,187,042	1,090,025	(97,016)	-8.17%	1,098,425	8,400	1%
Water Enterprise Fund	2,845,943	1,519,019	3,240,864	1,704,354	1,451,425	1,622,627	1,489,862	(132,765)	-8.18%	1,669,985	180,123	12%
2007 Water Revenue Bonds	-	18,682	7,895	17,032	-	146,185	-	(146,185)	-100.00%	-	-	-
Sewer Enterprise Fund	1,721,596	1,867,520	2,248,260	4,096,194	1,892,402	1,802,431	2,350,875	548,444	30.43%	1,889,325	(461,550)	-20%
2007 Sewer Revenue Bonds	-	-	-	-	-	-	-	-	0.00%	-	-	-
<b>Total Expenditures</b>	<b>\$ 20,487,576</b>	<b>\$ 11,434,068</b>	<b>\$ 14,591,918</b>	<b>\$ 15,838,831</b>	<b>\$ 13,850,335</b>	<b>\$ 14,055,434</b>	<b>\$ 12,406,632</b>	<b>\$ (1,648,802)</b>	<b>-11.73%</b>	<b>\$ 12,180,190</b>	<b>\$ (226,442)</b>	<b>-2%</b>



**Why the tree? Because...**

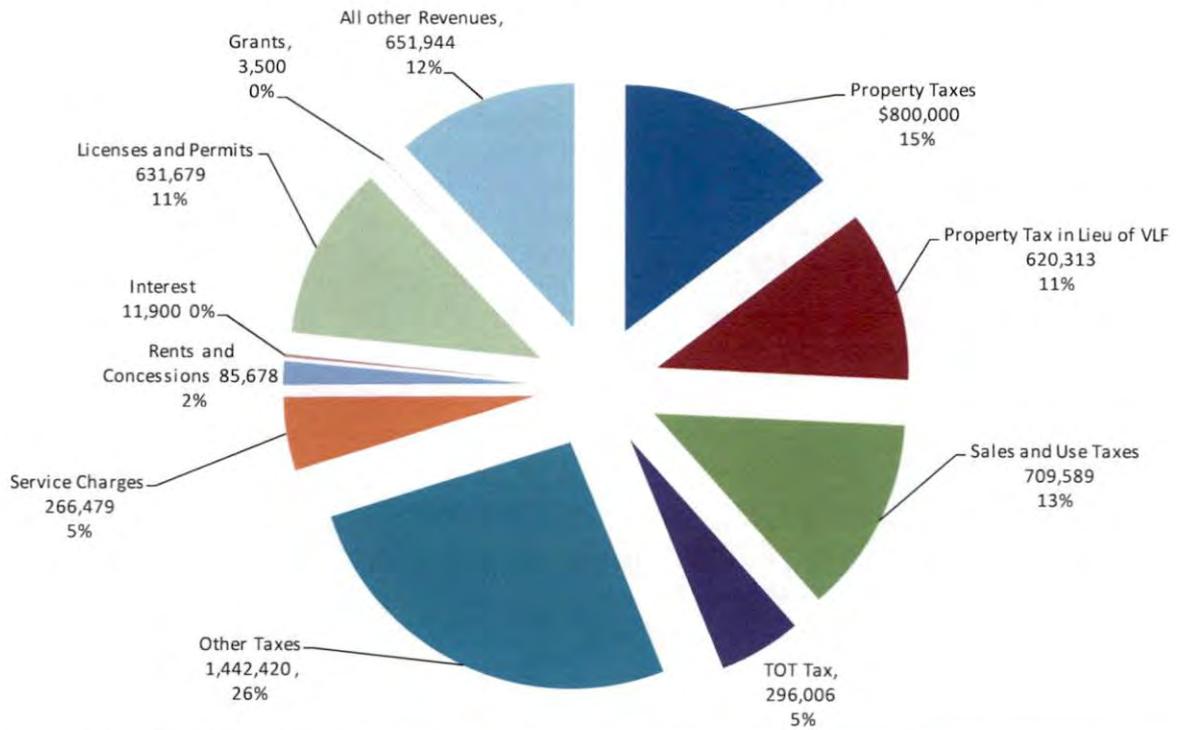
The tree represents our agricultural heritage, with a modern style illustrating the future of the Winters brand: rustic earthy touches blend harmoniously with the more modern style.

**General Fund**

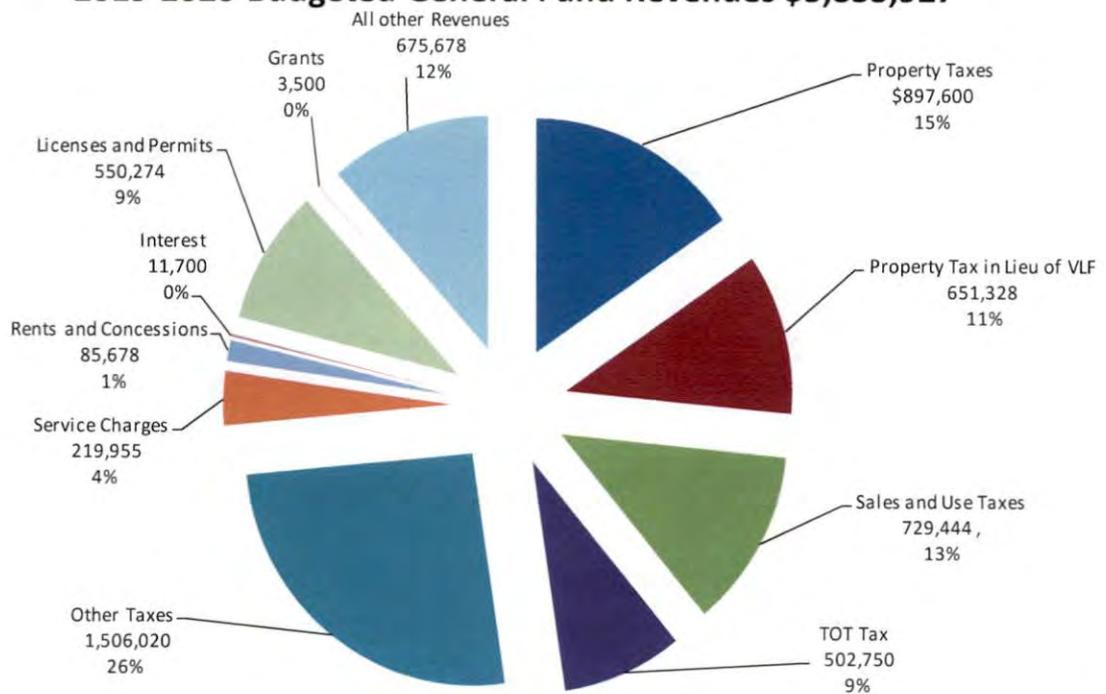
# General Fund

The General Fund is the primary source for discretionary spending, that is, spending not restricted by the source of the funds received.

**2018-2019 Budgeted General Fund Revenues \$5,519,508**



**2019-2020 Budgeted General Fund Revenues \$5,833,927**



## General Fund

### **Analysis of General Fund Revenues**

There are five (5) major revenue sources that comprise 69% of the City's discretionary General Fund revenues, Property Tax, Utility User Tax, Other Taxes, Property Tax in Lieu of VLF, and the Sales and Use Taxes. Beginning in 2015-2016, the Triple Flip, which created the Property Tax in Lieu of Sales Tax expired, and then all Sales Tax revenues are reflected in the Sales Tax Revenue Source.

### **Property Taxes**

Property taxes are the second highest revenue source for the City of Winters General Fund and are estimated to be 17% of the City's total General Fund Revenue for 2018-2019 and 15% of total General Fund Revenues in 2019-2020. The property tax revenue is derived from a one-percent levy on the assessed valuation of real property within the City of Winters. The assessed valuation is equal to the market price when real estate is sold, but limited by the California State Constitution (Proposition 13) to a 2% annual increase thereafter. This has the effect of limiting growth in this revenue source to less than the average inflation rate unless, (1) property is resold in an appreciating real estate market, or (2) significant new development activity bolsters the remaining stagnating tax base.

In addition to the limit in the increase in assessed values due to Proposition 13, the City of Winters saw significant decreases in assessed value of property due to recent recession. The City's assessed value decreased by 26.54% in 2009/2010 and an additional decrease of 12.32% for the 2013/2014 fiscal year. The decrease in assessed value has stopped, and the City of Winters has experienced modest increases since 2014-2015 and anticipates greater increases in the coming years due to the addition of several projects that have added assessed value in the last two years. The City further anticipates additional increases in assessed value of property throughout the City in the future for due to the beginning of construction of 2 subdivision of residential development schedule for beginning construction at the end of the 2017-2018 fiscal year, as well as the addition of commercial projects during the 2018-2020 budgeting timeframe. These projects could

# General Fund

## Property Taxes

Increase assessed value as much by as \$271,000,000 over the next 5 years

Budget Assumptions: The City has used 4.12% as the amount of increase in the Property Tax Revenues for 2018/2019 and 12.2% for 2019/2020. These amounts are higher than the 2%

Below is a chart that shows the growth in property tax revenues since 2002/2003.

Property Taxes		
Fiscal Year	Property Tax	(Decrease)
02/03 Actual	\$ 498,128	-0.20%
03/04 Actual	\$ 553,104	11.04%
04/05 Actual	\$ 530,507	-4.09%
05/06 Actual	\$ 576,772	8.72%
06/07 Actual	\$ 731,220	26.78%
07/08 Actual	\$ 728,428	-0.38%
08/09 Actual	\$ 734,193	0.79%
09/10 Actual	\$ 646,590	-11.93%
10/11 Actual	\$ 750,163	16.02%
11/12 Actual	\$ 657,737	-12.32%
12/13 Actual	\$ 687,655	4.55%
13/14 Actual	\$ 708,701	3.06%
14/15 Actual	\$ 687,655	-2.97%
15/16 Actual	\$ 708,701	3.06%
16/17 Actual	\$ 763,742	7.77%
17/18 Estimate	\$ 768,329	0.60%
18/19 Budget	\$ 800,000	4.12%
19/20 Budget	\$ 897,600	12.20%

The chart above shows that the property tax revenues of the City have been somewhat volatile. This is due to the decrease in assessed values during the recession, the borrowing of property tax by the State of California and the subsequent repayment of that loan in 2012/2013. The repayment of the property tax loan in 2012/2013 appears to indicate that property tax revenues decreased in 2013/2014, when in fact, they increased by approximately

# General Fund

## Property Taxes

after removing the repayment of \$118,000 from the State of California.

Below is a graph showing the changes in Property tax Revenue for the City of Winters since 2002/2003.



## Utility User Tax

With the passage of Measure W on June 8, 2010, and the decline in Assessed Values throughout the City of Winters, the Utility User Tax is projected to be the second highest revenue source for the City of Winters for the next 2-5 years. Measure W, approved by 51.3% of the voters, increased the Utility User Tax from 4.75% to 9.5% effective July 1, 2010. This tax is applied to all electricity, natural gas and telephone services, including cellular phone services. This source of revenue provides approximately 13% of the General Fund Revenues for both 2018-2018 and 2019-2020. The amount of funds received from the Utility User Tax will increase as development occurs, both residential and commercial development.

### Budget Assumptions:

# General Fund

## Utility User Tax

The Utility User Tax is a tax of 9.5% of the cost of the electricity, natural gas and telephone service(including cellular) and satellite television service charge and can fluctuate based on prices of those services. We have projected a small increase in the revenues for the Utility User tax of 2.38% for 2018-2019 and 2.73% for 2019-2020 due to increase business and residential buildings expected to be completed during the budget years begin using utilities.

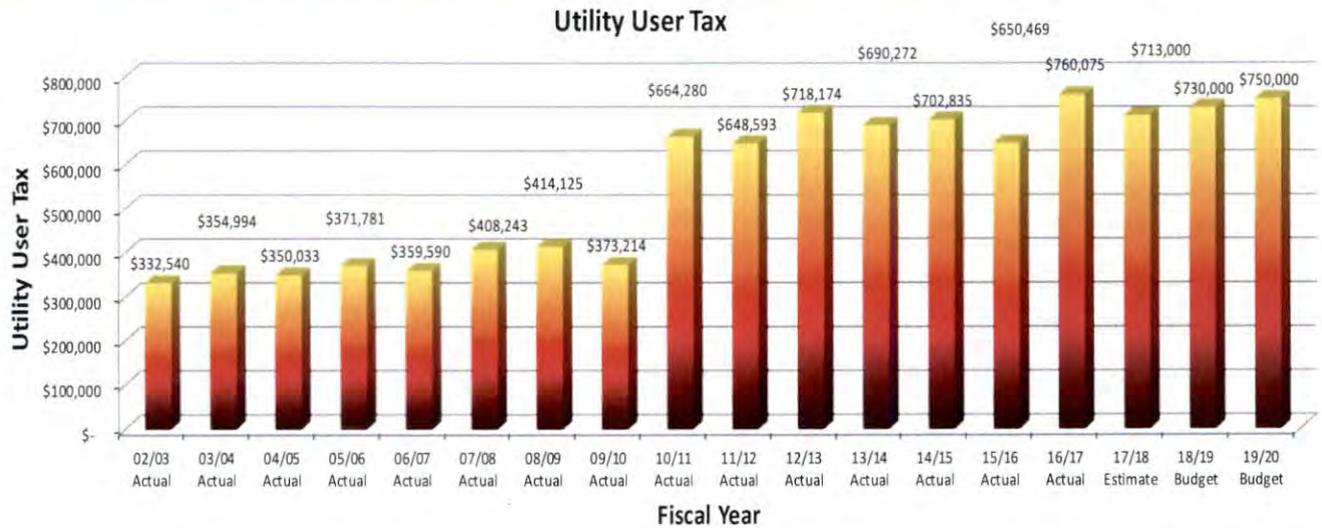
Below is a chart that shows the change in Utility User Tax since 2002/2003.

Utility User Tax		
Fiscal Year	Utility User Tax	Increase (Decrease)
02/03 Actual	\$ 332,540	15.25%
03/04 Actual	\$ 354,994	6.75%
04/05 Actual	\$ 350,033	-1.40%
05/06 Actual	\$ 371,781	6.21%
06/07 Actual	\$ 359,590	-3.28%
07/08 Actual	\$ 408,243	13.53%
08/09 Actual	\$ 414,125	1.44%
09/10 Actual	\$ 373,214	-9.88%
10/11 Actual	\$ 664,280	77.99%
11/12 Actual	\$ 648,593	-2.36%
12/13 Actual	\$ 718,174	10.73%
13/14 Actual	\$ 690,272	-3.89%
14/15 Actual	\$ 702,835	1.82%
15/16 Actual	\$ 650,469	-7.45%
16/17 Actual	\$ 760,075	16.85%
17/18 Estimate	\$ 713,000	-6.19%
18/19 Budget	\$ 730,000	2.38%
19/20 Budget	\$ 750,000	2.74%

The graph below shows the growth in the Utility User Tax since 2002-2003, the increase in the tax beginning 2010-2011 is clearly shown on the graph.

# General Fund

## Utility User Tax



### Other Taxes

Other taxes, in aggregate, are the largest revenue source for the City of Winters General Fund. These taxes include:

- Franchise Fees
- Property Transfer Tax
- Business License Fee
- Transient Occupancy Tax (TOT)
- Municipal Services Tax
- Homeowner Relief Property Tax.

#### Budget Assumptions:

Different factors are used to develop the budget for each of the various taxes included in this category.

- The Franchise Fee is based on contracts with PG& E and the local Cable Television provider, as well as Waste Management.
- The Property Transfer Tax is based on an estimate of the number and value of property transactions within the City of Winters. This was developed by looking at the number of vacant homes at the time the budget was organized as estimating the

# General Fund

## Other Taxes

- number of homes that will be constructed and sold during each of the years of the budget.
- The Municipal Services Tax is \$120 per year per unit, therefore it remains a steady revenue source for the City's General Fund.
  - The Business License fee is based upon the number of existing businesses that operate within the City limits. With the ongoing construction of various commercial and residential projects, the business license fee is a relatively stable revenue source.
  - The Transient Occupancy Tax is based on the value of hotel rooms within the City and the occupancy level of those hotel rooms, the substantial increase in the "Other Taxes" for the fiscal year 2018-2019 is due to the expectation that 2 new hotels will be built during the 2018-2019 Fiscal Year and begin operations and generating Transient Occupancy Tax in the later half of the 2018-2019 Fiscal year.
  - The Homeowner Relief Property Tax is based on the number of owner occupied homes, and remains a fairly constant revenue source for the City of Winters.

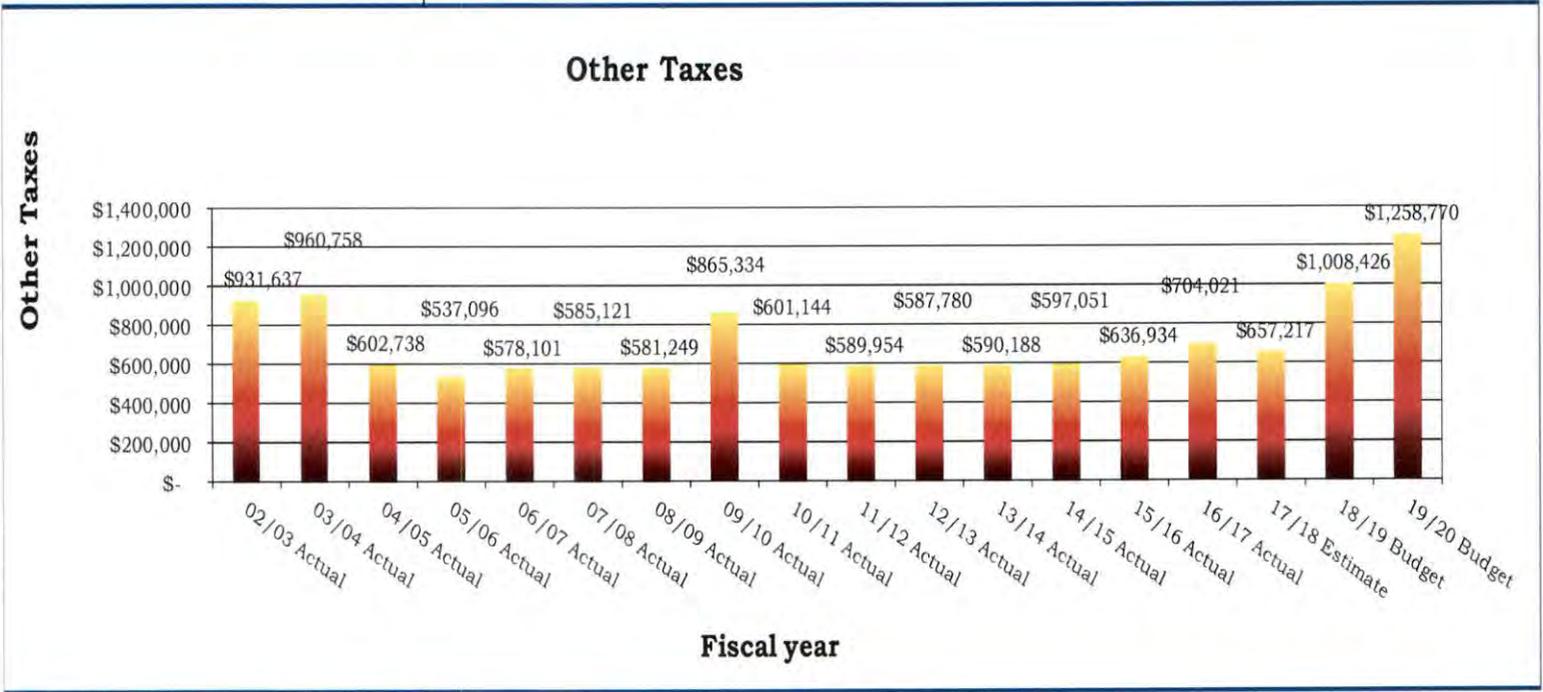
Below is a chart that shows the change in the Other Taxes since 2002-2003.

Other Taxes		
Fiscal Year	Other Taxes	Increase (Decrease)
02/03 Actual	\$ 931,637	1.00%
03/04 Actual	\$ 960,758	3.13%
04/05 Actual	\$ 602,738	-37.26%
05/06 Actual	\$ 537,096	-10.89%
06/07 Actual	\$ 578,101	7.63%
07/08 Actual	\$ 585,121	1.21%
08/09 Actual	\$ 581,249	-0.66%
09/10 Actual	\$ 865,334	48.87%
10/11 Actual	\$ 601,144	-30.53%
11/12 Actual	\$ 589,954	-1.86%
12/13 Actual	\$ 587,780	-0.37%
13/14 Actual	\$ 590,188	0.41%
14/15 Actual	\$ 597,051	1.16%
15/16 Actual	\$ 636,934	6.68%
16/17 Actual	\$ 704,021	10.53%
17/18 Estimate	\$ 657,217	-6.65%
18/19 Budget	\$ 1,008,426	53.44%
19/20 Budget	\$ 1,258,770	24.83%

# General Fund

## Other Taxes

The graph below shows the change in the Other Taxes category since 2002-2003.



### Property Tax In Lieu of Motor Vehicle License Fee

Property Tax in Lieu of Motor Vehicle License Fees (Property Tax in Lieu of VLF) is a General Fund revenue source for the City of Winters since the passage of Proposition 1A and represents 11% of General Fund revenues for both 2018-201 and 2019-2020.

Proposition 1A permanently reduced the Motor Vehicle License Fee from 2% to .65% of the value of an automobile. These fees are from the registration of vehicles throughout the state and are distributed to the cities and counties based largely on population. To replace these constitutionally based Motor Vehicle License Fees, the implementation of a "Property Tax in Lieu of Motor Vehicle License Fees" was enacted. The budgeted amount increases or decreases by the percentage

# General Fund

## Property Tax In Lieu of Motor Vehicle License Fee

increase or decrease in the assessed value of property within the City of Winters based on the same year as the Property tax, including the taxes in the former redevelopment project area. This causes the increase in the Property tax in lieu of VLF to be somewhat different from those of the Property Taxes of the City of Winters.

Budget Assumptions: A budgeted increase of 5.0% for 2018-2019 is based on the information received from the Yolo County. Staff is assuming a 5% increase in revenue for 2019-2020.

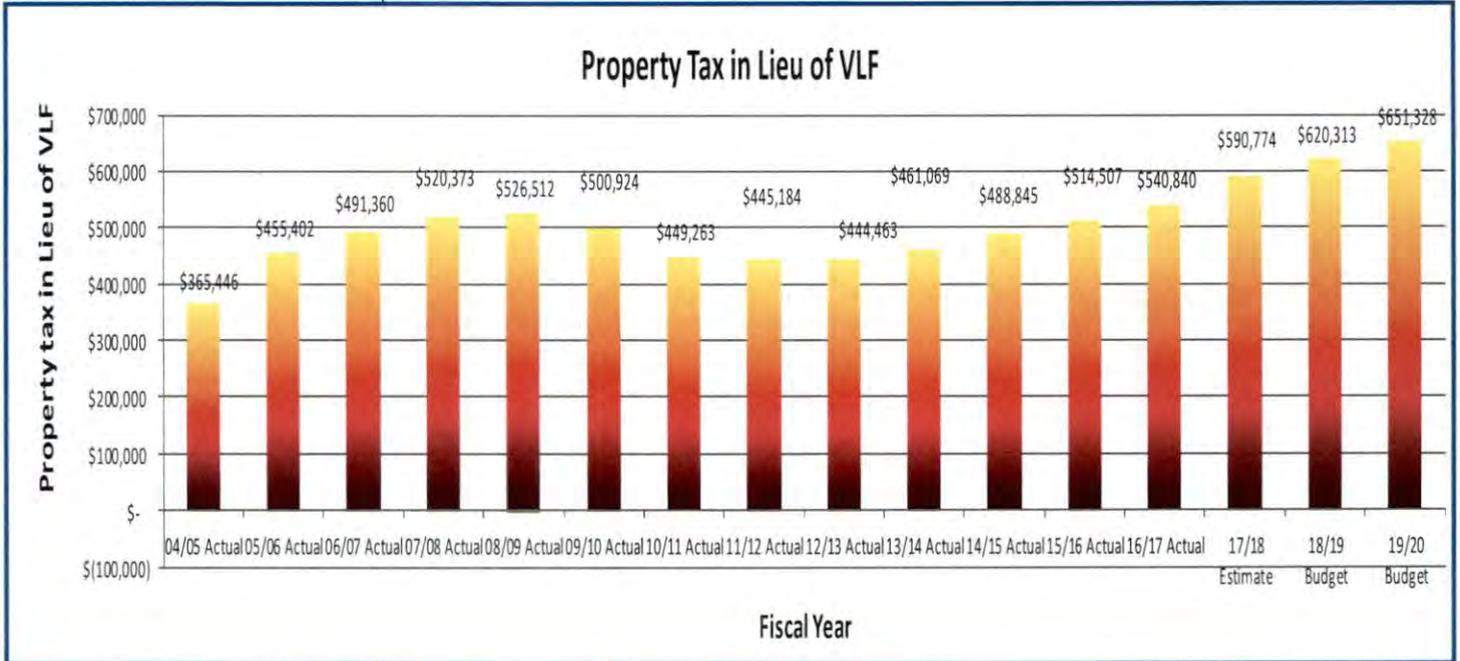
Below is a chart that shows the growth in Property Tax in Lieu of VLF.

Property Tax in Lieu of VLF		
Fiscal Year	Property Tax in Lieu of VLF	Increase (Decrease)
04/05 Actual	\$ 365,446	0.00%
05/06 Actual	\$ 455,402	24.62%
06/07 Actual	\$ 491,360	7.90%
07/08 Actual	\$ 520,373	5.90%
08/09 Actual	\$ 526,512	1.18%
09/10 Actual	\$ 500,924	-4.86%
10/11 Actual	\$ 449,263	-10.31%
11/12 Actual	\$ 445,184	-0.91%
12/13 Actual	\$ 444,463	-0.16%
13/14 Actual	\$ 461,069	3.74%
14/15 Actual	\$ 488,845	6.02%
15/16 Actual	\$ 514,507	5.25%
16/17 Actual	\$ 540,840	5.12%
17/18 Estimate	\$ 590,774	9.23%
18/19 Budget	\$ 620,313	5.00%
19/20 Budget	\$ 651,328	5.00%

# General Fund

## Property Tax In Lieu of Motor Vehicle License Fee

Below is a graph that shows the growth in Property Tax in Lieu of VLF.



## Sales Tax

Sales tax revenue is derived from one percent of the sales price on taxable products sold within the City of Winters and is projected to be approximately 13% of the general fund revenues for both 2018-2019 and 2019-2020.

Budget Assumptions: Budgeted revenues are predicted to have a increase for both 2018-2019 and 2019/2020. A review with our sales tax consultant Hinderliter, De Llamas and Associates (HdL) provided the estimate for the both the 2018-2019 and 2019-2020 year. In 2015/2016, the triple flip will ended, therefore all sales taxes received will be included as sales tax, and the City will no longer receive Property Tax in Lieu of Sales Tax. What appears as a large increase from 2014-2015 sales tax is actually the reclassification of the amount that used to be received as Property tax in lieu of sales tax.

# General Fund

## Sales Tax

Below is a chart that shows the revenues from Sales and Use Tax since 2003/2004.

Sales Tax		
Fiscal Year	Sales Tax	Increase (Decrease)
02/03 Actual	\$ 308,341	1.00%
03/04 Actual	\$ 311,677	1.08%
04/05 Actual	\$ 296,724	-4.80%
05/06 Actual	\$ 298,904	0.73%
06/07 Actual	\$ 76,539	-74.39%
07/08 Actual	\$ 327,596	328.01%
08/09 Actual	\$ 282,075	-13.90%
09/10 Actual	\$ 242,257	-14.12%
10/11 Actual	\$ 295,215	21.86%
11/12 Actual	\$ 374,975	27.02%
12/13 Actual	\$ 381,045	1.62%
13/14 Actual	\$ 460,165	20.76%
14/15 Actual	\$ 462,807	0.57%
15/16 Estimate	\$ 629,673	36.06%
16/17 Budget	\$ 624,622	-0.80%
17/18 Budget	\$ 670,101	7.28%

In 2002/2003 the City contracted with Hinderliter, DeLlamas and Associates (HdL) to do a sales tax audit, the result of which was the significant increase in sales tax collections in 02/03. In 2004, 25% of the local sales tax was pledged as a repayment source for the State of California Deficit Reduction Bonds approved in March 2004, we now receive the 25% as "Property Tax in Lieu of Sales Tax". This is known as part of the "triple-flip" in California. As mentioned above, this triple flip ended in 2015/2016, therefore, the increase of Sales tax beginning in 2015/2016 is actually mostly a reflection of the end of the "triple-flip", and all sales tax revenues now being reported as Sales tax, instead of 25% recorded as Property tax in lieu of sales tax and 75% recorded as sales tax.

# General Fund

## Sales Tax

The graph below shows the growth in sales tax since 2003/2004.



# General Fund

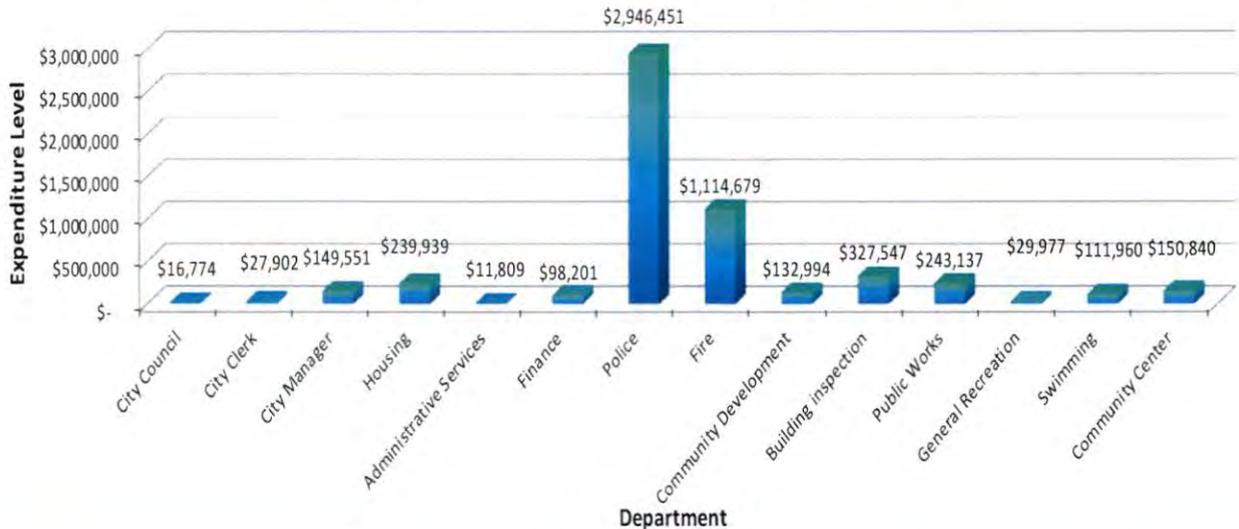
Below is a General Fund Budget Comparison for the years 2013-2020.

City of Winters 2013-2020 Budget Comparison												
	2013	2014	2015	2016	2017	2018	2019	2019 Change from 2018 Estimated		2020	2020 Change from 2019 Proposed	
	Actual	Actual	Actual	Actual	Actual	Estimated	Proposed	In \$	In%	Proposed	In \$	In%
<b>Financial Sources:</b>												
Property Taxes	\$ 750,163	\$ 657,737	\$ 687,655	\$ 708,701	\$ 763,742	\$ 768,329	\$ 800,000	\$ 31,671	4.12%	\$ 897,600	\$ 97,600	12.20%
Property Tax in Lieu of VLF	444,463	461,069	488,845	514,507	540,840	590,774	620,313	29,539	5.00%	651,328	31,016	5.00%
Property Taxes in Lieu of Sales Tax	124,584	129,086	151,959	110,767	-	-	-	-	0.00%	-	-	0.00%
Sales and Use Taxes	381,045	460,165	462,807	530,365	598,426	683,808	709,589	25,781	3.77%	729,444	19,855	2.80%
Other Taxes	1,305,954	1,280,460	1,299,886	1,287,403	1,354,490	1,370,217	1,738,426	368,209	26.87%	2,008,770	270,344	15.55%
Service Charges	118,980	128,912	115,853	236,332	174,726	268,951	266,479	(2,472)	-0.92%	219,955	(46,525)	-17.46%
Rents and Concessions	65,074	66,280	75,327	71,003	86,249	85,638	85,678	40	0.05%	85,678	-	0.00%
Interest	8,361	6,872	4,221	7,073	8,801	11,600	11,900	300	2.59%	11,700	(200)	-1.68%
Licenses and Permits	118,126	105,136	164,913	417,647	283,390	235,536	631,679	396,142	168.19%	550,274	(81,405)	-12.89%
Grants	3,724	1,509	508	1,051	(358)	10,600	3,500	(7,100)	0.00%	3,500	-	0.00%
All other Revenues	312,085	536,582	634,370	1,015,127	986,463	900,817	651,944	(248,873)	-27.63%	675,678	23,734	3.64%
<b>Total Estimated Financial Sources</b>	<b>\$ 3,632,561</b>	<b>\$ 3,833,807</b>	<b>\$ 4,086,344</b>	<b>\$ 4,899,976</b>	<b>\$ 4,796,768</b>	<b>\$ 4,926,271</b>	<b>\$ 5,519,508</b>	<b>\$ 593,237</b>	<b>12.04%</b>	<b>\$ 5,833,927</b>	<b>\$ 314,419</b>	<b>5.70%</b>
<b>Expenditures:</b>												
City Council	\$ 3,473	\$ 24,722	\$ 85,471	\$ 5,204	\$ 30,246	\$ 4,612	\$ 16,774	\$ 25,041	481.17%	\$ 18,748	\$ (11,497)	-38.01%
City Clerk	17,164	11,973	16,048	10,879	6,348	9,158	27,902	(4,531)	-41.65%	16,825	10,477	165.04%
City Treasurer	362	350	10,824	346	86	73	-	(260)	-75.19%	-	(86)	-100.00%
City Manager	68,602	60,463	68,959	154,351	117,040	79,555	149,551	(37,311)	-24.17%	158,163	41,123	35.14%
Housing	186,148	116,074	63,783	230,352	220,595	234,253	239,939	(9,757)	-4.24%	247,547	26,951	12.22%
Administrative Services	204,123	202,151	199,534	265,448	13,914	8,048	11,809	(251,535)	-94.76%	11,489	(2,425)	-17.43%
Finance	36,516	42,068	8,156	84,540	73,029	47,586	98,201	(11,512)	-13.62%	104,347	31,319	42.89%
Police	1,921,153	1,913,844	2,076,990	2,464,093	2,528,230	2,614,118	2,946,451	64,137	2.60%	3,159,847	631,617	24.98%
Fire	768,482	1,092,194	905,908	1,084,613	1,159,163	1,273,279	1,114,679	74,550	6.87%	1,203,662	44,499	3.84%
Community Development	78,181	84,516	183,022	142,199	146,342	141,314	132,994	4,143	2.91%	92,424	(53,918)	-36.84%
Building Inspection	156,166	170,547	194,844	328,822	306,699	354,363	327,547	(22,123)	-6.73%	338,875	32,176	10.49%
Public Works	268,648	288,175	445,600	266,807	362,869	214,936	243,137	96,062	36.00%	286,707	(76,161)	-20.99%
General Recreation	9,702	8,690	7,449	8,519	12,332	9,875	29,977	3,813	44.75%	26,512	14,180	114.99%
Swimming	74,915	83,523	93,992	109,261	148,632	108,555	111,960	39,371	36.03%	99,999	(48,633)	-32.72%
Community Center	74,719	71,549	79,850	84,380	96,014	143,475	150,840	11,634	13.79%	151,862	55,848	58.17%
Capital Expenditures		19,124	80,767	79,223	133,238							
<b>Total Budgeted Expenditures</b>	<b>\$ 3,868,354</b>	<b>\$ 4,189,963</b>	<b>\$ 4,521,197</b>	<b>\$ 5,319,037</b>	<b>\$ 5,354,777</b>	<b>\$ 5,243,199</b>	<b>\$ 5,601,762</b>	<b>\$ (18,277)</b>	<b>0.67%</b>	<b>\$ 5,917,007</b>	<b>\$ 562,230</b>	<b>10.50%</b>
Net Increase(Decrease) in Fund Balance	\$ (235,793)	\$ (356,156)	\$ (434,854)	\$ (419,061)	\$ (558,009)	\$ (316,928)	\$ (82,255)			\$ (83,079)		
Fund Balance July 1	\$ 3,183,104	\$ 3,068,384	\$ 2,990,118	\$ 2,877,303	\$ 2,436,718	\$ 1,879,951	\$ 1,570,030			\$ 1,539,275		
Transfers	\$ 121,073	\$ 277,890	\$ 322,039	\$ (21,524)	\$ 1,241	\$ 7,008	\$ 51,500			\$ 51,500		
Adjustments	-	-	-	-	-	-	-			-		
Fund Balance June 30	\$ 3,068,384	\$ 2,990,118	\$ 2,877,303	\$ 2,436,718	\$ 1,879,951	\$ 1,570,030	\$ 1,539,275			\$ 1,507,696		

# General Fund

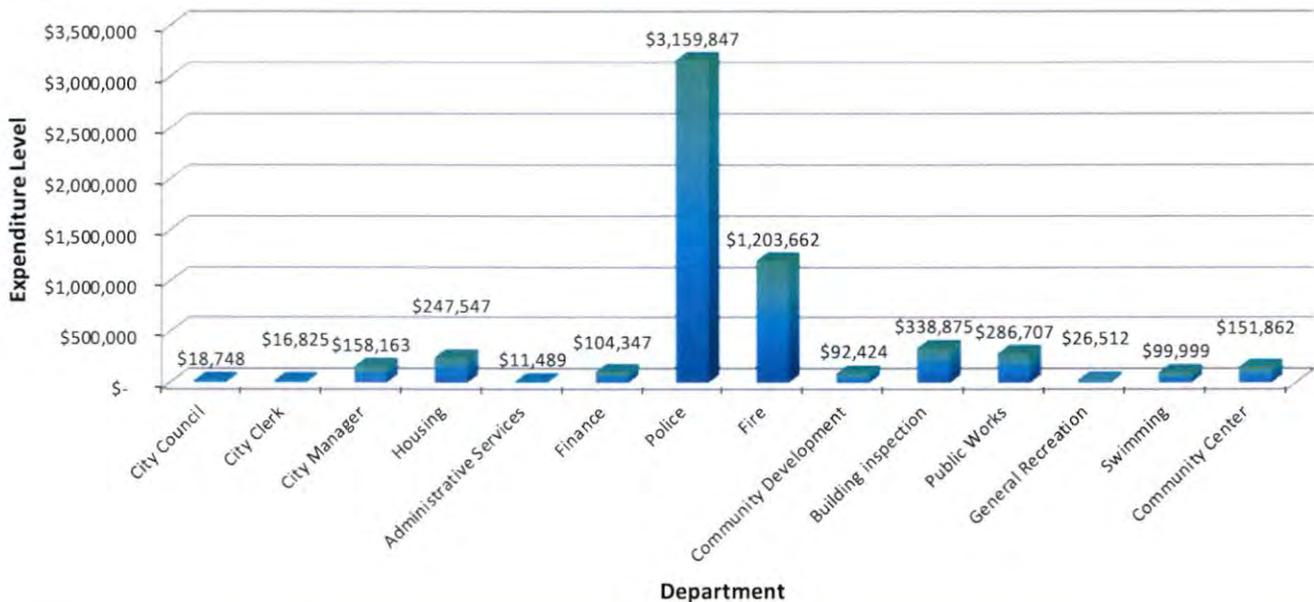
Below is a chart of the expenditures of the General Fund by Department for the City of Winters for 2018-2019

### 2018-2019 General Fund Expenditures by Department



Below is a chart of the expenditures of the General fund by Department for the City of Winters for 2019-2020

### 2019-2020 General Fund Expenditures



## General Fund

For Fiscal Year 2019-2020 the General Fund Expenditures points of interest include:

- Addition of 1 Police Position at mid-year
- Addition of 1 Fire Position at mid-year

### General Fund Reserves

The Fiscal Policies of the City of Winters include cash and emergency reserves for specific funds. For the General Fund, the policy is a reserved fund balance of 50% of annual expenditures and 25% of the fund balance is to be un-appropriated at year-end.

City of Winters Fund Balance and ability to meet Reserve Policy Requirements	
Estimated General Fund fund Balance 6/30/18	\$ 1,570,030
Cash Reserve \$4,774,309 X 50%	2,800,881
Fund balance used to fund 2018-2019	82,255
Un-appropriated, unreserved Fund Balance	<u>\$ (1,313,106)</u>
Required Emergency Reserve (Per Policy) \$1,570,030 x 25% of Fund Balance	<u>392,508</u>
Fund Balance Available	\$ (1,313,106)
Required Unappropriated Unreserved Fund Balance	392,508
Unappropriated Unreserved Fund Balance above Policy	<u>\$ (1,705,614)</u>

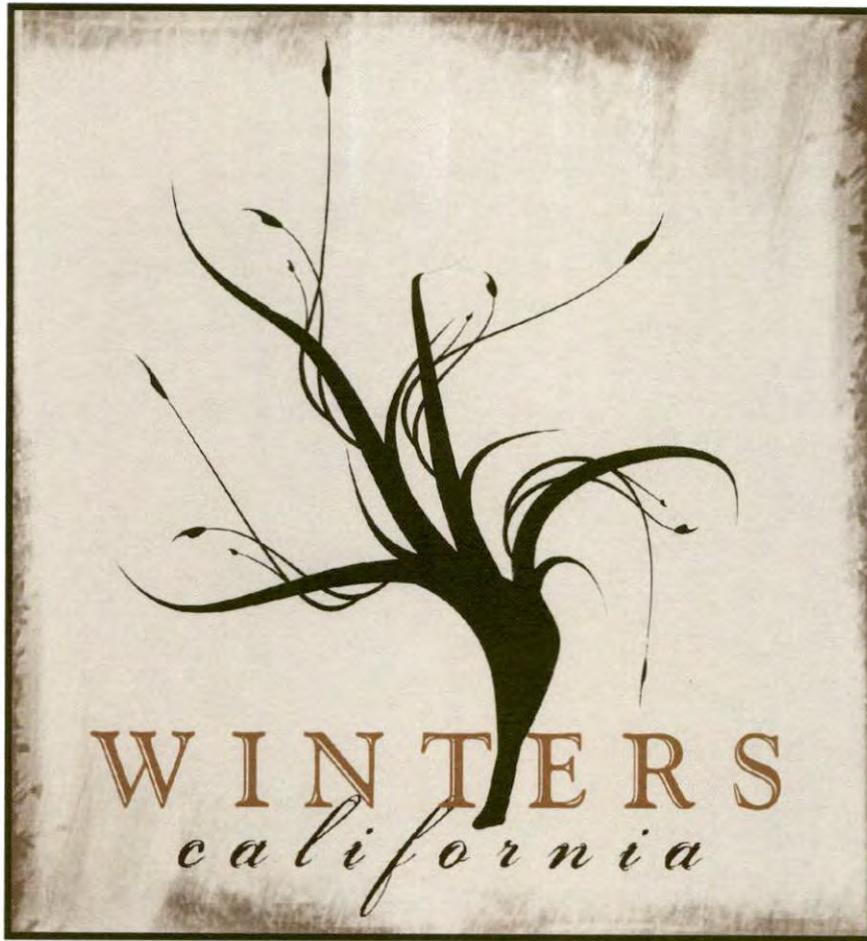
The estimated un-appropriated unreserved fund balance for 2016-2017 is (\$1,313,106) or \$1,705,614 less than required, based on the estimated fund balance as of June 30, 2018. Staff will be reviewing the use of fund balance and proposing actions to be taken to increase the fund balance to the amount required as we move through the next two fiscal years in order to meet the fiscal policies of the City.

**General  
Fund**

**General Fund Reserves**

City of Winters	
Fund Balance and ability to meet Reserve Policy Requirements	
Estimated General Fund fund Balance 6/30/19	\$ 1,539,276
Cash Reserve \$5,150,663 X 50%	2,958,503
Fund balance used to fund 2019-2020	<u>83,079</u>
Un-appropriated, unreserved Fund Balance	<u><u>\$(1,502,306)</u></u>
Required Emergency Reserve (Per Policy) \$1539276 x 25% of Fund Balance	<u><u>384,819</u></u>
Fund Balance Available	\$(1,502,306)
Required Unappropriated Unreserved Fund Balance	<u>384,819</u>
Unappropriated Unreserved Fund Balance above Policy	<u><u>\$(1,887,125)</u></u>

The estimated un-appropriated unreserved fund balance for 2019-2020 is \$(1,502,306) or \$1,887,125 less than required, based on the estimated fund balance as of June 30, 2019.



**Why the tree? Because...**

The tree represents all of the elements of the overarching brand that defines Winters. It is a symbol of our architectural heritage and the beautiful natural surroundings in which we live.

**Other Funds**

## Other Funds

Other Funds included in the City of Winters budget are:

- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds (also known as Proprietary Funds)
- Internal Service Funds
- Debt Service Funds

Each fund group will be presented separately in this section.

Special revenue funds account for activities funded by special purpose revenue that is legally restricted to expenditure for specific use. The City currently has 25 special revenue funds with budgeted activity for 2018-2020. Eight (8) of these funds are on-going special revenue funds, that is, they are each active on a year-to-year basis. The balance of the special revenue funds reflect one-time or limited duration funding from grants from the State of California or the Federal Government and may take several years to properly expend the funds.

The on-going special revenue funds are:

- City Wide Assessment District
- Gas Tax
- SB1 Road Maintenance and Rehabilitation Account
- Transportation Development Act Funds
- Winters Swim Team
- Community Festival
- Recycling Grant Program
- Quilt Show Fund

These funds will be discussed in more detail in this section.

Additional special revenue funds can be categorized as follows:

- Police Grant Funds
- Park Grant Funds
- CDBG Grant Funds

## Other Funds

### Special Revenue Funds

- EDBG Grant Funds
- Revolving Loan Funds
- Miscellaneous Grant Funds

These categories of special revenue funds are single purpose funds receiving revenue from specific grants and will be included on the schedule with beginning fund balance, expected revenues and expenditures and projected ending fund balance, but additional detail information will not be included,

#### **City Wide Assessment District**

The City Wide Assessment District is the most active Special Revenue Fund. This fund is supported by a special assessment on all property within the City of Winters. This is a voter-approved assessment. The revenues are based on an assessment of \$82.50 per residential unit and \$41.25 per business unit per year. As the number of units in the City increase, the revenue base increases, however, the revenues are not keeping pace with the cost of providing the service of maintaining the parks and paying the cost of street lighting.

Budget Assumptions: The revenue estimates are based on the engineers report prepared by our consultant, Muni-Financial. Each year an Engineer's Annual Levy Report is prepared to initiate proceedings for the annual levy and collection of assessment according to the Landscaping and Lighting Act of 1972. Muni-Financial receives a list of all parcels located within the city limits of the City of Winters and prepares a levy report.

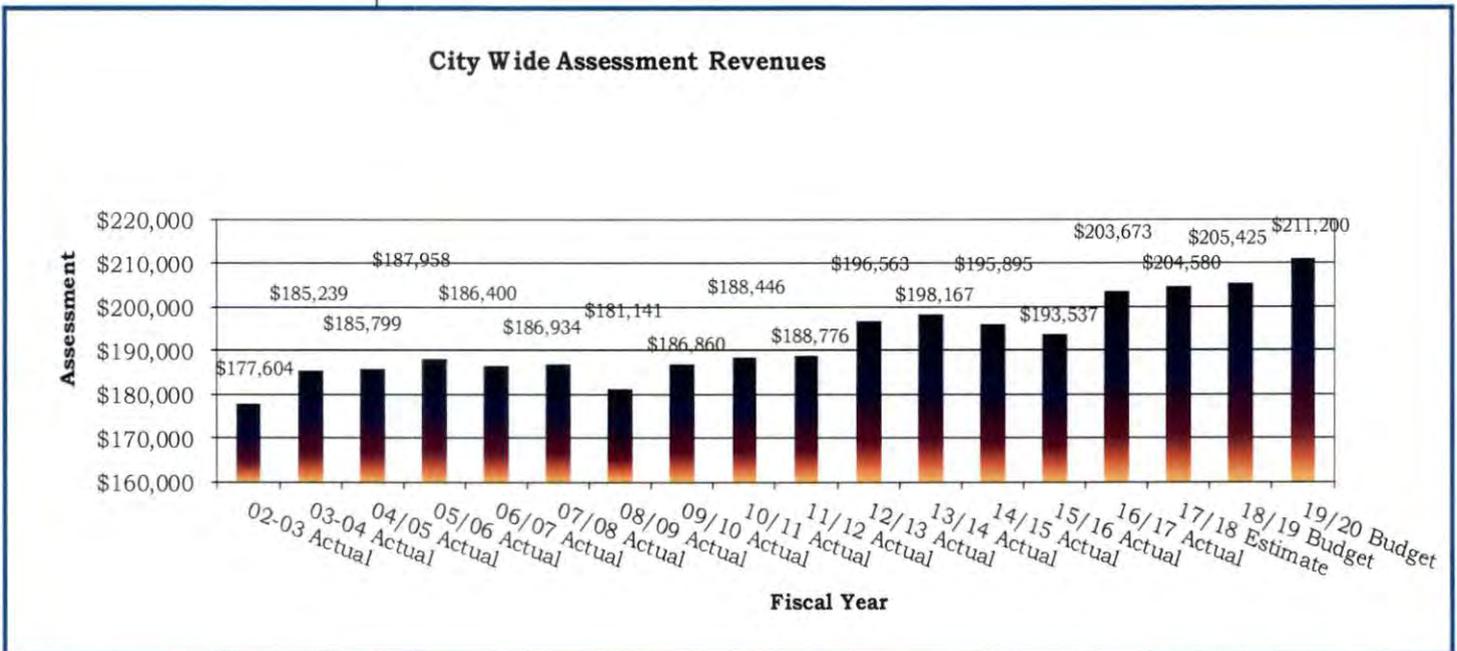
The following chart shows the level of assessments for 2002/2003 through 2017/2018.

# Other Funds

## Special Revenue Funds City Wide Assessment District

City Wide Assessment Revenues		
Fiscal Year	Amount	Increase/ (Decrease)
02-03 Actual	\$ 177,604	11%
03-04 Actual	\$ 185,239	4%
04/05 Actual	\$ 185,799	0%
05/06 Actual	\$ 187,958	1%
06/07 Actual	\$ 186,400	-1%
07/08 Actual	\$ 186,934	0%
08/09 Actual	\$ 181,141	-3%
09/10 Actual	\$ 186,860	3%
10/11 Actual	\$ 188,446	1%
11/12 Actual	\$ 188,776	0%
12/13 Actual	\$ 196,563	4%
13/14 Actual	\$ 198,167	1%
14/15 Actual	\$ 195,895	-1%
15/16 Actual	\$ 193,537	-1%
16/17 Actual	\$ 203,673	5%
17/18 Estimate	\$ 204,580	0%
18/19 Budget	\$ 205,425	0%
19/20 Budget	\$ 211,200	3%

The following graph shows the City Wide Assessment Revenues for 2002-2003 through 2017-2018.



## Other Funds

### Special Revenue Funds City Wide Assessment District

In addition to the assessment indicated above, the General Fund began subsidizing the City Wide Assessment District in 2005/2006. Due to the recession, and the decrease in the assessed value of property within the City of Winters, the City Council made budget decisions to reclassify and restructure personnel assigned to park maintenance in order to reduce the subsidy beginning in 2010-2011 from the amount in prior years.

The subsidy is estimated to be as follows:

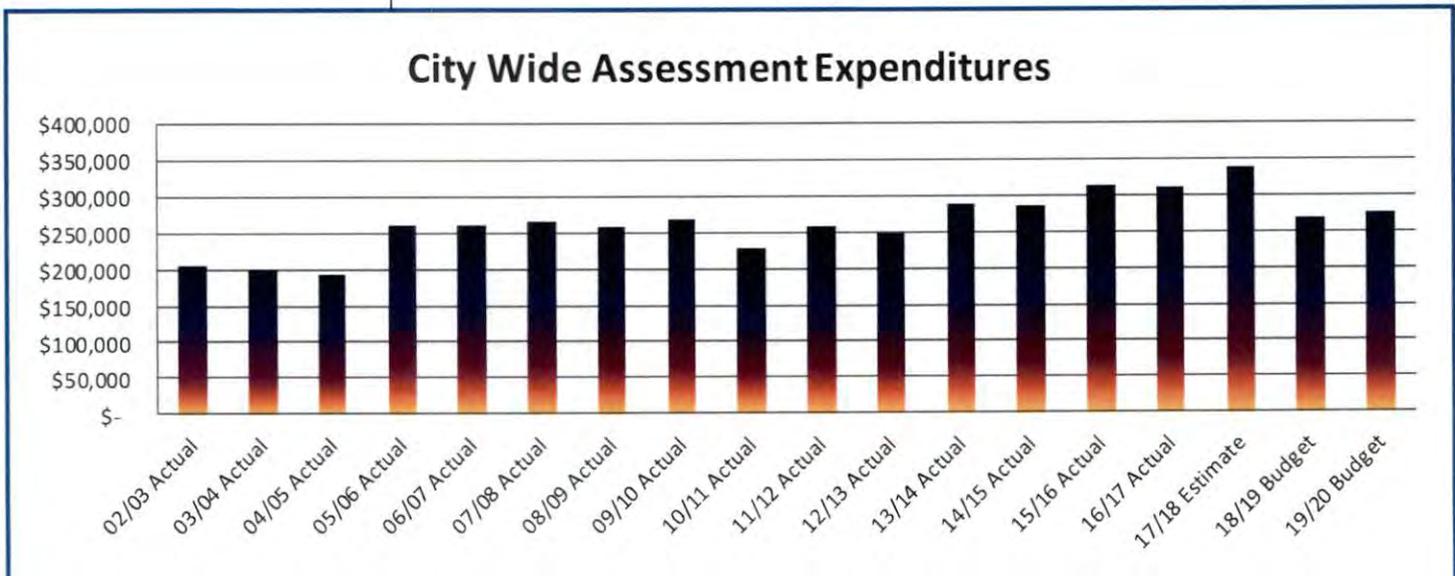
City Wide Assessment Subsidy Received		
Fiscal Year	Amount	Increase/ (Decrease)
02-03 Actual	\$ -	
03-04 Actual	\$ -	
04/05 Actual	\$ -	
05/06 Actual	\$ 108,782	
06/07 Actual	\$ 83,991	-23%
07/08 Actual	\$ 82,904	-1%
08/09 Actual	\$ 101,463	22%
09/10 Actual	\$ 96,822	-5%
10/11 Actual	\$ 77,535	-20%
11/12 Actual	\$ 87,128	12%
12/13 Actual	\$ 72,934	-16%
13/14 Actual	\$ 88,774	22%
14/15 Actual	\$ 87,058	-2%
15/16 Actual	\$ 120,265	38%
16/17 Actual	\$ 105,314	-12%
17/18 Estimate	\$ 132,120	25%
18/19 Budget	\$ 60,834	-54%
19/20 Budget	\$ 63,962	5%

The cost of maintaining all City Parks and the cost of operating streetlights, stoplights, and park lights is paid from the City Wide Assessment Fund. The following table shows the expenditures for 2002/2003 through 2019/2020.

# Other Funds

## Special Revenue Funds City Wide Assessment District

Year	Amount	Change
02/03 Actual	\$ 204,607	-6%
03/04 Actual	\$ 201,277	-2%
04/05 Actual	\$ 193,392	-4%
05/06 Actual	\$ 260,986	35%
06/07 Actual	\$ 260,953	0%
07/08 Actual	\$ 265,539	2%
08/09 Actual	\$ 256,791	-3%
09/10 Actual	\$ 267,452	4%
10/11 Actual	\$ 226,380	-15%
11/12 Actual	\$ 257,093	14%
12/13 Actual	\$ 247,271	-4%
13/14 Actual	\$ 287,069	16%
14/15 Actual	\$ 286,221	0%
15/16 Actual	\$ 313,302	9%
16/17 Actual	\$ 308,987	-1%
17/18 Estimate	\$ 336,700	9%
18/19 Budget	\$ 266,429	-21%
19/20 Budget	\$ 274,805	3%



## Other Funds

### Special Revenue Funds City Wide Assessment District

The City Wide Assessment District is the only Special Revenue Fund that has a reserve policy. The policy is to have an un-appropriated unreserved fund balance of 75% of estimated expenditures. The fund balance is as follows:

Estimated Fund Balance as of 6/30/18	\$ (177,131)
Dry Creek Stabilization	61,081
Rancho Arroyo Banks Stabilization	9,172
Unappropriated/Unreserved Fund Balance	<u>\$ (247,384)</u>

The City Wide Assessment District is not self-supporting as of 2005/2006. The assessment amount is a flat amount, not subject to increases; therefore, only additional units will increase the assessment revenue. All additional funding requirements will require a subsidy from the General Fund. The reserve policy for this fund will need to be reviewed and revised in 2018-2020 due to the limitation on assessment revenue growth.

## Other Funds

### Special Revenue Funds

#### Gas Tax Fund

The Gas Tax fund supports staffing for road repairs and capital projects for rehabilitation of City streets and roads. These funds are legally restricted for use in maintaining streets and roads.

Budget Assumptions: The gas tax is apportioned on Vehicle Registration Assessed Valuation and on population, the assumption is that the City of Winters will see no increase in the gas tax revenues due to the fact that population within the city limits increased only slightly in the last few years. Beginning in 2010-2011, the City of Winters began receiving Section 2103 Gas Tax Revenue, formerly received as Traffic Congestion Relief Funds and were accounted for in a separate fund. This change was a part of the budget solution for the State of California, and therefore, there was a 49% increase in revenues in 2010-2011 over 2009-2010 due to this funding change by the State of California. Beginning in 2017-2018 the State of California began paying cities and counties for Gas Tax revenues that had been "borrowed" by the State in past years. This is the reason for the large increase from 2017-2018 to 2018-2019.

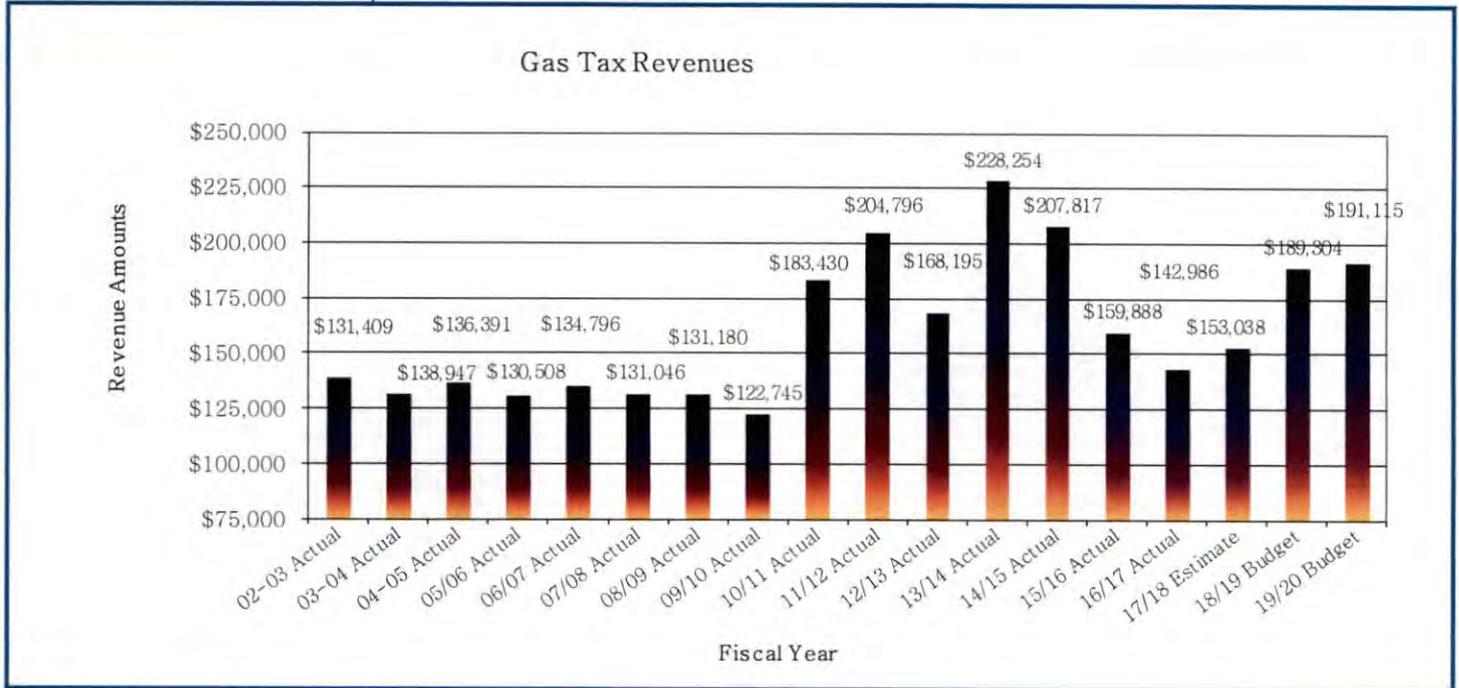
The chart below shows Gas Tax Revenues for 2002/2003 through 2018/2020.

Gas Tax Revenues			Increase/ (Decrease)
Fiscal Year	Amount		
02-03 Actual	\$ 138,947		27%
03-04 Actual	\$ 131,409		-5%
04-05 Actual	\$ 136,391		4%
05/06 Actual	\$ 130,508		-4%
06/07 Actual	\$ 134,796		3%
07/08 Actual	\$ 131,046		-3%
08/09 Actual	\$ 131,180		0%
09/10 Actual	\$ 122,745		-6%
10/11 Actual	\$ 183,430		49%
11/12 Actual	\$ 204,796		12%
12/13 Actual	\$ 168,195		-18%
13/14 Actual	\$ 228,254		36%
14/15 Actual	\$ 207,817		-9%
15/16 Actual	\$ 159,888		-23%
16/17 Actual	\$ 142,986		-11%
17/18 Estimate	\$ 153,038		7%
18/19 Budget	\$ 189,304		24%
19/20 Budget	\$ 191,115		1%

# Other Funds

## Special Revenue Funds Gas Tax Fund

The graph below shows the revenues from the Gas Tax Fund for 2002-2003 through 2019/2020.



The Gas Tax funds are expended for staffing for street repairs and maintenance, road signs and the appropriate materials and supplies for the repair of the streets throughout the city. The gas tax fund expenditures vary from year to year depending on the level of street projects undertaken, or for budget purposes, the projects expected to be implemented during the budget year. Most major street projects require funding from other sources in addition to the gas tax funds in order to have enough resources for the project. Therefore, major projects occur sporadically as additional funding is obtained. Currently most of the gas tax funds are used for patching and filling potholes throughout the city, painting of cross walks and stop lines, and right of way maintenance, as well as maintaining proper street and stop signs throughout the city.

## Other Funds

### Special Revenue Funds Gas Tax Fund

Costs for 2018-2019 and 2019-2020 include funding to combine with SB1 Road Maintenance and Rehabilitation funds provided from the State of California that was made available by additional gas tax funding passed by the legislature, to complete street improvement projects, including sidewalk repairs, and street maintenance to extend the life of current streets within the City of Winters. The SB1 Road Maintenance and Rehabilitation fund will be discussed in more detail later in this section.

The chart below shows the expenditures for 2002/2003 through 2019/2020.

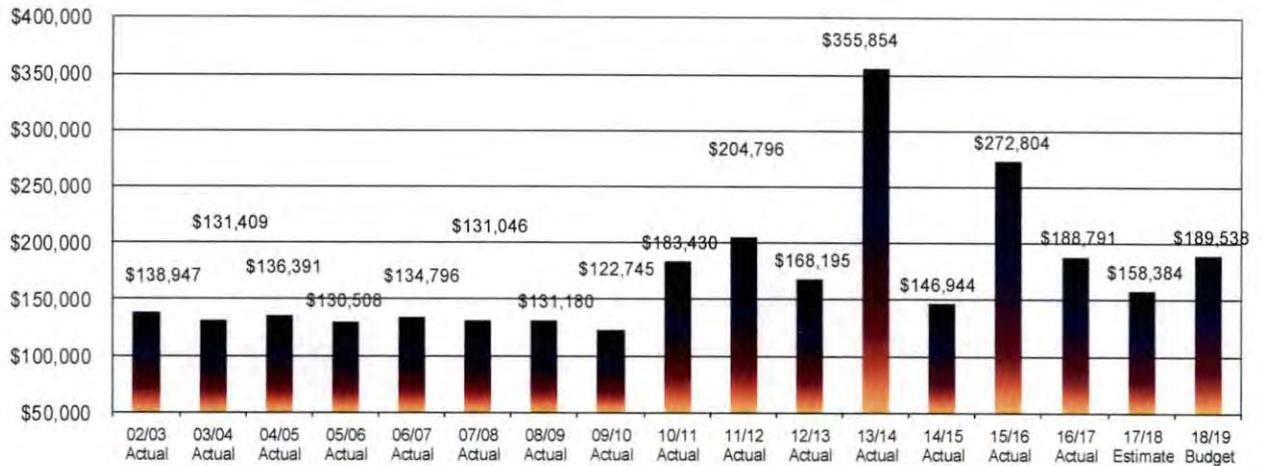
Gas Tax Expenditures		
Fiscal year	Amount	Increase/ (Decrease)
02/03 Actual	\$ 138,947	382%
03/04 Actual	\$ 131,409	-5%
04/05 Actual	\$ 136,391	4%
05/06 Actual	\$ 130,508	-4%
06/07 Actual	\$ 134,796	3%
07/08 Actual	\$ 131,046	-3%
08/09 Actual	\$ 131,180	0%
09/10 Actual	\$ 122,745	-6%
10/11 Actual	\$ 183,430	49%
11/12 Actual	\$ 204,796	12%
12/13 Actual	\$ 168,195	-18%
13/14 Actual	\$ 355,854	112%
14/15 Actual	\$ 146,944	-59%
15/16 Actual	\$ 272,804	86%
16/17 Actual	\$ 188,791	-31%
17/18 Estimate	\$ 158,384	-16%
18/19 Budget	\$ 189,538	20%
19/20 Budget	\$ 206,607	9%

The graph below shows expenditures of gas tax funds for 2002/2003 through 2019/2020

## Other Funds

### Special Revenue Funds Gas Tax Fund

Gas Tax Expenditures



### Transportation Development Act Funds

This fund is used to account for revenue from the Transportation Development Act. The source of funds is the Local Transportation Fund (LTF) and the State Transit Assistance Fund (STA). The LTF are derived from ¼ cent of the retail 8.25% sales tax collected statewide and are generally apportioned by population. The STA are from statewide sales tax on gasoline and diesel fuel and are apportioned 50% by population and 50% according to operator revenues on public transportation from the preceding fiscal year.

Budget Assumptions: The City of Winters receives its allocation for LTF and STA from the Sacramento Area Council of Governments (SACOG). Each year a Finding of Apportionment is adopted by SACOG and the City is responsible for filing a claim for the amount apportioned to it. We have received the Finding of Apportionment for 2018-2019 and the budgeted revenues are based on that finding. Budgeted revenues for 2019-2020 are based on a minor increase in expected fuel prices along with an

# Other Funds

## Special Revenue Funds Transportation Development Act Funds

increase in population therefore resulting in a small increase in Transportation Development Act Funds.

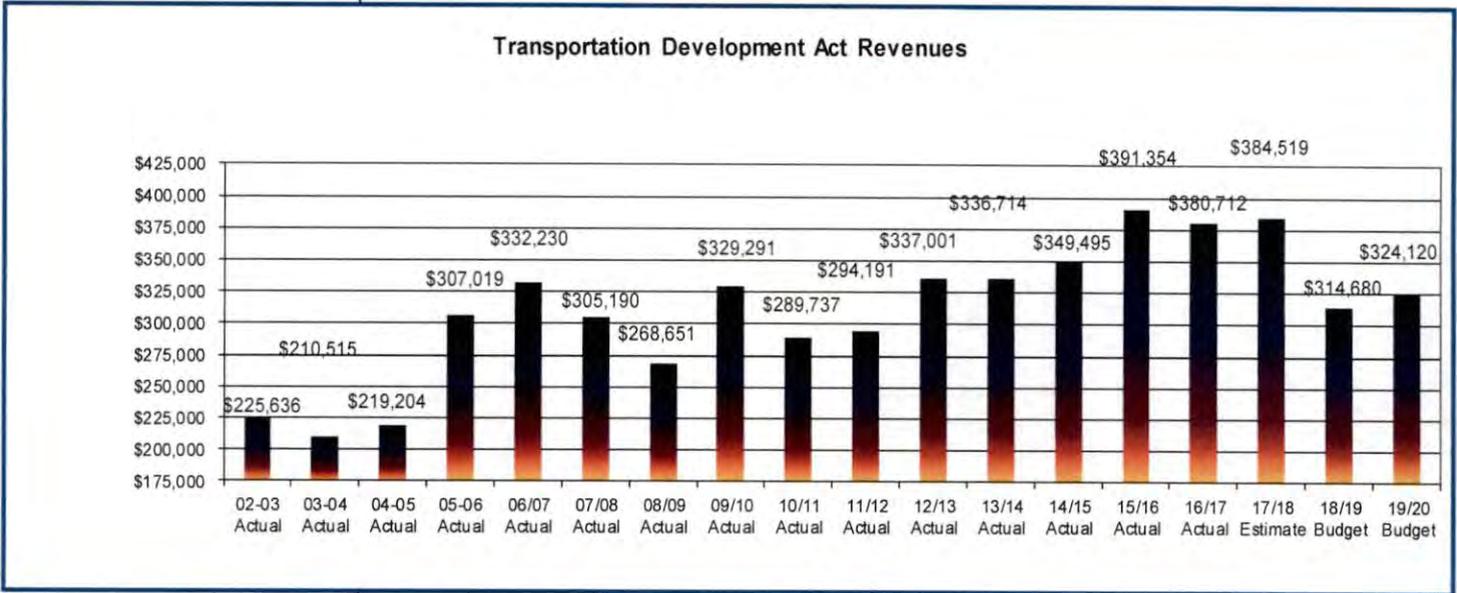
The chart below shows the Revenues since 2002-2003 for the Transportation Development Act Fund.

Transportation Development Act Fund Revenues				
Fiscal Year	LTF	STA	Total	Increase/ (Decrease)
02-03 Actual	221,228	4,408	\$ 225,636	-41%
03-04 Actual	210,515	-	\$ 210,515	-7%
04-05 Actual	219,204	-	\$ 219,204	4%
05-06 Actual	268,019	39,000	\$ 307,019	40%
06/07 Actual	332,230	-	\$ 332,230	8%
07/08 Actual	305,190	-	\$ 305,190	-8%
08/09 Actual	268,651	-	\$ 268,651	-12%
09/10 Actual	329,291	-	\$ 329,291	23%
10/11 Actual	252,906	36,831	\$ 289,737	0%
11/12 Actual	242,224	51,967	\$ 294,191	2%
12/13 Actual	337,001	-	\$ 337,001	15%
13/14 Actual	336,714	-	\$ 336,714	0%
14/15 Actual	314,837	34,658	\$ 349,495	4%
15/16 Actual	391,354	-	\$ 391,354	12%
16/17 Actual	380,712	-	\$ 380,712	-3%
17/18 Estimate	384,519	-	\$ 384,519	1%
18/19 Budget	314,680	-	\$ 314,680	-18%
19/20 Budget	324,120	-	\$ 324,120	3%

# Other Funds

## Special Revenue Funds Transportation Development Act Funds

The graph below shows the growth in Transportation Development Act funding since 2002-2003



The primary purpose of the Transportation Development Act Fund is to provide public transportation to the residents of our community. The primary expenditure is for the bus service provided by Yolo County Transportation District. Any funds available after the bus service is funded may be used for street engineering cost, and the cost of construction and maintenance of local streets, roads, gutters and sidewalks. Funds available after paying for the bus service have typically been saved up for a number of years and then combined with other funding sources to implement a street project within the City of Winters.

## Other Funds

### Special Revenue Funds Transportation Development Act Funds

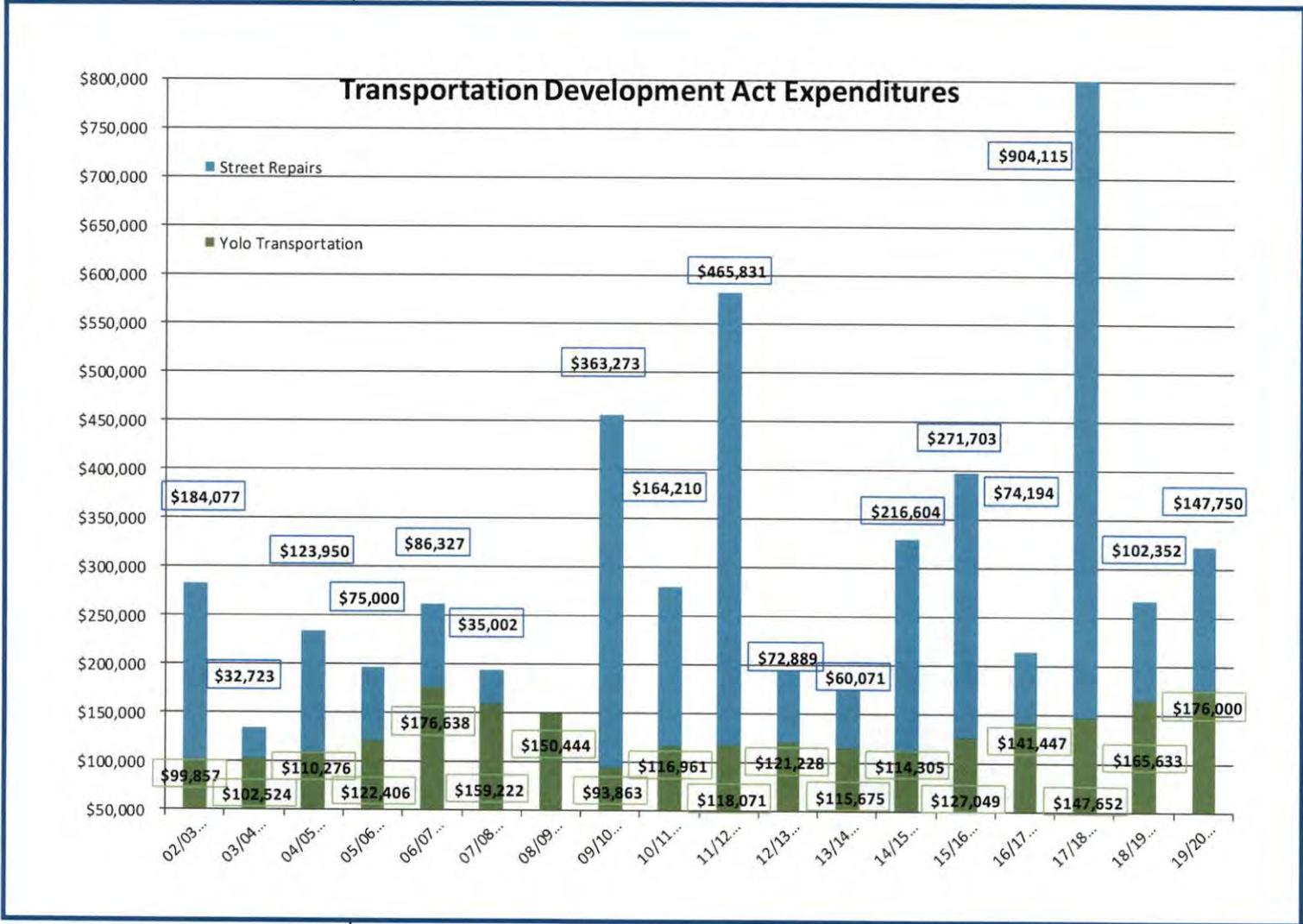
The Chart below details the expenditures from the Transportation Development Act Fund since 2002-2003.

Transportation Development Act Expenditures				
Fiscal year	Bus Service	Streets & Roads	Total	
02/03 Actual	\$ 99,857	\$ 184,077	\$	283,934
03/04 Actual	\$ 102,524	\$ 32,723	\$	135,247
04/05 Actual	\$ 110,276	\$ 123,950	\$	234,226
05/06 Actual	\$ 122,406	\$ 75,000	\$	197,406
06/07 Actual	\$ 176,638	\$ 86,327	\$	262,965
07/08 Actual	\$ 159,222	\$ 35,002	\$	194,224
08/09 Actual	\$ 150,444	\$ (37,037)	\$	113,407
09/10 Actual	\$ 93,863	\$ 363,273	\$	457,135
10/11 Actual	\$ 116,961	\$ 164,210	\$	281,171
11/12 Actual	\$ 118,071	\$ 465,831	\$	583,902
12/13 Actual	\$ 121,228	\$ 72,889	\$	194,117
13/14 Actual	\$ 115,675	\$ 60,071	\$	175,746
14/15 Actual	\$ 114,305	\$ 216,604	\$	330,909
15/16 Atual	\$ 127,049	\$ 271,703	\$	398,752
16/17 Actual	\$ 141,447	\$ 74,194	\$	215,641
17/18 Estimate	\$ 147,652	\$ 904,115	\$	1,051,767
18/19 Budget	\$ 165,633	\$ 102,352	\$	267,985
19/20 Budget	\$ 176,000	\$ 147,750	\$	323,750

The graph on the next page shows expenditures for 2002/2003 through 2019/2020.

# Other Funds

## Special Revenue Funds Transportation Development Act Funds



### SB1 Road Maintenance and Rehabilitation Act

In March 2017, a transportation funding agreement was announced in California. Funding for this was arrived at by increasing the current gasoline excise tax by 12 cents per gallon of gas, increasing vehicle registration fees based on a sliding scale based on the value of the vehicle, increasing the diesel excise tax by 20 cents per

# Other Funds

## Special Revenue Funds SB1 Road Maintenance and Rehabilitation Act

gallon, increasing diesel sales tax by 4% and increasing Vehicle registration fees by \$100 for zero emission vehicles.

Funding from SB1 may be used for the following:

- Road Maintenance and Rehabilitation
- Road Safety projects
- Railroad grade separations
- Traffic control devices
- Complete Street Components, include active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and storm water capture projects in conjunction with any other allowable project.

Cities must submit lists of projects to the California Transportation Commission (CTC) to be approved prior to the City receiving any SB1 Funding.

The first fiscal year that the City of Winters received funding was 2017-2018. Below is a chart that shows the anticipated funding as provided by the Department of Finance.

Fiscal year	Amount	Increase/ (Decrease)
17/18 Estimate	\$ 40,000	40,000
18/19 Budget	\$ 120,000	200%
19/20 Budget	\$ 120,000	0%

Staff has submitted the required information to the CTC and has received approval of the projects and began receiving funding in the 2017/2018 fiscal year. There currently is a ballot measure to repeal the SB1 taxes, so staff is advising caution as to expenditures of funding until after the November 2018 election and the status of the funding is clarified

## Other Funds

### Special Revenue Funds Winters Swim Team Fund

In 2004-2005 the City of Winters took over the Winters Swim Team program as a City activity. Previously, the Winters Swim Team was run as a private organization.

#### Budget Assumptions:

Revenues are from registration fees and sales of fireworks. The Swim Team runs a fireworks booth from June 28 to July 4 of each year. The fireworks booth is the single largest source of revenue to support the swim team. No City funds are used to provide for the swim team program, it is entirely self-supporting.

The chart below shows the revenue generated by the Swim Team registration and Fireworks sales.

Winters Swim Team Revenues		
Fiscal Year	Amount	Increase/ (Decrease)
04/05 Actual	67,678	0
05/06 Actual	66,488	-2%
06/07 Actual	71,945	8%
07/08 Actual	73,887	3%
08/09 Actual	67,625	-8%
09/10 Actual	50,339	-26%
10/11 Actual	54,257	8%
11/12 Actual	62,490	15%
12/13 Actual	34,443	-45%
13/14 Actual	41,314	20%
14/15 Actual	34,805	-16%
15/16 Actual	30,119	-13%
16/17 Actual	30,418	1%
17/18 Estimate	27,835	-8%
18/19 Budget	30,836	11%
19/20 Budget	30,836	0%

Swim team expenditures are made for the cost of fireworks and the associated sales tax collected during the sales process that must be remitted to the State of California State Board of Equalization. The Swim Team employs coaches and provides team swimsuits and various other supplies as needed for training and swim meets.

# Other Funds

# Estimated Fund Balances

City of Winters Estimated Fund Balances for Special Revenue Funds									
Fund	Estimated Fund Balance 7/1/2018	Budgeted Revenues 2018/2019	Budgeted Expenditures 2018/2019	Budgeted Transfers 2018/2019	Estimated Fund Balance 6/30/2019	Budgeted Revenues 2019/2020	Budgeted Expenditures 2019/2020	Budgeted Transfers 2019/2020	Estimated Fund Balance 6/30/2020
104 Fireworks	\$ (16,264)	\$ -	\$ -		(16,264)	\$ -	\$ -		(16,264)
105 Senior Fund	202	3	150		55	4	59		0
106 Winters Swim Project	1,234	501	500		1,235	502	500		1,237
107 Park Maintenance	2,310	7	-		2,317	8	-		2,325
108 Munchkins	15,243	27,214	42,457		0	42,457	42,457		0
113 2007 Housing TABS	978,833	501	1,000		978,334	-	1,000		977,334
115 Canine Program	22,877	200	400		22,677	200	400		22,477
116 Police Cadet Program	2,579	21	400		2,200	21	400		1,821
201 Fire Protection Grant	680	10	201		489	10	202		297
208 First Time Homebuyer in Lieu	86,808	1,000	-		87,808	1,025	-		88,833
209 In Lieu Affordable Housing	249,600	1,500	330		250,770	1,524	330		251,964
211 City Wide Assessment	(177,131)	205,425	266,429	60,834	(177,301)	211,200	274,805	63,962	(176,944)
212 Flood Assessment District	3,935	45	-		3,980	46	-		4,026
221 Gas Tax Fund	91,190	189,304	189,538		90,956	191,115	206,607		75,463
223 SB1 RMRA		120,477	120,000		477	121,682	120,000		2,159
231 State COPS 1913	116,312	100,000	120,428		95,884	100,000	126,722		69,162
233 AB109 Realignment	104,914	20	5,383		99,551	20	5,383		94,189
237 Homeland Security Grant	0	-	-		0	-	-		0
251 Traffic Safety Fund	94,588	6,260	72,200		28,648	6,260	-		34,908
252 Asset Forfeiture	384	612	996		0	612	612		0
254 Vehicle Theft Deterrent	36,364	18,029	53,400		993	18,030	-		19,023
263 I-505 Overpass Grant	28,807	-	-		28,807	-	-		28,807
272 Boost Program	33,096	-	-		33,096	-	-		33,096
278 Prop 84 Park Grant	(0)	-	-		(0)	-	-		(0)
287 After School Donation	769	-	-		769	-	-		769
289 Dry Slough Bridge	-	-	-		-	-	-		-
291 Recycling Grant	28,813	5,000	5,000		28,813	5,000	5,000		28,813
294 Transportation/Bus Service	(46,695)	314,680	267,985		0	324,120	323,750		370
299 After School Program	181,109	157,980	158,408		180,681	157,980	158,727		179,934
307 HRP Grant	-	-	-		-	-	-		-
313 STBG 96-1043 Grant	(29,070)	-	-		(29,070)	-	-		(29,070)
314 HOME 98-0347	127,146	-	-		127,146	-	-		127,146
316 HOM-Choc	2,843,180	-	-		2,843,180	-	-		2,843,180
318 10-STBG-6745 Park Grant	-	-	-		-	-	-		-
321 EDBG 99-688 Grant	82,548	15,953	-	(15,954)	82,547	15,953	-	(15,955)	82,545
322 EDBG 99-405 Grant	214,594	15,247	-	(15,248)	214,593	15,247	-	(15,249)	214,590
325 WRA Grant	12,020	-	-		12,020	-	-		12,020
327 15-CDBG-10578	(1,275)	-	-		(1,275)	-	-		(1,275)
351 Housing Rehab RLF	105,993	-	-	(4,773)	101,220	-	-	(4,773)	96,446
352 First Time Homebuyer RLF	308,788	-	-		308,788	-	-		308,788
355 Small Business RLF	32,929	8,757	-	(8,113)	33,573	8,757	-	(8,114)	34,217
356 Home Fund RLF	319,211	181	-		319,392	182	-		319,574
358 Program Income Fund	675,939	-	-	39,956	715,896	-	-	39,956	755,852
382 VFA Grant	-	-	-		-	-	-		-
803 Elderberry Fund	282,760	29,740	-		312,500	29,740	-		342,241
831 Winters Swim Team	39,041	30,836	69,928		(51)	30,836	69,928		(39,142)
833 Festival DeLa Comunidad	34,361	10,012	7,950		36,423	10,012	7,950		38,485
836 PCH HOA	15,575	-	-		15,575	-	-		15,575
838 WPD Youth Services	356	-	-		356	-	-		356
839 Youth Day	783	-	-		783	-	-		783
841 PD Cancer Fund	1,795	-	-		1,795	-	-		1,795
846 Quilt Festival	555	5	-		560	5	-		565
<b>Totals</b>	<b>\$ 6,907,785</b>	<b>\$ 1,259,520</b>	<b>\$ 1,383,082</b>	<b>\$ 56,702</b>	<b>\$ 6,840,925</b>	<b>\$ 1,292,547</b>	<b>\$ 1,344,831</b>	<b>\$ 59,827</b>	<b>\$ 6,848,468</b>

## Other Funds

### Capital Project Funds

The Capital Project Funds are used to account for financial resources used to acquire or construct major capital facilities for the City of Winters. The City of Winters has three (3) types of Capital Project Funds, Impact Fee Funds, Capital Funds and Infrastructure Funds.

### Impact Fee Funds

Impact fees are collected at the issuance of building permits based on the "City of Winters Public Facilities Development Impact Fee Nexus Study", also called our AB 1600 document. AB 1600 legislation, as codified by California Government Code Section 66000 etc. seq. sets forth the procedural requirements for establishing and collecting development impact fees. This study provided the nexus for collecting the fee, and was last updated in March 2003. These fees must be accounted for separately. The funds used to account for these funds are as follows:

- Street Impact Fee Fund
- Storm Drain Impact Fee Fund
- Parks Impact Fee Fund
- Police Impact Fee Fund
- Fire Impact Fee Fund
- General Facilities Impact Fee Fund
- Water Impact Fee Fund
- Sewer Impact Fee Fund
- Monitoring Fee

Budget Assumptions: Revenues for the above funds were calculated as follows:

- Street, Storm, Parks, Water, Sewer, Police, Fire, General Facilities and Monitoring Fee impact were calculated based on the estimated building permits to be issued for new construction for the 2018/2019 and 2019/2020 budget years.

## Other Funds

### Capital Project Funds

Below is a schedule of the fees anticipated to be collected based on the payment of impact fees for 143 single family residential units, 1 multifamily residential project, and 2 commercial projects for 2018-2019. Permits anticipated in 2017-2018 are for 1 new commercial projects and 200 single family residential units.

Projected Impact Fee Revenues		
	2018-2019	2019-2020
Water Impact Fee	\$ 653,082	\$ 739,408
Sewer Impact Fee	564,934	\$ 567,478
General Storm Drain Fee	80,149	\$ 82,857
Street Impact Fee	859,808	\$ 645,038
Police Impact Fee	273,950	\$ 191,096
Fire Impact Fee	416,818	\$ 386,825
Park Impact Fee	460,762	\$ -
Monitoring Impact Fee	32,761	\$ 33,227
Storm Drain	-	\$ 360
General Impact Fee	334,646	\$ 307,838
	<u>\$ 3,676,909</u>	<u>\$ 2,954,126</u>

Projects are proposed for the various impact fee funds totaling \$63,386 for 2018-2019 and are detailed below:

- Purchase of a new police Vehicle.
- Completion of the Update of the AB1600 Plan.

Projects are proposed for 2019-2020 for the impact fee fund total \$62,494 for the purchase of a new Police Vehicle.

## Other Funds

### Capital Project Funds

#### Other Sources of Capital

Other sources of capital are:

- from donation or payment received from other sources, such as capital received as part of a development agreement.

The following capital funds receive revenue from these other sources and are included on the Estimated Fund Balance Schedule that follows:

- Landfill Capital
- Flood Capital
- Park Capital
- 1992 General Plan Update
- Flood Control Capital
- Rancho Arroyo Storm Drain Capital
- Street Capital
- Capital Asset Recovery Fee
- Non-Flood Storm Drain
- Sewer Capital

Budget Assumptions: Transfers are expected for the 1992 General plan update based on the financial policies of the City of Winters. The rest of the funds budgeted revenues are for interest received as a result of the funds invested in LAIF.

Expenditures are budgeted for the Landfill Capital Fund for the cost of monitoring the test wells installed at the closed landfill. Once all reports are obtained indicating that the site is usable, the remaining funds will be used to convert the site to a Community Sports Park containing soccer and Little League facilities.

# Other Funds

# Capital Project Funds Estimated Fund Balances

City of Winters Estimated Fund Balances for Capital Funds									
Fund	Estimated Fund Balance 7/1/2018	Budgeted Revenues 2018-2019	Budgeted Expenditures 2018-2019	Budgeted Transfers 2018-2019	Estimated Fund Balance 6/30/2019	Budgeted Revenues 2019-2020	Budgeted Expenditures 2019-2020	Budgeted Transfers 2019-2020	Estimated Fund Balance 6/30/2020
411 Street Impact Fee	\$ 7,500	\$ 859,808	\$ 2,162		\$ 865,146	\$ 645,038	\$ 2,275		\$ 1,507,909
412 Storm Impact Fee	200,627	\$ 80,399	299		280,727	\$ 83,107	316		363,518
413 Parks Impact Fee	3,576	\$ 460,762	2,257		462,080	\$ -	1,157		460,923
414 Police Impact Fee	290,258	\$ 274,350	57,300		507,308	\$ 191,496	57,300		641,504
415 Fire Impact Fee	451,255	\$ 417,268	336		868,187	\$ 387,275	356		1,255,106
416 General Facility Impact Fee	591,045	\$ 335,246	324		925,967	\$ 308,438	343		1,234,062
417 Water Impact Fee	542,019	\$ 653,282	384	-	1,194,917	\$ 739,608	404	-	1,934,121
418 Sewer Impact Fee	386,443	\$ 565,294	324		951,413	\$ 567,838	343		1,518,908
419 Flood Fees	235,542	\$ 361			235,903	\$ 362			236,265
422 Landfill Capital	162,327	\$ 200	70,791		91,736	\$ 150	50,805		41,081
423 Street Capital	103,752	\$ 101	-		103,853	\$ 102	70,000		33,955
424 Park Capital	596,393	\$ 289,352	280,000		605,745	\$ 289,352	-		895,097
481 General Plan Capital	(383,045)	\$ -		\$ 32,761	(350,284)			\$ 33,227	(317,057)
482 Flood Control Capital	(123,683)	\$ -			(123,683)	\$ -			(123,683)
492 RAJA Storm Drain	68,295	\$ 445	-		68,740	\$ 446	-		69,186
494 Capital Asset Recovery Fund	134,776	\$ 22,204	-		156,981	\$ 20,768	-		177,749
495 Monitoring Fee	-	\$ 32,761	-	(32,761)	(0)	\$ 33,227	-	(33,227)	(0)
496 Non Flood Storm Drain Capital	240	\$ 2			242	\$ 3			245
615 2007 Water Revenue Bonds	(0)	\$ -	-		(0)	\$ -	-		(0)
622 Sewer Capital	154,674	\$ -	-		154,674	\$ -	-		154,674
626 2007 Sewer Revenue Bonds	-	\$ -	-		-	\$ -	-		-
<b>Totals</b>	<b>\$ 3,421,993</b>	<b>\$ 3,991,835</b>	<b>\$ 414,177</b>	<b>\$ (0)</b>	<b>\$ 6,999,650</b>	<b>\$ 3,267,209</b>	<b>\$ 183,299</b>	<b>\$ -</b>	<b>\$ 10,083,561</b>

## Other Funds

### Enterprise Funds

The City operates two Enterprise type funds, the Water Fund and the Sewer Fund.

- The Water Fund is used to account for revenues and expenditures related to providing water service to the residents and businesses of the City.
- The Sewer Fund is used to account for revenues and expenditures related to providing sewer service to the residents and businesses of the City

### Water Enterprise Fund

The City of Winters fiscal policies require an un-appropriated un-reserved fund balance of 50% annual operating expenditures. The projected fund balance reserve for 2018-2019 is as follows:

Estimated Water O & M Fund Balance 6/30/18	\$	774,429
Required Un-appropriated Unreserved Fund Balance \$1,489,862 x 50%		744,931
Fund balance above reserve Requirement	\$	<u>29,498</u>

The projected fund balance reserve for 2019-2020 is as follows:

Estimated Water O & M Fund Balance 6/30/19	\$	785,033
Required Un-appropriated Unreserved Fund Balance \$1,669,985 x 50%		834,992
Fund balance above reserve Requirement	\$	<u>(49,959)</u>

In early 2018-2019, staff will be exploring rate adjustments to allow the City to not only meet the policy for fund balance for the water fund, but also, to be sure that we are able to meet the debt service covenants as required for the 2007 Water Revenue Bonds.

# Other Funds

## Enterprise Funds Water Enterprise Fund

The following chart shows the 2015/2016 and 2016/2017 actual income and expenses, the 2017/2018 estimated income and expenses and the 2018/2019 and 2019-2020 budgeted income and expenditures for the water Operating and Maintenance Fund (O & M).

City of Winters Water Enterprise Fund									
	2016 Actual	2017 Actual	2018 Estimate	2019 Budget	Change from Prior Year		2020 Budget	Change from Prior Year	
					In \$	In %		In \$	In %
Operating Revenues									
Charges for Services	\$ 1,305,821	\$ 1,387,369	\$ 1,396,093	\$ 1,480,096	\$ 84,003	6%	\$ 1,487,812	\$ 7,717	1%
Other Revenues	49,129	6,305	12,814	8,370	(4,444)	-35%	8,370	-	0%
Total Operating Revenues	\$ 1,354,949	\$ 1,393,674	\$ 1,408,907	\$ 1,488,466	\$ 79,559	10%	\$ 1,496,182	\$ 7,717	1%
Operating Expenses									
Allocated Cost	\$ 622,429	\$ 542,944	\$ 683,359	\$ 501,602	\$ (181,756)	-27%	\$ 569,950	\$ 68,348	14%
Salaries and Benefits	354,170	276,592	324,539	333,106	8,567	3%	350,214	17,108	5%
Contractual Services	-	-	-	1,000	1,000		1,000	-	0%
Professional Services	56,662	29,111	49,603	69,700	20,097	41%	54,700	(15,000)	-22%
Supplies and Material	19,653	17,129	15,400	60,050	44,650	290%	43,750	(16,300)	-27%
Utilities	137,386	126,899	169,195	180,000	10,805	6%	180,000	-	
Other Operating Expenses	73,622	46,599	70,657	98,402	27,745	39%	98,402	-	0%
Depreciation	95,524	90,732	-	-	-		-	-	
Debt Service	150,432	147,123	244,756	246,001	1,245	1%	246,969	-	
Capital Projects	10,963	4,350	65,117	-	(65,117)	-100%	125,000	125,000	#DIV/0!
Total Operating Expenses	\$ 1,520,840	\$ 1,281,478	\$ 1,622,627	\$ 1,489,862	\$ (132,765)	-8%	\$ 1,669,985	\$ 180,123	12%
Operating Income (Loss)	\$ (165,890)	\$ 112,196	\$ (213,720)	\$ (1,396)	\$ 212,324	-99%	\$ (173,802)	\$ (172,406)	12348%
Non Operating Revenues(Expens	-	-	-	-	-		-	-	
Income(Loss) before Operating T	(165,890)	112,196	(213,720)	(1,396)	212,324	-99%	(173,802)	(172,406)	12348%
Operating Transfers In	183,515	-	100,000	12,000	(88,000)	-88%	12,000	-	0%
Operating Transfers Out	(183,515)	(169,947)	-	-	-	0%	-	-	0%
Net Income(Loss)	\$ (165,890)	\$ (57,751)	\$ (113,720)	\$ 10,604	\$ 124,324	-109%	\$ (161,802)	(172,406)	-1626%
Retained Earnings July 1 Adjustments	1,111,791	945,900	888,149	\$ 774,429	\$ (113,720)	-13%	\$ 785,033	\$ 10,604	1%
Retained Earnings June 30	\$ 945,900	\$ 888,149	\$ 774,429	\$ 785,033	\$ 10,604	1%	\$ 623,230	\$ (161,802)	-21%

## Other Funds

### Enterprise Funds Sewer Enterprise Fund

The Sewer Enterprise Fund reserve policy requires an un-appropriated, unreserved fund balance of 50% of annual expenditures. The projected fund balance reserve for 2018/2019 is as follows:

Estimated Sewer O & M Fund Balance 6/30/18	\$	2,333,884
Required Un-appropriated Unreserved Fund Balance \$2,350,875 x 50%		1,175,438
Fund balance above reserve Requirement	\$	1,158,446

The projected fund balance reserve for 2017/2018 is as follows:

Estimated Sewer O & M Fund Balance 6/30/19	\$	1,673,752
Required Un-appropriated Unreserved Fund Balance \$1,889,235 x 50%		944,663
Fund balance above reserve Requirement	\$	729,089

In early 2018-2019, staff will be exploring rate adjustments to allow the City to not only meet the policy for fund balance for the water fund, but also, to be sure that we are able to meet the debt service covenants as required for the 2007 Water Revenue Bonds.

# Other Funds

## Sewer Enterprise Fund

The following chart shows the actual revenues and expenses for 2015/2016 and 2016/2017, estimated revenues and expenses for 2017/2018 and budgeted revenues and expenses for 2018/2019 and 2019/2020 for the Sewer Operating and Maintenance.

City of Winters Sewer Enterprise Fund									
	2016 Actual	2017 Actual	2018 Estimate	2019 Budget	Change from Prior Year		2020 Budget	Change from Prior Year	
					In \$	In %		In \$	In %
Operating Revenues									
Charges for Services	\$ 1,641,715	\$ 1,651,334	\$ 1,683,840	\$ 1,689,543	\$ 5,703	3%	\$ 1,706,439	\$ 16,895	1%
Other Revenues	\$ 5,411	\$ 9,669	\$ 10,925	1,200	(9,725)	-78%	1,200	-	0%
<b>Total Operating Revenues</b>	<b>\$ 1,647,125</b>	<b>\$ 1,661,003</b>	<b>\$ 1,694,765</b>	<b>\$ 1,690,743</b>	<b>\$ (4,022)</b>	<b>3%</b>	<b>\$ 1,707,639</b>	<b>\$ 16,895</b>	<b>1%</b>
Operating Expenses									
Allocated Cost	\$ 501,561	\$ 594,332	\$ 658,180	\$ 667,518	\$ 9,338	33%	\$ 606,083	\$ (61,435)	-9%
Salaries and Benefits	\$ 499,973	\$ 527,416	\$ 478,821	\$ 504,817	\$ 25,996		\$ 539,876	\$ 35,059	
Contractual Services	29,620	14,263	21,000	34,000	13,000	15%	34,000	-	0%
Professional Services	53,529	51,666	49,494	92,447	42,953	73%	92,447	-	0%
Supplies and Material	28,073	23,628	19,000	38,500	19,500	37%	40,500	2,000	5%
Utilities	174,151	147,967	186,528	163,300	(23,228)	-6%	163,300	-	0%
Other Operating Expenses	242,327	226,438	87,354	127,634	40,280	-47%	115,055	(12,579)	-10%
Depreciation	164,022	87,114	292,054	287,659	(4,395)		288,064	405	
Capital Projects	82,035	15,450	10,000	435,000	425,000		10,000	(425,000)	-98%
<b>Total Operating Expenses</b>	<b>\$ 1,775,293</b>	<b>\$ 1,688,275</b>	<b>\$ 1,802,431</b>	<b>\$ 2,350,875</b>	<b>548,444</b>	<b>32%</b>	<b>\$ 1,889,325</b>	<b>(461,550)</b>	<b>-20%</b>
Operating Income (Loss)	\$ (128,168)	\$ (27,272)	\$ (107,666)	\$ (660,132)	\$ (552,466)	415%	\$ (181,687)	\$ 478,445	-72%
Non Operating Revenues(Expens	\$ -	\$ -	\$ -	\$ -			\$ -		
Income(Loss) before Operating T	\$ (128,168)	\$ (27,272)	\$ (107,666)	(660,132)	(552,466)	415%	(181,687)	478,445	-72%
Operating Transfers In	2,320,902	204,127	-	-	-	0%	-	-	
Operating Transfers Out	(2,320,902)	(204,127)	-	-	-	0%	-	-	
<b>Net Income(Loss)</b>	<b>\$ (128,168)</b>	<b>\$ (27,272)</b>	<b>\$ (107,666)</b>	<b>\$ (660,132)</b>	<b>\$ (552,466)</b>	<b>0%</b>	<b>\$ (181,687)</b>	<b>(181,687)</b>	<b>-72%</b>
Retained Earnings July 1 Adjustments	2,596,990	2,468,822	2,441,550	\$ 2,333,884	\$ (107,666)	-10%	\$ 1,673,752	\$ (660,132)	-28%
<b>Retained Earnings June 30</b>	<b>\$ 2,468,822</b>	<b>\$ 2,441,550</b>	<b>\$ 2,333,884</b>	<b>\$ 1,673,752</b>	<b>\$ (660,132)</b>	<b>-32%</b>	<b>\$ 1,492,065</b>	<b>\$ (841,819)</b>	<b>-11%</b>

## Enterprise Funds

## Other Funds

### Internal Service Fund

The City of Winters has one internal service fund, the Central Service Overhead fund.

### Central Service Overhead

The Central Service Overhead fund is used for expenditures that cannot be specifically charged to a particular fund or department, and therefore, are allocated to departments based on the City of Winters cost allocation plan. The following table has 2015/2016 and 2016/2017 actual expenditures and allocations, 2017/2018 estimated expenditures and allocations, and 2018/2019 and 2019/2020 budgeted expenditures and allocations.

Central Service Overhead	Central Service Overhead Expenditures									
	Actual 2015-2016	Actual 2016-2017	Estimated 2017-2018	Budgeted 2018-2019	Change from Prior Year		Budgeted 2019-2020	Change from Prior Year		
					In \$	In %		In \$	In %	
Beginning Fund Balance	\$ -	\$ 192	\$ 144	\$ 0	\$ (144)	-100%	\$ (0)	\$ (1)	(2)	
Food and Water	3,118	709	1,000	3,100	2,100	210%	3,100	-	-	
Computer (It) Services	102,372	109,238	127,926	121,603	(6,324)	-5%	121,603	-	-	
Computer Software	-	-	13,248	41,541	28,293		37,492	(4,049)		
Printing	1,719	4,037	1,000	4,000	3,000	300%	4,000	-	-	
Equipment Repairs	1,668	1,898	1,000	4,500	3,500	350%	4,500	-	-	
Repairs	3,032	9,862	3,000	6,500	3,500	117%	3,000	(3,500)	(1)	
Supplies	3,344	3,027	3,000	3,000	-	0%	3,000	-	-	
Professional Services	51,359	63,734	34,417	36,086	1,668	5%	36,086	-	-	
Natural Gas	4,453	3,246	4,918	7,200	2,282	46%	7,200	-	-	
Maintenance Supplies	5,093	4,934	3,500	4,000	500	14%	4,000	-	-	
Postage and Mail	19,060	18,250	27,349	25,000	(2,349)	-9%	25,000	-	-	
Auditing	29,300	29,300	27,000	29,750	2,750	10%	29,750	-	-	
Legal Services	99,635	92,040	90,000	100,000	10,000	11%	100,000	-	-	
Fuel	47,992	48,367	50,000	50,400	400	1%	52,000	1,600	0	
Telephone	49,021	44,800	41,400	44,400	3,000	7%	44,400	-	-	
Office Supply	28,980	28,751	20,000	30,000	10,000	50%	30,000	-	-	
Electricity	16,393	15,648	13,000	27,600	14,600	112%	27,600	-	-	
Equipment Rental	22,899	25,911	32,298	30,914	(1,384)	-4%	30,914	-	-	
Insurance and Bonding	182,081	170,503	175,000	190,355	15,355	9%	199,374	9,019	0	
Taxes	-	-	-	-	-		-	-		
Water	4,334	3,848	4,729	5,400	671		5,400			
Office Equipment	-	-	-	-	-		-	-		
City Memberships	1,910	3,579	4,000	5,000	1,000	25%	5,000	-	-	
Permits	-	20	-	500	500		500	-	-	
Miscellaneous Fees	-	-	-	1,100	1,100	0%	1,100	-	-	
Staff Development	349	451	200	499	299	150%	500	1	0	
Total Expenditures	\$ 678,111	\$ 682,155	\$ 677,985	\$ 772,447	\$ 94,462	14%	\$ 775,518	3,071	0	
Costs Allocated Out	(677,919)	(682,203)	(678,129)	(772,448)	(94,319)	14%	(775,518)	(3,070)	0	
Ending Fund Balance	\$ 192	\$ 144	\$ 0	\$ (0)	\$ (1)	-206%	\$ (0)	\$ 0	(1)	

## Other Funds

### Internal Service Fund

The following areas have increases for 2018-2019

- Computer Software
- Insurance and Bonding
- Printing
- Equipment Repairs
- Other Repairs
- Professional Services
- Legal Services
- Natural Gas
- Auditing
- Legal Services
- Telephone
- Office Supply

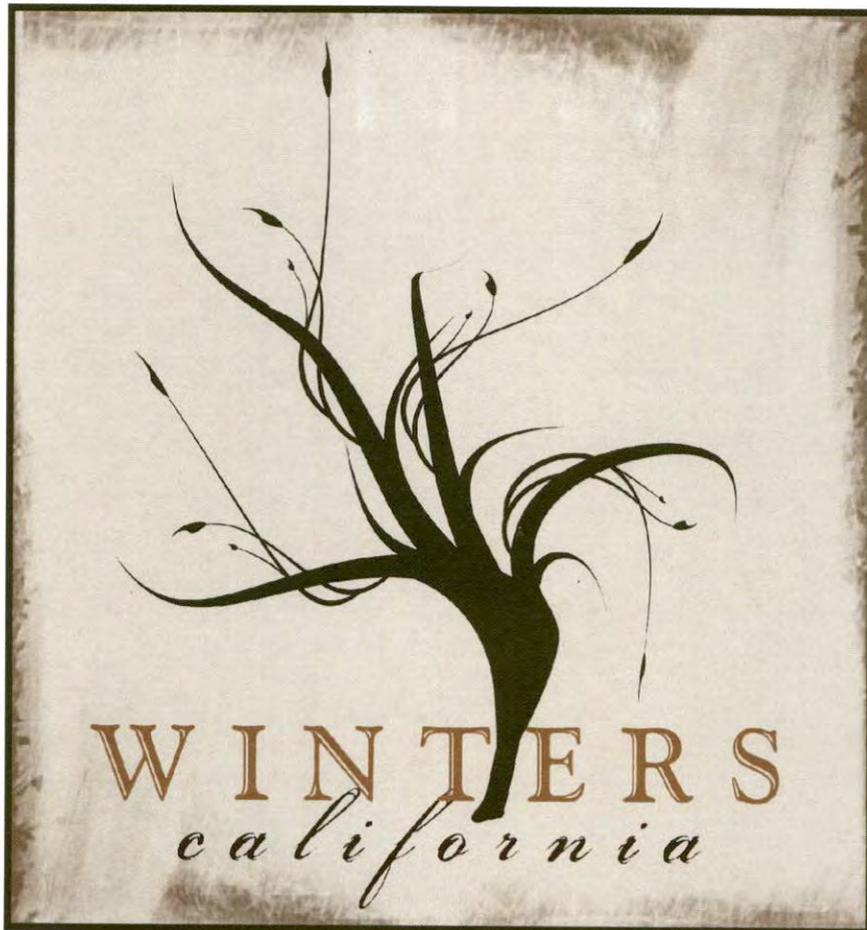
Areas of significant increases for 2019-2020 are:

- Fuel
- Insurance and Bonding

### Debt Service Fund Group

The Debt Service Fund Group consists of General Debt Service .

The General Debt Service Fund currently is accumulating cash for estimated cash out of leave balances in the event of the retirement of a long-standing employee. The amount of the estimated leave balance is calculated at each year-end, and cash is deposited in this fund as a reserve. The fund receives only interest revenue throughout the year, and there is no other activity in this fund. Information on this fund is included in the Summary Financial Section of this budget.



**Why the tree? Because...**

The tree is welcoming, offering a place to sit and take shelter.

**Department Information**

## City Council

The City Council is comprised of five (5) elected individuals that are elected for a four (4) year term. The City Council is the policy making legislative body of the City of Winters. The City Council acts upon all legislative matters concerning the City, approving and adopting ordinances, resolutions and other matters requiring overall policy decisions and leadership. The City Council appoints the City Manager and the City Attorney as well as various commissions, boards and citizen advisory committees to ensure broad based citizen input into the City's affairs. In reaching policy decisions, the City Council reviews proposals designed to meet community needs and sustain demanded service levels; directs staff to initiate new programs to update existing services; determines the ability of the City to provide financing for the proposed budget; and oversees the financial condition of the city.

### *City Council Mission*

*To provide policy direction and oversight for the City of Winters; to serve as the elected representatives for the citizens of the City of Winters in guiding municipal operations and services.*

#### **Long Term Objectives**

- Provide policy guidance in the development of resolutions, ordinances and fiscal initiatives.
- Allow for an inclusive municipal government, allowing for a diversity of issues and opinions when considering key policy decisions.

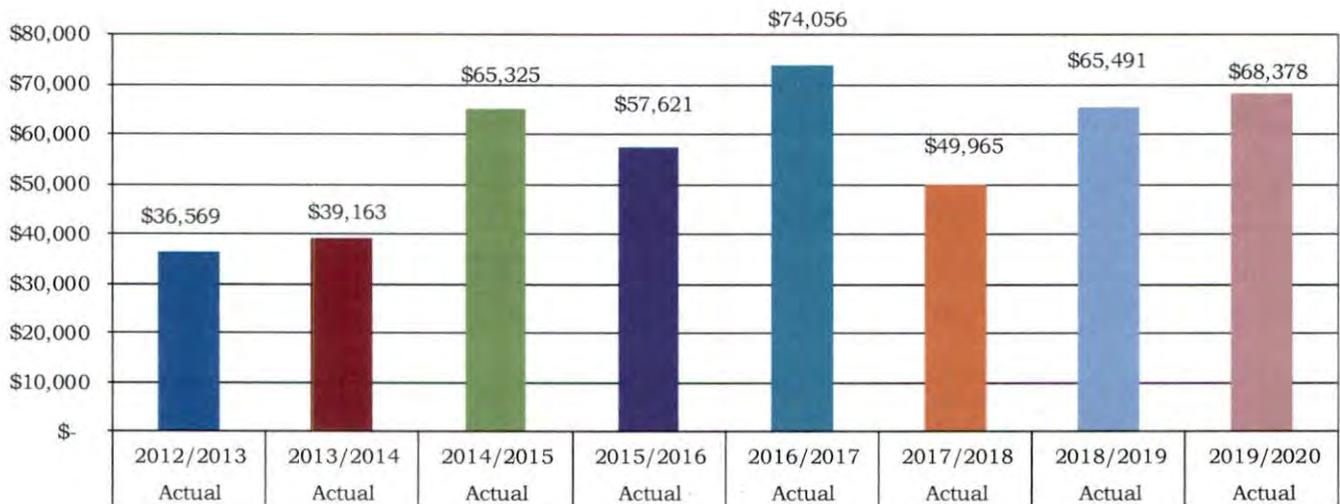
# City Council

The Chart below shows historical expenditures for the City Council as well as budgeted expenditures for 2018/2019 and 2019/2020, the graph below the chart illustrates expenditures for same time period.

City of Winters City Council Expenditures

	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Estimated 2017-2018	Proposed 2018-2019	Proposed 2019-2020
Stipends	\$ 12,470	\$ 12,210	\$ 12,339	\$ 12,112	\$ 13,645	\$ 11,931	\$ 12,029	\$ 12,058
Operating Expenditures	24,099	26,952	50,415	44,823	56,009	32,634	43,462	46,320
Contingencies	-	-	2,571	686	4,402	5,400	10,000	10,000
<b>Total Expenditures</b>	<b>\$ 36,569</b>	<b>\$ 39,163</b>	<b>\$ 65,325</b>	<b>\$ 57,621</b>	<b>\$ 74,056</b>	<b>\$ 49,965</b>	<b>\$ 65,491</b>	<b>\$ 68,378</b>

City Council Expenditures



# City Council

Expenditures for 2018-2019 have increased for the City Council due to increases in memberships to other organizations, and because we always budget for \$10,000 in contingencies, and in 2017-2018 we show only spending approximately half of that. In 2017-2018 Councilmembers have not registered for as many conferences as budgeted, so there is more budgeted in 2018-2019 than was expended in 2017/2018.

The sources of funding for 2018-2019 for the City Council are shown in the chart below.

General Fund	\$	51,513	79%
Gas Tax	\$	326	0%
City Wide Assessment District	\$	1,462	2%
Street Impact Fee	\$	337	1%
Storm Impact	\$	3	0%
Park Impact	\$	156	0%
Police Impact	\$	30	0%
Fire Impact	\$	30	0%
General Impact	\$	30	0%
Water Impact	\$	30	0%
Sewer Impact	\$	30	0%
Landfill Capital	\$	24	0%
Water Fund	\$	4,304	7%
Water Conservation	\$	7	0%
Water Meter	\$	15	0%
Sewer Fund	\$	7,194	11%
Total	\$	<u>65,491</u>	

The sources of funding for 2019-2020 for the City Council are shown in the chart on the next page.

# City Council

General Fund	\$ 53,772	79%
Gas Tax	\$ 340	0%
City Wide Assessment District	\$ 1,527	2%
Street Impact Fee	\$ 352	1%
Storm Impact	\$ 3	0%
Park Impact	\$ 163	0%
Police Impact	\$ 32	0%
Fire Impact	\$ 32	0%
General Impact	\$ 32	0%
Water Impact	\$ 32	0%
Sewer Impact	\$ 32	0%
Landfill Capital	\$ 25	0%
Water Fund	\$ 4,496	7%
Water Conservation	\$ 7	0%
Water Meter	\$ 16	0%
Sewer Fund	\$ 7,517	11%
Total	<u>\$ 68,378</u>	

## City Treasurer

The City Treasurer has been an elected position for a four (4) year term in the past. The June 2018 ballot includes a measure to make the Treasurer position an appointed position. Staff has budgeted as if this measure will pass and the Director of Financial Management will be appointed as the City Treasurer. Therefore, the budget for the City Treasurer Department has been included in the Finance Department Budget. Typically the only cost for the City Treasurer department has been the stipend for the elected Treasurer as all the responsibilities of the city Treasurer has typically been delegated to the Director of Financial Management. The Treasurer typically was an authorized signatory for warrants and wires, due to the separation of duties policy, an additional Council-member will be requested to become the 4<sup>th</sup> person authorized to sign warrants and wires so that the following will be authorized to provide signatures:

- City Manager
- City Clerk
- Council-member
- Council-member

## City Clerk

The City Clerk has been an elected position for a four (4) year term in the past. The June 2018 ballot includes a measure to make the City Clerk position an appointed position. Staff has budgeted as if the measure will pass, and an existing employee will be appointed to the position of City Clerk. The principal responsibility of the City Clerk is to attend all City Council meetings and record the minutes and actions of the City Council. The City Clerk is responsible for filing and safeguarding all City Ordinances, Resolutions, Minutes, Contracts and Agreements. The City Clerk is also responsible for assuring compliance with the Brown Act (Open Meeting Law). The City Clerk has no staff allocated to its budget; the City's City Manager Department is expected to appoint an employee to fulfill all the official acts of the City Clerk. Expenditures related strictly to the Office of the City Clerk have been budgeted for the current two year budget.

### *City Clerk Mission*

*To ensure efficient, high quality customer service is provided to the community and ensure timely, accurate and responsive communications.*

#### **2016/2018 Accomplishments**

- Continued enhancement of Records Management as well as Contracts and Agreements.
- Prepare Ballot measure to provide the City Clerk and the City Treasurer positions to be appointed positions instead of elected positions.
- Held Election
- Implemented electronic agenda process for City Council and Staff.

#### **Long-term Objectives**

- Stream Council Meetings on City website.
- Add Additional years of Records to the Archives.

## City Clerk

The Chart below shows the historical and projected expenditures for the City Clerk Department.

	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Estimated 2017-2018	Proposed 2018-2019	Proposed 2019-2020
Stipends	\$ 275	\$ 1,037	\$ 77	\$ 1,072	\$ 1,031	\$ 1,035	\$ -	\$ -
Operating Expenditures	8,969	172	8,128	995	7,818	778	25,200	15,200
Allocated Costs	7,920	10,763	7,843	8,813	8,868	7,345	2,702	1,625
<b>Total Expenditures</b>	<b>\$ 17,164</b>	<b>\$ 11,973</b>	<b>\$ 16,048</b>	<b>\$ 10,879</b>	<b>\$ 17,717</b>	<b>\$ 9,158</b>	<b>\$ 27,902</b>	<b>\$ 16,825</b>

The graph below shows the level of expenditures for the City Clerk Department over the years. The fluctuation in expenditures is generally due to the cost of elections every other year.



The City Clerk has no staff assigned to it, therefore, the cost of elections themselves and continuing education for the newly appointed City Clerk are included in the expenditure plan for the 2018-2020 budget.

The City Clerk Department is funded solely by the General Fund.

## City Manager

The City Manager is appointed by the City Council and is the Chief Administrative Officer of the City. The City Manager is responsible for providing support and advice to the City Council; offering leadership and policy support for departments; fostering community partnerships and inter-agency collaboration; connecting citizens with their community; providing legislative policy support; and guiding the City's continuing transformation to a highly customer focused team. The City Manager advises the City Council on the financial conditions of the City. The City Manager makes recommendations to the City Council on the affairs of the City, and advises the City Council on all legislative policy matters. The City Manager supervises all of the appointed department directors, except the City Attorney, who is appointed by the City Council. The City Manager is responsible for the efficient and effective operation of all City department programs and services.

### *City Manager Mission*

*The City Manager will provide effective policy recommendations to the City Council and leadership and guidance to the City of Winters organization in providing services to the citizens of Winters.*

### **2016/2018 Accomplishments**

- Maintained a positive relationship with the City Council, keeping them well informed and focusing on carrying out the policies the Council set forth.
- Under the policies set forth by the City Council, and in conjunction with the Finance Department, fiscal sustainability has been addressed with the City Council as a top priority.
- Economic Development has been a primary focus of the City Manager's Office.

## City Manager

- Managing the process of dissolving the Winters Community Development Agency as mandated by the State of California.
- Manage grants and the grant application process for the following grants
  - Housing related Parks program
  - SACOG Community Design Program Roundabout design and environmental process
  - Proposition 84 State Parks Grant for Walnut Park

### **Long term Objectives**

- Implement the policies established by the City Council and provide staff support to the Council.
- Maintain positive working relationship with the City Council with regular communication in a timely manner.
- Attract and maintain high performing city staff with an emphasis on community mindedness.
- Maintain the fiscal stability of the City with continued use of the 10 year fiscal forecast model.
- Revise and update Strategic Plan for the City of Winters.
- Public Safety retention of personnel and expansion of services.
- Employee Development Program
- Continued focus on Green energy practices by the City and encouragement and education of citizens to use environmentally friendly methods.
- Continued assistance for first time and low income homebuyers and rehabilitation programs for Senior owned homes.
- Focus on Economic Development to provide recurring General Fund Revenues.
- Explore the possibility of either renovating the current Community Center or replacing it with a new facility. This will include exploring financing and design.

# City Manager

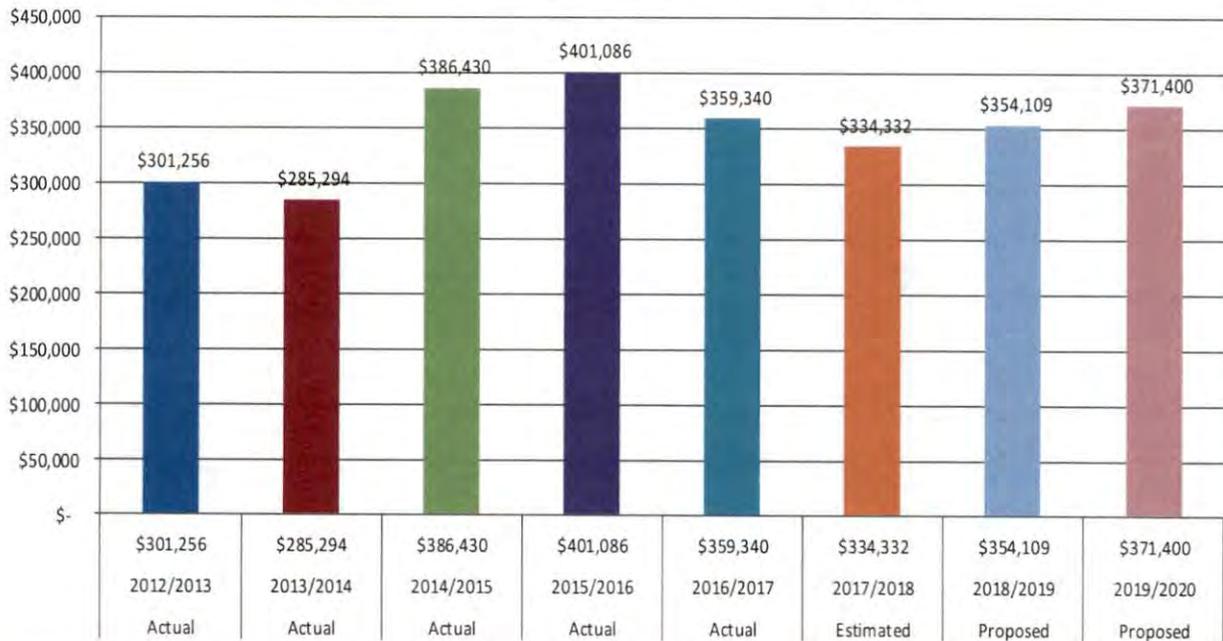
Below is a chart of historical expenditures for the City Manager Department as well as proposed expenditures for 2018/2019 and 2019/2020.

## City Manager Expenditure History

	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Estimated 2017-2018	Proposed 2018-2019	Proposed 2019-2020
Salaries and Benefits	\$ 284,746	\$ 271,919	\$ 370,198	\$ 386,196	\$ 346,335	\$ 320,238	\$ 331,576	\$ 346,565
Operating Expenditures	12,184	7,662	9,907	9,015	5,840	9,251	8,759	8,259
Capital	-	-	-	-	-	-	-	-
Allocated Costs	4,325	5,713	6,324	5,875	7,165	4,843	13,774	16,576
<b>Total Expenditures</b>	<b>\$ 301,256</b>	<b>\$ 285,294</b>	<b>\$ 386,430</b>	<b>\$ 401,086</b>	<b>\$ 359,340</b>	<b>\$ 334,332</b>	<b>\$ 354,109</b>	<b>\$ 371,400</b>

The graph below shows the historical and proposed expenditures of the City Manager Department.

## City of Winters City Manager Expenditures



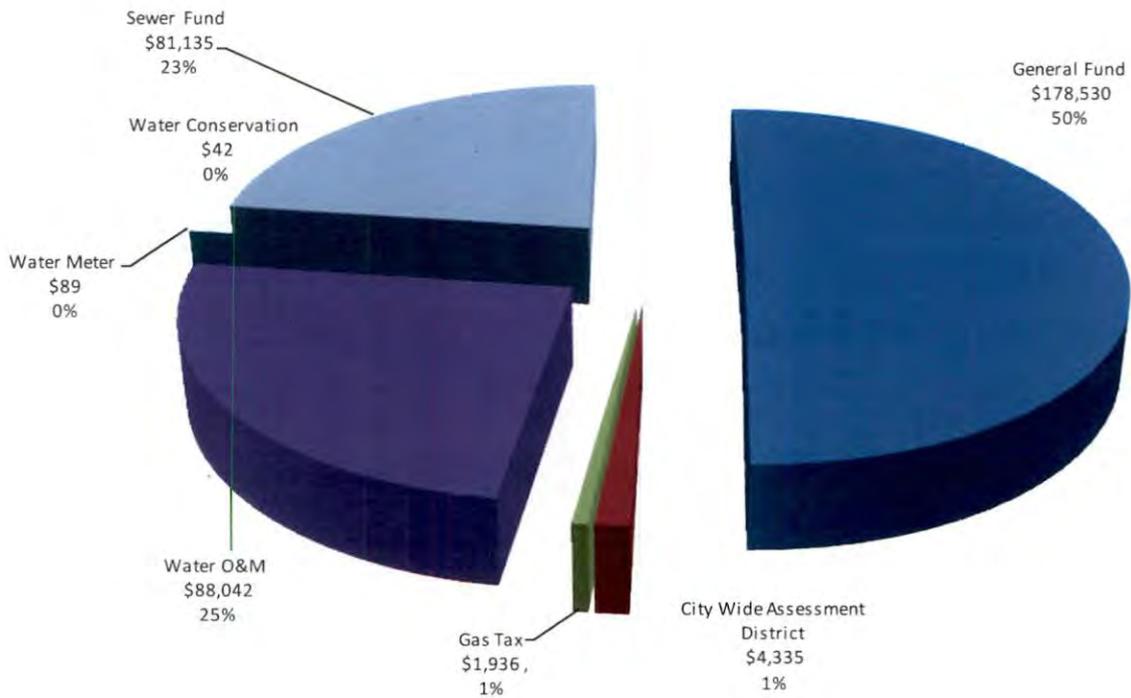
# City Manager

The City Manager Department budget has increased expenditures for 2018/2019 due to the anticipated appointment of staff as the appointed City Clerk, this appointment will include a reclassification with pay increase due to the additional responsibilities the staff member will be taking on.

There is a budgeted increase in 2019/2020 due to the increase in the employer contributions to the CALPERS retirement system and health care related costs, as well as additional pay increases for reclassified individuals that now have additional yearly step increases available to them.

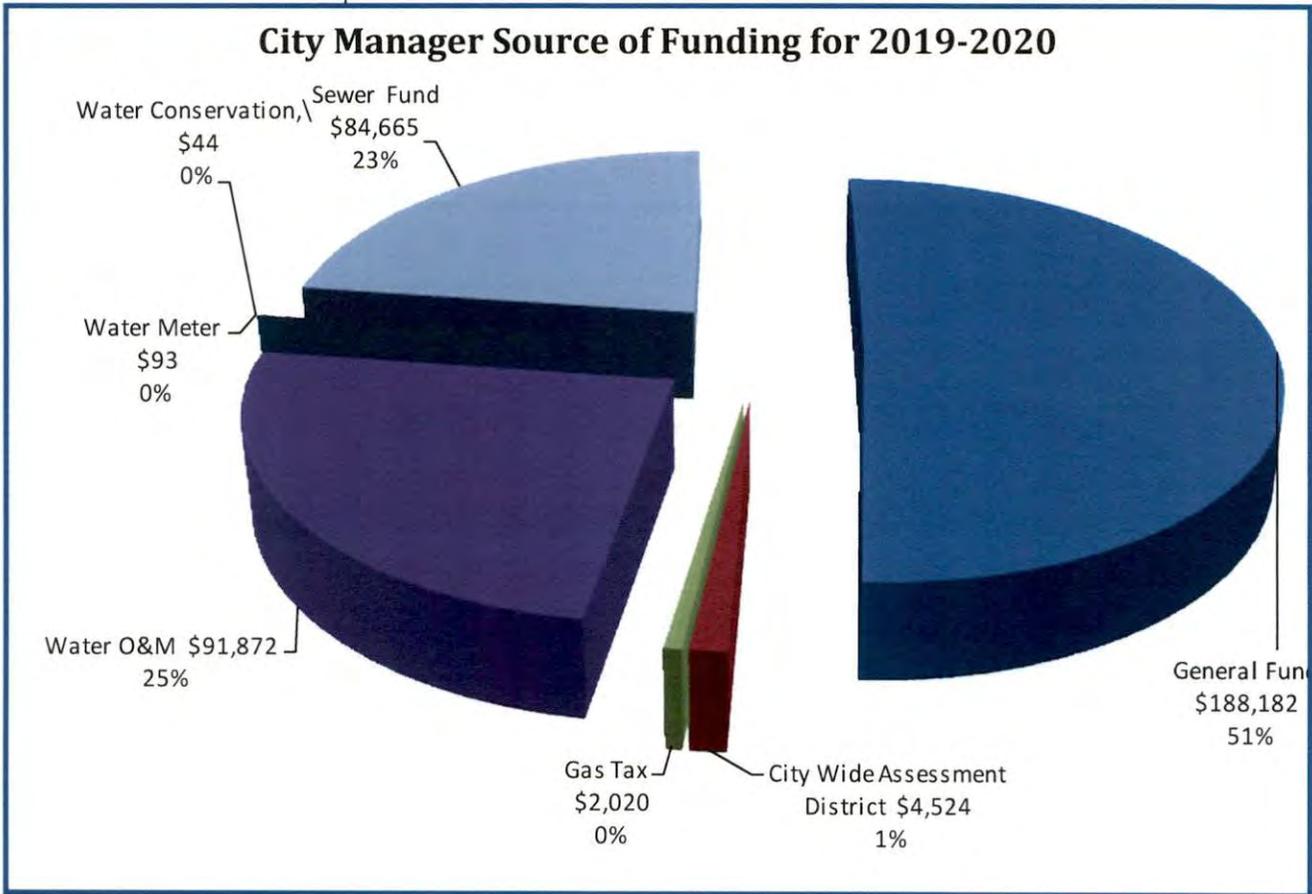
The City Manager Department oversees and contributes to the operation of many funds and departments. The source of funding for the department for 2018/2019 is shown in the graph below.

### City Manager Sources of Funding for 2018-2019



# City Manager

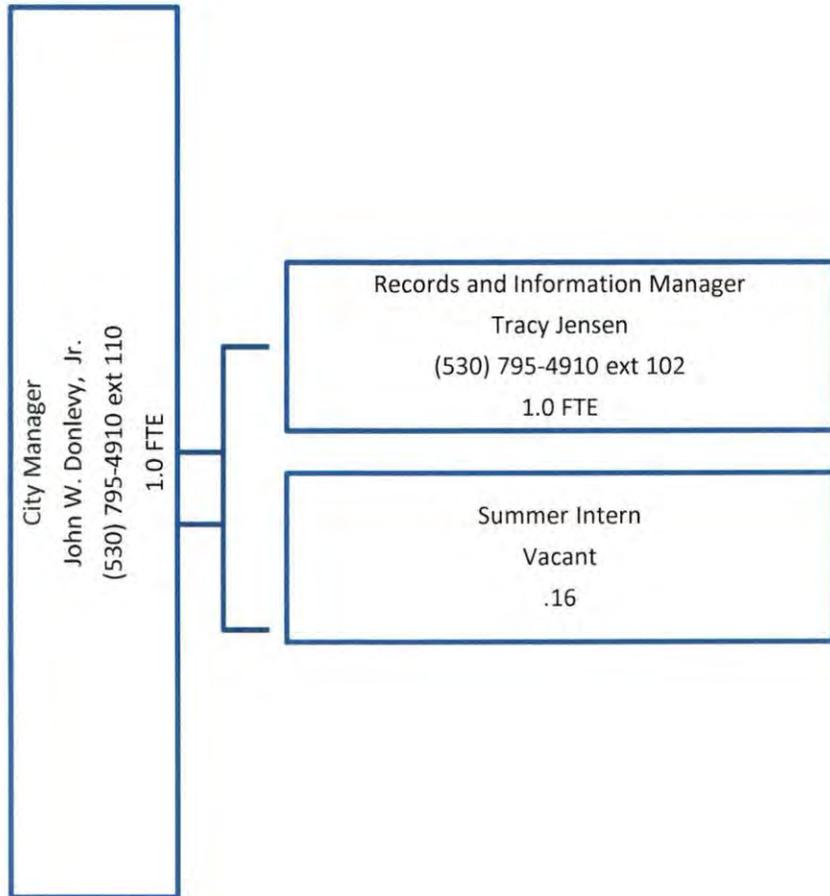
The source of funding for the City Manager Department for 2019/2020 is shown in the graph below.



# City Manager

## Organizational Chart

Staffing for the City Manager Department is shown in the Organizational chart below.



## Housing and Economic Development

The Housing and Economic Development Department was created in February 2012 due to the dissolution of the Winters Community Development Agency as mandated by the State of California.

The City of Winters retained the housing functions of the former Redevelopment Agency, and reassigned the staff of the agency to this new department. In addition to continuing to work towards providing affordable housing for the citizens of Winters, this department is also very involved in the dissolution process of the former redevelopment agency, as well as working to bring sustainable businesses to the community to provide economic opportunities for all citizens.

### *Housing and Economic Development Mission*

*The Housing and Economic Development Department is dedicated to providing affordable housing and encouraging development that provides jobs and economic improvement for all Winters Citizens*

### **2016/2018 Accomplishments**

- Opening of PG&E Gas Safety Training Academy.
- Construction started on new downtown hotel (Hotel Berryessa, a 73 room boutique hotel which includes significant commercial retail space on the ground floor.
- Completed Construction of Walnut Park, a 5 acre neighborhood park with a dog park and community garden.
- Addition of Starbucks to the Highway business area .
- Chevron expansion project started.
- Completed sale of City-owned property to Winters Healthcare Foundation with new Federally Qualified Health Center to be constructed on the site.

## **Housing and Economic Development**

- Completed sale of City owned property to Domus Development, with the property slated for construction of 63 unit senior affordable multi-family project and Senior Center.
- Completed sale of the remaining single family residences at Winters Ranch
- Worked with AHSC, Planning Commission and City Council for approval of Inclusionary Housing Plans for Winters Village East (5 units) and Olive Grove (21 units), resulting in payment of in lieu fees for the low income and very low income unit requirements of our Inclusionary Housing Ordinance.
- Serve on the Board of Directors of Align Capital Region.

### **Long term Objectives**

- Completion of the downtown and highway hotel projects.
- Completion of the Winters Healthcare Foundation Facility.
- Completion of Blue Mountain Terrace senior apartments and Senior Center.
- Development of workforce training for the hospitality and tourism industry, with the emphasis on the workforce needs of the hotel projects and hospitality related businesses.
- Work with housing developers for the development of market rate apartments.
- Continue implementation of the current Housing Element.
- Increase the Housing Trust fund to increase the local dollars available to provide local leverage dollars to the next affordable housing project.
- Reconstitute the Economic Development Advisory Committee (EDAC) and utilize EDAC to develop priorities, strategies and tactics for economic development.
- Pursue park grant funding in conjunction with affordable housing projects and other funding opportunities.

## Housing and Economic Development

- Work with property owners to execute “Alley activation projects” in conjunction with streetscape improvements targeted for Newt’s Expressway.
- Work with Chamber of Commerce to establish a strike team for business attractions efforts.
- Develop Economic Development Center within the commercial space of the downtown hotel, with ED Center a primary tool in business recruitment.
- Target appropriate businesses for the highway commercial and Grant Avenue Corridor.
- Continue efforts to develop a business park that supports the core industry of the Winters area (agriculture) through the execution of an “ag hub” concept.

Below is a chart of historical expenditures for the Housing and Economic Development Department as well as proposed expenditures for 2018/2019 and 2019/2020.

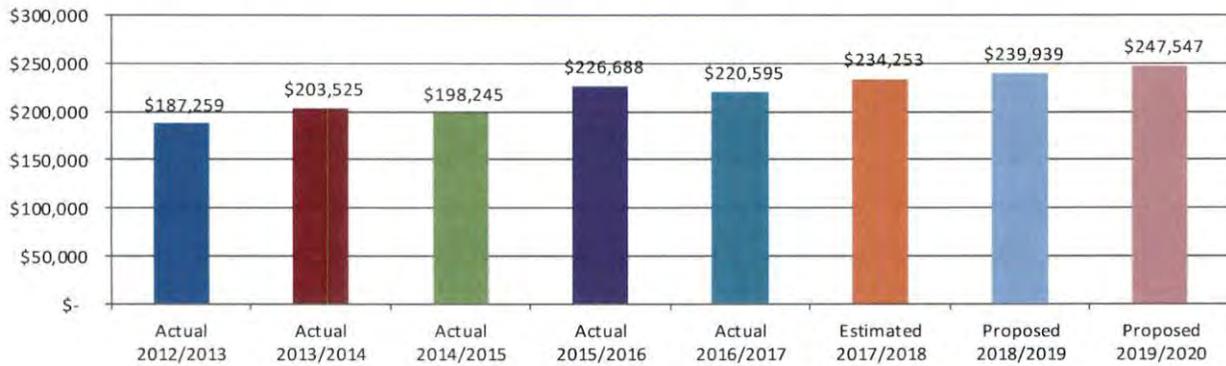
### Housing & Economic Development Department Expenditures

	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Estimated 2017-2018	Proposed 2018-2019	Proposed 2019-2020
Salaries and Benefits	\$ 153,238	\$ 167,601	\$ 175,514	\$ 185,409	\$ 188,243	\$ 197,704	\$ 197,137	\$ 204,330
Operating Expenditures	34,021	35,923	22,731	25,415	10,750	13,632	16,950	14,700
Capital	-	-	-	-	-	-	-	-
Allocated Costs	-	-	-	15,863	21,603	22,917	25,852	28,516
<b>Total Expenditures</b>	<b>\$ 187,259</b>	<b>\$ 203,525</b>	<b>\$ 198,245</b>	<b>\$ 226,688</b>	<b>\$ 220,595</b>	<b>\$ 234,253</b>	<b>\$ 239,939</b>	<b>\$ 247,547</b>

The graph on the next page shows the historical and proposed expenditures of the Housing and Economic Development Department Expenditures.

## Housing and Economic Development

### Housing & Economic Development Department Expenditures



The Housing and Economic Development Department is funded completely by the general fund.

### Housing and Economic Development Department Organizational Chart

Staffing for the Housing and Economic Development Department is shown below.

Economic Development and  
Housing Manager  
Dan Maguire  
(530 795-4910 ex 118  
1.0 FTE

## Administrative Services

Beginning in 2018-2019 the Administrative Services Department will focus on Human Resources. This is due to the retirement on June 30, 2018 of the Director of Administrative Service/City Clerk. A reorganization of staffing is taking place based on the recommendation of the outgoing Director of Administrative Services. The City Clerk and Recreation function will be assigned to the City Manager Department, and a Human Resources Manager is currently being recruited.

The principal purpose of the Administrative Services Department is to provide administrative support to all departments as needed, including:

- Human Resources
- Risk Management
- Central Purchasing

### *Administrative Services Mission*

*The Administrative Services Team is dedicated to providing the highest quality of customer service delivered with a sense of warmth, friendliness, timeliness and pride to both the community and employees.*

### **2016/2018 Accomplishments**

- Worked with IT on development of the Intranet for the City.
- Provided ongoing Employee Training
- Participated on the School Attendance Review Board to help truant students and their parents solve attendance and behavior problems through available school and community resources.
- Strengthened rapport/working relationships with department directors and management in the following area: reporting of accidents, incidents involving employees, providing

## Administrative Services

written backup/documentation, consistency in employee evaluation process.

- Successfully negotiations of Memorandums of Understanding will all bargaining units under very tight budget constraints.

### Long term Objectives

- Continue to provide training for departments on various topics: FMLA, policies, workplace violence and other work related issues.
- Maintain Human Resources personnel filing system by ensuring all records are compliant with federal and state laws.
- Continue to modify City job descriptions and review accuracy to make certain that all descriptions list up to date job duties and job requirements.

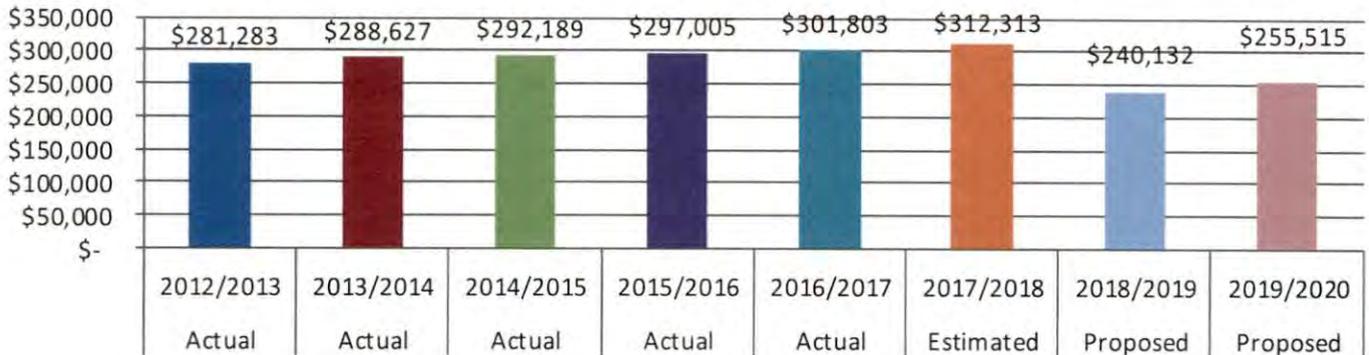
The chart and graph below show the historical expenditures for the Administrative Services Department as well as the proposed expenditures for 2018/2019 and 2019/2020.

### City of Winters Administrative Services Department Expenditures

	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Estimated 2017-2018	Proposed 2018-2019	Proposed 2019-2020
Salaries and Benefits	\$ 240,320	\$ 247,738	\$ 245,787	\$ 243,652	\$ 249,294	\$ 262,368	\$ 209,316	\$ 224,737
Operating Expenditures	12,756	12,964	18,468	21,966	27,316	19,739	29,115	29,115
Capital	-	-	-	-	-	-	-	-
Allocated Costs	28,206	27,926	27,933	31,388	25,194	30,206	1,701	1,663
<b>Total Expenditures</b>	<b>\$ 281,283</b>	<b>\$ 288,627</b>	<b>\$ 292,189</b>	<b>\$ 297,005</b>	<b>\$ 301,803</b>	<b>\$ 312,313</b>	<b>\$ 240,132</b>	<b>\$ 255,515</b>

**Administrative Services**

**Administrative Services Department Expenditures**



The Administrative Services Department has a decrease in budget for 2018-2019 compared to 2017-2018. This is due to the retirement of the Director of Administrative Services and the restructuring of the organization as a result of that retirement. Instead of recruiting for the Director position, the outgoing Director of Administrative Services has recommended that we concentrate on the Human Resources area and recruit for a management position instead of a director position. The HR manager will report directly to the City Manager. The wage difference is significant, and will provide some general fund savings. In addition to savings, as employment law becomes more and more complex, it is prudent that the City have staff knowledgeable to work with all employees and provide guidance to both employees and the City of Winters. The increase in budget from 2019-2020 is due to health care, CalPERS and additional wages as the Human Resource Manager gains time in service and evaluations allowing for wage increases.

## Administrative Services

The Administrative Services Department contributes to the operations of many departments and funds, the chart below shows the funding sources for the department for 2018/2018.

General Fund	\$	183,505
Gas Tax	\$	5,635
Street Impact	\$	8
Storm Impact	\$	48
Park Impact	\$	24
Police Impact	\$	25
Fire Impact	\$	26
General Impact	\$	24
Water Impact	\$	24
Sewer Impact	\$	24
Landfill Capital	\$	38
Water O & M	\$	20,315
Sewer O & M	\$	30,436
	\$	<u>240,132</u>

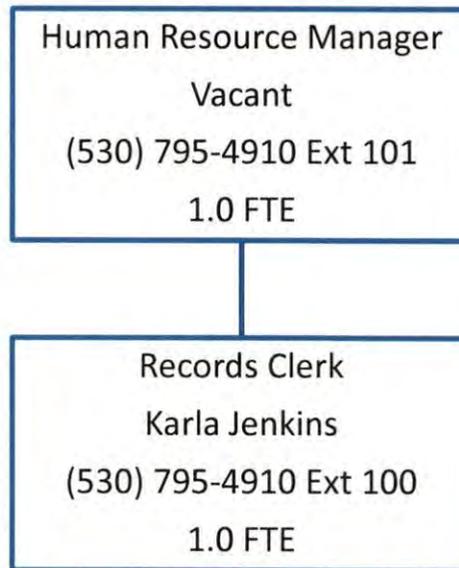
The graph below shows the funding sources for the Administrative Services department for 2019/2020.

General Fund	\$	195,474
Gas Tax	\$	5,975
Street Impact	\$	8
Storm Impact	\$	51
Park Impact	\$	25
Police Impact	\$	27
Fire Impact	\$	28
General Impact	\$	26
Water Impact	\$	25
Sewer Impact	\$	26
Landfill Capital	\$	40
Water O & M	\$	21,540
Sewer O & M	\$	32,270
	\$	<u>255,515</u>

## Administrative Services

### Administrative Services Department Organizational Chart

Staffing for the Administrative Services Department is shown in the Organizational chart below



## Finance

The Finance Department plans, directs and coordinates the fiscal affairs of the city in accordance with specific objectives established by legal and professional standards. It provides for the maintenance of the City's financial records, develops related systems, and provides management with information necessary for making sound fiscal decisions. This includes appropriation control, cost and revenue accounting, accounts receivable, utility billing, payroll, accounts payable and business licensing. The Finance Department is also responsible for investing and safeguarding the City's cash in accordance with City Council adopted investment policies.

### *Finance Mission*

*To assist the City Council, City Management and operating departments in prudently managing financial resources through accurate information and high quality business planning and financial services, including budgeting, debt management, accounting, revenue management and accounts payable.*

### **2016/2018 Accomplishments**

- Managing the dissolution of the Winters Community Development Agency as mandated by the State of California.
- Provided financial management support the Winters Fire Protection District.
- Monitored changes in CalPERS policy and implementation of changes in assumptions and the impact on the City of Winters Budget.
- Monitored Water and Sewer Revenues as a result of mandated Conservation measures and proposed rate increases.
- Worked with Human Resources staff to implement a policy to limit unfunded liabilities with respect to time off accruals for employees.

## Finance

- Oversaw the completion a Comprehensive Fee Study and adoption new fees City Wide,
- Oversaw the completion of an update to the City's Cost Allocation Plan and adoption of the new cost allocation plan.
- Began the review and update of the Impact fee study and nexus report, which will be completed and submitted to the City Council late 2017-2018 or early 2018-2019.
- Coordinated the refunding of the 2004 and 2007 Tax Allocation Bonds to provide lower interest rates and lower debt service payments.
- Help develop potential new Water and Sewer rates that will be presented to the City Council late 2017/2018 or early 2018/2019.

### Long term Objectives

- Continue managing the dissolution of the Winters Community Development Agency as mandated by the State of California.
- Continue to provide financial management support to the Winters Fire Protection District.
- Prepare a Finance Department Procedures manual
- Maintain the fiscal forecasting model.
- Prepare a 5-year capital improvement plan for adoption by the City Council
- Complete the update of the Major Project Financing Plan (MPFP) and resultant update in the AB1600 document for assessing development impact fees.
- Develop a plan for paying down the unfunded liabilities of the city.
- Provide assistance as requested for succession planning as the City of Winters prepares for the retirement of key employees during the next 3-4 fiscal years.

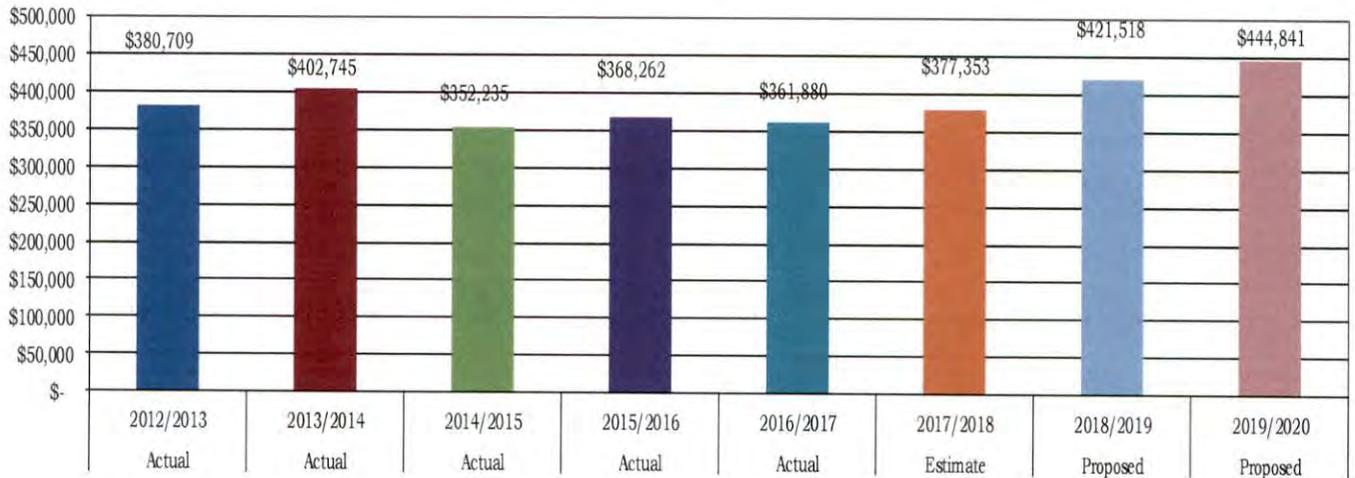
# Finance

The chart and graph below show the historical as well as the proposed budget for 2018/2019 and 2019/2020.

## City of Winters Finance Department Expenditures

	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Estimated 2017-2018	Proposed 2018-2019	Proposed 2019-2020
Salaries and Benefits	\$ 371,168	\$ 397,130	\$ 345,739	\$ 359,251	\$ 358,070	\$ 374,957	\$ 414,783	\$ 440,050
Operating Expenditures	9,541	5,615	6,496	9,010	3,810	2,396	5,693	4,369
Allocated Costs							1,042	423
<b>Total Expenditures</b>	<b>\$ 380,709</b>	<b>\$ 402,745</b>	<b>\$ 352,235</b>	<b>\$ 368,262</b>	<b>\$ 361,880</b>	<b>\$ 377,353</b>	<b>\$ 421,518</b>	<b>\$ 444,841</b>

Finance Department Expenditures



# Finance

Expenditures in the Finance Department increased in 2018/2019 due to reclassification of two (2) employees to positions with higher wages. There also increased contribution in the employer contribution for CalPERS.

In 2019/2020 the increase in expenditures is due wage adjustments and the increase in health insurance costs for staff and the expected increase in employer contributions for CALPERS.

The Finance Department provides support services to many other departments and funds in its day to day activities. The chart below shows the funding sources for the Finance Department for 2018/2019.

General Fund	\$	218,923
City Wide Assessment District	\$	8,191
Gax Tax	\$	4,383
Street Impact	\$	1,817
Storm Impact	\$	248
Park Impact	\$	920
Police Impact	\$	274
Fire Impact	\$	280
General Impact	\$	270
Water Impact	\$	330
Sewer Impact	\$	270
Landfile	\$	204
Water O & M	\$	87,503
Water Conservation	\$	55
Water Meter	\$	160
Sewer Fund	\$	97,690
Total	\$	<u>421,518</u>

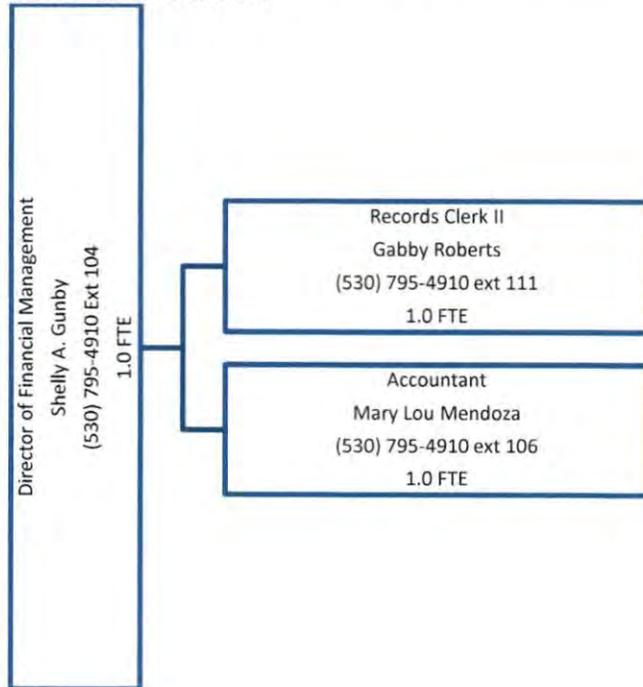
# Finance

The chart below shows the funding sources for the Finance Department for 2019/2020.

General Fund	\$	231,339
City Wide Assessment District	\$	8,632
Gax Tax	\$	4,619
Street Impact	\$	1,915
Storm Impact	\$	262
Park Impact	\$	969
Police Impact	\$	288
Fire Impact	\$	296
General Impact	\$	285
Water Impact	\$	347
Sewer Impact	\$	285
Landfill	\$	215
Water O & M	\$	92,214
Water Conservation	\$	58
Water Meter	\$	169
Sewer Fund	\$	102,948
<b>Total</b>	<b>\$</b>	<b>444,841</b>

## Finance Department Organization Chart

Staffing for the Finance Department is shown in the organizational chart below.



## Police

The Police Department's primary responsibilities are to respond to crime related issues, both reactively and proactively. Reactively, the police department responds to crime scenes, investigates and records facts, gathers evidence, identifies and apprehends criminal suspects, and prepares cases for prosecution in court. The general types of crimes responded to are:

- Burglaries, both residential and business related
- Reports of child abuse
- Domestic violence
- Sexual assaults
- Narcotics enforcement
- Traffic collisions and violations
- Abandoned vehicles

The police department also responds to citizens' requests for a variety of services related to keeping the peace and preserving life and property, as well as assisting persons in distress.

Proactively, the police department works with diverse neighborhoods educating people in crime prevention, crime reporting, school programs and neighborhood meetings. The goal of the police department is to work with the community in order to impact and reduce the number of incidents of crime, thereby maintaining safe neighborhoods.

**Winters Police  
Department Motto**

***“Service with Integrity”***

## Police

### **Winters Police Department Mission Statement**

The fundamental Mission of the Winters Police Department is to provide service to our community, uphold the Constitution, and deter crime and disorder through impartial service to the law.

#### **2016/2018 Accomplishments**

- Placed Electronic Defibrillators (AED's) in all patrol cars.
- Cadet program established with six (6) active cadets.
- Reserve program re-established with three (3) current Reserve Officers.
- Volunteer program re-established with one (1) active volunteer.
- Bicycle patrol established and used for special events
- Less lethal ("bean bag") launchers in all cars.
- Established first Detective position in Department.
- Officer assigned to County Crisis Negotiations Team (CNT)
- First female Sergeant hired.
- Committee to establish uniform specifications formed.
- Formed a report writing committee to improve reporting and evidence processes and procedures by establishing policy, format and workflows and begin preparing for RMS system.
- Redesigned department personnel evaluation system and forms.
- DUI Cost Recovery implemented.
- Participation in Avoid the 8 Dui campaign.
- Crossing Guards Resolution and MOU in place.
- Naloxone (Narcan) in all patrol vehicles through YEMSA.

## Police

- Established partnership with Yolo Sheriff's Dept. to share in POST perishable skills (PSP) training.
- Vehicle cargo organizers acquired to better car for and access equipment.
- Purchased breaching kit.
- Hosted active shooter/Rescue Task Force regional training.
- Restructured to three (3) Sergeants and two (2) Corporals to ensure adequate supervision.
- Decreased overtime by approximately 400 hours over previous years with new 3/12 scheduling and closer monitoring.
- Improved coverage by mandating at least two (2) officers on duty between 12pm-12am and better scheduling practices in regards to training and vacation.
- Increased in house training capabilities by having officers certified as trainers in defense tactics, baton and TASER.
- Increase in house "roll call training" which is conducted at least on a monthly basis. Topics include defense tactics, active shooter, child abuse, etc.
- Received donation and grant from the Yocha Dehe Wintun nation towards establishing a K9 program as well as a used K9 vehicle from the Stanislaus County Sheriff's Office.
- Substantially increased community outreach efforts.
- Implemented principles of Problem Oriented Policing by partnering with community groups and members to solve issues within the community.
- Participated in 3 day POST "team building program" with command and supervisory staff during which Departments, Mission, Vision, Principles and Motto were redrafted.
- Increased community and inter-agency partnerships including with Winters HealthCare, Hispanic Advisory Committee, Winters Joint Unified School District, Winters Fire Dept., Yolo County District Attorney's Office and YEMSA.
- Partnered with Winters Volunteer Fire Association to improve Public Safety Facility exercise room.

## Police

- Hosted a Public Records Act Training Course, TASER instructor Course and FBI Interview and Interrogation course.
- Participated in Winters Fire Department 2017 Monticello Technical Rescue Drill.
- CSO Jimenez mentored nine (9) Winters High School students in their Capstone projects.
- Officer Hermisillo recognized by Mothers Against Drunk Driving (MADD) for his DUI enforcement efforts.
- CSO Jimenez recognized as Officer of the Year 2016
- Officer Hermosillo recognized as Officer of the Year 2017.
- Requests for services of Chaplain Duvall and K9 Kepi increased substantially and several jurisdictions around the United States reached out seeking to start similar programs.

### Long term Objectives

- Introduce new body worn camera system with increased functionality and digital security .
- Introduce new Records management System (RMS) integrated with Computer Aided Dispatch(CAD) system and field reporting capable.
- New uniform specifications full implementation July 1, 2018
- Increase staffing by one full time sworn position and one reserve position..
- Ballistic helmet replacement program.
- Increase Cadet program.
- Continue to establish and expand community and inter-agency partnership and participate in regional law enforcement efforts.
- Maintain vital training despite POST reimbursement cut backs.
- Continue active community outreach efforts and partnership to promote a safe and prosperous community.

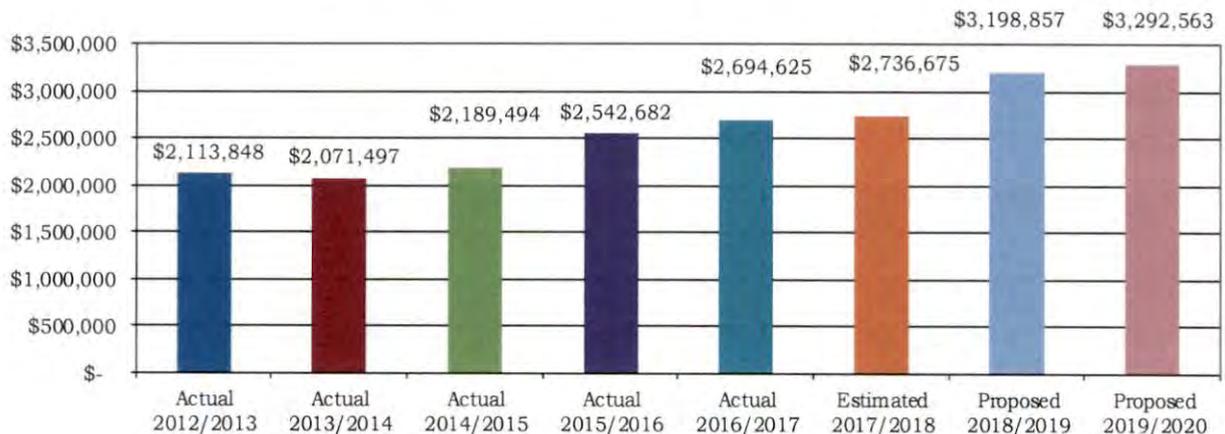
# Police

The chart and graph below show the historical expenditures for the police department as well as the proposed expenditures for 2018/2019 and 2019/2020.

## City of Winters Police Department Expenditures

	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Estimated 2017-2018	Proposed 2018-2019	Proposed 2019-2020
Salaries and Benefits	\$ 1,439,393	\$ 1,363,609	\$ 1,517,327	\$ 1,765,072	\$ 1,934,757	\$ 1,944,730	\$ 2,041,145	\$ 2,206,985
Operating Expenditures	499,726	519,905	512,870	600,347	486,092	560,778	627,765	633,649
Allocated Costs	135,248	158,266	158,266	175,608	218,621	226,862	369,247	394,629
Capital	39,481	29,716	1,031	1,656	55,154	4,305	160,700	57,300
<b>Total Expenditures</b>	<b>\$2,113,848</b>	<b>\$2,071,497</b>	<b>\$2,189,494</b>	<b>\$2,542,682</b>	<b>\$2,694,625</b>	<b>\$2,736,675</b>	<b>\$3,198,857</b>	<b>\$3,292,563</b>

## Police Department Expenditure History



The Police Department has increased expenditures for 2018/2019 due to the increased employer contributions for CalPERS and health insurance. There is also approximately \$160,700 in Capital Expenditures budgeted in the 2018-2019 fiscal year. This includes a new Record Management System, 2 new vehicles, and some Automated License Reader systems. The JPA, YECA, which handles dispatching services county wide has increased

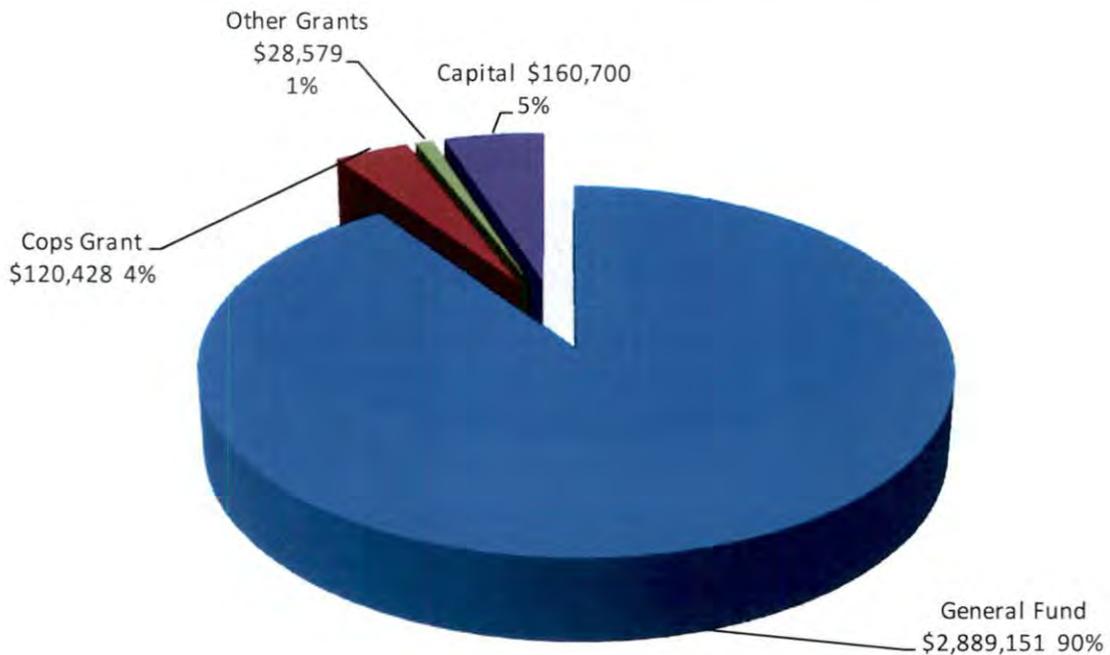
# Police

the amount each agency is required to provide to operate the system. The Yolo County Sheriff's office has also increased the cost of provided Animal Control services to each of the agencies within Yolo County.

The Police Department has increased expenditures for 2019/2020 due to the addition of one Police position and increased employer contributions for CalPERS and health insurance, as well as an expected increase in both the YECA and Animal Control funding requirements.

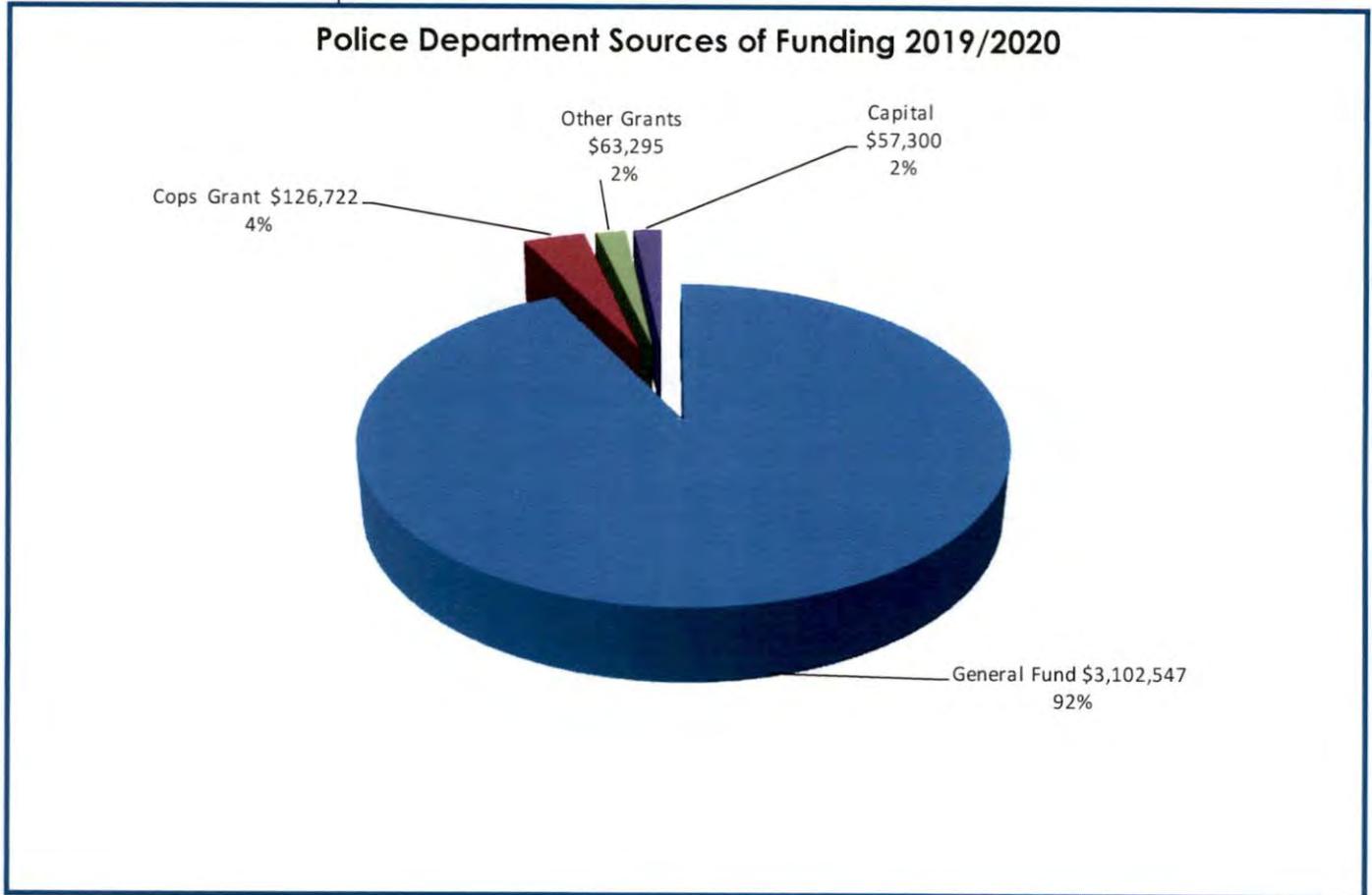
The Police Department is primarily funded through the General Fund. The other funding sources are the Cops Grant, Impact Fees and Traffic Safety Funds. The graph below shows the funding sources for police spending for 2018/2019.

**Police Department Sources of Funding 2018/2019**



# Police

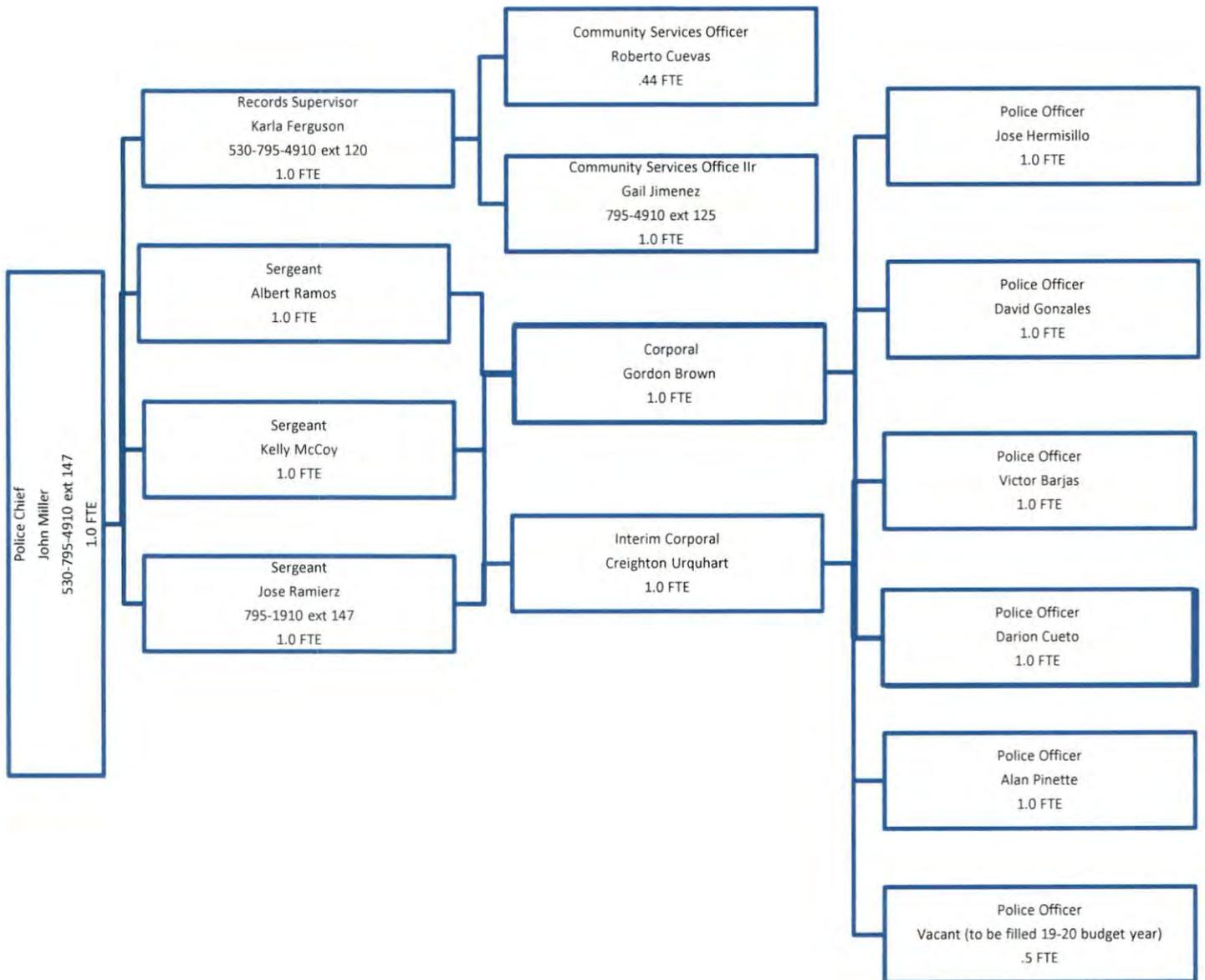
The graph below shows the funding sources for police spending for 2017/2018.



# Police

## Police Department Organizational Chart

Staffing for the Police Department is shown in the organizational chart below.



## Fire

The City of Winters Fire Department was established in January 2011. With the establishment of the City Fire Department, the Department provides all fire prevention, suppression and inspection functions required by the City. The Winters Fire Protection District contracts with the City of Winters to provide all fire prevention, suppression and inspection functions required by the District. The Fire Department also provides emergency medical response and weed abatement activities for the City. The Fire Department includes a volunteer, cadet and reserve program.

### *Fire Department Mission*

*To provide the highest standard of services through public education, emergency medical services, fire prevention, and suppression, to the citizens and visitors of Winters.*

*"Our Duty" to protect life, environment and property is endless. We value excellent teamwork, strong financial planning and infinite commitment to always performing to the best of our abilities*

### **2016/2018 Accomplishments**

- Conducted Volunteer Firefighter recruitment process resulting in new hires.
- Implemented an Acting Fire Captain Professional Development Program.
- Conducted an internal recruitment for Acting Fire Captain.
- Enhances EMS service delivery through an expanded scope of training for Emergency Medical Technicians (EMT) in the use of CPAP & King Tube intubation.
- Began Narcan, Epi and Glucometer training.
-

## Fire

- Eleven (11) Volunteers Certified Driver Operators through 1A and 1B
- Hosted Annual Monticello Technical Rescue Drill with over 130 Fire, Law and EMS personnel participant.
- Established reading with the Library "Story Time" with preschoolers.
- Eight (8) High School seniors graduated the Winters Fire Department Fire Explorer program.
- Hosted Public Safety Day with over 100 community members attending educational activities by Fire, Law Enforcement and Reach Helicopter.
- Replaced Cardiopulmonary resuscitation (CPR) manikins.
- Replace 1000 ft. of fire hose.
- Added Ballistic Vests and Helmets to Engine 26.
- Participated in the Winters Christmas Tree Lighting and Tractor Parade.
- Toys for Tots Program distributed to nearly 100 families and children within the community.
- Built Roof prop and Door prop for training.

### **2018/2020 Goals**

- Implement Part time Seasonal Firefighter position.
- Increase staffing by 1 Full time position in the 2019-2020 budget year.
- Provide Fire line EMT to Cal Fire as requested.
- Maximize resources and improve efficiency in training under the West Valley Regional Fire Training Consortium.
- Research possible apparatus replacement.

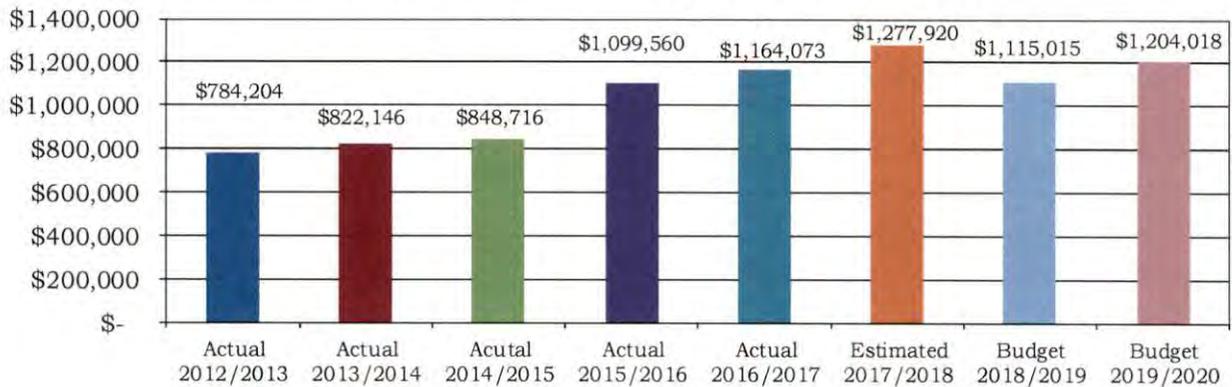
The chart and graph on the next page shows the historical expenditures for the Winters Fire Protection District as well as proposed expenditures for 2018/2019 and 2019/2020.

# Fire

## City of Winters Fire Department Expenditures

	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Estimated 2017-2018	Proposed 2018-2019	Proposed 2019-2020
Salaries and Benefits	476,028	462,138	513,246	646,669	715,924	835,217	623,043	714,003
Operating Expenditures	\$ 271,473	\$ 326,729	\$ 314,901	\$ 404,821	\$ 327,746	\$ 321,344	\$ 336,565	\$ 319,192
Allocated Costs	\$ 20,981	\$ 21,233	\$ 20,569	\$ 46,414	\$ 119,588	\$ 116,718	\$ 155,071	\$ 170,467
Capital Expenditures	15,722	12,046	-	1,656	816	4,641	336	356
<b>Total Expenditures</b>	<b>\$ 784,204</b>	<b>\$ 822,146</b>	<b>\$ 848,716</b>	<b>\$ 1,099,560</b>	<b>\$ 1,164,073</b>	<b>\$ 1,277,920</b>	<b>\$ 1,115,015</b>	<b>\$ 1,204,018</b>

## Winters Fire Department Expenditure History



The expenditures for the Fire Department are all General Fund for 2018/2019.

Expenditures for 2018/2019 are less than 2017/2018 due to the cancellation of the contract with the Dixon Fire Department to provide Fire Chief services. These services are being provided by City of Winters staff. During the calendar year of 2018, each of the existing 3 full-time Captains will act as the Acting Fire Chief for a 4 month period. During these months, each Acting Fire Chief has specific tasks that must be performed and provide written reports to the City Manager. At the end of calendar year a permanent full time Fire Chief will be selected, and a new full-time Captain will be hired to fill the empty

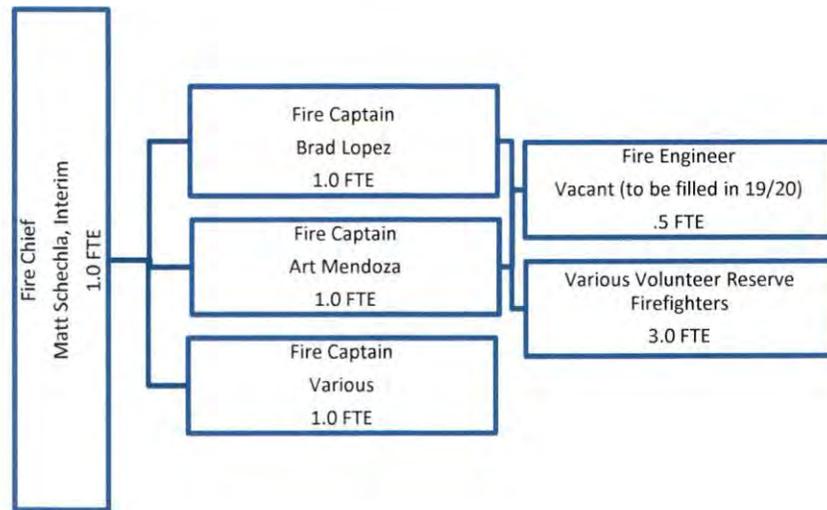
# Fire

Captain position. These full time changes will occur on January 1, 2019.

The 2017/2018 expenditures are all General Fund expenditures. The expenditures for 2017-2018 are higher than 2016/2017 due to the addition of a Fire Engineer position in the 2017/2018 budget year.

## Fire Department Organizational Chart

Staffing for the Fire Department is shown in the organizational chart below.



## Community Development Department

The Winters Community Development Department is comprised of the Planning Division and the Building Inspection Division. These two divisions provide comprehensive development services to the public.

The Planning Division is responsible for the implementation of the City of Winters General Plan Policy Document and the administration and enforcement of current and long-range land use development programs for the City.

The Building Inspection Division is responsible for the proper implementation of the various building codes, health and safety codes, and other codes related to proper construction practices.

Both the Planning Division and the Building Inspection Division provide direct assistance to the public and ensure that the proper development review process is fulfilled.

The Community Development Department reviews proposals for permit decisions by staff or the Planning Commission based on policies in the General Plan, State Law and local ordinances. The department ensures compliance with a number of constantly changing land use and environmental laws pertinent to development proposals. The department also provides staff support to the City of Winters Planning Commission.

### *Community Development Department Mission*

*To ensure the General Plan Policy Document and any applicable regulations regarding development are properly administered.*

## Community Development Department

### 2016/2018 Accomplishments

- Issued Certificate of Occupancy for PG&E Gas Training Facility, Starbucks, Yolo Federal Credit Union and the Winters Ranch subdivision.
- Responsible for the issuance of 269 Business Licenses.
- Completed comprehensive revision to Zoning Ordinance.
- Amended Accessory Dwelling Unit Ordinance.
- Approved Olive Grove Subdivision
- Approved new Winters Healthcare Facility
- Amended planned development permits for Stone Throw and Callahan Estates subdivisions.
- Approved model homes for Phase I of Stone's Throw subdivision.
- Approved model homes for entire Callahan Estates Subdivision.

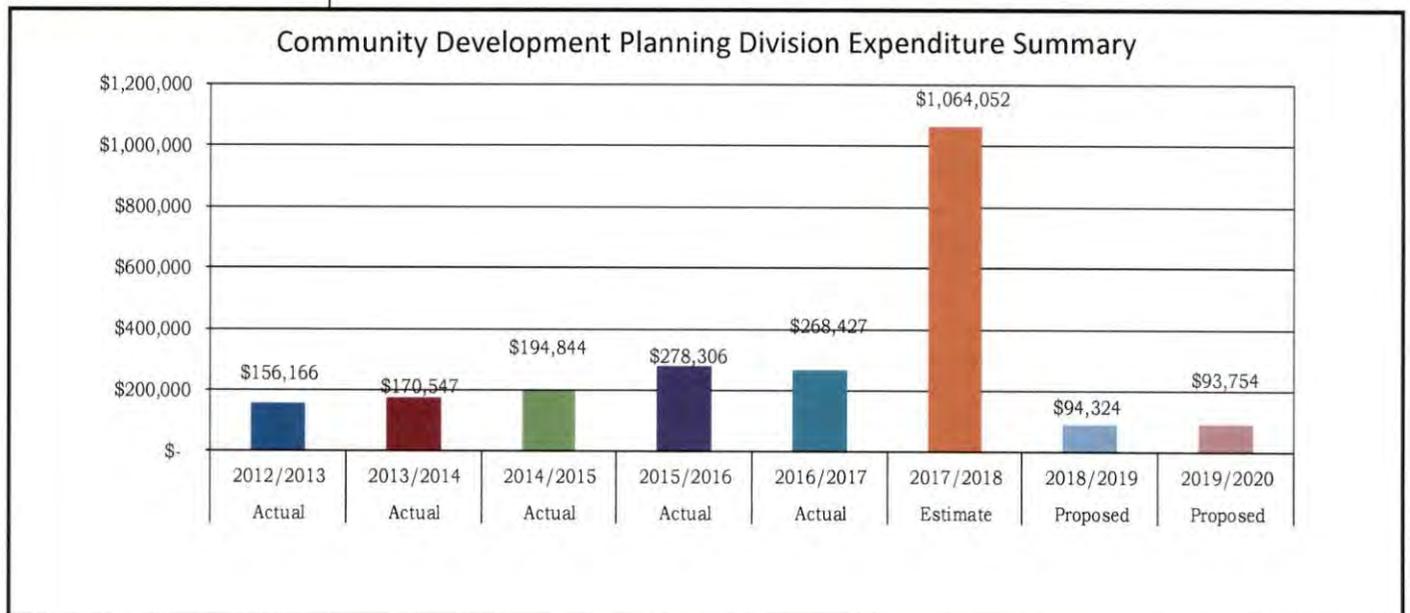
### Long Term Objectives

- Increase staff efficiency and knowledge.
- Update Building Division software.
- Update website
- Increase services to provide additional revenues.
- Issue Certificate of Occupancy to the Hotel Berryessa, Fairfield Inn, Chevron Gas Station/Car Wash, Winters Healthcare, Callahan Estates subdivision, Stones Throw subdivision, Blue Mountain Terrace Senior Housing and Olive Grove subdivision as completed.
- Initiate process of preparing a specific area plan for Hostetler properties.
- Initiate process of preparing comprehensive update of the General Plan.
- Approval of Skreden and Corbett tentative maps and development agreement.
- Approval of plans for the Skreden commercial site.
- Approval of model homes for Creekside subdivision.
- Approval of IBEW electrical workers training facility.
- Re-approval of Mary Rose Gardens subdivision.
- Start annexation of remaining properties within the City's sphere of influence.

## Community Development Department

Below are the historical expenditures for the Planning Division of the Community Development Department as well as the proposed 2018/2019 and 2019/2020 expenditures.

Community Development Planning Division								
	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Estimated 2017-2018	Proposed 2018-2019	Proposed 2019-2020
Salaries & Benefits	738	1,181	378	22,591	-	17,229	7,476	7,476
Operating Expenditures	52,426	59,022	76,846	95,293	88,031	66,601	48,100	47,185
Capital Expenditures								
Grants				454,809	32,918	750,155	1,330	1,330
Allocated Costs	53,223	52,239	51,237	31,388	58,311	57,485	37,418	37,763
<b>Total Expenditures</b>	<b>\$ 106,387</b>	<b>\$ 112,442</b>	<b>\$ 128,460</b>	<b>\$ 604,081</b>	<b>\$ 179,260</b>	<b>\$ 891,469</b>	<b>\$ 94,324</b>	<b>\$ 93,754</b>



The Planning Division has a decrease in 2018/2019 expenditures due to the fact that all grant funds were expended in 2017-2018.

The Planning Division has a very small decrease in 2019/2020 expenditures due to minor variations in budgeted expenditures.

## Community Development Department

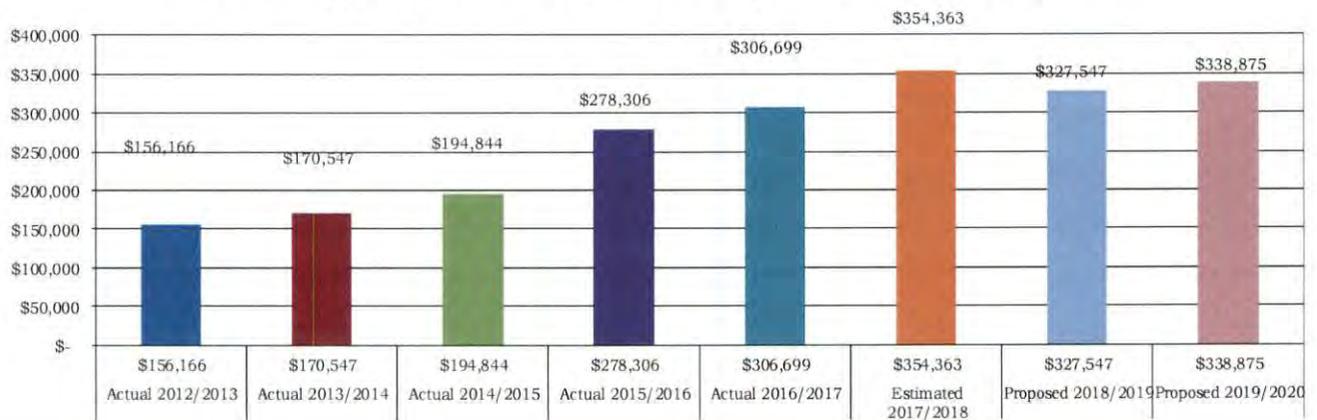
The Planning Division is funded almost completely by the General Fund, of the total budget each year, only \$1,330 is funded by grants, with the balance funded by the General Fund.

The chart and graph below show historical expenditures as well as the proposed expenditures for 2018/2018 and 2019/2020 for the Building Inspection Division.

### City of Winters Community Development Building Inspection Division Expenditures

	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Estimated 2017-2018	Proposed 2018-2019	Proposed 2019-2020
Salaries & Benefits	\$ 130,150	\$ 134,384	\$ 160,796	\$ 198,777	\$ 218,556	\$ 237,354	\$ 209,707	\$ 218,805
Operating Expenditures	14,015	24,281	22,163	66,175	36,231	59,875	49,277	49,527
Allocated Costs	12,001	11,882	11,885	13,355	51,911	57,133	68,564	70,542
<b>Total Expenditures</b>	<b>\$ 156,166</b>	<b>\$ 170,547</b>	<b>\$ 194,844</b>	<b>\$ 278,306</b>	<b>\$ 306,699</b>	<b>\$ 354,363</b>	<b>\$ 327,547</b>	<b>\$ 338,875</b>

### Building Inspection Division Expenditure History



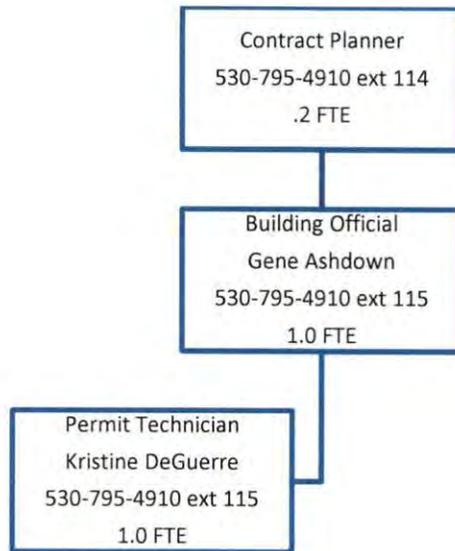
The expenditures of the Building Inspection Division are budgeted to be slightly lower in 2018-2019 due to employees selecting lower cost insurance than anticipated, while an increase in 2019/2020, it is due to wage adjustments and increased CalPERS payments required of the employer and anticipated health insurance costs

## Community Development Department

The Building Inspection Division is completely funded by General Fund Revenues.

### Community Development Department Organizational Chart

Staffing for the Community Development Department is shown in the organizational chart below.



## Public Works

The Public Works Department consists of the following Divisions:

- Administration and Engineering
- Maintenance.

The divisions are responsible for planning, maintaining, operating and inspecting infrastructure systems and managing the capital improvements to these systems.

Public Works functions include:

- Streets
- Water system
- Wastewater system
- Lighting and landscaping
- Storm drains
- Landfill
- Maintenance of all City properties.

Divisional responsibilities are described below.

### **Administration and Engineering**

Administration is responsible for the management, supervision and coordination of the Public Works Department, including the preparation and monitoring of operating and capital improvement budgets. This division is responsible for planning, organizing, implementing and evaluating the various public works functions and activities to include administrative and clerical activities.

Administration is also responsible for managing the development of capital Master Plans and the solid waste reduction program.

Engineering is responsible for the operation of engineering functions including:

- Development services
- Capital project design
- Construction inspection
- Traffic Engineering

### **Maintenance Division**

Maintenance is responsible for the operation and maintenance of the following:

- Streets

## Public Works

The street system includes signs and markings, City trees, traffic signals, and parking lots. There are approximately 22.7 lane miles of streets within the City of Winters

- Water system  
The water system responsibilities include the operation and maintenance of the water system, including water wells, water production, water service installations, water distribution system maintenance, and water quality testing and reporting. There are approximately 21.5 miles of water distribution lines, 5 wells and 2 non-operational water storage tanks.
- Wastewater system  
The operation and maintenance responsibilities for the wastewater system include sewage collection system maintenance, and wastewater treatment facility operation and maintenance.
- Lighting and landscaping  
The responsibilities for the maintenance functions associated with the City Wide Assessment District include the maintenance of sound walls, median islands, parks, street lighting, curbside landscaping, riparian area maintenance and bank stabilization.
- Building and property maintenance  
Responsibilities include the maintenance function associated with buildings (and properties not covered by other public works units) including City Hall, Public Works Corporation Yard, Community Center, Public Safety Facility which houses both Police and Fire, and the Landfill.
- Storm drains  
Responsibilities cover the operation and maintenance of the storm drainage system including collection lines, catch basin, curb inlets, ditches and detention ponds.

## Public Works

*Public Works Department Mission*  
*To provide quality public works services with pride and dedication to ensure a higher quality of life for the residents of the City of Winters.*

### **2016/2018 Accomplishments**

- Repaved Frist Street from Main to Abbey St.
- Created a new entrance into the Community Center Parking lot.
- Installed new ADA Ramps in front of Community Center.
- Reroof 201 First St building.
- Rehab Well #6 for production efficiency.
- Rehab Well #2 for production efficiency.
- Designed/Built Futsal Court at City Park.
- Designed/Built conference room in old police department building.
- Replaced failed water valves in city streets.
- Installed new water main and storm drain in Newt's Expressway.
- Completed grant funded City Park Rehab project.
- Demo of old play structure and relocate utilities and install lighting for new play structure at City Park.
- Replaced damaged culvert on Moody Slough Road.
- Installed cross walk, ADA ramps and beacon lights on Niemann St.
- Replaced pumps and upgraded MCC at El Rio Via Lift Station.
- Painted Exterior of City Hall.
- Completion of Roundabout project on Grant Avenue.

## Public Works

### 2018/2020 Objectives

- Repair Roof on Community Center.
- Paint Community Center Exterior and shed.
- Replace sliding door at Community Center.
- Install new phone line in downstairs City Hall conference room.
- Repair downstairs City Hall restroom.
- Design/Build new office space in old police department building.
- Install gate opener at Corp yard.
- Design/Build Skate Park.
- Nature Trail expansion, landscape path and creek bank.
- Install permanent lighting in Rotary Park.
- Relocate play structure removed from City Park to Valley Oak Park.
- Install irrigation and Welcome sign at Roundabout.
- Spot Repair/Crack seal/Slurry seal city streets utilizing SB1 funding.
- Sidewalk Repair/ADA Transition Plan throughout City.
- Install flashing crossing beacon at Railroad and Russell and Railroad and Carrion.
- Create Shower/Locker Area at East Street Pump Station.
- Camera 20% of Wastewater collection lines each year.
- Replace spray heads at north spray field
- Replace spray heads at south field.
- Repair Tree damaged storm drain.
- Install point to point connection at Corp Yard/City Hall/East Street Pump Station.
- Replace 25 water meters each year.
- Upgrade SCADA software
- Continue Leak Detection Program.
- Prepare Climate Action Plan.

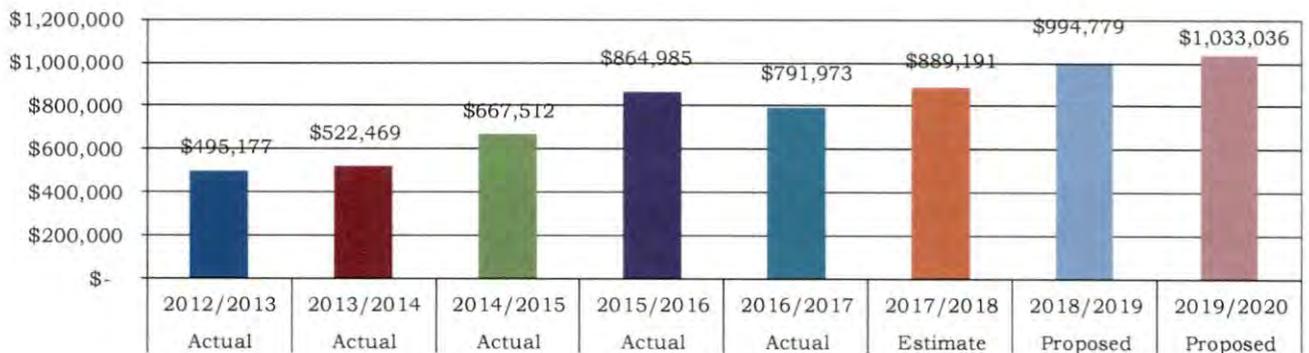
# Public Works

The chart and graph below show historical expenditures for the public works department as well as projected expenditures for 2018-2019 and 2019-2020.

## City of Winters Public Works Expenditures

	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Estimated 2017-2018	Proposed 2018-2019	Proposed 2019-2020
Salaries & Benefits	\$ 296,588	\$ 299,341	\$ 387,909	\$ 422,124	\$ 508,521	\$ 524,644	\$ 548,460	\$ 591,233
Operating Expenditures	57,363	66,742	124,913	366,866	206,977	195,897	368,014	365,709
Transfers	72,934	88,774	87,058	-	-	100,000	60,834	63,462
Capital Projects					-	-	-	-
Allocated Costs	68,292	67,613	67,632	75,995	76,475	68,650	17,472	12,631
<b>Total Expenditures</b>	<b>\$ 495,177</b>	<b>\$ 522,469</b>	<b>\$ 667,512</b>	<b>\$ 864,985</b>	<b>\$ 791,973</b>	<b>\$ 889,191</b>	<b>\$ 994,779</b>	<b>\$ 1,033,036</b>

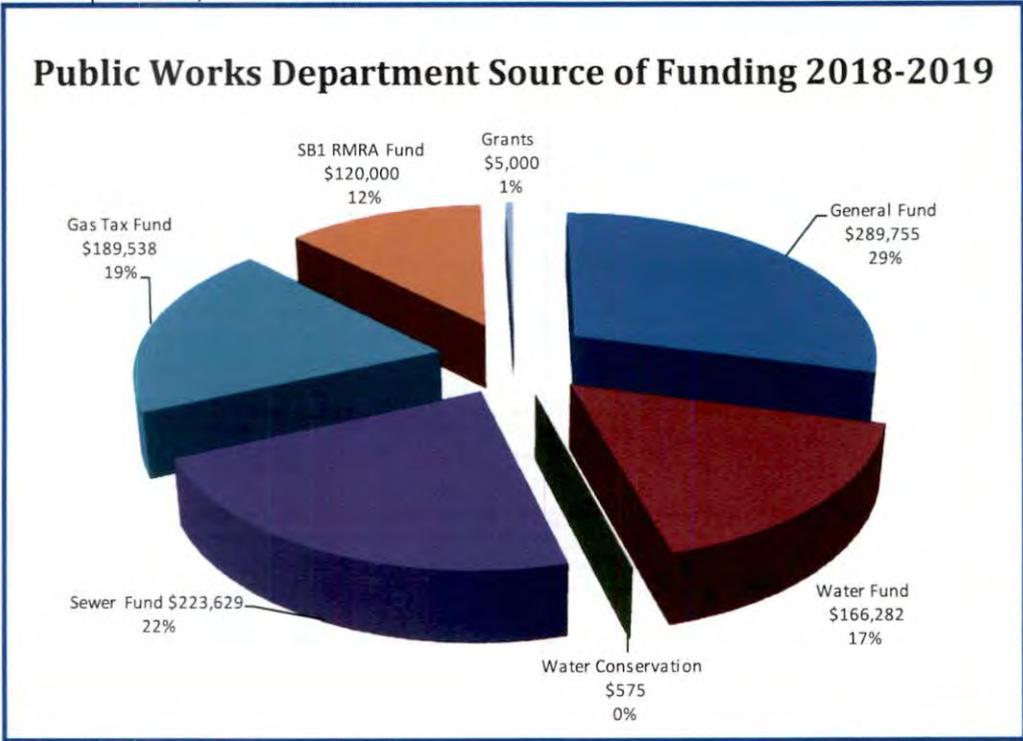
## City of Winters Public Works Expenditure History



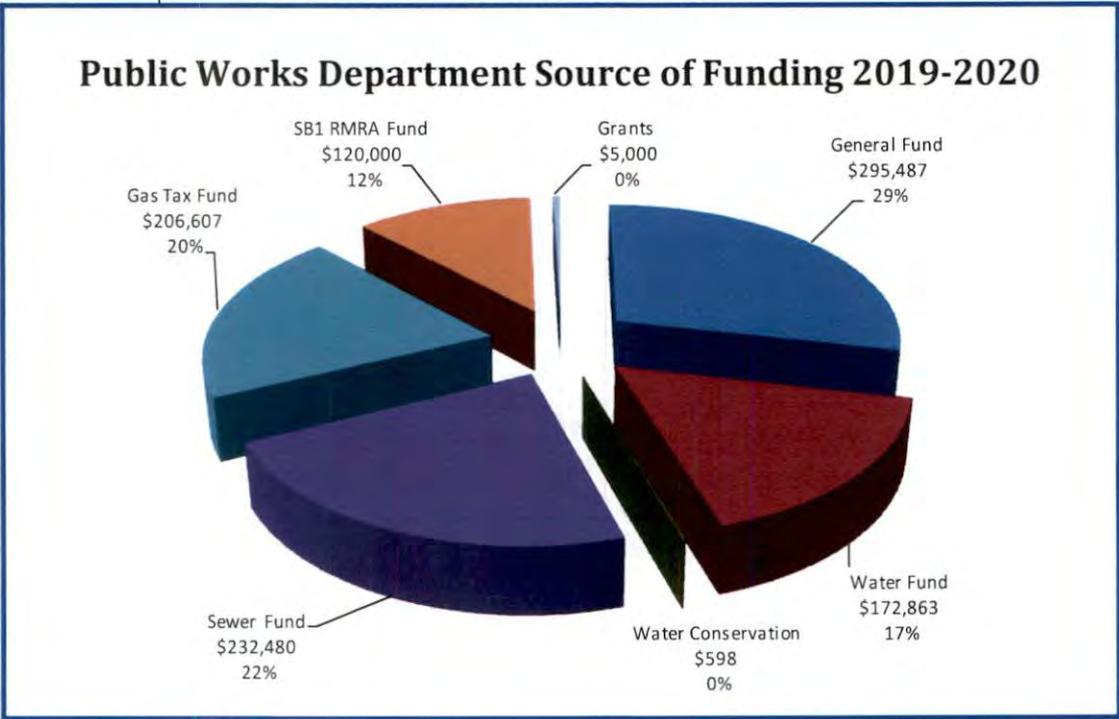
The Public Works Department has an increase in 2018-2019 over 2017-2018 estimates due to increased wages, several employees are being reclassified, and several are eligible for a Longevity payment for the first time. Longevity payments are due after an employee has completed 5 years of service to the City. Increases also include CalPERS rate increases and estimated increases in health care.

# Public Works

The public works department provides support and services to many other funds and department. The graph below shows the funding sources for the public works department for 2018-2019.



The graph below shows the funding sources for the public works department for 2017-2018.

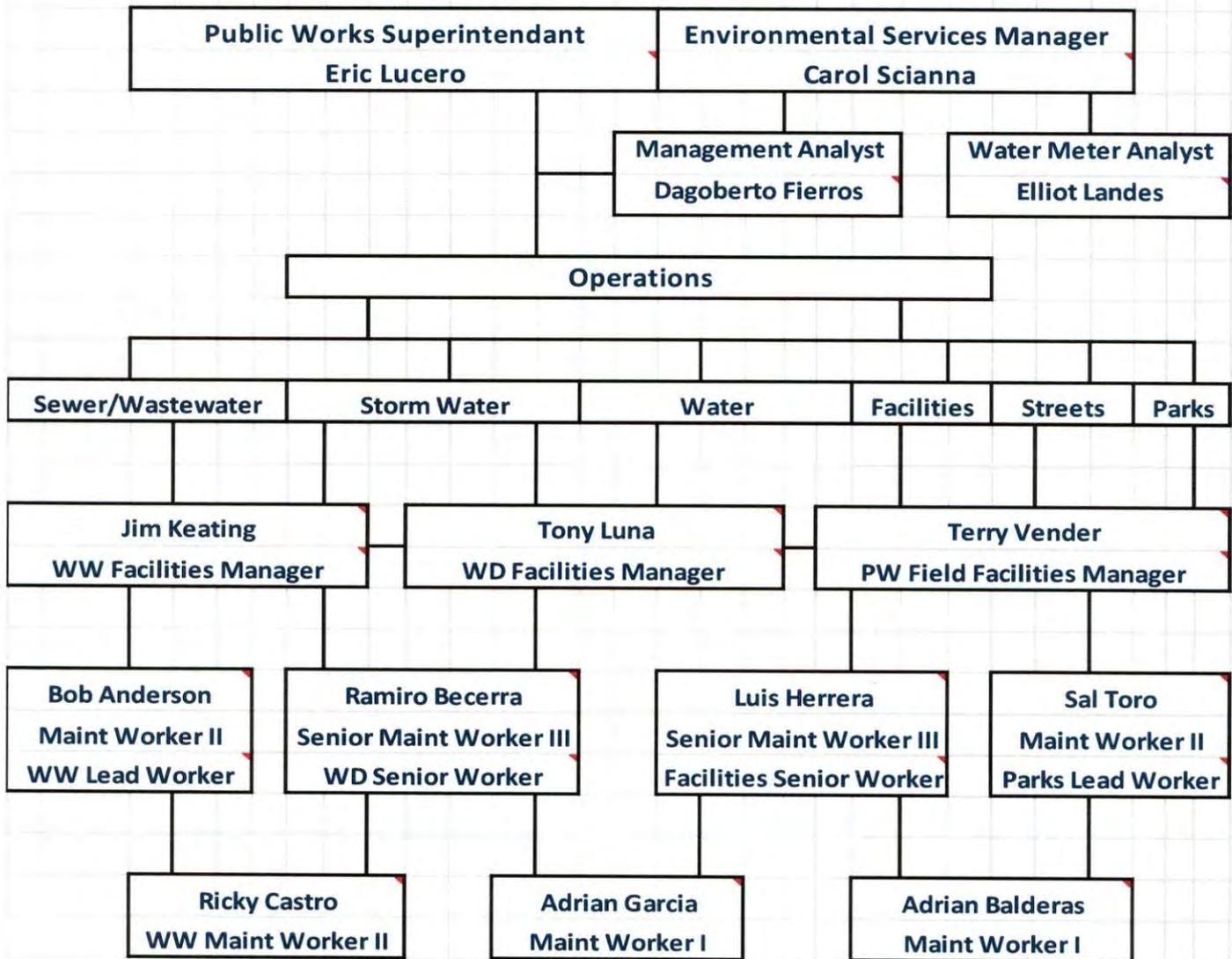


# Public Works

## Public Works Department Organizational chart

Staffing for the Public Works Department is shown in the organizational chart below.

# Public Works Department Organizational Chart



## Recreation

The principal purpose of the Recreation Department is to plan, conduct, supervise and evaluate various recreation programs including:

- Swimming
- Youth Basketball
- Community events
- Adult Co-ed Softball
- After School Program
- Aquatics Program

The Recreation Department is separated into 3 divisions:

- General Recreation
- Community Center
- Swimming Pool

The General Recreation Division is responsible for overseeing and providing all the recreational opportunities within the City of Winters.

The Community Center Division includes a diverse array of leisure, environmental, social, human services, general services, educational, cultural and recreational activities.

The Swimming program consists of the Recreational Swim Program and the Winters Swim Team Program

### *Recreation Department Mission*

*The Recreation Department is committed to increasing youth services and recreational programs for fulfilling and productive experiences for all ages of our community*

### **2016/2018 Accomplishments**

- Successful Partnership in the Summer Munchkin Program.
- Partnered with the Vacaville Swim/Masters club for joint use of pool while their facility is being renovated.
- Created recreation/rental guide for all City facilities.

## Recreation

- Successful and engaging Afterschool program since 2007

### Long Term Objectives

- Constantly provide programs and services that are innovative, exciting and affordable.
- Anticipate the needs of the changing community and structure programs and facilities accordingly.
- Serve an aging population with social, recreation, active and healthy opportunities.
- Establish a Futsal recreation program.
- Increase participation in programs and recreation opportunities.

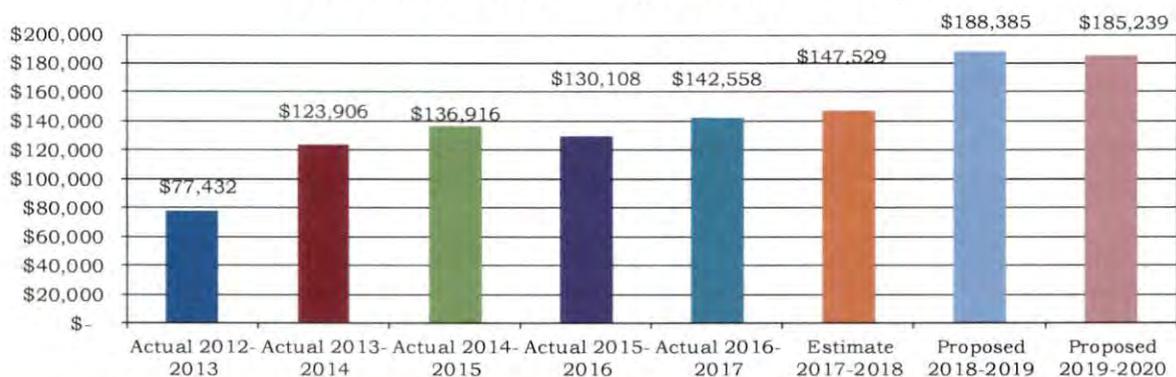
### General Recreation

The chart and graph below show the historical expenditures for general recreation as well as proposed expenditures for 2018-2019 and 2019-2020.

### City of Winters General Recreation Expenditures

	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Estimate 2017-2018	Proposed 2018-2019	Proposed 2019-2020
Salaries & Benefits	\$ 57,347	\$ 84,136	\$ 97,326	\$ 90,305	\$ 96,170	\$ 102,869	\$ 104,523	\$ 109,252
Operating Expenditures	19,664	39,770	39,590	39,804	42,558	40,625	77,035	70,175
Allocated Costs	421	-	-	-	3,830	4,035	6,827	5,812
<b>Total Expenditures</b>	<b>\$ 77,432</b>	<b>\$ 123,906</b>	<b>\$ 136,916</b>	<b>\$ 130,108</b>	<b>\$ 142,558</b>	<b>\$ 147,529</b>	<b>\$ 188,385</b>	<b>\$ 185,239</b>

### General Recreation Expenditure History



## Recreation

### Winters Swimming Program

The Swimming program consists of Swim Team, swim lessons, recreational swimming, adult lap swim, and water aerobics.

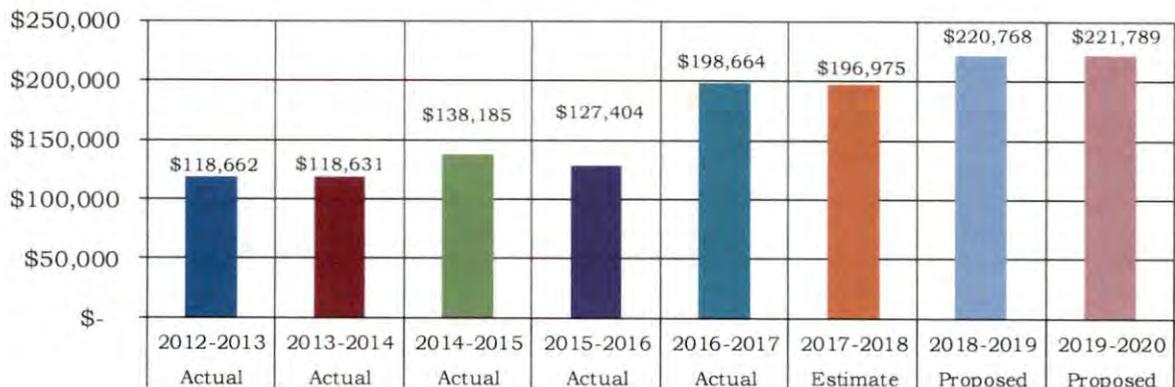
The Winters Swim Team is funded completely by swim team registration fees and by sales of fireworks by Swim Team parents. No General Fund monies are expended for this program.

The chart and graph below show the historical expenditures as well as budgeted expenditures for 2018/2019 and 2019/2020 for the Swimming Program.

City of Winters Swimming Expenditures

	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Estimate 2017-2018	Proposed 2018-2019	Proposed 2019-2020
Salaries & Benefits	42,807	44,826	51,790	55,483	59,410	33,181	49,651	49,608
Operating Expenditures	75,855	73,805	86,395	71,920	88,201	105,495	116,950	115,850
Allocated Costs					51,053	58,299	54,167	56,331
<b>Total Expenditures</b>	<b>\$ 118,662</b>	<b>\$ 118,631</b>	<b>\$ 138,185</b>	<b>\$ 127,404</b>	<b>\$ 198,664</b>	<b>\$ 196,975</b>	<b>\$ 220,768</b>	<b>\$ 221,789</b>

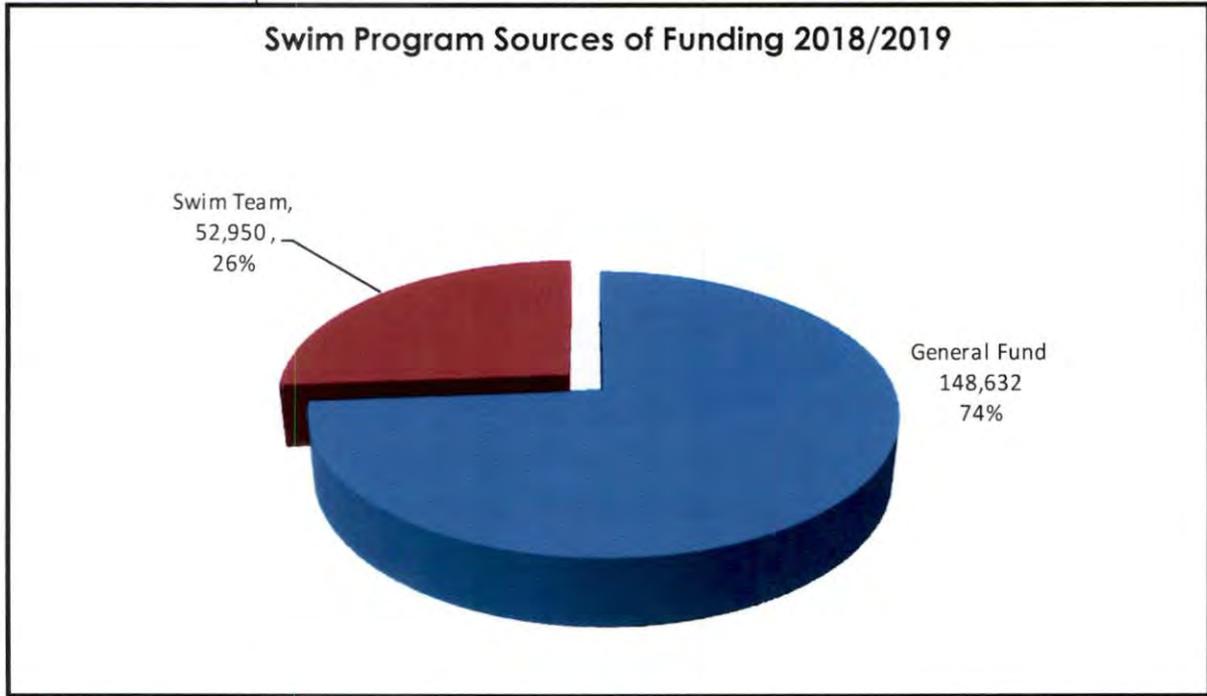
Swimming Program Expenditure History



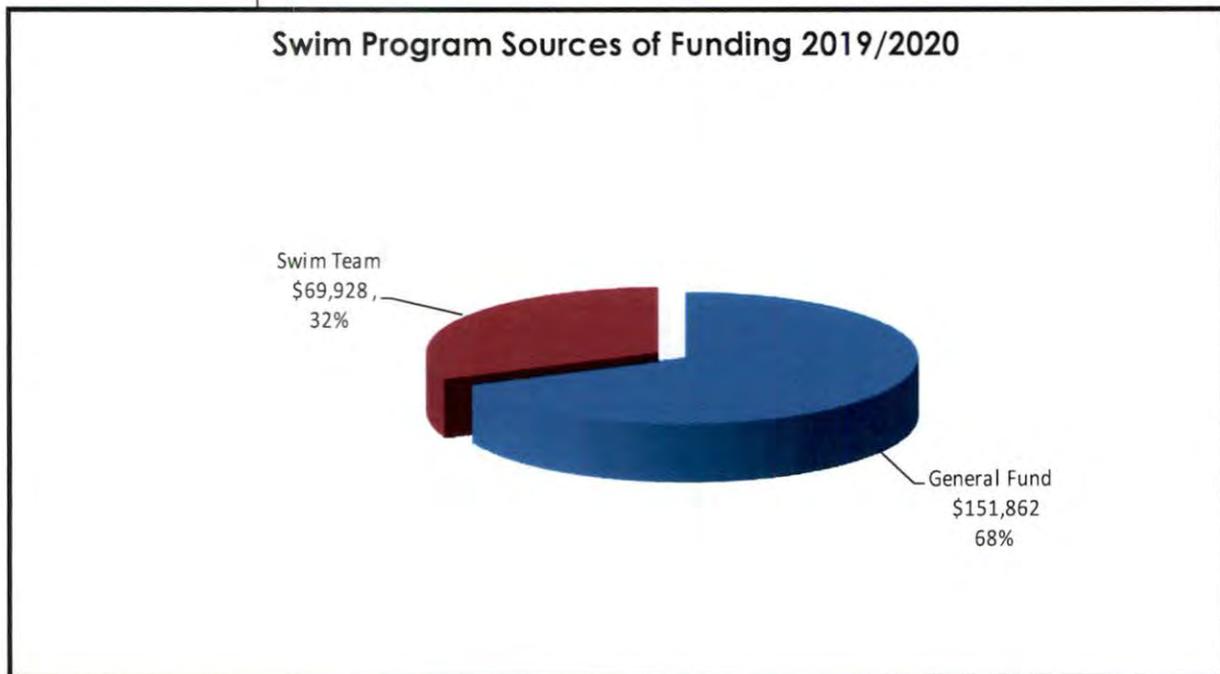
# Recreation

## Swimming Program

The graph below shows the funding sources for the Swim Program for 2018/2019.



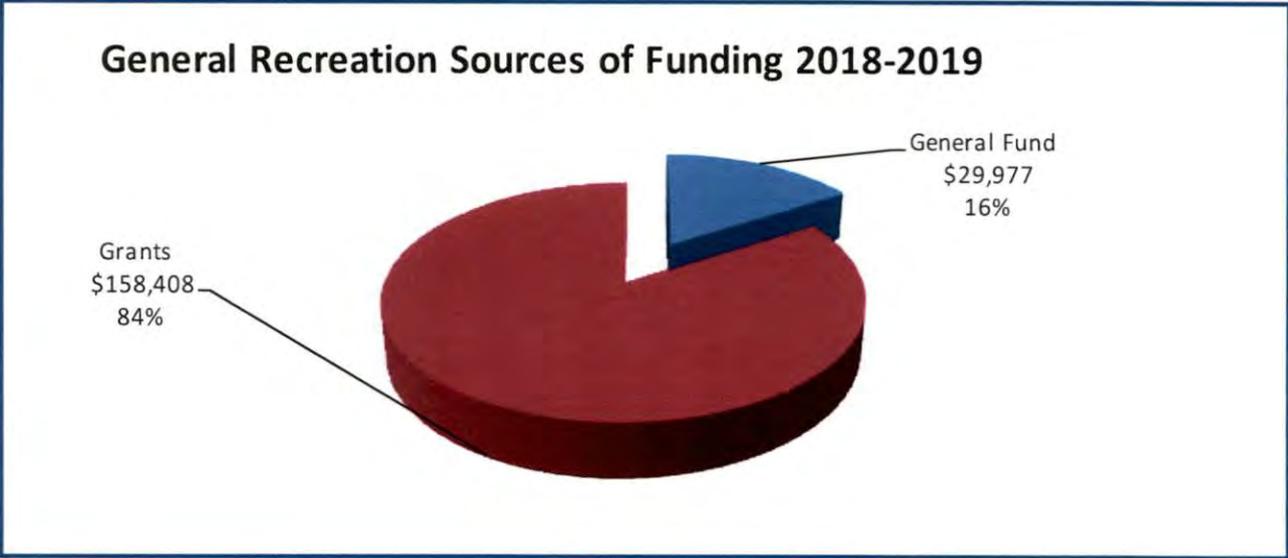
The graph below shows the funding sources for the Swim Program for 2019/2020.



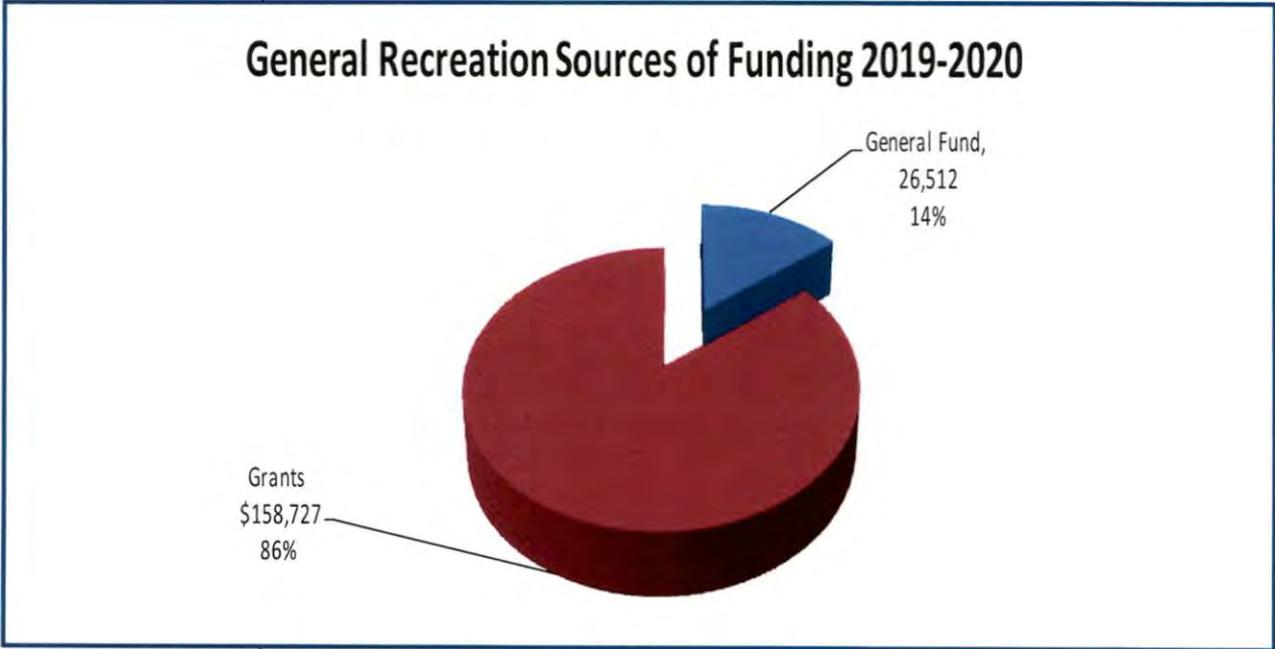
**Recreation**

**General Recreation**

The graph below shows funding sources for General Recreation for 2018-2019.



The graph below shows funding sources for General Recreation for 2019-2020.



## Recreation

### Winters Community Center

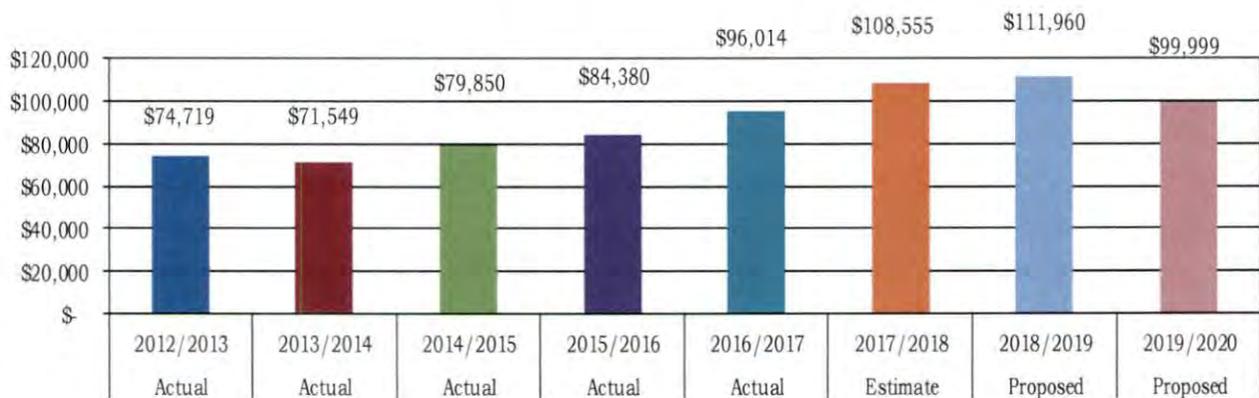
The Community Center is funded entirely by the General Fund. The increased expenditure for 2018/2019 and for 2019/2020 is for the increased estimated wages and benefits as we expect to increase the amount of usage of the Community Center.

The chart and graph below show the historical expenditures for the Community Center as well as the Budgeted expenditures for 2018/2019 and 2019/2020.

### City of Winters Community Center Expenditures

	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Estimate 2014-2016	Proposed 2016-2017	Proposed 2017-2018
Salaries & Benefits	\$ 17,227	\$ 10,487	\$ 9,307	\$ 5,934	\$ 4,428	\$ 8,924	\$ 11,858	\$ 11,858
Operating Expenditures	28,645	39,095	36,028	35,863	39,535	44,016	51,240	51,416
Allocated Costs	29,788	32,041	29,384	29,752	35,887	37,649	39,839	43,947
<b>Total Expenditures</b>	<b>\$ 75,660</b>	<b>\$ 81,623</b>	<b>\$ 74,719</b>	<b>\$ 71,549</b>	<b>\$ 79,850</b>	<b>\$ 90,589</b>	<b>\$ 102,937</b>	<b>\$ 107,221</b>

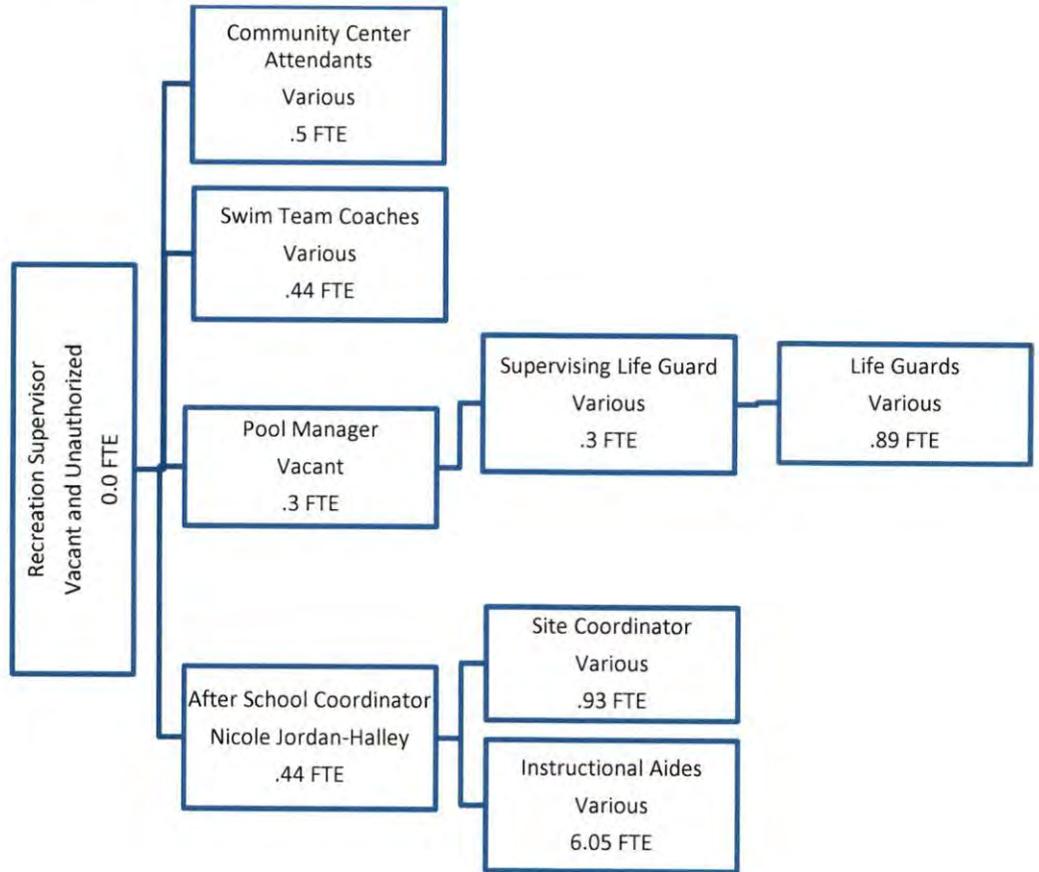
### City of Winters Community Center Expenditure History

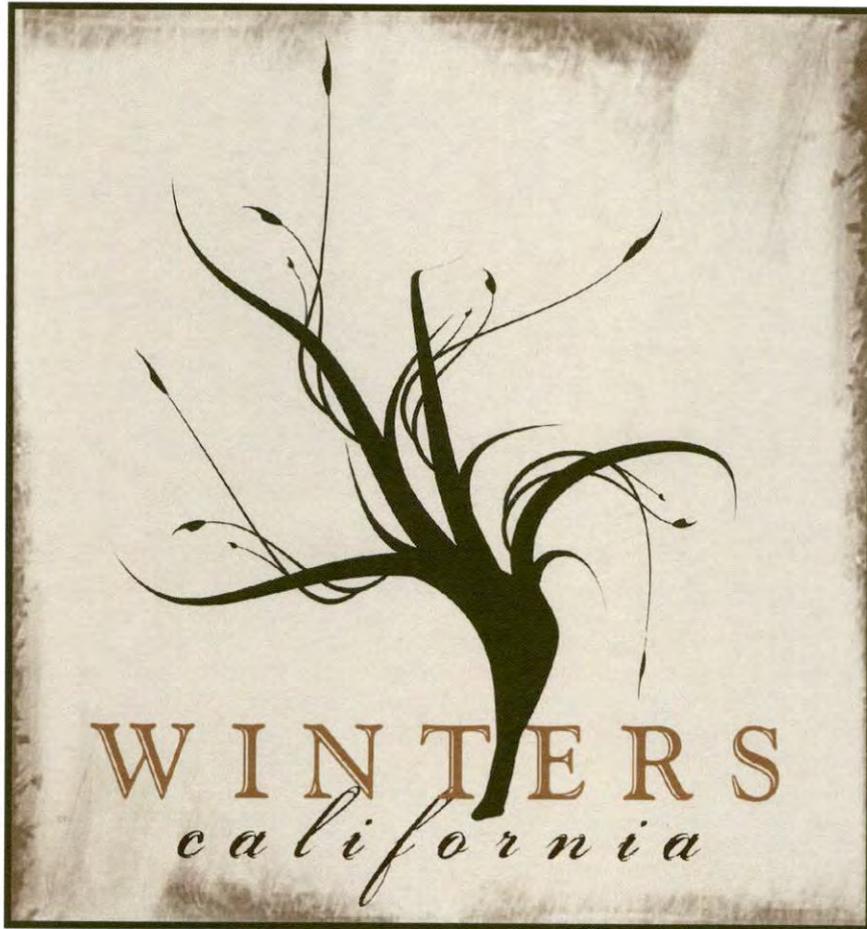


# Recreation

## Recreation Department Organization Chart

Staffing for the Recreation Department is shown in the organizational chart below.





**Why the tree? Because...**

The stylized nature of the tree is distinctive. It takes its cue from our budding artist community.

**Staffing**

# Staffing

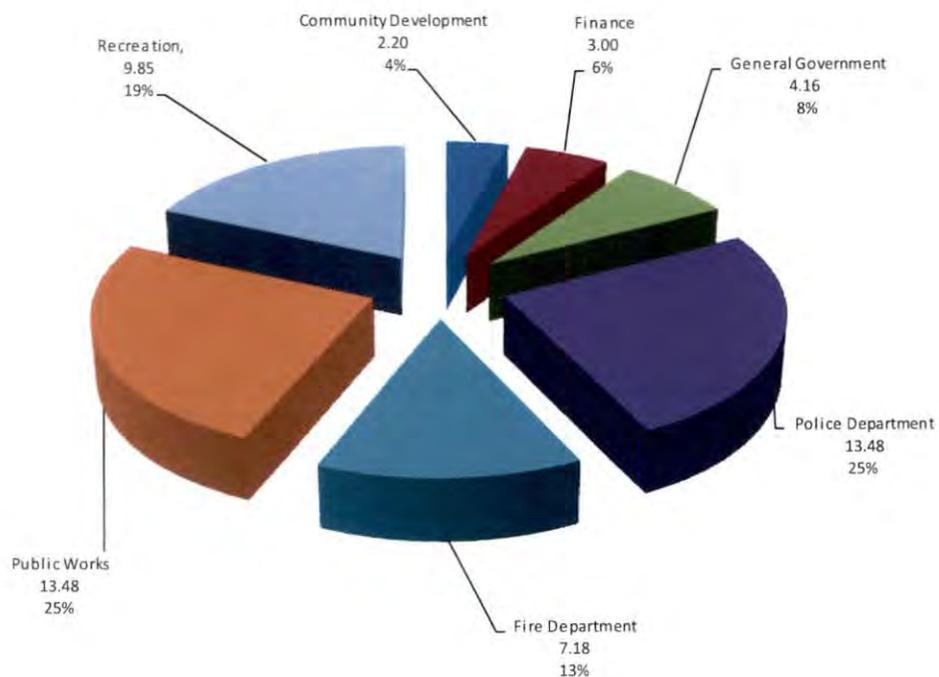
Staffing Comparison by Department In Full Time Equivalent								
Department	12/13 Adopted	13/14 Adopted	14/15 Adopted	15/16 Adopted	16/17 Adopted	17/18 Adopted	18/19 Approved	19/20 Approved
Community Development Department	1.20	1.20	2.40	2.40	2.70	2.70	2.20	2.20
Community Development Director (0)								
Planner(.2)								
Building Official (1)								
Permite Tech (1.0)								
Finance	4.00	4.00	3.55	3.55	3.33	3.39	3.00	3.00
Director of Financial Management(1)								
Accounting Accountant (1)								
Records Clerk II (1)								
General Government	5.25	5.25	6.17	6.17	5.69	6.01	4.16	4.16
City Manager (1)								
Human Resources Manager (1)								
Housing & Economic Development Mgr (1)								
Records and IT Manager (1)								
Records Clerk (1)								
Intern (.16)								
Police Department	13.44	14.44	13.60	13.60	13.44	14.44	13.48	13.98
Police Chief (1)								
Sergeant (3)								
Records Supervisor (1)								
Corporal (2)								
Police Officers (5.0) (6)								
Community Services Officer II (1)								
Community Services Officer (.48)								
Fire Department	7.70	7.70	7.00	7.00	7.00	8.00	7.18	7.20
Chief (1)								
Captain (3)								
Engineer (0) (.5)								
Seasonal Firefighter (.48) (0)								
Reserves (3.0)								
Public Works	6.98	6.98	12.98	13.98	13.48	13.48	13.48	13.48
Public Works Superintendent (1.0)								
Environmental Services Manager (1)								
Management Analyst (1)								
Facility Manager (3)								
Maintenance Worker III (2)								
Maintenance Worker II (3)								
Maintenance Worker I (2)								
Associate (.48)								
Recreation	9.85	9.85	9.85	9.85	9.85	9.85	9.85	9.85
Recreation Supervisor (0)								
Community Center Attendants (.5)								
Swim Coaches (.44)								
Pool Manager (.30)								
Supervising Lifeguard (.30)								
Lifeguard (.89)								
Summer Recreation Leader (.0)								
Summer Recreation Directors (.0)								
After School Coordinator (.44)								
Site Coordinator (.93)								
Instructional Aides (6.05)								
<b>Total FTE's</b>	<b>48.42</b>	<b>49.42</b>	<b>55.55</b>	<b>56.55</b>	<b>55.49</b>	<b>57.87</b>	<b>53.35</b>	<b>53.87</b>

## Staffing

The above charts reflect the following:

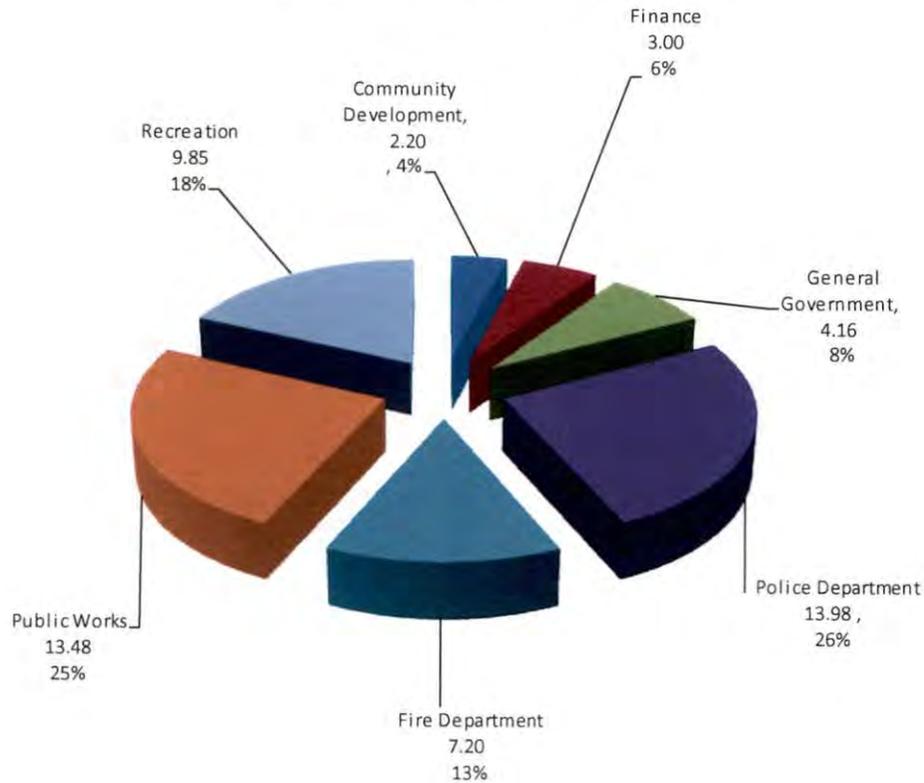
- The Community Development Department decreased staffing by .5 FTE in 2018-2019 due to the resignation of the Associate Planner.
- Decrease in Finance Department staffing due to the reorganization of staff with various vacancies.
- Reduction in staff in City Manager Department vacancies not being filled.
- The decrease for Fire Department is due to restructuring with the elimination of the Contract with the City of Dixon for Fire Chief services.
- The Police Department has decreased staffing in 2018/2019 by .96 due to the elimination of the of the anticipant additional position in 2017/2018 that was not filled due to revenues not meeting projections. The position is added back in beginning January 1, 2019

2018-2019 Staffing by Department



# Staffing

2019-2020 Staffing by Department



## Employee Compensation

The City of Winters has six employee associations that represent the interests of the employees of the City of Winters:

- Winters Employee Association (WEA) is comprised of all non-public safety, non-management employees.
- The Winters Police Officer Association (WPOA) is comprised of the sworn police officers of the City.
- The Winters Police Sergeant Association is comprised of the sworn police sergeants of the City.
- The Winters Mid Management Association is comprised of those individuals whose job title classifies them as mid-managers
- The Winters Management Association is for those individuals whose job title classifies them as managers

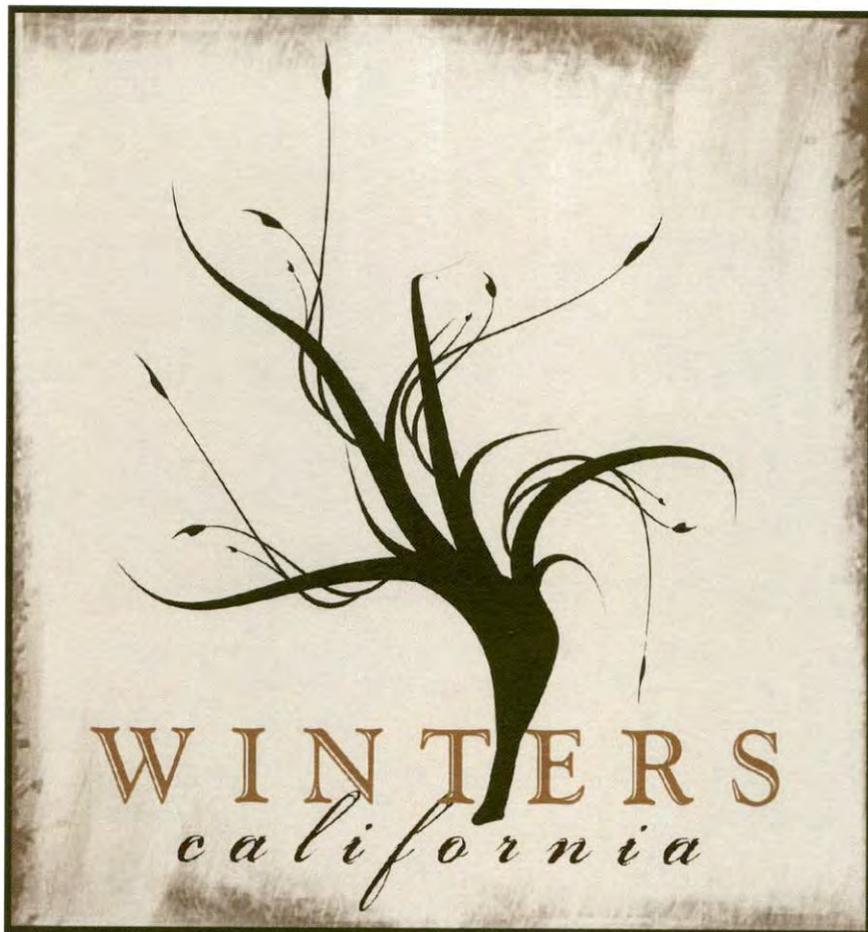
## Staffing

- The Winters Department Directors Association is comprised of the Department Directors within the City.

At the time of the preparation of this budget, all associations are still in negotiations with management for salary and benefits. Currently the salary and benefit increases for budgeting purposes are:

- 1% cost of living increases are budgeted for 2018/2019 and 2.0% cost of living increase for 2019/2020.
- City matching employee contributions to 457K (Deferred Compensation Plans) to a maximum of \$500 per year are being suspended for all employees for both 2018/2019 and 2019/2020.
- City Management employees have agreed to a suspension of the City contribution to the 457 Deferred Compensation plan for both 2018/2019 and 2019/2020, for Department heads, this is 7% of salary, for Management staff this is 4% of salary and for Mid-management this is 2% of salary.
- City Management employees have agreed to have the ability to take leave time in cash in lieu of time off for both fiscal years for a limit of 27 hours only.

Any changes resulting from completion of negotiations approved by the City Council will be adjusted as necessary.



**Why the tree? Because...**

Winters is rooted in history, and there is a commonality amongst the community members, but the branches represent the diversity of our community, reaching out and growing towards the future.

**Policies**



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## FISCAL POLICIES

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### BUDGET

The City of Winters is adopting the following policies to guide in the preparation of the City of Winters annual budget.

1. The City shall maintain a balanced budget.
  - a. Operating revenues must fully cover operating expenditures, including debt service.
  - b. End of year balance carry forwards shall not be used as a continuing method of balancing the budget
  - c. Ending fund balances must meet minimum policy levels (50% of expenditures for the General Fund and Enterprise Funds
2. One-time revenues will only be used for one-time expenditures.
3. Budgetary procedures that fund current expenditures at the expense of future needs, such as postponing expenditures, accruing future revenues, or rolling over short-term debt, will be avoided.
4. Structural deficits will be avoided by balancing expected annual revenues with expected annual expenditures.
5. Proceeds from long-term debt will not be used for current, ongoing activities.
6. All revenue forecasts shall be conservative. Revenues projections will be evaluated annually to maintain an error rate of less than 5%
7. All non-salary benefits, such as vacation pay, holiday pay, and educational incentives will be costed out, and their impact on future budgets will be assessed. Cost analysis of salary increases will include the effect of such increases on employer share of related fringe benefits.
8. All compensation negotiations will focus on total compensation: direct salary plus employer share of fringe benefits.

9. Future maintenance needs for all new capital facilities will be fully costed out.
10. The budget will provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment.
11. Utility rate increases shall be smaller and more frequent (e.g. annually) rather than larger and less frequent.
12. The number and classifications of positions shall be approved in the annual budget. Changes to the number or classification of Full Time Equivalents (FTEs) shall require City Council approval.
13. The City Council will approve the annual budget by resolution that appropriates the funds. New revenue sources and their expenditures identified after the annual budget appropriation must be approved and appropriated by the City Council. Revenues for current sources that exceed their budgeted amounts by more than 10% must be appropriated by the City Council prior to expenditure of those revenues. Expenditures for contract services reimbursed by developers do not require City Council appropriations provided the City Council policies on development reimbursements are followed.

Under this policy, it is allowable for total expenditures to exceed revenues in a given year; however, in this situation, beginning fund balance can only be used to fund capital improvement projects or other "one-time", non-recurring expenditures.

## **FINANCIAL REPORTING AND BUDGET ADMINISTRATION**

The City of Winters is adopting the following policies to set procedures for monitoring the financial status of the City's various funds and cash flow.

1. **Annual Reporting.** The City will prepare annual financial statements as follows:
  - a. The City will contract for an annual audit by a qualified independent certified public accountant City will strive for an unqualified auditor's opinion.
  - b. The City will use generally accepted accounting principles in preparing its annual financial statements and will strive to meet the requirements of the GFOA's Award for Excellence in Financial Reporting program.
  - c. The City will issue audited financial statements within 180 days after year-end.
2. **Interim Reporting** The City will prepare and issue timely reports on the City's fiscal status to the Council and staff. This includes:
  - a. Monthly budget status reports to all Department Heads
  - b. Monthly Investment report to the City Council.
  - c. Monthly budget status and cash flow reports to the City Council
  - d. Mid Year budget reviews
3. **Budget Administration.** The Council may amend or supplement the budget at any time after its adoption by majority vote of the Council members. The City Manager has authority to make transfers between account codes and

departments within a fund, except for contingencies, without City Council approval.

## GENERAL REVENUE MANAGEMENT

The City is establishing the following policies to guide the City in managing the revenues available for current and future programs within the City of Winters.

1. **Stable Base.** The City will seek to maintain a diversified and stable revenue base to protect it from short-term fluctuations in any one revenue source.
2. **Long Range Planning.** The City will institute a five-year projection of revenues beginning in the fiscal year 2003-2004, and will update the projections on an annual basis; therefore, the City will maintain a five-year projection of revenues to assist in long-range financial planning.
3. **Current Revenues for Current Uses.** The City will fund current year expenditures from current year revenues and avoid procedures that balance current budgets by postponing needed expenditures, accruing future revenues or rolling over short-term debt.
4. **Interfund Transfers and Loans.** In order to achieve important public policy goals, the City has established various special revenue, capital project, debt service and enterprise funds to account for revenues whose use should be restricted to certain activities. Accordingly, each fund exists as a separate financing entity from other funds, with its own revenue sources, expenditures and fund equity. Such transfers will be subsequently reported to the City Council in budget reports, mid-year adjustment and other fiscal reports.

Any transfers between funds for operating purposes can only be made during the budget process, as approved by the City Council in the adopted budget, or upon majority vote of the City Council as a budget adjustment. These operating transfers, under which financial resources are transferred from one fund to another, are distinctly different from interfund borrowings, which are usually made for temporary cash flow reasons, and are not intended to result in a transfer of financial resources by the end of the fiscal year.

In summary, interfund transfers result in a change in fund equity; interfund borrowings do not, as the intent is to repay the loan in the near term.

From time to time, interfund borrowings may be appropriate; however, these are subject to the following criteria in ensuring that the fiduciary purpose of the fund is met:

1. The Director of Financial Management is authorized to approve temporary interfund borrowings for cash flow purposes whenever the cash shortfall is expected to be resolved in 60 days. The most common use of interfund borrowing under this circumstance is for grant programs like the

Community Development Block Grant, where costs are incurred before drawdowns are initiated and received. However, receipt of funds is typically received shortly after the request for funds have been made.

2. The Director of Financial Management is authorized to approve temporary interfund borrowing for the City Wide Assessment District Special Revenue Fund. This fund receives revenues in January and May of each year, while expenditures occur relatively evenly throughout the fiscal year, causing temporary cash shortfalls for the City Wide Assessment District Fund.
3. Any other interfund borrowings for cash flow or other purposes require a case-by-case approval of the City Council.
4. Any transfers between funds where reimbursement is not expected within one fiscal year shall not be recorded as interfund borrowings; they shall be recorded as interfund operating transfers that affect equity by moving financial resources from one fund to another.

## **USER FEE COST RECOVERY GOALS**

The City is establishing the following to guide the City in setting fees for services provided by the City of Winters.

### **1. Ongoing Review**

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost of living as well as changes in methods or levels of service delivery

### **2. User Fee Cost Recovery Levels**

In setting user fees and cost recovery levels, the following factors will be considered:

#### **a. Community Wide vs. Special Benefit.**

The level of user fee cost recovery should consider the community wide vs. special service nature of the program or activity. The use of general purpose revenue is appropriate for community wide services, while user fees are appropriate for services that are of special benefit to easily identified individuals or group.

#### **b. Service Recipient vs. Service Driver.**

After considering community wide vs. special benefit of the service, the concept of service recipient vs. service driver should be considered. For example, it could be argued that the applicant is not the beneficiary of the City's development review efforts, that the community is the primary beneficiary. However, the applicant is the driver of the development review costs, and therefore, cost recovery from the applicant is appropriate.

#### **c. Effect of Pricing on the Demand for Services**

The level of cost recovery and related pricing of services can significantly affect the demand and subsequent level of services provided. At full cost recovery, this has the specific advantage of ensuring that the City is providing

services for which there is a market that is not overly stimulated by artificially low prices. However, high levels of cost recovery will negatively impact the delivery of services to lower income groups. This negative feature is especially pronounced, and works against public policy, if the services are specifically targeted to low income groups.

d. **Feasibility of Collection and Recovery.**

Although it may be determined that a high level of cost recovery is appropriate for specific services, it may be impractical or too costly to establish a system to identify and charge the user. Therefore, the feasibility of assessing and collecting charges should also be considered in developing user fees, especially if significant program costs are intended to be financed from that source.

3. **Factors Favoring Low Cost Recovery Levels.**

Very low cost recovery levels are appropriate under the following circumstances:

- a. There is no intended relationship between the amount paid and the benefit received. Almost all social service programs fall into this category. It is expected that one group will subsidize another.
- b. Collecting fees is not cost effective, or will significantly impact the efficient delivery of the service.
- c. There is no intent to limit the use of (or entitlement to) the service. Again, most social service programs fit into this category as well as many police and fire emergency response services. Access to neighborhood and community parks fit into this category as well.
- d. The service is non-recurring, generally delivered on a peak demand or emergency basis, cannot be planned for on an individual basis, and is not readily available from a private sector source. Many police and fire services also fall into this category.
- e. Collecting fees would discourage compliance with regulatory requirements and adherence is primarily self-identified, and as such, failure to comply would not be readily detected by the City. Many small scale licenses and permits might fall into this category.

4. **Factors Favoring High Cost Recovery Levels**

- a. The service is similar to services provided through the private sector.
- b. Other private or public sector alternatives could or do exist for the delivery of the service.
- c. For equity or demand management purposes, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received.
- d. The use of the service is specifically discouraged. Police responses to false alarms might fall into this category.
- e. The service is regulatory in nature and voluntary compliance is not expected to be the primary method of detecting failure to meet regulatory

requirements. Building permit, plan checks, and subdivision review fees for large projects would fall into this category.

#### **5. General Concepts Regarding the Use of Service Charges**

The following general concepts will be used in developing and implementing service charges:

- a. Revenues should not exceed the reasonable cost of providing the service.
- b. Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization wide support costs such as accounting, personnel, data processing, vehicle maintenance and insurance.
- c. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
- d. Rate structures should be sensitive to the "market" for similar services as well as to smaller, infrequent users of the service.
- e. A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

#### **6. Low Cost Recovery Services**

Based on the criteria discussed above, the following types of services should have very low cost recovery goals. In selected circumstances, there may be specific activities that should have user fees associated with them. However, the primary source of funding for the operation should be general purpose revenues, not user fees.

- a. Delivering public safety emergency response services such as police patrol services and fire suppression.
- b. Maintaining and developing public facilities that are provided on a uniform, community wide basis such as streets, parks and general purpose buildings.
- c. Providing social service programs and economic development activities.

#### **7. Recreation Programs**

The following cost recovery policies apply to the City's recreation programs:

- a. Cost recovery for activities directed to adults should be relatively high.
- b. Cost recovery for activities directed to youth and seniors should be relatively low. In those circumstances where services are similar to those provided in the private sector, cost recovery levels should be higher.

Although ability to pay may not be a concern for all youth and senior participants, these are desired program activities and the cost of determining need may be greater than the cost of providing a uniform service fee structure for all participants. Further, there is a community wide benefit in encouraging high levels of participation in youth and senior recreation activities regardless of financial status.

- c. Cost recovery goals for recreation activities are set as follows:

*High Cost Recovery Activities (60%-100%)*

1. Classes

2. Adult athletics
3. Community Center rentals

*Mid Range Cost Recovery Activities (30%-60%)*

1. City library room rental
2. Youth sports
3. Outdoor facility and equipment rentals

*Low Range Cost Recovery Activities (0%-30%)*

1. Public swim
2. Swim lessons
3. Adventure Day Camp
4. Fun in the Park

- d. For cost recovery activities of less than 100%, there should be a differential in rates between residents and nonresidents. However, the Recreation Supervisor is authorized to reduce or eliminate nonresident fee differentials when it can be determined that the fee is reducing attendance and that there are no appreciable expenditure savings from the reduced attendance.
- e. Absent formalized agreements with youth groups and sports leagues, charges will be assessed for use of the Community Center, ball fields, library rooms and recreation facilities not sponsored or co-sponsored by the City. Such charges will generally conform to the fee guidelines described above.

**1. Development Review Programs**

The following cost recovery policies apply to the development review programs:

- a. Services provided under this category include;
  1. Planning (planned development permits, tentative maps, rezonings, General Plan amendments, variances, use permits.)
  2. Building and safety (building permits and inspections).
  3. Engineering (public improvement plan checks, inspections, subdivision requirements, encroachments)
  4. Fire plan check
- b. Cost recovery for these services should generally be very high. In most instances the City's cost recovery goal should be 100%. However, in charging high cost recovery levels, the City needs to clearly establish and articulate standards for its performance in reviewing developer applications to ensure there is "value for cost"

**2. Comparability With Other Communities**

In setting user fees, the City will consider fees charged by other agencies in accordance with the following criteria:

- a. Surveying the comparability of the City's fees to other communities provides useful background information in setting fees for several reasons:
  1. They reflect the market for these fees and can assist in assessing the reasonableness of the City's fees.

2. They can serve as a benchmark for how cost effective the City provides its services.
- b. Fee surveys should not be the only criteria in setting City fees because many factors affect how communities set their fees, as such, comparing our fees to other communities should only be one factor used to set the City of Winters fees.

## **ENTERPRISE FUND FEES AND RATES**

The City is establishing the following to manage the revenues of the Water and Sewer enterprise funds to provide for current and future operating costs, as well as capital requirements.

### **1. Water and Sewer**

The City will set fees and rates at levels that fully cover the total direct and indirect cost, including operations, capital outlay and debt service of the water and sewer enterprise funds.

### **2. Ongoing Rate Review**

The City will review and adjust enterprise fees and rate structures as required to ensure that they remain appropriate and equitable.

## **REVENUE DISTRIBUTION**

The City is establishing the following to provide a manner of distributing revenue sources received by the City of Winters.

The Council recognizes that generally accepted accounting principles for local governments discourage the "earmarking" of General Fund revenues, and therefore, the practice of designating General Fund revenues for specific programs should be minimized in the City's management of its fiscal affairs. The following revenue distribution policies do not prevent the City Council from directing General Fund resources to other functions and programs as necessary.

### **1. Property Tax Revenues**

With the passage of Proposition 13 in 1978, California Cities no longer are allowed to set their own property tax rates. Proposition 13 not only limited the annual increases in market value, it placed a ceiling on voter-approved indebtedness and redefined assessed valuations. Proposition 13 established a maximum countywide levy for general revenue purposes of 1% of market value. Under subsequent state legislation, which adopted formulas for the distribution of this countywide levy, the City now receives a percentage of total property tax revenues collected countywide as determined by the County Auditor-Controller.

The Property Tax revenues received by the City of Winters are General Fund revenues.

2. **Gas Tax Revenues**

All gas tax revenues (which are restricted by the State for street related purposes) will be used for maintenance and capital projects. The City expends no General Fund revenues for streets and roads and therefore the fund balance of the Gas Tax Fund is allowed to build up for several years before major projects can be funded from these revenues.

3. **Transportation Development Act Revenues (TDA)**

All TDA revenues will be expended first for the Winters Route of the Yolo County Transportation District, and the remaining unspent revenues will be used in conjunction with the Gas Tax revenue for street and road purposes.

### **APPROPRIATION LIMITATION**

The following policies are established to provide for compliance with the Appropriation Limitation requirement of the California Constitution.

1. The City Council will annually adopt a resolution establishing the City of Winters appropriation limit calculated in accordance with Article XIII-B of the Constitution of the State of California, section 7900 of the State of California Government Code, and any other voter approved amendments or state legislation that affect the City's appropriation limit.
2. The supporting documentation used in calculating the City's appropriation limit will be available for public and Council review at least 7 days before Council consideration of a resolution to adopt an appropriation limit.
3. The City will strive to develop revenue sources, both new and existing, which are considered non-tax proceeds in calculating its appropriations subject to limitation.
4. The City will seek voter approval to amend its appropriation limit at such time that tax proceeds are in excess of allowable limits.

### **FUND BALANCES RESERVES**

The following are established to provide for a prudent reserve policy for the City of Winters.

The City of Winters has established three types of reserves: Contingencies, Capital Reserves, and Cash and Emergency Reserves.

1. The City of Winters has two Contingency Reserves: General Contingency and CalPERs Contingency.
  - a. General contingencies are budgeted in each fiscal year to account for unanticipated expenditures during the year. These are usually smaller amounts and are not for catastrophic emergencies, but rather for unforeseen expenditures at budget time that the City Council deems necessary to allocate funding throughout the fiscal year.
  - b. CalPERS contingencies are budgeted in fiscal years that the City is in a surplus or super funded status with CalPERS for contributions for employee retirement plans. These amounts are included as an expenditure in each fund to which they apply, and the amount not remitted to CalPERS is then transferred to a separate fund in anticipation of contract changes resulting in significant increases in CalPERS rates.
2. Capital Reserves have been established for a variety of reserve purposes. Capital Reserves are used to pay for replacement of infrastructure (such as replacing water mains), renovation of existing infrastructure (such as modernizing a City building), and building new City facilities (such as ball fields). The City has three types of Capital Reserve funds:
  - a. Impact Fee Reserve Funds are fees collected from development established in accordance with AB1600. The specific projects to be funded from the Impact Fees are established in accordance with AB1600 procedures. These funds may only be used for those identified projects, and if not used for those projects must be returned to the developer. Impact fees are used to accommodate facilities required to accommodate new development within the City of Winters.
  - b. Capital Reserves are funds set aside from sources other than development fees to build, renovate, or improve capital assets. Capital Reserves are used for existing or new infrastructure that benefit the community in general. In some cases an improvement is partially funded from Capital reserves, and partially funded by Impact fees. The City Council may designate specific fund balance levels for future development of Capital projects that it has determined to be in the best long-term interest of the City.
  - c. An Equipment Replacement fund has been established in the fiscal year 2002-2003 to provide for the timely replacement of vehicles and capital equipment (General Fund assets) with an individual replacement cost of \$15,000 or more. The City of Winters will use revenues received from the reimbursement of mandated costs, sale of any surplus equipment and any City Council approved transfer of year end revenues in excess of expenditures to provide a funding source for replacement of vehicles and capital equipment. The City has also established Equipment Replacement funds for both the Water and

Sewer Enterprise Funds in the fiscal year 2002-2003. These equipment replacement funds will account for all assets of the enterprise fund, and the annual amount of depreciation for each asset will be transferred as a cash transfer from the individual enterprise fund to its corresponding equipment replacement fund. The City will strive to maintain a fund balance of approximately 20% of the original purchase price of the items accounted for in this fund.

3. Cash and Emergency Reserves-Each year when the City Council approves the annual budget, the budgeted amounts will be appropriated to the various revenue and expenditure accounts in the City's financial system. In the operating funds, the fund balances will be made up of: annual appropriations, money reserves, and unappropriated, unreserved fund balances.
  - a. Annual appropriations are the amounts in the annual budget approved by the City Council for expenditure during the budget year.
  - b. Money Reserves are funds that are specifically reserved by the City Council as a baseline amount for cash and extreme emergency purposes. To avoid short term borrowing, adequate cash must be maintained to cover ongoing expenses. For example, property tax revenues are received by the City twice per year, but the expenses paid with these revenues are fairly constant each month, thus, the fund must maintain a cash balance sufficient to pay for expenses until the revenues are received.
  - c. Unappropriated, unreserved fund balances are also a type of reserve and serve as a cash and/or emergency reserve in each fund. The unappropriated, unreserved fund balances are available to handle the effects of such occurrences as a sudden economic downturn that would result in receiving less revenues than budgeted. (this would give the City time to make appropriate adjustments in subsequent budgets).
  - d. Cash and emergency reserves are established for the following operating funds;
    1. General Fund: The money reserve goal is 50% of annual expenditures and the unappropriated, unreserved end of year estimated fund balance goal is 25% of annual expenditures.
    2. City Wide Assessment District: The unappropriated, unreserved end of year estimated fund balance goal is 75% of annual expenditures.
    3. Water Enterprise Fund: The unappropriated, unreserved end of year estimated fund balance goal is 50% of annual expenditures. This goal is in addition to transferring adequate funds to meet any City Council directed Water Capital Reserve requirements
    4. Wastewater Enterprise Fund: The unappropriated, unreserved end of year estimated fund balance goal is 50% of annual expenditures. This is in addition to any City Council directed Wastewater Capital Reserve Requirements.

In addition to the designations noted above, fund balance levels will be sufficient to meet funding requirements for projects approved in prior years which are carried forward into the new year, debt service requirements, reserves for encumbrances, and other reserves or designations required by contractual obligations, state law, or generally accepted accounting principles.

## **CAPITAL IMPROVEMENT MANAGEMENT**

The following is established to provide for the management of Capital equipment purchases and Construction projects.

1. Construction projects and equipment purchases which cost \$15,000 or more will be included in the Capital Improvement Plan (CIP). Minor equipment purchases of less than \$15,000 will be included in the operating budget.
2. The purpose of the CIP is to systematically plan, schedule and finance capital projects to ensure cost effectiveness as well as conformance with established policies. The CIP is a five-year plan organized into the same functional groupings used for the operating budget. The CIP will reflect a balance between Capital replacement projects that repair, replace, or enhance existing facilities, equipment or infrastructure that significantly expand or add to the City's existing fixed assets.
3. Each CIP project will have a project manager who will prepare the project proposal, ensure that required phases are completed on schedule, authorize all project expenditures, ensure that all regulations and laws are observed, and periodically report project status.
4. The City's annual CIP appropriations for study, design, acquisition and/or construction is adopted through the annual budget process. Having the project appropriations included in the annual budget does not automatically authorize the project for funding. The project is approved for funding when the City Council has reviewed and approved costs for each phase of the project.

## **CAPITAL FINANCING AND DEBT MANAGEMENT**

The following is established to provide for the basis of when debt financing may be appropriate for the City of Winters, management of the debt, and the establishment of a debt capacity for the City.

1. The City will consider the use of debt financing only for one time capital improvement projects and only under the following circumstances;
  - a. When the projects useful life will exceed the term of the financing.

- b. When the project revenues or specific resources will be sufficient to service the long- term debt.
- 2. Debt financing will not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The issuance of short-term instruments such as tax revenue bonds or bond anticipation notes is excluded from this limitation.
- 3. Capital improvements will be financed primarily through user fees, service charges, assessments, special taxes or developer agreements when benefits can be specifically attributed to users of the facility. Accordingly, development impact fees have been created and implemented at levels sufficient to ensure that new development pays its fair share of the cost of constructing necessary community facilities.
- 4. The City will use the following criteria to evaluate pay as you go vs. long term financing in funding capital projects;
  - A. Factors favoring pay as you go financing:
    - 1. Current revenues and adequate fund balances are available or project phasing can be accomplished.
    - 2. Existing debt levels adversely affect the City's credit rating.
    - 3. Market conditions are unstable or present difficulties in marketing.
  - B. Factors Favoring Long Term Financing
    - 1. Revenues available for debt service are deemed sufficient and reliable so that long-term financings can be marketed with investment grade credit ratings.
    - 2. The project securing the financing is of the type, which will support an investment grade credit rating.
    - 3. Market conditions present favorable interest rates and demand for City financing.
    - 4. A project is mandated by state or federal requirements, and resources are insufficient or unavailable.
    - 5. The project is immediately required to meet or relieve capacity needs and current resources are insufficient or unavailable.
    - 6. The life of the project or asset to be financed is 10 years or more.
- 5. Debt Management:
  - a. The City will not obligate the General Fund to secure long-term financings except when marketability can be significantly enhanced.
  - b. An internal feasibility analysis will be prepared for each long term financing which analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.
  - c. The City will generally conduct financings on a competitive basis. However, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure.
  - d. The City will seek an investment grade rating (BAA/BBB or greater) on any direct debt and will seek credit enhancements such as letters of

credit or insurance when necessary for marketing purposes, availability and cost effectiveness.

- e. The City will monitor all forms of debt annually coinciding with the preparation of the annual budget.
- f. The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
- g. The City will maintain good, ongoing communications with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus (Official Statement).

6. Debt Capacity:

- a. General Purpose Debt Capacity. The City will carefully monitor its level of general purpose debt. General purpose debt capacity is limited, and should only be used for high priority projects where other financing methods cannot be reasonably used.
  - 1. General purpose funds committed to a project are not available for funding operations
  - 2. In evaluating debt capacity, general purpose debt service payments will not exceed 10% of General Fund Revenues
- b. Enterprise Fund Debt Capacity. The City will set enterprise fund rates at levels needed to fully cover debt service requirements as well as operations, maintenance, administration and capital improvement costs. The ability to afford new debt for enterprise operations will be evaluated as an integral part of the City's rate review and setting process.

**7. The City will retain a Financial Advisor in connection with any debt issuance.**



## **City of Winters and City of Winters Community Development Agency Investment Policy**

Updated 1/6/06

The City is establishing the following policies to provide the means for investing the public funds held by the City of Winters and the City of Winters Community Development Agency.

### **1. Policy**

It is the policy of the City of Winters and the City of Winters Community Development Agency to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all Federal, State and local statutes governing the investment of public funds

### **2. Scope**

This investment policy applies to all financial assets of the City of Winters and the City of Winters Community Development Agency. These funds are accounted for in the monthly and annual financial reports as well as in the annual audit performed by an independent certified public accountant.

### **3. Responsibility**

The authority for investment for municipal governments is set forth in Article 1, Chapter 4 of the California Government Code (Section 53600 et.seq.). The responsibilities for investing excess cash and transferring funds for immediate use are assigned to the Director of Financial Management, Director of Administrative Services, or the City Manager.

### **4. Objectives**

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the objectives of the City shall be to safeguard the principal of the funds invested, to meet the liquidity needs of the City, and to achieve a reasonable rate of return on the invested funds.

## **5. Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with the proper execution of the investment program, or impairs their ability to make impartial investment decisions. Additionally, the City Manager, Director of Financial Management, Director of Administrative Services and City Treasurer are required to annually file applicable financial disclosures as required by the Fair Political Practices Commission (FPPC).

## **6. Authorized Investments**

Investment of City funds is governed by the California Government Code Sections 53600 et.seq. Within the context of the limitations, the following investments are authorized, as further limited herein:

- i. United State Treasury Bills, Bonds and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio that can be invested in this category, although a five-year maturity limitation is applicable.
- ii. Obligations issued by Federal Government Agencies, such as the Government National Mortgage Association (GNMA), the Federal Farm Credit System (FFCB), the Federal Home Loan Bank Board (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Association (FHLMC). There is no percentage limitation of the portfolio that can be invested in this category, although a five-year maturity limitation is applicable.
- iii. Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale or other agreement of the City of Winters or City of Winters Community Development Agency, or certificates of participation in those bonds, indebtedness, or lease installment sale or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the of the City of Winters, or City of Winters Community Development Agency providing for the issuance.

Investments in items c through j are further restricted to percentage of the cost value of the portfolio in any one issuer name to a maximum of 15%. The total value

invested in any one issuer shall not exceed 15% of the issuer's net worth. A five-year maximum maturity limitation is applicable unless further restricted in this policy.

- iv. Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise known as banker's acceptances. Bankers acceptances purchased may not exceed 180 days to maturity or 40% of the cost value of the portfolio, however no more than 30% of the agency's money may be invested in the bankers acceptances of any one commercial bank.
- v. Commercial paper of "prime quality of the highest ranking or of the highest letter and number rating as provided for by an nationally recognized statistical –rating organization (NRSRO). The issuer shall meet all of the following conditions in either paragraph (1) or paragraph (2)
  - a. The issuing entity must meet the following criteria:
    - ❖ Is organized and operating in the United States as a general corporation.
    - ❖ Has total assets in excess of five hundred million dollars (\$500,000,000)
    - ❖ Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical rating organization (NRSRO)
  - b. The issuing entity must meet the following criteria.
    - i. Is organized within the United States as a special purpose corporation, trust or limited liability company.
    - ii. Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit or surety bond.
    - iii. Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating organization (NRSRO). Purchase of eligible commercial paper may not exceed 270 days to maturity nor represent more than 10% of the outstanding paper of the issuing corporation. Purchases of commercial paper may not exceed 25% of the cost value of the portfolio. Purchases of commercial paper from any one issuer cannot exceed 10%.
- vi. Negotiable Certificates of Deposit issued by nationally or state chartered banks or state or federal savings institutions. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio. A maturity limitation of 5 years is applicable.
- vii. Repurchase agreements that specify terms and conditions may be transacted with banks and broker dealers. The maturity of the repurchase agreements shall not exceed 90 days. The market value of the securities used as collateral for the repurchase agreements shall be monitored by the investment staff and shall not be allowed to fall below 102% of the value of the repurchase agreement. A PSA Master Repurchase Agreement is required between the City of Winters and the broker dealer or financial institution for all repurchase agreements transacted.
- viii. Local Agency Investment Fund (LAIF) which is a State of California managed investment pool may be used up to the maximum permitted by California State Law.

- ix. Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 25% of the investment portfolio may be invested in this investment type.
- x. Medium Term Corporate Notes with a maximum maturity of five years may be purchased. Securities eligible for investment shall be rated AA or better by Moody's or Standard & Poor's rating services. Purchase of medium term notes may not exceed 30% of the market value of the portfolio and no more than 15% of the market value of the portfolio may be invested in notes issued by one corporation. Commercial paper holdings should also be included when calculating the 15% maximum.
- xi. Ineligible investments are those that are not described herein, including, but not limited to, common stocks, reverse repurchase agreements, inverse floaters, range notes, mortgage derived interest only strips, derivatives securities, any security that could result in zero interest accrual, and long term (over five years in maturity) notes and bonds are prohibited from use in this portfolio. It is noted that special circumstances arise that necessitate the purchase of securities beyond the five-year limitation. On such occasions, requests must be approved by the City Council prior to purchase.
- xii. Various daily cash funds administered for or by trustees, paying agents and custodian banks contracted by the City of Winters may be purchased as allowed under State of California Government Code. Only funds holding US Treasury or Government agency obligations can be utilized.

## **7. Diversification**

Investments will be diversified by security type and institution. With the exception of U.S. Treasury security and authorized pools, no more than 50% of the total investment portfolio will be invested in single security type or with single financial institution.

## **8. Authorized Financial Dealers and Institutions**

The City of Winters shall transact business only with banks, savings and loans, and with broker/dealers. The broker/dealers will be primary dealers regularly reporting to the New York Federal Reserve Bank.

## **9. Collateral Requirements**

Collateral is required for investments in certificates of deposit and repurchase agreements. In order to reduce market risk, the collateral level will be at least 102% of market value of principal and accrued interest.

In order to conform with the provisions of the Federal Bankruptcy Code which provides for liquidation of securities held as collateral, the only securities acceptable as collateral shall be certificates of deposit, commercial paper, eligible banker's acceptances, medium term notes or securities that are the

direct obligation of, or are fully guaranteed as to principal and interest by the United States or any agency of the United States.

#### **10. Safekeeping of Securities**

To protect against fraud or embezzlement or losses caused by collapse of an individual securities dealer, all securities owned by the City of Winters shall be held in safekeeping by a third party bank trust department, acting as agent for the City under the terms of a custody agreement or PSA agreement (repurchase agreement collateral). All trades executed by a dealer will settle delivery vs. payment (DVP) through the City's safekeeping agent. Securities held in custody for the City shall be independently audited on an annual basis to verify investment holdings.

#### **11. Internal Control**

Existing separation of functions is designed to provide an ongoing internal review to prevent the potential for converting assets or concealing transactions.

Existing procedures require all wire transfers to be confirmed by the appropriate financial institution. Proper documentation obtained from confirmation and cash disbursement wire transfers is required for each investment transaction. Timely bank reconciliation is conducted to ensure proper handling of all transactions.

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Director of Financial Management on a monthly basis.

#### **12. Reporting**

The Director of Financial Management will prepare monthly financial and investment reports for the City Manager to review and then report to the City Council.

#### **13. Interest Earnings**

All investment earnings earned and collected from investments authorized in this policy will be allocated monthly to various fund accounts based on the cash balance in each fund as a percentage of the entire pooled portfolio.

#### **14. Legislative Changes**

Any State of California legislative action that further restricts allowable maturities, investment type or percentage allocation, will be incorporated into the City of Winters investment policy and supersede any and all previous applicable language.

## **15. Policy Review**

The City of Winters investment policy has been adopted by Resolution of the City Council, and shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, and its relevance to current law and financial and economic trends. Any amendments to the policy shall be forwarded to the City Council for approval.



## **Fixed Asset Capitalization and Inventory Control Policy**

### **Purpose:**

The purpose of this policy is to ensure adequate control and appropriate use of City Fixed Assets. These procedures are designed to define fixed assets and to establish guidelines for budgeting, purchasing, using, financial reporting, depreciating and disposing of fixed assets. This policy does not apply to infrastructure assets.

### **Policy:**

It is the policy of the City of Winters that fixed assets be used for appropriate City purposes and be properly accounted for and secured. It is the responsibility of the Finance Department to ensure fixed assets will be tagged, inventoried on a regular basis, and accounted for by fund and asset category. It is the responsibility of Department Heads to ensure that proper budgeting and purchasing guidelines are followed, and that fixed assets are adequately controlled and used for appropriate City purposes, and to secure such fixed assets.

### **Scope**

All City Departments are subject to the provisions of this policy.

### **Objectives**

1. **Accounting and Reporting.** To accurately account for and report fixed assets in financial reports issued to the City Council, external-reporting agencies, granting agencies and the public.
2. **Safeguarding.** To protect the City's fixed assets from loss or theft.

To meet the two objectives above, the City has established a Capitalization Policy and an Inventory control policy, providing guidelines to determine which fixed assets are subject to separate accounting and reporting (capitalization) and safeguarding, (inventory control) respectively.

The Finance Department is responsible for, and has established, systems and procedures through which both objectives are met. These systems and procedures are used to identify, process, track, control and report City fixed assets.

### **Capitalization Policy**

Fixed assets will be identified as:

1. Equipment and Machinery
2. Office Equipment
3. Land
4. Buildings
5. Vehicles

In General, items classified as equipment or machinery, office equipment or vehicles with an original cost of \$5,000 or more will be subject to capitalization. All costs associated with the purchase should be considered, including such costs as freight and transportation charges and installation charges attributable to asset acquisition.

Items classified as Land and Buildings with an original cost of \$50,000 or more will be subject to capitalization. All costs associated with the purchase should be considered, including site preparation, professional fees and legal costs directly attributable to asset acquisition.

Specific capitalization requirements are described below:

- The capitalization threshold is applied to individual units of fixed assets. For example, ten desks purchased through a single purchase order each costing \$1,000 will not qualify for capitalization even though the total cost of \$10,000 exceeds the threshold of \$5,000.
- The capitalization threshold will generally not be applied to components of fixed assets. For example, a keyboard, monitor, and central processing unit purchased as components of a computer system will not be evaluated

individually against the capitalization threshold. The entire computer system will be treated as a single fixed asset.

- Repairs to fixed assets will generally not be subject to capitalization unless the repair extends the useful life of the asset. In this case, it represents an improvement and is subject to the capitalization policy and should be evaluated separately.
- Improvements to existing fixed assets will be presumed (by definition) to extend the useful life of the related fixed asset and, therefore will be subject to capitalization only if the cost of the improvement meets the threshold. In theory, an improvement to a fixed asset that had an original cost of less than the threshold (\$5,000 or \$50,000), but now exceeds the threshold as a result of the improvement, should be combined as a single asset at the total cost (original cost plus the cost of the improvement) and capitalized.
- Capital projects will be capitalized as "construction in progress" until completed. Costs to be capitalized include direct costs, such as labor, materials, and transportation, indirect costs such as engineering and construction management, and ancillary costs such as construction period interest.

### **Inventory Control Policy**

Department heads are responsible for safeguarding fixed assets under their control from theft or loss. However, the Finance Department is responsible for establishing and maintaining systems and procedures that enable Department Heads to properly safeguard assets.

In general, Inventory Control is applied only to movable fixed assets such as machinery and equipment, and office equipment, and not to land, buildings or other immovable fixed assets. Fixed assets subject to inventory control will be accounted for and controlled through the same systems and procedures used to account and control fixed assets subject to capitalization.

Fixed assets will be subject to inventory control if they meet at least one of the following criteria:

1. The original cost of the fixed asset is equal to or greater than \$5,000.
2. All Computers
3. Any asset that cost less than \$5,000 as requested from a Department. This may include certain machinery and equipment that due to portability, value outside the office, or character, are susceptible to theft or loss. It may also include an asset that has been requested by a department to be controlled in order to satisfy an internal or external requirement.
4. An asset required to be controlled and separately reported pursuant to grant conditions or other externally imposed reporting requirements. For example,

a grant program that has funded the acquisition of a fixed asset may impose a requirement that the fixed asset be tracked and identified as a grant-funded asset.

### **Tagging**

The purpose for tagging assets is to provide an efficient mechanism for inventorying fixed assets. A tag is a bar coded label that is affixed to each asset that is to be inventoried. The tag should be placed in an inconspicuous, but accessible place on the asset, for example, on the back of a computer component or the inside leg of a chair.

### **Why Tag an Asset**

1. To provide accountability for the assets, ensuring the asset assigned to a Department is controlled and accounted for by a specific department/person.
2. To help determine asset replacement cost and life
3. To provide the City's outside auditors with a mechanism to verify that the City is in control of fixed assets and to provide an accurate record of the City's capital expenditures

### **Should the Asset be tagged?**

1. Yes, if the cost of the asset is greater than \$5,000 and the useful life is greater than one year.
2. Yes, if it is physically possible/practical to tag and meets the dollar and life guidelines.
3. Yes, if it is an asset that is handled frequently, has a high cost, and/or is likely to be stolen.
4. Yes, if the asset needs to be controlled due to high incidence of theft/misplacement/borrowing.
5. Yes, if the asset is a computer, or computer component.
6. Generally no, if the asset cost is less than \$5,000. However, the Department Head and/or Finance may choose to tag items that cost less than \$5,000.
7. No, if the asset will be used up within one year.

### **Who is responsible for tagging the asset?**

The Finance Department with assistance from the other Department Heads will be responsible for tagging fixed assets.

## **Purchasing Fixed Assets**

1. Fill out purchase order. Include information in the comments section indicating whether the item is to be tagged or not.
2. The requested asset should have already been included in the current year's budget. Verify this, by reviewing your department's budget.
3. If the asset is not in the budget, you must contact Finance to determine appropriate action.

## **Disposal of Surplus Property**

Department Heads will submit a list of items to the City Manager to be declared as surplus for purposes of sale or disposal for record keeping purposes. Surplus property, with the approval of the City Manager, can be sold to any public or private person or entity, recycled or disposed of as junk to a landfill or other appropriate waste removal facility.

Proceeds from the disposal of surplus property will be allocated to the City's Equipment Replacement Fund.

## **Depreciable Lives**

<b>Category Description</b>	<b>Depreciable Life</b>
Land	n/a
Buildings	50
Improvements other than Buildings	50
Machinery and Equipment	10
Vehicles	5
Furniture and Fixtures	5
Office Equipment	3
Capital Improvement Project (CIP) in progress	n/a

## **Depreciation Convention**

Depreciation is computed using the half-month convention. Depreciation is computed from the beginning of the month it is placed in service if it was acquired

by the 15<sup>th</sup> of the month, if not it is depreciated from the beginning of the next month. Similarly, depreciation for the month of disposition is computed for that month if it is disposed of after the 15<sup>th</sup>.



## **Infrastructure Asset Capitalization and Inventory Control Policy**

### **Purpose**

The purpose of this policy is to ensure adequate control and appropriate use of City Infrastructure assets and to establish guidelines for budgeting, purchasing, using, financial reporting, logging, inventorying, depreciating, and disposing of infrastructure. This policy does not apply to fixed assets.

### **Policy**

It is the policy of the City of Winters that infrastructure assets be used for appropriate City purposes and be properly accounted for and secured. It is the responsibility of the Public Works Department to ensure infrastructure assets are identified and inventoried on a regular basis. It is the responsibility of the Finance Department to assure that infrastructure assets are accounted for by fund and asset category. It is the responsibility of all Department Heads to ensure that proper budgeting and purchasing guidelines are followed, that infrastructure assets are adequately controlled and used for appropriate City purposes, and to secure such infrastructure assets.

### **Scope**

All City Departments are subject to the provisions of this policy.

## **Objectives**

The City of Winters infrastructure asset policy has 2 objectives:

1. **Accounting and Reporting.** To accurately account for and report infrastructure assets in financial reports to the City Council, external-reporting agencies, granting agencies and the public.
2. **Safeguarding.** To maintain its infrastructure assets for the use and enjoyment of its citizens.

In meeting the two objectives, the City has established a Capitalization Policy and an Inventory Control Policy, providing specific guidance to determine which infrastructure assets are subject to capitalization and safeguarding.

The Finance Department is responsible for, and will establish systems and procedures through which both objectives are met. These systems are used to identify, process, control, track and report City infrastructure.

## **Capitalization Policy**

In general, all infrastructure assets, including streets, roads, sewer lines, water lines, sidewalks, traffic signals, with an original cost of \$200,000 or more will be subject to capitalization. All costs associated with the purchase or construction should be considered, including ancillary costs such as design engineering, construction management, inspection, permits, insurance, freight and transportation charges, site preparation expenditures, installation charges, professional fees, and legal costs directly attributable to asset acquisition. Specific capitalization requirements are described below.

1. The capitalization threshold is applied to major general infrastructure assets.
2. The capitalization threshold will generally not be applied to components of infrastructure assets. For example, a manhole which is a component of a sewer system will not be evaluated individually against the capitalization threshold. The sewer system will be treated as a single infrastructure asset.
3. Repairs to infrastructure assets will generally not be subject to capitalization unless the repair extends the useful life of the asset. In this case, it represents an improvement and is subject to the capitalization policy and should be evaluated separately.

4. Capital projects will be capitalized as "construction in process" until completed. Costs to be capitalized include direct costs, such as labor, materials, and transportation, indirect costs such as engineering and construction management, and ancillary costs such as construction period interest.

### ***Inventory Control***

The Public Works Department is responsible for safeguarding infrastructure assets. However, the Finance Department is responsible for establishing and maintaining systems and procedures that enable the Public Works Department to properly safeguard assets.

### ***Purchasing Infrastructure Assets***

The construction or acquisition of infrastructure assets are approved by the City Council.

### **How to Retire/Dispose of an Infrastructure Asset**

An infrastructure asset is usually only disposed of in connection with its replacement or reconstruction. The Public Works Department and the Finance Department must coordinate the identification of the new and old assets so the proper financial reporting may be accomplished.

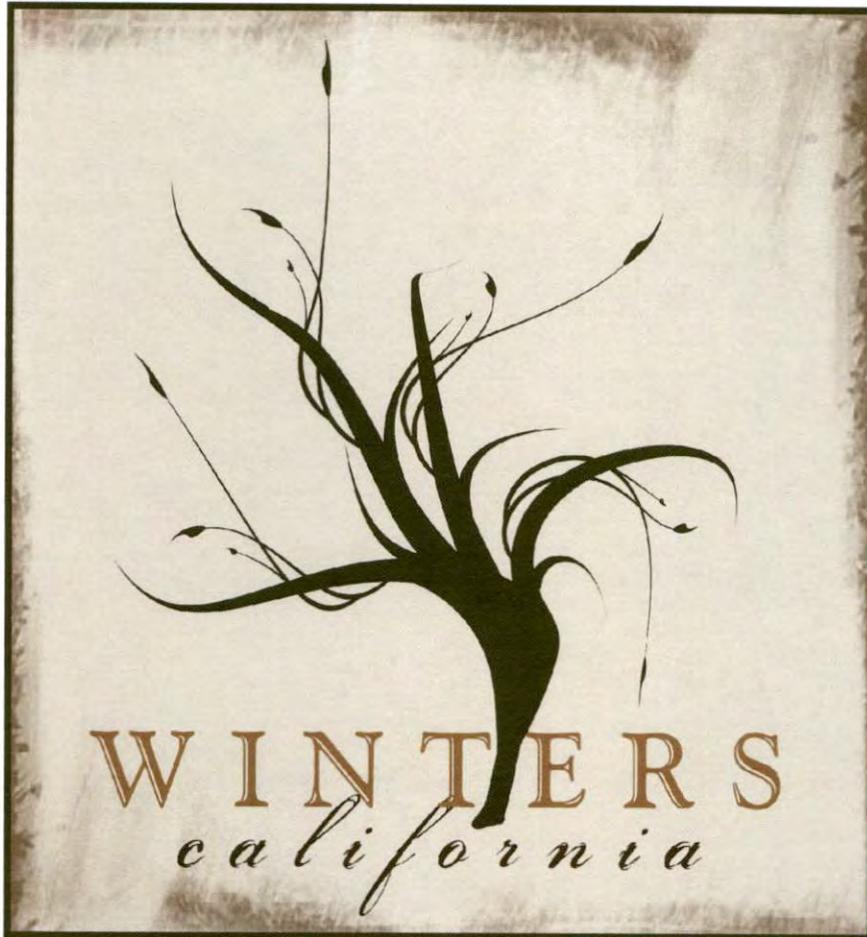
### **Depreciation**

Infrastructure assets will be depreciated using the following guidelines:

<b>Category Description</b>	<b>Depreciable Life</b>
Streets, including grading, base, paving and striping	50
Sidewalks, curb, and gutter	50
Street trees	50
Traffic Signals	30
Landscaped Medians	50
Signs, street name, directional, caution, stop etc	30
Sewer laterals and mains	50
Water lines	50
Storm Drains	50

**Depreciation convention.**

Depreciation is computed using the half-month convention. Depreciation is computed from the beginning of the month it is placed in service if it was acquired by the 15<sup>th</sup> of the month, if not it is depreciated from the beginning of the next month. Similarly, depreciation for the month of disposition is computed for that month if it is disposed of after the 15<sup>th</sup>.



**Why the tree? Because...**

The tree represents fresh food, green living and environmental stewardship.

**Capital Improvement Plan**

## Capital Improvement Plan

Included in the budget are capital expenditures and capital improvements. The following information is the City of Winters capital improvement plan for 2018-2019 and 2019-2020.

The City will be working on a 5-year capital improvement plan in the upcoming budget years. In addition to the Capital improvement plan, the City will be completing the AB1600 Projects Plan and Financing Plan in late 2017-2018 or early 2018-2019. Once these plans are complete, staff will request the City Council review the plans, provide input and direction regarding the plans. Once staff has received input from the City Council, the plans will be submitted to the City Council for approval, and staff will then propose projects to be implemented and budget adjustments will be submitted to the City Council for approval. The 5-Year Capital Improvement Plan, the AB1600 Projects Plan and the AB1600 Financing Plan are each separate documents that will be available once approved by the City Council.

There are a few capital projects included in this budget, however, most projects that will be addressed in the upcoming 5 year Capital Improvement Plan are not currently included in this budget. These projects include but are not limited to:

- Development of the Linear Park in the Callahan Subdivision project.
- Development of a Linear Park in the Winters Highlands project.
- Updating the entrances into the City.

# Capital Improvement Plan

## SB1 RMRA for 2018-2019 Project Budget Sheet

**CIP#:** \_\_\_\_\_ **MPFP#(s):** \_\_\_\_\_  
**Last Updated:** \_\_\_\_\_ **Original Approval:** \_\_\_\_\_  
**Project Owner:** Eric Lucero  
**Project Manager:** Eric Lucero **Project Resource:** \_\_\_\_\_

(NAME)

**Description:**

Spot Repair/Crack Seal/Slurry Seal the following streets: Anderson St from Railroad to Hemenway, Carrion Circle from Railroad to Anderson, Priscilla Court, Third Street from Grant to the end, Main Street from Grant to Second St., Betty Court, East Baker

**Authority:**

City Council

<b>Budget:</b>						
Item	%	Amount	Item	%	Amount	
Project Management	0%		Investigations			
Application Development	0%		Land		\$ -	
Energy /GHG emission inventory	0%		Construction		\$ 120,000	
Implementation	0%		Materials Testing			
CEQA	0%		<b>Project Total:</b>		<b>\$ 120,000</b>	

**Financing Schedule:**

Project Start:

Project Completion:

Phases:								
Fund Code:	226-57311-660							FY Totals
Name:	SBI RMRA Fund							\$ -
Prior FY:								\$ 120,000
FY18/19	\$ 120,000	\$ -						\$ 120,000
<b>Fund Totals:</b>	<b>\$ 120,000</b>	<b>\$ -</b>	<b>\$ 120,000</b>					
<b>Ratios:</b>	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Recommended for Submittal \_\_\_\_\_

Recommended for Approval (Dept. Head) \_\_\_\_\_

(date)

Finance Department Approval \_\_\_\_\_

Shelly Gunby, Director of Finance

(date)

City Manager Approval \_\_\_\_\_

John Donlevy, City Manager

(date)

**Capital  
Improvement  
Plan**

**SB1 RMRA for 2019-2020**

**Project Budget Sheet**

**CIP#:**  
**Last Updated:**  
**Project Owner:** Eric Lucero  
**Project Manager:** Eric Lucero

**MPFP#(s):**  
**Original Approval:**  
**Project Resource:**

(NAME)

**Description:**

Spot Repair/Crack Seal/Slurry Seal the following streets: East Main St from Grant to E Baker, Westwood Ct from Russell to the end, Adams Lane from Taylor to Valley Oak, Railroad Ave from Grant to Russell, First St from Grant to Abbey, Second St from Grant to Abbey, Haven St. from Main to Edwards, Abbey St from Railroad to Dry Creek, East Abbey St from Railroad to East Street, Riverview Court from Russell to the end.

**Authority:**

City Council

<b>Budget:</b>						
Item	%	Amount	Item	%	Amount	
Project Management	0%		Investigations			
Application Development	0%		Land		\$ -	
Energy /GHG emission inventory	0%		Construction		\$ 120,000	
Implementation	0%		Materials Testing			
CEQA	0%		<b>Project Total:</b>		<b>\$ 120,000</b>	

<b>Financing Schedule:</b>		Project Start:	Project Completion:						
Phases:									
Fund Code:	226-57311-660	Name:	SB1 RMRA Fund	Prior FY:		FY 19/20	\$ 120,000	FY Totals	\$ -
FY 19/20	\$ 120,000		\$ -						\$ 120,000
Fund Totals:	\$ 120,000		\$ -		\$ -		\$ -		\$ -
Ratios:	100.0%		0.0%		0.0%		0.0%		0.0%

Recommended for Submittal \_\_\_\_\_

Recommended for Approval (Dept. Head) \_\_\_\_\_

(date)

Finance Department Approval \_\_\_\_\_

Shelly Gunby, Director of Finance

(date)

City Manager Approval \_\_\_\_\_

John Donlevy, City Manager

(date)

**Capital  
Improvement  
Plan**

**2018-2019 Sidewalk Repair ADA Transition Plan  
Project Budget Sheet**

**CIP#:** \_\_\_\_\_ **MPFP#(s):** \_\_\_\_\_  
**Last Updated:** \_\_\_\_\_ **Original Approval:** \_\_\_\_\_  
**Project Owner:** Eric Lucero  
**Project Manager:** Eric Lucero **Project Resource:** \_\_\_\_\_

*(NAME)*

**Description:**

Install ramp and truncated domes at the following locations: southeast corner of Abbey and Haven, southwest corner of Abbey and Haven, northeast corner of Abbey and Haven, northwest corner of Abbey and Haven, southwest corner of Baker and First, southwest corner of Morgan and Baker.

**Authority:**

City Council

<b>Budget:</b>						
Item	%	Amount	Item	%	Amount	
Project Management	0%		Investigations			
Application Development	0%		Land		\$ -	
Energy /GHG emission inventory	0%		Construction		\$ 15,000	
Implementation	0%		Materials Testing			
CEQA	0%		<b>Project Total:</b>		<b>\$ 15,000</b>	

<b>Financing Schedule:</b>		Project Start:		Project Completion:			
Phases:							
<b>Fund Code:</b>	221-52512-660						<b>FY Totals</b>
<b>Name:</b>	Gas TaxFund						\$ -
<b>Prior FY:</b>							\$ 15,000
<b>FY 18/19</b>	\$ 15,000	\$ -					
<b>Fund Totals:</b>	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
<b>Ratios:</b>	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

**Recommended for Submittal** \_\_\_\_\_

**Recommended for Approval (Dept. Head)** \_\_\_\_\_

(date)

**Finance Department Approval** \_\_\_\_\_

Shelly Gunby, Director of Finance

(date)

**City Manager Approval** \_\_\_\_\_

John Donlevy, City Manager

(date)

# Capital Improvement Plan

## 2019-2020 Sidewalk Repair ADA Transition Plan Project Budget Sheet

**CIP#:** \_\_\_\_\_ **MPFP#(s):** \_\_\_\_\_  
**Last Updated:** \_\_\_\_\_ **Original Approval:** \_\_\_\_\_  
**Project Owner:** Eric Lucero **Project Resource:** \_\_\_\_\_  
**Project Manager:** Eric Lucero

(NAME)

**Description:**

Install ramp and truncated domes at the following locations: northeast corner of Baker and Railroad, northwest corner of Anderson and Mermod, northeast corner of Anderson and Mermod, southeast corner of Lenis and Hemenway, northeast corner of Lenis and Hemenway, northwest corner of Lenis and Mermod.

**Authority:**

City Council

<b>Budget:</b>						
Item	%	Amount	Item	%	Amount	
Project Management	0%		Investigations			
Application Development	0%		Land		\$ -	
Energy /GHG emission inventory	0%		Construction		\$ 15,000	
Implementation	0%		Materials Testing			
CEQA	0%		<b>Project Total:</b>		<b>\$ 15,000</b>	

<b>Financing Schedule:</b>		Project Start:		Project Completion:			
Phases:							
<b>Fund Code:</b>	221-52512-660						
<b>Name:</b>	Gas Tax Fund						<b>FY Totals</b>
<b>Prior FY:</b>							\$ -
<b>FY 19/20</b>	\$ 15,000	\$ -					\$ 15,000
<b>Fund Totals:</b>	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
<b>Ratios:</b>	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Recommended for Submittal

Recommended for Approval (Dept. Head)

Finance Department Approval

City Manager Approval

\_\_\_\_\_ (date)

Shelly Gunby, Director of Finance (date)

John Donlevy, City Manager (date)

**Capital  
Improvement  
Plan**

**Newt's Expressway Alley Replacement  
Project Budget Sheet**

**CIP#:** \_\_\_\_\_ **MPFP#(s):** \_\_\_\_\_  
**Last Updated:** \_\_\_\_\_ **Original Approval:** \_\_\_\_\_  
**Project Owner:** Eric Lucero  
**Project Manager:** Eric Lucero **Project Resource:** \_\_\_\_\_

(NAME)

**Description:**

Grind and Repave and install underground utilities in Newt's Expressway Alley once hotel project is complete.

**Authority:**

City Council

<b>Budget:</b>						
Item	%	Amount	Item	%	Amount	
Project Management	0%		Investigations			
Application Development	0%		Land		\$ -	
Energy /GHG emission inventory	0%		Construction		\$ 170,000	
Implementation	0%		Materials Testing			
CEQA	0%		<b>Project Total:</b>		<b>\$ 170,000</b>	

**Financing Schedule:**

Project Start:

Project Completion:

Phases:

<b>Fund Code:</b> 294-57311-660								
<b>Name:</b> TDA Fund								<b>FY Totals</b>
<b>Prior FY:</b>								\$ -
<b>FY 19/20</b>	\$ 170,000	\$ -						\$ 170,000
<b>Fund Totals:</b>	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,000
<b>Ratios:</b>	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

**Recommended for Submittal**

**Recommended for Approval (Dept. Head)**

**Finance Department Approval**

**City Manager Approval**

\_\_\_\_\_  
 \_\_\_\_\_ (date)  
 Shelly Gunby, Director of Finance (date)  
 John Donlevy, City Manager (date)

**Capital  
Improvement  
Plan**

**Flashing Crossing Beacon  
Project Budget Sheet**

CIP#: \_\_\_\_\_ MPFP#(s): \_\_\_\_\_  
 Last Updated: \_\_\_\_\_ Original Approval: \_\_\_\_\_  
 Project Owner: Eric Lucero  
 Project Manager: Eric Lucero Project Resource: \_\_\_\_\_

(NAME)

**Description:**

Install flashing crossing beacons at Railroad and Russell and at Railroad and Carrion.

**Authority:**

City Council

<b>Budget:</b>						
Item	%	Amount	Item	%	Amount	
Project Management	0%		Investigations			
Application Development	0%		Land		\$ -	
Energy /GHG emission inventory	0%		Construction		\$ 12,000	
Implementation	0%		Materials Testing			
CEQA	0%		<b>Project Total:</b>		<b>\$ 12,000</b>	

<b>Financing Schedule:</b>							
Phases:	Project Start:	Project Completion:					
<b>Fund Code:</b> 294-57311-660							<b>FY Totals</b>
<b>Name:</b> TDA Fund							\$ -
<b>Prior FY:</b>							\$ 12,000
<b>FY 18/19</b> \$ 12,000	\$ -						\$ -
							\$ 12,000
<b>Fund Totals:</b> \$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000
<b>Ratios:</b>	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Recommended for Submittal \_\_\_\_\_

Recommended for Approval (Dept. Head) \_\_\_\_\_

(date)

Finance Department Approval \_\_\_\_\_

Shelly Gunby, Director of Finance

(date)

City Manager Approval \_\_\_\_\_

John Donlevy, City Manager

(date)

**Capital  
Improvement  
Plan**

**Wastewater Bar Screen  
Project Budget Sheet**

**CIP#:** \_\_\_\_\_ **MPFP#(s):** \_\_\_\_\_  
**Last Updated:** \_\_\_\_\_ **Original Approval:** \_\_\_\_\_  
**Project Owner:** Eric Lucero  
**Project Manager:** Eric Lucero **Project Resource:** \_\_\_\_\_

(NAME)

**Description:**

Install Bar Screen at Wastewater treatment facility.

**Authority:**

City Council

<b>Budget:</b>						
Item	%	Amount	Item	%	Amount	
Project Management	0%		Investigations			
Application Development	0%		Land		\$ -	
Energy /GHG emission inventory	0%		Construction		\$ 435,000	
Implementation	0%		Materials Testing			
CEQA	0%		<b>Project Total:</b>		<b>\$ 435,000</b>	

<b>Financing Schedule:</b>		Project Start:		Project Completion:			
Phases:							
<b>Fund Code:</b>	621-57913-640						<b>FY Totals</b>
<b>Name:</b>	Sewer O & M						\$ -
<b>Prior FY:</b>							\$ 435,000
<b>FY 18/19</b>	\$ 435,000	\$ -					
<b>Fund Totals:</b>	\$ 435,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 435,000
<b>Ratios:</b>	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

**Recommended for Submittal** \_\_\_\_\_

**Recommended for Approval (Dept. Head)** \_\_\_\_\_ (date)

**Finance Department Approval** \_\_\_\_\_ (date)  
 Shelly Gunby, Director of Finance

**City Manager Approval** \_\_\_\_\_ (date)  
 John Donlevy, City Manager

# Capital Improvement Plan

## Putah Creek Nature Park Extension Project Budget Sheet

**CIP#:** \_\_\_\_\_ **MPFP#(s):** \_\_\_\_\_  
**Last Updated:** \_\_\_\_\_ **Original Approval:** \_\_\_\_\_  
**Project Owner:** Eric Lucero  
**Project Manager:** Eric Lucero **Project Resource:** \_\_\_\_\_

(NAME)

**Description:**

Convert the property which currently consist of stormwater drainage channel with hydroseeding only into an oak woodland and upland riparian habitat. This is being funded by \$200,000 from PG& E as part of the Development Agreement for the PG&E Gas Operations Training Center that opened in September of 2017.

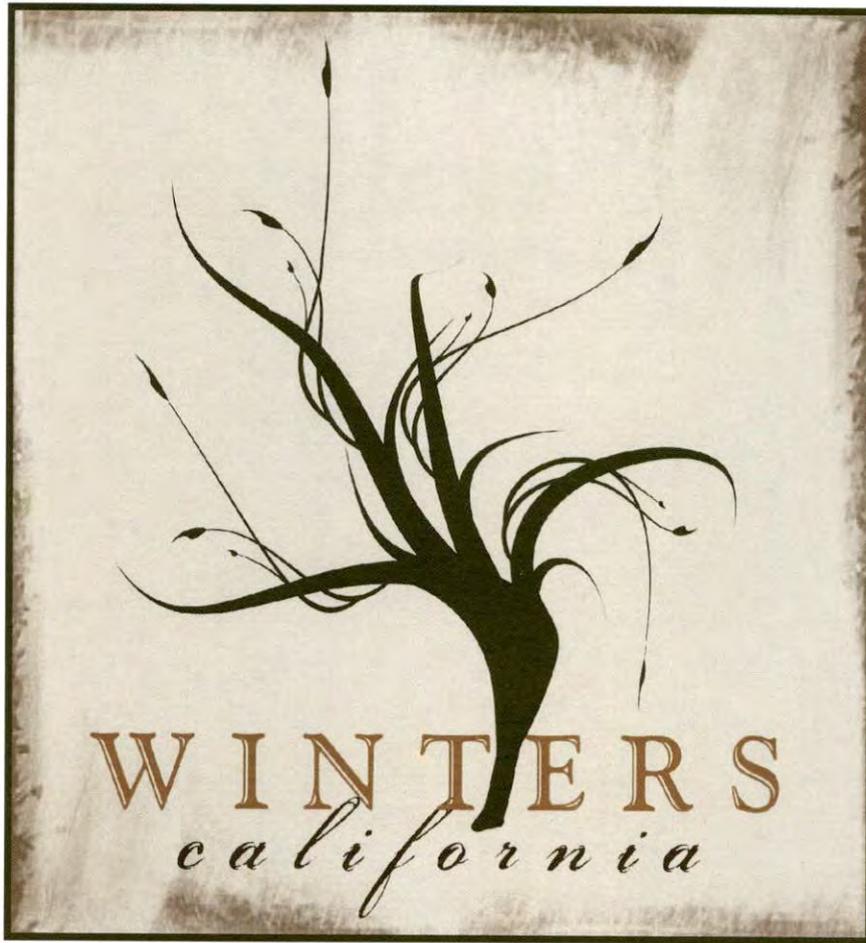
**Authority:**

City Council

Budget:						
Item	%	Amount	Item	%	Amount	
Project Management	12%	\$ 32,080	Investigations			
Planning and Design	5%	\$ 14,442	Land		\$ -	
Community Outreach and Interpretive Elements	21%	\$ 57,289	Construction	61%	\$ 163,736	
Implementation	0%		Materials Testing			
CEQA	0%		<b>Project Total:</b>		<b>\$ 267,547</b>	

Financing Schedule:		Project Start:			Project Completion:			
Phases:								
Fund Code:	424-57913-650	Yolo County Resource Conservation District	Yolo County Resource Conservation District	Putah Creek Nursery	Five Star Grant			
Name:	Park Capital	Cash Match	In-kind Match	In kind Match	Cash Match	In Kind Match		FY Totals
Prior FY:								\$ -
FY 18/19	\$ 200,000	\$ 40,000	\$ 10,922	\$ 2,625	\$ 10,000	\$ 4,000		\$ 267,547
<b>Fund Totals:</b>	<b>\$ 200,000</b>	<b>\$ 40,000</b>	<b>\$ 10,922</b>	<b>\$ 2,625</b>	<b>\$ 10,000</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>\$ 267,547</b>
<b>Ratios:</b>	74.8%	15.0%	4.1%		3.7%	1.5%	0.0%	100.0%

Recommended for Submittal \_\_\_\_\_  
 Recommended for Approval (Dept. Head) \_\_\_\_\_ (date)  
 Finance Department Approval \_\_\_\_\_  
 Shelly Gunby, Director of Finance (date)  
 City Manager Approval \_\_\_\_\_  
 John Donlevy, City Manager (date)



**Why the tree? Because...**

The tree is unique . It will provoke an immediate association with Winters and will not be mistaken for another city or location.

**10 Year Financing Plan**

## **Future Financial Forecasting**

As discussed earlier in this document, the City of Winters has been focusing on the financial wellbeing of the community, and in doing so has completed a ten-year forecast for the City's General Fund and City Wide Assessment District as well as the Water and Wastewater Funds.

The purpose of a long-term forecast is to provide a long-term view of the revenues and expenditures for the funds listed above. The four (4) funds listed provide the services that most impact the citizens of the City of Winters. The information provided in this section of the budget will enable the City Council to evaluate the impact of policy choices on the long-term fiscal health of the City.

The City Council can change the City's long-term financial outlook based upon actions taken or policies enacted. The ten-year forecast will enable the City Council to act more strategically and to understand the impact of its decisions.

The City Council is often faced with making decisions that have long-term fiscal impacts. These decisions include but are not limited to:

- Long-term consequence of employee pay and benefit policies.
- Long-term financial responsibilities for increased City maintained park space.
- Financial implications of growth policies adopted by the City Council.
- Long-term consequences of water and sewer rate levels.
- Long-term consequences of economic development policies.

### **Forecasting Assumptions**

The overall fiscal strategy will be based on compliance with the City's General Plan and the achievement of a variety of community service and infrastructure goals. While acknowledging a current deficiency in meeting certain objectives outlined in the General Plan, the program provides for an incremental achievement over a five-year period. Assumptions include:

## Future Financial Forecasting

- The City will not achieve General Plan ratios for parks or police, but they will significantly improve and service goals will advance.
- Population will reach 13,896 by 2036
- No assumptions are made for increased tax revenues from industrial or commercial sectors.

### **Public Safety Services:**

The General Plan provides for a police officer staffing ratio of 1.7 officers per 1,000 population. The funded staffing ratio is 1.52 based on 11 funded sworn personnel positions (Sworn personnel include the police Chief). At 2036 the Department would be as follows:

- 21 Police officers (Including Chief) ratio is 1.51
- 2 Community Services Officer
- 2 Records Personnel

The General Plan currently does not contain a staffing ratio for fire services. At 2036 the Department would be as follows:

- 10 FTE
- 2 Seasonal

Additionally, the city has completed the construction of a new public safety facility and consolidated the administrative clerical operations for both police and fire. Staffing at the fire station has increased from five (5) day per week (8am-5pm) to 24 hour staffing now that the Fire Department has moved into the new public safety facility with full living quarters for on duty fire personnel.

### **Parks**

The General Plan goal for parks is seven (7) acres per land per 1,000 population. The City presently operates with 16.75 total acres of parks, generating a present ratio of 2.32 acre per 1,000. This fiscal assumption includes a projection that by 2036 a sports park will be developed at the former landfill facility and a 10.68-acre neighborhood park will be developed. At 2036 the parks would include the following:

## Future Financial Forecasting

- 32.68 acres of new parks to a new total of 49.43 acres of parks within the city. A ratio of 3.56 acres per 1,000, a 153% increase.
- Maintenance services will increase proportionally to parkland growth.

### Infrastructure Improvements

Based on the overall citywide pavement management system (PMS), staff estimates a current overall deficiency of approximately \$4.5 million of maintenance needs. This includes a combination of need for reconstruction and overlays of current streets and a preventative maintenance program that should be budgeted at approximately \$100,000 annually. Typically, using a 50/50 ratio of expenditures for infrastructure maintenance, you would spend an equal amount of funding toward preventative maintenance. Staff has been unable to identify a source of funding for infrastructure maintenance, and it is not included in this forecasting model.

### Fiscal Assumptions

In the development of the fiscal model for the General Fund, the following revenue and expenditure assumptions are being made:

#### 1. Revenues

- Beginning in 2018-2019 Property taxes increase by 2% per year as allowed by law.
- Each new market rate home projected assessed value at \$400,000
- Each new affordable home projected at assessed value \$250,000
- Each new home increases population by 3.248 persons
- UUT (based on regression analysis) increases by \$360 (overall due to the cap in residential property) per unit added.
- Taxable sales (based on regression analysis) increases by \$8,457 per person

## Future Financial Forecasting

- Building Permit Fees increase by 2.22% inflationary factor
- Property tax in Lieu of VLF increase by increase in Assessed Value for the City, not by population increase.
- All other revenues increase by 2.22% per year.

### 2. Expenditures

- Wages increase by 2.9% per year beginning 7/1/20.
- Cafeteria Plan increases by 10% per year for those employees accessing city health insurance options.
- PERS contributions based on actual for 18-19 and 19-20 and estimates provided by CalPERS through 24-25 staff assumes a leveling off of rates from 25-26 through 27-28. This assumption include the unfunded liability portion of the CalPERS contribution as well as the normal Cost %.
- Parks Cost estimated at \$14,000 per acre for maintenance of new park space.
- Include \$20,000 annually for Park Equipment Replacement
- City Wide Assessment deficit fully funded by General Fund.
- All other expenditures will increase at 2.22% inflationary factor per year.
- The City has established a Service Reserve Fund and transfers an amount of General Fund revenues equal to a percentage of Development Fees to an investment fund based on the following schedule:
  1. 20-21 10%
  2. 21-22 20%
  3. 22-23 30%
  4. 23-24 40%
  5. 24-25 and thereafter 50%

### 3. Other Assumptions

- Utility User Tax Rate remains from at 9.5%.
- No Increase in Municipal Services Tax Rate
- No Increase in City Wide Assessment District Assessment amount.

## **Future Financial Forecasting**

- Services implemented ahead of or in conjunction with development

### **4. Fiscal Policy Assumptions**

- Implementation of General Plan Service/Facility Standards
- Services in place in conjunction with new development
- Make non-recurring revenues become recurring revenues
- New Parks in 22-23
- Fire District revenues increase by 2% per year.

### **City Wide Assessment Lighting and Landscaping District**

- Assessments are fixed at \$82.50 per residential unit per year and \$42.50 per commercial unit per year with no inflationary escalator included per voter approval.
- Service levels increase as additional parks are completed and on line.
- No increase in staffing for parks.

### **Water Enterprise Funds**

- Next anticipated rate adjustment is scheduled for 9/1/18 to accommodate increased operation cost. New rate study and financial plan to be completed in 2019-2020.
- Capital projects included in rate computation with the new rate study
- City became fully metered and billed on a metered rate effective January 1, 2012.
- The City issued revenue bonds in 07/08, for major infrastructure work and to install water meters.
- The monthly water rate consists of the following components:
  - Operations & Maintenance
  - Capital Improvement
  - Capital Replacement
  - Debt Service
  - Operating Reserves

## **Future Financial Forecasting**

### **Sewer Enterprise fund**

- Next anticipated rate adjustment is scheduled for 9/1/18 to accommodate new operations costs. A rate study and financial plan to be completed in 2019-2020.
- Capital projects included in the rate computation in the new rate study.
- The City issued revenue bonds in 07/08 for major infrastructure work.
- The monthly sewer rate consists of the following components:
  - Operations and Maintenance
  - Capital Repair and Replacement
  - Debt Service
  - Operating Reserves

# Future Financial Forecasting

## General Fund

City of Winters General Fund Revenue Projections 2018-2019 through 2027-2028										
Description	Budget 2018-2019	Budget 2019-2020	Forecast 2020-2021	Forecast 2021-2022	Forecast 2022-2023	Forecast 2023-2024	Forecast 2024-2025	Forecast 2025-2026	Forecast 2026-2027	Forecast 2027-2028
Property Tax	800,000	897,600	1,014,451	1,093,700	1,174,534	1,246,985	1,320,885	1,367,702	1,415,456	1,464,165
1290 Pass through	34,000	35,360	36,067	36,789	37,524	38,275	39,040	39,821	40,618	41,430
Residual RDA Funds	36,000	43,440	44,309	45,195	46,099	47,021	47,961	48,920	49,899	50,897
Property Tax in Lieu of Sales Tax										
Property Tax in Lieu of VLF	620,313	651,328	698,044	752,575	808,197	858,050	908,901	941,116	973,976	1,007,492
Sales & Use Tax	669,294	688,343	708,121	727,898	747,676	767,453	775,694	783,934	792,175	800,415
Prop 172 Sales Tax	40,295	41,101	56,650	58,232	59,814	61,396	62,055	62,715	63,374	64,033
Franchise Tax	267,000	279,400	433,539	487,246	540,952	594,659	648,365	702,072	724,449	746,827
Prop. Trnsf Tax	22,000	20,000	28,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000
Utility Tax	730,000	750,000	781,138	807,092	833,046	859,000	884,954	910,908	921,722	932,536
Muni. Ser. Tax	310,420	333,820	260,040	268,680	277,320	285,960	294,600	303,240	306,840	310,440
Bus. Lic. Tax	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000
Tot Tax	296,006	502,750	512,805	523,061	533,522	544,193	555,077	566,178	577,502	589,052
Motor Veh. in Lieu	-	-	-	-	-	-	-	-	-	-
Homeowner PropTax Relief	15,000	16,000	16,847	18,002	19,221	20,046	20,827	21,212	21,597	21,982
<b>Total Taxes</b>	<b>3,868,328</b>	<b>4,287,142</b>	<b>4,618,011</b>	<b>4,888,470</b>	<b>5,147,906</b>	<b>5,393,038</b>	<b>5,628,369</b>	<b>5,817,818</b>	<b>5,967,607</b>	<b>6,099,270</b>
Copy Fees	300	300	300	300	300	300	300	300	300	300
Plan Check Fees	175,279	130,837	63,409	63,409	63,409	63,409	63,409	63,409	63,409	63,409
Planning Application Fees	10,000	7,500	7,650	7,803	7,959	8,118	8,281	8,446	8,615	8,787
Sales of Maps/Publications	-	-	-	-	-	-	-	-	-	-
Investigation Fees	4,000	4,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Police Reports	500	500	511	522	534	546	558	570	583	596
Fingerprint Fees	3,000	3,000	3,067	3,135	3,204	3,275	3,348	3,422	3,498	3,576
Towing/DUI Reimbursement	500	500	300	300	300	300	300	300	300	300
Ticket Sign Off Fees	500	500	300	300	300	300	300	300	300	300
Recreation Fees	350	350	350	350	350	350	350	350	350	350
Basketball Revenues	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Pool Parties	500	500	500	500	500	500	500	500	500	500
Adult Lap Swim	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Pool Ticket Sales	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Swim Passes	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Swim Lessons	14,000	14,418	14,500	14,500	14,500	14,500	14,500	14,500	14,500	14,500
Swim Team Reimbursement	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Park Rental	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400
Community Center Insurance	150	150	150	150	150	150	150	150	150	150
Community Center Rental	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
<b>Total Service Charges</b>	<b>266,479</b>	<b>219,956</b>	<b>149,437</b>	<b>149,669</b>	<b>149,906</b>	<b>150,149</b>	<b>150,396</b>	<b>150,648</b>	<b>150,906</b>	<b>151,169</b>
Rents/Leases	85,678	85,678	87,392	89,139	90,922	92,741	94,595	96,487	98,417	100,385
Interest Revenues	1,000	1,000	1,022	1,045	1,068	1,092	1,116	1,141	1,166	1,192
<b>Total Rents, Interest, Concessi</b>	<b>86,678</b>	<b>86,678</b>	<b>88,414</b>	<b>90,184</b>	<b>91,990</b>	<b>93,832</b>	<b>95,711</b>	<b>97,628</b>	<b>99,583</b>	<b>101,577</b>
Building Permits	566,696	493,450	257,350	257,350	257,350	257,350	107,229	107,229	107,229	107,229
Encroachment Permits	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Reinspect Fee	2,000	2,000	250	250	250	250	250	250	250	250
Other License & Permits	56,983	48,824	100,592	109,828	74,709	61,626	40,197	40,197	40,197	40,197
<b>Total Licenses and Permits</b>	<b>631,679</b>	<b>560,274</b>	<b>364,192</b>	<b>373,428</b>	<b>338,309</b>	<b>326,226</b>	<b>163,677</b>	<b>163,677</b>	<b>163,677</b>	<b>163,677</b>
P.O.S.T Reimbursement	3,500	3,500	3,578	3,657	3,738	3,821	3,906	3,993	4,081	4,172
<b>Total Grants</b>	<b>3,500</b>	<b>3,500</b>	<b>3,578</b>	<b>3,657</b>	<b>3,738</b>	<b>3,821</b>	<b>3,906</b>	<b>3,993</b>	<b>4,081</b>	<b>4,172</b>
Miscellaneous Revenues	3,000	3,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Fireworks Donations	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Reimbursement/Refunds	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000
Fire District Payment	266,356	275,678	281,192	286,815	292,552	298,403	304,371	310,458	316,667	323,001
RDA Admin Fee	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Contributions	93,088	107,500	110,618	113,825	117,126	120,523	124,018	127,615	131,316	135,124
<b>Total Other Regvenues</b>	<b>646,944</b>	<b>670,678</b>	<b>696,309</b>	<b>706,141</b>	<b>714,178</b>	<b>723,426</b>	<b>732,889</b>	<b>742,573</b>	<b>752,483</b>	<b>762,624</b>
Interfund Transfer	1,500	1,500	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757
<b>Total Transfer</b>	<b>1,500</b>	<b>1,500</b>	<b>1,530</b>	<b>1,561</b>	<b>1,592</b>	<b>1,624</b>	<b>1,656</b>	<b>1,689</b>	<b>1,723</b>	<b>1,757</b>
<b>Total General Fund Revenues</b>	<b>5,505,108</b>	<b>5,819,727</b>	<b>6,921,470</b>	<b>6,212,110</b>	<b>6,447,619</b>	<b>6,691,116</b>	<b>6,766,594</b>	<b>6,968,026</b>	<b>7,120,060</b>	<b>7,274,246</b>

## Future Financial Forecasting

## General Fund

The General Fund Projected Revenues in excess/(less than) projected expenditures is shown in the table below:

### City of Winter General Fund Revenues in excess/(less than) expenditures

	Budget 2018-2019	Budget 2019-2020	Forecast 2020-2021	Forecast 2021-2022	Forecast 2022-2023	Forecast 2023-2024	Forecast 2024-2025	Forecast 2025-2026	Forecast 2026-2027	Forecast 2027-2028
Projected Revenues	\$ 5,505,108	\$ 5,819,727	\$ 5,921,470	\$ 6,212,110	\$ 6,447,619	\$ 6,691,116	\$ 6,766,594	\$ 6,968,026	\$ 7,120,060	\$ 7,274,246
Projected Expenditures	5,504,460	5,819,706	6,336,654	6,735,485	7,155,342	7,185,876	7,454,267	7,747,876	8,106,954	8,430,745
Revenue in Excess/(less than Expenditures)	\$ 648	\$ 21	\$ (415,183)	\$ (523,375)	\$ (707,722)	\$ (494,760)	\$ (687,674)	\$ (779,850)	\$ (986,894)	\$ (1,156,499)

The Chart below shows the impact of the current projections on the general fund balance and the City of Winters ability to meet reserve requirements as adopted in our financial policies. City Staff and City Council will need to review our current policies and projections in order to provide direction to avoid depleting all of the City's General Fund Reserves.

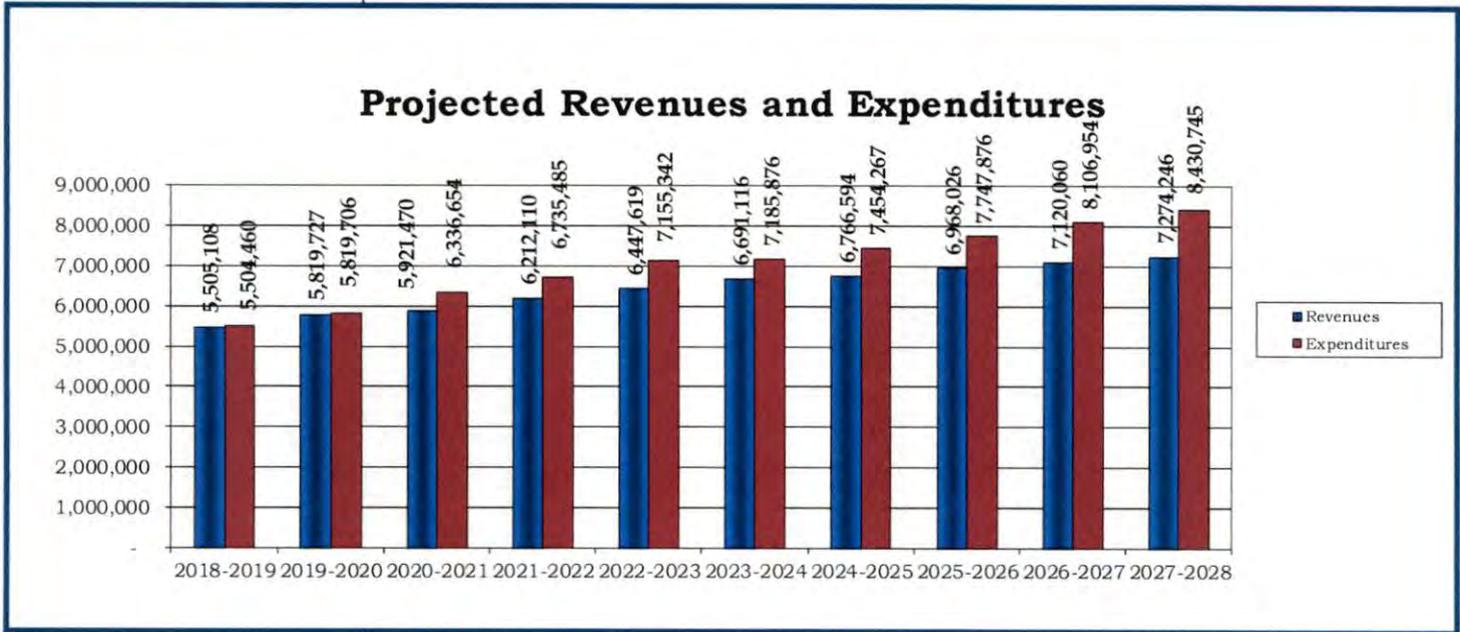
#### Calculation of Reserve Balances

	Budget 2018-2019	Budget 2019-2020	Forecast 2020-2021	Forecast 2021-2022	Forecast 2022-2023	Forecast 2023-2024	Forecast 2024-2025	Forecast 2025-2026	Forecast 2026-2027	Forecast 2027-2028
Estimated Fund Balance Prior Year	\$ 1,570,030	\$ 1,570,678	\$ 1,570,699	\$ 1,155,516	\$ 632,141	\$ (75,582)	\$ (570,342)	\$ (1,258,015)	\$ (2,037,865)	\$ (3,024,759)
Less Reduction due to Deficit	648	21	(415,183)	(523,375)	(707,722)	(494,760)	(687,674)	(779,850)	(986,894)	(1,156,499)
Available Balance	\$ 1,570,678	\$ 1,570,699	\$ 1,155,516	\$ 632,141	\$ (75,582)	\$ (570,342)	\$ (1,258,015)	\$ (2,037,865)	\$ (3,024,759)	\$ (4,181,258)
Required Cash Reserve	2,752,230	2,909,853	3,168,327	3,367,742	3,577,671	3,592,938	3,727,134	3,873,938	4,053,477	4,215,372
Fund Balance After Cash Reserve	\$ (1,181,552)	\$ (1,339,154)	\$ (2,012,811)	\$ (2,735,601)	\$ (3,653,252)	\$ (4,163,279)	\$ (4,985,149)	\$ (5,911,803)	\$ (7,078,236)	\$ (8,396,630)
Required Per Policy	392,508	392,670	392,675	288,879	158,035	(18,895)	(142,585)	(314,504)	(509,466)	(756,190)
Deficit Fund Balance	\$ (1,574,060)	\$ (1,731,824)	\$ (2,405,486)	\$ (3,024,480)	\$ (3,811,288)	\$ (4,144,384)	\$ (4,842,563)	\$ (5,597,299)	\$ (6,568,770)	\$ (7,640,440)

# Future Financial Forecasting

## General Fund

The Graph below shows the trend of revenues and expenditures for 208-2019 through 2027-2028 as projected by staff.



Fiscal Year	Type	Revenues
00-01	Actual	2,417,610
01-02	Actual	2,592,750
02-03	Actual	2,799,279
03-04	Actual	2,807,521
04-05	Actual	2,718,615
05-06	Actual	2,706,843
06-07	Actual	3,152,627
07-08	Actual	3,217,993
08-09	Actual	3,163,400
09-10	Actual	2,593,429
10-11	Actual	3,141,286
11-12	Actual	3,452,254
12-13	Actual	3,797,539
13-14	Actual	3,706,239
14-15	Actual	3,974,610
15-16	Actual	4,577,430
16-17	Actual	4,766,240
17-18	Estimated	4,916,596
18-19	Projected	5,505,108
19-20	Projected	5,819,727
20-21	Projected	5,921,470
21-22	Projected	6,212,110
22-23	Projected	6,447,619
23-24	Projected	6,691,116
24-25	Projected	6,766,594
25-26	Projected	6,968,026
26-27	Projected	7,120,060
27-28	Projected	7,274,246

# Future Financial Forecasting

## General Fund

The projections above show that some revenue creating actions, or cost reduction actions need to be undertaken by the City of Winters.

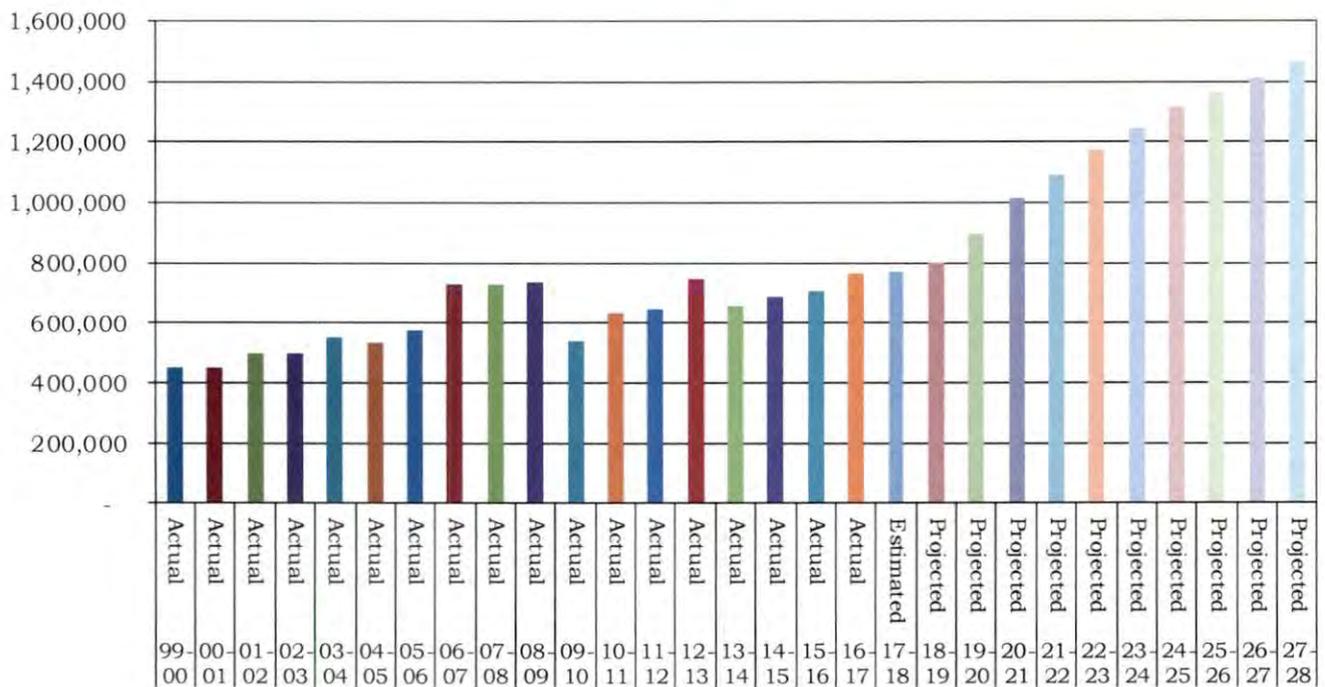
The City is currently implementing Economic Development Plans that will provide additional revenues in the future. The economic impact is not included at this time due to the uncertain nature of timing of the projects. The forecast will be updated as more information is available.

In addition, the City will need to address funding the increasing cost of pensions and healthcare for employees.

The largest revenues for the City of Winters are Property Tax, Utility User Tax, Property Tax in Lieu of VLF, Municipal Services Tax and Sales Tax.

Property tax remains one of the highest revenue sources for the City of Winters. Below is a chart that illustrates the growth and projected growth of the property tax.

Property Tax



# Future Financial Forecasting

## General Fund

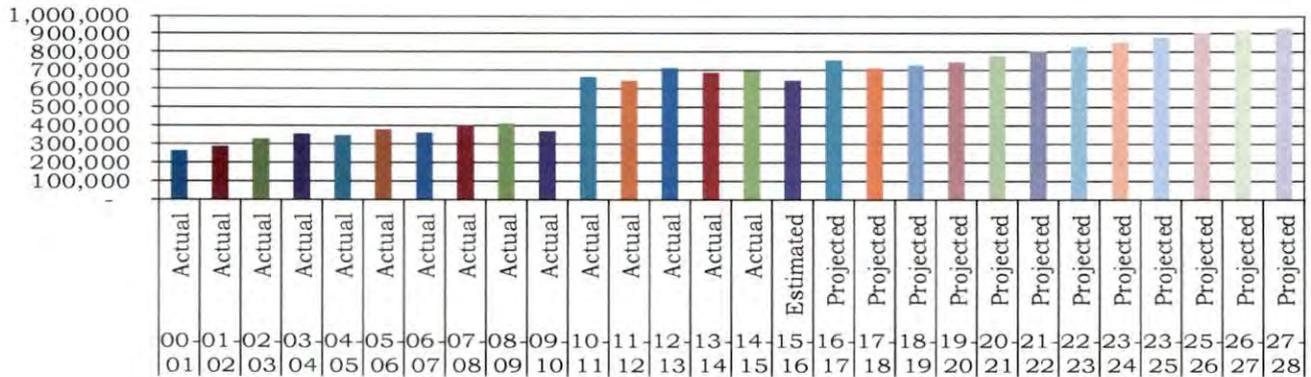
Fiscal Year		Property Tax		
		Property Tax	Assessed Value	Value received in
99-00	Actual	449,066	216,791,066	0.207%
00-01	Actual	451,629	235,011,728	0.192%
01-02	Actual	499,038	252,992,011	0.197%
02-03	Actual	498,128	280,287,089	0.178%
03-04	Actual	553,104	311,886,568	0.177%
04-05	Actual	530,507	367,722,629	0.144%
05-06	Actual	576,772	376,975,133	0.153%
06-07	Actual	731,220	464,617,473	0.157%
07-08	Actual	728,428	492,219,254	0.148%
08-09	Actual	734,486	498,026,316	0.147%
09-10	Actual	539,322	473,823,122	0.114%
10-11	Actual	637,141	424,952,997	0.150%
11-12	Actual	646,590	429,202,527	0.151%
12-13	Actual	750,163	457,529,894	0.164%
13-14	Actual	657,737	436,124,186	0.151%
14-15	Actual	687,655	462,397,673	0.149%
15-16	Actual	708,701	486,671,181	0.146%
16-17	Actual	763,742	489,591,208	0.156%
17-18	Estimated	768,329	567,132,664	0.135%
18-19	Projected	800,000	606,014,655	0.132%
19-20	Projected	897,600	637,396,276	0.141%
20-21	Projected	1,014,451	668,942,292	0.152%
21-22	Projected	1,093,700	701,119,754	0.156%
22-23	Projected	1,174,534	733,939,170	0.160%
23-24	Projected	1,246,985	767,414,136	0.162%
24-25	Projected	1,320,885	801,556,390	0.165%
25-26	Projected	1,367,702	836,384,016	0.164%
26-27	Projected	1,415,456	872,724,901	0.162%
27-28	Projected	1,464,165	910,644,798	0.161%

The Utility User Tax is a 9.5% tax imposed on the utilities consumed by the residents of the City of Winters, in prior years the rate was 4.75%. The utility user tax is charged on gas, electricity and telephone services. As the cost of energy increases, so does the tax collected on the utility. Below is a chart with the actual and projected Utility User Tax.

# Future Financial Forecasting

## General Fund

### Utility User Tax



### Utility User Tax

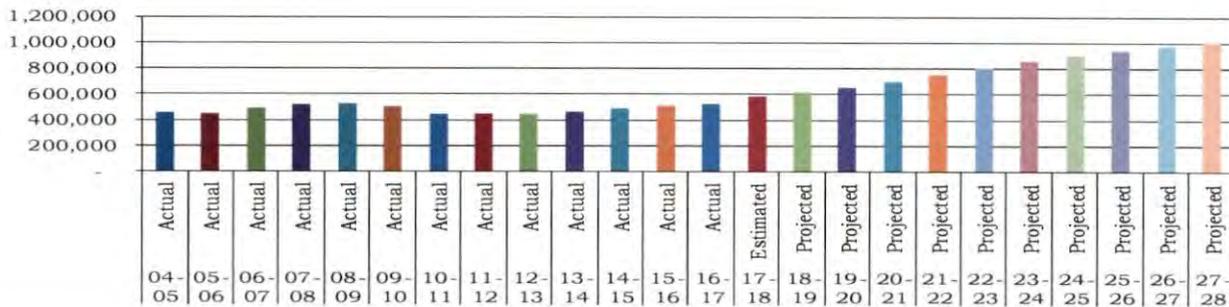
Fiscal Year	Utility User Tax	Units	Utility User Tax per Unit per year	
99-00	Actual	223,984	1,889	118.57
00-01	Actual	260,138	1,904	136.63
01-02	Actual	288,538	1,954	147.67
02-03	Actual	332,540	2,000	166.27
03-04	Actual	354,994	2,001	177.41
04-05	Actual	350,033	2,001	174.93
05-06	Actual	377,822	2,001	188.82
06-07	Actual	359,590	2,001	179.71
07-08	Actual	408,243	2,001	204.02
08-09	Actual	414,125	2,001	206.96
09-10	Actual	373,214	2,001	186.51
10-11	Actual	664,280	2,001	331.97
11-12	Actual	648,593	2,001	324.13
12-13	Actual	718,174	2,001	358.91
13-14	Actual	690,272	2,001	344.96
14-15	Actual	702,835	2,001	351.24
15-16	Actual	650,469	2,001	325.07
16-17	Actual	760,075	2,001	379.85
17-18	Estimated	713,000	2,001	356.32
18-19	Projected	730,000	2,023	360.85
19-20	Projected	750,000	2,095	358.00
20-21	Projected	781,138	2,167	360.47
21-22	Projected	807,092	2,239	360.47
22-23	Projected	833,046	2,311	360.47
23-24	Projected	859,000	2,383	360.47
23-25	Projected	884,954	2,455	360.47
25-26	Projected	910,908	2,527	360.47
26-27	Projected	921,722	2,557	360.47
27-28	Projected	932,536	2,587	360.47

# Future Financial Forecasting

## General Fund

Property tax in lieu of VLF was a new revenue source beginning in 2004-2005 as a result of the Passage of Prop 1A by the people of the State of California. Prop 1A permanently reduced the Motor Vehicle License Fee from 2% to .65% of the value of the automobile. These fees are from the registration of vehicles throughout the state and are distributed to the cities and counties based largely on population. To replace these constitutionally guaranteed fees, the Property Tax in Lieu of VLF was enacted. Below is a chart that illustrates the amount of Property Tax in Lieu of

### Property Tax in Lieu of VLF



### Property Tax in lieu of VLF

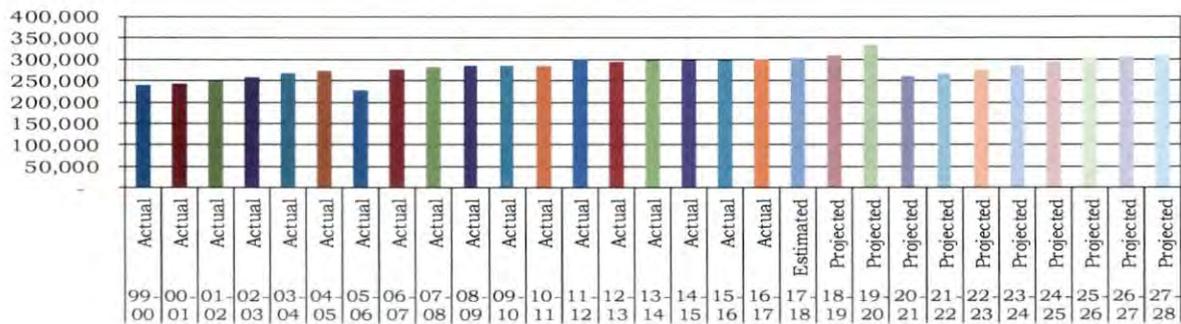
Fiscal Year	Category	Revenues
04-05	Actual	455,002
05-06	Actual	445,055
06-07	Actual	491,360
07-08	Actual	520,373
08-09	Actual	526,512
09-10	Actual	500,924
10-11	Actual	449,263
11-12	Actual	445,184
12-13	Actual	444,463
13-14	Actual	461,069
14-15	Actual	488,845
15-16	Actual	514,507
16-17	Actual	524,797
17-18	Estimated	582,525
18-19	Projected	620,313
19-20	Projected	651,328
20-21	Projected	698,044
21-22	Projected	752,575
22-23	Projected	808,197
23-24	Projected	858,050
24-25	Projected	908,901
25-26	Projected	941,116
26-27	Projected	973,976
27-28	Projected	1,007,492

## Future Financial Forecasting

### General Fund

The Municipal Services Tax is a \$120 a year tax on every residential and commercial unit within the City of Winters. It is a voter-approved tax, and the tax amount will not increase unless approved by voters. No increase is scheduled to go to the voters at this time. Below is a chart of the actual and projected Municipal Services Tax for the City of Winters.

### Municipal Services Tax



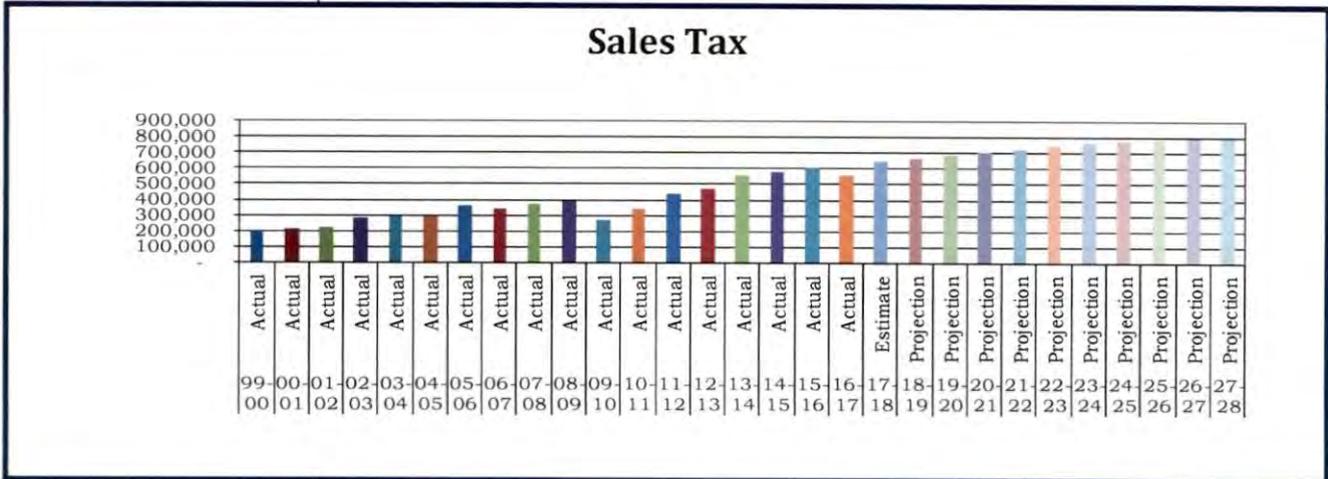
### Municipal Services Tax

Fiscal Year		Municipal Services Tax
99-00	Actual	239,857
00-01	Actual	244,080
01-02	Actual	248,945
02-03	Actual	258,161
03-04	Actual	268,773
04-05	Actual	275,095
05-06	Actual	227,200
06-07	Actual	277,166
07-08	Actual	282,073
08-09	Actual	285,050
09-10	Actual	286,070
10-11	Actual	286,808
11-12	Actual	301,120
12-13	Actual	296,230
13-14	Actual	296,730
14-15	Actual	296,850
15-16	Actual	296,750
16-17	Actual	300,621
17-18	Estimated	305,020
18-19	Projected	310,420
19-20	Projected	333,820
20-21	Projected	260,040
21-22	Projected	268,680
22-23	Projected	277,320
23-24	Projected	285,960
24-25	Projected	294,600
25-26	Projected	303,240
26-27	Projected	306,840
27-28	Projected	310,440

# Future Financial Forecasting

## General Fund

Sales tax is another major General Fund revenue source for the City of Winters. The City receives 1% of the sales tax on every sale subject to sales tax.



### Sales Tax

Fiscal Year		Sales Tax	Population	Sales Tax Per Capital
99-00	Actual	203,336	6125	33.20
00-01	Actual	207,815	6160	33.74
01-02	Actual	222,759	6317	35.26
02-03	Actual	285,619	6591	43.33
03-04	Actual	287,769	6899	41.71
04-05	Actual	295,197	7000	42.17
05-06	Actual	361,415	6904	52.35
06-07	Actual	339,616	6936	48.96
07-08	Actual	368,127	7052	52.20
08-09	Actual	385,609	7025	54.89
09-10	Actual	267,204	6624	40.34
10-11	Actual	341,070	6677	51.08
11-12	Actual	439,059	6942	63.25
12-13	Actual	469,463	7074	66.36
13-14	Actual	554,611	7134	77.74
14-15	Actual	577,549	7200	80.22
15-16	Actual	604,591	7214	83.81
16-17	Actual	560,709	7214	77.73
17-18	Estimate	644,348	7311	88.13
18-19	Projection	669,294	7292	91.78
19-20	Projection	688,343	7526	91.46
20-21	Projection	708,121	7760	91.25
21-22	Projection	727,898	7994	91.06
22-23	Projection	747,676	8227	90.88
23-24	Projection	767,453	8461	90.70
24-25	Projection	775,694	8559	90.63
25-26	Projection	783,934	8656	90.57
26-27	Projection	792,175	8754	90.49
27-28	Projection	800,415	8851	90.43

## Future Financial Forecasting

### City Wide Assessment District

The City Wide Assessment District finances the park maintenance function of the City. It is a per developed parcel/per unit tax of \$82.50 per year that was approved by a vote of the citizens of the City of Winters. The dollar amount is fixed, with no inflationary factor included in the voter approved proposition. Due to the fixed amount of income coming into the City Wide Assessment District, the City's general fund began subsidizing the costs of maintaining the city parks in 2005-2006, this will continue on into the future, the revenues received from the addition of developed parcels within the city will not keep pace with the addition of park space, and therefore the amount of park maintenance required as a result of the developments.

The Chart below shows the estimated subsidy required to fund the City Wide Assessment District for the financial planning period.

	Projected 18-19	Projected 19-20	Projected 20-21	Projected 21-22	Projected 22-23	Projected 23-24	Projected 24-25	Projected 25-26	Projected 26-27	Projected 27-28
Expenditures	\$ 270,764	\$ 279,329	\$ 280,427	\$ 292,173	\$ 316,635	\$ 317,008	\$ 330,122	\$ 343,078	\$ 356,881	\$ 369,665
Revenues	205,425	211,200	217,140	223,080	229,020	234,960	240,900	246,840	252,780	258,720
Required Subsidy	\$ 65,339	\$ 68,129	\$ 63,287	\$ 69,093	\$ 87,615	\$ 82,048	\$ 89,222	\$ 96,238	\$ 104,101	\$ 110,945

# Future Financial Forecasting

## Water Fund

The City of Winters contracted for and completed a 10 year financing plan for the water fund, with rates for 5 years. 2017-2018 was the fifth and final year of the rate plan. Staff is proposing new rates to accommodate increased operating expenses and to be sure that debt service coverage covenants are met. This proposed new rate will go before the City Council in late June 2018, with proposed adoption as of September 1, 2018. A rate study will be planned in the second half of fiscal year 2019-2020 to proposed new rates that will look at the capital improvements needed in the water system and to include increasing costs of pensions and healthcare for staff operating the system. The chart below shows the projected financing plan for the water fund.

Water Operating and Maintenance Fund										
	Projected 18-19	Projected 19-20	Projected 20-21	Projected 21-22	Projected 22-23	Projected 23-24	Projected 24-25	Projected 25-26	Projected 26-27	Projected 27-28
Charges for Services	\$ 1,480,096	\$ 1,487,812	\$ 1,539,338	\$ 1,659,985	\$ 1,704,765	\$ 1,755,072	\$ 1,806,385	\$ 1,842,513	\$ 1,879,363	\$ 1,916,951
Other Revenues	8,370	8,370	8,537	8,708	8,882	9,060	9,241	9,426	9,614	9,807
<b>Total Revenues</b>	<b>\$ 1,488,466</b>	<b>\$ 1,496,182</b>	<b>\$ 1,547,876</b>	<b>\$ 1,668,693</b>	<b>\$ 1,713,647</b>	<b>\$ 1,764,132</b>	<b>\$ 1,815,627</b>	<b>\$ 1,851,939</b>	<b>\$ 1,888,978</b>	<b>\$ 1,926,757</b>
Allocated Cost	501,602	569,950	547,401	576,174	612,166	621,548	645,699	670,532	697,977	705,517
Salaries and Benefits	333,106	350,214	375,265	390,272	414,273	420,015	434,768	452,563	471,649	492,158
Contractual Services	1,000	1,000	1,022	1,044	1,067	1,091	1,115	1,139	1,165	1,190
Professional Services	69,700	54,700	55,903	57,133	58,390	59,675	60,988	62,329	63,701	65,102
Supplies and Material	60,050	43,750	44,713	45,696	46,701	47,729	48,779	49,852	50,949	52,070
Equipment Leases										
Utilities	180,000	180,000	183,960	188,007	192,143	196,370	200,691	205,106	209,618	214,230
Insurance										
Other Operating Expenses	98,402	98,402	100,567	102,779	105,040	107,351	109,713	112,127	114,594	117,115
Depreciation										
Capital Projects		125,000								
Debt Service	246,001	246,969	242,679	243,179	243,419	243,381	243,040	242,375	246,355	244,956
<b>Total Expenditures</b>	<b>\$ 1,489,861</b>	<b>\$ 1,669,985</b>	<b>\$ 1,551,510</b>	<b>\$ 1,604,285</b>	<b>\$ 1,673,201</b>	<b>\$ 1,697,161</b>	<b>\$ 1,744,793</b>	<b>\$ 1,796,023</b>	<b>\$ 1,856,007</b>	<b>\$ 1,892,338</b>
Revenues in Excess of Expenditure	\$ (1,395)	\$ (173,803)	\$ (3,634)	\$ 64,408	\$ 40,446	\$ 66,971	\$ 70,834	\$ 55,916	\$ 32,971	\$ 34,420

## Future Financial Forecasting

### Sewer Fund

The City of Winters contracted for and completed a 10 year financing plan for the sewer fund, with rates for 5 years. 2017-2018 was the fifth and final year of the rate plan. Staff is proposing new rates to accommodate increased operating expenses and to be sure that debt service coverage covenants are met. This proposed new rate will go before the City Council in late June 2018, with proposed adoption as of September 1, 2018. A rate study will be planned in the second half of fiscal year 2019-2020 to proposed new rates that will look at the capital improvements needed in the water system and to include increasing costs of pensions and healthcare for staff operating the system. The chart below shows the projected financing plan for the water fund.

<b>Sewer Operating and Maintenance Fund</b>										
	Projected 18-19	Projected 19-20	Projected 20-21	Projected 21-22	Projected 22-23	Projected 23-24	Projected 24-25	Projected 25-26	Projected 26-27	Projected 27-28
Charges for Services	\$ 1,689,543	\$ 1,706,439	\$ 1,771,142	\$ 1,932,766	\$ 1,987,684	\$ 2,050,206	\$ 2,113,978	\$ 2,156,257	\$ 2,199,382	\$ 2,243,370
Other Revenues	1,200	1,200	1,224	1,248	1,273	1,299	1,325	1,351	1,378	1,406
<b>Total Revenues</b>	<b>\$ 1,690,743</b>	<b>\$ 1,707,639</b>	<b>\$ 1,772,366</b>	<b>\$ 1,934,014</b>	<b>\$ 1,988,957</b>	<b>\$ 2,051,505</b>	<b>\$ 2,115,303</b>	<b>\$ 2,157,609</b>	<b>\$ 2,200,761</b>	<b>\$ 2,244,776</b>
Allocated Cost	667,518	606,083	702,673	740,246	785,872	797,585	828,372	859,826	894,425	907,057
Salaries and Benefits	504,817	539,876	565,693	605,678	650,937	661,204	689,613	723,059	759,060	797,870
Contractual Services	34,000	34,000	34,748	35,512	36,294	37,092	37,908	38,742	39,595	40,466
Professional Services	92,447	92,447	94,481	96,559	98,684	100,855	103,074	105,341	107,659	110,027
Supplies and Material	38,500	40,500	41,391	42,302	43,232	44,183	45,155	46,149	47,164	48,202
Equipment Leases	-	-	-	-	-	-	-	-	-	-
Utilities	163,300	163,300	166,893	170,564	174,317	178,152	182,071	186,077	190,170	194,354
Insurance	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	127,634	115,055	117,586	120,173	122,817	125,519	128,280	131,102	133,987	136,934
Depreciation	-	-	-	-	-	-	-	-	-	-
Capital Projects	435,000	10,000	-	-	-	-	-	-	-	-
Debt Service	287,659	288,064	288,089	287,789	287,219	291,255	289,868	288,134	290,444	287,366
<b>Total Expenditures</b>	<b>\$ 2,350,875</b>	<b>\$ 1,889,325</b>	<b>\$ 2,011,553</b>	<b>\$ 2,098,823</b>	<b>\$ 2,199,370</b>	<b>\$ 2,235,845</b>	<b>\$ 2,304,341</b>	<b>\$ 2,378,430</b>	<b>\$ 2,462,503</b>	<b>\$ 2,522,275</b>
Revenues in Excess of Expenditure	\$ (660,132)	\$ (181,686)	\$ (239,187)	\$ (164,809)	\$ (210,413)	\$ (184,341)	\$ (189,038)	\$ (220,821)	\$ (261,742)	\$ (277,499)



**Why the tree? Because...**

The tree reflects a different approach to the usual logo and that approach involved a desire to create something intellectually stimulating, visually attractive and adaptable and easily identifiable.

**Cost Allocation Plan**

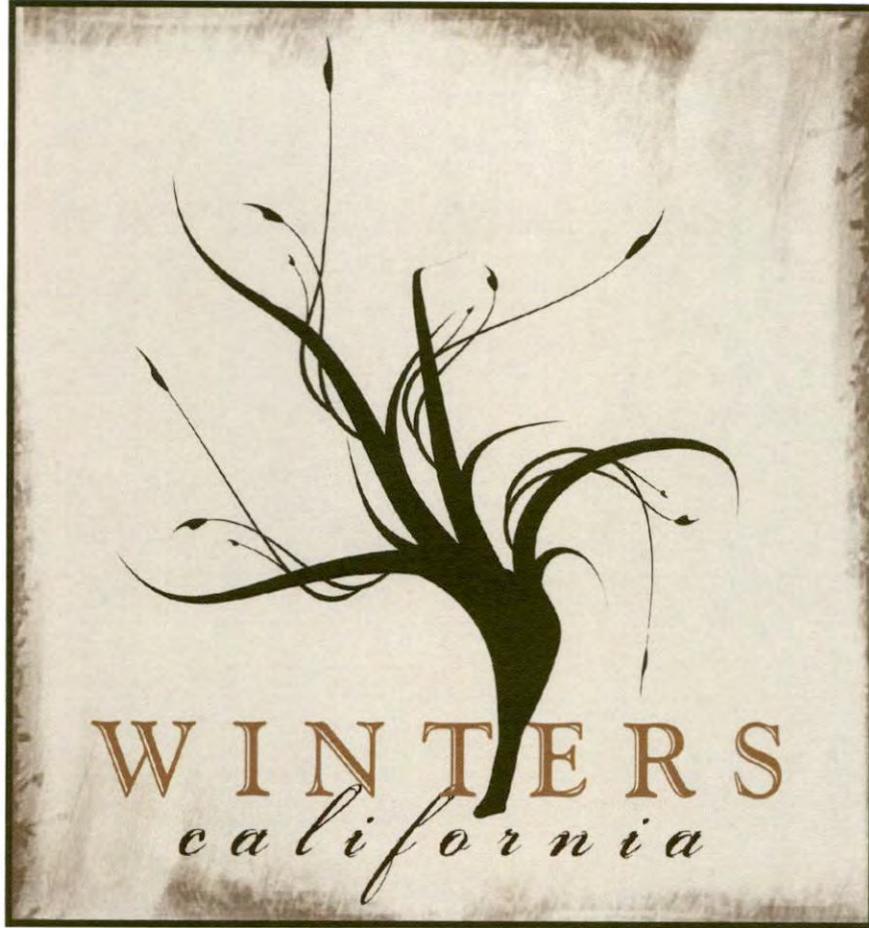
## Cost Allocation

The City of Winters uses a cost allocation plan to allocate costs to the various funds and departments throughout the organization.

All costs are assigned to the department to which the costs are incurred; for example, all finance department staff are charged to the finance department. The costs for the staff is then allocated to the other departments and funds that the finance department supports based upon a plan prepared by an outside consultant that was updated in 2016-2017. The consultant prepared a spreadsheet format so that the costs for each department are entered into the spreadsheet, and then based on the allocation formula embedded in the spreadsheet, costs are allocated out to all departments. This is not a percentage based system, but rather a cost based system, utilizing factors to determine the level and cost of each service each department provides to another department or fund. The Cost Allocation report is available on the City of Winters website for review.

An additional part of the cost allocation process is the charges from the Central Service Overhead Fund (The City's internal service fund) to departments. This is also prepared from the City of Winters cost allocation plan. Below is a chart that gives all the allocation factors for each department and fund for expenditures made from the central service overhead fund.

Dept/Fund	Percentage
City Council	0.20%
Admin	0.13%
C Clerk	0.33%
Housing	3.01%
CM	1.76%
CD	1.09%
PW	2.14%
Rec	0.35%
Police	23.76%
Streets	2.26%
Com Ctr	1.32%
Bldg Dept	3.84%
Water	18.70%
Sewer	27.56%
CWA	3.12%
Finance	1.26%
Fire	9.17%



Comparison to Other Yolo  
County Cities

**Comparison to Other Yolo  
County Cities**

## Comparison to Other Yolo County Cities

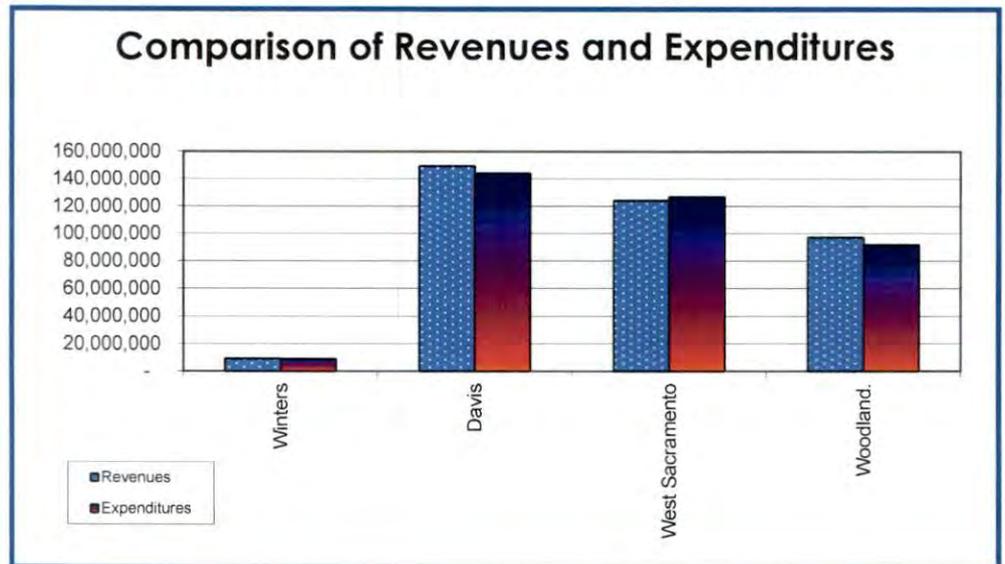
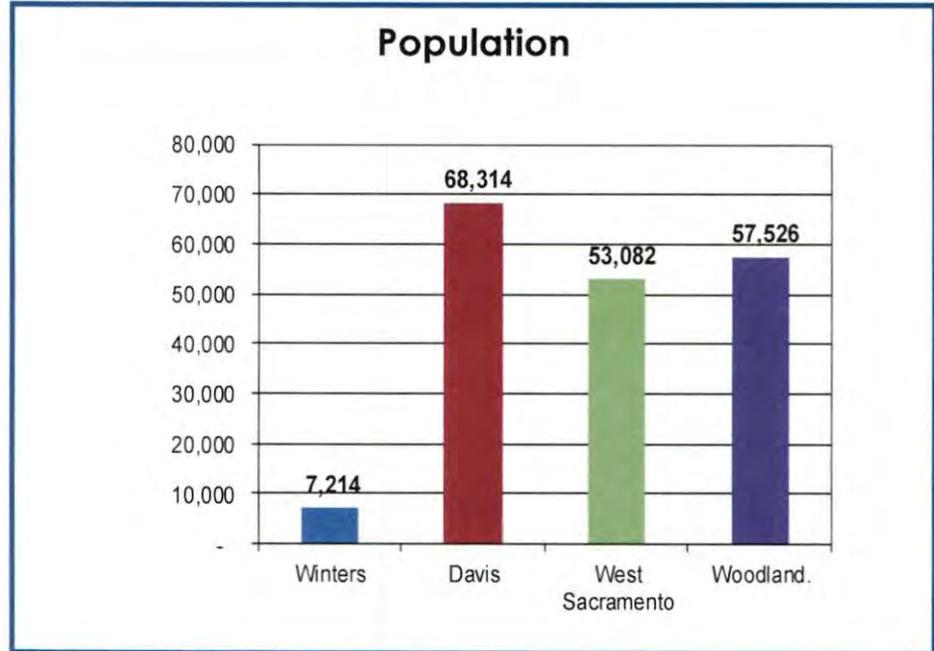
The City of Winters is the smallest City in Yolo County and is the southern most and western most located city. Below is some information that compares the four (4) Yolo County Cities.

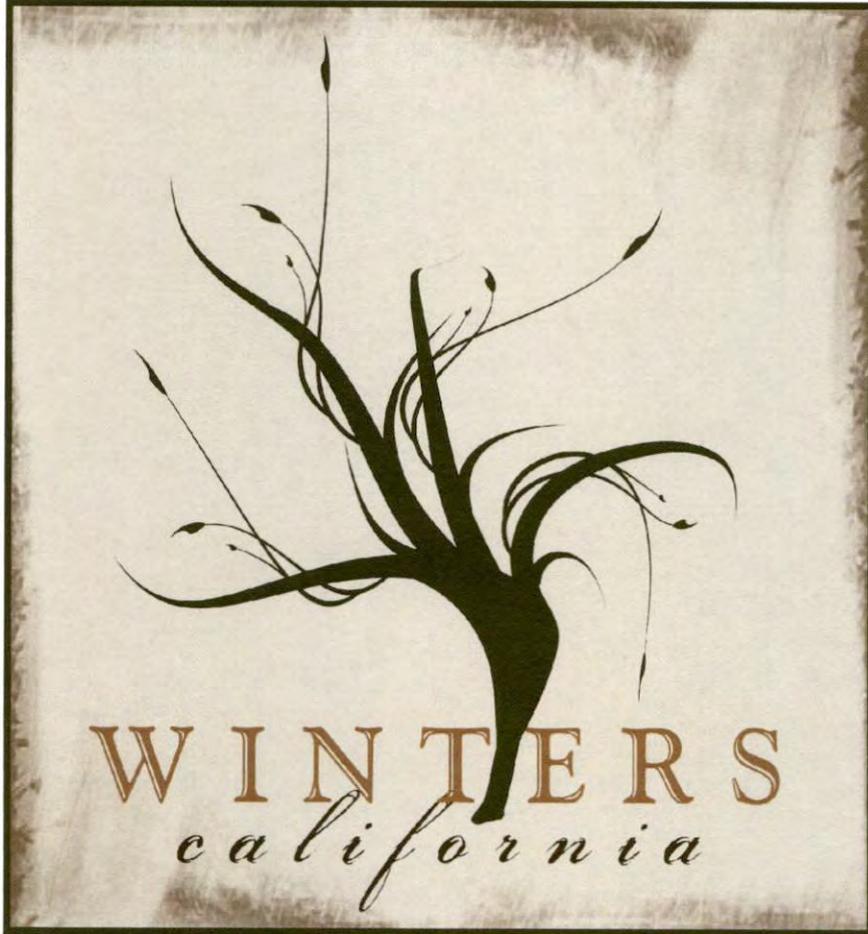
### Revenue/Expenditure Comparison Yolo County Cities Source: 2015-2016 Cities Annual Report

	Winters		Davis		West Sacramento		Woodland	
	City Total	\$ per Capital	City Total	\$ per Capital	City Total	\$ per Capital	City Total	\$ per Capital
Population	7,214		68,314		53,082		57,526	
Appropriation Limit	6,775,194		63,052,443		1,128,805,277		57,580,168	
Appropriations Subject to Limit	3,166,050		37,753,385		44,268,721		38,129,050	
City Revenues:								
Taxes	4,325,797	599.64	54,234,034	793.89	58,442,343	1,100.98	43,849,150	762.25
Special Benefit Assessment	777,674	107.80	-	-	3,382,849	63.73	2,491,930	43.32
Licenses and Permits	409,405	56.75	1,341,724	19.64	882,634	16.63	7,051,623	122.58
Fines and Forfeitures	-	-	625,513	9.16	284,121	5.35	351,054	6.10
Use of Money & Property	131,300	18.20	2,186,140	32.00	1,082,335	20.39	434,402	7.55
Intergovernmental	2,116,623	293.40	6,918,719	101.28	8,542,462	160.93	8,805,329	153.07
Service Charges	3,995,816	553.90	56,072,020	820.80	39,257,837	739.57	40,533,745	704.62
Other Revenues	567,386	78.65	5,618,405	82.24	7,547,713	142.19	4,267,132	74.18
Other Financing Sources	-	-	28,081,729	0.52	5,213,794	0.09	-	-
<b>Total Revenues</b>	<b>12,324,001</b>	<b>1,708.35</b>	<b>155,078,284</b>	<b>2,270.08</b>	<b>124,636,088</b>	<b>2,347.99</b>	<b>107,784,365</b>	<b>1,873.66</b>
City Expenditures								
General Government	714,899	99.10	13,702,366	200.58	21,824,086	411.14	13,615,036	236.68
Public Safety	3,928,384	544.55	28,889,177	422.89	33,853,035	637.75	28,322,955	492.35
Transportation	1,793,041	248.55	23,849,563	349.12	18,317,854	345.09	20,131,849	349.96
Community Development	1,202,121	166.64	5,134,293	75.16	10,225,596	192.64	11,120,769	193.32
Health	1,888,195	261.74	20,670,980	302.59	18,472,291	348.00	17,648,813	306.80
Culture and Leisure	1,032,287	143.09	19,966,815	292.28	12,811,943	241.36	6,999,427	121.67
Public Utilities	1,651,763	228.97	11,733,387	171.76	10,756,828	202.65	10,633,808	184.85
<b>Total Expenditures</b>	<b>12,210,690</b>	<b>1,692.64</b>	<b>123,946,581</b>	<b>1,814.37</b>	<b>126,261,633</b>	<b>2,378.61</b>	<b>108,472,657</b>	<b>1,885.63</b>

## Comparison to Other Yolo County Cities

Below are graphs that compare Population, Net Assessed Value, Outstanding Debt and Revenues and Expenditures for the 4 Yolo County Cities according to the 2015-2016 Cities Annual Report.





**Why the tree? Because...**  
The tree is a symbol of life.

**Glossary**

## **Glossary of Budget Terms**

### **Accounting System**

The total set of records and procedures which are used to record, classify and report information on the financial status and operations of an entity

### **Accrual Basis of Accounting**

The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time.)

### **Adjusted Budget**

An adopted budget, after it has been changed (or adjusted) by the City Council.

### **Adopted Budget**

The budget document formally approved by the City Council.

### **Appropriation**

An authorization made by the City Council of the City of Winters which permits officials to incur obligations against and make expenditures of governmental resources. Appropriations are usually made for fixed amounts and typically are granted for a one-year period.

### **Appropriation Limit (Gann Limit)**

A mandated calculation of how much the City is allowed to expend in one(1) fiscal year. It is mandated on government agencies within California by Article XIII B of the California Constitution. The amount of appropriation subject to the limit is the budgeted proceeds of taxes. Some examples of proceeds of taxes are sales and property taxes. The total of these budgeted revenues cannot exceed the total appropriations limit. Annually, local governments may increase the appropriations limit by a factor comprised of the change in population combined with the California inflation rate as determined by the State Finance Department.

## **Glossary of Budget Terms**

### **Assessment District**

A defined area of land that will be benefited by the acquisition, construction, or maintenance of a public improvement.

### **Assessed Valuation**

The appraised valuation less any exemptions on real estate or other property by the County of Yolo as a basis for levying property taxes.

### **Audit**

A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to:

- Ascertain whether financial statements fairly present financial position as a result of operations
- Test whether transactions have been legally performed.
- Identify areas for possible improvements in accounting practices and procedures
- Ascertain whether transactions have been recorded accurately and consistently.
- Ascertain the stewardship of officials responsible for governmental resources

### **Authorized Positions**

Positions approved by the City Council which may or may not have funding.

### **Base Budget**

Under traditional budgeting, the base budget is that amount that is required, at a minimum, to provide resources for the operations of the organization. Each year, approved amounts are added to the base budget.

### **Basis of Budgeting**

The method used for recognizing revenues and expenditures in the budget. The City uses a base budget budgeting method.

## **Glossary of Budget Terms**

### **Beginning Balance**

Unencumbered resources available in a fund from the prior fiscal year after payment of prior fiscal year expenditures.

### **Benefits-Insurance**

The cost to the City for insurance for all regular full-time employees. This includes the City's cost for health, dental, disability, life and workers compensation insurance.

### **Benefits-Leave time**

Compensation for all leave time to employees who are appointed to regular full-time positions.

### **Benefits-Retirement**

Cost to the City for Public Employee's Retirement for all regular full-time employees, The City participated in the California Public Employee's Retirement System (CalPERS), as well as Social Security

### **Bond**

Capital raised by issuing a written promise to pay a specified sum of money, called the face value or principal amount, with interest at predetermined intervals.

### **Budget**

A plan of financial operation embodying an estimate of proposed expenditures for a given time (usually a fiscal year) and the proposed means of financing them (revenue estimates). This term is sometimes used to describe the officially approved expenditure level under which the City of Winters and its departments operate. The budget must be approved by the City Council prior to the beginning of the fiscal year.

### **Budget Adjustment**

A change of expenditures levels and corresponding resources needed to accomplish an existing service level or unanticipated service. All budget adjustments between departments within a fund may be approved by the City Manager. All budget adjustments increasing total expenditures in a fund or funds are approved by the City Council.

## **Glossary of Budget Terms**

### **Budgetary Basis of Accounting**

The method used for recognizing revenues and expenditures in the budget. The City of Winters uses the modified cash basis of accounting for budgetary purposes.

### **Budget Calendar**

The schedule of key dates or milestones that the City of Winters follows in the preparation and adoption of the budget

### **Budget Document**

The official written statement prepared by the Finance Department and supporting departments and staff that presents the proposed budget to the City Council.

### **Budget Message**

A general discussion of the proposed budget presented in writing as part of the budget document. The budget message explains the principal budget issues against the background of financial experience in recent year and presents recommendations by the City Manager.

### **Budgetary Control**

The management of the City of Winters in accordance with the approved budget for the purposes of keeping expenditures within the limitation of the available appropriations and available revenues.

### **Capital Assets**

Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

### **Capital Budget**

A plan of proposed capital expenditures and the means of financing them.

### **Capital Improvement Projects**

A plan for capital expenditures to be incurred each year over a fixed period of several years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be

## **Glossary of Budget Terms**

expended each year and the method of financing those expenditures.

### **Capital Outlay**

Expenditures for the acquisition of capital assets.

### **Capital Projects**

Projects that purchase or construct capital assets. This could include the purchase of land or the construction of a facility.

### **Cash Basis**

The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

### **City Wide Assessment District**

An assessment district encompassing the entire City of Winters, enacted to provide a funding source for the maintenance of city parks, and to provide a funding source for the payment of electricity costs of all streetlights within the City of Winters.

### **Consultants**

Outside individuals who provide advice or services to the City Council and City Staff.

### **Contingency**

An amount, set aside to be used at the discretion of the City Council to fund emergency or extraordinary items.

### **Contractual**

A type of expenditure. Usually a professional consulting service involving a contract for one or more years.

### **Cost**

The amount of money or other consideration exchanged for property, services or expenses.

### **Cost Accounting**

The branch of accounting that provides for the assembling and recording of all elements of the cost incurred to accomplish a purpose, to carry on an activity or operation or to complete a unity of work or a specified job.

## **Glossary of Budget Terms**

### **Debt Service**

The expense of retiring such debts as loans and bond issues. It includes principal and interest payments and the administrative costs for paying agents registrars, and escrow agents.

### **Deficit**

The excess of expenditures over revenues during an accounting period, or in the case of enterprise funds, the excess of expense over income during an accounting period.

### **Department**

An organizational unit comprised of divisions or functions. It is the basic unit of service responsibility encompassing a broad mandate of related activities. It is possible for a department to be comprised of only one division.

### **Depreciation**

That portion of the cost of a capital asset that is charged as an expense during a particular period.

### **Development Impact Fees**

Fees place on the development of land or condition required for the approval of a development project. Fees must be expended on those projects for which the fees were collected.

### **Discretionary Revenue**

Money that the City Council has the authority to allocate for any purpose. Usually refers to the General Fund, as opposed to special or restricted use funds.

### **Division**

A major section of a department indicating management responsibility for a group of related operations within that department.

### **Encumbrance**

A commitment of funds against an appropriation, it may be in the form of a purchase order or contract; until such time as the goods or services are received, the commitment is referred to as an encumbrance.

## **Glossary of Budget Terms**

### **Enterprise Fund**

A type of fund established for the total cost of those governmental facilities and services that are operated in a manner similar to private enterprise. The programs are entirely or predominately self-supporting. The City has two enterprise funds, the Water Fund and the Sewer Fund. This type of fund is also known as a Proprietary Fund.

### **Expenditure**

Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered, whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purchases are made.

### **Expendable Trust Fund**

An expendable trust fund is a fund that is used to hold funds in trust for a particular project; the funds are invested until the project for which it is designated is ready to be implemented. The City of Winters has one expendable trust fund, Winters Library and Arts. This fund was created when one of our citizens passed away and donated funds to the City to build a library and art center. The City is currently seeking additional funding for this project.

### **Expenses**

Decreases in net total assets. Expenses represent the total cost of operations during a period, regardless of the timing of related expenses.

### **Fees**

Charges for services that are based upon the cost of providing the service.

### **Fiscal Year**

A twelve-month period of time to which a budget applies. The City of Winters' fiscal year is July 1-June 30.

### **Fixed Asset**

A tangible item of a long-term character such as land, buildings, furniture, and other equipment with a unit cost in excess of \$5,000.

## **Glossary of Budget Terms**

### **Full Faith and Credit**

A pledge of the general taxing power of a government to repay debt obligations. (Usually used in reference to bonds.)

### **Full-Time Equivalent (FTE)**

A measure of effective authorized positions, indicating the percentage of time a position or group of positions is funded. It is calculated by equating 2,080 hours of work per year with the full-time equivalent of one position; thus one position would have an FTE of 1.0

### **Fund**

An independent fiscal and accounting entity with a self-balancing set of accounts, used to record all financial transactions related to the specific purpose for which the fund was created

### **Fund Balance**

The difference between fund assets and fund liabilities.

### **Funding Source**

Identifies funds that will provide resources for City expenditures.

### **Gann Limit**

See Appropriation Limit.

### **Gas Tax**

A tax on fuel used to propel a motor vehicle or aircraft. Its use is restricted to planning, construction, improvement, maintenance and operation of public streets and highways or public mass transit guideways.

### **Generally Accepted Accounting Principles (GAAP)**

Uniform standards used by state and local governments for financial recording and reporting; established by the accounting profession through the Governmental Accounting Standards Board.

## **Glossary of Budget Terms**

### **General Fund**

The governmental accounting fund supported by property taxes, licenses and permits, service charges, and other general revenues to provide for operating services.

### **General Obligation Bonds**

Bonds backed by the full faith and credit of the City that may be used for various purposes and repaid by the regular revenue raising powers (generally taxes and/or other general revenues) of the City.

### **General Revenue**

General sources of income a city collects and receives for public use. There are no restrictions as to the use of the monies. They are often referred to as Discretionary Revenues. General revenues comprise the General Fund.

### **Goal**

A statement that describes the purpose toward which an endeavor is directed, such as a target or target area.

### **Governmental Accounting Standards Board (GASB)**

The body that sets accounting standards specifically for governmental entities at the state and local level.

### **Governmental Funds**

Self-balancing sets of accounts that are maintained for governmental activities. Financial statements of governmental funds are prepared on the modified accrual basis of accounting and the current financial resource flows measurement focus.

### **Grant**

Contributions or gifts of cash or other assets from another governmental entity or foundation to be used or expended for a specific purpose, activity or facility. An example is the Community Development Block Grant provided by the federal government.

### **Interfund Transfers**

Money transferred from one fund to another such as from a fund receiving revenue to the fund through which the expenditures are to be made.

## **Glossary of Budget Terms**

### **Internal Service Fund**

Funds used to account for the financing of goods or services provided by one department of an agency to other departments of the agency on a cost reimbursement basis.

### **Levy**

The total amount of taxes special assessments, or charges imposed by a government.

### **Material, Supplies and Services**

Expenditures for items that are normally consumed within a fiscal year.

### **Memorandum of Understanding**

The result of labor negotiations between the City of Winters and its various bargaining units.

### **Motor Vehicle License Fee (VLF)**

Based on the market value of a vehicle, VLF is a fee for the privilege of operating a vehicle on public streets. A portion of the fee is returned to cities by the State and its use by a city is unrestricted.

### **Municipal Code**

A book that contains City Council approved ordinances presently in effect. The Muni Code defines City law in various categories. The City of Winters Municipal Code can be found online at the City of Winters website.

### **Objective**

A defined method to accomplish and establish goals.

### **Operating Budget**

Annual appropriation of funds for ongoing program costs, including salaries and benefits, services and supplies. This is the primary means by which most of the financing, acquisition, spending and service delivery of the city are controlled.

### **Operating Expenses**

Expenses incurred as a result of day to day operations.

## **Glossary of Budget Terms**

### **Ordinance**

A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with a higher form of law, such as a State statute or constitutional provision. An ordinance has a higher legal standing than a resolution. Adopted ordinances form the Municipal Code. (See Municipal Code)

### **Public Employee's Retirement System (PERS)**

The retirement system administered by the State of California, to which all permanent City employees belong.

### **Personnel Expenditures**

Salaries, wages and benefits paid to employees.

### **Property Tax**

A tax on the assessed value of property, California State Constitution Article XIII A provides that the combined maximum property tax rate on any given property equal 1% of its assessed value unless an additional amount has been approved by voters for special taxes or general obligation bonds. Yolo County collects and remits the City of Winters share of property taxes.

### **Proposed Budget**

The working document for the fiscal year under discussion.

### **Reserve**

An account used to indicate that a portion of a fund's balance is restricted for a specific purpose and is therefore, not available for general appropriation

### **Resolution**

A special order of the City Council that requires less legal formality than an ordinance in terms of public notice, and the number of public readings prior to approval.

### **Retained Earnings**

The excess of an enterprise fund's assets over its liabilities. A negative retained earnings is sometimes called a deficit.

## **Glossary of Budget Terms**

Funds that a city receives as income. Revenues include such items as taxes, licenses, user fees, service charges, fines and penalties and grants

### **Revenue Estimate**

A formal estimate of how much revenue will be earned from a specific revenue source for some future period, usually a future fiscal year.

### **Salaries and Benefits**

A budget category that generally accounts for full-time and temporary employees, overtime and all employee benefits, such as medical and dental insurance and retirement contributions.

### **Sales Tax**

Taxes assessed on retail sales or leases of tangible personal property in the City. The City of Winters receives 1% of the 8.25% sales tax collected within the City of Winters.

### **Special Assessment**

A compulsory levy imposed on certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

### **Stipend**

A fixed sum of money paid for a specific purpose.

### **Supplies and Services**

Expenditures for materials, supplies and related services which are consumed within a fiscal year.

### **Tax Base**

The total property valuations on which the City of Winters receives property taxes.

### **Tax Increment Financing**

A tax incentive designed to attract business investment by dedicating to the Winters Community Development Agency Project Area (project area) the new property tax revenues generated by redevelopment. The increase in

## **Glossary of Budget Terms**

revenues (increment) is used to finance development related costs in the project area.

### **Transfers In and Transfers Out**

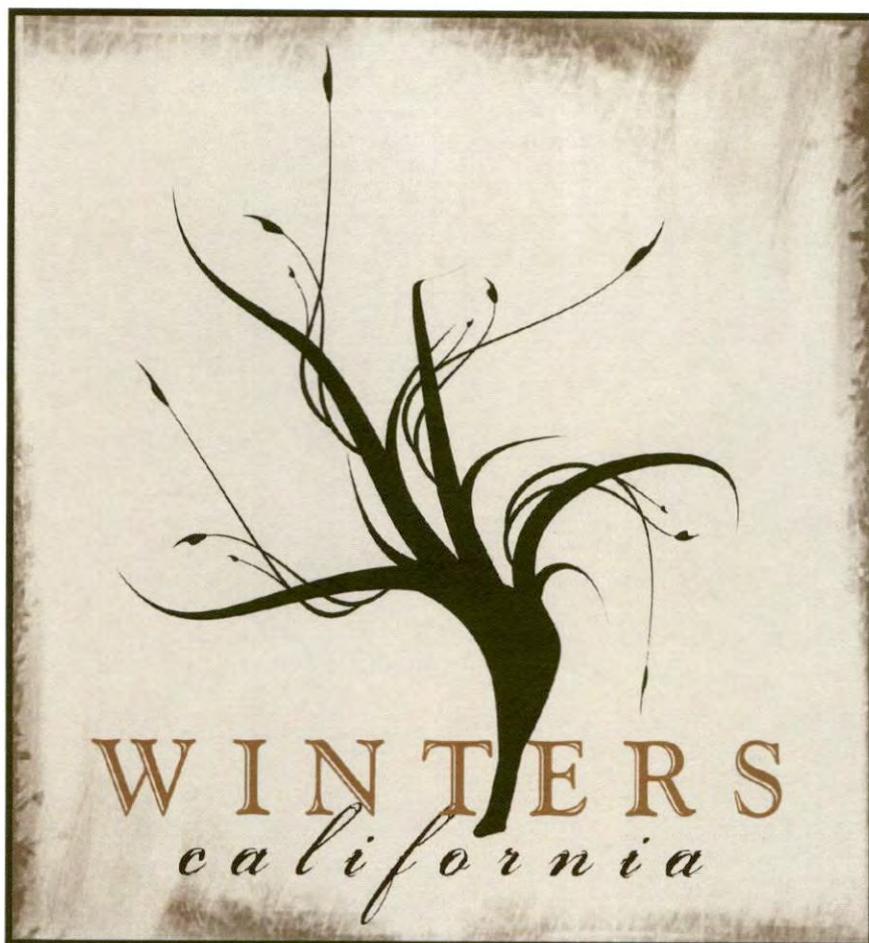
Movement of revenue out of one fund to another. The recipient fund uses the money to cover the cost of services provided, or to cover the cost of a contract between two funds.

### **Warrant**

An order drawn by a locality's officers directing the treasurer of the locality to pay a specified amount to the bearer, either after the current or some future date.

### **Year-End**

As of June 30th (end of fiscal year)



**Gann Limit**

## Gann Limit

Article XIII B of the California Constitution was a ballot initiative adopted in 1980 and modified by Proposition 111 that passed in 1990 to limit the amount of tax proceeds state and local governments can spend each year.

The limit is different for each agency and the limit changes each year. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in fiscal 1978-1979 in each agency modified for changes in inflation and population in each subsequent year.

The formula used in calculating the growth rate is:

$\% \text{ change in population} + 100/100$

times either

$\% \text{ change in per capita income} + 100/100$

or

$\text{Change in non-residential assessments} + 100/100$

The calculated rate times the previous appropriation limit equals the new appropriation limit.

The California Department of Finance is mandated to notify each city of the population changes and the per capita personal income factor to be used in calculating the growth rate.

The population of the City of Winters on 1/1/18 was 7,292 compared to 7,130 on 1/1/17, a 2.27% increase in population.

The change in per capita income for California for 2017/2018 is 3.67

# Gann Limit

The factor for determining the year-to-year increase is computed as follows:

$$\frac{2.27+100}{100} \times \frac{3.67+100}{100} = 1.0367$$

The calculation of the 6/30/19 appropriation limits is as follows:

2017-2018 appropriation limit	7,143,222
Calculated growth factor	<u>X 1.03670</u>
Appropriation Limit 2009-2010	\$7,573,480

Appropriations Subject to Limitation for Fiscal Year Ending June 30, 2019		
Proceeds from Taxes	\$	2,966,016
Less Exclusions		
Capital Outlay	\$	-
Debt Service	-	-
Total Exclusions		<u>0</u>
Appropriations subject to Limitation	\$	<u>2,966,016</u>
Current Year Limit		<u>7,573,480</u>
Over (Under) Limit	\$	<u><u>(4,607,464)</u></u>

As shown in the box below, the city is at 39.16% of its limitation and is not impacted by the appropriation limit at this time.

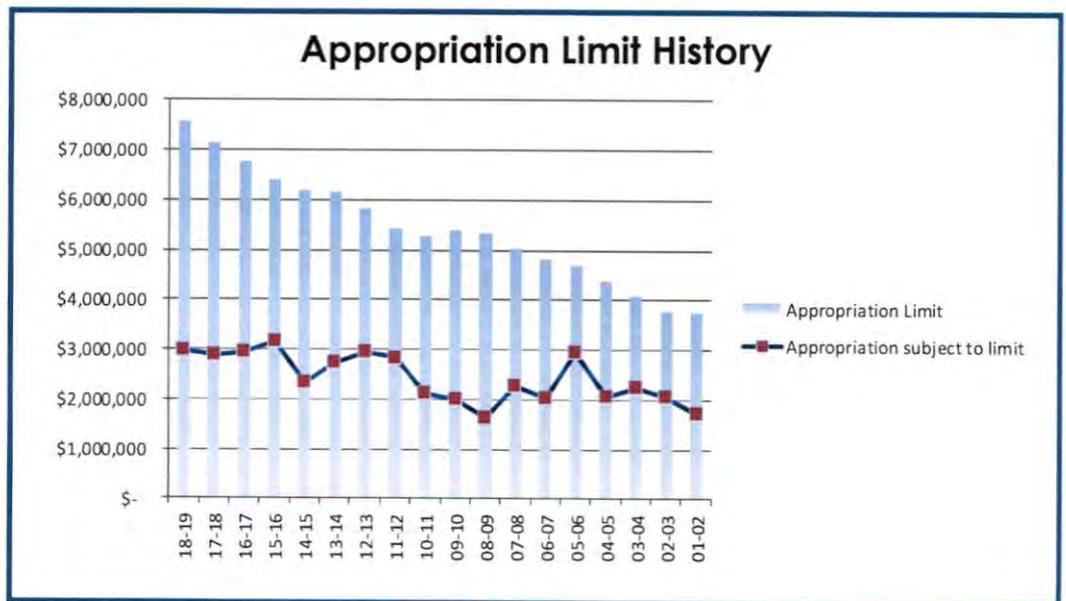
Section 9710 of the California Government Code, added in 1980 by the State Legislature, requires the City Council to adopt the City's Gann Appropriation Limit for the following year by resolution. Resolution 2018-19 was adopted by the City Council on June 5, 2018.

# Gann Limit

Below is information for ten (10) years on the appropriations limit.

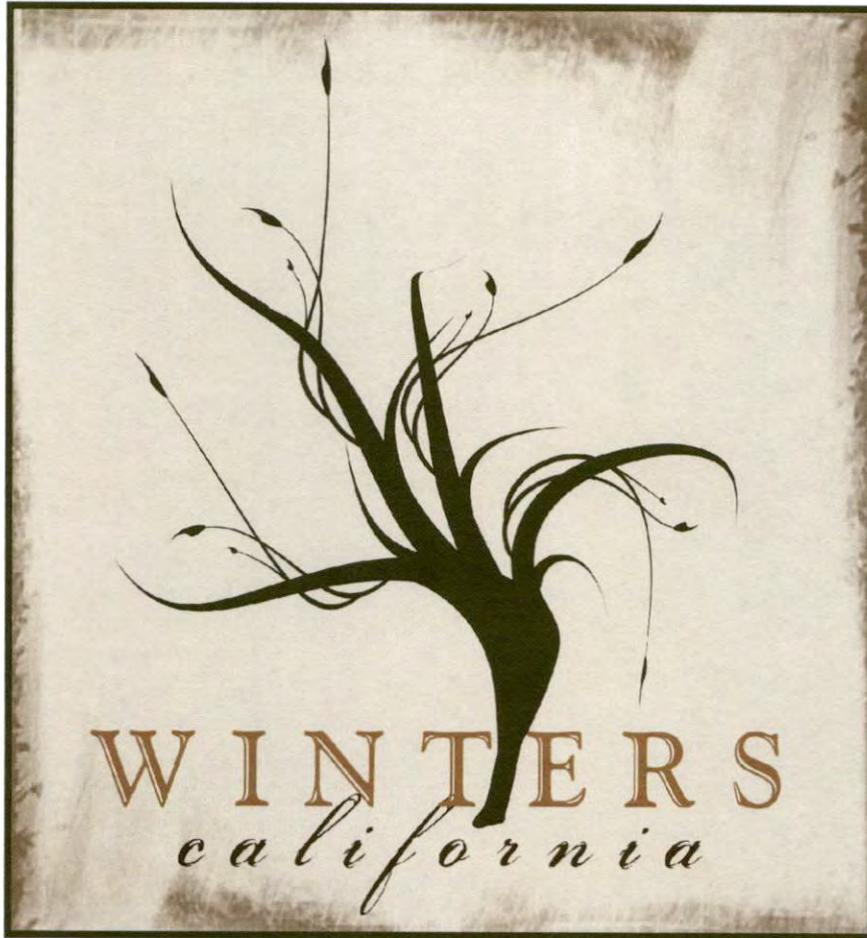
Fiscal Year	Appropriation Limit	Appropriation Subject to Limit	% of Limit Used
18-19	\$ 7,573,480	\$ 2,966,016	39.16%
17-18	7,143,222	2,865,843	40.12%
16-17	6,775,194	2,937,162	43.35%
15-16	6,417,714	3,166,050	49.33%
14-15	6,195,828	2,327,334	37.56%
13-14	6,173,686	2,724,173	44.13%
12-13	5,825,800	2,937,162	50.42%
11-12	5,425,345	2,830,138	52.17%
10-11	5,287,744	2,106,512	39.84%
09-10	5,396,412	2,003,076	37.12%

The graph below shows the appropriation limit and the appropriations subject to the limit.



## **Gann Limit**

The City of Winters has been cautious about adding costs into the budget over the last several years. This cautious approach has been why we have not approached the appropriation limit for expenditures.



**Budget Resolution**

**RESOLUTION No. 2018-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS  
APPROVING AND ADOPTING A BUDGET OF ESTIMATED EXPENDITURES AND  
REVENUES FOR FISCAL YEARS 2018-2019 AND 2019-2020**

**WHEREAS**, every local agency is required to adopt a budget for the subsequent fiscal year for estimated revenues and expenditures; and

**WHEREAS**, every local governmental agency shall file with the county auditor of the county in which the agency conducts its principal operations, a budget for the fiscal year then in progress; and

**WHEREAS**, the City of Winters has determined that a 2 year budget is appropriate for the City to prudently plan it's financial future; and

**WHEREAS**, the City Council and Staff members have thoroughly reviewed and analyzed the proposed budget in order to determine the needs of the City of Winters;

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Winters that:

A budget for the Fiscal Year 2018-2019 and 2019-2020, a copy of which is on file in the City Clerk's Office, is hereby adopted for the City of Winters as follows;

Section 1. For the Fiscal Year 2018-2019, General Fund estimated revenues of \$5,571,008 use of available fund balance of \$30,754, for a total source of funds of \$5,601,762 and total appropriations of \$5,601,762.

For the Fiscal Year 2019-2020, General Fund estimated revenues of \$5,885,427 , use of available fund balance of \$31,580, for a total source of funds of \$5,917,007 and total appropriations of \$5,917,007.

Section 2. For the Fiscal Year 2018-2019, Special Revenues Funds estimated revenues of \$1,360,310 use of available fund balance of \$89,065 for a total source of funds of \$1,449,375, and total appropriations of \$1,427,170.

For the Fiscal Year 2019-2020, Special Revenues Funds estimated revenues of \$1,396,465, use of available fund balance of \$89,242 for a total source of funds of \$1,485,707 and total appropriations of \$1,388,922.

Section 3. For Fiscal Year 2018-2019 Capital Revenue Funds estimated revenues of \$4,024,596, use of available fund balance of \$70,591 for total source of funds of \$4,095,187 and total appropriations of \$446,938.

For Fiscal Year 2019-2020 Capital Revenue Funds estimated revenues of \$3,300,436, use of available fund balance of \$121,710 for total source of funds of \$3,422,146 and total appropriations of \$216,526.

Section 4. For Fiscal Year 2018-2019 Water O & M Fund estimated revenues of \$1,500,466 use of available fund balance of \$-0- for total source of funds of \$1,500,466 and total expenses of \$1,489,962.

For Fiscal Year 2019-2020 Water O & M Fund estimate estimated revenues of \$1,508,182, use of available fund balance of \$161,803 total source of funds of \$1,669,985 and total expenses of 1,669,985.

Section 5. For Fiscal Year 2018-2019 Sewer O & M estimated revenues of \$1,690,743 use of available fund balance of \$660,132 for a total source of funds of \$2,350,875 and total expenses of \$2,350,875

For Fiscal Year 2019-2020 Sewer O & M estimated revenues of \$1,707,639 use of available fund balance of \$181,686 for a total source of funds of \$1,889,325 and total expenses of \$1,889,325.

Section 6. For Fiscal Year 2018-2019 Successor Agency to the Dissolved Winters Community Development Agency estimated revenues of \$1,097,265 use of available fund balance of \$-0- for a total source of funds of \$1,097,625 and total expenditures of \$1,097,625.

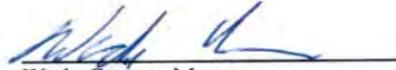
For Fiscal Year 2019-2020 Successor Agency to the Dissolved Winters Community Development Agency estimated revenues of \$1,105,665 use of available fund balance of \$-0- for a total source of funds of \$1,105,665 and total expenditures of \$1,105,665

Section 7. For Fiscal Year 2018-2019 Winters Housing Fund estimated revenues of \$501 use of available fund balance of \$978,833 for a total source of funds of \$979,334 and total expenditures of \$979,334

For Fiscal Year 2019-2020 Successor Agency to the Dissolved Winters Community Development Agency estimated revenues of \$-0- use of available fund balance of \$-0- for a total source of funds of \$-0- and total expenditures of \$-0-.

**PASSED AND ADOPTED** by the City of Winters this 19th day of June 2018 by the following vote:

**AYES;** Council Members Anderson, Biasi, Loren, Neu, Mayor Cowan  
**NOES;** None  
**ABSTAIN;** None  
**ABSENT;** None

  
Wade Cowan, Mayor

**ATTEST:**

  
Nanci Mills, City Clerk