



Winters City Council Meeting
City Council Chambers
318 First Street
Tuesday, August 7, 2018
6:30 p.m.
AGENDA

Members of the City Council

*Bill Biasi, Mayor
Wade Cowan, Mayor Pro-Tempore
Harold Anderson
Jesse Loren
Pierre Neu*

*John W. Donlevy, Jr., City Manager
Ethan Walsh, City Attorney
Tracy Jensen, City Clerk*

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

Roll Call

Pledge of Allegiance

Approval of Agenda

COUNCIL/STAFF COMMENTS

PUBLIC COMMENTS

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

CONSENT CALENDAR

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

- A. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, July 17, 2018 (pp. 5-14)
- B. Approval of Amplified Sound Permit Application (pp. 15-17)
- C. Resolution 2018-42, a Resolution of the City Council of the City of Winters Confirming Delinquent Utility Bills (pp. 18-21)
- D. Resolution 2018-43, a Resolution of the City Council of the City of Winters Confirming Delinquent Solid Waste Bills (pp. 22-25)
- E. Resolution 2018-44, a Resolution of the City Council of the City of Winters for Claim of Transportation Development Act Funding (pp. 26-32)
- F. Resolution 2018-45, a Resolution of the City Council of the City of Winters Approving the Designation of Applicant's Agent Resolution for Non-State Agencies (pp. 33-38)
- G. Resolution 2018-46, a Resolution of the City Council of the City of Winters Amending the 2017-2018 Salary Schedule (pp. 39-46)
- H. Final Acceptance of SB1 Paving Improvements for Vintage Paving Company (pp. 47)
- I. Response to Grand Jury Report - "The Looming Crisis of Yolo County City Pension and Retirement Medical Costs" (pp. 48-51)
- J. Resolution 2018-47, a Resolution of the City Council of the City of Winters Granting Extensions for the Agreements with Homes By Town of Winters Highlands LLC (pp. 52-55)

PRESENTATIONS

SB1 17-18 Street Rehab Project Update by Public Works
Superintendent Eric Lucero (pp. 56)

DISCUSSION ITEMS

- 1. City of Winters Unfunded Liabilities (pp. 57-64)
- 2. Animal Shelter and Possible Animal Services JPA (pp. 65-81)
- 3. General Plan Overview and Status Report (pp. 82-102)

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

1. None

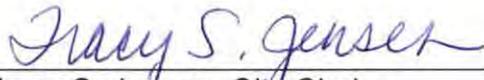
CITY MANAGER REPORT

INFORMATION ONLY

1. May 2018 Investment Report (pp. 103-104)
2. May 2018 Treasurer Report (pp. 105-111)

ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the August 7, 2018 regular meeting of the Winters City Council was posted on the City of Winters website at www.cityofwinters.org and Councilmembers were notified via e-mail of its' availability. A copy of the foregoing agenda was also posted on the outside public bulletin board at City Hall, 318 First Street on August 1, 2018, and made available to the public during normal business hours.



Tracy S. Jensen, City Clerk

Questions about this agenda – Please call the City Clerk's Office (530) 794-6702. Agendas and staff reports are available on the City's web page at <http://www.cityofwinters.org/city-council-meetings>.

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

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

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

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City Hall – Finance Office - 318 First Street, Winters, CA 95694

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Minutes of the Regular Meeting of the Winters City Council
Held on July 17, 2018

Executive Session - 6:00 p.m.

Conference with Legal Counsel-Existing Litigation (Paragraph (1) of subdivision (d) of Section 54956.9) Name of case: Friends of Putah Creek v. Central Valley Flood Protection Board (Solano County Superior Court Case No. FCS051040)

Mayor Cowan said reportable action was taken following discussion regarding existing litigation with the Friends of Putah Creek v. Central Valley Flood Protection Board. City Attorney Walsh reported that Council unanimously voted for the City Attorney to defend the City in the lawsuit filed by the Friends of Putah Creek.

Regular Session - 6:30 p.m.

Mayor Wade Cowan called the meeting to order at 6:30 p.m.

Present: Council Members Harold Anderson, Bill Biasi, Jesse Loren, Pierre Neu, and Mayor Wade Cowan

Absent: None

Staff: City Manager John W. Donlevy, Jr., City Attorney Ethan Walsh, City Clerk Nanci Mills, Director of Financial Management Shelly Gunby, Economic Development/Housing Manager Dan Maguire, Building Official Gene Ashdown, Human Resources Manager Crystal Zaragoza, Interns Aaron Ryan and Carlene Dyer, and Management Analyst Tracy Jensen.

Mona Biasi led the Pledge of Allegiance.

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

AYES: Council Members Anderson, Biasi, Loren, Neu, Mayor Cowan
NOES: None
ABSENT: None
ABSTAIN: None

COUNCIL/STAFF COMMENTS

PUBLIC COMMENTS: Winters resident Norb Kumagai spoke fondly of the time when Council Member Neu was his shop teacher at Davis High School and then congratulated the Council Members on the recent election.

CONSENT CALENDAR

- A. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, June 19, 2018
- B. Waive Second Reading and Adopt Ordinance 2018-03, an Ordinance of the City Council of the City of Winters Approving Various Zoning Text Amendments to Title 17 (Zoning Ordinance) Regarding Non-Conforming Uses, Structures and Lots
- C. Waive Second Reading and Adopt Ordinance 2018-05, an Ordinance of the City Council of the City of Winters Approving a First Amendment to the Amended and Restated Development Agreement for the Callahan Estates Subdivision Development Between the City of Winters and Crowne Communities Winters CA, LLC
- D. Street Closure Request by Winters Chamber of Commerce for Annual Earthquake Festival, Friday, August 24, 2018
- E. Street Closure Request for Monthly Street Meat Event
- F. Claim Against the City of Winters - Barbara Meyer
- G. Claim Against the City of Winters - Maribel Alexis
- H. Amplified Sound Permit Application for Winters Healthcare's 2nd Annual Dinner on the Bridge to be Held on September 8, 2018
- I. East St Pump Station- Control Panel Upgrades (pp. 57-59)
- J. Appointment of Primary and Alternate Representatives on the Yolo County Public Agency Risk Management Insurance Agency (YCPARMIA)
- K. Resolution 2018-37, a Resolution of the City Council of the City of Winters Declaring Results of the June 5, 2018 General Municipal Election

- L. Resolution 2018-38, a Resolution of the City Council of the City of Winters Appointing the Position of City Clerk
- M. Resolution 2018-40, a Resolution of the City Council of the City of Winters Appointing the Position of City Treasurer

City Manager Donlevy gave an overview. Due to a possible conflict of interest, Council Member Loren will abstain from voting on Item B and Council Member Anderson will abstain from voting on Items D and E based on the location of their property. With no public comments made, Council Member Neu made a motion to approve the Consent Calendar excluding Items B, D and E. Council Member Biasi seconded the motion. Motion carried with the following vote:

AYES: Council Members Anderson, Biasi, Loren, Neu, Mayor Cowan
NOES: None
ABSENT: None
ABSTAIN: None

Motion by Council Member Neu, second by Council Member Biasi to approve Consent Item B. Motion carried with the following vote:

AYES: Council Members Anderson, Biasi, Neu, Mayor Cowan
NOES: None
ABSENT: None
ABSTAIN: Council Member Loren

Motion by Council Member Neu, second by Council Member Biasi to approve Consent Item D and E. Motion carried with the following vote:

AYES: Council Members Biasi, Loren, Neu, Mayor Cowan
NOES: None
ABSENT: None
ABSTAIN: Council Member Anderson

PRESENTATIONS

Retiring City Clerk Nanci Mills said it has been a pleasure serving the Council and working with a great group of colleagues. She then administered the Oath of Office to Council Members Harold Anderson, Wade Cowan and Pierre Neu, City Clerk Tracy Jensen and City Treasurer Shelly Gunby.

DISCUSSION ITEMS

1. Designation of Mayor/Mayor Pro-Tempore

Following a brief discussion, a motion was made by Council Member Neu to designate Bill Biasi as Mayor and designate Wade Cowan as Mayor Pro Tempore as he received the most votes in the June 5th, 2018 election. Council Member Anderson seconded the motion. With no public comments made, the motion carried with the following vote:

AYES: Council Members Anderson, Biasi, Loren, Neu, Mayor Cowan
NOES: None
ABSENT: None
ABSTAIN: None

Mayor Biasi thanked Wade Cowan for serving as Mayor for two years and congratulated the new City Clerk Tracy Jensen and the new City Treasurer Shelly Gunby.

2. Public Hearing and Adoption of Resolution 2018-17, a Resolution of the City Council of the City of Winters Approving the Engineer's Report and Ordering the Levy and Collection of Assessments within the City of Winters City-Wide Maintenance Assessment District, Fiscal Year 2018/2019

City Manager Donlevy gave a brief overview. Mayor Biasi opened the public hearing at 6:54 p.m. and closed the public hearing at 6:54 p.m. with no comments. Motion by Council Member Cowan, second by Council Member Neu to approve the Engineer's Report and Ordering the Levy and Collection of Assessments within the City of Winters City-Wide Maintenance Assessment District, Fiscal Year 2018/2019. Motion carried with the following vote:

AYES: Council Members Anderson, Cowan, Loren, Neu, Mayor Biasi
NOES: None
ABSENT: None
ABSTAIN: None

3. TEFRA Public Hearing and Adoption of Resolution 2018-33, a Resolution of the City Council of the City of Winters Approving Conduit Financing for the Blue Mountain Terrace Senior Apartments Affordable Housing Project

Economic Development/Housing Manager Dan Maguire gave an overview and said Council held a TEFRA hearing on 6/6/17 and approved Resolution 2017-27, which was valid for one year based on the Federal Tax Code. But because the project did not close bond financing within the one-year period, Council would need to hold a public hearing in order to adopt Resolution 2018-33. No material elements have changed since the previous public hearing and resolution

adoption. Travis Cooper of the California Municipal Authority was present to answer questions.

Mayor Biasi opened the public hearing at 6:57 p.m.

Karen May of the Winters Senior Foundation said all seniors 55 and over want to get this project finished. They first heard of the project in September 2014, attended meetings and provided design suggestions in May and November 2016, and are now here to advocate for the senior development.

Mayor Biasi closed the public hearing at 6:59 p.m. Council Member Cowan said it has been a long road with Domus and Blue Mountain and would like to see the senior apartments and senior center built at the same time. Staff has worked on this project for a long time and he hopes this is the last hurdle.

Although the City received a NOFA (Notice of Funding Availability), City Manager Donlevy said the City is giving back a \$1.5 million dollar grant with no penalty because it would not be enough to build the senior center. Staff will do their best with a second application.

Staff is working diligently with Domus on the apartments. Dan Maguire is the lead and Lisa Baker is assisting him with the construction financing. They have plans ready to be submitted for a permit and are working with Domus to get the construction done.

Council Member Loren asked if a new NOFA number had been released and what our timeline is to disencumber. Dan said September is the deadline for the new grant application submittal and the results will be released in December. Regarding the timeline to disencumber, the earlier the better, or by September 30th at the latest. He added there is an expenditure deadline within the grant.

Mayor Biasi said this is a very important project for the City and doesn't want to see the project die due to lack of funding. Dan said in a previous CDBG grant, the City disencumbered the homebuyer portion of the money for homebuyers assistance in the first phase of Walnut Park and it did not have an adverse impact on the City. City Manager Donlevy said absolutely there is risk in giving the money back but it's the best thing to. Council Member Loren said this project is extremely important to the community and would like to see it sooner rather than later.

Motion by Council Member Loren, second by Council Member Neu to adopt Resolution 2018-33 approving the issuance of the bonds by the CMFA for the benefit of Blue Mountain Terrace Associates, L.P. or a partnership created by Newport Partners, LLC to provide for the financing of the project. Motion carried with the following vote:

AYES: Council Members Anderson, Cowan, Loren, Neu, Mayor Biasi
NOES: None
ABSENT: None
ABSTAIN: None

4. Resolution 2018-36, a Resolution of the City Council of the City of Winters Adopting a Debt Issuance and Management Policy

Director of Financial Management Shelly Gunby gave an overview and said the adoption of a debt issuance and management policy is a requirement to restructure the water and sewer bonds. SB1029 requires a formal written debt policy pertaining to the issuance of bonds and the maintenance of bond-related records.

Council Member Anderson asked if the City was taking on Melo Roos financing. Shelly said that although Council is not interested in Melo Roos financing, staff is choosing to leave it in. The policy will allow for it even though the City will not use it, but will leave enough flexibility for Council to do what they want to do. City Manager Donlevy said as staff moves forward with the refinancing of the water and sewer bonds, policies will be established in the official statement, which gives assurance to the people who are buying the bonds. This will show that the City is policy driven as far as other financing goes.

Council Member Anderson asked if the City was borrowing money to pay retirement. Shelly said some cities are, but the City of Winters is not. The general rule is: certain things that are not voter approved are not included under indebtedness. The enclosed policy has been put together by bond counsel and the City Attorney. Staff is presenting to Council a bare-bones debt issuance and management policy after removing portions that were undesirable.

Motion by Council Member Neu, second by Council Member Cowan to approve Resolution 2018-36 adopting a debt issuance and management policy. Motion carried with the following vote:

AYES: Council Members Cowan, Neu, and Mayor Biasi
NOES: Council Members Anderson and Loren
ABSENT: None
ABSTAIN: None

5. Resolution 2018-35, a Resolution of the City Council of the City of Winters Approving the Wastewater Treatment Facility Influent Screening Improvements, Project No. 16-03

Environmental Services Manager Carol Scianna gave an overview. Council Member Loren asked if the funding for SCADA is in place. Carol said new impact fees will need time for the fees to accumulate to be contributed to these costs. Additional funding will come from the Sewer Operations and Maintenance fund. City Manager Donlevy said the original pump station was designed in 2006 and new technology is being added for this bar screen project. Mayor Biasi requested that staff perform community outreach, including but not limited to the addition of information in the monthly newsletter.

There were no public comments given regarding this item.

Motion by Council Member Loren, second by Council Member Anderson to approve Resolution 2018-35 approving the wastewater treatment facility influent screening improvements, Project No. 16-03. Motion carried with the following vote:

AYES: Council Members Anderson, Cowan, Loren, Neu, Mayor Biasi
NOES: None
ABSENT: None
ABSTAIN: None

6. Updates to City of Winters Municipal Code Related to Green Waste and Garbage Services

Environmental Services Manager Carol Scianna reviewed the proposed definitions to be added to the Municipal Code and the proposed specific solid waste specifics to be updated, which are identified within the staff report.

Regarding street pile restrictions, Staff would like to finesse the language to include the option of having one large pile for multiple residences. Additional language would also clarify ownership of the tote contents as new State regulations will be stricter for those not sorting properly. Staff has performed outreach regarding piles in the street that have been put out soon after the green waste pickup.

Mayor Biasi identified for the record a letter of input received from Denise Cantrell, who resides on Main Street, saying once-a-month pickup of yard waste is not enough and the totes provided are not large enough. Carol said all residents can get a second tote at no charge and confirmed that street pickup is currently followed by street cleaning.

Council Member Loren said in addition to leaf time during the fall months, spring time creates situations that require larger totes or more frequent pick up. She suggested adding two dates to the existing 22 pick-up days on the calendar and go back to twice a month pick up. Another alternative would be to reorganize the

22 days to be more equitable for the entire community by moving November, December and January dates to April, May and June and reschedule them prior to city-wide events such as July 4th and Youth Day. Carol said she would find out the cost to add two dates and if added, the MOU would have to be amended.

Council Member Cowan said discussing street pickup may be for naught and asked how soon before we can no longer put yard waste in the street. City Manager Donlevy said a permit is required for how the City discharges water. An MS4 classification (Municipal Separate Storm Sewer System) for a town of 10,000 would trigger elimination of street waste.

Carol said yard maintenance companies have been known to dump their yard waste on various streets throughout the City, but are difficult to identify. Council Member Neu suggested asking for help from residents in the newsletter. Carol said that letters have gone out to local yard maintenance business license holders addressing this problem.

Council Member Anderson said in the original Waste Management contract, containers would be traded out once a year. Carol said damaged carts can be traded out and added that Waste Management wants to amend the contract to include a contamination fee for recyclables and green waste.

Mayor Biasi said if Waste Management bills are paid online, residents will not receive a waste pickup calendar. Residents should be educated about street pickup days and the schedule needs to be consistent, ie: first or second Monday of the month. Council also agreed that fines should not be levied without more education. Council Member Loren said once an equitable calendar and education is addressed, then fines are appropriate, as long as education comes first. She asked staff what enforcement would look like. Carol said enforcement would include staff monitoring, door hangers, warnings, and notices giving seven days to remove the debris. Mayor Biasi said more specifics are needed before moving forward, such as number of warnings and fine structure. City Manager Donlevy said staff will bring the policy back to Council.

City Attorney Walsh said the ability to give administrative citations for violation of the Municipal Code needs to be incorporated into a progressive process with specific provisions, including the pursuit of court action for misdemeanors.

Council Member Anderson said leaf piles aren't a bad thing and suggested leaving the leaf drop pickup schedule as is and adding more days if needed. Mayor Biasi requested staff to bring item back to Council with the options suggested.

During the public comment period, Mona Biasi questioned the idea of fining residents for waste on the street since her neighbors on both sides of their corner lot leave waste on both sides. She added that community piles can be good and

bad. Council Member Loren concluded by saying residents can't be fined when we don't have an equitable calendar.

7. Designation of a Voting Delegate and Alternates for the League of California Cities Annual Conference

Council Member Cowan recommended Council Member Loren serve as the Voting Delegate and Council Member Neu said he would serve as the Voting Delegate Alternate if Jesse were the Primary.

Motion by Council Member Cowan, second by Council Member Loren to designate Council Member Loren as the Voting Delegate and Council Member Neu as the Voting Delegate Alternate for the League of California Cities 2018 Annual Conference. Motion carried with the following vote:

AYES: Council Members Anderson, Cowan, Loren, Neu, Mayor Biasi
NOES: None
ABSENT: None
ABSTAIN: None

8. City Council Liaison Assignments

Council reviewed the current liaison assignments and the following changes were agreed upon: Mayor Biasi will join Council Member Cowan on the Economic Development Advisory Committee, Council Member Cowan will replace Council Member Neu on the Parking Committee and the Planning Selection Committee, and Council Member Loren will be the primary liaison for the Yolo Solano Sustainable Groundwater Agency.

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

1. None

CITY MANAGER REPORT: The Planning Commission will receive the Parking Master Plan and hold a public hearing at a special Planning Commission meeting scheduled for August 14th. Their recommendation will then go before Council. Questionnaires have been put out to the business community to submit anything to the EDAC for their next meeting scheduled for July 26th at 5:30 p.m. Council Member Neu said he didn't want to lose sight on the general plan updates moving forward. City Manager Donlevy said a grant application for

funding (\$100,000) from SACOG for a general plan refresh was submitted on June 29th. A second grant application for the I-505 project will also be submitted. The interns are scheduled to meet with representatives at SACOG to discuss sustainability issues. The park project feels good, but not having money to leverage hurts. Staff has managed funds as diligently as possible and we are competing against larger municipalities.

Mayor Biasi said Measure G was passed by the voters, converting the City Treasurer from an elected position to an appointed position. He wanted to recognize Mike Sebastian for all his years of service given to the City.

INFORMATION ONLY: None

ADJOURNMENT: Mayor Biasi adjourned the meeting at 8:29 p.m.

Bill Biasi, MAYOR

ATTEST:

Tracy S. Jensen, City Clerk



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE: August 7, 2018
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Tracy Jensen, Records & Information Manager/City Clerk
SUBJECT: Approval of Amplified Sound Permit Application

RECOMMENDATION:

Approve the Amplified Sound Permit Application for a Summer Block Party to be held on August 11, 2018 at 9 East Main Street, Suite H, Winters from 11:00 a.m. to 3:00 p.m. The request has been submitted by Leslie Lucero of Edge Fitness Academy, located at 9 E. Main Street, Suite H, Winters.

BACKGROUND:

Per the City's Noise Ordinance, the amplified sound permit requires Council approval on the attached form.

FISCAL IMPACT: None

Date of Application: 7/23/18 To City Council: 8/7/2018

Name of Person(s)/ Organization: Edge Fitness Academy Contact: Leslie Lucero
Business Address: 9 East Main St Suite H Telephone: (808)861-7674
Winters CA 95694 (personal)
Telephone: (808)861-7674 (530)564-6171

Type of Event: Summer Block Party

Purpose of Event: (ie; fundraiser, parade, festival, etc.): Festival

Date/Time of Event: August 11, 2018 From: 11am To: 3pm

Location/Address of Event: East Main St. Winters CA 95694

Rated Output of Amplifier in Watts: 100 watts Number of Speakers: 1

I have provided a list of and contacted all property owners adjacent to and within 300 feet of the event. Their approval of this event is indicated by their signature on the attached petition. Complaints about the sound will result in a warning and a request to reduce the volume. Additional complaints will result in the cessation of amplified sound. All amplified sound must be extinguished no later 10:00 p.m. pursuant to Winters Municipal Code Title VI; Chapter 7-Noise Control. Signing below certifies that all information contained within this application is correct. In the event that any of this information is found to be fraudulent, it may result in an automatic denial of this application.

Signature: [Handwritten Signature]

For City Use Only

Proof of Insurance: N/A (Not City Property) Yes No

Rental Fee Paid: N/A (Not City Property) Yes No

Police Department: Approved Denied Date: _____

Authorized Signature: _____

City Council: Approved Denied Date: _____

Authorized Signature: _____

RECEIVED
JUL 23 2018
CITY OF WINTERS



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: August 7, 2018
THROUGH: John W. Donlevy, Jr., City Manager *JWD*
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*
SUBJECT: Resolution 2018-42 Confirming Delinquent Utility Bills

RECOMMENDATION:

Staff recommends that the City Council approve Resolution 2018-42 A Resolution of the City Council of the City of Winters Confirming Delinquent Utility Bills.

BACKGROUND:

The City of Winters bills each property owner for water, sewer and municipal services tax on a monthly basis. The Finance Department has procedures in place to collect charges that are not paid on a timely basis. This resolution allows for the unpaid amounts to be placed on the property owner's property as a lien, and be assessed to the property owner on the property tax bill issued by the County of Yolo. Past due amounts are collected by the County of Yolo at the time property taxes are paid, and then remitted to the City of Winters, thereby preventing accounts from becoming uncollectible.

FISCAL IMPACT:

None

ATTACHMENTS:

Resolution 2018-42

RESOLUTION 2018-42

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS CONFIRMING
DELINQUENT UTILITY BILLS AND REQUESTING COLLECTION OF CHARGES
ON TAX ROLL**

WHEREAS, the City of Winters provides utility services within the city limits; and

WHEREAS, the Municipal Code of the City of Winters by its terms in Section 13.04.080 provides that the owners of the respective real properties are the recipient of said services, and liable for the costs therefor; and

WHEREAS, several of said property owners have failed to pay for said utility services;
AND

WHEREAS, the County has required as a condition of the collection of said charge that the City warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof,

NOW THEREFORE, the City Council of the City of Winters does hereby resolve as follows:

1. The City of Winters has delinquent accounts in the amounts included on Attachment A.
2. The Auditor-Controller of Yolo County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges attached hereto.
3. The City warrants and represents that the taxes, assessment, fees and/or charges imposed by the City and being requested to be collected by Yolo County comply with all requirements of state laws, including but not limited to Articles XIII C and XIII D of the California Constitution (Proposition 218)
4. The City releases and discharges County, and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses damages, causes of action, and judgements, in any manner arising out of the collection by County of any taxes, assessments, fees and/or charges on behalf of the City.
5. The City agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the "Indemnified Parties) from any and all claims, demands, liabilities, costs and expenses, damages, causes of action and judgements, in any manner arising out of the collection by County of any of City's said taxes, assessments, fees and/or charges requested to be collected by County for the City, of in any manner arising out of City's establishment and imposition of said taxes, assessments, fees and/or charges. City agrees that , in the event a judgement is entered in court of law against any of the Indemnified Parties as a result of the collection of one of the City's taxes, assessments, fees and/or charges, the County

may offset the amount of the judgment from any other monies collected by the County on behalf of City, including property taxes.

6. The City agrees that its officers, agents and employees will cooperate with the County in answering questions referred to City by County from any person concerning the City's taxes, assessments fees and/or charges and that City will not refer such persons to County officers and employees for response
7. The City agrees to pay such reasonable and ordinary charges as the County may prescribe to recoup its costs in placing on the tax rolls and collecting the taxes, assessment, fees and/or charges, as provided Government Code sections 29304 and 51800.

PASSED AND ADOPTED by the City Council, City of Winters, this 7th day of August, 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Bill Biasi, Mayor

ATTEST:

Tracy Jensen, CITY CLERK

City of Winters
Exhibit A
Outstanding Water and Sewer Accounts

Parcel Number	AMOUNT DUE	Parcel Number	AMOUNT DUE
003-492-020-000	\$ 545.76	003-282-002-000	\$ 3,560.82
038-190-030-000	\$ 300.00	003-154-010-000	\$ 505.71
003-501-030-000	\$ 235.86	003-153-007-000	\$ 495.44
003-534-030-000	\$ 401.20	038-205-005-000	\$ 659.64
003-424-022-000	\$ 368.14	003-536-005-000	\$ 134.11
003-444-001-000	\$ 349.56	003-172-013-000	\$ 249.21
003-421-005-000	\$ 226.62	003-473-007-000	\$ 310.77
003-492-054-000	\$ 283.14	003-272-004-000	\$ 835.15
030-371-009-000	\$ 407.02	003-276-013-000	\$ 324.64
003-472-009-000	\$ 816.78	003-203-003-000	\$ 5,058.48
003-402-005-000	\$ 326.09		\$ 29,531.36
003-531-010-000	\$ 565.88		
003-450-004-000	\$ 286.61		
038-203-008-000	\$ 227.35		
003-182-081-000	\$ 663.97		
003-445-003-000	\$ 516.00		
003-192-003-000	\$ 442.27		
003-341-035-000	\$ 344.08		
003-492-026-000	\$ 233.10		
003-503-016-000	\$ 497.57		
003-492-019-000	\$ 732.83		
003-221-060-000	\$ 366.37		
003-360-010-000	\$ 283.49		
003-203-007-000	\$ 361.29		
003-534-010-000	\$ 301.39		
003-404-001-000	\$ 199.34		
030-371-002-000	\$ 208.56		
003-466-009-000	\$ 209.76		
003-463-005-000	\$ 815.15		
038-180-032-000	\$ 488.95		
003-146-014-000	\$ 765.26		
003-271-022-000	\$ 345.09		
003-442-004-000	\$ 486.84		
003-511-010-000	\$ 343.08		
003-202-004-000	\$ 1,302.00		
038-202-002-000	\$ 577.93		
038-190-017-000	\$ 402.84		
003-441-014-000	\$ 150.68		
003-472-012-000	\$ 343.48		
030-372-006-000	\$ 207.82		
003-524-007-000	\$ 333.07		
003-130-024-000	\$ 135.17		



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Councilmembers
DATE: August 7, 2018
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Shelly A. Gunby, Director of Financial Management
SUBJECT: Resolution 2018-43 Confirming Delinquent Solid Waste Bills

RECOMMENDATION:

Staff recommends that the City Council :

1. Receive the staff report.
2. Conduct a public hearing to receive public input
3. Approve Resolution 2018-43 A Resolution of the City Council of the City of Winters Confirming Delinquent Solid Waste Bills and Request collection of Charges on the Tax Roll

BACKGROUND:

Waste Management provides solid waste collection pursuant to a contract with the City of Winters to real property within the City Limits.

Several real property owners within the City of Winters have failed to pay for solid waste collection services and have accounts that are delinquent for a period of more than 60 days. The contract with Waste Management has a provision which allows for the placement of past due accounts on the Tax Rolls to be collected by the tax collector through the property tax system. This is very similar to what the City of Winters does with delinquent water and sewer bills.

FISCAL IMPACT:

None

ATTACHEMENTS:

Resolution 2018-43

RESOLUTION 2018-43

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS CONFIRMING DELINQUENT SOLID WASTE BILLS AND REQUESTING COLLECTION OF CHARGES ON TAX ROLL

WHEREAS, Waste Management provides solid waste collection pursuant to a contract with the City of Winters to real property within the city limits; and

WHEREAS, the Municipal Code of the City of Winters by its terms in provides that the owners of the respective real properties are the recipient of said services, and liable for the costs therefor; and

WHEREAS, several of said property owners have failed to pay for said utility services;
AND

WHEREAS, the County has required as a condition of the collection of said charge that the City warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof,

NOW THEREFORE, the City Council of the City of Winters does hereby resolve as follows:

1. Waste Mangement has delinquent accounts in the amounts included on Attachment A.
2. The Auditor-Controller of Yolo County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges attached hereto.
3. The City warrants and represents that the taxes, assessment, fees and/or charges imposed by the City and being requested to be collected by Yolo County comply with all requirements of state laws, including but not limited to Articles XIIIIC and XIID of the California Constitution (Proposition 218)
4. The City releases and discharges County, and it officers, agents and employees from any and all claims, demands, liabilities, costs and expenses damages, causes of action, and judgements, in any manner arising out of the collection by County of any taxes, assessments, fees and/or charges on behalf of the City.
5. The City agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the "Indemnified Parties) from any and all claims, demands, liabilities, costs and expenses, damages, causes of action and judgements, in any manner arising out of the collection by County of any of City's said taxes, assessments, fees and/or charges requested to be collected by County for the City, of in any manner arising out of City's establishment and imposition of said taxes, assessments, fees and/or charges. City agrees that , in the event a judgement is entered in court of law against any of the Indemnified Parties as a result of the collection of one of the City's taxes, assessments, fees and/or charges, the County

may offset the amount of the judgment from any other monies collected by the County on behalf of City, including property taxes.

6. The City agrees that its officers, agents and employees will cooperate with the County in answering questions referred to City by County from any person concerning the City's taxes, assessments fees and/or charges and that City will not refer such persons to County officers and employees for response
7. The City agrees to pay such reasonable and ordinary charges as the County may prescribe to recoup its costs in placing on the tax rolls and collecting the taxes, assessment, fees and/or charges, as provided Government Code sections 29304 and 51800.

PASSED AND ADOPTED by the City Council, City of Winters, this 7th day of August, 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Bill Biasi, Mayor

ATTEST:

Tracy Jensen, CITY CLERK

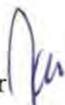
City of Winters
 Resolution 2018-43
 Attachment A

APN	LIEN BALANCE (90+DAYS)
003-192-003-000	3863.18
003-282-019-000	2804.21
003-276-011-000	1287.69
003-282-002-000	1187.62
003-492-054-000	1033.55
030-381-007-000	946.61
003-444-001-000	881.64
003-342-016-000	869.76
003-445-003-000	788.94
003-463-009-000	767.86
038-205-013-000	761.04
038-205-005-000	740.63
030-371-007-000	735.06
003-154-002-000	718.38
003-182-081-000	715.20
003-410-042-000	702.96
003-441-006-000	691.52
038-203-007-000	683.58
038-170-014-000	682.61
030-371-005-000	653.77
003-501-012-000	614.93
003-492-020-000	614.88
003-272-014-000	609.12
003-272-015-000	553.02
003-380-025-000	532.38
003-501-003-000	529.20
003-472-009-000	481.12
003-472-012-000	452.09
003-221-006-000	424.36
003-480-038-000	401.89
003-511-010-000	394.72
003-423-011-000	379.34
003-463-005-000	314.68
003-441-014-000	311.83
003-441-009-000	271.52
003-502-012-000	225.09
003-152-004-000	215.27
003-144-003-000	190.68
003-146-014-000	183.36
003-462-001-000	158.00
003-272-010-000	157.82
038-203-021-000	157.48
003-503-016-000	143.53
038-202-002-000	139.57
030-371-009-000	136.28
038-203-008-000	130.18
038-190-017-000	110.96

\$30,349.11



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: August 7, 2018
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Shelly A. Gunby, Director of Financial Management 
SUBJECT: Resolution 2018-44 for Claim of Transportation Development Act Funding

RECOMMENDATION:

Approve Resolution 2018-44 A Resolution of the City Council of the City of Winters for the Claim of Transportation Development Act Funding from the Sacramento Area Council of Governments (SACOG).

BACKGROUND:

The City of Winters receives funding from SACOG for transportation needs each year. A portion of the Local Transportation Funds (LTF) received is used to fund the bus service for the citizens of the City of Winters. LTF funds not used for the bus service may be used for certain street and road expenditures. The total LTF allocation for 2018-2019 is \$314,680, of which \$165,633 will be expended for the Yolo Bus Service, \$9,732 will be expended for SACOG planning expenses and the balance of \$139,315 available to be used for street and road work.

FISCAL IMPACT:

Continued funding of the Yolo Bus Service, transportation planning and funding for the Roundabout Project

ATTACHMENTS:

Resolution 2018-44
Transportation Development Act Claim Forms

RESOLUTION 2018-44

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WINTERS FOR THE CLAIM OF TRANSPORTATION
DEVELOPMENT ACT FUNDING FROM THE SACRAMENTO
AREA COUNCIL OF GOVERNMENTS**

WHEREAS, Section 99260 of the Public Utilities Code requires a local agency to file an estimated claim of transportation needs for each fiscal year; and

WHEREAS, the Sacramento Area Council of Governments (SACOG) is designated as the Transportation Planning Agency for the City of Winters to receive such claims for approval pursuant to Rules and Regulations adopted by the Secretary of the Business Transportation Agency; and

WHEREAS, SACOG has adopted finding of apportionment of Local Transportation Funds and State Assistance Funds for Fiscal Year 2018-2019; and

WHEREAS, surplus funds may be used for certain street and road expenditures

NOW, THEREFORE BE IT RESOLVED that the attached Fiscal Year 2018-2019 Annual Project and Expenditure Plan and the Fiscal Year 2018-2019 Transportation Development Act Claim be hereby approved and that the City Manager and/or his designee be authorized to execute the attached claims and forward to SACOG.

PASSED AND ADOPTED by the City Council, City of Winters, the 7th day of August 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

Bill Biasi, Mayor

ATTEST:

Tracy Jensen, CITY CLERK

TDA-1

TRANSPORTATION DEVELOPMENT ACT CLAIM

TO: Sacramento Area Council of Governments
1415 L Street, Suite 300
Sacramento, CA 95814

FROM: Claimant _____ City of Winters
Address _____ 318 First Street
City _____ Winters, CA Zip Code 95694 _____
Contact Person —Shelly A. Gunby, Director of Financial Management
Phone 530-794-6704 Email: shelly.gunby@cityofwinters.org

The above claimant hereby requests, in accordance with authority granted under the Transportation Development Act and applicable rules and regulations adopted by the Sacramento Area Council of Governments (SACOG), that its request for funding be approved as follows:

LTF \$314,680 (FY 2018 / 2019)

_____ (FY ___ / ___)

_____ (FY ___ / ___)

_____ (FY ___ / ___)

STA _____ (FY ___ / ___)

_____ (FY ___ / ___)

_____ (FY ___ / ___)

STA-SGR _____ (FY ___ / ___)

_____ (FY ___ / ___)

(Specify STA and/or STA-SGR)

Submitted By Shelly A. Gunby _____

Title Director of Financial Management

Date August 7, 2018

TDA-2

ANNUAL PROJECT AND EXPENDITURE PLAN

Claimant: City of Winters						Fiscal Year: 2018-2019				
Project Title and TDA Article Number	SOURCES OF FUNDING									
	TDA LTF	TDA STA	TDA STA-SGR	Transit Fares	Measure A	Road Fund	Developer Fees/Const. Tax	Federal/State	Other	TOTAL
Article 8 Section 99400(C) Yolo Bus Operations	\$165,633									\$165,633
Article 8 Section 99400 (a) Street and Roads	\$139,315									\$139,315
SACOG Planning	\$ 9,732									\$ 9,732
TOTAL REQUEST	\$314,680	\$	\$	\$	\$	\$	\$	\$	\$	\$314,680

TDA-4
STATEMENT OF CONFORMANCE

Form TDA-4 must be completed and signed by the Administrative Office of the submitting claimant.

The **City of Winters** hereby certifies that the Transportation Development Act claim for fiscal year(s) **2018-2019** in the amount of \$ **314,680** (LTF), \$ **0-** (STA) and \$ **0-** (STA-SGR) for a total of \$ **314,680** conforms to the requirements of the Transportation Development Act and applicable rules and regulations. (See Attachment A for listing of conformance requirements)

Certified by Chief Financial Officer _____
Title **Director of Financial Management/Treasurer**
Date **August 7, 2018**_

TDA-5

TDA Claim Certification Form

I, **Shelly A. Gunby**, Chief Finance Officer for the **City of Winters**, do hereby attest, as required under the California Code of Regulations, Title 21, Division 3, Chapter 2, Section 6632, to the reasonableness and accuracy of the following:

- (a) The attached budget or proposed budget for FY 2018 /2019.
- (b) The attached certification by the Department of the California Highway Patrol verifying that **is not applicable** is in compliance with Section 1808.1 of the Vehicle Code, as required in Public Utilities Code Section 99251.
- (c) The estimated amount of 2018-2019 maximum eligibility for moneys from the local transportation fund and the state assistance fund, as defined in Section 6634, is **\$314,680**.

(Signature) Chief Financial Officer

City of Winters

(Agency Name)

August 7, 2018

(Date)



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: August 7, 2018
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Shelly A. Gunby, Director of Financial Management 
SUBJECT: Adoption of Resolution 2018-45, Designation of Applicant's Agent Resolution for Non-State Agencies

RECOMMENDATION:

Staff recommends the City Council

1. Approve Resolution 2018-45, Designation of Applicant's Agent Resolution for Non-State Agencies.

BACKGROUND:

On July 23, 2015 a Fire management Assistance Grant (FMAG) declaration was approved by the Federal Emergency Management Agency (FEMA) in response to the WRAGG Fire that burned approximately 8,000 acres and destroyed 2 structures.

As a result of this fire, staff participated in getting costs reimbursed through the FMAG process and CalOES form 130, Designation of Applicant's Agent for Non-State Agencies was required and adopted. This form allowed the City of Winters to be eligible to be reimbursed for the costs associated with the WRAGG Fire. This form is valid for 3 years only and expires on September 15, 2018.

It is the recommendation of OES staff and Yolo County OES Coordinator Dana Carey, that we complete the form now, instead of waiting until the next time an FMAG is approved involving the City of Winters. This policy of keeping the form valid by updating it prior to any incidents means that we are prepared and ready to move forward for FMAG reimbursements should it be necessary.

FISCAL IMPACT:

None at this time, however, Adoption of Resolution 2018-45 will provide the City with the ability for reimbursement for FMAG situations in the future.

ATTACHMENTS: Resolution 2018-45
CalOES Form 130

RESOLUTION 2018-45

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS
DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE
AGENCIES**

WHEREAS, the City may provide services and incur expenditures as a result of the various fires throughout the area;

WHEREAS, A Fire Management Assistance Grant (FMAG) declaration can approved by the Federal Emergency Management Agency (FEMA) in response to the various fires throughout the area; and

WHEREAS, the City of Winters wishes to be reimbursed for those services and incurred expenditures as allowed under the FMAG program;

NOW THEREFORE, the City Council of the City of Winters does hereby resolve as follows:

1. Cal OES Form 130 is hereby included as attachment A to this Resolution
2. The Director of Financial Management, the City Manager, or the Fire Chief are authorized to execute for and on behalf of the City of Winters, a public entity established under the laws of the State of California , this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance act.
3. That the City of Winters , a public entity established, under the laws of the State of California hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurance and agreements required.
4. This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
5. The City Clerk is directed to complete the OES Form 130 and deliver to the Director of Financial Management for submission to the Governor's Office of Emergency Services.

PASSED AND ADOPTED by the City Council, City of Winters, this 7th day of August 2018 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Bill Biasi, Mayor

ATTEST:

Tracy Jensen, CITY CLERK

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE City Council OF THE City of Winters
(Governing Body) (Name of Applicant)

THAT Director of Financial Management, OR
(Title of Authorized Agent)
City Manager, OR
(Title of Authorized Agent)
Fire Chief
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Winters, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of Winters, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 7th day of August, 2018

Bill Biasi, Mayor
(Name and Title of Governing Body Representative)
Wade Cowan, Mayor Pro Tem
(Name and Title of Governing Body Representative)
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Tracy Jensen, duly appointed and City Clerk of
(Name) (Title)
City of Winters, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the City Council of the City of Winters
(Governing Body) (Name of Applicant)
on the 7th day of September, 2018.

(Signature) City Clerk

(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."



TO: Honorable Mayor and Council Members
DATE: August 7, 2018
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Crystal Zaragoza, Human Resource Manager
SUBJECT: Resolution No.2018-46 Amending 2017-2018 Salary Schedule

RECOMMENDATION

Adopt Resolution 2018-46 amending the 2017-2018 Salary Schedule.

BACKGROUND

The 2017-2018 adopted salary schedule did not include "Seasonal Firefighter" as a part-time position. This position has a flat rate of \$18.00 an hour and is used by the Winters Fire Department to fill seasonal needs.

FISCAL IMPACT:

None

ATTACHMENT:

Resolution with updated 2017-2018 Salary Schedule



Resolution 2018-46
Amending 2017-2018 Salary Schedule

Passed and adopted this ___ day of _____, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSENT:

CITY OF WINTERS

Bill Biasi, Mayor

ATTEST:

Tracy Jensen, City Clerk

City of Winters
Effective October 2017

<u>BENEFIT UNIT & POSITION</u>		<u>MONTHLY SALARY STES</u>					<u>ANNUAL SALARY</u>	
		A	B	C	D	E		
MM	Accountant*	\$4,547	\$4,774	\$5,013	\$5,264	\$5,527	\$54,564	\$66,323
MM	Accounting Technician**	\$3,601	\$3,781	\$3,970	\$4,168	\$4,377	\$43,208	\$52,519
MI	Administrative Assistant (v)	\$3,750	\$3,938	\$4,135	\$4,341	\$4,558	\$45,002	\$54,700
MM	Administrative Coordinator - Police Dept.	\$6,596	\$6,926	\$7,272	\$7,636	\$8,018	\$79,156	\$96,214
MM	Assistant Planner (v)	\$5,672	\$5,956	\$6,254	\$6,566	\$6,895	\$68,066	\$82,735
M	Buiding Official	\$6,558	\$6,886	\$7,230	\$7,592	\$7,971	\$78,695	\$95,654
F	Captain - Fire	\$6,401	\$6,721	\$7,058	\$7,410	\$7,781	\$76,817	\$93,371
E	City Clerk**					\$80	\$960	\$960
E	City Council					\$180	\$2,160	\$2,160
E	Mayor					\$180	\$2,160	\$2,160
CON	City Manager					\$12,213	\$146,556	\$146,556
P	Community Services Officer I**	\$3,112	\$3,267	\$3,431	\$3,602	\$3,782	\$37,342	\$45,389
P	Community Services Officer II*	\$3,812	\$4,003	\$4,203	\$4,413	\$4,634	\$45,744	\$55,608
P	Corporal	\$5,335	\$5,602	\$5,882	\$6,176	\$6,485	\$64,018	\$77,814
DH	Director of Administrative Services**	\$8,455	\$8,877	\$9,321	\$9,787	\$10,277	\$101,457	\$123,321
DH	Director of Community Development (v)	\$8,455	\$8,877	\$9,321	\$9,787	\$10,277	\$101,457	\$123,321
DH	Director of Financial Management	\$8,455	\$8,877	\$9,321	\$9,787	\$10,277	\$101,457	\$123,321
M	Environmental Services Manager	\$6,558	\$6,886	\$7,230	\$7,592	\$7,971	\$78,695	\$95,654
C	Executive Asst. to City Manager (v)	\$3,657	\$3,840	\$4,032	\$4,234	\$4,445	\$43,887	\$53,344
F	Engineer - Fire (v)	\$5,670	\$5,954	\$6,251	\$6,564	\$6,892	\$68,042	\$82,705
MM	Facilities Manager- Field	\$6,065	\$6,368	\$6,687	\$7,021	\$7,372	\$72,781	\$88,465
MM	Facilities Manager- Sewer	\$6,065	\$6,368	\$6,687	\$7,021	\$7,372	\$72,781	\$88,465
MM	Facilities Manager-Water	\$6,065	\$6,368	\$6,687	\$7,021	\$7,372	\$72,781	\$88,465
F	Fire Chief	\$8,455	\$8,877	\$9,321	\$9,787	\$10,277	\$101,457	\$123,321
F	Firefighter	\$5,438	\$5,710	\$5,995	\$6,295	\$6,610	\$65,254	\$79,317
MM	Grant Writer (v)	\$4,547	\$4,774	\$5,013	\$5,264	\$5,527	\$54,564	\$66,323
DH	Housing Manager	\$8,455	\$8,877	\$9,321	\$9,787	\$10,277	\$101,457	\$123,321
M	Human Resource Manager	\$6,558	\$6,886	\$7,230	\$7,592	\$7,971	\$78,695	\$95,654

City of Winters
Effective October 2017

BENEFIT UNIT & POSITION

MONTHLY SALARY STES

ANNUAL SALARY

		A	B	C	D	E		
P	Lieutenant (v)	\$6,761	\$7,099	\$7,454	\$7,827	\$8,218	\$81,131	\$98,616
MI	Maintenance Worker - I	\$2,591	\$2,720	\$2,856	\$2,999	\$3,149	\$31,088	\$37,787
MI	Maintenance Worker - II	\$3,426	\$3,597	\$3,777	\$3,966	\$4,164	\$41,111	\$49,971
MI	Maintenance Worker - III - Senior	\$4,163	\$4,371	\$4,590	\$4,819	\$5,060	\$49,959	\$60,725
MI	Maintenance Worker - IV - Field Sup	\$5,064	\$5,317	\$5,583	\$5,862	\$6,155	\$60,770	\$73,866
MM	Management Analyst - Administration**	\$4,547	\$4,774	\$5,013	\$5,264	\$5,527	\$54,564	\$66,323
MM	Management Analyst - Community Dev	\$4,547	\$4,774	\$5,013	\$5,264	\$5,527	\$54,564	\$66,323
MI	Management Analyst - Building	\$4,547	\$4,774	\$5,013	\$5,264	\$5,527	\$54,564	\$66,323
MM	Permit Technician (v)	\$3,421	\$3,592	\$3,772	\$3,960	\$4,158	\$41,050	\$49,897
P	Police Chief	\$8,560	\$8,988	\$9,437	\$9,909	\$10,404	\$102,717	\$124,853
P	Police Chief*	\$8,988	\$9,437	\$9,909	\$10,405	\$10,925	\$107,856	\$131,100
P	Police Officer	\$5,133	\$5,389	\$5,659	\$5,942	\$6,239	\$61,594	\$74,868
P	Corporal	\$5,335	\$5,602	\$5,882	\$6,176	\$6,485	\$64,018	\$77,814
S	Lieutenant (v)	\$6,761	\$7,099	\$7,454	\$7,827	\$8,218	\$81,131	\$98,616
S	Sergeant	\$6,002	\$6,303	\$6,618	\$6,949	\$7,296	\$72,029	\$87,552
M	Public Works Superintendent	\$6,558	\$6,886	\$7,230	\$7,592	\$7,971	\$78,695	\$95,654
M	Records and Information Manager	\$6,065	\$6,368	\$6,687	\$7,021	\$7,372	\$72,781	\$88,465
MI	Records Clerk I	\$2,664	\$2,798	\$2,937	\$3,084	\$3,239	\$31,973	\$38,863
MI	Records Clerk II*	\$2,928	\$3,074	\$3,228	\$3,390	\$3,559	\$35,136	\$42,708
MI	Recreation Coordinator (v)	\$2,667	\$2,801	\$2,941	\$3,088	\$3,242	\$32,009	\$38,907
S	Sergeant	\$6,002	\$6,303	\$6,618	\$6,949	\$7,296	\$72,029	\$87,552
	Treasurer**					\$25	\$300	\$300

**City of Winters
Effective January 2018**

TEMPORARY PART-TIME EMPLOYEE HOURLY WAGES

Hourly Rate/Range

PT	Accountant	26.23-31.88
PT	Accounting Technician	20.77-25.25
PT	Administrative Assistant	21.63-26.30
PT	Administrative Coordinator - Police Dept.	38.05-46.26
PT	After School Coordinator	33.00-38.00
PT	After School Instructional Aide	12.00-15.00
PT	After School Site Coordinator	20.00-22.00
PT	After School Teacher - Certified	33.00-38.00
PT	Assistant Planner	32.72-39.78
PT	Building Inspector	30.00-40.00
PT	Captain - Fire	26.12-31.75
PT	Cashier	11.50-13.00
PT	Community Center Attendant	11.50 -16.00
PT	Community Service Officer Records	17.95-26.73
PT	Corporal	30.77-37.41
PT	Executive Asst. to City Manager	21.09-25.64
PT	Engineer - Fire	23.12-30.11
PT	Facilities Manager	34.99-42.53
PT	Firefighter	22.19-26.97
PT	Fire Secretary	18.50
PT	Grant Writer	26.23-31.88
PT	Human Resource Manager	37.83-45.98
PT	Intern	11.50-35.00
PT	Lieutenant	39.00-47.41

**City of Winters
Effective January 2018**

TEMPORARY PART-TIME EMPLOYEE HOURLY WAGES

Hourly Rate/Range

PT	Lifeguard I	11.75
PT	Lifeguard II	12.75
PT	Lifeguard III	13.75
PT	Lifeguard IV	14.75
PT	Maintenance Worker I	14.94-18.16
PT	Maintenance Worker II	19.76-24.02
PT	Maintenance Worker III	24.01-29.19
PT	Maintenance Worker IV	29.21-35.50
PT	Management Analyst	26.23-31.88
PT	Permit Technician	19.73-23.98
PT	Police Corporal	30.77-37.41
PT	Police Officer	29.61-35.99
PT	Pool Manager	18.75
PT	Project Management	11.50-35.00
PT	Records and Information Manager	34.99-45.53
PT	Records Clerk I	15.36-18.68
PT	Records Clerk II	16.89-20.53
PT	Recreation Leader I	11.75
PT	Recreation Leader II	12.75
PT	Recreation Leader III	13.75
PT	Recreation Leader IV	14.75
PT	Recreation Coordinator	15.24-18.52
PT	Seasonal Firefighter	18.00
PT	Sergeant	34.62-42.09
PT	Supervising Lifeguard	15.75

City of Winters

Key to Benefit Codes

C = Confidential

CON = Contract

DH = Department Head

F = Fire

E = Elected

M = Manager

MM = Mid Manager

MI = Miscellaneous

P = Police

PT = Part Time

S = Sergeants

(v) = Vacant

* effective July 2018

Employee pays Employee Share of PERS Miscellaneous Contribution of 7%

Employee pays Employees Share of Safety Member Contribution of 9%

Modified August 7, 2018



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE: August 7, 2018
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Carol Scianna, Environmental Services Manager 
SUBJECT: Final Acceptance of SBI Paving Improvements for Vintage Paving Company

RECOMMENDATION: Staff recommends that the City Council accept the paving improvements as complete and direct the City Clerk to file a Notice of Completion.

BACKGROUND: The City entered into a contract No. 18042 with Vintage Paving Company to perform paving improvements using SBI funding. The total contract amount was \$74,000, the work that was completed included grind/paving of East Main between Railroad and Elliot St and several other smaller areas on Russell and Haven Streets, for a total of 20,000 sq. ft. The paving job was completed on a single day in early July and the next day striping was completed. This project completes all SBI designated work planned for fiscal year 2017-18.

DISCUSSION: The improvements have been constructed in accordance with the approved improvement plans. Staff recommends the City Council accept the improvements and direct the City Clerk to file a Notice of Completion.

FISCAL IMPACT: No funding impacts are associated with this request.



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Councilmembers
DATE: August 7, 2018
THROUGH: John W. Donlevy, Jr., City Manager *[Signature]*
FROM: Shelly A. Gunby, Director of Financial Management *[Signature]*
SUBJECT: Grand Jury Response-The Looming Crisis of Yolo County City Pension and Retirement Medical Costs

RECOMMENDATION:

Authorize the Mayor and City Manager to co-submit a formal City response on behalf of the City Council to the 2018 Grand Jury Report: Looming Crisis of Yolo County City Pension and Retirement Medical Costs.

BACKGROUND:

The Yolo County Grand Jury completed a report, which was recently submitted to the City of Winters, titled, "The Looming Crisis of Yolo County Pension and Retirement Medical Costs. The Grand Jury requires that the City of Winters respond to the Findings and Recommendations.

Findings:

F1: For many Yolo County residents, poor transparency and difficulties in accessing information make it hard to understand the consequences of mushrooming retirement benefit expenses and liabilities. This jeopardizes the citizens' ability to hold elected officials responsible for providing adequate funding to all high-priority services.

F2: Several studies reveal that the retirement benefit system has been compromised by "golden handshakes" (e.g. special pension benefit deals or enhancements) and failure to consider the cost of lifetime benefits and likely investment earning levels. This happens every time a public agency negotiates a contract with its employees. Future fiscal solutions will depend, in part, on the public's willingness to hold state and local politicians accountable for their fiduciary

responsibility as required by law and ethics.

F3: Many city councils seem to have found it politically unpalatable or fiscally difficult to find adequate funding resources to make high enough payments to reduce unfunded pension and other post-employment benefit liabilities beyond the required payments. Additionally, when revenue generation is increased (e.g., from bonds, parcel taxes, sales or utility taxes or fees), the money collected that may be restricted for a specific purpose, makes available other unrestricted general funds to fund retirement cost increases. This is not always clearly communicated to the public.

F4: Beyond CalPERS requirements, the four cities approach the transparency, analysis, management and containment of growing retiree costs in different ways. There is an opportunity for increased collaboration among the cities. For example, Davis has developed a financial forecasting tool that projects revenues and expenses many years into the future. Some cities show retirement costs' share of the "General" or "All" Funds.

Recommendations

R1: By February 1, 2019, city councils and staff should conduct public education campaigns to increase transparency and awareness of the alarming burdensome impact on city service priorities that is being created by retirement pension and medical insurance costs. Examples of public education could be in the form of education forums, explanatory inserts in utility statements, multi-media articles and/or candid conversation at governmental meetings.

R2: By February 1, 2019, city councils and staff should create a simple statistical template and/or graph that shows three-year past (actual) and projected (look back, look forward) pension costs and liabilities and their impact (% of total) on the city budget General and All Fund base. This is necessary to assure transparency to the public.

R3: By July 1, 2019, Yolo County city councils should investigate and consider alternatives to the existing CalPERS managed pension systems in order to achieve a more sustainable and less burdensome financial impact on city budgets. An alternative hybrid-defined pension option is included in the proposed Public Employees' Pension Reform Action of 2018 (Senate Bill B-32). Any alternative plans considered by city governments should be transparent to the public.

R4: By September 1, 2018, collaboration among cities in Yolo County should be increased so that best practices in analysis and cost containment of pensions and other retiree benefits can be shared. The best practices and innovative ideas should be transparent to the public.

The proposed response is attached.

FISCAL IMPACT:

There is no impact to the response. Any proposed actions on the matter will be presented to the City Council for direction and/or approval.



Yolo County Grand Jury
 PO Box 2142
 Woodland, CA 95776-2142

Response to “The Looming Crisis of Yolo County City Pension and Retirement Medical Costs.

The City of Winters has received the Grand Jury’s 2018 report on The Looming Crisis of Yolo County City Pension and Retirement Medical Costs. We thank the Grand Jury for its efforts and appreciate the opportunity to provide a response.

The report’s four findings focus on lack of transparency, lack of fiduciary responsibility, and lack of collaboration among the cities in Yolo County on the pension issue. The report suggests that the four Yolo County cities have not been transparent to the public in providing information related to the cost of providing retirement benefits.

The City of Winters does believe that the issue has been brought before the Public over the past few years, and the City of Winters continues to bring the matter to the attention of the public on a regular basis.

The City of Winters has brought information to the City Council and the City Staff on a regular basis since 2014. Below is a brief list of the items addressing the pension and other post-employment benefits:

- Staff has presented information to the City Council a minimum of 4 times regarding the effects of PEPRRA, changes in actuarial assumptions, changes in the discount factor that CalPERS has adopted.
- The City of Winters utilizes a 10 year financial forecast that includes all obligations, including pensions and retiree medical cost assumptions for the period.
- The City Council and City Management has been working with City Staff to inform all employee groups regarding the pension and retiree medical costs during negotiations.
- The City Manager included information in the budget message discussing the impact pensions and retiree medical costs have on the City Budget.
- Staff has met with CalPERS staff to discuss the various options for addressing and providing additional funding to pay down the unfunded liabilities for pensions.

318 First Street
 Winters, CA 95694
 Phone.530.795.4910
 Fax. 530.795.4935

COUNCIL MEMBERS

Harold Anderson
 Jesse Loren
 Pierre Neu

MAYOR

Bill Biasi

MAYOR PRO TEM

Wade Cowan

CITY CLERK

Tracy Jensen

CITY TREASURER

Shelly Gunby

CITY MANAGER

John W. Donlevy, Jr.

Additionally, Staff is constantly monitoring the status of the various retirement plans of the City and is currently working with the City Council and CalPERS to develop a strategy for funding additional payments for unfunded liabilities and using new revenues from new development to provide a funding source for paying down the unfunded liabilities for the pension plans on an ongoing basis.

Staff is also looking into other options for funding the Medical Retiree cost beyond the current year funding model.

The City of Winters agrees that the pension costs and associated issues are an important component of the expenditures of the City of Winters and is working diligently to address the issues in a responsible and reasonable manner. We agree that transparency and outreach are crucial and look forward to continuing and intensifying our engagement efforts with the broader community and collaborating with other leaders throughout Yolo County on the matter.

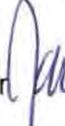
Sincerely,

Bill Biasi, Mayor

John W. Donlevy, Jr., City Manager



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE: August 7, 2018
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Alan Mitchell, City Engineer
SUBJECT: Winters Highlands Phase 1 Subdivision – Agreements

RECOMMENDATION: Staff recommends the City Council:

1. Adopt Resolution No. 2018-47 approving the following:
 - a. Grant a 250-day extension for completion of the Public Improvements for the Public Improvement and Maintenance Agreement with HBT of Winters Highlands LLC ; and
 - b. Grant a 150-day extension for completion of the Public Improvements for the Subdivision Improvement and Maintenance Agreement with HBT of Winters Highlands LLC; and

BACKGROUND: The Winters Highlands Ph 1 Subdivision project consists of approximately 74 lots on 20 acres, located at the north end of the current Main Street dead-end. In April 2006, the City approved the Winters Highlands Development Agreement, and an Amended and Restated Development Agreement was recorded on April 20, 2015.

On May 16, 2017, City Council approved a Public Improvement and Maintenance Agreement and a Subdivision Improvement and Maintenance Agreement with HBT (Agreements), for construction of certain public infrastructure, including Sewer Pump Station, Storm Drain Pump Station and Pond Modifications, a Sewer Force Main, as well as roads, curb, gutter, and sidewalk, water, sewer, and storm drains, landscaping, and other public utilities.

In June, 2017, the construction began on the improvements.

DISCUSSION: The executed Agreements, specifically Section 6 – Schedule for Construction, stipulated that construction of the public improvements be completed within 365 calendar days after the execution date, which was June 8, 2017. To-date, the construction is not complete, although the contractor has been working diligently across the limits of the project.

Based on current contractor progress and resources; the City Engineer estimates completion of improvements as follows:

Public Improvement and Maintenance Agreement

February 15, 2018	Sewer Pump Station
December 30, 2018	Storm Drain Pump Station and Pond Modifications
August 30, 2018	Sewer Force Main

Subdivision Improvement and Maintenance Agreement

November 30, 2018	Subdivision Improvements
-------------------	--------------------------

Staff believes it is in the best interest of the City to allow the Developer to complete the improvements and to grant a 250-day extension for completion of the Public Improvements for the Public Improvement and Maintenance Agreement with HBT of Winters Highlands LLC; and grant a 150-day extension for completion of the Public Improvements for the Subdivision Improvement and Maintenance Agreement with HBT of Winters Highlands LLC.

ALTERNATIVES: None recommended by staff.

FISCAL IMPACT: None with requested action.

Attachment: Resolution No. 2018-47

RESOLUTION NO. 2018 - 47

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS TO GRANT A 250-DAY EXTENSION FOR COMPLETION OF THE PUBLIC IMPROVEMENTS FOR THE PUBLIC IMPROVEMENT AND MAINTENANCE AGREEMENT WITH HBT OF WINTERS HIGHLANDS LLC; AND GRANT A 150-DAY EXTENSION FOR COMPLETION OF THE PUBLIC IMPROVEMENTS FOR THE SUBDIVISION IMPROVEMENT AND MAINTENANCE AGREEMENT WITH HBT OF WINTERS HIGHLANDS LLC

WHEREAS, the Winters Highlands Ph. 1 Subdivision project consists of approximately 74 lots on 20 acres, located at the north end of the current Main Street dead-end; and

WHEREAS, in April 2006, the City approved the Winters Highlands Development Agreement, and an Amended and Restated Development Agreement was recorded on April 20, 2015; and

WHEREAS, On May 16, 2017, City Council approved a Public Improvement and Maintenance Agreement and a Subdivision Improvement and Maintenance Agreement with HBT (Agreements), for construction of certain public infrastructure, including Sewer Pump Station, Storm Drain Pump Station and Pond Modifications, a Sewer Force Main, as well as Subdivision Improvements ; and

WHEREAS, the executed Agreements, specifically Section 6 – Schedule for Construction, stipulated that construction of the public improvements be completed within 365 calendar days after the execution date, which was June 8, 2017; and

WHEREAS, the construction is not complete, although the contractor has been working diligently across the limits of the project area; and

WHEREAS, Developer has requested an extension, and staff believes it is in the best interest of the City to allow the Developer to complete the improvements and to grant extensions.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Winters as follows:

1. Grant a 250-day extension for completion of the Public Improvements for the Public Improvement and Maintenance Agreement with HBT of Winters Highlands LLC; and
2. Grant a 150-day extension for completion of the Public Improvements for the Subdivision Improvement and Maintenance Agreement with HBT of Winters Highlands LLC.

PASSED AND ADOPTED by the City Council of the City of Winters, on this 7th day of August, 2018, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

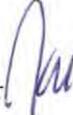
Bill Biasi, MAYOR

ATTEST:

Tracy Jensen, City Clerk



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Council Members
DATE: August 7, 2018
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Eric Lucero, Public Works Superintendent
SUBJECT: SB1 17-18 Street Rehab Project Update

RECOMMENDATION: Council Update

BACKGROUND: The Public Works Staff is giving a presentation on the completion of the SB1 17-18 Street Rehab Project. The 17-18 SB1 Project and contract with Vintage Paving was approved by Council on June 19, 2018. The project was completed on July 5, 2018.

FISCAL IMPACT: None at this time.



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Councilmembers
DATE: August 7, 2018
THROUGH: John W. Donlevy, Jr., City Manager *JD*
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*
SUBJECT: Unfunded Liabilities

RECOMMENDATION:

Staff recommends that the City Council receive the following information regarding the unfunded liabilities of the City of Winters, respond to proposed strategic plan for managing the unfunded liabilities and provide input and direction.

BACKGROUND:

A critical issue facing local governments throughout the State has been the looming costs of retirement benefits and unfunded liabilities. From a fiscal management standpoint, it has become critical to begin addressing these issues in an incremental and proactive manner to avoid future impacts. The ways to do this is through the following:

- Identifying potential future liabilities and establishing strategies for reducing or eliminating them early with cost savings.
- Enacting or modifying policies which prevent the escalation of liabilities and also reduce costs.
- Establishing funding strategies to reduce the impacts of future fluctuations in costs to protect the City from volatility; ensure the maintenance of benefits and reduce the impact of increases in demand.
- Developing a predictable and constant funding strategy which is built into fiscal funding and forecasting models which builds into cost allocation.

The City of Winters currently has 3 unfunded liabilities:

1. Accrued leave balances (also known as compensated absences)
2. Postemployment benefits
3. Net Pension Liability

Accrued leave balances are the amount of vacation and comp time earned that remains unused during the fiscal year. Typically we calculate the value of that unused time at the end of each fiscal year. The dollar amount of the accrued leave balance is impacted by the amount of hours unused as leave, and the pay rate of the individual employee.

Postemployment benefits are the CalPERS required minimum payment for retiree health insurance. The City of Winters allows retired employees to continue health insurance coverage under their CalPERS policy, with the understanding that the City will only pay the minimum payment, and the employee will pay all of the remaining costs of the insurance. For the current fiscal year, the minimum amount required by CalPERS is \$128 per month per retired employee. This liability is impacted by the number of retired employees electing to remain covered under the CalPERS policy, and the rate CalPERS selects as the minimum amount.

Net pension liability is the amount by which CalPERS has determined through an actuarial process, the City of Winters is underfunded on each of the 6 retirement plans the City of Winters has in place. The amount of the liability is affected by the earnings on investment of funds invested by CalPERS, the amount of payroll on which contributions are made, and the pay rate of employees.

City Staff has begun to implement policies that, in time, will limit the amount of these liabilities.

Accrued Leave Balances

Vacation is a compensable benefit for which employees accrue leave throughout the fiscal year based on years of service with the City. Until 2016, the City had not set caps on maximum accrual which facilitated the accumulation of balances which represented outstanding liabilities which are due and payable upon the termination of employment by the employee. The accrual represented a couple issues:

- Leave accruals are mostly unfunded and not budgeted, except through annual salary projections and budgeting. Unless termination occurs, employees will receive paid leave within the scope of existing work periods and the existing budget. Excessive accrual or employees simply not taking vacation creates significant unfunded liabilities unless capped.
- Accrual creates a progressive increase in overall employee costs due to changes in compensation levels. While accrual may occur when an employee is earning one rate of pay, the cash out may occur at a significantly higher rate, thus creating a compounding

of costs.

- The combination of accrual and increases in payroll can create a significant hit to City finances when an employee terminates employment.
- Both a blessing and a burden, the City has many long tenured employees whose vacation accrual amounts facilitated the need for a solution to excessive accrual.

In 2016, the first policy change was the implementation in all MOU's (memorandum of understandings) approved by all employee associations and by the City Council effective October 2015 to limit vacation accruals to 500 hours at the end of each fiscal year.

In Fiscal Year 2015-16, the City purchased existing balances above 500 hours for some employees to reduce the unfunded burden at 2015 pay rates. Additionally, the City has initiated a cap on accrual for all staff and is mandating the use of vacation leave during the fiscal year.

The net benefit was removing the unfunded accruals through the purchase at lower pay scales using one time revenues, thus paying down the liabilities at a reduced rate, while simultaneously capping future accrual amounts. By doing this, the unfunded liability for the accrued leave balance for 6-30-16 was \$467,462.00 instead of a projected \$653,595.10.

Additionally, management is monitoring use of the vacation time and requiring that all employees take a minimum of 5 consecutive days of vacation time. Adhering to this policy will help control the amount of unused leave time liability which accrues on the City balance sheet.

Unused Comp time in Lieu of Overtime is another area that creates an unfunded liability for the City of Winters. Employees are allowed to have overtime worked compensated as paid overtime or as accrued comp time. Management has recommended some changes to the MOU's that would allow the City to further reduce unfunded liabilities. One recommendation is that if the employee selects to have overtime paid as accrued comp time, they may only use the accrued time as time off, not cash it in at a later date to take advantage of future pay increases. This recommendation was included in the most current MOU negotiation, and has not actually been adopted since the MOU's have not been adopted at this time. Most of the MOU's have a limit on the amount of comp time that can be accrued and available at any given time, management has begun monitoring these balances more closely and not allowing the accrued comp time to exceed those set in the various MOU's. Additionally, there is a provision in most of the MOU's that comp time be paid out every December 1 to prevent the excess accumulation of comp time and the escalation in the amount due for the comp time based on future pay rates, more closely aligning the cost of the payroll with the time period for which it was incurred. Strick adherence to the provisions on the limits and the payment of the various accrued comp time balances will help manage the unfunded liabilities for the City of Winters.

Postemployment Benefits

"Post employment" benefits are payments which accrue to persons who have retired from the City of Winters as members of the California Public Employees Retirement System (CalPERS). In Winters, there is one postemployment benefit and that is a mandated contribution by the City toward health benefits as required by our participation in the CalPERS Health Program.

As a member of the CalPERS Health Program, the City provides health benefits for employees and their families. CalPERS requires that as a member of the Health Program, the City must also make a minimum contribution toward retiree medical premiums. The City has elected to contribute the minimum contribution, which is \$133 per month, per retiree.

The Minimum Employer Contribution was originally established as a specific dollar value with specified increases from calendar years 2004 through 2008. Starting in calendar year 2009, the calculated adjustments are based upon the medical care component of the Consumer Price Index-Urban (CPI-U).

California Government Code Section 22892 of the Public Employees' Medical and Hospital Care Act (PEMHCA) establishes the contracting agencies' minimum health premium contribution for their participating active membership. In addition, this section provides that "Commencing January 1, 2009, the employer contribution shall be adjusted annually by the board to reflect any change in the medical care component of the CPI-U and shall be rounded to the nearest dollar."

Minimum Employer Monthly Contribution by Calendar Year	
Calendar Year	Employer Contribution
2013	\$ 115.00
2014	\$ 119.00
2015	\$ 122.00
2016	\$ 125.00
2017	\$ 128.00
2018	\$ 133.00
2019	\$ 136.00

In January 2016, the U.S. Bureau of Labor Statistics determined the annual percentage change in the medical care component of the CPI-U for 2015 was 2.6 percent.

The table below provides an inflation comparison of medical care rates.

Medical Care Inflation		
Year	Index	Percent
2011	400.258	3.0
2012	414.924	3.7
2013	425.134	2.5
2014	435.292	2.4
2015	446.752	2.6
2016	463.675	3.8
2017	475.322	2.5

Using the 3.8 percent increase in the medical care component of the CPI-U, the minimum employer contribution for Calendar Year 2018 is \$133.00. ($\$128 \times 3.8\% = \$4.86 + \$128.00 = \132.86 , rounded to \$133.00).

The postemployment benefit amounts are predictable. Annual cost is determined by the number of retired employees and the rate that CalPERS sets for the minimum monthly amount. Currently the yearly amount is \$9,576 for 6 retired employees. The City pays the current year premiums on a monthly basis to CalPERS and does not prefund the future premiums.

The liability is comprised of an actuarial computation that looks at each individual employee and applies certain actuarial statistics and values to that employee to create an estimate of what the liability for paying the costs of retired employee health insurance in the future will be. Currently, the estimate is that the annual cost for the Postemployment benefit is approximately \$27,400 to be able to have funds set aside for future retiree health insurance.

Staff is looking at an overall policy for preparing for future costs, but, given the relatively small yearly amount needed to provide for future retiree health insurance costs, staff will be seeking to include this amount in the future budget cycles as a standard payment and looking into the proper way to invest and protect those funds so that it is available when needed.

One way to set up the payment for future issues is to set up a Section 115 OPEB trust. These are available by a few sources, including CalPERS or PARS (Public Agency Retirement Solutions). Staff is proposing to work with these sources to begin the process of setting up a Section 115 OPEB trust to work towards pre-funding the estimated liability, thus reducing the unfunded liability for the post-employment benefit.

Net Pension Liability

The final piece of the unfunded liability issue is the liability for the CalPERS retirement plan. All full time employees are members of the CalPERS retirement system. As a result, CalPERS charges employees and employers a contribution rate that is supposed to be sufficient to fund the cost of paying the retirement benefits to the employees as they retire.

The City of Winters has 6 active CalPERS plans. Based on the most recent valuation (6-30-16) by CalPERS, the chart below shows the plan, the employer rate for 2018-2019, 2019-2020 and 2020-2021, including the yearly payment for the unfunded liability. The table also has the estimated unfunded liability as of 6-30-18 and the percent of the plan funded and the estimated cost to pay off the unfunded liability using one of 3 amortization periods.

	Rate 18-19	Rate 19-20	Rate 20-21	Liability Pmt 18-19	Liability Pmt 19-20	Liability Pmt 20-21	Estimated Unfunded liability 6/30/2018	Percent Funded 6/30/2016	Total Cost 30 Year Amortization	Total Cost 20 year Amortization	Total Cost 15 year Amortization
Police Pepra	12.141%	12.40%	13.10%	\$ 521	\$ 1,100	\$ 2,100	\$ 24,769	89.9%	\$ 59,329	\$ 58,972	\$ 49,751
Misc Pepra	6.842%	6.800%	7.100%	\$ 228	\$ 540	\$ 1,100	\$ 12,447	91.1%	\$ 30,464	\$ 29,638	\$ 25,003
Fire	15.719%	16.400%	17.800%	\$ 4,934	\$ 7,100	\$ 9,200	\$ 130,581	80.2%	\$ 298,339	\$ 262,290	\$ 220,903
Police Classic Tier 2	15.719%	16.400%	17.800%	\$ 212	\$ 480	\$ 860	\$ 12,709	89.6%	\$ 33,085	\$ 30,263	\$ 25,531
Misc Classic	9.409%	9.900%	10.800%	\$ 119,442	\$ 154,000	\$ 182,000	\$ 2,489,216	75.8%	\$ 5,581,447	\$ 4,999,910	\$ 4,210,958
Police Classic	17.61%	18.40%	19.90%	\$ 189,242	\$ 220,000	\$ 245,000	\$ 2,447,313	70.6%	\$ 5,007,106	\$ 4,915,738	\$ 4,140,068
Total Estimated Unfunded Liability as of 6-30-18							\$ 5,117,035				
Estimated unfunded liability as of 6-30-17							\$ 3,802,682				
Increase from 6-30-17 to 6-30-18							\$ 1,314,353				
Total Estimated cost to Payoff Unfunded Liability									\$ 11,009,770	\$ 10,296,811	\$ 8,672,214
Savings by shortening amortization period									\$ 712,959	\$ 1,624,597	

The plans are evaluated at the end of each year, and the unfunded liability adjusts each year depending on the following factors:

1. Any deviation from the estimated discount (earnings rate) to the actual earnings rate on investment of plan assets. A lower rate of return than expected will cause an increase in the unfunded liability whereas a higher rate of return will cause a decrease in the unfunded liability.
2. Any deviation in the payroll. When CalPERS sets the rate for each year, it estimates what the payroll in each plan will be, if raises are given, then that increases the unfunded liability, because a certain amount of payroll was used to determine what the future needs are for paying the retired employees.
3. Changes in assumptions in developing the unfunded liability. In past years, such changes have included lowering the discount rate from 7.75% to 7.5% and changing the demographics used to calculate funding needed for paying out retiree benefits to reflect the fact that people are living longer.

In 2016 the CalPERS board voted to lower the discount rate from 7.5% to 7.0% over the next 3 years, for 2017-2018 the discount rate was reduced to 7.375%, in 2018-2019 it will be reduced to 7.25% and in 2019-2020 it will be reduced to 7.0%. The reason that CalPERS took this step was so that the estimated earnings will more accurately reflect what actual earnings have been over the past years.

The effect of lowering the discount rate will have on employer contributions and unfunded liability has been estimated to be:

- Safety Plan rates to increase by 2%-5% of Payroll
- Miscellaneous Plan rates to increase by 1%-3% of payroll
- Unfunded liability to increase by 30%-40%.

For the City of Winters, this means that the unfunded liability, with no other influencing factors, could increase from \$3,802,682 to \$5,323,755 (assuming the worst case of a 40% increase in

unfunded liability). To date, the unfunded liability has increased from \$3,031,447 to \$5,117,035 from 6-30-16 to 6-30-18, an increase of \$2,085,558.

Strategic/Long Term Solutions to protect the future:

One element of PEPRAs which will significantly impact future costs is the creation of the new retirement programs which leads to the incremental loss of participants to pay towards retirement costs for the “Classic” (pre-PEPRA plans) plans. Essentially, as persons retire from the “Classic” plans being phased out, it will become more expensive to agencies, increasing liabilities. The plans will only incrementally reduce themselves as retirees die and pension obligations reduce.

The key is to identify a solution which helps fund the future liabilities before they become impacted and over a longer term.

The need to enact a long term solution for easing the impacts of future pension liabilities begins now because the costs are significantly less and generate considerable savings toward the future.

The concept is similar to expediting a home mortgage, where a household begins adding additional payments gradually toward the principle payment on a home. Eventually, you turn a 30 year mortgage into a 20 year with considerable savings on interest costs.

One strategic solution is beginning an increased and incremental funding solution which creates such a fund to “smooth” future impacts by having a reserve which pre-funds future costs in the present day. In the case of the City, one option will be to allocate future costs within existing allocation programs, thus pre-funding future payments. This will spread and fund future costs over a significantly longer time period, lessening impacts on the future and establishing a constant funding source. The result will be a lower cost; gradual funding which inevitably will reduce liabilities and stabilize pension costs for the future.

In many respects, we will begin funding the future costs for current employees now instead of later, thus avoid “kicking the can down the road”.

Exploring Possibilities:

Staff has met with CalPERS representatives and has discussed several possibilities for addressing the unfunded liabilities facing the City.

The conversation included the following areas:

1. For those plans with very small projected unfunded liabilities, we have discussed paying the unfunded liability in full each year. While this might seem to be a small step, it is a step in controlling the growth of the unfunded liability and allow the city to pay the total unfunded liability on a yearly basis as part of the budget process. Staff would like to begin looking at this possibility in the current 2018-2019 fiscal year as a starting point to address our unfunded liability. The three plans with the

lowest unfunded liability are:

- a. Police PEPRA
- b. Miscellaneous PEPRA
- c. Police Tier 2

The total for these three plans is approximately \$51,925. Should we decide to move forward on this, we would need to contact CalPERS in writing and advise them of the decision to make additional unfunded liability payments. Staff would like to examine the status of the operating results of the General Fund at mid-year, after we receive our first remittance from Yolo County and come back to the City Council with a recommendation on whether to fund additional payments for the 3 plans with the lowest unfunded liability.

2. For those with a larger unfunded liability, but, still a manageable amount, how to see about paying those off over a much smaller period than 15 years. This would be the Fire plan, and hopefully we would be able to pay the amount off after about 5 years or less, and then move to a yearly payoff similar to that of the plans included in item 1.
3. That leaves the issue of the Miscellaneous Classic and the Police Classic plans which have extremely high unfunded liabilities that will take much more thought and dedication in order to pay down this amount. There are a few options that we can discuss with the actuary,
 - a. Staff would like to examine the various possibilities that CalPERS offers. This includes electing to decrease the amortization period, or electing "a fresh start" approach which would tie us into a new amortization period.
 - b. Staff has considered using a portion of expected new funding from anticipated economic development to make additional yearly payments to decrease the unfunded liability on an "ad hoc" basis to be determined by management and the City Council during the budget process.

Regardless of the policies put into place, the unfunded liability will never remain at zero once we have made payments to fund the current amount. The amount changes every year, and decisions are made by the CalPERS board that are out of our control, however, getting policies and plans in place to begin to address this issue now, will prevent the City of Winters from having catastrophic increases in rates and unfunded liability payments in the future.

Reducing the unfunded liabilities of the City will be a multi-year project, but, once we have a policy and plan in place that can be implemented, the City will be stronger financially, protecting both the services for the citizens of the City of Winters, as well as protecting the retirement benefits of the staff that have served the Winters community for many years.

FISCAL IMPACT:

Potential budget adjustment to 18-19 and 19-20 Budgets depending upon direction received from the City Council.



CITY COUNCIL
STAFF REPORT

DATE: August 7, 2018
TO: Mayor and City Council
FROM: John W. Donlevy, Jr., City Manager *JWD*
SUBJECT: Animal Shelter and Possible Animal Services JPA

RECOMMENDATION:

That the City Council:

1. Receive a report from Staff on the current status of the Animal Services Contract; and
2. Authorize the City Manager and one City Council Member to represent the City in County-wide discussions on the establishment of a joint governance mechanism to collaboratively explore the development and operation of a new animal shelter.

Background:

LAFCo/UC Davis Koret Shelter Medicine – Yolo County Animal Services Governance Study

In 2013, LAFCo contracted with the UC Davis Koret Shelter Medicine Program (KSMP) to conduct an analysis determining what programs and staffing levels are needed to support Yolo County’s animal population in compliance with state regulations.

Existing Animal Shelter

Based on the LAFCo/KSMP Yolo County Animal Services Governance Study (“2013 Governance Study”), “the physical facility at YCAS is inadequate, outdated, and compromises the program’s ability to adequately serve the community.”¹ Specifically, the existing shelter, which was built in the 1970’s:

¹ Yolo County Animal Services Governance Study, LAFCo/KSMP, 2013: 22

**Animal Shelter and Possible Animal Services JPA
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- Does not meet current facility standards;
- Does not meet shelter medicine best practices;
- Lacks key program elements for animal health; and
- Is not of sufficient size.

Indigo Architects, which was hired by the County in 2016, prepared conceptual designs and cost estimates for two plausible shelter options: one for a new shelter and one converting Woodland's Fire Station #3 into an animal shelter. Both shelter options meet the requirements identified in the 2016 UC Davis KSMP shelter needs report, incorporating best practices for shelter design and operations. The cost estimate for the new shelter design is \$24.5 million (2017). The estimated costs for the repurposed Woodland Fire Station #3 shelter ranges from \$13.7 million to \$15.8 million (2017). It is important to note that the estimated costs for both shelters do not include the cost of the land (or fire station #3 building) on which either shelter could be located. Information regarding the two shelters and others evaluated by Indigo and estimated cost information is included in Attachment A.

To assist in the development of a new animal shelter, Unleashing the Possibilities (UTP), a California non-profit organization, was created to fundraise for a new animal shelter. UTP has committed to raise \$5 million. However, based on newly identified fundraising efforts and assistance, that amount could be \$8 million or more. The fundraising effort will offset the cost of a new shelter. In addition, funds could be placed in an endowment to help offset the shelter operating costs.

Animal Shelter JPA

The 2013 Governance Study also identified the establishment of an animal shelter Joint Powers Authority (JPA) as a means to provide participating jurisdictions with increased control over budget and operational decision making, which currently does not exist. The study identified the minimum program and staffing levels required to meet state mandated legal requirements, provide humane care, and maintain positive outcomes for animals. Although the formation of an animal services JPA would also result in operational cost savings through the potential for lower costs associated with decreased average salary and employee benefits, the study also identified additional "non-core" program and staffing options that are not legally required, but could help leverage outside resources, increase revenue generation, and reduce animal intakes to offset agency costs. A JPA can provide a greater voice for each member agency, giving them increased control over costs and the development of revenue generating programs.

Non-Core Programs to Increase Revenue

In addition to the core animal shelter programs (kennel/shelter services, veterinary medical and spay/neuter services, and field services), implementation of non-core programs in a new animal shelter (whether in a new or repurposed building) would provide an up-front investment in slightly elevated staffing and programming levels. However, that could enable the JPA to expect a significant return on investment in future years.

Animal Shelter and Possible Animal Services JPA

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These additional programs include:

- Improved licensing through field education and canvassing, cat licensing, and automation of license applications, payment and renewal;
- Volunteer recruitment and management to supplement core staff;
- Community education and outreach activities; and
- Development and fundraising.

Each of these programs and the benefits for cost savings as described in the 2013 Governance Study is discussed briefly below.

Improved Licensing

A robust animal licensing program provides funding for the animal control and sheltering program, ensures rabies vaccination compliance, and assists in animal reunification with owners. This requires an efficient system of issuing licenses, processing applications, and enforcing compliance such that the licensing program results in net revenue that can offset other costs of the animal control and sheltering program. Under the JPA, the licensing program could be expanded to include:

- Mandatory cat licensing
- Automation of license application payments and renewals
- Increased outreach and enforcement
- Offering incentives to those who license their animals in a timely manner

As an example of improved licensing efforts, after Stanislaus County created its animal shelter JPA in December 2010, it expanded its licensing canvassing operations and increased the number of licenses it maintained from 10,485 in December 2010 to 28,300 by February 2011.²

KSMP in the 2013 Governance Study, assumed that with its licensing recommendations above (not including mandatory cat licensing), the percent of dogs licensed in the County could increase from 30 percent to 40 percent, resulting in approximately \$130,000 in increased revenue.³

Volunteer Program

Investment in a successful volunteer program can be cost effective, as well as helpful in improving shelter operations and community perception. Many agencies make extensive use of volunteers, to assist with kennel cleaning, animal care, public outreach, foster care, and adoption events. As volunteer support becomes more prevalent and stable, the need for paid staff could decrease.

² Yolo County Animal Services Study, Animal Protection League, August 2012: 6

³ Yolo County Animal Services Governance Study, LAFCo/KSMP, September 2013: 71

Outreach and Development

Public outreach and engagement are an essential component of a successful shelter program. Additionally, private support plays a key role in animal sheltering nationally and statewide. Reflecting this reality, successful animal services organizations typically leverage private support as well as public funding to achieve their goals. The 2013 Governance Study provides these recommendations for a successful outreach and development program in Yolo County:

- Hire a dedicated Outreach and Development Coordinator
- Pursue outside funding options through grant proposals, donations, and fundraising
- Market shelter programs and animals through media, newsletters, and public awareness events
- Actively use website and social media
- Provide humane education to the community through various outlets
- Leverage volunteers for outreach and education in the community

The inclusion of an outreach and development program with appropriate staffing would provide the opportunity to solicit ongoing revenue for the organization and promote shelter activities and public education. These activities would serve to reduce the operating costs of the shelter.

The 2013 KSMP Governance Study found that the greatest costs would likely be incurred early in the JPA's evolution, and could be expected to decrease with time. Specifically, by providing an up-front investment in slightly elevated staffing and programming levels, a significant return on investment in future years could be expected. This would be accomplished through sustainable long-term improvements, such as provided by the non-core programs identified above, and staffing which would result in decreased intakes, shorter lengths of stay for animals, greater community/volunteer engagement, and increased leveraging of outside funding and resources. As efforts are implemented to reduce intakes and shorten length of stay, less staff would be needed to serve the daily population. Additionally, as volunteer support becomes more prevalent and stable the need for paid staff may decrease.

Shelter Operating Cost Example

To provide an example of the potential operating costs associated with a new animal shelter operated by a JPA, an evaluation was conducted to estimate the operating costs of the repurposed Woodland Fire Station #3 operated by a JPA. As shown in Attachment A, all of the estimated operating costs of the shelter options, except for the repurposed Woodland Fire Station #3 operated by a JPA, show an increase of over \$1 million above the existing shelter operating cost of \$2,763,549. The cost increases are largely attributed to additional staffing levels and vet services proposed under the new shelter options. However, for the repurposed Woodland Fire Station #3 operated by a JPA, the estimated operating costs could be reduced to approximately \$604,000 above the existing shelter operating costs of \$2,763,549 (2017).. The lower operating costs are largely due to the potential for lower costs associated with a decreased average salary and employee benefits.

Animal Shelter and Possible Animal Services JPA

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The analysis for the repurposed Woodland Fire Station #3 operated by a JPA conservatively estimated that program operating costs could be further reduced to approximately \$414,000 above the existing shelter operating cost if some of the programs to increase revenue discussed in the 2013 KSMP Governance Study were implemented (the analysis assumed an additional licensing revenue increase of \$100,000 and donations/grants of \$90,000). Attachment B includes a breakdown of the shelter operating costs using the repurposed Woodland Fire Station #3 operated by a JPA as an example (It is identified in Attachment B as Option D repurposed fire station and Option D1 repurposed fire station operated by a JPA.) The recommended staffing levels for this option attempt to reflect a long-term return on investment through the incorporation of the non-core programs to generate additional revenue. When possible, a core of supervisory and consistent skilled staff is recommended, supported by lower cost and flexible positions that can be adjusted or eliminated as needs change.

Attachment C provides an estimate of what the cities', UC Davis', and Yolo County's share of the total annual capital and operating costs could be for the repurposed Woodland Fire Station #3 and the new animal shelter designed by Indigo in March 2017, if either were operated by a JPA. The costs in the Attachment do not include any cost reductions associated with the implementation of the non-core programs mentioned above or an endowment from fundraising activities.

Creation of the JPA and New Animal Shelter

The creation of the JPA, staffing, and programs could revolve around the development and operation of a new animal shelter, which would function as an Animal Resource Center (ARC) for the surrounding community. The ARC could consist of a pet adoption center, pet and animal education center, and large animal care facility. By developing a new shelter with sufficient space, as identified by Indigo with the new shelter or repurposed Woodland Fire Station #3, there would be room for implementation of the non-core programs identified above, as well as additional revenue generating services such as pet grooming and training, a vet services clinic, and space for events such as birthday parties and children's camps.

The new animal shelter would be developed based on the needs of the JPA. It would utilize best practices with the primary goal of promoting successful adoptions. The new shelter would also provide a venue for community education and engagement which could further increase adoptions and allow for additional revenue generating programs.

Attachment B provides an estimate of what the cities', UC Davis', and Yolo County's share of the total annual capital and operating costs could be for the repurposed Woodland Fire Station #3 and the new animal shelter designed by Indigo in March 2017, if either were operated by a JPA.

Summary

The development of a new animal shelter through the governance of a JPA provides the best opportunity to implement the programs which could reduce shelter operations and maintenance costs. The JPA could initially be formed with interested jurisdictions participating. The design of

Animal Shelter and Possible Animal Services JPA

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the new animal shelter would be based on the needs of these jurisdictions. For the jurisdictions which choose not to participate, they could continue utilizing animal services provided by the Sheriff's Office until such time as the JPA commences operations. At that time, these jurisdictions would need to either provide for their own animal services, contract with a surrounding county agency, or petition to join the JPA, provided the JPA is able to accommodate new members.

By forming a JPA for development and operations of a new animal shelter, the jurisdictions would gain control over decisions affecting animal services through representation on the JPA board. The JPA would have the ability to ensure more fixed costs, and would also be able to consider alternate cost allocation models that ensure an equitable distribution of costs among the jurisdictions.

FISCAL IMPACT: None by this action.

ATTACHMENT A

ATTACHMENT A

EVALUATION OF OPTIONS

NEW ANIMAL SHELTER, COUNTY OF YOLO
DRAFT DATE: 10/03/17, Revised April 2018

SUMMARY - ALL OPTIONS

	Existing YCAS Current Budget	Shelter based on Needs Assessment	Option A Non-Profit	Option B Reduced Program	Option C Fixed Cost	Option D Fire Station Site	Option D1 Option D w/ IPA model
Site Size (acres):	2.3	3.2	5.3	3.0	3.9	7.0	7.0
Building Area (sf):	11,080 (2)	28,000 (2)	30,458 (1),(2)	21,730 (2)	18,750 (1),(2),(9)	26,075 (2)	26,075 (2)
Land Acquisition Cost:	-	not included	not included	not included	not included	not included	not included
Construction Cost:	-	\$20,687,000 (3),(6)	\$17,699,000 (3),(4)	\$14,096,000 (3)	\$12,791,100 (3),(4)	\$12,579,200 - (3),(6) \$14,524,400	\$12,579,200 - (3),(6) \$15,800,000
Total Project Development Cost:	-	\$24,500,000	\$19,200,000	\$15,300,000	\$14,000,000	\$13,700,000 - (3),(6) \$15,800,000	\$13,700,000 - (3),(6) \$15,800,000
Staffing (FTE):	19 (5) (7)	28.5 (5)	27 (5)	28.5 (5)	30 (5)	28.5 (5)	28.5 (5)
Contract Vet (FTE):	1.0	2.5	2.5	1.5	1.5	2.5	2.5
Net Operating Cost per fiscal year:	\$0	(\$1,427,000) (11) (13)	(\$1,454,000) (12) (13)	(\$1,170,000) (11) (13)	(\$1,290,000) (11) (13)	(\$1,390,000) (11) (13)	(\$604,000) (11), (12) (13)
		Construction cost reduction compared to column 2:	14%	32%	38%	34% (10)	34% (10)
		Operating cost change reduction compared to column 2:	-2%	18%	10%	3%	58%

Additional Revenue that could be expected in new shelter per LAFCO report:

Animal Licenses:	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Donations & Grants:	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
Net Operating Cost per fiscal year:	(\$1,237,000)	(\$1,264,000)	(\$980,000)	(\$1,100,000)	(\$1,200,000)	(\$414,000)

SUMMARY - ALL OPTIONS, WITHOUT WEST SAC

	Existing YCAS Current Budget	Shelter based on Needs Assessment	Option A Non-Profit	Option B Reduced Program	Option C Fixed Cost	Option D Fire Station Site	Option D1 Option D w/ IPA model
Site Size (acres):	-	9.0	5.1	2.6	3.8	7.0	7.0
Building Area (sf):	-	26,100 (2)	24,100 (1),(2)	19,330 (2)	16,850 (1),(2),(9)	24,020 (2)	24,020 (2)
Land Acquisition Cost:	-	not included	not included	not included	not included	not included	not included
Construction Cost:	-	\$17,793,000 (3),(6)	\$15,920,000 (3),(4)	\$12,754,000 (3)	\$10,846,000 (3),(4)	\$11,263,000 - (3),(6) \$13,193,400	\$11,263,000 - (3),(6) \$14,400,000
Total Project Development Cost:	-	\$21,200,000	\$17,300,000	\$13,900,000	\$11,900,000	\$12,300,000 - (3),(6) \$14,400,000	\$12,300,000 - (3),(6) \$14,400,000
Staffing (FTE):	-	22 (5)	22 (5)	21 (5)	26 (5)	20.8 (5)	22.0 (5)
Contract Vet (FTE):	-	1.5	1.5	1.5	1.5	1.5	1.5
Net Operating Cost per fiscal year:	-	(\$996,000) (11) (13)	(\$1,126,000) (12) (13)	(\$794,000) (11) (13)	(\$1,094,000) (11) (13)	(\$901,747) (11) (13)	(\$388,000) (11), (12) (13)
		Construction cost reduction compared to with West Sac:	14%	10%	10%	10% (10)	10% (10)
		Operating cost change compared to with West Sac:	30%	29%	32%	15%	36%

Footnote:

- (1) Includes existing shelter square footage, excluding dog area
- (2) Best Practices delivered for new construction
- (3) Does not include site acquisition cost
- (4) Includes minor renovation of existing shelter
- (5) Not including contract vet
- (6) Cost range given pending further study of existing conditions
- (7) Does not include SPCA positions or unpaid kennel workers
- (8) All costs adjusted for 2 years escalation @ 5.5% per year
- (9) Assumes reuse of existing shelter for cats, admin, support and field services with new dog only 15,000 sf shelter built
- (10) Percentage shown for comparison is figured to average of range
- (11) Does not include overhead costs. Note overhead is not included in existing YCAS budget under Sheriff, provided by County
- (12) Does not include cost of lease if County owns building
- (13) Costs are in addition to current shelter operating costs of \$2,763,549.

ATTACHMENT B

Yolo County Animal Shelter - OPTION D
Operation Maintenance Cost Summary
 10/03/17 DRAFT

OPTION D1: Option D with JPA Governance Model

NOTES:

1 Assumes same operational and maintenance cost as for new YCAS shown in 2nd column

Item	Existing YCAS		Shelter		Option D1 - JPA						Comments					
	Current Budget		based on Needs Assessment		Animal Control	Renovate Fire Station	Total	Animal Control	Without WEST SAC	Total						
	2017/2018		(2017 dollars)		(2017 dollars)	(2017 dollars)	(2017 dollars)	(2017 dollars)	(2017 dollars)	(2017 dollars)						
ASSUMPTIONS																
Year of operation	2017	YR	2018	YR												
Staffing	19.0	FTE	28.5	FTE	7.0	FTE	21.5	FTE	28.5	FTE	5.0	FTE	17.0	FTE	22.0	FTE
Contract vet	1.0	FTE	2.5	FTE	-	-	2.5	FTE	-	-	-	-	1.5	FTE	1.5	FTE
Site area	2.3	AC	3.2	AC	-	-	7.0	AC	-	-	-	-	7.0	AC	7.0	AC
Building area	11,080	SF	28,000	SF	-	-	26,075	SF	-	-	-	-	24,020	SF	24,020	SF
Covered Outdoor area, inc. Barn	3,060	SF	7,180	SF	-	-	7,168	SF	-	-	-	-	5,376	SF	5,376	SF
Construction Cost	\$0		\$20,686,800		-	-	\$14,524,400		-	-	-	-	\$13,193,400		\$13,193,400	
Total Project Development Cost	-		\$24,500,000		-	-	\$15,800,000		-	-	-	-	\$14,400,000		\$14,400,000	
Average staff salary, fully loaded, per FTE	\$90,112		\$90,112		\$90,112		\$53,542 (3)		\$90,112		\$90,112		\$53,542		\$53,542	
Yearly utility cost (HVAC, water, power, SS, SD)	\$5.38	SF	\$5.00	SF	-	-	\$5.00	SF	\$5.00	SF	-	-	\$5.00	SF	\$5.00	SF
Yearly tel/data/communications cost	\$2.40	SF	\$2.40	SF	-	-	\$2.40	SF	\$2.40	SF	-	-	\$2.40	SF	\$2.40	SF
Yearly building systems maintenance cost	\$3.88	SF	\$3.00	SF	-	-	\$3.00	SF	\$3.00	SF	-	-	\$3.00	SF	\$3.00	SF
Yearly janitorial and site maintenance cost	\$0.52	SF	\$0.52	SF	-	-	\$0.52	SF	\$0.52	SF	-	-	\$0.52	SF	\$0.52	SF
Yearly waste removal cost	\$1.25	SF	\$1.25	SF	-	-	\$1.25	SF	\$1.25	SF	-	-	\$1.25	SF	\$1.25	SF
Deferred maintenance cost	\$0.27	SF	\$1.50	SF	-	-	\$1.50	SF	\$1.50	SF	-	-	\$1.50	SF	\$1.50	SF
Total utility, comm, maint, jan, waste, defer	\$13.70	SF	\$13.67	SF	-	-	\$13.67	SF	\$13.67	SF	-	-	\$13.67	SF	\$13.67	SF
Deceased animal removal (Koefran or sim.)	\$2,333	MO	\$2,333	MO	-	-	\$2,333	MO	-	-	-	-	\$2,333	MO	\$2,333	MO
City contracts	\$1,363,411		\$1,363,411		-	-	\$1,363,411		-	-	-	-	\$1,022,558		\$1,022,558	
EXPENSE																
Salaries, loaded with all benefits	\$1,712,132		\$2,568,198		\$630,785		\$1,151,144 (4)		\$450,561		\$910,207		\$1,360,768		\$1,360,768	
Overtime cost	\$60,000		\$20,000		-		\$20,000		-		\$20,000		\$20,000		\$20,000	
Public Liability	\$20,771		\$25,964		-		\$25,964 (8)		-		\$25,964 (8)		\$25,964		\$25,964	
Shelter food and supplies	\$60,000		\$60,000		-		\$60,000 (7)		-		\$45,000		\$45,000		\$45,000	
Medical and dental supplies	\$125,000		\$156,250		-		\$156,250 (8)		-		\$117,188 (8)		\$117,188		\$117,188	
Tools and equipment	\$31,687		\$39,609		-		\$39,609 (8)		-		\$39,609		\$39,609		\$39,609	
Furnishings	\$0		\$0		-		\$0		-		\$0		\$0		\$0	
Memberships and subscriptions	\$1,050		\$1,050		-		\$1,050 (7)		-		\$1,050		\$1,050		\$1,050	
Training	\$5,000		\$7,500		-		\$7,500 (9)		-		\$7,500		\$7,500		\$7,500	
Clothing	\$16,500		\$23,625		-		\$23,625 (8)		-		\$17,719		\$17,719		\$17,719	
Maintenance of Equipment	\$54,893		\$68,616		-		\$68,616 (8)		-		\$68,616		\$68,616		\$68,616	
Household	\$30,000		\$37,500		-		\$37,500 (8)		-		\$37,500		\$37,500		\$37,500	
Public relations	\$0		\$15,000		-		\$15,000		-		\$15,000		\$15,000		\$15,000	
Legal services	\$0		\$0		-		\$0		-		\$0		\$0		\$0	
Contract veterinary services	\$230,000		\$470,000		-		\$470,000		-		\$310,000		\$310,000		\$310,000	
Contract livestock sheltering services	\$0		\$0		-		\$0		-		\$0		\$0		\$0	

Yolo County Animal Shelter - OPTION D
Operation Maintenance Cost Summary
10/03/17 DRAFT

Item	Existing YCAS Current Budget 2017/2018	Shelter based on Needs Assessment (2017 dollars)	Option D1 - JPA						Comments
			Animal Control (2017 dollars)	Renovate Fire Station No. 3 (2017 dollars)	Total (2017 dollars)	Animal Control (2017 dollars)	without WEST SAC (2017 dollars)	Total (2017 dollars)	
Spay/ neuter & vaccine program	\$0	\$20,000	-	\$20,000 (12)	\$20,000	-	\$20,000 (12)	\$20,000	County does a TNR clinic once a month and apply for grant funds for low cost spay/neuter & vaccine program.
Vehicle - purchase	\$75,000	\$75,000	-	\$75,000 (11)	\$75,000	-	\$75,000	\$75,000	
Vehicle - fuel	\$80,000	\$80,000	-	\$80,000 (7)	\$80,000	-	\$80,000	\$80,000	
Vehicle - equipment	\$75,000	\$75,000	-	\$75,000 (7)	\$75,000	-	\$75,000	\$75,000	
Transportation/Travel	\$3,000	\$3,000	-	\$3,000 (7)	\$3,000	-	\$3,000	\$3,000	
Animal Food Supply (Special Dept Other)	\$20,000	\$20,000	-	\$20,000 (7)	\$20,000	-	\$20,000	\$20,000	
Law Enforcement Supply	\$2,000	\$2,000	-	\$2,000 (7)	\$2,000	-	\$2,000	\$2,000	
Building - utilities	\$34,382	\$140,000	-	\$130,375 (5)	\$130,375	-	\$120,100 (5)	\$120,100	
Building - communications	\$15,335	\$67,200	-	\$62,580 (5)	\$62,580	-	\$57,648 (5)	\$57,648	
Building - systems maintenance	\$24,800	\$84,000	-	\$78,225 (5)	\$78,225	-	\$72,060 (5)	\$72,060	
Building - janitorial	\$3,322	\$14,560	-	\$13,559 (5)	\$13,559	-	\$12,490 (5)	\$12,490	
Building - deferred maintenance cost	\$1,710	\$42,000	-	\$39,113 (5)	\$39,113	-	\$36,030 (5)	\$36,030	
Building - waste removal service	\$7,980	\$35,000	-	\$32,594 (5)	\$32,594	-	\$30,025 (5)	\$30,025	
Deceased animal removal (Koefran or sim.)	\$28,000	\$28,000	-	\$28,000 (6)	\$28,000	-	\$28,000 (6)	\$28,000	Note: Amount entered is current flat fee of \$1624 per month plus avg. \$350/month sharps disposal.
Office Expense	\$29,387	\$44,081	-	\$44,081 (9)	\$44,081	-	\$33,060 (9)	\$33,060	
Information technology	\$9,000	\$3,000	-	\$3,000 (9)	\$3,000	-	\$3,000 (9)	\$3,000	
Professional medical services	\$2,000	\$3,000	-	\$3,000 (9)	\$3,000	-	\$3,000 (9)	\$3,000	Note: Professional and specialized services other than contracted vets average \$400 / month.
Miscellaneous expenses	\$5,600	\$5,600	-	\$5,600 (7)	\$5,600	-	\$5,600 (7)	\$5,600	
TOTAL EXPENSES	\$2,763,549	\$4,245,252		\$2,791,383	\$3,412,169		\$2,291,366	\$2,741,927	

Yolo County Animal Shelter - OPTION D
Operation Maintenance Cost Summary
 10/03/17 DRAFT

Item	Existing YCAS Current Budget 2017/2018	Shelter based on Needs Assessment (2017 dollars)	Option D1 - JPA						Comments
			Animal Control (2017 dollars)	Renovate Fire Station No. 3 (2017 dollars)	Total (2017 dollars)	Animal Control (2017 dollars)	Without WEST SAC (2017 dollars)	Total (2017 dollars)	
REVENUE									
Animal licenses	\$494,000	\$494,000		\$494,000	\$494,000		\$370,500	\$370,500	
Spay/ neuter services	\$100,000	\$150,000		\$150,000	\$150,000		\$150,000	\$150,000	none included at this time.
Business license - kennels	\$2,700	\$2,700		\$2,700	\$2,700		\$2,700	\$2,700	
City contracts	\$1,363,411	\$1,363,411		\$1,363,411	\$1,363,411		\$1,022,558	\$1,022,558	no change shown as of yet for city contracts
Other	\$4,700	\$4,700		\$4,700	\$4,700		\$4,700	\$4,700	
Donations and grants	\$5,000	\$10,000		\$10,000	\$10,000		\$10,000	\$10,000	
Other Gov't Agencies - Yolo	\$793,738	\$793,738		\$793,738	\$793,738		\$793,738	\$793,738	no change shown as of yet for county cost
TOTAL REVENUE	\$2,776,849	\$2,818,549		\$2,818,549	\$2,818,549		\$2,354,196	\$2,354,196	
NET COST (EXPENSE)	\$0	(\$1,426,703)		(\$1,426,703)	(\$603,600)		\$67,931	(\$387,730)	
Rounded for Fiscal Planning Purposes	\$0	(\$1,427,000)	\$630,785	\$28,000	(\$604,000)	\$450,561	\$63,000	(\$388,000)	

Referenced notes:

- (1) FY 2016 actual amount shown.
- (2) Average staff salary shown is based on existing actual
- (3) FTE for 2nd and 3rd columns are as outlined in Vision Planning document.
- (4) Salaries shown are Staffing x Average staff salary, fully loaded, per FTE.
- (5) Figures shown are Building area x the corresponding units for each under Assumptions above.
- (6) The yearly amount shown for animal removal is 12 x the monthly amount shown for the Koeftan, under Assumptions above plus additional fee for added services, assumed the same as current.
- (7) Assumes no change from existing.
- (8) Assumes 25% increase from existing.
- (9) Assumes 50% increase from existing.
- (10) Assumes 100% increase from existing.
- (11) Assumes one new vehicle purchased.
- (12) Estimated based on other shelters providing these services.

ATTACHMENT C

Estimated Annual Capital and Operating Costs by Jurisdiction

The tables below provide estimates of what the cities', UC Davis', and Yolo County's share of the total capital and operating costs could be for the repurposed Woodland Fire Station #3 and the new animal shelter designed by Indigo in March 2017, if either were operated by a JPA. The percentages applied are based on the current percentage use of the Animal Services program for each jurisdiction. The costs assume each jurisdiction contributes \$500,000 toward the shelter development and \$50,000 in Development Impact Fees are applied. In addition, for each shelter option, costs are provided assuming \$5 million is raised by Unleashing the Possibilities (UTP) and if \$8 million is raised. Lastly, since the estimated capital cost for the Repurposed Woodland Fire Station #3 could range between \$13.7 and \$15.8 million, costs for both are provided

Repurposed Woodland Fire Station #3

Capital Costs

Jurisdiction	Percent Use of Animal Services Program by Jurisdiction	Annual Capital Cost	Annual Capital Cost	Annual Capital Cost	Annual Capital Cost
		\$13.7M Shelter \$5M UTP Contribution	\$13.7M Shelter \$8M UTP Contribution	\$15.8M Shelter \$5M UTP Contribution	\$15.8M Shelter \$8M UTP Contribution
Davis	15.6%	\$61,872	\$32,869	\$82,173	\$53,171
West Sacramento	26.6%	\$105,499	\$56,046	\$140,116	\$90,663
Winters	2.7%	\$10,709	\$5,688	\$14,222	\$9,203
Woodland	29.0%	\$115,018	\$61,103	\$152,758	\$98,843
UC Davis	2.5%	\$9,915	\$5,268	\$13,169	\$8,521
Yolo County	23.7%	\$93,997	\$49,936	\$124,840	\$80,779

Operating Costs

Jurisdiction	Percent Use of Animal Services Program by Jurisdiction	Annual Operating Cost	Annual Operating Cost	Annual Operating Cost	Annual Operating Cost
		\$13.7M Shelter \$5M UTP Contribution	\$13.7M Shelter \$8M UTP Contribution	\$15.8M Shelter \$5M UTP Contribution	\$15.8M Shelter & \$8M UTP Contribution
Davis	15.6%	\$587,209	\$558,207	\$607,511	\$578,509
West Sacramento	26.6%	\$1,001,267	\$951,814	\$1,035,884	\$986,431
Winters	2.7%	\$101,632	\$96,613	\$105,146	\$100,126
Woodland	29.0%	\$1,091,607	\$1,037,692	\$1,129,347	\$1,075,433
UC Davis	2.5%	\$94,104	\$89,456	\$97,358	\$92,710
Yolo County	23.7%	\$892,106	\$848,045	\$922,949	\$878,888

New Animal Shelter Design – Indigo March 2017

Capital Costs

Jurisdiction	Percent Use of Animal Services Program by Jurisdiction	Annual Capital Cost	Annual Capital Cost
		\$24.5M Shelter \$5M UTP Contribution	\$24.5M Shelter \$8M UTP Contribution
Davis	15.6%	\$166,280	\$137,278
West Sacramento	26.6%	\$283,528	\$234,076
Winters	2.7%	\$28,779	\$23,760
Woodland	29.0%	\$309,110	\$255,196
UC Davis	2.5%	\$26,647	\$22,000
Yolo County	23.7%	\$252,617	\$208,556

Operating Costs

Jurisdiction	Percent Use of Animal Services Program by Jurisdiction	Annual Operating Cost	Annual Operating Cost
		\$24.5M Shelter \$5M UTP Contribution	\$24.5M Shelter \$8M UTP Contribution
Davis	15.6%	\$691,617	\$662,615
West Sacramento	26.6%	\$1,179,296	\$1,129,844
Winters	2.7%	\$119,703	\$114,683
Woodland	29.0%	\$1,285,699	\$1,231,785
UC Davis	2.5%	\$110,836	\$106,188
Yolo County	23.7%	\$1,050,727	\$1,006,665

YOLO COUNTY
SPCA 

Creating a more humane tomorrow

June 4, 2018

Sheriff Ed Prieto
Yolo County Sheriff's Office
140-G Diaz Drive
Woodland, CA 95695

Dear Sheriff Prieto,

Please let this letter serve as notice that as of July 1, 2018 the Yolo County SPCA is discontinuing the services we provide per our MOU to the Yolo County Animal Services Shelter.

We are proud of the programs we have implemented and managed and the level of commitment we have offered for so many years. We truly believe that with both agencies working together we've accomplished a great deal to make a difference in the lives of animals in need in our community.

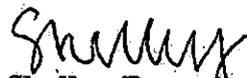
We look forward continuing as a rescue partner and to operating community cat clinics when the Big Fix Rig is available for our use. If in the future, it appears that our help is needed at your facility, we welcome the opportunity to discuss what we may be able to offer to provide support.

We thank you for the opportunity to help and support the animals housed at the Yolo County Animal Services Shelter. Please be assured that we will continue to help animals in need in our community.

A notification has also been sent to Captain Johnson and Chief Officer Fletcher.

Our staff, of course, is immediately available to transition our programs and services to your staff to ensure a smooth changeover.

Best,


Shelley Bryant
Board President


Kimberly Kinnee
Executive Director



**CITY COUNCIL
STAFF REPORT**

DATE: August 7, 2018
TO: Mayor and City Council
FROM: John W. Donlevy, Jr., City Manager 
SUBJECT: General Plan Overview and Status Report

RECOMMENDATION:

That the City Council receive the written and oral presentations on the status of the Winters General Plan.

BACKGROUND:

The City of Winters adopted its most recent General Plan in 1992, culminating a 3 year effort at a significant cost to the City. To the present day, there is currently almost \$400,000 owed on that effort.

The General Plan is the “blueprint” of the City, forecasting a multi-faceted program of land use, zoning, economics, environmental programs and the execution of the City’s police powers to provide a quality home to residents, businesses and visitors. The Plan has many goals and programs which have yet to be realized.

Discussion:

The General Plan is very much a living document. The original goal of the current Plan was for the total build out of the City by the year 2010 when the City would reach a population of 12,500 people, generating a housing count in excess of 4,000 units and a diverse business and industrial economy which would provide a tax base to provide services to the community. In reality, 2018 sees only about half of the residential units projected and a fraction of the business generation.

General Plan Overview and Status

Agenda Report- August 7, 2018

Page 2

The good news is that many important goals have been realized. These include the revitalization of Downtown Winters, the ecological restoration of Putah Creek, improved public safety services and the adoption of smart development standards which are realizing incremental growth in residential development.

The actual Plan has evolved immensely with the implementation of many of the forecasted programs and goals. The nine (9) "elements" of the General Plan have been implemented to form an extremely strong foundation for the future of the community.

Attached is an overview of the General Plan, providing an explanation of where the City has taken the base document. In actuality, it is an impressive source of information and programs which show a strong basis from which the City operates in achieving both local and State goals.

Staff will also be providing an overview of the status of the General Plan from a functional standpoint in the presentation.

FISCAL IMPACT: None by this action.



General Plan Overview

Introduction:

The City of Winters operates under the guidance of its General Plan, a document which provides the dreams, vision and goals with which the community strives to achieve. The following report is meant to provide a status and overview of each of the City of Winters General Plan, its adopted elements and their current status.

State Guidance:

The Governor's Office of Planning and Research (OPR) is a policy agency which works to help communities in planning related issues throughout the State. OPR is statutorily required by Government Code Section 65040.2 to adopt and periodically revise the [State General Plan Guidelines](#) (GPG) for the preparation and content of general plans for all cities and counties in California. A general plan is the local government's long-term blueprint for the community's vision of future growth. The GPG serves as the "how to" resource for drafting a general plan.

The GPG includes the provision that all General Plans include a set of mandatory "elements", including:

- Land Use
- Housing
- Noise
- Safety
- Circulation
- Conservation
- Open Space

Also included are an *Environmental Justice* Element in areas where disadvantaged communities exist and an *Air Quality* Element for cities in the Central Valley. Neither of these elements apply to the City of Winters.

General Plans:

A General Plan is considered the "blue print" of a community and can best be described as a long term "business plan" which incorporates physical, service and desirable outcomes for each planning area. The General Plan is a dynamic document which is a combination of implementation elements which are always in motion to accomplish the goals and policies held within. Operationally, the City operates within the opportunities and constraints within the policy elements.

Winters General Plan:

The City of [Winters General Plan](#) was adopted in 1992 and contains the following elements which conform to State mandated elements:

- **Land Use** Element which depicts the proposed land uses, standards and policy goals for all areas within both the City limits and overall sphere of influence.
- Housing Element which outlines the overall goals for housing and affordable housing.
- **Health and Safety** Element which includes the mandated “**Safety**” and “**Noise**” elements from State guidelines.
- **Transportation/Circulation** Element which provides the overall goals and policies for roadways and traffic within the City.
- **Natural Resources** Element which includes the mandated provisions for “**Conservation**” and “**Open Space**”.

The Winters General Plan also includes the following “non-required” elements:

- **Community Design** Element which focuses on the physical form of development and the concepts of promoting architecture, pedestrian orientation, community character and quality streetscapes;
- **Public Facilities and Services** Element which outlines goals for water, wastewater, storm drainage, solid waste, public safety, library and schools;
- **Recreation and Cultural Resources** Element which establishes goals for parks, the preservation of the historic downtown and the importance of quality recreational opportunities for residents and visitors.

Additionally, the City has an **Administration** Element which enables the overall administration of the City’s General Plan.

Documents of the General Plan:

As will be described in this report, the Winters General Plan is really a compilation of planning and operational documents which implement the various policies and goals encompassed in the main planning document. Provided as exhibits to this report are two documents including a matrix outlining each element of the General Plan with the associated documents along with an organizational chart listing the same.

Land Use:

“The most fundamental decisions in planning begin with land use: what to put where. Land use planning envisions the future of a city or county and interacts with all other elements of planning. At its best, the land use element will reflect the community’s vision; promote thoughtful, equitable, and accessible distribution of different land uses, including residential, commercial, industrial, agricultural, and open space; and align well with other general plan elements. Planners can also use the land use element as a tool to improve public health, reduce

infrastructure costs, enhance local economies, and address long-term environmental issues such as climate change and water resources.”

The Winters General Plan Land Use element outlines the following goals:

- Orderly, well-planned, and balanced growth
- Development of a pedestrian-oriented central business district that includes retail commercial, office, residential, civic, cultural, and recreational uses.
- Range of residential densities to accommodate the housing needs of all income groups expected to reside in Winters.
- Adequate land for and promote the development of commercial uses providing goods and services to Winters’ residents, employees, and visitors.
- Adequate land for and promote development of industrial uses that create jobs and enhance the economy of Winters.
- Adequate land for development of public and quasi-public uses to support existing and new residential, commercial, and industrial land uses.

The Land Use element includes a number of implementing documents which include the following:

- [Zoning Code](#) which was adopted in 1992 provides the definitions and allowable uses throughout the land uses. Adopted in 1992, the zoning code has been amended to meet State and local needs throughout the years. The City currently has a subcommittee to review the Zoning Code definitions to modernize and simplify the wording to help clarify uses in a more modern context.
- [Downtown Master Plan](#) which was adopted in 2006 and provided for the overall redevelopment of the City’s downtown. The plan includes for infrastructure, zoning, parking, building preservation/renovation and pedestrian and bike policies.
- [Form Based Code](#) (FBC) was adopted in 2009 and is a land use regulating plan for the Downtown Zoning District. The FBC is mapped within the [Downtown Master Plan Area](#) and consists of an overall [Regulating Plan](#) and includes [Development Standards](#).
- [Alley Activation Plan](#) is a sub-plan for the Downtown Master Plan and includes strategies and land allowances for the activation of a vibrant use of alleys in the downtown core.
- Historic Preservation studies have been developed for the possible rehabilitation of key properties within the historic downtown core. These include the [Downtown Market Feasibility Study](#) which was completed in 2009 and evaluated the Devillibis Hotel, Putah Creek Café and Masonic Buildings with costs for seismic and functional retrofits. This supplanted a previous review from 1995 of the [Masonic Building](#) for similar renovation estimates.
- [Parking Master Plan](#) for Downtown Winters which implements goals and plans to improve parking within the area.

Housing:

OPR guidelines provide as follows:

“Providing adequate housing for all residents is a priority for cities and counties throughout California. The housing element implements the declaration of State law that “the availability of housing is a matter of vital statewide importance and the attainment of decent housing and a suitable living environment for all Californians is a priority of the highest order” (Gov. § Code 65580). Provisions in the housing element are more specific and directive than other elements, and contain detailed guidance and reviews. The law also provides the Department of Housing and Community Development (HCD) with unique authority over the housing element.”

Housing element updates must be consistent with other general plan elements, including the land use element and diagrams. Integrating considerations of general plan goals and policies through the housing element and each update may improve efficiency by ensuring consistency. Additionally, incorporating a holistic view of the document will allow the housing element to compliment other elements in addressing challenges such as climate change mitigation and adaptation, and working towards local goals, such as promoting infill development, Transit Oriented Developments, and healthy, safe, and equitable communities. Periodic updates assure that local governments “will prepare and implement housing elements...toward the attainment of the state housing goal” (Gov. Code §65581). The law requires that HCD review and certify the housing element and that local jurisdictions submit annual progress reports to HCD. The housing element must be revised and submitted periodically on a four, five, or eight year cycle, depending on various factors (Gov. Code §65588).

The City of [Winters Housing Element](#) was updated and adopted in 2013 and was granted an eight (8) year approval from HCD and will require an update by 2021.

The overall goals of the Housing Element are as follows:

- A balanced range of housing types and densities for all economic segments of the community.
- Encourage the maintenance, improvement, and rehabilitation of the city’s existing housing stock and residential neighborhoods.
- Encourage energy efficiency in both new and existing housing.
- Provision of adequate services to support existing and future residential development.
- Promote equal opportunity to secure safe, sanitary, and affordable housing for all.
- Conserve existing affordable housing.

The implementation of the Housing Element and the participation of the City in regional housing is done through the following:

- [Inclusionary Housing](#) Ordinance which provides that 15% of all housing constructed in Winters is geared toward affordable housing. 9% of all housing must be available to persons qualifying as

“low income” and 6% to those considered “very low”. The current ordinance is the outflow of a stipulated judgment from a legal action brought against the City following the adoption of the 1992 General Plan and the court case “Michel v City of Winters”. The City is mandated to provide annual reporting on compliance with the stipulated judgment.

- **Affordable Housing Plans** which are required with each approved subdivision within the City.
- **[Yolo Housing Authority](#)** which the City is a member of the County-wide Joint Powers Authority which provides affordable and migrant housing throughout Yolo County.

Health and Safety:

OPR guidelines provide as follows:

The goal of the safety element is to reduce the potential short and long-term risk of death, injuries, property damage, and economic and social dislocation resulting from fires, floods, droughts, earthquakes, landslides, climate change, and other hazards. Other locally relevant safety issues, such as airport land use, emergency response, hazardous materials spills, and crime reduction, may also be included. The purpose of the noise element is to ensure that a local planning area limits the exposure of the community to excessive noise levels in noise-sensitive areas and at noise-sensitive times of day.

The City’s Health and Safety Element provides goals and policies for a number of issues including seismic, fires, hazardous materials, emergency response and noise. This single element conforms to the State mandated elements for “Safety” and “Noise”.

The main goals of the Health and Safety Element are:

- Prevent loss of life, injury, and property damage due to
 - geologic and seismic hazards
 - flooding
 - wild land and structural fires, explosions, and release of hazardous materials.
- City emergency response procedures are adequate in the event of natural or man-made disasters.
- Protect city residents from the harmful and undesirable effects of excessive noise.
- Prevent crime and promote the protection of people and property.

The Health and Safety Element of the General Plan is implemented through a variety of documents including:

- **City-wide Multi Hazard Emergency Services Plan** which is developed through a cooperative effort with Yolo County to meet local, State and Federal Guidelines for assessment and planning for all risks within the Winters Area. The document as last updated and adopted by the City in 2016.

- [Building, Fire and Housing Codes](#) are adopted on a periodic bases as new releases are provided from the State.
- The City is a member of a number of Joint Powers Authorities which govern critical emergency services within Yolo County. These include:
 - [Yolo Emergency Medical Services Agency \(YEMSA\)](#) providing Basic Life *Support* (BLS), Advanced Life *Support* (ALS), and Critical Care Transport (CCT) in the County. As part of our participation, the City is covered under the [Yolo Emergency Medical Service Operational Plan](#).
 - [Yolo Emergency Communications Agency](#) which provides 911 services;
 - [Joint Emergency Management Services \(JEMS\)](#) which serves as the emergency operational area which includes Yolo County and the four (4) Cities in the generation and maintenance of emergency services plans and the implementation of area wide emergency/disaster services. In California and now nationally, emergency planning and disaster response is a coordinated effort. Thus in Yolo County, they key response plans include the [Yolo County Emergency Plan](#) which combines the County and all jurisdictions, the [Yolo County Multi-Hazard Plan](#) which identifies all potential threats and then each city has their own plan, with Winters being covered through the [City's Emergency Operation Plan](#). Each plan is updated on periodic cycles depending on requirements from the State of California and the Federal Emergency Management Agency.
- The City has flood master plans which govern the needed improvements in the [Moody Slough](#) and [Putah Creek](#) sub basins which constitute the major flood prone areas of the general plan area when calculating the 100 year threat analysis of the City.

The City has an adopted "[Noise Ordinance](#)" which provides standards for measurement and acceptability of uses and noise produced throughout the various land uses within the City. The Ordinance was updated in 2016.

Community Design:

An optional element of the City's General Plan is the "Community Design" element which incorporates the importance of architecture, pedestrian orientation and preservation of the uniqueness which embodies the community.

The main goals of this element are as follows:

- Coherent and distinctive physical form and structure that reflects Winters' small-town qualities and agricultural heritage.
- Preserve existing community character and fabric and promote the development of neighborhoods and districts that emphasize pedestrian convenience.
- Maintain and enhance the quality of the Winters' landscape and streetscape.

The implementation of the Community Design Element has included policy implementation through the following:

- A comprehensive application of architectural, landscape and site plan guidelines throughout the City are provided through a variety of documents including the [Grant Avenue Design Guidelines](#) for the Grant Ave Corridor from the I505 to Railroad Ave, the [Downtown Form Based Code](#), and the [Winters Design Guidelines](#) which relate to the balance of the City.
- The City has an established “Design Review Committee” consisting of the representatives from the City Council, Planning Commission and City Staff which review all projects prior to application submittal to work with applicants on the application of design standards.
- The City’s [Public Works Standards](#) have been amended to include public improvement standards which stress the importance of pedestrian, bike, landscape and lighting amenities which reflect the character and pedestrian orientation of the community.
- Through the use of **Development Agreements** and **Subdivision Improvement Agreements**, design elements are included as conditions of approval for all projects considered by either the Planning Commission or City Council.
- The City is in the final phases of a [Downtown Parking Plan](#) which outlines standards and goals for adequate and appropriate parking within the core commercial area.

Circulation Element

OPR guidance on a circulation element is as follows:

“The circulation element is not simply a transportation plan, but rather a strategy addressing infrastructure needs for the circulation of people, goods, energy, water, sewage, storm drainage, and communications. By statute, the circulation element must correlate directly with the land use element, but also has direct relationships with other elements. The provisions of a circulation element affect a community’s physical, social, and economic environment, as well as its health. The passage of SB 1000 in 2016 requires local governments to address environmental justice considerations related to circulation- such as access to transportation systems, air quality related to transportation, delivery routes and transit options for nutritional food access, and promotion of physical activity—upon the next revision of two or more elements in their general plan after January 1, 2018. “

Government Code Section 65302 (b)

- (1) A circulation element consisting of the general location and extent of existing and proposed major thoroughfares, transportation routes, terminals, any military airports and ports, and other local public utilities and facilities, all correlated with the land use element of the plan.
- (2) (A) Commencing January 1, 2011, upon any substantive revision of the circulation element, the legislative body shall modify the circulation element to plan for a balanced, multimodal transportation network that meets the needs of all users of streets, roads, and highways for safe and convenient travel in a manner that is suitable to the rural, suburban, or urban context of the general plan. (B) For purposes of this paragraph, “users of streets, roads, and highways” mean bicyclists, children, persons with disabilities, motorists, movers of commercial goods, pedestrians, users of public transportation, and seniors.

The main goals of the City's Transportation/Circulation Element include the following:

- Create and maintain a roadway network that will ensure the safe and efficient movement of people and goods throughout the city.
- Promote and maintain public and private transit systems.
- Promote increased efficiency in automobile use.
- Consider air quality and noise impacts along with traffic flow efficiency.
- Promote intergovernmental communication and cooperation concerning transportation-related issues.
- Ensure the adequate provision of both on- and off-street parking.
- Promote pedestrian and bicycle travel as alternatives to automobile use.

The [Circulation Element Master Plan](#) was updated in November, 2017 and consists of a re-calculation of traffic estimations to include both existing conditions as well as the cumulative impacts of approved projects within the City. The plan also updates the City's impact fee program needs which will be included in the revised major projects financing plan which is under review.

The implementation of the Circulation Element includes the adoption and management of a number of critical documents which include:

- A [Complete Streets Plan](#) developed in conjunction with Caltrans for Grant Ave and includes the incorporation of bike, vehicle and pedestrian amenities to maximize flow and safety throughout the corridor from Railroad Ave to the Yolo Housing Community outside the City.
- The development of a [Bike/Pedestrian Master Plan](#) which provides current and projected amenities to maximize traffic safety and utilization of public assets for bikes and pedestrians.
- A [Grant Ave Corridor Traffic Study](#) which was most recently updated in 2012 to provide traffic counts and modeling which serves as a foundation element for the Complete Streets Plan and needed improvements on Grant Ave. The results include on demand traffic modeling accepted by traffic engineers and Caltrans to model development impacts.
- In 2006, the City, working with the Local Government Commission and extensive community outreach developed the [Transportation Safety Plan](#) which outlines alternatives to traditional traffic improvements to encourage higher levels of traffic safety through reduced street widths, roundabouts and pedestrian centered amenities.

Recreational and Cultural Resources:

An optional element, the Recreational and Cultural Resources Element focuses on expanding recreational opportunities throughout the community. The main goals of this element are:

- Public park system and recreation facilities suited to the needs of Winters' residents and visitors.
- Provision of private recreational facilities and opportunities.

- Recreation programs suited to the broad needs and interests of all Winters residents.
- Preserve and enhance Winters' historical heritage.
- Protect Winters' Native American heritage.

In advancement of this element, the City has done the following:

- Established a joint use of facilities agreement with the Winters JUSD for the shared use of facilities including Winters High School, Community Pool and the use of the various schools and the Community Center.
- The [Historic Preservation Ordinance](#) provides guidance on the Downtown buildings and the impacts of new development.
- In 1995 and 2009, the City completed **Market Feasibility Studies** regarding the renovation and preservation of key Downtown structures including the DeVillibus Hotel, Cradwick, [Masonic](#) and Putah Creek Café buildings.
- The City, through the mandated CEQA process, regularly consults with the [Yocha de He- Wintun Nation](#) regarding cultural resources issues and concerns.
- The City is in the process of the development of a **Senior Programs Assessment** which will develop and implement an overall strategy for meeting the needs of multiple generations of seniors within the City. The City is actively working with the American Association of Retired Persons (AARP) on making the community a more senior friendly environment through the [8 Domains of Livability Planning](#) model.
- Through a regular meeting process, the City meets with the Winters JUSD (2X2) regarding facilities planning and cooperation to maximize opportunities for all parts of the community.

Public Facilities and Services:

An optional element which serves as an implementing arm for multiple elements of the City's General Plan, especially the Land Use, Health & Safety, Circulation Elements, the Public Facilities and Services Element includes a series of "master plan" documents meant to facilitate the overall capacity of City infrastructure to support the overall goals of the General Plan.

The goals of this element include as follows:

- Adequate level of services in the Winters' public facilities and services to meet the needs of existing and future development.
- City's water system.
- City's sewage collection and disposal system.
- Storm drainage system.
- Fire protection service.
- Public schools which serve as a neighborhood focus and to maintain a quality learning environment for Winters residents as the city's population increases.
- Library services.
- Efficiency, convenience, and harmonious relationships in the citing of public facilities.

In advancement of these goals, the City has the following master plans adopted and are maintained through regular updating.

- [Water Master Plan](#)
- [Sewer Master Plan](#)
- [Wastewater Treatment Facilities Master Plan](#)
- [Sewer Collection System Master Plan](#)
- [Sewer System Management Plan](#)
- [Waste Diversion Plans](#)
- [Storm Water Management Program](#)
- [Moody Slough/Putah Creek Flood Plans](#)

The City has also implemented the following:

- Established the **Winters Public Safety Facility** which houses both Fire and Police Services, along with the City's **Emergency Operations Center**.
- Adopted and maintain a [Source Reduction and Non-Disposal Facilities Plans](#) to meet State guidelines regarding waste diversion and recycling.
- The City's Fiscal Year Budgets include Capital Improvement Programs for each of the City's water and wastewater utilities, storm drainage, streets and parks.
- The City maintains a **Major Projects Financing Program (MPFP)** which includes projects and financing programs which are facilitated through impact fees which are charged for all new development within the City.
- The [Winters Community Library](#) is an important element of the City and the City has worked to achieve a thriving library program through a joint services agreement with the Winters JUSD and Yolo County.

Natural Resources:

The Natural Resources Element combines the structure for the State mandated **Open Space** and **Conservation** elements. The goals of this element include as follows:

- Protect water quality in Putah Creek, Dry Creek, and the area's groundwater.
- Productivity of agricultural land surrounding Winters and to prevent the premature conversion of agricultural land to urban uses.
- Protect sensitive native vegetation and wildlife communities and habitat.
- Promote the protection and enhancement of wetlands and the riparian and aquatic ecosystems of Putah Creek and Dry Creek.
- Improve air quality in Winters and the region.
- Promote energy efficient development in City's development review process through effective implementation of adopted state and local standards and guidelines.

Guidance from OPR includes the following:

"California legislative policy strongly favors the preservation of open spaces" (Gisler v. County of Madera (1974) 38 Cal.App. 3d 303, 307; see also Cal. Const. art. XIII, § 8). Together with the

conservation element, an open space element identifies areas that provide value in an essentially undeveloped condition and creates a plan to preserve such areas. The open space element reinforces the conservation element by guiding the comprehensive and long-range preservation of open space lands that are important to the conservation of the State's natural resources. The conservation element should be used to inform and support both the open space element and the land use element, guiding the identification of resource areas that should remain undeveloped and those that are appropriate for future development. Open space is defined as any parcel or area of land or water that is essentially unimproved and devoted to open-space use (Gov. Code § 65560(b)). Such lands or waters may provide value related to, among other things, recreation, health, habitat, biodiversity, wildlife conservation aesthetics, economy, climate change mitigation and adaptation, flood risk reduction, managed natural resources production, agricultural production, and protection from hazardous conditions.

The advancement of many of the conservation and open space goals are carried through multiple documents, initiatives and agencies including:

- Habitat issues are advanced through the City's participation in the [Yolo Conservancy](#) which is advancing a County-wide habitat conservation program which has replaced the City's previously adopted habitat conservation program.
- Water issues are addressed through groundwater monitoring programs through the Yolo Flood Control Agency and now through the [Yolo Sustainable Groundwater Agency](#) (previously the Water Resources Agency).
- Air quality is addressed through programs and initiatives with the [Yolo-Solano Air Quality Management District](#).
- The City is in the process of adopting a **Climate Action Plan** following State guidelines to address the affects of climate change, emissions and greenhouse gases.
- In development is a [Storm Water Management Plan](#) to meet regional water quality guidelines and enforcement initiatives. While the City is not currently under storm water permitting requirements, we are proactively working on public education and regional cooperation to insure clean waterways and storm drainage systems.

A key focus of the City's Natural Resources Element is Putah Creek and the preservation and ecological restoration. Again, through a series of adopted documents and agency participation, the City has implemented the following:

- Adopted the [Putah Creek Park Master Plan](#), a comprehensive planning and restoration project in the advancement of the City owned property within the City limits.
- The City is a member of the [Lower Putah Creek Coordinating Committee](#) (LPCC), a multi-jurisdictional agency advancing a court stipulation on the management, preservation and restoration of the creek.
- The [Lower Putah Creek Watershed Management Plan](#) and [Phase II](#) are comprehensive restoration and management plans administered through the LPCCCC for the entire reach of Putah Creek through multiple jurisdictions and counties.
- Managed through the [Winters Putah Creek Committee](#), the [Putah Creek Vegetation Management Plan](#) is an adopted plan for the ecological health of the Putah Creek Park.

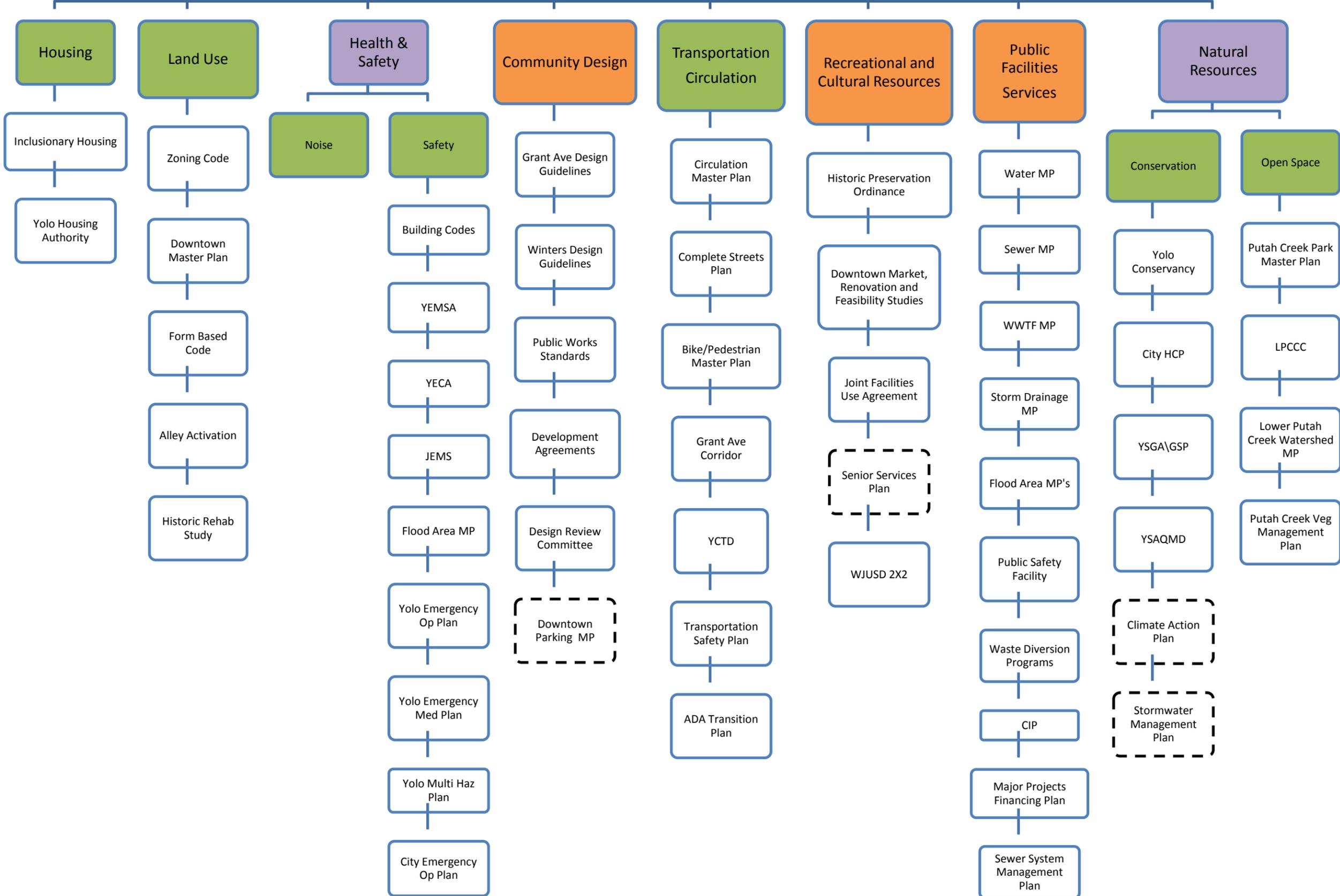
Summary:

One of the best ways to describe a City's General Plan is that it is truly an evolving document which builds upon itself as it is implemented. Through actual development, policy development and implementation along with government mandates, regulation and an ever changing environment, it is a living document which helps guide and manage the course for the City of Winters.

A comprehensive update and expansion of a General Plan is extremely costly. Updates are typically done when looking to expand the current sphere and planning areas with additional land and planning goals. In the current markets, you could be talking millions of dollars, thousands of hours in time and plans for expedited implementation to recoup such a significant investment.

A key initiative for 2018-19 will be what can be described as a General Plan "refresh" which will include refinement of goals, expansion of the presentation and communication along with a professional review to establish conformity with State guidelines.

Winters General Plan





The City of Winters General Plan has eight elements which incorporate each of the seven (7) mandatory elements applicable to State Guidelines. The Noise and Safety Elements requirements are combined in the Health and Safety Element and the Conservation and Open Space requirements are combined into the Natural Resources Element. The two non-required elements are the Community Design and Public Facilities/Services Elements. The OPR Guidelines indicate both Environmental Justice and Air Quality Elements of which both are not applicable to the City of Winters.

<u>Element</u>	<u>Reference</u>	<u>Description</u>	<u>Update</u>	<u>Link</u>
General Plan	General Plan Policy Document	Adopted Elements, goals and policies of the City of Winters General Plan	1992	http://www.cityofwinters.org/wp-content/uploads/2016/02/GeneralPlanPolicyDoc.pdf
Housing	Housing Element	Approved Housing Element	2013	http://www.cityofwinters.org/wp-content/uploads/2015/11/HousingElement.pdf
Housing	Affordable Housing Ordinance	Municipal Code Section requiring inclusionary housing	2013	http://www.codepublishing.com/CA/Winters/
Housing	Yolo Housing	County-wide JPA providing affordable housing		http://www.ych.ca.gov/
Land Use	Zoning Code	Municipal Code Section detailing zoning categories and definitions		http://www.codepublishing.com/CA/Winters/
Land Use	Downtown Master Plan	Detailed program for renovation and preservation of Downtown core.	2006	http://www.cityofwinters.org/wp-content/uploads/2015/11/DowntownMasterPlan.pdf
Land Use	Form Based Code	Zoning Guidance for Downtown- Regulating Plan Map	2009	http://www.cityofwinters.org/community_dev/pdf/093011/FBC_Reg_Plan_09302009.pdf
Land Use	Form Based Code	FBC Regulating Plan	2009	http://www.cityofwinters.org/wp-content/uploads/2018/07/WintersDowntownFormBasedCodeChapter17-58-Formatted062708.pdf
Land Use	Form Based Code	FBC Development Standards	2009	http://www.cityofwinters.org/wp-content/uploads/2018/07/Winters-FBCDevelopmentStandardsAAG_073018.pdf
Land Use	Alley Activation Plan	Planning document for use and reuse of Downtown Alleys.	2012	http://www.cityofwinters.org/wp-content/uploads/2015/11/AlleyActivationVisioningPlan.pdf

Element	Reference	Description	Update	Link
Land Use	Historic Downtown Rehabilitation Studies	Reports detailing improvements required for preservation of key Downtown buildings	2009	http://www.cityofwinters.org/wp-content/uploads/2018/04/DowntownWintersFeasibilityMarketStudy-2009.pdf
Land Use	Historic Downtown Rehabilitation Studies	Historic Study II	1995	http://www.cityofwinters.org/wp-content/uploads/2018/04/MasonicFeasibilityStudy0595.pdf
Noise	Noise Ordinance	Municipal Code guidance on noise.	2016	http://www.codepublishing.com/CA/Winters/
Safety	City Emergency Operations Plan	Multi-hazard Emergency Plan	2017	http://www.cityofwinters.org/wp-content/uploads/2018/05/WintersEOP2018.pdf
Safety	Building Codes	Building and Fire Codes		https://law.resource.org/pub/us/code/bsc.ca.gov/
Safety	Yolo Emergency Medical Services Agency	Emergency Medical Agency for Yolo County	2016	http://www.yolocounty.org/health-human-services/providers-partners/yolo-emergency-medical-services-agency-yemsa
Safety	Yolo Emergency Communications Agency	Emergency Communications/911		http://www.yolo911.org/
Safety	Joint Emergency Management Services	Yolo County Emergency/Operational Area		http://www.yolocounty.org/general-government/general-government-departments/office-of-emergency-services
Safety	Flood Area Master Plan	Flood zone infrastructure plan	2006	See Putah Creek and Moody Slough
Safety	Yolo Emergency Medical Services Plan	County-wide Emergency Medical Services Plan	2015	https://emsa.ca.gov/wp-content/uploads/sites/47/2017/09/2015-Yolo-EMSPlan.pdf
Safety	Yolo County Emergency Operations Plan	County-wide Emergency Operations Plan	2013	http://www.yolocounty.org/home/showdocument?id=24660

<u>Element</u>	<u>Reference</u>	<u>Description</u>	<u>Update</u>	<u>Link</u>
Safety	Yolo County Multi-Hazard Plan	County-wide Multi-hazard Emergency Plan	2012	http://yoloagenda.yolocounty.org/docs/2012/YCH/20121018_135/1266_17%20attachment%20Yolo%20County%20MHMP%20100812%20Final.pdf
Community Design	Grant Ave Design Guidelines	Governing design standards for Grant Ave.	2011	http://www.cityofwinters.org/wp-content/uploads/2015/11/GrantAvenueDesignGuidelines2011.pdf
Community Design	Winters Design Guidelines	Governing design standards for City of Winters	1999	http://www.cityofwinters.org/wp-content/uploads/2015/11/WintersDesignGuidelines.pdf
Community Design	Public Works Standards	Governing documents for public works construction	2016	http://www.cityofwinters.org/wp-content/uploads/2016/04/PublicWorksConstSpecsApril2016.pdf
Community Design	Public Works Standards	Improvement Standard Designs	2016	http://www.cityofwinters.org/wp-content/uploads/2016/04/PublicWorksImprovementStandardsStandardDrawingsApril2016.pdf
Community Design	Development Agreements	Governing documents for approved subdivisions		
Community Design	Design Review Committee	City Committee to review development project proposals		
Community Design	Downtown Parking Master Plan	Planning Document for parking in Downtown	2018	http://www.cityofwinters.org/wp-content/uploads/2018/07/ParkingMasterPlan-FinalDraft073118.pdf
Circulation	Circulation Master Plan	Circulation Element Master Plan and Roadway Improvement Program	2017	http://www.cityofwinters.org/wp-content/uploads/2018/05/CirculationMasterPlanNov2017.pdf
Circulation	Complete Streets Master Plan	Grant Ave roadway and streetscape planning document.	2010	http://www.cityofwinters.org/wp-content/uploads/2015/11/GrantAveCompleteStreetsConceptPlan.pdf
Circulation	Bike/Pedestrian Master Plan	City-wide planning for bike and pedestrians	2013	http://www.cityofwinters.org/wp-content/uploads/2015/11/BikewayMasterPlan0113.pdf

Element	Reference	Description	Update	Link
Circulation	Grant Ave Corridor Study	Traffic plan for Grant Ave.	2012	http://www.cityofwinters.org/wp-content/uploads/2015/11/GrantAveTrafficAnalysis0312.pdf
Circulation	Yolo County Transit District	County/City Transit provider.		http://www.yolobus.com/
Circulation	Transportation Plan	City planning document to enhance roadway safety.	2012	http://www.cityofwinters.org/wp-content/uploads/2015/11/GrantAveAccessStudy120707.pdf
Circulation	ADA Transition Plan	City planning document to improve accessibility.	2017	Available upon request
Recreational and Cultural Resources	Historic Preservation Ordinance	Municipal Code Guidance on historic preservation for Downtown.	1989	http://www.codepublishing.com/CA/Winters/
Recreational and Cultural Resources	Downtown Market, Renovation and Feasibility Studies	Technical Documents for the rehabilitation of the Masonic building in Downtown.		http://www.cityofwinters.org/wp-content/uploads/2018/04/DowntownWintersFeasibilityMarketStudy-2009.pdf
Recreational and Cultural Resources	Downtown Market, Renovation and Feasibility Study I	Technical Documents for the rehabilitation of the Devillibis Hotel, Putah Creek Café and the Masonic buildings in Downtown.	1995	http://www.cityofwinters.org/wp-content/uploads/2018/04/MasonicFeasibilityStudy0595.pdf
Recreational and Cultural Resources	Joint Facilities Use Agreement	Cooperation agreement between the WJUSD and the City for the joint and shared use of facilities.		
Public Facilities and Services	Water Master Plan	Infrastructure document for management of the City Water System	2006	http://www.cityofwinters.org/wp-content/uploads/2015/11/WaterMasterPlan0216071.pdf
Public Facilities and Services	Sewer Master Plan	Infrastructure document for management of the City Wastewater System	2006	http://www.cityofwinters.org/wp-content/uploads/2015/11/SewerCollectionSystemMasterPlan021607.pdf
Public Facilities and Services	Wastewater Treatment Facilities Master Plan	Infrastructure document for management of the City's wastewater treatment facilities.	2018	http://www.cityofwinters.org/wp-content/uploads/2018/05/WintersWWTFMasterPlan2017-04-27REVISEDRAFT.pdf

Element	Reference	Description	Update	Link
Public Facilities and Services	Sewer Collection System Master Plan	Infrastructure document for the maintenance of the wastewater collection system	2007	http://www.cityofwinters.org/wp-content/uploads/2015/11/SewerCollectionSystemMasterPlan021607.pdf
Public Facilities and Services	Moody Slough Sub-basin Storm Drainage Master Plan	Infrastructure document for management of flood issues.	2005	http://www.cityofwinters.org/wp-content/uploads/2015/11/MoodySloughDrainageReport1.pdf
Public Facilities and Services	Putah Creek Sub-basin Storm Drainage Master Plan	Infrastructure document for management of flood issues.	2005	http://www.cityofwinters.org/wp-content/uploads/2015/11/PutahCreekDryCreekSubbasinsDrainageReports1.pdf
Public Facilities and Services	Sewer System Management Plan	Pollution control and system management document	2010	http://www.cityofwinters.org/wp-content/uploads/2015/11/SewerSystemManagementPlanDocument042310.pdf
Public Facilities and Services	Waste Diversion Plans	Source Reduction and Non-Disposal Facilities Plans		http://www.cityofwinters.org/wp-content/uploads/2018/05/Winters_SRRE-Dec1992.pdf
Public Facilities and Services	Capital Improvement Program	City budget sections on annual Capital Projects	2018	Update in Development
Public Facilities and Services	Major Projects Financing Plan	Development Impact Plan for major infrastructure demands and fees for new development.	2018	Update in Development
Public Facilities and Services	Yolo Emergency Medical Services Plan	Governing document of emergency medical services in Yolo County.	2015	https://emsa.ca.gov/wp-content/uploads/sites/47/2017/09/2015-Yolo-EMSPlan.pdf
Conservation	Yolo Conservancy	County-wide JPA managing habitat preservation county wide		https://www.yolohabitatconservancy.org/
Conservation	City Habitat Conservation Plan	City conservation plan	2008	http://www.cityofwinters.org/wp-content/uploads/2015/11/HabitatMitigationPlan081216.pdf
Conservation	Yolo Sustainable Groundwater Agency	County-wide JPA on water/groundwater	2017	http://www.yolowra.org/

Element	Reference	Description	Update	Link
Conservation	Yolo Solano Air Quality Management District	Multi-jurisdictional Air Quality Management District dealing with air quality and environmental issues.		https://www.ysaqmd.org/
Conservation	Climate Action Plan	Guidance document on addressing carbon emissions and greenhouse gases	2018	Draft in Development
Conservation	Stormwater Management Plan	Guidance document on stormwater and pollution management.	2017	http://www.cityofwinters.org/wp-content/uploads/2018/07/StormwaterManagementProgram2017.pdf
Open Space	Putah Creek Park Master Plan	Planning document for the restoration and activation of Putah Creek	2008	http://www.cityofwinters.org/wp-content/uploads/2015/11/PutahCreekNatureParkMasterPlan062308.pdf
Open Space	Lower Putah Creek Coordinating Committee	Multi-jurisdictional advisory/governing body for Putah Creek		http://www.scwa2.com/water-supply/lpccc
Open Space	Lower Putah Creek Watershed Management Plan	Restoration plan for Putah Creek- Phase I	2005	http://www.scwa2.com/home/showdocument?id=1240
Open Space	Lower Putah Creek Watershed Management Plan	Phase II	2005	http://www.scwa2.com/home/showdocument?id=1402
Open Space	Putah Creek Park Vegetation Management Plan	Guidance document for the ecological restoration of Putah Creek Park.		http://www.cityofwinters.org/wp-content/uploads/2018/05/VegPlanFinal121807.pdf



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: August 7, 2018
THROUGH: John W. Donlevy, Jr., City Manager *JD*
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*
SUBJECT: May 2018 Investment Report

RECOMMENDATION:

Staff recommends that the City Council receive and file the City of Winters investment for the period July 1, 2017 through May 31, 2018.

BACKGROUND:

The City of Winters financial policy requires, at a minimum, quarterly investment earnings reports. The attached report shows the earnings for July 1 2017 through May 31, 2018. The City of Winters is invested in the Local Agency Investment Funds (LAIF), a savings account at our local First Northern Bank, and receives interest payments on the various CDBG and EDBG funded loans made to residents and businesses within the City of Winters, as well as from the Money Market Account set up for the North Bank Putah Creek Improvement Elderberry Beetle Mitigation.

The investment report for the month of May 2018 reflects interest from the Money Market Account and the CDBG and EDBG loans.

FISCAL IMPACT:

None

City of Winters
Investment Earnings Report
As of May 31, 2018

Fund	Fund Description	May Investment Earnings	Year to Date Investment Earnings
101	GENERAL FUND	\$ 1,081	\$ 1,218
105	SENIOR FUND		2
106	MONITORING FEE		10
107	PARK MAINTENANCE FUND		13
108	MUNCHKINS SUMMER CAMP		13
113	2007 HOUSING TABS		4,251
115	CANINE PROGRAM FUND		114
116	POLICE CADET FUND		11
201	FIRE PREVENTION FUND		5
208	FIRST TIME HOMEBUYER		487
209	In Lieu Affordable Housing	4	750
212	FLOOD ASSESSMENT DISTRICT		22
221	GAS TAX FUND		212
233	Realignment Fund		401
251	TRAFFIC SAFETY		520
252	ASSET FORFEITURE		13
254	VEHICLE THEFT DETERRENT		288
287	AFTERSCHOOL DONATIONS		2
291	BEVERAGE RECYCLE GRANT		109
294	TRANSPORTATION/BUS		213
299	AFTER SHCOOL PROGRAM		607
321	EDBG 99-688	339	4,021
322	EDBG 96-405 CRADWICK	713	7,993
351	RLF HOUSING REHAB	398	4,376
355	RLF SMALL BUSINESS		943
356	RLF HOME PROGRAM		635
358	PROGRAM INCOME FUND	3	2,990
411	STREET IMPACT FEE		118
412	STORM IMPACT FEE		918
414	POLICE IMPACT FEE		1,581
415	FIRE IMPACT FEE		1,962
416	GENERAL FACILITY IMPACT FEE		3,445
417	WATER IMPACT FEE		1,172
418	SEWER IMPACT FEE	7	520
419	FLOOD OVERLAY		1,316
421	GENERAL FUND CAPITAL		2,698
422	LANDFILL CAPITAL		957
423	STREET CAPITAL	4	39
424	PARKS & REC CAPITAL	22	229
427	EQUIPMENT REPLACEMENT FUND		1,648
429	SERVICE RESERVE		1,356
482	FLOOD CONTROL STUDY		7
492	RAJA STORM DRAIN		223
494	CARF		410
496	STROM DRAIN NON-FLOOD		1
501	GENERAL DEBT SERVICE		324
612	WATER RESERVE		35
616	WATER CONSERVATION		53
617	WATER METER FUND		1,075
621	SEWER O & M		4,156
771	RORF		12,637
773	2007 TABS		24
831	SWIM TEAM		401
833	FESTIVAL DE LA COMUNIDAD		70
836	PCH HOA		87
838	WPD Youth Services		2
839	Youth Day Fund		6
846	QUILT FESTIVAL		3
Total Investment Revenues		<u>\$ 2,571</u>	<u>\$ 67,692</u>



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: August 7, 2018
THROUGH: John W. Donlevy, Jr., City Manager *JD*
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*
SUBJECT: May 2018 Treasurer Report

RECOMMENDATION:

Staff recommends that the City Council receive and file the City of Winters Treasurer Report for May 2018.

BACKGROUND:

The City of Winters financial policy requires monthly reports regarding receipts, disbursement and fund balances be submitted to the City Council for review. Items of note in the attached report are as follows:

General Fund

General Fund revenues are 80% of budgeted; the following items affect the cash flows into the General Fund.

- The second installment of Property Tax was received in May 2018.
- The second installment of Property Tax in lieu of VLF was received in May 2018.
- Sale and use taxes are remitted to the City two (2) months after they are received by the State Board of Equalization, we have received approximately 76% of projected revenues.
- Utility User Tax is received approximately 1-3 months after the utilities are used; UUT receipts are 84% of the budgeted amount.
- Building permit fees received are 40% of the budgeted amount.
- General Fund expenditures are 89% of budget.

Other funds:

Fund 211 City Wide Assessment District: The second installment of the City Wide Assessment

was received in May 2018 at the same time that we receive the property tax distribution from Yolo County.

Fund 611 Water: Water fund revenues are 91 % of budget and expenditures are 82% of budget.

Fund 621 Sewer: Sewer fund revenues are 84% of budget and expenditures are 90% of budget.

FISCAL IMPACT:

None

City of Winters
Cash and LAIF Balances Report
Cash and LAIF Balance May 31, 2018

Fund	Fund Description	Balance	Balance
		6/30/2017	5/31/2018
101	General Fund	\$ 15,918	\$ 18,986
104	Fireworks Fund	(10,342)	(14,592)
105	Senior Fund	348	350
106	Monitoring Fee	1,712	1,725
107	Park Maintenance	2,281	2,299
108	Munchkin Summer Camp	16,145	24,030
110	Housing Successor Agency	(98,487)	(98,487)
113	Housing 2007 Tabs	824,073	828,068
115	Canine Program	17,253	23,378
116	Police Cadet	2,051	3,068
117	Community Garden		23
201	Fire Prevention Grant	950	958
208	First Time Homebuyer	85,636	86,321
209	In Lieu Affordable Housing	248,633	256,378
211	City Wide Assessment	(52,112)	(173,068)
212	Flood Assessment District	3,882	3,913
221	Gas Tax	137,928	224,442
226	RMRA Fund		23,841
231	State COPS 1913	29,058	136,478
233	Realignment	109,341	99,576
236	BSCC Grant	9,403	9,403
237	Homeland Security Grant	(1,793)	(1,793)
251	Traffic Safety	94,724	100,148
252	Asset Forfeiture	8,139	372
254	Vehicle Theft Deterrent	50,638	69,043
263	I-505 Overpass Grant		6,155
272	Boost Grant	13,244	11,556
278	Prop 84 Park Grant	(176,135)	(173,038)
287	After School Contributions	765	
291	Beverage Recycling Fund	27,028	26,964
294	Transportation(Including Bus Se	479,221	22,839
299	After School Program	153,029	181,480
308	RSTP-Roundabout Grant		(207,816)
309	SHOPP Roundabout Grant		(92,413)
321	EDBG 99-688 Buckhorn	1,032	
324	YWAMD Grant	1,276	
356	RLF-HOME Program	111,645	155,681
358	Program Income Fund	653,897	659,740
411	Street Impact Fee	1,033,862	(87,680)
412	Storm Impact Fee	183,231	169,522
413	Parks and Recreation Impact Fee	(97,307)	(247)
414	Police Impact Fee	282,676	285,918
415	Fire Impact Fee	434,082	466,500
416	General Facilities Impact Fee	564,051	586,995
417	Water Impact Fee	540,567	540,668
418	Sewer Impact Fee	341,794	386,776
419	Flood Fee	232,407	231,912
421	General Fund Capital	474,212	478,002
422	Landfill Capital	176,027	161,406
423	Street Capital	112,073	100,960
424	Parks and Recreation Capital	706,978	596,275
427	Capital Equipment Fund	289,894	297,593
429	Service Reserve	785,259	787,164
481	General Plan 1992 Study	(396,636)	(383,477)
482	Flood Control Study	1,314	1,325
492	RAJA Storm Drain	77,350	77,663
494	Capital Asset Recovery Fee	127,310	134,630
496	Storm Drain Non-Flood	237	239
501	General Debt Service	56,954	57,409
611	Water O & M	(77,577)	(73,483)
612	Water Reserve	228,729	150,421
615	07 Water Bonds	38,046	(61,942)
616	Water Conservation	25,860	25,255
617	Water Meter	399,821	403,763
621	Sewer O & M	1,438,425	1,314,952
622	Sewer Capital	240,890	154,673
651	Central Services	1,206	1,067
652	Central Service w PD & FD	29,040	(2,290)
771	RDRF	580,901	50,729
773	2007 TABS	12,781	
801	Trust and Agency		(4,642)
831	Swim Team	67,175	68,203
833	Festival de la Comunidad	20,690	26,235
836	PCH HOA	15,364	15,487
838	WPD Youth Services	352	354
839	Youth Day	791	724
841	PD Cancer Fund		490
846	Quilt Festival	546	
Total Cash and LAIF Balances		\$ 11,719,756	\$ 9,175,557

City of Winters
General Fund Revenues
July 1, 2017 through May 31, 2018

		% of Year Completed			92%
G/L Code	Account Description	Budget 2017-2018	May Actual	Year to Date Actual	Actual/ Budget %
101-41101	Property Tax	\$ 833,414	\$ 300,778	\$ 660,967	79%
101-41103	Property Tax in Lieu of VLF	582,525	295,387	590,774	101%
101-41104	1290 Pass Through		25,988	51,975	
101-41401	Sales & Use Tax	620,464	62,533	471,448	76%
101-41402	Prop 172	49,637	12,949	32,984	66%
101-41403	Franchise Fee	266,000	5,580	264,328	99%
101-41404	Property Transfer Tax	18,000	3,992	20,222	112%
101-41405	Utility Tax	713,000	54,934	599,192	84%
101-41406	Municiple Services Tax	313,960	25,480	279,550	89%
101-41408	TOT Tax	636,266	2,558	7,164	1%
101-41407	Business Licenses	26,000	847	31,420	121%
101-46102	Building Permits	231,671	12,091	91,631	40%
101-46103	Encroachment Permit	10,000	1,066	6,746	67%
101-46104	Other Licenses & Permits	73,452	3,928	127,075	173%
101-41507	Motor Vehicle in Lieu	3,000			0%
101-41509	Homeowners Property Tax Relief	15,000	5,070	12,312	82%
101-48106	Post Reimbursement	3,500		7,908	226%
101-41511	Off-Highway Motor Vehicle				
101-42102	Copy Fees	100	266	2,233	2233%
101-42103	Plan Check Fees	105,401	32,540	191,580	182%
101-42104	Planning Application Fees	10,750	1,466	15,196	141%
101-42107	Project Monitoring Fees	3,500	1,189	12,870	368%
101-42108	Police Reports	500	28	822	164%
101-42109	Fingerprint Fees	3,500	195	2,693	77%
101-42111	Towing/DUI Reimbursement	300		1,385	462%
101-42112	Ticket Sign Off Fees	300	185	810	270%
101-42201	Recreation Fees	3,100	2,370	2,870	93%
101-42205	Basketball Revenues	6,700		9,470	141%
101-42211	Pool Ticket Sales	10,400		3,546	34%
101-42213	Pool Proceeds	1,000	225	780	78%
101-42212	Pool Concession Stand Revenues	7,000	854	8,320	119%
101-42215	Swim Passes	2,000	345	575	29%
101-42216	Swim Lessons	13,600	6,510	8,890	65%
101-42218	Swim Team Reimbursement	8,000			0%
101-42301	Park Rental	1,800	775	5,000	278%
101-42303	Community Center Rental	13,500	1,230	24,893	184%
101-42304	Community Center Insurance Collected	85		737	867%
101-42308	Ambulance Service Charge			52	
101-44101	Rents/Leases Revenues	66,000	4,730	84,872	129%
101-43151	Fire District Payments	255,623		122,305	48%
101-44102	Interest Earnings	1,000	1,081	1,218	122%
101-46106	Reinspect Fee	1,200	415	2,114	176%
101-49101	Contributions	99,098	4,883	57,461	58%
101-49102	Reimbursements/Refunds	110,000		15,907	14%
101-49104	Miscellaneous Revenues	35,000	1,003	3,882	11%
101-49106	Cash Over/Short		-20	-30	
101-49109	Developer Planning Reimbursement		22,529	22,529	
101-49999	Interfund Operating Transfer	16,600		257,008	1548%
Total General Fund Revenues		<u>\$ 5,171,946</u>	<u>\$ 895,980</u>	<u>\$ 4,115,684</u>	<u>80%08</u>

City of Winters
Summary of Revenues
July 1, 2017 through May 31, 2018

		% of Year Complete				92%
Fund	Fund Description	Budget FY 17-18	June Actual	Year to Date Actual	Difference	Actual/ Budget %
101	General Fund	\$ 4,923,488	\$ 895,977	\$ 4,115,684	\$ 807,804	84%
104	Fireworks Fund	15,000	2,668	6,673	8,327	44%
105	Senior Fund	2		2	-	100%
106	Winters Swim Lessons	500		10	490	2%
108	Munchkin Summer Camp	16,302	4,750	29,652	(13,350)	182%
107	Park Maintenance	6		13	(7)	217%
113	2007 Housing TABS	500		4,251	(3,751)	850%
115	Canine Program		386	9,598	(9,598)	
116	Police Cadet Fund		417	1,381	(1,381)	
117	Community Garden		80	440	(440)	
201	Fire Prevention Grant	2		5	(3)	250%
208	First Time Homebuyer In Lieu	135		487	(352)	361%
209	In Lieu Affordable Housing		7,504	8,250	(8,250)	
211	City Wide Assessment	314,202	91,764	194,054	120,148	62%
212	Flood Assessment District	10		22	(12)	220%
221	Gas Tax	186,862	24,879	147,004	39,858	79%
226	Road Rehab and Maintenance Account		5,141	23,841	(23,841)	
231	State COPS AB1913	100,000	12,434	184,622	(84,622)	185%
233	Realignment	8,020		401	7,619	5%
235	Avoid Grant	5,000			5,000	0%
251	Traffic Safety	6,260	6,178	14,222	(7,962)	227%
252	Asset Forfeiture	612		2,578	(1,966)	421%
254	Vehicle Theft Deterrent	28		18,288	(18,260)	65314%
263	SOS Overpass Fund		70,338	119,145	(119,145)	
267	Grant Ave Improvement				-	
272	Boost Grant	17,320	5,126	15,379	1,941	89%
287	After School Contributions			2	(2)	
289	Dry Slough Bridge Grant			51,132	(51,132)	
291	Beverage Recycling	5,036		5,109	(73)	101%
294	Transportation	341,054		262,025	79,029	77%
299	AFTER School Program	130,154	3,892	165,631	(35,477)	127%
308	RSTP Roundabout			438,453	(438,453)	
309	SHOPP Roundabout			197,587	(197,587)	
321	EDBG 99-688 Buckhorn	15,953	339	4,021	11,932	25%
322	EDBG 96-405 Cradwick	15,247	713	7,993	7,254	52%
324	YQAMD Grant			5,000	(5,000)	
327	15-CDBG-10578			1,275	(1,275)	
351	RLF Housing Rehab		398	4,376	(4,376)	
355	RLF Small Business	8,757		943	7,814	11%
356	RLF HOME Program	180	45,085	45,720	(45,540)	25400%
358	Program Income	40,936	3,799	48,688	(7,752)	119%
411	Street Impact Fee	188,914		8,346	180,568	4%
412	Storm Drain Impact Fee	3,180		3,393	(213)	107%
413	Parks & Recreation Impact Fee	106,550		100,983	5,567	95%
414	Public Safety Impact Fee	24,771		7,420	17,351	30%
415	Fire Impact Fee	76,930	14,448	36,427	40,503	47%
416	General Facilities Impact Fee	111,943		27,402	84,541	24%
417	Water Impact Fee	194,329		4,252	190,077	2%
418	Sewer Impact Fee	137,811	7	49,921	87,890	36%
419	Flood Fees	360		1,316	(956)	366%
421	General Fund Capital			2,698	(2,698)	
422	Landfill Capital	300		957	(657)	319%
423	Street Capital	100	4	39	61	39%
424	Parks & Recreation Capital		22	27,529	(27,529)	
427	Capital Equipment			7,230	(7,230)	
429	Service Reserve Fund			1,356	(1,356)	
481	General Plan 1992	61,403		12,826	48,577	21%
482	Flood Control Study			7	(7)	
492	RAJA Storm Drain	65		223	(158)	343%
494	CARF	5,264	365	7,154	(1,890)	136%
495	Monitoring Fee	61,403		12,826	48,577	21%
496	Storm Drain Non-Flood	1		1	-	100%
501	General Debt Service	94		324	(230)	345%
611	Water O & M	1,470,530	127,885	1,342,536	127,994	91%
612	Water Reserve	6,000		5,310	690	89%
616	Water Conservation	12,000		53	11,947	0%
617	Water Meter Fund	300		3,941	(3,641)	1314%
619	Water Debt Service			100,000	(100,000)	
621	Sewer O & M	1,845,343	140,098	1,557,094	288,249	84%
629	Sewer Debt Service			120,000	(120,000)	
651	Centrak Service Overhead			16	(16)	
771	RORF	1,214,590		610,779	603,811	50%
773	2007 TABS			24	(24)	
801	Trust & Agency			1,764	(1,764)	
803	Elderberry Mitigation	1,200			1,200	0%
831	Swim Team	29,436	2,645	14,103	15,333	48%
833	Festival de la Comunidad	10,012		21,523	(11,511)	215%
836	PCH HOA			87	(87)	
838	WPD Youth Services			2	(2)	
839	Youth Day			188	(188)	
841	PD Cancer Fund		290	2,085	(2,085)	
846	Quilt Festival	610		3	607	0%
Total Revenues		\$ 11,715,005	\$ 1,467,632	\$ 10,226,095	\$ 2,151,316	87%

City of Winters
Summary of Expenditures
July 1, 2017 through May 31, 2018

Fund	Fund Description	% of Year Completed				Actual/ Budget %
		Budget FY 17-18	June Actual	Year to Date Actual	Balance	
101	General Fund Expenditures by Department					
110	City Council	\$ 14,260	\$ (1,443)	\$ 7,117	\$ 7,143	50%
120	City Clerk	8,959	60	3,704	5,255	41%
130	City Treasurer	381	8	93	288	24%
160	City Manager	41,338	568	62,097	(20,759)	150%
161	Economic Development & Housing	67,342	19,903	214,506	(147,164)	319%
163	Rogers Building			278	(278)	
170	Administrative Services	211,535	(4,790)	6,182	205,353	3%
180	Finance	4,156	(593)	38,741	(34,585)	992%
210	Police Department	2,589,689	170,958	2,348,540	241,149	91%
310	Fire Department	906,881	(83,833)	850,911	55,970	94%
410	Community Development	116,025	10,714	131,973	(15,948)	114%
420	Building Inspections	296,671	73,083	381,689	(85,018)	129%
610	Public Works-Administration	413,925	(1,009)	85,946	327,979	21%
710	Recreation	10,286	335	9,815	471	95%
720	Community Center	107,221	8,049	102,788	4,433	96%
730	Swimming Pool	99,921	6,734	102,112	(2,191)	102%
	Total General Fund Expenditure	\$ 4,888,590	\$ 198,744	\$ 4,346,492	\$ 542,098	89%
104	Fireworks Fund	15,000		10,922	4,078	73%
106	Monitoring Fee	500			500	
105	Senior Fund	150			150	
108	Munchkin Summer Camp	23,457		21,615	1,842	92%
113	2007 Housing TABS			665	(665)	
115	Canine Program			3,512		
116	Police Cadet Program			367		
117	Community Garden			417		
201	Fire Prevention Grant	200			200	
209	In Lieu Housing			328		
211	City Wide Assessment	309,288	23,765	322,028	(12,740)	104%
221	Gas Tax Fund	211,396	11,054	141,397	69,999	67%
231	State COPS 1913	99,276	7,109	82,018	17,258	83%
233	Realignment	8,000		10,322	(2,322)	129%
251	Traffic Safety	29,152	300	10,037	19,115	34%
252	Asset Forfeiture	3,000	395	10,804	(7,804)	360%
263	I-505 Overpass			99,862		
272	Boost Grant	17,320		18,656	(1,346)	108%
278	Prop 84 Park Grant			(31,214)	31,214	
287	Afterschool Donations			768	(768)	
289	Dry Slough Bridge			51,132	(51,132)	
291	Beverage Recycling Grant	5,000		4,034	966	81%
294	Transportation	260,265	52,105	877,706	(617,441)	337%
299	After School Program	119,288	15,432	129,159	(9,871)	108%
308	RSTP-Roundabout			646,269		
309	SHOPP-Roundabout			290,000		
314	Home 98-0347		45,085	45,085	(45,085)	
321	EDBG 99-688 Buckhorn	15,953	1,450	16,986	(1,033)	106%
322	EDBG 405-Cradwick	15,247	1,550	17,576	(2,329)	115%
324	YQAMD Grant			6,276	(6,276)	
325	WRA Grant			12,020		
351	RLF Housing Rehab		796	4,376	(4,376)	
355	RLF Small Business	87,557		6,763	80,794	8%
356	RLF HOME Program	180	884	1,942	(1,762)	999%
358	Program Income		6,286	44,044	(44,044)	
411	Street Impact Fee		297	945,339	(945,339)	
412	Storm Drain Impact Fee		149	17,241	(17,241)	
413	Park & Recreation Impact Fee		213	4,044	(4,044)	
414	Public Safety Impact Fee		123	4,891	(4,891)	
415	Fire Impact Fee		151	4,875	(4,875)	
416	General Facility Impact Fee		150	4,888	(4,888)	
417	Water Impact Fee		155	4,941	(4,941)	
418	Sewer Impact Fee		150	4,887	(4,887)	
419	Flood Fees			2,420		
422	Landfill Capital	13,500	18	15,984	(2,484)	118%
423	Street Capital		5,518	14,866	(14,866)	
424	Parks & Recreation Capital		27	138,232	(138,232)	
495	Monitoring Fee	61,403		12,826	48,577	21%
611	Water O & M	1,642,282	80,949	1,352,137	290,145	82%
612	Water Reserve			1,703	(1,703)	
615	07 Water Bonds			97,056	(97,056)	
616	Water Conservation Fund	2,700	62	678	2,022	25%
617	Water Meter Fund	6,000	23	435	5,565	7%
621	Sewer O & M	1,922,043	104,508	1,720,227	201,816	90%
622	Sewer Reserve			6,416	(6,416)	
651	Central Service Overhead	(2,000)	(394)	(378)	(1,622)	19%
652	Central Service Overhead II			2,432	(2,432)	
771	RORF	1,178,665		670,703	507,962	57%
773	2007 TABS			9,182	(9,182)	
801	Trust & Agency			6,459	(6,459)	
831	Swim Team	70,088		10,605	59,483	15%
833	Festival de la Comunidad	7,950		16,007	(8,057)	201%
839	Youth Day			255		
841	PD Cancer Fund			1,595		
846	Quilt Festival	200		549	(349)	275%
	Total Expenditures	\$ 11,011,650	\$ 557,054	\$ 12,273,870	\$ (205,174)	102%

City of Winters
Fund Balances Report
Estimated Fund Balance as of May 31, 2018

Fund	Fund Description	Estimated	Current Year	Current Year	Transfers	Estimated	Change From
		Fund Balance 6/30/2017	Revenues	Expenditures	In/(Out)	Fund Balance 5/30/2018	6/30/2017
101	General Fund	\$ (129,345)	\$ 3,858,676	\$ 4,344,729	\$ 257,007	\$ (358,391)	\$ (229,046)
104	Fireworks Fund	(10,342)	6,673	10,922	-	(14,591)	(4,249)
105	Senior Fund	348	2	-	-	350	2
106	Monitoring Fee	1,716	10	-	-	1,726	10
107	City Park Maintenance	2,286	13	-	-	2,299	13
108	Munchkin Summer Camp	15,994	29,652	21,615	-	24,031	8,037
110	Housing Successor	36,177	-	-	-	36,177	-
112	Housing 04 TABS	150,000	-	-	-	150,000	-
113	2007 Housing TABS	824,482	4,251	665	-	828,068	3,586
115	Police Canine Program	-	9,598	3,512	-	6,086	6,086
116	Police Cadet Program	-	1,381	367	-	1,014	1,014
117	Community Garden	-	440	417	-	23	23
201	Fire Prevention Grant	870	5	-	-	875	5
208	First Time Homebuyer	85,834	487	-	-	86,321	487
209	In Ueu Affordable Housing	248,456	8,250	328	-	256,378	7,922
211	City Wide Assessment	(45,011)	194,054	322,028	-	(172,985)	(127,974)
212	Flood Assessment District	-	3,891	22	-	3,913	22
221	Gas Tax	96,536	147,004	141,397	-	102,143	5,607
226	Road Rehab and Maintenance	-	23,841	-	-	23,841	23,841
231	State COPS 1913	33,874	184,622	82,018	-	136,478	102,604
233	Realignment Funds	109,497	401	10,322	-	99,576	(9,921)
251	Traffic Safety	95,963	14,222	10,037	-	100,148	4,185
252	Asset Forfeiture	8,202	2,578	10,804	-	(24)	(8,226)
254	Vehicle Theft Deterrent	50,755	18,288	-	-	69,043	18,288
263	↳505 Overpass	-	119,145	99,852	-	19,283	19,283
272	Boost Grant	14,843	15,379	18,666	-	11,556	(3,287)
278	Prop 84 Park	(204,251)	-	(31,214)	-	(173,037)	31,214
287	After School Program Contr	766	2	-	(768)	-	(766)
289	Ory Slough Bridge	-	51,132	51,132	-	-	-
291	Beverage Recycling Grant	25,888	5,109	4,034	-	26,963	1,075
294	Transportation	620,339	262,025	877,705	-	4,658	(615,681)
299	After School Program	152,684	164,862	129,159	768	189,155	36,471
307	HRP Grant	150,000	-	-	-	150,000	-
308	RSTP-Roundabout	-	438,453	646,269	-	(207,816)	(207,816)
309	SHOPP-Roundabout	-	197,587	290,000	-	(92,413)	(92,413)
313	STBG-96-1043 Housing and P	(29,070)	-	-	-	(29,070)	-
314	98-HOME-347 Grant	127,146	-	-	(45,085)	82,061	(45,085)
316	HOME-Choc Project	2,843,180	-	-	-	2,843,180	-
321	EDBG 99-688 Buckhorn	94,274	4,021	(16,986)	-	81,309	(12,965)
322	EDBG 96-405 Cradwick	221,276	7,993	(17,576)	-	211,693	(9,583)
324	YQMD Grant	-	5,000	6,276	-	(1,276)	(1,276)
325	WRA Grant	-	-	12,020	-	(12,020)	(12,020)
327	C08G Grant	-	1,275	-	-	1,275	1,275
351	RLF Housing Rehabilitation	105,993	4,376	(4,376)	-	105,993	-
352	RLF Affordable Housing	308,788	-	-	-	308,788	-
355	RLF Small Business	39,930	943	(6,763)	-	34,110	(5,820)
356	RLF HOME Program	319,249	635	1,942	45,085	363,027	43,778
358	Program Income Fund	655,096	2,990	42,769	44,422	659,739	4,643
411	Street Impact Fee	944,239	8,346	945,339	-	7,246	(936,993)
412	Storm Drain Impact Fee	213,297	3,393	17,241	-	199,449	(13,848)
413	Parks & Recreation Impact	(92,462)	49,905	4,044	51,078	4,477	96,939
414	Public Safety Impact Fee	285,561	7,420	4,891	-	288,090	2,529
415	Fire Impact Fee	434,036	36,427	4,875	-	465,588	31,552
416	General Facilities Impact	564,826	27,402	4,888	-	587,340	22,514
417	Water Impact Fee	541,284	4,252	4,941	-	540,595	(689)
418	Sewer Impact Fee	341,668	49,921	4,887	-	386,702	45,034
419	Flood Control Fee	232,942	1,316	2,420	-	231,838	(1,104)
421	General Fund Capital	475,304	2,698	-	-	478,002	2,698
422	Landfill Capital	176,433	957	15,984	-	161,406	(15,027)
423	Street Capital	110,270	39	14,866	-	95,443	(14,827)
424	Parks and Recreation Capit	706,978	27,529	87,153	(51,078)	596,276	(110,702)
427	Equipment Replacement Fund	478,362	7,230	-	-	485,592	7,230
429	Service Reserve Fund	1,055,629	1,356	-	-	1,056,985	1,356
481	General Plan 1992	(395,871)	-	-	12,826	(383,045)	12,826
482	Flood Control Study	(123,683)	7	-	-	(123,676)	7
492	RAJA Storm Drain	67,851	223	-	-	68,074	223
494	CARF	127,476	7,154	-	-	134,630	7,154
495	Monitoring Fee	-	12,826	-	(12,826)	-	-
496	Storm Drain Non-Flood	238	1	-	-	239	1
501	General Debt Service	57,086	324	-	-	57,410	324
611	Water O & M	3,387,714	1,342,536	1,252,137	(100,000)	3,378,113	(9,601)
612	Water Reserve	148,524	5,310	1,703	-	152,131	3,607
615	2007 Water Bonds	146,185	-	97,056	-	49,129	(97,056)
616	Water Conservation	25,881	53	678	-	25,256	(625)
617	Water Meter Fund	400,256	3,941	435	-	403,762	3,506
619	Water Debt Service Fund	(3,074,226)	-	-	100,000	(2,974,226)	100,000
621	Sewer O & M	6,059,692	1,557,094	1,600,227	(120,000)	5,906,559	(163,133)
622	Sewer Reserve	161,090	-	6,416	-	154,674	(6,416)
629	Sewer Debt Service	(3,628,142)	-	-	120,000	(3,508,142)	120,000
651	Central Service Overhead	(394)	16	(378)	-	-	394
652	Equipment Lease	-	-	2,432	-	(2,432)	(2,432)
771	RORF	(14,142,531)	610,779	420,703	(250,000)	(14,202,455)	(59,924)
772	RDA Trust	608,993	-	-	-	608,993	-
773	2007 TABS	9,157	24	9,182	-	(1)	(9,158)
781	RDA Long Term Debt	1	-	-	-	1	-
801	Trust & Agency	-	-	1,765	(4,694)	(6,459)	(6,459)
803	Elderberry Mitigation Fund	253,020	-	-	-	253,020	-
831	Winters Library	64,706	14,103	10,603	-	68,204	3,498
833	Festival de La Comunidad	20,718	21,523	16,007	-	26,234	5,516
836	PCH HOA	15,999	87	-	-	15,486	87
838	WPD Youth Services	352	2	-	-	354	2
839	Youth Day Fund	791	188	255	-	724	(67)
841	PD Cancer Fund	-	2,085	1,595	-	490	490
846	Quilt Festival	546	3	-	(549)	-	(546)
911	General Fixed Assets	25,114,671	-	-	-	25,114,671	-
Totals		\$ 28,810,181	\$ 9,591,867	\$ 11,640,129	\$ 485	\$ 26,762,404	\$ (2,047,777)