



Winters City Council Meeting
City Council Chambers
318 First Street
Tuesday, April 21, 2020
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, April 7, 2020 (pp. 4-12)
- B. Resolution 2020-15, a Resolution of the City Council of the City of Winters Declaring the Results of the March 3, 2020 Presidential Primary Election (pp. 13-20)

PRESENTATIONS: None

DISCUSSION ITEMS

1. Designation of Mayor and Mayor Pro Tempore (pp. 21-23)
2. Waive the Second Reading and Adopt Ordinance 2020-01, an Ordinance of the City Council of the City of Winters Amending Title 17 (Zoning Ordinance), Amending Chapter 17.04, Introductory Provisions and Definitions, and Chapter 17.98, Accessory Dwelling Units (ADUs) of the Municipal Code Relating to Accessory Dwelling Units and Junior Accessory Dwelling Units (JADUs) (pp. 24-32)
3. Planning Commission Appointment Recommendations (2) (pp. 33)
4. Resolution 2020-16, a Resolution of the City Council of the City of Winters Adopting a List of Projects for Fiscal Year 2020-2021 Funded by SB1, The Road Repair and Accountability Act of 2017 (pp. 34-38)
5. Yolo County COVID-19 Relief Fund (pp. 39-45)
6. Planning Projects and Development Status Update (pp. 46-56)

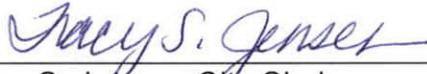
CITY MANAGER REPORT

INFORMATION ONLY

1. March 2020 Treasurer Report (pp. 57-63)
2. March 2020 Investment Report (pp. 64-65)

ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the April 21, 2020 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 April 15, 2020, 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 web page at www.cityofwinters.org/administrative/admin_council.htm

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

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

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Minutes of the Regular Meeting of the Winters City Council
Held via Teleconference on April 7, 2020

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

Present: Council Members Harold Anderson, Jesse Loren, Pierre Neu, Mayor Pro Tem Wade Cowan, Mayor Bill Biasi
Absent: None
Staff: City Manager John W. Donlevy, Jr., City Attorney Ethan Walsh, Director of Financial Management Shelly Gunby, Police Chief John Miller, Fire Chief Brad Lopez, Director of Financial Management Shelly Gunby, Public Works Superintendent Eric Lucero, Building Official Gene Ashdown, City Clerk Tracy Jensen

Mayor Pro Tem Cowan led the Pledge of Allegiance.

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

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

COUNCIL/STAFF COMMENTS: City Manager Donlevy reviewed the Zoom instructions for public participation. Council provided verbal updates.

PUBLIC COMMENTS: Tina Lowden, 320 Niemann St., commented about seeing broken orange construction fencing, litter and debris in the construction area across the street from SRIS. City Manager Donlevy said City staff will address her concerns with the construction contractor for that area. Also, Census 2020 has been extended to August 20, 2020.

CONSENT CALENDAR

- A. Minutes of the Executive Session of the Winters City Council Held on Friday, March 13, 2020
- B. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, March 17, 2020
- C. Minutes of the Special Meeting of the Winters City Council Held on Tuesday, March 24, 2020
- D. Resolution 2020-17, a Resolution of the City Council of the City of Winters to Approve the Public Improvement Agreement with Crowne Communities Winters CA LLC and Approve Subdivision Final Map #4508 for Callahan Estates Phase 2
- E. Final Acceptance Wastewater Influent Screen Project
- F. Execute a Contract with Lowest Responsive Bidder for the SB1 2019-2020 Street Rehab Project
- G. Amendment No. 1 to Consultant Services Agreement for Design Services for the City Parking Lot Improvements and Newt's Alley Improvements
- H. Bureau Veritas Fee Schedule Update
- I. Claim Against the City of Winters - Valerie Garay

City Manager Donlevy gave an overview. Council Member Anderson recused himself from Item G due to a possible conflict of interest based on the location of his property in relation to this item. Motion by Council Member Loren, second by Council Member Neu to approve the Consent Calendar, minus Item G. Motion carried with the following vote:

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

Motion by Council Member Loren, second by Council Member Neu to approve Item G. Motion carried with the following vote:

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

PRESENTATIONS: None

DISCUSSION ITEMS

1. Public Hearing and Consideration of the Amended Tentative Subdivision Map for the 395-Lot Stone's Throw (formerly Winters Highlands) Subdivision; Approval of Resolution 2020-12, a Resolution of the City Council of the City of Winters Approving the Amended Tentative Subdivision Map for the Stone's Throw Subdivision

Contract Planner Dave Dowswell gave an overview and said the applicant is requesting to amend the tentative map by subdividing seven single-family corner lots into fourteen duplex lots, which are in high demand. This change would trigger the need for one more affordable unit. The Planning Commission recommended this amendment at their February 25th meeting and Council Member Loren thanked Planning Commissioner Contreras for bringing up the question about an additional affordable unit. There are currently 411 lots and staff has the authority to go up to 413 lots. Council Member Loren said she would like to add the additional affordable unit.

Mayor Biasi asked how many single story and 2-story units were being planned. Contract Planner Dowswell said one side of the subdivision is single story and the other side of the subdivision is 2-story.

Mayor Biasi opened the public hearing at 6:53 p.m. Kate Laddish, 400 Morgan St., said she was in favor of increasing diversity of the housing stock by offering more duplexes, which are affordable by design and integrated into the community. It is important to have both single-story and two-story units that are both visible and livable and include a bedroom downstairs.

Tina Lowden, 320 Niemann, asked if the single-story units will be wheelchair accessible and include ADA bathrooms. Contract Planner Dowswell said he will learn how the units are designed and respond to Ms. Laddish and Ms. Lowden.

Mayor Biasi closed the public hearing at 6:56 p.m.

Mayor Pro Tem Cowan said he was in favor of the duplex lots and increasing the number of lots and Mayor Biasi said he also likes the idea of duplexes.

Motion by Council Member Loren, second by Mayor Pro Tem Cowan to approve Resolution 2020-12, approving the amended tentative subdivision map, allow the builder to go up to 413 lots, and request the builder to consider including accessibility units. Motion carried with the following vote:

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

2. Introduction of Ordinance 2020-01, an Ordinance of the City Council of the City of Winters for Various Zoning Text Amendments to Title 17 (Zoning Ordinance): Amending Chapter 17.04, Introductory Provisions and Definitions and Chapter 17.98, Accessory Dwelling Units (ADUs) of the Municipal Code Relating to Accessory Dwelling Units and Junior Accessory Dwelling Units (JADUs) Regarding Accessory Dwelling Units

Contract Planner Dowswell gave an overview and said this process began late last year, but state laws have since been passed regarding Accessory Dwelling Units (ADUs) and now the City falls under their direction. A draft ordinance went before the Planning Commission in February and includes the new key changes that are described in the staff report. The draft ordinance does not prohibit ADUs from being used as short-term vacation rentals.

Mayor Biasi opened the public hearing at 7:01 p.m. and closed the public hearing at 7:01 p.m. with no public comment. Mayor Biasi asked if there are pre-approved designs for the ADUs. Contract Planner Dowswell said some cities have them available and City Manager Donlevy said pre-approved designs with architectural aspects and exterior facades will be done through the SB2 process. Contract Planner Dowswell said the only issue is short-term rentals. He also said he will check to see if ADUs are to be counted in the housing element total and will check with SACOG regarding the RHNA numbers.

Motion by Mayor Pro Tem Cowan, second by Council Member Loren to introduce Ordinance 2020-01 approving the proposed amendments to Chapters 17.04 (Introductory Provisions and Definitions), 17.16 (Applications and Public Hearings), and 17.98 (Accessory Dwelling Units) of the Winters Municipal Code. Motion carried with the following vote:

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

3. Urgency Ordinance 2020-02, an Ordinance of the City Council of the City of Winters Temporarily Suspending Sections 3.24.080 and 3.24.090 of the City of Winters Municipal Code Concerning Payment of Transient Occupancy Tax, and Declaring the Urgency Thereof

City Attorney Walsh said if adopted by a 4/5 vote, this emergency ordinance would take effect immediately. Local hotels and inns would benefit from this ordinance by suspending certain provisions of the Municipal Code to defer

collection of transient occupancy tax (TOT) and the levy of penalties for failure to pay. Mayor Biasi asked if this would also apply to vacation rentals as well as hotels and inns, and whether they would still be required to report the TOT revenue. City Attorney Walsh said this ordinance would also apply to vacation rentals and would give local hotels, inns, and vacation rentals the option to delay payment, but not to cancel their payment. They would also still be required to report the TOT revenue. Council Member Loren thanked City staff and Council for working together to come up with some relief for Hotel Winters and Abbey House Inn.

Motion by Council Member Loren, second by Mayor Pro Tem Cowan to adopt Urgency Ordinance 2020-02 temporarily suspending Sections 3.24.080 and 3.24.090 of the Winters Municipal Code concerning payment of Transient Occupancy Tax (TOT). Motion carried with the following vote:

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

City Attorney Walsh said the Governor has placed statewide protections in place to prevent residential evictions, which will protect the citizens of Winters. Commercial evictions can be an issue, as landlords are also concerned about having vacant properties. They will likely work together for a mutual resolution.

4. Urgency Ordinance 2020-03, an Ordinance of the City Council of the City of Winters Temporarily Suspending Sections 13.04.090 and 13.08.130(B) of the City of Winters Municipal Code Concerning Discontinuance of Water and Wastewater Service and Imposition of Penalties, and Declaring the Urgency Thereof

City Attorney Walsh said this urgency ordinance is being proposed in the same vein as the previous ordinance – to alleviate stress and the potential financial pain during this crisis. The City will continue to bill customers but will not charge late fees if customers are unable to pay and will not shut off service from any customers during the emergency. Any unpaid water or wastewater bills will continue to accrue and will have to be paid within three months following the lifting of the emergency. If any outstanding amounts are not paid within that time frame, staff will work with residents and businesses to work out a payment plan. If the balance remains unpaid, any past due amounts will be placed as liens on the properties of customers who failed to pay. This urgency ordinance also requires a 4/5 vote and will take effect immediately if adopted.

Motion by Council Member Neu, second by Council Member Loren to adopt Urgency Ordinance 2020-03 temporarily suspending Sections 13.04.090 and 13.08.130(B) of the City of Winters Municipal Code concerning discontinuance of water and wastewater service and imposition of penalties. Motion carried with the following roll call vote:

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

5. Succession Planning Update – Technology Initiatives

City Manager Donlevy gave an overview of the Succession Planning (Technology) Organization Chart and said everything is moving to the “cloud.” Mayor Biasi said there might be an added cost, but it might balance out in the long run. City Manager Donlevy said it will be functional from an efficiency standpoint. Council Member Loren asked about internet security with cloud-based record keeping. City Manager Donlevy said the City has its own server-based system and the City’s upgraded broadband provides a level of security. Moving into cloud-based systems will help with overall security and added most systems are more secure than what we have right now.

Kate Laddish, 400 Morgan St., asked how moving to a cloud-based computing system might impact City functioning during a public safety power shut-off where you may be able to access your individual computer but are unable to access the server. City Manager Donlevy said the Public Safety Facility and City Hall have back-up generation available, so as long as we have fuel, we have power. He added that the City does have excellent broadband into the facilities that will help support access.

Tina Lowden, 320 Niemann St., commented about conflicting Community Center and Public Works schedules and how this may have affected a Winters Senior Foundation event that had previously been cancelled.

6. Fiscal and Economic Impacts from COVID-19

City Manager Donlevy said this is a recurring item meant to give Council an idea of where we’re at during the 4th quarter of our fiscal year, which is normally a good time for us. Director of Financial Management Shelly Gunby said the City’s cash flow has been affected by two executive orders issued by the State, giving people who owe more than \$50K one year to pay it, from August 2020 to July 2021, and allowing the non-payment of sales tax until July for January through

March. The City will see a dramatic reduction in sales tax in the downtown. The reduction of gas prices and the lack of travel from people driving to and from work will be an additional reduction. City Manager Donlevy said the impacts on businesses may mean that some may not make it back. At least six storefronts are going empty. After recessionary influences hit, empty storefronts are not good. We need synergy from all businesses and we need to fill the storefronts. Council Member Loren said public health and safety are our #1 goals. We can work with some businesses to remain open and asked if the City has a plan to advertise that we're open for business.

Mayor Biasi said budget information will be coming before Council soon and sacrifices must be made. Council Member Anderson added that we have a global problem on our hands and there are no easy answers. Council Member Loren said given the gravity of what's going on, we must protect our resources and look toward our future. The health and safety of the Police and Fire Departments and City employees should be included as part of the budget.

Fire Chief Lopez said we are in very uncharted territory and the Fire Department is taking this very seriously by eliminating potential exposure. Safety is a priority, yet they are not responding any differently than they would normally, but are paying more attention to social distancing. The Fire Department continues to respond to calls and is available for services.

Mayor Pro Tem Cowan asked if the City might be getting access to programs that the State and Federal governments are talking about to help with cities to offset some of the losses that will be incurred. City Manager Donlevy said staff is monitoring, but doesn't expect a lot of relief for cities. We are having bottom line losses where revenues won't be coming in. The hit on the economy will be significant and backfill from the State is not expected. The people out of work need to be the focus and that's where the money will go. Director of Financial Management Shelly Gunby said through the National League of California Cities, some programs could be helpful but have already been targeted but will follow up regarding money for PPE for public safety. City Manager Donlevy said a lot of those things are done on a per capita basis and on a national level. Council Member Loren said as per the National League of California Cities, cities of 500,000 or larger will have access to funds. The League of California Cities is working with the Governor's office for a portal for smaller cities. Mayor Biasi said the hit to CalPERS will be huge and said he, as well as City Manager Donlevy and Director of Financial Management Gunby will be participating in a webinar tomorrow regarding the effects of COVID-19 on CalPERS down the line.

7. Sidewalk Saw Cutting Repair and Replacement Project

Public Works Superintendent Eric Lucero gave an overview and said these two projects that include two different ways of fixing sidewalks share a common goal

- making sidewalks safe. Director of Financial Management Shelly Gunby said the City has received more TDA funding to go toward the street rehab project, almost tripling the budget for street repair. City Manager Donlevy suggested utilizing some of this funding for sidewalks throughout the City. Public Works Superintendent Eric Lucero said staff usually completes between 75-100 saw cuttings annually and hopes to increase it up to 200 this year, with plans to begin next week. Mayor Biasi asked about grinding down the asphalt on existing curb cuts that had risen and Mr. Lucero said staff will be more cognitive to these types of issues. Staff will also work with a local contractor and try to push the funding further by notifying homeowners to cut their tree roots and have them removed by staff so the contractor can concentrate on the sidewalks. A resident asked about sharing the cost if they have a bad sidewalk and Mr. Lucero said staff will try to work something out to address the portion of public surface, excluding driveways. Mayor Pro Tem Cowan said we have a limited time to get extra funding and encouraged staff to continue to "get more bank out of our buck." Mayor Biasi requested staff to concentrate on the core area of town, or the downtown area. Council Member Loren said she has been contacted by residents requesting street repairs and improved sidewalks. Now if the time to get it done while people are in and she thanked Mr. Lucero to using their time wisely and getting this work done. Mr. Lucero said the job bid opening took place this afternoon, which includes slurry seal, grinding and paving, and is expected to be completed in mid-May.

Motion by Mayor Pro Tem Cowan, second by Council Member Loren to authorize the City Manager to hire outside local contractors to complete the 2019-2020 Sidewalk Repair/Replacement Projects. Motion carried with the following roll call vote:

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

Kate Laddish, 400 Morgan, thanked Eric and the public works team and expressed the importance of having sidewalk and street repairs and why it's important to complete the census. She asked staff to check the ramp at Elliot & Main where the yellow plastic bows down.

CITY MANAGER REPORT: Participated in two different phone calls to get updates regarding the COVID-19 pandemic, where discussions included health, public safety, and economic recovery. Continuing to work with the other City Managers and the League of California Cities to process all the information being brought forth.

INFORMATION ONLY:

1. February 2020 Investment Report
2. February 2020 Treasurer Report

ADJOURNMENT: Mayor Biasi said on Tuesday, April 14th, a local Winters resident, Eleanor Kent, will be 100 years old. A party had been planned but instead, a parade is being organized to take place in front of 415 First Street between 11am – 12pm. Mayor Biasi asked local residents and the Police and Fire departments to drive by and wish Eleanor a happy birthday. Mayor Biasi then adjourned the meeting at 8:27 p.m.

Bill Biasi, MAYOR

ATTEST:

Tracy S. Jensen, City Clerk



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Council Members
DATE : April 21, 2020
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Tracy S. Jensen, City Clerk
SUBJECT: Resolution 2020-15 Declaring Results of the March 3, 2020 Presidential Primary Election

RECOMMENDATION:

Adopt Resolution 2020-15, Declaring the Results of the Presidential Primary Election held in the City of Winters.

BACKGROUND:

The City of Winters holds an election each even year in conjunction with the Statewide General Election, or beginning in 2020 the Presidential Primary Election, and is consolidated with Yolo County.

Elections were held on March 3, 2020 for two City Council seats held by Bill Biasi and Jesse Loren. The final results, which are reflected on Exhibit A of Resolution 2020-15, are the certified election results for the City of Winters sworn to on April 8, 2020 by Jesse Salinas, Assessor/Clerk-Recorder/Registrar of Voters for the County of Yolo.

FISCAL IMPACT:

None by this action.

RESOLUTION No. 2020-15

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS
RECITING THE FACT OF THE PRESIDENTIAL PRIMARY ELECTION HELD ON
MARCH 3, 2020, DECLARING THE RESULTS AND SUCH OTHER MATTERS
AS PROVIDED BY LAW**

WHEREAS, a Presidential Primary election was held and conducted in the City of Winters, County of Yolo, State of California, on Tuesday, the 3rd day of March, 2020, as required by law;

WHEREAS, notice of said election was given in time, form and manner as provided by law; that voting precincts were properly established; election officers were appointed and that in all respects the election was held and conducted and the votes cast, received and canvassed and the returns made and declared in time, form and manner as required by the provisions of the Elections Code of the State of California for the holding of elections in general law cities; and

WHEREAS, they Yolo County Elections Department canvassed the returns of the election and has certified the results to this City Council, the results are received, attached and made part hereof as "Exhibit A".

NOW, THEREFORE, the City Council of the City of Winters, California, does resolve, declare, determine and order as follows:

Section 1 The total number of ballots cast including absentee voters ballots was: 1,407 for the City Council, and

Section 2 That the names of persons voted for at the election for Members of the City Council are as follows:

Bill Biasi
Richard Casavecchia
Jesse Loren

Section 3 That the number of votes given at each precinct and the number of votes given in the City to each of the persons above named for the respective offices for which the persons were candidates are listed in the Exhibit attached as "Exhibit A".

Section 4: The City Council does declare and determine that:

Bill Biasi was elected as Member of the City Council for the full term of four years; Jesse Loren was elected as Member of the City Council for the full term of four years.

Section 5: The City Clerk shall enter on the records of the City Council of the City of Winters, a statement of the result of the election, showing (1) the whole

number of ballots cast in the city; (2) the names of the person voted for; (3) for what office each person was voted for; (4) the number of votes given at each precinct to each person; and (5) the total number of votes given to each person.

Section 6: That the City Clerk shall immediately make and deliver to each of the persons so elected a Certificate of Election signed by the City Clerk and authenticated; that the City Clerk shall also administer to each person elected the Oath of Office prescribed in the Constitution of the State of California and shall have them subscribe to it and file it in the office of the City Clerk. Each and all of the persons so elected shall then be inducted into the respective office to which they have been elected.

Section 7: That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED ON April 21, 2020.

AYES:
NOES:
ABSTAIN:
ABSENT:

Bill Biasi, Mayor

ATTEST:

Tracy S. Jensen, City Clerk



Yolo Elections Office

Conclusion of the Canvass Period and Certification of the 2020 Presidential Primary Election

The Yolo County Elections Office finalized the canvass process and certified the 2020 Presidential Primary Election on Wednesday April 8, 2020. The Yolo County Elections Office began the canvass process on March 5, 2020 and has been working daily to complete the certification of the election amidst staffing shortages due to COVID-19 and ahead of the certification extension issued by Governor Newsom to April 23, 2020.

The official results for the 2020 Presidential Primary Election were posted today, Wednesday, April 8, 2020, and are available here: <https://www.yoloelections.org/election-returns/returns#county-local-contests>. Official certified election results will be reported to the Secretary of State by Thursday, April 9, 2020.

2020 Presidential Primary Election Statistics

- 117,181 Registered voters in Yolo County
- 64,858 Ballots Counted
- 55.3% Total voter turnout

This marks a record for Yolo County for number of registered voters. The prior high-water mark was 113,132 registered voters as of November 2018. This election's voter turnout of 55.3% was higher than the last Presidential Primary Election in Yolo County. In the 2016 Presidential Primary Election, voter turnout in Yolo County was 53.6%.

Due to COVID-19, this primary election presented many challenges to election staff, volunteers and voters. "Even with all the challenges associated with COVID-19, we were able to still certify an accurate and transparent election two weeks prior to the Governor's extended deadline and had the highest primary election turnout since 2008," said Jesse Salinas, Yolo County Assessor/Clerk-Recorder/Registrar of Voters.

Now that the election results have been finalized, the Elections Office will begin processing Poll Worker payroll for the March election and plans to have payments distributed by the beginning of May.

EXHIBIT A



Yolo Elections Office

March 3, 2020 Presidential Primary Election

Yolo County Returns Only

Official Results; Last updated 9:37 a.m. on April 8, 2020.

This is the final update.

For more information regarding the Conclusion of the Canvass Process and Certification of the 2020 Presidential Primary Election: [Press Release](#).

Maps and Precinct Breakdowns

Showing:

- County & Local Contests
- Presidential Primaries
- Congressional & State Contests

County Supervisor 1st Supervisorial District Nonpartisan

	Votes	Vote %
Oscar E. Villegas	8,984	100.00%
Total Votes	8,984	100.00%

16 of 16 precincts reporting (100.00%)

County Supervisor 4th Supervisorial District Nonpartisan

	Votes	Vote %
Jim Provenza	7,322	48.43%
Linda Deos	5,669	37.50%
David Abramson	2,127	14.07%
Total Votes	15,118	100.00%

27 of 27 precincts reporting (100.00%)

County Supervisor 5th Supervisorial District Nonpartisan

	Votes	Vote %
Angel Barajas	4,887	52.37%
Duane Chamberlain	4,444	47.63%
Total Votes	9,331	100.00%

39 of 39 precincts reporting (100.00%)

City of Winters Member, City Council Two Elected

	Votes	Vote %
Bill Biasi	1,158	40.73%
Jesse Loren	1,016	35.74%
Richard Casavecchia	669	23.53%
Total Votes	2,843	100.00%

6 of 6 precincts reporting (100.00%)

Yuba Community College District Measure C

	Votes	Vote %
Bonds No	10,710	55.52%
Bonds Yes	8,579	44.48%

60 of 60 precincts reporting (100.00%)

**Yuba Community College District
Measure C**

	Votes	Vote %
Total Votes	19,289	100.00%
60 of 60 precincts reporting (100.00%)		

**Los Rios Community College District
Measure E**

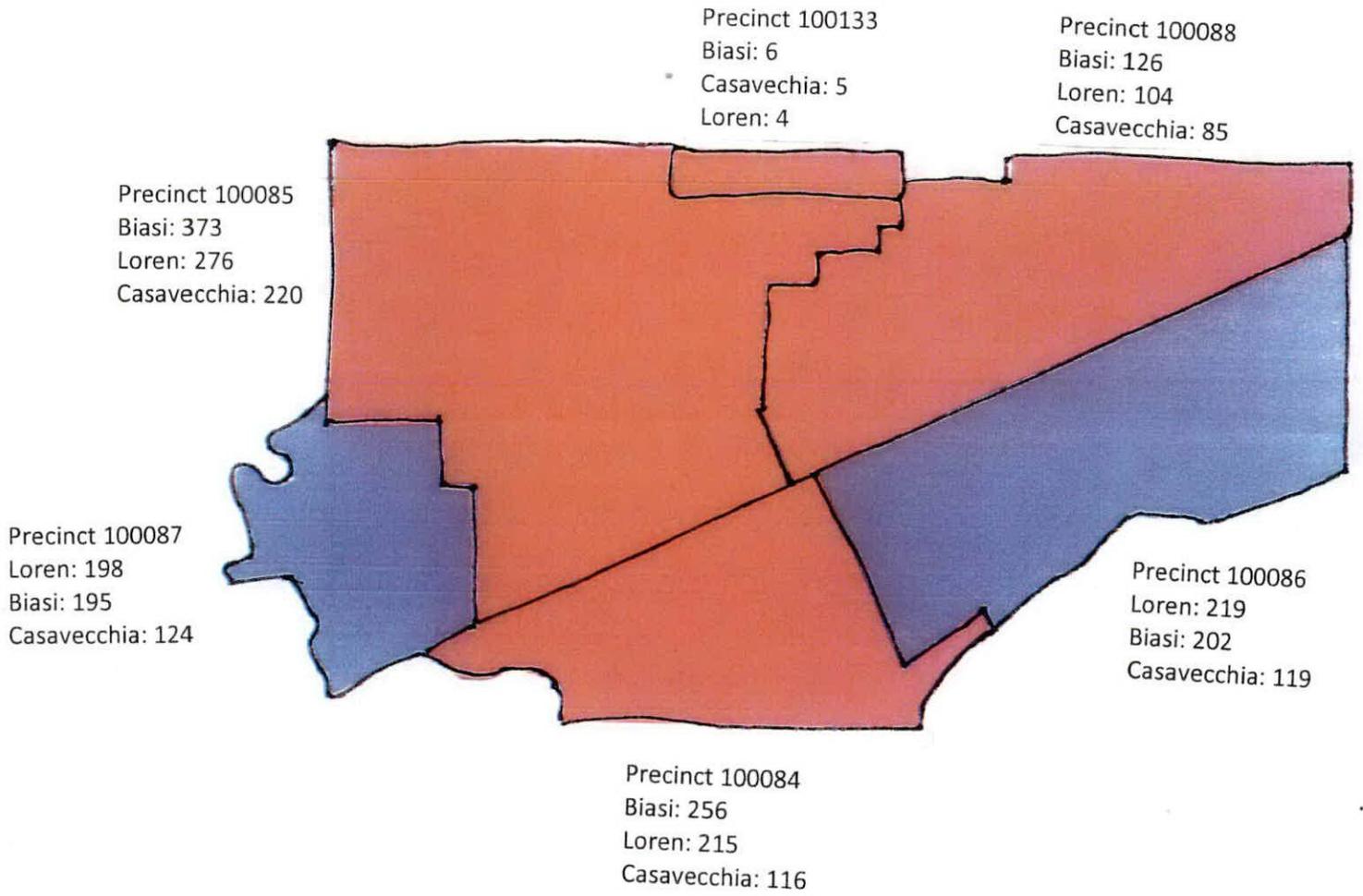
	Votes	Vote %
Bonds Yes	27,055	67.80%
Bonds No	12,851	32.20%
Total Votes	39,906	100.00%
67 of 67 precincts reporting (100.00%)		

**Davis Joint Unified School District
Measure G**

	Votes	Vote %
Yes	19,230	68.05%
No	9,027	31.95%
Total Votes	28,257	100.00%
44 of 44 precincts reporting (100.00%)		

**City of Davis
Measure Q**

	Votes	Vote %
Yes	20,843	82.53%
No	4,412	17.47%
Total Votes	25,255	100.00%
34 of 34 precincts reporting (100.00%)		





**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Councilmembers
DATE: April 21, 2020
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Tracy S. Jensen, City Clerk
SUBJECT: Designation of Mayor/Mayor Pro Tempore

BACKGROUND: Ordinance 2004-04, which is attached, describes the normal process for designation of the positions of Mayor and Mayor Pro Tempore. The City Council may designate a Council Member by majority vote, at any time. The City's ordinance preserves that authority, but has a procedure for designation based on election results from the March 3, 2020 election.

RECOMMENDATION: Per Ordinance 2004-04, the procedure for designating the current Mayor Pro Tempore as Mayor is by motion, a second, and a vote. The same procedure is used to designate the Council Member receiving the most votes on March 3rd, 2020 as Mayor Pro Tempore by motion, a second, and a vote. A council member can of course decline to serve.

ORDINANCE NO. 2004-04
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WINTERS AMENDING TITLE
2 OF CHAPTER 2.04 OF THE WINTERS MUNICIPAL CODE RELATING TO SELECTION
OF THE MAYOR AND MAYOR PRO-TEMPORE

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

SECTION 1. Purpose. The purpose of this ordinance is to: (1) make mandatory the current practice of designating as mayor, the person who served as mayor pro-tempore immediately prior to the meeting of the City Council held on the first Tuesday following any general municipal election at which council members are elected; and (2) to make other minor changes consistent with state law.

SECTION 2. Amendments. Title 2 of Chapter 2.04 of the Winters Municipal Code is hereby amended to read in its entirety as follows:

"TITLE 2. MAYOR AND MAYOR PRO-TEMPORE

CHAPTER 2.04.070 APPOINTMENT AND REMOVAL OF MAYOR

On the first Tuesday following any general municipal election at which council members are elected, the City Council shall meet and designate its presiding officer who shall have the title of mayor. The Council Member who served as mayor pro-tempore immediately prior to this meeting shall be designated as mayor. The mayor shall serve in this capacity at the pleasure of the City Council. Any Council Member may decline to serve as mayor.

Should the person who was selected as mayor pro-tempore no longer be a council member at the time of the above-referenced meeting, the remaining council members shall select one of their number as mayor by a majority vote.

- A. DUTIES OF MAYOR.** The mayor shall perform those duties required by law of which, consistent with the office, the mayor voluntarily assumes within the limitations of the law and the limitations imposed by the Council.

CHAPTER 2.04.080 MAYOR PRO-TEMPORE

At the same meeting at which the mayor is selected, the City Council shall also designate one of its members as mayor pro-tempore, who shall be that person who received the greatest number of votes in the most recent general municipal election at which council members are elected. The mayor pro-tempore shall perform the duties of the mayor during the mayor's absence or disability. The mayor pro-tempore shall serve in this capacity at the pleasure of the City Council." Any Council Member may decline to serve as mayor pro-tempore.

Effective Date and Notice: This ordinance shall take effect 30 days after its adoption, and within 15 days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Winters.

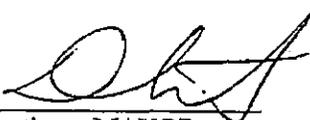
PASSED AND ADOPTED by the City Council of the City of Winters this 18th day of May, 2004 by the following roll-call vote:

AYES: Anderson, Chapman, Mayor Martinez

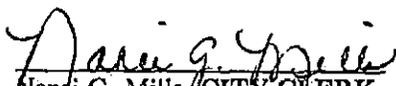
NOES: None

ABSENT: Stone

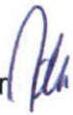
ABSTAIN: Fridae


Dan Martinez, MAYOR

ATTEST:


Nanci G. Mills, CITY CLERK



TO: Honorable Mayor and Councilmembers
DATE: April 21, 2020
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: David Dowswell, Contract Planner
SUBJECT: Various Zoning Text Amendments to Title 17 (Zoning Ordinance) amending Chapter 17.04, Introductory Provisions and Definitions and Chapter 17.98, Accessory Dwelling Units (ADUs) of the Municipal Code relating to Accessory Dwelling Units and Junior Accessory Dwelling Units (JADUs) regarding Accessory Dwelling Units

RECOMMENDED CITY COUNCIL ACTION: Waive the second reading and adopt Ordinance 2020-01 amending Title 17 (Zoning Ordinance) amending Chapter 17.04, Introductory Provisions and Definitions and Chapter 17.98, Accessory Dwelling Units (ADUs) of the Municipal Code relating to Accessory Dwelling Units and Junior Accessory Dwelling Units (JADUs) regarding Accessory Dwelling Units.

BACKGROUND: On April 7, 2020 the City Council voted unanimously to approve the ordinance amending various provisions of the City's Municipal Code having to do with accessory dwelling units. At the meeting Councilmember Loren asked if ADUs are counted by the state towards meeting the City's Regional Housing Needs Allocation (RHNA).

DISCUSSION: Since the meeting staff contacted Lisa Baker, who contacted SACOG, regarding the councilmember's question. According to Housing and Community Development (HCD) allowing ADUs to meet the cities RHNA is under discussion. HCD is exploring methodologies on the best way to count them.

ATTACHMENT

Ordinance 2020-01, Accessory Dwelling Unit with edits and with edits accepted

ORDINANCE NO. 2020-01

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WINTERS
AMENDING CHAPTER 17.04, INTRODUCTORY PROVISIONS AND DEFINITIONS AND
CHAPTER 17.98, ACCESSORY DWELLING UNITS OF THE WINTERS MUNICIPAL CODE**

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

1. Purpose. The purpose of this ordinance is to amend various sections of the text in the Winters Municipal Code (the "Municipal Code") necessary to regulate Accessory Dwelling Units.

2. Authority. The City of Winters has authority to adopt this ordinance pursuant to the general police power granted to cities by Article 11, Section 7 of the California Constitution.

3. Amendments to Title 17. The City hereby makes the following amendments to Title 17 of the Municipal Code:

a. Subdivision (B) of Section 17.04.140 of the Municipal Code is hereby amend the following definitions:

17.04.140 Definitions

"Accessory building or accessory structure", which excludes accessory dwelling units, means a detached subordinate structure or building located on the same premises as the main building or buildings located on the same premises as the main building or buildings (or proposed for development concurrently with the main building or buildings), the use of which is customarily incidental to that of the main building or the use of land. Where any portion of a wall of accessory building or structure is attached to the main building where an accessory structure is attached to the main building in a substantial manner by a roof or deck, the accessory building or structure shall be considered and treated as part of the main building.

"Accessory dwelling unit" or "ADU" means a dwelling unit attached or detached from the principal permitted dwelling which provides complete and independent living facilities, including living, sleeping, eating, cooking and sanitation facilities, for rent but not for sale. An accessory dwelling unit also includes an efficiency unit, as defined by Section 17958.1 of the California Health and Safety Code and a manufactured home, as defined by Section 18007 of the California Health and Safety Code.

Definitions "Accessory use" through "Complete application" unchanged.

"Complete independent living facilities" means permanent provisions for living, sleeping, eating, cooking and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.

Definitions "Cottage food operation" through "Dwelling unit" unchanged.

"Efficiency kitchen" means a kitchen that includes each of the following:

1. A cooking facility with appliances, 2. A food preparation counter that total at least fifteen (15) square feet in area, and
3. Food storage cabinets that total at least thirty (30) square feet of shelf space.

Definitions "Emergency vehicle" through "Independent review" unchanged.

"Junior accessory dwelling unit" or "JADU" means a residential unit that is as follows:

1. Is no more than five hundred (500) square feet in size,
2. Is contained entirely within an existing or proposed single-family structure.
3. Includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family structure, and
4. Includes an efficiency kitchen, as defined.

Definition for "Landscaping" unchanged.

"Living area" means the interior habitable area of a dwelling unit, including basements and attics, but not including a garage or any accessory structure.

Definitions for "Living quarters" to "Parking space" unchanged.

"Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to an entrance of an ADU or JADU.

Definitions for "Paved" to "Projecting sign" unchanged.

"Public transit" means a location, including, but not limited to, a bus stop, subway or train station. Where the public may access buses, trains, subways and other forms of transportation that charge set fares, run fixed routes.

Definitions for "Recreational vehicle" to "Structure" unchanged.

"Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

Definitions "Temporary sign" to "Zone" unchanged.

b. Chapter 17.98 of the Municipal Code is hereby amended in its entirety to read as follows:

Chapter 17.98

ACCESSORY DWELLING UNITS

Sections:

- 17.98.010** Purpose and intent.
- 17.98.020** Administration
- 17.98.030** Development standards for all accessory dwelling units
- 17.98.040** Development standards for streamlined approval of accessory dwelling units.

17.98.010 Purpose and intent

The purpose of this section is to permit accessory dwelling units in single-family and multi-family residential zoning districts consistent with state law (California Government Code Sections 65852.2 through 65852.22). This section is intended to expand housing opportunities by increasing the number of housing units available within existing neighborhoods while maintaining the primarily "single family" residential character of the area. Accessory dwelling units, which includes junior accessory dwelling units, are intended to provide livable housing at lower cost while providing greater security, companionship, and family support for the occupants, consistent with the general plan. An accessory dwelling unit must comply with all the provisions in Chapter 17, except as modified in this chapter.

17.98.030 Administration

A. Accessory Dwelling Unit Approval Required. Approval of an accessory dwelling unit shall be obtained prior to construction, conversion and/or development of an accessory dwelling unit. Pursuant to California Government Code Section 65852.2, approval of the accessory dwelling unit shall be considered ministerial without any discretionary review or a hearing. Accessory dwelling units are exempt from the California Environmental Quality Act.

B. Application.

1. Applications for an accessory dwelling unit shall be filed with the community development director on forms provided by the community development department.
2. An application for an accessory dwelling unit shall be accompanied by a fee established by resolution of the city council to cover the cost of handling the application as prescribed in this subsection.
3. Once an application is deemed complete the application must be approved or denied within sixty (60) days if there is an existing single-family or multi-family dwelling on the lot.

C. Existing Accessory Dwelling Units. This section shall in no way validate an illegal accessory dwelling unit. An application for an accessory dwelling unit may be made pursuant to the provisions of this chapter to convert an illegal accessory dwelling unit into a lawful accessory dwelling unit, or to allow for the replacement, alteration or expansion of an existing nonconforming accessory dwelling unit. The conversion of an illegal accessory dwelling unit into a lawful accessory dwelling unit, or the replacement, alteration or expansion of an existing nonconforming accessory dwelling unit shall be subject to the requirements of this chapter.

17.98.030 Development standards for all accessory dwelling units

A. Only one (1) accessory dwelling unit shall be allowed for each single-family residential lot. An accessory dwelling unit shall not be permitted on a lot already having two (2) or more dwelling units located thereon.

B. The minimum floor space of a detached accessory dwelling unit shall be one hundred fifty (150) square feet and the maximum area of floor space shall not exceed one thousand two hundred (1,200) square feet. The maximum area of floor space of an attached accessory residential unit shall not exceed fifty percent (50%) of the living area of the existing principal residence, not to exceed a maximum of one thousand two hundred (1,200) square feet.

C. A detached accessory dwelling unit that is eight hundred (800) square feet or less and sixteen (16) feet or less in height may have a side and rear setback of four (4) feet.

D. An accessory dwelling unit built above an existing detached garage may be located within five (5) feet of the rear or side property lines, subject to complying with Title 24 of the California Code of Regulations

D. The size of the accessory dwelling unit shall not be counted towards the maximum floor area ratio (FAR) for the site.

E. Accessory dwelling units shall be subject to complying with zoning requirements in R-R, R-1, R-2, R-3 and R-4 zones, except as modified by the conditions of this section.

F. The lot on which the accessory dwelling unit is proposed shall contain a residence at the time of construction of the accessory dwelling unit. In the case of vacant lots, the residence and accessory dwelling unit may be constructed at the same time.

G. The accessory dwelling unit is self-contained with its own separate entrance, kitchen and bathroom and shall comply with all applicable building, fire, energy and other health and safety codes.

H. An accessory building or structure, including a garage or carport, may be converted into an accessory dwelling unit, subject to complying with the Title 24 of the California Code of

Regulations. No off-street parking shall be required for an accessory dwelling unit. Replacement parking is not required when a garage or carport is converted to an accessory dwelling unit.

I. Accessory dwelling units shall achieve architectural continuity with the principal residence and with the character of the surrounding neighborhood, as determined by the community development department. No entrance to an accessory dwelling unit shall be located on the front building elevation of the principal residence if the accessory dwelling unit is attached to the residence, in order to maintain the appearance of the structure as a single-family residence.

J. All accessory dwelling units created before January 1, 2020 are subject to the owner-occupancy requirement that was in place when the accessory dwelling unit was created. Any application received for an accessory dwelling after January 1, 2020 is not subject to the owner-occupancy requirement.

Any application received for an accessory dwelling unit after January 1, 2025 is subject to the owner-occupancy agreement and a person with equitable title to the property shall occupy either the principal or accessory dwelling unit as their principal or primary residence as defined by the County Assessor. If either unit should become non-owner-occupied the accessory dwelling unit, upon notification by the city, shall be converted into a non-accessory dwelling unit by removing the kitchen facilities. To ensure the property is owner-occupied the property owner shall record a deed restriction prior to obtaining a certificate of occupancy for the accessory dwelling unit.

K. All new construction or exterior alterations to existing structures proposed for an accessory dwelling unit may be subject to design review as prescribed in Chapter 17.36, except that design review shall be ministerial without any discretionary review or a hearing.

L. No impact fee shall be imposed on an accessory dwelling unit that is less than seven hundred fifty (750) feet in size. For purposes of this section "impact fees" include the fees specified in Section 6600 and 66477 of the Government Code, but do not include utility connection fees or capacity charges. Except as mentioned above, the city council may, by resolution, establish fees for accessory units that mitigate the impact of an accessory dwelling unit on public infrastructure or services based on the square footage of the accessory dwelling unit in relation to the square footage of the principal residence.

M. An accessory dwelling unit may be required to have a new or separate utility connection directly between the accessory dwelling unit and the utility. The city council may adopt by resolution a connection fee or capacity charge that is proportionate to the burden of the proposed accessory dwelling unit upon the water and sewer system. The fee shall be based upon either square footage of the accessory dwelling unit or its drainage fixture unit (DFU) values, as defined in the Uniform Plumbing Code adopted and published by the International Association of Plumbing and Mechanical Officials. Accessory dwelling units shall be exempt from any requirements to install a new or separate utility connection and pay any connection fees or

charges if it is created by the conversion of interior space of the principal residence, unless the unit is constructed with a new single-family residence.

N. The owner of an accessory dwelling unit built before January 1, 2010 may request any correction of building standards enforced by local agencies under the authority of Section 17960 of the California Health and Safety Code be delayed subject to the following:

1. Prior to January 1, 2030 the owner requests in writing enforcement of any violation of a building standard be delayed for five (5) years.
2. The community development director, in consultation with the building official determines, the enforcement of the building standard or standards is not necessary to protect the health and safety.

17.98.040 Development standards for streamlined approval of accessory dwelling units.

A. The community development director shall ministerially approve a building permit application for an accessory dwelling unit meets the following: Converted space on a single-family lot. Only one (1) accessory dwelling unit shall be allowed on a lot with a proposed or existing single-family dwelling, where the accessory dwelling unit.

1. Is within the walls of the proposed or existing single-family dwelling, or within the existing space of an accessory structure, plus up to one hundred fifty (150) additional square feet if the expansion is limited to accommodating ingress and egress, has an exterior access independent of the single-family dwelling and has side and rear yard setbacks that comply with the applicable building and fire codes.
2. Has an exterior access independent of the single-family dwelling.
3. Has side or rear setbacks sufficient for fire and safety, as required by applicable building and fire codes.

B. Limited detached or single-family lot. One (1) new detached accessory dwelling unit on a lot with a proposed or existing single-family dwelling, in addition to any junior accessory dwelling that might otherwise be established on the lot allowed in subsection A above, if the detached accessory dwelling unit satisfies the following limitations:

1. The side- and rear- yard setbacks are at least four (4) feet.
2. The total floor area is eight hundred (800) square feet or less.
3. The height is sixteen (16) feet or less.

C. Converted on multi-family lot. Multiple accessory dwelling units within portions of existing multi-family dwelling structures not used as livable space, including but not limited storage rooms, passageways, attics, basements, or garages that satisfies the following:

1. If each converted accessory dwelling unit complies with the state building standards for dwellings.
 2. At least one (1) converted accessory dwelling unit is allowed within an existing multi-family dwelling, but the number of accessory dwelling units may not exceed twenty-five (25) percent of the existing multi-family units.
- D. Limited detached on a multi-family lot. No more than two (2) detached accessory dwellings units on a lot with an existing multi-family dwelling if each detached accessory dwelling units satisfies the following limitations:
1. The side- and rear-yard setbacks are at least four (4) feet.
 2. The total area is eight hundred (800) or less.
- E. Junior accessory dwelling units.
1. A building permit shall be required for a junior accessory dwelling unit. A junior accessory dwelling unit shall not be considered a separate dwelling for purposed of applying building codes, fire codes, collection of impact fees, or the provision of water, sewer, and power, including connection fees that might otherwise be associated with the provision of those services.
 2. May not be sold separately from the single-family dwelling. A deed restriction shall be recorded prohibiting the subdivision or sale separate from the single-family dwelling.
 3. Permitted by this section must be installed after the construction of the single-family dwelling.
 4. As provided by Government Code section 65852.22(d) and (e), junior accessory dwelling units are not considered new or separate dwelling units and, therefore, are exempt from the density limitations of the general plan.
 5. No more than one (1) junior accessory dwelling may be located on a parcel.
 6. Shall not be required to provide additional parking.

4. Severability. If any provision or clause of this ordinance or any application of it to any person, firm, organization, partnership or corporation is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given effect without the invalid provision or application. To this end, the provisions of this ordinance are declared to be severable.

5. Effective Date and Notice. This ordinance shall take effect thirty (30) days after its adoption and, within fifteen (15) days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Winters.

INTRODUCED at a regular meeting on the ____ day of _____ and **PASSED AND ADOPTED** at a regular meeting of the Winters City Council, County of Yolo, State of California, on the ____ day of _____ 2020 by the following vote:

AYES:
 NOES:
 ABSENT:
 ABSTAIN:

Bill Biasi, Mayor

ATTEST:

Tracy S. Jensen, City Clerk



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Councilmembers
DATE : April 21, 2020
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Tracy S. Jensen, City Clerk
SUBJECT: Planning Commission Appointment Recommendations (2)

RECOMMENDATION:

Staff respectfully recommends that the City Council receive the Planning Commission Interview and Selection Committee's recommendation of the appointment of Nancy Northrup and Chris Rose to complete the terms of departing Planning Commissioners Patrick Riley and Lisa Baker.

BACKGROUND:

Based on Council recommendation at the February 18th City Council meeting, interviews were conducted in order to fill two vacancies due to the departure of Patrick Riley, whose term expires on 7/1/2023, and Lisa Baker, whose term expires on 7/1/2021.

The City Clerk's office placed notices in the Winters Express and the City of Winters website to advise the public of these openings/vacancies.

Following the advertising for the Planning Commission vacancies, the Interview and Selection Committee consisting of Council Member Loren and Mayor Pro Tem Cowan, reviewed the Applications of Interest submitted, held interviews, and are coming before Council tonight with their recommendation. The top two candidates selected are those names submitted above and the remaining candidates have all agreed to remain available if needed.

Applications of Interest were submitted by Richard Casavecchia, George Elrod, Jaime Guzman, Nancy Northrup, Chris Rose, Carl Treseder, and Kristin Trott. All applicants have been notified of this recommendation.

FISCAL IMPACT:

None



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Councilmembers
DATE: April 21, 2020
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Eric Lucero, Public Works Superintendent
SUBJECT: SB 1 FY 2020/21 Road Rehabilitation Project List and Resolution 2020-16.

RECOMMENDATION: That the City Council:

1. Receive SB 1 Presentation.
2. Adopt Resolution No. 2020-16.
3. Approve project list, design concept, locations and budget.
4. Authorize bids for construction and City Manager to execute agreements with contractors.

BACKGROUND: On April 28, 2017, Senate Bill (SB) 1 was signed into law by Governor Brown. SB 1 provides an estimated \$5.2 billion in funding annually for California streets, roads, and highways through a 12 cent per gallon increase to the gasoline excise tax, an additional 20 cent per gallon increase to diesel fuel excise tax, an additional vehicle registration tax called the "Transportation Improvement Fee", an additional \$100 vehicle registration tax on zero emissions vehicles of model year 2020 or later effective July 1, 2020, and provides for inflationary adjustments to tax rates in future years.

DISCUSSION: Staff developed a road rehabilitation project list for Fiscal Year 2020/21. The proposed project list includes newly listed roads.

Street	Location	Sq. Ft.	Spot Repair	Crack Seal	Slurry Seal	Overlay (Grind & Pave)	Estimated Useful Life	Anticipated Year of Construction
Second St	Grant to Wolfskill	70,400	X				5-7 years	2021
Abbey St	Railroad to Dry Creek	145,796	X				5-7 years	2021
East Abbey St	Railroad to East St	33,680	X				5-7 years	2021
East Main St	Grant to E.Baker	31,000				X	15+/- years	2021
	Location	Sq.Ft	Spot Repair	Crack Seal	Slurry Seal	Overlay (Grind & Pave)	Estimated Useful Life	Anticipated Year of Construction
Morgan St	East Main to Grant Ave	25,000				X	15+/- years	2021
East Main St	E.Baker to Manzanita	4,800				X	15+/- years	2021
E.Main/E.Baker Intersection	Intersection	2,710				X	15+/- years	2021
Railroad	Grant to Russell	49,140				X	15+/- years	2021

Most of the roads in the City of Winters are recommended to be treated through crack seals, slurry seals, and spot repairs. These methods are the most cost-effective. These methods of treatment generally give roads an extra 5-7 years of useful life before they must be treated again. The approved project list for Fiscal Year 2020/21 is due to the California Transportation Commission by May 1st, 2020.

FISCAL IMPACT: Revenue estimates expected from SB 1 Road Repair and Accountability Act for the City of Winters are:

FY 2020/21: Include Estimated Revenues and Expenditures of \$140,084 in the 2020-2021 budget from Road Maintenance and Rehabilitation Account.

Attachments:

A. Resolution 2020-16

RESOLUTION NO. 2020-16**RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2020-2021 FUNDED BY
SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Winters are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Winters must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Winters, will receive an estimated \$140,084 in RMRA funding in Fiscal Year 2020-21 from SB 1; and

WHEREAS, this is the third year in which the City of Winters is receiving SB 1 funding and will enable the City of Winters to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City of Winters has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City of Winters used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Winters maintain and rehabilitate streets/roads in need of rehabilitation, bridges, and add active transportation infrastructure throughout the City of Winters this year and many similar projects into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City of Winters' streets and roads are in an "at-risk" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a "good" condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Winters, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of proposed projects will be funded in-part or solely with fiscal year 2020-21 Road Maintenance and Rehabilitation Account revenues:

FY 2020/21 Road Rehabilitation Project List

Street	Location	Sq. Ft.	Spot Repair	Crack Seal	Slurry Seal	Overlay (Grind & Pave)	Estimated Useful Life	Anticipated Year of Construction
Second St	Grant to Wolfskill	70,400	X	X	X		5-7 years	2021
Abbey St	Railroad to Dry Creek	145,796	X	X	X		5-7 years	2021
East Abbey St	Railroad to East St	33,680	X	X	X		5-7 years	2021
East Main St	Grant to E.Baker	31,000				X	15+/- years	2021
Morgan St	East Main to Grant Ave	25,000				X	15+/- years	2021
East Main St	E.Baker to Manzanita	4,800				X	15+/- years	2021
E.Main/E.Baker Intersection	Intersection	2,710				X	15+/- years	2021
Railroad	Grant to Russell	49,140				X	15+/- years	2021

3. The following previously proposed and adopted projects may utilize fiscal year 2020-21 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City of Winters is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

- **2018-19 Street/Road Rehabilitation Project List: Resolution No. 2018-08**
- **2019-20 Street/Road Rehabilitation Project List: Resolution No. 2019-09**

PASSED AND ADOPTED by the City Council of the City of Winters, State of California this 21ST day of April, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

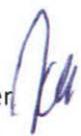
Bill Biasi, MAYOR

ATTEST:

Tracy S. Jensen, City Clerk



**CITY COUNCIL
STAFF REPORT**

DATE: April 21, 2020
TO: Mayor and City Council
FROM: John W. Donlevy, Jr., City Manager 
SUBJECT: Yolo County Covid 19 Relief Fund

RECOMMENDATION:

That the City Council

- 1) Receive staff's update on the Yolo COVID-19 Relief Fund effort; and
- 2) Appoint one City Council Member to serve on the Leadership Advisory Board;

Background

City Staff, in coordination with Yolo County (County) and Yolo Community Foundation (YCF) staff, have held discussions regarding the concept of a Yolo COVID-19 Relief Fund (Fund) to respond to the short- and long-term impacts of COVID-19. This Fund is part of a three-pronged approach the County and YCF are developing in coordination with the cities, which includes the following:

- Community engagement in a county-wide donor education campaign;
- Technical assistance (applying for grants, managing cash flow, etc.) for local nonprofit organizations; and
- Development of a COVID-19 relief fund to grant out monies to local nonprofits needing assistance or to fill gaps in services, such as childcare for first responders/healthcare workers impacted by COVID-19.

On March 24, the County Board of Supervisors allocated \$250,000 toward this effort. Furthermore, City, County, and YCF staff have engaged in discussions with the Yocha Dehe Wintun Nation, Dignity Health, Kaiser Permanente, and Sutter Health regarding the development of a steering committee to strategically identify gaps/needs and to direct funds, identify local partners that may be interested in joining this Countywide effort, and determine levels of participation for partners within the fund. On April 1, 2020, the Fund website was launched at the following location: <http://www.yolocf.org/covid-19/>.

Structure

It is expected that YCF will distribute donations collected through the Fund with the assistance of an advisory committee that will include staff from each City in Yolo County. Representatives from each jurisdiction will ensure that needs in each locality are addressed adequately through this fund. This relationship will be solidified through an agreement with YCF and each of the donor organizations, including any government agency partners. Furthermore, Yolo County Counsel, collaborating with interested City Attorneys, will ensure that all grantmaking efforts through the Fund follow laws regarding "gift of public funds" so that all grants go toward providing a public purpose. It is expected that this process shall also include auditing efforts to ensure fund accountability and weekly reporting out of Fund activities by County staff to the selected City representative. All of these activities shall be covered in an agreement with YCF before transfer of funds.

Representation from cities, the County and non-profit sector will be as follows:

- Leadership Advisory Committee which will include a representative City Council Member and a member of the Yolo Board of Supervisors;
- Steering Committee which includes the City/County Manager and/or their designees;
- Representatives from the Yolo Non-Profit Community and the Yolo Community Fund.

The first organizational meeting of the Steering Committee has been held and the Leadership Advisory Meeting is scheduled for April 23, 2020.

Community Needs

YCF has identified several community needs in the last week that have surfaced as potential areas of focus. These needs include the following:

- Healthcare
 - Access to healthcare, support for providers, childcare
- Social Safety Net
 - Basic necessities, shelter for those experiencing homelessness, mental health services, distance learning opportunities
- Ongoing viability of the nonprofit sector

It is expected that this list shall continue to grow as service gaps are identified and needs are assessed.

Outreach Efforts

In addition to building out community needs and identifying gaps, City participation is crucial during this time to ensure this Fund's effort is spread throughout Yolo County to partner organizations and businesses. It is expected that each partner within the Fund will dedicate some effort toward spreading awareness of this Fund, and YCF will be looking to elected officials to help boost these outreach efforts.

Yolo Covid 19 Relief Fund
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Phased Financial Contributions

In the coming weeks, Staff will be recommending an amount up to \$10,000 that the Council direct toward the Fund. This allocation will provide immediate support to allow quick action to be taken by YCF in response to COVID-19 impacted organizations and communities. Additional contributions may be considered in the future as an additional match to private contributions and depending on overall Fund performance and its ability to facilitate impacts within the City. Staff will assess the effectiveness of the Fund and will reach out to the Council with any further financial considerations.

FISCAL IMPACT: Estimated \$10,000 contribution which will be brought forward for consideration on May 5 2020.

Attachments:

DRAFT Funding Criteria
DRAFT First Responders Grant Application



Type of Funding

Grants from the Yolo COVID-19 Relief Fund will take the form of general operating support, not programmatic funding. General operating support is considered a best practice in philanthropy. Further, in our current context, it is critical that we allow organizations the flexibility to respond to community needs and organizational needs that are evolving quickly.

Grant Criteria

The Yolo COVID-19 Relief Fund will support funding for organizations in two categories:

Front-Line Response: The Yolo COVID-19 Relief Fund seeks to support organizations that are addressing critical community needs that have been created or increased by the COVID-19 crisis. Examples might include (but are certainly not limited to) organizations working to ensure our health care workers can work (e.g., by providing PPE or childcare to essential workers), those working to ensure that vulnerable community members have access to health care and health education, those working to address the economic fall-out created by this crisis (e.g., providing food, shelter, or cash assistance), those working to ensure the safety of those sheltering at home (e.g., through mental health programming or domestic violence prevention), and those working to ensure that vulnerable students are able to learn at home.

Grants will be reviewed with the following criteria in mind: 1) Based on our community's current needs, how critical are the needs this organization is currently addressing? 2) How effectively is this organization addressing those need? 3) How many Yolo residents are being served by this organization?

Nonprofit Sustainability: The Yolo COVID-19 Relief Fund also seeks to support organizations that are at risk of closing or have had to substantially reduce services due to COVID-19 and the circumstances it has created. This includes organizations who have seen a significant loss of income, a significant loss of volunteers, or increased costs required to deliver services. Funding from the Yolo COVID-19 Relief Fund would be intended to help the organization stay afloat, so that it is able to rebuild after this crisis ends, and to continue to offer (likely modified) services during this time.

Grants will be reviewed with the following criteria in mind: 1) Outside of this crisis, how critical is this organization to the Yolo community? 2) How impactful is funding from the Yolo COVID-19 Fund likely to be on this organization's ability to survive and to continue to offer services during this crisis? 3) How effectively is this organization working to address the challenges of this crisis (e.g., by delivering its services in innovative ways, by pursuing other sources of funding, etc.)?

Approximately 75% of funding from the Yolo COVID-19 Relief Fund will go to support Front-Line Response grants, while 20% will go to Nonprofit Sustainability Grants. However, this breakdown may change based on evolving community needs, as well as the applications received. Organizations may apply in both categories but will not receive funding in more than one category at this time.



Grant Size

Front-Line Response Grants are estimated to range from \$10,000 to \$30,000. Nonprofit Sustainability Grants are estimated to range from \$2,500 to \$10,000. Awards will be determined by the grant committee, based on applicant's 2019 budget; we may also consider numbers served, impact, and other elements of the proposal.

Grant Timeline

The grant application will open on Thursday, April 16. Grants will be reviewed on a rolling basis; we aim to respond to each grant within 2-4 weeks. However, to ensure that organizations hard at work on this crisis, or with reduced staff, are not disadvantaged in the application process, we will not make award decisions before Monday, April 27. Grants will continue to be awarded until all funding is exhausted.

Eligibility

- Grants are open to 501(c)3 nonprofits serving Yolo County residents in good standing with the IRS (or programs fiscally sponsored by such organizations). If the program is part of a larger effort that extends beyond the County, grantee must demonstrate that all funds from this grant are spent for the benefit of Yolo County residents.
- Businesses and individuals are not eligible at this time, however grants to nonprofits that provide direct financial assistance to individuals or businesses can be awarded.
- Nonprofits must have (or be willing to create) a financial policy including the following financial controls: 1) Check writing process that includes at least two separate signatures (e.g., one on check and one on check request or two signatures on check), 2) Regular review of bank statements by Finance Committee, 3) Regular review of monthly financial statements by Board of Directors, and 4) Approval of annual budget by Board of Directors.

The following activities are not eligible for grants:

- Activities promote a religious doctrine or require participants to be members of a denomination
- Academic or medical research
- Funding to schools and public agencies that would supplant tax-supported, mandated services
- Annual fundraising campaigns or events
- Creation of, or addition to, endowment funds
- Payment of debt or legal settlements
- Political or partisan purposes
- Sponsorships

Reporting

The grantee will provide a final report summarizing programming offered in response to the COVID-19 crisis and, as possible, the outcomes of that programming. Our target due date for that report is November 1, but we will reevaluate that date based on the status of the crisis closer to that time. We will provide a template closer to that date; the template will be developed with the goal of minimizing the burden of data collecting and report preparation.



Yolo COVID-19 Fund Grant Application: Front-Line Response Grants

1. Background & Contact Information:

Organization Name:

Executive Director Name:

Board Chair Name:

Grant Contact Name and Title:

Grant Contact Email & Phone Number:

Website:

Organization's Mission Statement:

Check Here: We are a 501(c)(3) nonprofit organization in good standing with the IRS (or we are fiscally sponsored by such an organization)

Click Here: Do you have a financial policy including the following financial controls (or are you willing to create such a policy as a condition of receiving funding)?

- Check writing process that includes at least two separate signatures (e.g., one on check and one on check request or two signatures on check)
- Regular review of bank statements by Finance Committee
- Regular review of monthly financial statements by Board of Directors
- Approval of annual budget by Board of Directors

Click Here: Are you comfortable with YCF sharing this application with other funders?

Please attach the following: 2019 profit & loss statement AND 990 (or 990-N or 990EZ) for 2018 or 2019

2. Please provide a brief summary of your organization's work (Up to 100 words):

3. Who does your organization serve? Please include the number of individuals served, geographic footprint (including which communities you serve in Yolo County), and whether the individuals you serve are particularly vulnerable to COVID-19 or the resulting economic fallout. (Up to 200 words)

4. What critical needs has COVID-19 created for the community you serve? (Up to 300 words)

5. What is your organization doing to address those needs? Please include metrics or examples to demonstrate that you are successfully meeting those needs. (Up to 400 words)

6. Why would funding from the Yolo COVID-19 Relief Fund be important to your work? (Up to 200 words)



7. What else do you want us to know about your organization and its response to Yolo COVID-19? (Up to 300 words)

8. Optional: Award sizes will be determined based primarily on applicant's 2019 budget; we may also consider numbers served, impact, and other elements of the proposal. If you feel that your 2019 budget does not adequately correlate to your funding need, please explain here. (Up to 200 words)



**CITY COUNCIL
STAFF REPORT**

DATE: April 21, 2020
TO: Mayor and City Council
FROM: John W. Donlevy, Jr., City Manager 
SUBJECT: Planning Projects and Development Status Update

RECOMMENDATION:

That the City Council receive an update on key planning projects and the status of development applications and projects.

BACKGROUND:

Staff has been directed by the City Council to provide updates on planning projects and development applications.

The Covid 19 pandemic has disrupted a lot in the implementation and direction of certain aspects of projects. We are working through “the new normal” and strategizing on the key element of each of these projects which is community engagement.

Discussion:

Attached are two documents:

- Planning Projects Update which provides an overview of in process projects including the Housing Element Update, SB2 Projects, City Limits Specific Plan, Climate Action Plan, General Plan Policies and Community Engagement.
- Winters Land Use Planning Work Plan- this is the “working draft” which staff is developing which gives some ballparks of key project elements and dates.

Staff will provide an overview of the projects at the City Council Meeting.

Planning Projects and Development Status Update

Agenda Report- April 21, 2020

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Update and Status on Planning Projects and Applications:

- Walnut 10- a 10 acre 54 unit subdivision. This project will move to the Planning Commission in either May or June for consideration. The applicant will be holding a briefing with the neighbors in late April or early May.
- Neighborworks 24 Unit Self Help- This project is in development and will be before the Development Review Committee on April 21. The project will require a Development Agreement with the City prior to moving forward.
- Homestead- This is a 60 acre 200+ unit subdivision on Grant Ave. No formal application, but Staff met with the applicant to discuss increased densities for the project based on public sentiment for "higher density" projects. Part of the discussion included consideration of a more "village" concept with densities between 10-30 du per acre. No commitments were reached and we discussed including these types of considerations in the City Limits Specific Plan for rezoning.
- North Area- No applications or discussions.

FISCAL IMPACT: None by this action.

Topic	Project	Assignment	Update
2013 Summary	Review and update from previous goals.	Planning	The Housing Element is currently out for proposals from private consulting firms. The proposal process was amended to request additional comments on working on projects related to both the SB2 Funding and SACOG Planning Grant which will include a specific plan, programmatic environment impact report, accessor dwelling units and an updated development review process. Final proposals are due on April 24.
2021 Goals	Development of revised goals for 2021-29	Planning/City Manager	
RHNA Implementation	Process of SACOG Regional Housing Needs Allocation.	City Manager	

Climate			
Climate Action Strategy Report	Development of an overall plan for the revision of the draft Climate Action Plan with the integration of the Climate Action Strategy Report and a process toward integration with the General Plan "Refresh".	Planning	The formation of the Climate Action Plan Advisory Board is working on the merger of the Draft Climate Action Plan, Implementation Strategy and the Resiliency Tool Kit. The final product will include the Draft/Final CAP, recommendation on the implementation and duties for a Climate Action Commission.
Climate Committee	Establishment of Climate Committee to review draft Climate Action Plan and Strategy.	Civic Spark Fellow	http://www.cityofwinters.org/climate-action-plan/

SB2 Projects			
	City Limits Specific Plan- . The goal is a more pragmatic approach to planning and permitting. Available land within the proposed specific plan area is 269 acres with a current zoning to produce approximately 850 units at build out. The land holds rezone opportunities for up to 50 acres which are currently viewed as excess public sites (school site not anticipated for future use). These areas will be looked at from a zoning standpoint as well as densities to maximize use in a planned manner.	City Manager	
	Objective design and development standards- The timeline for design and development review of housing projects is typically 6-8 months. Updated design guidelines, allowing ministerial review can foresee cutting total processing time by as much as 50% to 3-4 months depending on the size and scope of a project.	City Manager	

Topic

Project

Assignment

Update

Accessory Dwelling Units and/or low cost building strategies.- ADU's afford a tremendous opportunity to generate affordable housing. The development of design standards which allow ministerial review, pre designed architectural plans and discounted fees will allow for expedited processing, permitting and reduced costs to aid in the overall production.

City Manager

Expedited Processing

City Manager

Housing Related Financing and Fee Reduction Strategy- A review of the overall City permit costs and impact fee programs to evaluate costs to housing.

Director of Financial Management

Design, Architecture and zoning Strategies to permit by right housing construction- Pre-Approved Designs and Plans – Community involvement is the development of objective design/development standards to streamline development by allowing ministerial review and over the counter permitting.

City Manager

Programmatic EIR

Consultant

Community Outreach and Education

http://www.cityofwinters.org/wp-content/uploads/2020/02/2020_0211CommunityEngagementSummary.pdf

Climate Action Plan

Tasks

GHG Inventory Update	Includes both updating inventory for 2018 or similar recent calendar year, and adjusting the original 2005 baseline to ensure two inventories are comparable.	Consultant	Complete and included in the process of the Climate Action Plan Advisory Board.
Forecasts/Targets GHG	Quantitative analysis of future GHG emissions under two scenarios (business as usual [BAU] and legislative-adjusted BAU) and quantification of GHG reduction targets/goals for (i.e., 2030, 2040 and 2050 per State guidance, specific years TBD). Forecasts could be aligned with SACOG 2020 MTP/SCS, general plan "refresh", housing element update, or all of the above.	Consultant	In Process
GHG Quantification/Gap Analysis	Quantitative analysis of GHG reduction potential of recommended strategies and actions in CAP Strategy Report, as well as other performance indicators, to ensure that GHG target for 2030 can be achieved; and, to demonstrate co-benefits in achieving City's sustainability goals (i.e., alignment with "EARTH" objectives and policy framework in general plan refresh/sustainability element).	Consultant	Complete and included in the process of the Climate Action Plan Advisory Board.

<u>Topic</u>	<u>Project</u>	<u>Assignment</u>	<u>Update</u>
CAP Document	– Includes revisions to CAP document and any reformatting to incorporate results of all of the above. Includes all drafts (admin, screencheck, draft, admin final, screencheck final, final) through to adoption. If desired, Ascent could perform a technical vulnerability assessment that builds on the Resilience Dialogues, followed by adaptation strategies. Goal would be to help City comply with SB 379 in preparation of the General Plan “refresh” effort. Ascent would use CA Adaptation Planning Guide and other relevant guidance from OPR. If the City decides to adopt CAP as a stand-alone document (Option A in the CAP Strategy Report) apart from general plan update, a separate environmental document would be required in order to provide CEQA coverage per CEQA guidelines Section 15183.5.	Consultant	In the duties of the Climate Action Plan Advisory Board
Vulnerability Assessment- Optional	Ascent’s preliminary assumptions is that an Initial Study/Mitigated Neg Dec would be feasible for a CAP. However, if other options for the CAP are pursued, such as adopting the CAP concurrently with general plan or other planning actions, the CAP could be included in project description and covered under a broader program EIR, in which case the IS/MND portion of Task 6 would not be required. Ascent could also assist the City with development of a CAP Checklist to assist with project-level reviews for streamlining pursuant to CEQA	Consultant	Not included in the draft CAP. Potential future project.
Environmental Review/Checklist- Optional	Review and update of the City's draft Climate Action Plan to incorporate the Yolo Climate Compact Climate Resiliency Tool Box within key documents and policies	TBA	Not included in the draft CAP. Potential future project.
Climate Resiliency Tool Box		Civic Spark Fellow	In the duties of the Climate Action Plan Advisory Board
General Plan			
City Limits Specific Plan	Submit SB 2 application for the creation of a Winters City Limits Specific Plan to include a comprehensive program of community outreach, land use analysis, general plan policy update and a programmatic environmental impact report.	Staff	
GP Adequacy Review	1. Statutory update – all laws passed since last comprehensive update	Consultant	To be included in the City Limits Specific Plan
This will be part of the City Limits Specific Plan Project	2. Legal update – all pertinent court cases since last comprehensive update	Consultant/Ethan	To be included in the City Limits Specific Plan
	3. Factual Update – demographic info; statistics and background data; references; best available data/science; etc	Consultant	To be included in the City Limits Specific Plan

<u>Topic</u>	<u>Project</u>	<u>Assignment</u>	<u>Update</u>
	4. Completeness -- compile and integrate all GPAs, policy interpretations, and relevant protocols since adoption; integrate as appropriate into text; designations; land use and circ diagrams	Consultant	To be included in the City Limits Specific Plan
	5. Horizon Year – long-term perspective is required; recommended horizon year of at least 10 years out – ideally 20 to 30	Consultant	To be included in the City Limits Specific Plan
	6. Policy Relevance -- review policies; modernize wording; relevancy to community (keep these non-substantive)	Consultant	To be included in the City Limits Specific Plan
	7. Planning Area -- consider adequacy of current "planning area"	Consultant	To be included in the City Limits Specific Plan
	8. Consistency – verify consistency (vertical and horizontal), especially for Housing Element	Consultant	To be included in the City Limits Specific Plan
	9. Streamlining Implementation -- consider how to activate possible CEQA streamlining – uniformly applied development policies or standards; 15183; qualified GHG reduction strategy; etc	Consultant	SB2 Project
	10. CEQA Clearance – determine appropriate CEQA review	Consultant	To be included in the Programmatic EIR
	11. Follow up – are substantive updates necessary (see below)? Zoning; subdivision and other regulations; other focused plans; infrastructure master plans	Consultant	
Community Engagement Process	Develop an overall community engagement process to bring participation in the proposed specific planning, policy updates and general plan revision.	Staff/Community	http://www.cityofwinters.org/wp-content/uploads/2020/02/2020_0211CommunityEngagementSummary.pdf
Planning Directives and Public Participation Projects			
North Area	Provide monthly updates to Council on activity related to this project	City Manager	No application has been submitted. Ongoing update included on the City's Current Planning Website. http://www.cityofwinters.org/wp-
	Maintain the informational website with current information regarding the project and application status.	City Manager	http://www.cityofwinters.org/current-planning/
	Direct staff to inform Council of process and next steps at next meeting after an application is received.	Consultant/Planning	No application has been submitted. Ongoing update included on the City's Current Planning Website. http://www.cityofwinters.org/wp-
Land Development Process	Affirm the described land development application process for continued use with new applications Post the steps for a typical land development application process online as an informational tool	CC City Manager	
Status of the General Plan	Undertake an adequacy review of General Plan to identify required and other strongly recommended changes, with preliminary budget and funding information for making such changes Develop workplan for update of the Housing Element with preliminary budget and funding information	Consultant/Planning	Included in the City Limits Specific Plan See Housing Element

<u>Topic</u>	<u>Project</u>	<u>Assignment</u>	<u>Update</u>
Public Outreach Strategy	Adequacy review of the location and extent of the General Plan planning area	Consultant/Planning	Included in the City Limits Specific Plan
	Identify funding and prepare a workplan plan for adoption of a Climate Action Plan/Sustainability Strategy	City Manager	See Climate Action Plan
	Report on the status and adequacy of the City's infrastructure master plans and major projects financing fee program	City Manager	In Development
	Develop an overall outreach strategy to incorporate workshops, survey's and participation in the review of key policy and land use elements of the City's General plan.	City Manager and Consultant	http://www.cityofwinters.org/wp-content/uploads/2020/02/2020_0211CommunityEngagementSummary.pdf
Planning and Fiscal Review	Develop land use and fiscal modeling tools to evaluate options regarding the City's General Plan land use.	City Manager, Finance	In Development

WINTERS LAND USE PLANNING WORKPLAN

(first draft – dates are placeholders)

Working
Draft

2020

March 2020

ASAP Submit scope of work to SACOG for \$100,000 Community Design Program funds and commit to \$10,000 local match as soon as possible – Winters is the only jurisdiction in the region that has not claimed these funds!!! HT has the forms

ASAP Execute agreement for State for use of SB-2 funds, the expiration of these funds is fixed so the longer we don't have a signed agreement the less time we have to use them.

3/31 Get consulting team under contract

- Heidi -- Project oversight and direction
- Dago -- Project planner
- ?? Specific Plan, Housing Element, CAP EIR (discuss using one firm here)
- ?? Consulting Engineering (discuss)
- Eva -- Public Outreach

Identify Community Ambassadors

Prepare Community Tool Kits – begin community outreach

Initiate tribal outreach

April 2020

4/1 Start work on Background/Existing Conditions Report – get from HCP, PGE EIR, state report, available data bases, etc. Purpose of report is to inform Housing Element (Existing Conditions and Needs), Specific Plan, CAP, and setting sections for EIR.

- Community Profile – history; population; housing; jobs; economy; other demographic info
- Land Use and Community Character – plan area; existing land uses; approved unbuilt projects; proposed projects; unencumbered vacant and underutilized land; neighborhood identification;
- Physical Environment:
 - Aesthetic and Visual Resources
 - Agriculture
 - Air Quality and Odor
 - Biology and Natural Environment
 - Cultural/Tribal Resources
 - GHGs and Energy
 - Geology, Soils, and Mineral Resources
 - Hazards and Wildfire
 - Hydrology and Water Quality
 - Noise and Vibration
- Infrastructure and Services: sewer; water; drainage; flood; other services and utilities; transit and bicycle; pedestrian circulation and walkability; roadway system; travel patterns and VMT; parking
- Regulatory and Planning Context
- Sustainability and Adaptation
- Bibliography and References

Conduct Community pop-up events

Working
Draft

May 2020

Conduct community pop-up events

June 2020

6/1 Submit application for AB 101 LEAP funds no later than July.
Start Draft City Limits Specific Plan (CLSP), Draft CAP, Draft Housing Element (H/E)

July 2020

7/1 Complete Background/Existing Conditions Report – present to CC for “receive and file”
Conduct community workshop
Conduct tribal coordination/consultation
Conduct GHG Inventory and Develop GHG Forecasts and Targets

August 2020

8/1 GHG Measures Quantification and Gap Analysis

September 2020

9/1 Internal Admin Draft CLSP, CAP, H/E due to City team
H/E consultant submits Housing Element Completeness Checklist to demonstrate compliance

October 2020

10/1 City comments on documents due; start revision process

November 2020

11/1 Screencheck CLSP, CAP, H/E due

December 2020

12/1 Release Public Draft CLSP, CAP, H/E
Send Draft H/E with letter to HCD for 60-day review CGC 65585(b)(1)
ADEIR due to City
Admin Neg Dec for H/E due to City

2021

January 2021

1/1 Public workshops and community outreach on draft documents
City comments on ADEIR due
Release Neg Dec for H/E

February 2021

2/1 PC Hearings on draft documents
HCD comments on Draft H/E due
Screencheck DEIR due to City

March 2021

3/1 CC hearing on draft documents
Make final revisions to H/E and send to HCD
Release DEIR
Community workshop on DEIR

Working
Draft

April 2021

- 4/15 DEIR comment period ends
- Review DEIR comments
- Identify revisions and refinements to CLSP and CAP

May 2021

- 5/15 Housing Element must be adopted (120-day grace period)

June 2021

July 2021

- 7/1 Admin FEIR to City

August 2021

- 8/1 City comments on AFEIR due

September 2021

- 9/1 Screencheck FEIR due
- Finalize Revised CLSP and CAP

October 2021

- 10/1 Release FEIR and revised CLSP and CAP
- PC workshop
- CC workshop

November 2021

- 11/1 Prepare findings, rezonings, approval documents

December 2021

- 12/1 PC hearing – final action on EIR, CLSP, and CAP
- CC hearing – final action on EIR, CLSP, and CAP

2022

January 2022

- 1/1 Finalize documents and begin implementation

February 2022

March 2022

April 2022

May 2022

June 2022

- 6/30 SB 2 funds must be spent by this date.

Key deadlines:

Housing Element must be adopted by **May 15, 2021** based on when the MTPSCS was adopted this year.

SACOG funds expire **December 31, 2021** but City Council may request one extension of us to one year (through **December 31, 2022**)

SB 2 funds expire **June 30, 2022**

AB 101 (LEAP/REAP) funds expire **December 31, 2023**



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers

DATE: April 21, 2020

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

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

SUBJECT: March 2020 Treasurer Report

RECOMMENDATION:

Staff recommends that the City Council receive and file the City of Winters Treasurer Report for March 2020.

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 60% of budgeted; the following items affect the cash flows into the General Fund.

- The first installment of Property Tax was received in late January 2020 and were 45% of budgeted.
- The first installment of Property Tax in lieu of VLF was received in late January 2020 and were 52% of budgeted
- 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 61% of projected revenues. The Governor has allowed some businesses to defer sales tax payments for the January through March 2020 time period until July 2020 and for some businesses to defer payment of sales tax until August 2020 through July 2021, potentially decreasing the amount of sales tax to be received for the balance of this fiscal year. We could potentially only receive and additional \$40,000 is sale tax receipts for the balance of the 2019-2020 fiscal year depending on which businesses are eligible to defer, and decide to defer the sales tax

remittances as allowed by Governor Newsom.

- Utility User Tax is received approximately 1-3 months after the utilities are used; UUT receipts are 68% of the budgeted amount.
- Building permit fees received are 96% of the budgeted amount.
- General Fund expenditures are 79% of budget, mostly because we take advantage of paying the entire unfunded liability invoice for the year in July of each year in order to save 7.0% on the amount that we pay to CalPERS each year. A small step towards limiting the growth of the unfunded liability for the City. These expenditures also include the payment of the entire liability insurance premiums for the fiscal year.
- TOT(Transient Occupancy Tax) is less than budgeted, to date we have only received 16% of projected revenues. This is partly due to the fact that the Hotel Winters didn't open as projected, and the Corona Virus has caused the closure of both the Hotel Winters and the Abbey House in mid-March. TOT revenues are not expected to be received for the balance of the 2019-2020 fiscal year.

Other funds:

Fund 211 City Wide Assessment District: The first installment of the City Wide Assessment was received in late January 2020 at the same time that we receive the property tax distribution from Yolo County. Receipts were 39% of the amount budgeted, while expenditures are 78% of that budgeted.

Fund 611 Water: Water fund revenues are 85% of budget and expenditures are 66% of budget.

Fund 621 Sewer: Sewer fund revenues are 84% of budget and expenditures are 89% of budget.

FISCAL IMPACT:

None

City of Winters
General Fund Revenue Summary
July 1, 2019 through March 31, 2020

		% of Year Complete			75%
G/L Code	Account Description	Budget 2019-2020	March Actual	Year to Date Actual	% of Budget Received
101-41101	Property Tax	\$ 897,600		\$ 408,025	45%
101-41103	Property Tax in Lieu of VLF	651,328		340,299	52%
101-41104	1290 Pass Through	35,360		33,628	95%
101-41105	Residual RDA Revenues	43,440		58,575	135%
101-41401	Sales & Use Tax	688,343	44,752	418,972	61%
101-41402	Prop 172	41,101		14,766	36%
101-41403	Franchise Fee	279,400		150,289	54%
101-41404	Property Transfer Tax	20,000		20,264	101%
101-41405	Utility Tax	750,000	51,401	510,404	68%
101-41406	Municiple Services Tax	333,820	26,040	232,170	70%
101-41408	TOT Tax	502,750	8,896	79,283	16%
101-41407	Business Licenses	28,000	1,727	34,785	124%
101-46102	Building Permits	493,450	23,748	471,763	96%
101-46103	Encroachment Permit	6,000		1,138	19%
101-46104	Other Licenses & Permits		5,977	43,336	
101-41507	Motor Vehicle in Lieu			5,870	
101-41509	Homeowners Property Tax Relief	16,000		6,622	41%
101-48106	Post Reimbursement	3,500	8,242	21,587	617%
101-41511	Off-Highway Motor Vehicle				
101-42102	Copy Fees	300	190	2,437	812%
101-42103	Plan Check Fees	130,837	9,554	125,339	96%
101-42104	Planning Application Fees	7,500		4,165	56%
101-42107	Project Monitoring Fees	4,000		5,763	144%
101-42108	Police Reports	500		541	108%
101-42109	Fingerprint Fees	3,000	188	1,457	49%
101-42111	Towing/DUI Reimbursement	500	85	880	176%
101-42112	Ticket Sign Off Fees	500	15	105	21%
101-42201	Recreation Fees	350		1,400	400%
101-42205	Basketball Revenues	7,500		8,180	109%
101-42211	Pool Ticket Sales	7,000		3,982	57%
101-42213	Pool Proceeds	500			0%
101-42212	Pool Concession Stand Revenues	11,000	1,810	6,688	61%
101-42215	Swim Passes	1,500		85	6%
101-42216	Swim Lessons	14,418		3,085	21%
101-42218	Swim Team Reimbursement	8,000			0%
101-42301	Park Rental	2,400	100	2,905	121%
101-42303	Community Center Rental	20,000	1,350	19,458	97%
101-42304	Community Center Insurance Collected	150		749	499%
101-44101	Rents/Leases Revenues	85,678	4,188	64,737	76%
101-43151	Fire District Payments	275,678			0%
101-44102	Interest Earnings	1,000		375	38%
101-46106	Reinspect Fee	2,000	285	3,105	155%
101-46107	Fire Dept Review Fees	48,824	2,014	46,108	94%
101-49101	Contributions	107,500	5,451	54,464	51%
101-49102	Reimbursements/Refunds	27,000		4,271	16%
101-49104	Miscellaneous Revenues	3,000	390	32,418	1081%
101-49106	Cash Over/Short			(115)	
101-49109	Developer Planning Reimbursement		3,049	47,758	
101-49504	Successor Agency Admin Fee	250,000	20,833	187,500	75%
101-49999	Interfund Operating Transfer	1,500			0%
Total General Fund Revenues		<u>\$ 5,812,227</u>	<u>\$ 220,285</u>	<u>\$ 3,479,616</u>	<u>60%</u>

City of Winters
Cash and LAIF Balances Report
Cash and LAIF Balances as of March 31, 2020

Fund	Fund Description	Balance 6/30/2019	Balance 3/31/2020
101	General Fund	(592,423)	(1,836,479)
104	Fireworks Fund	(11,607)	5,161
105	Senior Fund	359	373
106	Monitoring Fee	1,771	1,797
107	Park Maintenance	2,360	2,840
108	Munchkin Summer Camp	12,738	15,717
110	Housing Successor Agency	(98,919)	(44,350)
111	Afterschool Tuition Fund	55,456	215,856
113	Housing 2007 Tabs	332,503	(6,880)
115	Canine Program	1,045	2,559
116	Police Cadet	3,560	3,480
117	Community Garden Fund	24	485
201	Fire Prevention Grant	901	912
208	First Time Homebuyer	88,607	89,740
209	In Lieu Affordable Housing	720,124	320,822
211	City Wide Assessment	60,471	(64,908)
212	Flood Assessment District	4,017	4,068
221	Gas Tax	26,518	44,716
226	Road Rehab Maintenance Account	111,608	191,991
231	State COPS 1913	179,806	229,761
233	Realignment	73,720	68,658
236	BSCC Grant	9,403	9,403
251	Traffic Safety	115,004	124,915
252	Asset Forfeiture	1,490	1,068
254	Vehicle Theft Deterrent	36,367	31,290
291	Beverage Recycling Fund	6,560	6,180
294	Transportation(Including Bus Svc	107,534	(137,928)
299	After School Program	112,487	(14,383)
341	Green House	15,471	5,471
342	Afterschool Rominger		(12,883)
343	21st Grant-Waggoner		(12,346)
344	21st Grant-Rominger		(7,865)
345	21st Grant-Munchkin		9,218
356	RLF-HOME Program	167,212	31,298
358	Program Income Fund	721,137	767,574
411	Street Impact Fee	42,136	313,608
412	Storm Impact Fee	182,010	186,667
413	Parks and Recreation Impact Fee	98,546	504,261
414	Police Impact Fee	272,000	364,084
415	Fire Impact Fee	535,549	726,129
416	General Facilities Impact Fee	687,116	853,058
417	Water Impact Fee	618,671	880,171
418	Sewer Impact Fee	547,830	576,377
419	Flood Fee	200,630	395,466
421	General Fund Capital	490,662	497,348
422	Landfill Capital	64,915	46,530
423	Street Capital	62,445	59,557
424	Parks and Recreation Capital	500,847	430,823
427	Capital Equipment Fund	237,989	337,446
429	Service Reserve	793,531	659,894
481	General Plan 1992 Study	(338,452)	(314,687)
482	Flood Control Study	1,360	1,377
492	RAJA Storm Drain	116,995	117,513
494	Capital Asset Recovery Fee	142,299	152,471
496	Storm Drain Non-Flood	245	248
501	General Debt Service	58,930	59,683
611	Water O & M	235,447	410,820
612	Water Reserve	157,899	164,315
616	Water Conservation	24,716	14,409
617	Water Meter	406,569	389,488
621	Sewer O & M	1,270,080	945,538
622	Sewer Capital	159,440	159,459
629	Sewer Debt Service		19
651	Central Services	6,014	1,363
652	Central Service w PD & FD	72,501	
771	RORF	736,774	279,660
831	Swim Team	81,299	81,830
833	Festival de la Comunidad	35,342	39,995
836	PCH HOA	15,897	16,100
838	WPD Youth Services	364	368
839	Youth Day	743	752
841	PD Cancer Fund	175	
Total Cash and LAIF Balances		<u>\$ 10,784,818</u>	<u>\$ 9,399,471</u>

City of Winters
Summary of Revenues
July 1, 2019 through March 31, 2020

Fund	Fund Description	Budget FY 2019-2020	March Actual	Year to Date Actual	Difference	% of Year Completed	Actual/ Budget %
						75%	
101	General Fund	\$ 5,819,727	\$ 220,285	\$ 3,479,616	\$ 2,340,111		60%
104	Fireworks Fund			16,768	(16,768)		
105	Senior Fund	4		11	(7)		275%
106	Winters Swim Lessons	502		15	487		3%
108	Munchkin Summer Camp	42,457	3,325	9,826	32,631		23%
110	Housing Successor Agency			54,569	(54,569)		
107	Park Maintenance	8		465	(457)		5813%
111	Afterschool Tuition Fund		200	167,394	(167,394)		
113	2007 Housing TABS			2,112	(2,112)		
115	Canine Program	200		1,507	(1,307)		754%
116	Police Cadet Fund	21		113	(92)		538%
117	Community Garden Fund		80	202	(202)		
201	Fire Prevention Grant	10		6	4		60%
208	First Time Homebuyer In Lieu	1,025		566	459		55%
209	In Lieu Affordable Housing	1,524	25,952	91,250	(89,726)		5988%
211	City Wide Assessment	275,162		107,679	167,483		39%
212	Flood Assessment District	46		26	20		57%
221	Gas Tax	191,114	11,769	128,891	62,223		67%
226	Road Rehabilitation and Mainten	121,682	10,173	80,268	41,414		66%
231	State COPS AB1913	100,000	13,459	128,080	(28,080)		128%
233	Realignment	20		447	(427)		2235%
251	Traffic Safety	6,260	1,038	9,262	(3,002)		148%
252	Asset Forfeiture	612		422	190		69%
254	Vehicle Theft Deterrent	18,030		232	17,798		1%
267	Grant Ave Improvement				-		
291	Beverage Recycling	5,000		10	4,990		0%
294	Transportation	324,120			324,120		0%
299	AFTER School Program	157,980	1,046	54,191	103,789		34%
321	EDBG 99-688 Buckhorn	15,953		2,093	13,860		13%
322	EDBG 96-405 Cradwick	15,247	2,062	11,579	3,668		76%
326	16-HOME-10803			2,685	(2,685)		
342	Afterschool-Rominger		1,046	47,571	(47,571)		
343	21st Grant Waggoner			15,844	(15,844)		
344	21st Grant Rominger			15,844	(15,844)		
345	21st Grant-Munchkin			31,688	(31,688)		
351	RLF Housing Rehab		398	3,580	(3,580)		
355	RLF Small Business	8,757			8,757		0%
356	RLF HOME Program	182		795	(613)		437%
358	Program Income	39,956	5,059	45,180	(5,224)		113%
411	Street Impact Fee	645,038	26,685	273,178	371,860		42%
412	Storm Drain Impact Fee	83,107		3,827	79,280		5%
413	Parks & Recreation Impact Fee			406,230	(406,230)		
414	Public Safety Impact Fee	191,496	8,207	90,569	100,927		47%
415	Fire Impact Fee	387,275	19,088	188,261	199,014		49%
416	General Facilities Impact Fee	308,438	13,898	163,644	144,794		53%
417	Water Impact Fee	739,608	32,480	258,870	480,738		35%
418	Sewer Impact Fee	567,838	25,416	297,918	269,920		52%
419	Flood Fees	362		201,282	(200,920)		55603%
421	General Fund Capital	5,200		3,550	1,650		68%
422	Landfill Capital	150			150		0%
423	Street Capital	102	9	43	59		42%
424	Parks & Recreation Capital	289,352	63	332	289,020		0%
427	Capital Equipment	57,800		23,107	34,693		40%
429	Service Reserve Fund	2,700		21,442	(18,742)		794%
481	General Plan 1992	33,227	1,316	23,433	9,794		71%
482	Flood Control Study			9	(9)		
492	RAJA Storm Drain	446		259	187		58%
494	CARF	20,768	917	16,148	4,620		78%
495	Monitoring Fee	33,227	1,316	23,433	9,794		71%
496	Storm Drain Non-Flood	3		2	1		67%
501	General Debt Service	94		377	(283)		401%
611	Water O & M	1,487,812	116,201	1,259,759	228,053		85%
612	Water Reserve	6,070		3,038	3,032		50%
616	Water Conservation	12,000		74	11,926		1%
617	Water Meter Fund	2,300		10,800	(8,500)		470%
619	Water Debt Service			106,118	(106,118)		
621	Sewer O & M	1,707,639	160,209	1,433,916	273,723		84%
629	Sewer Debt Service			163,086	(163,086)		
651	Centrak Service Overhead			890	(890)		
771	RORF	1,102,495		689,256	413,239		63%
803	Elderberry Mitigation	29,740		45,732	(15,992)		154%
831	Swim Team	30,836		16,737	14,099		54%
833	Festival de la Comunidad	10,012		24,827	(14,815)		248%
836	PCH HOA			102	(102)		
838	WPD Youth Services			2	(2)		
839	Youth Day			5	(5)		
841	PD Cancer Fund			482	(482)		
846	Quilt Festival	5			5		0%
Total Revenues		\$ 14,900,739	\$ 701,697	\$ 10,261,525	\$ 4,639,214		69%

City of Winters
Fund Balances Report
Estimated Fund Balances as of March 31, 2020

Fund	Audited Fund Balance 6/30/2019	Current Year Revenues	Current Year Expenditures	Transfers In/(Out)	Estimated Fund Balance 3/31/2020	Change From 6/30/2019
101 General Fund	\$ (654,722)	\$ 3,479,616	\$ 4,538,554	\$ (16,728)	\$ (1,730,388)	\$ (1,075,666)
104 Fireworks Fund	(11,607)	40		16,728	5,161	16,768
105 Senior Fund	362	11		-	373	11
106 Monitoring Fee	1,782	15		-	1,797	15
107 City Park Maintenance	2,375	465		-	2,840	465
108 Munchkin Summer Camp	12,716	9,826	6,826	-	15,716	3,000
110 Housing Successor	32,746			54,569	87,315	54,569
111 AfterSchool Tuition Fund	55,811	54,481	1,564	112,913	221,641	165,830
112 Housing 04 TABS	150,000			-	150,000	-
113 2007 Housing TABS	392,791	2,112	341,783	-	(6,880)	(339,671)
115 Canine Program t	1,052	1,507		-	2,559	1,507
116 Police Cadet Program	3,577	113	210	-	3,480	(97)
117 Community Garden	283	202		-	485	202
201 Fire Prevention Grant	907	6		-	913	6
208 First Time Homebuyer	89,173	566		-	89,739	566
209 In Lieu Affordable Housing	722,112	91,250	492,791	-	320,571	(401,541)
211 City Wide Assessment	58,253	107,679	234,028	-	(68,096)	(126,349)
212 Flood Assessment District	4,048	26		-	4,069	26
221 Gas Tax	14,142	128,891	99,292	-	43,741	29,599
226 Road M & R	135,473	80,268	23,750	-	191,991	56,518
231 State COPS 1913	179,806	128,080	78,125	-	229,761	49,955
233 Realignment Funds	74,202	447	5,991	-	68,658	(5,544)
236 BSCC Grant	9,403			-	9,403	-
251 Traffic Safty	115,652	9,262		-	124,914	9,262
252 Asset Forfeiture	1,490	422	843	-	1,069	(421)
254 Vehicle Theft Deterrent	39,203	232	8,145	-	31,290	(7,913)
291 Beverage Recycling Grant	6,570	10	400	-	6,180	(390)
294 Transportation	152,597		290,525	-	(137,928)	(290,525)
299 After School Program	110,052	54,191	69,155	(112,913)	(17,825)	(127,877)
307 HRP Grant	150,000			-	150,000	-
313 STBG-96-1043 Housing and P	(29,070)			-	(29,070)	-
314 98-HOME-347 Grant	82,061			-	82,061	-
316 HOME-Choc Project	2,843,180			-	2,843,180	-
321 EDBG 99-688 Buckhorn	65,324	2,093		(11,603)	55,814	(9,510)
322 EDBG 96-405 Cradwick	207,947	11,579		(26,350)	193,176	(14,771)
326 16-Home-10803		2,865	2,865			-
341 Green House Reduction	15,471		10,000	-	5,471	(10,000)
342 Afterschool-Rominger		47,571	60,453	-	(12,882)	(12,882)
343 21st Grant-Waggoner		15,844	28,190	-	(12,346)	(12,346)
344 21st Grant-Rominger		15,844	23,709	-	(7,865)	(7,865)
345 21st Grant-Munchkin		31,688	22,870	-	8,818	8,818
351 RLF Housing Rehabilitation	105,993	3,580		(3,580)	105,993	-
352 RLF Affordable Housing	271,588			-	271,588	-
356 RLF HOME Program	373,046	795	195,197	-	238,644	(134,402)
358 Program Income Fund	724,577	3,647	2,183	41,533	767,574	42,997
411 Street Impact Fee	137,136	273,178	1,706	-	408,608	271,472
412 Storm Drain Impact Fee	213,077	3,827	237	-	216,667	3,590
413 Parks & Recreation Impact	114,088	406,230	868	-	519,540	405,362
414 Public Safty Impact Fee	275,716	90,569	260	-	366,025	90,309
415 Fire Impact Fee	540,571	188,261	267	-	728,565	187,994
416 General Facilities Impact	689,962	163,644	257	-	853,349	163,387
417 Water Impact Fee	621,609	258,870	308	-	880,171	258,562
418 Sewer Impact Fee	548,343	297,918	269,884	-	576,377	28,034
419 Flood Control Fee	201,912	201,282	7,728	-	395,466	193,554
421 General Fund Capital	493,798	3,550		-	497,348	3,550
422 Landfill Capital	65,330		18,799	-	46,531	(18,799)
423 Street Capital	59,514	43		-	59,557	43
424 Parks and Recreation Capit	467,118	332	70,356	-	397,094	(70,024)
427 Equipment Replacement Fund	427,505	23,107	856	-	449,756	22,251
429 Service Reserve Fund	1,064,931	21,442	265,778	-	820,595	(244,336)
481 General Plan 1992	(338,020)			23,433	(314,587)	23,433
482 Flood Control Study	(123,631)	9		-	(123,622)	9
492 RAJA Storm Drain	107,665	259		-	107,924	259
494 CARF	142,776	16,148	6,453	-	152,471	9,695
495 Monitoring Fee		23,433		(23,433)		-
496 Storm Drain Non-Flood	247	2		-	249	2
501 General Debt Service	59,307	377		-	59,684	377
611 Water O & M	4,277,737	1,259,759	979,425	(106,118)	4,451,953	174,216
612 Water Reserve	163,237	3,038		-	166,275	3,038
613 Water Infrastructure				(13)	(13)	(13)
616 Water Conservation	24,777	61	10,442	13	14,409	(10,368)
617 Water Meter Fund	387,791	10,800	29,131	-	369,460	(18,331)
619 Water Debt Service Fund	(3,041,118)			106,118	(2,935,000)	106,118
621 Sewer O & M	7,124,716	1,433,916	1,517,773	(162,462)	6,878,397	(246,319)
622 Sewer Reserve	159,459			-	159,459	-
629 Sewer Debt Service	(3,587,044)	624	36,022	162,462	(3,459,980)	127,064
651 Central Service Overhead	788	890	1,678	-		(788)
652 Equipment Lease	3,676		27,005	-	(23,329)	(27,005)
771 RORF	(13,688,892)	689,256	473,849	(54,569)	(13,528,054)	160,838
772 RDA Trust	608,993			-	608,993	-
781 RDA Long Term Debt	1			-	1	-
803 Elderberry Mitigation Fund	254,124	45,732	2,772	-	297,084	42,960
831 Winters Library	73,640	16,737	8,548	-	81,829	8,189
833 Festival de La Comunidad	35,100	24,827	19,932	-	39,995	4,895
836 PCH HOA	15,998	102		-	16,100	102
838 WPD Youth Services	366	2		-	368	2
839 Youth Day Fund	748	5		-	753	5
841 PD Cancer Patch Fund	175	482	657	-		(175)
911 General Fixed Assets	29,957,617			-	29,957,617	-
Totals	\$ 34,991,204	\$ 9,743,936	\$ 10,228,440	\$ -	\$ 34,506,700	\$ (484,504)

City of Winters
Summary of Expenditures
July 1, 2019 through March 31, 2020

Fund	Fund Description	% of Year Completed				75%
		Budget FY 2019-2020	March Actual	Year to Date Actual	Unspent Budget	% of Budget Spent
101	General Fund Expenditures by Department					
110	City Council	\$ 18,748	\$ (686)	\$ 6,454	\$ 12,294	34%
120	City Clerk	7,997	(541)	(3,638)	11,635	-45%
160	City Manager	158,163	8,442	125,965	32,198	80%
161	Economic Development & Housing	247,546	17,070	191,391	56,155	77%
163	Rogers Building			450	(450)	
170	Administrative Services	11,489	(6,291)	(11,274)	22,763	-98%
180	Finance	104,347	9,169	63,105	41,242	60%
210	Police Department	3,102,547	287,617	2,494,342	608,205	80%
310	Fire Department	1,131,223	100,361	917,156	214,067	81%
410	Community Development	92,424	8,260	87,088	5,336	94%
420	Building Inspections	338,873	32,301	325,411	13,462	96%
610	Public Works-Administration	259,708	6,033	142,718	116,990	55%
710	Recreation	26,512	474	28,932	(2,420)	109%
720	Community Center	99,999	7,112	85,043	14,956	85%
730	Swimming Pool	151,862	6,752	102,140	49,722	67%
	Total General Fund Expenditure	\$ 5,751,438	\$ 476,073	\$ 4,555,283	\$ 1,196,155	79%
106	Monitoring Fee	500			500	
105	Senior Fund	59			59	
107	Park Maintenance	42,457			42,457	
108	Munchkin Summer Camp			6,826	(6,826)	
111	Afterschool Tuition Fund		116	1,564	(1,564)	
113	2007 Housing TABS	1,000	6,880	341,783	(340,783)	999%
115	Police Canine Program	400			400	
116	Police Cadet Program	400		210	190	53%
201	Fire Prevention Grant	202			202	
209	In Lieu Affordable Housing	330	1,128	492,791	(492,461)	999%
211	City Wide Assessment	279,331	15,351	234,028	45,303	84%
221	Gas Tax Fund	191,115	10,249	99,292	91,823	52%
226	Road M & R	120,000		23,750	96,250	20%
231	State COPS 1913	126,722	9,385	78,125	48,597	62%
233	Realignment	5,383		5,991	(608)	111%
252	Asset Forfeiture	612		843	(231)	138%
254	Vehicle Theft Deterrent		1,769	8,145	(8,145)	
291	Beverage Recycling Grant	5,000		400	4,600	8%
294	Transportation	323,750	1,400	290,525	33,225	90%
299	After School Program	89,890	9,060	182,068	(92,178)	203%
321	EDBG 99-688 Buckhorn	15,955		11,603	4,352	73%
322	EDBG 405-Cradwick	15,249	4,650	26,350	(11,101)	173%
326	16-home-10803			2,685	(2,685)	
341	Green House Gas Grant		10,000	10,000	(10,000)	
342	Afterschool-Rominger	82,550	8,559	60,453	22,097	73%
343	21st Grant-Waggoner	71,607	2,415	28,190	43,417	39%
344	21st Grant-Rominger	39,575	2,770	23,709	15,866	60%
345	21st Grant-Munchkin	64,951	400	22,870	42,081	35%
351	RLF Housing Rehab	4,773	398	3,580	1,193	75%
355	RLF Small Business	8,114			8,114	
356	RLF HOME Program			135,197	(135,197)	
358	Program Income		1,666	2,183	(2,183)	
411	Street Impact Fee	2,275	190	1,706	569	75%
412	Storm Drain Impact Fee	316	26	237	79	75%
413	Park & Recreation Impact Fee	1,157	96	868	289	75%
414	Public Safety Impact Fee	57,647	29	260	57,387	
415	Fire Impact Fee	356	30	267	89	75%
416	General Facility Impact Fee	343	29	257	86	75%
417	Water Impact Fee	404	34	308	96	76%
418	Sewer Impact Fee	343	29	269,884	(269,541)	999%
419	Flood Fees		7,728	7,728	(7,728)	
422	Landfill Capital	50,805	4,680	18,799	32,006	37%
423	Street Capital	70,000			70,000	
424	Parks & Recreation Capital		873	70,356	(70,356)	
427	Equipment Replacement Fund	97,300		856	96,444	1%
429	Service Reserve		201	265,778	(265,778)	
494	CARF		(2,742)	6,453	(6,453)	
495	Monitoring Fee	33,227	1,316	23,433	9,794	71%
611	Water O & M	1,636,028	73,349	1,085,543	550,485	66%
613	Water Infrastructure			13	(13)	
616	Water Conservation Fund	13,679	59	10,442	3,237	76%
617	Water Meter Fund	20,278	23	29,131	(8,853)	144%
621	Sewer O & M	1,890,367	137,289	1,680,235	210,132	89%
629	Sewer Debt Service			36,022	(36,022)	
651	Central Service Overhead			1,678	(1,678)	
652	Equipment Fund	1	23,329	27,005	(27,004)	999%
771	RORF	1,098,425	22,703	528,419	570,006	48%
803	Elderberry Trust			2,772	(2,772)	
831	Swim Team	54,928		8,548	46,380	16%
833	Festival de la Comunidad	7,950		19,932	(11,982)	251%
841	PD Cancer Fund			657	(657)	
	Total Expenditures	\$ 12,277,192	\$ 831,540	\$ 10,746,031	\$ 1,531,161	87%



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: April 21, 2020
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Shelly A. Gunby, Director of Financial Management/City Treasurer 
SUBJECT: March 2020 Investment Report

RECOMMENDATION:

Staff recommends that the City Council receive and file the City of Winters investment for the period July 1, 2019 through March 31, 2020.

BACKGROUND:

The City of Winters financial policy requires, at a minimum, quarterly investment earnings reports. The attached report shows the earnings for July 1, 2019 through March 31, 2020. The City of Winters is invested in the Local Agency Investment Funds (LAIF), a savings account at our local First Northern Bank (a Money Market Account), 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 also includes interest on the SERAF loans from the Service Reserve and Equipment Replacement funds which loaned money to the former Winters Community Development Agency to make the required SERAF payment.

The investment report for the month of March 2020 reflects interest from the Money Market Account, the CDBG and EDBG Funds.

FISCAL IMPACT:

None

City of Winters
Investment Earnings Report
Investment Earnings as of March 31, 2020

Funds	Fund Description	March 2020	Year to Date
		Investment Earnings	Investment Earnings
101	GENERAL FUND		\$ 375
105	SENIOR FUND		11
106	MONITORING FEE		15
107	PARK MAINTENANCE FUND		465
113	2007 HOUSING TABS		2,112
115	CANINE PROGRAM FUND		7
116	POLICE CADET FUND		21
117	Community Garden		2
201	FIRE PREVENTION FUND		6
208	FIRST TIME HOMEBUYER		566
209	In Lieu Affordable Housing	46	2,223
212	FLOOD ASSESSMENT DISTRICT		26
231	STATE COPS 1913	4	14
233	Realignment Fund		447
251	TRAFFIC SAFETY		648
254	VEHICLE THEFT DETERRENT		232
291	BEVERAGE RECYCLE GRANT		10
321	EDBG 99-688		2,093
322	EDBG 96-405 CRADWICK	2,062	11,579
351	RLF HOUSING REHAB	398	3,580
356	RLF HOME PROGRAM		795
358	PROGRAM INCOME FUND	11	3,647
412	STORM IMPACT FEE		1,067
414	POLICE IMPACT FEE		1,722
415	FIRE IMPACT FEE		2,281
416	GENERAL FACILITY IMPACT FEE		2,428
417	WATER IMPACT FEE		2,938
418	SEWER IMPACT FEE	30	662
419	FLOOD OVERLAY		1,282
421	GENERAL FUND CAPITAL		3,550
423	STREET CAPITAL	9	43
424	PARKS & REC CAPITAL	63	332
427	EQUIPMENT REPLACEMENT FUND		15,399
429	SERVICE RESERVE		21,442
482	FLOOD CONTROL STUDY		9
492	RAJA STORM DRAIN		259
494	CARF		476
496	STROM DRAIN NON-FLOOD		2
501	GENERAL DEBT SERVICE		377
611	WATER O & M		512
612	WATER RESERVE		41
616	WATER CONSERVATION		61
617	WATER METER FUND		1,250
621	SEWER O & M		4,614
629	SEWER DEBT SERVICE FUND		624
803	ELDERBERRY MITIGATION		45,732
831	SWIM TEAM		400
833	FESTIVAL DE LA COMUNIDAD		82
836	PCH HOA		102
838	WPD Youth Services		2
839	Youth Day Fund		5
Total Investment Earnings		\$ 2,623	\$ 136,568