



Winters City Council Meeting
City Council Chambers
318 First Street
Tuesday, March 3, 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, February 18, 2020 (pp. 4-10)
- B. Street Closure Request and Amplified Sound Permit for the Monthly Classic Car Show Sponsored by the Buckhorn Steakhouse (pp. 11-15)
- C. Reclassification of Records Clerk I to Records Clerk II (pp. 16)
- D. Approval of Part-Time Records Clerk I Position (pp. 17)
- E. Authorization to Issue RFP for Municipal Banking Services (pp. 18-40)

PRESENTATIONS

Armond Sarkis, YCPARMIA CEO/Risk Manager (Yolo County Public Agency Risk Management Insurance Authority) (pp. 41-47)

DISCUSSION ITEMS

1. None
-

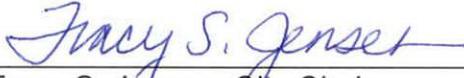
CITY MANAGER REPORT

INFORMATION ONLY

1. December 2019 Treasurer Report (pp. 48-54)
2. December 2019 Investment Report (pp. 55-56)
3. January 2020 Treasurer Report (pp. 57-63)
4. January 2020 Investment Report (pp. 64-65)

ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the March 3, 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 February 27, 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

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

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

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

How to obtain City Council Agendas and Agenda Packets:

View on the internet: www.cityofwinters.org/administrative/admin_council.htm

Any attachments to the agenda that are not available online may be viewed at the City Clerk's Office or locations where the hard copy packet is available.

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

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

City Hall – Finance Office - 318 First Street

City Council meetings are streamed and can be viewed live at <http://www.cityofwinters.org/live-city-council-meetings/>. A recording of any streamed City Council meeting can be viewed at a later date at <http://www.cityofwinters.org/city-council-meeting-recordings/>.



Minutes of the Regular Meeting of the Winters City Council
Held on February 18, 2020

Mayor Bill 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,
Environmental Services Manager Carol Scianna, Management
Analyst Kristine DeGuerre, Civic Spark Fellow Christopher Flores,
Police Chief John Miller, Police Chaplain Robert Duvall & K9 Kepi,
and City Clerk Tracy Jensen

Kurt Balasek led the Pledge of Allegiance.

Approval of Agenda: Motion by Council Member Neu, second by Council
Member Loren 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: Verbal updates were provided by Council.

PUBLIC COMMENTS: Daniel Williams, 26510 Co. Rd. 34, Winters, said he was
asked to come to a meeting and said he likes the City of Winters and wants to
keep it growing at a steady pace. He is concerned that a large development is
too much too soon. Mr. Williams said he was originally from Long Beach, where
homes were removed and replaced with multi-use housing.

Bill Lagattuta, 26758 Via Robles, Winters, wanted to tell everyone more about the initiative for the November ballot regarding future annexation in Winters. Mr. Lagattuta wanted to assure Council this is very serious and he takes this responsibility very seriously. The initiative documents and fee will be presented to the City Clerk on March 4th. After 15 days, petitions can be circulated. Mr. Lagattuta respectfully requested to Council that City staff schedule a presentation at a City Council meeting about who they are and what they want. An amendment to the General Plan will come to Council to be passed into law or certified for the November ballot.

Bethany Gale, 623 Snapdragon St., Winters, said she supports the Keep Winters Winters initiative and said she loves Winters. Ms. Gale said she is not anti-growth, but supports smart, sustainable growth. She is hesitant to see that much growth at once and requested that citizens are given a voice in the decision to expand beyond the City limits.

Marcia Gibbs, 204 Main St., Winters, said she participated in the Economic Development Advisory Committee, whose task was to come up with recommendations to focus on economic development. Ms. Gibbs and Sandy Vickery drafted a final report and presented it to the committee at a joint meeting of the Planning Commission and City Council in 2019, where Ms. Gibbs said some of the recommendations were reviewed. As part of the committee, they did some dedicated work and were hopeful their ideas would be useful. As of today, no other recommendations have been acted upon.

Ellie Yeatman, 209 Abbey St., said she supports the Keep Winters Winters movement. She has seen so much change in northern California since 1970. She said she loves Winters and wants to keep the character of this beautiful town. Change is inevitable and the young will reap the benefits for the time she has spent preserving what we have. As a volunteer at Meals on Wheels, she comes from ag land surrounding us and hates to see it destroyed by planning that is not careful and judicious. She wants to have a say in that planning and appreciates the work Council and the City Manager does.

Kate Laddish, 400 Morgan, Winters, thanked the City Manager for his weekly Friday updates, which provides an excellent roundup of information. The City is planning to meet with CalTrans to pursue automatic license plate readers (LPR) on Grant Avenue, but she voiced her concerns regarding mass surveillance that has potential and documented problems. She cited one example: ICE has accessed privately held data and used it to locate and arrest people without documentation. An LPR requires a privacy policy and crafting it would be a public process. The Police Department and City staff are working to keep the City safe, but she requested that Council direct staff to hold public discussions before going to Council in order to avoid unintended consequences.

Tina Lowden, 320 Niemann, said she and her husband bike, walk, and play in Winters and they love Winters. She requested that Council look at what Keep Winters Winters is all about. She also said Census 2020 is coming and Yolo County needs money.

Will Meakle, address unknown, said he has been living here for six years and loves the City. He left Huntington Beach because it was destroyed by over-development and land values that went crazy. Housing prices in San Francisco are basically outrageous and people who work in San Francisco buy properties here. He said he will do everything in his power to keep Winters Winters. He wants Council to put the brakes on unabated growth and to think about what they're doing. He loves it here and wants to keep it where it is.

CONSENT CALENDAR

- A. Minutes of the Joint Meeting of the Winters City Council and Winters Planning Commission Held on Tuesday, January 21, 2020
- B. Minutes of the Regular Meeting of the Winters City Council Held on Tuesday, February 4, 2020
- C. Final Acceptance City Parking Lot Project

City Manager Donlevy gave an overview. Council Member Anderson recused himself from Item C due to a possible conflict of interest due to the location of his property in relation to this item. Motion by Council Member Loren, second by Council Member Neu to approve Consent Items A and B. 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 Consent Item C. 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

Ron Turner, President of the 100 Club of Solano & Yolo Counties, presented a check to Chaplain Robert Duvall and K9 Kepi of the Winters Police Department Crisis Intervention Team. Mr. Turner said the 100 Club is a non-profit organization that supports police, fire, and first responders and addresses the needs of families in the first 72 hours, presenting a twenty-thousand dollar check to the family of those who have fallen. Funds are received through gracious donors of business and community members. The check presented to Robert & K9 Kepi was based on a donation received from Kaiser Permanente, who identified Robert and K9 Kepi as recipients of these funds. Board Members Ron and Margie Keck said they became aware of the work being done by The 100 Club of Solano and Yolo Counties and wanted to partner with them to support the families of those who have died in the line of duty. Robert said he and K9 Kepi work with 60 agencies throughout Yolo and Solano Counties as part of a crisis intervention team to identify PTSD and depression. They also work with CalFire as part of a peer support unit, spent 14 days on deployment and spent an additional 30 days on the Camp and Carr fires in 2019. Robert thanked everyone for their support and said any resources they receive would be very helpful and this donation will be added to the fund. Mayor Biasi thanked Robert and K9 Kepi for comforting people in their time of need. It is a hard job and they do it so well and their service is very much appreciated. Mayor Biasi also thanked the 100 Club of Solano and Yolo Counties.

DISCUSSION ITEMS

1. Council Direction Requested by the Winters Putah Creek Committee (WPCC)

Kurt Balasek, Chairperson for the Winters Putah Creek Committee (WPCC), said the planned projects have been completed on the creek and now they're down to maintenance and they are interested in expanding their role. Streamkeeper Rich Marovich suggested expanding Dry Creek upstream against invasive weeds and suggested the formation of a Winters Natural Resources Committee. Kurt spoke about unresolved issues from a pedestrian bridge and a south bank trail. He requested feedback from Council about what they would like the WPCC to do. Council Member Anderson asked about a crossing attached to the freeway and Kurt responded by saying CalTrans said it would be possible. Mayor Pro Tem Cowan said he wants to keep the WPCC active and bringing in Dry Creek would be a nice addition. Mayor Biasi said he has been on the WPCC since 2006 and a lot has been accomplished. Streamkeeper Rich Marovich has obtained a lot of money through grants and the walkable trail is one of the best amenities we have. Kurt said there are world renowned experts on the WPCC and he wants to keep them challenged and engaged. He added that grant writing can also be discussed and emphasized looking at the entire watershed to avoid duplicate

efforts. Tina Lowden said she attended the Youth Day Duck Race at Putah Creek and it was hard to get down the trail. Kurt said a new, extended ramp is being installed. Kate Laddish, a member of the WPCC, said the creek is a special place and a tremendous resource. She said discussion has occurred, due to Carol Scianna's retirement and wrapping up projects, about whether the committee ends or continues. They decided strategic planning was needed going forward. There is a lot of expertise on the committee and a good knowledge base of those property owners along the creek. Due to the number of organizations working along the creek, we must be careful of impacts. The WPCC could be a nexus between organizations to avoid efforts being at odds. The WPCC is a valuable organization and Kate said she is looking forward to invigorating their mission going forward.

2. Climate Action Plan (CAP) Development Board Appointment Process

Civic Spark Fellow Christopher Flores gave an overview and said the target date to hold their first board meeting was sometime in March, which means a quick turn-around selection process is needed. Christopher said he has approached different community organizations and eleven applications have been submitted between early January and February 3rd. He said he also reached out to the school, but no applications have been received, but this will be a participatory role and will not be required for the decision-making process. The selection committee will conduct interviews and come back to Council to suggest the top five applicants for appointment. Council Members Loren and Neu volunteered to sit on the selection committee.

3. Discuss Appointment Procedure to Fill Planning Commission Vacancy

City Manager Donlevy said a conflict has arisen between Lisa Baker's role with Yolo County Housing and the implementation of an intergovernmental agreement and serving on the Planning Commission, resulting in a vacancy on the Planning Commission. Mayor Pro Tem Cowan, who sits on the Planning Commission Selection Committee with Council Member Loren, suggested opening the position for new applicants for a short period of time, conduct interviews, and come back to Council by March 17th with a recommendation to complete Lisa's term, which expires in July, 2021. Mayor Pro Tem Cowan confirmed that prior applicants would also be considered. No public comments were made and there was a consensus from Council to review past applications as well as opening the position for new applicants.

4. Community Engagement Review

City Manager Donlevy said he was reporting back and providing framework of the input on the development of a strategy for overall community engagement received at a joint workshop of the City Council and Planning Commission that was held on January 21. Staff received numerous responses, and with the assistance of community members Debra DeAngelo and Sally Brown, completed the framework for an overall strategy.

Mayor Biasi said it is crucial to get the strategy together and receive as much input as we can. It's going to take a lot of volunteers to step up and help get the information out. Facilitated workshops work well, ie: Complete Streets, Creek project, and the Downtown Master Plan and he thanked the City Manager for pulling it all together. Council Member Loren said this is a great process to engage the community and validate that the community is heard. She thanked the City Manager for making it a priority.

Kate Laddish, 400 Morgan, said during the Complete Streets process, an independent, outside facilitator was utilized. They broke out into small groups, came up with a consensus, presented it to a larger group, and discussed it together. She thanked staff for putting it together and said she looked forward to participating.

Mayor Pro Tem Cowan said Bill Lagattuta brought up at the last City Council meeting the City's substandard audio/video system and volunteered to assist in improving it. People that are at home should be able to tune in to Council and Planning Commission meetings and we would also be able to engage more people with an improved system. City Manager Donlevy said it's been a couple of years since our Internet was upgraded by pulling a fiber line out to the Public Safety Facility, enabling us to broadcast through the Internet. The City will try to do our best.

Mayor Biasi said putting together the community engagement information is something we really need. City Manager Donlevy said staff will put it out on social media for more public comments and will work on putting together an advisory committee in an effort to make everything transparent. Staff will create an outline for community engagement and will advertise for committee members.

CITY MANAGER REPORT: Will be attending four meetings in Sacramento beginning next week as part of a team regarding Chromium 6, which has become very real very quickly. During 2020, the State will consider maximum contamination limits. Another rising issue is TCP123, ag pollution in wells. Staff met with the water regulator for licensing who reviewed of all City wells, receiving a glowing report except for the ag pollution on Well 5 on Neimann Street. Staff will schedule a meeting with the Solano County Water Agency.

A transparency page is being added to the City's website within the next week that will include all emails received from Keep Winters Winters and interaction with major developers. This will be a very important way for people to receive accurate information.

INFORMATION ONLY: None

ADJOURNMENT: Mayor Biasi adjourned the meeting at 8:07 p.m.

Bill Biasi, MAYOR

ATTEST:

Tracy S. Jensen, City Clerk



**CITY COUNCIL
STAFF REPORT**

TO: Honorable Mayor and Councilmembers
DATE : March 3, 2020
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Tracy S. Jensen, Records & Information Manager
SUBJECT: Street Closure Request and Amplified Sound Permit for the Monthly Car Show Sponsored by The Buckhorn Steakhouse

RECOMMENDATION:

Staff recommends the approval of the Request for Street Closure of Main Street & East Main Street between First Street and Elliot Street to allow for The Buckhorn Steakhouse to sponsor a Car Show on the second Tuesday of each month from March through October from 4:00 p.m. to 8:30 p.m. The specific dates include: March 10, April 14, May 12, June 9, July 14, August 11, September 8, and October 13, 2020.

BACKGROUND:

Emarie Van Galio of The Buckhorn has requested the closure of Main Street and East Main Street between Elliot Street and First Street for the dates specified above.

Ms. Van Galio has requested that closure notification be posted on all affected streets a minimum of 24 hours prior to the scheduled closures and barricades be placed at the Main/Railroad and Main/First intersections, and Main/Elliot as needed.

This event allows visitors and community members to come and enjoy the spring, summer and fall evenings while strolling up and down Main Street, viewing the classic automobiles on display. As per the City's Street Closure Ordinance, this request requires Council approval of identified streets on the attached form.

FISCAL IMPACT: TBD (signage, barricade placement)



City of Winters Request for Street Closure

This application is for citizens or groups that have occasion to request that streets be temporarily closed for such things as bicycle races, running contests, block parties and other such events requiring the re-routing of traffic. If amplified sound will be used during this event, an additional permit is required. If this event includes a parade, a parade permit application is also required.

A request to close streets shall be filed with the Police and Public Works Department at least ten (10) business days prior to the date the street would be closed.

There shall be no closure of the following streets without council approval:

- | | |
|-----------------|---------------------|
| 1. Main Street | 4. Valley Oak Drive |
| 2. Railroad Ave | 5. Abbey Street |
| 3. Grant Avenue | |

Requests to close the streets herein listed shall be submitted at least thirty (30) business days prior to the street closure.

Requests for street closures that are not submitted by the minimum time lines may be granted only by the Winters City Council.

Name: <u>Emanic</u>	Organization: <u>Buckhorn Cafe Inc</u>
Address: <u>2 Main ST.</u>	Mailing Address: <u>2 Main ST.</u>
Telephone: <u>530 795 4503 / 530 400 3470</u>	Today's Date: <u>2/18/20</u>
Streets Requested: <u>Main ST. between Railroad and First; and East Main St. to Elliot St.</u>	
Date of Street Closure: <u>2nd Tuesday March - OCT</u> Time of Street Closure: <u>4 - 8:30pm</u>	
Description of Activity: <u>Classic Car Show</u>	
Services Requested of City: <u>Posted Notices, Barricades</u> <u>* See Special Event Requirements</u>	

The undersigned, as the representative for the organization listed, agrees to take full responsibility for use of City premises and all individuals/parties/organizations participating in this event will hold the City of Winters, its employees, agents, volunteers and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of service, action and causes of action by any person or persons, for injuries to persons or loss or damages to property occasioned by or in connection with the use of the facilities, equipment or premises caused by any source whatsoever. I understand that it is unlawful to conduct any activity in violation of the permit provisions and may cause this reservation or the activity/event to be canceled at any time.

Emanic C. V. ...
Signature

2/18/20
Date



APPROVED:	City Council: _____	Date Approved: _____
	Public Works: <u>CMS</u>	City Manager: <u>[Signature]</u>
	Police Dept: <u>AM</u>	Fire Dept: <u>[Signature]</u>

City of Winters Request for Street Closure

Please provide a listing of the names and signatures of people living on the street(s) to be closed and acknowledging that they know why the closure is requested and that they agree to the closure. Attach additional sheets if necessary.

Please see attached Signatures (Pg 4)

Date of Application: 2/18/2020

To City Council: 3/3/2020

Name of Person(s)/ Organization: Brockham

Contact: EMARE

Business Address: 2 Main St.

Telephone: 530
400-3470

Telephone: 530 795 4503

Type of Event: Classic Car Show

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

Date/Time of Event: 2nd Tuesday - March - OCTOBER From: 5pm To: Dusk

Location/Address of Event: Main St. between Railroad and First St; East Main to Elliot St.

Rated Output of Amplifier in Watts: 1000 watt per speaker. Number of Speakers: 2

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

Signature: [Handwritten Signature]

For City Use Only

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

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

Police Department: Approved Denied Date: 2/20/20

Authorized Signature: [Handwritten Signature]

City Council: Approved Denied Date: _____

Authorized Signature: _____



TO: Honorable Mayor and Council Members
DATE: March 3, 2020
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Tracy S. Jensen, Records & Information Manager/City Clerk
SUBJECT: Reclassification of Records Clerk I to Records Clerk II

RECOMMENDATION:

Approve the reclassification and promotion of a Records Clerk I position to a Records Clerk II position. The City currently has the Records Clerk II position in place in the Job Descriptions and Salary Schedule.

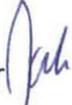
BACKGROUND:

The Records Clerk I employee was hired March 27, 2019. With the impending retirement of two key management positions and the shifting of tasks and responsibilities to current staff members, the Records Clerk II position more accurately defines the increased tasks and responsibilities that will be expected of an employee in the Records Clerk II position.

The Records Clerk II position will also manage all pool operations during the 2020 swim season.

FISCAL IMPACT: \$3,672 annually.



TO: Honorable Mayor and Council Members
DATE: March 3, 2020
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Tracy S. Jensen, Records & Information Manager/City Clerk
SUBJECT: Approval of Part-Time Records Clerk I Position

RECOMMENDATION:

Approval of Part-Time Records Clerk I position with the following hourly rate range:
\$16.54 - \$21.10

BACKGROUND:

Periodically, the City will look at staffing levels within the organization to ensure that the resources are in place for desired service levels, to identify area of enhancement of service and to accommodate staff requirements in conjunction with new programs, projects, development or reorganizations.

The Finance Department has requested staffing within this division with a Part-Time Records Clerk to help address the steady flow of foot traffic into the Finance office, as well as steady telephone inquiries.

FISCAL IMPACT:

Increase staffing for one part time Records Clerk I for 20 hours a week will be between \$331 - \$422.



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: March 3, 2020
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Shelly A. Gunby, Director of Financial Management 
SUBJECT: Authorization to issue RFP for Banking Services

RECOMMENDATION:

Staff recommends that the City Council authorize staff to issue an RFP for Banking Services.

BACKGROUND:

The City of Winters has utilized the services of the local branch of a regional bank for many years. With the on-going changes in technology and treasury management practices occurring within the banking industry, staff has determined that a review of services offered is appropriate at this time.

The City of Winters has a fiduciary responsibility to be sure that the financial assets of the city are handled in a professional manner, as well as an economically reasonable manner.

The City of Winters wishes to engage in a banking partnership in which our banking partner will;

- work as an extension of City Staff.
- work with other City of Winters consultants as requested or required.
- become involved in the Community of Winters, supporting City functions and events.
- provide services that will allow for the continued financial health and well being of the City of Winters.
- Provide advise on new technologies that would enhance the banking process for the City of Winters.

FISCAL IMPACT:

None at this time

ATTACHEMENTS:

RFP for Financial Services
City of Winters Investment Policies



Request for Proposals

For

Banking Services

Issue Date March 4, 2020

Proposal Due April 15, 2020

Finance Department
318 first Street, Winters, CA 95695
Phone 530-794-6704 Fax 530-795-4935
www.cityofwinters.org

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Attachment A: City Investment Policy

I. Introduction and Instructions to Proposers

A. Introduction

The City of Winters is a California General Law city incorporated in 1898 and operates under the Council/Manager form of government. The City provides services to its citizens in the areas of public safety; community planning and development; water, wastewater services; transportation, recreation services. In addition, the City Council of the City of Winters exercises oversight control over the following legally separate entities: The Successor Agency of The City of Winters and The City of Winters Public Finance Authority.

The City currently maintains three (3) accounts and conducts its banking business with a local branch of a major bank. The City has had a long-term relationship with this bank, however, has determined that it is time to solicit proposals from interested financial institutions to ensure that the City receives the best available services to meet its needs.

The City is seeking proposals from qualified financial institutions to provide a proposal for banking services.

The Proposer is expected to provide all the materials and services that will fulfill or exceed the requirements and conditions as set forth in this RFP.

B. Time Schedule

3-4-20	Initial distribution of RFP package
3-12-20	Deadline for submission of questions
3-17-20	Estimated City response to questions
4-15-20	Proposal closing date and time of 3:00 p.m. Pacific time.
5-18-20	Conduct finalist interviews
6-2-20	Anticipated date for approval/award by City Council

C. Instruction to Proposers and procedures for submittal

Inquiries and questions concerning the contract terms and conditions contained within this Request for Proposal must be received in writing by 5:00 pm on March 12, 2020 to shelly.gunby@cityofwinters.org or

City of Winters
Shelly A. Gunby, Director of Financial Management
318 First Street
Winters, CA 95694

To ensure that written requests are received and answered in a timely manner, email correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used. Proposers shall not contact other city personnel with any questions or clarifications concerning this RFP.

Answers to questions received will be posted online at <http://www.cityofwinters.org/finance1/> no later than March 17, 2020. It is the proposer's responsibility to ensure that they access and review any questions as answers are posted. The City is not responsible to notify individual potential bidders of the availability of questions and answers beyond this notice. **Contact with City Personnel other than above regarding this request may be grounds for elimination for the selection process.**

The City may post Addendums to the RFP online at the City's website (<http://www.cityofwinters.org/finance1/>). It is the potential proposer's responsibility to access any addendums and ensure that stated requirements are met.

1. **Proposals are to be properly identified on the outside of the package and are due by 3:00 pm, local time on April 15,2020 and shall be delivered in a sealed package to:**

City of Winters
Shelly Gunby, Director of Financial Management
318 First St
Winters, CA 95694

Proposals must be clearly identified and sent in a sealed package. **It is the responsibility of the Proposer to ensure timely delivery is made to the Director of Financial Management in the City of Winters.**

2. Proposals must be valid for a period of 120 calendar days from the closing date and time for receipt of proposals. No proposal may be withdrawn after the submission date.
3. Each Proposer must **provide five (5) hard copies and one electronic version** of its proposal. **One Copy is to be clearly marked as "original" on the outside cover and contains an original signature.**
4. All proposals shall be submitted on standard 8.5 x11 inch paper. All pages should be numbered and identified sequentially by section. Proposals must be tabbed and indexed in accordance with the information requested in Section III. **It is imperative that all Proposers responding to the RFP comply exactly and completely, to the instructions set forth herein.** All responses to this RFP shall be word processed (except where otherwise provided or noted), concise, straightforward and must fully address each requirement and question. Although not a substitute for complete written response, additional material, such as technical documents may be referenced in any response, if the material is included in the same section as additional information.

5. Information in proposals shall become public property and subject to disclosure laws. All proposals shall become the property of the City of Winters. The City of Winters reserves the right to make use of any information or ideas in the proposals.
6. By submitting a proposal, the proposer represents that it has thoroughly examined and become familiar with the work required under the RFP and that it is capable of providing and performing quality work to achieve the City objectives.
7. The City of Winters shall not, in any event, be liable for any pre-contractual expenses incurred by proposers in the preparation of their proposal. Pre-contractual expenses are defined as expenses incurred by the proposer and include:
 - a. Preparing its proposal in response to this RFP
 - b. Submitting that proposal to the City
 - c. Negotiating with the City any matter related to the proposer's proposal; and
 - d. Any other expenses incurred by the proposer prior to the date of award and execution, if any, of the Agreement.
8. Each proposer must submit its proposal in strict accordance with all requirements of this RFP and compliance must be stated in the proposal. Deviations, clarifications, and/or exceptions must be clearly identified and listed separately as alternative items for the City of Winters' consideration.
9. After the closing date and time for receipt of proposals, evaluation and proposal clarification will commence. No proposals received after the closing date and time will be considered.
10. Proposers judged most responsive to the City's requirements may be asked to give a presentation of their proposal including on-site demonstration to City Staff. Selected proposers should be prepared to make their presentation within five (5) calendar days after notification and be prepared to discuss all aspects of their proposals in detail, including technical questions regarding the proposal. No proposer shall be allowed to alter or amend its proposal through the use of the presentation process.
11. In the event the City of Winters deems it necessary to clarify or make any changes to this RFP, these changes shall be made in the form of a written addendum authorized and issued only by the Director of Financial Management.
12. The City of Winters reserves the right to negotiate modifications with any proposer as necessary to serve the best interest of the City of Winters. Any proposal may be rejected if it is conditional, incomplete or deviates from specifications in this request. The City of Winters reserves the right to waive, at its discretion, any procedural irregularity, immaterial defects or other improprieties, which the City of Winters deems reasonably correctable or otherwise not warranting rejection of the proposal. Any waiver will not excuse a proponent from full compliance.

13. Proposers shall describe their approach to the Scope of Work and indicate costs in separate attachments.

14. The City of Winters reserves the right to:

- a. Negotiate the final agreement with any proposer(s) as necessary to serve the best interest of the City of Winters;**
- b. Withdraw this RFP at any time without prior notice and, furthermore, makes no representations that any contract will be awarded to any proposer responding to this RFP; or**
- c. Award its total requirement to one proposer or to apportion those requirements among two or more proposers as the City of Winters may deem to be in its best interest.**

In addition, negotiations may or may not be conducted with proposers; therefore, the proposal submitted should contain the proposer's most favorable terms and conditions, since the selection and award may be made without discussion with any proposer.

- d. A contract agreement will be proposed for execution. It may be modified to incorporate other pertinent articles/terms and conditions set forth in this RFP, including those added by addendum, and to reflect the proposer's offer or the outcome of contract negotiations, if any, conducted by the proposer. The proposer's exceptions to the terms and conditions of the proposed contract, or the proposer's inability to comply with any of the provisions of the proposed contract, are to be declared in the proposal.**

II. Proposal Response Requirements

A. Response Items

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis. Responses must provide the required information in the following order for each underscored item: Proposers shall respond by repeating the section and sub-sections number(s) and statement/question and by providing the appropriate response hereunder.

1. Cover Letter

All proposals must be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity. **An unsigned proposal submission is grounds for rejection.**

2. Company Data

Each proposer shall submit the following information:

- a. State the company's official name and address and the names and titles of its principal officers; indicate what type of entity, such as corporation, partnership, joint venture, sole proprietorship, etc., and indicate if the firm is incorporated;
- b. Provide the firm's Federal Employer I.D. Number;
- c. Provide the name and address of the person to receive notices who is authorized to make decisions and represents the company. Specify in what capacity the person shall be representing the entity and any limitations to their authority;
- d. Furnish the complete firm's address for any mailed funds;
- e. State any failures or refusals to complete any contracts and a complete explanation;
- f. Indicate the number of years in business under the present business name;
- g. Indicate the number of years of the firm's experience in providing required, equivalent or related products and services;
- h. Submit a detailed statement indicating whether the proposer is totally or partially owned by another business organization or individual that will be providing the services to meet the requirements of the proposal.
- i. Submit a detailed statement indicating whether the proposer totally or partially owns any other business organization that will be providing the services to meet the requirements of the proposal; and

- j. Submit qualifications of the proposer to be considered for selection:
 - 1. The proposer must be a qualified public depository, as defined by California General Statutes, and must perform its obligation under this proposal in compliance with all applicable federal and state laws and regulations, as well as statutes and policies. The proposer must be able to offer the full range of banking services required by the proposal throughout the duration of the contract with the City of Winters.
 - 2. The proposer must be Federal or State of California chartered.
 - 3. The proposer must collateralize the City of Winters' deposits pursuant to all applicable sections of the California Government Code. Indicate the current level of public funds deposits and related collateral market value as well as types of securities used as collateral.
 - 4. The proposer has been evaluated by an independent rating services as "Outstanding" or "Satisfactory" for the last eight (8) consecutive quarters.

B. Certificate of Insurance

The proposer shall demonstrate the willingness and ability to provide the required insurance coverage as set forth by City of Winters requirements within ten (10) calendar days of notification of selection for award of an agreement.

C. Validity of Proposal

The proposer shall state the length of time for which the submitted proposal shall remain valid. The City of Winters requires a period of at least 120 days.

D. Certification of Understanding

The City of Winters assumes no responsibility for any understanding or representation made by any of its officers or agents during or prior to the execution of any agreement resulting from this RFP unless:

- 1. Such understanding or representations are expressly stated in the agreement; and
- 2. The agreement expressly provides that the responsibility therefore is assumed by the City. Representations made but not so expressly stated and for which liability is not expressly assumed by the City of Winters in the agreement shall be deemed only for the information for the proposer.

E. Resumes and Qualifications of Proposer's Personnel

The proposer shall provide the resumes of all the project manager and key personnel who will be assigned to this project. Resumes shall contain information relating to each person's education, experience or training in the area covered within this proposal.

F. References

The proposer shall include at a minimum, a list of five (5) applicable, preferably located in California, municipalities or applicable government operations, which are provided with these types of services.

G. Resources to be Provided by The City of Winters

The proposer must list any resources, City of Winters assistance, or other items expected to be provided by the City of Winters

H. Conversion Plan

The proposer shall provide a conversion plan for the operation and use of all its banking services

1. Describe the process by which the proposer would coordinate to ensure a smooth transition from the current provider.
2. Provide a schedule of the conversion process.
3. Discuss the training program that will be used to train city staff that utilizes any of the services and/or systems provided.
4. Include any hardware, software and any other requirements necessary for the implementation of the banking services proposed.

I. Transaction Retention Period

Describe the proposer's transaction history retention practice. Specify how long transactions are available for retrieval online and offline.

J. Backup and Emergency Systems

Describe the proposer's backup and emergency systems which would enable to City of Winters to continue operations in the event of a system breakdown or other emergency. Indicate how often these systems are tested and the hours for the technical support hotline.

III. Contract Terms

The proposer shall be designated as the City of Winters depository for a five (5) year fixed rate contract with an option of two (2) additional two (2) year increments under the same terms and conditions. The City of Winters reserves the right to cancel any agreement at any time upon thirty (30) days prior written notice of its intent to terminate any agreement. The designated depository shall provide the City of Winters at least ninety (90) days prior written notice of its intent to terminate any agreement.

IV. Scope of Work

A. Nature of Services Required

The City of Winters is soliciting proposals from full-service institutions. With the ongoing changes in technology and treasury management practices occurring within the banking industry, the City of Winters has determined that a review of services offered is appropriate at this time as a prudent procurement practice. The primary objective of this proposal is to obtain the most efficient, socially responsible and high-quality services at the most reasonable cost.

It is the City of Winters intend to maintain all its banking services with one banking institution, and as such, all proposals must include services for all bank accounts. The City of Winters reserves the right to add or reduce the number of accounts required to meet its banking objectives.

The City of Winters utilizes banking services, full account reconciliation for general account, electronic transaction fraud protection, electronic deposit and disbursement. The City of Winters is interested in online wire entry and online stop payment services. The City of Winters is interested in compensating balances and a sweep account, which is currently not provided by our current bank.

1. Operating Accounts

The City of Winters currently has 2 accounts

- General Account for all banking purposes
- Money Market account for investment of cash not immediately required for disbursements.

2. Merchant Card Processing

The City of Winters currently utilizes a credit card provider that charges the customer the fee for using a credit card to pay city fees. In the near future, the City

of Winters will begin accepting credit cards for services for all city fees. This service will be processed through a third-party vendor.

B. Scope of Services Required

1. Overview

Detailed services to be provided to the City of Winter have been segregated into the following two categories.

- **Required Services:** These services are mandatory and must be provided to the City of Winters by the selected institution. The only exceptions are acceptable alternative or non-material deviations. The City of Winters retains the option in the case of certain services to elect not to use them. This is based on changes in the City's capability to handle these internally.
- **Optional Services:** These are services that the City of Winters may wish to use depending on the cost, quality and availability of the services offered. If there is a cost for these services, it must be specified in the bid. Optional services do not have to be addressed in order to be considered an acceptable bid, however, selection of a firm may be based on the ability to provide these optional services at a reasonable cost. In addition, any other services that the institution may wish to offer to the City of Winters may be included with the submission package. Again, this does not have to be addressed in order to be considered an acceptable bid, but, the final selection may be based on these services.

2. Required Services

a. General operating account.

- General Checking Account
- Money Market account for investment of Cash more readily available than LAIF deposits.

b. Deposit Services

- Guarantee same day credit for wire transfers and ACH deposits on the day received regardless of the time of receipt during the day. Send via email incoming wire/ACH deposits.
- Redeposit returned items due to "non-sufficient funds". Items returned a second time should be forwarded to the City of Winters daily. Send via email returned item notification as well.
- Provide cutoff time for deposits to ensure same day ledger credit
- Describe how the bank handles any deposit discrepancies, including check deposited to the City by mistake and how the City will be notified on deposit adjustments.

- Include a list of all the bank's deposit locations within the City's limit and branch hours. (exclude ATM deposits)
- c. **Billing**

Direct fees method provide the unit charge for each required service, monthly and annual charges based on the City's estimated monthly volume for each service (Attachment A). Any earnings credit occurring in the account will be used to offset fees. Earnings credit on collected balances in excess of those required to pay charges incurred in any month shall be carried forward to offset future bank charges. Interest earnings rate will be computed in accordance with the negotiated rate agreed upon.
- d. **Daily cash balance reports for the previous day activity through direct access by 6 am each day. The following information needs to be provided for the checking account.**
 - Cash balance
 - Type, number, and amount of debits
 - Type, number and amount of credits
 - Collected and available balance.
- e. **Transaction reports for current day activity to be provided for the checking account.**
 - Type, number and amount of debits
 - Type, number and amounts of credits
- f. **Monthly statements for all accounts within 7 working days. These statements must provide:**
 - Listing of warrants and amounts cleared sorted by check number
 - Date warrant cleared
 - Date and amount of deposits
 - Summary of beginning cash balance, deposits/credits, warrants/debits and ending cash for each day.
- g. **Monthly account analysis report for active checking accounts and a summary providing the following information:**
 - Average daily cash balances
 - Average daily float
 - Average daily collected balances
 - Overdraft charges
 - Detailed transaction volume description and prices
 - Basis of earnings allowance
- h. **Annual/Fiscal Statements for all accounts on or before August 1st of each year or as needed, the bank shall provide comparative data by month and by major service cost**

category to be identified by the City of Winters. This information shall be “actual” data and shall include columns for units processed, and collected and ledger balances. The annual statement detailed analysis shall be prepared on a fiscal year basis (July 1-June 30). This report shall be provided at no additional cost to the City of Winters.

- i. The bank shall provide online services for the City to initiate wire transfers, ACH transactions, and transfers between accounts, create and store repetitive money transfer templates as well as create future dated money transfers. Provide the cut off time for setting up EFTs for same day execution.
- j. Web based online services shall include services such as image inquiry information reporting, business statements, stop payments, positive pay, account balance inquiry, transaction inquiry, deposit history, and other online web applications that can provided added convenience and cost savings.
- k. Stop payments that are initiated by direct access to the bank by authorized City employees will be done the same day. The bank shall provide online confirmations of stop payments.
- l. Back procedures (via phone and fax), forms and contacts shall be designated in the event of system failure or emergency. The bank shall provide hard copy confirmations.
- m. Positive pay to include such services as payment of matching checks by check number, vendor name, and check amount, exception reports, return instruction, and holdover exceptions. Describe the procedure and timeline for paying or returning exception items and default disposition if a decision response is not received.
- n. Direct access to the bank authorized by City employees to view images of paid checks for payroll and accounts payable per month. In addition, a bank file on cancelled checks shall be available to the City of Winters for upload to the City financial system (Corbin Willits MOMS) for automatic clearing of cancelled checks on a monthly basis.
- o. Assure that proper City signature authorizations are on all paid items.
- p. The bank shall guarantee not to return unpaid because of insufficient or uncollected funds any item drawn on the City of Winters account. Any fees for overdraft will be charged to the City of Winters through account analysis.
- q. The City of Winters utilizes Electronic Federal Tax Payment System (EFTPS) to set up electronic fund transfers from its bank for Federal and State payroll taxes as well as retirement and health benefit payments.
- r. Direct deposit of City employee’s payroll and benefit checks into their own bank accounts (based on an employee accepting this option) with a 24 hours turnaround. Online confirmation of the receipt of the payroll file transferred to the bank will be available to the City. The bank must guarantee direct deposit amounts are available in individual personal bank accounts on the City’s biweekly pay date on Wednesday. All payroll deposit must b available at the start of business on pay day. Describe the procedure and timeline for paying or returning exception items and default disposition if a decision response is not received.

- s. The City of Winters requires an independent agent to safe keep and clear securities on a delivery versus payment basis and report investments to ensure the protection of its security interest in portfolio investments. The City requires the custodian to be thoroughly familiar with the public sector and the investment of public funds. The custodial fees will be charged to the City through account analysis.
- t. The bank shall provide support for all products and/or services provided to the City of Winters. Training operating manuals and on-going support are to be supplied by the bank for all services provided.
- u. Ability to set up EFTs to make vendor payments such that an accounts payable filed can be submitted electronically to the bank to process payments.
- v. Other standard banking documentation and services not specified in this RFP will be provided to the City of Winters at a reasonable cost.
- w. Ability to offer the City of Winters overnight investment (SWEEP Account) for idle funds accumulated in the City's account. These investments must be within the City of Winters investment guidelines set by the City Council. (City Investment Policy - Attachment A).

3. Optional Services

- Partner with armored courier service daily to pick up the deposit from City Hall before noon to ensure same day deposit.
 - Credit/purchase card platform
 - Credit/Debit card processing
- Provide merchant card processing services for the City of Winter for online credit card processing for utility billing, as well as other City fees, whether online or in person at City Hall and the Police Station.
- Same day payment processing for internet authorizations, settlements and deposit of funds to the City of Winters' bank account Monday through Friday. Indicate if this processing is provided in house or by a third-party administrator.
 - Standard reports allowing for user defined reporting capabilities and research tools, locations and methods. Generate reports on a daily, monthly, quarterly, and annual basis using payment dates, amounts or other search criteria.
 - Consistent and reliable system functionality, payment acceptance, account information access, and "up-time" available to City staff on a 24-hour daily, seven days a week basis.
 - All funds be directly deposited into the City of Winters account and no service charges or fee removed from the revenue. Any service charge or fees should be charged through the account analysis.
 - The ability to incorporate future payment types, systems, methods or standards at little or no cost, with a short implementation curve, and minimal system upgrades.

- All web interfaces and on-line transactions shall have a strong encryption method to prevent unauthorized or “spoofed” transactions via the internet.
- There may be additional services not otherwise specified in the RFP that a proposing firm may wish to offer to the City of Winters, whether for free or at a cost specified by the bidder. Proposals are not required to address any additional services to be considered and acceptable bid. However, the desirability and price of any additional services offered may be a factor in the final selection of the successful bidder.

V. Proposal Evaluation Criteria

Proposals that meet the requirements specified in this RFP will be evaluated based on the following criteria.

- A. Completeness of response to all required items.
- B. Ability to meet current and projected service requirements over the term of the banking agreement.
- C. Overall cost (although costs are important pricing is not the sole factor in the evaluation of the proposals).
- D. Reliability and quality of customer service.
- E. Experience and governmental knowledge of bank team.
- F. Financial Strength
- G. Capacity to provide numerous electronic banking service.
- H. Thoroughness of the conversion plan
- I. References.

End of Proposal

Attachment A

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

Updated 1/6/06

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

1. Policy

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

2. Scope

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

3. Responsibility

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

4. Objectives

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

5. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with the proper execution

of the investment program, or impairs their ability to make impartial investment decisions. Additionally, the City Manager, Director of Financial Management, Director of Administrative Services and City Treasurer are required to annually file applicable financial disclosures as required by the Fair Political Practices Commission (FPPC).

6. Authorized Investments

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

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

Investments in items c through j are further restricted to percentage of the cost value of the portfolio in any one issuer name to a maximum of 15%. The total value invested in any one issuer shall not exceed 15% of the issuer's net worth. A five-year maximum maturity limitation is applicable unless further restricted in this policy.

- d. Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise known as banker's acceptances. Bankers acceptances purchased may not exceed 180 days to maturity or 40% of the cost value of the portfolio, however no more than 30% of the agency's money may be invested in the bankers acceptances of any one commercial bank.
- e. Commercial paper of "prime quality of the highest ranking or of the highest letter and number rating as provided for by an nationally recognized statistical rating organization (NRSRO). The issuer shall meet all of the following conditions in either paragraph (1) or paragraph (2)
- (1) The issuing entity must meet the following criteria
- ❖ Is organized and operating in the United States as a general corporation.
 - ❖ Has total assets in excess of five hundred million dollars (\$500,000,000)
 - ❖ Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical rating organization (NRSRO)
- (2) The issuing entity must meet the following criteria.
- ❖ Is organized within the United States as a special purpose corporation, trust or limited liability company.
 - ❖ Has program wide credit enhancements including, but not limited to, overcollateralization, letters of credit or surety bond.
 - ❖ Has commercial paper that is rated "a-1" or higher, or the equivalent, by a nationally recognized statistical rating organization (NRSRO).
- Purchase of eligible commercial paper may not exceed 270 days to maturity nor represent more than 10% of the outstanding paper of the issuing corporation. Purchases of commercial paper may not exceed 25% of the cost value of the portfolio.
- Purchases of commercial paper from any one issuer cannot exceed 10%.
- f. Negotiable Certificates of Deposit issued by nationally or state chartered banks or state or federal savings institutions. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio. A maturity limitation of 5 years is applicable.
- g. Repurchase agreements that specify terms and conditions may be transacted with banks and broker dealers. The maturity of the repurchase agreements shall not exceed 90 days. The market value of the securities used as collateral for the repurchase agreements shall be monitored by the investment staff and shall not be allowed

to fall below 102% of the value of the repurchase agreement. A PSA Master Repurchase Agreement is required between the City of Winters and the broker dealer or financial institution for all repurchase agreements transacted.

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

7. Diversification

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

8. Authorized Financial Dealers and Institutions

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

9. Collateral Requirements

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

In order to conform with the provisions of the Federal Bankruptcy Code which provides for liquidation of securities held as collateral, the only securities acceptable as collateral shall be certificates of deposit, commercial paper, eligible banker's acceptances, medium term notes or securities that are the direct obligation of, or are fully guaranteed as to principal and interest by the United States or any agency of the United States.

10. Safekeeping of Securities

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

11. Internal Control

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

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

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

12. Reporting

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

13. Interest Earnings

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

14. Legislative Changes

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

15. Policy Review

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



Yolo County Public Agency Risk Management Insurance Authority

ANNUAL PRESENTATION – MARCH 2020

CEO/RISK MANAGER ARMOND SARKIS, CPCU, ARM

 77 W. Lincoln Ave., Woodland, CA 95695 (530) 666-4456 www.ycparmia.org

1

YCPARMIA - History

Similar to other risk sharing JPAs, YCPARMIA was created out of necessity after most commercial insurers abandoned the public entity market in the 1970s.

Pools emerged as the stabilizing force the public sector needed.

Swedish proverb:

The best place to find a helping hand is often at the end of your own arm.

Currently there are about 90,000 public entities in the United States, 80% of which are estimated to participate in one or more risk pools across the nation.

YCPARMIA is a joint powers authority (JPA) created in 1979 through provisions in the Labor, Government, and Education Codes that oversees a risk sharing and management program for Yolo County Public Entities.

YCPARMIA is a separate not-for-profit member-driven public entity.

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2

YCPARMIA – Membership & Mission

- YCPARMIA currently has 32 members and exclusively serves public entities in Yolo County.
- **Participating public entities are co-owners of YCPARMIA.**
- YCPARMIA has a governing Board comprised of 6 voting government entities and 25 non-voting associate members.
 - City of Winters is one of YCPARMIA's founding members
 - YCPARMIA voting members include: City of Winters, City of Davis, City of West Sacramento, City of Woodland, County of Yolo, and Esparto Unified School District
- We provide risk management, insurance, and safety services to our members
- YCPARMIA mission: to protect our members' resources from the impact of loss, through a program of insurance coverage, education, training, and service.



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3

YCPARMIA – Focus on Service

- **YCPARMIA is member-owned, member-governed, and member-driven**
- YCPARMIA, and risk pools in general, embodies the ideal of local control as it is crafted to meet the specific needs of its public entity members in the county.
- YCPARMIA is focused on the success of our members unlike the commercial insurance industry which is focused on profit.
- We are directed by our Board of Directors comprised of public officials. YCPARMIA is successful and it works because all members have a vested interest and a voice at the table.
- YCPARMIA CEO and staff execute policies and objectives set by the Board.



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4

YCPARMIA – Collaborative Efforts

The relationship between YCPARMIA and its members is a partnership, with both sides embracing a broader obligation to each other.

- Members are considered smaller to mid-sized public entities
- Similar to other risk sharing pools, YCPARMIA members have agreed to share the cost of risk.
 - Any member's contributions to YCPARMIA helps pay claims for all members' claims. This eases the burden of potentially volatile claim costs from one year to the next.
 - Collaborative work undertaken by members reduces all members' risks and associated costs.
- YCPARMIA works to decrease financial risk to taxpayers created by routine, unanticipated and catastrophic events.



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YCPARMIA – History of Savings

Throughout its four-decade history, **YCPARMIA has saved taxpayers millions of dollars** by providing coverage to members at a cost typically 25 to 45 percent below traditional insurance:

- We do not have to deliver a profit. On the other hand, commercial insurers typically build a 10 to 20 percent profit margin across all lines into their pricing.
- We spend less on administration, marketing and middlemen, which traditionally adds 10 to 15 percent to the total cost of insurance offered through insurers.
- We are exempt from a variety of taxes and fees that commercial insurers have to pay and build into their premiums, which add 3 to 7 percent.
- Our members save by utilizing YCPARMIA general and claims services by not having to hire additional staff or outsource for these skills.



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Oversight and Regulations

The YCPARMIA JPA Agreement, Bylaws, and Board Policies are reviewed periodically.

Independent financial audits, actuarial reviews, and reviews of claims, underwriting, etc. are conducted regularly

YCPARMIA adheres to industry-developed pooling standards, reviews and accreditation processes which require a rigorous review and audit of all policies and procedures related to governance, operations, and financials.

YCPARMIA enjoys current recognition of compliance with advisory standards by the Association of Governmental Risk Pools (AGRIP) and holds a Certificate of Accreditation with Excellence by the California Association of Joint Powers Authorities (CAJPA)

In 2019, Yolo County Local Agency Formation Commission (LAFCo) conducted Municipal Service Reviews (MSRs) of Joint Powers Authorities (JPAs) for YCPARMIA – No significant risks were identified.



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Latest Developments

- Current CEO/Risk Manager, Armond Sarkis, with over 23 years of experience in risk management and commercial insurance industries, joined YCPARMIA in April 2019.
- YCPARMIA retained a new General Counsel in 2019.
- YCPARMIA's website scores very high with regards to transparency and contains a very comprehensive amount of information for its members and public.



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State of Insurance Markets

Insurance soft market ended about 2 years ago.

Since last year, premiums have been increasing.

Reinsurance and excess insurance premiums for property insurance and liability insurance programs are increasing in the range of 30 to 50 percent annually.

The property insurance market has been hit by catastrophic losses.

The liability insurance market for public entities has been especially tough as more and more insurers decline to offer coverage and are becoming increasingly selective due to recent high dollar amount settlements.

YCPARMIA is not insulated from overall trends even if members have reasonably good claims experiences. Increased costs are shared by members.



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YCPARMIA's Response

- Searching for additional cost savings in claims handling and settlement.
- Encouraging member collaboration and commitment to share and implement best practices and risk mitigation efforts.
- Increasing our extensive list of risk management training and materials for our members.
- Looking into collaborative risk education/training efforts with neighboring risk pools.
- Creating customized risk analysis and detailed communications for our members.
- Requesting proper funding for reserves to handle turbulent and volatile insurance markets.



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Liability Claims Experience

YCPARMIA Liability Program Claim Frequency and Total Incurred for Years 2010 through 2019

Year	Yolo County	Woodland	Davis	West Sacramento	Winters	Esparto USD	All Other Members	Total Number of Claims	Total Incurred
2010	26	23	15	7	4	1	2	78	\$ 559,187
2011	26	35	25	11	1	1	0	99	\$ 1,605,120
2012	29	22	14	27	4	0	0	96	\$ 11,245,304
2013	32	22	29	16	5	1	2	107	\$ 3,102,978
2014	47	28	20	13	1	1	2	112	\$ 1,590,643
2015	50	31	21	13	3	0	4	122	\$ 1,196,276
2016	51	35	17	16	6	0	0	125	\$ 698,335
2017	56	35	29	23	0	0	1	144	\$ 2,259,966
2018	49	43	32	9	5	1	1	140	\$ 988,681
2019	52	33	22	22	13	0	0	142	\$ 763,057
Grand Total	418	307	224	157	42	5	12	1,165	\$ 24,009,546



Workers' Compensation Claims Experience

YCPARMIA Member Agency Workers' Compensation Claims Frequency January 1, 2010 through December 31, 2019

Year	Yolo County	Davis	West Sacramento	Woodland	Esparto USD	Winters	Yolo Emerg. Com.	W. Plainfield FPD	All Other Members	Total
2010	160	93	66	80	8	3	0	0	6	416
2011	154	93	64	92	11	5	2	0	4	425
2012	139	96	76	63	3	9	1	0	3	390
2013	107	89	89	71	4	7	0	0	0	367
2014	143	78	72	78	0	3	2	0	1	377
2015	216	60	71	49	15	6	6	0	1	424
2016	184	65	59	48	10	5	1	0	4	376
2017	174	74	72	49	8	7	6	2	3	395
2018	163	83	60	70	7	13	2	1	5	404
2019	129	84	53	66	3	6	1	4	1	347
Annual Average (Ten-Year)	157	82	68	67	7	6	2	1	3	392





CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: March 3, 2020
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Shelly A. Gunby, Director of Financial Management/City Treasurer 
SUBJECT: December 2019 Treasurer Report

RECOMMENDATION:

Staff recommends that the City Council receive and file the City of Winters Treasurer Report for December 2019.

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 28% of budgeted; the following items affect the cash flows into the General Fund.

- The first installment of Property Tax will be received in late January 2020.
- The first installment of Property Tax in lieu of VLF will be received in late January 2020.
- 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 33% of projected revenues.
- Utility User Tax is received approximately 1-3 months after the utilities are used; UUT receipts are 43% of the budgeted amount.
- Building permit fees received are 72% of the budgeted amount.
- General Fund expenditures are 52% 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.

Other funds:

Fund 211 City Wide Assessment District: The first installment of the City Wide Assessment will be received in late January 2020 at the same time that we receive the property tax distribution from Yolo County.

Fund 611 Water: Water fund revenues are 63% of budget and expenditures are 47% of budget.

Fund 621 Sewer: Sewer fund revenues are 56% of budget and expenditures are 64% of budget.

FISCAL IMPACT:

None

City of Winters
Cash and LAIF Balances
As of December 31, 2019

Fund	Fund Description	Balance	
		June 30, 2019	December 31, 2019
101	General Fund	\$ (592,423)	\$ (2,107,926)
104	Fireworks Fund	(11,607)	(11,565)
105	Senior Fund	359	373
106	Monitoring Fee	1,771	1,797
107	Park Maintenance	2,360	2,838
108	Munchkin Summer Camp	12,738	11,347
110	Housing Successor Agency	(98,919)	(98,919)
111	Afterschool Tuition Fund	55,456	198,956
113	Housing 2007 Tabs	332,503	214,299
115	Canine Program	1,045	1,059
116	Police Cadet	3,560	3,480
117	Community Garden Fund	24	365
201	Fire Prevention Grant	901	912
208	First Time Homebuyer	88,607	89,740
209	In Lieu Affordable Housing	720,124	299,388
211	City Wide Assessment	60,471	(92,568)
212	Flood Assessment District	4,017	4,068
221	Gas Tax	26,518	47,244
226	Road Rehab Maintenance Account	111,608	159,139
231	State COPS 1913	179,806	218,954
233	Realignment	73,720	69,752
236	BSCC Grant	9,403	9,403
251	Traffic Safety	115,004	117,743
252	Asset Forfeiture	1,490	1,068
254	Vehicle Theft Deterrent	36,367	33,059
291	Beverage Recycling Fund	6,560	6,180
294	Transportation(Including Bus Svc	107,534	(104,625)
299	After School Program	112,487	14,996
341	Green House	15,471	15,471
342	Afterschool Rominger		11,385
343	21st Grant-Waggoner		3,600
344	21st Grant-Rominger		3,031
345	21st Grant-Munchkin		10,115
356	RLF-HOME Program	167,212	168,342
358	Program Income Fund	721,137	759,149
411	Street Impact Fee	42,136	215,226
412	Storm Impact Fee	182,010	186,746
413	Parks and Recreation Impact F	98,546	432,263
414	Police Impact Fee	272,000	336,388
415	Fire Impact Fee	535,549	667,509
416	General Facilities Impact Fee	687,116	806,095
417	Water Impact Fee	618,671	807,599
418	Sewer Impact Fee	547,830	486,371
419	Flood Fee	200,630	403,194
421	General Fund Capital	490,662	497,348
422	Landfill Capital	64,915	52,934
423	Street Capital	62,445	59,539
424	Parks and Recreation Capital	500,847	450,200
427	Capital Equipment Fund	237,989	303,101
429	Service Reserve	793,531	623,269
481	General Plan 1992 Study	(338,452)	(319,143)
482	Flood Control Study	1,360	1,377
492	RAJA Storm Drain	116,995	117,513
494	Capital Asset Recovery Fee	142,299	147,062
496	Storm Drain Non-Flood	245	248
501	General Debt Service	58,930	59,683
611	Water O & M	235,447	415,684
612	Water Reserve	157,899	163,693
616	Water Conservation	24,716	24,498
617	Water Meter	406,569	389,097
621	Sewer O & M	1,270,080	947,692
622	Sewer Capital	159,440	159,459
629	Sewer Debt Service		19
651	Central Services	6,014	61
652	Central Service w PD & FD	72,501	9,204
771	RORF	736,774	40,139
831	Swim Team	81,299	82,005
833	Festival de la Comunidad	35,342	40,265
836	PCH HOA	15,897	16,100
838	WPD Youth Services	364	368
839	Youth Day	743	752
841	PD Cancer Fund	175	637
Total Cash and LAIF Balances		\$ 10,784,818	\$ 8,685,845

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

G/L Code	Account Description	Budget 2019-2020	Actual December 2019	Actual Year to Date	% of Budget Received
101-41101	Property Tax	897,600			
101-41103	Property Tax in Lieu of VLF	651,328			
101-41104	1290 Pass Through	35,360			
101-41105	Residual RDA Revenues	43,440			
101-41401	Sales & Use Tax	688,343	43,942	229,768	33%
101-41402	Prop 172	41,101			0%
101-41403	Franchise Fee	279,400		74,969	27%
101-41404	Property Transfer Tax	20,000			0%
101-41405	Utility Tax	750,000	61,443	323,557	43%
101-41406	Municiple Services Tax	333,820	25,820	154,310	46%
101-41408	TOT Tax	502,750	-826	22,013	4%
101-41407	Business Licenses	28,000	890	6,876	25%
101-46102	Building Permits	493,450	140,559	357,175	72%
101-46103	Encroachment Permit	6,000		1,048	17%
101-46104	Other Licenses & Permits		2,166	31,766	
101-41509	Homeowners Property Tax Relief	16,000			0%
101-48106	Post Reimbursement	3,500		13,345	381%
101-41511	Off-Highway Motor Vehicle				
101-42102	Copy Fees	300	342	1,677	559%
101-42103	Plan Check Fees	130,837	55,000	97,912	75%
101-42104	Planning Application Fees	7,500		920	12%
101-42107	Project Monitoring Fees	4,000	602	4,205	105%
101-42108	Police Reports	500	28	341	68%
101-42109	Fingerprint Fees	3,000	131	844	28%
101-42111	Towing/DUI Reimbursement	500	15	625	125%
101-42112	Ticket Sign Off Fees	500		60	12%
101-42201	Recreation Fees	350		1,400	400%
101-42205	Basketball Revenues	7,500	2,020	8,230	110%
101-42211	Pool Ticket Sales	7,000		3,982	57%
101-42213	Pool Proceeds	500			0%
101-42212	Pool Concession Stand Revenues	11,000	-50	4,878	44%
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		2,085	87%
101-42303	Community Center Rental	20,000	900	14,270	71%
101-42304	Community Center Insurance Collected	150		576	384%
101-44101	Rents/Leases Revenues	85,678	9,852	43,541	51%
101-43151	Fire District Payments	275,678			0%
101-44102	Interest Earnings	1,000			0%
101-46106	Reinspect Fee	2,000	285	2,250	113%
101-46107	Fire Dept Review Fees	48,824	14,207	36,046	74%
101-49101	Contributions	107,500	5,302	35,387	33%
101-49102	Reimbursements/Refunds	27,000	200	3,076	11%
101-49104	Miscellaneous Revenues	3,000	21,549	23,266	776%
101-49106	Cash Over/Short			-100	
101-49109	Developer Planning Reimbursement		152	270	
101-49504	Successor Agency Admin Fee	250,000	20,833	125,000	50%
101-49999	Interfund Operating Transfer	1,500			0%
Total General Fund Revenues		\$ 5,812,227	\$ 405,362	\$ 1,628,738	28%

City of Winters
Summary of Revenues
July 1, 2019 through December 31, 2019

Fund	Fund Description	% of Year Completed			% of Budget Received	
		Budget FY 19-20	Actual December	Actual Year to Date		
101	General Fund	\$ 5,819,727	\$ 405,362	\$ 1,628,736	28%	
104	Fireworks Fund			42	(42)	
105	Senior Fund	4		11	(7)	
106	Winters Swim Lessons	502		15	487	
108	Munchkin Summer Camp	42,457		3,356	39,101	
107	Park Maintenance	8		463	(455)	
111	Afterschool Tuition Fund		5,950	155,794	(155,794)	
113	2007 Housing TABS			2,112	(2,112)	
115	Canine Program	200		7	193	
116	Police Cadet Fund	21		113	(92)	
117	Community Garden Fund			82	(82)	
201	Fire Prevention Grant	10		6	4	
208	First Time Homebuyer In Lieu	1,025		566	459	
209	In Lieu Affordable Housing	1,524	15,190	42,276	(40,752)	
211	City Wide Assessment	275,162			275,162	
212	Flood Assessment District	46		26	20	
221	Gas Tax	191,114	31,181	94,212	96,902	
226	Road Rehabilitation and Mainten	121,682	10,450	47,416	74,266	
231	State COPS AB1913	100,000		90,291	9,709	
233	Realignment	20		447	(427)	
251	Traffic Safety	6,260	360	2,090	4,170	
252	Asset Forfeiture	612	422	422	190	
254	Vehicle Theft Deterrent	18,030		232	17,798	
267	Grant Ave Improvement					
291	Beverage Recycling	5,000		10	4,990	
294	Transportation	324,120			324,120	
299	After School Program	157,980	46,986	51,516	106,464	
321	EDBG 99-688 Buckhorn	15,953	249	1,593	14,360	
322	EDBG 96-405 Cradwick	15,247		8,823	6,424	
326	16-HOME-10803 Grant			2,685		
342	Afterschool-Rominger		46,986	44,896	(44,896)	
343	21st Grant Waggoner		15,844	15,844	(15,844)	
344	21st Grant Rominger		15,844	15,844	(15,844)	
345	21st Grant-Munchkin		31,688	31,688	(31,688)	
351	RLF Housing Rehab		398	2,387	(2,387)	
355	RLF Small Business	8,757			8,757	
356	RLF HOME Program	182		795	(613)	
358	Program Income	39,956	1,848	34,862	5,094	
411	Street Impact Fee	645,038	156,667	174,227	470,811	
412	Storm Drain Impact Fee	83,107	(4,390)	3,827	79,280	
413	Parks & Recreation Impact Fee		285,748	333,942	(333,942)	
414	Public Safety Impact Fee	191,496	50,009	62,787	128,709	
415	Fire Impact Fee	387,275	100,219	129,552	257,723	
416	General Facilities Impact Fee	308,438	84,688	116,596	191,842	
417	Water Impact Fee	739,608	154,840	186,197	553,411	
418	Sewer Impact Fee	567,838	142,593	207,826	360,012	
419	Flood Fees	362	200,000	201,282	(200,920)	
421	General Fund Capital	5,200		3,550	1,650	
422	Landfill Capital	150			150	
423	Street Capital	102		25	77	
424	Parks & Recreation Capital	289,352		194	289,158	
427	Capital Equipment	57,800	75	8,518	49,282	
429	Service Reserve Fund	2,700		1,578	1,122	
481	General Plan 1992	33,227	8,021	18,977	14,250	
482	Flood Control Study			9	(9)	
492	RAJA Storm Drain	446		259	187	
494	CARF	20,768	4,331	12,387	8,381	
495	Monitoring Fee	33,227	8,021	18,977	14,250	
496	Storm Drain Non-Flood	3		2	1	
501	General Debt Service	94		377	(283)	
611	Water O & M	1,487,812	129,529	930,596	557,216	
612	Water Reserve	6,070		3,038	3,032	
616	Water Conservation	12,000		74	11,926	
617	Water Meter Fund	2,300	1,991	9,982	(7,682)	
619	Water Debt Service			106,118	(106,118)	
621	Sewer O & M	1,707,639	161,461	953,566	754,073	
629	Sewer Debt Service			163,086	(163,086)	
651	Centrak Service Overhead			890	(890)	
771	RORF	1,102,495			1,102,495	
803	Elderberry Mitigation	29,740	45,732	45,732	(15,992)	
831	Swim Team	30,836		16,737	14,099	
833	Festival de la Comunidad	10,012		24,827	(14,815)	
836	PCH HOA			102	(102)	
838	WPD Youth Services			2	(2)	
839	Youth Day			5	(5)	
841	PD Cancer Fund		10	462	(462)	
846	Quilt Festival	5			5	
Total Revenues		\$ 14,900,739	\$ 2,158,303	\$ 6,015,964	\$ 8,887,460	40%

City of Winters
Summary of Expenditures
July 1, 2019 through December 31, 2019

Fund	Fund Description	Budget FY 19-20	Actual December 2019	% of Year Completed		% of Budget Spent
				Actual Year to Date	Unspent Budget	
101	General Fund Expenditures by Department					
110	City Council	18,748	(1,864)	4,545	14,203	24%
120	City Clerk	7,997	229	(2,506)	10,503	-31%
160	City Manager	158,163	15,835	84,746	73,417	54%
161	Economic Development & Housing	247,546	20,975	124,638	122,908	50%
170	Administrative Services	11,489	(2,939)	(5,015)	16,504	-44%
180	Finance	104,347	5,285	36,750	67,597	35%
210	Police Department	3,102,547	239,893	1,670,199	1,432,348	54%
310	Fire Department	1,203,663	98,625	592,925	610,738	49%
410	Community Development	92,424	9,019	58,397	34,027	63%
420	Building Inspections	338,873	39,673	216,147	122,323	64%
610	Public Works-Administration	246,708	14,001	84,272	163,543	34%
650	Public Works-Parks		(260)			
710	Recreation	26,512	2,524	9,477	17,035	36%
720	Community Center	99,999	10,567	59,144	40,855	59%
730	Swimming Pool	151,862	17,613	77,258	74,604	51%
	Total General Fund Expenditure	\$ 5,810,878	\$ 469,176	\$ 3,010,977	\$ 2,800,605	52%
106	Winters Swim Project	500			500	
105	Senior Fund	59			59	
107	Park Maintenance	42,457			42,457	
108	Munchkin Summer Camp			4,726	(4,726)	
111	Afterschool Tuition Fund			1,449	(1,449)	
113	2007 Housing TABS	1,000	3,984	120,605	(119,605)	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	465,000	465,000	(464,670)	999%
211	City Wide Assessment	279,331	34,031	150,822	128,509	54%
221	Gas Tax Fund	191,115	11,499	61,110	130,005	32%
226	Road M & R	120,000		23,750	96,250	20%
231	State COPS 1913	126,722	8,168	51,143	75,579	40%
233	Realignment	5,383	1,013	4,898	485	91%
252	Asset Forfeiture	612		843	(231)	138%
254	Vehicle Theft Deterrent		3,796	6,377	(6,377)	
291	Beverage Recycling Grant	5,000		400	4,600	8%
294	Transportation	323,750	468	257,222	66,528	79%
295	Emergency Plan Update	158,727			158,727	
299	After School Program	82,590	6,935	152,043	(69,453)	184%
321	EDBG 99-688 Buckhorn	15,955	1,450	8,702	7,253	55%
322	EDBG 405-Cradwick	15,249		20,150	(4,901)	132%
326	16-HOME-10803			2,685		
342	Afterschool-Rominger	75,550	7,788	33,511	42,039	44%
343	21st Grant-Waggoner	67,107	3,147	12,244	54,863	18%
344	21st Grant-Rominger	35,575	2,923	12,813	22,762	36%
345	21st Grant-Munchkin	59,951		21,573	38,378	36%
351	RLF Housing Rehab	4,773	398	2,387	2,386	50%
355	RLF Small Business	8,114			8,114	
356	RLF HOME Program		(2,552)	(1,848)	1,848	
358	Program Income		272	291	(291)	
411	Street Impact Fee	2,275	190	1,137	1,138	50%
412	Storm Drain Impact Fee	316	26	158	158	50%
413	Park & Recreation Impact Fee	1,157	96	578	579	50%
414	Public Safety Impact Fee	57,647	29	174	57,473	
415	Fire Impact Fee	356	30	178	178	50%
416	General Facility Impact Fee	343	29	172	171	50%
417	Water Impact Fee	404	34	207	197	51%
418	Sewer Impact Fee	343	49,845	269,799	(269,456)	999%
422	Landfill Capital	50,805	23	12,396	38,409	24%
423	Street Capital	70,000			70,000	
424	Parks & Recreation Capital		10,929	50,841	(50,841)	
427	Equipment Replacement Fund	97,300		856	96,444	1%
429	Service Reserve		41,406	253,908	(253,908)	
494	CARF		8,101	8,101	(8,101)	
495	Monitoring Fee	33,227	8,021	18,977	14,250	57%
611	Water O & M	1,636,028	91,883	761,417	874,611	47%
613	Water Infrastructure			13		
616	Water Conservation Fund	13,679	59	353	13,326	3%
617	Water Meter Fund	20,278	1,968	28,703	(8,425)	142%
621	Sewer O & M	1,890,367	202,728	1,211,811	678,556	64%
629	Sewer Debt Service			36,022	(36,022)	
651	Central Service Overhead			1,678	(1,678)	
652	Equipment Fund	1		3,676	(3,675)	999%
771	RORF	1,098,425	20,833	125,000	973,425	11%
803	Elderberry Trust		2,772	2,772	(2,772)	
831	Swim Team	54,928	58	8,373	46,555	15%
833	Festival de la Comunidad	7,950	158	19,662	(11,712)	247%
	Total Expenditures	\$ 12,467,559	\$ 1,456,714	\$ 7,241,045	\$ 5,229,916	58%

City of Winters
Fund Balances Report
Estimated Fund Balances as of December 31, 2019

Fund	Fund Description	Fund Balance 6/30/2019	Current Year Revenues	Current Year Expenditures	Transfers In/(Out)	Fund Balance 12/31/2019	Change From 6/30/2004
101	General Fund	\$ (654,722)	\$ 1,628,737	\$ 3,010,978	\$ -	\$ (2,036,963)	\$ (1,382,241)
104	Fireworks Fund	(11,607)	42	-	-	(11,565)	42
105	Senior Fund	362	11	-	-	373	11
106	Winters Swim	1,782	15	-	-	1,797	15
107	City Park Maintenance	2,375	463	-	-	2,838	463
108	Munchkin Summer Camp	12,716	3,356	4,726	-	11,346	(1,370)
110	Housing Successor	32,746	-	-	-	32,746	-
111	AfterSchool Tuition Fund	55,811	42,881	1,449	112,913	210,156	154,345
112	Housing 04 TABS	150,000	-	-	-	150,000	-
113	2007 Housing TABS	332,791	2,112	120,605	-	214,298	(118,493)
115	Canine Program t	1,052	7	-	-	1,059	7
116	Police Cadet Program	3,577	113	210	-	3,480	(97)
117	Community Garden	283	82	-	-	365	82
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	42,276	465,000	-	299,388	(422,724)
211	City Wide Assessment	58,253	-	150,822	-	(92,569)	(150,822)
212	Flood Assessment District	4,043	26	-	-	4,069	26
221	Gas Tax	14,142	94,212	61,110	-	47,244	33,102
226	Road M & R	135,473	47,416	23,750	-	159,139	23,666
231	State COPS 1913	179,806	90,291	51,143	-	218,954	39,148
233	Realignment Funds	74,202	447	4,898	-	69,751	(4,451)
236	BSCC Grant	9,403	-	-	-	9,403	-
251	Traffic Safety	115,652	2,090	-	-	117,742	2,090
252	Asset Forfeiture	1,490	422	843	-	1,069	(421)
254	Vehicle Theft Deterrent	39,203	232	6,377	-	33,058	(6,145)
291	Beverage Recycling Grant	6,570	10	400	-	6,180	(390)
294	Transportation	152,597	-	257,222	-	(104,625)	(257,222)
299	After School Program	110,052	51,516	39,130	(112,913)	9,525	(100,527)
307	HRP Grant	150,000	-	-	-	150,000	-
313	ST8G-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	1,593	-	(8,702)	58,215	(7,109)
326	16-Home-10803 Grant	-	2,685	2,685	-	-	-
322	EDBG 96-405 Cradwick	207,947	8,823	-	(20,150)	195,620	(11,327)
341	Green House Reduction	15,471	-	-	-	15,471	-
342	AfterSchool-Rominger	-	44,896	33,511	-	11,385	11,385
343	21st Grant-Waggoner	-	15,844	12,244	-	3,600	3,600
344	21st Grant-Rominger	-	15,844	12,813	-	3,031	3,031
345	21st Grant-Munchkin	-	31,688	21,573	-	10,115	10,115
351	RLF Housing Rehabilitation	105,993	2,387	-	(2,387)	105,993	-
352	RLF Affordable Housing	271,588	-	-	-	271,588	-
356	RLF HOME Program	373,046	795	(1,848)	-	375,689	2,643
358	Program Income Fund	724,577	3,623	291	31,239	759,148	34,571
411	Street Impact Fee	137,136	174,227	1,137	-	310,226	173,090
412	Storm Drain Impact Fee	213,077	3,827	158	-	216,745	3,669
413	Parks & Recreation Impact	114,088	333,942	578	-	447,452	333,364
414	Public Safety Impact Fee	275,716	62,787	174	-	338,329	62,613
415	Fire Impact Fee	540,571	129,552	178	-	669,945	129,374
416	General Facilities Impact	689,962	116,596	172	-	806,386	116,424
417	Water Impact Fee	621,609	186,197	207	-	807,599	185,990
418	Sewer Impact Fee	548,343	207,826	259,799	-	486,370	(61,973)
419	Flood Control Fee	201,912	201,282	-	-	403,194	201,282
421	General Fund Capital	493,798	3,550	-	-	497,348	3,550
422	Landfill Capital	65,330	-	12,396	-	52,934	(12,396)
423	Street Capital	59,514	25	-	-	59,539	25
424	Parks and Recreation Capit	467,118	194	50,841	-	416,471	(50,647)
427	Equipment Replacement Fund	427,505	8,518	856	-	435,167	7,662
429	Service Reserve Fund	1,064,931	1,578	253,908	-	812,601	(252,330)
481	General Plan 1992	(338,020)	-	-	18,977	(319,043)	18,977
482	Flood Control Study	(123,631)	9	-	-	(123,622)	9
492	RAJA Storm Drain	107,665	259	-	-	107,924	259
494	CARF	142,776	12,387	8,101	-	147,062	4,286
495	Monitoring Fee	-	18,977	-	(18,977)	-	-
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	930,596	655,299	(106,118)	4,446,916	169,179
612	Water Reserve	163,237	3,038	-	-	166,275	3,038
613	Water Infrastructure	-	-	-	(13)	(13)	(13)
616	Water Conservation	24,777	61	353	13	24,498	(279)
617	Water Meter Fund	387,791	9,982	28,703	-	369,070	(18,721)
619	Water Debt Service Fund	(3,041,118)	-	-	106,118	(2,935,000)	106,118
621	Sewer O & M	7,124,716	953,566	1,049,349	(162,462)	6,866,471	(258,245)
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	-	3,676	-	-	(3,676)
771	RORF	(13,688,892)	-	125,000	-	(13,813,892)	(125,000)
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	8,373	-	82,004	8,364
833	Festival de La Comunidad	35,100	24,827	19,662	-	40,265	5,165
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	462	-	-	637	462
911	General Fixed Assets	29,957,617	-	-	-	29,957,617	-
Total Fund Balances		\$ 34,991,204	\$ 5,584,243	\$ 6,809,324	\$ -	\$ 33,766,123	\$ (1,225,081)



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers

DATE: March 3, 2020

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

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

SUBJECT: December 2019 Investment Report

RECOMMENDATION:

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

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 December 31, 2019. 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 for the month of December 2019 reflects interest from the Money Market Account and the CDBG and EDBG and the Elderberry Beetle Mitigation Fund..

FISCAL IMPACT:

None

City of Winters
Investment Earnings Report
As of December 31, 2019

Fund	Description	December Investment Earnings	Year to Date Investment Earnings
104	FIREWORKS FUND		\$ 2
105	SENIOR FUND		11
106	MONITORING FEE		15
107	PARK MAINTENANCE FUND		463
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		2,129
212	FLOOD ASSESSMENT DISTRICT		26
231	STATE COPS 1913		6
233	Realignment Fund		447
251	TRAFFIC SAFETY		648
254	VEHICLE THEFT DETERRENT		232
291	BEVERAGE RECYCLE GRANT		10
321	EDBG 99-688	249	1,593
322	EDBG 96-405 CRADWICK		8,823
351	RLF HOUSING REHAB	398	2,387
356	RLF HOME PROGRAM		795
358	PROGRAM INCOME FUND		3,623
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		599
419	FLOOD OVERLAY		1,282
421	GENERAL FUND CAPITAL		3,550
423	STREET CAPITAL		25
424	PARKS & REC CAPITAL		194
427	EQUIPMENT REPLACEMENT FUND	75	1,596
429	SERVICE RESERVE		1,578
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	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		<u>\$ 46,454</u>	<u>\$ 97,732</u>



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: March 3, 2020
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Shelly A. Gunby, Director of Financial Management/City Treasurer 
SUBJECT: January 2020 Treasurer Report

RECOMMENDATION:

Staff recommends that the City Council receive and file the City of Winters Treasurer Report for January 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 48% 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 41% of projected revenues.
- Utility User Tax is received approximately 1-3 months after the utilities are used; UUT receipts are 50% of the budgeted amount.
- Building permit fees received are 77% of the budgeted amount.
- General Fund expenditures are 63% 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.

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 67% of that budgeted.

Fund 611 Water: Water fund revenues are 69% of budget and expenditures are 54% of budget.

Fund 621 Sewer: Sewer fund revenues are 65% of budget and expenditures are 73% of budget.

FISCAL IMPACT:

None

City of winters
Cash and LAIF Balances Report
As of January 31, 2020

Fund	Description	Balance	
		June 30, 2019	January 31, 2020
101	General Fund	\$ (592,423)	\$ (1,424,490)
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	11,347
110	Housing Successor Agency	(98,919)	(98,919)
111	Afterschool Tuition Fund	55,456	203,756
113	Housing 2007 Tabs	332,503	(22,704)
115	Canine Program	1,045	1,059
116	Police Cadet	3,560	3,480
117	Community Garden Fund	24	368
201	Fire Prevention Grant	901	912
208	First Time Homebuyer	88,607	89,740
209	In Lieu Affordable Housing	720,124	298,913
211	City Wide Assessment	60,471	(20,763)
212	Flood Assessment District	4,017	4,068
221	Gas Tax	26,518	54,871
226	Road Rehab Maintenance Account	111,608	170,215
231	State COPS 1913	179,806	233,058
233	Realignment	73,720	69,752
236	BSCC Grant	9,403	9,403
251	Traffic Safety	115,004	123,325
252	Asset Forfeiture	1,490	1,068
254	Vehicle Theft Deterrent	36,367	33,059
291	Beverage Recycling Fund	6,560	6,180
294	Transportation(Including Bus Se	107,534	(136,188)
299	After School Program	112,487	3,573
341	Green House	15,471	15,471
342	Afterschool Rominger		2,942
343	21st Grant-Waggoner		320
344	21st Grant-Rominger		(422)
345	21st Grant-Munchkin		10,115
356	RLF-HOME Program	167,212	31,298
358	Program Income Fund	721,137	762,333
411	Street Impact Fee	42,136	252,740
412	Storm Impact Fee	182,010	186,720
413	Parks and Recreation Impact Fee	98,546	504,454
414	Police Impact Fee	272,000	346,572
415	Fire Impact Fee	535,549	688,151
416	General Facilities Impact Fee	687,116	823,363
417	Water Impact Fee	618,671	807,565
418	Sewer Impact Fee	547,830	520,102
419	Flood Fee	200,630	403,194
421	General Fund Capital	490,662	497,348
422	Landfill Capital	64,915	51,233
423	Street Capital	62,445	59,548
424	Parks and Recreation Capital	500,847	450,274
427	Capital Equipment Fund	237,989	303,101
429	Service Reserve	793,531	623,269
481	General Plan 1992 Study	(338,452)	(317,505)
482	Flood Control Study	1,360	1,377
492	RAJA Storm Drain	116,995	117,513
494	Capital Asset Recovery Fee	142,299	147,818
496	Storm Drain Non-Flood	245	248
501	General Debt Service	58,930	59,683
611	Water O & M	235,447	411,220
612	Water Reserve	157,899	164,058
616	Water Conservation	24,716	14,527
617	Water Meter	406,569	388,807
621	Sewer O & M	1,270,080	950,833
622	Sewer Capital	159,440	159,459
629	Sewer Debt Service		19
651	Central Services	6,014	847
652	Central Service w PD & FD	72,501	12,866
771	RORF	736,774	708,562
831	Swim Team	81,299	81,946
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	657
Total Cash and LAIF		\$ 10,784,818	\$ 9,925,095

City of Winters
General Fund Revenues
July 1, 2019 through January 31, 2020

		% of Year Complete			58%
G/L Code	Account Description	Budget 19-20	January Actual	Year to Date Actual	% of Budget Received
101-41101	Property Tax	\$ 897,600	\$ 408,025	\$ 408,025	45%
101-41103	Property Tax in Lieu of VLF	651,328	340,299	340,299	52%
101-41104	1290 Pass Through	35,360	33,628	33,628	95%
101-41105	Residual RDA Revenues	43,440	58,575	58,575	135%
101-41401	Sales & Use Tax	688,343	51,522	281,289	41%
101-41402	Prop 172	41,101	14,766	14,766	36%
101-41403	Franchise Fee	279,400	70,584	145,553	52%
101-41404	Property Transfer Tax	20,000	20,264	20,264	101%
101-41405	Utility Tax	750,000	47,878	371,435	50%
101-41406	Municipal Services Tax	333,820	25,870	180,180	54%
101-41408	TOT Tax	502,750	2,517	24,530	5%
101-41407	Business Licenses	28,000	22,602	29,478	105%
101-46102	Building Permits	493,450	23,617	380,791	77%
101-46103	Encroachment Permit	6,000	45	1,093	18%
101-46104	Other Licenses & Permits		1,618	33,384	
101-41509	Homeowners Property Tax Relief	16,000	6,622	6,622	41%
101-48106	Post Reimbursement	3,500		13,345	381%
101-41511	Off-Highway Motor Vehicle				
101-42102	Copy Fees	300	228	1,905	635%
101-42103	Plan Check Fees	130,837	7,699	105,611	81%
101-42104	Planning Application Fees	7,500	2,275	3,195	43%
101-42107	Project Monitoring Fees	4,000	426	4,631	116%
101-42108	Police Reports	500	75	416	83%
101-42109	Fingerprint Fees	3,000	294	1,138	38%
101-42111	Towing/DUI Reimbursement	500	170	795	159%
101-42112	Ticket Sign Off Fees	500	15	75	15%
101-42201	Recreation Fees	350		1,400	400%
101-42205	Basketball Revenues	7,500	20	8,250	110%
101-42211	Pool Ticket Sales	7,000		3,982	57%
101-42213	Pool Proceeds	500			0%
101-42212	Pool Concession Stand Revenues	11,000		4,878	44%
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	570	2,655	111%
101-42303	Community Center Rental	20,000	3,578	17,848	89%
101-42304	Community Center Insurance Collec	150	173	749	499%
101-44101	Rents/Leases Revenues	85,678	7,062	50,603	59%
101-43151	Fire District Payments	275,678			0%
101-44102	Interest Earnings	1,000	375	375	38%
101-46106	Reinspect Fee	2,000	475	2,725	136%
101-46107	Fire Dept Review Fees	48,824	1,642	37,689	77%
101-49101	Contributions	107,500	8,176	43,563	41%
101-49102	Reimbursements/Refunds	27,000		3,076	11%
101-49104	Miscellaneous Revenues	3,000	809	24,075	803%
101-49106	Cash Over/Short			(100)	
101-49109	Developer Planning Reimbursement		6,321	6,591	
101-49504	Successor Agency Admin Fee	250,000	20,833	145,833	58%
101-49999	Interfund Operating Transfer	1,500			0%
Total General Fund Revenues		<u>\$ 5,812,227</u>	<u>\$ 1,189,648</u>	<u>\$ 2,818,385</u>	<u>48%</u>

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

Fund	Fund Description	Budget FY 10-20	% of Year Completed			% of Budget Spent
			January Actual	Year to Date Actual	Unspent Budget	
101	General Fund	5,819,727	1,189,648	2,818,985	3,001,342	48%
104	Fireworks Fund		16,726	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		3,356	39,101	8%
107	Park Maintenance	8	2	465	(457)	999%
111	Afterschool Tuition Fund		6,125	161,919	(161,919)	
113	2007 Housing TABS			2,112	(2,112)	
115	Canine Program	200		7	193	4%
116	Police Cadet Fund	21		113	(92)	538%
117	Community Garden Fund			82	(82)	
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	48	42,324	(40,800)	999%
211	City Wide Assessment	275,162	107,679	107,679	167,483	39%
212	Flood Assessment District	46		26	20	57%
221	Gas Tax	191,114	22,910	117,122	73,992	61%
226	Road Rehabilitation and Mainten	121,682	11,076	58,492	63,190	48%
231	State COPS AB1913	100,000	24,330	114,621	(14,621)	115%
233	Realignment	20		447	(427)	999%
251	Traffic Safety	6,260	5,582	7,672	(1,412)	123%
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	
294	Transportation	324,120			324,120	
299	After School Program	157,980	828	52,344	105,636	33%
321	EDBG 99-688 Buckhorn	15,953	252	1,845	14,108	12%
322	EDBG 96-405 Cradwick	15,247	693	9,516	5,731	62%
326	16-Home-10803 Grant			2,685		
342	Afterschool-Rominger		828	45,724	(45,724)	
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	2,784	(2,784)	
355	RLF Small Business	8,757			8,757	
356	RLF HOME Program	182		795	(613)	437%
358	Program Income	39,956	3,411	38,273	1,683	96%
411	Street Impact Fee	645,038	37,704	211,931	433,107	33%
412	Storm Drain Impact Fee	83,107		3,827	79,280	5%
413	Parks & Recreation Impact Fee		72,288	406,230	(406,230)	
414	Public Safety Impact Fee	191,496	10,213	73,000	118,496	38%
415	Fire Impact Fee	387,275	20,672	150,224	237,051	39%
416	General Facilities Impact Fee	308,438	17,296	133,892	174,546	43%
417	Water Impact Fee	739,608		186,197	553,411	25%
418	Sewer Impact Fee	567,838	33,760	241,586	326,252	43%
419	Flood Fees	362		201,282	(200,920)	999%
421	General Fund Capital	5,200		3,550	1,650	68%
422	Landfill Capital	150			150	
423	Street Capital	102	10	35	67	34%
424	Parks & Recreation Capital	289,352	74	268	289,084	
427	Capital Equipment	57,800		8,518	49,282	15%
429	Service Reserve Fund	2,700		1,578	1,122	58%
481	General Plan 1992	33,227	1,638	20,615	12,612	62%
482	Flood Control Study			9	(9)	
492	RAJA Storm Drain	446		259	187	58%
494	CARF	20,768	756	13,143	7,625	63%
495	Monitoring Fee	33,227	1,638	20,615	12,612	62%
496	Storm Drain Non-Flood	3		2	1	67%
501	General Debt Service	94		377	(283)	401%
611	Water O & M	1,487,812	98,271	1,028,867	458,945	69%
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		9,982	(7,682)	434%
619	Water Debt Service			106,118	(106,118)	
621	Sewer O & M	1,707,639	159,440	1,113,006	594,633	65%
629	Sewer Debt Service			163,086	(163,086)	
651	Centrak Service Overhead			890	(890)	
771	RORF	1,102,495	689,256	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		20	482	(482)	
846	Quilt Festival	5			5	
Total Revenues		\$ 14,900,739	\$ 2,533,572	\$ 8,549,536	\$ 6,353,888	57%

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

					% of Year Completed	50%
Fund	Fund Description	Budget FY 19-20	January Actual	Year to Date Actual	Unspend Budget Balance	% of Budget Spent
101	General Fund Expenditures by Department					
110	City Council	18,748	5,640	10,185	8,563	54%
120	City Clerk	7,997	51	-2,455	10,452	-31%
160	City Manager	158,163	24,195	108,942	49,221	69%
161	Economic Development & Housing	247,546	31,150	155,788	91,758	63%
170	Administrative Services	11,489	2,856	-2,159	13,648	-19%
180	Finance	104,347	15,446	52,196	52,151	50%
210	Police Department	3,102,547	305,403	1,975,603	1,126,944	64%
310	Fire Department	1,203,663	138,660	731,585	472,078	61%
410	Community Development	92,424	10,550	68,986	23,477	75%
420	Building Inspections	338,873	48,987	265,537	73,336	78%
610	Public Works-Administration	246,708	40,138	124,410	123,405	50%
710	Recreation	26,512	20,831	30,308	-3,796	114%
720	Community Center	99,999	8,098	67,242	32,757	67%
730	Swimming Pool	151,862	12,237	89,495	62,367	59%
	Total General Fund Expenditure	\$ 5,810,878	\$ 664,242	\$ 3,675,663	\$ 2,136,361	63%
106	Winters Swim	500			500	
105	Senior Fund	59			59	
107	Park Maintenance	42,457			42,457	
108	Munchkin Summer Camp			4,726	-4,726	
111	Afterschool Tuition Fund			1,449	-1,449	
113	2007 Housing TABS	1,000	237,003	357,608	-356,608	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	523	465,523	-465,193	999%
211	City Wide Assessment	279,331	36,435	187,257	92,074	67%
221	Gas Tax Fund	191,115	17,742	78,852	112,263	41%
226	Road M & R	120,000		23,750	96,250	20%
231	State COPS 1913	126,722	10,309	61,452	65,270	48%
233	Realignment	5,383		4,898	485	91%
252	Asset Forfeiture	612		843	-231	138%
254	Vehicle Theft Deterrent			6,377	-6,377	
291	Beverage Recycling Grant	5,000		400	4,600	8%
294	Transportation	323,750	31,563	288,785	34,965	89%
295	Emergency Plan Update	158,727			158,727	
299	After School Program	82,590	11,485	163,527	-80,937	198%
321	EDBG 99-688 Buckhorn	15,955	1,450	10,152	5,803	64%
322	EDBG 405-Cradwick	15,249	1,550	21,700	-6,451	142%
326	16-Home-10803			2,685		
342	Afterschool-Rominger	75,550	9,271	42,782	32,768	57%
343	21st Grant-Waggoner	67,107	3,280	15,524	51,583	23%
344	21st Grant-Rominger	35,575	3,596	16,409	19,166	46%
345	21st Grant-Munchkin	59,951		21,573	38,378	36%
351	RLF Housing Rehab	4,773	398	2,784	1,989	58%
355	RLF Small Business	8,114			8,114	
356	RLF HOME Program		137,044	135,197	-135,197	
358	Program Income		226	517	-517	
411	Street Impact Fee	2,275	190	1,327	948	58%
412	Storm Drain Impact Fee	316	26	184	132	58%
413	Park & Recreation Impact Fee	1,157	96	675	482	58%
414	Public Safety Impact Fee	57,647	29	202	57,445	
415	Fire Impact Fee	356	30	208	148	58%
416	General Facility Impact Fee	343	29	200	143	58%
417	Water Impact Fee	404	34	241	163	60%
418	Sewer Impact Fee	343	29	269,827	-269,484	999%
422	Landfill Capital	50,805	1,701	14,097	36,708	28%
423	Street Capital	70,000			70,000	
424	Parks & Recreation Capital			50,841	-50,841	
427	Equipment Replacement Fund	97,300		856	96,444	1%
429	Service Reserve			253,908	-253,908	
494	CARF			8,101	-8,101	
495	Monitoring Fee	33,227	1,638	20,615	12,612	62%
611	Water O & M	1,636,028	113,968	875,385	760,643	54%
613	Water Infrastructure			13		
616	Water Conservation Fund	13,679	9,971	10,324	3,355	75%
617	Water Meter Fund	20,278	381	29,085	-8,807	143%
621	Sewer O & M	1,890,367	160,898	1,372,709	517,658	73%
629	Sewer Debt Service			36,022	-36,022	
651	Central Service Overhead			1,678	-1,678	
652	Equipment Fund	1		3,676	-3,675	999%
771	RORF	1,098,425	20,833	145,833	952,592	13%
803	Elderberry Trust			2,772	-2,772	
831	Swim Team	54,928	58	8,431	46,497	15%
833	Festival de la Comunidad	7,950	270	19,932	-11,982	251%
	Total Expenditures	12,467,559	\$ 1,476,298	\$ 8,717,785	\$ 3,753,618	70%

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

Fund	Description	Audited Fund			Transfers In/(Out)	Estimated fund	
		Balance June 30, 2019	Current Year Revenues	Current Year Expenditures		Balance January 31, 2020	Change From June 30, 2020
101	General Fund	\$ (654,722)	\$ 2,818,385	\$ 3,658,934	\$ (16,728)	\$ (1,511,999)	\$ (857,277)
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	3,356	4,726	-	11,346	(1,370)
110	Housing Successor	32,746	-	-	-	32,746	-
111	AfterSchool Tuition Fund	55,811	49,006	1,449	112,913	216,281	160,470
112	Housing 04 TABS	150,000	-	-	-	150,000	-
113	2007 Housing TABS	332,791	2,112	357,608	-	(22,705)	(355,496)
115	Canine Program t	1,052	7	-	-	1,059	7
116	Police Cadet Program	3,577	113	210	-	3,480	(97)
117	Community Garden	283	82	-	-	365	82
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	42,324	465,523	-	298,913	(423,199)
211	City Wide Assessment	58,253	107,679	187,257	-	(21,325)	(79,578)
212	Flood Assessment District	4,043	26	-	-	4,069	26
221	Gas Tax	14,142	117,122	78,852	-	52,412	38,270
226	Road M & R	135,473	58,492	23,750	-	170,215	34,742
231	State COPS 1913	179,806	114,621	61,452	-	232,975	53,169
233	Realignment Funds	74,202	447	4,898	-	69,751	(4,451)
236	BSCC Grant	9,403	-	-	-	9,403	-
251	Traffic Safety	115,652	7,672	-	-	123,324	7,672
252	Asset Forfeiture	1,490	422	843	-	1,069	(421)
254	Vehicle Theft Deterrent	39,203	232	6,377	-	33,058	(6,145)
291	Beverage Recycling Grant	6,570	10	400	-	6,180	(390)
294	Transportation	152,597	-	288,785	-	(136,188)	(288,785)
299	After School Program	110,052	52,344	50,615	(112,913)	(1,132)	(111,184)
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	1,845	-	(10,152)	57,017	(8,307)
322	EDBG 96-405 Cradwick	207,947	9,516	-	(21,700)	195,763	(12,184)
326	16-HOME-10803 Grant	-	2,685	2,685	-	-	-
341	Green House Reduction	15,471	-	-	-	15,471	-
342	Afterschool-Rominger	-	45,724	42,782	-	2,942	2,942
343	21st Grant-Waggoner	-	15,844	15,524	-	320	320
344	21st Grant-Rominger	-	15,844	16,409	-	(565)	(565)
345	21st Grant-Munchkin	-	31,688	21,573	-	10,115	10,115
351	RLF Housing Rehabilitation	105,993	2,784	-	(2,784)	105,993	-
352	RLF Affordable Housing	271,588	-	-	-	271,588	-
356	RLF HOME Program	373,046	795	135,197	-	238,644	(134,402)
358	Program Income Fund	724,577	9,636	517	34,636	762,333	37,756
411	Street Impact Fee	137,136	211,931	1,327	-	347,740	210,604
412	Storm Drain Impact Fee	213,077	3,827	184	-	216,720	3,643
413	Parks & Recreation Impact	114,088	406,230	675	-	519,643	405,555
414	Public Safety Impact Fee	275,716	73,000	202	-	348,514	72,798
415	Fire Impact Fee	540,571	150,224	208	-	690,587	150,016
416	General Facilities Impact	689,962	133,892	200	-	823,654	133,692
417	Water Impact Fee	621,609	186,197	241	-	807,565	185,956
418	Sewer Impact Fee	548,343	241,586	269,827	-	520,102	(28,241)
419	Flood Control Fee	201,912	201,282	-	-	403,194	201,282
421	General Fund Capital	493,798	3,550	-	-	497,348	3,550
422	Landfill Capital	65,330	-	14,097	-	51,233	(14,097)
423	Street Capital	59,514	35	-	-	59,549	35
424	Parks and Recreation Capit	467,118	268	50,841	-	416,545	(50,573)
427	Equipment Replacement Fund	427,505	8,518	856	-	435,167	7,662
429	Service Reserve Fund	1,064,931	1,578	253,908	-	812,601	(252,330)
481	General Plan 1992	(338,020)	-	-	20,615	(317,405)	20,615
482	Flood Control Study	(123,631)	9	-	-	(123,622)	9
492	RAIA Storm Drain	107,665	259	-	-	107,924	259
494	C&R	142,776	13,143	8,101	-	147,818	5,042
495	Monitoring Fee	-	20,615	-	(20,615)	-	-
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	1,028,867	769,267	(106,118)	4,431,219	153,482
612	Water Reserve	163,237	3,038	-	-	166,275	3,038
613	Water Infrastructure	-	-	-	(13)	(13)	(13)
616	Water Conservation	24,777	61	10,324	13	14,527	(10,250)
617	Water Meter Fund	387,791	9,982	29,085	-	368,688	(19,103)
619	Water Debt Service Fund	(3,041,118)	-	-	106,118	(2,935,000)	106,118
621	Sewer O & M	7,124,716	1,113,006	1,210,247	(162,462)	6,865,013	(259,703)
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	1,678	-	-	(788)
652	Equipment Lease	3,676	-	3,676	-	-	(3,676)
771	RORF	(13,688,892)	689,256	145,833	-	(13,145,469)	543,423
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	8,431	-	81,946	8,306
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	482
911	General Fixed Assets	29,957,617	-	-	-	29,957,617	-
Totals		\$ 34,991,204	\$ 8,096,050	\$ 8,264,300	\$ -	\$ 34,822,955	\$ (168,249)



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: March 3, 2020
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Shelly A. Gunby, Director of Financial Management/City Treasurer 
SUBJECT: January 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 January 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 January 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 for the month of January 2020 reflects interest from the Money Market Account and the CDBG and EDBG Funds.

FISCAL IMPACT:

None

City of Winters
Investment Earnings Report
As of January 31, 2020

Fund	Description	January Investment Earnings	Year to Date Investment Earnings
101	GENERAL FUND	\$ 375	\$ 375
104	FIREWORKS FUND	(2)	
105	SENIOR FUND		11
106	MONITORING FEE		15
107	PARK MAINTENANCE FUND	2	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	48	2,177
212	FLOOD ASSESSMENT DISTRICT		26
231	STATE COPS 1913	4	10
233	Realignment Fund		447
251	TRAFFIC SAFTEY		648
254	VEHICLE THEFT DETERRENT		232
291	BEVERAGE RECYCLE GRANT		10
321	EDBG 99-688	252	1,845
322	EDBG 96-405 CRADWICK	693	9,516
351	RLF HOUSING REHAB	398	2,784
356	RLF HOME PROGRAM		795
358	PROGRAM INCOME FUND	13	3,636
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	34	632
419	FLOOD OVERLAY		1,282
421	GENERAL FUND CAPITAL		3,550
423	STREET CAPITAL	10	35
424	PARKS & REC CAPITAL	74	268
427	EQUIPMENT REPLACEMENT FUND		1,596
429	SERVICE RESERVE		1,578
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		\$ 1,901	\$ 99,631