

CITY OF WILLITS
Fiscal Year 2015/2016
Adopted Mid-Year Budget

City of Willits



MISSION STATEMENT

The City of Willits is primarily responsible for maintaining a safe, pleasant environment within the community by providing effective delivery of public services

In the process of providing representatives local government, the City identifies and anticipates concerns, problems and opportunities and takes action to address them. The City also provides a catalyst in the development and maintenance of a well integrated community

The City delivers critical public services in an efficient, professional and timely manner

The City is responsible for the preservation of community physical and aesthetic assets, and for the efficient management and equitable allocation of community fiscal resources

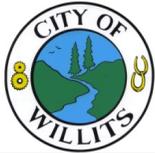
Essential to accomplishing the objectives outlined above is the selection, training, motivation and retention of highly qualified men and women as City employees

**CITY OF WILLITS
FISCAL YEAR 2015-2016
ADOPTED BUDGET
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CITY OF WILLITS
ADOPTED MID YEAR BUDGET
Fiscal Year 2015-2016

SUMMARY OF WORKING CAPITAL

Fund #	Fund Name	Estimated Working Capital 7/1/2015	2015-2016							Ending Working Capital 6/30/2016
			Operating Revenue	Transfers In	Operating Expenses	Transfers Out	Debt Service Principal	USDA Bond *Reserves	Gain (Loss)	
100	General	\$2,482,842	\$4,510,211	\$15,000	\$4,487,711.00	\$46,197	\$11,376		(\$20,073)	\$2,462,769
200	Traffic Safety	\$21,783	6,000	46,197	52,197				(0)	21,783
201	Gas Tax	(\$12,566)	406,024	120,562	514,020				12,566	1
202	Sales Tax Transportation	\$2,303,915	927,020		161,552	763,513			1,955	2,305,870
207	Humboldt & Vicinity Rehab	(\$5,940)	0	642,951	0				642,951	637,011
208	Regional Trans. Improve	\$0	0	0	0				0	0
209	Baechtel Rd/RR Ave Study	\$0	0	0	0				0	0
212	Landfill Remediation	\$596,388	5,750		39				5,711	602,099
213	Landfill Post Closure	(\$515,765)	750		99,077				(98,327)	(614,092)
265	Successor Agency to RDA	(\$78,736)	622,550		300,552		436,506		(114,508)	(193,245)
409	WTP Improvements Project	(\$182,948)	0		1,460				(1,460)	(184,408)
428	WWTP EPA Grant	\$0	0		0				0	0
429	Small Communities WW	\$0	0		0				0	0
431	Lateral Repairs Loans	\$0	0	10,000	10,000				0	0
500	Airport	(\$11,126)	205,760		199,890				5,870	(5,256)
501	Sewer Enterprise	\$1,972,516	3,212,781		2,954,308	10,000	485,550		(237,077)	1,735,439
503	Water Enterprise	\$3,669,374	2,859,085		3,648,068	15,000	265,277		(1,069,260)	2,600,114
	Totals	\$10,239,737	\$12,755,931	\$834,710	\$12,428,875	\$834,710	\$1,198,709	\$0	(\$871,653)	\$9,368,084

General Fund Reserve	55%
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CITY OF WILLITS
ESTIMATED WORKING CAPITAL
Fiscal Year 2014-2015

SUMMARY OF WORKING CAPITAL

Fund #	Fund Name	Beginning Working Capital 7/1/2014	2014-2015							Estimated Working Capital 6/30/2015
			Operating Revenue	Transfers In	Operating Expenses	Transfers Out	Debt Service Principal	JSDA Bond *Reserves	Gain (Loss)	
100	General	\$2,160,081	\$4,399,223	\$62,076	\$4,087,633	\$36,601	\$14,304		\$322,761	\$2,482,842
200	Traffic Safety	0	8,200	36,601	23,018				21,783	21,783
201	Gas Tax	0	174,952	201,464	388,982				(12,566)	(12,566)
202	Sales Tax Transport	2,216,081	931,212		185,534	657,844			87,834	2,303,915
207	Humboldt & Vicinity Rehab	(2,282)	0	4,507	8,165				(3,658)	(5,940)
208	Regional Trans. Improve	(451,873)	0	451,873	0				451,873	0
209	Baechtel Rd/RR Ave Study	0		0	0				0	0
212	Landfill Remediation	589,965	6,464		41	0			6,423	596,388
213	Landfill Post Closure	(411,233)	740	0	105,272				(104,532)	(515,765)
265	Successor Agency to RDA	253,303	414,473		296,512	0	450,000		(332,039)	(78,736)
409	WTP Improvements Project	(204,389)	959,812		938,371				21,441	(182,948)
428	WWTP EPA Grant	0	0		0				0	0
429	Small Communities WW	0	0		0				0	0
430	WWTP Construction	0	0	0	0				0	0
500	Airport	14,699	73,129		98,954				(25,825)	(11,126)
501	Sewer Enterprise	1,810,432	3,139,392		2,505,648	0	471,661		162,084	1,972,516
503	Water Enterprise	2,127,239	3,813,006		2,281,240	15,000	(25,369)		1,542,135	3,669,374
	Totals	\$8,102,023	\$13,920,604	\$756,521	\$10,919,371	\$709,445	\$910,595	\$0	\$2,137,714	\$10,239,737

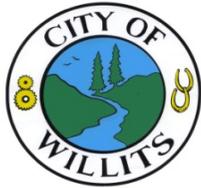
* Fund 100 Transfer includes \$47,076 transfer from Fund 655 DNA Cost Reimbursement



CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
For Fiscal Year 2015-2016

GENERAL FUND DEPARTMENT SUMMARY

Dept. #	Department	2014-2015						2015-2016					
		Operating Revenue	Transfers In	Operating Expenses	Transfers Out	Debt Service Principal	Net City Gain (Cost)	Operating Revenue	Transfers In	Operating Expenses	Transfers Out	Debt Service Principal	Net City Gain (Cost)
1000	Non Departmental Revenue	\$3,867,386		\$0			\$3,867,386	\$3,787,720		\$0			\$3,787,720
1001	City Council	0		127,506			(127,506)	0		131,375			(131,375)
1002	Administration	22,325		363,715			(341,390)	5,000		355,092			(350,092)
1003	Finance	2,251		342,459			(340,208)	25,800		340,390			(314,590)
1004	Legal	60,590		98,515			(37,926)	22,500		134,500			(112,000)
1005	Human Resources	0		64,146			(64,146)	0		90,940			(90,940)
1006	Elections	0		6,025			(6,025)	0		925			(925)
1010	Planning	6,617		45,710			(39,093)	247,897		343,917			(96,020)
1011	Code Enforcement	1,000		55,720			(54,720)	18,000		46,085			(28,085)
1015	Building & Safety	100,906		62,439			38,467	76,465		59,184			17,281
1016	Building Maintenance	10,295		112,731			(102,436)	4,000		112,885			(108,885)
1020	Police Administration	13,263	\$47,076	441,980			(381,641)	41,565	\$0	514,250			(472,685)
1021	Dispatch	0		363,541			(363,541)	0		340,130			(340,130)
1022	Field Operations	128,339	15,000	1,404,793			(1,261,454)	115,765	15,000	1,363,640			(1,232,876)
1023	COP's Grant Officer & CSO/CO	95,363	0	102,360	\$0		(6,997)	100,000	0	98,702	\$0		1,298
1025	Emergency Services	0		0			0	0		3,040			(3,040)
1030	Swimming Pool	33,167		46,051			(12,884)	23,580		66,884			(43,304)
1040	Public Works Administration	36,890		181,117			(144,226)	16,120		138,626			(122,506)
1041	Public Works Operations	18,230		37,274			(19,044)	22,000		92,606			(70,606)
1042	Engineering	0		38,697			(38,697)	1,200		24,490			(23,290)
1045	Page Landfill	0		5,145			(5,145)	0		1,390			(1,390)
1050	Park Maintenance	2,600		132,603			(130,003)	2,600		154,025			(151,425)
1070	Community Services	0		53,712			(53,712)	0		52,041			(52,041)
1097	Contingencies	0		530			(530)	0		22,594			(22,594)
1098	Debt Service	0		865		\$14,304	(15,169)	0		305		\$11,071	(11,376)
1099	Interfund Transfers	0	0	0	36,601		(36,601)	0	0	0	46,197		(46,197)
	Totals	\$4,399,223	\$62,076	\$4,087,633	\$36,601	\$14,304	\$322,761	\$4,510,211	\$15,000	\$4,488,016	\$46,197	\$11,071	(\$20,073)



CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
 Fiscal Year 2015-2016

SCHEDULE OF GENERAL FUND OVERHEAD ALLOCATIONS

Fund	Department	Description	Allocation
200	2020	Traffic Safety	\$25,271
201	2010	Gas Tax Administration	2,916
201	2011	Street Maintenance	38,720
201	2012	Storm Drain Maintenance	2,022
202	2020	Sales Tax Transportation	29,218
208	2080	Regional Transportation	0
212	2120	Landfill Remediation	39
213	2130	Landfill Post Closure Administration	195
213	2133	Landfill Post Closure Maintenance	1,977
265	2650	Successor Agency	31,379
409	4090	Water Treatment Plant Improvements Project	0
500	5001	Airport Enterprise	34,965
501	5010	Sewer Enterprise Administration	50,705
501	5011	Sewer Enterprise Maintenance	11,819
501	5013	Sewer Enterprise Operations	42,195
501	5014	Sewer Enterprise Engineering	6,135
501	5018	Sewer Enterprise Debt Service	3,233
501	5019	Sewer Enterprise Transfers	54,597
503	5030	Water Enterprise Administration	71,129
503	5031	Water Enterprise Maintenance	9,424
503	5033	Water Enterprise Operations	38,557
503	5034	Water Enterprise Engineering	2,315
503	5038	Water Enterprise Debt Service	87,357
652	6523	Revolving Loan Business	0
653	6533	Revolving Loan Housing	0
100	1000	Total Overhead Allocation to General Fund	\$544,168

The Government Finance Officers Association (GFOA) recommends that governments calculate the full cost of the different services they provide. The full cost of a service encompasses all direct and indirect costs related to that service. Direct costs include the salaries, wages, and benefits of employees while they are exclusively working on the delivery of the service, as well as materials, supplies, and other direct operating costs. Indirect costs include shared administrative expenses within the work unit and in one or more support functions outside the work unit, such as administration, legal, finance, human resources, facilities, maintenance, and technology. This chart summarizes the Overhead Allocations as determined by the City of Willits' Full Cost Allocation Plan.



CITY OF WILLITS
 ADOPTED MID-YEAR BUDGET
 Fiscal Year 2015-2016

SUMMARY OF TRANSFERS BETWEEN FUNDS & DEPARTMENTS

Fund	From	Amount	Fund	To	Amount	Purpose
100-1099	General Fund	46,197	200-2003	Traffic Safety	46,197	Fund Operations
202-2020	Sales Tax Transportation	120,562	201-0201	Gas Tax	120,562	Fund Street Maintenance
202-2020	Sales Tax Transportation	642,951	207-2070	Humboldt & Vicinity Rehab	642,951	Fund Project Expenses
503-5033	Water Operations	15,000	100-1022	Police Field Operations	15,000	Watershed Security
501-5019	Sewer Enterprise	10,000	431-4310	Lateral Repair Loan	10,000	Sewer Later Loan Program
Totals		\$834,710			\$834,710	

CITY OF WILLITS
FISCAL YEAR 2015-2016
ADOPTED MID-YEAR BUDGET
STAFFING ALLOCATIONS

Job Title	Number of FTE's	100 General	200/201 Gas Tax Transportation	202 Sales Tax Transportation	265 RDA Successor Agency	212/213 Landfill Remediation	409 Water Project	500 Airport	501 Sewer	503 Water	652/653 Business/Hsg Rehab	Total
CITY COUNCIL												
Council Members	5	100%										100%
Total	5											
CITY ADMINISTRATION												
City Manager	1.00	49%	10%		1%				20%	20%		100%
City Clerk/Facilities Coordinator	1.00	92%			3%					5%		100%
Human Resources Analyst	1.00	100%										100%
Total	3											
FINANCE												
Finance Director/City Treasurer	1.00	30%			10%				30%	30%		100%
Senior Accountant	1.00	60%							20%	20%		100%
Office Assistant III [AP]	1.00	75%								25%		100%
Office Assistant III [UB]	1.00	10%							30%	60%		100%
Total	4											
POLICE												
Police Chief	1.00	100%										100%
Administrative Supervisor	1.00	100%										100%
Police Lieutenant	1.00	100%										100%
Police Sergeant	3.00	100%										100%
Police Officer	5.00	100%										100%
Police Recruit - w/previous law exp	1.00	100%										100%
Police Community Service Officer II	1.00	100%										100%
Police Dispatcher	5.00	100%										100%
Total	18											
COMMUNITY DEVELOPMENT												
Building Inspector/Code Enforcement Officer	1.00	100%										100%
Associate Planner	1.00	100%										100%
Total	2											
ENGINEERING												
Assistant Engineer	1.00	10%		20%					50%	20%		100%
Engineering Intern	0.23								23%			23%
Engineering Technician II	1.00	10%		20%					60%	10%		100%
Engineering Technician III	1.13	11%		54%					14%	34%		113%
Total	3.36											

CITY OF WILLITS
FISCAL YEAR 2015-2016
ADOPTED MID-YEAR BUDGET
STAFFING ALLOCATIONS

Job Title	Number of FTE's	100 General	200/201 Gas Tax Transportation	202 Sales Tax Transportation	265 RDA Successor Agency	212/213 Landfill Remediation	409 Water Project	500 Airport	501 Sewer	503 Water	652/653 Business/Hsg Rehab	Total
SEASONAL PARKS/RECREATION												
Pool Manager	0.17	17%										17%
Assistant Pool Manager	0.14	14%										14%
Life Guards/Instructors/Office Assistant (13)	1.39	139%										139%
Total	1.70											
PUBLIC WORKS												
Public Works Director	1.00	40%	20%						20%	20%		100%
PW Supervisor	1.00	31%	49%			1%			4%	15%		100%
PW Maintenance Worker	4.00	85%	232%			8%			20%	55%		400%
PT PW Maintenance Worker	0.44	44%										44%
Total	6.44											
SEWER TREATMENT												
Sewer Plant Supervisor	1.00								50%	50%		100%
Utilities Superintendent	1.00								50%	50%		100%
Waste Water Chief Operator	1.00								100%			100%
Waste Water Treatment Operator III	2.00								200%			200%
Waste Water Treatment Operator II	2.00								200%			200%
Waste Water Treatment Operator I	1.00								75%	25%		100%
Waste Water Treatment Operator in training	1.00								100%			100%
Total	9											
WATER TREATMENT												
Chief Water Operator	1.00									100%		100%
Water Operator III	1.00									100%		100%
Water Operator II	1.00									100%		100%
Water Operator I	1.00									100%		100%
Total	4											
TOTAL APPROVED POSITIONS	56.5											
APPROVED POSITIONS 14/15	56.31											
APPROVED POSITIONS 13/14	58.83											
APPROVED POSITIONS 12/13	56.25											

FUND 100 NON-DEPARTMENTAL REVENUE – GENERAL FUND 1000

BASIC FUNCTIONS: This department, as the title implies, is used to account for all revenue that is not departmentally specific. This revenue is used to augment all general fund departments where expenditures exceed the departmentally specific revenue.

2015-2016 PROGRAM GOALS:

Maintain the integrity of this department through active participation and advocacy in efforts to assure that Federal and State legislation does not result in the further deterioration of various discretionary revenues. As well, actively support local, regional, and statewide efforts to achieve legislative return of City revenues and the elimination of certain inter-jurisdictional charges (booking fees, property tax administration fees, DUI fees, forensic fees, animal control fees, etc.).

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

**Fund 100-General Fund
Department 1000-Non-Departmental Revenue**

		2015-2016		Budget	15/16 Budget
		Council	YTD	Amendments	Council Adopt
<u>Financing Sources</u>		<u>Adopt</u>	<u>12/31/2015</u>		<u>3/9/2016</u>
<u>Taxes</u>					
1201-000	Property Tax-Current Secured	\$354,470	\$194,374	\$0	\$354,470
1202-000	Property Tax-Current Unsecured	19,097	19,097	(\$0)	19,097
1203-000	Supplemental Roll Taxes	3,980	2,300	\$0	3,980
1204-000	Property Tax-Prior Secured	721	0	\$0	721
1205-000	Property Tax-Prior Unsecured	756	302	\$0	756
1206-000	Property Tax-VLF swap	0	0	\$0	0
1300-000	Sales and Use Tax	1,643,458	506,757	(\$32,627)	1,610,831
1400-000	Room Occupancy Tax	310,000	197,136	\$0	310,000
1500-000	Property Transfer Tax	13,789	11,762	\$0	13,789
1600-000	Property Tax in Lieu	0	0	\$0	0
1700-000	Property Tax WRDA Residual	120,456	96,820	\$0	120,456
Total Taxes		\$2,466,727	\$1,028,549	(\$32,627)	\$2,434,100
<u>Licenses, Permits and Franchises</u>					
2202-000	Business Licenses	\$150,000	\$107,737	\$0	\$150,000
2202-004	Tobacco Permit	1,000	1,725	\$1,000	2,000
2220-000	Other Licenses	0		\$0	
2301-000	Franchise Fee-Garbage	126,480	22,639	\$0	126,480
2302-000	Franchise Fee-CATV	19,750	8,634	\$0	19,750
2303-000	Franchise Fee-Gas	14,500		\$0	14,500
2304-000	Franchise Fee-Electric	63,000		\$0	63,000
Total Licenses, Permits and Franchises		\$374,730	\$140,735	\$1,000	\$375,730
<u>Revenue From Use of Money/Property</u>					
4201-000	Interest Income	\$7,500	\$825	\$0	\$7,500
4211-000	Rental of Bldgs & Grounds	0		\$0	
Total Rev From Use of Money/Prop		\$7,500	\$825	\$0	\$7,500
<u>Intergovernmental Revenues</u>					
5201-000	State Motor Vehicle in Lieu	\$414,582	\$213,084	\$0	\$414,582
5203-000	Homeowners Prop Tax Relief	6,000	2,933	\$0	6,000
Total Intergovernmental Revenue		\$420,582	\$216,017	\$0	\$420,582
<u>Charges for Services</u>					
6230-000	Police Services	\$4,500	\$1,387	\$0	\$4,500
6300-000	Overhead Allocation	544,168	\$272,084	\$0	\$544,168
Total Charges for Services		\$548,668	\$273,471	\$0	\$548,668
<u>Miscellaneous Revenue</u>					
7220-000	Other Sales	\$20	\$115	\$120	\$140
7250-000	Miscellaneous Revenue	1,000	\$601	\$0	\$1,000
Total Miscellaneous Revenue		\$1,020	\$716	\$120	\$1,140
Total Non-Departmental Revenue		\$3,819,227	\$1,660,313	(\$31,507)	\$3,787,720

FUND 100 COUNCIL/CLERK 1001

BASIC FUNCTIONS: Provide policy and program direction to City Manager; receive, review, and respond to community issues and concerns; participate and represent City in various forums including City commissions, boards and committees, joint powers agencies, other units of local government, state and federal agencies; adopt an annual budget; approve expenditures which exceed expenditure approval limits of City Manager; supervise City Manager; serve as City Planning Commission and Oversight Board of the Successor Agency to the Willits Redevelopment Agency. City Clerk duties include coordination of Form 700 FPPC filing; staff support to Council Members and Council Committees/Commissions; attendance at Council and Committee meetings; preparation of City Council agendas and minutes.

2015-2016 PROGRAM GOALS:

City Council's Top Priorities:

- **Planning for "Post Bypass" Willits.** Develop and begin implementing a comprehensive public improvement and economic development plan anticipating changes when the bypass is completed, focusing first on Main Street and downtown but eventually considering other areas of the City; identify the scope of improvements Caltrans will implement with the relinquishment of Main Street; assess the likely effects of decreased traffic on businesses (and tax revenue); continue working with the Main Street Merchants group and the Chamber of Commerce; work with Caltrans and property owners near bypass interchanges to site, design and install signage informing travelers of Willits services, events and the convenience of access; and identify specific projects for improving the streetscape, circulation, public safety and infrastructure, as well as possible business assistance programs.
- **Water Security: Water Supply, Infrastructure and Conservation.** Complete the Emergency System and the environmental assessment for its full integration into the city water system; forecast future water demand; identify existing supply capacity and assess possible additional supply options; identify and implement measures to protect the Little Lake aquifer from overuse or encroachment by outside agencies. Implement high priority infrastructure projects including the Main Street water line and 3,000,000 gallon tank relining. Concurrently, develop and implement a comprehensive water conservation program for residents and businesses, and assess the feasibility of City-sponsored programs related to water efficiency.
- **Brown's Corner Intersection Improvements.** Continue working with Caltrans to design and implement improvements to the Brown's Corner intersection, including the possibility of a round-about. Comprehensive of Assessment of Circulation Needs: Assess circulation needs, including the Baechtel Road/Railroad connection and westside north/south connection, etc.

Other Important Objectives:

- **Assess the Formation of a New Parks and Recreation Special District.** Prepare an assessment of the requirements and process for forming a new special district extending beyond the city limits that would help fund improvements, maintenance and management of a variety of recreation and related facilities and services; if deemed desirable and feasible, identify the City's possible roles in facilitating formation of such a district.
- **Job Retention and Creation.** Prepare an economic development plan for retaining and attracting job-creating businesses appropriate to Willits; consider specifically appropriate and adequate zoning, permit expediting and the City's possible role in supporting entrepreneurial mentoring and financing for start-ups and expansions.
- **Bicycle and Pedestrian Trail System.** Review the bicycle and pedestrian master plan and update to assess appropriate public access to the City-owned watershed lands as well as connections to the wastewater plant site; apply for additional transportation-related grants for the railroad right-of-way and other locations; the plan update should include specific implementation projects and coordination with other agencies.

FUND 100 COUNCIL/CLERK 1001 [CONTINUED]

City Clerk

- Maintain official records of the City and continue improvements to the record management and retention program.
- Prepare agendas, minutes, resolutions, proclamations, and public notices.
- Ensure compliance with the Brown Act.
- Prepare ordinances for codification and maintain updates to the Willits Municipal Code.
- Respond to Public Records Act requests, pursuant to state law.
- Monitor compliance with Fair Political Practices Commission requirements.
- Provide support services to Public Facilities Corporation, as well as City Council appointed Committees and Commissions, as needed.

ALLOCATED POSITIONS:	14/15	15/16
Council Members	5.00	5.00
City Clerk/Facilities Coordinator	<u>0.30</u>	<u>0.35</u>
Full-time Equivalent	5.30	5.35

BUDGET LINE ITEM COMMENTS/DETAILS:

2015-000	Council Member phone stipends. \$900
2050-000	CCAC memberships \$160.
2055-000	Miscellaneous Council materials \$500, name plates \$150. Total \$650.
2081-030	Videotaping Council meetings \$4,500, codification \$1,500, photography services \$500. Total \$6,500.
2090-000	Required publications and notice in newspapers \$250.
2105-000	City Clerk training and travel \$1,523, notary course \$385. Total \$1,908.
2199-000	Peg Funds \$3,000, Other \$200. Total \$3,200

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

**Fund 100-General Fund
Department 1001-City Council/Clerk**

		2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendments</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$26,945	\$13,022	\$311	\$27,256
1003-000	Overtime	0	\$0	\$0	\$0
1011-000	FICA	1,671	\$832	\$223	\$1,894
1012-000	Medicare	391	\$195	\$51	\$442
1013-000	Health Insurance	80,316	\$39,077	\$0	\$80,316
1014-000	Retirement	5,181	\$2,487	\$949	\$6,130
1015-000	Unemployment Insurance	118	\$0	\$0	\$118
1016-000	Workers Compensation	1,456	\$570	\$195	\$1,651
Total Salaries and Benefits		\$116,078	\$56,182	\$1,729	\$117,807
<u>Services and Supplies</u>					
2015-000	Communications	\$0	\$450	\$900	\$900
2050-000	Dues and Subscriptions	\$160	\$0	\$0	\$160
2055-000	Office Expense	650	\$113	\$0	\$650
2081-030	Other Contract Services	6,500	\$1,715	\$0	\$6,500
2090-000	Publications/Legal Notices	250	\$0	\$0	\$250
2105-000	Training and Travel	1,585	\$1,908	\$323	\$1,908
2199-000	Other Services and Supplies	200	\$166	\$3,000	\$3,200
Total Services and Supplies		\$9,345	\$4,352	\$4,223	\$13,568
Total Appropriations		\$125,423	\$60,534	\$5,952	\$131,375

FUND 100 GENERAL ADMINISTRATION 1002

BASIC FUNCTIONS: Coordination of legal services; management and coordination of all City policies, programs, and services; negotiation and management of contracts; interface with other local governments, regulatory agencies, and state and federal agencies; management and coordination of City fiscal and human resources; public and agency notices as required; review of correspondence received and preparation/review of correspondence sent; implementation of ordinances and policies; interaction with and response to media; presentations to community groups; staff support to various JPA's and other intergovernmental agencies; revenue development, budgets and expenditure control; management of special projects; various franchise administration activities; coordination of economic development activities; risk management and insurance; management of City facilities; management of leases, agreements, etc.; response to citizen and community complaints; long range planning; maintenance of relationship with legislative and congressional representatives; other assignments established by City Council.

2015-2016 PROGRAM GOALS:

- Continually evaluate and improve city-wide service delivery systems, while minimizing the impacts of decreasing resources.
- Identify and secure external funding sources to assist in supporting community infrastructure projects and law enforcement services.
- Expand efforts to work collaboratively with local, state, and federal government agencies.
- Complete long-range capital improvement plans.
- Respond to concerns/issues presented by community and Council members.
- Continue to manage City involvement in Remco clean-up.

ALLOCATED POSITIONS:	14/15	15/16
City Manager	0.50	0.49
City Clerk/Facilities Coordinator	<u>0.30</u>	<u>0.30</u>
Full-time Equivalent	0.80	0.79

FUND 100 GENERAL ADMINISTRATION 1002 [CONTINUED]

BUDGET LINE ITEM COMMENTS/DETAILS:

2001-002 Public Facilities Corporation filing fee \$20; PFC Annual Registration Renewal Fee Report \$150. Total \$170.

2015-000 All phone/fax costs for bottom floor of City Hall \$4,425; City Manager Technology Stipend \$3,300. Total \$7,725.

2031-000 Includes general liability, automobile physical damage, property, boiler/machinery, and earthquake, net of insurance premium returns. Total \$135,540.

2032-000 Includes deductible for liability, property, workers' compensation and dental deficit \$15,000.

2033-000 REMIF worker's comp processing fees \$4,150; Aflac Service Fees \$385. Total \$4,535.

2050-000 Redwood Empire Division dues \$50, ICMA \$880, League of CA Cities \$3,000. Total \$3,930.

2055-000 Includes postage \$2,000, office supplies for most City departments \$10,000. Total \$12,000.

2081-028 MSWMA beverage recycling program \$5,000.
[Pass-through of CA Redemption Revenue]

2081-030 LAFCO fees \$10,277, web-site \$4,500, Web-site redesign project \$4,620. Total \$19,397.

2084-000 Property Tax Administration fee to County of Mendocino \$5,250.

2091-000 Miscellaneous printing and advertising \$500.

2095-000 Includes copier \$6,500, postage meter \$2,200. Total \$8,700.

2105-000 Includes training and travel reimbursement for local interagency and JPA meetings, LCC seminars, conferences, meetings, and other regional meetings \$3,000.

REVENUE:

7250-000 MSWMA recycling program \$5,000. [CA Redemption Revenue]

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

**Fund 100-General Fund
Department 1002-General Administration**

		2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendments</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$74,832	\$46,713	\$2,603	\$77,435
1002-000	Part-Time Employees	0	\$0	\$0	\$0
1003-000	Overtime	0	\$0	\$0	\$0
1005-000	Benefit Buyouts	4,038	\$2,524	\$0	\$4,038
1011-000	FICA	5,113	\$3,194	(\$389)	\$4,724
1012-000	Medicare	1,196	\$747	(\$92)	\$1,104
1013-000	Health Insurance	20,056	\$11,482	\$0	\$20,056
1014-000	Retirement	19,637	\$10,239	(\$628)	\$19,009
1015-000	Unemployment Insurance	266	\$0	\$0	\$266
1016-000	Workers Compensation	4,453	\$3,135	(\$340)	\$4,113
1017-000	Vehicle Allowance	3,600	\$1,800	\$0	\$3,600
Total Salaries and Benefits		\$133,191	\$79,834	\$1,154	\$134,345
<u>Services and Supplies</u>					
2001-002	Fees and Permits-State	\$170		\$0	\$170
2015-000	Communications	7,725	\$2,922	\$0	\$7,725
2031-000	Insurance and Bonds	135,540	\$132,873	\$0	\$135,540
2032-000	Insurance Deductible	10,000	\$11,586	\$5,000	\$15,000
2033-000	Insurance Other	4,535	\$959	\$0	\$4,535
2050-000	Dues and Subscriptions	3,930	\$840	\$0	\$3,930
2055-000	Office Expense	12,000	\$7,988	\$0	\$12,000
2081-028	MSWMA Beverage Recycling	5,000	\$0	\$0	\$5,000
2081-030	Other Contract Services	19,397	\$17,159	\$0	\$19,397
2084-000	Tax Administration Fee	5,250	\$0	\$0	\$5,250
2090-000	Publications/Legal Notices	0	\$0	\$0	\$0
2091-000	Advertising & Printing	500	\$0	\$0	\$500
2095-000	Rents and Leases-Equipment	8,700	\$4,346	\$0	\$8,700
2105-000	Training and Travel	3,000	\$601	\$0	\$3,000
2199-000	Other Services and Supplies	0	\$0	\$0	\$0
Total Services and Supplies		\$215,747	\$179,274	\$5,000	\$220,747
<u>Fixed Assets</u>					
4002-000	Equipment	\$0	\$0	\$0	\$0
Total Fixed Assets		\$0	\$0	\$0	\$0
Total Appropriations		\$348,938	\$259,108	\$6,154	\$355,092
<u>Miscellaneous Revenue</u>					
7230-000	Insurance Payments/Refunds	\$0	\$0	\$0	\$0
7250-000	Miscellaneous Revenue	5,000		\$0	5,000
Total Revenue		\$5,000	\$0	\$0	\$5,000
Net City Cost		(\$343,938)	(\$259,108)	(\$6,154)	(\$350,092)

FUND 100 FINANCE/TREASURER 1003

BASIC FUNCTIONS: The Finance Director/City Treasurer is the chief financial officer of the City and exercises general supervision over the accounting of all departments under the direction of the City Manager and City Council. This department maintains all basic financial information. Specific duties and responsibilities include the receipt and disbursement of all City funds, cash management, compilation of the City budget under the direction of the City Manager, budgetary control, payroll preparation, billing functions, coordination of annual audit, preparation of various State and Federal reports, maintenance and improvement of data processing systems, review, approval and payment of all claims against the City, special projects, attendance at the City Council meetings and assistance to the various departments as required.

2015-2016 PROGRAM GOALS:

- Provide accurate and timely financial information to the City Council, Department Heads, and the Public.
- Prepare and present a balanced budget.
- Provide staff with opportunities for professional growth via training courses and seminars.
- Develop a unified information technology system linking all City departments.
- Review and update the City's Accounting Policy Manual.
- Upgrade outdated and unsupported technology hardware and software.
- Begin process for new finance system
- Issue RFP for Auditing firms.

ALLOCATED POSITIONS:	13/14	14/15
Finance Director/City Treasurer	0.30	0.30
City Clerk/Facilities Coordinator	0.00	0.12
Senior Accountant	0.50	0.60
Office Assistant III (2)	<u>1.10</u>	<u>0.85</u>
Full-time Equivalent	1.90	1.87

BUDGET LINE ITEM COMMENTS/DETAILS:

2015-000	Cell phone stipends \$1,140
2041-000	Total Support Agreement with ACS \$43,750, Logmein \$100, computer hardware, work station upgrades and other \$3,000. (Removed exchange server as part of 5% budget cut)Total \$46,850.
2050-000	Municipal Finance Officers \$110, GFOA \$170. Total \$280.
2055-000	Checks, forms, utility bills, etc. \$1,800.
2081-030	Muniservices annual fee \$2,000, Muniservices audits \$1,500, City Financial Statements and other annual reports \$36,500, Cost Allocation Plan update \$7,000, Outside Consultant 8,000, County Contract for IT Services \$25,000. (less \$5,000 as part of 5% budget cut) Total \$75,000.
2105-000	Computer trainings \$2,000, seminars/webinars \$2,500, workshops \$500, conferences \$2,500. (less \$650 as part of 5% budget cut)Total \$6,850.
2199-000	Bank fees, bad check fees, credit card fees and till shortages \$10,000.

REVENUE:

6650-000	Business License Application processing fees \$2,300.
7250-000	Credit Card convenience fees \$12,500; Issuer fee to Howard Foundation \$11,000. Total \$23,500.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund

Department 1003-Finance and Accounting

		2015-2016		Budget	15/16 Budget
		Council	YTD	Amendments	Council Adopt
		Adopt	12/31/2015		3/9/2016
Financing Uses					
Salaries and Employee Benefits					
1001-000	Regular Employees	\$116,220	\$65,856	\$1,127	\$117,347
1002-000	Part-Time Employees	0		\$0	
1003-000	Overtime	0	\$0	\$0	\$0
1004-000	Comp Time Paid	0	\$372	\$372	\$372
1005-000	Benefit Buyouts	0	\$1,726	\$1,726	\$1,726
1007-000	Longevity Incentive	1,500	\$750	\$0	\$1,500
1011-000	FICA	7,299	\$4,176	(\$614)	\$6,685
1012-000	Medicare	1,707	\$976	(\$143)	\$1,564
1013-000	Health Insurance	39,718	\$21,715	(\$1)	\$39,717
1014-000	Retirement	23,938	\$16,509	(\$829)	\$23,109
1015-000	Unemployment Insurance	629	\$0	\$0	\$629
1016-000	Workers Compensation	6,356	\$4,205	(\$532)	\$5,824
Total Salaries and Benefits		\$197,367	\$116,284	\$1,106	\$198,473
Services and Supplies					
2015-000	Communications	1,140	\$450	\$0	\$1,140
2041-000	Equipment Maintenance & Suppli	\$46,850	\$24,849	\$0	\$46,850
2050-000	Dues and Subscriptions	280	\$110	\$0	\$280
2055-000	Office Expense	1,800	\$815	\$0	\$1,800
2081-030	Other Contract Services	75,000	\$22,333	\$0	\$75,000
2105-000	Training and Travel	6,847	\$4,494	\$0	\$6,847
2199-000	Other Svs and Supplies	10,000	\$5,642	\$0	\$10,000
Total Services and Supplies		\$141,917	\$58,692	\$0	\$141,917
Fixed Assets					
4002-000	Equipment	\$0	\$0	\$0	\$0
Total Fixed Assets		\$0	\$0	\$0	\$0
Total Appropriations		\$339,284	\$174,977	\$1,106	\$340,390
Financing Sources					
Charges for Services					
6650-000	Other Services	\$2,300	\$919	\$0	\$2,300
7250-000	Miscellaneous Revenue	17,000	\$16,212	\$6,500	\$23,500
Total Charges for Services		\$19,300	\$17,131	\$6,500	\$25,800
Total Revenue		\$19,300	\$17,131	\$6,500	\$25,800
Net City Cost		(\$319,984)	(\$157,846)	\$5,394	(\$314,590)

FUND 100 LEGAL SERVICES 1004

BASIC FUNCTIONS: Provision of defense in all litigation and hearings; rendering of legal opinions; legal support services to City departments; attendance at all meetings of Council, Redevelopment Agency, Planning Commission, etc.; preparation and/or review of various documents including demand letters, indemnification agreements, contracts, joint powers agreements, leases, licenses and permits, policies, and memoranda of understandings; preparation of redevelopment law, planning law, and numerous other state and federal legislative and judicial determinations; and other duties as assigned by City Manager.

2015-2016 PROGRAM GOALS:

- Manage litigation and represent City.
- Update ordinances as necessary.
- Provide legal review support to City Council and staff.
- Coordinate Remco-related cases.
- Update Code enforcement policies and procedures.
- Draft legal documents in support of staff, Council, policies, and Programs.

BUDGET LINE ITEM COMMENTS/DETAILS:

2050-000	Includes forms, books, subscriptions, software, Thompson West Law program \$6,500.
2061-020	Specialized consulting attorneys \$5,000.
2081-030	Contract City Attorney services \$120,000.
3011-000	Judgments and damages \$3,000.

REVENUE:

7250-000	Reimbursement for litigation expense related to Remco matter \$22,500.
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**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund
Department 1004-Legal Services

		2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendments</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Services and Supplies</u>					
2050-000	Dues & Subscriptions	\$6,500	\$3,960	\$0	\$6,500
2061-020	Other Professional Svs	5,000	\$0	\$0	\$5,000
2081-030	Other Contract Services	120,000	\$27,201	\$0	\$120,000
Total Services and Supplies		\$131,500	\$31,161	\$0	\$131,500
<u>Other Charges</u>					
3011-000	Judgments and Damages	\$3,000	\$0	\$0	\$3,000
Total Other Charges		\$3,000	\$0	\$0	\$3,000
Total Appropriations		\$134,500	\$31,161	\$0	\$134,500
<u>Financing Sources</u>					
<u>Miscellaneous Revenue</u>					
7250-000	Miscellaneous Revenue	\$22,500	\$17,500	\$0	\$22,500
Total Miscellaneous Revenue		\$22,500	\$17,500	\$0	\$22,500
Total Revenue		\$22,500	\$17,500	\$0	\$22,500
Total City Cost		(\$112,000)	(\$13,661)	\$0	(\$112,000)

FUND 100 HUMAN RESOURCES 1005

BASIC FUNCTIONS: Provide quality services and support to the City Manager, City Departments, employees and applicants in the areas of employee relations, employee benefits, recruitment, retention, testing, classification/compensation, and risk management. Manage and administer all personnel programs and policies for the City and its employees; ensure compliance with various state and federally mandated programs including, but not limited to, OSHA, SB198 compliance, ADA requirements, harassment and workplace violence training, various federal and state labor code, etc.; manage modifications to personnel policies and procedures manual; conduct formal and informal negotiations with represented and unrepresented employees; employee-related dispute resolution; implementation of employee training and certification programs; and interface with Payroll and City departments regarding application of terms and conditions of labor agreements.

2015-2016 PROGRAM GOALS:

- Review and update Master Classification and Compensation Schedule annually.
- Update all current job descriptions and develop new job descriptions, as needed.
- Conduct classification and compensation study.
- Develop succession planning strategies.
- Monitor, implement, and manage changes related to health care reform and pension reform.
- Review employee benefits program annually and continue and improve upon annual employee Open Enrollment/Health Fair.
- Update Personnel Policies and Procedures, as necessary, and ensure compliance with state and federal mandates.
- Update citywide training programs and provide in-house training on a variety of subject areas.
- Improve employee orientation and recognition programs.
- Update Injury and Prevention Manual and monitor compliance of employee safety program.
- Implement HRMS application for efficient management of personnel information.
- Set-up DMV Pull Notification EPN Program.
- Develop and maintain college level intern program.

ALLOCATED POSITIONS:	14/15	15/16
Human Resource Analyst	.95	1.00
	_____	_____
Full-time Equivalent	.95	1.00

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2050-000 CalPELRA Dues \$700; LCW Membership \$995. Total \$1,695.
- 2055-000 Office expense \$800.
- 2061-010 Personnel related legal counsel services \$3,500.
- 2061-013 Medical screenings, background checks, polygraphs, drug screens, credit checks, fingerprinting, stress tests, etc. \$6,100; Police background \$2,000. Total \$8,100.
- 2081-030 Labor negotiation services and other contracts \$20,000.
- 2091-000 Job announcements, advertising and printing \$2,500.
- 2105-000 LCW Annual conference; CalPERS Annual conference; California Public Employers Labor Relations Association; HR Law and other conferences and travel \$1,740.
- 2199-000 Employee appreciation, service pins \$350.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund
Department 1005-Human Resources

		2015-2016		Budget	15/16 Budget
		Council	YTD	Amendments	Council Adopt
<u>Financing Uses</u>		<u>Adopt</u>	<u>12/31/2015</u>		<u>3/9/2016</u>
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$53,563	\$7,959	(\$27,163)	\$26,400
1002-000	Part-Time Employees	\$0	\$971	\$9,600	\$9,600
1003-000	Overtime	0	\$0	\$0	\$0
1004-000	Comp Time Paid	0		\$0	
1005-000	Benefits Buy-Outs		\$0	\$0	\$0
1011-000	FICA	3,321	\$554	(\$1,029)	\$2,292
1012-000	Medicare	777	\$129	(\$242)	\$535
1013-000	Health Insurance	25,298	\$0	(\$18,895)	\$6,403
1014-000	Retirement	14,055	\$497	(\$9,216)	\$4,839
1015-000	Unemployment Insurance	336	\$47	\$336	\$672
1016-000	Workers Compensation	2,892	\$482	(\$1,378)	\$1,514
Total Salaries and Benefits		\$100,242	\$10,640	(\$47,987)	\$52,255
<u>Services and Supplies</u>					
2050-000	Dues and Subscriptions	\$1,695	\$995	\$0	\$1,695
2055-000	Office Expense	800	\$168	\$0	\$800
2061-010	Professional Service - Legal	3,500	\$686	\$0	\$3,500
2061-013	Personnel Services	13,000	\$2,673	(\$4,900)	\$8,100
2081-030	Other Contract Services	7,500	\$15,348	\$12,500	\$20,000
2091-000	Advertising and Printing	2,500	\$481	\$0	\$2,500
2105-000	Training and Travel	1,200	\$1,740	\$540	\$1,740
2199-000	Other Svs and Supplies	350	\$168	\$0	\$350
Total Services and Supplies		\$30,545	\$22,259	\$8,140	\$38,685
Total Appropriations		\$130,787	\$32,898	(\$39,847)	\$90,940
Net City Cost		(\$130,787)	(\$32,898)	\$39,847	(\$90,940)

FUND 100 ELECTIONS 1006

BASIC FUNCTIONS: The City Clerk serves as the City’s Elections Official and is responsible for coordination of municipal elections, including preparation and review of documents as mandated by state law; analysis of election correspondence; preparation of resolutions; coordination of County Elections Office contract to conduct consolidated elections; preparation and publication of notices; coordination of special or recall elections; and associated records management.

2015-2016 PROGRAM GOALS:

- Ongoing election education from a variety of official resources.
- Coordinate with County to conduct municipal elections, as needed.
- Manage records related to municipal elections.

ALLOCATED POSITIONS:	14/15	15/16
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City Clerk/Facilities Coordinator

Full-time Equivalent	0.05	0.05
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BUDGET LINE ITEM COMMENTS/DETAILS:

2050-000	California Elections Codes \$400.
2055-000	Miscellaneous election supplies \$250.
2090-000	Election notices \$125.
2105-000	Election education materials \$150.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund
Department 1006-Elections

		2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendments</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$0	\$0	\$0	\$0
1011-000	FICA	0	\$0	\$0	\$0
1012-000	Medicare	0	\$0	\$0	\$0
1013-000	Health Insurance	0	\$0	\$0	\$0
1014-000	Retirement	0	\$0	\$0	\$0
1015-000	Unemployment Insurance	0	\$0	\$0	\$0
1016-000	Workers Compensation	0	\$0	\$0	\$0
Total Salaries and Benefits		\$0	\$0	\$0	\$0
<u>Services and Supplies</u>					
2050-000	Dues and Subscriptions	\$400	\$0	\$0	\$400
2055-000	Office Expense	250	\$0	\$0	\$250
2081-030	Other Contract Services	0	\$0	\$0	\$0
2090-000	Publication & Legal Notices	125	\$0	\$0	\$125
2105-000	Training and Travel	150	\$0	\$0	\$150
Total Services and Supplies		\$925	\$0	\$0	\$925
Total Appropriations		\$925	\$0	\$0	\$925
<u>Financing Sources</u>					
<u>Revenue From Use of Money/Property</u>					
4211-000	Rental of Buildings & Grounds	\$0	\$0	\$0	\$0
Total Revenue		\$0	\$0	\$0	\$0
Net City Cost		(\$925)	\$0	\$0	(\$925)

FUND 100 PLANNING 1010

BASIC FUNCTIONS: Provide professional services and information in four functional areas of day-to-day operations, current planning, long-range planning, and regional planning. The functions of the four service areas are as follows:

- A. Day-to-day operations involve interaction with the general public, developers, consultants, and public officials on planning matters, which include: Responding to questions in the field, in the office, or over the telephone, promoting the managed growth of the community, meeting and working with other organizations and jurisdictions, attending public meetings and workshops to stay aware of programs and policy development, presenting staff recommendations at public meetings, administration of budgets and grants, and other duties as assigned.
- B. Current planning operations involve researching issues concerning zoning, zone text amendments, general plan amendments, annexations, subdivisions, minor land divisions, lot line adjustments, variances, conditional use permits, planned unit developments, environmental reviews, and other minor permits, processing land use applications by conducting field checks, coordinating reviews with the Technical Advisory Committee, and writing staff reports with legal findings, presenting staff recommendations and findings on planning matters to the Planning Commission/City Council, reviewing site plans, landscape plans, and building plans for zoning compliance, writing, editing, and presenting draft ordinances to the Planning Commission/City Council, writing and editing minutes of public meetings.
- C. Long-range planning operations involve researching issues concerning population, housing, land use (including the Municipal Service Review and other issues before LAFCO and MCOG), economics, and transportation, information collection and analysis, developing specific plans, working on special studies, including monitoring projects and consultants, and promoting public participation.
- D. Regional planning includes staff support to Caltrans Main Street Relinquishment Project Development Team, to MCOG in developing the Regional Transportation Plan Update, Transportation Overall Work Program, the Regional Housing Needs Plan, and Countywide Capital Improvement Plan, and the Blueprint planning effort for Mendocino County and to the Willits Chamber of Commerce and EDFC in developing and implementing local economic development strategies.

2015-2016 PROGRAM GOALS:

- Continue to process various planning applications in a timely manner.
- Continue to work to improve communication and coordination with other City departments and assist them in completing environmental review processes for various projects.
- Participate in continuing education activities, workshops, and seminars.
- Continue work on updating, clarifying and streamlining procedures and permit application forms and instructions for various planning and building processes.
- Promote discussion of long range planning issues in preparation for amending the General Plan to address changing land use issues, including Willits Bypass and internal traffic circulation, climate change, greenhouse gas reduction, water and energy conservation and City streets.
- Complete land division and zoning code amendments to make City regulations consistent with State and Federal regulations and to address issues of mixed use, design review, energy conservation, water conservation, smart growth, community health, greenhouse gas reduction, green building design, and low impact development.
- Work with Caltrans Project Development Team on plans to relinquish northerly Main Street.
- Work with the Willits Chamber of Commerce and EDFC to develop and implement strategies for local economic development.
- Assist with Council Goal Work Programs, including assistance to Public Works and Engineering.
- Work with the Engineering Department to expand City GIS program capabilities.
- Complete 2014 Update to the General Plan Housing Element.

FUND 100 PLANNING 1010 [CONTINUED]

ALLOCATED POSITIONS:	14/15	15/16
Community Development Director PT	0.00	0.00
Associate Planner	0.00	1.00
City Clerk/Facilities Coordinator	<u>0.05</u>	<u>0.05</u>
Full-time Equivalent	0.05	1.05

BUDGET LINE ITEM COMMENTS/DETAILS:

2015-000	Telephones and cell phone \$2,335.
2044-000	Vehicle maintenance & fuel \$125.
2050-000	Local Government Commission (LGC) agency membership \$1,000.
2055-000	Copier lease, service and supplies \$600, miscellaneous office supplies \$500. Total \$1,100.
2061-020	Consultant to complete 2014 Update to the General Plan Housing Element \$43,500.
2081-030	Consultant to work on "Downtown Streets & Alleys Circulation and Connectivity Study", \$65,000; Consultant to work on "Sustainable Communities: Willits Main Street Corridor Enhancement Project", \$170,670 [Both consultants offset by grant funds]. Total \$244,170
2090-000	Public hearing notices in the Willits News and/or Ukiah Daily Journal \$500.
2091-000	Printing planning documents \$1,000.
2105-000	Training and Travel \$2,300.
2199-000	Assessor map updates \$500, Parcel Quest subscription \$1,500. Total \$2,000.

REVENUE:

5420-000	MCOG Overall Work Program (OWP) Grant \$65,000; Caltrans Sustainable Transportation Planning Grant \$170,670. Total \$235,670.
6208-000	Zoning \$4,850.
6209-000	Subdivision fees \$550.
6220-000	Other planning fees \$6,827.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

**Fund 100-General Fund
Department 1010-Planning**

		2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendments</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
Financing Uses					
Salaries and Employee Benefits					
1001-000	Regular Employees	\$61,875	\$1,397	(\$28,308)	\$33,567
1002-000	Part-Time Employees	0		\$0	
1003-000	Overtime	0	\$0	\$0	\$0
1005-000	Benefit Buyouts	0		\$0	
1007-000	Longevity Incentive	0		\$0	
1011-000	FICA	3,836	\$85	(\$1,725)	\$2,111
1012-000	Medicare	897	\$20	(\$403)	\$494
1013-000	Health Insurance	26,458	\$515	(\$13,229)	\$13,229
1014-000	Retirement	4,431	\$392	(\$1,637)	\$2,794
1015-000	Unemployment Insurance	353	\$0	\$0	\$353
1016-000	Workers Compensation	3,341	\$88	(\$1,503)	\$1,838
Total Salaries and Benefits		\$101,191	\$2,497	(\$46,805)	\$54,386
Services and Supplies					
2001-003	Fees and Permits-County	\$0	\$0	\$0	\$0
2001-004	Fees and Permits-Other	0	\$0	\$0	\$0
2015-000	Communications	2,335	\$668	\$0	\$2,335
2044-000	Vehicle Operations	125	\$0	\$0	\$125
2050-000	Dues and Subscriptions	1,000	\$0	\$0	\$1,000
2055-000	Office Expense	1,100	\$408	\$0	\$1,100
2061-020	Other Professional Services	35,000	\$0	\$0	\$35,000
2081-030	Other Contract Services	228,170	\$10,501	\$16,000	\$244,170
2090-000	Publication and Legal Notices	500	\$199	\$0	\$500
2091-000	Advertising and Printing	1,000	\$0	\$0	\$1,000
2101-045	Other Departmental Expense	0	\$0	\$0	\$0
2105-000	Training and Travel	2,301	\$0	\$0	\$2,301
2199-000	Other Svs and Supplies	2,000		\$0	\$2,000
Total Services and Supplies		\$273,531	\$11,776	\$16,000	\$289,531
Total Appropriations		\$374,722	\$14,273	(\$30,805)	\$343,917
Financing Sources					
5420-000	State Grant - OWP	\$65,000		\$0	\$65,000
5420-000	State Grant - STP	\$170,670		\$0	\$170,670
Total Financing Sources		\$235,670	\$0	\$0	\$235,670
Charges for Services					
6208-000	Zoning	\$50	\$1,350	\$4,800	\$4,850
6209-000	Subdivision Fees	100	\$550	\$450	\$550
6220-000	Other Planning Fees	4,600	\$6,827	\$2,227	\$6,827
7250-000	Miscellaneous Revenue	0	\$0	\$0	\$0
Total Charges for Services		\$4,750	\$8,727	\$7,477	\$12,227
Total Revenue		\$240,420	\$8,727	\$7,477	\$247,897
Net City Cost		(\$134,302)	(\$5,546)	\$38,282	(\$96,020)

FUND 100 CODE ENFORCEMENT 1011

BASIC FUNCTIONS: Provide comprehensive and competent information, services and programs associated with the enforcement of those City Ordinances under the purview of the Community Development Department. Specific functions would include:

- ❖ Continue the development of written procedures for initiating, investigating, processing, resolving and documenting code enforcement cases.
- ❖ Respond to citizen inquiries, complaints and information requests relating to potential code violations.
- ❖ Initiate appropriate investigative procedures including property inspections to determine the nature of potential code violations.
- ❖ Explain the pertinent codes, their purpose, how they will be enforced and the steps necessary for gaining compliance.
- ❖ Work with appropriate agencies to abate abandoned vehicles on private and public property.
- ❖ Work with appropriate agencies to abate hazardous or blighted conditions.
- ❖ Work with the City Attorney to prepare cases for legal action and testify in court proceedings.
- ❖ Maintain files of all documents related to each code enforcement case.

2015-2016 PROGRAM GOALS:

- Work to educate citizens to increase awareness and understanding of municipal codes throughout the community.
- Revise existing code enforcement regulations and procedures to reduce both the number of public nuisances and the time involved in bringing those public nuisances into compliance.
- Establish a neighborhood cleanup program to encourage residents to work with each other to voluntarily keep their neighborhood clean, safe and in compliance with Municipal Code.
- Work with Planning Department to prepare code amendments where necessary to address changing conditions, priorities, and community values.
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- Reduce the response time to address complaints and identify potential Municipal Code violations.

ALLOCATED POSITIONS:	14/15	15/16
Code Enforcement Officer	<u>0.40</u>	<u>0.40</u>
Full-time Equivalent	0.40	0.40

BUDGET LINE ITEM COMMENTS/DETAILS:

2015-000	Code Enforcement Officer cell phone \$350.
2044-000	Vehicle operations, fuel \$175.
2050-000	Membership in California Association of Code Enforcement and subscriptions for professional publications \$125.
2055-000	Shared lease of copy machine \$600, office supplies \$100. Total \$700.
2090-000	Public hearings to be noticed in the Willits News and/or Ukiah Daily Journal \$100.
2101-045	Neighborhood cleanup programs \$1,500.
2105-000	Code enforcement seminars and training - CEUs \$250.

REVENUE:

6220-000	Appeals and other enforcement-related fees \$18,000.
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**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund
Department 1011 Code Enforcement

		2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendments</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$26,087	\$12,174	\$840	\$26,927
1003-000	Overtime	0	\$0	\$0	\$0
1011-000	FICA	1,617	\$736	(\$237)	\$1,380
1012-000	Medicare	378	\$172	(\$55)	\$323
1013-000	Health Insurance	7,070	\$3,551	\$0	\$7,070
1014-000	Retirement	6,845	\$3,616	(\$1,003)	\$5,842
1015-000	Unemployment Insurance	134	\$0	\$0	\$134
1016-000	Workers Compensation	1,409	\$698	(\$207)	\$1,202
Total Salaries and Benefits		\$43,540	\$20,947	(\$662)	\$42,878
<u>Services and Supplies</u>					
2010-000	Clothing and Safety Equipment	\$0	\$0	\$0	\$0
2015-000	Communications	350	\$50	\$0	\$350
2041-000	Equipment Maintenance & Suppli	0	\$0	\$0	\$0
2044-000	Vehicle Operations	175	\$182	\$7	\$182
2050-000	Dues and Subscriptions	125	\$0	\$0	\$125
2055-000	Office Expense	700	\$331	\$0	\$700
2090-000	Publications & Legal Notices	100	\$17	\$0	\$100
2101-045	Other Departmental Expense	1,500	\$211	\$0	\$1,500
2105-000	Training and Travel	250	\$0	\$0	\$250
Total Services and Supplies		\$3,200	\$792	\$7	\$3,207
<u>Other Charges</u>					
3020-000	ISF Equipment Charges	\$0	\$0	\$0	\$0
Total Other Charges		\$0	\$0	\$0	\$0
<u>Fixed Assets</u>					
4002-000	Equipment	\$0	\$0	\$0	\$0
Total Fixed Assets		\$0	\$0	\$0	\$0
Total Appropriations		\$46,740	\$21,739	(\$655)	\$46,085
<u>Financing Sources</u>					
<u>Charges for Services</u>					
6220-000	Appeals and Enforcement Fees	\$500	\$4,000	\$17,500	\$18,000
Total Charges for Services		\$500	\$4,000	\$17,500	\$18,000
Net City Cost		(\$46,240)	(\$17,739)	\$18,155	(\$28,085)

FUND 100 BUILDING SAFETY 1015

BASIC FUNCTIONS: Enforce building code and municipal code regulations and perform duties as Health and Safety Officer. Coordinate building and safety related activities. Interface with other City departments regarding future developments. Coordinate with all interdepartmental agencies with regard to policies and procedures. Do plan checks and issue building permits. Perform onsite inspections and assist in resolving technical questions relating to various code requirements. Attend meetings as required for City Council, Planning Commission and Technical Advisory Committee. Provide technical staff assistance. Investigate complaints of building, housing and zoning violations. Issue notices and orders. Prepare policies, procedures, studies, reports, and code changes. Prepare and administer department budget.

2015-2016 PROGRAM GOALS:

- Public education and awareness of how the Building Department functions and why proper inspection is important.
- Update City Ordinances to replace outdated and incomplete sections.
- Respond to health and safety issues as required.
- Continuing education and seminars concerning major code changes.
- Establish filing system for completed job plans.

ALLOCATED POSITIONS:	14/15	15/16
Building Inspector	0.45	0.45
Code Enforcement Officer	<u>0.10</u>	<u>0.10</u>
Full-time Equipment	0.55	0.55

BUDGET LINE ITEM COMMENTS/DETAILS:

2015-000	Building Department telephone and internet \$1,350.
2041-000	Vehicle maintenance and tires \$300.
2044-000	Vehicle fuel and oil \$350.
2050-000	Publications, Code Enforcement Books, and CALBO membership \$350.
2055-000	Office expense and shared lease of copy machine \$700.
2081-030	Coastland Engineering, reimbursed through construction permits \$6,465.
2091-000	Advertising, legal notices, and printing \$150.
2105-000	Training and travel \$1,000.

REVENUE:

2401-000	Construction permits \$55,000, Coastland Engineering \$6,465. Total \$61,465.
2420-000	Other permits \$15,000.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund
Department 1015-Building Safety

		2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendments</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$25,187	\$12,678	\$1,154	\$26,341
1002-000	Part-Time Employees		\$241	\$241	\$241
1003-000	Overtime	0	\$0	\$0	\$0
1011-000	FICA	1,562	\$780	\$336	\$1,898
1012-000	Medicare	365	\$183	\$80	\$445
1013-000	Health Insurance	9,721	\$3,854	\$0	\$9,721
1014-000	Retirement	6,609	\$3,863	\$1,425	\$8,034
1015-000	Unemployment Insurance	185	\$12	\$0	\$185
1016-000	Workers Compensation	1,360	\$773	\$294	\$1,654
Total Salaries and Benefits		\$44,989	\$22,383	\$3,530	\$48,519
<u>Services and Supplies</u>					
2010-000	Clothing and Safety Equipment	\$0	\$0	\$0	\$0
2015-000	Communications	1,350	\$606	\$0	\$1,350
2041-000	Equipment Maintenance & Suppli	300	\$0	\$0	\$300
2044-000	Vehicle Operations	175	\$107	\$175	\$350
2050-000	Dues and Subscriptions	350	\$0	\$0	\$350
2055-000	Office Expense	700	\$348	\$0	\$700
2081-030	Other Contracts		\$6,465	\$6,465	\$6,465
2091-000	Advertising and Printing	150	\$0	\$0	\$150
2105-000	Training and Travel	1,000	\$250	\$0	\$1,000
Total Services and Supplies		\$4,025	\$7,776	\$6,640	\$10,665
<u>Other Charges</u>					
3020-000	ISF Equipment Charges	\$0	\$0	\$0	\$0
Total Other Charges		\$0	\$0	\$0	\$0
Total Appropriations		\$49,014	\$30,159	\$10,170	\$59,184
<u>Financing Sources</u>					
<u>Licenses, Permits and Franchises</u>					
2401-000	Construction Permits	\$55,000	\$44,338	\$6,465	\$61,465
2420-000	Other Permits	15,000	\$12,604	\$0	\$15,000
Total Licenses, Permits and Franchises		\$70,000	\$56,942	\$6,465	\$76,465
Total Revenue		\$70,000	\$56,942	\$6,465	\$76,465
Net City Cost		\$20,986	\$26,783	(\$3,705)	\$17,281

FUND 100 BUILDING MAINTENANCE 1016

BASIC FUNCTIONS: Coordinate maintenance activities with other departments and outside agencies. Order and maintain inventory of parts and supplies. Responsible for cleaning schedules. Coordinate Community Center activities and schedules. Perform other duties as required. Manage all related building maintenance contracts.

2015-2016 PROGRAM GOALS:

- Storage containers for tables & chairs.
- Lighting for Community Center and parking lot.
- Seal and re-stripe east parking lot at City Hall
- Repair stucco on City Hall

ALLOCATED POSITIONS:	14/15	15/16
Building Inspector	0.05	0.05
Water Operator III	0.01	0.01
Public Works Maintenance Worker	0.01	
City Clerk/Facilities Coordinator	<u>0.10</u>	<u>0.10</u>
Full-time Equivalent	0.17	0.16

BUDGET LINE ITEM COMMENTS/DETAILS:

2025-000	Paper towels, soap, light bulbs, cleaning supplies, padlocks, keys. Total \$8,000.
2044-000	Vehicle Operations \$50.
2045-000	Fire extinguisher inspections \$500; HVAC repair \$1,500; locks \$1,000; other building repairs \$3,750; and Willits Art Center – paint & repairs. Total \$12,325.
2055-000	Office Expense \$100.
2061-020	Justice Center janitor \$16,800, City Hall janitor \$20,200. Total \$37,000.
2110-000	Utility charges for City Hall, WIC building (Willits Center for the Arts), and Carnegie library \$18,500.
2199-000	Rugs, mats and mops for City Hall and Justice Center \$7,500.
3020-000	ISF Equipment Charges \$25.

REVENUE:

7250-000	Community Center Rental \$4,000.
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**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund
Department 1016-Building Maintenance

		2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendments</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$17,898	\$11,181	\$84	\$17,982
1002-000	Part-Time Employees	0	\$0	\$0	\$0
1003-000	Overtime	0	\$0	\$0	\$0
1004-000	Comp Time Paid	0	\$0	\$0	\$0
1005-000	Benefits Buy-Out		\$3,113	\$3,113	\$3,113
1007-000	Longevity Incentive		\$750	\$750	\$750
1011-000	FICA	1,110	\$969	(\$491)	\$619
1012-000	Medicare	260	\$227	(\$115)	\$145
1013-000	Health Insurance	3,629	\$3,071	(\$50)	\$3,579
1014-000	Retirement	4,671	\$2,804	(\$2,068)	\$2,603
1015-000	Unemployment Insurance	55	\$0	\$0	\$55
1016-000	Workers Compensation	967	\$792	(\$428)	\$539
Total Salaries and Benefits		\$28,590	\$22,907	\$795	\$29,385
<u>Services and Supplies</u>					
2025-000	Household Expense	\$8,000	\$3,790	\$0	\$8,000
2041-000	Building Maintenance	0	\$0	\$0	\$0
2044-000	Vehicle Operations	0	\$30	\$50	\$50
2045-000	Maint Buildings & Grounds	4,825	\$1,720	\$7,500	\$12,325
2055-000	Office Expense	100	\$3	\$0	\$100
2061-020	Other Professional Services	37,000	\$17,000	\$0	\$37,000
2081-030	Other Contract Services	0	\$0	\$0	\$0
2101-045	Other Departmental Expense	0	\$0	\$0	\$0
2105-000	Training & Travel	0	\$0	\$0	\$0
2110-000	Utilities	18,500	\$10,278	\$0	\$18,500
2199-000	Other Services & Supplies	7,500	\$3,848	\$0	\$7,500
Total Services and Supplies		\$75,925	\$36,669	\$7,550	\$83,475
<u>Other Charges</u>					
3020-000	ISF Equipment Charges	\$0	\$11	\$25	\$25
Total Other Charges		\$0	\$11	\$25	\$25
Total Appropriations		\$104,515	\$59,586	\$8,370	\$112,885
<u>Financing Sources</u>					
<u>Licenses, Permits and Franchises</u>					
7250-000	Miscellaneous Revenue	\$4,000	\$2,824	\$0	\$4,000
Total Licenses, Permits and Franchises		\$4,000	\$2,824	\$0	\$4,000
Total Revenue		\$4,000	\$2,824	\$0	\$4,000
Net City Cost		(\$100,515)	(\$56,762)	(\$8,370)	(\$108,885)

FUND 100 POLICE ADMINISTRATION 1020

BASIC FUNCTIONS: Direct goals, objectives, policies and priorities of the Police Department. Plan and direct Police Department personnel in preserving order, protecting life and property, and enforcement of laws. Research and implement modern police management methods. Confer with citizens and City officials on law enforcement and public safety problems. Prepare and administer the Police Department budget. Recruit and process applicants for employment. Attend City Council meetings, community meetings, county, and area and state law enforcement meetings with other public officials. Supervise, train, and evaluate staff. Manage criminal intelligence. Assist Director of Emergency Services. Personnel and risk management. Jail administration, dispatch administration, and records administration. Facility maintenance. Parking program management. Crime analysis/data entry. Payroll. Oversight of Arson, Narcotics and Sex Offender Registration Programs. Direct/conduct personnel/administrative investigations.

2015-2016 PROGRAM GOALS: *

- Oversee the general administration of police services for the City of Willits.
- Continue to seek alternative sources to fund police services while managing the day to day budget of the police department.
- Manage the various intergovernmental, community and local partnerships associated with providing basic police services to the greater Willits community.
- Administer compliance requirements associated with maintaining police services for the City of Willits.
- Coordinate update of City Emergency Plan with other City Departments
- Continue work on establishing a Volunteer Program
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- Log old crime reports for destruction, obtain authorization for destruction from City Council, and purge by shredding, making room for new files.
- Work with Dispatchers and CSO to develop step-by-step “How to” manual, including screen shots.

* Above program goals are in keeping with maintaining a core value/responsible budget.

ALLOCATED POSITIONS:	14/15	15/16
Chief of Police	1.0	1.0
Administrative Supervisor	<u>1.0</u>	<u>1.0</u>
Full-time Equivalent	2.0	2.0

FUND 100 POLICE ADMINISTRATION 1020 [CONTINUED]

BUDGET LINE ITEM COMMENTS/DETAILS:

2015-000 AT&T telephone \$7,135, cellular phones \$700, Critical Reach missing persons computer system annual support \$285, Anti-virus program for stand-alone computer \$100. Total \$8,220.

2032-000 Insurance deductible for workers compensation payments to REMIF \$35,000.

2041-000 Radar calibration and maintenance \$1,500, fire extinguisher maintenance \$575, typewriter repair \$400, office equipment and UPS batteries \$900, radio maintenance \$19,000, Mendocino County Sheriff – share of AEGIS CAD/Records System maintenance \$6,600, copier service agreement \$460, fax machine maintenance agreement \$350, and miscellaneous repairs for items not covered under contract \$500. Total \$30,285.

2050-000 CopWare Sourcebook Site License \$400, Haines Directory \$230, Thomson West penal codes, evidence codes, PDR, government and educational codes \$1,035, CPCA \$315, CNOA \$100, CPOA [5 supervisory staff] \$625, NCGIA \$50, NENA \$275, DMV vehicle code books \$300, International Association of Property and Evidence Technicians \$50, California Association of Property and Evidence Technicians \$50, BIANCA \$25, U.S. Identification Manual \$90. Total \$3,545.

2055-000 Parking citations and other printed forms \$1,250, postage \$1,250, printer cartridges, paper and other office supplies \$6,500. Total \$9,000.

2061-014 DOJ DUI laboratory fees \$2,050, Redwood Toxicology Lab \$800. Total \$2,850.

2081-030 Deep Valley Security Systems \$2,000, County of Mendocino, Information Services \$11,650, Judicial Data Systems for parking citation administration \$1,500, Court and State assessments for parking citations \$550, Sierra-Pacific training software support and upgrade contract \$150, Ukiah Valley Fire District annual maintenance for Mobile Command Center \$150. Total \$16,000.

2095-000 Pitney Bowes postage meter \$590.

2096-000 Rent to County for Justice Center \$30,000.

2105-000 Travel reimbursement for regional and state meetings and conferences any training costs that are not associated with POST reimbursable training – administrative personnel \$2,000, patrol \$4,500, CSO \$1,000. Total \$7,500.

2106-000 POST reimbursable costs associated with sending personnel to training courses that are POST approved - administrative personnel \$2,000, dispatch staff \$3,500, patrol \$31,500, CSO \$1,000. Total \$38,000. [Amount partially offset by reimbursement from POST.]

2110-000 Justice Facility electrical, water and garbage costs, repeater site(s) electrical charges. \$14,000.

2199-000 Prisoner supplies, meals, blankets, first aid and jail laundry \$200, miscellaneous supplies, i.e., janitorial and building maintenance supplies not included in janitorial contract, kid badges, meeting refreshments, etc. \$1,800, replacement chair mats \$500. Total \$2,500.

CONTINGENCIES:

6001-000 Appropriation for contingency items: Child/adult sexual assault examinations, GSR analysis, transportation of prisoners from out-of-county, professional medical and/or psychological evaluations for existing staff. Total \$8,000.

REVENUE:

3203-000 Parking fines collected from parking citation program \$3,000.

6231-000 POST reimbursement for costs incurred for personnel in Patrol, Dispatch and CSO positions to attend POST reimbursable training \$38,000.

7250-000 Miscellaneous includes restitution for police property damaged by arrestees \$500, County of Mendocino reimbursement for blood-alcohol analysis \$565.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund
Department 1020-Police Administration

		2015-2016	YTD	Budget	15/16 Budget
		Council		Amendments	Council Adopt
		<u>Adopt</u>	<u>12/31/2015</u>		<u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$154,258	\$70,423	\$2,853	\$157,111
1005-000	Benefit Buyouts	18,260	\$13,514	\$0	\$18,260
1007-000	Longevity Incentive	4,500	\$750	\$0	\$4,500
1011-000	FICA	10,794	\$5,213	\$130	\$10,924
1012-000	Medicare	2,524	\$1,219	\$31	\$2,555
1013-000	Health Insurance	43,829	\$19,665	\$0	\$43,829
1014-000	Retirement	60,592	\$39,159	\$801	\$61,393
1015-000	Unemployment Insurance	672	\$0	\$0	\$672
1016-000	Workers Compensation	9,401	\$5,344	\$115	\$9,516
Total Salaries and Benefits		\$304,830	\$155,287	\$3,930	\$308,760
<u>Services and Supplies</u>					
2015-000	Communications	\$8,220	\$4,230	\$0	\$8,220
2032-000	Insurance Deductible	25,000	\$22,206	\$10,000	\$35,000
2041-000	Equipment Maintenance & Suppli	30,285	\$8,810	\$0	\$30,285
2044-000	Vehicle Operations	0	\$0	\$0	\$0
2050-000	Dues and Subscriptions	3,545	\$1,714	\$0	\$3,545
2055-000	Office Expense	9,000	\$2,298	\$0	\$9,000
2061-014	Professional Svs-Investigation	2,850	\$687	\$0	\$2,850
2081-025	Contracts-Booking Fees	0	\$0	\$0	\$0
2081-027	Narcotics Task Force	0	\$0	\$0	\$0
2081-030	Other Contract Services	16,000	\$5,327	\$0	\$16,000
2095-000	Rents and Leases-Equipment	590	\$137	\$0	\$590
2096-000	Rents and Leases-Buildings	30,000	\$15,000	\$0	\$30,000
2105-000	Training and Travel	7,500	\$1,490	\$0	\$7,500
2106-000	Training Post Reimbursable	38,000	\$6,194	\$0	\$38,000
2110-000	Utilities	14,000	\$4,169	\$0	\$14,000
2199-000	Other Services and Supplies	2,500	\$654	\$0	\$2,500
Total Services and Supplies		\$187,490	\$72,917	\$10,000	\$197,490
<u>Contingencies</u>					
6001-000	Appropriation for Contingencies	\$8,000	\$4,330	\$0	\$8,000
Total Contingencies		\$8,000	\$4,330	\$0	\$8,000
Total Appropriations		\$500,320	\$232,534	\$13,930	\$514,250
<u>Miscellaneous Revenue</u>					
3203-000	Parking Fines	\$3,000	\$2,530	\$0	\$3,000
6231-000	Post Reimbursement	38,000	\$810	\$0	\$38,000
7250-000	Miscellaneous Revenue	565	\$299	\$0	\$565
Total Miscellaneous Revenue		\$41,565	\$3,639	\$0	\$41,565
Total Revenue		\$41,565	\$3,639	\$0	\$41,565
Net City Cost		(\$458,755)	(\$228,896)	(\$13,930)	(\$472,685)

FUND 100 PUBLIC SAFETY DISPATCH 1021

BASIC FUNCTIONS: Through radio communications, dispatch for the following in response to calls for service: Willits Police Department, Little Lake Fire District, Mendocino County Sheriff, California Department of Forestry, and other City departments. Answer E9-1-1 for City of Willits. Answer department business telephones. Provide reception needs to citizens. Operate C.L.E.T.S. California Law Enforcement Telecommunications System terminal and C.A.D. Computer Aided Dispatch. Monitor persons in custody through jail camera/monitor. Collect bails and fines. Perform records functions: data entry – Alpha and CAD, process reports for submission to District Attorney, maintain subpoena logs for Police Department, process police records for submission to the Department of Justice, maintain Daily Activity and Press logs, maintain arrested persons fingerprint and identification files.

2015-2016 PROGRAM GOALS:

- Maintain current Public Safety Dispatch service.
- Dispatcher/Clerks to work with Administrative Supervisor to develop “How-to” manual with step-by-step instructions and screen shots.

ALLOCATED POSITIONS:	14/15	15/16
Dispatcher/Clerk Part-time	0.03	0
Dispatcher/Clerk	<u>5.00</u>	<u>5.00</u>
Full-time Equivalent	5.03	5.00

BUDGET LINE ITEM COMMENTS/DETAILS:

2199-000 Radio system communications accessories: wireless adaptor \$650; batteries \$250; headsets \$1,000. Total \$1,900.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund
Department 1021-Public Safety Dispatch

		2015-2016		Budget	15/16 Budget
		Council	YTD	Amendments	Council Adopt
		<u>Adopt</u>	<u>12/31/2015</u>		<u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$206,066	\$81,392	(\$38,372)	\$167,694
1002-000	Part-Time Employees	-	\$264	\$264	\$264
1003-000	Overtime	23,673	\$18,685	(\$258)	\$23,415
1004-000	Comp Time Paid	2,000	\$1,205	\$0	\$2,000
1005-000	Benefit Buyouts	3,036	\$4,606	\$1,570	\$4,606
1006-000	Workers Comp Payments	0	\$0	\$0	\$0
1007-000	Longevity Incentive	3,750	\$750	\$0	\$3,750
1011-000	FICA	14,789	\$6,484	(\$2,396)	\$12,393
1012-000	Medicare	3,460	\$1,516	(\$561)	\$2,899
1013-000	Health Insurance	87,047	\$33,124	(\$19,266)	\$67,781
1014-000	Retirement	48,011	\$22,783	(\$7,056)	\$40,955
1015-000	Unemployment Insurance	1,680	\$0	\$0	\$1,680
1016-000	Workers Compensation	12,880	\$6,469	(\$2,087)	\$10,793
Total Salaries and Benefits		\$406,392	\$177,277	(\$68,162)	\$338,230
<u>Services and Supplies</u>					
2199-000	Other Services & Supplies	\$1,900	\$0	\$0	\$1,900
Total Services and Supplies		\$1,900	\$0	\$0	\$1,900
Total Appropriations		\$408,292	\$177,277	(\$68,162)	\$340,130
Net City Cost		(\$408,292)	(\$177,277)	\$68,162	(\$340,130)

FUND 100 FIELD OPERATIONS 1022

BASIC FUNCTIONS: Responds to and investigates all types of calls for service involving criminal, civil, traffic, medical emergency incidents, writes reports based on the investigation of those incidents, makes arrests of criminal suspects, issues citations to offending drivers, collects and preserves evidence, books, photographs, processes, and transports prisoners to County Jail, testifies in court when subpoenaed, appears at and provides crime prevention presentations at schools and community based organizations, attends basic and advanced training sessions to keep current of modern police tactics and methods, assists other law enforcement agencies when called upon, assists other City departments when needed.

2015-2016 PROGRAM GOALS:

- Continue to provide 24-hour emergency response to all life threatening incidents.
- Prevention and/or investigation of serious and non-serious crimes occurring within the City of Willits through the use of uniformed patrol officers.
- Traffic violation prevention and/or enforcement of violations occurring within the City of Willits through the use of uniformed patrol officers.
- Continued focus on the prevention and/or reduction of criminal activity through community outreach and partnerships.
- Continue ongoing training as scheduling permits to meet California P.O.S.T. compliance standards.
- Oversee and administer K-9 Program.

ALLOCATED POSITIONS:	14/15	15/16
Investigator/Detective	0.18	
Police Officer- Part-time	0.05	
Lieutenant	0.00	1.00
Sergeants	4.00	3.00
Police Officers	7.00	6.00 (One vacant position)
Police Officer 50% Grant Funded	<u>1.00</u>	<u>1.00</u>
Full-time Equivalent	12.23	11.00

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2044-000 Fuel and maintenance costs for all patrol vehicles. Fuel \$37,450, maintenance \$37,000.Total \$74,450. [Four patrol vehicles will be covered by warranty.]
- 2061-016 Medical costs when a prisoner is injured handcuffing, take-down spray, etc. \$1,500.
- 2095-000 Lease of police car from Ford \$11,463; Lease purchase of new police car \$11,463. Total \$22,926.
- 2101-031 Crime scene supplies including batteries and forensic filters \$1,000, alcohol and drug testing kits, sharps containers \$900, digital recorders and CD's \$500, miscellaneous expenses \$600. Total \$3,000.
- 2101-032 Ammunition – duty \$2,660, specialized training \$2,000, training ammunition, \$5,365, range supplies \$400, first aid/CPR and communicable diseases training \$1,000. Total \$11,425.
- 2101-033 Protective vests \$2,800, radio/flashlight batteries \$700, first aid supplies \$500, pepper spray \$300, leather gear and equipment \$2,500, flares \$1,500, radio head sets and miscellaneous safety equipment \$2,000. Total \$10,300.

REVENUES:

- 5620-000 Federal Vest grant reimbursement \$2,500.
- 5620-001 Federal Cops Grant – 42% of cost of officer January through June, 2015 \$42,100.
- 7250-000 Portion of sales tax designated for law enforcement Prop. 172 \$38,000. AB109 Funds \$33,165Total \$71,165.
- 8202-000 Transfer in from 503.5033.5001.000 for watershed patrol \$15,000.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund
Department 1022-Field Operations

		2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendments</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$594,736	\$259,155	\$7,855	\$602,591
1002-000	Part-Time Employees	0	\$0	\$0	\$0
1003-000	Overtime	106,494	\$77,027	\$11,075	\$117,569
1004-000	Comp Time Paid	8,000	\$11,695	\$3,695	\$11,695
1005-000	Benefit Buyouts	8,839	\$18,488	\$9,649	\$18,488
1006-000	Workers Comp Payments	0	\$18,350	\$25,000	\$25,000
1007-000	Longevity Incentive	1,500	\$1,500	\$750	\$2,250
1011-000	FICA	44,191	\$22,640	\$1,805	\$45,996
1012-000	Medicare	10,334	\$5,295	\$423	\$10,757
1013-000	Health Insurance	146,448	\$76,913	\$18,601	\$165,049
1014-000	Retirement	208,477	\$137,421	(\$11,925)	\$196,552
1015-000	Unemployment Insurance	3,696	\$0	\$336	\$4,032
1016-000	Workers Compensation	38,487	\$23,094	\$1,573	\$40,060
Total Salaries and Benefits		\$1,171,202	\$651,578	\$68,837	\$1,240,039
<u>Services and Supplies</u>					
2044-000	Vehicle Operations	\$74,450	\$20,120	\$0	\$74,450
2061-016	Professional Services-Medical	1,500	\$0	\$0	\$1,500
2095-000	Rents and Leases-Equipment	22,926	\$11,573	\$0	\$22,926
2101-031	Spec Dept Exp-Investigative	3,000	\$872	\$0	\$3,000
2101-032	Spec Dept Exp-Training	11,425	\$53	\$0	\$11,425
2101-033	Spec Dept Exp-Safety	10,300	\$2,193	\$0	\$10,300
2105-000	Training and Travel	0	\$0	\$0	\$0
Total Services and Supplies		\$123,601	\$34,812	\$0	\$123,601
<u>Fixed Assets</u>					
4002-000	Equipment	\$0	\$0	\$0	\$0
Total Fixed Assets		\$0	\$0	\$0	\$0
Total Appropriations		\$1,294,803	\$686,390	\$68,837	\$1,363,640
<u>Financing Sources</u>					
5620-000	Federal-Other	\$2,500	\$836	\$0	\$2,500
5620-001	Federal Cops Grant (42%)	42,100	\$27,774	\$0	\$42,100
7250-000	Miscellaneous Revenue	71,165	\$36,253	\$0	\$71,165
Total Miscellaneous Revenue		\$115,765	\$64,863	\$0	\$115,765
<u>Other Financing Sources</u>					
8202-000	Operating Transfer In	\$15,000	\$7,500	\$0	\$15,000
Total Revenue		\$130,765	\$72,363	\$0	\$130,765
Net City Cost		(\$1,164,039)	(\$614,028)	(\$68,837)	(\$1,232,876)

FUND 100 STATE COPS – CSO/CO 1023

BASIC FUNCTIONS – CSO/CO: Performs a wide variety of tasks to ensure that the Willits Justice Center Temporary Holding Facility is in compliance with all applicable laws, rules and regulations of the State of California and the Willits Police Department such as: routine security, custodial and clerical work at the THF, books, searches, examines and instructs arrestees, conducts the distribution of meals when necessary, transports arrestees to County Jail, transports arrestees to medical facilities and other facilities when necessary, maintains discipline, monitors and conducts visiting hours when necessary, assists Field Operations by handling selected calls for service, assists in the dispatch center, evidence room and records room when necessary, performs other duties as required. A Level II Community Services Officer provides administrative assistance to Administrative Supervisor as needed for vacation relief, special projects, etc.

2015-2016 PROGRAM GOALS:

- Assume responsibility for the evidence functions of the Willits Police Department.
- Manage and coordinate Parking Enforcement Program.
- Assist Dispatchers and Administrative Supervisor with development of “How-to” Guide.

ALLOCATED POSITIONS:	14/15	15/16
Community Services Officer II	<u>1.00</u>	<u>1.00</u>
Full-time Equivalent	1.00	1.00

BUDGET LINE ITEM COMMENTS/DETAILS:

REVENUE:

5420-000 State COPS Funding \$100,000.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund

Department 1023- state COPS-CSO/CO

<u>Financing Uses</u>		2015-2016		Budget	15/16 Budget
<u>Salaries and Employee Benefits</u>		Council	YTD	Amendments	Council Adopt
		<u>Adopt</u>	<u>12/31/2015</u>		<u>3/9/2016</u>
1001-000	Regular Employees	\$46,157	\$24,424	\$7,074	\$53,231
1003-000	Overtime	10,951	\$3,063	\$0	\$10,951
1004-000	Comp Time Paid	600	\$261	\$0	\$600
1005-000	Benefit Buyouts	1,252	\$0	\$0	\$1,252
1007-000	Longevity Incentive	750	\$0	\$0	\$750
1011-000	FICA	3,702	\$1,702	\$439	\$4,141
1012-000	Medicare	866	\$398	\$103	\$969
1013-000	Health Insurance	25,656	\$11,517	(\$10,647)	\$15,009
1014-000	Retirement	12,466	\$6,699	(\$4,609)	\$7,857
1015-000	Unemployment Insurance	336	\$0	\$0	\$336
1016-000	Workers Compensation	3,224	\$1,679	\$382	\$3,606
Total Salaries and Benefits		\$105,960	\$49,743	(\$7,258)	\$98,702
<u>Services and Supplies</u>					
2010-000	Clothing & Safety Equipment		\$0	\$0	\$0
2055-000	Office Expense		0	\$0	0
2081-030	Other Contract Services		0	\$0	0
2105-000	Training and Travel		0	\$0	0
2106-000	Trans/Travel POST Reimburse		0	\$0	0
Total Services and Supplies		\$0	\$0	\$0	\$0
<u>Operating Transfers Out</u>					
5001-000	Operating Transfers Out	\$0		\$0	
Total Operating Transfers Out		\$0	\$0	\$0	\$0
Total Appropriations		\$105,960	\$49,743	(\$7,258)	\$98,702
<u>Financing Sources</u>					
<u>State COPS-CSO/CO</u>					
5420-000	State Other	\$100,000	\$55,338	\$0	\$100,000
Total State Revenue		\$100,000	\$55,338	\$0	\$100,000
<u>Other Financing Sources</u>					
8202-000	Operating Transfer In	\$0	\$0	\$0	\$0
Total Revenue		\$100,000	\$55,338	\$0	\$100,000
Net City Cost		(\$5,960)	\$5,595	\$7,258	\$1,298

FUND 100 EMERGENCY SERVICES 1025

BASIC FUNCTIONS: Assure preparedness of staff, respond to declared and non-declared emergencies, maintain and update emergency response plan, continue efforts to assure availability of local resources to respond to emergency, interface and work cooperatively with local, state and federal agencies regarding mutual aid and other areas of shared response/responsibilities, interface with and support other local agencies hospital, schools, etc. in refining their emergency response programs, continue community training programs regarding personal and family emergency preparedness and response.

2015-2016 PROGRAM GOALS:

- Publish emergency services public awareness bulletins to be posted on City’s website.
- Restructure Disaster Council.
- Continue FEMA training courses – Emergency Services Coordinator.
- Continue training all emergency response staff.
- Continue proportionate funding for Redwood Empire Hazardous Incident Team REHIT and coordination with County Emergency Services.

ALLOCATED POSITIONS:	14/15	15/16
Full-time Equivalent	0.00	0.00

BUDGET LINE ITEM COMMENTS/DETAILS:

2081-030 Annual funding for County Emergency Services and support to REHIT \$3,040.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund
Department 1025-Emergency Services

		2015-2016	YTD	Budget	15/16 Budget
		Council	12/31/2015	Amendments	Council Adopt
		<u>Adopt</u>	<u>12/31/2015</u>	<u>Amendments</u>	<u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$0	\$0	\$0	\$0
1011-000	FICA	0	0	\$0	0
1012-000	Medicare	0	0	\$0	0
1013-000	Health Insurance	0	0	\$0	0
1014-000	Retirement	0	0	\$0	0
1015-000	Unemployment Insurance	0	0	\$0	0
1016-000	Workers Compensation	0	0	\$0	0
Total Salaries and Benefits		\$0	\$0	\$0	\$0
<u>Services and Supplies</u>					
2081-030	Other Contract Services	\$3,040	\$0	\$0	\$3,040
Total Services and Supplies		\$3,040	\$0	\$0	\$3,040
Total Appropriations		\$3,040	\$0	\$0	\$3,040
Net City Cost		(\$3,040)	\$0	\$0	(\$3,040)

FUND 100 SWIMMING POOL OPERATION 1030

BASIC FUNCTIONS: During the summer months the City funds the use of the community pool for recreation purposes including swimming lessons and water aerobics. A fee is charged to the public and used to partially offset the maintenance, utility and other costs of operating the pool. A number of seasonal employees are hired each year, including a Pool Manager, Assistant Pool Manager, Swim Instructors and Lifeguards, to staff and supervise the use of the pool. The pool has been open additional hours starting in the 2012 swim season for private swim lessons and water aerobics.

2015-2016 PROGRAM GOALS:

- Continue to minimize net City cost without increasing fees to a level that has the impact of reducing public access.
- Maximize public safety and compliance with safety standards.
- Promote swimming instruction and maximize water safety instruction to local community.
- Provide training to City certified pool operator.
- Continue mandated training for child abuse reporting.

ALLOCATED POSITIONS:	14/15	15/16
Pool Manager	0.17	0.17
Assistant Pool Manager	0.15	0.15
Office Assistant	0.17	0.17
Swim Instructor	0.62	0.62
Lifeguards	0.61	0.60
Public Works Maintenance Worker	<u>0.08</u>	<u>0.09</u>
Full-time Equivalent	1.80	1.80

SEASONAL EMPLOYEES:

Pool Manager 1	hrs per year	348	348
Assistant Pool Manager 1	hrs per year	295	295
Office Assistant	hrs per year	360	360
Lifeguards/Instructors	hrs per year	2,551	2,533

BUDGET LINE ITEM COMMENTS/DETAILS:

2015-000	Telephone/Internet \$215.
2041-000	Maintenance costs shared with School District \$6,500, modern signage, depth labeling \$2,000. Total \$8,500.
2101-045	Concessions for resale \$450, pool supplies \$550. Total \$1,000.
2110-000	Gas and electric from June 15 to August 22, \$4,500.

REVENUE:

6235-000	Pool admissions \$9,200.
6236-000	Concessions \$2,700.
6237-000	Swim Lessons \$6,600.
6238-000	Water Aerobics \$980.
6239-000	Swim Parties \$1,350.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund
Department 1030-Swimming Pool Operations

		2015-2016		Budget	15/16 Budget
		Council	YTD	Amendments	Council Adopt
		<u>Adopt</u>	<u>12/31/2015</u>		<u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$3,698	\$0	\$432	\$4,130
1002-000	Part-Time Employees	37,454	\$26,606	\$88	\$37,542
1003-000	Overtime	0	\$665	\$665	\$665
1011-000	FICA	2,551	\$1,691	\$75	\$2,626
1012-000	Medicare	597	\$395	\$17	\$614
1013-000	Health Insurance	1,479	\$0	\$269	\$1,748
1014-000	Retirement	971	\$0	\$237	\$1,208
1015-000	Unemployment Insurance	1,831	\$1,309	\$19	\$1,850
1016-000	Workers Compensation	2,224	\$1,929	\$62	\$2,286
Total Salaries and Benefits		\$50,805	\$32,595	\$1,864	\$52,669
<u>Services and Supplies</u>					
2015-000	Communications	\$215	\$86	\$0	\$215
2032-000	Insurance Deductible	0	\$0	\$0	\$0
2041-000	Equipment Maintenance & Suppli	8,500	\$0	\$0	\$8,500
2101-045	Other Departmental Expense	1,000	\$287	\$0	\$1,000
2105-000	Training & Travel	0	\$0	\$0	\$0
2110-000	Utilities	4,500	\$0	\$0	\$4,500
Total Services and Supplies		\$14,215	\$373	\$0	\$14,215
<u>Other Charges</u>					
3020-000	Equipment Charges	\$0	\$0	\$0	\$0
Total Other Charges		\$0	\$0	\$0	\$0
Total Appropriations		\$65,020	\$32,968	\$1,864	\$66,884
<u>Financing Sources</u>					
<u>Charges for Services</u>					
6235-000	Pool Admissions	\$11,950	\$7,813	\$0	\$11,950
6236-000	Concessions	2,700	\$993	\$0	\$2,700
6237-000	Swim Lessons	6,600	\$6,465	\$0	\$6,600
6238-000	Water Aerobics	0	\$980	\$980	\$980
6239-000	Swim Parties	1,350	\$500	\$0	\$1,350
7250-000	Miscellaneous Revenue				
Total Charges for Services		\$22,600	\$16,751	\$980	\$23,580
Total Revenue		\$22,600	\$16,751	\$980	\$23,580
Net City Cost		(\$42,420)	(\$16,217)	(\$884)	(\$43,304)

FUND 100 PUBLIC WORKS ADMINISTRATION 1040

BASIC FUNCTIONS: Public Works administration administers and directs the Public Work Department and prepares the annual departmental budget. Participation in Staff Meetings, City of Willits Council Meetings, Technical Advisory Committee TAC, and other various meetings is required.

This department manages the City’s Public Works projects with duties such as preparation of RFP’s, administration of outside contracts, development of project specifications, development and management of project scheduling and funding, management of the public bidding process, and some project inspection during construction. Project management also requires the development and preservation of positive working relationships with other City departments as well as with outside agencies.

Public Works Administration is also responsible for various community needs such as the issuance of encroachment permits, including review and inspection, participation in the acknowledgement and resolution of Citizen Reports; and the administration and technical support for the Willits Community Pool and Willits Unified School District. This department serves as a funding mechanism for the County of Mendocino Animal Control and Weed Abatement contracts. Additionally, Public Works Administration acts as the lead public agency for the administration, oversight, and monitoring of the Remco facility, as required by the Consent Decree, including remedial investigation, feasibility study, IRA, work plans, and for the duties and expenditures related thereto.

2015-2016 PROGRAM GOALS:

- Continue to develop and implement project management processes and procedures.
- Expand educational knowledge of Public Works competitive bidding and associated contract laws.
- Continue to provide a high degree of responsiveness to other City departments.
- Continue to facilitate the implementation of the RI/FS and IRA work plans at the former Remco facility, to the extent allowable by the financial limitations of the Willits Environmental Trust.

ALLOCATED POSITIONS:	14/15	15/16
Public Works Director	0.40	0.40
Human Resource Analyst	0.05	0.00
Administrative Assistant	<u>0.25</u>	<u>0.00</u>
Full-time Equivalent	0.70	0.40

BUDGET LINE ITEM COMMENTS/DETAILS:

2015-000	Telephone, internet, cell phones \$5,500
2041-000	Vehicle parts, repairs, & tires \$500, building repairs \$200, phone system maintenance agreement \$2,280. Total \$2,980.
2055-000	Office, janitorial and medical supplies \$1,200, postage \$550, books \$200, publications \$200, Outside services \$100. Total \$2,250.
2081-021	Animal Control – County of Mendocino – Sheriff \$22,000, Shelter \$23,111. Total \$45,111.
2081-022	Animal Control capital contribution \$7,603.
2081-030	Janitorial \$1,600, Aramark \$150, Security \$250. Total \$2,000.
2095-000	Copier lease & maintenance \$2,100.
2101-045	Small tools \$200.
2105-000	Class fees, materials, & travel expenses \$2,000.
2110-000	Utilities \$6,000.
3020-000	Vehicle usage \$2,000.

REVENUE:

2403-000	Encroachment permits \$6,000.
7250-000	Share of Modular Building Payments from Water & Sewer \$10,120.

OTHER FINANCING SOURCES:

Lease payments received from Water and Sewer. Payment made from Fund 1098.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund
Department 1040-Public Works Administration

		2015-2016	YTD	Budget	15/16 Budget
		Council		Amendments	Council Adopt
		Adopt	12/31/2015		3/9/2016
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$45,655	\$22,834	\$512	\$46,167
1002-000	Part-Time Employees	0	\$0	\$0	\$0
1003-000	Overtime	0	\$0	\$0	\$0
1004-000	Comp Time Paid	0	\$0	\$0	\$0
1005-000	Benefit Buy-Outs		\$0	\$0	\$0
1011-000	FICA	2,831	\$1,495	(\$474)	\$2,357
1012-000	Medicare	662	\$349	(\$111)	\$551
1013-000	Health Insurance	7,111	\$3,987	\$0	\$7,111
1014-000	Retirement	2,853	\$1,413	(\$478)	\$2,375
1015-000	Unemployment Insurance	134	\$0	\$134	\$268
1016-000	Workers Compensation	2,465	\$1,413	(\$412)	\$2,053
Total Salaries and Benefits		\$61,711	\$31,492	(\$829)	\$60,882
<u>Services and Supplies</u>					
2001-003	Fees and Permits-County	\$0		\$0	
2015-000	Communications	5,500	\$2,565	\$0	\$5,500
2041-000	Equipment Maintenance & Suppli	2,980	\$75	\$0	\$2,980
2055-000	Office Expense	2,250	\$263	\$0	\$2,250
2081-021	Animal Control Contract	41,947	\$23,111	\$3,164	\$45,111
2081-022	Animal Control Capital	7,603	\$7,572	\$0	\$7,603
2081-030	Other Contract Services	2,000	\$1,301	\$0	\$2,000
2095-000	Rents & Leases - Equipment	2,100	\$927	\$0	\$2,100
2101-045	Other Departmental Expense	200	\$0	\$0	\$200
2105-000	Training and Travel	2,000	\$0	\$0	\$2,000
2110-000	Utilities	6,000	\$2,710	\$0	\$6,000
Total Services and Supplies		\$72,580	\$38,523	\$3,164	\$75,744
<u>Other Charges</u>					
3020-000	Equipment Charges	\$1,000	\$1,517	\$1,000	\$2,000
Total Other Charges		\$1,000	\$1,517	\$1,000	\$2,000
Total Appropriations		\$135,291	\$71,532	\$3,335	\$138,626
<u>Financing Sources</u>					
<u>Charges for Services</u>					
2403-000	Encroachment Permits	\$6,000	\$2,060	\$0	\$6,000
6650-000	Other Services	0			
Total Charges for Services		\$6,000	\$2,060	\$0	\$6,000
<u>Other Financing Sources</u>					
7250-000	Miscellaneous Revenue	\$10,120		\$0	\$10,120
Total Other Financing Sources		\$10,120	\$0	\$0	\$10,120
Total Revenue		\$16,120	\$2,060	\$0	\$16,120
Net City Cost		(\$119,171)	(\$69,472)	(\$3,335)	(\$122,506)

FUND 100 PUBLIC WORKS OPERATIONS AND EQUIPMENT 1041

BASIC FUNCTIONS: Public Works Operations is responsible for maintaining the City’s infrastructure and buildings including: maintenance and support to water and sewer departments, airport buildings, grounds, and fuel system, Public Works buildings and grounds, City Hall and Community Center buildings and grounds, arch inspection and maintenance, holiday decorations installation and removal.

Public Works Operations is also responsible for overseeing vehicle and equipment repairs, including processing purchase orders, ordering parts, scheduling repairs and safety inspections, and reviewing operating costs. The using funds or departments are charged a sum to recover the cost of personnel, fuel and oil, and vehicle maintenance.

2015-2016 PROGRAM GOALS:

- Closely monitor equipment use and costs, and recommend rate adjustments as necessary.
- Effective monitoring and maintenance of equipment.
- Arch inspection and maintenance.
- Continued assistance to install water services and replace water piping.
- Continued assistance to repair and replace existing sewer laterals and install new laterals.

ALLOCATED POSITIONS:	14/15	15/16
Public Works Lead Person	0.18	0.00
Public Works Supervisor		0.18
Water Operator III	0.15	0.15
Public Works Maintenance Worker	<u>0.26</u>	<u>0.27</u>
Full-time Equivalent	0.59	0.60

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2001-003 County Haz Mat fee \$1,322.
- 2010-000 Maintenance workers boot allowance \$1,400.
- 2041-000 Vehicle and equipment parts, repairs and tires \$8,000, Willits Arch maintenance \$500, radio maintenance \$500. Total \$9,000.
- 2044-000 Fuel and oil \$4,800.
- 2081-030 Security Services \$300, fire extinguishers maintenance \$500, other \$100. Total \$900.
- 2101-033 Safety supplies \$500.
- 2101-045 Tools/Parts \$1,000, disposal fees \$100, reference material and office supplies \$200, Oxy/Acetylene \$500, CalFire Crew \$1,000, 60# Jack Hammer and pavement breakers \$2,400. Total \$5,200.
- 2105-000 Training and travel \$1,000.
- 3020-000 Vehicle usage charges \$150.
- 4002-000 Excavator CAT304E2 \$22,255 (Public Works 1/3, Sewer 1/3, Water 1/3)

REVENUE:

- 4211-000 MTA rental at Public Works yard \$6,000.
- 6650-000 Reimbursement for rental of equipment by other departments \$16,000.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund

Department 1041-Public Works Operations& Equipment

		2015-2016		Budget	15/16 Budget
		Council	YTD	Amendments	Council Adopt
		Adopt	12/31/2015		3/9/2016
Financing Uses					
Salaries and Employee Benefits					
1001-000	Regular Employees	\$24,673	\$8,183	(\$970)	\$23,703
1002-000	Part-Time Employees	0	\$0	\$0	\$0
1003-000	Overtime	0	\$192	\$192	\$192
1011-000	FICA	1,530	\$515	\$244	\$1,774
1012-000	Medicare	358	\$121	\$55	\$413
1013-000	Health Insurance	9,497	\$2,678	\$1,528	\$11,025
1014-000	Retirement	6,474	\$2,033	\$728	\$7,202
1015-000	Unemployment Insurance	204	\$46	\$23	\$227
1016-000	Workers Compensation	1,332	\$489	\$211	\$1,543
Total Salaries and Benefits		\$44,068	\$14,258	\$2,011	\$46,079
Services and Supplies					
2001-003	Fees and Permits-County	\$1,000	\$1,322	\$322	\$1,322
2010-000	Clothing and Safety Equipment	1,400	\$694	\$0	\$1,400
2041-000	Equipment Maintenance & Suppli	9,000	\$4,539	\$0	\$9,000
2044-000	Vehicle Operations	4,800	\$2,358	\$0	\$4,800
2081-030	Other Contract Services	900	\$88	\$0	\$900
2095-000	Rents and Leases-Equipment	0	\$0	\$0	\$0
2101-033	Safety Supplies	500	\$370	\$0	\$500
2101-045	Other Departmental Expense	5,200	\$2,768	\$0	\$5,200
2105-000	Training and Travel	1,000	\$571	\$0	\$1,000
Total Services and Supplies		\$23,800	\$12,710	\$322	\$24,122
Other Charges					
3020-000	Equipment charges	\$150	\$48	\$0	\$150
Total Other Charges		\$150	\$48	\$0	\$150
Fixed Assets					
4002-000	Equipment	\$18,411	\$22,255	\$3,843	\$22,255
Total Fixed Assets		\$18,411	\$22,255	\$3,843	\$22,255
Total Appropriations		\$86,429	\$49,271	\$6,176	\$92,606
Financing Sources					
4211-000	Rental of Bldgs & Grounds	\$6,000	\$4,500	\$0	\$6,000
6650-000	Other Services	16,000	\$8,989	\$0	\$16,000
Total Revenue		\$22,000	\$13,489	\$0	\$22,000
Net City Cost		(\$64,429)	(\$35,782)	(\$6,176)	(\$70,606)

FUND 100 ENGINEERING DEPARTMENT 1042

BASIC FUNCTIONS: The Engineering Department serves the engineering related needs of other city departments. This work includes engineering, construction management, inspection, and contract administration for projects initiated by departments within the City. Collectively, the Engineering Department is fully capable of assisting with all phases of project development, from developing plans, specifications, and cost estimating to construction inspection and management. When specialized engineering or other outside services are required, the department participates in the selection and supervision of contracted professional services. The Engineering Department is also responsible for mapping & analysis of city utilities and infrastructure, locating and enforcing the City's right of way, performing deed research, and reviewing community initiated construction plans, Boundary Line Adjustments, and legal descriptions.

2015-2016 PROGRAM GOALS:

- Continue to service the engineering related needs of city departments.
- Finish plans & specifications for Humboldt Street Rehabilitation Project, Phase II.
- Complete plans and specifications for the Water Main Replacement Project Phase III.
- Continue developing a citywide mapping system that includes all infrastructure & utilities.
- Complete the Emergency Water Supply Project

ALLOCATED POSITIONS:	14/15	15/16
City Engineer	0.10	0.00
Assistant/Associate Engineer		0.10
Engineering Tech III Part-time	0.01	0.01
Engineering Tech III	0.10	0.10
Administrative Assistant	0.15	0.00
Engineering Technician II	<u>0.10</u>	<u>0.10</u>
Full-time Equivalent	0.46	0.31

BUDGET LINE ITEM COMMENTS/DETAILS:

2015-000	Phone and internet \$3,500.
2041-000	Calibration & maintenance of survey equipment \$2,000, office and field equipment \$1,500, Vehicles \$1,000. Total \$4,500.
2044-000	Vehicle fuel and oil \$1,000.
2055-000	Reference books, printer and plotter supplies \$3,700.
2081-030	Drafting & title research \$500, janitorial, security & other \$2,500. Total \$3,000.
2095-000	Copier lease \$1,000, Copier maintenance \$600, Scanner lease \$3,500. Total \$5,100.
2101-045	Tools & Safety Equipment, survey supplies, & special office related \$1,500.
2105-000	AutoCAD training, training and travel \$4,500.
2110-000	PG&E bill, split with Public Works \$2,000.
2198.042	Shared Services from Fund 202 <\$10,290>, Fund 501 <\$10,290>, Fund 503 <\$10,290>. Total <\$30,870>.
3020-000	Interdepartmental equipment use \$1,500.
6001-000	Contingencies in lieu of extended warranties \$4,000.

REVENUE:

6650-000	Engineering review, plan check, inspection, mapping \$1,200.
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**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund					
Department 1042 Engineering					
		2015-2016		Budget	15/16 Budget
		Council	YTD	Amendments	Council Adopt
Financing Uses		Adopt	12/31/2015		3/9/2016
Salaries and Employee Benefits					
1001-000	Regular Employees	\$14,567	\$2,675	(\$3,460)	\$11,107
1002-000	Part-Time Employees	786	\$302	\$0	\$786
1003-000	Overtime	0	\$0	\$0	\$0
1004-000	Comp time Paid	0	\$0	\$0	\$0
1011-000	FICA	952	\$223	(\$87)	\$865
1012-000	Medicare	223	\$52	(\$21)	\$202
1013-000	Health Insurance	5,375	\$559	(\$1,171)	\$4,204
1014-000	Retirement	2,886	\$695	\$120	\$3,006
1015-000	Unemployment Insurance	136	\$12	\$0	\$136
1016-000	Workers Compensation	828	\$227	(\$74)	\$754
Total Salaries and Benefits		\$25,753	\$4,746	(\$4,693)	\$21,060
Services and Supplies					
2015-000	Communications	\$3,500	\$1,101	\$0	\$3,500
2041-000	Equipment Maintenance & Suppli	4,500	\$0	\$0	\$4,500
2044-000	Vehicle Operations	1,000	\$332	\$0	\$1,000
2055-000	Office Expense	3,700	\$134	\$0	\$3,700
2081-030	Other Contract Services	3,000	\$1,091	\$0	\$3,000
2095-000	Rents & Leases Equipment	5,100	\$980	\$0	\$5,100
2101-045	Other Departmental Expense	1,500	\$22	\$0	\$1,500
2105-000	Training and Travel	4,500	\$4,185	\$0	\$4,500
2110-000	Utilities	2,000	\$1,299	\$0	\$2,000
Total Services and Supplies		\$28,800	\$9,143	\$0	\$28,800
Other Charges					
3020-000	Equipment Charges	\$1,500	\$325	\$0	\$1,500
Total Other Charges		\$1,500	\$325	\$0	\$1,500
Contingencies					
6001-000	Appropriation for Contingencies	\$4,000	\$0	\$0	\$4,000
Total Contingencies		\$4,000	\$0	\$0	\$4,000
Services & Supplies, Other Charges and Contingencies					
Allocated to Enterprise Funds					
	Fund 202 (30%)	(10,290)	(2,840)	\$0	(10,290)
	Fund 501 (30%)	(10,290)	(2,840)	\$0	(10,290)
	Fund 503 (30%)	(10,290)	(2,840)	\$0	(10,290)
2198.042	Total Allocated Services & Suppli	(30,870)	(8,521)	0	(30,870)
Total Appropriations		\$29,183	\$5,693	(\$4,693)	\$24,490
Financing Sources					
Charges for Services					
6650-000	Other Services	\$1,200	\$1,071	\$0	\$1,200
Total Revenue		\$1,200	\$1,071	\$0	\$1,200
Net City Cost		(\$27,983)	(\$4,623)	\$4,693	(\$23,290)

FUND 100 PAGE LANDFILL 1045

BASIC FUNCTIONS: This department is utilized to account for expenditures related to the monitoring, sampling and analyzing of groundwater and surface water at Page Landfill site. Duties include preparation and administration of professional services contracts, sampling and reporting, hazardous waste removal and disposal, administration of the RWQCB cleanup and abatement order, and routine inspections to maintain site security.

2015-2016 PROGRAM GOALS:

- Continue monitoring/sampling program as dictated by Regional Water Quality Control Board.
- Communication and coordination between Willits Environmental Remediation Trust and RWQCB for development and modification to Cleanup and Abatement Order, and financial impacts related thereto.

ALLOCATED POSITIONS:	14/15	15/16
Full-time Equivalent	0.00	0.00

BUDGET LINE ITEM COMMENTS/DETAILS:

2001-002	Hazardous waste fee \$350.
2001-003	Solid Waste Permit \$540.
3010-000	Property taxes – County \$500.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund
Department 1045-Page Landfill/Remco

		2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendments</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$0	\$0	\$0	\$0
1002-000	Part Time Employees	0	0	\$0	0
1003-000	Overtime	0	0	\$0	0
1011-000	FICA	0	0	\$0	0
1012-000	Medicare	0	0	\$0	0
1013-000	Health Insurance	0	0	\$0	0
1014-000	Retirement	0	0	\$0	0
1015-000	Unemployment Insurance	0	0	\$0	0
1016-000	Workers Compensation	0	0	\$0	0
Total Salaries and Benefits		\$0	\$0	\$0	\$0
<u>Services and Supplies</u>					
2001-002	Fees and Permits-State	\$350		\$0	\$350
2001-003	Fees and Permits-County	540	\$0	\$0	\$540
Total Services and Supplies		\$890	\$0	\$0	\$890
<u>Other Charges</u>					
3010-000	Taxes and Assessments	\$500	\$134	\$0	\$500
3020-000	Equipment Charges	0		\$0	
Total Other Charges		\$500	\$134	\$0	\$500
Total Appropriations		\$1,390	\$134	\$0	\$1,390
Net City Cost		(\$1,390)	(\$134)	\$0	(\$1,390)

FUND 100 PUBLIC WORKS PARKS MAINTENANCE 1050

BASIC FUNCTIONS: The Public Works Parks Department is responsible for the maintenance of the City's parks, including grounds and buildings, electrical repairs, graffiti removal, tree trimming, tree removal, painting, vandalism repair, plumbing repairs, restroom supplies, playground equipment, skate park, baseball/soccer grounds, fences, parking areas and the irrigation system from City well. This department also provides technical assistance for swimming pool maintenance under an agreement with the Willits Unified School District, and provides support for community activities which utilize City parks traffic control, garbage collection, etc..

2015-2016 PROGRAM GOALS:

- Continue contracting with arborist for the pruning and removal of unsafe trees in Parks.
- Concrete for ADA path of travel retrofit.

ALLOCATED POSITIONS:	14/15	15/16
Part-time Parks Maintenance Worker	0.43	0.44
Public Works Lead Worker	0.13	0.00
Public Works Supervisor		0.13
Water Operator III	0.20	0.20
Public Works Maintenance Workers	<u>0.53</u>	<u>0.53</u>
Full-time Equivalent	1.29	1.30

BUDGET LINE ITEM COMMENTS/DETAILS:

2041-000	Vehicle and equipment parts, repairs and tires \$2,800.
2044-000	Fuel and oil \$900.
2045-000	Maintenance of buildings, restrooms, lights, plumbing, and repairs \$3,800, pet waste station supplies \$1,200. Total \$5,000.
2081-030	Tree pruning & removal; Temporary Park Maintenance Worker \$21,081 \$29,081.
2101-045	Janitorial supplies \$1,900, paint, signs, fencing \$500, landscape fiber for playground (1/2 split with 202.2020) \$4,000, Cal Fire crews \$1,000, tools, irrigation & miscellaneous \$10,000. Total \$17,400.
2105-000	Training & travel [Certified Playground Safety Inspector] \$1,000.
2110-000	Electric and gas utility bills for all City parks \$16,000.
2112-000	Disposal fees for garbage collections \$500.
3020-000	Vehicle usage \$5,000.
4002-000	2015 Ford Pickup \$8,167 (year 1 of 5 year lease).

REVENUE:

4211-000	Rental of parks \$2,600.
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**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund
Department 1050-Park Maintenance

		2015-2016		Budget	15/16 Budget
		Council	YTD	Amendments	Council Adopt
<u>Financing Uses</u>		<u>Adopt</u>	<u>12/31/2015</u>		<u>3/9/2016</u>
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$32,585	\$2,566	(\$6,119)	\$26,466
1002-000	Part Time Employees	13,755	\$0	\$0	\$13,755
1003-000	Overtime	0	\$83	\$83	\$83
1011-000	FICA	2,873	\$163	\$16	\$2,889
1012-000	Medicare	672	\$38	\$6	\$678
1013-000	Health Insurance	14,409	\$716	(\$1,147)	\$13,262
1014-000	Retirement	7,305	\$825	\$624	\$7,929
1015-000	Unemployment Insurance	623	\$5	(\$25)	\$598
1016-000	Workers Compensation	2,502	\$177	\$16	\$2,518
Total Salaries and Benefits		\$74,724	\$4,573	(\$6,546)	\$68,178
<u>Services and Supplies</u>					
2041-000	Equipment Maintenance & Suppli	\$2,800	\$0	\$0	\$2,800
2044-000	Vehicle Operations	900	\$297	\$0	\$900
2045-000	Maint Bldgs&Grounds-Vandalism	5,000	\$926	\$0	\$5,000
2081-030	Other Contract Services	8,000	\$29,081	\$21,081	\$29,081
2096-000	Rents & Leases-Bldgs/Impr	0	\$0	\$0	\$0
2101-045	Other Departmental Expense	17,400	\$7,527	\$0	\$17,400
2105-000	Training and Travel	1,000	\$0	\$0	\$1,000
2110-000	Utilities	16,000	\$9,577	\$0	\$16,000
2112-000	Disposal Fees	500	\$0	\$0	\$500
Total Services and Supplies		\$51,600	\$47,407	\$21,081	\$72,681
<u>Other Charges</u>					
3020-000	Equipment Charges	\$5,000	\$1,806	\$0	\$5,000
		0			
Total Other Charges		\$5,000	\$1,806	\$0	\$5,000
<u>Fixed Assets</u>					
4002-000	Equipment	8,167	\$0	(\$0)	\$8,167
Total Fixed Assets		\$8,167	\$0	(\$0)	\$8,167
<u>Contingencies</u>					
6001-000	Appropriation for Contingencies	\$0	\$0	\$0	\$0
Total Contingencies		\$0	\$0	\$0	\$0
Total Appropriations		\$139,491	\$53,787	\$14,534	\$154,025
<u>Financing Sources</u>					
<u>Revenue From Use of Money/Property</u>					
4211-000	Rental of Bldgs & Grounds	\$2,600	\$1,475	\$0	\$2,600
<u>Other Financing Sources</u>					
7250-000	Miscellaneous Revenue	\$0		\$0	
Total Revenue		\$2,600	\$1,475	\$0	\$2,600
Net City Cost		(\$136,891)	(\$52,312)	(\$14,534)	(\$151,425)

FUND 100 COMMUNITY SERVICES 1070

BASIC FUNCTIONS: This is a special department established to account for funding of outside agencies/organizations.

2015-2016 PROGRAM GOALS:

- To provide funding support so that local non-profit community agencies can continue to address various local needs.

BUDGET LINE ITEM COMMENTS/DETAILS:

3030-000	Agreement with Chamber of Commerce 11.11% of T.O.T. 1¢ of each 9¢ collected.
3031-000	Contribution to Willits Senior Center \$7,500.
3033-000	Contribution to County Library \$100.
3035-000	Contribution to County Museum \$1,000.
3040-000	Contribution to Willits Community Services \$6,000.
3042-000	Contribution to Our Daily Bread \$3,000.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund
Department 1070-Community Services

		2015-2016		Budget	15/16 Budget
		Council	YTD	Amendments	Council Adopt
		<u>Adopt</u>	<u>12/31/2015</u>		<u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Other Contracts</u>					
3030-000	Chamber of Commerce (T.O.T.)	\$34,441	\$8,610	\$0	\$34,441
Total Other Contracts		\$34,441	\$8,610		\$34,441
 <u>Other Contributions</u>					
3031-000	Willits Senior Center	\$7,500	\$3,750	\$0	\$7,500
3033-000	County Library	100	\$100	\$0	\$100
3035-000	County Museum	1,000	\$1,000	\$0	\$1,000
3040-000	Willits Community Services	6,000	\$3,000	\$0	\$6,000
3042-000	Our Daily Bread	3,000	\$1,500	\$0	\$3,000
Total Other Charges		\$17,600	\$9,350	\$0	\$17,600
Total Appropriations		\$52,041	\$17,960	\$0	\$52,041
 Net City Cost		(\$52,041)	(\$17,960)	\$0	(\$52,041)

FUND 100 CONTINGENCIES 1097

BASIC FUNCTIONS: The appropriation for contingencies is a budgetary provision for financing requirements that are unanticipated during budget preparation. Should the need for an unbudgeted expenditures arise during the year, an appropriation transfer will be made as required upon approval by the City Council. Use of these funds is restricted to the General Fund only.

Contingency based on .5% of total expense.

FUND 100 DEBT SERVICE FOR BUILDING AT PUBLIC WORKS YARD 1098

BASIC FUNCTIONS: This department is utilized to account for payment of principal and interest expense on debt issued for the modular office building at the Public Works yard. Payments are made quarterly, with the final payment due in January 2016. The principal balance at July 1, 2015 is \$11,071. The expense is shared with the Sewer Enterprise Fund and Water Enterprise Fund that reimburse the General Fund through the "Rents and Leases" line item in their respective administration budgets. This is shown in the Public Works Administration Revenue Account 100.1040.7250.000.

FUND 100 INTER-FUND TRANSFER 1099

BASIC FUNCTIONS: This department is utilized to account for funds transferred from the General Fund.

BUDGET LINE ITEM COMMENTS/DETAILS:

Transfer out to Traffic Safety Fund (200.2003) \$46,197.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 100-General Fund
Department 1097-Contingencies

	2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendments</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>				
6001-000 Appropriation for Contingencies	\$22,594	\$5,911	\$0	\$22,594
Total Appropriation for Contingencies	\$22,594	\$5,911	\$0	\$22,594
Net City Cost	(\$22,594)	(\$5,911)	\$0	(\$22,594)

Fund 100-General Fund
Department 1098-Debt Service

	2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendments</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Debt Service</u>				
3001-000 Principal	\$11,071	\$3,699	(\$0)	\$11,071
3002-000 Interest	305	\$93	\$0	\$305
Total Debt Service	\$11,376	\$3,792	(\$0)	\$11,376
Net City Cost	(\$11,376)	(\$3,792)	\$0	(\$11,376)

Fund 100-General Fund
Department 1099-Interfund Transfers

	2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendments</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>				
<u>Other Financing Uses</u>				
5001-000 Operating Transfers Out	\$46,495	\$12,274	(\$298)	\$46,197
Total Transfers Out	\$46,495	\$12,274	(\$298)	\$46,197
<u>Other Financing Sources</u>				
8202-000 Operating Transfers In	\$0		\$0	
Total Transfers In	\$0	\$0	\$0	\$0
Net City Cost	(\$46,495)	(\$12,274)	\$298	(\$46,197)

GENERAL FUND TOTALS
Fiscal Year 2015-2016

	2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendments</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Grand Total</u>				
<u>General Fund Revenues</u>	\$4,517,797	\$1,933,621	\$7,414	\$4,525,211
<u>Grand Total</u>				
<u>General Fund Expenses</u>	\$4,556,574	\$2,083,702	(\$11,290)	\$4,545,284
Gain (Loss)	(\$38,778)	(\$150,081)	\$18,704	(\$20,073)

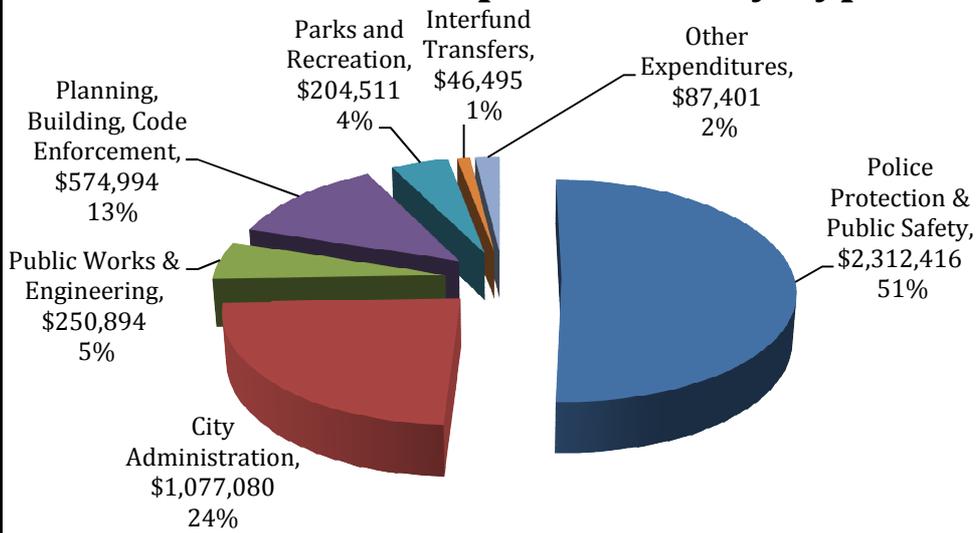
GENERAL FUND TOTALS

General Fund Expenditures	
Police Protection & Public Safety	\$2,319,762
City Administration	\$1,053,222
Public Works & Engineering	\$255,722
Planning, Building, Code Enforcement	\$562,071
Parks and Recreation	\$220,909
Inter-fund Transfers	\$46,197
Other Expenditures	\$87,401
Total General Fund Expenditures	\$4,545,284

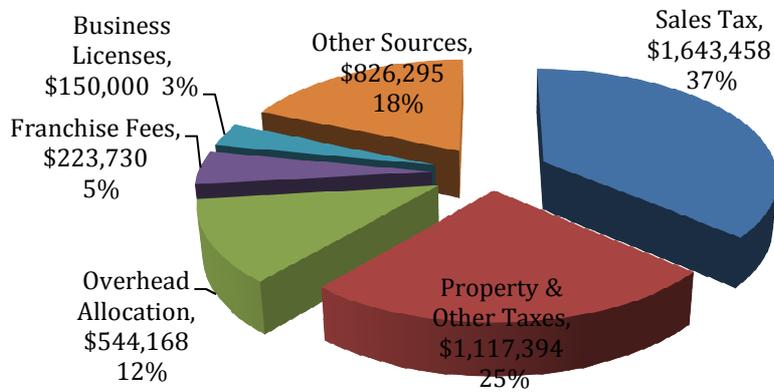
Expenditures by Type	
Salaries & Benefits	\$2,912,647
Services and Supplies	\$1,450,783
Other Charges	\$93,860
Capital & Fixed Assets	\$30,422
Debt Service	\$11,376
Transfers	\$46,197
Total General Fund Expenditures	\$4,545,284

General Fund Revenues	
Sales & Use Tax	\$1,610,831
Overhead Allocations	\$544,168
Motor Vehicle License Fees	\$414,582
Property Tax	\$392,813
Room Occupancy Tax	\$310,000
Franchise Fees	\$223,730
Business Licenses	\$150,000
Other Revenue Sources	\$879,087
Total General Fund Revenues	\$4,525,211

General Fund Expenditures by Type



General Fund Revenues by Type



FUND 200 PUBLIC WORKS TRAFFIC SAFETY – OPERATIONS 2003

BASIC FUNCTIONS: The Traffic Safety Department oversees and administers the City’s traffic safety program. Basic functions include assistance with the engineering and design of projects, vegetation management for sight distance and sign visibility, repair and replacement of traffic and street signs, painting of pavement markings, such as curbs, crosswalks, stop bars, railroad crossings, and traffic lane striping. This department communicates traffic safety concerns directly with Caltrans and assists with the development and engineering review of existing and proposed traffic control devices. Grant applications and other funding applications are developed and filed with appropriate federal, state and local offices. The Traffic Safety Department also provides traffic control for parades including Frontier Days and Homecoming.

2015-2016 PROGRAM GOALS:

- Upgrade traffic control devices, striping, stencils, signs, etc..
- Reduction of traffic and pedestrian hazards.
- Seek OTS or other funding for crosswalk lights.

ALLOCATED POSITIONS:	14/15	15/16
Public Works Lead Person	0.10	0.00
Public Works Supervisor		0.10
Water Operator III	0.00	0.10
Public Works Maintenance Workers	<u>0.15</u>	<u>0.05</u>
Full-time Equivalent	0.25	0.25

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2041-000 Vehicle and equipment maintenance \$100.
- 2081-023 Caltrans state traffic signals maintenance agreement \$1,500.
- 2081-030 Traffic control July 4th \$1,700, emergency traffic control \$1,000. Total \$2,700.
- 2101-045 Hardware and parts \$300, cones and barricades \$1,300. Total \$1,600.
- 2105-000 Training and travel \$500.
- 3020-000 Vehicle usage \$500.
- 3021-000 Overhead allocation \$25,271.

REVENUE:

- 3201-000 Traffic fines \$6,000.
- 8202-000 Transfer from General Fund (100.1099) \$46,197.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

**Fund 200-Traffic Safety
Department 2003-Operations**

		2015-2016 Council Adopt	YTD 12/31/2015	Budget Amendment	15/16 Budget Council Adopt 3/9/2016
Financing Uses					
Salaries and Employee Benefits					
1001-000	Regular Employees	\$11,082	\$358	(\$989)	\$10,093
1002-000	Part-Time Employees	-		\$0	
1003-000	Overtime	-	330	\$330	330
1011-000	FICA	687	42	\$79	766
1012-000	Medicare	161	10	\$17	178
1013-000	Health Insurance	4,803	176	\$0	4,803
1014-000	Retirement	2,908	166	\$197	3,105
1015-000	Unemployment Insurance	85	-	\$0	85
1016-000	Workers Compensation	598	42	\$68	666
Total Salaries and Benefits		\$20,324	\$1,125	(\$298)	\$20,026
Services And Supplies					
2041-000	Equipment Maintenance & Supplies	\$100	\$0	\$0	\$100
2081-023	Contracts-State	1,500	482	\$0	1,500
2081-030	Other Contract Services	2,700	2,460	\$0	2,700
2101-045	Other Departmental Expense	1,600	0	\$0	1,600
2105-000	Training and Travel	500		\$0	500
Total Services and Supplies		\$6,400	\$2,942	\$0	\$6,400
Other Charges					
3020-000	Equipment Charges	\$500	\$7	\$0	\$500
3021-000	Overhead Allocation	25,271	12,636	\$0	25,271
Total Other Charges		\$25,771	\$12,642	\$0	\$25,771
Fixed Assets					
4002-000	Equipment	\$0	\$0	\$0	\$0
Total Fixed Assets		\$0	\$0	\$0	\$0
Total Appropriations		\$52,495	\$16,709	(\$298)	\$52,197
Financing Sources					
Fines, Forfeitures and Penalties					
3201-000	Traffic Fines	\$6,000	\$4,435	\$0	\$6,000
Total Fines, Forfeitures and Penalties		\$6,000	\$4,435	\$0	\$6,000
Other Financing Sources					
8202-000	Operating Transfers In	\$46,495	\$12,274	(\$298)	\$46,197
Total Other Financing Sources		\$46,495	\$12,274	(\$298)	\$46,197
Total Revenue		\$52,495	\$16,709	(\$298)	\$52,197
Net Cost		\$0	(\$0)	(\$0)	(\$0)

FUND 201 PUBLIC WORKS GAS TAX STREET ADMINISTRATION 2010

BASIC FUNCTIONS: The Street Administration Department oversees and administers all Gas Tax funded departments. Gas Tax revenues are the funding mechanism for City wide street lights. Basic functions include scheduling street maintenance projects, such as grading, pothole patching, brush clearing, storm drain projects, engineering review and implementation of the City's Pavement Management Program. Public Works engineering drawings and specifications are prepared and reviewed. RFP's are administered for outside engineering contracts storm damage projects, etc..This department provides contract administration, construction engineering and project inspection for Public Works projects, working closely with MCOG to secure street rehabilitation funding.

2015-2016 PROGRAM GOALS:

- Update Pavement Management Program.
- Continue the remediation of UST contamination at the Public Works yard.

ALLOCATED POSITIONS:	14/15	15/16
City Manager	0.10	0.10
Public Works Director	<u>0.20</u>	<u>0.20</u>
Full-time Equivalent	0.30	0.30

BUDGET LINE ITEM COMMENTS/DETAILS:

2044-000	Fuel and oil for vehicle use \$600.
2101-045	Preparation of Annual Street report \$1,500.
2110-000	Utilities – streetlights, City wide \$60,000
3021-000	Overhead allocation \$2,916.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 201-Gas Tax
Department 2010-Administration

		2015-2016	YTD	Budget	15/16 Budget
		Council	12/31/2015	Amendment	Council Adopt
		<u>Adopt</u>	<u>12/31/2015</u>	<u>Amendment</u>	<u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$24,716	\$16,456	\$732	\$25,448
1011-000	FICA	1,532	1,011	\$357	1,889
1012-000	Medicare	358	237	\$83	441
1013-000	Health Insurance	6,100	3,916	\$0	6,100
1014-000	Retirement	3,281	2,299	\$715	3,996
1015-000	Unemployment Insurance	101	-	\$67	168
1016-000	Workers Compensation	1,335	974	\$310	1,645
Total Salaries and Benefits		\$37,423	\$24,892	\$2,264	\$39,687
<u>Services and Supplies</u>					
2044-000	Vehicle Operations	\$600	\$288	\$0	\$600
2055-000	Office Expense	0	0	\$0	0
2061-012	Other Professional Services	0	0	\$0	0
2081-030	Other Contract Services	0	0	\$0	0
2101-045	Other Departmental Expense	1,500	0	\$0	1,500
2110-000	Utilities	60,000	32,917	\$0	60,000
Total Services and Supplies		\$62,100	\$33,205	\$0	\$62,100
<u>Other Charges</u>					
3021-000	Overhead Allocation	\$2,916	\$1,458	\$0	\$2,916
Total Other Charges		\$2,916	\$1,458	\$0	\$2,916
<u>Fixed Assets</u>					
4002-000	Equipment	\$0	\$0	\$0	\$0
Total Fixed Assets		\$0	\$0	\$0	\$0
Total Administration		\$102,439	\$59,555	\$2,264	\$104,703

FUND 201 PUBLIC WORKS STREET MAINTENANCE 2011

BASIC FUNCTIONS: This department is responsible for the maintenance and repair of City streets and sidewalks, including pothole patching, section patching, chip sealing, dust control, tree trimming safety, sight distance and sweeping of City streets, US 101, and State Route 20. The street crew coordinates work with other departments to maintain City streets in a safe drivable condition to reduce/limit City's liability exposure.

2015-2016 PROGRAM GOALS:

- Provide safe streets for motorists, bicyclists and pedestrians.
- Upgrade and repair identified hazards.
- Increase street patching critical sections various.
- UST clean-up remediation and testing.

ALLOCATED POSITIONS:	14/15	15/16
Public Works Lead Person	0.30	0.00
Public Works Supervisor		0.30
Water Operator III	0.30	0.30
Public Works Maintenance Workers	<u>1.92</u>	<u>2.09</u>
Full-time Equivalent	2.52	2.69

BUDGET LINE ITEM COMMENTS/DETAILS:

2041-000	Vehicle and equipment maintenance, parts and tires \$5,500; street sweeper maintenance \$5,000. Total \$10,500.
2044-000	Fuel and oil usage, including street sweeper \$8,000.
2055-000	Office Expense \$500.
2081-030	UST groundwater monitoring \$10,500.
2101-033	Safety Supplies \$100
2101-045	Tools, shovels, forming supplies \$1,500, uniforms \$500, Fire extinguisher maintenance (split with 100.1041) \$250, solid waste disposal \$150, vaccines \$100. Total \$2,500.
2105-000	Safety training \$1,000.
3020-000	Vehicle usage \$4,000.
3021-000	Overhead allocation \$38,720.
4002-000	Asphalt reclaimer and infrared pavement restoration system \$55,285.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

**Fund 201-Gas Tax
Department 2011-Street Maintenance**

		2015-2016 Council Adopt	YTD 12/31/2015	Budget Amendment	15/16 Budget Council Adopt 3/9/2016
Financing Uses					
Salaries and Employee Benefits					
1001-000	Regular Employees	\$123,807	\$35,629	(\$14,209)	\$109,598
1002-000	Part-Time Employees	0	0	\$0	0
1003-000	Overtime	11,586	3,383	\$0	11,586
1004-000	Comp Time Paid	0	6,100	\$6,100	6,100
1005-000	Benefit Buyouts	0	16,373	\$16,373	16,373
1006-000	Workers Comp Payments	0	0	\$0	0
1007-000	Longevity Incentive	750	750	\$0	750
1011-000	FICA	8,441	3,844	(\$2,442)	5,999
1012-000	Medicare	1,974	899	(\$571)	1,403
1013-000	Health Insurance	37,387	9,541	\$1,000	38,387
1014-000	Retirement	27,746	7,844	(\$4,319)	23,427
1015-000	Unemployment Insurance	903	57	\$21	924
1016-000	Workers Compensation	7,351	3,656	(\$2,123)	5,228
Total Salaries and Benefits		\$219,945	\$88,077	(\$170)	\$219,775
Service and Supplies					
2041-000	Equipment Mtnce & Supplies	\$10,500	\$5,003	\$0	\$10,500
2044-000	Vehicle Operations	8,000	3,435	\$0	8,000
2055-000	Office Expense	500	0	\$0	500
2061-012	Architectural & Engineering	0		\$0	
2081-030	Other Contract Services	10,500	5,586	\$0	10,500
2101-033	Safety Supplies	100	36	\$0	100
2101-045	Other Departmental Expense	2,500	249	\$0	2,500
2105-000	Training and Travel	1,000	0	\$0	1,000
Total Services and Supplies		\$33,100	\$14,309	\$0	\$33,100
Debt Service					
3001-000	Principal	\$0	\$0	\$0	\$0
3002-000	Interest	0	0	\$0	0
Total Debt Service		\$0	\$0	\$0	\$0
Other Charges					
3020-000	Equipment Charges	\$4,000	\$1,031	\$0	\$4,000
3021-000	Overhead Allocation	38,720	19,360	\$0	38,720
Total Other Charges		\$42,720	\$20,391	\$0	\$42,720
Fixed Assets					
4002-000	Equipment	\$40,000		\$15,285	\$55,285
Total Fixed Assets		\$40,000	\$0	\$15,285	\$55,285
Total Street Maintenance		\$335,765	\$122,776	\$15,115	\$350,880

FUND 201 PUBLIC WORKS STORM DRAIN MAINTENANCE 2012

BASIC FUNCTIONS: The Storm Drain Maintenance Department is responsible for the clearing of debris from storm drain grates, catch basins and drainage channels, construction and replacement of storm drains and catch basins, coordination of storm drain rehabilitation projects, contract administration and project inspection.

2015-2016 PROGRAM GOALS:

- Cleaning and camera inspection of neglected systems.
- Work with CDF to remove brush and debris from various storm ditches.
- Develop strategies for long-term funding of system maintenance and rehabilitation.

ALLOCATED POSITIONS:	14/15	15/16
Public Works Lead Person	0.09	0.00
Public Works Supervisor		0.09
Water Operator III	0.05	0.05
Public Works Maintenance Worker	<u>0.17</u>	<u>0.18</u>
Full-time Equivalent	0.31	0.32

BUDGET LINE ITEM COMMENTS/DETAILS:

2041-000	Vehicle and equipment maintenance parts and tires \$500.
2101-045	West Mendocino Storm drain repair \$10,000, toilet rental \$200, disposal \$500, Cal Fire crews \$2,500, tools and supplies \$100, Commercial Street Bridge Work \$14,905. Total \$28,205.
3020-000	Vehicle usage charges \$3,200.
3021-000	Overhead allocation \$2,022.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

**Fund 201-Gas Tax
Department 2012-Storm Drain Mtce**

		2015-2016 Council Adopt	YTD 12/31/2015	Budget Amendment	15/16 Budget Council Adopt 3/9/2016
Financing Uses					
Salaries and Employee Benefits					
1001-000	Regular Employees	\$12,517	\$9,782	(\$356)	\$12,161
1002-000	Part-Time Employees	0		\$0	
1003-000	Overtime	0	239	\$239	239
1011-000	FICA	776	617	\$129	905
1012-000	Medicare	181	144	\$30	211
1013-000	Health Insurance	5,762	3,175	\$631	6,393
1014-000	Retirement	3,284	2,352	\$405	3,689
1015-000	Unemployment Insurance	108	93	\$17	125
1016-000	Workers Compensation	675	547	\$112	787
Total Salaries and Benefits		\$23,303	\$16,950	\$1,207	\$24,510
Services and Supplies					
2041-000	Equipment Maintenance & Supplies	\$500	\$99		\$500
2101-045	Other Departmental Expense	13,300	15,988	\$14,905	28,205
Total Services and Supplies		\$13,800	\$16,087	\$14,905	\$28,705
Other Charges					
3020-000	Equipment Charges	\$3,200	\$1,566	\$0	\$3,200
3021-000	Overhead Allocation	2,022	1,011	\$0	2,022
Total Other Charges		\$5,222	\$2,577	\$0	\$5,222
Fixed Assets					
4002-000	Equipment	\$0	\$0	\$0	\$0
Total Fixed Assets		\$0	\$0	\$0	\$0
Total Storm Drain Maintenance		\$42,325	\$35,615	\$16,112	\$58,437
Total Appropriations		\$480,529	\$217,947	\$33,491	\$514,020
Recap of Street Maintenance Expenses					
Street Administration 201-2010		\$102,439	\$59,555	\$2,264	\$104,703
Street Maintenance 201-2011		335,765	122,776	\$15,115	350,880
Storm Drain Maintenance 201-2012		42,325	35,615	\$16,112	58,437
Total Fund 201 Appropriations		\$480,529	\$217,947	\$33,491	\$514,020

FUND 201 GAS TAX FUND REVENUES

REVENUE:

5248-000	Gas tax Section 2103 \$54,677.
5250-000	Gas tax Section 2105 \$36,954.
5251-000	Gas tax Section 2106 \$25,790.
5252-000	Gas tax Section 2107 \$37,515.
5253-000	Gas tax Section 2107.5 \$2,000.
5620-000	D1 Funds available for FY 12/13 \$95,145 and FY 13/14 \$82,643 14/15 \$50,000 Total \$227,788.
6225-000	Street sweeping reimbursement from Caltrans \$13,300.
6650-000	Other services \$8,000.
8202-000	Transfer from Sales Tax Transportation (202.2020) \$120,562.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

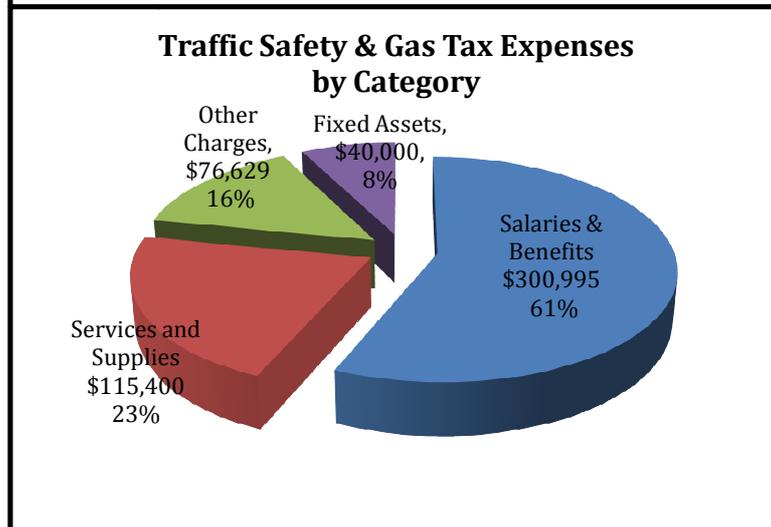
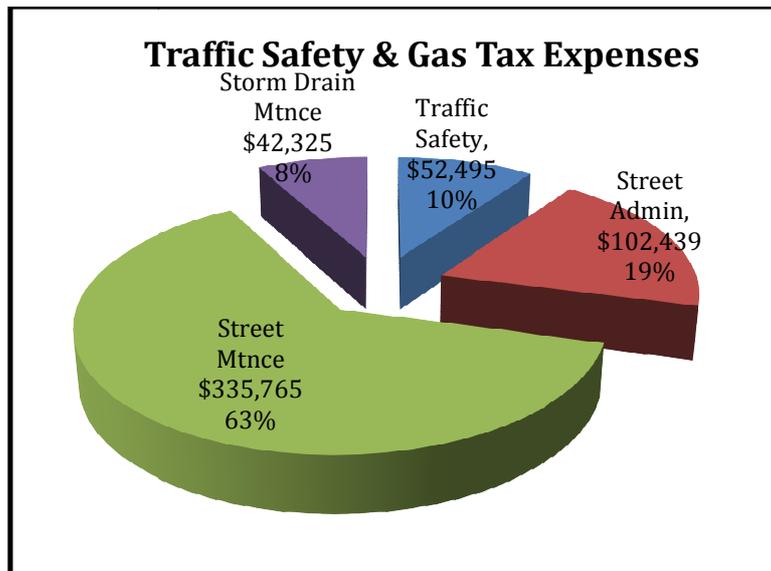
Fund 201-Gas Tax
Department 0201

		2015-2016	YTD	Budget	15/16 Budget
		Council	12/31/2015	Amendment	Council Adopt
		<u>Adopt</u>	<u>12/31/2015</u>	<u>Amendment</u>	<u>3/9/2016</u>
<u>Financing Sources</u>					
<u>Intergovernmental Revenues</u>					
5248-000	Gas Tax - Section 2103	\$54,677	\$16,544	\$0	\$54,677
5250-000	Gas Tax - Section 2105	36,954	15,907	\$0	36,954
5251-000	Gas Tax - Section 2106	25,790	13,595	\$0	25,790
5252-000	Gas Tax - Section 2107	37,515	19,810	\$0	37,515
5253-000	Gas Tax - Section 2107.5	2,000	1,000	\$0	2,000
5620-000	D1 Funds	227,788	0	\$0	227,788
Total Intergovernmental Revenue		\$384,724	\$66,856	\$0	\$384,724
<u>Charges for Services</u>					
6225-000	Street Sweeping	\$13,300	\$0	\$0	\$13,300
6650-000	Other Services	8,000	4,196	\$0	8,000
Total Charges for Services		\$21,300	\$4,196	\$0	\$21,300
<u>Miscellaneous Revenue</u>					
7230-000	UST Cleanup Fund or Insurance	\$0	\$0	\$0	\$0
7250-000	Miscellaneous Revenue	0		0	0
Total Miscellaneous Revenue		\$0	\$0	\$0	\$0
<u>Other Financing Sources</u>					
8202-000	Operating Transfers In	\$74,505	\$159,461	\$46,057	\$120,562
Total Other Financing Sources		\$74,505	\$159,461	\$46,057	\$120,562
Total Revenue		\$480,529	\$230,513	\$46,057	\$526,586
Net Cost		\$0	\$12,566	\$12,566	\$12,566

TRAFFIC SAFETY AND GAS TAX FUND 200 & 201 EXPENDITURES

Traffic Safety/Gas Tax Expenses	
Traffic Safety Fund 200	\$52,197
Street Administration Fund 201	\$104,703
Street Maintenance Fund 201	\$350,880
Storm Drain Maintenance Fund 201	\$58,437
Total Traffic Safety & Gas Tax Expenditures	\$566,217

Traffic Safety/Gas Tax Expenses by Category	
Salaries & Benefits	\$303,998
Services and Supplies	\$130,305
Other Charges	\$76,629
Fixed Assets	\$55,285
Debt Service	\$0
Total Traffic Safety & Gas Tax Expenditures	\$566,217



FUND 202 TRANSPORTATION SALES TAX IMPROVEMENT PROGRAM 2020

BASIC FUNCTIONS: This department funds projects from the City Transportation Sales Tax revenues. Projects include local streets and roads – maintenance, rehabilitation, reconstruction and construction, including sidewalks, curbs and gutters, ADA accessibility, and drainage facilities. Funds will be applied to local street projects, less administrative expenses such as Board of Equalization contract costs, account maintenance fees, and fiscal audit costs.

2015-2016 PROGRAM GOALS:

- Continue support of road and storm drain maintenance programs
- Review and update Transportation Expenditure Plan

ALLOCATED POSITIONS:	14/15	15/16
City Engineer	0.20	0.00
Assistant/Associate Engineer		0.20
Engineering Tech III Part-time	0.04	0.04
Engineering Technician III	0.50	0.50
Engineering Technician II	0.20	0.20
Administrative Assistant	<u>0.10</u>	<u>0.00</u>
Full-time Equivalent	1.04	0.94

BUDGET LINE ITEM COMMENTS/DETAILS:

2055-000	Computer and software maintenance for sign machine \$500.
2061-012	FEMA studies \$1,000.
2081-030	Potholing \$2,500, maintenance of street trees \$2,500.Total \$5,000
2101-035	Slurry, cold mix, concrete, tack oil, sand, straw, rock, paint, material and supplies used for storm drain repair. Total \$13,000.
2101-045	Paint and supplies \$3,500, sign material\$8,000, landscape fiber (for street-scaping) (split with 100-1050) \$4,000, Cal fire Crews \$2,000. Sub-Total \$17,500
	Shared Costs and Expenses transferred from Engineering Department \$10,290.
3020-000	Shared Equipment cost transferred from Engineering Department \$450.
3021-000	Overhead allocation \$29,218.
5001-000	Operating transfer out to: Fund 207 Humboldt & Vicinity Rehab Phase II \$642,951. Fund 201 Street Maintenance \$120,562.
6001-000	Shared engineering contingency cost transferred from Engineering Department \$1,200.

REVENUE:

1300-000	½-cent Sales and Use Tax for streets and roads \$919,520.
4201-000	Interest Income \$7,500.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

**Fund 202-Sales Tax-Transportation Improvement
Department 2020-Administration**

		2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendment</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$59,103	\$21,819	(\$6,587)	\$52,516
1002-000	Part-time Employees	\$2,358	907	\$0	2,358
1003-000	Overtime	\$0	402	\$402	402
1004-000	Comp Time Paid	\$0	1,409	\$1,409	1,409
1011-000	FICA	\$3,811	1,512	(\$962)	2,849
1012-000	Medicare	\$891	354	(\$225)	666
1013-000	Health Insurance	\$13,318	3,536	(\$2,341)	10,977
1014-000	Retirement	\$11,433	6,667	(\$899)	10,534
1015-000	Unemployment Insurance	\$403	36	\$0	403
1016-000	Workers Compensation	\$3,319	1,470	(\$839)	2,480
Total Salaries and Benefits		\$94,636	\$38,112	(\$10,042)	\$84,594
<u>Services and Supplies</u>					
2055-000	Office Expense	\$500	\$0	\$0	\$500
2061-012	Architectural and Engineering	1,000	0	\$0	1,000
2081-030	Other Contract Services	5,000	0	\$0	5,000
2095-000	Rents & Leases - Equip	0	0	\$0	0
2101-035	Rock/Gravel/Asphalt	13,000	3,033	\$0	13,000
2101-038	Infrastructure & Roadways	0	0	\$0	0
2101-045	Other Departmental Expense	17,500	15	\$0	17,500
2198-042	Shared Engineering Services & Supplie	10,290	2,743	\$0	10,290
Total Services and Supplies		\$47,290	\$5,791	\$0	\$47,290
<u>Other Charges</u>					
3020-000	Shared Engineering Equip Costs	\$0	\$97	\$0	\$450
3021-000	Overhead Allocation	29,218	14,609	\$0	29,218
Total Other Charges		\$29,218	\$14,706	\$0	\$29,668
<u>Fixed Assets</u>					
4003-000	Infrastructure	\$0	0	\$0	0
Total Fixed Assets		\$0	\$0	\$0	\$0
<u>Other Financing Uses</u>					
5001-000	Operating Transfers Out	\$635,705	\$801,212	\$127,808	\$763,513
6001-000	Shared Engineering Contingencies	0	0	\$0	0
Total Other Financing Uses		\$635,705	\$801,212	\$127,808	\$763,513
Total Appropriations		\$806,849	\$859,821	\$117,766	\$925,065
<u>Financing Sources</u>					
1300-000	Sales and Use Tax	\$900,000	\$348,946	\$19,520	\$919,520
4201-000	Interest Income	7,500	1,789	\$0	7,500
7250-000	Miscellaneous Revenue	0	0	\$0	0
Total Revenue		\$907,500	\$350,735	\$19,520	\$927,020
Net Cost		\$100,651	(\$509,086)	(\$98,246)	\$1,955

FUND 207 HUMBOLDT & VICINITY REHABILITATION PROJECT 2070

BASIC FUNCTIONS: This department is established for the purpose of administering and tracking the rehabilitation of the storm drains, ADA compliant sidewalks, and paving of sections of Humboldt Street, East Wood Street, Pearl Street, and Commercial Street. The project will be funded primarily with a transfer in from Fund 202, the half-cent sales tax fund, and a contribution of SSLP funding from CalTrans.

2015-2016 PROGRAM GOALS:

- Rehabilitation of sections of Humboldt, Wood Street, Pearl Street, and Commercial.

BUDGET LINE ITEM COMMENTS/DETAILS:

2055-000 Office Supplies \$200
2061-012 Phase II 1600 permitting \$1,000

Roadway rehabilitation and construction costs:
4003-002 Humboldt Street Rehabilitation, Phase II
July – October 2015 \$635,811.

REVENUE:

8202-000 Transfer in from Fund 202 \$642,951.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 207-Humboldt Street & Vicinity Rehab Project
Department 2070

	2015-2016 Council Adopt	YTD 12/31/2015	Budget Amendment	15/16 Budget Council Adopt 3/9/2016
<u>Financing Uses</u>				
<u>Services and Supplies</u>				
2055-000 Office Expense	\$200	\$0	\$0	\$200
2061-012 Architectural & Engineering	\$1,000	\$0		\$1,000
Total Services & Supplies	\$1,200	\$0	\$0	\$1,200
<u>Other Charges</u>				
3021-000 Overhead Allocation	\$0		\$0	\$0
Total Other Charges	\$0	\$0	\$0	\$0
<u>Infrastructure</u>				
4003-001 Phase I	\$0		\$0	
4003-002 Phase II	\$560,000	\$635,811	\$75,811	\$635,811
4003-003 Phase III	\$0		\$0	
4003-004 Phase IV	\$0		\$0	
Total Infrastructure	\$560,000	\$635,811	\$75,811	\$635,811
Total Appropriations	\$561,200	\$635,811	\$75,811	\$637,011
<u>Financing Sources</u>				
5420-000 State Other - SSLP	\$0			
8202-000 Operating Transfer In	\$561,200	641,751	\$81,751	642,951
Total Revenue	\$561,200	\$641,751	\$81,751	\$642,951
Net Revenue (Cost)	\$0	\$5,940	\$5,940	\$5,940

FUND 212 LANDFILL REMEDIATION

BASIC FUNCTIONS: This department is utilized to account for annual deposits transfer in from the Landfill Enterprise Fund as required by the Regional Water Quality Control Board to be available for remediation of ground and surface water contamination should it occur. At year ended June 30, 1997, this fund was fully funded at \$480,000 as required by the Water Board. Interest earnings are used to partially fund post-closure maintenance obligations Fund 213. Additionally, each year, in order to remain fully funded, the initial deposit of \$480,000 must be adjusted to include an increase of funds determined by an established inflation factor mandated by RWQCB. Interest earnings will be used to cover the increase, the operating transfer into Fund 213 will therefore be reduced accordingly. At year-end any interest earnings remaining will increase the deposit on hand as well as fund balance.

BUDGET LINE ITEM COMMENTS/DETAILS:

3021-000 Overhead allocation \$39.

REVENUE:

4201-000 Interest Income \$5,750

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 212-Landfill Remediation
Department 2120 Inter-fund Transfers

	2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendment</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Other Financing Uses</u>				
3021-000 Overhead Allocation	\$39	\$20	\$0	\$39
5001-000 Operating Transfers Out	\$0		\$0	
Total Other Financing Uses	\$39	\$20	\$0	\$39
Total Appropriations	\$39	\$20	\$0	\$39
<u>Financing Sources</u>				
<u>Revenues From Use of Money/Property</u>				
4201-000 Interest Income	\$5,750	\$0	\$0	\$5,750
Total Rev From Use of Money/Prop	\$5,750	\$0	\$0	\$5,750
Total Revenue	\$5,750	\$0	\$0	\$5,750
Net Revenue (Cost)	\$5,711	(\$20)	\$0	\$5,711

FUND 213 LANDFILL POST-CLOSURE MAINTENANCE ADMINISTRATION 2130

BASIC FUNCTIONS: This department is utilized to provide administration and supervision of landfill post-closure operations and personnel, to oversee the maintenance of final cover, and to account for funding of post-closure maintenance and care of the Willits Landfill for a 30-year period. The fund is required by the State of California and must demonstrate that adequate funds are readily available to cover the estimated annual maintenance costs. This financial mechanism is designed to provide the necessary funding through a combination of annual interest earnings from the Remediation Fund 212, and monies derived from the sale of fixed assets equipment, land, etc. after the closure of the landfill.

2015-2016 PROGRAM GOALS:

- To oversee the successful implementation of the post-closure maintenance program and monitor the final cover system.

ALLOCATED POSITIONS:	14/15	15/16
Public Works Administrative Assistant	<u>0.05</u>	<u>0.00</u>
Full-time Equivalent	0.05	0.00

BUDGET LINE ITEM COMMENTS/DETAILS:

2001-002 CA Water Resources Control Board, NPDES, Permit & Storm Water. Total \$30,000.
2001-003 Inspection and LFG monitoring \$6,814.
3010-000 Taxes and assessments \$743.
3021-000 Overhead allocation \$195.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 213-Landfill Post closure Maintenance
Department 2130-Administration

	2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendment</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>				
<u>Salaries and Employee Benefits</u>				
1001-000 Regular Employees	\$0	\$0	\$0	\$0
1002-000 Part-Time Employees	\$0	\$0	\$0	\$0
1011-000 FICA	\$0	0	\$0	0
1012-000 Medicare	\$0	0	\$0	0
1013-000 Health Insurance	\$0	\$0	\$0	\$0
1014-000 Retirement	\$0	\$0	\$0	\$0
1015-000 Unemployment Insurance	\$0	\$0	\$0	\$0
1016-000 Workers Compensation	\$0	0	\$0	0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>Service and Supplies</u>				
2001-002 Fees and Permits-State	\$30,000	\$35,148	\$0	\$30,000
2001-003 Fees and Permits-County	\$5,500	\$6,814	\$1,314	\$6,814
Total Service and Supplies	<u>\$35,500</u>	<u>\$41,962</u>	<u>\$1,314</u>	<u>\$36,814</u>
<u>Other Charges</u>				
3010-000 Taxes and Assessments	\$743	\$382	\$0	\$743
3021-000 Overhead Allocation	\$195	\$98	\$0	\$195
Total Other Charges	<u>\$938</u>	<u>\$480</u>	<u>\$0</u>	<u>\$938</u>
Total Administration	<u>\$36,438</u>	<u>\$42,442</u>	<u>\$1,314</u>	<u>\$37,752</u>

FUND 213 LANDFILL POST-CLOSURE MAINTENANCE OPERATIONS 2133

BASIC FUNCTIONS: This department is utilized to provide post-closure maintenance and care of the Willits Landfill for a 30-year period.

2015-2016 PROGRAM GOALS:

- Successful implementation of post-closure maintenance program.

ALLOCATED POSITIONS:	14/15	15/16
Public Works Administrative Assistant	0.05	0.00
Public Works Lead Maintenance Worker	0.01	0.00
Public Works Supervisor		0.01
Public Works Maintenance Worker	<u>0.08</u>	<u>0.08</u>
Full-time Equivalent	0.14	0.09

BUDGET LINE ITEM COMMENTS/DETAILS:

2041-000	Repairs and maintenance of water truck \$200.
2044-0000	Fuel, oil, and grease \$200.
2061-015	Semi-annual lab testing of ground water, leachate, and surface water \$12,000.
2081-030	Professional services contract for groundwater monitoring & reporting \$14,500, Professional services contract for storm water monitoring and reporting \$2,500, Drainage Correction \$15,350. Total \$32,350.
2101-045	Miscellaneous site maintenance and security \$5,600, Cal fire Crew \$400, disposal \$1,300. Total \$7,300.
3020-000	Vehicle usage \$750.
3021-000	Overhead allocation \$1,977.

REVENUE:

6650-000	Other services- Equipment rental \$750.
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**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 213-Landfill Post closure Maintenance
Department 2133-Operations

		2015-2016	YTD	Budget	15/16 Budget
		Council	12/31/2015	Amendment	Council Adopt
<u>Financing Uses</u>		<u>Adopt</u>	<u>12/31/2015</u>	<u>Amendment</u>	<u>3/9/2016</u>
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$3,236	\$534	\$0	\$3,236
1002-000	Part-Time Employees	\$0		\$0	
1003-000	Overtime	\$0		\$0	
1011-000	FICA	\$201	33	\$40	241
1012-000	Medicare	\$47	8	\$9	56
1013-000	Health Insurance	\$1,498	\$169	\$314	\$1,812
1014-000	Retirement	\$850	\$120	\$113	\$963
1015-000	Unemployment Insurance	\$30	\$9	\$0	\$30
1016-000	Workers Compensation	\$175	29	\$35	210
Total Salaries and Benefits		\$6,037	\$901	\$511	\$6,548
<u>Services and Supplies</u>					
2041-000	Equipment Maintenance & Supl	\$200	\$0	\$0	\$200
2044-000	Vehicle Operations	\$200	\$0	\$0	\$200
2061-015	Laboratory Testing	\$12,000	\$0	\$0	\$12,000
2081-030	Other Contract Services	\$17,000	\$695	\$15,350	\$32,350
2095-000	Rents and Leases-Equipment	\$0		\$0	
2101-033	Safety Supplies	\$0		\$0	
2101-035	Rock/Gravel/Asphalt	\$0		\$0	
2101-045	Other Departmental Expense	\$7,300	\$0	\$0	\$7,300
Total Service and Supplies		\$36,700	\$695	\$15,350	\$52,050
<u>Other Charges</u>					
3020-000	Equipment Charges	\$750	\$47	\$0	\$750
3021-000	Overhead Allocation	\$1,977	\$989	\$0	\$1,977
Total Other Charges		\$2,727	\$1,036	\$0	\$2,727
Total Operations		\$45,464	\$2,632	\$15,861	\$61,325
Total Appropriations		\$81,902	\$45,074	\$17,175	\$99,077
<u>Revenue From Use of Money/Property</u>					
4201-000	Interest Income	\$0	\$0	\$0	\$0
Total Revenue From Use of Money/Prop		\$0	\$0	\$0	\$0
<u>Financing Sources - 0213</u>					
6650-000	Other Services	\$750	\$0	\$0	\$750
8202-000	Operating Transfer In				
Total Charges for Services		\$750	\$0	\$0	\$750
Total Revenue		\$750	\$0	\$0	\$750

FUND 265 SUCCESSOR AGENCY FOR WILLITS REDEVELOPMENT AGENCY

Assembly Bill AB1X26 was passed in late June of 2011 and subsequently upheld by the CA Supreme Court, amending the California Health and Safety Code and resulting in the termination of all redevelopment agencies within the State of California effective February 1, 2012. Additionally, these changes to the Health and Safety Code required the designation of Successor Agencies to wind down the affairs of the former redevelopment agencies, and the formation of Oversight Boards to oversee the administration of the business of the Successor Agencies. In accordance with Health and Safety Code Section 34173, the City of Willits "City" elected to serve as the Successor Agency to the Community Development Agency of the City of Willits "Agency" to wind down the affairs of the Agency. As such, all authority, rights, powers, duties, and obligations previously vested with the Agency became vested with the City except for those provisions of the Community Redevelopment Law that were repealed, restricted, or revised. The remaining Agency funds at February 1, 2012 were transferred to the City. And, finally, as required by the new law, all appointments to the City of Willits Successor Agency Oversight Board have been made.

Each year the County Auditor is required to determine the amount of property taxes that would have been allocated to the Redevelopment Agency if the Agency had not been dissolved, and deposit this amount into a Redevelopment Property Tax Trust Fund RPTTF. The Successor Agency is required to identify its obligations in a Recognized Obligations Payment Schedule ROPS two times per year. The ROPS is submitted to the Oversight Board for approval, then to the Department of Finance, State Controller's Office, County Administrator and County Auditor/Controller. Each ROPS covers a 6-month fiscal period, according to the following schedule:

<u>Oversight Board Review</u>	<u>ROPS Period</u>	<u>ROPS Submittal Date</u>
February	July 1 through December 31	March 1
September	January 1 through June 30	October 1

Only those payments listed in the ROPS are allowed to be made by the Successor Agency. Once the ROPS is approved by the Department of Finance, the County Auditor allocates RPTTF funds to meet the obligations listed on the ROPS.

ALLOCATED POSITIONS:	14/15	15/16
City Manager		0.01
City Clerk	0.00	0.03
Finance Director/City Treasurer	<u>0.10</u>	<u>0.10</u>
Full-time Equivalent	0.10	0.14

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2015-000 Telephone and internet \$4,300.
- 2055-000 Office supplies, postage and copies \$500.
- 2061-011 Audit expense \$5,000.
- 2061-020 Bond Trustee fee \$1,850, Legal fees \$3,150. Total \$5,000.
- 2081-030 Finance Consultant \$7,000
- 2199-000 Other administrative costs \$80,000.
- 3001-000 Principal on 2003 Bonds \$265,000, Principal payment to County Community Development Commission 2010 loan from LMIH Fund \$171,506. Total \$436,506.
- 3002-000 Interest on 2003 Bonds \$151,179, Interest on 2010 loan from LMIH Fund \$445. Total \$151,624.
- 3021-000 Overhead allocation \$31,379.

REVENUE:

- 1201-000 Property Tax \$621,755.
- 4201-000 Interest Income \$795.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

<u>Fund 265-Successor Agency for Willits RDA</u> <u>Department 2650-Administration</u>		2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendment</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$9,841	\$3,767	\$185	\$10,026
1002-000	Part-time Employees	0		\$0	
1011-000	FICA	610	231	\$122	732
1012-000	Medicare	143	54	\$28	171
1013-000	Health Insurance	2,789	759	\$0	2,789
1014-000	Retirement	1,127	279	\$220	1,347
1015-000	Unemployment Insurance	47	0	\$0	47
1016-000	Workers Compensation	531	224	\$106	637
Total Salaries and Benefits		\$15,088	\$5,314	\$661	\$15,749
<u>Services and Supplies</u>					
2015-000	Communications	\$4,300	\$1,943	\$0	\$4,300
2055-000	Office Expense	500	240	\$0	500
2061-011	Audit and Fiscal	5,000	0	\$0	5,000
2061-020	Bond Trustee Fee / Legal Fees	5,000	2,035	\$0	5,000
2081-030	Other Contract Services	7,000	1,088	\$0	7,000
2084-000	Tax Administration Fee	0		\$0	
2199-000	Other Administrative Expense	80,000	0	\$0	80,000
Total Services and Supplies		\$101,800	\$5,305	\$0	\$101,800
<u>Other Charges</u>					
3001-000	Principal	\$436,506	\$171,506	\$0	\$436,506
3002-000	Interest	151,624	445	\$0	151,624
3021-000	Overhead Allocation	31,379	15,690	\$0	31,379
Total Other Charges		\$619,509	\$187,641	\$0	\$619,509
<u>Other Financing Uses</u>					
5001-000	Operating Transfers Out	\$0		\$0	
Total Other Financing Uses		\$0	\$0	\$0	\$0
Total Appropriations		\$736,397	\$198,260	\$661	\$737,058
<u>Financing Sources - 0265</u>					
<u>Taxes</u>					
1201-000	Property Tax-Current Secured	\$621,755	\$423,877	\$0	\$621,755
1203-000	Supplemental Roll Taxes	0			
Total Taxes		\$621,755	\$423,877	\$0	\$621,755
<u>Revenue From Use of Money/Property</u>					
4201-000	Interest Income	\$55	\$795	\$740	\$795
Total Rev From Use of Money/Property		\$55	\$795	\$740	\$795
Total Revenue		\$621,810	\$424,672	\$740	\$622,550
Net Cost		(\$114,587)	\$226,412	\$78	(\$114,508)

WATER TREATMENT PLANT IMPROVEMENTS PROJECT 409

BASIC FUNCTIONS: In 2011 the City received a commitment for funding from CA Department of Public Health consisting of a loan in the amount of \$2,779,623 and a grant in the amount of \$3,000,000 to design and build a pretreatment upflow clarifier and a third filtration unit at the Water Treatment Plant.

Water Works Engineers is the design engineer and has been approved to provide project management services during the construction of the project. The engineer's estimate for the project is \$5,779,623. The project was scheduled to be completed in 2014.

The final expenses are expected to be received in July and August 2015.

ALLOCATED POSITIONS:	14/15	15/16
Senior Accountant	0.07	0.00
City Engineer	<u>0.40</u>	<u>0.00</u>
Full-time Equivalent	0.47	0.00

BUDGET LINE ITEM COMMENTS/DETAILS:

2055-000 Office Expense \$893.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 409 - Water Treatment Plant Improvements Project
Department 4090

	2015-2016 Council Adopt	YTD 12/31/2015	Budget Amendment	15/16 Budget Council Adopt 3/9/2016
<u>Financing Uses</u>				
1001-000 Regular Employees	\$0	\$342	\$342	\$342
1002-000 Part-Time Employees	\$0		\$0	
1011-000 FICA	\$0	21	\$21	21
1012-000 Medicare	\$0	5	\$5	5
1013-000 Health Insurance	\$0	\$110	\$110	\$110
1014-000 Retirement	\$0	\$72	\$72	\$72
1015-000 Unemployment Insurance	\$0	\$0	\$0	\$0
1016-000 Workers Compensation	\$0	19	\$19	19
Total Salaries and Benefits	\$0	\$568	\$568	\$568
<u>Services and Supplies</u>				
2055-000 Office Expense	\$0	\$893	\$893	\$893
2061-012 Architectural and Engineering	\$0		\$0	\$0
2081-030 Other Contract Services	\$0		\$0	\$0
2199-000 Other Special Dept Expense	\$0		\$0	\$0
Total Services and Supplies	\$0	\$893	\$893	\$893
<u>Other Charges</u>				
3021-000 Overhead Allocation	\$0	\$0	\$0	\$0
Total Other Charges	\$0	\$0	\$0	\$0
<u>Fixed Assets</u>				
4003-000 Structures and Improvements	\$0	\$0	\$0	\$0
Total Fixed Assets	\$0	\$0	\$0	\$0
<u>Contingencies</u>				
6001-000 Appropriation for Contingencies	\$0		\$0	
Total Contingencies	\$0	\$0	\$0	\$0
Total Appropriations	\$0	\$1,460	\$1,460	\$1,460
<u>Financing Sources - 409</u>				
<u>Intergovernmental Revenues</u>				
5420-000 State DHS Loan Proceeds	\$0	\$0	\$0	\$0
5420-001 State DHS Grant	\$0	\$0	\$0	\$0
Total Intergovernmental Revenues	\$0	\$0	\$0	\$0
Total Revenue	\$0	\$0	\$0	\$0
Net Revenue (Cost)	\$0	(\$1,460)	(\$1,460)	(\$1,460)

FUND 431 LATERAL REPAIR LOANS 4310

BASIC FUNCTIONS: In 2014 the City made a commitment to establish a revolving loan program to provide partial loans for the replacement or repair of private sewer laterals, including installation of property line clean outs. The City further agreed to invest \$35,000 into the revolving loan fund and offer low interest loans to property owners not to exceed \$2,500. The city shall set the interest rate, financing term, financing amount and terms of repayment for the loan program. Policies for implementation of this loan program will be developed during the first half of the fiscal year.

BUDGET LINE ITEM COMMENTS/DETAILS:

5007-000 Sewer lateral repair loans \$10,000.

REVENUE:

8202-000 Transfer In from Sewer Enterprise Fund 501 \$10,000.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 431 - Lateral Repair Loans Made
Department 4310

	2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendment</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>				
<u>Services & Supplies</u>				
2001-002		\$0		\$0
2055-000		\$0		\$0
2061-012		\$0		\$0
2081-030		\$0		\$0
Total Services & Supplies		\$0	\$0	\$0
<u>Other Charges</u>				
3021-000		\$0		\$0
Total Other Charges		\$0	\$0	\$0
<u>Fixed Assets</u>				
4003-000		\$0		\$0
Total Fixed Assets		\$0	\$0	\$0
<u>Other Financing Uses</u>				
5007-000	\$10,000		\$0	\$10,000
Total Contingencies	\$10,000	\$0	\$0	\$10,000
Total Appropriations	\$10,000	\$0	\$0	\$10,000
 <u>Financing Sources</u>				
<u>Intergovernmental Revenues</u>				
5620-001		\$0		\$0
5206-000		\$0		\$0
Total Intergovernmental Revenues		\$0	\$0	\$0
<u>Other Financing Sources</u>				
8202-000	\$10,000		\$0	\$10,000
Total Other Financing Sources	\$10,000	\$0	\$0	\$10,000
Total Revenue	\$10,000	\$0	\$0	\$10,000
Net Revenue (Cost)	\$0	\$0	\$0	\$0

FUND 500 AIRPORT ENTERPRISE

BASIC FUNCTIONS: This fund accounts for expenditures and revenues for the Willits Municipal Airport. Contracted Airport Manager represents the interests of the airport to the City Federal Aviation Administration, and Cal Trans Aeronautical Division, including producing required reports and managing grant obligations; manages the airport fuel facility, inventory, and sales for the City, including maintenance and testing as required by the fuel supplier; inspects and maintains airport facilities, including buildings, hangars, runways, taxiways, and lighting systems for the City; reports airport facility conditions and repair requirements to the City and performs basic repairs; works with volunteers, CalFire crews, and the City to maintain airport grounds; promotes airport facilities and related Willits attractions to the community and visiting pilots; consults with and receives direction as necessary from the City Manager; represents the airport to the City Council as needed; and performs additional duties as requested by the City Manager.

2015-2016 PROGRAM GOALS:

- Manage development and implementation of Airport Capital Improvement Plan (ACIP) with City and consulting engineers.
- Improve airport safety and compliance with the California Department of Transportation Aeronautics Division.
- Manage applications for Federal Aviation Administration grant fund (90% of project costs) and CalTrans grants (5% of project costs, as available).
- File application for annual CalTrans airport grant of \$10,000 toward airport maintenance.
- Increase community awareness of the airport.
- Increase airport fuel sales and boost Willits tourism through promotion of the airport to northern California pilots including fly-in food events with local vendors.
- Improve airport hangar rental agreement compliance and revenues.
- Utilize CalFire work crews for airport grounds maintenance at reduced costs.
- Continue maintaining fuel island facilities, testing aviation fuel, managing fuel transactions through the 24/7 card-reader, and responding to problem calls.

ALLOCATED POSITIONS:	14/15	15/16
Building Inspector/Code Enforcement Officer	0.00	0.00
Public Works Maintenance Worker	<u>0.00</u>	<u>0.00</u>
Full-time Equivalent	0.00	0.00

FUND 500 AIRPORT ENTERPRISE [CONTINUED]

BUDGET LINE ITEM COMMENTS/DETAILS:

2001-003 Gasoline storage, Air Quality permit, Hazmat permit \$1,100.
2031-000 General liability insurance \$3,525.
2041-000 General equipment and supplies \$2,000.
2045-000 Grounds maintenance, building and hangar repairs \$2,000.
2050-000 Association of California Airports dues \$150.
2081-030 Airport manager, \$22,800, Airport Layout Plan \$121,325 Total \$144,125
2101-045 Airport day \$750.
2110-000 Utilities \$4,100.
2111-000 Water & Sewer BTCSD \$1,750.
3020-000 Vehicle use for runway sweeper, tractor, etc. \$250.
3021-000 Overhead Allocation \$34,965.

REVENUE:

4211-000 Hangar rental, storage fees, land leases, fixed base operator, space rental.
Total \$62,200.
4211-001 Monthly vehicle parking fee \$2,235.
4211-002 Fuel sales \$7,000.
5204-000 State Aid for Aviation \$10,000.
5206-007 Federal Aid Aviation Grant (Airport Layout Plan) \$121,325
7250-000 Tie-down fees, flowage fee and other misc. Total \$3,000.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

<u>Fund 500-Airport Enterprise</u>		2015-2016	YTD	Budget	15/16 Budget
<u>Department 5001-Maintenance</u>		Council	12/31/2015	Amendment	Council Adopt
		<u>Adopt</u>			<u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$0	\$1,339	\$2,678	\$2,678
1003-000	Overtime	0	83	\$166	\$166
1011-000	FICA	0	87	\$175	\$175
1012-000	Medicare	0	20	\$41	\$41
1013-000	Health Insurance	0	444	\$887	\$887
1014-000	Retirement	0	535	\$1,071	\$1,071
1015-000	Unemployment Insurance	0	0	\$0	\$0
1016-000	Workers Compensation	0	79	\$158	\$158
Total Salaries and Benefits		\$0	\$2,588	\$5,175	\$5,175
<u>Services and Supplies</u>					
2001-003	Fees and Permits-County	\$1,100	\$1,007	\$0	\$1,100
2031-000	Insurance and Bonds	3,525	1,000	\$0	3,525
2041-000	Equipment Maintenance & Supplies	2,000	382	\$0	2,000
2044-000	Vehicle Operations	0		\$0	
2045-000	Maint Buildings and Grounds	2,000	1,100	\$0	2,000
2050-000	Dues and Subscriptions	150		\$0	150
2081-030	Other Contract Services	144,125	76,032	\$0	144,125
2091-000	Advertising and Printing	0		\$0	
2101-045	Other Departmental Expense	750	463	\$0	750
2105-000	Training and Travel	0		\$0	
2110-000	Utilities	4,100	2,644	\$0	4,100
2111-000	Water	1,750	795	\$0	1,750
Total Services and Supplies		\$159,500	\$83,424	\$0	\$159,500
<u>Other Charges</u>					
3020-000	Equipment Charges	\$250	\$162	\$0	\$250
3021-000	Overhead Allocation	34,965	17,483	\$0	34,965
Total Other Charges		\$35,215	\$17,645	\$0	\$35,215
Total Appropriations		\$194,715	\$103,656	\$5,175	\$199,890
<u>Financing Sources</u>					
<u>Revenue From Use of Money/Property</u>					
4201-000	Interest Income	\$0	\$0	\$0	\$0
4211-000	Rental of Bldgs & Grounds	62,200	41,410	\$0	62,200
4211-001	Monthly Vehicle Parking Fee	2,235		\$0	2,235
4211-002	Fuel Sales	7,000	1,633	\$0	7,000
Total Rev From Use of Money/Prop		\$71,435	\$43,043	\$0	\$71,435
<u>Miscellaneous Revenue</u>					
5204-000	State Aid for Aviation	\$10,000		\$0	\$10,000
5206-007	Federal Aid for Aviation - ALP	\$121,325	\$93,709	\$0	\$121,325
7250-000	Miscellaneous Revenue	3,000		\$0	3,000
Total Miscellaneous Revenue		\$134,325	\$93,709	\$0	\$134,325
Total Revenue		\$205,760	\$136,752	\$0	\$205,760
Net City Cost		\$11,045	\$33,095	(\$5,175)	\$5,870

FUND 501 SEWER ADMINISTRATION 5010

BASIC FUNCTIONS: This department provides administrative support to the Sewer Department. Administrative tasks include: assisting with program administration, preparing correspondence on behalf of the Sewer Department, contract administration for sewer related professional services contracts, preparing and transmitting regulatory agency reports, purchasing, record keeping, and file maintenance. Staff participates in the Technical Advisory Committee, Sewer Task Force Committee, and Council meetings. This department is also responsible for long range planning, including researching and preparing project proposal documents, such as requests for proposals RFP, technical reports, proposal packets and preparing Council reports for sewer related projects. It also includes the preparation of the annual Sewer and Capital Improvement Budgets.

2015-2016 PROGRAM GOALS:

- Renew NPDES permit in 2015.
- Collaborate with Sewer Engineering to develop RFPs for establishing local limits and purchasing a permanent Septage Receiving Station.
- Continue efforts to reduce operating costs.
-
- Prepare Maintenance Building proposal.

ALLOCATED POSITIONS:	14/15	15/16
City Manager	0.20	0.20
City Engineer	0.20	0.00
Assistant/Associate Engineer		0.50
Finance Director/City Treasurer	0.30	0.30
Senior Accountant	0.20	0.20
Office Assistant III UB Clerk	0.30	0.30
Administrative Assistant	0.15	0.00
Engineering Technician II	<u>0.30</u>	<u>0.30</u>
Full-time Equivalent	1.65	1.80

BUDGET LINE ITEM COMMENTS/DETAILS:

2041-000	Office equipment \$500.
2050-000	Subscriptions for waste water publications, membership dues [Water Environment Federation and California Water Environment Association]. Total \$500.
2055-000	Office supplies and County printouts. Total \$1,200.
2081-030	Outside Consultant \$500.
2091-000	Advertising, printing and mailings \$250.
2096-000	33.3% share of Public Works building lease \$5,060.
2105-000	Travel and training costs \$500.
2199-000	Credit card processing fees and other supplies \$500.
3010-000	Property taxes, \$14,000.
3021-000	Overhead allocation \$50,705.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

**Fund 501-Sewer Enterprise
Department 5010-Administration**

Financing Uses		2015-2016 Council Adopt	YTD 12/31/2015	Budget Amendment	15/16 Budget Council Adopt 3/9/2016
Salaries and Employee Benefits					
1001-000	Regular Employees	\$80,073	\$15,109	\$1,659	\$81,732
1002-000	Part-Time Employees	\$0	0	\$0	0
1003-000	Overtime	\$0	0	\$0	0
1004-000	Comp Time Paid	\$0	385	\$385	385
1005-000	Benefits Buy-Outs	\$0	21,094	\$21,094	21,094
1006-000	Workers Comp Payments		0	\$0	0
1011-000	FICA	\$4,965	2,252	\$547	5,512
1012-000	Medicare	\$1,161	527	\$128	1,289
1013-000	Health Insurance	\$27,894	8,126	\$0	27,894
1014-000	Retirement	\$16,646	7,464	\$1,092	17,738
1015-000	Unemployment Insurance	\$437	0	\$0	437
1016-000	Workers Compensation	\$4,323	3,324	\$478	4,801
Total Salaries and Benefits		\$135,499	\$58,280	\$25,383	\$160,882
Services and Supplies					
2001-002	Fees and Permits-State	\$0		\$0	
2001-003	Fees and Permits-County	\$0		\$0	
2032-000	Insurance Deductible	\$0	0	\$0	0
2041-000	Equipment Maintenance & Supplies	\$500	319	\$0	500
2050-000	Dues and Subscriptions	\$500		\$0	500
2055-000	Office Expense	\$1,200	11	\$0	1,200
2081-030	Other Contract Services	\$500	0	\$0	500
2091-000	Advertising and Printing	\$250	12	\$0	250
2096-000	Rents and Leases-Buildings	\$5,060		\$0	5,060
2105-000	Travel and Training	\$500	0	\$0	500
2199-000	Other Services and Supplies	\$500	439	\$0	500
3010-000	Taxes and Assessments	\$14,000	6,695	\$0	14,000
Total Services and Supplies		\$23,010	\$7,476	\$0	\$23,010
Other Charges					
3021-000	Overhead Allocation	\$50,705	\$25,353	\$0	\$50,705
Total Other Charges		\$50,705	\$25,353	\$0	\$50,705
Total Administration		\$209,214	\$91,109	\$25,383	\$234,597

FUND 501 SEWER MAINTENANCE 5011

BASIC FUNCTIONS: This department maintains and repairs the City sewer collection system. This work includes: inspection, cleaning, and repair of sewer pipelines. This department is also responsible for the implementation and enforcement of the Inflow and Infiltration I&I Program, Fats Oils and Grease FOG Program, Flow Monitoring Program, and Wastewater Discharge Program. Staff responds and resolves sewer problems, including emergency overflows. Staff also performs lift station maintenance, inspects new pipeline construction and marks sewer facilities for Underground service Alert.

2015-2016 PROGRAM GOALS:

- Inspect and televise 20% of the sewer system.
- Clean 20% of the sewer system.
- Patch sections of pipe in need of repair and repair leaky manholes as budgeted.
- Conduct permits inspections.
- Prioritize problem areas within the system.
- Further the Inflow and Infiltration Program.
- Work toward implementation of Sanitary Sewer Management Plan and reduction of I & I.
- Replace Holly Street sewer line from Locust to Magnolia.

ALLOCATED POSITIONS:	14/15	15/16
Utilities Superintendent	0.25	0.12
Public Works Director	0.20	0.20
Sewer Operator III	1.20	0.50
Sewer Operator I	0.70	0.25
Sewer Operator II	0.00	0.70
Public Works Lead Person	0.04	0.00
Public Works Supervisor		0.04
Public Works Maintenance Worker	0.18	0.20
Sewer Operator-in-Training	0.25	0.70
Water Operator III	<u>0.02</u>	<u>0.02</u>
Full-time Equivalent	2.84	2.73

FUND 501 SEWER MAINTENANCE 5011 [CONTINUED]

BUDGET LINE ITEM COMMENTS/DETAILS:

2001-002 NPDES Permit for the Collection System. Total \$2,200.
2010-000 Work uniforms, coveralls, rubber boots, rain gear, \$1,400, Boot allowance \$600.
Total \$2,000.
2041-000 Maintenance of equipment (rebuilt pump, light system, parts for trucks), pipeline supplies, saddles
for lateral and cleanout installations \$21,000, Jetter Sewer Pump Repairs \$20,000. Total \$41,000
2044-000 Fuel and oil for vehicles i.e., sewer jet, backhoe, dump truck \$10,000.
2045-000 Maintenance of buildings and grounds \$1,000.
2061-012 Software updates \$5,000.
2061-015 Laboratory testing for fats, oil and grease program \$1,000.
2061-020 Clearing of customer laterals and repairs of manholes. Total \$7,000.
2081-030 Sewer cleaning services \$3,000.
2095-000 Equipment rental (pumps, trucks, etc.) \$750.
2101-033 Safety needs including tools and equipment for confined space entry \$3,000.
2101-035 Aggregate for sewer line repair and restoration of the street \$4,000.
2101-038 Sewer line, clean out and lateral repairs \$20,000.
2101-045 Underground Service Alert, small materials, shoring, traffic plates, and seed \$1,000, ESRI license
(1/2 split with 503-5031) \$2,500. Total \$3,500.
2105-000 CWEA, SSMP, Confined Space Entry (1/3 split Water, Sewer & Public Works) Sewer Cad
training, travel and lodging \$3,000.
2110-000 Electricity for lift stations \$600.
3001-000 TV truck principal \$50,067, Vac truck principal \$52,983. Total \$103,050.
3002-000 TV truck interest \$1,662, Vac truck interest \$1,791. Total \$3,453.
3020-000 ISF equipment charges \$1,500.
3021-000 Overhead allocation \$11,819.
4002-000 Mini Excavator CAT304E2 \$22,254 (Public Works 1/3, Sewer 1/3, Water 1/3), 2015
Ford pickup \$36,457. Total \$58,711
4003-001 Replace Holly Street sewer line from Locust to Magnolia \$75,000.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

**Fund 501-Sewer Enterprise
Department 5011-Maintenance**

Financing Uses		2015-2016 Council Adopt	YTD 12/31/2015	Budget Amendment	15/16 Budget Council Adopt 3/9/2016
Salaries and Employee Benefits					
1001-000	Regular Employees	\$128,807	\$48,188	\$32,893	\$161,700
1002-000	Part-Time Employees	\$0		\$0	
1003-000	Overtime	\$0	2,432	\$5,330	5,330
1004-000	Comp Time Paid	\$0	1,757	\$1,757	1,757
1005-000	Benefit Buy-Outs	\$0	2,080	\$2,080	2,080
1006-000	Workers Comp Payments		0	\$0	0
1011-000	FICA	\$7,986	3,349	\$2,788	10,774
1012-000	Medicare	\$1,868	783	\$652	2,520
1013-000	Health Insurance	\$42,128	17,897	\$14,383	56,511
1014-000	Retirement	\$24,636	11,522	\$10,002	34,638
1015-000	Unemployment Insurance	\$922	128	\$281	1,203
1016-000	Workers Compensation	\$6,955	3,187	\$2,431	9,386
Total Salaries and Benefits		\$213,302	\$91,324	\$72,597	\$285,899
Services and Supplies					
2001-002	Fees and Permits-State	\$2,200	\$0	\$0	\$2,200
2010-000	Clothing and Safety Equipment	2,000	192	\$0	2,000
2041-000	Equipment Maintenance & Supplies	21,000	31,039	\$20,000	41,000
2044-000	Vehicle Operations	10,000	7,235	\$0	10,000
2045-000	Maintain Bldg's and Grounds	1,000	0	\$0	1,000
2061-012	Architectural and Engineering	5,000	624	\$0	5,000
2061-015	Laboratory testing	1,000		\$0	1,000
2061-020	Other Professional Services	7,000	0	\$0	7,000
2081-030	Other Contract Services	3,000	0	\$0	3,000
2095-000	Rents and Leases-Equipment	750		\$0	750
2101-033	Safety Supplies	3,000	184	\$0	3,000
2101-035	Rock/Gravel/Asphalt	4,000	0	\$0	4,000
2101-038	Infrastructure and Roadways	20,000	3,415	\$0	20,000
2101-045	Other Departmental Expense	3,500	0	\$0	3,500
2105-000	Training and Travel	3,000	81	\$0	3,000
2110-000	Utilities	600	293	\$0	600
2199-000	Other Services and Supplies	0	0	\$0	0
Total Services and Supplies		\$87,050	\$43,062	\$20,000	\$107,050
Debt Service					
3001-000	Principal	\$103,050	\$46,916	\$0	\$103,050
3002-000	Interest	\$3,453	2,025	(\$0)	3,453
Total Debt Service		\$106,503	\$48,941	(\$0)	\$106,503
Other Charges					
3020-000	Equipment Charges	\$1,500	\$693	\$0	\$1,500
3021-000	Overhead Allocation	\$11,819	5,910	\$0	11,819
Total Other Charges		\$13,319	\$6,602	\$0	\$13,319
Fixed Assets					
4002-000	Equipment	\$54,868	\$58,711	\$3,843	\$58,711
4003-000	Infrastructure	\$0	0	\$0	0
4003-001	Infrastructure - Holly Street	\$75,000	0	\$0	75,000
Total Fixed Assets		\$129,868	\$58,711	\$3,843	\$133,711
Total Maintenance		\$550,043	\$248,641	\$96,440	\$646,482

FUND 501 SEWER PLANT OPERATIONS 5013

BASIC FUNCTIONS: This department is responsible for the operation and maintenance of the City's sewer plant and reclaimed water irrigation, sludge thickening & dewatering, compost mixing and disposal systems. Wastewater plant operators conduct laboratory testing as defined by regulatory agencies. This department is also responsible for the disinfection and disposal of effluent water as defined by the City's NPDES permit. Operators respond to all sewer plant alarms and emergencies. Operators also maintain plant grounds and equipment.

2015-2016 PROGRAM GOALS:

- Optimize plant operations.
- Transition to new NPDES requirements.
- Provide a quality product in accordance with all regulations in the most efficient and cost effective way possible.
- Provide Operator training to stay abreast of regulatory changes and issues related to the waste water industry.
- Increase levels of operator certification and instill confidence to the public the department serves

ALLOCATED POSITIONS:	14/15	15/16
Utilities Superintendent	0.65	0.35
Chief Wastewater Operator	0.00	0.90
Sewer Operator II/III	1.70	0.80
Sewer Operator I	0.30	1.15
Operator-in-Training	<u>0.25</u>	<u>0.30</u>
Full-time Equivalent	2.90	3.50

FUND 501 SEWER PLANT OPERATIONS 5013 [CONTINUED]

BUDGET LINE ITEM COMMENTS/DETAILS:

2001-002 State Operator Certification, ELAP, NPDES, Fish & Game permits and others.
Total \$13,000.

2001-003 County Air Quality Control permit, fees and other permits \$2,000.

2010-000 Clothing and safety equipment \$1,000, Boot allowance \$500. Total \$1,500.

2015-000 Telephone, cell phones, data lines \$4,000.

2025-000 Household Expense – soap, wax, light fixtures, etc. \$250.

2041-000 Maintenance of all sewer plant equipment and machinery \$90,753.

2044-000 Fuel and oil for operations vehicles pick-up trucks, backhoe, Hesston tractor \$2,000.

2045-000 Maintenance of effluent and pond cleaning facilities, sludge disposal, wetland signage,
quality assurance testing and creek maintenance \$5,000.

2055-000 Office Expense \$208.

2061-015 NPDES testing, bioassays, system performance evaluations \$36,000.

2061-016 Hepatitis, tetanus and other inoculations \$300.

2061-020 Calibration and certification of scales and meters, minor fabrication and welding. Total
\$1,500.

2081-030 2015 Annual Wetland Report \$12,000, Wetland Maintenance contract \$10,000, Computer
maintenance and networking \$1,500. Total \$23,500.

2096-000 Land lease irrigation contracts \$2,500.

2101-032 Training supplies –videos, training courses, software training. Total \$2,000.

2101-033 Safety supplies: fire extinguishers, gas sniffers, harnesses, medical supplies, personal safety
items gloves, ear plugs, etc. Total \$1,500.

2101-034 Chlorine, sulfur dioxide, polymer, and lab chemicals \$25,000.

2101-038 Repairs for plant access road \$1,000.

2101-045 Small equipment, oils and lubricants \$500

2105-000 Transportation and lodging for meetings, Hazwopper training, operator training and
certification \$3,000.

2110-000 Utilities, PG&E, propane, and diesel \$180,000

2199-000 Share of Aramark charges, and Willits Solid Waste charges \$9,000.

3020-000 ISF equipment charges \$200.

3021-000 Overhead Allocation \$42,195.

4002-000 4WD Ford Pickup \$36,457.

4003-001 Installation of flow meters \$42,191.

4003-002 Replacement of Mill Creek Meters \$25,000

4003-003 Replace blowers at plant \$190,000

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

**Fund 501-Sewer Enterprise
Department 5013-Plant Operations**

Financing Uses		2015-2016 Council Adopt	YTD 12/31/2015	Budget Amendment	15/16 Budget Council Adopt 3/9/2016
Salaries and Employee Benefits					
1001-000	Regular Employees	\$183,406	\$90,532	(\$31,730)	\$151,676
1002-000	Part-Time Employees	0		\$0	
1003-000	Overtime	21,615	6,344	(\$14,127)	7,488
1004-000	Comp Time Paid	0	441	\$441	441
1005-000	Benefit Buyouts	7,847	1,298	(\$2,209)	5,638
1007-000	Longevity Incentive	3,750	750	\$0	3,750
1011-000	FICA	13,430	6,117	(\$3,273)	10,157
1012-000	Medicare	3,141	1,431	(\$764)	2,377
1013-000	Health Insurance	71,533	27,324	(\$15,293)	56,240
1014-000	Retirement	39,371	23,312	(\$5,976)	33,395
1015-000	Unemployment Insurance	1,174	137	(\$18)	1,156
1016-000	Workers Compensation	11,697	5,863	(\$2,848)	8,849
Total Salaries and Benefits		\$356,964	\$163,549	(\$75,797)	\$281,167
Services and Supplies					
2001-002	Fees and Permits-State	\$13,000	\$9,818	\$0	\$13,000
2001-003	Fees and Permits-County	2,000	1,594	\$0	2,000
2010-000	Clothing and Safety Equipment	1,500	432	\$0	1,500
2015-000	Communications	4,000	1,154	\$0	4,000
2025-000	Household Expense	250	0	\$0	250
2041-000	Equipment Maintenance & Supplies	60,000	49,474	\$30,753	90,753
2044-000	Vehicle Operations	2,000	1,011	\$0	2,000
2045-000	Mtce Buildings and Grounds	5,000	3,572	\$0	5,000
2055-000	Office Expense	0	208	\$208	208
2061-012	Architectural and Engineering	0	0	\$0	0
2061-015	Laboratory Testing	36,000	15,022	\$0	36,000
2061-016	Medical	300		\$0	300
2061-020	Other Professional Services	1,500	0	\$0	1,500
2081-030	Other Contract Services	23,500	7,799	\$0	23,500
2096-000	Rents and Leases-Bldgs/Grnds.	2,500	2,500	\$0	2,500
2101-032	Training Supplies	2,000	118	\$0	2,000
2101-033	Safety Supplies	1,500	1,443	\$0	1,500
2101-034	Chemical and Lab Supplies	25,000	7,700	\$0	25,000
2101-038	Infrastructure and Roadways	1,000	0	\$0	1,000
2101-045	Other Departmental Expense	500	0	\$0	500
2105-000	Travel and Training	3,000	79	\$0	3,000
2110-000	Utilities	180,000	89,423	\$0	180,000
2199-000	Other Svs and Supplies	9,000	3,982	\$0	9,000
Total Services and Supplies		\$373,550	\$195,329	\$30,961	\$404,511
Other Charges					
3010-000	Taxes and Assessments	\$0		\$0	
3020-000	Equipment Charges	200	0	\$0	200
3021-000	Overhead Allocation	42,195	21,098	\$0	42,195
Total Other Charges		\$42,395	\$21,098	\$0	\$42,395
Fixed Assets					
4002-000	Equipment	\$36,457	\$36,457	\$0	\$36,457
4003-001	Flow Meters	\$40,000	\$42,191	\$2,191	\$42,191
4003-002	Replace Mill Creek Meter	\$25,000	\$0	\$0	\$25,000
4003-003	Replacement Blowers	\$190,000	\$0	\$0	\$190,000
Total Fixed Assets		\$291,457	\$78,648	\$2,191	\$293,648
Total Plant Operations		\$1,064,366	\$458,624	(\$42,645)	\$1,021,721

FUND 501 SEWER ENGINEERING 5014

BASIC FUNCTIONS: Preparation and review of engineering drawings and specifications. Provide plans, specifications, construction engineering and inspection for projects. Secure permit approval from outside agencies Caltrans, Mendocino County Department of Public Works, Fish & Game, Regional Water Quality Control Board, Army Corps of Engineers. Prepare sewer line and appurtenances standard details, specifications and infiltration and inflow analysis.

2015-2016 PROGRAM GOALS:

Operations:

- Assist with plans, specifications and recommendations for installation of a Maintenance Building.
- Assist with aeration blower replacement specifications and planning.
- Provide technical assistance and construction management for new influent meters.
- Provide oversight of mitigation wetlands management and reporting.
- Assist with integration of 2015 NPDES permit requirements.

Maintenance:

- Work towards developing a hydraulic model.
- Complete Holly Street Sewer Line replacement plans and specifications.

ALLOCATED POSITIONS:	14/15	15/16
Engineering Tech III	0.10	0.10
Engineering Tech III Part-time	0.04	0.04
Engineering Tech II	0.30	0.30
Engineering Intern	<u>0.23</u>	<u>0.23</u>
Full-time Equivalent	0.67	0.67
Engineering Tech III part-time	78	78 hours per year

BUDGET LINE ITEM COMMENTS/DETAILS:

Costs Shared with Engineering Department:

- 2015-000 Communications \$1,050.
- 2041-000 Equipment Maintenance& Supplies \$1,350.
- 2044-000 Vehicle Operations \$300.
- 2055-000 Office Expense \$1,110.
- 2081-030 Other Contracts \$1,200.
- 2095-000 Rents and Leases - Equipment \$1,530.
- 2101-045 Other Special Departmental Expense \$450.
- 2105-000 Training &Travel \$1,350.
- 2110-000 Utilities \$600.
- 3020-000 Equipment Charges \$450.
- 6001-000 Contingencies \$1,200.

(All expenses above booked to 2198-042)

- 3021-000 Overhead allocation \$6,135.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

**Fund 501-Sewer Enterprise
Department 5014-Engineering**

Financing Uses		2015-2016	YTD	Budget	15/16 Budget
Services and Supplies		Council	12/31/2015	Amendment	Council Adopt
		Adopt			3/9/2016
1001-000	Regular Employees	\$50,654	\$5,628	(\$24,782)	\$25,872
1002-000	Part-time Employees	2,358	907	\$3,120	5,478
1003-000	Overtime	0	0	\$0	0
1004-000	Comp Time Paid	0	0	\$0	0
1011-000	FICA	3,287	402	(\$934)	2,353
1012-000	Medicare	769	94	(\$219)	550
1013-000	Health Insurance	17,339	2,736	(\$5,853)	11,486
1014-000	Retirement	6,751	1,834	(\$467)	6,284
1015-000	Unemployment Insurance	740	35	(\$186)	554
1016-000	Workers Compensation	2,861	377	(\$811)	2,050
Total Salaries and Benefits		\$84,759	\$12,014	(\$30,132)	\$54,627
Services and Supplies					
2015-000	Communications	1,050		\$0	\$1,050
2041-000	Equipment Maintenance & Supplies	1,350		\$0	\$1,350
2044-000	Vehicle Operations	300		\$0	\$300
2055-000	Office Expense	1,110		\$0	\$1,110
2081-030	Other Contract Services	1,200		\$0	\$1,200
2095-000	Rents and Leases-Equipment	1,530		\$0	\$1,530
2101-045	Other Departmental Expense	450		\$0	\$450
2105-000	Training and Travel	1,350		\$0	\$1,350
2110-000	Utilities	600		\$0	\$600
2198-042	Shared Engineering Services & Supplies	0	2,743		
Total Services and Supplies		\$8,940	\$2,743	\$0	\$8,940
Other Charges					
3020-000	Equipment Costs	450	\$97	\$0	\$450
3021-000	Overhead Allocation	6,135	3,067	\$0	6,135
Total Other Charges		\$6,585	\$3,164	\$0	\$6,585
Fixed Assets					
4002-000	Equipment	\$0			
Total Fixed Assets		\$0	\$0	\$0	\$0
Other Financing Uses					
6001-000	Shared Engineering Contingencies	1,200	\$0	\$0	\$1,200
Total Other Financing Uses		\$1,200	\$0	\$0	\$1,200
Total Engineering		\$101,484	\$17,922	(\$30,132)	\$71,352

FUND 501 SEPTAGE RECEIVING 5015

BASIC FUNCTIONS: This department is responsible for providing a NPDES compliant point of receipt for wastewater trucked in from the City’s outlying areas. The volume of wastewater is metered, and the fees collected for receipt of the wastewater pay for a portion of the overall costs of the Sewer Enterprise Fund. This department is also responsible regulating septage haulers and reporting to state and regional authorities.

2015-2016 PROGRAM GOALS:

- Install a Septage Receiving Station.
- Require all haulers to obtain a Wastewater Treatment Permit from the City.
- Transition into new NPDES requirements for septage receiving.
- Provide assistance and recommendations for the installation of a new Septage Receiving Station.
- Complete a rate study to establish new Septage rates.
- Develop a Septage receiving policy that addresses all Septage characteristics.

ALLOCATED POSITIONS:

	14/15	15/16
Utilities Superintendent	0.05	0.03
Chief Wastewater Plant Operator	0.00	0.10
Wastewater Operator I	<u>0.10</u>	<u>0.10</u>
Full-time Equivalent	0.15	0.23

BUDGET LINE ITEM COMMENTS/DETAILS:

2055-000	Office supplies for new Septage receiving station \$500.
2061-015	Laboratory testing \$5,000.
2101-034	Chemicals to treat Septage. \$12,000.
2105-000	Employee training for new receiving station \$2,000.
4003-000	Purchase and installation of Septage Receiving Station \$235,000.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

**Fund 501-Sewer Enterprise
Department 5015-Septage Receiving**

<u>Financing Uses</u>	2015-2016 Council Adopt	YTD 12/31/2015	Budget Amendment	15/16 Budget Council Adopt 3/9/2016
Salaries and Employee Benefits				
1001-000 Regular Employees	\$10,617	\$5,624	(\$6,204)	\$4,413
1002-000 Part-Time Employees	0		\$0	
1003-000 Overtime		39	\$39	39
1011-000 FICA	658	348	(\$286)	372
1012-000 Medicare	154	81	(\$67)	87
1013-000 Health Insurance	5,276	2,148	(\$3,266)	2,010
1014-000 Retirement	2,068	1,831	(\$1,153)	915
1015-000 Unemployment Insurance	76	0	(\$26)	50
1016-000 Workers Compensation	573	386	(\$249)	324
Total Salaries and Benefits	\$19,422	\$10,458	(\$11,212)	\$8,210
Services and Supplies				
2041-000 Equipment Maintenance & Supplies	\$0	\$0	\$0	\$0
2045-000 Maintain Bldg's & Grounds	0	0	\$0	0
2055-000 Office Expense	500	0	\$0	500
2061-012 Archtural & Engineering	0	0	\$0	0
2061-015 Laboratory testing	5,000	0	\$0	5,000
2101-034 Chemicals	12,000	0	\$0	12,000
2101-045 Other Departmental Expense	0	0	\$0	0
2105-000 Training & Travel	2,000	0	\$0	2,000
2110-000 Utilities	0	0	\$0	0
Total Services and Supplies	\$19,500	\$0	\$0	\$19,500
Other Charges				
3020-000 Equipment Charges	\$0	\$0	\$0	\$0
Total Other Charges	\$0	\$0	\$0	\$0
Fixed Assets				
4003-000 Infrastructure	\$235,000	\$5,000	\$0	\$235,000
Total Fixed Assets	\$235,000	\$5,000	\$0	\$235,000
Total Septage Receiving	\$273,922	\$15,458	(\$11,212)	\$262,710

FUND 501 SEWER CONTINGENCIES 5017

BASIC FUNCTIONS: The appropriation for contingencies is normally a budgetary provision for financing requirements that are unanticipated during budget preparation. Should the need for an unbudgeted expenditures arise during the year, an appropriation transfer will be made as required upon approval by the City Council. Use of these funds is restricted to the Sewer Enterprise Fund only.

FUND 501 SEWER DEBT SERVICE 5018

BASIC FUNCTIONS: In November of 1993 the City issued \$4,710,000 in serial bonds whereby the City pledges revenue derived from the acquired or constructed assets to pay debt service. The entire bond issue was purchased by the U.S. Farmers Home Administration. The proceeds from the bond issue were used to repay \$4,710,000 of Sewer Bond Anticipation Notes which had been issued in 1992. Interest is payable semiannually on November 1 and May 1, at a rate of 5.125%. The outstanding principal balance of \$3,225,000 at July 1, 2015 is payable in annual installments, due each November 1, ranging from \$40,000 to \$265,000 through the year 2033. The current year principal payment is \$110,000. The annual interest expense for FY 2015/16 is \$168,100.

In November of 2007 the USDA approved two loans to the City totaling \$10,285,000 at 4.25% for 40 years in the form of parity Certificates of Participation (COPs). These loans have been used to fund the Waste Water Treatment Plant Improvement Project. The current year principal payment is \$119,500 for the Series 2007A bonds, and \$17,000 for the Series 2007B bonds. The outstanding principal balance of \$9,474,000 is payable in annual installments, due each November 1, ranging from \$100,500 to \$517,000 through the year 2047. The annual interest expense for FY 2015/16 on these two loans is \$389,766.

In March of 2011 the USDA approved an additional loan to the City in the amount of \$8,300,000 at 2.5% for 40 years in the form of parity Certificates of Participation COPs. This loan was also used to fund the Waste Water Treatment Plant Improvement Project. The current year principal payment is \$136,000. The outstanding principal balance of \$7,787,000 is payable in annual installments, due each November 1, ranging from \$125,000 to \$322,000 through the year 2050. The annual interest expense for FY 2015/16 is \$192,976.

Following complete drawdown and reserve funding, the average annual debt service will be \$280,000 on the 1993 COPs, \$540,000 on the 2007 COPs and \$330,500 on the 2011 COPs for a total of \$1,150,000 per year.

SEWER ENTERPRISE FINANCING SOURCES

REVENUES:

4201-000	Interest Income \$10,000.
6400-000	City Sewer User Charges \$1,985,000.
6401-000	Brooktrails Sewer User Charges \$577,148.
6402-000	Meadowbrook Manor Sewer User Charges \$88,000.
6403-000	Septage Receiving \$500,000.
6404-000	Sewer Lateral Installation \$41,793.
6405-000	Sewer Hookup Fees \$7,840
6650-000	Other Services \$3,000.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

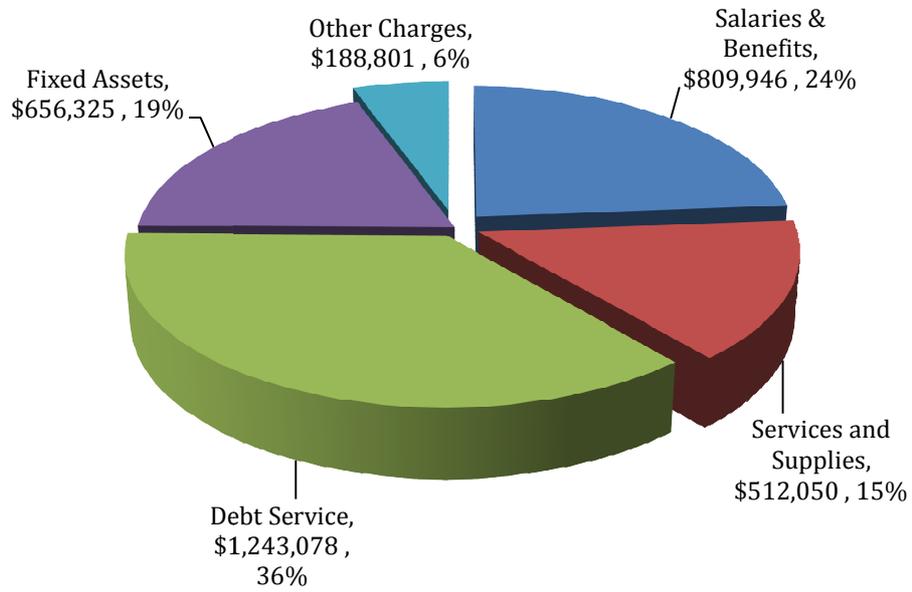
<u>Fund 501-Sewer Enterprise</u>		2015-2016	YTD	Budget	15/16 Budget
<u>Department 5017-Contingencies</u>		Council	12/31/2015	Amendment	Council Adopt
		<u>Adopt</u>			<u>3/9/2016</u>
<u>Financing Uses</u>					
6001-000	Appropriation for Contingencies	\$10,000	\$11,824	\$1,824	\$11,824
Total Contingencies		\$10,000	\$11,824	\$1,824	\$11,824
<u>Department 5018-Debt Service</u>		2015-2016	YTD	Budget	15/16 Budget
		Council	12/31/2015	Amendment	Council Adopt
		<u>Adopt</u>			<u>3/9/2016</u>
<u>Financing Uses</u>					
3001-000	Principal	\$382,500	\$382,500	\$0	\$382,500
3002-000	Interest	750,842	384,130	\$0	750,842
3021-000	Overhead Allocation	3,233	1,617	\$0	3,233
Total Debt Service		\$1,136,575	\$768,246	\$0	\$1,136,575
<u>Department 5019-Other Financing Uses</u>		2015-2016	YTD	Budget	15/16 Budget
		Council	12/31/2015	Amendment	Council Adopt
		<u>Adopt</u>			<u>3/9/2016</u>
<u>Financing Uses</u>					
3021-000	Overhead Allocation	54,597	27,299	\$0	54,597
5001-000	Operating Transfers Out	\$10,000	\$0	\$0	\$10,000
Total Other Financing Uses		\$64,597	\$27,299	\$0	\$64,597
Total Appropriations		\$3,410,200	\$1,639,122	\$39,657	\$3,449,858
<u>Department 0501</u>		2015-2016	YTD	Budget	15/16 Budget
<u>Financing Sources</u>		Council	12/31/2015	Amendment	Council Adopt
		<u>Adopt</u>			<u>3/9/2016</u>
<u>Revenue From Use of Money/Property</u>					
4201-000	Interest Income	\$10,000	\$997	\$0	\$10,000
4211-000	Rental of Bldgs & Grounds				
Total Rev From Use of Money/Property		\$10,000	\$997	\$0	\$10,000
<u>Charges for Services</u>					
6400-000	City Sewer Use Charge	\$1,985,000	\$1,134,149	\$0	\$1,985,000
6401-000	Brooktrails Sewer User Charge	\$507,098	489,147	\$70,050	577,148
6402-000	Meadowbrook Manor Charge	\$88,000	49,243	\$0	88,000
6403-000	Septage Receiving	\$500,000	104,992	\$0	500,000
6404-000	Sewer Lateral Installation	\$6,000	41,793	\$35,793	41,793
6405-000	Sewer Hookup Fees	\$0	7,840	\$7,840	7,840
6650-000	Other Services	\$3,000	420	\$0	3,000
Total Charges for Services		\$3,089,098	\$1,827,584	\$113,683	\$3,202,781
<u>Miscellaneous Revenue</u>					
5206-000	Federal Grants	\$0		\$0	
7250-000	Miscellaneous Revenue	0	0	\$0	0
Total Miscellaneous Revenue		\$0	\$0	\$0	\$0
Total Revenue		\$3,099,098	\$1,828,581	\$113,683	\$3,212,781
Net Revenue (Cost)		(\$311,102)	\$189,459	\$74,026	(\$237,077)

SEWER FUND EXPENDITURES

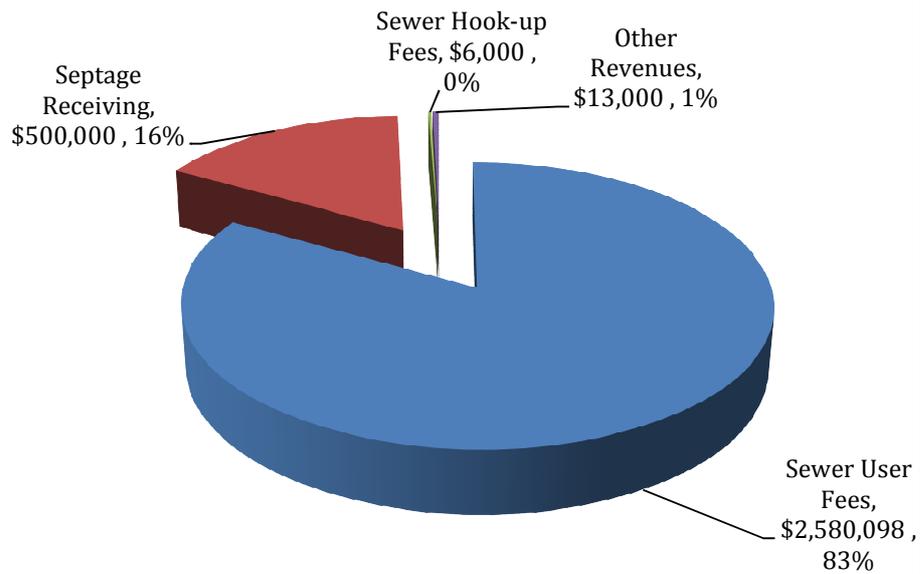
<u>Sewer Fund Expenses by Category</u>	
Salaries & Benefits	\$790,785
Services & Supplies	\$563,011
Debt Service	\$1,243,078
Fixed Assets	\$662,360
Other Charges	\$190,625
Total Sewer Fund Expenditures	\$3,449,858

<u>Sewer Fund Expenses by Department</u>	
Sewer Administration	\$234,597
Sewer Maintenance	\$646,482
Sewer Plant Operations	\$1,021,721
Sewer Engineering	\$71,352
Septage Receiving	\$262,710
Debt Service	\$1,136,575
Other Charges	\$76,421
Total Sewer Fund Expenditures	\$3,449,858

Sewer Expenses by Category



Sewer Enterprise Revenues



FUND 503 WATER ADMINISTRATION 5030

BASIC FUNCTIONS: This department is responsible for compliance with laws and regulations relating to the water system, such as reporting, data storage and correspondence with California Department of Public Health, Division of Safety of Dams, Department of Forestry and Department of Water Resources. Staff assigned to the Water Administration Department maintain American Water Works Association training and certification programs, oversee mandated water quality testing, reporting and public notification functions. This department assures that proposed changes in the system and treatment facilities meet the needs of the community and comply with all regulatory agencies requirements. Water Administration staff also assist water customers and contractors. Administrative tasks include: assisting with program administration, preparing correspondence on behalf of the Water Department, contract administration for water related professional services contracts, preparing and transmitting regulatory agency reports, purchasing, record keeping, and file maintenance. Staff participates in the Technical Advisory Committee, Water Resources Committee, and Council meetings. This department is also responsible for long range planning, including researching and preparing project proposal documents, such as requests for proposals RFP, technical reports, proposal packets and preparing Council reports for water related projects. It also includes the preparation of the annual Water and Capital Improvement Budgets.

2015-2016 PROGRAM GOALS:

- Assist with the Emergency Water Supply Project.
- Provide customers with top quality water.
- Assist City Administration with ongoing studies including urban water management plan.
- Annual update of Emergency Response Plan.
- Audit of Risk Management Plan.

ALLOCATED POSITIONS:	14/15	15/16
City Manager	0.20	0.20
Finance Director/City Treasurer	0.30	0.30
City Clerk/Facilities Coordinator	0.05	0.05
Senior Accountant	0.20	0.20
Office Assistant III	0.85	0.85
PW-Administrative Assistant	<u>0.25</u>	<u>0.00</u>
Full-time Equivalent	1.85	1.60

BUDGET LINE ITEM COMMENTS/DETAILS:

2001-002	Dam safety, state health, operator certification, water rights \$45,000.
2001-003	County permits including hazmat and Air Quality permits \$1,500.
2015-000	Phone, telemetry, radios \$6,300.
2032-000	Insurance Deductibles \$366.
2050-000	AWWA Standards Publications, AWWA, CRWA, Wine County Symposium membership dues \$1,600.
2055-000	Water billing postage and office supplies \$20,000.
2061-010	Legal fees \$5,000
2061-020	Trustee fees \$2,300, Outside Consultant \$2,200. Total \$4,500.
2091-000	Advertising and printing costs \$500.
2096-000	33.3% share of Public Works building lease \$5,060.
2199-000	Other services and supplies, credit card billing fees \$9,000.
3010-000	Mendocino County property taxes \$2,150.
3021-000	Overhead allocation \$71,129.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

<u>Fund 503-Water Enterprise</u>					
<u>Department 5030-Administration</u>		2015-2016		Budget	15/16 Budget
		Council	YTD	Amendment	Council Adopt
<u>Financing Uses</u>		<u>Adopt</u>	<u>12/31/2015</u>		<u>3/9/2016</u>
<u>Salaries and Employee Benefits</u>					
1001-000	Regular Employees	\$89,841	\$31,861	\$2,001	\$91,842
1002-000	Part-Time Employees	0	0	\$0	0
1003-000	Overtime	0	178	\$178	178
1004-000	Comp Time Paid		157	\$157	157
1011-000	FICA	5,570	2,031	\$711	6,281
1012-000	Medicare	1,303	475	\$167	1,470
1013-000	Health Insurance	32,136	12,130	\$0	32,136
1014-000	Retirement	19,209	7,944	\$1,783	20,992
1015-000	Unemployment Insurance	538	-	\$0	538
1016-000	Workers Compensation	4,851	1,988	\$620	5,471
Total Salaries and Benefits		\$153,448	\$56,763	\$5,616	\$159,064
<u>Services and Supplies</u>					
2001-002	Fees and Permits-State	\$45,000	\$8,460	\$0	\$45,000
2001-003	Fees and Permits-County	1,500	1,221	\$0	1,500
2015-000	Communications	6,300	3,540	\$0	6,300
2032-000	Insurance Deductible	0	366	\$366	366
2050-000	Dues and Subscriptions	1,600	0	\$0	1,600
2055-000	Office Expense	20,000	8,336	\$0	20,000
2061-010	Professional Service - Legal	5,000	239	\$0	5,000
2061-012	Architectural & Engineering	0	0	\$0	0
2061-020	Other Professional Svs.	4,500	0	\$0	4,500
2081-030	Other Contract Services	0	0	\$0	0
2091-000	Advertising and Printing	500	0	\$0	500
2096-000	Rents and Leases-Buildings	5,060	0	\$0	5,060
2105-000	Travel & Training	0	0	\$0	0
2199-000	Other Svs and Supplies	9,000	1,091	\$0	9,000
Total Services and Supplies		\$98,460	\$23,253	\$366	\$98,826
<u>Other Charges</u>					
3010-000	Taxes and Assessments	\$2,150	\$1,085	\$0	\$2,150
3021-000	Overhead Allocation	71,129	35,565	\$0	71,129
Total Other Charges		\$73,279	\$36,649	\$0	\$73,279
Total Administration		\$325,187	\$116,666	\$5,983	\$331,170

FUND 503 WATER SYSTEM MAINTENANCE 5031

BASIC FUNCTIONS: The Water System Maintenance Department is responsible for the operation and maintenance of water lines, pump stations, tanks, leak detection, utility locating, pipeline replacement, fire hydrants, system flushing, construction liaison, inspection of all pipeline and service installations, valve exercising program, maintenance of easements, emergency response, coordination with water billing staff, notifications, service termination and restoration, 24-hour on-call service, data storage, meter reading and reporting, installation of meters and customer shut-off valves and related components, cross connection control program and corrosion control.

2015-2016 PROGRAM GOALS:

- To maintain the water distribution system in such a manner as to provide a safe and aesthetically pleasing product in a safe and responsible manner while adhering to all agencies requirements.
- Protect the City’s financial and natural resources by reducing pipeline leaks.
- Provide excellent customer service.
- Upgrade Della Avenue water main and add valves and hydrants.

ALLOCATED POSITIONS:	14/15	15/16
Public Works Director	0.20	0.20
Operator I	0.00	0.50
Operator II	0.60	0.60
Operator III	0.77	0.77
Sewer/Water OIT/Compliance Officer	0.25	
Public Works Lead Person	0.15	0.00
Public Works Supervisor		0.15
Public Works Maintenance Workers	<u>0.51</u>	<u>0.55</u>
Full-time Equivalent	2.48	2.77

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2001-003 County Fees 575 HP Stationary Diesel \$339.
- 2010-000 Clothing and Safety Equipment \$1,500.
- 2041-000 Pipe valves, fittings, tools, equipment, pump station repairs, hot taps, meters \$120,000.
- 2044-000 Vehicle operations, fuel, and repair \$15,000.
- 2061-020 Backflow and cathodic inspection & repair \$5,000.
- 2081-030 Meter repair \$2,000, Vactor services for water repair \$8,000. Total \$10,000.
- 2095-000 Rental of equipment \$600.
- 2101-033 Safety equipment \$500.
- 2101-035 Water leaks and street repair paving \$10,000.
- 2101-038 Emergency maintenance repairs \$50,000.
- 2101-045 USA marking materials other \$1,000.
- 2105-000 Training and travel, Confined Space Entry (1/3 split with Sewer, Water and Public Works) \$3,000.
- 3020-000 Interdepartmental equipment charges \$4,000.
- 3021-000 Overhead allocation \$9,424.
- 4002-000 Mini Excavator CAT304E2 \$22,255 (Public Works 1/3, Sewer 1/3, Water 1/3).
- 4003-001 Replace Della Avenue water main and install new valves and hydrants. \$150,286.
- 4003-002 Lining of the Three million gallon water tank \$300,000.
- 4003-003 Main Street water line phase III project \$980,000.
- 4003-038 Emergency water line project \$302,613.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

**Fund 503-Water Enterprise
Department 5031-System Maintenance**

		2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendment</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
Financing Uses					
Salaries and Employee Benefits					
1001-000	Regular Employees	\$121,477	\$108,076	\$41,258	\$162,735
1002-000	Part-Time Employees	0	0	\$0	0
1003-000	Overtime	0	19,093	\$25,000	25,000
1011-000	FICA	7,532	7,820	\$4,952	12,484
1012-000	Medicare	1,761	1,829	\$949	2,710
1013-000	Health Insurance	57,627	34,548	\$0	57,627
1014-000	Retirement	26,239	32,622	\$14,445	40,684
1015-000	Unemployment Insurance	931	9	\$0	931
1016-000	Workers Compensation	6,560	7,914	\$4,344	10,904
Total Salaries and Benefits		\$222,127	\$211,912	\$90,948	\$313,075
Services and Supplies					
2001-002	State Fees and Permits	\$0	\$339	\$0	\$0
2001-003	County Fees and Permits	\$0		\$339	\$339
2010-000	Clothing and Safety Equipment	\$1,500	\$466	\$0	\$1,500
2041-000	Equipment Maintenance & Supplies	120,000	13,420	\$0	120,000
2044-000	Vehicle Operations	15,000	6,249	\$0	15,000
2061-012	Architectural & Engineering	0	0	\$0	0
2061-020	Other Professional Services	5,000	0	\$0	5,000
2081-030	Other Contract Services	10,000	126	\$0	10,000
2095-000	Rents and Leases-Equipment	600	0	\$0	600
2101-033	Safety Supplies	500	0	\$0	500
2101-035	Rock/Gravel/Asphalt	10,000	520	\$0	10,000
2101-038	Infrastructure and Roadways	50,000	5,622	\$0	50,000
2101-045	Other Departmental Expense	1,000	15	\$0	1,000
2105-000	Training and Travel	3,000	150	\$0	3,000
2199-000	Other Services & Supplies	0	0	\$0	0
Total Services and Supplies		\$216,600	\$26,906	\$339	\$216,939
Debt Service					
3001-000	Principal	\$0		\$0	
3002-000	Interest	0		\$0	
Total Debt Service		\$0	\$0	\$0	\$0
Other Charges					
3020-000	Equipment Charges	\$4,000	\$1,778	\$0	\$4,000
3021-000	Overhead Allocation	9,424	4,712	\$0	9,424
Total Other Charges		\$13,424	\$6,490	\$0	\$13,424
Fixed Assets					
4002-000	Equipment	\$18,411	\$22,255	\$3,843	\$22,255
4003-000	Infrastructure	\$0	\$0	\$0	\$0
4003-001	Infrastructure - Della Ave	\$80,000	\$148,361	\$70,286	\$150,286
4003-002	Infrastructure - Water Tank	\$300,000	\$42,870	\$0	\$300,000
4003-003	Infrastructure - Main Street	\$980,000	\$0	\$0	\$980,000
4003-038	Infrastructure - Emergency Water Proj	\$100,000	\$299,912	\$202,613	\$302,613
Total Fixed Assets		\$1,478,411	\$513,397	\$276,742	\$1,755,154
Total System Maintenance		\$1,930,562	\$758,705	\$368,030	\$2,298,592

FUND 503 WATER PLANT OPERATIONS 5033

BASIC FUNCTIONS: The Water Plant Operations Department is responsible for the operation and maintenance of the water treatment plant and watershed. Tasks for this department include: process monitoring and adjustment, chemical laboratory analysis and treatment strategy, instrumentation calibrations, installation and repair, filter and clarifier inspection and servicing, disinfection systems, chemical storage, handling and application, map file system, computer systems, cathodic protection systems, report generation, disaster response, lake and dam operation and maintenance, lake level and stream releases, algae control, pumps, tanks, forestry management, tree planting, fire protection program, security, fence, sign and road maintenance, review of plans and specifications, liaison with engineering. Generate Annual Consumer Confidence Report. Conditions require operators to respond quickly, safely and decisively in rapidly changing conditions with knowledge of treatment demands and options in emergency situations. Operators provide continuous coverage by remaining on call 24 hours a day, 7days a week. Operators are also responsible for trouble-shooting processes, doing complex mathematical calculations, and staying abreast of state and federal regulations and plan accordingly.

2015-2016 PROGRAM GOALS:

- Provide a quality product in accordance with all regulations in the most efficient and cost effective way possible.
- Provide Operator training to stay abreast of regulatory changes and issues related to the drinking water industry.
- Increase levels of operator certification and instill confidence to the public the department serves.

ALLOCATED POSITIONS:	14/15	15/16
Utilities Superintendent	0.05	0.50
Chief Water Operator	1.00	1.00
Operators I/II/III	1.75	2.75
Sewer/Water OIT/Compliance Officer	<u>0.25</u>	<u>0.00</u>
Full-time Equivalent	3.05	4.25

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2010-000 Clothing and safety equipment \$1,600.
- 2041-000 Plant replacement parts, equipment, and tools. \$30,000.
- 2045-000 Buildings and grounds: maintenance of all water plant structures \$10,000.
- 2055-000 Office supplies: paper, pencils, computer supplies \$1,200.
- 2061-015 Laboratory testing \$20,400.
- 2081-030 SCADA Maintenance services \$20,000.
- 2095-000 Reservoir Management Equipment \$30,000.
- 2101-034 Coagulants and treatment chemicals \$95,000.
- 2101-038 Maintenance and repair to plant access roads and fences \$10,000.
- 2105-000 Operator training, education, travel \$2,400.
- 2110-000 Utilities, PG&E and propane \$148,000.
- 3020-000 ISF Equipment Charges \$1,500.
- 3021-000 Overhead allocation \$38,557.
- 4002-000 2 – 2016 Pickup trucks \$76,798.
- 4003-000 Chip seal road \$10,000
- 5001-000 Transfer to 100.1022.8202.000 Field Operations for watershed security \$15,000.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

**Fund 503-Water Enterprise
Department 5033-Plant Operations**

		2015-2016 Council Adopt	YTD 12/31/2015	Budget Amendment	15/16 Budget Council Adopt 3/9/2016
Financing Uses					
Salaries and Employee Benefits					
1001-000	Regular Employees	\$240,356	\$72,532	(\$65,470)	\$174,886
1003-000	Overtime	38,230	18,390	(\$16,706)	21,524
1004-000	Comp Time Paid	0	3,074	\$3,074	3,074
1005-000	Benefit Buyouts	5,861	704	\$49	5,910
1006-000	Workers Compensation Payment		291	\$291	291
1007-000	Longevity Incentive	3,000	2,250	\$0	3,000
1011-000	FICA	17,822	5,930	(\$5,136)	12,686
1012-000	Medicare	4,168	1,387	(\$1,199)	2,969
1013-000	Health Insurance	88,543	33,786	(\$29,253)	59,290
1014-000	Retirement	57,247	22,260	(\$5,452)	51,795
1015-000	Unemployment Insurance	1,428	0	\$50	1,478
1016-000	Workers Compensation	15,521	6,167	(\$4,469)	11,052
Total Salaries and Benefits		\$472,176	\$166,772	(\$124,221)	\$347,955
Services and Supplies					
2010-000	Clothing and Safety Equipment	\$1,600	\$100	\$0	\$1,600
2041-000	Equipment Maintenance & Supplies	\$30,000	3,686	\$0	30,000
2045-000	Maintenance-Bldgs and Grounds	\$10,000	757	\$0	10,000
2055-000	Office Expense	\$1,200	359	\$0	1,200
2061-015	Laboratory Testing	\$20,400	12,706	\$0	20,400
2081-030	Other Contract Services	\$20,000	0	\$0	20,000
2095-000	Rents and Leases-Equipment	\$30,000	0	\$0	30,000
2101-034	Chemical and Lab Supplies	\$95,000	51,842	\$0	95,000
2101-038	Infrastructure and Roadways	\$10,000	5,197	\$0	10,000
2101-045	Special Department Expense	\$0	0	\$0	0
2105-000	Training and Travel	\$2,400	2,239	\$0	2,400
2110-000	Utilities	\$148,000	103,064	\$0	148,000
Total Services and Supplies		\$368,600	\$179,950	\$0	\$368,600
Debt Service					
3001-000	Principal	\$0		\$0	
3002-000	Interest	\$0		\$0	
Total Debt Service		\$0	\$0	\$0	\$0
Other Charges					
3020-000	ISF Equipment Charges	\$1,500	\$0	\$0	\$1,500
3021-000	Overhead Allocation	38,557	19,279	\$0	38,557
Total Other Charges		\$40,057	\$19,279	\$0	\$40,057
Fixed Assets					
4002-000	Equipment	\$76,798	\$76,798	(\$0)	\$76,798
4003-000	Plant and Infrastructure	\$10,000	0	\$0	10,000
Total Fixed Assets		\$86,798	\$76,798	(\$0)	\$86,798
Other Financing Uses					
5001-000	Operating Transfers Out	\$15,000	\$7,500	\$0	\$15,000
Total Other Financing Uses		\$15,000	\$7,500	\$0	\$15,000
Total Plant Operations		\$982,631	\$450,298	(\$124,222)	\$858,409

FUND 503 WATER ENGINEERING 5034

BASIC FUNCTIONS: This department is a component of the Engineering Department. It is responsible for the production of plans and specifications for water related projects. Staff also conducts reviews consultant produced engineering drawings and specifications.

2015-2016 PROGRAM GOALS:

- Provide timely engineering services for unforeseen minor water projects.
- Complete plans and specifications for the Main Street Water Line Project, Phase II.

ALLOCATED POSITIONS:	14/15	15/16
City Engineer	0.10	0.20
Assistant/Associate Engineer		0.20
Engineering Technician II	0.10	0.10
Engineering Tech III Part-time	0.04	0.04
Engineering Technician III	<u>0.30</u>	<u>0.30</u>
Full-time Equivalent	0.54	0.64
Engineering Tech III Part-time	78	78 hours per year

BUDGET LINE ITEM COMMENTS/DETAILS:

2015-000 Communications \$1,050.
2041-000 Equipment Maintenance and Supplies \$1,350.
2044-000 Vehicle Operations \$300.
2055-000 Office Expense \$1,110.
2081-030 Water share of Engineering Dept. expense for janitorial. Total \$900.
2095-000 Rents and Leases - Equipment \$1,530.
2101-045 Other Special Departmental Expense \$450.
2105-000 Training & Travel \$1,350.
2110-000 Utilities \$600.
3020-000 Equipment Charges \$450.
6001-000 Contingencies \$1,200.
(All expenses above booked to 2198-042)

3021-000 Overhead Allocation \$2,315.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

**Fund 503-Water Enterprise
Department 5034-Engineering**

		2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendment</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>					
<u>Services and Supplies</u>					
1001-000	Regular Employees	\$29,540	\$8,469	(\$6,840)	\$22,700
1002-000	Part-time Employees	\$2,358	907	\$0	2,358
1003-000	Overtime	0		\$0	
1011-000	FICA	1,978	578	(\$164)	1,814
1012-000	Medicare	463	135	(\$39)	424
1013-000	Health Insurance	9,074	1,486	(\$2,341)	6,733
1014-000	Retirement	5,877	2,428	\$284	6,161
1015-000	Unemployment Insurance	303	35	\$0	303
1016-000	Workers Compensation	1,722	574	(\$142)	1,580
Total Salaries and Benefits		\$51,315	\$14,613	(\$9,242)	\$42,073
<u>Services and Supplies</u>					
2015-000	Communications	\$1,050		\$0	\$1,050
2041-000	Equipment Maintenance & Supplies	\$1,350		\$0	\$1,350
2044-000	Vehicle Operations	\$300		\$0	\$300
2055-000	Office Expense	\$1,110		\$0	\$1,110
2061-012	Architectural and Engineering			\$0	
2081-030	Other Contract Services	\$900		\$0	\$900
2095-000	Rents and Leases-Equipment	\$1,530		\$0	\$1,530
2101-045	Other Departmental Expense	\$450		\$0	\$450
2105-000	Training and Travel	\$1,350		\$0	\$1,350
2110-000	Utilities	\$600		\$0	\$600
2198-042	Shared Engineering Services & Supplie	\$0	2,743		
Total Services and Supplies		\$8,640	\$2,743	\$0	\$8,640
<u>Other Charges</u>					
3020-000	Shared Equipment Costs	\$450	\$97	\$0	\$450
3021-000	Overhead Allocation	\$2,315	1,158	\$0	2,315
Total Other Charges		\$2,765	\$1,255	\$0	\$2,765
<u>Fixed Assets</u>					
4002-000	Shared Equipment Costs	\$0		\$0	
Total Fixed Assets		\$0	\$0	\$0	\$0
<u>Other Financing Uses</u>					
6001-000	Shared Engineering Contingencies	\$1,200	\$0	\$0	\$1,200
Total Other Financing Uses		\$1,200	\$0	\$0	\$1,200
Total Engineering Depart.		\$63,920	\$18,611	(\$9,242)	\$54,678

FUND 503 WATER CONTINGENCIES

BASIC FUNCTIONS: The appropriation for contingencies is a budgetary provision for financing requirements that are unanticipated during budget preparation. Should the need for an unbudgeted expenditures arise during the year, an appropriation transfer will be made as required upon approval by the City Council. Use of these funds is restricted to the Water Enterprise Fund only.

FUND 503 WATER DEPARTMENT DEBT SERVICE 5038

BASIC FUNCTIONS: The City obtained a loan from the California Department of Water Resources in 1986 to finance a new water treatment plant to comply with safe drinking water standards. The debt is required to be serviced through water system user charges. Interest is payable semi-annually on April 1 and October 1 at a rate of 4.1439%. The outstanding principal balance of \$835,734 at July 1, 2015 is due semi-annually in the amount of \$205,484 per the year until October 2019. The current year principal payment will be \$172,622.48 and interest \$32,862.

The City obtained a loan from the California Department of Public Health under the Safe Drinking Water State Revolving Fund to finance construction of a project which would enable the City to meet safe drinking water standards. This debt is required to be serviced through water system user charges. This is a 0% interest loan in the amount of \$2,779,623. Payments in the amount of \$92,655 are payable annually for 30 years. Project was completed in May 2015 and payments should begin in late 2015 or early 2016 after the project is completely closed out.

WATER ENTERPRISE FINANCING SOURCES

REVENUES:

4201-000	Interest Income \$7,500.
5420-000	Grant Funds \$100,385.
6600-000	Water User Charges \$2,650,000.
6601-000	Penalty Charges \$45,000.
6602-000	Renewal of Service Charges \$3,500.
6604-000	Water Service Installation \$5,000.
6605-000	Water User Charges Credit Bureau \$2,500.
6606-000	Water Hookup Fees \$23,000.
6607-000	Backflow Checks \$10,800.
6608-000	Meter Availability Charge \$8,400.
6650-000	Temporary Construction Meters \$3,000.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 503-Water Enterprise		2015-2016			15/16 Budget
Department 5038-Debt Service		Council	YTD	Budget	Council Adopt
Financing Uses		Adopt	12/31/2015	Amendment	3/9/2016
3001-000	Principal	\$265,277	\$184,666	\$0	\$265,277
3002-000	Interest	32,862	17,363	\$0	32,862
3021-000	Overhead Allocation	87,357	43,679	\$0	87,357
Total Debt Service		\$385,496	\$245,707	\$0	\$385,496

Fund 503-Water Enterprise		2015-2016			15/16 Budget
Department 5039-Other Financing Uses		Council	YTD	Budget	Council Adopt
Financing Uses		Adopt	12/31/2015	Amendment	3/9/2016
5001-000	Operating Transfers Out	\$0	\$0	\$0	\$0
Total Other Financing Uses		\$0	\$0	\$0	\$0
Total Appropriations		\$3,687,796	\$1,589,987	\$240,549	\$3,928,345

Dept 0503		2015-2016			15/16 Budget
Financing Sources		Council	YTD	Budget	Council Adopt
Revenue From Use of Money/Property		Adopt	12/31/2015	Amendment	3/9/2016
4201-000	Interest Income	\$7,500	\$1,949	\$0	\$7,500
Total Rev From Use of Money/Prop		\$7,500	\$1,949	\$0	\$7,500

Intergovernmental Revenues		2015-2016			15/16 Budget
		Council	YTD	Budget	Council Adopt
		Adopt	12/31/2015	Amendment	3/9/2016
5420-000	State DHS Loan Proceeds	\$0	\$100,385	\$100,385	\$100,385
Total Intergovernmental Revenues		\$0	\$100,385	\$100,385	\$100,385

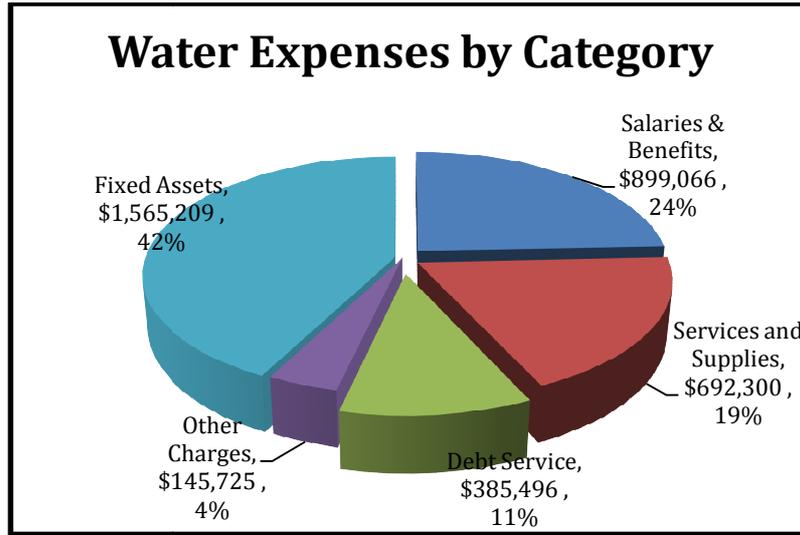
Charges for Services		2015-2016			15/16 Budget
		Council	YTD	Budget	Council Adopt
		Adopt	12/31/2015	Amendment	3/9/2016
6600-000	Water User Charges	\$2,650,000	\$1,577,479	\$0	\$2,650,000
6601-000	Water Penalty	44,000	33,808	\$1,000	45,000
6602-000	Renewal of Service Charge	0	2,920	\$3,500	3,500
6604-000	Water Service Installation Chg	5,000	3,987	\$0	5,000
6605-000	Water Use Chg Credit Bureau	2,500	1,314	\$0	2,500
6606-000	Water Hookup Fees	4,000	21,885	\$19,000	23,000
6607-000	Back Flow Checks	10,800	6,195	\$0	10,800
6608-000	Meter Availability Charge	8,400	4,220	\$0	8,400
6609-000	Credit Card Convenience Fee			\$0	
6650-000	Other Services	2,300	2,855	\$700	3,000
Total Charges for Services		\$2,727,000	\$1,654,664	\$24,200	\$2,751,200

Total Revenue	\$2,734,500	\$1,756,997	\$124,585	\$2,859,085
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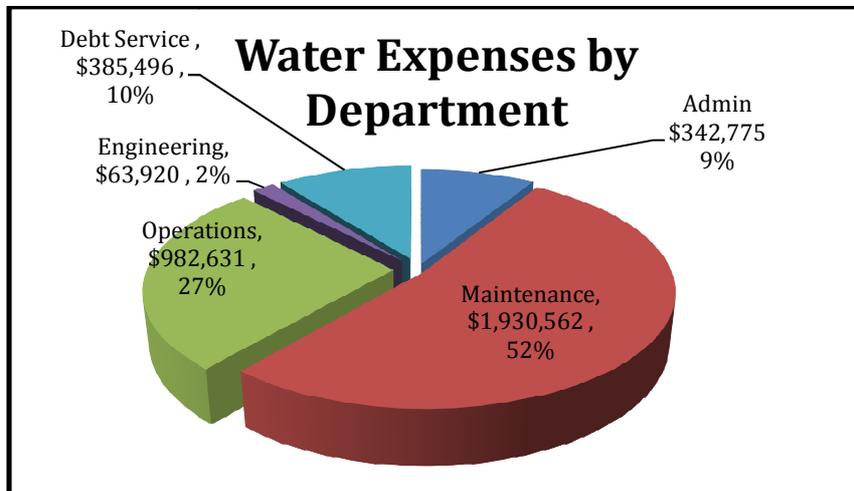
Net Revenue (Cost)	(\$953,296)	\$167,010	(\$115,964)	(\$1,069,260)
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WATER FUND EXPENDITURES

Water Fund Expenses by Category	
Salaries & Benefits	\$862,167
Services & Supplies	\$693,005
Debt Service	\$385,496
Other Charges	\$145,725
Fixed Assets	\$1,841,951
Total Water Fund Expenditures	\$3,928,345



Water Fund Expenses by Department	
Water Administration	\$331,170
Water Maintenance	\$2,298,592
Water Plant Operations	\$858,409
Water Engineering	\$54,678
Debt Service	\$385,496
Total Water Fund Expenditures	\$3,928,345



FUND 651 STATE AND LOCAL NARCOTICS ASSET FORFEITURE FUNDS

BASIC FUNCTIONS: This department is utilized to account for funds distributed to the Willits Police Department in accordance with law as a result of a local or state narcotics forfeiture and/or seizure. As required by law these funds will be utilized exclusively to support the law enforcement and prosecutorial efforts of the Willits Police Department. In Fiscal Year 2014/2015 over \$104,000 was received in the fund. The ending Fund Balance at June 30, 2015 is approximately \$200,000.

BUDGET LINE ITEM COMMENTS/DETAILS:

1003-000 K9 Overtime
2199-000 Major Crimes Task Force contribution \$53,510.

REVENUE:

4201-000 LAIF Interest
7250-000 Operating transfers in from State Asset Seizure Fund 651 for Major Crimes Task Force annual contribution \$55,828

Other items funded in Fiscal Year 2014/15 included computer upgrades, protective equipment, specialized training, specialized patrol vehicles, the K-9 program, lobby waiting area improvements and tools for educating children regarding crimes.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 651 - Narcotics Seizure - State and Local
Department 6510

	2015-2016 Council Adopt	YTD 12/31/2015	Budget Amendment	15/16 Budget Council Adopt 3/9/2016
<u>Financing Uses</u>				
<u>Salaries and Employee Benefits</u>				
1001-000 Regular Employees	\$0	\$0	\$0	\$0
1003-000 Overtime	\$1,000	\$0	\$0	\$1,000
1011-000 FICA	62	0	\$0	62
1012-000 Medicare	15	0	\$1	15
1013-000 Health Insurance	\$0	\$0	\$0	\$0
1014-000 Retirement	\$0	\$0	\$0	\$0
1015-000 Unemployment Insurance	\$0	\$0	\$0	\$0
1016-000 Workers Compensation	0	0	\$0	0
Total Salaries and Benefits	\$1,077	\$0	\$1	\$1,077
<u>Services and Supplies</u>				
2199-000 Other Services and Supplies	\$4,500	\$46,382	\$49,010	\$53,510
Total Services and Supplies	\$4,500	\$46,382	\$49,010	\$53,510
<u>Operating Transfers Out</u>				
5001-000 Transfers Out	\$0		\$0	
Total Operating Transfers Out	\$0	\$0	\$0	\$0
Total Appropriations	\$5,577	\$46,382	\$49,011	\$54,587
<u>Financing Sources - 0651</u>				
<u>Revenue From Use of Money/Property</u>				
4201-000 Interest Income	\$0	\$285	\$285	\$285
Total Revenue From Use of Money/Prop	\$0	\$285	\$285	\$285
<u>Miscellaneous Revenue</u>				
7250-000 Miscellaneous Revenue	\$4,500	\$43,328	\$51,328	\$55,828
Total Miscellaneous Revenue	\$4,500	\$43,328	\$51,328	\$55,828
Total Revenue	\$4,500	\$43,612	\$51,612	\$56,112
Net Revenue (Cost)	(\$1,077)	(\$2,770)	\$2,602	\$1,525

REVOLVING LOAN – BUSINESS 652

BASIC FUNCTIONS: This department is utilized to account for revenue interest on deposited funds and application fees and expenditures related to processing loans. The Revolving Loan Fund, established in 1983 through a grant from the California Department of Housing and Community Development, provides business loans to eligible applicants within jurisdictional boundaries of the City. Applications are developed by applicants with assistance and guidance from staff and others. Overhead and administration are charged to offset costs of staffing the program. Processing of a successful application requires note preparation, loan repayment schedule, loan agreements, disclosures, collateral, Council Agenda preparation, meetings of staff with applicants, and other documentation and ongoing management required to protect the City and meet fiduciary requirements.

ALLOCATED POSITIONS:	14/15	15/16
Senior Accountant	<u>0.01</u>	<u>0.01</u>
Full-time Equivalent	0.01	0.01

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 652-Revolving Loan

Department 6523

Operations

	2015-2016 Council Adopt	YTD 12/31/2015	Budget Amendment	15/16 Budget Council Adopt 3/9/2016
<u>Financing Uses</u>				
<u>Salaries and Employee Benefits</u>				
1001-000 Regular Employees	\$0	\$157	\$314	\$314
1011-000 FICA	0	10	\$20	20
1012-000 Medicare	0	2	\$4	4
1013-000 Health Insurance	\$0	\$51	\$102	\$102
1014-000 Retirement	\$0	\$48	\$96	\$96
1015-000 Unemployment Insurance	\$0	\$0	\$0	\$0
1016-000 Workers Compensation	0	8	\$16	16
Total Salaries and Benefits	\$0	\$276	\$552	\$552
<u>Services and Supplies</u>				
<u>Other Charges</u>				
3021-000 Overhead Allocation	\$0		\$0	
Total Other Charges	\$0	\$0	\$0	\$0
Total Appropriations	\$0	\$276	\$552	\$552
<u>Financing Sources</u>				
<u>Revenue From Use of Money/Property</u>				
4201-000 Interest Income	\$0	\$0	\$0	\$0
Total Rev From Use of Money/Prop	\$0	\$0	\$0	\$0
<u>Charges for Services</u>				
6650-000 Other Services	\$0	\$0	\$0	\$0
Total Other Charges	\$0	\$0	\$0	\$0
Total Revenue	\$0	\$0	\$0	\$0
Net Revenue (Cost)	\$0	(\$276)	(\$552)	(\$552)

REVOLVING LOAN – HOUSING REHAB 653

BASIC FUNCTIONS: This department is utilized to account for revenues interest on deposited funds and application fees and expenditures related to processing housing Community Development Block Grant housing rehab loans, meetings of staff with loan recipients, loan agreements, loan repayment schedules, disclosures, collateral, Council Agenda preparation, and other documents and ongoing management required to protect the City and meet fiduciary requirements..

ALLOCATED POSITIONS:	14/15	15/16
Senior Accountant	<u>0.02</u>	<u>0.01</u>
Full-time Equivalent	0.02	0.01

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 653-Revolving Loan

Department 6530

Housing

	2015-2016 Council Adopt	YTD 12/31/2015	Budget Amendment	15/16 Budget Council Adopt 3/9/2016
<u>Financing Uses</u>				
<u>Salaries and Employee Benefits</u>				
1001-000 Regular Employees	\$0	\$157	\$314	\$314
1011-000 FICA	0	10	\$20	20
1012-000 Medicare	0	2	\$4	4
1013-000 Health Insurance	\$0	\$51	\$102	\$102
1014-000 Retirement	\$0	\$48	\$96	\$96
1015-000 Unemployment Insurance	\$0	\$0	\$0	\$0
1016-000 Workers Compensation	0	8	\$16	16
Total Salaries and Benefits	\$0	\$275	\$552	\$552
<u>Services and Supplies</u>				
<u>Other Charges</u>				
2101-045 Other Departmental Expense	\$0		\$0	
3021-000 Overhead Allocation	\$0		\$0	
Total Other Charges	\$0	\$0	\$0	\$0
Total Appropriations	\$0	\$275	\$552	\$552
<u>Financing Sources</u>				
<u>Revenue From Use of Money/Property</u>				
4201-000 Interest Income	\$0	\$0	\$0	\$0
Total Rev From Use of Money/Prop	\$0	\$0	\$0	\$0
<u>Charges for Services</u>				
6650-000 Other Services	\$0	\$0	\$0	\$0
Total Other Charges	\$0	\$0	\$0	\$0
Total Revenue	\$0	\$0	\$0	\$0
Net Revenue (Cost)	\$0	(\$275)	(\$552)	(\$552)

FUND 654 FEDERAL NARCOTICS FORFEITURE FUND

BASIC FUNCTIONS: This department is utilized to account for funds distributed to the Willits Police Department in accordance with federal law as a result of federally forfeited property and/or funds from the Federal Department of Justice. These funds will be used to enhance future narcotics investigations, provide law enforcement drug and awareness training, and purchase needed equipment.

In Fiscal Year 2014/15 no additional funds were received. There were no expenditures. The ending Fund Balance at June 30, 2015 is 0.

FUND 655 DNA COST REIMBURSEMENT PROGRAM FUND

BASIC FUNCTIONS: This department is utilized to account for funds distributed to the Willits Police Department in accordance with California State laws for funds from the State Department of Justice. These funds are allocated to recover costs associated with collection of DNA from criminal offenders, provide law enforcement DNA collection training, and purchase needed equipment and supplies.

In Fiscal Year 2014/15 we received approximately \$6,050 in this fund. There was a transfer to the General Fund Revenue Account 100.1020.7250.000 of \$47,076 for reimbursement of expenses pursuant to the Memorandum of Understanding. Balance at June 30, 2015 will be approximately \$2,850.

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 654-Narcotics Forfeiture - Federal
Department 6540

	2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendment</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>				
<u>Services and Supplies</u>				
2199-000 Other Services and Supplies	\$0		\$0	
Total Services and Supplies	\$0	\$0	\$0	\$0
<u>Fixed Assets</u>				
4002-000 Equipment	\$0		\$0	
Total Fixed Assets	\$0	\$0	\$0	\$0
Total Appropriations	\$0	\$0	\$0	\$0
<u>Financing Sources - 0654</u>				
<u>Miscellaneous Revenue</u>				
4201-000 Interest Income	\$0		\$0	
7250-000 Miscellaneous Revenue	\$0	\$0	\$0	\$0
Total Miscellaneous Revenue	\$0	\$0	\$0	\$0
Total Revenue	\$0	\$0	\$0	\$0
Net Revenue (Cost)	\$0	\$0	\$0	\$0

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016**

Fund 655-DNA Cost Reimbursements
Department 6550

	2015-2016 Council <u>Adopt</u>	YTD <u>12/31/2015</u>	Budget <u>Amendment</u>	15/16 Budget Council Adopt <u>3/9/2016</u>
<u>Financing Uses</u>				
<u>Services and Supplies</u>				
2199-000 Other Services and Supplies	\$0		\$0	
Total Services and Supplies	\$0	\$0	\$0	\$0
<u>Fixed Assets</u>				
4002-000 Equipment	\$0		\$0	
Total Fixed Assets	\$0	\$0	\$0	\$0
<u>Operating Transfers Out</u>				
5001-000 Transfers Out	\$0		\$0	
Total Operating Transfers Out	\$0	\$0	\$0	\$0
Total Appropriations	\$0	\$0	\$0	\$0
<u>Financing Sources - 0655</u>				
<u>Miscellaneous Revenue</u>				
4201-000 Interest Income	\$0	\$10	\$10	\$10
7250-000 Miscellaneous Revenue	\$0	\$2,800	\$2,800	\$2,800
Total Miscellaneous Revenue	\$0	\$2,810	\$2,810	\$2,810
Total Revenue	\$0	\$2,810	\$2,810	\$2,810
Net Revenue (Cost)	\$0	\$2,810	\$2,810	\$2,810

CITY OF WILLITS MASTER CLASSIFICATION AND COMPENSATION SCHEDULE
Effective July 1, 2015

	<u>SALARY SCHEDULE</u>	<u>CLASSIFICATION</u>	<u>BARGAINING UNIT</u>	<u>Step 1</u>	<u>Step 5</u>
<u>EXECUTIVE MANAGEMENT TEAM</u>					
<i>(Annual, unless otherwise noted)</i>					
City Manager	Contract	Executive Team	At-Will	\$107,625	
City Attorney	Contract	Executive Team	At-Will	\$150-\$200 hour	
Chief of Police	89E	Executive Team	At-Will	\$ 80,431.62	\$ 97,765.13
Public Works Director	88E	Executive Team	At-Will	\$ 78,448.20	\$ 95,354.28
Finance Director/City Treasurer	88E	Executive Team	At-Will	\$ 78,448.20	\$ 95,354.28
<u>MID-MANAGEMENT</u>					
City Engineer	88E	Management	At-Will	\$ 78,448.20	\$ 95,354.28
Police Lieutenant	84B	Mid-Management	Unrepresented	\$ 70,461.94	\$ 85,646.92
Administrative Supervisor-Police Dept.	68E	Mid-Management	Unrepresented	\$ 47,610.94	\$ 57,871.39
City Clerk/Facilities Coordinator	73I	Mid-Management	Unrepresented	\$ 54,483.29	\$ 66,224.78
Human Resources Analyst	73I	Mid-Management	Unrepresented	\$ 54,483.29	\$ 66,224.78
Building Official	73I	Mid-Management	Unrepresented	\$ 54,483.29	\$ 66,224.78
Associate Planner	73I	Mid-Management	Unrepresented	\$ 54,483.29	\$ 66,224.78
Public Works Supervisor	73I	Mid-Management	Unrepresented	\$ 54,483.29	\$ 66,224.78
Utilities Superintendent	76J	Mid-Management	Unrepresented	\$ 58,867.98	\$ 71,554.40
Assistant/Associate Engineer	76J	Mid-Management	Unrepresented	\$ 58,867.98	\$ 71,554.40
<u>ADMINISTRATIVE</u>					
Senior Accountant	68E	Classified	Unrepresented	\$ 47,610.94	\$ 57,871.39
Administrative Assistant	59C	Classified	Unrepresented	\$ 37,839.36	\$ 45,993.97
Office Assistant III/Accounts Payable	59C	Classified	Unrepresented	\$ 37,839.36	\$ 45,993.97
Office Assistant III/Utility Billing	59C	Classified	Unrepresented	\$ 37,839.36	\$ 45,993.97
Office Assistant III	54J	Classified	Unrepresented	\$ 33,987.19	\$ 41,311.64
Office Assistant II	49G	Classified	Unrepresented	\$ 29,774.40	\$ 36,190.97
Office Assistant I	45A	Classified	Unrepresented	\$ 26,543.70	\$ 32,264.04
Administrative Intern (College level)	\$15.00/Hr.	Temporary	N/A		
Student Intern (High School)	\$ 9.00/Hr.	Temporary	N/A		
<u>POLICE DEPARTMENT</u>					
Police Sergeant w/Advanced POST	79D	Public Safety	WPOA (Sworn)	\$ 59,484.83	\$ 72,304.19
Police Sergeant w/Intermediate	77D	Public Safety	WPOA (Sworn)	\$ 56,587.26	\$ 68,782.16
Police Officer III	71A	Public Safety	WPOA (Sworn)	\$ 48,350.68	\$ 58,770.56
Police Officer II	69A	Public Safety	WPOA (Sworn)	\$ 45,995.46	\$ 55,907.77
Police Officer, I (Entry Level)	67A	Public Safety	WPOA (Sworn)	\$ 43,754.97	\$ 53,184.44
Police Recruit - No experience	\$15.00/Hr.	Temporary	N/A		
Police Recruit - 5 years safety experience	\$18.00/Hr.	Temporary	N/A		
Reserve Officer – Level I	67A	Public Safety	WPOA (Sworn)	\$ 43,754.97	\$ 53,184.44
Reserve Officer – Part-time	\$27.00/Hr.	Public Safety	WPOA (Sworn)		
<u>POLICE DEPARTMENT - CONTINUED</u>					
<i>(Annual, unless otherwise noted)</i>					

CITY OF WILLITS MASTER CLASSIFICATION AND COMPENSATION SCHEDULE
Effective July 1, 2015

	<u>SALARY SCHEDULE</u>	<u>CLASSIFICATION</u>	<u>BARGAINING UNIT</u>	<u>Step 1</u>	<u>Step 5</u>
Investigator – Part-time	\$27.00/Hr.	Public Safety	WPOA (Sworn)		
Community Services Officer/Corrections Officer II	60I	Public Safety	WPOA (Non-Sworn)	\$ 37,479.67	\$ 45,556.77
Community Services Officer/Corrections Officer I	57A	Public Safety	WPOA (Non-Sworn)	\$ 34,087.04	\$ 41,433.00
Dispatcher	57A	Public Safety	WPOA (Non-Sworn)	\$ 34,087.04	\$ 41,433.00
Part-time Dispatcher	\$22.00/Hr.	Public Safety	WPOA (Non-Sworn)		
<u>PUBLIC WORKS, ENGINEERING, WATER, & WASTEWATER</u>					
Engineering Tech III	73I	Classified	Unrepresented	\$ 54,483.29	\$ 66,224.78
Engineering Tech II	65F	Classified	Unrepresented	\$ 44,285.31	\$ 53,829.07
Engineering Technical Writer	58D	Classified	Unrepresented	\$ 36,998.51	\$ 44,971.92
Lead Public Works Maintenance Worker	57I	Classified	IBEW	\$ 36,539.48	\$ 44,413.96
Public Works Maintenance Worker	52J	Classified	IBEW	\$ 32,331.63	\$ 39,299.30
Parks Worker	\$15.00/Hr.	Seasonal	N/A		
Water Plant Supervisor	76J	Classified		\$ 58,721.18	\$ 71,375.96
Chief Water Operator (Lead Operator)	73A	Classified	IBEW	\$ 53,405.78	\$ 64,915.06
Water Operator III	66G	Classified	IBEW	\$ 45,518.49	\$ 55,328.01
Water Operator II	59C	Classified	IBEW	\$ 37,839.36	\$ 45,993.97
Water Operator I	56D	Classified	IBEW	\$ 35,196.27	\$ 42,781.28
Water Operator-in-Training	52J	Classified	IBEW	\$ 32,331.63	\$ 39,299.30
Water & Sewer Operator-in-Training / Compliance	54J	Classified	IBEW	\$ 33,987.19	\$ 41,311.64
Sewer/Water Plant Supervisor	76J + 5% stipend	Classified	IBEW	\$ 58,867.98	\$ 71,554.40
Chief Sewer Operator (Lead Operator)	73A	Classified	IBEW	\$ 53,405.78	\$ 64,915.06
Sewer Operator III	66G	Classified	IBEW	\$ 45,518.49	\$ 55,328.01
Sewer Operator II	59C	Classified	IBEW	\$ 37,839.36	\$ 45,993.97
Sewer Operator I	56D	Classified	IBEW	\$ 35,196.27	\$ 42,781.28
Sewer Operator-in-Training	52J	Classified	IBEW	\$ 32,331.63	\$ 39,299.30
<u>MUNICIPAL POOL</u>					
Pool Manager	\$16.75/Hr.	Seasonal	N/A		
Assistant Pool Manager	\$13.50/Hr.	Seasonal	N/A		
Pool Office Assistant	\$ 10.00/Hr.	Seasonal	N/A		
Swim Instructor II	\$ 10.00/Hr.	Seasonal	N/A		
Swim Instructor I	\$ 10.00/Hr.	Seasonal	N/A		
Lifeguard II	\$ 10.00/Hr.	Seasonal	N/A		
Lifeguard I	\$ 10.00/Hr.	Seasonal	N/A		

CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016
5 YEAR PLAN
FIXED ASSETS/CAPITAL IMPROVEMENT PROJECTS

General Fund (100)	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
New Roof for Community Center		35,000			
New Floor for Community Center		35,000			
Repaint outside of City Hall		15,000			
Baechtel Grove Gym		12,000			
Pickup for Parks Maintenance 5 year lease	8,167	8,167	8,167	8,167	8,167
Total General Fund	\$ 8,167	\$ 105,167	\$ 8,167	\$ 8,167	\$ 8,167
Street Maintenance Fund (201)	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
2011 Rule 20 Underground District	796,673	-			
Total Street Maintenance Fund	\$ 796,673	\$ -	\$ -	\$ -	\$ -
Sales Tax Trans Impr Fund (202)	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
2020 Franklin Street (Paving)	-	-	-	625,000	-
2020 E. Valley St. Bridge	-	1,500,000	-	-	-
Total Transportation Improvement Fund	\$ -	\$ 1,500,000	\$ -	\$ 625,000	\$ -
Humboldt Street & Vicinity Rehab Fund (207)	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
2070 Humboldt St & Vicinity Rehab Project	560,000	0			
Total Humboldt Street & Vicinity Rehab Fund	\$ 560,000	\$ -	\$ -	\$ -	\$ -
Baechtel Road/RR Ave Corridor (209)	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
2090 Baechtel Rd RR Ave Corridor	-	-			2,000,000
Total Regional Trans Improvement Program	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Sewer Fund (501)	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
5011 Vac Truck - 5 year lease - cost per year	18,260	18,260			
5011 TV Truck - 7 year lease - cost per year	4,311	4,311			
5011 Line Replacement	100,000	100,000	100,000	100,000	100,000
5011/13 4WD Pickup Truck (x2) 5 year lease - cost per year	16,920	16,920	16,920	16,920	16,920
5011/13 Maintenance building (\$360k @ 6.5% over 15 years)					37,628
5013 Levee Stabilization		150,000			
5015 Septage Receiving Station	235,000	-			
Total Sewer Assets/Projects	\$ 374,491	\$ 289,491	\$ 116,920	\$ 116,920	\$ 154,548

**CITY OF WILLITS
ADOPTED MID-YEAR BUDGET
FISCAL YEAR 2015-2016
5 YEAR PLAN
FIXED ASSETS/CAPITAL IMPROVEMENT PROJECTS**

Water Fund (503)	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
5031 Meter Replacement Program	50,000	50,000	50,000	50,000	50,000
5031 Emergency Water line project	100,000				
5033 Pickup Truck (x2)	17,820	17,820	17,820	17,820	17,820
5033 Reservoir Management Equipment	30,000	32,250	32,250	32,250	32,250
5033 Maintenance and repair of plant access roads and fences	-				
Total Budgeted Water Assets/Projects	\$ 197,820	\$ 100,070	\$ 100,070	\$ 100,070	\$ 100,070

Other Water Assets/Projects	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Water system Master Plan		200,000			
Pneumatic mole		25,000			
Centennial Spillway Gates			550,000		
Main St main-Phase 3	980,000				
Bittenbender/Sherwood Pump Station & Water Line		200,000			
Clearwell Tank		100,000			
Della Avenue Water Main	80,000				
Spruce Street Water Main	30,000				
3 MG Water Tank Liner & Repair	300,000				
Future Water Supply project		2,000,000			
Total Other Water Assets/Projects	\$ 1,390,000	\$ 2,525,000	\$ 550,000	\$ -	\$ -

SUMMARY BY FUND	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
General Fund (100)	\$ 8,167	\$ 105,167	\$ 8,167	\$ 8,167	\$ 8,167
Street Maintenance Fund (201)	\$ 796,673	\$ -	\$ -	\$ -	\$ -
Sales Tax Transportation Improvement Fund (202)	\$ -	\$ 1,500,000	\$ -	\$ 625,000	\$ -
Humboldt Street & Vicinity Rehab Fund (207)	\$ 560,000	\$ -	\$ -	\$ -	\$ -
Baechtel Road/RR Ave Corridor Phase II Feasibility Study (209)	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Airport Fund (500)	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Fund (501)	\$ 374,491	\$ 289,491	\$ 116,920	\$ 116,920	\$ 154,548
Water Treatment Plant Improvements Project (409)	\$ -	\$ -	\$ -	\$ -	\$ -
Water Fund (503)	\$ 197,820	\$ 100,070	\$ 100,070	\$ 100,070	\$ 100,070
Other Water Assets/Projects	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ALL PROJECTS	\$ 1,937,151	\$ 1,994,728	\$ 225,157	\$ 850,157	\$ 2,262,785



General Fund Reserve Policy

Reserves for Fiscal Stability, Cash Flow and Contingencies

The City will strive to maintain a minimum unassigned fund balance of at least 35% of operating expenditures in the General Fund for fiscal stability, cash flow and contingencies. This is based on the risk assessment methodology for setting reserve levels developed by the Government Finance Officers Association of the United States and Canada (GFOA) in adequately addressing:

- Revenue source stability, local disasters and other financial hardships or downturns in the local or national economy.
- Contingencies for unseen operating or capital needs.
- Unfunded liabilities such as self-insurance, pensions and retiree health obligations.
- Dependency of other funds on the General Fund.
- Institutional changes, such as State budget takeaways and unfunded mandates.
- Cash flow requirements.

Whenever the City's General Fund unrestricted fund balance falls below this target, the City will strive to restore reserves to this level within five years. As revenues versus expenditures improve, the City will allocate at least half to reserve restoration, with the balance available to fund outstanding liabilities, asset replacements, service levels restoration, new operating programs or capital improvement projects.

Circumstances where taking reserves below policy levels would be appropriate include responding to the risks that reserves are intended to mitigate, such as:

- Meeting cash flow needs during the fiscal year; closing a projected *short term* revenue-expenditure gap; responding to unexpected expenditure requirements or revenue shortfalls; and making investments in human resources, technology, liability reductions, economic development and revenue base improvements, productivity improvements and other strategies that will strengthen City revenues or reduce future costs.
- Where a forecast shows an ongoing structural gap, in providing a strategic bridge to the future.

On the other hand, the City should avoid using reserves to fund ongoing costs or projected systemic "gaps." Stated simply, reserves can only be used once, so their use should be restricted to one-time (or short-term) uses.

Future Capital Project Fund Balance Assignments

General Fund Reserve Policy

The Council may also commit or assign specific General Fund balance levels above the reserve target for future development of capital projects or other long-term goals that it determines to be in the best interests of the City.

Other Commitments and Assignments

In addition to the 35% target noted above, unrestricted fund balance levels will be sufficient to meet funding requirements for programs or projects approved in prior years which are carried forward into the new year; debt service reserve requirements; commitments for encumbrances; and other restrictions, commitments or assignments required by contractual obligations, state law or generally accepted accounting principles.

***Status: In Compliance.** For the last audited financial statements for the fiscal year ended June 30, 2014, the City had an unassigned General Fund balance of \$1,995,100, which is 46% of actual operating expenditures. The 2014-15 Budget projects that the ending unassigned General Fund balance will be \$1,730,000, which is 40% of operating expenditures.*