



111 E. COMMERCIAL STREET
WILLITS, CALIFORNIA 95490
(707) 459-4601 TEL
(707) 459-1562 FAX

**WILLITS CITY COUNCIL
AGENDA
JULY 13, 2016 ♦ 6:30 P.M. ♦ COUNCIL CHAMBERS**

1. **OPENING MATTERS** – a) Call to Order; b) Pledge to Flag; c) Roll Call

2. **PUBLIC COMMUNICATIONS**

Council welcomes participation in its meetings. Comments shall be limited to three (3) minutes per person so that everyone may be given an opportunity to be heard. To expedite matters and avoid repetition, whenever any group of persons wishes to address the Council on the same subject matter, the Mayor may request that a spokesperson be chosen by the group. This item is limited to matters under the jurisdiction of the City Council which are not on the posted agenda. Public criticism of the City Council, Commission, Boards and Agencies will not be prohibited. No action shall be taken.

3. **PUBLIC MATTERS**

a. Discussion and Possible Direction/Action Regarding Fiscal Year 2016/2017 Draft Budget

4. **CONSENT CALENDAR**

Matters listed under the Consent Calendar are considered to be routine by the City Council and will be enacted by a single motion and roll call vote by the City Council. Items may be removed from the Consent Calendar upon request of a Councilmember and acted upon separately by the City Council.

The following items are recommended for approval, as follows:

a. City Council Minutes:

- May 11, 2016
- May 25, 2016
- June 7, 2016 – Special Meeting
- June 29, 2016 – Special Meeting

b. Contract with Michael Baker International, Inc., to Complete 2014-2019 Housing Element Update and Required Zoning Ordinance

5. **INFORMATIONAL REPORTS**

Matters that do not require action by the City Council but are of public interest.

a. Disbursements Journal(s):

- Warrant Nos. 28558-28564, Totaling \$111,884.46, May 31, 2016 (*Check #26565 – Voided*)
- Warrant Nos. 28566-28605, Totaling \$153,536.31, May 31, 2016
- Warrant Nos. 28606-28613, Totaling \$22,291.68, June 15, 2016
- Warrant Nos. 28614-28705, Totaling \$163,532.41, June 15, 2016
- Warrant Nos. 28706-28721, Totaling \$379,742.10, June 30, 2016 (*Checks #28722 thru 28771 are being used for pre-issued checks at a later date*)
- Warrant Nos. 28772-28826, Totaling \$183,513.08, June 30, 2016

b. Building Inspection Activity Report(s) – May and June, 2016

c. Business License Activity Report(s) – May and June 2016

d. Alcohol License Application(s) to ABC:

- John's Place – 377 South Main Street
- Mendo Distro – 255 Humboldt Street, Apt. B

e. Water Consumption/Revenue Chart – May 2016

f. Written Update from Caltrans Regarding the Willits Bypass Project – June 2016

6. **RIGHT TO APPEAL**

Persons who are dissatisfied with the decisions of the City Council may have the right to a review of that decision by a court. The City has adopted Section 1094.6 of the Code of Civil Procedure, which generally limits to 90 days the time within which the decisions of the City boards and agencies may be judicially challenged.

7. **COMMISSIONS, AGENCIES AND AUTHORITIES**
The Willits City Council meets concurrently as the City of Willits Planning Commission and City of Willits Successor Agency.
8. **CITY MANAGER REPORTS AND RECOMMENDATIONS**
 - a. Verbal Reports – No Action
9. **DEPARTMENT RECOMMENDATIONS**
 - a. Administration (*City Clerk, Finance, Human Resources, Legal*)
 - b. Public Safety
 - c. Community Development (*including Planning, Building, and Code Enforcement*)
 - d. Public Works & Engineering (*including Engineering, Water and Wastewater Systems*)
10. **CITY COUNCIL AND COMMITTEE REPORTS**
 - a. Mendocino Council of Governments (MCOG)
 - b. Local Agency Formation Commission (LAFCO)
 - c. Mendocino Transit Authority (MTA)
 - d. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA)
 - e. League of California Cities
 - f. Water & Wastewater Systems Committee
 - g. Revit-ED Committee
 - h. Finance Committee
 - i. Ad Hoc Committees
 - j. Other Committee Reports:
 - Economic Development and Financing Corporation (EDFC)
 - North Coast Railroad Authority (NCRA)
 - k. Other Committee Reports
11. **COUNCIL MEMBER REPORTS AND RECOMMENDATIONS**
12. **ENACTMENT OF ORDINANCES**
 - a. Review and Possible Action to Approve Introduction of an Amendment of Willits Municipal Code Chapter 1.12 Entitled “Code Enforcement”
13. **GOOD & WELFARE**
14. **CLOSED SESSION NOTICE**
15. **ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Willits City Hall, located at 111 East Commercial Street, Willits, California, not less than 72 hours prior to the meeting set forth on this agenda.

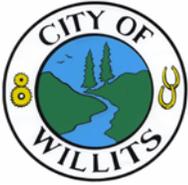
*Dated this 8th day of July, 2016.
Cathy Moorhead, City Clerk*

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The meeting room is wheelchair accessible and disabled parking is available. If you are a person with a disability and need disability-related modifications or accommodations to participate in this meeting, please contact Cathy Moorhead at (707) 459-7121 or Fax (707) 459-1562. Requests for such modifications or accommodations must be made at least two full business days prior to the meeting.

ADDITIONAL MEETING INFORMATION FOR INTERESTED PARTIES

Materials related to an item on this Agenda submitted to the Willits City Council, Planning Commission, or Community Development Agency after distribution of the agenda packet are available for public inspection at City Clerk’s office at 111 E. Commercial Street, Willits, during normal business hours.



Item No. **3a**

Meeting Date: **July 13, 2016**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Susie Holmes, Finance Director

Agenda Title: DISCUSSION AND POSSIBLE DIRECTION/ACTION REGARDING FISCAL YEAR 2016/17 DRAFT BUDGET

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: _____

Summary of Request: As of July 5th, the budget for Fiscal Year 2016-17 reflects a projected deficit in the General Fund of \$462,318; an Airport deficit of \$11,171; a Sewer Enterprise Fund deficit of \$264,555; and a Water Enterprise Fund deficit of \$917,074. Attached is the full budget for review.

GENERAL FUND

Although several departments are showing a decrease in expenditures and/or increase in revenues, the following is a brief synopsis of the major contributing factors in the General Fund deficit:

- General Revenue (1000) – Sales Tax decrease of approximately \$186,500 based on information provided from MuniServices, our sales tax consultant. The final payment from the sales tax “trip-flip” will be received for Fiscal Year 2015-16.
- Legal (1004) – REMCO payments decrease of \$22,500; no longer receiving payments that were paid monthly.
- Elections (1006) – Additional costs due to election year, \$14,000.
- Information Technologies (1007) – This is a new department; costs were previously included in the Finance Department.
- Planning (1010) – Additional costs due to change in title and retirement, \$32,000.
- Police Administration (1020) – Additional costs related to retirement, \$16,500.
- Dispatch (1021) – Additional costs related to wages, retirement (\$20,000), and additional .15 FTE (\$10,000), Total of \$30,000.
- Field Operations (Police Officers 1022) – Retirement and loss of COPS Grant (42% of an officer), Total of \$138,500.
- Community Services (Contributions 1070) – Additional expense of \$10,000 to the Willits Chamber of Commerce to support strategic marketing plan for post-Bypass sustainability.

SEWER ENTERPRISE FUND

The major contributors in this fund related to the deficit (compared to FY 15-16 budget) appear to be loss in anticipated revenues including:

- Septage Receiving – \$260,000 (last year we anticipated the sale of storm water).
- Sewer Lateral Installations – \$39,000 (large projects were completed in FY 15-16).
- Sewer Hook-Up fees – \$7,000 (large projects were completed in FY 15-16).

There are also large projects schedule to be completed in FY 2016-17, including:

- Replacement Blowers – \$153,000.
- Flow Control Project – \$40,000.

WATER ENTERPRISE FUND

The major contributors in this fund related to the deficit include:

- Main Street Water Line Phase III project in the amount of \$840,000, which was originally budgeted in FY 15-16 for \$980,000.
- Upgrade of the 3M gallon tank telemetry, \$30,000.
- Valve Replacement at Baechtel and Main, \$35,000.

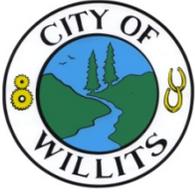
Recommended Action: Review and discuss draft Fiscal Year 2016/17 Budget, provide direction to City staff on specific revisions to incorporate into the draft budget, and schedule for adoption at the July 27, 2016, City Council meeting.

Alternative(s): N/A

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____



Memorandum

To: Honorable Mayor and Council Members

From: Adrienne Moore, City Manager

Date: July 13, 2016

Subject: Discussion Regarding General Fund Projected Deficit in Draft Fiscal Year 2016-17 Budget

Before you today for review and discussion is the Draft Budget for Fiscal Year 2016-17, which reflects a projected deficit in the General Fund of \$462,318. The major contributors have been summarized in the agenda summary prepared by Susie Holmes, Finance Director. As well, she is finalizing 5-year projections to aid in this discussion.

Over the past several weeks, staff has been working diligently to look at every possible option to reduce the deficit, as well as revenue options, as follows:

Revenue Options for Consideration

- *Re-evaluate the City's Rates & Fees*

Some of the City's current rates and fees do not cover the cost of providing the associated services. Along with any other cost-reduction measures, the Council could consider adjustments to rates and fees.

- *Increase Transient Occupancy Tax (TOT)*

The City currently collects 10% TOT (9% for the City and 1% for the Chamber of Commerce). The cities of Fort Bragg and Ukiah each collect 12%. The Council could consider a ballot measure to increase our TOT by 2%.

- *Increase Sales Tax*

The Council could consider another "special purpose" tax measure to address a focused community need, such as public safety.

Alternatively, a "general purpose" tax measure could identify key issues or services that resonate with voters as the main purpose for the measure, while also providing expanded flexibility to acquire necessary funding for a wide array of projects/services.

The City's Half-Cent Sales Tax for Transportation Improvement has generated approximately \$900,000 plus annually. (*Note: current projections reflect an anticipated decrease in fuel sales once the Bypass opens.*)

As a point of reference, the current sales and use tax rates in the County's cities is, as follows: Fort Bragg – 8.625%; Point Arena – 8.125%; Ukiah – 8.125%, and Willits – 8.125%.

A general purpose measure may only be placed on the ballot during a regularly scheduled municipal election; therefore, November 2017 would be the anticipated election cycle such a measure would be placed on. While a special purpose measure can go to a special election at any time, the cost of a special election would be high.

Cost-Reduction Options

Considerable reorganization has taken place over the last couple of years in an effort to streamline operations and reduce costs in most City departments. With this year's projected budget deficit, the Police Department (PD) has been evaluated. While the PD has been operating with a lean staff for many years, there have been a number of personnel changes, which is driving some reorganization.

With the recent departure of one of the four Sergeants, as well as the impending appointment of a Lieutenant, the PD's budget reflects the elimination of two Sergeant positions. This is a significant change to the hierarchy that has been in place for many years.

The City Manager, Police Chief, and Finance Director have considered several scenarios to evaluate cost-savings and impacts to service levels, as follows:

- *No Change – maintain staffing allocations as reflected in draft budget*
This option would require dipping into reserves this year; however, allow some time to see where we may end up with Bypass impacts, any potential tax measure, and potential shift in the Council's position on the medical marijuana industry.
- *Contract Dispatch*
Several configurations were considered with cost savings ranging from no cost savings to an estimated cost savings of less than \$60,000, after factoring in the need to retain some personnel for records and reporting. Any decision to contract out our dispatching services, fully or partially, should be very carefully considered and well thought out. For example, Little Lake Fire Department would be directly impacted as we provide dispatch services for them. As such, they would need to contract with another agency and incur the related expense of doing so. Currently and historically, they provide fire response within the City in exchange for receiving dispatch services.
- *Reorganize Dispatch and Admin*
Maintain Dispatch with 4.00 FTE Dispatchers, eliminating two non-sworn positions. Currently, there are 5.15 FTE's budgeted Dispatcher positions, with three incumbents, as well as the administrative supervisor filling the fourth shift. By streamlining to 4.00 FTE Dispatchers and eliminating the administrative supervisor, who would become the fourth Dispatcher, the cost savings would be approximately \$141,000 and retain all current employees.

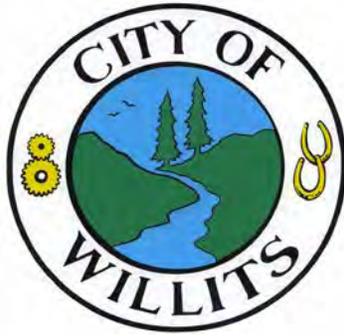
Recommendations

The City Manager recommends a combination of revenue enhancement and cost-reduction strategies, which will take some time to explore. Therefore, it is recommended that the Council adopt the proposed budget, as presented, on July 27, 2016, and include a commitment from Council to engage the appropriate consultant(s) to conduct an analysis of the City's current and potential revenue streams, including potential tax measure for the November 2017 ballot.



CITY OF WILLITS
Fiscal Year 2016/2017
Proposed 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 representative 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 2016-2017
PROPOSED BUDGET
TABLE OF CONTENTS**

SUMMARY OF WORKING CAPITAL (Exhibit A)	1
GENERAL FUND SUMMARY BY DEPARTMENT (Exhibit B)	3
SCHEDULE OF GENERAL FUND OVERHEAD ALLOCATIONS	4
TRANSFERS BETWEEN FUNDS SUMMARY	5
FISCAL 2014/2015 PERSONNEL STAFFING ALLOCATIONS	7
FUND 100: GENERAL FUND	
Department 1000 – Non-Departmental Revenue	9
Department 1001 – City Council	12
Department 1002 – General Administration	16
Department 1003 – Finance	19
Department 1004 – Legal Services	21
Department 1005 – Human Resources	23
Department 1006 – Elections	25
Department 1007 – Information Technology	27
Department 1010 – Planning	30
Department 1011 – Code Enforcement	33
Department 1015 – Building Safety	35
Department 1016 – Building Maintenance	37
Department 1020 – Police Administration	40
Department 1021 – Public Safety Dispatch	45
Department 1022 – Field Operations	47
Department 1023 – State COPS – CSO/CO	49
Department 1025 – Emergency Services	51
Department 1030 – Swimming Pool Operations	53
Department 1040 – Public Works Administration	55
Department 1041 – Public Works Operations & Equipment	57
Department 1042 – Engineering Department	59
Department 1045 – Page Landfill	61
Department 1050 – Public Works Parks Maintenance	63
Department 1070 – Community Services	65
Department 1097 – Contingencies	67
Department 1098 – Debt Service for Building at Public Works Yard	67
Department 1099 – Interfund Transfers	67
GENERAL FUND TOTALS	69

**CITY OF WILLITS
FISCAL YEAR 2016-2017
PROPOSED BUDGET
TABLE OF CONTENTS - continued**

FUND 200 – TRAFFIC SAFETY	71
FUND 201 – GAS TAX	
Department 2010 – Gas Tax Street Administration	73
Department 2011 – Street Maintenance	75
Department 2012 – Storm Drain Maintenance	77
Department 0201 – Gas Tax Revenue	79
FUND 202 – SALES TAX – TRANSPORTATION IMPROVEMENT PROGRAM	83
FUND 212 – LANDFILL REMEDIATION	85
FUND 213 – LANDFILL POST-CLOSURE	87
FUND 216 – MAIN ST RELINQUISHMENT PROJECT	91
FUND 265 – SUCCESSOR AGENCY FOR WILLITS RDA	93
FUND 431 – LATERAL REPAIR LOANS	95
FUND 500 – AIRPORT ENTERPRISE	97
FUND 501 – SEWER ENTERPRISE	99
FUND 503 – WATER ENTERPRISE	119
FUND 651 – NARCOTICS SEIZURE – STATE AND LOCAL	133
FUND 654 FEDERAL NARCOTICS FORFEITURE FUND	135
FUND 655 DNA COST REIMBURSEMENT PROGRAM FUND	135
FUND 661 H&S RESTITUTION FUND	135
CLASSIFICATION AND COMPENSATION PLAN	139
FIXED ASSETS/CAPITAL PROJECTS – 5 YEAR PLAN	141
GENERAL FUND RESERVE POLICY	143



CITY OF WILLITS
PROPOSED BUDGET
 Fiscal Year 2016-2017

Exhibit A

SUMMARY OF WORKING CAPITAL

Fund #	Fund Name	Estimated Working Capital 7/1/2016	2016-2017							Ending Working Capital 6/30/2017
			Operating Revenue	Transfers In	Operating Expenses	Transfers Out	Debt Service Principal	USDA Bond *Reserves	Gain (Loss)	
100	General	\$2,124,795	\$4,184,934	\$15,000	\$4,620,687	\$41,566	\$0		(\$462,318)	\$1,662,477
200	Traffic Safety	(0)	6,000	41,566	47,566				0	(0)
201	Gas Tax	(0)	454,893	0	365,049				89,844	89,844
202	Sales Tax Transportation	2,038,980	777,331		168,975	25,000			583,356	2,622,336
204	Haehl Crk Traffic Mitigation	20,513								20,513
207	Humboldt & Vicinity Rehab	(0)	0	0	0				0	(0)
208	Regional Trans. Improve	0							0	0
209	Baechtel Rd/RR Ave Study	0	0	0	0				0	0
212	Landfill Remediation	592,926	3,000		39				2,961	595,887
213	Landfill Post Closure	(481,941)	750		103,544				(102,794)	(584,735)
216	Main St Relinquishment Project	0	0	25,000	25,000				0	0
265	Successor Agency to RDA	176,222	461,338		238,638		265,000		(42,299)	133,923
409	WTP Improvements Project	(0)	0		0				0	(0)
428	WWTP EPA Grant	0	0		0				0	0
429	Small Communities WW	0	0		0				0	0
431	Lateral Repairs Loans	10,000	0	10,000	10,000				0	10,000
500	Airport	40,942	148,369		159,540				(11,171)	29,771
501	Sewer Enterprise	1,721,345	2,899,679		2,707,669	10,000	446,765		(264,755)	1,456,590
503	Water Enterprise	2,017,345	2,431,000		3,047,305	15,000	285,768		(917,074)	1,100,271
600	Trust and Agency/Deposits & Other	66,976							0	66,976
651	Narcotics Forfeiture	234,745	5,000		4,500				500	235,245
652	Business Rehab - Admin	10,718	0		0				0	10,718
653	Business Rehab - Admin	281,750							0	281,750
654	Federal Narcotics Forfeiture	0							0	0
655	DNA Cost Reimbursement	10,117	6,015		0				6,015	16,132
661	H&S 11470.2	123,202	15,215		22,000				(6,785)	116,417
662	Business Loans - Revolving	95,800							0	95,800
663	Housing Rehab - Revolving	60,902							0	60,902
	Totals	\$8,261,126	\$11,367,295	\$91,566	\$11,494,012	\$91,566	\$997,533	\$0	(\$1,124,250)	\$7,136,876

General Fund Reserve

36%



CITY OF WILLITS
ESTIMATED WORKING CAPITAL
Fiscal Year 2015-2016

SUMMARY OF WORKING CAPITAL

Fund #	Fund Name	Beginning Working Capital 7/1/2014	Projected Actual 2015-2016							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	\$4,004,730	\$15,000	\$4,011,730	\$32,215	\$11,071	\$0	(\$35,286)	\$2,124,795
200	Traffic Safety	\$0	\$0	\$32,215	\$32,215	\$0	\$0	\$0	(\$0)	(\$0)
201	Gas Tax	\$0	\$178,627	\$279,596	\$458,223	\$0	\$0	\$0	(\$0)	(\$0)
202	Sales Tax Transport	\$2,216,081	\$849,931	\$0	\$111,627	\$915,406	\$0	\$0	(\$177,101)	\$2,038,980
204	Haehl Crk Traffic Mitigation	\$20,513	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,513
207	Humboldt & Vicinity Rehab	\$1	\$0	\$635,810	\$635,811	\$0	\$0	\$0	(\$1)	(\$0)
208	Regional Trans. Improve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
209	Baechtel Rd/RR Ave Study	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
212	Landfill Remediation	\$589,965	\$3,000	\$0	\$39	\$0	\$0	\$0	\$2,961	\$592,926
213	Landfill Post Closure	(\$411,233)	\$750	\$0	\$71,458	\$0	\$0	\$0	(\$70,708)	(\$481,941)
216	Main St Relinquishment Pro	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
265	Successor Agency to RDA	\$253,303	\$467,912	\$0	\$123,932	\$0	\$421,061	\$0	(\$77,081)	\$176,222
409	WTP Improvements Project	\$0	\$0	\$1,460	\$1,460	\$0	\$0	\$0	(\$0)	(\$0)
428	WWTP EPA Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
429	Small Communities WW	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
431	Lateral Repairs Loans	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000	\$10,000
500	Airport	\$14,699	\$179,615	\$0	\$153,371	\$0	\$0	\$0	\$26,243	\$40,942
501	Sewer Enterprise	\$1,810,432	\$2,867,054	\$0	\$2,460,591	\$10,000	\$485,550	\$0	(\$89,087)	\$1,721,345
503	Water Enterprise	\$2,127,239	\$2,532,094	\$0	\$2,353,688	\$16,460	\$271,840	\$0	(\$109,894)	\$2,017,345
600	Trust and Agency/Deposits	\$85,547	\$0	\$0	\$18,571	\$0	\$0	\$0	(\$18,571)	\$66,976
651	Narcotics Forfeiture	\$239,145	\$65,600	\$0	\$70,000	\$0	\$0	\$0	(\$4,400)	\$234,745
652	Business Rehab - Admin	\$11,270	\$50	\$0	\$603	\$0	\$0	\$0	(\$553)	\$10,718
653	Housing Rehab - Admin	\$281,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$281,750
654	Federal Narcotics Forfeiture	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
655	DNA Cost Reimbursement	\$6,029	\$4,088	\$0	\$0	\$0	\$0	\$0	\$4,088	\$10,117
661	H&S Restitution 11470.2	\$114,067	\$16,615	\$0	\$7,480	\$0	\$0	\$0	\$9,135	\$123,202
662	Business Loans - Revolving	\$95,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$95,800
663	Housing Rehab - Revolving	\$60,902	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,902
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Totals	\$8,781,081	\$11,083,714	\$974,081	\$10,414,147	\$974,081	\$1,189,522	\$0	(\$519,955)	\$8,261,126



CITY OF WILLITS
PROPOSED BUDGET
 For Fiscal Year 2016-2017

GENERAL FUND DEPARTMENT SUMMARY

Dept. #	Department	Projected Actual 2015-2016						Proposed Budget 2016-2017					
		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	\$3,558,814		\$0			\$3,558,814	\$3,632,689		\$0			3,632,689
1001	City Council	0		127,454			(127,454)	0		133,930			(133,930)
1002	Administration	0		392,604			(392,604)	5,000		340,926			(335,926)
1003	Finance	19,940		366,911			(346,971)	5,600		269,472			(263,872)
1004	Legal	22,500		134,500			(112,000)	0		134,500			(134,500)
1005	Human Resources	0		60,853			(60,853)	0		130,365			(130,365)
1006	Elections	0		925			(925)	0		15,146			(15,146)
1007	Information Technology (IT)	0		0			0	0		80,100			(80,100)
1010	Planning	13,341		101,487			(88,147)	209,170		375,195			(166,025)
1011	Code Enforcement	15,000		39,932			(24,932)	15,000		43,862			(28,862)
1015	Building & Safety	100,286		59,530			40,756	70,000		65,654			4,346
1016	Building Maintenance	4,624		116,456			(111,832)	4,000		111,371			(107,371)
1020	Police Administration	8,338	\$0	468,521			(460,183)	43,000	\$0	518,126			(475,126)
1021	Dispatch	0		326,723			(326,723)	0		438,483			(438,483)
1022	Field Operations	100,600	15,000	1,268,726			(1,153,126)	52,500	15,000	1,370,149			(1,302,649)
1023	COP's Grant Officer & CSO/C	108,943		70,173	\$0		38,770	100,000		100,808			(808)
1024	School Resources Officer Gra	0		0			0	0		0			0
1025	Emergency Services	0		0			0	0		3,040			(3,040)
1030	Swimming Pool	20,117		56,154			(36,037)	20,175		68,661			(48,486)
1040	Public Works Administration	13,189		127,189			(114,000)	4,000		110,644			(106,644)
1041	Public Works Operations	15,239		92,027			(76,788)	20,000		57,610			(37,610)
1042	Engineering	1,200		11,903			(10,703)	1,200		31,408			(30,208)
1045	Page Landfill	0		1,056			(1,056)	0		1,056			(1,056)
1050	Park Maintenance	2,600		115,630			(113,030)	2,600		137,510			(134,910)
1070	Community Services	0		52,041			(52,041)	0		62,041			(62,041)
1097	Contingencies	0		20,630			(20,630)	0		20,630			(20,630)
1098	Debt Service	0		305		\$11,071	(11,376)	0		0		\$0	0
1099	Interfund Transfers	0		0	32,215		(32,215)	0		0	\$41,566		(41,566)
	Totals	\$4,004,730	\$15,000	\$4,011,730	\$32,215	\$11,071	(\$35,286)	\$4,184,934	\$15,000	\$4,620,687	\$41,566	\$0	(\$462,318)

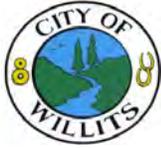


CITY OF WILLITS
PROPOSED BUDGET
 Fiscal Year 2016-2017

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
 PROPOSED BUDGET
 Fiscal Year 2016-2017

SUMMARY OF TRANSFERS BETWEEN FUNDS & DEPARTMENTS

Fund	From	Amount	Fund	To	Amount	Purpose
100-1099	General Fund	41,566	200-2003	Traffic Safety	41,566	Fund Operations
202-2020	Sales Tax Transportation	25,000	216-0216	Main Street Relinquishment	25,000	Fund Main St. Relinquishment
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		\$91,566			\$91,566	

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	500 Airport	501 Sewer	503 Water	652/653 Business/Hsg Rehab	Total
CITY COUNCIL											
Council Members	5	500%									500%
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	0.92	92%									92%
Total	2.92										
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	2.00	100%									100%
Police Officer	7.25	100%									100%
Police Community Service Officer II	1.00	100%									100%
Police Dispatcher	5.15	100%									100%
Total	18.4										
COMMUNITY DEVELOPMENT											
Building Inspector/Code Enforcement Officer	1.00	100%									100%
City Planner	1.00	100%									100%
Total	2										
ENGINEERING											
Assistant Engineer	1.00	10%		20%				50%	20%		100%
Engineering Intern	0.50							25%	25%		50%
Engineering Technician II	1.00	10%		20%				10%	60%		100%
Engineering Technician III	1.00	10%		50%				10%	30%		100%
Total	3.5										

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	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)	1.46	146%									146%
Total	1.77										
PUBLIC WORKS											
Public Works Director	0.00		0%								0%
PW Supervisor	0.75	0%	40%			1%		17%	17%		75%
PW Maintenance Worker	4.24	89%	177%			8%		74%	76%		424%
PT PW Maintenance Worker	0.44	44%									44%
Total	5.43										
SEWER TREATMENT											
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							100%	0%		100%
Waste Water Treatment Operator in training	0.00							0%			0%
Total	7										
WATER TREATMENT											
Chief Water Operator	1.00								100%		100%
Water Operator III	4.00							0%	400%		400%
Water Operator II	0.00								0%		0%
Water Operator I	0.00								0%		0%
Total	5										
TOTAL APPROVED POSITIONS	55.02										
APPROVED POSITIONS 15/16	57.5										
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.

2016-2017 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.).

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

Financing Sources	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual \$42,551	Dept Request
<u>Taxes</u>					
1201-000 Property Tax-Current Secured	\$328,471	\$354,470	\$328,323	\$338,323	\$351,042
1202-000 Property Tax-Current Unsecured	\$19,114	\$19,097	\$19,461	\$19,661	\$20,330
1203-000 Supplemental Roll Taxes	\$5,593	\$3,980	\$4,107	\$4,107	\$3,160
1204-000 Property Tax-Prior Secured	\$696	\$721	\$0	\$0	\$0
1205-000 Property Tax-Prior Unsecured	\$1,301	\$756	\$580	\$580	\$592
1300-000 Sales and Use Tax	\$1,597,341	\$1,610,831	\$933,963	\$1,400,000	\$1,475,000
1400-000 Room Occupancy Tax	\$316,910	\$310,000	\$252,719	\$252,719	\$310,000
1500-000 Property Transfer Tax	\$18,741	\$13,789	\$19,653	\$19,653	\$19,700
1600-000 Property Tax in Lieu	\$0	\$0	\$0	\$0	\$0
1700-000 Property Tax WRDA Residual	\$191,584	\$120,456	\$96,820	\$96,820	\$98,757
Total Taxes	\$2,479,750	\$2,434,100	\$1,655,626	\$2,131,863	\$2,278,581
<u>Licenses, Permits and Franchises</u>					
2202-000 Business Licenses	\$150,176	\$150,000	\$141,752	\$150,000	\$150,000
2202-004 Tobacco Permit	\$1,050	\$2,000	\$1,725	\$1,725	\$1,000
2220-000 Other Licenses	\$0				
2301-000 Franchise Fee-Garbage	\$124,038	\$126,480	\$163,766	\$185,766	\$120,000
2302-000 Franchise Fee-CATV	\$20,213	\$19,750	\$14,507	\$19,507	\$19,500
2303-000 Franchise Fee-Gas	\$14,527	\$14,500	\$15,628	\$15,628	\$15,500
2304-000 Franchise Fee-Electric	\$63,033	\$63,000	\$71,767	\$71,767	\$70,000
Total Licenses, Permits and Franchises	\$373,037	\$375,730	\$409,144	\$444,392	\$376,000
<u>Revenue From Use of Money/Property</u>					
4201-000 Interest Income	\$9,483	\$7,500	\$1,142	\$5,142	\$5,000
4211-000 Rental of Bldgs & Grounds					
Total Rev From Use of Money/Prop	\$9,483	\$7,500	\$1,142	\$5,142	\$5,000
<u>Intergovernmental Revenues</u>					
5201-000 State Motor Vehicle in Lieu	\$410,815	\$414,582	\$424,190	\$424,190	\$420,000
5203-000 Homeowners Prop Tax Relief	\$6,035	\$6,000	\$2,933	\$5,815	\$5,500
Total Intergovernmental Revenue	\$416,850	\$420,582	\$427,123	\$430,005	\$425,500
<u>Charges for Services</u>					
6230-000 Police Services	\$3,962	\$4,500	\$1,902	\$2,302	\$2,300
6300-000 Overhead Allocation	\$582,949	\$544,168	\$544,168	\$544,168	\$544,168
Total Charges for Services	\$586,911	\$548,668	\$546,070	\$546,470	\$546,468
<u>Miscellaneous Revenue</u>					
7220-000 Other Sales	\$19	\$140	\$143	\$143	\$140
7250-000 Miscellaneous Revenue	\$1,336	\$1,000	\$726	\$800	\$1,000
Total Miscellaneous Revenue	\$1,355	\$1,140	\$869	\$943	\$1,140
Total Non-Departmental Revenue	\$3,867,386	\$3,787,720	\$3,039,973	\$3,558,814	\$3,632,689

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.

2016-2017 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:	15/16	16/17
Council Members	5.00	5.00
City Clerk/Facilities Coordinator	<u>0.30</u>	<u>0.32</u>
Full-time Equivalent	5.30	5.32

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2050-000 CCAC memberships \$160, Notary E & O Insurance \$98. Total \$258
- 2055-000 Miscellaneous Council materials \$500, name plates \$150, Video Equipment for Council Meetings \$3,200. Total \$3,850.
- 2081-030 Videotaping Council meetings \$5,000, codification \$1,500, photography services \$500, Records Control Services \$15,000. Total \$22,000.
- 2090-000 Required publications and notice in newspapers \$250.
- 2105-000 City Clerk New Law/Election training and travel \$1,600; City Clerks Association of California Annual Conference \$1,600. Total \$3,200.
- 2199-000 Peg Funds \$3,000, Other costs associated with council meetings \$500. Total \$3,500

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

	Actual	Budget	YTD	Projected	Dept
Financing Uses	06/30/2015	2015-2016	5/15/2016	Actual	Request
				\$42,551	
Salaries and Employee Benefits					
1001-000 Regular Employees	\$21,572	\$27,256	\$23,887	\$27,003	\$28,648
1003-000 Overtime	\$3,636	\$0		\$0	
1011-000 FICA	\$1,542	\$1,894	\$1,521	\$1,719	\$1,807
1012-000 Medicare	\$360	\$442	\$356	\$402	\$423
1013-000 Health Insurance	\$77,958	\$80,316	\$72,066	\$81,466	\$62,684
1014-000 Retirement	\$3,142	\$6,130	\$4,885	\$5,522	\$5,628
1015-000 Unemployment Insurance	\$58	\$118	\$91	\$103	\$108
1016-000 Workers Compensation	\$1,073	\$1,651	\$995	\$1,124	\$1,574
Total Salaries and Benefits	\$109,341	\$117,807	\$103,799	\$117,338	\$100,872
Services and Supplies					
2015-000 Communications	\$0	\$900	\$825	\$900	\$0
2050-000 Dues and Subscriptions	\$90	\$160		\$160	\$258
2055-000 Office Expense	\$611	\$650	\$185	\$650	\$3,850
2081-030 Other Contract Services	\$11,306	\$6,500	\$3,465	\$4,000	\$22,000
2090-000 Publications/Legal Notices	\$0	\$250		\$250	\$250
2105-000 Training and Travel	\$3,213	\$1,908	\$2,849	\$3,656	\$3,200
2199-000 Other Services and Supplies	\$2,945	\$3,200	\$211	\$500	\$3,500
Total Services and Supplies	\$18,165	\$13,568	\$7,535	\$10,116	\$33,058
Total Services and Supplies					
Total Appropriations	\$127,506	\$131,375	\$111,334	\$127,454	\$133,930

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.

2016-2017 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:	15/16	16/17
City Manager	0.50	0.49
City Clerk/Facilities Coordinator	<u>0.30</u>	<u>0.28</u>
Full-time Equivalent	0.80	0.77

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 \$4,800; City Manager/City Clerk Cell phones \$1,200. Total \$6,000.

2031-000 Includes general liability, automobile physical damage, property, boiler/machinery, and earthquake, net of insurance premium returns. Total \$137,500.

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 \$5,900.

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]

Fund 100-General Fund
Department 1002-General Administration

		Actual	Budget	YTD	Projected	Dept
		06/30/2015	2015-2016	5/15/2016	Actual	Request
					\$42,551	
Financing Uses						
Salaries and Employee Benefits						
1001-000	Regular Employees	\$73,650	\$77,435	\$79,057	\$89,369	\$68,213
1002-000	Part-Time Employees		\$0		\$0	
1003-000	Overtime	\$16,228	\$0		\$0	
1005-000	Benefit Buyouts	\$6,058	\$4,038	\$2,524	\$2,853	\$4,139
1011-000	FICA	\$6,298	\$4,724	\$5,311	\$6,004	\$4,605
1012-000	Medicare	\$1,473	\$1,104	\$1,242	\$1,404	\$1,077
1013-000	Health Insurance	\$24,315	\$20,056	\$20,908	\$23,635	\$15,010
1014-000	Retirement	\$16,449	\$19,009	\$19,190	\$21,693	\$18,382
1015-000	Unemployment Insurance	\$349	\$266	\$326	\$369	\$257
1016-000	Workers Compensation	\$5,945	\$4,113	\$5,175	\$5,850	\$4,011
1017-000	Vehicle Allowance	\$3,600	\$3,600	\$3,300	\$3,600	\$3,600
Total Salaries and Benefits		\$154,364	\$134,345	\$137,033	\$154,777	\$119,294
Services and Supplies						
2001-002	Fees and Permits-State	\$150	\$170	\$160	\$160	\$170
2015-000	Communications	\$7,832	\$7,725	\$5,706	\$6,225	\$6,000
2031-000	Insurance and Bonds	\$132,342	\$135,540	\$136,130	\$136,130	\$137,500
2032-000	Insurance Deductible	\$9,566	\$15,000	\$32,562	\$40,000	\$15,000
2033-000	Insurance Other	\$3,766	\$4,535	\$1,109	\$4,535	\$4,535
2050-000	Dues and Subscriptions	\$3,889	\$3,930	\$3,998	\$3,998	\$3,930
2055-000	Office Expense	\$19,809	\$12,000	\$11,606	\$12,000	\$12,000
2081-028	MSWMA Beverage Recycling	\$0	\$5,000		\$0	\$5,000
2081-030	Other Contract Services	\$16,327	\$19,397	\$19,247	\$19,247	\$19,397
2084-000	Tax Administration Fee	\$4,891	\$5,250	\$5,822	\$5,825	\$5,900
2090-000	Publications/Legal Notices	\$0	\$0		\$0	\$0
2091-000	Advertising & Printing	\$44	\$500		\$0	\$500
2095-000	Rents and Leases-Equipment	\$9,606	\$8,700	\$7,255	\$8,706	\$8,700
2105-000	Training and Travel	\$1,111	\$3,000	\$671	\$1,000	\$3,000
2199-000	Other Services and Supplies	\$18	\$0			
Total Services and Supplies		\$209,351	\$220,747	\$224,266	\$237,827	\$221,632
Fixed Assets						
4002-000	Equipment	\$0	\$0	\$0	\$0	\$0
Total Fixed Assets		\$0	\$0	\$0	\$0	\$0
Total Appropriations		\$363,715	\$355,092	\$361,300	\$392,604	\$340,926
Intergovernmental Revenues						
5420-000	State Other					
Miscellaneous Revenue						
7230-000	Insurance Payments/Refunds	\$1,492	\$0	\$0	\$0	\$0
7250-000	Miscellaneous Revenue	\$20,833	\$5,000	\$0	\$0	\$5,000
Total Revenue		\$22,325	\$5,000	\$0	\$0	\$5,000
Net City Cost		(\$341,390)	(\$350,092)	(\$361,300)	(\$392,604)	(\$335,926)

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.

2016-2017 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.
- Begin process for new finance system

ALLOCATED POSITIONS:	15/16	16/17
Finance Director/City Treasurer	0.30	0.30
City Clerk/Facilities Coordinator	0.12	0.05
Payroll Clerk/Senior Accountant	0.60	0.60
Office Assistant III (2)	<u>0.85</u>	<u>0.85</u>
Full-time Equivalent	1.87	1.80

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2015-000 Cell phone stipends \$600.
- 2041-000 Work station upgrades and other \$3,000.
- 2050-000 Municipal Finance Officers \$110, GFOA \$170, PlanPlus Time Management Subscription \$150, LogmeIn \$120. \$ Total \$550.
- 2055-000 Checks, forms, utility bills, etc. \$1,800.
- 2081-030 Muniservices annual fee \$2,500, Muniservices audits \$1,500, Muniservices Comprehensive Annual Financial Report (CAFR) Statistical Reports \$2,150, CalPERS Actuarial Reports \$3,500, City Financial Statements and other annual reports \$35,000, Cost Allocation Plan update \$8,050, Temporary Staffing to cover budget, vacations, extended absences \$15,000. Total \$67,700.
- 2105-000 Computer trainings \$2,000, seminars/webinars \$2,500, workshops \$500, conferences \$2,500. Total \$7,500.
- 2199-000 Bank fees, Trustee fees, bad check fees, credit card fees and till shortages \$12,000.

REVENUE:

- 6650-000 Business License Application processing fees \$2,000.
- 7250-000 Credit Card convenience fees Total \$3,600.

Fund 100-General Fund
Department 1003-Finance and Accounting

		Actual	Budget	YTD	Projected	
		06/30/2015	2015-2016	5/15/2016	Actual	Dept
Financing Uses					\$42,551	Request
<u>Salaries and Employee Benefits</u>						
1001-000	Regular Employees	\$128,990	\$117,347	\$103,747	\$117,279	\$105,338
1002-000	Part-Time Employees	\$0			\$0	
1003-000	Overtime	\$319	\$0	\$22	\$25	\$1,265
1004-000	Comp Time Paid	\$647	\$372	\$712	\$804	\$1,000
1005-000	Benefit Buyouts	\$1,726	\$1,726	\$1,726	\$1,951	\$1,726
1007-000	Longevity Incentive	\$0	\$1,500	\$750	\$848	\$1,500
1011-000	FICA	\$7,995	\$6,685	\$6,487	\$7,334	\$6,787
1012-000	Medicare	\$1,870	\$1,564	\$1,517	\$1,715	\$1,587
1013-000	Health Insurance	\$45,626	\$39,717	\$39,580	\$44,742	\$27,963
1014-000	Retirement	\$24,297	\$23,109	\$30,304	\$34,256	\$22,642
1015-000	Unemployment Insurance	\$804	\$629	\$694	\$785	\$603
1016-000	Workers Compensation	\$7,770	\$5,824	\$6,737	\$7,616	\$5,911
Total Salaries and Benefits		\$220,044	\$198,473	\$192,276	\$217,355	\$176,322
<u>Services and Supplies</u>						
2015-000	Communications	\$900	\$1,140	\$825	\$900	\$600
2041-000	Equipment Maintenance & Supplies	\$52,424	\$46,850	\$42,323	\$52,171	\$3,000
2050-000	Dues and Subscriptions	\$280	\$280	\$280	\$280	\$550
2055-000	Office Expense	\$1,120	\$1,800	\$972	\$1,800	\$1,800
2081-030	Other Contract Services	\$51,795	\$75,000	\$69,560	\$75,000	\$67,700
2105-000	Training and Travel	\$7,314	\$6,847	\$5,478	\$7,500	\$7,500
2199-000	Other Svs and Supplies	\$8,580	\$10,000	\$9,755	\$11,905	\$12,000
Total Services and Supplies		\$122,414	\$141,917	\$129,193	\$149,556	\$93,150
<u>Fixed Assets</u>						
4002-000	Equipment	\$0	\$0	\$0	\$0	\$0
Total Fixed Assets		\$0	\$0	\$0	\$0	\$0
Total Appropriations		\$342,459	\$340,390	\$321,469	\$366,911	\$269,472
<u>Financing Sources</u>						
<u>Charges for Services</u>						
6650-000	Other Services	\$2,251	\$2,300	\$1,539	\$2,000	\$2,000
7250-000	Miscellaneous Revenue	\$0	\$23,500	\$17,373	\$17,940	\$3,600
Total Charges for Services		\$2,251	\$25,800	\$18,912	\$19,940	\$5,600
Total Revenue		\$2,251	\$25,800	\$18,912	\$19,940	\$5,600
Net City Cost		(\$340,208)	(\$314,590)	(\$302,557)	(\$346,971)	(\$263,872)

FUND 100 LEGAL SERVICES 1004

BASIC FUNCTIONS: Provision or coordination and management 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; and other duties as assigned by City Manager.

2016-2017 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.

Fund 100-General Fund
Department 1004-Legal Services

	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual \$42,551	Dept Request
<u>Financing Uses</u>					
<u>Services and Supplies</u>					
2050-000 Dues & Subscriptions	\$6,234	\$6,500	\$6,021	\$6,500	\$6,500
2061-020 Other Professional Svs	\$170	\$5,000		\$5,000	\$5,000
2081-030 Other Contract Services	\$92,112	\$120,000	\$55,768	\$120,000	\$120,000
Total Services and Supplies	\$98,515	\$131,500	\$61,789	\$131,500	\$131,500
<u>Other Charges</u>					
3011-000 Judgments and Damages	\$0	\$3,000		\$3,000	\$3,000
Total Other Charges	\$0	\$3,000	\$0	\$3,000	\$3,000
Total Appropriations	\$98,515	\$134,500	\$61,789	\$134,500	\$134,500
<u>Financing Sources</u>					
<u>Miscellaneous Revenue</u>					
7250-000 Miscellaneous Revenue	\$60,590	\$22,500	\$20,000	\$22,500	\$0
Total Miscellaneous Revenue	\$60,590	\$22,500	\$20,000	\$22,500	\$0
Total Revenue	\$60,590	\$22,500	\$20,000	\$22,500	\$0
Total City Cost	(\$37,926)	(\$112,000)	(\$41,789)	(\$112,000)	(\$134,500)

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.

2016-2017 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:	15/16	16/17
Human Resource Analyst	1.00	0.92 (hire date 8/1/16)
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Full-time Equivalent	1.00	0.92

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2015-000 Cell Phone/Cell Phone Service \$700.
- 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. \$6,000; Police background \$12,000. Total \$18,000.
- 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 \$1,800.
- 2199-000 Employee appreciation, service pins \$350, Holiday/Retirement celebration \$1,500. Total \$1,850.

Fund 100-General Fund
Department 1005-Human Resources

<u>Financing Uses</u>	<u>Actual</u>	<u>Budget</u>	<u>YTD</u>	<u>Projected</u>	<u>Dept</u>
	<u>06/30/2015</u>	<u>2015-2016</u>	<u>5/15/2016</u>	<u>Actual</u>	<u>Request</u>
				<u>\$42,551</u>	
<u>Salaries and Employee Benefits</u>					
1001-000 Regular Employees	\$20,474	\$26,400	\$7,959	\$7,959	\$56,447
1002-000 Part-Time Employees	\$0	\$9,600	\$2,828	\$2,828	
1003-000 Overtime	\$862	\$0			
1004-000 Comp Time Paid	\$0				
1005-000 Benefits Buy-Outs	\$1,657	\$0			
1011-000 FICA	\$1,415	\$2,292	\$669	\$669	\$3,500
1012-000 Medicare	\$331	\$535	\$156	\$156	\$818
1013-000 Health Insurance	\$10,844	\$6,403	\$0		\$21,259
1014-000 Retirement	\$4,790	\$4,839	\$497	\$497	\$14,812
1015-000 Unemployment Insurance	\$0	\$672	\$123	\$123	\$336
1016-000 Workers Compensation	\$1,450	\$1,514	\$582	\$582	\$3,048
Total Salaries and Benefits	\$41,823	\$52,255	\$12,814	\$12,814	\$100,220
<u>Services and Supplies</u>					
2015-000 Communications	\$0	\$0	\$0	\$0	\$700
2050-000 Dues and Subscriptions	\$195	\$1,695	\$995	\$1,695	\$1,695
2055-000 Office Expense	\$236	\$800	\$603	\$800	\$800
2061-010 Professional Service - Legal	\$3,387	\$3,500	\$686	\$3,500	\$3,500
2061-013 Personnel Services	\$6,194	\$8,100	\$13,395	\$18,000	\$18,000
2081-030 Other Contract Services	\$7,882	\$20,000	\$16,848	\$20,000	\$0
2091-000 Advertising and Printing	\$1,449	\$2,500	\$603	\$1,800	\$2,500
2105-000 Training and Travel	\$2,768	\$1,740	\$1,794	\$1,794	\$1,800
2199-000 Other Svs and Supplies	\$212	\$350	\$411	\$450	\$1,850
Total Services and Supplies	\$22,324	\$38,685	\$35,334	\$48,039	\$30,145
Total Appropriations	\$64,146	\$90,940	\$48,148	\$60,853	\$130,365
Net City Cost	(\$64,146)	(\$90,940)	(\$48,148)	(\$60,853)	(\$130,365)

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.

2016-2017 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:	15/16	16/17
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City Clerk/Facilities Coordinator		
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Full-time Equivalent	0.05	0.09
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BUDGET LINE ITEM COMMENTS/DETAILS:

2050-000	California Elections Codes \$400.
2055-000	Miscellaneous election supplies \$250, Election education materials \$150. Total \$400.
2081-030	County Election costs \$3,500.
2090-000	Election notices \$125.

Fund 100-General Fund
Department 1006-Elections

	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual \$42,551	Dept Request
<u>Salaries and Employee Benefits</u>					
1001-000 Regular Employees	\$1,793	\$0	\$0	\$0	\$6,128
1011-000 FICA	\$110	\$0	\$0	\$0	\$389
1012-000 Medicare	\$26	\$0	\$0	\$0	\$91
1013-000 Health Insurance	\$630	\$0	\$0	\$0	\$2,135
1014-000 Retirement	\$407	\$0	\$0	\$0	\$1,608
1015-000 Unemployment Insurance	\$10	\$0	\$0	\$0	\$31
1016-000 Workers Compensation	\$102	\$0	\$0	\$0	\$339
Total Salaries and Benefits	\$3,077	\$0	\$0	\$0	\$10,721
<u>Services and Supplies</u>					
2050-000 Dues and Subscriptions	\$0	\$400		\$400	\$400
2055-000 Office Expense	\$0	\$250		\$250	\$400
2081-030 Other Contract Services	\$2,901	\$0		\$0	\$3,500
2090-000 Publication & Legal Notices	\$47	\$125		\$125	\$125
2105-000 Training and Travel	\$0	\$150	\$101	\$150	\$0
Total Services and Supplies	\$2,948	\$925	\$101	\$925	\$4,425
Total Appropriations	\$6,025	\$925	\$101	\$925	\$15,146
<u>Financing Sources</u>					
<u>Revenue From Use of Money/Property</u>					
4211-000 Rental of Buildings & Grounds	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$0	\$0	\$0	\$0	\$0
Net City Cost	(\$6,025)	(\$925)	(\$101)	(\$925)	(\$15,146)

FUND 100 INFORMATION TECHNOLOGY 1007

BASIC FUNCTIONS: The City contracts with the County of Mendocino for all computer hardware and software technology repairs, upgrades and maintenance; including all network computers, internet, email, servers, copiers, desktops, laptops and documentation. The Mendocino County Information Services Division's responsibility is to define, understand and meet the evolving information technology needs of the City of Willits by implementing current technologies and exploring innovative ways to increase efficiencies and effectiveness for the City. IT Division will evaluate the on-going improvements and make recommendations for best practices.

2016-2017 PROGRAM GOALS:

- Move City onto the County's email system.
- Ensure that Water Department Server is fully functional.
- Move City of Willits over to the County's internet system.

BUDGET LINE ITEM COMMENTS/DETAILS:

2041-000	Total Support Agreement with ACS \$46,260, Pacific Internet – email service \$2,040, Internet service – Comcast \$1,800, Server, computer hardware, work station upgrades and other \$5,000. Total \$55,100.
2050-000	County Contract for IT Services \$25,000.

Fund 100-General Fund
Department 1007 Information & Technology

	<u>Actual</u> <u>06/30/2015</u>	<u>Budget</u> <u>2015-2016</u>	<u>YTD</u> <u>5/15/2016</u>	<u>Projected</u> <u>Actual</u> <u>\$42,551</u>	<u>Dept</u> <u>Request</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000					
1002-000					
1003-000					
1004-000					
1005-000					
1007-000					
1011-000					
1012-000					
1013-000					
1014-000					
1015-000					
1016-000					
Total Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
<u>Services and Supplies</u>					
2015-000					
2041-000					\$55,100
2050-000					
2055-000					
2081-030					\$25,000
2105-000					
2199-000					
Total Services and Supplies	\$0	\$0	\$0	\$0	\$80,100
<u>Fixed Assets</u>					
4002-000	\$0	\$0	\$0	\$0	\$0
Total Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Appropriations	\$0	\$0	\$0	\$0	\$80,100
<u>Financing Sources</u>					
<u>Charges for Services</u>					
6650-000					
7250-000					
Total Charges for Services	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$0	\$0	\$0	\$0	\$0
Net City Cost	\$0	\$0	\$0	\$0	(\$80,100)

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.

2016-2017 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:	15/16	16/17
Community Development Director PT	0.00	0.00
City Planner	0.97	1.00
City Clerk/Facilities Coordinator	<u>0.05</u>	<u>0.05</u>
Full-time Equivalent	1.02	1.05

BUDGET LINE ITEM COMMENTS/DETAILS:

2015-000	Telephones and cell phone \$2,110.
2044-000	Vehicle maintenance & fuel \$500.
2050-000	Local Government Commission (LGC) agency membership \$75, American Planning Association membership \$375. Total \$450.
2055-000	Copier lease, service and supplies \$600, laptop \$1,000, miscellaneous office supplies \$400. Total \$2,000.
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", \$47,000; Consultant to work on "Sustainable Communities: Willits Main Street Corridor Enhancement Project", \$149,670 [Both consultants offset by grant funds]. Total \$196,670.
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 APA Conference and other trainings \$3,000.

REVENUE:

5420-000	MCOG Overall Work Program (OWP) Grant \$47,000; Caltrans Sustainable Transportation Planning Grant \$149,670. Total \$196,670.
6208-000	Zoning \$2,000.
6209-000	Subdivision fees \$2,000.
6220-000	Other planning fees \$8,500.

Fund 100-General Fund
Department 1010-Planning

	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual \$42,551	Dept Request
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees	\$2,283	\$33,567	\$22,188	\$25,083	\$72,386
1002-000 Part-Time Employees	\$0			\$0	
1003-000 Overtime	\$160	\$0		\$0	
1005-000 Benefit Buyouts	\$0			\$0	
1007-000 Longevity Incentive	\$0			\$0	
1011-000 FICA	\$149	\$2,111	\$1,390	\$1,571	\$4,492
1012-000 Medicare	\$35	\$494	\$325	\$368	\$1,051
1013-000 Health Insurance	\$824	\$13,229	\$8,368	\$10,042	\$24,277
1014-000 Retirement	\$516	\$2,794	\$6,073	\$6,865	\$18,995
1015-000 Unemployment Insurance	\$10	\$353	\$301	\$340	\$351
1016-000 Workers Compensation	\$316	\$1,838	\$1,231	\$1,391	\$3,913
Total Salaries and Benefits	\$4,292	\$54,386	\$39,877	\$45,660	\$125,465
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	\$1,565	\$2,335	\$1,715	\$1,871	\$2,110
2044-000 Vehicle Operations	\$7	\$125	\$0	\$125	\$500
2050-000 Dues and Subscriptions	\$0	\$1,000		\$0	\$450
2055-000 Office Expense	\$595	\$1,100	\$1,482	\$1,982	\$2,000
2061-020 Other Professional Services	\$22,500	\$35,000	\$0	\$0	\$43,500
2081-030 Other Contract Services	\$13,904	\$244,170	\$34,299	\$50,299	\$196,670
2090-000 Publication and Legal Notices	\$2,618	\$500	\$199	\$500	\$500
2091-000 Advertising and Printing	\$0	\$1,000	\$50	\$950	\$1,000
2101-045 Other Departmental Expense	\$0	\$0		\$0	\$0
2105-000 Training and Travel	\$228	\$2,301	\$32	\$100	\$3,000
2199-000 Other Svs and Supplies		\$2,000		\$0	\$0
Total Services and Supplies	\$41,417	\$289,531	\$37,777	\$55,827	\$249,730
Total Appropriations	\$45,710	\$343,917	\$77,654	\$101,487	\$375,195
Financing Sources					
5420-000 State Grant - OWP		\$65,000	\$0	\$0	\$47,000
5420-000 State Grant - STP		\$170,670	\$0	\$0	\$149,670
Total Financing Sources	\$0	\$235,670	\$0	\$0	\$196,670
Charges for Services					
6208-000 Zoning	\$500	\$4,850	\$850	\$850	\$2,000
6209-000 Subdivision Fees	\$100	\$550	\$550	\$550	\$2,000
6220-000 Other Planning Fees	\$6,017	\$6,827	\$10,622	\$11,941	\$8,500
7250-000 Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Total Charges for Services	\$6,617	\$12,227	\$12,022	\$13,341	\$12,500
Total Revenue	\$6,617	\$247,897	\$12,022	\$13,341	\$209,170
Net City Cost	(\$39,093)	(\$96,020)	(\$65,631)	(\$88,147)	(\$166,025)

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.

2016-2017 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.
-
- Reduce the response time to address complaints and identify potential Municipal Code violations.

ALLOCATED POSITIONS:	15/16	16/17
Code Enforcement Officer	<u>0.40</u>	<u>0.40</u>
Full-time Equivalent	0.40	0.40

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2010-000 Clothing and Safety Equipment \$100.
- 2015-000 Code Enforcement Officer cell phone \$350.
- 2044-000 Vehicle operations, fuel \$350.
- 2050-000 Membership in California Association of Code Enforcement and subscriptions for professional publications \$300.
- 2055-000 Shared lease of copy machine \$600, office supplies \$300. Total \$900.
- 2090-000 Public hearings to be noticed in the Willits News and/or Ukiah Daily Journal \$150.
- 2101-045 Neighborhood cleanup programs \$1,500.
- 2105-000 Code enforcement seminars and training - CEUs \$500.

REVENUE:

- 6220-000 Appeals and other enforcement-related fees \$15,000.

Fund 100-General Fund
Department 1011 Code Enforcement

	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual \$42,551	Dept Request
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees	\$27,574	\$26,927	\$17,587	\$19,881	\$24,520
1003-000 Overtime	\$34	\$0		\$0	
1011-000 FICA	\$1,662	\$1,380	\$1,057	\$1,194	\$1,520
1012-000 Medicare	\$389	\$323	\$247	\$279	\$356
1013-000 Health Insurance	\$9,584	\$7,070	\$6,599	\$7,459	\$5,424
1014-000 Retirement	\$6,318	\$5,842	\$6,798	\$7,685	\$6,434
1015-000 Unemployment Insurance	\$305	\$134	\$147	\$167	\$134
1016-000 Workers Compensation	\$1,641	\$1,202	\$1,166	\$1,318	\$1,324
Total Salaries and Benefits	\$47,506	\$42,878	\$33,601	\$37,984	\$39,712
Services and Supplies					
2010-000 Clothing and Safety Equipment	\$81	\$0	\$54	\$55	\$100
2015-000 Communications	\$140	\$350	\$76	\$100	\$350
2041-000 Equipment Maintenance & Supplies	\$300	\$0	\$0	\$0	\$0
2044-000 Vehicle Operations	\$52	\$175	\$206	\$336	\$350
2050-000 Dues and Subscriptions	\$100	\$125	\$170	\$290	\$300
2055-000 Office Expense	\$745	\$700	\$605	\$725	\$900
2090-000 Publications & Legal Notices	\$0	\$100	\$17	\$102	\$150
2101-045 Other Departmental Expense	\$6,551	\$1,500	\$211	\$340	\$1,500
2105-000 Training and Travel	\$244	\$250	\$0	\$0	\$500
Total Services and Supplies	\$8,214	\$3,200	\$1,339	\$1,948	\$4,150
Other Charges					
3020-000 ISF Equipment Charges	\$0	\$0	\$0	\$0	\$0
Total Other Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets					
4002-000 Equipment	\$0	\$0	\$0	\$0	\$0
Total Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Appropriations	\$55,720	\$46,078	\$34,940	\$39,932	\$43,862
Financing Sources					
Charges for Services					
6220-000 Appeals and Enforcement Fees	\$1,000	\$18,000	\$15,000	\$15,000	\$15,000
Total Charges for Services	\$1,000	\$18,000	\$15,000	\$15,000	\$15,000
Net City Cost	(\$54,720)	(\$28,078)	(\$19,940)	(\$24,932)	(\$28,862)

FUND 100 BUILDING SAFETY 1015

BASIC FUNCTIONS: Enforce building code and municipal code regulations and perform duties as Flood Plain Administrator and 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. Issues notices and orders, prepare policies, procedures, studies, reports, and code changes. Prepare and administer department budget.

2016-2017 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:	15/16	16/17
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:

- 2010-000 Clothing and Safety Equipment \$100
- 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, Building Code Books, CALBO and International Code Council memberships \$1,500.
- 2055-000 Office expense and shared lease of copy machine \$700.
- 2081-030 Coastland Engineering (REMCO Development) reimbursed through construction permits \$5,000.
- 2091-000 Advertising, legal notices, and printing \$150.
- 2105-000 CALBO Education Week \$1,600.

REVENUE:

- 2401-000 Construction permits \$50,000, Coastland Engineering \$5,000. Total \$55,000.
- 2420-000 Other permits \$15,000.

Fund 100-General Fund
Department 1015-Building Safety

	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual \$42,551	Dept Request
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees	\$18,929	\$26,341	\$22,013	\$24,884	\$33,714
1002-000 Part-Time Employees	\$2,160	\$241	\$241	\$272	
1003-000 Overtime	\$397	\$0		\$0	
1011-000 FICA	\$1,297	\$1,898	\$1,343	\$1,519	\$2,090
1012-000 Medicare	\$303	\$445	\$314	\$355	\$489
1013-000 Health Insurance	\$6,972	\$9,721	\$7,133	\$8,063	\$7,458
1014-000 Retirement	\$4,282	\$8,034	\$7,119	\$8,048	\$8,847
1015-000 Unemployment Insurance	\$131	\$185	\$140	\$158	\$185
1016-000 Workers Compensation	\$1,286	\$1,654	\$1,277	\$1,443	\$1,821
Total Salaries and Benefits	\$35,756	\$48,519	\$39,580	\$44,743	\$54,604
Services and Supplies					
2010-000 Clothing and Safety Equipment	\$189	\$0	\$75	\$100	\$100
2015-000 Communications	\$1,427	\$1,350	\$1,217	\$1,342	\$1,350
2041-000 Equipment Maintenance & Supplies	\$378	\$300	\$24	\$75	\$300
2044-000 Vehicle Operations	\$173	\$350	\$136	\$200	\$350
2050-000 Dues and Subscriptions	\$66	\$350	\$215	\$365	\$1,500
2055-000 Office Expense	\$1,646	\$700	\$546	\$660	\$700
2081-030 Other Contracts	\$21,127	\$6,465	\$10,895	\$10,895	\$5,000
2091-000 Advertising and Printing	\$0	\$150	\$69	\$150	\$150
2105-000 Training and Travel	\$1,677	\$1,000	\$675	\$1,000	\$1,600
Total Services and Supplies	\$26,683	\$10,665	\$13,853	\$14,787	\$11,050
Other Charges					
3020-000 ISF Equipment Charges	\$0	\$0	\$0	\$0	\$0
Total Other Charges	\$0	\$0	\$0	\$0	\$0
Total Appropriations	\$62,439	\$59,184	\$53,434	\$59,530	\$65,654
Financing Sources					
Licenses, Permits and Franchises					
2401-000 Construction Permits	\$80,979	\$61,465	\$71,041	\$75,391	\$55,000
2420-000 Other Permits	\$19,927	\$15,000	\$24,494	\$24,895	\$15,000
Total Licenses, Permits and Franchises	\$100,906	\$76,465	\$95,535	\$100,286	\$70,000
Total Revenue	\$100,906	\$76,465	\$95,535	\$100,286	\$70,000
Net City Cost	\$38,467	\$17,281	\$42,102	\$40,756	\$4,346

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.

2016-2017 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:	15/16	16/17
Building Inspector	0.05	0.05
Water Operator III	0.01	
Public Works Maintenance Worker	0.01	
City Clerk/Facilities Coordinator	<u>0.10</u>	<u>0.14</u>
Full-time Equivalent	0.17	0.19

BUDGET LINE ITEM COMMENTS/DETAILS:

2025-000	Paper towels, soap, light bulbs, cleaning supplies, padlocks, keys. Total \$8,000.
2044-000	Vehicle Operations \$150.
2045-000	Fire extinguisher inspections \$500; HVAC repair \$1,500; locks \$1,000; reseal and stripe City Hall parking lot \$5,500, WAC Maintenance \$1,000. Total \$9,500
2055-000	Office Expense \$100.
2061-020	Justice Center janitor \$16,800, City Hall janitor \$20,200. Total \$37,000.
2081-030	Paint Exterior of Art Center (1/2 split with WAC) \$7,500.
2110-000	Utility charges for City Hall, WIC building (Willits Center for the Arts), and Carnegie library \$20,000.
2199-000	Rugs, mats and mops for City Hall and Justice Center \$6,500.
3020-000	ISF Equipment Charges \$25.

REVENUE:

7250-000	Community Center Rental \$4,000.
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Fund 100-General Fund
Department 1016-Building Maintenance

	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual \$42,551	Dept Request
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees	\$19,654	\$17,982	\$11,150	\$12,604	\$12,257
1002-000 Part-Time Employees	\$0	\$0		\$0	
1003-000 Overtime	\$2,590	\$0		\$0	
1004-000 Comp Time Paid	\$0	\$0		\$0	
1005-000 Benefits Buy-Out		\$3,113	\$3,113	\$3,519	\$1,553
1007-000 Longevity Incentive		\$750	\$750	\$848	
1011-000 FICA	\$1,360	\$619	\$916	\$1,035	\$773
1012-000 Medicare	\$318	\$145	\$214	\$242	\$181
1013-000 Health Insurance	\$7,527	\$3,579	\$5,375	\$6,076	\$3,880
1014-000 Retirement	\$4,208	\$2,603	\$4,987	\$5,637	\$3,216
1015-000 Unemployment Insurance	\$110	\$55	\$154	\$174	\$63
1016-000 Workers Compensation	\$1,213	\$539	\$1,124	\$1,271	\$673
Total Salaries and Benefits	\$36,980	\$29,385	\$27,782	\$31,406	\$22,596
Services and Supplies					
2025-000 Household Expense	\$8,654	\$8,000	\$7,962	\$8,000	\$8,000
2041-000 Building Maintenance		\$0	\$104		
2044-000 Vehicle Operations	\$44	\$50	\$88	\$150	\$150
2045-000 Maint Buildings & Grounds	\$2,495	\$12,325	\$12,139	\$12,325	\$9,500
2055-000 Office Expense	\$12	\$100	\$3	\$50	\$100
2061-020 Other Professional Services	\$34,096	\$37,000	\$29,150	\$37,000	\$37,000
2081-030 Other Contract Services	\$7,063	\$0			\$7,500
2101-045 Other Departmental Expense	\$0	\$0	\$6		
2105-000 Training & Travel	\$0	\$0	(\$250)		
2110-000 Utilities	\$15,732	\$18,500	\$18,535	\$20,000	\$20,000
2199-000 Other Services & Supplies	\$7,627	\$7,500	\$6,315	\$7,500	\$6,500
Total Services and Supplies	\$75,723	\$83,475	\$74,053	\$85,025	\$88,750
Other Charges					
3020-000 ISF Equipment Charges	\$28	\$25	\$11	\$25	\$25
Total Other Charges	\$28	\$25	\$11	\$25	\$25
Total Appropriations	\$112,731	\$112,885	\$101,846	\$116,456	\$111,371
Financing Sources					
Licenses, Permits and Franchises					
7250-000 Miscellaneous Revenue	\$10,295	\$4,000	\$4,624	\$4,624	\$4,000
Total Licenses, Permits and Franchises	\$10,295	\$4,000	\$4,624	\$4,624	\$4,000
Total Revenue	\$10,295	\$4,000	\$4,624	\$4,624	\$4,000
Net City Cost	(\$102,436)	(\$108,885)	(\$97,222)	(\$111,832)	(\$107,371)

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.

2016-2017 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
- 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. Partially completed in FY 2015-2016

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

ALLOCATED POSITIONS:	15/16	16/17
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 \$785, Critical Reach missing persons computer system annual support \$300. Total \$8,220.

2032-000 Insurance deductible for workers compensation payments to REMIF \$20,000.

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 \$13,200, copier service agreement \$460, fax machine maintenance agreement \$350, and miscellaneous repairs for items not covered under contract \$500. Total \$36,885.

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 \$1,680, County of Mendocino, Information Services \$10,000, Judicial Data Systems for parking citation administration \$1,200, 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 \$13,730.

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 \$5,000. Total \$11,500.

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 \$1,200, 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 \$3,500.

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 \$4,500.

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.

Fund 100-General Fund
Department 1020-Police Administration

		Actual	Budget	YTD	Projected	
		06/30/2015	2015-2016	5/15/2016	Actual	Dept
Financing Uses					\$42,551	Request
Salaries and Employee Benefits						
1001-000	Regular Employees	\$156,037	\$157,111	\$108,751	\$157,111	\$156,425
1005-000	Benefit Buyouts	\$11,680	\$18,260	\$17,275	\$17,275	\$15,349
1007-000	Longevity Incentive	\$3,750	\$4,500	\$3,750	\$3,750	\$3,750
1011-000	FICA	\$10,548	\$10,924	\$7,977	\$9,819	\$10,882
1012-000	Medicare	\$2,467	\$2,555	\$1,866	\$2,109	\$2,545
1013-000	Health Insurance	\$44,014	\$43,829	\$36,086	\$40,793	\$32,931
1014-000	Retirement	\$60,663	\$61,393	\$75,469	\$82,469	\$86,274
1015-000	Unemployment Insurance	\$672	\$672	\$574	\$649	\$672
1016-000	Workers Compensation	\$10,007	\$9,516	\$8,657	\$9,786	\$9,478
Total Salaries and Benefits		\$299,837	\$308,760	\$260,404	\$323,761	\$318,306
Services and Supplies						
2015-000	Communications	\$8,649	\$8,220	\$7,822	\$8,940	\$8,220
2032-000	Insurance Deductible	\$18,952	\$35,000	\$22,206	\$22,206	\$20,000
2041-000	Equipment Maintenance & Supplies	\$18,161	\$30,285	\$15,820	\$24,775	\$36,885
2044-000	Vehicle Operations	\$0	\$0		\$0	
2050-000	Dues and Subscriptions	\$3,358	\$3,545	\$3,391	\$3,346	\$3,545
2055-000	Office Expense	\$9,125	\$9,000	\$5,701	\$7,000	\$9,000
2061-014	Professional Svs-Investigation	\$2,443	\$2,850	\$1,128	\$2,186	\$2,850
2081-025	Contracts-Booking Fees	\$0	\$0			
2081-027	Narcotics Task Force	\$0	\$0			
2081-030	Other Contract Services	\$15,180	\$16,000	\$10,469	\$11,729	\$13,730
2095-000	Rents and Leases-Equipment	\$490	\$590	\$274	\$590	\$590
2096-000	Rents and Leases-Buildings	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
2105-000	Training and Travel	\$7,198	\$7,500	\$1,774	\$3,280	\$11,500
2106-000	Training Post Reimbursable	\$8,322	\$38,000	\$6,909	\$8,000	\$38,000
2110-000	Utilities	\$13,030	\$14,000	\$8,762	\$12,508	\$14,000
2199-000	Other Services and Supplies	\$2,684	\$2,500	\$1,130	\$2,200	\$3,500
Total Services and Supplies		\$137,593	\$197,490	\$115,384	\$136,760	\$191,820
Contingencies						
6001-000	Appropriation for Contingencies	\$4,550	\$8,000	\$6,485	\$8,000	\$8,000
Total Contingencies		\$4,550	\$8,000	\$6,485	\$8,000	\$8,000
Total Appropriations		\$441,980	\$514,250	\$382,273	\$468,521	\$518,126

Financing Sources

Miscellaneous Revenue

3203-000	Parking Fines	\$4,772	\$3,000	\$3,295	\$4,000	\$4,500
6231-000	Post Reimbursement	\$7,978	\$38,000	\$810	\$4,000	\$38,000
7250-000	Miscellaneous Revenue	\$514	\$565	\$338	\$338	\$500

Total Miscellaneous Revenue		\$13,263	\$41,565	\$4,442	\$8,338	\$43,000
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Other Financing Sources

8202-000	Operating Transfers In	\$47,076	\$0	\$0	\$0	\$0
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Total Other Financing Sources		\$47,076	\$0	\$0	\$0	\$0
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Total Revenue		\$60,339	\$41,565	\$4,442	\$8,338	\$43,000
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Net City Cost		(\$381,641)	(\$472,685)	(\$377,831)	(\$460,183)	(\$475,126)
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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.

2016-2017 PROGRAM GOALS:

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

ALLOCATED POSITIONS:	15/16	16/17
Dispatcher/Clerk Part-time	0.03	0.15
Dispatcher/Clerk	<u>5.00</u>	<u>5.00</u>
Full-time Equivalent	5.03	5.15

BUDGET LINE ITEM COMMENTS/DETAILS:

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

Fund 100-General Fund
Department 1021-Public Safety Dispatch

		Actual	Budget	YTD	Projected	Dept
		<u>06/30/2015</u>	<u>2015-2016</u>	<u>5/15/2016</u>	<u>Actual</u>	<u>Request</u>
<u>Financing Uses</u>					<u>\$42,551</u>	
<u>Salaries and Employee Benefits</u>						
1001-000	Regular Employees	\$180,964	\$167,694	\$116,004	\$131,135	\$214,166
1002-000	Part-Time Employees	\$0	\$264	\$1,848	\$2,089	\$7,864
1003-000	Overtime	\$23,694	\$23,415	\$38,458	\$43,474	\$20,820
1004-000	Comp Time Paid	\$1,760	\$2,000	\$1,673	\$1,891	\$2,000
1005-000	Benefit Buyouts	\$1,518	\$4,606	\$7,097	\$8,023	\$3,187
1006-000	Workers Comp Payments	\$0	\$0	\$0	\$0	\$0
1007-000	Longevity Incentive	\$3,750	\$3,750	\$3,750	\$4,239	\$3,750
1011-000	FICA	\$12,830	\$12,393	\$10,224	\$11,558	\$15,611
1012-000	Medicare	\$3,001	\$2,899	\$2,391	\$2,703	\$3,651
1013-000	Health Insurance	\$87,401	\$67,781	\$55,659	\$62,919	\$99,118
1014-000	Retirement	\$34,516	\$40,955	\$39,261	\$44,382	\$50,803
1015-000	Unemployment Insurance	\$1,680	\$1,680	\$991	\$1,121	\$2,016
1016-000	Workers Compensation	\$12,426	\$10,793	\$10,429	\$11,789	\$13,597
Total Salaries and Benefits		\$363,541	\$338,230	\$287,785	\$325,323	\$436,583
<u>Services and Supplies</u>						
2199-000	Other Services & Supplies	\$0	\$1,900	\$0	\$1,400	\$1,900
Total Services and Supplies		\$0	\$1,900	\$0	\$1,400	\$1,900
Total Appropriations		\$363,541	\$340,130	\$287,785	\$326,723	\$438,483
Net City Cost		(\$363,541)	(\$340,130)	(\$287,785)	(\$326,723)	(\$438,483)

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.

2016-2017 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:	15/16	16/17
Investigator/Detective	0.18	0.25
Police Officer- Part-time	0.05	
Lieutenant	0.00	1.00
Sergeants	4.00	2.00
Police Officers	6.00(One Vacant Position)	7.00
Police Officer 50%Grant Funded	<u>1.00</u>	<u>0.00</u>
Full-time Equivalent	11.23	10.25

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2044-000 Fuel and maintenance costs for all patrol vehicles. Fuel \$32,000, maintenance \$27,000.Total \$59,000 [Three 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 police car \$11,573. Total \$23,036.
- 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.
- 7250-000 Portion of sales tax designated for law enforcement Prop. 172 \$34,000. AB109 Funds \$16,000 Total \$50,000.
- 8202-000 Transfer in from 503.5033.5001.000 for watershed patrol \$15,000.

Fund 100-General Fund
Department 1022-Field Operations

	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual \$42,551	Dept Request
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees	\$524,540	\$602,591	\$374,982	\$423,892	\$571,304
1002-000 Part-Time Employees	\$3,856	\$0	\$19,047	\$21,532	\$14,975
1003-000 Overtime	\$169,750	\$117,569	\$132,793	\$150,114	\$88,328
1004-000 Comp Time Paid	\$23,729	\$11,695	\$18,839	\$21,297	\$20,000
1005-000 Benefit Buyouts	\$16,217	\$18,488	\$21,171	\$23,933	\$11,503
1006-000 Workers Comp Payments	\$66,340	\$25,000	\$18,350	\$20,744	\$0
1007-000 Longevity Incentive	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250
1011-000 FICA	\$45,583	\$45,996	\$35,003	\$39,568	\$43,918
1012-000 Medicare	\$10,661	\$10,757	\$8,186	\$9,254	\$10,271
1013-000 Health Insurance	\$180,133	\$165,049	\$132,011	\$149,230	\$174,420
1014-000 Retirement	\$217,558	\$196,552	\$247,894	\$280,228	\$282,972
1015-000 Unemployment Insurance	\$4,885	\$4,032	\$3,118	\$3,525	\$3,696
1016-000 Workers Compensation	\$46,429	\$40,060	\$36,888	\$41,699	\$38,251
Total Salaries and Benefits	\$1,311,930	\$1,240,039	\$1,050,533	\$1,187,265	\$1,261,888
Services and Supplies					
2044-000 Vehicle Operations	\$66,017	\$74,450	\$27,896	\$39,000	\$59,000
2061-016 Professional Services-Medical	\$0	\$1,500	\$0	\$0	\$1,500
2095-000 Rents and Leases-Equipment	\$11,463	\$22,926	\$23,036	\$23,036	\$23,036
2101-031 Spec Dept Exp-Investigative	\$2,723	\$3,000	\$1,327	\$2,000	\$3,000
2101-032 Spec Dept Exp-Training	\$2,175	\$11,425	\$9,498	\$11,425	\$11,425
2101-033 Spec Dept Exp-Safety	\$10,485	\$10,300	\$2,473	\$6,000	\$10,300
2105-000 Training and Travel	\$0	\$0	\$0	\$0	\$0
Total Services and Supplies	\$92,863	\$123,601	\$64,230	\$81,461	\$108,261
Fixed Assets					
4002-000 Equipment	\$0	\$0	\$0	\$0	\$0
Total Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Appropriations	\$1,404,793	\$1,363,640	\$1,114,763	\$1,268,726	\$1,370,149
Financing Sources					
5620-000 Federal-Other	\$2,154	\$2,500	\$836	\$2,500	\$2,500
5620-001 Federal Cops Grant (42%)	\$45,297	\$42,100	\$39,708	\$42,100	\$0
7250-000 Miscellaneous Revenue	\$80,888	\$71,165	\$50,938	\$56,000	\$50,000
Total Miscellaneous Revenue	\$128,339	\$115,765	\$91,481	\$100,600	\$52,500
Other Financing Sources					
8202-000 Operating Transfer In	\$15,000	\$15,000	\$0	\$15,000	\$15,000
Total Revenue	\$143,339	\$130,765	\$91,481	\$115,600	\$67,500
Net City Cost	(\$1,261,454)	(\$1,232,876)	(\$1,023,281)	(\$1,153,126)	(\$1,302,649)

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.

2016-2017 PROGRAM GOALS:

- Assist Jail Manager with jail compliance and reporting requirement.
- 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:	15/16	16/17
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.

Fund 100-General Fund
Department 1023- state COPS-CSO/CO

Financing Uses	Actual	Budget	YTD	Projected	Dept
Salaries and Employee Benefits	06/30/2015	2015-2016	5/15/2016	Actual	Request
				\$42,551	
1001-000 Regular Employees	\$47,673	\$53,231	\$27,410	\$30,985	\$38,793
1003-000 Overtime	\$10,374	\$10,951	\$3,801	\$4,296	\$5,162
1004-000 Comp Time Paid	\$94	\$600	\$261	\$295	\$600
1005-000 Benefit Buyouts	\$0	\$1,252	\$2,978	\$3,366	
1007-000 Longevity Incentive	\$0	\$750		\$0	
1011-000 FICA	\$3,567	\$4,141	\$2,113	\$2,389	\$2,762
1012-000 Medicare	\$834	\$969	\$494	\$559	\$646
1013-000 Health Insurance	\$25,763	\$15,009	\$13,651	\$15,432	\$23,140
1014-000 Retirement	\$10,316	\$7,857	\$8,942	\$10,108	\$26,960
1015-000 Unemployment Insurance	\$336	\$336	\$287	\$324	\$336
1016-000 Workers Compensation	\$3,403	\$3,606	\$2,139	\$2,419	\$2,409
Total Salaries and Benefits	\$102,360	\$98,702	\$62,076	\$70,173	\$100,808
Services and Supplies					
2010-000 Clothing & Safety Equipment	\$0	\$0	\$0	\$0	\$0
2055-000 Office Expense	\$0	\$0	\$0	\$0	\$0
2081-030 Other Contract Services	\$0	\$0	\$0	\$0	\$0
2105-000 Training and Travel	\$0	\$0	\$0	\$0	\$0
2106-000 Trans/Travel POST Reimburse	\$0	\$0	\$0	\$0	\$0
Total Services and Supplies	\$0	\$0	\$0	\$0	\$0
Operating Transfers Out					
5001-000 Operating Transfers Out					
Total Operating Transfers Out	\$0	\$0	\$0	\$0	\$0
Total Appropriations	\$102,360	\$98,702	\$62,076	\$70,173	\$100,808
Financing Sources					
State COPS-CSO/CO					
5420-000 State Other	\$95,363	\$100,000	\$96,698	\$108,943	\$100,000
Total State Revenue	\$95,363	\$100,000	\$96,698	\$108,943	\$100,000
Other Financing Sources					
8202-000 Operating Transfer In	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$95,363	\$100,000	\$96,698	\$108,943	\$100,000
Net City Cost	(\$6,997)	\$1,298	\$34,622	\$38,770	(\$808)

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.

2016-2017 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.

BUDGET LINE ITEM COMMENTS/DETAILS:

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

Fund 100-General Fund
Department 1025-Emergency Services

	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual \$42,551	Dept Request
<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	\$0
<u>Services and Supplies</u>					
2081-030 Other Contract Services		\$3,040	\$0	\$0	\$3,040
Total Services and Supplies	\$0	\$3,040	\$0	\$0	\$3,040
Total Appropriations	\$0	\$3,040	\$0	\$0	\$3,040
Net City Cost	\$0	(\$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.

2016-2017 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:	15/16	16/17
Pool Manager	0.17	0.17
Assistant Pool Manager	0.15	0.14
Office Assistant	0.17	0.17
Swim Instructor	0.62	0.79
Lifeguards	0.61	0.50
Public Works Maintenance Worker	<u>0.08</u>	<u>0.07</u>
Full-time Equivalent	1.80	1.84

SEASONAL EMPLOYEES:

Pool Manager 1	hrs per year	348	348
Assistant Pool Manager 1	hrs per year	295	293
Office Assistant	hrs per year	360	356
Lifeguards/Instructors	hrs per year	2,551	2,693

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 \$10,500.
6236-000	Concessions \$1,325.
6237-000	Swim Lessons \$6,400.
6238-000	Water Aerobics \$1300.
6239-000	Swim Parties \$650.

Fund 100-General Fund
Department 1030-Swimming Pool Operations

	Actual	Budget	YTD	Projected	Dept
Financing Uses	06/30/2015	2015-2016	5/15/2016	Actual	Request
				\$42,551	
Salaries and Employee Benefits					
1001-000 Regular Employees	\$2,124	\$4,130		\$2,000	\$2,509
1002-000 Part-Time Employees	\$27,089	\$37,542	\$26,606	\$40,000	\$42,070
1003-000 Overtime	\$1,638	\$665	\$665	\$840	\$847
1011-000 FICA	\$1,912	\$2,626	\$1,691	\$2,600	\$2,816
1012-000 Medicare	\$447	\$614	\$395	\$630	\$659
1013-000 Health Insurance	\$766	\$1,748	\$0	\$892	\$892
1014-000 Retirement	\$476	\$1,208	\$0	\$157	\$157
1015-000 Unemployment Insurance	\$1,439	\$1,850	\$1,309	\$1,960	\$2,043
1016-000 Workers Compensation	\$2,306	\$2,286	\$1,929	\$2,360	\$2,453
Total Salaries and Benefits	\$38,198	\$52,669	\$32,595	\$51,439	\$54,446
Services and Supplies					
2015-000 Communications	\$189	\$215	\$168	\$215	\$215
2032-000 Insurance Deductible	\$69	\$0	\$0	\$0	\$0
2041-000 Equipment Maintenance & Supplies	\$4,150	\$8,500			\$8,500
2101-045 Other Departmental Expense	\$731	\$1,000	\$287		\$1,000
2105-000 Training & Travel	\$88	\$0			\$0
2110-000 Utilities	\$2,620	\$4,500		\$4,500	\$4,500
Total Services and Supplies	\$7,847	\$14,215	\$455	\$4,715	\$14,215
Other Charges					
3020-000 Equipment Charges	\$7	\$0			\$0
Total Other Charges	\$7	\$0	\$0	\$0	\$0
Total Appropriations	\$46,051	\$66,884	\$33,050	\$56,154	\$68,661
Financing Sources					
Charges for Services					
6235-000 Pool Admissions	\$13,212	\$11,950	\$7,813	\$10,418	\$10,500
6236-000 Concessions	\$2,782	\$2,700	\$993	\$1,324	\$1,325
6237-000 Swim Lessons	\$11,333	\$6,600	\$6,465	\$6,400	\$6,400
6238-000 Water Aerobics	\$4,674	\$980	\$981	\$1,308	\$1,300
6239-000 Swim Parties	\$1,166	\$1,350	\$500	\$667	\$650
7250-000 Miscellaneous Revenue					
Total Charges for Services	\$33,167	\$23,580	\$16,752	\$20,117	\$20,175
Total Revenue	\$33,167	\$23,580	\$16,752	\$20,117	\$20,175
Net City Cost	(\$12,884)	(\$43,304)	(\$16,298)	(\$36,037)	(\$48,486)

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.

2016-2017 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:	15/16	16/17
Public Works Director	0.40	0.00

BUDGET LINE ITEM COMMENTS/DETAILS:

2015-000	Telephone, internet, cell phones \$7,000
2041-000	Vehicle parts, repairs, & tires \$500, <i>building</i> 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, Engineering contract services \$30,000, misc. \$900. Total \$32,900.
2095-000	Copier lease & maintenance \$2,100.
2101-045	Small tools \$200.
2105-000	Class fees, materials, & travel expenses \$1,500.
2110-000	Utilities \$7,000.
3020-000	Vehicle usage \$2,000.

REVENUE:

2403-000	Encroachment permits \$4,000.
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Fund 100-General Fund
Department 1040-Public Works Administration

	Actual	Budget	YTD	Projected	Dept
Financing Uses	06/30/2015	2015-2016	5/15/2016	Actual	Request
				\$42,551	
Salaries and Employee Benefits					
1001-000 Regular Employees	\$70,268	\$46,167	\$32,071	\$36,254	
1002-000 Part-Time Employees	\$54	\$0		\$0	
1003-000 Overtime	\$154	\$0		\$0	
1004-000 Comp Time Paid		\$0		\$0	
1005-000 Benefit Buy-Outs	\$1,744	\$0		\$0	
1011-000 FICA	\$4,615	\$2,357	\$2,132	\$2,410	
1012-000 Medicare	\$1,079	\$551	\$499	\$564	
1013-000 Health Insurance	\$21,070	\$7,111	\$6,962	\$7,870	
1014-000 Retirement	\$4,217	\$2,375	\$2,333	\$2,637	
1015-000 Unemployment Insurance	\$356	\$268	\$149	\$168	
1016-000 Workers Compensation	\$4,116	\$2,053	\$2,273	\$2,570	
Total Salaries and Benefits	\$107,673	\$60,882	\$46,418	\$52,473	\$0
Services and Supplies					
2001-003 Fees and Permits-County	\$0				
2015-000 Communications	\$5,923	\$5,500	\$5,858	\$6,694	\$7,000
2041-000 Equipment Maintenance & Supplies	\$1,934	\$2,980	\$1,262	\$1,500	\$2,980
2055-000 Office Expense	\$2,299	\$2,250	\$421	\$481	\$2,250
2081-021 Animal Control Contract	\$45,095	\$45,111	\$23,111	\$45,111	\$45,111
2081-022 Animal Control Capital	\$4,455	\$7,603	\$7,572	\$7,603	\$7,603
2081-030 Other Contract Services	\$2,769	\$2,000	\$2,481	\$2,836	\$32,900
2095-000 Rents & Leases - Equipment	\$2,251	\$2,100	\$1,566	\$1,790	\$2,100
2101-045 Other Departmental Expense	\$0	\$200		\$0	\$200
2105-000 Training and Travel	\$1,680	\$2,000		\$0	\$1,500
2110-000 Utilities	\$6,051	\$6,000	\$6,096	\$6,967	\$7,000
Total Services and Supplies	\$72,457	\$75,744	\$48,367	\$72,982	\$108,644
Other Charges					
3020-000 Equipment Charges	\$987	\$2,000	\$1,517	\$1,734	\$2,000
Total Other Charges	\$987	\$2,000	\$1,517	\$1,734	\$2,000
Total Appropriations	\$181,117	\$138,626	\$96,303	\$127,189	\$110,644
Financing Sources					
Charges for Services					
2403-000 Encroachment Permits	\$5,937	\$6,000	\$2,685	\$3,069	\$4,000
6650-000 Other Services					\$0
Total Charges for Services	\$5,937	\$6,000	\$2,685	\$3,069	\$4,000
Other Financing Sources					
7250-000 Miscellaneous Revenue	\$30,953	\$10,120	\$10,120	\$10,120	\$0
Total Other Financing Sources	\$30,953	\$10,120	\$10,120	\$10,120	\$0
Total Revenue	\$36,890	\$16,120	\$12,805	\$13,189	\$4,000
Net City Cost	(\$144,226)	(\$122,506)	(\$83,498)	(\$114,000)	(\$106,644)

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.

2016-2017 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:	15/16	16/17
Public Works Supervisor	0.18	0.15
Public Works Maintenance Worker	<u>0.26</u>	<u>0.25</u>
Full-time Equivalent	0.59	0.40

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2001-003 County Haz Mat fee \$1,350.
- 2010-000 Maintenance workers boot allowance \$1,200.
- 2041-000 Vehicle and equipment parts, repairs and tires \$7,000, Willits Arch maintenance \$500, radio maintenance \$500. Total \$8,000.
- 2044-000 Fuel and oil \$4,000.
- 2081-030 Fire extinguishers maintenance \$500.
- 2101-033 Safety supplies \$2,000.
- 2101-045 Tools/Parts \$1,000, disposal fees \$100, reference material and office supplies \$200, Oxy/Acetylene \$500, CalFire Crew \$1,000, Other \$500. Total \$3,300.
- 2105-000 Training and travel \$1,000.
- 3020-000 Vehicle usage charges \$150.

REVENUE:

- 4211-000 MTA rental at Public Works yard \$6,000.
- 6650-000 Reimbursement for rental of equipment by other departments \$14,000.

Fund 100-General Fund

Department 1041-Public Works Operations& Equipment

Financing Uses	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual \$42,551	Dept Request
Salaries and Employee Benefits					
1001-000 Regular Employees	\$10,995	\$23,703	\$22,933	\$25,925	\$19,493
1002-000 Part-Time Employees	\$0	\$0		\$0	
1003-000 Overtime	\$0	\$192	\$192	\$217	\$936
1011-000 FICA	\$677	\$1,774	\$1,421	\$1,607	\$1,285
1012-000 Medicare	\$158	\$413	\$332	\$376	\$301
1013-000 Health Insurance	\$3,183	\$11,025	\$8,516	\$9,627	\$8,423
1014-000 Retirement	\$2,405	\$7,202	\$6,461	\$7,304	\$4,417
1015-000 Unemployment Insurance	\$25	\$227	\$296	\$335	\$136
1016-000 Workers Compensation	\$638	\$1,543	\$1,286	\$1,454	\$1,119
Total Salaries and Benefits	\$18,081	\$46,079	\$41,438	\$46,843	\$36,110
Services and Supplies					
2001-003 Fees and Permits-County	\$982	\$1,322	\$1,322	\$1,322	\$1,350
2010-000 Clothing and Safety Equipment	\$941	\$1,400	\$929	\$1,062	\$1,200
2041-000 Equipment Maintenance & Supplies	\$8,917	\$9,000	\$6,264	\$7,159	\$8,000
2044-000 Vehicle Operations	\$3,102	\$4,800	\$3,067	\$3,505	\$4,000
2081-030 Other Contract Services	\$487	\$900	\$88	\$588	\$500
2095-000 Rents and Leases-Equipment	\$0	\$0		\$0	
2101-033 Safety Supplies	\$464	\$500	\$1,670	\$1,909	\$2,000
2101-045 Other Departmental Expense	\$3,536	\$5,200	\$5,803	\$6,632	\$3,300
2105-000 Training and Travel	\$554	\$1,000	\$571	\$652	\$1,000
Total Services and Supplies	\$18,983	\$24,122	\$19,714	\$22,829	\$21,350
Other Charges					
3020-000 Equipment charges	\$210	\$150	\$48	\$100	\$150
Total Other Charges	\$210	\$150	\$48	\$100	\$150
Fixed Assets					
4002-000 Equipment		\$22,255	\$22,255	\$22,255	\$0
Total Fixed Assets	\$0	\$22,255	\$22,255	\$22,255	\$0
Total Appropriations	\$37,274	\$92,606	\$83,455	\$92,027	\$57,610
Financing Sources					
4211-000 Rental of Bldgs & Grounds	\$4,750	\$6,000	\$6,250	\$6,250	\$6,000
6650-000 Other Services	\$13,480	\$16,000	\$8,989	\$8,989	\$14,000
Total Revenue	\$18,230	\$22,000	\$15,239	\$15,239	\$20,000
Net City Cost	(\$19,044)	(\$70,606)	(\$68,217)	(\$76,788)	(\$37,610)

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.

2016-2017 PROGRAM GOALS:

- Continue to service the engineering related needs of city departments.
- Complete plans & specifications for a portion of the Main Street Relinquishment Project.
- Provide construction management for the Main Street Water Main Replacement Project Phase III.
- Manage the Long Term Water Supply Project, including planning and oversight for: a new test well, a hydrogeological study, and preparation of environmental documents.
- Assist with specifications and installation oversight for reservoir management improvements.
- Continue developing a citywide mapping system that includes all infrastructure & utilities.

ALLOCATED POSITIONS:	15/16	16/17
Assistant Engineer	0.10	0.10
Engineering Tech III Part-time	0.01	
Engineering Tech III	0.10	0.10
Engineering Technician II	<u>0.10</u>	<u>0.10</u>
Full-time Equivalent	0.31	0.30

BUDGET LINE ITEM COMMENTS/DETAILS:

2015-000	Phone and internet \$3,800.
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 \$1,100.
2055-000	Reference books, printer and plotter supplies \$3,000.
2081-030	Janitorial services, security & other \$2,500.Total \$2,500.
2095-000	Copier lease \$1,000, Copier maintenance \$600, Scanner lease \$2,000. Total \$3,600.
2101-045	Tools & Safety Equipment, survey supplies, & special office related \$1,500.
2105-000	AutoCAD training, training and travel \$8,000.
2110-000	PG&E bill, split with Public Works \$2,500.
2198.042	Shared Services from Fund 202 <\$10,650>, Fund 501 <\$10,650>, Fund 503 <\$10,650>. Total <\$31,950>.
3020-000	Interdepartmental equipment use \$1,000.
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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Fund 100-General Fund
Department 1042 Engineering

		<u>Actual</u>	<u>Budget</u>	<u>YTD</u>	<u>Projected</u>	<u>Dept</u>
		<u>06/30/2015</u>	<u>2015-2016</u>	<u>5/15/2016</u>	<u>Actual</u>	<u>Request</u>
<u>Financing Uses</u>					<u>\$42,551</u>	
Salaries and Employee Benefits						
1001-000	Regular Employees	\$20,058	\$11,107	\$4,716	\$5,331	\$17,854
1002-000	Part-Time Employees	\$796	\$786	\$659	\$745	
1003-000	Overtime	\$0	\$0		\$0	\$145
1004-000	Comp time Paid	\$177	\$0		\$0	
1011-000	FICA	\$1,446	\$865	\$387	\$438	\$1,169
1012-000	Medicare	\$338	\$202	\$90	\$102	\$273
1013-000	Health Insurance	\$6,712	\$4,204	\$1,048	\$1,184	\$3,826
1014-000	Retirement	\$4,147	\$3,006	\$1,181	\$1,335	\$3,472
1015-000	Unemployment Insurance	\$169	\$136	\$78	\$89	\$101
1016-000	Workers Compensation	\$1,489	\$754	\$371	\$420	\$1,018
Total Salaries and Benefits		\$35,332	\$21,060	\$8,531	\$9,643	\$27,858
Services and Supplies						
2015-000	Communications	\$3,606	\$3,500	\$1,855	\$3,800	\$3,800
2041-000	Equipment Maintenance & Supplies	\$11,731	\$4,500		\$4,500	\$4,500
2044-000	Vehicle Operations	\$471	\$1,000	\$1,064	\$1,064	\$1,100
2055-000	Office Expense	\$3,271	\$3,700	\$1,441	\$1,647	\$3,000
2081-030	Other Contract Services	\$4,322	\$3,000	\$1,905	\$2,177	\$2,500
2095-000	Rents & Leases Equipment	\$2,785	\$5,100	\$1,619	\$1,850	\$3,600
2101-045	Other Departmental Expense	\$4,234	\$1,500	\$80	\$500	\$1,500
2105-000	Training and Travel	\$435	\$4,500	\$4,185	\$4,250	\$8,000
2110-000	Utilities	\$2,012	\$2,000	\$2,134	\$2,438	\$2,500
Total Services and Supplies		\$32,867	\$28,800	\$14,282	\$22,226	\$30,500
Other Charges						
3020-000	Equipment Charges	\$780	\$1,500	\$325	\$371	\$1,000
Total Other Charges		\$780	\$1,500	\$325	\$371	\$1,000
Contingencies						
6001-000	Appropriation for Contingencies		\$4,000	\$0	\$0	\$4,000
Total Contingencies		\$0	\$4,000	\$0	\$0	\$4,000
Total Appropriations		\$68,980	\$55,360	\$23,138	\$32,240	\$63,358
Financing Sources						
Charges for Services						
6650-000	Other Services		\$1,200	\$1,071	\$1,200	\$1,200
Total Revenue		\$0	\$1,200	\$1,071	\$1,200	\$1,200
Net City Cost		(\$68,980)	(\$54,160)	(\$22,067)	(\$31,040)	(\$62,158)
Services & Supplies, Other Charges and Contingencies						
Allocated to Enterprise Funds						
	Fund 202 (30%)	(\$10,094)	(\$10,290)	(\$4,382)	(\$6,779)	(\$10,650)
	Fund 501 (30%)	(\$10,094)	(\$10,290)	(\$4,382)	(\$6,779)	(\$10,650)
	Fund 503 (30%)	(\$10,094)	(\$10,290)	(\$4,382)	(\$6,779)	(\$10,650)
2198.042	Total Allocated Services & Supplies	(\$30,283)	(\$30,870)	(\$13,147)	(\$20,337)	(\$31,950)
Net City Cost		(\$38,697)	(\$23,290)	(\$8,921)	(\$10,703)	(\$30,208)

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.

2016-2017 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:	15/16	16/17
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 \$166.

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

	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual \$42,551	Dept Request
<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	\$0
<u>Services and Supplies</u>					
2001-002 Fees and Permits-State	\$0	\$350	\$0	\$350	\$350
2001-003 Fees and Permits-County	\$540	\$540	\$0	\$540	\$540
Total Services and Supplies	\$540	\$890	\$0	\$890	\$890
<u>Other Charges</u>					
3010-000 Taxes and Assessments	\$4,605	\$500	\$166	\$166	\$166
3020-000 Equipment Charges					
Total Other Charges	\$4,605	\$500	\$166	\$166	\$166
Total Appropriations	\$5,145	\$1,390	\$166	\$1,056	\$1,056
Net City Cost	(\$5,145)	(\$1,390)	(\$166)	(\$1,056)	(\$1,056)

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..

2016-2017 PROGRAM GOALS:

- Continue contracting with arborist for the pruning and removal of unsafe trees in parks.
- Maintain the grounds, play structures, bathrooms, and other facilities in the City's parks.
- Concrete for ADA path of travel retrofit.

ALLOCATED POSITIONS:	15/16	16/17
Part-time Parks Maintenance Worker	0.44	0.44
Public Works Supervisor	0.13	0.10
Water Operator III	0.20	0.00
Public Works Maintenance Workers	<u>0.53</u>	<u>0.32</u>
Full-time Equivalent	1.30	0.86

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2041-000 Vehicle and equipment parts, repairs and tires \$2,000.
- 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 \$2,000; fencing at Rec Grove (1/2 split with Frontier Days) \$7,000 and the ball fields \$21,205. Total \$30,205.
- 2096-000 Equipment rental \$300.
- 2101-045 Janitorial supplies \$1,400, paint, signs, fencing \$500, landscape fiber for playground (1/2 split with 202.2020) \$4,000, Cal Fire crews \$1,000, tools, irrigation & miscellaneous \$4,100. Total \$11,000.
- 2105-000 Training & travel [Certified Playground Safety Inspector] \$1,000.
- 2110-000 Electric and gas utility bills for all City parks \$18,000.
- 2112-000 Disposal fees for garbage collections \$500.
- 3020-000 Vehicle usage \$5,000.
- 4002-000 2015 Ford Pickup \$8,167 (year 2 of 5 year lease), spreader hopper \$4,100, Total \$12,267.

REVENUE:

- 4211-000 Rental of parks \$2,600.

Fund 100-General Fund
Department 1050-Park Maintenance

Financing Uses	Actual	Budget	YTD	Projected	Dept
Salaries and Employee Benefits	06/30/2015	2015-2016	5/15/2016	Actual	Request
				\$42,551	
1001-000 Regular Employees	\$34,674	\$26,466	\$17,351	\$19,615	\$32,797
1002-000 Part Time Employees	\$5,516	\$13,755		\$0	
1003-000 Overtime	\$553	\$83	\$228	\$258	\$1,112
1011-000 FICA	\$2,490	\$2,889	\$1,080	\$1,221	\$2,119
1012-000 Medicare	\$582	\$678	\$253	\$285	\$495
1013-000 Health Insurance	\$15,216	\$13,262	\$6,796	\$7,682	\$8,462
1014-000 Retirement	\$4,503	\$7,929	\$2,106	\$2,380	\$4,029
1015-000 Unemployment Insurance	\$574	\$598	\$274	\$310	\$479
1016-000 Workers Compensation	\$2,472	\$2,518	\$984	\$1,112	\$1,845
Total Salaries and Benefits	\$66,581	\$68,178	\$29,071	\$32,863	\$51,338
Services and Supplies					
2041-000 Equipment Maintenance & Supplies	\$2,812	\$2,800	\$845	\$965	\$2,000
2044-000 Vehicle Operations	\$949	\$900	\$705	\$806	\$900
2045-000 Maint Bldgs&Grounds-Vandalism	\$3,831	\$5,000	\$3,830	\$4,377	\$5,000
2081-030 Other Contract Services		\$29,081	\$30,744	\$35,136	\$30,205
2096-000 Rents & Leases-Bldgs/Impr		\$0	\$272	\$272	\$300
2101-045 Other Departmental Expense	\$22,609	\$17,400	\$8,689	\$13,500	\$11,000
2105-000 Training and Travel		\$1,000	\$0	\$0	\$1,000
2110-000 Utilities	\$15,961	\$16,000	\$15,724	\$17,000	\$18,000
2112-000 Disposal Fees		\$500	\$38	\$44	\$500
Total Services and Supplies	\$46,161	\$72,681	\$60,846	\$72,100	\$68,905
Other Charges					
3020-000 Equipment Charges	\$5,237	\$5,000	\$1,806	\$2,500	\$5,000
Total Other Charges	\$5,237	\$5,000	\$1,806	\$2,500	\$5,000
Fixed Assets					
4002-000 Equipment	\$14,624	\$8,167	\$7,441	\$8,167	\$12,267
Total Fixed Assets	\$14,624	\$8,167	\$7,441	\$8,167	\$12,267
Total Appropriations	\$132,603	\$154,025	\$99,164	\$115,630	\$137,510
Financing Sources					
Revenue From Use of Money/Property					
4211-000 Rental of Bldgs & Grounds	\$2,600	\$2,600	\$1,775	\$2,600	\$2,600
Other Financing Sources					
7250-000 Miscellaneous Revenue					
Total Revenue	\$2,600	\$2,600	\$1,775	\$2,600	\$2,600
Net City Cost	(\$130,003)	(\$151,425)	(\$97,389)	(\$113,030)	(\$134,910)

FUND 100 COMMUNITY SERVICES 1070

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

2016-2017 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.
	Contribution to the Willits Chamber of Commerce \$10,000.

Fund 100-General Fund
Department 1070-Community Services

	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual \$42,551	Dept Request
<u>Financing Uses</u>					
<u>Other Contracts</u>					
3030-000 Chamber of Commerce (T.O.T.)	\$35,212	\$34,441	\$25,831	\$34,441	\$34,441
Total Other Contracts	\$35,212	\$34,441	\$25,831	\$34,441	\$34,441
<u>Other Contributions</u>					
3031-000 Willits Senior Center	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
3033-000 County Library	\$1,000	\$100	\$100	\$100	\$100
3035-000 County Museum	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
3040-000 Willits Community Services	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
3042-000 Our Daily Bread	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Willits Chamber of Commerce					\$10,000
Total Other Charges	\$18,500	\$17,600	\$17,600	\$17,600	\$27,600
Total Appropriations	\$53,712	\$52,041	\$43,431	\$52,041	\$62,041
Net City Cost	(\$53,712)	(\$52,041)	(\$43,431)	(\$52,041)	(\$62,041)

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, the final payment was made in January 2016.

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) \$41,566.

Fund 100-General Fund
Department 1097-Contingencies

	<u>Actual</u> <u>06/30/2015</u>	<u>Budget</u> <u>2015-2016</u>	<u>YTD</u> <u>5/15/2016</u>	<u>Projected</u> <u>Actual</u> <u>\$42,551</u>	<u>Dept</u> <u>Request</u>
<u>Financing Uses</u>					
6001-000 Appropriation for Contingencies	\$530	\$22,594	\$5,911	\$20,630	\$20,630
Total Appropriation for Contingencies	\$530	\$22,594	\$5,911	\$20,630	\$20,630
Net City Cost	(\$530)	(\$22,594)	(\$5,911)	(\$20,630)	(\$20,630)

Fund 100-General Fund
Department 1098-Debt Service

	<u>Actual</u> <u>06/30/2015</u>	<u>Budget</u> <u>2015-2016</u>	<u>YTD</u> <u>5/15/2016</u>	<u>Projected</u> <u>Actual</u> <u>\$42,551</u>	<u>Dept</u> <u>Request</u>
<u>Debt Service</u>					
3001-000 Principal	\$14,304	\$11,071	\$6,810	\$11,071	\$0
3002-000 Interest	\$865	\$305	\$140	\$305	\$0
Total Debt Service	\$15,169	\$11,376	\$6,950	\$11,376	\$0
Net City Cost	(\$15,169)	(\$11,376)	(\$6,950)	(\$11,376)	\$0

Fund 100-General Fund
Department 1099-Interfund Transfers

	<u>Actual</u> <u>06/30/2015</u>	<u>Budget</u> <u>2015-2016</u>	<u>YTD</u> <u>5/15/2016</u>	<u>Projected</u> <u>Actual</u> <u>\$42,551</u>	<u>Dept</u> <u>Request</u>
<u>Financing Uses</u>					
<u>Other Financing Uses</u>					
5001-000 Operating Transfers Out	\$36,601	\$46,197	\$22,876	\$32,215	\$41,566
Total Transfers Out	\$36,601	\$46,197	\$22,876	\$32,215	\$41,566
<u>Other Financing Sources</u>					
8202-000 Operating Transfers In	\$0	\$0	\$0	\$0	\$0
Total Transfers In	\$0	\$0	\$0	\$0	\$0
Net City Cost	(\$36,601)	(\$46,197)	(\$22,876)	(\$32,215)	(\$41,566)

GENERAL FUND TOTALS
Fiscal Year 2016-2017

	<u>Actual</u> <u>06/30/2015</u>	<u>Budget</u> <u>2015-2016</u>	<u>YTD</u> <u>5/15/2016</u>	<u>Projected</u> <u>Actual</u> <u>\$42,551</u>	<u>Dept</u> <u>Request</u>
<u>Grand Total</u>					
<u>General Fund Revenues</u>	\$4,461,299	\$4,525,211	\$3,446,330	\$4,019,730	\$4,199,934
<u>Grand Total</u>					
<u>General Fund Expenses</u>	\$4,138,538	\$4,545,277	\$3,420,209	\$4,055,016	\$4,662,253
Gain (Loss)	\$322,761	(\$20,066)	\$26,121	(\$35,286)	(\$462,318)

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.

2016-2017 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:	15/16	16/17
Public Works Lead Person	0.00	0.00
Public Works Supervisor	0.10	0.10
Water Operator III	0.10	0.00
Public Works Maintenance Workers	<u>0.05</u>	<u>0.05</u>
Full-time Equivalent	0.25	0.15

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 \$350.
- 3021-000 Overhead allocation \$25,271.

REVENUE:

- 3201-000 Traffic fines \$6,000.
- 8202-000 Transfer from General Fund (100.1099) \$41,566.

Fund 200-Traffic Safety
Department 2003-Operations

	Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	Dept Request
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees	\$8,892	\$10,093	\$540	\$610	\$8,412
1002-000 Part-Time Employees	\$0			\$0	\$0
1003-000 Overtime	\$228	\$330	\$415	\$469	\$248
1011-000 FICA	\$562	\$766	\$59	\$67	\$547
1012-000 Medicare	\$131	\$178	\$14	\$16	\$128
1013-000 Health Insurance	\$2,659	\$4,803	\$305	\$335	\$3,477
1014-000 Retirement	\$1,992	\$3,105	\$245	\$263	\$2,207
1015-000 Unemployment Insurance	\$17	\$85	\$4	\$10	\$50
1016-000 Workers Compensation	\$570	\$666	\$57	\$64	\$476
Total Salaries and Benefits	\$15,051	\$20,026	\$1,639	\$1,834	\$15,545
Services And Supplies					
2041-000 Equipment Maintenance & Supplies	\$29	\$100		\$50	\$100
2081-023 Contracts-State	\$1,033	\$1,500	\$928	\$1,000	\$1,500
2081-030 Other Contract Services	\$2,070	\$2,700	\$2,460	\$2,460	\$2,700
2101-045 Other Departmental Expense	\$1,025	\$1,600	\$0	\$1,600	\$1,600
2105-000 Training and Travel	\$0	\$500			\$500
Total Services and Supplies	\$4,156	\$6,400	\$3,388	\$5,110	\$6,400
Other Charges					
3020-000 Equipment Charges	\$321	\$500	\$7		\$350
3021-000 Overhead Allocation	\$3,489	\$25,271	\$25,271	\$25,271	\$25,271
Total Other Charges	\$3,810	\$25,771	\$25,278	\$25,271	\$25,621
Fixed Assets					
4002-000 Equipment	\$0	\$0	\$0	\$0	\$0
Total Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Appropriations	\$23,018	\$52,197	\$30,305	\$32,215	\$47,566
Financing Sources					
Fines, Forfeitures and Penalties					
3201-000 Traffic Fines	\$8,200	\$6,000	\$7,429		\$6,000
Total Fines, Forfeitures and Penalties	\$8,200	\$6,000	\$7,429	\$0	\$6,000
Other Financing Sources					
8202-000 Operating Transfers In	\$36,601	\$46,197	\$22,876	\$32,215	\$41,566
Total Other Financing Sources	\$36,601	\$46,197	\$22,876	\$32,215	\$41,566
Total Revenue	\$44,801	\$52,197	\$30,305	\$32,215	\$47,566
Net Cost	\$21,783	(\$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.

2016-2017 PROGRAM GOALS:

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

ALLOCATED POSITIONS:	15/16	16/17
City Manager	0.10	0.10
Public Works Director	<u>0.20</u>	<u>0.00</u>
Full-time Equivalent	0.30	0.10

BUDGET LINE ITEM COMMENTS/DETAILS:

2044-000	Fuel and oil for vehicle use \$600.
2081-030	Engineering contract services \$15,000.
2101-045	Preparation of Annual Street report \$1,500.
2110-000	Utilities – City-wide street lights \$75,000
3021-000	Overhead allocation \$2,916.

Fund 201-Gas Tax
Department 2010-Administration

	Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	Dept Request
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees	\$28,792	\$25,448	\$36,802	\$41,602	\$10,904
1011-000 FICA	\$1,770	\$1,889	\$2,259	\$2,554	\$702
1012-000 Medicare	\$414	\$441	\$528	\$597	\$164
1013-000 Health Insurance	\$6,291	\$6,100	\$10,475	\$11,841	\$1,756
1014-000 Retirement	\$3,740	\$3,996	\$6,778	\$7,662	\$2,767
1015-000 Unemployment Insurance	\$87	\$168	\$158	\$178	\$34
1016-000 Workers Compensation	\$1,697	\$1,645	\$2,073	\$2,343	\$611
Total Salaries and Benefits	\$42,790	\$39,687	\$59,073	\$66,778	\$16,938
Services and Supplies					
2044-000 Vehicle Operations	\$615	\$600	\$288	\$480	\$600
2055-000 Office Expense	\$0	\$0			
2061-012 Other Professional Services	\$0	\$0			
2081-030 Other Contract Services	\$0	\$0			\$15,000
2101-045 Other Departmental Expense	\$1,473	\$1,500	\$1,460	\$1,460	\$1,500
2110-000 Utilities	\$60,319	\$60,000	\$61,738	\$67,738	\$75,000
Total Services and Supplies	\$62,408	\$62,100	\$63,485	\$69,678	\$92,100
Other Charges					
3021-000 Overhead Allocation	\$3,521	\$2,916	\$2,916	\$2,916	\$2,916
Total Other Charges	\$3,521	\$2,916	\$2,916	\$2,916	\$2,916
Total Administration	\$108,719	\$104,703	\$125,475	\$139,372	\$111,954

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.

2016-2017 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:	15/16	16/17
Public Works Supervisor	0.30	0.23
Water Operator III	0.30	
Public Works Maintenance Workers	<u>1.92</u>	<u>1.55</u>
Full-time Equivalent	2.52	1.78

BUDGET LINE ITEM COMMENTS/DETAILS:

2041-000	Vehicle and equipment maintenance, parts and tires \$5,000; street sweeper maintenance \$5,000. Total \$10,000.
2044-000	Fuel and oil usage, including street sweeper \$7,500.
2055-000	Office Expense \$200.
2081-030	UST groundwater monitoring 10,500.
2101-033	Safety Supplies \$100.
2101-045	Tools, shovels, forming supplies \$500, uniforms \$500, Fire extinguisher maintenance (split with 100.1041) \$250, solid waste disposal \$150, vaccines \$100. Total \$1,500.
2105-000	Safety training \$1,000.
3020-000	Vehicle usage \$4,000.
3021-000	Overhead allocation \$38,720.
4002-000	Snow plow blade \$3,300.

Fund 201-Gas Tax
Department 2011-Street Maintenance

		Actual	Budget	YTD	Projected	
		6/30/2015	2015-2016	5/15/2016	Actual	Dept
Financing Uses					6/30/2016	Request
Salaries and Employee Benefits						
1001-000	Regular Employees	\$59,640	\$109,598	\$40,011	\$45,230	\$73,500
1002-000	Part-Time Employees	\$27	\$0		\$0	
1003-000	Overtime	\$6,388	\$11,586	\$3,803	\$4,299	\$4,336
1004-000	Comp Time Paid	\$10,915	\$6,100	\$8,739	\$9,879	
1005-000	Benefit Buyouts	\$6,450	\$16,373	\$19,405	\$21,936	\$2,695
1006-000	Workers Comp Payments	\$8,052	\$0	\$0	\$0	
1007-000	Longevity Incentive	\$3,750	\$750	\$750	\$750	
1011-000	FICA	\$5,352	\$5,999	\$4,479	\$5,063	\$4,872
1012-000	Medicare	\$1,252	\$1,403	\$1,048	\$1,184	\$1,139
1013-000	Health Insurance	\$33,711	\$38,387	\$23,184	\$26,209	\$31,694
1014-000	Retirement	\$15,071	\$23,427	\$15,656	\$17,698	\$12,600
1015-000	Unemployment Insurance	\$652	\$924	\$644	\$728	\$596
1016-000	Workers Compensation	\$5,569	\$5,228	\$4,979	\$5,628	\$4,243
Total Salaries and Benefits		\$156,827	\$219,775	\$122,698	\$138,604	\$135,675
Service and Supplies						
2041-000	Equipment Mtnce & Supplies	\$7,192	\$10,500	\$7,315	\$7,980	\$10,000
2044-000	Vehicle Operations	\$8,072	\$8,000	\$3,870	\$4,222	\$7,500
2055-000	Office Expense	\$130	\$500		\$0	\$200
2061-012	Architectural & Engineering				\$0	
2081-030	Other Contract Services	\$28,925	\$10,500	\$18,514	\$20,198	\$10,500
2101-033	Safety Supplies	\$0	\$100	\$58	\$63	\$100
2101-035	Rock/Gravel Asphalt			\$1,225	\$1,336	\$0
2101-045	Other Departmental Expense	\$1,490	\$2,500	\$440	\$481	\$1,500
2105-000	Training and Travel	\$0	\$1,000	\$0	\$0	\$1,000
Total Services and Supplies		\$45,808	\$33,100	\$31,422	\$34,279	\$30,800
Debt Service						
3001-000	Principal	\$0	\$0	\$0		\$0
3002-000	Interest	\$0	\$0	\$0		\$0
Total Debt Service		\$0	\$0	\$0	\$0	\$0
Other Charges						
3020-000	Equipment Charges	\$1,647	\$4,000	\$1,031	\$3,000	\$4,000
3021-000	Overhead Allocation	\$50,108	\$38,720	\$38,720	\$38,720	\$38,720
Total Other Charges		\$51,755	\$42,720	\$39,751	\$41,720	\$42,720
Fixed Assets						
4002-000	Equipment		\$55,285	\$55,235	\$55,235	\$3,300
Total Fixed Assets		\$0	\$55,285	\$55,235	\$55,235	\$3,300
Total Street Maintenance		\$254,390	\$350,880	\$249,106	\$269,838	\$212,495

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.

2016-2017 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:	15/16	16/17
Public Works Supervisor	0.09	0.07
Water Operator III	0.05	0.00
Public Works Maintenance Worker	<u>0.18</u>	<u>0.17</u>
Full-time Equivalent	0.32	0.24

BUDGET LINE ITEM COMMENTS/DETAILS:

2041-000 Vehicle and equipment maintenance parts and tires \$400.
2101-045 Toilet rental \$200, disposal \$500, Cal Fire crews \$2,500, tools and supplies \$100, Easy Street storm drain repair \$12,000. Total \$15,300.
3020-000 Vehicle usage charges \$2,200.
3021-000 Overhead allocation \$2,022.

Fund 201-Gas Tax
Department 2012-Storm Drain Mtce

	Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	Dept Request
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees	\$10,553	\$12,161	\$12,594	\$14,237	\$11,229
1002-000 Part-Time Employees	\$0			\$0	
1003-000 Overtime	\$0	\$239	\$317	\$358	\$584
1011-000 FICA	\$649	\$905	\$794	\$897	\$742
1012-000 Medicare	\$152	\$211	\$186	\$210	\$174
1013-000 Health Insurance	\$3,452	\$6,393	\$4,506	\$5,093	\$4,856
1014-000 Retirement	\$2,340	\$3,689	\$4,087	\$4,620	\$2,365
1015-000 Unemployment Insurance	\$82	\$125	\$170	\$193	\$82
1016-000 Workers Compensation	\$593	\$787	\$703	\$795	\$646
Total Salaries and Benefits	\$17,820	\$24,510	\$23,357	\$26,403	\$20,678
Services and Supplies					
2041-000 Equipment Maintenance & Supplies	\$139	\$500	\$224	\$350	\$400
2101-045 Other Departmental Expense	\$3,568	\$28,205	\$17,217	\$18,150	\$15,300
Total Services and Supplies	\$3,707	\$28,705	\$17,442	\$18,500	\$15,700
Other Charges					
3020-000 Equipment Charges	\$1,750	\$3,200	\$1,566	\$2,088	\$2,200
3021-000 Overhead Allocation	\$2,595	\$2,022	\$2,022	\$2,022	\$2,022
Total Other Charges	\$4,345	\$5,222	\$3,588	\$4,110	\$4,222
Total Storm Drain Maintenance	\$25,873	\$58,437	\$44,387	\$49,014	\$40,600
Total Appropriations	\$388,982	\$514,020	\$418,967	\$458,223	\$365,049
Recap of Street Maintenance Expenses					
Street Administration 201-2010	\$108,719	\$104,703	\$125,475	\$139,372	\$111,954
Street Maintenance 201-2011	\$254,390	\$350,880	\$249,106	\$269,838	\$212,495
Storm Drain Maintenance 201-2012	\$25,873	\$58,437	\$44,387	\$49,014	\$40,600
Total Fund 201 Appropriations	\$388,982	\$514,020	\$418,967	\$458,223	\$365,049

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 \$98,869 15/16
Total \$276,657.
6225-000 Street sweeping reimbursement from Caltrans \$13,300.
6650-000 Other services \$8,000.

Fund 201-Gas Tax
Department 0201

		Actual	Budget	YTD	Projected	Dept
		6/30/2015	2015-2016	5/15/2016	Actual	Request
Financing Sources					6/30/2016	
Intergovernmental Revenues						
5248-000	Gas Tax - Section 2103	\$53,985	\$54,677	\$21,615	\$54,677	\$54,677
5250-000	Gas Tax - Section 2105	\$30,243	\$36,954	\$22,770	\$36,954	\$36,954
5251-000	Gas Tax - Section 2106	\$25,889	\$25,790	\$19,475	\$25,790	\$25,790
5252-000	Gas Tax - Section 2107	\$38,946	\$37,515	\$29,328	\$37,515	\$37,515
5253-000	Gas Tax - Section 2107.5	\$4,000	\$2,000	\$1,000	\$2,000	\$2,000
5620-000	D1 Funds	\$0	\$227,788	\$0	\$0	\$276,657
Total Intergovernmental Revenue		\$153,063	\$384,724	\$94,188	\$156,936	\$433,593
Charges for Services						
6225-000	Street Sweeping	\$13,300	\$13,300		\$13,300	\$13,300
6650-000	Other Services	\$7,996	\$8,000	\$4,196	\$8,391	\$8,000
Total Charges for Services		\$21,296	\$21,300	\$4,196	\$21,691	\$21,300
Miscellaneous Revenue						
7230-000	UST Cleanup Fund or Insurance	\$0	\$0	\$0	\$0	\$0
7250-000	Miscellaneous Revenue	\$593	\$0	\$0	\$0	\$0
Total Miscellaneous Revenue		\$593	\$0	\$0	\$0	\$0
Other Financing Sources						
8202-000	Operating Transfers In	\$234,349	\$120,562	\$201,963	\$279,596	\$0
Total Other Financing Sources		\$234,349	\$120,562	\$201,963	\$279,596	\$0
Total Revenue		\$409,301	\$526,586	\$300,346	\$458,223	\$454,893
Net Cost		\$20,319	\$12,566	(\$118,621)	(\$0)	\$89,844

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.

2016-2017 PROGRAM GOALS:

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

ALLOCATED POSITIONS:	15/16	16/17
Assistant Engineer	0.20	0.20
Engineering Tech III Part-time	0.04	0.00
Engineering Technician III	0.50	0.50
Engineering Technician II	<u>0.20</u>	<u>0.20</u>
Full-time Equivalent	0.94	0.90

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
- 2198-042 Shared Costs and Expenses transferred from Engineering Department \$9,150.
- 3020-000 Shared Equipment cost transferred from Engineering Department \$300.
- 3021-000 Overhead allocation \$29,218.
- 5001-000 Operating transfer out to:
Fund 216 – Main Street Relinquishment Project \$25,000
- 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 \$772,331.
- 4201-000 Interest Income \$5,000.

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

		Actual	Budget	YTD	Projected	Dept
		6/30/2015	2015-2016	5/15/2016	Actual	Request
Financing Uses					6/30/2016	
Salaries and Employee Benefits						
1001-000	Regular Employees	\$61,972	\$52,516	\$31,066	\$35,118	\$54,547
1002-000	Part-time Employees	\$2,319	\$2,358	\$1,935	\$2,187	
1003-000	Overtime	\$60	\$402	\$402	\$455	\$550
1004-000	Comp Time Paid	\$617	\$1,409	\$1,409	\$1,592	
1005-000	Benefits Buy-Out				\$0	\$7,202
1011-000	FICA	\$3,997	\$2,849	\$2,141	\$2,421	\$3,521
1012-000	Medicare	\$935	\$666	\$501	\$566	\$824
1013-000	Health Insurance	\$14,653	\$10,977	\$5,715	\$6,461	\$10,207
1014-000	Retirement	\$13,665	\$10,534	\$9,777	\$11,053	\$11,887
1015-000	Unemployment Insurance	\$414	\$403	\$311	\$351	\$302
1016-000	Workers Compensation	\$3,710	\$2,480	\$2,146	\$2,425	\$3,067
Total Salaries and Benefits		\$102,343	\$84,594	\$55,403	\$62,630	\$92,107
Services and Supplies						
2015-000	Communications	\$0	\$0			
2041-000	Equipment Maintenance & Supplies					
2044-000	Vehicle Operations					
2055-000	Office Expense	\$995	\$500			\$500
2061-012	Architectural and Engineering	\$865	\$1,000			\$1,000
2081-030	Other Contract Services	\$3,349	\$5,000			\$5,000
2095-000	Rents & Leases - Equip	\$0				
2101-035	Rock/Gravel/Asphalt	\$11,099	\$13,000	\$5,683	\$13,000	\$13,000
2101-038	Infrastructure & Roadways	\$28,700	\$0			
2101-045	Other Departmental Expense	\$2,926	\$17,500	\$15		\$17,500
2198-042	Shared Engineering Services & Supplies			\$4,285	\$6,668	\$9,150
Total Services and Supplies		\$47,934	\$47,290	\$9,983	\$19,668	\$46,150
Other Charges						
3020-000	Shared Engineering Equip Costs	\$234	\$450	\$97	\$111	\$300
3021-000	Overhead Allocation	\$25,113	\$29,218	\$29,218	\$29,218	\$29,218
Total Other Charges		\$25,347	\$29,668	\$29,315	\$29,329	\$29,518
Other Financing Uses						
5001-000	Operating Transfers Out	\$694,388	\$763,513	\$837,773	\$915,406	\$25,000
6001-000	Shared Engineering Contingencies	\$0	\$1,200	\$0	\$0	\$1,200
Total Other Financing Uses		\$694,388	\$764,713	\$837,773	\$915,406	\$26,200
Total Appropriations		\$870,011	\$926,265	\$932,474	\$1,027,032	\$193,975
Financing Sources						
1300-000	Sales and Use Tax	\$919,520	\$919,520	\$493,659	\$844,931	\$772,331
4201-000	Interest Income	\$11,693	\$7,500	\$2,677	\$5,000	\$5,000
7250-000	Miscellaneous Revenue		\$0			
Total Revenue		\$931,212	\$927,020	\$496,336	\$849,931	\$777,331
Net Cost		\$61,201	\$755	(\$436,138)	(\$177,101)	\$583,356

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 \$3,000

Fund 212-Landfill Remediation
Department 2120 Inter-fund Transfers

	<u>Actual</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015-2016</u>	<u>YTD</u> <u>5/15/2016</u>	<u>Projected</u> <u>Actual</u> <u>6/30/2016</u>	<u>Dept</u> <u>Request</u>
<u>Other Financing Uses</u>					
3021-000 Overhead Allocation	\$41	\$39	\$39	\$39	\$39
5001-000 Operating Transfers Out					
Total Other Financing Uses	\$41	\$39	\$39	\$39	\$39
Total Appropriations	\$41	\$39	\$39	\$39	\$39
<u>Financing Sources</u>					
<u>Revenues From Use of Money/Property</u>					
4201-000 Interest Income	\$6,464	\$5,750	\$0	\$3,000	\$3,000
Total Rev From Use of Money/Prop	\$6,464	\$5,750	\$0	\$3,000	\$3,000
Total Revenue	\$6,464	\$5,750	\$0	\$3,000	\$3,000
Net Revenue (Cost)	\$6,423	\$5,711	(\$39)	\$2,961	\$2,961

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.

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.

Fund 213-Landfill Post closure Maintenance
Department 2130-Administration

	<u>Actual</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015-2016</u>	<u>YTD</u> <u>5/15/2016</u>	<u>Projected</u> <u>Actual</u> <u>6/30/2016</u>	<u>Dept</u> <u>Request</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000 Regular Employees	\$2,092	\$0	\$0	\$0	\$0
1002-000 Part-Time Employees	\$0	\$0	\$0	\$0	\$0
1011-000 FICA	\$128	\$0	\$0	\$0	\$0
1012-000 Medicare	\$30	\$0	\$0	\$0	\$0
1013-000 Health Insurance	\$1,175	\$0	\$0	\$0	\$0
1014-000 Retirement	\$174	\$0	\$0	\$0	\$0
1015-000 Unemployment Insurance	\$15	\$0	\$0	\$0	\$0
1016-000 Workers Compensation	\$118	\$0	\$0	\$0	\$0
	\$3,731	\$0	\$0	\$0	\$0
<u>Service and Supplies</u>					
2001-002 Fees and Permits-State	\$26,134	\$30,000	\$36,430	\$36,430	\$30,000
2001-003 Fees and Permits-County	\$5,474	\$6,814	\$6,814	\$6,814	\$6,814
Total Service and Supplies	\$31,608	\$36,814	\$43,244	\$43,244	\$36,814
<u>Other Charges</u>					
3010-000 Taxes and Assessments	\$728	\$743	\$765	\$765	\$743
3021-000 Overhead Allocation	\$2,435	\$195	\$195	\$195	\$195
Total Other Charges	\$3,163	\$938	\$960	\$960	\$938
Total Administration	\$38,502	\$37,752	\$44,204	\$44,204	\$37,752

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.

2016-2017 PROGRAM GOALS:

- Successful implementation of post-closure maintenance program.

ALLOCATED POSITIONS:	15/16	16/17
Public Works Supervisor	0.01	0.01
Public Works Maintenance Worker	<u>0.08</u>	<u>0.08</u>
Full-time Equivalent	0.09	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 \$15,000.
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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Fund 213-Landfill Post closure Maintenance
Department 2133-Operations

	Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	Dept Request
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000 Regular Employees	\$2,959	\$3,236	\$1,066	\$1,205	\$3,909
1002-000 Part-Time Employees	\$0			\$0	
1003-000 Overtime	\$0			\$0	\$397
1011-000 FICA	\$181	\$241	\$65	\$74	\$271
1012-000 Medicare	\$42	\$56	\$15	\$17	\$63
1013-000 Health Insurance	\$1,452	\$1,812	\$431	\$488	\$2,083
1014-000 Retirement	\$498	\$963	\$401	\$454	\$1,026
1015-000 Unemployment Insurance	\$19	\$30	\$21	\$24	\$30
1016-000 Workers Compensation	\$167	\$210	\$58	\$65	\$236
Total Salaries and Benefits	\$5,320	\$6,548	\$2,058	\$2,327	\$8,015
<u>Services and Supplies</u>					
2041-000 Equipment Maintenance & Supl	\$62	\$200	\$13	\$200	\$200
2044-000 Vehicle Operations	\$186	\$200		\$200	\$200
2061-015 Laboratory Testing	\$29,120	\$12,000	\$12,582	\$12,582	\$15,000
2081-030 Other Contract Services	\$27,664	\$32,350	\$6,921	\$9,921	\$32,350
2095-000 Rents and Leases-Equipment	\$0				
2101-033 Safety Supplies	\$0				
2101-035 Rock/Gravel/Asphalt	\$0				
2101-045 Other Departmental Expense	\$273	\$7,300	\$0	\$0	\$7,300
Total Service and Supplies	\$57,305	\$52,050	\$19,516	\$22,903	\$55,050
<u>Other Charges</u>					
3020-000 Equipment Charges	\$355	\$750	\$47	\$47	\$750
3021-000 Overhead Allocation	\$3,791	\$1,977	\$1,977	\$1,977	\$1,977
Total Other Charges	\$4,146	\$2,727	\$2,024	\$2,024	\$2,727
Total Operations	\$66,771	\$61,325	\$23,598	\$27,254	\$65,792
Total Appropriations	\$105,272	\$99,077	\$67,802	\$71,458	\$103,544
<u>Financing Sources - 0213</u>					
6650-000 Other Services	\$740	\$750	\$0	\$750	\$750
Total Charges for Services	\$740	\$750	\$0	\$750	\$750
Total Revenue	\$740	\$750	\$0	\$750	\$750
Net Revenue (Cost)		(\$98,327)	(\$67,802)	(\$70,708)	(\$102,794)

FUND 216 MAIN STREET RELINQUISHMENT PROJECT

BASIC FUNCTIONS: After completion of the Willits Bypass, Caltrans will relinquish the portion of Main Street beginning at Highway 20 and extending north to the City limits. Caltrans has committed to bringing Main Street into a state of good repair, including: paving, storm drain, ADA standard sidewalk, curb, and gutter. The City has been working with consultants and engaging the community members to develop conceptual designs for the North Main Street corridor that will encourage economic growth and development for post-bypass Willits. The general idea is to improve pedestrian and traffic safety while creating an aesthetically pleasing downtown.

For the purposes of this budget, the Main Street Relinquishment Project Fund refers the section of the relinquishment spanning from the south side of the West Valley Street intersection through the Commercial Street intersection. The City is entering into a cooperative agreement with Caltrans to contribute ½ cent Sales Tax funds to the project to ensure that post-bypass Willits meets the City’s expectations when considering a “state of good repair”. The current proposal by the City to Caltrans is that the City’s contribution would include the following for the street improvements for Main Street from its intersection with West Valley Street through the Commercial Street intersection:

- Revenue for the construction;
- The allocation of staff resources to survey the roadway and pothole utilities as necessary;
- Prepare final Plans, Specifications and Estimate (PS&E)
- Bid the Project
- Manage the bidding, construction and inspection of the project

This separation of project responsibilities provides a clear and concise division of costs. The preliminary estimate for rehabilitation of the items eligible for ½ cent Sales Tax funding is \$1,400,000.

2016-2017 PROGRAM GOALS:

- Survey, Design and complete Plans and Specifications for the Valley to Commercial Streets section of the Caltrans Relinquishment Project

BUDGET LINE ITEM COMMENTS/DETAILS:

2061.012 Architectural & Engineering costs \$25,000.

REVENUE:

8202.000 Transfer In from Sales Tax revenue \$25,000.

Fund 216-Main Street Relinquishment Project
Department 2160-Administration/Streets

	<u>Actual</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015-2016</u>	<u>YTD</u> <u>5/15/2016</u>	<u>Projected</u> <u>Actual</u> <u>6/30/2016</u>	<u>Dept</u> <u>Request</u>
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees	\$0	\$0	\$0	\$0	\$0
1011-000 FICA	\$0	\$0	\$0	\$0	\$0
1012-000 Medicare	\$0	\$0	\$0	\$0	\$0
1013-000 Health Insurance	\$0	\$0	\$0	\$0	\$0
1014-000 Retirement	\$0	\$0	\$0	\$0	\$0
1015-000 Unemployment Insurance	\$0	\$0	\$0	\$0	\$0
1016-000 Workers Compensation	\$0	\$0	\$0	\$0	\$0
Total Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies					
2061-012 Architectural & Engineering		\$0		\$0	\$25,000
2081-030 Other Contracts					
2101-038 Infrastructure & Roadways		\$0			
Total Services and Supplies	\$0	\$0	\$0	\$0	\$25,000
Other Charges					
3021-000 Overhead Allocation	\$0	\$0	\$0		
Total Other Charges	\$0	\$0	\$0	\$0	\$0
Total Appropriations	\$0	\$0	\$0	\$0	\$25,000
Financing Sources					
Intergovernmental Revenue					
5420-000 State Other - STIP Rehab		\$0			
5420-002 State Other - CalTrans Portion		\$0	\$0	\$0	\$0
Total State Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources					
8202-000 Operating Transfers in					\$25,000
Total Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$25,000
Total Revenue	\$0	\$0	\$0	\$0	\$25,000
Net Revenue (Cost)	\$0	\$0	\$0	\$0	\$0

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 annually. 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 12-month fiscal period

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:	16/17	16/17
City Manager	0.01	0.01
City Clerk	0.03	0.03
Finance Director/City Treasurer	<u>0.10</u>	<u>0.10</u>
Full-time Equivalent	0.14	0.14

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2015-000 Telephone and internet \$5,000.
- 2055-000 Office supplies, postage and copies \$700.
- 2061-011 Audit expense \$5,000.
- 2061-020 Bond Trustee fee \$1,850, Legal fees \$3,150. Total \$5,000.
- 2081-030 Finance Consultant \$10,000.
- 2199-000 Other administrative costs \$25,000.
- 3001-000 Principal on 2003 Bonds \$265,000.
- 3002-000 Interest on 2003 Bonds \$139,748.
- 3021-000 Overhead allocation \$31,379.

REVENUE:

- 1201-000 Property Tax \$459,338
- 4201-000 Interest Income \$795.

Fund 265-Successor Agency for Willits RDA
Department 2650-Administration

	<u>Actual</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015-2016</u>	<u>YTD</u> <u>5/15/2016</u>	<u>Projected</u> <u>Actual</u> <u>6/30/2016</u>	<u>Dept</u> <u>Request</u>
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees	\$7,328	\$10,026	\$6,978	\$7,888	\$12,083
1002-000 Part-time Employees	\$0			\$0	
1011-000 FICA	\$448	\$732	\$427	\$483	\$755
1012-000 Medicare	\$105	\$171	\$100	\$113	\$176
1013-000 Health Insurance	\$1,595	\$2,789	\$1,579	\$1,785	\$1,730
1014-000 Retirement	\$458	\$1,347	\$590	\$667	\$1,363
1015-000 Unemployment Insurance	\$25	\$47	\$24	\$27	\$47
1016-000 Workers Compensation	\$434	\$637	\$397	\$449	\$657
Total Salaries and Benefits	\$10,393	\$15,749	\$10,095	\$11,411	\$16,811
Services and Supplies					
2015-000 Communications	\$4,557	\$4,300	\$3,897	\$4,677	\$5,000
2055-000 Office Expense	\$544	\$500	\$411	\$493	\$700
2061-011 Audit and Fiscal	\$0	\$5,000	\$0	\$0	\$5,000
2061-020 Bond Trustee Fee / Legal Fees	\$2,035	\$5,000	\$2,035	\$2,442	\$5,000
2081-030 Other Contract Services	\$7,919	\$7,000	\$1,088	\$1,305	\$10,000
2084-000 Tax Administration Fee	\$0	\$0	\$0	\$0	\$0
2199-000 Other Administrative Expense	\$139	\$80,000	\$0	\$0	\$25,000
	\$15,193	\$101,800	\$7,431	\$8,917	\$50,700
Other Charges					
3001-000 Principal	\$450,000	\$436,506	\$171,061	\$421,061	\$265,000
3002-000 Interest	\$238,562	\$151,624	\$72,225	\$72,225	\$139,748
3021-000 Overhead Allocation	\$32,364	\$31,379	\$31,379	\$31,379	\$31,379
Total Other Charges	\$720,926	\$619,509	\$274,665	\$524,665	\$436,127
Total Appropriations	\$746,512	\$737,058	\$292,190	\$544,993	\$503,638
Financing Sources - 0265					
Taxes					
1201-000 Property Tax-Current Secured	\$413,668	\$621,755	\$423,877	\$465,912	\$459,338
1203-000 Supplemental Roll Taxes					
Total Taxes	\$413,668	\$621,755	\$423,877	\$465,912	\$459,338
Revenue From Use of Money/Property					
4201-000 Interest Income	\$805	\$795	\$1,376	\$2,000	\$2,000
Total Rev From Use of Money/Property	\$805	\$795	\$1,376	\$2,000	\$2,000
Total Revenue	\$414,473	\$622,550	\$425,253	\$467,912	\$461,338
Net Cost	(\$332,039)	(\$114,508)	\$133,063	(\$77,081)	(\$42,299)

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.

Fund 431 - Lateral Repair Loans Made
Department 4310

	<u>Actual</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015-2016</u>	<u>YTD</u> <u>5/15/2016</u>	<u>Projected</u> <u>Actual</u> <u>6/30/2016</u>	<u>Dept</u> <u>Request</u>
<u>Financing Uses</u>					
<u>Services & Supplies</u>					
2001-002 Fees and Permits-State					
2055-000 Office Expense					
2061-012 Architectural & Engineering					
2081-030 Other Contract Services					
Total Services & Supplies	\$0	\$0	\$0	\$0	\$0
<u>Other Charges</u>					
3021-000 Overhead Allocation	\$0	\$0	\$0	\$0	\$0
Total Other Charges	\$0	\$0	\$0	\$0	\$0
<u>Fixed Assets</u>					
4003-000 Infrastructure					
Total Fixed Assets	\$0	\$0	\$0	\$0	\$0
<u>Other Financing Uses</u>					
5007-000 Lateral Loans Made	\$0	\$10,000	\$0	\$0	\$10,000
Total Contingencies	\$0	\$10,000	\$0	\$0	\$10,000
Total Appropriations	\$0	\$10,000	\$0	\$0	\$10,000
<u>Financing Sources</u>					
<u>Intergovernmental Revenues</u>					
5620-001 Federal Loan					
5206-000 Federal Grant					
Total Intergovernmental Revenues	\$0	\$0	\$0	\$0	\$0
<u>Other Financing Sources</u>					
8202-000 Operating Transfers In		\$10,000	\$0	\$10,000	\$10,000
Total Other Financing Sources	\$0	\$10,000	\$0	\$10,000	\$10,000
Total Revenue	\$0	\$10,000	\$0	\$10,000	\$10,000
Net Revenue (Cost)		\$0	\$0	\$10,000	\$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.

2016-2017 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.

BUDGET LINE ITEM COMMENTS/DETAILS:

2001-003	Gasoline storage, Air Quality permit, Hazmat permit \$1,250.
2031-000	General liability insurance \$4,500.
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 \$52,175, Pavement Management Plan \$29,900 Total \$104,875
2101-045	Airport day \$750.
2110-000	Utilities \$7,000.
2111-000	Water & Sewer BTCSD \$1,800.
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.
4211-002	Fuel sales \$2,500.
5204-000	State Aid for Aviation \$10,000.
5206-007	Federal Aid Aviation Grant (Airport Layout Plan) \$46,958.
5206-007	Federal Aid Aviation Grant (Pavement Management Plan) \$26,911.

Fund 500-Airport Enterprise
Department 5001-Maintenance

	<u>Actual</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015-2016</u>	<u>YTD</u> <u>5/15/2016</u>	<u>Projected</u> <u>Actual</u> <u>6/30/2016</u>	<u>Dept</u> <u>Request</u>
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees	\$163	\$2,678	\$1,339	\$0	\$0
1003-000 Overtime	\$142	\$166	\$83	\$0	\$0
1011-000 FICA	\$19	\$175	\$87	\$0	\$0
1012-000 Medicare	\$4	\$41	\$20	\$0	\$0
1013-000 Health Insurance	\$52	\$887	\$444	\$0	\$0
1014-000 Retirement	\$37	\$1,071	\$535	\$0	\$0
1015-000 Unemployment Insurance	\$0	\$0	\$0	\$0	\$0
1016-000 Workers Compensation	\$17	\$158	\$79	\$0	\$0
Total Salaries and Benefits	\$434	\$5,175	\$2,588	\$0	\$0
Services and Supplies					
2001-003 Fees and Permits-County	\$1,096	\$1,100	\$1,007	\$1,208	\$1,250
2031-000 Insurance and Bonds	\$4,457	\$3,525	\$1,000	\$4,500	\$4,500
2041-000 Equipment Maintenance & Supplies	\$2,359	\$2,000	\$726	\$1,726	\$2,000
2044-000 Vehicle Operations	\$0			\$0	\$0
2045-000 Maint Buildings and Grounds	\$2,040	\$2,000	\$1,100	\$2,000	\$2,000
2050-000 Dues and Subscriptions	\$32	\$150		\$0	\$150
2081-030 Other Contract Services	\$57,182	\$144,125	\$94,711	\$99,711	\$104,875
2091-000 Advertising and Printing				\$0	
2101-045 Other Departmental Expense	\$273	\$750	\$470	\$700	\$750
2105-000 Training and Travel	\$0			\$0	
2110-000 Utilities	\$4,514	\$4,100	\$6,055	\$6,606	\$7,000
2111-000 Water	\$1,465	\$1,750	\$1,467	\$1,761	\$1,800
Total Services and Supplies	\$73,418	\$159,500	\$106,536	\$118,211	\$124,325
Other Charges					
3020-000 Equipment Charges	\$20	\$250	\$162	\$195	\$250
3021-000 Overhead Allocation	\$25,082	\$34,965	\$34,965	\$34,965	\$34,965
Total Other Charges	\$25,102	\$35,215	\$35,127	\$35,160	\$35,215
Total Appropriations	\$98,954	\$199,890	\$144,251	\$153,371	\$159,540
Financing Sources					
Revenue From Use of Money/Property					
4201-000 Interest Income	\$9	\$0			
4211-000 Rental of Bldgs & Grounds	\$50,018	\$62,200	\$51,762	\$62,115	\$62,000
4211-001 Monthly Vehicle Parking Fee	\$0	\$2,235		\$0	\$0
4211-002 Fuel Sales	\$3,102	\$7,000	\$2,356	\$2,500	\$2,500
Total Rev From Use of Money/Prop	\$53,129	\$71,435	\$54,119	\$64,615	\$64,500
Miscellaneous Revenue					
5204-000 State Aid for Aviation	\$20,000	\$10,000	\$10,000	\$10,000	\$10,000
5206-007 Federal Aid for Aviation - ALP/PMP	\$0	\$121,325	\$102,923	\$105,000	\$73,869
7250-000 Miscellaneous Revenue	\$0	\$3,000			
Total Miscellaneous Revenue	\$20,000	\$134,325	\$112,923	\$115,000	\$83,869
Total Revenue	\$73,129	\$205,760	\$167,041	\$179,615	\$148,369
Net City Cost	(\$25,825)	\$5,870	\$22,790	\$26,243	(\$11,171)

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.

2016-2017 PROGRAM GOALS:

- Implement new NPDES permit requirements.
- Continue efforts to reduce operating costs.
- Prepare Maintenance Building proposal.

ALLOCATED POSITIONS:	15/16	16/17
City Manager	0.20	0.20
Assistant Engineer	0.50	0.00
Finance Director/City Treasurer	0.30	0.30
Senior Accountant/Payroll	0.20	0.20
Office Assistant III UB Clerk	0.30	0.30
Administrative Assistant	0.00	0.00
Engineering Technician II	<u>0.30</u>	<u>0.05</u>
Full-time Equivalent	1.80	1.05

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 \$250.
2055-000	Office supplies and County printouts. Total \$600.
2081-030	Outside Consultant \$500.
2091-000	Advertising, printing and F.O.G. mailings \$500.
2105-000	Travel and training costs \$500.
2199-000	Other supplies \$1,000.
3010-000	Property taxes, \$13,500.
3021-000	Overhead allocation \$50,705.

Fund 501-Sewer Enterprise
Department 5010-Administration

Financing Uses		Actual	Budget	YTD	Projected	Dept
Salaries and Employee Benefits		6/30/2015	2015-2016	5/15/2016	Actual	Request
					6/30/2016	
1001-000	Regular Employees	\$84,029	\$81,732	\$30,269	\$34,217	\$77,433
1002-000	Part-Time Employees	\$7	\$0	\$124	\$140	
1003-000	Overtime	\$0	\$0		\$0	\$212
1004-000	Comp Time Paid	\$172	\$385	\$385	\$435	
1005-000	Benefits Buy-Outs	\$3,578	\$21,094	\$21,094	\$23,845	\$1,294
1006-000	Workers Comp Payments	\$215	\$0		\$0	
1011-000	FICA	\$5,390	\$5,512	\$3,178	\$3,593	\$4,869
1012-000	Medicare	\$1,260	\$1,289	\$743	\$840	\$1,139
1013-000	Health Insurance	\$25,827	\$27,894	\$20,391	\$23,050	\$15,185
1014-000	Retirement	\$14,297	\$17,738	\$12,303	\$13,907	\$14,736
1015-000	Unemployment Insurance	\$453	\$437	\$380	\$429	\$353
1016-000	Workers Compensation	\$4,999	\$4,801	\$4,397	\$4,970	\$4,241
Total Salaries and Benefits		\$140,227	\$160,882	\$93,263	\$105,428	\$119,462
Services and Supplies						
2001-002	Fees and Permits-State	\$0			\$0	\$0
2001-003	Fees and Permits-County	\$322			\$0	\$0
2032-000	Insurance Deductible	\$7,585	\$0		\$0	\$0
2041-000	Equipment Maintenance & Supplies	\$208	\$500	\$319	\$319	\$500
2050-000	Dues and Subscriptions	\$156	\$500	\$92	\$100	\$250
2055-000	Office Expense	\$752	\$1,200	\$317	\$500	\$600
2081-030	Other Contract Services	\$229	\$500	\$35	\$35	\$500
2091-000	Advertising and Printing	\$17	\$250	\$12	\$12	\$500
2096-000	Rents and Leases-Buildings	\$5,060	\$5,060	\$0	\$0	\$0
2105-000	Travel and Training	\$187	\$500	\$0	\$500	\$500
2199-000	Other Services and Supplies	\$799	\$500	\$817	\$1,000	\$1,000
3010-000	Taxes and Assessments	\$13,371	\$14,000	\$13,391	\$13,391	\$13,500
Total Services and Supplies		\$28,687	\$23,010	\$14,982	\$15,857	\$17,350
Other Charges						
3021-000	Overhead Allocation	\$102,454	\$50,705	\$50,705	\$50,705	\$50,705
Total Other Charges		\$102,454	\$50,705	\$50,705	\$50,705	\$50,705
Total Administration		\$271,368	\$234,597	\$158,951	\$171,990	\$187,517

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.

2016-2017 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.
- Repair sections of Main Street sewer line before Bypass Relinquishment Project.

ALLOCATED POSITIONS:	15/16	16/17
Utilities Superintendent	0.12	0.13
Public Works Director	0.20	0.00
Chief Wastewater Plant Operator	0.00	0.20
Sewer Operator III	0.50	0.80
Sewer Operator II	0.70	0.95
Sewer Operator I	0.25	0.50
Public Works Supervisor	0.04	0.17
Public Works Maintenance Worker	0.20	0.74
Sewer Operator-in-Training	0.70	0.00
Water Operator III	<u>0.02</u>	<u>0.00</u>
Full-time Equivalent	2.73	3.49

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, \$900, Boot allowance \$600.
Total \$1,500.
2041-000 Maintenance of equipment (rebuilt pump, light system, parts for trucks), pipeline supplies, saddles
for lateral and cleanout installations \$30,000.
2044-000 Fuel and oil for vehicles i.e., sewer jet, backhoe, dump truck \$10,000.
2061-012 Software updates \$5,000.
2061-015 Laboratory testing for fats, oil and grease program \$100.
2061-020 Clearing of customer laterals and repairs of manholes. Total \$5,000.
2081-030 Sewer cleaning services \$1,200, Engineering contract services \$15,000 Total \$16,200.
2095-000 Equipment rental (pumps, trucks, etc.) \$3,500.
2101-033 Safety needs including tools and equipment for confined space entry \$2,400.
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 \$4,000.
2110-000 Electricity for lift stations \$1,000.
3001-000 TV truck principal \$4,291, Vac truck principal \$18,114. Total \$22,405.
3002-000 TV truck interest \$19, Vac truck interest \$144. Total \$163.
3020-000 ISF equipment charges \$1,500.
3021-000 Overhead allocation \$11,819.
4002-000 TV Truck Camera \$34,200, Truck \$25,000 (1/2 split with Water), Concrete chainsaw \$3,000.
Total \$62,200
4003-001 Replace sections of Main Street sewer lines before Bypass Relinquishment Project
\$75,000.

Fund 501-Sewer Enterprise
Department 5011-Maintenance

Financing Uses		Actual	Amended	YTD	Projected	Dept
Salaries and Employee Benefits		6/30/2015	Budget	5/15/2016	Actual	Request
			2015-2016		6/30/2016	
1001-000	Regular Employees	\$111,393	\$161,700	\$90,500	\$102,304	\$166,591
1002-000	Part-Time Employees	\$0		\$0	\$0	\$0
1003-000	Overtime	\$989	\$5,330	\$3,994	\$4,515	\$10,879
1004-000	Comp Time Paid	\$2,800	\$1,757	\$3,270	\$3,696	\$0
1005-000	Benefit Buy-Outs	\$1,280	\$2,080	\$2,080	\$2,352	\$4,750
1006-000	Workers Comp Payments	\$35	\$0		\$0	
1011-000	FICA	\$7,154	\$10,774	\$6,133	\$6,933	\$11,271
1012-000	Medicare	\$1,673	\$2,520	\$1,434	\$1,621	\$2,636
1013-000	Health Insurance	\$33,227	\$56,511	\$35,998	\$40,694	\$69,451
1014-000	Retirement	\$19,715	\$34,638	\$24,051	\$27,189	\$30,642
1015-000	Unemployment Insurance	\$824	\$1,203	\$902	\$1,020	\$1,173
1016-000	Workers Compensation	\$6,717	\$9,386	\$5,889	\$6,657	\$9,817
Total Salaries and Benefits		\$185,808	\$285,899	\$174,252	\$196,980	\$307,209
Services and Supplies						
2001-002	Fees and Permits-State	\$2,088	\$2,200		\$2,200	\$2,200
2010-000	Clothing and Safety Equipment	\$798	\$2,000	\$1,049	\$1,500	\$1,500
2041-000	Equipment Maintenance & Supplies	\$15,901	\$41,000	\$44,342	\$45,000	\$30,000
2044-000	Vehicle Operations	\$12,111	\$10,000	\$7,621	\$9,000	\$10,000
2045-000	Maintain Bldg's and Grounds	\$1,418	\$1,000		\$0	\$0
2061-012	Architectural and Engineering	\$4,986	\$5,000	\$2,424	\$5,000	\$5,000
2061-015	Laboratory testing	\$0	\$1,000		\$0	\$100
2061-020	Other Professional Services	\$6,075	\$175	\$43	\$43	\$5,000
2081-030	Other Contract Services	\$3,505	\$3,000		\$0	\$16,200
2095-000	Rents and Leases-Equipment	\$422	\$750	\$3,190	\$3,400	\$3,500
2101-033	Safety Supplies	\$50	\$3,000	\$1,675	\$2,000	\$2,400
2101-035	Rock/Gravel/Asphalt	\$139	\$4,000	\$3,450	\$4,000	\$4,000
2101-038	Infrastructure and Roadways	\$10,153	\$20,000	\$3,415	\$5,000	\$20,000
2101-045	Other Departmental Expense	\$116	\$3,500	\$0	\$2,500	\$3,500
2105-000	Training and Travel	\$100	\$3,000	\$723	\$1,000	\$4,000
2110-000	Utilities	\$546	\$600	\$826	\$1,000	\$1,000
2199-000	Other Services and Supplies	\$0	\$0	\$143	\$200	\$0
Total Services and Supplies		\$58,407	\$107,050	\$68,900	\$81,843	\$108,400
Debt Service						
3001-000	Principal	\$102,661	\$103,050	\$85,791	\$103,050	\$22,405
3002-000	Interest	\$8,153	\$3,453	\$2,962	\$3,453	\$163
Total Debt Service		\$110,814	\$106,503	\$88,753	\$106,503	\$22,569
Other Charges						
3020-000	Equipment Charges	\$1,696	\$1,500	\$693	\$800	\$1,500
3021-000	Overhead Allocation	\$34,215	\$11,819	\$11,819	\$11,819	\$11,819
Total Other Charges		\$35,911	\$13,319	\$12,512	\$12,619	\$13,319
Fixed Assets						
4002-000	Equipment		\$58,711	\$63,949	\$63,949	\$62,200
4003-000	Infrastructure - Main Street		\$0		\$0	\$75,000
4003-001	Infrastructure - Holly Street		\$75,000	\$75,000	\$75,000	\$0
Total Fixed Assets		\$0	\$133,711	\$138,949	\$138,949	\$137,200
Total Maintenance		\$390,940	\$646,482	\$483,364	\$536,894	\$588,696

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.

2016-2017 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:	15/16	16/17
Utilities Superintendent	0.35	0.35
Chief Wastewater Operator	0.90	0.70
Sewer Operator II/III	0.80	2.15
Sewer Operator I	1.15	0.40
Operator-in-Training	<u>0.30</u>	<u>0.00</u>
Full-time Equivalent	3.50	3.60

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 \$13,500.

2001-003 County Air Quality Control permit, fees and other permits \$1,750.

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

2015-000 Telephone, cell phones, data lines \$3,000.

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

2041-000 Maintenance of all sewer plant equipment and machinery \$92,000.

2044-000 Fuel and oil for operations vehicles pick-up trucks, backhoe, Hesston tractor \$2,200.

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 \$500.

2061-012 Architectural and Engineering \$2,000

2061-015 NPDES and bioassays testing \$40,000, ELAP QAP testing \$2,000, Soil testing – Recycled
Water \$5,000. Total \$47,000.

2061-016 Hepatitis, tetanus and other inoculations \$200.

2061-020 Calibration and certification of scales and meters, minor fabrication and welding. Total
\$4,000.

2081-030 2016 Annual Wetland Report \$8,450, SCADA programming \$32,250. Total \$40,700.

2095-000 Tractor Rental \$15,000.

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

2101-032 Training supplies –videos, training courses, software training. Total \$500.

2101-033 Safety supplies: fire extinguishers, gas sniffers, harnesses, medical supplies, personal safety
items gloves, ear plugs, etc. Total \$3,000.

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 \$5,000.

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 Nitrogen and ammonia sensors for the aeration basin \$17,000.

4003-003 FY 16-17 Payment to replace blowers at plant \$152,954

4003-004 Flow Control Project: installation of actuators, electrical and SCADA programming to
automate flow through the plant \$40,000.

Fund 501-Sewer Enterprise
Department 5013-Plant Operations

Financing Uses		Actual	Budget	YTD	Projected	Dept
Salaries and Employee Benefits		6/30/2015	2015-2016	5/15/2016	Actual	Request
					6/30/2016	
1001-000	Regular Employees	\$158,305	\$151,676	\$95,897	\$108,405	\$185,383
1002-000	Part-Time Employees	\$0			\$0	
1003-000	Overtime	\$18,770	\$7,488	\$10,139	\$11,461	\$9,351
1004-000	Comp Time Paid	\$1,850	\$441	\$2,596	\$2,934	
1005-000	Benefit Buyouts	\$12,628	\$5,638	\$14,204	\$16,057	\$3,786
1007-000	Longevity Incentive	\$3,750	\$3,750	\$3,750	\$4,239	
1011-000	FICA	\$12,017	\$10,157	\$7,753	\$8,764	\$12,346
1012-000	Medicare	\$2,810	\$2,377	\$1,813	\$2,050	\$2,887
1013-000	Health Insurance	\$53,903	\$56,240	\$60,483	\$68,372	\$79,741
1014-000	Retirement	(\$92,163)	\$33,395	\$45,888	\$51,874	\$42,733
1015-000	Unemployment Insurance	\$1,046	\$1,156	\$1,395	\$1,577	\$1,208
1016-000	Workers Compensation	\$11,826	\$8,849	\$11,197	\$12,657	\$10,753
Total Salaries and Benefits		\$184,742	\$281,167	\$255,115	\$288,390	\$348,188
Services and Supplies						
2001-002	Fees and Permits-State	\$8,132	\$13,000	\$10,808	\$10,808	\$13,500
2001-003	Fees and Permits-County	\$1,220	\$2,000	\$1,594	\$1,594	\$1,750
2010-000	Clothing and Safety Equipment	\$1,910	\$1,500	\$971	\$1,500	\$1,500
2015-000	Communications	\$3,183	\$4,000	\$2,083	\$3,000	\$3,000
2025-000	Household Expense	\$96	\$250	\$0	\$250	\$250
2041-000	Equipment Maintenance & Supplies	\$83,116	\$90,753	\$87,639	\$90,000	\$92,000
2044-000	Vehicle Operations	\$2,611	\$2,000	\$1,899	\$2,137	\$2,200
2045-000	Mtce Buildings and Grounds	\$12,124	\$5,000	\$3,572	\$5,000	\$5,000
2055-000	Office Expense	\$176	\$208	\$208	\$300	\$500
2061-012	Architectural and Engineering	(\$8,796)	\$0	\$1,386	\$2,000	\$2,000
2061-015	Laboratory Testing	\$36,644	\$36,000	\$38,795	\$46,245	\$47,000
2061-016	Medical	\$0	\$300	\$0	\$100	\$200
2061-020	Other Professional Services	\$3,730	\$1,500	\$3,138	\$3,500	\$4,000
2081-030	Other Contract Services	\$24,150	\$23,500	\$8,145	\$10,000	\$40,700
2095-000	Equipment Rental					\$15,000
2096-000	Rents and Leases-Bldgs/Grnds.	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
2101-032	Training Supplies	\$603	\$2,000	\$357	\$500	\$500
2101-033	Safety Supplies	\$2,188	\$1,500	\$2,901	\$3,000	\$3,000
2101-034	Chemical and Lab Supplies	\$25,966	\$25,000	\$14,920	\$16,785	\$25,000
2101-038	Infrastructure and Roadways	\$0	\$1,000	\$0	\$0	\$1,000
2101-045	Other Departmental Expense	\$0	\$500	\$0	\$0	\$500
2105-000	Travel and Training	\$1,135	\$3,000	\$870	\$979	\$5,000
2110-000	Utilities	\$167,908	\$180,000	\$156,448	\$176,004	\$180,000
2199-000	Other Svs and Supplies	\$8,671	\$9,000	\$6,967	\$7,838	\$9,000
Total Services and Supplies		\$377,265	\$404,511	\$345,202	\$384,040	\$455,100

Fund 501-Sewer Enterprise
Department 5013-Plant Operations

	Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	Dept Request
Other Charges					
3020-000 Equipment Charges	\$89	\$200			\$200
3021-000 Overhead Allocation	\$52,941	\$42,195	\$42,195	\$42,195	\$42,195
Total Other Charges	\$53,030	\$42,395	\$42,195	\$42,195	\$42,395
Fixed Assets					
4002-000 Equipment	\$16,830	\$36,457	\$36,457	\$36,457	\$17,000
4003-001 Flow Meters	\$0	\$42,191	\$45,767	\$45,767	\$0
4003-002 Replace Mill Creek Meter	\$0	\$25,000	\$7,600	\$7,600	\$0
4003-003 Replacement Blowers	\$0	\$190,000	\$37,046	\$37,046	\$152,954
4003-004 Flow Control Project	\$0	\$0	\$0	\$0	\$40,000
Total Fixed Assets	\$16,830	\$293,648	\$126,870	\$126,870	\$209,954
Total Plant Operations	\$631,867	\$1,021,721	\$769,382	\$841,495	\$1,055,637

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, and Army Corps of Engineers. Prepare sewer line and appurtenances standard details, specifications and infiltration and inflow analysis.

2016-2017 PROGRAM GOALS:

Operations:

- Assist with plans, specifications and recommendations for installation of a Maintenance Building.
- Assist with flow/process control project.
- Provide oversight of mitigation wetlands management and reporting.
- Assist with integration of 2015 NPDES permit requirements.

Maintenance:

- Work towards developing a hydraulic model.

ALLOCATED POSITIONS:	15/16	16/17
Assistant Engineer	0.00	0.50
Engineering Tech III	0.10	0.10
Engineering Tech III Part-time	0.04	0.00
Engineering Tech II	0.30	0.05
Engineering Intern	<u>0.23</u>	<u>0.25</u>
Full-time Equivalent	0.67	0.90

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2198-042 30% of Engineering (1042) Services and Supplies \$9,150.
- 3020-000 30% of Engineering (1042) Equipment Costs \$300.
- 3021-000 Overhead \$6,135.
- 6001-000 30% of Engineering (1042) Contingencies \$1,200.

Fund 501-Sewer Enterprise
Department 5014-Engineering

Financing Uses		Actual	Budget	YTD	Projected	Dept
Services and Supplies		6/30/2015	2015-2016	5/15/2016	Actual	Request
					6/30/2016	
1001-000	Regular Employees	\$9,428	\$25,872	\$11,562	\$13,070	\$47,301
1002-000	Part-time Employees	\$2,306	\$5,478	\$1,976	\$2,234	
1003-000	Overtime	\$0	\$0		\$0	\$116
1004-000	Comp Time Paid	\$0	\$0		\$0	
1011-000	FICA	\$723	\$2,353	\$833	\$942	\$3,167
1012-000	Medicare	\$169	\$550	\$195	\$220	\$741
1013-000	Health Insurance	\$3,996	\$11,486	\$4,208	\$4,757	\$5,292
1014-000	Retirement	\$2,133	\$6,284	\$2,608	\$2,948	\$4,267
1015-000	Unemployment Insurance	\$132	\$554	\$231	\$261	\$554
1016-000	Workers Compensation	\$689	\$2,050	\$755	\$854	\$2,758
		\$0			\$0	
Total Salaries and Benefits		\$19,575	\$54,627	\$22,368	\$25,285	\$64,196
Services and Supplies						
2015-000	Communications	\$1,053	\$1,050			
2041-000	Equipment Maintenance & Supplies	\$3,508	\$1,350			
2044-000	Vehicle Operations	\$141	\$300			
2055-000	Office Expense	\$981	\$1,110			
2081-030	Other Contract Services	\$1,291	\$1,200			
2095-000	Rents and Leases-Equipment	\$835	\$1,530			
2101-045	Other Departmental Expense	\$1,270	\$450			
2105-000	Training and Travel	\$130	\$1,350			
2110-000	Utilities	\$604	\$600			
2198-042	Shared Engineering Services & Supplies			\$4,285	\$6,668	\$9,150
Total Services and Supplies		\$9,814	\$8,940	\$4,285	\$6,668	\$9,150
Other Charges						
3020-000	Shared Engineering Equipment Costs	\$234	\$450	\$97	\$111	\$300
3021-000	Overhead Allocation	\$3,046	\$6,135	\$6,135	\$6,135	\$6,135
Total Other Charges		\$3,280	\$6,585	\$6,232	\$6,246	\$6,435
Fixed Assets						
4002-000	Shared Engineering Equipment					
Total Fixed Assets		\$0	\$0	\$0	\$0	\$0
Other Financing Uses						
6001-000	Shared Engineering Contingencies	\$0	\$1,200	\$0	\$0	\$1,200
Total Other Financing Uses		\$0	\$1,200	\$0	\$0	\$1,200
Total Engineering		\$32,669	\$71,352	\$32,885	\$38,199	\$80,981

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.

2016-2017 PROGRAM GOALS:

- Complete installation and startup of Septage Receiving Station.
- Require all haulers to obtain a Wastewater Treatment Permit from the City.
- Transition into new NPDES requirements for septage receiving.
- Develop a Septage receiving policy that addresses all Septage characteristics.

ALLOCATED POSITIONS:

	15/16	16/17
Utilities Superintendent	0.03	0.02
Chief Wastewater Plant Operator	0.10	0.10
Wastewater Operator II		0.10
Wastewater Operator I	<u>0.10</u>	<u>0.10</u>
Full-time Equivalent	0.23	0.32

BUDGET LINE ITEM COMMENTS/DETAILS:

2041-000	Septage Receiving Station maintenance \$1,000.
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.

Fund 501-Sewer Enterprise
Department 5015-Septage Receiving

<u>Financing Uses</u>	<u>Actual</u>	<u>Budget</u>	<u>YTD</u>	<u>Projected</u>	<u>Dept</u>
<u>Salaries and Employee Benefits</u>	<u>6/30/2015</u>	<u>2015-2016</u>	<u>5/15/2016</u>	<u>Actual</u>	<u>Request</u>
				<u>6/30/2016</u>	
1001-000 Regular Employees	\$9,540	\$4,413	\$10,047	\$11,357	\$15,775
1002-000 Part-Time Employees	\$0			\$0	
1003-000 Overtime	\$185	\$39	\$79	\$89	\$451
1011-000 FICA	\$597	\$372	\$622	\$703	\$1,025
1012-000 Medicare	\$140	\$87	\$145	\$164	\$240
1013-000 Health Insurance	\$3,836	\$2,010	\$3,971	\$4,489	\$7,744
1014-000 Retirement	\$1,937	\$915	\$3,434	\$3,881	\$3,368
1015-000 Unemployment Insurance	\$27	\$50	\$71	\$80	\$109
1016-000 Workers Compensation	\$565	\$324	\$627	\$709	\$892
Total Salaries and Benefits	\$16,827	\$8,210	\$18,996	\$21,474	\$29,604
Services and Supplies					
2041-000 Equipment Maintenance & Supplies	\$412	\$0		\$0	\$1,000
2045-000 Maintain Bldg's & Grounds	\$0	\$0		\$0	\$0
2055-000 Office Expense	\$0	\$500			\$500
2061-012 Architural & Engineering	\$0	\$0			
2061-015 Laboratory testing	\$0	\$5,000		\$0	\$5,000
2101-034 Chemicals	\$0	\$12,000	\$236	\$236	\$12,000
2101-045 Other Departmental Expense	\$0	\$0		\$0	\$0
2105-000 Training & Travel	\$0	\$2,000		\$0	\$2,000
2110-000 Utilities	\$0	\$0		\$0	\$0
Total Services and Supplies	\$412	\$19,500	\$236	\$236	\$20,500
Other Charges					
3020-000 Equipment Charges	\$0	\$0	\$0	\$0	\$0
Total Other Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets					
4003-000 Infrastructure	\$0	\$235,000	\$144,680	\$154,680	
Total Fixed Assets	\$0	\$235,000	\$144,680	\$154,680	\$0
Total Septage Receiving	\$17,239	\$262,710	\$163,911	\$176,390	\$50,104

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. In December 2015 the City refunded the bond and approved a lower interest rate loan with TPB Investments, Inc. Interest payments are payable semiannually on November 1 and May 1, at a rate of 3.84%. The outstanding principal balance of \$3,350,945 at July 1, 2016 is payable in annual installments, due each November 1, ranging from \$143,000 to \$262,000 through the year 2032. The current year principal payment is \$143,360. The annual interest expense for FY 2016/17 is \$125,925.

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 \$124,500 for the Series 2007A bonds, and \$17,500 for the Series 2007B bonds. The outstanding principal balance of \$9,338,000 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 2016/17 on these two loans is \$393,850.

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 \$139,000. The outstanding principal balance of \$7,651,000 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 2016/17 is \$189,538.

Following complete drawdown and reserve funding, the average annual debt service will be \$288,000 on the refunded 1993 COPs, \$540,000 on the 2007 COPs and \$330,500 on the 2011 COPs for a total of \$1,158,500 per year.

SEWER ENTERPRISE FINANCING SOURCES

REVENUES:

4201-000	Interest Income \$6,500.
6400-000	City Sewer User Charges \$1,985,000.
6401-000	Brooktrails Sewer User Charges \$575,179.
6402-000	Meadowbrook Manor Sewer User Charges \$88,000.
6403-000	Septage Receiving \$240,000.
6404-000	Sewer Lateral Installation \$2,000.
6650-000	Other Services \$3,000.

<u>Fund 501-Sewer Enterprise</u>					Projected	
<u>Department 5017-Contingencies</u>		Actual	Budget	YTD	Actual	Dept
		6/30/2015	2015-2016	5/15/2016	6/30/2016	Request
<u>Financing Uses</u>						
6001-000	Appropriation for Contingencies	\$351,293	\$11,824	\$11,824	\$0	\$0
Total Contingencies		\$351,293	\$11,824	\$11,824	\$0	\$0
<u>Department 5018-Debt Service</u>					Projected	
		Actual	Budget	YTD	Actual	Dept
		6/30/2015	2015-2016	5/15/2016	6/30/2016	Request
<u>Financing Uses</u>						
3001-000	Principal	\$369,000	\$382,500	\$382,500	\$382,500	\$424,360
3002-000	Interest	\$775,397	\$750,842	\$750,842	\$750,842	\$709,309
3021-000	Overhead Allocation	\$8,957	\$3,233	\$3,233	\$3,233	\$3,233
Total Debt Service		\$1,153,354	\$1,136,575	\$1,136,575	\$1,136,575	\$1,136,902
<u>Department 5019-Other Financing Uses</u>					Projected	
		Actual	Budget	YTD	Actual	Dept
		6/30/2015	2015-2016	5/15/2016	6/30/2016	Request
<u>Financing Uses</u>						
3021-000	Overhead Allocation	\$495	\$54,597	\$54,597	\$54,597	\$54,597
5001-000	Operating Transfers Out	\$0	\$10,000	\$0	\$0	\$10,000
Total Other Financing Uses		\$495	\$64,597	\$54,597	\$54,597	\$64,597
Total Appropriations		\$2,849,225	\$3,449,858	\$2,811,489	\$2,956,141	\$3,164,434
<u>Department 0501</u>						
<u>Financing Sources</u>					Projected	
		Actual	Budget	YTD	Actual	Dept
		6/30/2015	2015-2016	5/15/2016	6/30/2016	Request
<u>Revenue From Use of Money/Property</u>						
4201-000	Interest Income	\$16,672	\$10,000	\$1,980	\$6,980	\$6,500
4211-000	Rental of Bldgs & Grounds	\$7,500				
Total Rev From Use of Money/Property		\$24,172	\$10,000	\$1,980	\$6,980	\$6,500
<u>Charges for Services</u>						
6400-000	City Sewer Use Charge	\$2,020,078	\$1,985,000	\$1,891,944	\$1,986,541	\$1,985,000
6401-000	Brooktrails Sewer User Charge	\$557,866	\$577,148	\$533,147	\$577,146	\$575,179
6402-000	Meadowbrook Manor Charge	\$89,329	\$88,000	\$83,094	\$87,248	\$88,000
6403-000	Septage Receiving	\$437,878	\$500,000	\$148,954	\$159,086	\$240,000
6404-000	Sewer Lateral Installation	(\$1,000)	\$41,793	\$41,793	\$41,793	\$2,000
6405-000	Sewer Hookup Fees	\$7,865	\$7,840	\$7,840	\$7,840	\$0
6650-000	Other Services	\$2,496	\$3,000	\$420	\$420	\$3,000
Total Charges for Services		\$3,114,512	\$3,202,781	\$2,707,191	\$2,860,074	\$2,893,179
<u>Miscellaneous Revenue</u>						
5206-000	Federal Grants	\$0				
7250-000	Miscellaneous Revenue	\$709	\$0	\$0	\$0	\$0
Total Miscellaneous Revenue		\$709	\$0	\$0	\$0	\$0
Total Revenue		\$3,139,392	\$3,212,781	\$2,709,171	\$2,867,054	\$2,899,679
Net Revenue (Cost)		\$290,167	(\$237,077)	(\$102,318)	(\$89,087)	(\$264,755)

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.

2016-2017 PROGRAM GOALS:

- Planning for long term water supplementation 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:	15/16	16/17
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>0.00</u>	<u>0.00</u>
Full-time Equivalent	1.60	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 \$1,650.
2015-000	Phone, telemetry, radios \$6,500.
2032-000	Insurance Deductibles \$1,500.
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
2061-012	Architectural & Engineering \$4,000.
2061-020	Trustee fees \$2,300, Outside Consultant \$2,200. Total \$4,500.
2081-030	Contract Services \$2,000.
2091-000	Advertising and printing costs \$500.
2199-000	Other services and supplies \$2,000.
3010-000	Mendocino County property taxes \$2,180.
3021-000	Overhead allocation \$71,129.

Fund 503-Water Enterprise
Department 5030-Administration

		Actual	Budget	YTD	Projected	
		6/30/2015	2015-2016	5/15/2016	Actual	Dept
Financing Uses					6/30/2016	Request
Salaries and Employee Benefits						
1001-000	Regular Employees	\$68,143	\$91,842	\$55,328	\$62,545	\$103,202
1002-000	Part-Time Employees	\$0	\$0		\$0	
1003-000	Overtime	\$0	\$178	\$178	\$201	\$601
1004-000	Comp Time Paid	\$626	\$157	\$157	\$177	
1011-000	FICA	\$4,322	\$6,281	\$3,511	\$3,969	\$6,519
1012-000	Medicare	\$1,011	\$1,470	\$821	\$928	\$1,525
1013-000	Health Insurance	\$24,998	\$32,136	\$21,578	\$24,393	\$25,227
1014-000	Retirement	\$11,242	\$20,992	\$14,641	\$16,550	\$21,498
1015-000	Unemployment Insurance	\$430	\$538	\$389	\$440	\$538
1016-000	Workers Compensation	\$4,048	\$5,471	\$3,447	\$3,897	\$5,678
Total Salaries and Benefits		\$114,820	\$159,064	\$100,051	\$113,101	\$164,788
Services and Supplies						
2001-002	Fees and Permits-State	\$30,706	\$45,000	\$29,805	\$30,205	\$45,000
2001-003	Fees and Permits-County	\$1,610	\$1,500	\$1,221	\$1,221	\$1,650
2015-000	Communications	\$6,382	\$6,300	\$5,909	\$6,500	\$6,500
2032-000	Insurance Deductible	\$1,458	\$366	\$366	\$366	\$1,500
2050-000	Dues and Subscriptions	\$1,457	\$1,600	\$92	\$1,460	\$1,600
2055-000	Office Expense	\$16,159	\$20,000	\$16,802	\$19,302	\$20,000
2061-010	Professional Service - Legal	\$2,864	\$5,000	\$801	\$2,500	\$5,000
2061-012	Architectural & Engineering	\$4,117	\$0		\$0	\$4,000
2061-020	Other Professional Svs.	\$2,600	\$4,500		\$0	\$4,500
2081-030	Other Contract Services	\$201	\$0		\$0	\$2,000
2091-000	Advertising and Printing	\$65	\$500		\$0	\$500
2096-000	Rents and Leases-Buildings	\$5,060	\$5,060		\$5,060	\$0
2105-000	Travel & Training	\$0	\$0		\$0	\$0
2199-000	Other Svs and Supplies	\$13,680	\$9,000	\$1,546	\$1,767	\$2,000
Total Services and Supplies		\$86,359	\$98,826	\$56,542	\$68,381	\$94,250
Other Charges						
3010-000	Taxes and Assessments	\$2,128	\$2,150	\$2,169	\$2,169	\$2,180
3021-000	Overhead Allocation	\$82,068	\$71,129	\$71,129	\$71,129	\$71,129
Total Other Charges		\$84,196	\$73,279	\$73,298	\$73,298	\$73,309
Total Administration		\$285,375	\$331,170	\$229,891	\$254,780	\$332,347

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.

2016-2017 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.
- Upsize water main from 6” to 12” with the Main Street Water Replacement Project, Phase III.

ALLOCATED POSITIONS:	15/16	16/17
Public Works Director	0.20	0.00
Chief Water Operator		0.10
Operator I	0.50	0.00
Operator II	0.60	0.00
Operator III	0.77	2.40
Public Works Supervisor	0.15	0.17
Public Works Maintenance Workers	<u>0.55</u>	<u>0.76</u>
Full-time Equivalent	2.77	3.43

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2001-003 County Fees 575 HP Stationary Diesel \$350.
- 2010-000 Clothing and Safety Equipment \$1,500.
- 2041-000 Pipe valves, fittings, tools, equipment, pump station repairs, hot taps, meters \$80,000.
- 2044-000 Vehicle operations, fuel, and repair \$12,000.
- 2061-020 Backflow and cathodic inspection & repair \$1,200.
- 2081-030 Meter repair, Emergency Vactor services \$5,000, Engineering contract services \$15,000. Total \$20,000.
- 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 \$20,000.
- 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 New pickup (1/2 split with Sewer Maintenance) \$25,000.
- 4003.000 Valve replacement at Baechtel & Main \$35,000.
- 4003-003 Main Street water line phase III project \$840,000.
- 4003-005 Upgrade 3M gallon tank telemetry \$30,000.

Fund 503-Water Enterprise
Department 5031-System Maintenance

		Actual	Budget	YTD	Projected	Dept
		6/30/2015	2015-2016	5/15/2016	Actual	Request
Financing Uses					6/30/2016	
Salaries and Employee Benefits						
1001-000	Regular Employees	\$196,928	\$162,735	\$154,703	\$174,882	\$171,771
1002-000	Part-Time Employees	\$7	\$0	\$0	\$0	\$0
1003-000	Overtime	\$14,184	\$25,000	\$21,356	\$24,142	\$45,340
1011-000	FICA	\$12,958	\$12,484	\$10,823	\$12,234	\$13,964
1012-000	Medicare	\$3,031	\$2,710	\$2,531	\$2,861	\$3,266
1013-000	Health Insurance	\$69,322	\$57,627	\$52,964	\$59,873	\$69,633
1014-000	Retirement	\$40,338	\$40,684	\$44,380	\$50,169	\$37,002
1015-000	Unemployment Insurance	\$1,309	\$931	\$691	\$782	\$1,152
1016-000	Workers Compensation	\$12,511	\$10,904	\$10,554	\$11,931	\$12,162
Total Salaries and Benefits		\$350,587	\$313,075	\$298,003	\$336,873	\$354,290
Services and Supplies						
2001-002	State Fees and Permits	\$985	\$0	\$0	\$0	\$0
2001-003	County Fees and Permits	\$0	\$339	\$339	\$339	\$350
2010-000	Clothing and Safety Equipment	\$1,797	\$1,500	\$979	\$1,500	\$1,500
2041-000	Equipment Maintenance & Supplies	\$89,978	\$120,000	\$27,580	\$90,000	\$80,000
2044-000	Vehicle Operations	\$10,916	\$15,000	\$6,422	\$12,000	\$12,000
2061-012	Architectural & Engineering	\$10,039	\$0	\$0	\$0	\$0
2061-020	Other Professional Services	\$1,200	\$5,000	\$1,200	\$1,371	\$1,200
2081-030	Other Contract Services	\$3,188	\$10,000	\$811	\$927	\$20,000
2095-000	Rents and Leases-Equipment		\$600	\$0	\$0	\$600
2101-033	Safety Supplies	\$140	\$500	\$0	\$0	\$500
2101-035	Rock/Gravel/Asphalt	\$1,965	\$10,000	\$4,891	\$10,000	\$10,000
2101-038	Infrastructure and Roadways	\$36,636	\$50,000	\$5,622	\$6,426	\$20,000
2101-045	Other Departmental Expense	\$0	\$1,000	\$29	\$33	\$1,000
2105-000	Training and Travel	\$1,607	\$3,000	\$2,746	\$3,139	\$3,000
2199-000	Other Services & Supplies	\$0	\$0	\$0	\$0	\$0
Total Services and Supplies		\$158,450	\$216,939	\$50,621	\$125,735	\$150,150
Other Charges						
3020-000	Equipment Charges	\$6,568	\$4,000	\$1,778	\$2,032	\$4,000
3021-000	Overhead Allocation	\$32,364	\$9,424	\$9,424	\$9,424	\$9,424
Total Other Charges		\$38,932	\$13,424	\$11,202	\$11,456	\$13,424
Fixed Assets						
4002-000	Equipment	\$0	\$22,255	\$27,492	\$27,492	\$25,000
4003-000	Infrastructure	\$0	\$0	\$0	\$0	\$35,000
4003-001	Infrastructure - Della Ave	\$2,570	\$150,286	\$150,286	\$150,286	\$0
4003-002	Infrastructure - Water Tank	\$0	\$300,000	\$210,474	\$210,474	\$0
4003-003	Infrastructure - Main Street	\$0	\$980,000	\$2,270	\$2,270	\$840,000
4003-038	Infrastructure - Emergency Water Pro.	\$509,742	\$302,613	\$303,161	\$303,161	\$0
4003-005	Infrastructure - Upgrade Telemetry	\$0	\$0	\$0	\$0	\$30,000
Total Fixed Assets		\$512,312	\$1,755,154	\$693,683	\$693,683	\$930,000
Total System Maintenance		\$1,060,281	\$2,298,592	\$1,053,509	\$1,167,747	\$1,447,864

FUND 503 GROUNDWATER PLANT OPERATIONS 5032

BASIC FUNCTIONS: The Ground Water Treatment Plant Operations Department is responsible for the operation and maintenance of the groundwater treatment plant and associated wells. The well is currently approved for emergency use for 25-days per year.

2016-2017 PROGRAM GOALS:

- Provide an adequate supply of water to the City’s residents under emergency conditions.
- Research the feasibility of permitting the well for permanent use.
- Install new test well.

BUDGET LINE ITEM COMMENTS/DETAILS:

2001-002	State permit fees \$2,000
2010-000	Safety equipment \$500.
2041-000	Plant replacement parts, equipment, and tools \$2,000.
2061-012	CEQA and Geohydrology Professional Services Contract(s) \$100,000.
2061-015	Laboratory testing \$5,000.
2081-030	Zone testing for test well \$20,000.
2101-034	Coagulants and treatment chemicals \$2,000.
2101-033	Safety Supplies \$500.
2101-038	Infrastructure Repairs \$1,000.
2110-000	Utilities \$3,000.
4003-000	Test Well \$30,000.

Fund 503-Water Enterprise
Department 5032-Ground Water Treatment Plant

	<u>Actual</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015-2016</u>	<u>YTD</u> <u>5/15/2016</u>	<u>Projected</u> <u>Actual</u> <u>6/30/2016</u>	<u>Dept</u> <u>Request</u>
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees					
1003-000 Overtime					
1004-000 Comp Time Paid					
1005-000 Benefit Buyouts					
1006-000 Workers Compensation Payment					
1007-000 Longevity Incentive					
1011-000 FICA					
1012-000 Medicare					
1013-000 Health Insurance					
1014-000 Retirement					
1015-000 Unemployment Insurance					
1016-000 Workers Compensation					
Total Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies					
2001-002 State Fees and Permits					\$2,000
2010-000 Clothing and Safety Equipment					\$500
2041-000 Equipment Maintenance & Supplies					\$2,000
2061-012 Architectural and Engineering					\$100,000
2061-015 Laboratory Testing					\$5,000
2081-030 Other Contract Services					\$20,000
2101-034 Chemical and Lab Supplies					\$2,000
2101-033 Safety Supplies					\$500
2101-038 Infrastructure and Roadways					\$1,000
2110-000 Utilities					\$3,000
Total Services and Supplies	\$0	\$0	\$0	\$0	\$136,000
Debt Service					
3001-000 Principal					
3002-000 Interest					
Total Debt Service	\$0	\$0	\$0	\$0	\$0
Other Charges					
3020-000 ISF Equipment Charges					
3021-000 Overhead Allocation					
Total Other Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets					
4002-000 Equipment					
4003-000 Plant and Infrastructure					\$30,000
Total Fixed Assets	\$0	\$0	\$0	\$0	\$30,000
Other Financing Uses					
5001-000 Operating Transfers Out					
Total Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Total Plant Operations	\$0	\$0	\$0	\$0	\$166,000

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.

2016-2017 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:	15/16	16/17
Utilities Superintendent	0.50	0.50
Chief Water Operator	1.00	0.90
Engineering Intern	0.00	0.25
Operators I/II/III	2.75	1.60
Sewer/Water OIT/Compliance Officer	<u>0.00</u>	<u>0.00</u>
Full-time Equivalent	4.25	3.25

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2010-000 Clothing and safety equipment \$1,000.
- 2041-000 Plant replacement parts, equipment, and tools \$20,000.
- 2045-000 Buildings and grounds: maintenance of all water plant structures \$8,000.
- 2055-000 Office supplies: paper, pencils, computer supplies \$1,200.
- 2061-015 Laboratory testing \$22,000.
- 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 \$22,000.
- 2105-000 Operator training, education, travel \$5,000.
- 2110-000 Utilities, PG&E and propane \$170,000.
- 3020-000 ISF Equipment Charges \$1,000.
- 3021-000 Overhead allocation \$38,557.
- 4002-000 2017 Pickup truck \$39,000, 2x Con Ex storage containers \$5,000. Total \$44,000.
- 4003-000 Two Valves at Morris Dam \$25,000 .
- 5001-000 Transfer to 100.1022.8202.000 Field Operations for watershed security \$15,000.

Fund 503-Water Enterprise
Department 5033-Plant Operations

	Actual	Budget	YTD	Projected	Dept
	6/30/2015	2015-2016	5/15/2016	Actual	Request
Financing Uses				6/30/2016	
Salaries and Employee Benefits					
1001-000 Regular Employees	\$179,480	\$174,886	\$85,902	\$97,106	\$184,594
1003-000 Overtime	\$49,959	\$21,524	\$35,624	\$40,270	\$28,532
1004-000 Comp Time Paid	\$3,992	\$3,074	\$4,564	\$5,159	
1005-000 Benefit Buyouts	\$6,090	\$5,910	\$22,001	\$24,871	\$12,648
1006-000 Workers Compensation Payment		\$291	\$291	\$329	
1007-000 Longevity Incentive	\$3,000	\$3,000	\$3,000	\$3,391	\$1,500
1011-000 FICA	\$14,832	\$12,686	\$9,239	\$10,445	\$13,621
1012-000 Medicare	\$3,469	\$2,969	\$2,161	\$2,443	\$3,185
1013-000 Health Insurance	\$77,185	\$59,290	\$62,392	\$70,530	\$64,874
1014-000 Retirement	(\$128,651)	\$51,795	\$39,580	\$44,743	\$43,021
1015-000 Unemployment Insurance	\$1,223	\$1,478	\$1,072	\$1,212	\$1,344
1016-000 Workers Compensation	\$14,169	\$11,052	\$11,391	\$12,876	\$11,863
Total Salaries and Benefits	\$224,748	\$347,955	\$277,216	\$313,375	\$365,182
Services and Supplies					
2010-000 Clothing and Safety Equipment	\$459	\$1,600	\$430	\$1,000	\$1,000
2041-000 Equipment Maintenance & Supplies	\$199,477	\$30,000	\$16,116	\$18,419	\$20,000
2045-000 Maintenance-Bldgs and Grounds	\$10,114	\$10,000	\$7,979	\$9,119	\$8,000
2055-000 Office Expense	\$1,236	\$1,200	\$1,008	\$1,152	\$1,200
2061-015 Laboratory Testing	\$15,925	\$20,400	\$28,609	\$32,697	\$22,000
2081-030 Other Contract Services	\$155	\$20,000	\$2,625	\$3,000	\$20,000
2095-000 Rents and Leases-Equipment	\$32,697	\$30,000	\$0	\$0	\$30,000
2101-034 Chemical and Lab Supplies	\$98,369	\$95,000	\$88,001	\$95,000	\$95,000
2101-038 Infrastructure and Roadways	\$1,128	\$10,000	\$5,197	\$5,940	\$22,000
2101-045 Special Department Expense	\$107	\$0	\$0	\$0	\$0
2105-000 Training and Travel	\$3,259	\$2,400	\$2,279	\$2,604	\$5,000
2110-000 Utilities	\$191,100	\$148,000	\$145,175	\$165,915	\$170,000
Total Services and Supplies	\$554,026	\$368,600	\$297,420	\$334,846	\$394,200
Debt Service					
3001-000 Principal					
3002-000 Interest					
Total Debt Service	\$0	\$0	\$0	\$0	\$0
Other Charges					
3020-000 ISF Equipment Charges	\$809	\$1,500	\$0	\$1,500	\$1,000
3021-000 Overhead Allocation	\$55,013	\$38,557	\$38,557	\$38,557	\$38,557
Total Other Charges	\$55,822	\$40,057	\$38,557	\$40,057	\$39,557
Fixed Assets					
4002-000 Equipment		\$76,798	\$76,798	\$76,798	\$44,000
4003-000 Plant and Infrastructure	\$21,096	\$10,000	\$0	\$0	\$25,000
Total Fixed Assets	\$21,096	\$86,798	\$76,798	\$76,798	\$69,000
Other Financing Uses					
5001-000 Operating Transfers Out	\$15,000	\$15,000		\$15,000	\$15,000
Total Other Financing Uses	\$15,000	\$15,000	\$0	\$15,000	\$15,000
Total Plant Operations	\$870,692	\$858,409	\$689,991	\$780,076	\$882,939

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.

2016-2017 PROGRAM GOALS:

- Provide timely engineering services for unforeseen minor water projects.
- Construction Management for the Main Street Water Line Project, Phase II.

ALLOCATED POSITIONS:	15/16	16/17
City Engineer	0.20	0.00
Assistant Engineer	0.20	0.20
Engineering Technician II	0.10	0.60
Engineering Tech III Part-time	0.04	0.00
Engineering Technician III	<u>0.30</u>	<u>0.30</u>
Full-time Equivalent	0.54	1.10

BUDGET LINE ITEM COMMENTS/DETAILS:

2198-042	30% of Engineering Services and Supplies \$9,150.
3020-000	30% of Engineering Equipment Costs \$360.
3021-000	Overhead Allocation \$2,315.
6001-000	30% of Engineering Contingencies \$1,200.

Fund 503-Water Enterprise
Department 5034-Engineering

	Actual	Budget	YTD	Projected	Dept
Financing Uses	6/30/2015	2015-2016	5/15/2016	Actual	Request
Services and Supplies				6/30/2016	
1001-000 Regular Employees	\$23,191	\$22,700	\$19,433	\$21,967	\$64,002
1002-000 Part-time Employees	\$2,306	\$2,358	\$1,894	\$2,141	
1003-000 Overtime	\$0			\$0	\$609
1005-000 Benefits Buy-Outs					\$1,294
1011-000 FICA	\$1,570	\$1,814	\$1,312	\$1,483	\$4,143
1012-000 Medicare	\$367	\$424	\$307	\$347	\$969
1013-000 Health Insurance	\$5,454	\$6,733	\$3,439	\$3,888	\$17,774
1014-000 Retirement	\$5,254	\$6,161	\$5,698	\$6,442	\$14,368
1015-000 Unemployment Insurance	\$160	\$303	\$240	\$271	\$370
1016-000 Workers Compensation	\$1,522	\$1,580	\$1,219	\$1,378	\$3,609
Total Salaries and Benefits	\$39,825	\$42,073	\$33,541	\$37,916	\$107,138
Services and Supplies					
2015-000 Communications	\$1,053	\$1,050			
2041-000 Equipment Maintenance & Supplies	\$3,508	\$1,350			
2044-000 Vehicle Operations	\$141	\$300			
2055-000 Office Expense	\$981	\$1,110			
2061-012 Architectural and Engineering	(\$1,691)				
2081-030 Other Contract Services	(\$8,434)	\$900			
2095-000 Rents and Leases-Equipment	\$835	\$1,530			
2101-045 Other Departmental Expense	\$1,270	\$450			
2105-000 Training and Travel	\$130	\$1,350			
2110-000 Utilities	\$604	\$600			
2198-042 Shared Engineering Services & Supplies			\$4,285	\$6,668	\$9,150
Total Services and Supplies	(\$1,602)	\$8,640	\$4,285	\$6,668	\$9,150
Other Charges					
3020-000 Shared Equipment Costs	\$0	\$360	\$321	\$360	\$360
3021-000 Overhead Allocation	\$3,951	\$2,315	\$2,315	\$2,315	\$2,315
Total Other Charges	\$3,951	\$2,675	\$2,636	\$2,675	\$2,675
Fixed Assets					
4002-000 Shared Equipment Costs	\$0	\$0			
Total Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses					
6001-000 Shared Engineering Contingencies	\$0	\$1,200	\$0	\$0	\$1,200
Total Other Financing Uses	\$0	\$1,200	\$0	\$0	\$1,200
Total Engineering Depart.	\$42,174	\$54,588	\$40,462	\$47,259	\$120,163

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 \$663,112 at July 1, 2016 is due semi-annually per year until October 2019. The current year principal payment will be \$179,850 and interest \$25,635.

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, payable over 30 years. Payments in the amount of \$52,959.27 are payable in January and June of each year until January 2045.

WATER ENTERPRISE FINANCING SOURCES

REVENUES:

4201-000	Interest Income \$4,500.
6600-000	Water User Charges \$2,350,000.
6601-000	Penalty Charges \$45,000.
6602-000	Renewal of Service Charges \$4,000.
6604-000	Water Service Installation \$4,000.
6605-000	Water User Charges Credit Bureau \$1,500.
6606-000	Water Hookup Fees \$3,000.
6607-000	Backflow Checks \$9,500.
6608-000	Meter Availability Charge \$6,500.
6650-000	Temporary Construction Meters \$3,000.

Fund 503-Water Enterprise
Department 5037-Contingencies

<u>Financing Uses</u>	<u>Actual 6/30/2015</u>	<u>Budget 2015-2016</u>	<u>YTD 5/15/2016</u>	<u>Projected Actual 6/30/2016</u>	<u>Dept Request</u>
6001-000 Appropriation for Contingencies	\$0	\$0	\$0	\$0	\$0
Total Contingencies	\$0	\$0	\$0	\$0	\$0

Fund 503-Water Enterprise
Department 5038-Debt Service

<u>Financing Uses</u>	<u>Actual 6/30/2015</u>	<u>Budget 2015-2016</u>	<u>YTD 5/15/2016</u>	<u>Projected Actual 6/30/2016</u>	<u>Dept Request</u>
3001-000 Principal	\$382,004	\$265,277	\$271,840	\$271,840	\$285,768
3002-000 Interest	\$39,280	\$32,862	\$32,930	\$32,930	\$25,635
3021-000 Overhead Allocation	\$1,821	\$87,357	\$87,357	\$87,357	\$87,357
Total Debt Service	\$423,105	\$385,496	\$392,127	\$392,127	\$398,760

Fund 503-Water Enterprise
Department 5039-Other Financing Uses

<u>Financing Uses</u>	<u>Actual 6/30/2015</u>	<u>2015-2016 Council Adopt</u>	<u>YTD 5/15/2016</u>	<u>Projected Actual 6/30/2016</u>	<u>Dept Request</u>
5001-000 Operating Transfers Out	\$0	\$0	\$0	\$0	\$0
Total Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Total Appropriations	\$2,681,627	\$3,928,255	\$2,405,979	\$2,641,988	\$3,348,074

Dept 0503
Financing Sources

	<u>Actual 6/30/2015</u>	<u>Budget 2015-2016</u>	<u>YTD 5/15/2016</u>	<u>Projected Actual 6/30/2016</u>	<u>Dept Request</u>
Revenue From Use of Money/Property					
4201-000 Interest Income	\$11,002	\$7,500	\$3,497	\$4,000	\$4,500
Total Rev From Use of Money/Prop	\$11,002	\$7,500	\$3,497	\$4,000	\$4,500
Intergovernmental Revenues					
5420-000 State DHS Loan Proceeds	\$1,464,340	\$100,385	\$100,385	\$100,385	\$0
Total Intergovernmental Revenues	\$1,464,340	\$100,385	\$100,385	\$100,385	\$0
Charges for Services					
6600-000 Water User Charges	\$2,455,506	\$2,650,000	\$2,132,535	\$2,326,402	\$2,350,000
6601-000 Water Penalty	\$46,319	\$45,000	\$43,649	\$47,617	\$45,000
6602-000 Renewal of Service Charge		\$3,500	\$4,080	\$4,451	\$4,000
6604-000 Water Service Installation Chg	\$4,421	\$5,000	\$3,987	\$4,349	\$4,000
6605-000 Water Use Chg Credit Bureau	\$2,539	\$2,500	\$1,312	\$1,431	\$1,500
6606-000 Water Hookup Fees	\$3,025	\$23,000	\$21,885	\$23,875	\$3,000
6607-000 Back Flow Checks	\$10,605	\$10,800	\$8,820	\$9,622	\$9,500
6608-000 Meter Availability Charge	\$8,260	\$8,400	\$5,990	\$6,535	\$6,500
6609-000 Credit Card Convenience Fee					\$0
6650-000 Other Services	\$2,562	\$3,000	\$3,142	\$3,428	\$3,000
Total Charges for Services	\$2,533,238	\$2,751,200	\$2,225,400	\$2,427,709	\$2,426,500
Total Revenue	\$4,008,581	\$2,859,085	\$2,329,282	\$2,532,094	\$2,431,000
Net Revenue (Cost)	\$1,326,954	(\$1,069,170)	(\$76,697)	(\$109,894)	(\$917,074)

Fund 503-Water Enterprise
Department 5037-Contingencies

<u>Financing Uses</u>	<u>Actual 6/30/2015</u>	<u>Budget 2015-2016</u>	<u>YTD 5/15/2016</u>	<u>Projected Actual 6/30/2016</u>	<u>Dept Request</u>
Recap of Water Fund Expenses					
Water Administration 503-5030	\$285,375	\$331,170	\$229,891	\$254,780	\$332,347
Water Maintenance 503-5031	\$1,060,281	\$2,298,592	\$1,053,509	\$1,167,747	\$1,447,864
Ground Water Treatment Plant 503-5032	\$0	\$0	\$0	\$0	\$166,000
Water Plant Operations 503-5033	\$870,692	\$858,409	\$689,991	\$780,076	\$882,939
Water Engineering 503-5034	\$42,174	\$54,588	\$40,462	\$47,259	\$120,163
Water Fund Contingencies 503-5037	\$0	\$0	\$0	\$0	\$0
Water Fund Debt Service 503-5038	\$423,105	\$385,496	\$392,127	\$392,127	\$398,760
Water Other Financing Uses 503-5039	\$0	\$0	\$0	\$0	\$0
Total Fund 503 Appropriations	\$2,681,627	\$3,928,255	\$2,405,979	\$2,641,988	\$3,348,074

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 2015/2016 over \$62,000 was received in the fund. The ending Fund Balance at June 30, 2016 is approximately \$430,000.

BUDGET LINE ITEM COMMENTS/DETAILS:

2199-000 Major Crimes Task Force contribution \$4,500.

REVENUE:

4201-000 LAIF Interest \$500

7250-000 Receipts from State Asset Seizure Fund distributions \$4,500.

Other items funded in Fiscal Year 2015/16 included dispatch upgrades, computer upgrades, protective equipment, specialized training, specialized patrol vehicles and tools for educating children regarding crimes.

Fund 651 - Narcotics Seizure - State and Local
Department 6510

	<u>Actual</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015-2016</u>	<u>YTD</u> <u>5/15/2016</u>	<u>Projected</u> <u>Actual</u> <u>6/30/2016</u>	<u>Dept</u> <u>Request</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000 Regular Employees	\$833	\$0	\$0	\$0	\$0
1003-000 Overtime	\$1,677	\$1,000	\$0	\$0	\$0
1011-000 FICA	\$147	\$62	\$0	\$0	\$0
1012-000 Medicare	\$34	\$15	\$0	\$0	\$0
1013-000 Health Insurance	\$754	\$0	\$0	\$0	\$0
1014-000 Retirement	\$173	\$0	\$0	\$0	\$0
1015-000 Unemployment Insurance	\$0	\$0	\$0	\$0	\$0
1016-000 Workers Compensation	\$168	\$0	\$0	\$0	\$0
Total Salaries and Benefits	\$3,787	\$1,077	\$0	\$0	\$0
<u>Services and Supplies</u>					
2199-000 Other Services and Supplies	\$80,447	\$53,510	\$62,361	\$70,000	\$4,500
Total Services and Supplies	\$80,447	\$53,510	\$62,361	\$70,000	\$4,500
<u>Operating Transfers Out</u>					
5001-000 Transfers Out					
Total Operating Transfers Out	\$0	\$0	\$0	\$0	\$0
Total Appropriations	\$84,234	\$54,587	\$62,361	\$70,000	\$4,500
<u>Financing Sources - 0651</u>					
<u>Revenue From Use of Money/Property</u>					
4201-000 Interest Income	\$241	\$285	\$437	\$600	\$500
Total Revenue From Use of Money/Prop	\$241	\$285	\$437	\$600	\$500
<u>Miscellaneous Revenue</u>					
7250-000 Miscellaneous Revenue	\$142,790	\$55,828	\$61,664	\$65,000	\$4,500
Total Miscellaneous Revenue	\$142,790	\$55,828	\$61,664	\$65,000	\$4,500
Total Revenue	\$143,031	\$56,112	\$62,101	\$65,600	\$5,000
Net Revenue (Cost)	\$58,797	\$1,525	(\$260)	(\$4,400)	\$500

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 2015/16 no additional funds were received. There were no expenditures. The ending Fund Balance at June 30, 2016 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 2015/16 we received approximately \$4,000 in this fund. Balance at June 30, 2016 will be approximately \$9,400.

FUND 661 11470.2 H&S RESTITUTION FUND

BASIC FUNCTIONS: This department is utilized to account for funds distributed to the Willits Police Department by offenders whose actions have caused resources to be expended to remediate their operations/locations, according to the District Attorney's 11470.2 H&S Restitution Fund. The District Attorney's Office receives 5% of the receipts for administrative oversight of the program.

During Fiscal Year 2015/16, in excess of \$16,000 was received in this fund. Funds are currently being sourced for K-9 training, care and maintenance, and includes overtime costs for handler training as well as time required for care and maintenance of the K-9.

**Fund 654-Narcotics Forfeiture - Federal
Department 6540**

	<u>Actual 6/30/2015</u>	<u>Budget 2015-2016</u>	<u>YTD 5/15/2016</u>	<u>Projected Actual 6/30/2016</u>	<u>Dept Request</u>
<u>Financing Uses</u>					
<u>Services and Supplies</u>					
2199-000 Other Services and Supplies		\$0	\$0	\$0	\$0
Total Services and Supplies	\$0	\$0	\$0	\$0	\$0
<u>Fixed Assets</u>					
4002-000 Equipment	\$0	\$0	\$0	\$0	\$0
Total Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Appropriations	\$0	\$0	\$0	\$0	\$0
<u>Financing Sources - 0654</u>					
<u>Miscellaneous Revenue</u>					
4201-000 Interest Income					
7250-000 Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Total Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$0	\$0	\$0	\$0	\$0
Net Revenue (Cost)	\$0	\$0	\$0	\$0	\$0

Fund 655-DNA Cost Reimbursements
Department 6550

	<u>Actual 6/30/2015</u>	<u>Budget 2015-2016</u>	<u>YTD 5/15/2016</u>	<u>Projected Actual 6/30/2016</u>	<u>Dept Request</u>
<u>Financing Uses</u>					
<u>Services and Supplies</u>					
2199-000 Other Services and Supplies	\$0	\$0	\$0	\$0	\$0
Total Services and Supplies	\$0	\$0	\$0	\$0	\$0
<u>Fixed Assets</u>					
4002-000 Equipment	\$0	\$0	\$0	\$0	\$0
Total Fixed Assets	\$0	\$0	\$0	\$0	\$0
<u>Operating Transfers Out</u>					
5001-000 Transfers Out	\$47,076	\$0	\$0	\$0	\$0
Total Operating Transfers Out	\$47,076	\$0	\$0	\$0	\$0
Total Appropriations	\$47,076	\$0	\$0	\$0	\$0
<u>Financing Sources - 0655</u>					
<u>Miscellaneous Revenue</u>					
4201-000 Interest Income	\$39	\$10	\$16	\$16	\$15
7250-000 Miscellaneous Revenue	\$4,403	\$2,800	\$4,072	\$4,072	\$6,000
Total Miscellaneous Revenue	\$4,442	\$2,810	\$4,088	\$4,088	\$6,015
Total Revenue	\$4,442	\$2,810	\$4,088	\$4,088	\$6,015
Net Revenue (Cost)	(\$42,634)	\$2,810	\$4,088	\$4,088	\$6,015

Fund 661-H&S Restitution Program
Department 6610

	<u>Actual</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015-2016</u>	<u>YTD</u> <u>5/15/2016</u>	<u>Projected</u> <u>Actual</u> <u>6/30/2016</u>	<u>Dept</u> <u>Request</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000 Regular Employees			\$12,674	\$14,327	\$14,500
1011-000 FICA			\$779	\$880	\$0
1012-000 Medicare			\$182	\$206	\$0
1013-000 Health Insurance			\$1,352	\$1,529	\$0
1014-000 Retirement			\$716	\$810	\$0
1015-000 Unemployment Insurance			\$39	\$44	\$0
1016-000 Workers Compensation			\$690	\$780	\$0
Total Salaries and Benefits	\$0	\$0	\$16,433	\$18,576	\$14,500
<u>Financing Uses</u>					
<u>Services and Supplies</u>					
2199-000 Other Services and Supplies	\$0	\$0	\$6,857	\$7,480	\$7,500
Total Services and Supplies	\$0	\$0	\$6,857	\$7,480	\$7,500
<u>Fixed Assets</u>					
4002-000 Equipment	\$0	\$0	\$0	\$0	\$0
Total Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Appropriations	\$0	\$0	\$23,289	\$7,480	\$22,000
<u>Financing Sources - 0661</u>					
<u>Miscellaneous Revenue</u>					
4201-000 Interest Income	\$125		\$212	\$215	\$215
7250-000 Miscellaneous Revenue	\$26,975	\$0	\$16,400	\$16,400	\$15,000
Total Miscellaneous Revenue	\$27,100	\$0	\$16,612	\$16,615	\$15,215
Total Revenue	\$27,100	\$0	\$16,612	\$16,615	\$15,215
Net Revenue (Cost)	\$27,100	\$0	(\$6,678)	\$9,135	(\$6,785)

	<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>					
Administrative Supervisor-Police Dept.	68E	Mid-Management	Unrepresented	\$ 47,610.94	\$ 57,871.39
Police Lieutenant	84B	Mid-Management	Unrepresented	\$ 70,461.94	\$ 85,646.93
City Planner	76J	Mid-Management	Unrepresented	\$ 58,867.98	\$ 71,554.40
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
City Planner	76J	Mid-Management	Unrepresented	\$ 58,867.98	\$ 71,554.40
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
Public Works Supervisor	73I	Mid-Management	Unrepresented	\$ 54,483.29	\$ 66,224.78
Assistant Engineer	73I	Mid-Management	Unrepresented	\$ 54,483.29	\$ 66,224.78
<u>ADMINISTRATIVE</u>					
Senior Accountant	68E	Classified	Unrepresented	\$ 47,610.94	\$ 57,871.39
Administrative Assistant	59C	Classified	Unrepresented	\$ 37,839.35	\$ 45,993.97
Office Assistant III/Accounts Payable	59C	Classified	Unrepresented	\$ 37,839.35	\$ 45,993.97
Office Assistant III/Utility Billing	59C	Classified	Unrepresented	\$ 37,839.35	\$ 45,993.97
<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	\$ 68,610.64
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
Reserve Officer – Level I	67A	Public Safety	WPOA (Sworn)	\$ 43,754.97	\$ 53,184.44
Police Recruit - 5 years safety experience	\$15.00/Hr.	Temporary	N/A		
Police Recruit - no experience	\$18.00/Hr.	Temporary	N/A		
Reserve Officer – Part-time	\$27.00/Hr.	Public Safety	WPOA (Sworn)		

	<u>SALARY SCHEDULE</u>	<u>CLASSIFICATION</u>	<u>BARGAINING UNIT</u>	<u>Step 1</u>	<u>Step 5</u>
<u>POLICE DEPARTMENT - CONTINUED</u>				<i>(Annual, unless otherwise noted)</i>	
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		
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	\$ 37,933.95	\$ 46,108.95
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
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	\$ 37,933.95	\$ 46,108.95
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	\$ 11.00/Hr.	Seasonal	N/A		
Swim Instructor I	\$ 10.00/Hr.	Seasonal	N/A		
Lifeguard II	\$ 10.50/Hr.	Seasonal	N/A		
Lifeguard I	\$ 10.00/Hr.	Seasonal	N/A		

General Fund (100)	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
New Roof for Community Center		35,000			
New Floor for Community Center		35,000			
Repaint outside of City Hall		15,000			
Repaint Outside of Willits Art Center 1/2	7,500				
Seal and Restripe City parking lot	5,500				
Baechtel Grove Gym		12,000			
Pickup for Parks Maintenance 5 year lease	8,167	8,167	8,167	8,167	
Total General Fund	\$ 21,167	\$ 105,167	\$ 8,167	\$ 8,167	\$ -
Street Maintenance Fund (201)	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
2011 Rule 20 Underground District (PG&E)	796,673	-			
Total Street Maintenance Fund	\$ 796,673	\$ -	\$ -	\$ -	\$ -
Sales Tax Trans Impr Fund (202)	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
2020 Franklin Street (Paving)	-	-		625,000	-
2020 Main Street Relinquishment Project	750,000	750,000			
2020 E. Valley St. Bridge	-		1,500,000	-	-
Total Transportation Improvement Fund	\$ 750,000	\$ 750,000	\$ 1,500,000	\$ 625,000	\$ -
Baechtel Road/RR Ave Corridor (209)	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
2090 Baechtel Rd RR Ave Corridor	-	-		2,000,000	-
Total Regional Trans Improvement Program	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -
Sewer Fund (501)	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
5011 Vac Truck - 5 year lease - cost per year	18,260				
5011 TV Truck - 7 year lease - cost per year	4,311				
5011 Line Replacement	75,000	100,000	100,000	100,000	-
5011/13 4WD Pickup Truck cost shared with Water Enterprise	25,000				
5011/13 Maintenance building (\$360k @ 6.5% over 15 years)				37,628	37,628
5011 TV Truck Camera	34,200				
5013 Blower Replacement	152,954				
5013 Flow Control Project	40,000				
5013 Sensors for Aeration basin	17,000				
5013 Levee Stabilization					
5015 Septage Receiving Station		-			
Total Sewer Assets/Projects	\$ 366,725	\$ 100,000	\$ 100,000	\$ 137,628	\$ 37,628

Water Fund (503)		2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
5031	Meter Replacement Program	50,000	50,000	50,000	50,000	50,000
5031	Emergency Water line project	-				
5033	Pickup Truck - shared with Wastewater Enterprise	25,000				
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		\$ 105,000	\$ 82,250	\$ 82,250	\$ 82,250	\$ 82,250

Other Water Assets/Projects		2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
	Water system Master Plan		200,000			
	Pneumatic mole		25,000			
	Centennial Spillway Gates			550,000		
	Main St main-Phase 3	840,000				
	Bittenbender/Sherwood Pump Station & Water Line		200,000			
	Clearwell Tank		100,000			
	Della Avenue Water Main	-				
	Spruce Street Water Main		30,000			
	3 MG Water Tank Liner & Repair	-				
	Future Water Supply project		2,000,000			
Total Other Water Assets/Projects		\$ 840,000	\$ 2,555,000	\$ 550,000	\$ -	\$ -

SUMMARY BY FUND		2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
General Fund (100)	\$	21,167	\$ 105,167	\$ 8,167	\$ 8,167	\$ -
Street Maintenance Fund (201)	\$	796,673	\$ -	\$ -	\$ -	\$ -
Sales Tax Transportation Improvement Fund (202)	\$	750,000	\$ 750,000	\$ 1,500,000	\$ 625,000	\$ -
Humboldt Street & Vicinity Rehab Fund (207)	\$	-	\$ -	\$ -	\$ -	\$ -
Baechtel Road/RR Ave Corridor Phase II Feasibility Study (209)	\$	-	\$ -	\$ -	\$ 2,000,000	\$ -
Airport Fund (500)	\$	-	\$ -	\$ -	\$ -	\$ -
Sewer Fund (501)	\$	366,725	\$ 100,000	\$ 100,000	\$ 137,628	\$ 37,628
Water Treatment Plant Improvements Project (409)	\$	-	\$ -	\$ -	\$ -	\$ -
Water Fund (503)	\$	105,000	\$ 82,250	\$ 82,250	\$ 82,250	\$ 82,250
Other Water Assets/Projects	\$	-	\$ -	\$ -	\$ -	\$ -
TOTAL ALL PROJECTS		\$ 2,039,565	\$ 1,037,417	\$ 1,690,417	\$ 2,853,045	\$ 119,878



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

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.



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Dusty Duley, City Planner

Agenda Title: APPROVE CONTRACT WITH MICHAEL BAKER INTERNATIONAL, INC. TO COMPLETE THE 2014-2019 HOUSING ELEMENT UPDATE AND REQUIRED ZONING ORDINANCE UPDATES, IN AN AMOUNT NOT TO EXCEED \$43,465, AND AUTHORIZE CITY MANAGER TO EXECUTE CONTRACT DOCUMENTS

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: N/A

Summary of Request: Every five years, State law requires that all County and City jurisdictions update their Housing Elements to the General Plan and receive certification from the California Department of Housing and Community Development (HCD). Willits adopted its last Housing Element in March 2013 for the plan period from 2009-2014. The adopted Housing Element identified several implementing actions, including updates to the City’s Zoning Ordinance to conform with existing State law. The identified updates will need to be carried out prior to submitting an updated Housing Element for the new Housing Element cycle to HCD. The project scope of work is enclosed for Council review.

Failure of the City to update our Housing Element will limit the City’s access to various grant and loan programs offered through the State of California including Community Development Block Grants that the City has previously received to complete a number of community improvements.

Staff is requesting approval of our recommendation to award the contract to Michael Baker International Inc. (formerly PMC whom completed the City's previous two Housing Element updates) to prepare the Housing Element update and related Zoning Ordinance updates. Compensation to the consultant will be made on a time and expense basis not to exceed \$43,465 without approval of the City Council.

Recommended Action: Approve staff’s recommendation to enter into a contract with Michael Baker International, Inc., to prepare the Housing Element update and related Zoning Ordinance updates, in an amount not to exceed \$43,465, and authorize the City Manager to execute the contract documents.

Alternative(s): The City could prepare a Request for Proposals and solicit bids from a number of consulting firms to complete the update to the Housing Element. Staff does not prefer this alternative because of the amount of time that would be involved in the consultant bid/selection process (time being critical to the completion of this task), and the qualifications of Michael Baker International, Inc., and their experience with completing the City’s previous two Housing Element updates.

Fiscal Impact: The staff time and the \$43,465 for an outside consultant have been included in the adopted budget for 2015-2016.

Personnel Impact: Significant staff time will be dedicated to managing the project.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

SCHEDULE

Michael Baker International anticipates that the 2014–2019 Housing Element will be eligible for HCD’s new streamlined review process with the above Zoning Ordinance amendments and thus will likely achieve conditional compliance after only one round of review. With a July 2016 start date, we anticipate that the updated Willits Housing Element will be adopted in January 2017 and certified in March 2017.

Time Frame	Task
2016	
July	Project kickoff meeting
August-October	Prepare administrative draft Housing Element and Housing Element implementation documents (Task 8)
September	Stakeholders Meetings, Community workshop/Planning Commission/City Council study session
November	City staff review of administrative draft and draft Housing Element implementation documents
November	Prepare public review draft Housing Element and public draft Housing Element implementation documents
December	Hearings to submit draft
January–February	HCD review (up to 60 days)
January–February	Prepare IS/ND
February	Conference call with HCD prior to receiving a letter to address any questions or issues; City receives a “conditional compliance” letter from HCD
March	Hearings to adopt Housing Element
March–May	HCD review and certification (up to 90 days)

** Note: Once the City has received its conditional compliance letter from HCD, it is typical for HCD to provide a certification letter within a shorter time frame than 90 days.*

CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT is made and entered into in duplicate, effective this _____ day of _____, 2016, by and between the **CITY OF WILLITS**, California, hereinafter referred to as the CITY, and **Michael Baker International, Inc.** whose address is **2729 Prospect Park Drive, Suite 220; Rancho Cordova, CA 95670** hereinafter referred to as the CONTRACTOR, as follows:

RECITALS

- A. Contractor is specially trained, experienced and competent to perform the special services which will be required by this Contract; and
- B. Contractor possesses the skill, experience, ability, background, certification, and knowledge to provide the services described in this Contract on the terms and conditions described herein.
- C. City desires to retain Contractor to render professional services as set forth in this contract.

CONTRACT

1. **SERVICES TO BE PERFORMED BY CONTRACTOR.** Contractor shall perform the services described in "**Exhibit A**," which is attached hereto and incorporated herein by reference. Contractor shall provide said services at the time, place, and in the manner specified in "**Exhibit A**," subject to the standard of quality ordinarily to be expected of competent professionals in Contractor's field of expertise, performing under similar circumstances.
2. **TERM.** The services of Contractor are to commence upon execution of this Contract and shall continue until all authorized work is approved by the City. All such work shall be completed no later than May 30, 2017.
3. **COMPENSATION.** Compensation to be paid to Contractor shall be in accordance with "**Exhibit A**," which is attached hereto and incorporated herein by reference. In no event shall Contractor's compensation exceed **\$43,465.00** without additional written authorization from the City. Payment by City under this Contract shall not be deemed a waiver of defects, even if such defects were known to the City at the time of payment.
4. **METHOD OF PAYMENT.** Contractor shall submit monthly billings to City describing the work performed during the preceding month. Contractor's bills shall include a brief description of the services performed, the date the services were performed, the number of hours spent and by whom, and a description of any reimbursable expenditures. City shall pay Contractor no later than 30 days after approval of the monthly invoice by City staff.
5. **EXTRA WORK.** At any time during the term of this Contract, City may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work, which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Contract. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from the City.

6. **TERMINATION.** This Contract may be terminated by the City immediately for cause or by either party without cause upon fifteen days written notice of termination. Upon termination, Contractor shall be entitled to compensation for services performed up to the effective date of termination.
7. **OWNERSHIP OF DOCUMENTS.** All plans, studies, documents and other writings prepared by and for Contractor, its officers, employees and agents and subcontractors in the course of implementing this Contract, except working notes and internal documents, shall become the property of the City upon payment to Contractor for such work, and the City shall have the sole right to use such materials in its discretion without further compensation to Contractor or to any other party. Contractor shall, at Contractor's expense, provide such reports, plans, studies, documents, and other writings to City upon written request. In the event of termination, all finished or unfinished documents, data, studies, and reports prepared by Contractor under this Contract shall become the City's property; and Contractor shall deliver such documents to the City Clerk within two (2) business days from the date that this Contract is terminated. Any reuse by City of any such materials on any project other than the project which is the subject of this Agreement without Contractor's prior written consent shall be at the sole risk of City and City agrees to indemnify and hold harmless Contractor from all costs, losses, and expenses, including legal fees, incurred as a result of any such use or decision by City.
8. **CONTRACTOR'S BOOKS AND RECORDS.**
- a. Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Contractor to this Contract.
 - b. Contractor shall maintain all documents and records which demonstrate performance under this Contract for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this Contract.
 - c. Any records or documents required to be maintained pursuant to this Contract shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Manager, City Attorney, City Auditor or a designated representative of these officers. Copies of such documents shall be provided to the City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Contractor's address indicated for receipt of notices in this Contract.
 - d. Where City has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of Contractor's business, City may, by written request by any of the above named officers, require that custody of the records be given to the City and that the records and documents be maintained in City Hall. Access to such records and documents shall be granted to any party authorized by Contractor, Contractor's representatives, or Contractor's successor-in-interest.
9. **INDEPENDENT CONTRACTOR.** Both parties hereto in the performance of this Contract will be acting in an independent capacity and not as agents, employees, partners, or joint ventures of one another. Contractor is not an employee of City and is not entitled to any of the rights, benefits, or privileges of City employees including, but not limited to, medical, or Worker's Compensation insurance. The parties intend to and have entered into a bonafide independent contract and nothing herein is a subterfuge to avoid making the Contractor an employee of the City. Contractor shall have control of the means,

methods and details of performing the work and shall only be subject to the general direction and supervision of the City to insure that results contracted for are achieved per plans and specifications provided to the Contractor. Contractor expressly warrants and agrees that it will exercise its own independent judgment in evaluating the accuracy and reliability of all data, technical reports and studies prepared by the applicant for the Project, its officers, agents, employees and subcontractors or prepared by any other person or entity not a party to this contract.

10. **INTEREST OF CONTRACTOR.** Contractor (including principals, associates and professional employees) covenants and represents that it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by this Contract or any other source of income, interest in real property or investment which would be affected in any manner or degree by the performance of Contractor's services hereunder. Contractor further covenants and represents that in the performance of its duties hereunder no person having any such interest shall perform any services under this Contract.

Contractor is not a designated employee within the meaning of the Political Reform Act because Contractor:

- a. will conduct research and arrive at conclusions with respect to his/her rendition of information, advice, recommendation or counsel independent of the control and direction of the City or of any City official, other than normal contract monitoring; and
- b. possesses no authority with respect to any City decision beyond rendition of information, advice, recommendation or counsel. (FPPC Reg. 18700(a)(2).)

11. **PROFESSIONAL ABILITY OF CONTRACTOR.** City has relied upon the professional training and ability of Contractor to perform the services hereunder as a material inducement to enter into the Contract. Contractor shall therefore provide properly skilled professional and technical personnel to perform all services under this Contract. All work performed by Contractor under this Contract shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Contractor's field of expertise.

12. **COMPLIANCE WITH LAWS.** Contractor shall use the standard of care in its profession to comply with all applicable federal, state, and local laws, codes, ordinances and regulations.

13. **LICENSES.** Contractor represents and warrants to City that it has all licenses, permits, qualifications, insurance, and approvals of whatsoever nature which are legally required of Contractor to practice its profession. Contractor represents and warrants to City that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Contract, any licenses, permits, insurance and approvals which are legally required of Contractor to practice its profession. Contractor shall, if required, maintain a City of Willits business license.

14. **HOLD HARMLESS.**

- a. For performance of professional services, Contractor shall indemnify and hold harmless City, and its employees, officials and agents ("Indemnified Parties") for all claims, demands, costs or liability to the extent caused by the negligence, recklessness, or willful misconduct of Contractor, its officers, employees, agents, in said performance of professional services under this Agreement, excepting only liability arising from the negligence or intentional misconduct of City. The parties expressly agree that this indemnity provision under this Paragraph (a) does not include, and in no event shall Contractor be required to assume, any obligation or

duty to defend any claims, causes of action, demands, or lawsuits in connection with or arising out of this Agreement or the services rendered by the Contractor.

- b. Other than in the performance of professional services by a design professional, which shall be solely as addressed by subsection (a) above, Contractor shall indemnify, defend and hold harmless City and any Indemnified Parties, from and against any liability, (including liability for claims, suits, actions, administrative proceedings, losses, expenses or costs, , defense costs, and expert witness fees), where same arises out of the performance of this Agreement by Contractor, its officers, employees, agents, and sub-consultants, excepting only that resulting from the performance under this Agreement by City, its employees, officials, or agents.

14. INSURANCE REQUIREMENTS.

- a. Contractor, at Contractor's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies.
 - i. **Workers' Compensation Coverage.** Contractor shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for his/her employees in accordance with the laws of the State of California. The Employer's Liability Insurance shall be maintained in an amount not less than one million dollars (\$1,000,000) per accident for bodily injury or disease. In addition, Contractor shall require each subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the sub-contractor's employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the City at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against City, its officers, agents, employees, and volunteers for losses arising from work performed by Contractor for City.
 - ii. **General Liability Coverage.** Contractor shall maintain commercial general liability insurance in an amount not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Contract or the general aggregate limit shall be at least twice the required occurrence limit.
 - iii. **Automobile Liability Coverage.** Contractor shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the Contractor arising out of or in connection with the work to be performed under this Contract, including coverage for owned, hired and non-owned vehicles, in an amount of not less than two million dollars (\$2,000,000) combined single limit for each occurrence.
 - iv. **Professional Liability Coverage.** Contractor shall maintain professional errors and omissions liability for protection against claims alleging negligent acts, errors, or omissions which may arise from Contractor's operations under this Contract, whether such operations be by the Contractor or by its employees. The amount of this insurance shall not be less than two million dollars (\$2,000,000) on a claims-made annual aggregate basis.
- b. **Endorsements.** Each general liability, and automobile liability and except as noted below, the Workers Compensation insurance policy shall be with insurers possessing a Best's rating of no less than A: VII and shall be endorsed with the following specific language:

- i. Except for Workers Compensation, the City, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the Contractor, including materials, parts or equipment furnished in connection with your "ongoing operations" and "your work."
 - ii. Except for Workers Compensation, this policy shall be considered primary insurance as respects the City, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the City, including any self-insured retention the City may have shall be considered excess insurance only and shall not contribute with it.
 - iii. Except for Workers Compensation, this insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
 - iv. The insurer waives all rights of subrogation against the City, its elected or appointed officers, officials, employees, or agents.
 - v. The insurance provided by this policy shall not be canceled except after thirty (30) days written notice has been received by the City.
- c. **Deductibles and Self-Insured Retentions.** Any deductibles or self-insured retentions must be declared to and approved by the City. At the City's option, Contractor shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
- d. **Certificates of Insurance.** Contractor shall provide certificates of insurance with original endorsements to City as evidence of the insurance coverage required herein. The endorsement shall be on forms which conform to all City requirements. Certificates of such insurance shall be filed with the City on or before commencement of performance of this Contract. Current certification of insurance shall be kept on file with the City at all times during the term of this Contract.
16. **NOTICES.** Any notice required to be given under this Contract shall be in writing and either served personally or sent prepaid, first class mail. Any such notice shall be addressed to the other party at the address set forth below. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City: City of Willits
 111 East Commercial St.
 Willits, CA 95490-3188

If to Contractor: Michael Baker International, Inc.
 2729 Prospect Park Drive, Suite 220
 Rancho Cordova, CA 95670

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17. **ENTIRE CONTRACT.** This Contract constitutes the complete and exclusive statement of Contract between the City and Contractor. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Contract.
18. **AMENDMENTS.** This Contract may be modified or amended only by a written document executed by both Contractor and City and approved as to form by the City Attorney.
19. **ASSIGNMENT AND SUBCONTRACTING.** The parties recognize that a substantial inducement to City for entering into this Contract is the professional reputation, experience, and competence of Contractor. Assignments of any or all rights, duties or obligations of the Contractor under this Contract will be permitted only with the express consent of the City. Contractor shall not subcontract any portion of the work to be performed under this Contract without the written authorization of the City. If City consents to such subcontract, Contractor shall be fully responsible to City for all acts or omissions of the subcontractor. Nothing in this Contract shall create any contractual relationship between City and subcontractor, nor shall it create any obligation on the part of the City to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise required by law.
20. **WAIVER.** Waiver of a breach or default under this Contract shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this Contract.
21. **SEVERABILITY.** If any term or portion of this Contract is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Contract shall continue in full force and effect.
22. **CONTROLLING LAW VENUE.** This Contract and all matters relating to it shall be governed by the laws of the State of California and any action brought relating to this Contract shall be held exclusively in a state court in the County of Mendocino.
23. **LITIGATION EXPENSES AND ATTORNEYS FEES.** If either party to this Contract commences any legal action against the other party arising out of this Contract, the prevailing party shall be entitled to recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.
24. **MEDIATION.** The parties agree to make a good faith attempt to resolve any disputes arising out of this Contract through mediation prior to commencing litigation. The parties shall mutually agree upon the mediator and shall divide the costs of mediation equally. If the parties are unable to agree upon a mediator, the dispute shall be submitted to JAMS/ENDISPUTE ("JAMS") or its successor in interest. JAMS shall provide the parties with the names of five qualified mediators. Each party shall have the option to strike two of the five mediators selected by JAMS and thereafter the mediator remaining shall hear the dispute. If the dispute remains unresolved after mediation, either party may commence litigation.
25. **EXECUTION.** This Contract may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Contract, it shall not be necessary to produce or account for more than one such counterpart.
26. **AUTHORITY TO ENTER CONTRACT.** Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Contract. Each party warrants that the individuals who

have signed this Contract have the legal power, right, and authority to make this Contract and to bind each respective party.

- 27. **PROHIBITED INTERESTS.** Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Contract. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, City shall have the right to rescind this Contract without liability. For the term of this Contract, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Contract, or obtain any present or anticipated material benefit arising therefrom.
- 28. **EQUAL OPPORTUNITY EMPLOYMENT.** Contractor represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading demotion, transfer, recruitment or recruitment advertising, layoff or termination.
- 29. **WAIVER OF CONSEQUENTIAL DAMAGES.** In no event shall either City or Contractor have any claim or right against the other, whether in contract, warranty, tort (including negligence), strict liability or otherwise, for any special, indirect, incidental, or consequential damages of any kind or nature whatsoever, such as but not limited to loss of revenue, loss of profits on revenue, loss of customers or contracts, loss of use of equipment or loss of data, work interruption, increased cost of work or cost of any financing, howsoever caused, even if same were reasonably foreseeable.
- 30. **FORCE MAJEURE.** In no event shall either City or Contractor have any claim or right against the other for any failure of performance where such failure of performance is caused by or is the result of causes beyond the reasonable control of the other party due to any occurrence commonly known as a "force majeure," including, but not limited to: acts of God; fire, flood, or other natural catastrophe; acts of any governmental body; labor dispute or shortage; national emergency; insurrection; riot; or war.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed on the date first written above.

CITY OF WILLITS:

Adrienne Moore
City Manager

APPROVED AS TO FORM:

H. James Lance
City Attorney

CONTRACTOR:

By (Signature):

Title:

License #



Vice President

ATTEST:

Cathy Sanders
Deputy City Clerk

Professional Contract:

W/ Michael Baker International, Inc.
Housing Element Update



Exhibits: Exhibit A - Scope of Work / Schedule of Charges
Exhibit B - Insurance Certificates
Exhibit C - Insurance Endorsements
Exhibit D - IRS W-9 Reporting Form

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June 2, 2016

Adrienne Moore, City Manager
CITY OF WILLITS
111 E. Commercial Street
Willits, CA 95490

RE: 2014-2019 HOUSING ELEMENT UPDATE

Dear Ms. Moore:

Michael Baker International is pleased to provide you with this proposal to assist the City of Willits in preparing its 2014–2019 Housing Element update and implementation of programs from the City's 2009 Housing Element.

Michael Baker's Housing and Community Development team has considerable experience working with the California Department of Housing and Community Development (HCD), having completed over 59 certified housing elements since 2008, of which 35 were certified after a single round of review. We have had great success in guiding jurisdictions through HCD's new streamlined review process. In the 5th cycle, we have certified 15 Housing Elements and earned conditional compliance for an additional nine, many of which were expedited through the streamlined review process.

The project team, led by Jennifer Gastelum, has over 13 years of experience in managing the preparation of housing elements. Ms. Gastelum will direct the Housing Element update from the Sacramento office, and Courtney Wood will manage the update and serve as your day-to-day contact with assistance from senior housing planner Cynthia Walsh and associate planner Patrice Clemons.

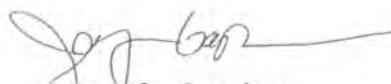
Michael Baker (as legacy firm PMC) worked closely with City staff on the previous two Housing Element updates and thus is familiar with the City's specific policies, resources, and opportunities. We will leverage this knowledge to ensure the Housing Element update process is smooth and the final document meets the needs of the Willits community.

The following scope, budget, and schedule are targeted to ensure the updated Housing Element complies with new state laws and identifies adequate sites to meet Willits' 2014–2019 Regional Housing Needs Allocation (RHNA). We are flexible in our approach and look forward to working with you to refine and finalize our work plan.

We are excited for the opportunity to assist the City with the Housing Element update and look forward to hearing from you. Please contact Ms. Gastelum at (916) 730-2841, if you have any questions on the proposed scope of work.

Sincerely,


Kevin Gustorf, PE
Vice President


Jennifer Gastelum
Project Director

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SCOPE OF WORK

TASK 1 PROJECT INITIATION AND COORDINATION

Michael Baker will communicate with City staff via phone and e-mail, as needed throughout the project, and will prepare for and attend a kickoff conference call to exchange information and initiate work on the Housing Element update. At the meeting, we will:

- Review the scope of work and schedule.
- Discuss information sources.
- Identify the City's critical housing needs and current housing developments.
- Discuss the desired style and format of the Housing Element.
- Review Housing Element legal requirements.
- Provide a list of data needs, which may include but is not limited to:
 - Current fee schedules and information regarding permit processing.
 - Updates to GIS data (we have GIS data from the 2009–2014 Housing Element update).
 - Current versions of new and proposed plans.

Task 1 Deliverables: Kickoff meeting agenda and data needs list (electronic copy in PDF); agendas for subsequent meetings with staff (electronic copies in PDF)

TASK 2 HOUSING ELEMENT ASSESSMENT

2.1 Document Review

Michael Baker will review documents relevant to the Housing Element update, including but not limited to the following:

- 2009–2014 Housing Element
- Housing Element Annual Progress Reports
- General Plan and Environmental Impact Report
- Municipal Code/Zoning Code

As noted in Task 1, we will provide City staff with a detailed list of documents and data needed.

2.2 Evaluate Existing Housing Programs

Michael Baker will work closely with the City to determine the status, effectiveness, and appropriateness of the 2009–2014 housing program. We will gather and document all available information regarding specific accomplishments. In addition to reviewing the policy program for results achieved, Michael Baker will evaluate the program for compliance with state housing laws and identify and document any omissions or deficiencies. Findings from the evaluation will be detailed in a matrix to be included in the draft Housing Element and used as a basis for program revisions for the new planning period.

Task 2 Deliverables: Review of housing programs to be included in the current Housing Element

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TASK 3 PREPARE HOUSING ELEMENT COMPONENTS

3.1 Housing Needs Assessment

Pursuant to state law (Government Code Section 65583(a) and SB 375), Michael Baker will update the Housing Needs Assessment with data from the 2010 US Census, the American Community Survey, and other relevant sources. The updated needs assessment will include the following:

- **Population and demographics:** population trends and projections, race and ethnicity, and population age
- **Household characteristics:** number, size, and type of existing households, and characteristics of lower-income households (including extremely low)
- **Employment and income:** employment by industry, occupation of employed residents, and income trends
- **Housing stock characteristics:** housing types and conditions, overcrowded households, and vacancy rates
- **Housing costs and affordability:** home sale price trends, rental costs, affordability for households at all income levels, and overpayment
- **Special housing needs:** special housing needs of persons with disabilities (including persons with developmental disabilities), seniors, large households, female-headed households
- **At-risk housing:** inventory and analysis of existing affordable units at risk of converting to market rate during the planning period
- **Opportunities for energy conservation:** pursuant to Senate Bill (SB) 375 and Assembly Bill 32, an inventory and analysis of opportunities to encourage the incorporation of energy-saving features, energy-saving materials, and energy-efficient systems and design for residential development

3.2 Housing Constraints

Michael Baker will update the analysis of potential and actual governmental and nongovernmental constraints to meeting housing needs (pursuant to Government Code Section 65583(a)(4, 5)), including land use controls, fees and exactions, permit processing procedures, and building codes and code enforcement, as well as land and construction costs, and the availability of financing. We will identify potential programs and strategies to reduce identified constraints.

3.3 Housing Resources and Opportunities

Michael Baker will work closely with City staff to identify physical, programmatic, and financial resources available to meet housing needs. The analysis will include the RHNA analysis, updated housing sites inventory, financial resources, and regulatory incentives for housing.

- **Sites Inventory and RHNA Analysis:** According to the RHNA (2014–2019) prepared by the Mendocino Council of Governments, Willits has a housing production goal of 13 units, which is a decrease of 196 units from the previous cycle (the City's 2007–2014 RHNA was 209 units). We will prepare an inventory, map, and analysis that clearly illustrate the city's capacity to accommodate the 2014–2019 RHNA.

- **Financial and Programmatic Resources:** Michael Baker will update financial and programmatic resources available for affordable housing programs, including City, Mendocino County, and state funding programs as well as private sector resources. We will assess current and potential housing programs to recommend future programs that will support the City's housing objectives.

3.4 Housing Program and Quantified Objectives

Michael Baker will work with City staff to update goals, policies, and programs to address identified housing needs and constraints based on the effectiveness and continued appropriateness of existing programs, information received through public outreach, the analysis of constraints, and findings from the needs assessment. Programs will address all new state requirements, as well as development controls, regulatory incentives, fair housing programs, and sources of affordable housing funding. Programs will describe specific steps for implementation along with a time frame and responsible department.

Task 3 Deliverables: Updated needs assessment, constraints analysis, inventory of housing resources, and housing program and quantified objectives to be incorporated into the draft Housing Element

TASK 4 PUBLIC PARTICIPATION

Michael Baker will assist with facilitation of the Housing Element community outreach program consistent with state and federal laws to solicit input from all segments of the community, including housing development professionals, residents, businesses, service groups, youth, seniors, and various stakeholders.

4.1 Stakeholders Meetings

Michael Baker will prepare for and attend one Stakeholders Meetings with local organizations, non-profits, and tribal communities to gather feedback, ideas, and information from the community regarding housing needs and conditions. Michael Baker will prepare an invitation, as well as a meeting agenda and presentation materials. City staff will be responsible for delivery of the invitation directly to stakeholders on the list via regular or electronic mail.

This scope and budget assumes that the Stakeholder Meeting will be held in conjunction with the Study Session.

4.2 Community Workshop/Planning Commission/City Council Study Session

Michael Baker will prepare for and attend one Planning Commission/City Council study session to gather feedback, ideas, and information from the community regarding housing needs and conditions. Michael Baker will work with City staff to identify and prepare a list of stakeholders, including known community groups and agencies serving low- and moderate-income households and persons with special needs. Michael Baker will prepare a notice announcing the meeting, as well as a meeting agenda and presentation materials. City staff will be responsible for noticing the meeting and delivery of the notice directly to stakeholders on the list via regular or electronic mail.

4.3 Public Hearings

Michael Baker will prepare for and attend one Planning Commission/City Council hearing to present the Housing Element, obtain feedback, and respond to questions. City staff will present the Housing Element for adoption once conditional compliance has been received.

We are available to attend additional meetings, if desired. A cost per meeting is provided along with the project budget.

This scope and budget assume that City staff will publish required hearing notices for all Planning Commission and City Council meetings.

Task 4 Deliverables: *Prepare for and attend up to one Stakeholders Meetings; Prepare for and attend one study session with the community, the Planning Commission, and the City Council; prepare a workshop notice, stakeholder list and meeting materials; prepare for and attend one Planning Commission/City Council hearing; and prepare up to two staff reports for Planning Commission and/or City Council.*

TASK 5 DRAFT AND FINAL HOUSING ELEMENTS

Michael Baker will prepare draft documents in a clear, user-friendly format that meets HCD requirements. All documents will be prepared in Microsoft Word and/or Excel.

5.1 Administrative Draft Housing Element

Michael Baker will incorporate the components described in Task 3 into a comprehensive, formatted administrative draft Housing Element, which will be submitted to City staff for review. The schedule assumes that staff will complete its review within 14 days of receipt of the draft. We request that we receive one consolidated set of City comments on the draft.

5.2 Public Review Draft Housing Element

Michael Baker will address staff comments to the administrative draft and prepare a public review draft Housing Element. We will incorporate comments and revisions from City staff's review of the administrative draft, as directed, prior to issuing the draft for public review and submitting the draft to HCD.

5.3 Final Housing Element

Michael Baker will prepare a final Housing Element that incorporates any changes to the public review draft from the Planning Commission and City Council, City staff, and HCD.

Task 5 Deliverables: *Electronic copies (in Word and PDF) of the administrative draft, public review draft, and final Housing Element; one hard copy each of the public review draft and final Housing Element for submittal to HCD.*

TASK 6 HCD REVIEW AND CERTIFICATION

Michael Baker International maintains strong working relationships with HCD reviewers, and because our office is located in close proximity to the HCD office, our staff is able and willing to meet with HCD staff as needed. Michael Baker staff is very familiar with the HCD review processes, including the new streamlined review system. We will serve as the City's liaison to HCD. This service will include:

- Submittal of the draft Housing Element to HCD along with a submittal letter and completed streamlined review checklist for the 60-day review.
- Meetings and/or conference calls with HCD staff and City staff to answer questions and address any issues.
- Submittal of the adopted Housing Element to HCD for final 90-day review and certification.

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Task 6 Deliverables: *Two submittals to HCD including cover letters, the streamlined review checklist, and printed copies of the Housing Element with highlighted changes and additions; e-mails and memorandums to address HCD questions and comments, as needed; proposed revisions to the Housing Element resulting from HCD comments incorporated into the Housing Element in a strikethrough format for review and approval by City staff*

TASK 7 ENVIRONMENTAL REVIEW

Michael Baker recommends preparation of an initial study/negative declaration (IS/ND) for the Housing Element update. The IS/ND will consist of a project description, CEQA environmental checklist, discussion of environmental issues, and references. The project description will summarize the proposed Housing Element revisions and areas of the City affected by specific programs that may have significant impacts. It will also include general location maps showing the areas Willits affected by those proposed programs. All final environmental documentation will be consistent with CEQA. This scope assumes a single set of comments from the City. Michael Baker will revise the IS/ND based on City staff comments and prepare the revised document for public circulation. The City will be responsible for public circulation of the document.

After the 30-day review period has expired, Michael Baker will advise City staff on any written comments received. We will then prepare a final IS/ND that consists of written public and agency comments received on the IS/ND, responses to those comments, and errata of any changes to the document. The final environmental document will be approved concurrently with the final Housing Element.

The budget for the IS/ND assumes that Michael Baker International can use data from readily available sources (e.g., previously prepared IS/ND, the City's GIS, General Plan, engineering reports, master plans, and previous technical studies).

***Task 7 Deliverables:** Electronic versions of administrative draft, draft and final IS/ND (Word and PDF)*

TASK 8 2009 HOUSING ELEMENT PROGRAM IMPLEMENTATION (OPTIONAL TASKS)

Michael Baker will develop Zoning Ordinance amendments and other implementation documents for the City to comply with state housing law and implement Housing Element programs as called for in the 2009 Housing Element. Based on conversations with HCD, the following tasks must be implemented to qualify for the HCD streamlined process and to achieve HCD certification (see comments in the table). Michael Baker has included the four tasks listed below in the Housing Element budget.

- Task 8.4 – Reasonable Accommodation Procedure
- Task 8.6 – Zoning for Emergency Shelters (this amendment must be made prior to adoption of the 2014–2019 Housing Element to be eligible for HCD certification)
- Task 8.7 – Zoning for Transitional and Supportive Housing Types
- Task 8.10 – Density Bonus

Michael Baker has included how the remaining Housing Element Programs will be addressed:

- Task 8.1 – Multi-Family Site Preservation – The Housing Element program will be revised and no zoning amendment required.
- Task 8.2 – Second Units – This amendment will need to be completed to comply with state law but will not hold up compliance at this time.
- Task 8.3 – Mixed-Use Development – No zoning amendments are needed. Michael Baker will provide program language to monitor this program.

- Task 8.5 – Allow Multi-Family in the R2 Zone – Zoning amendment will be needed but the program can be retained and updated within the next year or two.
- Task 8.8 – Extremely Low-Income Households – Zoning amendment will be needed but the program can be retained and updated within the next year or two.
- Task 8.9 – Farmworker Housing – Zoning amendment will be needed but the program can be retained and updated within the next year or two.
- Task 8.11 – Residential Care Facilities – Zoning amendment will be needed but the program can be retained and updated within the next year or two.

Michael Baker will prepare draft documents for City review. We will address one set of consolidated City comments and produce public drafts for the City to take to the public and decision-makers for review before adoption. If desired by the City, Michael Baker is available to attend hearings for the Housing Element program implementation documents at a cost of \$1,200 per meeting.

Task 8 Deliverables: *Electronic versions of administrative draft and public draft implementation documents (Word and PDF)*

2009 Housing Element Program	Status/Actions Needed	Task	Comment/ Recommendation
<p>Program HE-2.B: Multi-Family Sites Preservation</p> <p>The City has a limited supply of land zoned R-3, which allows for multi-family residential uses. In order to preserve existing and future R-3 zoned sites for multi-family development, the City will revise its Zoning Ordinance to establish a minimum density of 14.5 units per acre in the R-3 zone. (Ref. Policies HE-1.E, HE-2.A, HE-3.D)</p> <p>Five-Year Objective: In order to preserve existing and future R-3 zoned sites for multi-family development, the City will revise the Zoning Ordinance to establish a minimum allowed density of 14.5 dwelling units per acre in the R-3 zoning district.</p> <p><u>Implementation Schedule:</u> Revise the Zoning Ordinance by December 2013.</p>	<p>Revise the Zoning Ordinance to establish a minimum allowed density of 14.5 dwelling units per acre in the R-3 zoning district.</p>	<p>Task 8.1</p>	<p>Revise program to promote higher densities by offering incentives. No zoning amendments needed.</p>
<p>Program HE-2F: Second Units</p> <p>Encourage the production of second dwelling units to meet the needs of the Willits population. (Ref. Policies HE-1.B, HE-2.C, HE-3.C)</p> <p><u>Five-Year Objective:</u> Revise the Willits Zoning Ordinance to permit second units ministerially (by right) in all single-family residential zones, consistent with Section 65852.2 of the Government Code. In addition, to encourage the production of second units, offer incentives such as the reduction of parking requirements, reduction of permit processing time, increase in floor areas, and reduction of setbacks, and promote second units in subdivision development by considering/creating incentives for their production.</p> <p><u>Implementation Schedule:</u> Amend the Zoning Ordinance by December 2013. Ongoing, as second unit applications are processed through the Community Development Department.</p>	<p>Revise the Zoning Ordinance to allow second dwelling units ministerially by right in all single-family zones.</p>	<p>Task 8.2</p>	<p>If the City permits second units ministerially but has a minimum square footage requirement of 1,000 square feet, HCD does not see that as a constraint. This amendment will need to be completed to comply with state law but will not hold up compliance at this time.</p>
<p>Program HE-2G: Mixed-Use Development</p> <p>Revitalize the downtown area and produce dwelling units. (Ref. Policies HE-2.A, HE-1.E, HE-3.C, HE-3.D, HE-3.E, HE-3.F)</p> <p><u>Five-Year Objective:</u> Continue to facilitate the revitalization of the downtown area of Willits by allowing residential units above first-floor commercial uses and provide incentives for mixed-use projects with an affordable residential component.</p> <p>The City will remove the requirement of a conditional use permit for residential development above commercial establishments in commercial zones C1, C2, and CG and allow residential units to be developed above commercial establishments by right. For projects that contain housing units affordable to lower-income households, the City will provide incentives such as density bonuses, flexible development standards, and/or fee deferrals to encourage the development of mixed-use projects that contain affordable multi-family units.</p>	<p>Revise the Zoning Ordinance to remove the use permit requirement for residential units above commercial establishments.</p>	<p>Task 8.3</p>	<p>Continuing to allow residential units on the second story with a conditional use permit is acceptable. No zoning amendments needed. Michael Baker will provide program language to monitor this program.</p>

22

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2009 Housing Element Program	Status/Actions Needed	Task	Comment/ Recommendation
<p>The City will also consider reducing and/or eliminating parking requirements for residential units that are placed above commercial establishments. <u>Implementation Schedule:</u> Ongoing. Amend the Zoning Ordinance by December 2013.</p>			
<p>Program HE-2.J: Removal of Governmental Constraints to Housing Development for Persons with Disabilities Possible governmental constraints to the development of housing for persons with disabilities should be identified and removed where feasible. (Ref. Policies HE-2.E, HE-3.B) <u>Five-Year Objective:</u> Annually monitor existing land use controls, permit and processing procedures, fees and exactions, and building codes for constraints on the development, maintenance, and improvement of housing. Develop procedures for reasonable accommodation for housing for persons with disabilities in accordance with fair housing and disability laws and amend the City's Zoning Ordinance to provide for clear rules, policies, procedures, and fees for reasonable accommodation in order to promote equal access to housing. Policies and procedures should identify who may request a reasonable accommodation (e.g., persons with disabilities, family members, landlords, owners), and these procedures and any fees associated with them should provide relief from the various City land use, zoning, or building regulations that may constrain the housing needs of persons of disabilities. <u>Implementation Schedule:</u> Develop procedures and revise the Zoning Ordinance by December 2013. Annually evaluate and revise policies, programs, and procedures as necessary.</p>	<p>Revise the Zoning Ordinance to provide clear rules, policies, procedures, and fees for reasonable accommodation in order to promote equal access to housing.</p>	<p>Task 8.4</p>	<p>The City can still achieve a compliance letter without this program being implemented, but it must be completed in order to qualify for the HCD streamlined review.</p>
<p>Program HE-2K: Allow Multi-Family in the R2 Zone Allow for multi-family development in the R2 zoning district. (Ref. Policies HE-1.B, HE-2.B, HE-2.F, HE-3.E) <u>Five-Year Objective:</u> The City will amend the Zoning Ordinance to allow multi-family housing as a permitted use, without a conditional use permit or any other discretionary review, in the R2 zone, once a finding has been made from the California Department of Public Health stating that the City has sufficient water capacity to serve additional growth. <u>Implementation Schedule:</u> By 2014</p>	<p>Remove the permit requirement for multi-family development in the R2 zoning district.</p>	<p>Task 8.5</p>	<p>This program does not need to be implemented in order to meet the City's RHNA or to qualify for the streamlined process. However, HCD will see the conditional use permit as a constraint. We can retain and update this program for implementation within the next year or two.</p>

2009 Housing Element Program	Status/Actions Needed	Task	Comment/ Recommendation
<p>Program HE-3.E: Emergency Shelter Development Pursuant to Senate Bill 2, the City will amend the Zoning Ordinance to allow emergency shelters as a permitted use in the C-2 zone without a conditional use permit or other discretionary review. In addition, the City will evaluate adopting development and managerial standards that will be consistent with Government Code Section 65583(a)(4). These standards may include such items as:</p> <ul style="list-style-type: none"> • Lighting • On-site management • Maximum number of beds or persons to be served nightly by the facility • Off-street parking based on demonstrated need • Security during hours that the emergency shelter is in operation <p>In addition, on an annual basis, the City will continue the assignment of up to 10 percent of hotel bed tax revenues for homeless assistance programs and shelters, as well as continue to encourage private contributions to local homeless assistance programs and shelters by providing information from area homeless service providers and the Community Development Commission (CDC) of Mendocino County about homeless needs and services at City Hall and other public locations. (Ref. Policy HE-3.B)</p> <p><u>Five-Year Objective:</u> Allow for the development of emergency shelters.</p> <p><u>Implementation Schedule:</u> Revise the Zoning Ordinance within one year of adoption of the Housing Element. Annually provide informational brochures from Willits Community Services and the CDC of Mendocino County.</p>	<p>Revise the Zoning Ordinance to comply with the requirements of Senate Bill 2 regarding emergency shelters. <i>This amendment must be made prior to adoption of the 2014-2019 Housing Element to be eligible for HCD certification.</i></p>	<p>Task 8.6</p>	<p>Must be completed to achieve a compliance letter and to qualify for the HCD streamlined review process.</p>
<p>Program HE-3.F: Supportive and Transitional Housing Types Pursuant to Senate Bill 2, the City must explicitly allow both supportive and transitional housing types in all residential zones.</p> <p><u>Five-Year Objective:</u> The City will update its Zoning Ordinance to include separate definitions of transitional and supportive housing as defined in Health and Safety Code Sections 50675.2 and 50675.14. Both transitional and supportive housing types will be allowed as a permitted use subject only to the same restrictions on residential uses contained in the same type of structure.</p> <p><u>Implementation Schedule:</u> Revise the Zoning Ordinance within one year of adoption of the Housing Element. Annually provide informational brochures from Willits Community Services and the CDC of Mendocino County.</p>	<p>Revise the Zoning Ordinance to comply with the requirements of Senate Bill 2 regarding transitional and supportive housing.</p>	<p>Task 8.7</p>	<p>Must be completed to qualify for the HCD streamlined review process.</p>

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2009 Housing Element Program	Status/Actions Needed	Task	Comment/ Recommendation
<p>Program HE-3.G: Extremely Low-Income Households Assembly Bill 2634 requires the City to identify zoning to encourage and facilitate housing suitable for extremely low-income households, such as supportive housing and single-room occupancy (SRO) units. <u>Five-Year Objective:</u> The City will encourage the development of housing for extremely low-income households through working with the Community Development Department (CDC) and Rural Communities Housing Development Corporation (RCHDC) on a variety of activities such as outreach to housing developers on an annual basis, providing financial assistance (when feasible) or in-kind technical assistance or land writedowns, providing expedited processing, identifying grant and funding opportunities, applying for or supporting applications for funding on an ongoing basis, reviewing and prioritizing local funding at least twice in the planning period, and/or offering additional incentives beyond the density bonus. In addition, the City will allow SRO units to be permitted in the R-2, R-3, C-1, and C-2 zones with a conditional use permit. <u>Implementation Schedule:</u> Revise the Zoning Ordinance by June 2012. Provide informational brochures from Willits Community Services and the CDC of Mendocino County by June 2012.</p>	<p>Revise the Zoning Ordinance to allow the development of SRO units.</p>	<p>Task 8.8</p>	<p>Implementation of this program is not needed to achieve certification or to qualify for the HCD streamlined process. We can retain and update this program for implementation within the next year or two.</p>
<p>Program HE-3.H: Farmworker Housing The City will amend the Zoning Ordinance to comply with Sections 17021.5 and 17021.6 of the Health and Safety Code, which requires that "for the purpose of all local ordinances, employee housing shall not be deemed a use that implies that the employee housing is an activity that differs in any other way from an agricultural use. No conditional use permit, zoning variance, or other zoning clearance shall be required of this employee housing that is not required of any other agricultural activity in the same zone. The permitted occupancy in employee housing in an agricultural zone shall include agricultural employees who do not work on the property where the employee housing is located." (Ref. Policies HE-1.E, HE-2.F, HE-3.B) In addition, the City will continue to support regional efforts, such as those of the Community Development Commission of Mendocino County and other organizations, to secure funding and identify sites for the development of migrant/seasonal farmworker housing, including sites in the City's Sphere of Influence. <u>Five-Year Objective:</u> Provide for the development of farmworker housing and continue to support regional efforts. <u>Implementation Schedule:</u> Update the Zoning Ordinance within 8 months from adoption of the Housing Element. Continually work with the Community Development Commission of Mendocino County and other organizations to secure funding.</p>	<p>Update Zoning Ordinance to comply with Sections 17021.5 and 17021.6 of the Health and Safety Code.</p>	<p>Task 8.9</p>	<p>Implementation of this program is not needed to achieve certification or to qualify for the HCD streamlined process. We can retain and update this program for implementation within the next year or two.</p>

2009 Housing Element Program	Status/Actions Needed	Task	Comment/ Recommendation
<p>Program HE-3.J: Density Bonus The City's Zoning Ordinance will be amended to comply with State density bonus law (Government Code Section 65915, as revised). The density bonus will be promoted through informational brochures which will be displayed at the City's Community Development Department and on the City's website. (Ref. Policies HE-1.E, HE-3.C) <u>Five-Year Objective:</u> The production of housing affordable to lower-income households. <u>Implementation Schedule:</u> Ongoing—continuation of existing program. Amend the Zoning Ordinance to adhere to new density bonus legislation by December 2013. Develop and display density bonus brochures by December 2013.</p>	<p>Revise the Zoning Ordinance to comply with state density bonus guidelines (Senate Bills 1818 and 2280; Assembly Bill 2222).</p>	<p>Task 8.10</p>	<p>Must be completed to qualify for the HCD streamlined review process.</p>
<p>Program HE-3.K: Residential Care Facilities The City will amend the Zoning Ordinance to define and allow for residential care homes with six or fewer persons by right in all residential zones subject only to the same restrictions in that zone and will allow larger group homes of seven or more persons in the R-2 and R-3 zones with a conditional use permit. Additionally, the City will amend the Zoning Ordinance to update its definition of "family" to be "One or more persons living together in a dwelling unit." <u>Five-Year Objective:</u> Update the Zoning Ordinance to comply with Senate Bill 520. <u>Implementation Schedule:</u> Amend the Zoning Ordinance by December 2013.</p>	<p>Revise the Zoning Ordinance to define and allow residential care facilities per state law.</p>	<p>Task 8.11</p>	<p>Implementation of this program is not needed to achieve certification or to qualify for the HCD streamlined process. We can retain this program for implementation within the next year or two.</p>

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TASK 9 OFFICE OF PLANNING AND RESEARCH REQUIREMENTS (OPTIONAL TASKS)

9.1. Disadvantaged Communities (SB 244)

SB 244 defines an unincorporated disadvantaged community as a place that contains ten or more dwelling units in close proximity to one another; is either within a city sphere of influence, is an island within a city boundary, or is geographically isolated and has existed for more than 50 years; and has a median household income that is 80 percent or less of the statewide median household income.

Since the City does not have a sphere of influence, the City would need to verify whether there are any island communities surrounded by the city. Based on our review of the current Willits city limits, there are no island communities and therefore no additional analysis is necessary.

Task 9.1 Deliverables: *Based on our review of the current Willits city limits, there are no island communities and therefore no additional analysis is necessary.*

9.2 Military Notification Process for Local Planning Proposals (SB 1462)

SB 1462 requires cities and counties to notify the US military when projects are within military land use areas or when changes to the general plan may affect military land use areas. The intention is to create a local notification process whereby the US military will be informed of certain local land use proposals in an effort to prevent land use conflicts between local communities and military installations and training activities.

Using the California Military Land Use Compatibility Analyst, which is a mapping tool that local governments and developers can use to identify whether proposed planning projects are located in the vicinity of military bases, military training areas, or military airspace, Willits does not intersect with any military bases, special use airspaces, or low-level flight paths. No additional analysis is necessary.

Task 9.2 Deliverables: *Willits does not intersect with any military bases, special use airspaces, or low-level flight paths. No additional analysis is necessary.*

9.3 Fire Hazard Planning (SB 1241)

SB 1241 requires the City to revise the Safety Element requirements for state responsibility areas and very high fire hazard severity zones, as specified, and requires the Safety Element, upon the next revision of the Housing Element on or after January 1, 2014, to be reviewed and updated as necessary to address the risk of fire in state responsibility areas and very high fire hazard severity zones, taking into account specified considerations, including, among others, the most recent version of the Office of Planning and Research's "Fire Hazard Planning" document.

Michael Baker can complete a review of the City's fire hazard map to determine whether there are any fire hazard zones. It is safe to assume that fire hazard zones are present in the city. Michael Baker will provide examples of language for City staff to incorporate into an amendment to the Safety Element. City staff will be responsible for external agency review and the public hearing process.

Task 9.3 Deliverables: *Michael Baker will provide examples of language for City staff to incorporate into an amendment to the Safety Element.*

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9.4 Tribal Coordination (SB 18)

Michael Baker will support City staff with tribal coordination pursuant to the requirements of SB 18. We will prepare a letter to the Native American Heritage Commission to identify and support the protection of any traditional tribal cultural places. Drawing on our experience coordinating with tribal governments to understand Native American issues in past housing elements, we will also help City staff address special housing needs, constraints, and policies for Native American communities as appropriate in the Housing Element update. Michael Baker will provide a draft SB 18 letter and address tribal topics in the Housing Element update, as appropriate.

Task 9.4 Deliverables: Michael Baker will provide a draft SB 18 letter that City staff can put on City letterhead to send to the National American Heritage Commission, and address tribal topics in the Housing Element update, as appropriate.

9.5 Land Use: Water Supply (AB 162)

AB 162 requires the City to amend the Safety and Conservation elements of the General Plan to include analysis and policies regarding flood hazard and management information. We will provide the City with sample analyses that Michael Baker has previously completed which City staff can incorporate into the Safety and Conservation elements of the General Plan when the City updates those elements. City staff will be responsible for external agency review and the public hearing process.

Task 9.5 Deliverables: Michael Baker will provide the City with sample analyses that Michael Baker has previously completed which City staff can incorporate into the Safety and Conservation elements of the General Plan when the City updates those elements.

SCHEDULE

Michael Baker International anticipates that the 2014–2019 Housing Element will be eligible for HCD’s new streamlined review process with the above Zoning Ordinance amendments and thus will likely achieve conditional compliance after only one round of review. With a June 2016 start date, we anticipate that the updated Willits Housing Element will be adopted in January 2017 and certified in March 2017.

Time Frame	Task
2016	
June	Project kickoff meeting
June–August	Prepare administrative draft Housing Element and Housing Element implementation documents (Task 8)
August	Stakeholders Meetings, Community workshop/Planning Commission/City Council study session
September	City staff review of administrative draft and draft Housing Element implementation documents
September	Prepare public review draft Housing Element and public draft Housing Element implementation documents
October	Hearings to submit draft

November–December	HCD review (up to 60 days)
October–November	Prepare IS/ND
November	Conference call with HCD prior to receiving a letter to address any questions or issues; City receives a “conditional compliance” letter from HCD
January	Hearings to adopt Housing Element
January–March	HCD review and certification (up to 90 days)

** Note: Once the City has received its conditional compliance letter from HCD, it is typical for HCD to provide a certification letter within a shorter time frame than 90 days.*

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BUDGET

Michael Baker's estimated total fee to prepare the City's 2014-2019 Housing Element, Housing Element implementation documents, and optional OPR tasks is \$43,465. This is a not-to-exceed cost, to be billed on a time-and-materials basis. This estimate is based on our understanding of the project and the scope of work outlined herein, and includes all costs associated with stated deliverables.

Michael Baker has included in the budget the tasks that must be completed to achieve certification with HCD. We have also listed additional "optional tasks and their associated costs, that we can assist with, if requested.

Michael Baker's standard billing practice is monthly on a percentage completed basis. If permitted, we would request this billing process rather than billing on the basis of completed milestones.

Michael Baker is available to attend additional public hearings and community meetings at a cost of \$1,200 per meeting.

BILL RATES

Staff	Hourly Rate
Project Director	\$150
Project Manager	\$110
CEQA Project Manager	\$145
Senior Planner	\$110
Senior CEQA Planner	\$95
Associate Planner	\$90
GIS Analyst	\$100
Administrative Assistance	\$65

COST SCHEDULE

Please note that the cost schedule only assumes completion of the four tasks under Task 8 that must be completed to qualify for the streamlined process and HCD compliance. Optional tasks are listed on the following page.

Task	Cost
Task 1. Project Initiation and Coordination	\$960
Task 2. Housing Element Assessment	
2.1 Document Review	\$810
2.2 Evaluate Existing Housing Programs	\$1,840
Task 3. Prepare Housing Element Components	
3.1 Housing Needs Assessment	\$3,370
3.2 Housing Constraints	\$3,370
3.3 Housing Resources and Opportunities	\$3,250
3.4 Housing Program and Quantified Objectives	\$1,920
Task 4. Public Participation	
4.1 Stakeholders Meetings	\$1400
4.2 Community Workshop/Planning Commission/City Council Study Session	\$2,585
4.3 Public Hearings	\$1,815
Task 5. Draft and Final Housing Elements	
5.1 Administrative Draft Housing Element	\$3,450
5.2 Public Review Draft Housing Element	\$2,120
5.3 Final Housing Element	\$1,380
Task 6. HCD Review and Certification	\$1,700
Task 7. Environmental Review	\$5,220
Task 8. 2009 Housing Element Program Implementation	
8.4 Removal of Constraints for Persons with Disabilities	\$690
8.6 Emergency Shelter Development	\$1,040
8.7 Supportive and Transitional Housing Types	\$690
8.10 Density Bonus	\$1,600
<i>Direct expenses (printing)</i>	\$75
TOTAL	\$39,285
Optional Tasks (listed below)	\$4,180
Total with Optional Tasks	\$43,465

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OPTIONAL TASKS

Task 8. 2009 Housing Element Program Implementation	
8.1 Multi-Family Site Preservation	\$400
8.2 Second Units	\$600
8.3 Mixed-Use Development	\$290
8.5 Allow Multi-Family in the R2 Zone	\$290
8.8 Extremely Low-Income Households	\$400
8.9 Farmworker Housing	\$600
8.11 Residential Care Facilities	\$400
Task 9. Office of Planning and Research Requirements (optional tasks)	
9.3 Fire Hazard Planning (SB 1241)	\$400
9.4 Tribal Coordination (SB 18)	\$400
9.5 Land Use: Water Supply (AB 162)	\$400
Subtotal	\$4,180

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HOUSING ELEMENT EXPERIENCE

Michael Baker International understands that each community has unique housing conditions and challenges. We also understand the complex regulatory requirements that accompany the housing element certification process. Michael Baker has partnered with cities and counties throughout California to prepare Housing Elements that address local needs as well as statutory requirements.

Michael Baker's Housing and Community Development team has a 100% success rate in achieving HCD certification, certifying 59 housing elements since 2008, of which 35 were certified after a single round of review. In the 5th cycle, we have certified 15 Housing Elements and earned conditional compliance for an additional nine, many of which were expedited through the streamlined review process.

In addition to housing element preparation, team members are experienced in program implementation including zoning code amendments and ordinances, as well as day-to-day program oversight.

CITIES AND TOWNS

City of Alameda
 City of Anderson
 City of Arcata
 City of Auburn
 City of Biggs
 City of Calimesa

City of Chico
 City of Clayton
 City of Coachella
 City of Cloverdale
 City of Crescent City
 City of Davis
 City of Dixon
 City of Dunsmuir
 City of Eastvale
 City of Elk Grove
 City of Etna
 City of Fairfield
 City of Fortuna
 City of Greenfield
 City of Hughson
 City of Lone
 City of Imperial
 City of Lincoln

City of Los Altos
 City of Madera
 City of Marysville
 City of Montague
 City of Monterey
 City of Morro Bay
 City of Mt. Shasta
 City of Ontario
 City of Orland
 City of Oxnard
 City of Plymouth
 City of Rancho Cordova
 City of Red Bluff
 City of Roseville
 City of Sand City
 City of Soledad
 City of Suisun City
 City of Temecula
 City of Tulelake
 City of Twentynine Palms
 City of Vallejo
 City of West Sacramento
 City of Wildomar
 City of Willits
 City of Willows
 Town of Yountville
 City of Yreka



COUNTIES

Imperial County
 Inyo County
 Kern County
 Siskiyou County
 Solano County
 Riverside County
 Yuba County

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KEY STAFF MEMBERS

JENNIFER GASTELUM, PROJECT DIRECTOR

Jennifer Gastelum brings over 13 years of experience that includes projects throughout California, Nevada, and Washington. She is experienced in managing the preparation of housing elements, housing needs assessment reports and housing condition surveys, consolidated plans, and affordable housing strategies and various affordable housing studies. Her most recent housing policy experience includes housing element updates for over 40 California cities.

Ms. Gastelum prepared a Regional Housing Strategy and Fair Share Housing Allocation Plan for Pierce County, Washington. She previously represented the City of Rancho Cordova at the Planners' Roundtable process to determine the Fair Share methodology and allocations for the multi-county Sacramento Area Council of Governments. In addition, she developed Affordable Housing Best Practices Strategies for El Dorado County and Placer County, which included inclusionary housing recommendations and identifying zoning and infill incentives. Ms. Gastelum completed the CDBG Consolidated Plan for the City of Rancho Cordova in conjunction with the preparation of the Redevelopment Blight Assessment and Housing Element. She also assisted with the completion of the New Rochelle (New York) Consolidated Plan and managed the completion of the County of Monterey Consolidated Plan, Action Plan, and Analysis of Impediments updates, the City of Lancaster Consolidated Plan update, and the State of Nevada Consolidated Plan.

COURTNEY WOOD, PROJECT MANAGER

Ms. Wood's experience includes neighborhood revitalization plans, downtown plans, general plans, and housing element updates for cities throughout California and the west. Ms. Wood has extensive experience conducting innovative community engagement programs for municipal planning projects including workshops, open houses, design charrettes, and web-based participation. Her skills include data collection and analysis, policy writing, and outreach management.

CYNTHIA WALSH, SENIOR PLANNER

Ms. Walsh has over 9 years of experience managing housing elements, preparing consolidated plans, action plans, analysis of impediments to fair housing choice, Neighborhood Stabilization Program acquisition and rehabilitation programs, compliance monitoring services, oversight of affordable housing properties, and housing condition and income surveys. She has a thorough knowledge of state housing element law, having prepared over 30 housing elements during the 3rd and 4th cycles. She is currently working with several justifications to complete their 5th cycle housing elements. Ms. Walsh has a significant amount of experience working with staff at HCD and has achieved certification for all of her clients. She worked with the City of Willits on its 4th Housing Element update and worked with City staff and HCD to achieve certification.

PATRICE CLEMONS, ASSOCIATE PLANNER

Ms. Clemons is primarily responsible for providing assistance to the other members of the Housing and Community Development team on housing policy documents including Housing Elements and Consolidated Plans. She has experience in current and long-range planning as well as grant writing and management.

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Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28484	05/06/16	FAA	.09599 FUNDS RETURNED TO G	9,782.40	526622	160506		P N H 500.5001.2081.030
28558	05/20/16	MASON/CODY	4929 PER DIEM	436.33	526623	328576892		P N H 100.1020.2106.000
28559	05/20/16	MASSMUTUAL RETIREMEN	4870 DEFERRED COMP	1,455.09	526624	IN13913081117		P N H 690.236
28560	05/20/16	MENDO-LAKE CREDIT UN	104 DIRECT DEPOSIT	350.00	526625	1605		P N H 690.237
28561	05/20/16	AFLAC	4036 125 PLAN-POLICY PRE	1,131.48	526626	268755		P N H 690.246
28562	05/20/16	PERS	256 EMPLOYER CONTRIBUTI	9,795.83	526627	160518		P N H 690.229
28562	05/20/16	PERS	256 EMPLOYEE CONTRIBUTI	7,130.96	526627	160518		P N H 690.230
				16,926.79	*CHECK TOTAL			
28563	05/20/16	R E M I F	135 MED/DENT/VISION PR	80,994.50	526629	160501		P N H 690.231
28564	05/27/16	SANDERS/CATHY	4420 PER DIEM & MILEAGE	807.87	526628	160426		P N H 100.1001.2015.000
GENERAL CHECK FORM								
			TOTAL	111,884.46				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28566	05/31/16	ARAMARK UNIFORM SERV	4065 MATS/RAGS/MOPS	635.96	526427	702737961		P N W 100.1016.2199.000
28566	05/31/16	ARAMARK UNIFORM SERV	4065 MATS/RUGS	468.68	526428	702727882		P N W 501.5013.2199.000
28566	05/31/16	ARAMARK UNIFORM SERV	4065 MATS	37.88	526429	702760161		P N W 100.1040.2081.030
28566	05/31/16	ARAMARK UNIFORM SERV	4065 MATS	18.94	526430	702740100		P N W 100.1042.2081.030
				1,161.46	*CHECK TOTAL			
28567	05/31/16	AT&T	4615 PHONE BILLS	176.59	526433	20160519		P N W 503.5030.2015.000
28568	05/31/16	BACKFLOW DISTRIBUTOR	4834 BACKFLOW TEST KIT	347.07	526423	36995		P N W 503.5031.2041.000
28569	05/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	474.23	526454	160518		P N W 100.1005.2055.000
28569	05/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	609.76	526454	160518		P N W 100.1003.2055.000
28569	05/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	281.16	526454	160518		P N W 100.1002.2055.000
28569	05/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	93.72	526454	160518		P N W 100.1011.2055.000
28569	05/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	44.33	526454	160518		P N W 100.1005.2199.000
28569	05/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	147.76	526454	160518		P N W 100.1010.2055.000
28569	05/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	1,660.51	526454	160518		P N W 503.5030.2055.000
28569	05/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	49.99	526454	160518		P N W 503.5030.2015.000
28569	05/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	425.23	526454	160518		P N W 503.5030.2055.000
28569	05/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	14.99	526454	160518		P N W 100.1005.2055.000
28569	05/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	90.91	526454	160518		P N W 100.1010.2081.030
28569	05/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	324.90	526454	160518		P N W 100.1042.2101.045
28569	05/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	36.15	526454	160518		P N W 503.5033.2105.000
28569	05/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	36.74	526454	160518		P N W 100.1042.2101.045
28569	05/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	118.98	526454	160518		P N W 501.5013.2101.032
28569	05/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	484.79	526454	160518		P N W 501.5013.2105.000
				4,894.15	*CHECK TOTAL			
28570	05/31/16	CANON FINANCIAL SERV	4784 COPIER USAGE	316.11	526412	16089576		P N W 503.5033.2055.000
28571	05/31/16	CHRISTENSEN/NANCY	5052 COMM CNTR SUPPLIES	200.00	526390	160523		P N W 100.1016.2025.000
28572	05/31/16	COAST RANGE DIGITAL	4048 VIDEO 2 CITY COUNCIL	350.00	526446	1622		P M W 100.1001.2081.030
28573	05/31/16	CONTROL SYSTEMS WEST	5016 TECH ASST SCADA AND P	570.50	526451	42648176		P N W 501.5013.2061.020
28574	05/31/16	COUNTY OF MENDOCINO	198 DISTRICT REPORT	100.00	526456	160502		P N W 501.5010.2055.000
28574	05/31/16	COUNTY OF MENDOCINO	198 DISTRICT REPORT	50.00	526457	160502		P N W 501.5010.2055.000
				150.00	*CHECK TOTAL			
28575	05/31/16	CWEA MEMBERSHIP	4387 MEMBERSHIP	164.00	526391	292266I		P N W 501.5013.2105.000
28576	05/31/16	EEL RIVER FUELS	28 REG UNL-ETH	1,188.99	526418	494807		P N W 100.125
28576	05/31/16	EEL RIVER FUELS	28 REG UNL-ETH	895.77	526419	493823		P N W 100.125
28576	05/31/16	EEL RIVER FUELS	28 ULSD-CLR DSL	352.85	526420	494814		P N W 100.126
28576	05/31/16	EEL RIVER FUELS	28 ULSD-CLR DSL	238.67	526421	493824		P N W 100.126
				2,676.28	*CHECK TOTAL			

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
28577	05/31/16	FORD/JOHN	369 ELIAS WELL COW FENC	4,954.78	526432	2936		P M W	503.5031.2041.000
28578	05/31/16	GARTON TRACTOR INC	4935 COUNTER SALE	34.06	526392	CU21598		P N W	501.5011.2041.000
28579	05/31/16	HERMAN/SCOTT	4735 PER DIEM 5/10-12/2016	63.00	526394	20160516		P N W	503.5031.2105.000
28580	05/31/16	HERTZ EQUIPMENT RENT	3979 TRAILER/TRENCHER	202.64	526422	28652698001		P N W	503.5031.2095.000
28581	05/31/16	KILLION/FRED	4607 PUBLIC WORKS JANITORI	130.00	526395	PW&ENG15/16-11		P M W	100.1040.2081.030
28581	05/31/16	KILLION/FRED	4607 ENGINEERING DEPT JANI	130.00	526395	PW&ENG15/16-11		P M W	100.1042.2081.030
28581	05/31/16	KILLION/FRED	4607 CITY HALL JANITORIAL	800.00	526431	20160524		P M W	100.1016.2061.020
28581	05/31/16	KILLION/FRED	4607 EVENT CLEAN UP	150.00	526431	20160524		P M W	600.602
				1,210.00	*CHECK TOTAL				
28582	05/31/16	MEAD & HUNT INC	4031 ADMIN & COORDINATIO	4,907.81	526413	260520		P N W	500.5001.2081.030
28583	05/31/16	MENDOCINO JANITORIAL	4255 PD JANITORIAL	1,100.00	526406	706180		P M W	100.1016.2061.020
28584	05/31/16	MUNICIPAL MAINTENANC	4305 ROTO DRILL NOZZEL/30	477.88	526396	0108671		P N W	501.5011.2041.000
28584	05/31/16	MUNICIPAL MAINTENANC	4305 NOZZLE/KANAFLEX	567.47	526411	0110008-IN		P N W	501.5011.2045.000
				1,045.35	*CHECK TOTAL				
28585	05/31/16	NOR-CAL RECYCLED ROC	4067 CONCRETE/ACCELERATOR	505.79	526417	11499		P N W	503.5031.2101.035
28586	05/31/16	P G & E COMPANY	114 EMERG. WTR LINE	105.13	526398	20160516		P N W	503.5031.4003.038
28586	05/31/16	P G & E COMPANY	114 ENGINEERING	85.18	526398	20160516		P N W	100.1042.2110.000
28586	05/31/16	P G & E COMPANY	114 PARKS	95.64	526398	20160516		P N W	100.1050.2110.000
28586	05/31/16	P G & E COMPANY	114 SEWER	8.39	526398	20160516		P N W	501.5013.2110.000
28586	05/31/16	P G & E COMPANY	114 WATER	21.13	526398	20160516		P N W	503.5033.2110.000
28586	05/31/16	P G & E COMPANY	114 PW	85.17	526398	20160516		P N W	100.1040.2110.000
				400.64	*CHECK TOTAL				
28587	05/31/16	PACE SUPPLY CORP	12 PVC	135.31	526434	023286465		P N W	501.5011.2045.000
28587	05/31/16	PACE SUPPLY CORP	12 PVC 80	230.44	526435	023297689		P N W	501.5013.2045.000
28587	05/31/16	PACE SUPPLY CORP	12 PVC 80 SPGXSOC	13.78	526436	0232976891		P N W	501.5011.2045.000
28587	05/31/16	PACE SUPPLY CORP	12 2 PVC 80 SOC	77.42	526437	023298424		P N W	501.5011.2045.000
28587	05/31/16	PACE SUPPLY CORP	12 6 PVC 80 SOC	306.90	526438	023300433		P N W	501.5011.2045.000
28587	05/31/16	PACE SUPPLY CORP	12 NIPPLE PVC	105.41	526439	023300877		P N W	501.5011.2045.000
28587	05/31/16	PACE SUPPLY CORP	12 6 PVC 80 SOC	131.54	526440	023301865		P N W	501.5011.2045.000
28587	05/31/16	PACE SUPPLY CORP	12 6 PVC 80 SOC	662.60	526441	0233018651		P N W	501.5011.2041.000
28587	05/31/16	PACE SUPPLY CORP	12 PSFADPTDWVSH6 ADPT	135.51	526442	023302816		P N W	501.5011.2041.000
28587	05/31/16	PACE SUPPLY CORP	12 3 COMPANION FLANGE	21.83	526443	023306458		P N W	503.5031.2041.000
28587	05/31/16	PACE SUPPLY CORP	12 PVC 80 SPGXSOC	45.40	526444	023311328		P N W	501.5011.2045.000
28587	05/31/16	PACE SUPPLY CORP	12 MISC PARTS & SUPPLIES	135.31	526462	23286465		P N W	501.5011.2045.000
				2,001.45	*CHECK TOTAL				
28588	05/31/16	PACIFIC COAST CUTTER	4965 CORE DRILL CONCRETE V	510.00	526409	52033		P N W	501.5011.2045.000

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28589	05/31/16	PENNY'S TROPHIES & G	661 5X7 PLAQUE	15.92	526400	1926		P M W 100.1005.2199.000
28590	05/31/16	PLATT	4506 ACV DETECTOR 90	23.68	526424	J425551		P N W 501.5011.2041.000
28591	05/31/16	R E M I F	135 MACHINERY INSURANCE	2,202.00	526458	160205		P N W 100.1002.2031.000
28591	05/31/16	R E M I F	135 WRKS COMP PREMIUM	40,550.00	526459	160412		P N W 690.228
28591	05/31/16	R E M I F	135 MEDICAL PREMIUM	69,536.00	526460	160601		P N W 690.231
28591	05/31/16	R E M I F	135 DENTAL PREMIUM	4,792.00	526460	160601		P N W 690.231
28591	05/31/16	R E M I F	135 VISION PREMIUM	841.50	526460	160601		P N W 690.231
				117,921.50	*CHECK TOTAL			
28592	05/31/16	RAMMING/TIM	127 100 LETTERS ON 32/80	41.09	526399	5510		P M W 100.1010.2091.000
28593	05/31/16	RENTAL GUYS CHICO	4495 MOWER PARTS	570.22	526401	20160502		P N W 100.1050.2044.000
28594	05/31/16	ROUND TREE GLASS INC	138 GLASSINE	12.98	526408	68464		P M W 100.1042.2055.000
28595	05/31/16	SCOTT'S TANKS	4275 2" POLY FEMALE	10.57	526414	34253		P M W 501.5011.2041.000
28595	05/31/16	SCOTT'S TANKS	4275 3"X4" GALVANIZED NIPPL	46.84	526415	34248		P M W 503.5031.2041.000
28595	05/31/16	SCOTT'S TANKS	4275 2 1/2" X 2" GALVANIZED	18.26	526447	34157		P M W 501.5011.2041.000
28595	05/31/16	SCOTT'S TANKS	4275 8" GRIPPER PLUG	183.19	526448	34084		P M W 501.5013.2041.000
28595	05/31/16	SCOTT'S TANKS	4275 2 PVC SCH 80 TEE	34.64	526449	34285		P M W 501.5013.2041.000
28595	05/31/16	SCOTT'S TANKS	4275 PARTS FOR BRKN WATER P	68.58	526450	34283		P M W 501.5013.2041.000
				362.08	*CHECK TOTAL			
28596	05/31/16	SHERMAN/JOHN	4291 CODE ENFORCEMENT BOOK	12.95	526405	20160516		P N W 100.1011.2105.000
28597	05/31/16	STATE WATER RES CONT	468 GRADE 3 EXAMINATION	350.00	526445	20160526		P N W 501.5013.2001.002
28598	05/31/16	THOMSON REUTERS - WE	4122 LEGAL UPDATES	445.87	526407	833931928		P N W 100.1004.2050.000
28599	05/31/16	TRINCADO-SLATER/ANDR	4406 2 BOOKS OF STAMPS	18.80	526403	20160510		P N W 100.1042.2055.000
28599	05/31/16	TRINCADO-SLATER/ANDR	4406 MAILING CONTRACTS	3.35	526403	20160510		P N W 501.5010.2055.000
28599	05/31/16	TRINCADO-SLATER/ANDR	4406 SHIPPING REIMBURSEMENT	22.95	526404	20160513		P N W 503.5031.4003.003
				45.10	*CHECK TOTAL			
28600	05/31/16	UKIAH PAPER SUPPLY I	164 SINGLE FOLD TOWEL	37.95	526455	456446		P N W 503.5033.2041.000
28601	05/31/16	UNIVAR USA INC	655 LIQUICHLOR	612.05	526416	SJ744874		P N W 503.5033.2101.034
28602	05/31/16	UTILITY SUPPLY OF AM	3997 WIRE PROOFER SKID	92.46	526452	957093		P N W 501.5011.2041.000
28603	05/31/16	WECO INDUSTRIES LLC	4044 CUE TX 343	271.39	526410	0036574-IN		P N W 501.5011.2041.000
28604	05/31/16	WESTAMERICA BANK	4161 PRINCIPAL	4,267.06	526461	160526		P N W 501.5011.3001.000
28604	05/31/16	WESTAMERICA BANK	4161 INTEREST	43.73	526461	160526		P N W 501.5011.3002.000
				4,310.79	*CHECK TOTAL			

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
		GENERAL CHECK FORM						
28605	05/31/16	WL FUNDING INC	5053 OFFICE ASSISTANT	468.60	526453	27006622		P N W 100.1003.2081.030
		GENERAL CHECK FORM	TOTAL	153,536.31				

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
27962	01/29/16	MCNELLEY/MARK	4579 PER DIEM 2/22/2016	20.00CR	526650	160127		P N H 100.1020.2106.000
27962	01/29/16	MCNELLEY/MARK	4579 PER DIEM 2/23-25/2016	120.00CR	526650	160127		P N H 100.1020.2106.000
				140.00CR	*CHECK TOTAL			
28234	03/15/16	UKIAH FORD INC	382 VEHICLE MAINT UNIT 24	480.48CR	526651	FOCS130257		P N H 100.1022.2044.000
28281	03/31/16	MARIN CONSULTING ASS	.09601 TUITION	300.00CR	526652	160324		P N H 100.1020.2106.000
28369	04/15/16	MUNICIPAL MAINTENANC	4305 ROTO DRILL NOZZLE	507.88CR	526643	108671		P N H 501.5011.2041.000
28459	04/29/16	SCOTT'S APPLIANCE	707 GRIPPER PLUG W/WINGNU	183.19CR	526646	34084		P M H 501.5013.2041.000
28459	04/29/16	SCOTT'S APPLIANCE	707 HEX BUSHING	18.26CR	526647	34157		P M H 501.5011.2041.000
				201.45CR	*CHECK TOTAL			
28468	04/29/16	WARNOCK/SCOTT	4498 CAPE DUES REIMBURSEMEN	45.00CR	526649	04002		P M H 100.1020.2050.000
28478	05/03/16	CALIFORNIA REDEVELOP	513 MEMBERSHIP DUES FOR 3,	107.52CR	526639	158624		P N H 100.1002.2050.000
28478	05/03/16	LEAGUE OF CALIFORNIA	374 MEMBERSHIP DUES 201	3,107.52	526640	158624		P N H 100.1002.2050.000
				0.00	*CHECK TOTAL			
28564	05/27/16	SANDERS/CATHY	4420 PER DIEM 4/26-29/20126	73.00	526644	160426		P N H 100.1001.2015.000
28564	05/27/16	SANDERS/CATHY	4420 WED NIGHT CONF EVENT	65.00	526644	160426		P N H 100.1001.2015.000
28564	05/27/16	SANDERS/CATHY	4420 LODGING	584.55	526644	160426		P N H 100.1001.2015.000
28564	05/27/16	SANDERS/CATHY	4420 MILEAGE	85.32	526644	160426		P N H 100.1001.2015.000
28564	05/27/16	SANDERS/CATHY	4420 PER DIEM	73.00CR	526645	160426		P N H 100.1001.2015.000
28564	05/27/16	SANDERS/CATHY	4420 WED NIGHT CONF EVENT	65.00CR	526645	160426		P N H 100.1001.2015.000
28564	05/27/16	SANDERS/CATHY	4420 LODGING	584.55CR	526645	160426		P N H 100.1001.2015.000
28564	05/27/16	SANDERS/CATHY	4420 MILEAGE	85.32CR	526645	160426		P N H 100.1001.2015.000
				0.00	*CHECK TOTAL			
28593	05/31/16	RENTAL GUYS CHICO	4495 MOWER PARTS	570.22CR	526648	20160502		P N H 100.1050.2044.000
28606	06/03/16	HARRIS/KAREN	4674 DIS PENSION ADVANCE	2,926.80	526631	160515		P N H 100.1022.1014.000
28607	06/07/16	FAA	.09600 GRANT REIMBURSEMENT	676.50	526632	160506		P N H 500.5001.2081.030
28608	06/07/16	MASSMUTUAL RETIREMEN	4870 DEFERRED COMP	1,455.09	526633	IN15417474480		P N H 690.236
28609	06/07/16	PERS	256 EMPLOYER CONTRIBUTI	9,813.31	526634	28609		P N H 690.229
28609	06/07/16	PERS	256 EMPLOYEE CONTRIBUTI	7,141.10	526634	28609		P N H 690.230
				16,954.41	*CHECK TOTAL			
28610	06/07/16	AFLAC	4036 125 PLAN-POLICY PRE	1,141.38	526635	45464		P N H 690.246
28611	06/07/16	BANK OF AMERICA	10 BANK STMT- BOFA	64.86	526636	160518		P N H 100.1022.2101.032
28611	06/07/16	BANK OF AMERICA	10 BANK STMT- BOFA	644.20	526636	160518		P N H 651.6510.2199.000
28611	06/07/16	BANK OF AMERICA	10 BANK STMT- BOFA	326.48	526636	160518		P N H 661.6610.2199.000
28611	06/07/16	BANK OF AMERICA	10 BANK STMT- BOFA	9.99	526636	160518		P N H 100.1022.2101.031
28611	06/07/16	BANK OF AMERICA	10 BANK STMT- BOFA	182.00	526636	160518		P N H 100.1020.2106.000
28611	06/07/16	BANK OF AMERICA	10 BANK STMT- BOFA	9.00	526636	160518		P N H 100.1022.2044.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28611	06/07/16	BANK OF AMERICA	10 BANK STMT- BOFA	25.00	526636	160518		P N H 100.1022.2044.000
28611	06/07/16	BANK OF AMERICA	10 BANK STMT- BOFA	1.00	526636	160518		P N H 100.1020.2199.000
				1,262.53	*CHECK TOTAL			
28612	06/10/16	WILLITS OTTERS	4772 RETIREMENT GIFT	120.00	526641	160610		P N H 100.1005.2055.000
28612	06/10/16	WYATT/JIM	4722 RETIREMENT GIFT	120.00CR	526642	160610		P N H 100.1005.2055.000
				0.00	*CHECK TOTAL			
28613	06/10/16	WYATT/JIM	4722 WYATT RETIREMENT GIFT	120.00	526638	160610		P N H 100.1005.2055.000
GENERAL CHECK FORM								
			TOTAL	22,291.68				

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
28614	06/15/16	ALPHA ANALYTICAL LAB	7 WATER TESTS	111.00	526536	6051070		P N W	503.5033.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 WATER TESTS	165.00	526537	6051585		P N W	503.5033.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 WATER TESTS	160.00	526538	6051937		P N W	503.5033.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 WATER TESTS	111.00	526539	6052228		P N W	503.5033.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 WATER TESTS	222.00	526540	6052232		P N W	503.5033.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 WATER TESTS	194.25	526541	6052447		P N W	503.5033.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 WATER TESTS	55.00	526542	6052871		P N W	503.5033.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 WATER TESTS	165.00	526543	6052900		P N W	503.5033.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 WATER TESTS	215.00	526544	6053341		P N W	503.5033.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 WATER TESTS	111.00	526545	6053412		P N W	503.5033.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	90.00	526594	6050934		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	85.00	526595	6051067		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	605.00	526596	6051185		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	365.00	526597	6051186		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	110.00	526598	6051219		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	90.00	526599	6051491		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	85.00	526600	6051656		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	292.50	526601	6051851		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	3,145.00	526602	6051888		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	3,145.00	526603	6051889		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	45.00	526604	6052165		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	55.00	526605	6052184		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	45.00	526606	6052259		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	55.00	526607	6052260		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	85.00	526608	6052406		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	85.00	526609	6052840		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	110.00	526610	6053078		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	90.00	526611	6053079		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	830.00	526612	6053149		P N W	501.5013.2061.015
28614	06/15/16	ALPHA ANALYTICAL LAB	7 SEWER TEST	292.50	526613	6051280		P N W	501.5013.2061.015
				11,214.25	*CHECK TOTAL				
28615	06/15/16	ARAMARK UNIFORM SERV	4065 MATS ,RAGS ,MOPS	665.00	526567	160531		P N W	100.1016.2199.000
28615	06/15/16	ARAMARK UNIFORM SERV	4065 MATS ,RAGS ,MOPS	656.83	526567	160531		P N W	501.5013.2199.000
28615	06/15/16	ARAMARK UNIFORM SERV	4065 MATS	18.94	526567	160531		P N W	100.1040.2081.030
28615	06/15/16	ARAMARK UNIFORM SERV	4065 MATS	18.94	526567	160531		P N W	100.1042.2081.030
				1,359.71	*CHECK TOTAL				
28616	06/15/16	AT&T	4123 POLICE	523.78	526617	8153433		P N W	100.1020.2015.000
28616	06/15/16	AT&T	4123 PUBLIC WORKS	99.46	526617	8153433		P N W	100.1040.2015.000
28616	06/15/16	AT&T	4123 ENGINEERING	99.46	526617	8153433		P N W	100.1042.2015.000
28616	06/15/16	AT&T	4123 POOL	16.25	526617	8153433		P N W	100.1030.2015.000
28616	06/15/16	AT&T	4123 SEWER PLANT	107.72	526617	8153433		P N W	501.5013.2015.000
28616	06/15/16	AT&T	4123 WATER PLANT	70.05	526617	8153433		P N W	503.5030.2015.000
28616	06/15/16	AT&T	4123 AIRPORT	36.26	526617	8153433		P N W	500.5001.2110.000
28616	06/15/16	AT&T	4123 4601-2-3 40%	405.96	526617	8153433		P N W	100.1002.2015.000
28616	06/15/16	AT&T	4123 24%	243.58	526617	8153433		P N W	265.2650.2015.000
28616	06/15/16	AT&T	4123 12%	121.79	526617	8153433		P N W	265.2650.2015.000
28616	06/15/16	AT&T	4123 12%	121.79	526617	8153433		P N W	100.1015.2015.000
28616	06/15/16	AT&T	4123 12%	121.79	526617	8153433		P N W	100.1010.2015.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28616	06/15/16	AT&T	4123 PLANNING 9341 2/3	24.21	526617	8153433		P N W 265.2650.2015.000
28616	06/15/16	AT&T	4123 1/3	12.10	526617	8153433		P N W 100.1010.2015.000
				2,004.20	*CHECK TOTAL			
28617	06/15/16	AUTO MART	AUTO REPAI 4791 VEHICLE MAINT - UNIT	294.39	526492	20266		P M W 100.1022.2044.000
28617	06/15/16	AUTO MART	AUTO REPAI 4791 VEHICLE MAINT #92	424.75	526559	20330		P M W 503.5031.2041.000
				719.14	*CHECK TOTAL			
28618	06/15/16	BARCO PRODUCTS COMPA	4332 PET LITTER BAGS	239.62	526585	061600026		P M W 100.1050.2045.000
28619	06/15/16	BARTKIEWICZ,KRONICK	4073 LEGAL SERVICES	5,980.60	526587	8729.0001		P N W 100.1004.2081.030
28620	06/15/16	BENNETT/MICHAEL	4899 PER DIEM	20.00	526493	160609		P N W 100.1020.2105.000
28621	06/15/16	BENTLEY SYSTEMS INC	4217 SEWER/STORM/WATER C	2,313.00	526583	47752958		P N W 100.1042.2041.000
28622	06/15/16	BOWERS/JOSH	4239 WEBSITE MAINTENANCE	432.25	526487	000168		P M W 100.1002.2081.030
28623	06/15/16	BROOKTRAILS TOWNSHIP	491 AP WATER/SEWER	133.92	526526	160606		P N W 500.5001.2111.000
28624	06/15/16	BUD GARMAN CONSTRUCT	4769 ROCK/SAND	376.32	526570	12-1452		P M W 501.5011.2101.035
28624	06/15/16	BUD GARMAN CONSTRUCT	4769 ROCK/SAND	376.31	526570	12-1452		P M W 503.5031.2101.035
28624	06/15/16	BUD GARMAN CONSTRUCT	4769 ROCK/SAND	984.70	526571	12-1526		P M W 501.5011.2101.035
28624	06/15/16	BUD GARMAN CONSTRUCT	4769 ROCK/SAND	984.70	526571	12-1526		P M W 503.5031.2101.035
				2,722.03	*CHECK TOTAL			
28625	06/15/16	BUSINESS AVIATION	4816 AP INSURANCE RENEWA	3,457.00	526573	1703		P N W 500.5001.2031.000
28626	06/15/16	CANON FINANCIAL SERV	4784 COPIER USAGE	159.82	526582	16190735		P N W 100.1042.2095.000
28626	06/15/16	CANON FINANCIAL SERV	4784 COPIER USAGE	159.82	526582	16190735		P N W 100.1040.2095.000
				319.64	*CHECK TOTAL			
28627	06/15/16	CANON SOLUTIONS AMER	4988 WP COPIER MAINT	47.15	526525	4019301505		P N W 503.5033.2055.000
28628	06/15/16	CLEARLY MENDOCINO WA	4221 WATER- MAY 2016	120.00	526494	16531		P M W 100.1020.2199.000
28629	06/15/16	COAST HARDWARE	31 KEYS	4.85	526618	160602		P N W 100.1020.2199.000
28629	06/15/16	COAST HARDWARE	31 RANGE SUPPLIES	36.74	526618	160602		P N W 100.1022.2101.032
28629	06/15/16	COAST HARDWARE	31 EQUIP MIANT SUPPLIES	16.84	526618	160602		P N W 100.1050.2041.000
28629	06/15/16	COAST HARDWARE	31 EQUIP MAINT SUPPLIES	18.36	526618	160602		P N W 501.5011.2044.000
28629	06/15/16	COAST HARDWARE	31 AUTO MAINT SUPPLIES	4.31	526618	160602		P N W 501.5013.2041.000
28629	06/15/16	COAST HARDWARE	31 EQUIP MAINT SUPPLIES	108.25	526618	160602		P N W 503.5031.2041.000
28629	06/15/16	COAST HARDWARE	31 AUTO MAINT SUPPLIES	32.39	526618	160602		P N W 503.5033.2101.034
				221.74	*CHECK TOTAL			
28630	06/15/16	COMCAST	4575 CITY HALL INTERNET	266.87	526615	160604		P N W 100.1003.2041.000
28631	06/15/16	COUNTY OF MENDOCINO	33 J.C. ELECTRIC- APRIL	708.62	526495	20164		P N W 100.1020.2110.000
28631	06/15/16	COUNTY OF MENDOCINO	33 J.C. WATER SVC- APRIL	79.20	526495	20164		P N W 100.1020.2110.000
28631	06/15/16	COUNTY OF MENDOCINO	33 J.C. GARBAGE SVC-APRIL	78.50	526495	20164		P N W 100.1020.2110.000

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
		GENERAL CHECK FORM		866.32		*CHECK TOTAL		
28632	06/15/16	CURRY'S DISCOUNT INC	4198 INK/CALENDAR	149.74	526464	20160531		P N W 501.5013.2041.000
28632	06/15/16	CURRY'S DISCOUNT INC	4198 OFFICE SUPPLIES	54.26	526464	20160531		P N W 501.5013.2101.045
				204.00		*CHECK TOTAL		
28633	06/15/16	D'ORAZIO/RENAULD	4928 BFAST & LUNCH PER DIEM	20.00	526496	160609		P N W 100.1020.2105.000
28634	06/15/16	DEEP VALLEY SECURITY	40 PD ALARM SYS-JUNE 201	100.00	526497	295722		P N W 100.1020.2081.030
28634	06/15/16	DEEP VALLEY SECURITY	40 SECURITY	87.90	526518	296179		P N W 100.1040.2081.030
				187.90		*CHECK TOTAL		
28635	06/15/16	DELL MARKETING L.P.	4485 COMPUTER	707.76	526620	XJXN6X879		P M W 100.1002.2055.000
28635	06/15/16	DELL MARKETING L.P.	4485 COMPUTER	252.91	526621	XJXN24117		P M W 100.1002.2055.000
				960.67		*CHECK TOTAL		
28636	06/15/16	DISCOVERY OFFICE SYS	4244 FAX MACHINE	1,167.47	526498	401980		P N W 651.6510.2199.000
28637	06/15/16	DONAHUE/JAKE	4338 LODGING-FTO UPDATE	312.36	526499	152707		P N W 100.1020.2106.000
28637	06/15/16	DONAHUE/JAKE	4338 BFAST/LUNCH PER DIEM	20.00	526499	152707		P N W 100.1020.2105.000
				332.36		*CHECK TOTAL		
28638	06/15/16	EEL RIVER FUELS	28 DEPOSIT REFUND	75.00	526463	20163105		P N W 503.111
28638	06/15/16	EEL RIVER FUELS	28 FUEL	821.46	526547	499879		P N W 100.125
28638	06/15/16	EEL RIVER FUELS	28 DIESEL FUEL	213.15	526548	499880		P N W 100.126
28638	06/15/16	EEL RIVER FUELS	28 FUEL	699.49	526549	499019		P N W 100.125
28638	06/15/16	EEL RIVER FUELS	28 DIESEL FUEL	294.81	526550	499018		P N W 100.126
28638	06/15/16	EEL RIVER FUELS	28 DIESEL FUEL	101.11	526551	496606		P N W 100.126
28638	06/15/16	EEL RIVER FUELS	28 FUEL	719.00	526552	496594		P N W 100.125
				2,924.02		*CHECK TOTAL		
28639	06/15/16	EHLERT/MARTIN	4003 AP FUEL STATION REPAI	306.97	526528	4945		P M W 500.5001.2001.003
28640	06/15/16	EXPRESS-IT MAILING S	5054 3PC FOLDING/SEALING	112.31	526485	17		P N W 503.5030.2055.000
28641	06/15/16	FIREFLY FRAMING	4412 WILLIAMSBURG RED 11X14	8.65	526477	16060701		P N W 100.1001.2055.000
28642	06/15/16	FISHER WIRELESS	4105 PD RADIO MAINT- JUN 1,	266.30	526500	1965		P N W 100.1020.2041.000
28643	06/15/16	FRANKLIN/JOANNE	.09585 DEPOSIT REFUND	5.84	526471	10104930002		P N W 503.111
28644	06/15/16	GARCIA/ALEJANDRA	.09589 REFUND CLEANING DEPOS	300.00	526475	10010167250000		P N W 600.602
28645	06/15/16	GARTON TRACTOR INC	4935 EQUIP RENTAL	115.00	526578	160429		P N W 501.5011.2095.000
28645	06/15/16	GARTON TRACTOR INC	4935 EQUIP RENTAL	3,189.69	526579	RU00429		P N W 501.5011.2095.000
28645	06/15/16	GARTON TRACTOR INC	4935 GLASS	490.46	526580	CU24336		P N W 501.5011.2095.000
				3,795.15		*CHECK TOTAL		

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28646	06/15/16	GOLDEN STATE OVERNIG	4728 EVIDENCE SHIPPING	13.47	526501	3084041		P N W 100.1022.2101.031
28647	06/15/16	HARRIS/KAREN	4674 PENSION PMT	2,926.80	526491	20160603		P N W 100.1022.1014.000
28648	06/15/16	HERMAN/SCOTT	4735 PER DIEM MAY 20-21 201	25.00	526523	160607		P N W 503.5033.2061.015
28649	06/15/16	HERTZ EQUIPMENT RENT	3979 EQUIP RENTAL	202.64	526522	28652698-001		P N W 503.5031.2095.000
28650	06/15/16	HF SCIENTIFIC, INC.	4823 PARTS	4,303.18	526577	00204175		P N W 501.5011.2041.000
28651	06/15/16	I B E W	255 EMPLOYEE CONTRIBUTION	464.78	526482	20160518		P N W 690.235
28652	06/15/16	JD REDHOUSE	4223 K9 SUPPLIES-MAY 2016	123.24	526502	160531		P N W 661.6610.2199.000
28653	06/15/16	KENAN O'SHEA	.09597 BOOT ALLOWANCE	200.00	526529	151121		P N W 100.1041.2010.000
28654	06/15/16	KILLION/FRED	4607 JANITORIAL SVCS	1,025.00	526533	1610613		P M W 100.1016.2061.020
28655	06/15/16	LANCE/JAMES H.	4054 LEGAL SERVICES	6,772.50	526488	3161		P M W 100.1004.2081.030
28656	06/15/16	LEEF/KEVIN	4809 BFAST/LUNCH PER DIEM	20.00	526503	160609		P N W 100.1020.2105.000
28657	06/15/16	LES SCHWAB TIRES INC	4015 VEHICLE MAINT UNIT 249	43.00	526561	63700127811		P N W 100.1022.2044.000
28658	06/15/16	LEXIPOL LLC	4995 LE IMPLENTATION SVC	963.00	526504	16855		P N W 651.6510.2199.000
28659	06/15/16	LITTLE LAKE FIRE DIS	650 850 RAILROAD AVE	100.00	526556	160608		P N W 600.604
28659	06/15/16	LITTLE LAKE FIRE DIS	650 317 ROBERT DR	100.00	526556	160608		P N W 600.604
				200.00	*CHECK TOTAL			
28660	06/15/16	MASON/CODY	4929 BFAST/LUNCH PER DIEM	20.00	526505	160609		P N W 100.1020.2105.000
28661	06/15/16	MELLUISH/SIMON	4413 MILEAGE REDDING 408*	220.32	526524	160607		P N W 503.5031.2105.000
28662	06/15/16	MENDO MILL & LUMBER	101 MONTHLY STATEMENT	7.46	526562	160531		P N W 100.1016.2025.000
28662	06/15/16	MENDO MILL & LUMBER	101 MONTHLY STATEMENT	90.32	526562	160531		P N W 100.1016.2045.000
28662	06/15/16	MENDO MILL & LUMBER	101 MONTHLY STATEMENT	150.65	526562	160531		P N W 100.1041.2041.000
28662	06/15/16	MENDO MILL & LUMBER	101 MONTHLY STATEMENT	178.08	526562	160531		P N W 100.1050.2041.000
28662	06/15/16	MENDO MILL & LUMBER	101 MONTHLY STATEMENT	384.02	526562	160531		P N W 100.1050.2045.000
28662	06/15/16	MENDO MILL & LUMBER	101 MONTHLY STATEMENT	30.07	526562	160531		P N W 100.1050.2044.000
28662	06/15/16	MENDO MILL & LUMBER	101 MONTHLY STATEMENT	147.84	526562	160531		P N W 501.5011.2041.000
28662	06/15/16	MENDO MILL & LUMBER	101 MONTHLY STATEMENT	18.54	526562	160531		P N W 501.5011.2045.000
28662	06/15/16	MENDO MILL & LUMBER	101 MONTHLY STATEMENT	268.45	526562	160531		P N W 501.5013.2041.000
28662	06/15/16	MENDO MILL & LUMBER	101 MONTHLY STATEMENT	16.60	526562	160531		P N W 501.5015.4003.000
28662	06/15/16	MENDO MILL & LUMBER	101 MONTHLY STATEMENT	430.16	526562	160531		P N W 503.5031.2041.000
28662	06/15/16	MENDO MILL & LUMBER	101 MONTHLY STATEMENT	84.80	526562	160531		P N W 503.5033.2041.000
				1,806.99	*CHECK TOTAL			

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28663	06/15/16	MENDO-LAKE CREDIT UN	104 PAYROLL DEDUCTION	350.00	526490	20160603		P N W 690.237
28664	06/15/16	MORRIS/RONALD	.09588 DEPOSIT REFUND	11.12	526474	10400360001		P N W 503.111
28665	06/15/16	MUNISERVICES, LLC	1441 DISTRICT TAX AUDIT	275.48	526588	41744		P N W 100.1003.2081.030
28665	06/15/16	MUNISERVICES, LLC	1441 SALES AND USE TAX	157.63	526589	41743		P N W 100.1003.2081.030
				433.11	*CHECK TOTAL			
28666	06/15/16	NAOMI CARTER	.09595 REIMBURSE- NOTARY FEES	20.00	526516	160525		P N W 100.1005.2061.013
28667	06/15/16	NAPA SOLANO ICC	.09598 CALGREEN TRAINING	65.00	526554	160606		P N W 100.1015.2105.000
28668	06/15/16	NGUYEN/VIET	4930 BFAST/LUNCH PER DIEM	20.00	526506	160609		P N W 100.1020.2105.000
28669	06/15/16	NORTHERN AGGREGATES	326 ROCK	186.58	526565	49587		P N W 100.1041.2101.045
28669	06/15/16	NORTHERN AGGREGATES	326 ROCK	181.08	526565	49587		P N W 501.5011.2101.035
28669	06/15/16	NORTHERN AGGREGATES	326 ROCK	181.08	526565	49587		P N W 503.5031.2101.035
28669	06/15/16	NORTHERN AGGREGATES	326 ROCK	561.31	526566	49619		P N W 503.5031.2101.035
28669	06/15/16	NORTHERN AGGREGATES	326 ROCK	561.30	526566	49619		P N W 501.5011.2101.035
				1,671.35	*CHECK TOTAL			
28670	06/15/16	O'BRIEN/SARA L.	.09590 DEPOSIT REFUND	63.53	526476	10103290007		P N W 503.111
28671	06/15/16	PACIFIC INTERNET INC	1442 EMAIL SERVICE	120.00	526616	160608		P N W 100.1003.2041.000
28672	06/15/16	PACIFIC TELEMANAGEME	4767 AP PAYPHONE	50.00	526519	842006		P M W 500.5001.2110.000
28673	06/15/16	PAYNE/SEAN	4937 MILEAGE REDDING 410*	221.40	526521	160607		P N W 503.5031.2105.000
28673	06/15/16	PAYNE/SEAN	4937 WTR TEST-UKIAH 40*.54	21.60	526521	160607		P N W 503.5033.2061.015
28673	06/15/16	PAYNE/SEAN	4937 FUEL REIMBURSEMENT	20.01	526521	160607		P N W 503.5031.2105.000
				263.01	*CHECK TOTAL			
28674	06/15/16	PERPETUAL ENERGY SYS	4254 WATER PLANT SOLAR	17,833.26	526527	WIL-1605		P N W 503.5033.2110.000
28675	06/15/16	PETERSON	208 EQUIP MAINT	87.04	526553	PC060131353		P M W 501.5011.2041.000
28676	06/15/16	PIONEER AUTO BODY	.09591 ROADSIDE ASSIST-UNIT 2	45.00	526512	T15807		P N W 100.1022.2044.000
28677	06/15/16	QUINLIVEN/STEVEN	.09586 DEPOSIT REFUND	27.59	526472	10302060008		P N W 503.111
28678	06/15/16	RAMMING/TIM	127 10,000 WATER BILLS	1,272.63	526486	5573		P M W 503.5030.2055.000
28679	06/15/16	RAMSEY/DAN	4773 MANAGEMENT SERVICES	1,833.00	526593	160531		P M W 500.5001.2081.030
28679	06/15/16	RAMSEY/DAN	4773 AIRNAV FULE LISTING	32.00	526593	160531		P N W 500.5001.2041.000
				1,865.00	*CHECK TOTAL			
28680	06/15/16	REDWOOD TOXICOLOGY I	291 LAB SCREEN-MAY 2016	204.75	526507	193020165		P N W 100.1020.2061.014

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28681	06/15/16	ROUND TREE GLASS INC	138 PARTS- GLASSINE	12.98	526569	68464		P M W 100.1042.2055.000
28682	06/15/16	SAN MATEO CO. SHERIF	.09593 TUITION	125.00	526514	160609		P N W 100.1020.2106.000
28683	06/15/16	SHATTUCK/DARELL	.09587 DEPOSIT REFUND	75.00	526473	10103880005		P N W 503.111
28684	06/15/16	SHERMAN/JOHN	4291 BATTERIES	14.26	526555	160607		P N W 100.1011.2101.045
28685	06/15/16	SOLID WASTE OF WILLI	330 MIXED SOLID WASTE	33.69	526468	16303		P M W 501.5013.2199.000
28685	06/15/16	SOLID WASTE OF WILLI	330 SEWER PLANT BIN SVC	216.02	526517	160525		P M W 501.5013.2199.000
				249.71	*CHECK TOTAL			
28686	06/15/16	STATE OF CALIFORNIA	843 DUI ANALYSIS- APR 2016	70.00	526508	167123		P N W 100.1020.2061.014
28687	06/15/16	STATE WATER RESOURCE	4392 REVOLVING FUND	52,959.46	526563	S1607196		P N W 503.292
28688	06/15/16	THOMSON REUTERS - WE	4122 INFORMATION	445.87	526576	834107410		P N W 100.1004.2050.000
28689	06/15/16	TOSHIBA	4263 CITY HALL	490.39	526478	20160505		P N W 100.1002.2095.000
28689	06/15/16	TOSHIBA	4263 PLANNING	34.58	526478	20160505		P N W 100.1010.2055.000
28689	06/15/16	TOSHIBA	4263 CODE ENF	34.58	526478	20160505		P N W 100.1011.2055.000
28689	06/15/16	TOSHIBA	4263 BUILDING	34.58	526478	20160505		P N W 100.1015.2055.000
28689	06/15/16	TOSHIBA	4263 SA	34.58	526478	20160505		P N W 265.2650.2055.000
28689	06/15/16	TOSHIBA	4263 CITY HALL	534.85	526590	160603		P N W 100.1002.2095.000
28689	06/15/16	TOSHIBA	4263 PLANNING	37.72	526590	160603		P N W 100.1010.2055.000
28689	06/15/16	TOSHIBA	4263 CODE ENF	37.72	526590	160603		P N W 100.1011.2055.000
28689	06/15/16	TOSHIBA	4263 BUILDING	37.72	526590	160603		P N W 100.1015.2055.000
28689	06/15/16	TOSHIBA	4263 SA	37.72	526590	160603		P N W 265.2650.2055.000
				1,314.44	*CHECK TOTAL			
28690	06/15/16	UTILITY SUPPLY OF AM	3997 SUCTION HOSE	120.09	526574	967792		P N W 501.5013.2041.000
28690	06/15/16	UTILITY SUPPLY OF AM	3997 PARTS	187.75	526575	971228		P N W 501.5013.2041.000
28690	06/15/16	UTILITY SUPPLY OF AM	3997 WIRE PROOFER SKID	183.64	526586	965949		P N W 501.5011.2041.000
				491.48	*CHECK TOTAL			
28691	06/15/16	VERIZON	4871 VERIZON-MAY 2016	26.00	526509	9765462229		P N W 100.1020.2015.000
28692	06/15/16	W P O A	262 EMPLOYEE CONTRIBUTION	717.64	526481	20160517		P N W 690.234
28693	06/15/16	WARNOCK/SCOTT	4498 BFAST/LUNCH PER DIEM	20.00	526510	160609		P M W 100.1020.2105.000
28694	06/15/16	WELLS FARGO EQUIPMEN	4677 PRINCIPAL	4,492.67	526479	10346522		P N W 501.5011.3001.000
28694	06/15/16	WELLS FARGO EQUIPMEN	4677 INTEREST	71.81	526479	10346522		P N W 501.5011.3002.000
				4,564.48	*CHECK TOTAL			
28695	06/15/16	WHITESTAR GROUP	.09592 CIVIL INVESTIGATION	651.10	526513	2016-099		P N W 100.1020.6001.000
28696	06/15/16	WILLITS KIDS CLUB	3981 PAYROLL DEDUCTION	20.00	526483	20160518		P N W 690.248

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28696	06/15/16	WILLITS KIDS CLUB	3981 PAYROLL DEDUCTION	20.00	526489	20160603		P N W 690.248
				40.00	*CHECK TOTAL			
28697	06/15/16	WILLITS NEWS	179 WILLITS NEWS ADS	1,487.53	526511	2113099		P N W 100.1005.2061.013
28698	06/15/16	WILLITS POWER	1245 3" CUTOFF WHEEL	18.10	526469	20160601		P M W 503.5031.2041.000
28698	06/15/16	WILLITS POWER	1245 CARBURETOR, ETC	53.16	526469	20160601		P M W 100.1041.2041.000
28698	06/15/16	WILLITS POWER	1245 42" MULCH BLADE	64.83	526469	20160601		P M W 503.5031.2041.000
28698	06/15/16	WILLITS POWER	1245 16' TAPE MEASURE, ETC	51.85	526469	20160601		P M W 503.5033.2041.000
28698	06/15/16	WILLITS POWER	1245 PULL ROPE	4.32	526469	20160601		P M W 503.5031.2041.000
28698	06/15/16	WILLITS POWER	1245 NUTS AND BOLTS	31.10	526469	20160601		P M W 100.1050.2041.000
28698	06/15/16	WILLITS POWER	1245 KIT/BUSH, ETC	75.18	526469	20160601		P M W 501.5011.2044.000
				298.54	*CHECK TOTAL			
28699	06/15/16	WILLITS SOBER GRAD	4381 REFUND DEP- SOBER GRA	125.00	526558	160610		P N W 600.602
28700	06/15/16	WL FUNDING INC	5053 OFFICE ASSISTANT	596.40	526591	27006656		P N W 100.1003.2081.030
28701	06/15/16	WYATT IRRIGATION SUP	729 MISC PARKS SUPPLIES	135.86	526531	21607300		P N W 100.1050.2101.045
28702	06/15/16	XEROX BUSINESS SERVI	4947 MONTHLY NEW VISION	3,826.54	526480	1264648		P N W 100.1003.2041.000
28702	06/15/16	XEROX BUSINESS SERVI	4947 NEW VISON TSA	3,826.54	526614	1273510		P N W 100.1003.2041.000
				7,653.08	*CHECK TOTAL			
28703	06/15/16	YOKUM'S BODY SHOP, I	4609 VEHICLE MAINT #204	2,753.92	526584	4A9DE213		P N W 503.5031.2044.000
28704	06/15/16	101 TRAILER AND RV	474 PARTS-TRUCK	8.10	526534	160531		P N W 100.1050.2041.000
28704	06/15/16	101 TRAILER AND RV	474 PARTS-TRUCK	156.67	526534	160531		P N W 100.1050.2044.000
				164.77	*CHECK TOTAL			
28705	06/15/16	3T EQUIPMENT COMPANY	4402 REPAIRS/MAINT	778.50	526572	65386		P N W 501.5011.2041.000
GENERAL CHECK FORM			TOTAL	163,532.41				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28681	06/15/16	ROUND TREE GLASS INC	138 DUPLICATE PAYMENT	12.98	CR	526725 68464		P M H 100.1042.2055.000
28706	06/23/16	I B E W	255 EMPLOYEE CONTRIBUTION	529.57		526726 160617		P N H 690.235
28707	06/24/16	W P O A	262 EMPLOYEE CONTRIBUTION	717.64		526727 160617		P N H 690.234
28708	06/24/16	WILLITS KIDS CLUB	3981 PAYROLL DEDUCTION	20.00		526728 160617		P N H 690.248
28709	06/24/16	AFLAC	4036 125 PLAN POLICY PRE	1,141.38		526729 634704		P N H 690.246
28710	06/24/16	MASSMUTUAL RETIREMEN	4870 DEFERRED COMPENSAT	15,151.59		526730 160616		P N H 690.236
28711	06/24/16	PERS	256 EMPLOYER CONTRIBUT	10,154.18		526731 160624		P N H 690.229
28711	06/24/16	PERS	256 EMPLOYEE CONTRIBUTI	7,321.03		526731 160624		P N H 690.230
				17,475.21		*CHECK TOTAL		
28712	06/24/16	CALPERS	4985 CALPERS OBLIGATION	41,581.00		526732 160624		P N H 100.1003.1014.000
28713	06/24/16	NFP-NATIONAL ACCOUNT	.09606 LIFE INS PREMIUM	452.69		526733 160624		P N H 690.231
28714	06/24/16	COMMUNITY DEVELOP CO	.09607 SERAF FINAL PRINC	299,724.00		526734 160620		P N H 265.203
28714	06/24/16	COMMUNITY DEVELOP CO	.09607 SERAF FINAL INTERES	2,782.00		526734 160620		P N H 265.2650.3002.000
				302,506.00		*CHECK TOTAL		
28715	06/30/16	PETTY CASH	123 VOID CHECK/MISS PRINT	0.01		526736 1		P N H 100.1002.2055.000
28715	06/30/16	PETTY CASH	123 VOID CHECK/MISS PRINT	0.01	CR	526737 1		P N H 100.1002.2055.000
				0.00		*CHECK TOTAL		
28716	06/24/16	CCSF TRAINING	.09608 MASON BIKE PATROL CLAS	90.00		526735 160630		P N H 651.6510.2199.000
28716	06/24/16	CCSF TRAINING	.09608 LEEF BIKE PATROL CLASS	90.00		526735 160630		P N H 651.6510.2199.000
				180.00		*CHECK TOTAL		
28717	06/30/16	PETTY CASH	123 VOID CHECK/MISS PRINT	0.01		526738 1		P N H 100.1002.2055.000
28717	06/30/16	PETTY CASH	123 VOID CHECK/MISS PRINT	0.01	CR	526739 1		P N H 100.1002.2055.000
				0.00		*CHECK TOTAL		
28718	06/30/16	PETTY CASH	123 VOID CHECK/MISS PRINT	0.01		526740 1		P N H 100.1002.2055.000
28718	06/30/16	PETTY CASH	123 VOID CHECK/MISS PRINT	0.01	CR	526741 1		P N H 100.1002.2055.000
				0.00		*CHECK TOTAL		
28719	06/30/16	PETTY CASH	123 VOID CHECK/MISS PRINT	0.01		526742 1		P N H 100.1002.2055.000
28719	06/30/16	PETTY CASH	123 VOID CHECK/MISS PRINT	0.01	CR	526743 1		P N H 100.1002.2055.000
				0.00		*CHECK TOTAL		
28720	06/30/16	PETTY CASH	123 VOID CHECK/ MISS PRINT	0.01		526744 1		P N H 100.1002.2055.000
28720	06/30/16	PETTY CASH	123 VOID CHECK/MISS PRINT	0.01	CR	526745 1		P N H 100.1002.2055.000
				0.00		*CHECK TOTAL		

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
		GENERAL CHECK FORM						
28721	06/30/16	PETTY CASH	123 VOID CHECK/MISS PRINT	0.01	526746	1		P N H 100.1002.2055.000
28721	06/30/16	PETTY CASH	123 VOID CHECK/MISS PRINT	0.01CR	526747	1		P N H 100.1002.2055.000
				0.00	*CHECK TOTAL			
		GENERAL CHECK FORM	TOTAL	379,742.10				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28772	06/30/16	ACCURATE AIR ENGINEE	5046 50% PROGRESS PMT B	74,092.66	526654	70541		P N W 501.5013.4003.000
28773	06/30/16	AT&T	4123 DISPATCH PHONE	19.23	526672	8153814		P N W 100.1020.2015.000
28774	06/30/16	AT&T	4615 WATER DEPT	176.59	526653	160619		P N W 503.5030.2015.000
28775	06/30/16	AUTO MART AUTO REPAI	4791 UNIT #246	50.01	526709	20419		P M W 100.1022.2044.000
28775	06/30/16	AUTO MART AUTO REPAI	4791 UNIT #236	1,522.24	526710	20359		P M W 100.1022.2044.000
				1,572.25	*CHECK TOTAL			
28776	06/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	202.68	526670	160618		P N W 100.1042.2101.045
28776	06/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	50.00	526670	160618		P N W 503.5033.2105.000
28776	06/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	772.80	526670	160618		P N W 503.5033.2105.000
28776	06/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	973.09	526670	160618		P N W 503.5033.2041.000
28776	06/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	30.21	526670	160618		P N W 100.1002.2105.000
28776	06/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	321.00	526670	160618		P N W 100.1030.2101.045
28776	06/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	14.99	526670	160618		P N W 100.1002.2041.000
28776	06/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	24.99	526670	160618		P N W 100.1020.2081.030
28776	06/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	384.80	526670	160618		P N W 100.1005.2055.000
28776	06/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	49.99	526670	160618		P N W 503.5030.2015.000
28776	06/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	474.79	526670	160618		P N W 100.1002.2050.000
28776	06/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	144.00	526670	160618		P N W 100.1003.2041.000
28776	06/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	108.49	526670	160618		P N W 503.5033.2105.000
28776	06/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	170.83	526670	160618		P N W 501.5010.2199.000
28776	06/30/16	BANK OF AMERICA	10 MONTHLY STATEMENT	1,562.40	526670	160618		P N W 651.6510.2199.000
				5,285.06	*CHECK TOTAL			
28777	06/30/16	CHEVRON USA, INC.	27 FUEL	614.31	526671	47728719		P N W 100.1022.2044.000
28778	06/30/16	CHOLLY VETERINARY SE	4878 K-9 CARE	179.32	526674	160607		P M W 661.6610.2199.000
28779	06/30/16	CLEARLAKE LAVA INC	4151 SAND	278.43	526656	88195		P N W 501.5011.2101.035
28779	06/30/16	CLEARLAKE LAVA INC	4151 SAND	278.42	526656	88195		P N W 503.5031.2101.035
				556.85	*CHECK TOTAL			
28780	06/30/16	CONSOLIDATED ELECTRI	514 RD LOGIC ENG ED	1,370.00	526655	7956-522868		P N W 501.5013.2041.000
28781	06/30/16	COUNTY OF MENDOCINO	33 JC ELEC SVC MAY 2016	856.82	526714	2016-5		P N W 100.1020.2110.000
28781	06/30/16	COUNTY OF MENDOCINO	33 JC WATER SVC MAY 2016	81.36	526714	2016-5		P N W 100.1020.2110.000
28781	06/30/16	COUNTY OF MENDOCINO	33 JC GARBAGE SRVC MAY 20	78.50	526714	2016-5		P N W 100.1020.2110.000
				1,016.68	*CHECK TOTAL			
28782	06/30/16	DALE/TOBEY	4546 UPS CLAIM/LOST PACKAG	228.95	526673	160629		P N W 600.622
28783	06/30/16	DEEP VALLEY SECURITY	40 SECURITY	85.00	526657	296742		P N W 100.1016.2025.000
28784	06/30/16	DELL MARKETING L.P.	4485 COMPUTER	695.85	526659	XJXP612C4		P M W 100.1002.2055.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28785	06/30/16	DOGFATHER K9 CONNECT	.09603 K9 BOARDING	558.00	526717	9183		P N W 661.6610.2199.000
28786	06/30/16	DOYLE/MICHELLE	.09602 CANCELED BUSINESS LICE	20.00	526660	20		P N W 100.1003.6650.000
28786	06/30/16	DOYLE/MICHELLE	.09602 CANCELED BUSINESS LICEN	1.00	526660	20		P N W 600.614
				21.00	*CHECK TOTAL			
28787	06/30/16	DUNKEN PUMPS INC	4297 PUMP STATION REPAIR	1,789.24	526658	48407		P N W 503.5031.2041.000
28788	06/30/16	EEL RIVER FUELS	28 FUEL	722.01	526661	501688		P N W 100.125
28788	06/30/16	EEL RIVER FUELS	28 DIESEL FUEL	202.88	526662	501682		P N W 100.126
28788	06/30/16	EEL RIVER FUELS	28 DIESEL FUEL	50.50	526663	502051		P N W 100.126
				975.39	*CHECK TOTAL			
28789	06/30/16	GOLDEN GATE K9 LLC	5008 K9 PROFICIENCY TRANIN	300.00	526711	WPD05312016		P N W 661.6610.2199.000
28789	06/30/16	GOLDEN GATE K9 LLC	5008 K9 PROFICIENCY TRAINI	300.00	526712	WPD06302016		P N W 661.6610.2199.000
				600.00	*CHECK TOTAL			
28790	06/30/16	HOUSE DOCTOR PAINT S	281 PAINT SUPPLIES	34.58	526664	8478		P N W 100.1050.2045.000
28790	06/30/16	HOUSE DOCTOR PAINT S	281 PAINT	742.13	526665	8470		P N W 100.1050.2045.000
28790	06/30/16	HOUSE DOCTOR PAINT S	281 PAINT SUPPLIES	62.19	526666	8480		P N W 100.1050.2045.000
28790	06/30/16	HOUSE DOCTOR PAINT S	281 PAINT SUPPLIES	676.00	526667	8466		P N W 100.1050.2045.000
				1,514.90	*CHECK TOTAL			
28791	06/30/16	KILLION/FRED	4607 JANITORIAL	130.00	526668	PW&ENG15/16-12		P M W 100.1040.2081.030
28791	06/30/16	KILLION/FRED	4607 JANITORIAL	130.00	526668	PW&ENG15/16-12		P M W 100.1042.2081.030
28791	06/30/16	KILLION/FRED	4607 CITY HALL JANIORIAL	800.00	526669	160627		P M W 100.1016.2061.020
				1,060.00	*CHECK TOTAL			
28792	06/30/16	LEEF/KEVIN	4809 PER DIEM	40.00	526723	160624		P N W 651.6510.2199.000
28793	06/30/16	LITTLE LAKE AUTO PAR	46 VEH REP & MTNCE	25.95	526686	160531		P N W 100.1041.2044.000
28793	06/30/16	LITTLE LAKE AUTO PAR	46 SUPPLIES	19.85	526686	160531		P N W 100.1041.2044.000
28793	06/30/16	LITTLE LAKE AUTO PAR	46 SUPPLIES	21.60	526686	160531		P N W 501.5013.2101.045
28793	06/30/16	LITTLE LAKE AUTO PAR	46 VEH REP & MTNCE	173.69	526686	160531		P N W 100.1050.2041.000
				241.09	*CHECK TOTAL			
28794	06/30/16	MARTIN & CHAPMAN CO	376 ELECTION DOCUMENTS	67.47	526684	2016299		P M W 100.1006.2055.000
28795	06/30/16	MASON/CODY	4929 PER DIEM	40.00	526724	160624		P N W 651.6510.2199.000
28796	06/30/16	MEAD & HUNT INC	4031 ALP UPDATE	310.60	526677	261617		P N W 500.5001.2081.030
28797	06/30/16	MENDOCINO COUNTY	4396 ANIMAL CONTROL SER	22,000.00	526680	16-23		P N W 100.1040.2081.021
28798	06/30/16	MENDOCINO COUNTY FAR	52 COPPER SULFATE	11,274.20	526685	425943		P N W 503.5033.2101.034
28799	06/30/16	MENDOCINO JANITORIAL	4255 JANITORIAL SERVICES	1,400.00	526683	706182		P M W 100.1016.2061.020

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28800	06/30/16	MODERN MARKETING	4499 DRUG FREE MOOD PENCIL	637.48	526715	MMI116199		P N W 651.6510.2199.000
28800	06/30/16	MODERN MARKETING	4499 BADGE STICKERS	161.37	526716	MMI116234		P N W 651.6510.2199.000
				798.85	*CHECK TOTAL			
28801	06/30/16	MOORHEAD/CATHY	4420 GREETING CARDS	34.85	526682	160628		P N W 100.1005.2199.000
28801	06/30/16	MOORHEAD/CATHY	4420 REFRESHMENT MAIN ST PR	32.00	526682	160628		P N W 100.1010.2055.000
				66.85	*CHECK TOTAL			
28802	06/30/16	MSC INDUSTRIAL SUPPL	4687 PERISTALTIC PUMP	154.31	526679	84655170		P N W 501.5011.2041.000
28803	06/30/16	MUNICIPAL MAINTENANC	4305 EQUIPMENT	162.92	526681	110926		P N W 501.5013.2041.000
28804	06/30/16	MUNIQUIP INC	4418 MECH SEAL & IMPELLE	3,211.01	526678	103481		P N W 501.5013.2041.000
28805	06/30/16	NORTHERN AGGREGATES	326 ROCK/GRAVEL	452.94	526687	49898		P N W 501.5011.2101.035
28805	06/30/16	NORTHERN AGGREGATES	326 ROCK/GRAVEL	451.79	526687	49898		P N W 503.5031.2101.035
				904.73	*CHECK TOTAL			
28806	06/30/16	OLENIK FENCE CO	4195 FENCING	5,522.07	526688	1333		P M W 100.1050.2081.030
28806	06/30/16	OLENIK FENCE CO	4195 FENCE REPAIR	700.00	526689	1334		P M W 501.5011.2041.000
				6,222.07	*CHECK TOTAL			
28807	06/30/16	P G & E COMPANY	114 CITY HALL	1,431.98	526694	160525		P N W 100.1016.2110.000
28807	06/30/16	P G & E COMPANY	114 PD RADIO	9.52	526694	160525		P N W 100.1020.2110.000
28807	06/30/16	P G & E COMPANY	114 PUBLIC WORKS	361.11	526694	160525		P N W 100.1040.2110.000
28807	06/30/16	P G & E COMPANY	114 ENGINEERING	122.89	526694	160525		P N W 100.1042.2110.000
28807	06/30/16	P G & E COMPANY	114 PARKS	1,034.33	526694	160525		P N W 100.1050.2110.000
28807	06/30/16	P G & E COMPANY	114 STREET LIGHTS	5,852.97	526694	160525		P N W 201.2010.2110.000
28807	06/30/16	P G & E COMPANY	114 AIRPORT	401.95	526694	160525		P N W 500.5001.2110.000
28807	06/30/16	P G & E COMPANY	114 SP COLLECTION	47.76	526694	160525		P N W 501.5011.2110.000
28807	06/30/16	P G & E COMPANY	114 SEWER PLANT	15,753.19	526694	160525		P N W 501.5013.2110.000
28807	06/30/16	P G & E COMPANY	114 WATER PLANT	1,424.78	526694	160525		P N W 503.5033.2110.000
28807	06/30/16	P G & E COMPANY	114 EMERG WATER LINE	163.01	526695	160615		P N W 503.5031.4003.038
28807	06/30/16	P G & E COMPANY	114 ENGINEERING	111.54	526695	160615		P N W 100.1042.2110.000
28807	06/30/16	P G & E COMPANY	114 PARKS	69.27	526695	160615		P N W 100.1050.2110.000
28807	06/30/16	P G & E COMPANY	114 SEWER	8.12	526695	160615		P N W 501.5013.2110.000
28807	06/30/16	P G & E COMPANY	114 WATER	21.39	526695	160615		P N W 503.5033.2110.000
28807	06/30/16	P G & E COMPANY	114 PUBLIC WORKS	111.53	526695	160615		P N W 100.1040.2110.000
				26,925.34	*CHECK TOTAL			
28808	06/30/16	PACIFIC TELEMANAGEME	4767 AP PAY PHONE	50.00	526693	848917		P M W 500.5001.2110.000
28809	06/30/16	PITNEY BOWES	125 LEASE	474.53	526690	160604		P N W 100.1002.2095.000
28810	06/30/16	PITNEY BOWES	4507 POSTAGE	1,005.00	526691	160607		P N W 100.1002.2055.000
28810	06/30/16	PITNEY BOWES	4507 POSTAGE	2,099.03	526692	160710		P N W 100.1002.2055.000
				3,104.03	*CHECK TOTAL			

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28811	06/30/16	PLATT	4506 TRUCK FILL STATION	1,171.11	526696	160525		P N W 503.5033.2041.000
28812	06/30/16	RAMMING/TIM	127 PRINTING	14.06	526697	5647		P M W 100.1016.2045.000
28813	06/30/16	SHERMAN/JOHN	4291 CODE ENF PATCHES	37.62	526698	160601		P N W 100.1011.2101.045
28814	06/30/16	SIERRA CHEMICAL CO.	4330 DEPOSIT REFUND	300.00	526720	10010906		P N W 503.5033.2101.034
28814	06/30/16	SIERRA CHEMICAL CO.	4330 WATER PLANT CHEMICA	1,825.86	526721	10035177		P N W 503.5033.2101.034
				1,525.86	*CHECK TOTAL			
28815	06/30/16	SONOMA COUNTY FPO	.09604 REACO CODE UPDATE	40.00	526718	160615		P N W 100.1015.2105.000
28816	06/30/16	STATE OF CALIFORNIA	843 DUI ANALYSIS MAY 2016	70.00	526713	1726249		P N W 100.1020.2061.014
28817	06/30/16	TELECOM SERVICES	4691 MAINTENANCE CONTRACT	570.00	526699	8264		P N W 100.1040.2015.000
28818	06/30/16	UNITED PARCEL SERVIC	165 SHIPPING/POSTAGE	22.28	526702	958793226		P N W 100.1020.2055.000
28819	06/30/16	UNIVAR USA INC	655 CHEMICAL & B SUPPLIES	961.93	526700	751877		P N W 503.5033.2101.034
28820	06/30/16	UTILITY SUPPLY OF AM	3997 SUPPLIES	127.49	526701	973894		P N W 501.5011.2041.000
28821	06/30/16	VALERIUS/JANE	4010 WWTP WETLAND MITIGA	2,534.40	526704	2016-065		P M W 501.5013.2081.030
28822	06/30/16	VERIZON WIRELESS	4828 PUBLIC WORKS	38.97	526703	160615		P N W 100.1040.2015.000
28822	06/30/16	VERIZON WIRELESS	4828 CODE ENFORCEMENT	5.79	526703	160615		P N W 100.1011.2015.000
28822	06/30/16	VERIZON WIRELESS	4828 WASTEWATER	16.26	526703	160615		P N W 501.5013.2015.000
28822	06/30/16	VERIZON WIRELESS	4828 EMGCY WTR LINE MODEM	184.21	526703	160615		P N W 503.5031.4003.038
28822	06/30/16	VERIZON WIRELESS	4828 WIFI HOTSPOT	38.01	526703	160615		P N W 100.1040.2015.000
28822	06/30/16	VERIZON WIRELESS	4828 POLICE DEPARTMENT	25.65	526703	160615		P N W 100.1020.2015.000
				308.89	*CHECK TOTAL			
28823	06/30/16	WELLS FARGO EQUIPMEN	4677 INTEREST	57.54	526722	160715		P N W 501.5011.3002.000
28823	06/30/16	WELLS FARGO EQUIPMEN	4677 PRINCIPAL	4,506.94	526722	160715		P N W 501.5011.3001.000
				4,564.48	*CHECK TOTAL			
28824	06/30/16	WILLITS NEWS	179 NOTICE OF PUBLIC HEARI	43.57	526706	5730855-01		P N W 100.1001.2090.000
28825	06/30/16	WL FUNDING INC	5053 OFFICE ASSISTANT	585.75	526705	27006683		P N W 100.1003.2081.030
28825	06/30/16	WL FUNDING INC	5053 OFFICE ASSISTANT	745.50	526707	27006672		P N W 100.1003.2081.030
				1,331.25	*CHECK TOTAL			
28826	06/30/16	XEROX BUSINESS SERVI	4947 CASS CERTIFICATION	330.86	526708	1276756		P N W 503.5030.2055.000
GENERAL CHECK FORM			TOTAL	183,513.08				

CITY OF WILLITS
BUILDING AND SAFETY
 111 E. Commercial St. Willits, Ca. 95490
 (707) 459-7122

DATE: 6/2/2016

TO:

Mendocino County Assessor
 Att: Joe
 501 Low Gap Rd. Rm. 1020
 Ukiah, CA. 95482

FROM: Building Department, City of Willits

RE: Permit Completion for Month of May 2016

PARCEL#	WORK DONE	ADDRESS	VALUE	DATE	PERMIT #
The following permits were issued.					
006-120-24	Tearoff reroof	755 Coast St	\$3,000	5/3/16	8533
007-170-18	Commercial remodel	1722 S. Main St.	44,375	5/4/16	8534
006-120-28	Overlay reroof	785 Coast St.	2,000	5/6/16	8535
007-292-25	3.6 kw PV solar array	234 Margie Dr.	10,000	5/10/16	8536
006-160-33	Remodel produce area	845 S. Main St.	26,500	5/11/16	8537
005-216-05	Overlay reroof	141 Pearl St.	6,000	5/16/16888	8538
007-100-23	Tearoff reroof	1475 Baechtel Rd.	120,000	5/17/16	8539
006-073-13	Tearoff reroof	660 S. Main St.	3,000	5/17/16	8540
006-041-12	Replace furnace	433 Coast St.	5,400	5/19/16	8541
007-120-18	Kitchen remodel	1521 S. Main St.	12,000	5/20/16	8542
007-291-04	Replace siding	227 Bonnie Ln.	2,500	5/24/16	8543
Completed Projects					
007-292-25	3.6 kw PV solar array/new elect service panel	234 Margie Dr.	10,000	5/10/16	8536
007-130-04	Free standing sign	1590 S. Main St.	7,500	4/6/16	8518
007-232-56	New 1808 sq ft SFD	422 Grove St.	257,920	7/14/15	8398
007-110-04	Overlay reroof	1550 S. Main St.	2,500	4/15/15	8355

005-091-46	3.9 kw PV solar array	134 Mill Creek Dr.	16,500	3/21/16	8504
005-091-46	Replace elect. service panel	134 Mill Creek Dr.	1,500	4/20/16	8527
005-201-11	Repair fire damage, Units #5 & #10	620 Creekside Ct.	18,000	2/18/16	8488
006-210-21	Replace site sewer	1124 Locust St.	750	2/22/16	8491
006-120-24	Tearoff reroof	755 Coast St.	3,000	5/3/16	8533
006-120-28	Overlay reroof	785 Coast St.	2,000	5/6/16	8535
005-130-22	Remove transformers/new elect. service panels	300 E. Commercial St.	2,500	4/25/16	8530

John Sherman
City of Willits Building Inspector

CITY OF WILLITS
BUILDING AND SAFETY
111 E. Commercial St. Willits, Ca. 95490
(707) 459-7122

DATE: July 6, 2016

TO:

Mendocino County Assessor
Att: Joe Mills
501 Low Gap Rd., 1020
Ukiah, CA. 95482

FROM: Building Department, City of Willits

RE: Permit Completion for Month of June, 2016

PARCEL#	WORK DONE	ADDRESS	VALUE	DATE	PERMIT #
The following permits were issued.					
007-291-17	Tearoff reroof	224 Bonnie Lane	\$2500	6/3/16	8544
005-216-20	Repair rot, front & rear porches	182 E. Valley St.	7500	6/6/16	8545
007-232-51	Const. 1880 sq. ft. SFD	412 Grove St.	288750	6/8/16	8546
005-130-17	Demo 15k sq. ft. retail/mill bldg.	305 E. Commercial St.	40000	6/9/16	8547
005-130-20	Foundation for portable classroom	405 E. Commercial St.	10000	6/9/16	8548
006-030-17	Tearoff reroof	392 Mill St.	3000	6/13/16	8549
006-210-26	Overlay reroof	1265 Blosser Lane	5000	6/17/16	8550
007-180-08	Replace siding	1471 B S. Main St.	10000	6/20/16	8551
007-170-19	Overlay reroof	1706-1708 S. Main St.	15000	6/22/16	8552
007-200-30	Window replacement and interior remodel	1788 S. Main St.	25000	6/22/16	8553
005-224-17	Install 35 amp circuit	158 S. Main St.	350	6/24/16	8554
007-291-09	Tearoff reroof	237 Bonnie Lane	3000	6/28/16	8555
038-254-03	3kw PV solar rooftop array	77 Holly St.	14300	6/28/16	8556
005-091-61	Replace furnace & water heater	63 Northbrook Way	5500	6/28/16	8557
005-225-39	Tearoff reroof	245 North St.	4000	6/30/16	8558
COMPLETED PROJECTS					

007-170-19	Overlay reroof	1706-1708 S. Main St.	15000	6/21/16	8552
006-160-33	Remodel produce prep area	845 S. Main St.	26500	3/23/16	8537
006-041-12	Replace furnace	433 Coast St.	5400	5/19/16	8541
007-180-08	Replace siding	1471B S. Main St.	10000	6/20/16	8551
005-201-11	Repair fire & structural damage	620 Creekside Ct. #5 & #10	35000	2/24/16	8509
007-100-23	Tearoff reroof	1475 Baechtel Rd.	120000	5/17/16	8539
005-226-18	Display box in front window	212 S. Main St.	6500	2/24/16	8495
007-232-54	1880 Sq. Ft. SFD	418 Grove St.	288750	12/21/15	8467

John Sherman
City of Willits Building Official

**CITY OF WILLITS
BUILDING INSPECTION ACTIVITY REPORT**

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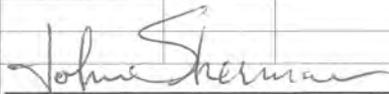
FOR THE MONTH OF: May, 2016

<u>NEW CONSTRUCTION</u>	<u>LIVING UNITS</u>	<u>BLDG. PERMITS</u>	<u>VALUATION</u>
1) Single Family Dwellings			
2) Two Family Dwelling			
3) Three and Four Family Dwelling			
4) Five or More Family Dwelling			
5) Moved Dwellings and Modular Units			
6) Hotels and Motels			
7) Amusement and Recreation Buildings			
8) Churches and Religious Buildings			
9) Industrial Buildings			
10) Private Garages and Carports			
11) Service Station and Repair Garages			
12) Office, Bank and Professional Buildings			
13) Stores and Similar Buildings			
14) Warehouse and Agriculture Buildings			
<u>MISCELLANEOUS CONSTRUCTION</u>			
15) Reroof, Siding, Windows, Etc.		6	\$ 136,500.00
16) Heating and Air Conditioning		1	\$ 5,400.00
17) Electric, Mechanical, Plumbing		1	\$ 10,000.00
18) Demolition			
<u>STRUCTURES OTHER THAN BUILDINGS</u>			
19) Foundations, Pools, Walls, Signs, etc.			
<u>CONVERSIONS</u>			
20) Non-Residential to Residential			
21) Residential to Non-Residential			
<u>ADDITIONS AND ALTERATIONS</u>			
22) Residential Buildings			
23) Non-Residential Buildings		3	\$ 82,872.00
TOTALS		11	\$ 234,775.00

<u>COMPARISON</u>		<u>TYPE OF PERMIT AND OTHER REVENUE</u>		
			<u>#'s</u>	<u>FEE'S</u>
Valuation This Month	\$ 234,775.00	Building	10	\$ 3,091.75
Same Month Last Year	\$ 423,600.00	Electrical	4	\$ 645.00
		Mechanical	2	\$ 162.00
Revenue This Month		Plumbing	2	\$ 162.00
Same Month Las Year		Grading		
		Demolition		
Permits This Month	11	Plan Check	4	\$ 819.00
Same Month Last Year	13	SMIP	9	\$ 50.10
		BSF	10	\$ 16.50
TOTALS TO DATE THIS FISCAL YEAR		GPM	9	\$ 322.40
Construction Valuation	\$ 7,841,289.00			
Fees Collected	\$ 94,880.11			
No. of Permits	158			
		TOTALS:		\$ 5,268.75

<u>TOTALS TO SAME DATE LAST YEAR</u>	
Construction Valuation	\$ 3,889,865.00
Fees Collected	\$ 41,483.30
No. of Permits	124

Respectfully Submitted:


 John Sherman, Building Inspector

New Business License - May 2016

BL#	Name	Owner	Address	Date Issued	Type of Bussiness
6539	Hung M Pham	Same	1796 S Main St., Ste E	5/5/2016	Manicurist
6540	BJ Rutler Easy Cut Wood	BJ Rutler	431 E Hill Rd., Willits	5/5/2016	Sells Firewood and Kindling
6541	First Alarm Security & Patrol	Cal Horton	1731 Technology Dr #800, San Jose, CA	5/5/2016	Security
6542	Reach Air Medical Services-Reach 18		1310 Poppy Dr	5/5/2016	Medical Air Transport
6543	The Zocalo Collective	Jaynene Johnson	1450 Willow Lane	5/5/2016	Private Chef/Catering
6544	Wine Country Roofing	Angel Vera	2925 Alton Ln, Santa Rosa	5/5/2016	Roofing Contractor
6545	Villara Corporation	Rick Wylie	4700 Lang Ave, McClellan CA	5/5/2016	HVAC/Plumbing/Contractor
6546	Crystal Car Wash	Dennis Craighead	1681 S Main St	5/5/2016	Carwash
6547	Tangles	Nancy Christensen	59 School St	5/5/2016	Hair Salon
6548	Borge Construction Inc	Thomas Borge	975 Fee Dr., Sacramento	5/5/2016	Contractor
6549	West Coast Restoration Contractors	Dave Dahlin	6200 Sky Creek Dr. Sacramento	5/26/2016	General Contractor
6550	FOI dba: Fortuna Iron	Rob McBeth	2832 Old State Highway, Fortuna	5/26/2016	Metal Fabrication and Installation Structural Steel
6551	Responsible Solar	Andy Ooms	7036 Westside Dr., Redding	5/26/2016	Solar Contractor
6552	DPL General Contractors Inc.	Louis Kolb	9911 Horn Rd., Ste B Sacramento	5/26/2016	General Building Contracto
6553	Fred Steele Professional Offices	Macaela Steele	390 S Main St., Willits	5/26/2016	Office Space Rental
6554	EDT Tec Inc		3737 1st St., Livermore	5/26/2016	Aerial & Underground Contractor
6555	Stryker Fire & Security Inc.	Luis Marron	3449 Wallace Rd., Santa Rosa	5/26/2016	Fire Protection & Electrical Contractor
6556	Roberts Mechanical & Electrical Inc	Thomas Roberts II	4649 Dowdell Ave, Santa Rosa	5/26/2016	HVAC Service & Replacement
6557	R&B Wholesale Distributors	Robert Burggraf	2350 S Milliken Ave., Ontario CA	5/26/2016	Appliance Distribution Wholesale Spirits Distribution (Home Office)
6558	Aaron Rosen		255 S Humboldt St. Willits	5/26/2016	Office)
6559	O'Reilly Auto Parts		1590 S Main St	5/26/2016	Auto Parts Sales

5d

APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE(S)

ABC 211 (6/99)

TO: Department of Alcoholic Beverage Control
50 D ST
ROOM 130
SANTA ROSA, CA 95404
(707) 576-2165

File Number: 569783
Receipt Number: 2362379
Geographical Code: 2304
Copies Mailed Date: May 23, 2016
Issued Date:

DISTRICT SERVING LOCATION: SANTA ROSA

First Owner: CHESSER, DANIEL WESLEY

Name of Business: JOHNS PLACE

Location of Business: 377 S MAIN ST
WILLITS, CA 95490-3951

County: MENDOCINO

Is Premise inside city limits? Yes Census Tract 0107.00

Mailing Address: 1411 BLOSSER LN
(If different from WILLITS, CA 95490-4107
premises address)

Type of license(s): 48

Transferor's license/name: 535778 / CHESSER, DANIEL WESLEY Dropping Partner: Yes No

Table with 7 columns: License Type, Transaction Type, Fee Type, Master, Dup, Date, Fee. Row 1: 48 - On-Sale General Public, PREMISE TO PREMISE TRANSFER P0, Y, 0, 05/23/16, \$100.00. Row 2: Total, \$100.00.

Have you ever been convicted of a felony? No

Have you ever violated any provisions of the Alcoholic Beverage Control Act, or regulations of the Department pertaining to the Act? No

Explain any "Yes" answer to the above questions on an attachment which shall be deemed part of this application.

Applicant agrees (a) that any manager employed in an on-sale licensed premises will have all the qualifications of a licensee, and (b) that he will not violate or cause or permit to be violated any of the provisions of the Alcoholic Beverage Control Act.

STATE OF CALIFORNIA County of MENDOCINO Date: May 23, 2016

Under penalty of perjury, each person whose signature appears below, certifies and says: (1) He is an applicant, or one of the applicants, or an executive officer of the applicant corporation, named in the foregoing application, duly authorized to make this application on its behalf; (2) that he has read the foregoing and knows the contents thereof and that each of the above statements therein made are true; (3) that no person other than the applicant or applicants has any direct or indirect interest in the applicant or applicant's business to be conducted under the license(s) for which this application is made; (4) that the transfer application or proposed transfer is not made to satisfy the payment of a loan or to fulfill an agreement entered into more than ninety (90) days preceding the day on which the transfer application is filed with the Department or to gain or establish a preference to or for any creditor or transferor or to defraud or injure any creditor of transferor; (5) that the transfer application may be withdrawn by either the applicant or the licensee with no resulting liability to the Department.

Effective July 1, 2012, Revenue and Taxation Code Section 7057, authorizes the State Board of Equalization and the Franchise Tax Board to share taxpayer information with Department of Alcoholic Beverage Control. The Department may suspend, revoke, and refuse to issue a license if the licensee's name appears in the 500 largest tax delinquencies list. (Business and Professions Code Section 494.5.)

Applicant Name(s)

Applicant Signature(s)

CHESSER, DANIEL WESLEY

CHESSER, JEANNE LOUISE

Department of Alcoholic Beverage Control
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE(S)
 ABC 211 (6/99)

State of California

Amended

TO: Department of Alcoholic Beverage Control
 50 D ST
 ROOM 130
 SANTA ROSA, CA 95404
 (707) 576-2165

File Number: **568308**
 Receipt Number: **2352983**
 Geographical Code: **2304**
 Copies Mailed Date: **April 18, 2016**
 Issued Date:

DISTRICT SERVING LOCATION: **SANTA ROSA**
 First Owner: **ROSEN, AARON ASH**
 Name of Business: **MENDO DISTRO**
 Location of Business: **255 HUMBOLDT ST**
APT B
WILLITS, CA 95490-3122
 County: **MENDOCINO**

Is Premise inside city limits? **Yes** Census Tract **0107.00**

Mailing Address:
 (If different from
 premises address)

Type of license(s): **18**

Transferor's license/name: _____ Dropping Partner: Yes ___ No

License Type	Transaction Type	Fee Type	Master	Dup	Date	Fee
18 - Distilled Spirits Wholes	ANNUAL FEE	NA	Y	0	04/07/16	\$514.00
18 - Distilled Spirits Wholes	ORIGINAL FEES	NA	Y	0	04/07/16	\$100.00
NA	FEDERAL FINGERPRINTS	NA	N	1	04/07/16	\$24.00
NA	STATE FINGERPRINTS	NA	N	1	04/07/16	\$39.00
Total						\$677.00

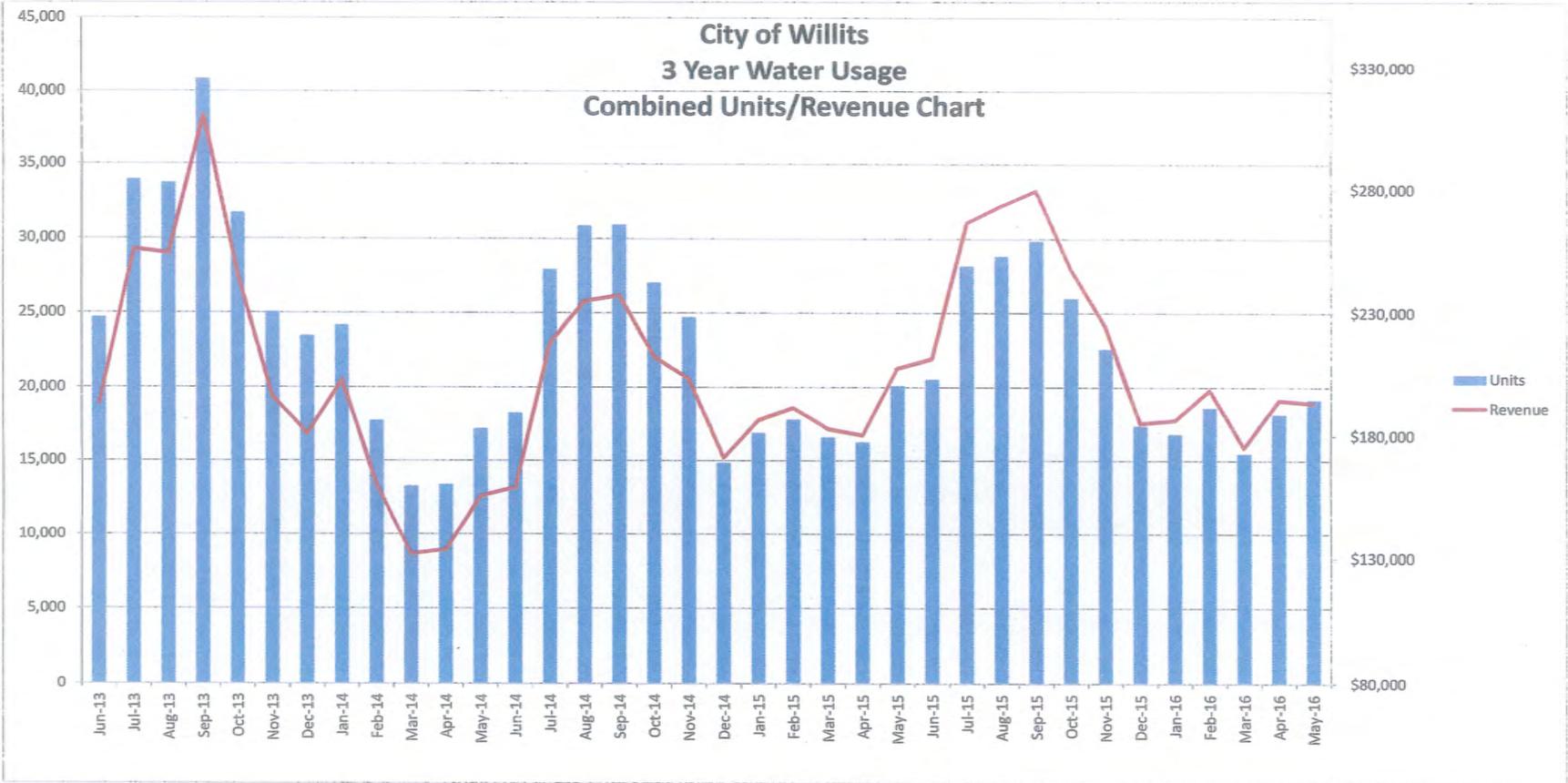
Have you ever been convicted of a felony? **No**
 Have you ever violated any provisions of the Alcoholic Beverage Control Act, or regulations of the Department pertaining to the Act? **No**
 Explain any "Yes" answer to the above questions on an attachment which shall be deemed part of this application.

Applicant agrees (a) that any manager employed in an on-sale licensed premises will have all the qualifications of a licensee, and (b) that he will not violate or cause or permit to be violated any of the provisions of the Alcoholic Beverage Control Act.

STATE OF CALIFORNIA County of MENDOCINO Date: April 7, 2016
 Under penalty of perjury, each person whose signature appears below, certifies and says: (1) He is an applicant, or one of the applicants, or an executive officer of the applicant corporation, named in the foregoing application, duly authorized to make this application on its behalf; (2) that he has read the foregoing and knows the contents thereof and that each of the above statements therein made are true; (3) that no person other than the applicant or applicants has any direct or indirect interest in the applicant or applicant's business to be conducted under the license(s) for which this application is made; (4) that the transfer application or proposed transfer is not made to satisfy the payment of a loan or to fulfill an agreement entered into more than ninety (90) days preceding the day on which the transfer application is filed with the Department or to gain or establish a preference to or for any creditor or transferor or to defraud or injure any creditor of transferor; (5) that the transfer application may be withdrawn by either the applicant or the licensee with no resulting liability to the Department.
 Effective July 1, 2012, Revenue and Taxation Code Section 7057, authorizes the State Board of Equalization and the Franchise Tax Board to share taxpayer information with Department of Alcoholic Beverage Control. The Department may suspend, revoke, and refuse to issue a license if the licensee's name appears in the 500 largest tax delinquencies list. (Business and Professions Code Section 494.5.)

Applicant Name(s) **ROSEN, AARON ASH** Applicant Signature(s) _____

City of Willits 3 Year Water Usage Combined Units/Revenue Chart



CITY OF WILLITS
WATER USAGE COMPARISONS

WATER BILLING												
UNITS	May-16	Apr-16	Mar-16	Feb-16	Jan-16	Dec-15	Nov-15	Oct-15	Sep-15	Aug-15	Jul-15	Jun-15
Apartment MF	1,812.00	2,469.00	1,822.00	1,594.00	1,958.00	1,790.00	1940	2383	2723	2976	2829	2724
Large Business	211.00	136.00	155.00	164.00	190.00	223.00	246	491	585	825	854	759
Churches	127.00	75.00	74.00	80.00	76.00	66.00	97	263	264	248	291	242
Restaurants & Bar	715.00	633.00	666.00	559.00	723.00	724.00	718	825	882	1022	888	788
Grocery	197.00	195.00	200.00	178.00	195.00	190.00	176	286	323	316	306	289
Hospital	972.00	794.00	640.00	515.00	576.00	518.00	730	1362	1721	2212	2215	1719
Industrial	651.00	496.00	488.00	305.00	330.00	309.00	419	749	665	976	1059	966
Laundry	387.00	466.00	485.00	419.00	545.00	432.00	446	394	365	407	337	375
Motels	579.00	490.00	593.00	517.00	543.00	559.00	533	644	706	899	812	678
Public Facility	1,354.00	997.00	740.00	617.00	703.00	669.00	767	1871	2069	2508	2317	3345
Residential SF	9,383.00	9,243.00	9,093.00	8,036.00	9,713.00	8,571.00	8156	9981	11705	12987	12879	12259
Small Business	1,217.00	1,183.00	1,275.00	1,040.00	1,308.00	1,270.00	1149	1314	1521	1779	1729	1590
Mble Hm/Trailers	1,230.00	1,087.00	1,359.00	1,026.00	1,402.00	1,098.00	1017	1265	1421	1900	1559	1626
City Accounts	1,619.00	868.00	536.00	434.00	312.00	367.00	951	746	1041	806	728	807
TOTAL UNITS	20,454	19,132	18,126	15,484	18,574	16,786	17,344	22,574	25,991	29,861	28,843	28,167
% of prev year	100%	95%	112%	93%	105%	100%	117%	91%	96%	97%	93%	101%
% of two year prior	112%	112%	136%	117%	105%	69%	74%	90%	82%	73%	85%	83%
WATER BILLING MONTHLY												
USAGE REVENUE	May-16	Apr-16	Mar-16	Feb-16	Jan-16	Dec-15	Nov-15	Oct-15	Sep-15	Aug-15	Jul-15	Jun-15
Apartment MF	13,092.48	17,688.00	13,176.48	11,448.66	14,330.64	13,439.22	13,903.68	17,051.52	19,523.94	21,441.12	20,406.24	19,679
Large Business	1,515.78	972.36	1,112.58	1,177.38	1,364.58	1,602.18	1,767.78	3,528.36	4,208.58	5,933.16	6,145.38	5,455
Churches	914.40	540.00	532.80	576.00	547.20	475.20	698.40	1,893.60	1,900.80	1,785.60	2,095.20	1,742
Restaurants & Bar	5,156.86	4,552.14	4,794.06	4,017.18	5,194.14	5,209.50	5,166.30	5,947.50	6,344.94	7,357.26	6,390.30	5,672
Grocery	1,418.40	1,404.00	1,440.00	1,281.60	1,404.00	1,368.00	1,267.20	2,059.20	2,325.60	2,275.20	2,203.20	2,081
Hospital	7,029.58	5,713.50	4,597.02	3,697.50	4,136.94	3,722.76	5,350.14	9,937.02	12,786.30	16,307.82	16,297.50	12,658
Industrial	4,687.20	3,571.20	3,513.60	2,196.00	2,376.00	2,224.80	3,016.80	5,392.80	4,788.00	7,027.20	7,912.80	6,955
Laundry	2,786.40	3,355.20	3,492.00	3,016.80	3,924.00	3,110.40	3,211.20	2,836.80	2,628.00	2,930.40	2,426.40	2,700
Motels	4,168.80	3,528.00	4,269.60	3,722.40	3,809.60	4,024.80	3,837.60	4,636.80	5,083.20	6,472.80	5,846.40	4,882
Public Facility	9,727.20	7,135.20	5,284.80	4,413.60	5,018.40	4,795.20	5,479.20	13,442.40	14,810.40	18,021.60	16,646.40	24,034
Residential SF	53,361.79	47,213.70	51,774.72	43,320.96	55,641.84	47,705.76	44,145.90	57,882.36	70,824.66	82,083.78	81,802.44	76,067
Small Business	8,807.52	8,570.70	9,202.32	7,489.02	9,459.30	9,215.34	8,309.94	9,439.14	10,938.54	12,790.50	12,451.20	11,458
Mble Hm/Trailers	8,856.00	7,826.40	9,784.80	7,387.20	10,094.40	7,905.60	7,322.40	9,108.00	10,231.20	13,680.00	11,224.80	11,704
City Accounts												
TOTAL USAGE REVENUE	121,522.41	112,070.40	112,974.78	93,744.30	117,401.04	104,798.76	103,476.54	143,155.50	166,394.16	198,106.44	191,848.26	185,087.00
METER REVENUE												
	May-16	Apr-16	Mar-16	Feb-16	Jan-16	Dec-15	Nov-15	Oct-15	Sep-15	Aug-15	Jul-15	Jun-15
Apartment MF	4,974.52	5,038.58	5,072.48	5,063.64	5,070.70	5,046.94	5,015.86	5,038.06	5,038.06	5,072.46	5,064.52	5,064.52
Large Business	1,471.08	1,497.54	1,472.58	1,358.34	1,355.69	1,364.51	1,358.34	1,358.34	1,358.34	1,358.34	1,358.34	1,358.34
Churches	779.16	779.16	779.16	779.16	779.16	779.16	779.16	779.16	779.16	779.16	779.16	779.16
Restaurants & Bar	1,216.68	1,226.68	1,226.68	1,226.68	1,226.68	1,358.68	1,358.68	1,358.68	1,358.68	1,358.68	1,358.68	1,358.68
Grocery	429.36	429.36	429.36	429.36	429.36	429.36	429.36	429.36	429.36	429.36	429.36	429.36
Hospital	1,860.52	1,669.32	1,699.32	1,699.32	1,699.32	1,672.86	1,699.32	1,374.80	1,474.58	1,474.58	1,645.78	1,645.78
Industrial	3,159.00	3,159.00	3,159.00	3,151.96	3,156.00	3,166.00	3,159.00	3,159.00	3,159.00	3,159.00	3,180.12	3,159.00
Laundry	409.80	409.80	409.80	409.80	409.80	409.80	409.80	409.80	409.38	409.80	409.80	409.80
Motels	1,900.98	1,900.98	1,900.98	1,900.98	1,900.98	1,900.98	1,900.98	1,900.98	1,900.98	1,900.98	1,900.98	1,900.98
Public Facility	5,778.70	5,778.70	5,778.70	5,778.70	5,778.70	5,778.70	5,778.70	5,778.70	5,778.70	5,778.70	5,778.70	5,778.70
Residential SF	49,911.38	50,248.42	50,414.25	50,429.63	50,456.55	50,449.02	50,555.15	50,580.77	50,521.48	50,566.43	50,504.54	50,293.81
Small Business	6,385.57	6,386.46	6,419.10	6,386.46	6,419.99	6,384.70	6,360.00	6,355.14	6,372.35	6,382.00	6,388.23	6,387.34
Mble Hm/Trailers	2,643.72	2,643.72	2,643.72	2,643.72	2,643.72	2,643.72	2,643.72	2,643.72	2,643.72	2,643.72	2,643.72	2,643.72
City Accounts												
TOTAL METER REVENUE	80,920.47	81,167.72	81,405.13	81,257.75	81,326.65	81,384.43	81,448.07	81,166.51	81,223.79	81,313.21	81,441.93	81,209.19
TOTAL BILLED	202,442.88	193,238.12	194,379.91	175,002.05	198,727.69	186,183.19	184,924.61	224,322.01	247,617.95	279,419.65	273,290.19	266,296.19
% of prev yr usage rev	93%	88%	114%	92%	106%	100%	115%	106%	115%	117%	115%	123%
% of prev yr tll rev	128%	124%	146%	133%	124%	92%	102%	114%	101%	90%	108%	104%

**CITY OF WILLITS
WATER USAGE COMPARISONS**

WATER BILLING												
UNITS	May-14	Apr-14	Mar-14	Feb-14	Jan-14	Dec-13	Nov-13	Oct-13	Sep-13	Aug-13	Jul-13	Jun-13
Apartment MF	1,904	1,857	1,458	1,451	1,949	2,054	2,042	2,526	3,303	4,131	3,527	3,587
Large Business	298	204	156	189	306	399	345	339	428	706	468	414
Churches	132	82	61	57	76	116	160	220	309	573	433	381
Restaurants & Bar	655	665	522	536	684	879	770	852	945	1,286	1,052	1,067
Grocery	177	195	190	205	258	370	294	387	277	425	327	333
Hospital	723	618	478	612	490	555	535	953	1,336	1,720	1,387	1,155
Industrial	598	372	194	188	424	605	671	705	1,062	943	1,006	1,135
Laundry	281	390	332	313	376	396	381	349	326	351	306	339
Motels	541	549	400	394	525	630	678	821	851	1,125	891	860
Public Facility	1,278	872	471	486	464	1,410	3,634	1,719	2,992	3,272	2,914	3,246
Residential SF	8,604	8,453	6,864	6,603	9,328	13,404	10,320	11,626	14,978	20,595	16,297	16,621
Small Business	1,166	1,196	996	886	1,071	1,636	1,466	1,458	1,929	2,087	1,788	1,873
Mble Hm/Trailers	1,174	1,357	1,035	931	1,529	1,139	1,639	1,724	2,185	2,762	2,315	2,143
City Accounts	681	332	220	375	209	562	556	1,388	794	825	1,029	815
TOTAL UNITS	18,212	17,142	13,377	13,246	17,689	24,155	23,491	25,067	31,715	40,821	33,740	33,969
% of prev year	74%	84%	78%	65%	95%	133%	108%	77%	93%	105%	94%	99%
% of two year prior	76%	90%	70%	71%	84%	117%	112%	114%	80%	113%	105%	121%
WATER BILLING MONTHLY USAGE REVENUE												
	May-14	Apr-14	Mar-14	Feb-14	Jan-14	Dec-13	Nov-13	Oct-13	Sep-13	Aug-13	Jul-13	Jun-13
Apartment MF	11,318.10	11,409.25	8,737.55	8,589.80	11,686.55	13,010.60	12,179.35	15,168.30	19,957.60	25,324.80	21,508.40	21,793.60
Large Business	1,788.00	1,221.15	933.15	1,128.30	1,833.15	2,391.15	2,070.00	2,031.15	2,568.00	4,233.15	2,808.00	2,481.15
Churches	792.00	492.00	366.00	342.00	456.00	696.00	960.00	1,320.00	1,854.00	3,438.00	2,598.00	2,286.00
Restaurants & Bar	3,920.25	3,980.25	3,138.25	3,206.25	4,094.05	5,276.65	4,615.45	5,114.65	5,670.85	7,832.45	6,325.85	6,386.30
Grocery	1,062.00	1,170.00	1,140.00	1,230.00	1,548.00	2,220.00	1,764.00	2,322.00	1,662.00	2,550.00	1,962.00	1,998.00
Hospital	4,568.45	3,712.45	2,859.25	3,159.15	2,931.45	3,321.05	3,162.65	5,574.25	8,318.65	10,320.00	8,322.00	6,930.00
Industrial	3,588.00	2,232.00	1,164.00	1,128.00	2,544.00	3,630.00	4,026.00	4,230.00	6,372.00	5,658.00	6,036.00	6,810.00
Laundry	1,686.00	2,340.00	1,592.00	1,998.00	2,256.00	2,376.00	2,286.00	2,094.00	1,956.00	2,106.00	1,836.00	2,034.00
Motels	3,246.00	3,294.00	2,400.00	2,364.00	3,150.00	3,780.00	4,068.00	4,926.00	5,106.00	6,750.00	5,346.00	5,160.00
Public Facility	6,642.00	4,872.00	2,622.00	2,736.00	2,784.00	8,364.00	8,640.00	8,304.00	16,530.00	19,632.00	13,728.00	14,538.00
Residential SF	39,064.95	37,954.80	29,271.75	27,810.20	44,524.15	75,619.90	50,734.95	58,587.10	83,000.85	125,892.35	92,037.45	94,401.70
Small Business	6,981.10	7,169.35	5,957.90	5,300.35	6,438.90	9,839.35	8,786.85	8,734.90	11,580.25	12,520.65	10,714.90	11,238.65
Mble Hm/Trailers	7,044.00	8,142.00	6,210.00	5,586.00	9,174.00	6,834.00	9,834.00	10,344.90	13,110.00	16,692.00	13,890.00	12,858.00
City Accounts	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL USAGE REVENUE	91,700.85	87,989.25	66,791.85	64,578.05	93,420.25	137,358.70	113,127.25	128,751.25	177,686.20	242,949.40	187,112.60	188,925.40
METER REVENUE												
	May-14	Apr-14	Mar-14	Feb-14	Jan-14	Dec-13	Nov-13	Oct-13	Sep-13	Aug-13	Jul-13	Jun-13
Apartment MF	4,254.10	4,254.10	4,255.57	4,231.57	4,230.10	3,734.10	4,230.10	4,230.10	4,230.10	4,340.10	4,222.27	4,221.10
Large Business	1,135.21	1,135.95	1,135.95	1,124.21	1,135.95	1,143.30	1,135.95	1,135.95	1,135.95	1,135.95	1,135.95	1,135.95
Churches	684.35	684.35	684.35	684.35	684.35	684.35	684.35	684.35	684.35	688.02	684.35	684.35
Restaurants & Bar	1,189.40	1,198.65	1,143.83	1,145.30	1,145.30	1,150.44	1,167.35	1,167.35	1,167.35	1,176.60	1,179.17	1,188.40
Grocery	380.85	380.85	371.85	380.85	380.85	380.85	380.85	380.85	380.85	380.85	380.85	380.85
Hospital	1,233.15	1,233.15	1,233.15	1,209.15	1,199.15	1,139.15	1,209.15	1,199.15	1,704.91	754.10	754.10	754.10
Industrial	2,522.50	2,522.50	2,522.50	2,522.50	2,522.50	2,522.50	2,522.50	2,522.50	2,522.50	2,522.50	2,522.50	2,515.10
Laundry	341.50	341.50	341.50	341.50	341.50	341.50	341.50	341.50	341.50	341.50	341.50	341.50
Motels	1,588.15	1,588.15	1,588.15	1,588.15	1,588.15	1,235.15	1,588.15	1,588.15	1,588.15	1,588.15	1,588.15	1,588.15
Public Facility	4,890.30	4,890.30	4,537.30	4,890.30	4,994.30	4,890.30	4,890.30	4,890.30	4,881.48	4,868.25	4,893.97	4,890.30
Residential SF	41,448.09	41,603.58	41,525.72	41,586.64	41,531.49	41,920.28	41,789.50	41,753.45	41,460.72	41,931.67	41,653.80	41,671.37
Small Business	5,182.00	5,190.82	5,158.47	5,159.95	5,121.35	5,211.40	5,222.42	5,187.13	5,199.63	5,213.60	5,203.32	5,184.94
Mble Hm/Trailers	2,203.10	2,203.10	2,203.10	2,203.10	2,203.10	1,100.10	2,203.10	2,203.10	2,203.10	2,203.10	2,203.10	2,203.10
City Accounts	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL METER REVENUE	67,052.70	67,227.00	66,701.44	67,067.57	66,478.09	65,453.42	67,365.22	67,283.88	67,500.59	67,144.39	66,763.03	66,759.21
TOTAL BILLED	158,753.55	155,216.25	133,493.29	131,645.62	159,898.34	202,812.12	180,492.47	196,035.13	245,186.79	310,093.79	253,875.63	255,684.61
% of prev yr usage rev	72%	87%	76%	60%	93%	142%	95%	68%	87%	103%	88%	93%
% of prev yr tfl rev	79%	92%	78%	78%	87%	112%	99%	103%	80%	110%	102%	119%

WILLITS BYPASS PROJECT CONSTRUCTION UPDATE JUNE 2016 UPDATE

The following is a summary of the construction activities that have been completed up to **June 20, 2016**

- **Contractor has completed approximately 91% of work on the project.**

South Segment (Beginning of Project to Center Valley Road) – STA "A" 96+00 to 149+00 (3.3 miles):

- Paving is completed to the Viaduct with the exception of the final 30mm lift. Open Graded Friction course has been eliminated from the project at the request of Caltrans Maintenance engineers and will be replaced with a final lift of Hot Mix Asphalt in August.
- Striping and delineation will immediately follow the final lift of paving.
- Metal Beam Guard rail is installed south of the Viaduct with a few minor exceptions. All rail should be installed by the end of August.
- Majority of Asphalt Dike is completed. The remainder should be completed by the end of August.
- The Drainage systems are complete and functioning.
- Electrical facilities for street lighting, message boards and CCTV cameras are currently being installed. Completion is expected in August.
- Roadway signs are anticipated to be installed by August.
- Right and left bridges for 101/20 Separations are complete.
- A1 Retaining Wall and Baechtel Creek Retaining Wall are complete.
- All Haehl Creek bridges are complete. East Hill Road Undercrossing Bridge is complete.
- North Haehl Creek Bridge is complete except for deck grinding and joint seals.
- Permanent erosion control is installed on all completed slopes.
- Temporary erosion control is installed in all areas that do not have permanent. Monitoring and maintenance will continue throughout the spring.

Floodway Viaduct - STA "A" 149+00 to 167+50 (1.2 miles):

- The Floodway Viaduct is complete except for final concrete finishing and installation of the bicycle railing. Concrete finish work is continuing and will be completed this summer.

North Segment (Viaduct to End of Project) – STA "A" 167+50 to 191+10 (1.5 miles):

- Drainage systems are complete with the exception of some inlet grate assemblies which are scheduled to be installed as scheduling allows; starting in June.
- Paving up to the northern tie-in is complete.
- Tie-in detours have begun to allow for final tie-in grading. There will be several traffic configurations to allow for final grading. This work is expected to be completed by mid-July. By the end of June, northbound traffic will be directed onto the northern interchange and up the northern section of the bypass. This will allow for the construction of the new southbound lane. Currently southbound traffic is on a temporary widening and will remain there until the new southbound lane is constructed.
- All signs, striping, and delineation are expected to be completed in August.
- Quail Meadows Overhead and Under Crossing bridges are complete except for deck grinding/grooving, joint seals and cable railing at the Overhead bridge.
- Approach slab replacement and barrier rail repairs expected take place in July at Quail Meadows Overhead. Utility relocation work is complete.
- Upp Creek Main Line, Upp Creek SB off Ramp, and Upp Creek NB on Ramp bridges are complete except for grinding and joint seals.
- Erosion control is being monitored and maintained at all locations. The temporary Active Treatment System for storm water sediment control has been removed.
- Electrical conduit is currently being installed for street lighting, message boards and CCTV cameras. All electrical facilities are expected to be completed by the end of August.

**WETLAND/RIPARIAN MITIGATION PROJECTS
CONSTRUCTION UPDATE
JUNE 2016 UPDATE**

The following is a summary of the construction activities that have been completed up to **June 20, 2016**.

Emergency Limited Bid (ELB) Contract. This contract work started on August 11, 2014 and was completed in December 2015.

- 25 acres of invasive plant removal (Target Weed removal) using mechanical/manual methods.
- 8.89 acres of wetland establishment (MGC Plasma North).
- 3 Locations of headcut repairs (Benbow, Lusher and Frost). Drainage improvement by grading eroded gullies, placed rock still structures and pool structures to slow the flow (rock lined check dams) and stabilized the area with wetland seeds and BMPs.
- 3 Locations of eroding bank repairs along Outlet Creek. Cut creek bank to widen creek, installed root wad (trunk/root ball) and footer logs for fish habitat along the creek bank, placed RSP to stabilize the creek banks, placed wetland seeds and native grass straw, and planted willows along the creek bank.
- Access road development for all mitigation parcels/areas. Placed Box culvert at Hearst Willits Road, temporary bridges at Mill Creek/Davis Creek and paved several driveways.
- Seeds for this project were collected using a separate service contract and provided to the contractor.

Mitigation Contract No. 1. This Contract was awarded on April 15, 2015. The first working day was on September 9, 2015. This project includes 3 years of plant establishment. Estimated Completion date is June 2020.

- 52.35 acres of wetland establishment (100% completed).
- Developed stream crossing at 19 locations (100% completed). Harden stream crossing were constructed using 9" cobble stone and 3" clean sand and gravel to access through the creek.
- 69 acres of invasive plant removal- Target Weed (This will continue until contract acceptance) using mechanical/manual methods.
- 82 acres of heavy treatment (area preparation for riparian planting, 80% completed).
- Developed water sources and installed irrigation system for planting and plant establishment work (47% completed).
- Planted the ELB project areas and Oak woodland areas (54,000 plants installed) and 750 days Plant Establishment started on 01/04/2016 for 2015 planting.
- Installation of 350,000 plants in wetland creation area (will start in 2016 fall)
- Installation of 147, 645 plants via Contract Change Order in mitigation area (will start in 2016 fall)
- Seeds for this project were collected using a separate service contract and provided to the contractor.
- Plants for this projects were propagated using a separate service contract and provide to the contractor.

Mitigation Contract No. 2. This Contract was awarded on June 30, 2015. The first working day was on September 9, 2015. This project includes 3 years of plant establishment. Estimated Completion date is September 2020. All Contractor's submittals have been approved and field work will start in 2016 spring including:

- 2 acres of invasive plant removal -target weed removal using mechanical/manual methods.
- 33 acres of invasive plant removal - heavy treatment.
- 27 acres of Invasive Plant Removal –Light Treatment, started on June 8th, 2016
- Developing water sources and installing irrigation system for planting and plant establishment work.
- Installation of 287,340 plants.
- Seeds for this project were collected using a separate service contract and provided to the contractor.
- Plants for this projects will be propagated by the contractor.

Additional Mitigation Work Completed to Date Includes: In April 20104, a Contract Change Order (CCO) was executed using the Bypass project to implement infrastructure such as 132,000 feet of fencing, 50,000 feet of 2" underground water line, 150 gates, 65 stock tanks, and 25 cattle shades to facilitate cattle grazing activities within the Wetland/Riparian Mitigation project area.



Item No. 12a

Meeting Date: July 13, 2016

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: H. James Lance, City Attorney

Agenda Title: REVIEW AND POSSIBLE ACTION TO APPROVE INTRODUCTION OF AN AMENDMENT OF WILLITS MUNICIPAL CODE CHAPTER 1.12 ENTITLED "CODE ENFORCEMENT"

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 30 min.

Summary of Request: The City Attorney and City Code Enforcement Officer recommend that the City Council approve the introduction of chapter 1.12 of the Willits Municipal Code amending in its entirety the City's code enforcement ordinance. The content of the attached ordinance is in the form previously presented to the Council and discussed at length in open, regular meeting Council meetings. The proposed amended ordinance, among other things, includes a new administrative citation procedure and improved hearing procedures, and allows the City Manager to designate persons to serve as a hearing body.

Recommended Action: Approve the introduction of the proposed amendment to Ch. 1.12 of the Willits Municipal Code, waive formal reading, and direct staff to comply with the procedures and requirements for adoption of the ordinance.

Alternative(s): None recommended.

Fiscal Impact: Minimal – the cost of engaging a hearing body to conduct code enforcement hearings and appeals, a task that is currently performed by the City Manager, should be offset by the benefit of reducing the City Manager's workload.

Personnel Impact:

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

ORDINANCE NO. 2016-01

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLITS,
CALIFORNIA AMENDING CHAPTER 1.12 OF THE WILLITS MUNICIPAL
CODE**

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

SECTION 1. FINDINGS

The City Council of the City of Willits hereby finds and declares as follows:

WHEREAS, effective administrative code enforcement remedies and procedures are necessary to the efficient and effective operation of the City; and

WHEREAS, the City's administrative procedures for remedying violations of the Willits Municipal Code must be clear, and create a fair and just process that complies with federal and state constitutional rights and laws; and

WHEREAS, Chapter 1.12 of the Willits Municipal Code has not been updated since 2003; and

WHEREAS, a comprehensive revision to Chapter 1.12 is needed to increase clarity and uniformity, promote effective and just hearing procedures, and improve efficiency in enforcing the Willits Municipal Code; and

WHEREAS, the City Council desires to make improvements to its code enforcement administrative remedies and procedures for the benefit of the people of Willits.

NOW, THEREFORE, THE CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 2. INCORPORATION OF FINDINGS

The above findings are incorporated herein and are each relied upon independently by the City Council for its adoption of this Ordinance.

SECTION 3. AMENDMENT OF CHAPTER 1.12

Chapter 1.12 of the Willits Municipal Code shall hereby be amended in its entirety to read as follows.

Chapter 1.12 – CODE ENFORCEMENT

1.12.010 - Applicability.

This chapter provides code enforcement procedures including administrative remedies that can be pursued by the city for any violation of this municipal code. These administrative remedies are in addition to all other legal remedies that may be pursued by the city to address any violation of this code. The city expressly reserves the right to utilize enforcement remedies available under any applicable state or federal statute or any other lawful power the city may possess, including the prosecution of a civil action to enjoin the violation of any provision of this code or for an order directing compliance, and for an order authorizing the city to undertake those actions necessary to abate the violation and to require the violator to pay for the cost of such undertaking. All such remedies shall be alternative to or in conjunction with, and not exclusive of, one another. The election of remedies shall be at the sole discretion of city officials. An enforcement officer or hearing officer may order the abatement of any nuisance condition, including abatement performed by city and at the expense of the violator, following proper notice and an opportunity for a hearing. However, no notice or hearing is required to abate a nuisance condition pursuant to the summary abatement authority set forth in section 1.12.310 of this code. The city manager or his/her designees shall have the authority to administer and enforce the provisions of this chapter and to utilize an administrative remedy in lieu of pursuing other legal remedies, As used within this chapter, any reference to the city manager shall include such persons as may be designated by the city manager.

1.12.020 - Authority to enforce administrative remedies.

A. Enforcement Officer: Defined. For the purposes of this chapter, "enforcement officer" means those city employees or agents designated by the city manager to enforce all applicable codes, statutes and regulations of the City of Willits.

B. Right to Inspect. Enforcement officers may, upon presentation of proper credentials, enter upon any affected property at any reasonable time to inspect the same or to perform any act or acts as may be related to the performance of his or her enforcement duties, subject to the procedures below. If an enforcement officer has

reasonable cause to believe that a condition exists that poses an imminent or immediate threat of harm to persons or property, or to public health, welfare or safety, the enforcement officer may enter the affected property or location without prior notification to the owner or occupant. In all other cases, an enforcement officer shall give the owner and/or occupant, if the same can be located after reasonable effort, reasonable notice of a request for consent to enter the affected property for purposes of conducting an inspection. If an owner or occupant refuses entry after a request or entry has been properly made or the owner or occupant cannot be located after reasonable effort, the enforcement officer may seek an inspection warrant from a court of competent jurisdiction. All such inspections shall be conducted in such a manner as to be consistent with this code, all state and federal law, and the constitutions of the United States and the state of California.

C. Authority to abate nuisance conditions. Upon determining that a nuisance condition exists, an authorized representative of the city may petition a court of competent jurisdiction for an abatement warrant authorizing an enforcement officer or any employee, authorized agent, representative or contractor of the city to enter onto any affected property within the city to abate the nuisance condition. An abatement warrant as contemplated in this section, shall be requested in the same manner, and be in substantially the same form, as an inspection warrant.

D. Execution of inspection warrant or abatement warrant. Upon issuance of an inspection warrant or abatement warrant, as described in this chapter, the enforcement officer shall cause such warrant to be executed in accordance with the procedures set forth in Code of Civil Procedure Section 1822.56.

1.12.030 – Civil court action.

The provisions of this code may be enforced by a civil court action, prosecuted by the city attorney in the name of city or in the name of the people of the State of California.

1.12.040 – Collection of costs incurred by city in civil action or proceeding.

Whenever the city attorney is authorized or directed to commence or sustain any civil action or proceeding, either at law or in equity, to enforce any provision of this code, or any violation of a rule, regulation or order issued pursuant to this code, or any

condition of an approval, permit or license granted by the city, or to enforce any provision of any contract or agreement, or to enjoin or restrain any violation thereof, or to otherwise abate a nuisance condition or collect any sums of money on behalf of city, the prevailing party in such action or proceeding shall be entitled to collect all costs and expense of same, including reasonable attorney's fees in an amount not to exceed the amount of attorney's fees incurred by city, as authorized by Government Code Section 38773.5(b), and any such award of costs and expenses shall be made a part of the judgment. Upon entry of a second or subsequent civil judgment against the same owner or other responsible party within a two-year period for a condition of real property constituting a nuisance condition (except for conditions abated pursuant to Health and Safety Code Section 17980), the court issuing the judgment may order said owner or other responsible party to pay treble the cost of the abatement, pursuant to Government Code Section 38773.7.

1.12.050 - Administrative citations.

A. Whenever an enforcement officer charged with the enforcement of any provision of this code determines that a violation of that provision has occurred, the enforcement officer shall have the authority to issue an administrative citation to any person responsible for the violation. The responsible person shall be liable for and shall remit payment of any fine or fines assessed in connection with an administrative citation.

B. No administrative citation fine or penalty shall be imposed unless the person has first been given a reasonable period of time, as determined by the enforcement officer, to correct the violation or unless the violation creates an immediate danger to health or safety.

C. Each and every day a violation of a city ordinance or code exists shall constitute a separate offense and shall be subject to a new fine and penalty in connection therewith. Continuing violations shall automatically accrue daily fines in the amounts set forth herein beginning with the date the citation is issued and continuing until the date that the offense is properly remediated and verified by the code enforcement officer.

1.12.060 - Issuance of administrative citation.

A. The administrative citation and all notices required to be given relating to the administrative citation shall be served as provided in Section 1.12.370 on the person creating, causing, committing, or maintaining the violation.

B. Each administrative citation shall contain the following information:

1. The date of the violation;
2. The address or a definite description of the location where the violation occurred;
3. The name of the party responsible for the violation.
4. The section of this code violated and a brief description of the violation;
5. A reasonable time to correct violation as determined by the code enforcement officer.
- 6 The amount of the fine for the code violation;
7. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;
8. An order prohibiting the continuation or repeated occurrence of the code violation described in the administrative citation;
9. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the city office from which a request for hearing form to contest the administrative citation may be obtained;
10. The name and signature of the citing enforcement officer.

1.12.070 –Imposition of fines and amount of fines or penalties.

Any nuisance condition or violation of any provision of this code, including a failure to comply with a condition imposed by any agreement, entitlement, permit, license or environmental document issued or approved by or on behalf of city may subject the responsible party to a fine or penalty imposed pursuant to city's general police powers, and/or Government Code Sections 36901 and 53069.4, as amended from time to time. Unless otherwise provided in this code or by resolution of the city council, the daily fine amount for each violation shall be:

- A. A fine not to exceed \$100 for a first violation;
- B. A fine not to exceed \$200 for a second violation of the same code provision, or condition of a permit, license or entitlement within the same calendar year of the first violation;
- C. A fine not to exceed \$500 for each additional violation of the same code provision, or condition of a permit, license or entitlement within the same calendar year of the first and second violation.

1.12.080 - Payment of fine.

- A. The fine shall be paid to the city within thirty days from the date of the issuance of the administrative citation.
- B. Any administrative fine paid pursuant to subsection A of this section shall be refunded in accordance with [Section 1.12.140](#) if it is determined by the hearing officer, after a hearing, that the person charged in the administrative citation was not responsible for the violation or that there was no violation as charged in the administrative citation.
- C. Payment of a fine under this chapter shall not excuse or discharge any continuation or repeated occurrence of the code violation that is the subject of the administrative citation.
- D. Any person who fails to pay to the City any fine imposed pursuant to the provisions of this chapter on or before the date the fine is due shall be liable for a late payment charge of ten (10%) of the amount of the fine remaining unpaid and due the City.
- E. The City may collect any past due administrative fine or late payment charge by all available legal means.

1.12.090 - Compliance orders to enforce continuing violations.

- A. For code violations that are continuing in nature and that pertain to building, plumbing, electrical or other similar structural issues, and that do not create an immediate danger to health or safety, the enforcement officer may issue a written compliance order to the owner of record of the property or the person, creating, causing, committing, or maintaining the violation requiring that the violation be

corrected and abated within a fifteen (15) day period, or such other reasonable period of time as determined by the code enforcement officer.

B. For other code violations that are continuing in nature, and that instead pertain primarily to the indoor or outdoor use of property in violation of the city's zoning ordinance or of a city land use regulation, and which do not create an immediate danger to health or safety, the enforcement office may issue a written compliance order to the owner of record of the property or the person creating, causing, committing, or maintaining the violation requiring that the violation be corrected and abated within a reasonable period of time as determined by the code enforcement officer.

1.12.100 - Issuance of compliance order.

A. If a compliance order is issued, it shall be issued to the owner of record of the property or the person creating, causing, committing, or maintaining the violation.

B. The compliance order shall include the following information:

1. The date and location of the violation;
2. The section of this code violated and a description of the violation;
3. The actions required to correct the violation;
4. The time period in which the cited violation(s) must be corrected;
5. An explanation of the consequences of failure to correct the violation(s) within

the time period allowed in the compliance order, and that the failure to abate the nuisance condition in the manner and by the time specified may result in a subsequent order allowing the city to abate, or cause to be abated, the nuisance condition at the responsible party's expense.

1.12.110 - Time to correct violation cited in compliance order.

Upon expiration of the time to correct the violation as provided in the compliance order the code enforcement officer shall conduct a reinspection of the property to determine whether the violation still exists.

1.12.120 – Enforcement of compliance order.

A. If the issuing enforcement officer determines upon reinspection of the property that all violations have been corrected within the time specified in the compliance order, no further action shall be taken by the city.

B. If full compliance is not achieved within the time specified in the compliance order, the city may elect to impose fines in the amounts as described within § **1.12.070 above** for each day the violation continues past the date compliance was due, unless the person subject to the compliance order has appealed the compliance order in accordance with Section 1.12.110. As an alternative to imposing fines, the city may elect to either send the violation to an administrative hearing for the issuance of an administrative order, or refer the matter to the city attorney to commence such other legal proceedings or remedies as may be available.

C. When the city elects to send the violation to an administrative hearing, the city clerk shall cause written notice of the hearing to be served as provided in Section 1.12.370 on the violator; where real property is involved and the owner of the property is subject to the compliance order, a notice of hearing shall be served on the property owner at the address as it appears on the last equalized county assessment roll available on the date notice is prepared.

1.12.130 - Hearing request.

A. Any recipient of an administrative citation or compliance order may contest the issuance of the citation or compliance order by completing a request for appeal hearing form and returning it to the city, together with an advance deposit in the amount of any fine and an appeals processing fee of two hundred fifty dollars. No appeal hearing shall proceed without payment of such fine and fee at the time the appeal is filed provided that the city clerk may waive or defer same upon written request for good cause shown. Good cause may include severe economic hardship, significant attempts to comply with the notice and order, and other factors indicating good faith attempts to comply.

B. Failure to timely submit a completed request for appeal hearing form or to pay the appeals processing fee of two hundred fifty dollars and advance deposit of any fine

(unless waived as provided herein) constitutes a waiver of the right to appeal, a failure to exhaust administrative remedies and shall preclude judicial review.

C. Enforcement of a compliance order or administrative citation shall be stayed during the pendency of an appeal therefrom which is properly and timely filed.

D. The person requesting the hearing shall provide on the request for hearing form a detailed explanation of the grounds on which the violation is being contested.

E. The person requesting the hearing shall be notified of the time and place set for the hearing at least ten days prior to the date of the hearing.

F. If the code enforcement officer submits an additional written report concerning the administrative citation or compliance order to the hearing officer for consideration at the hearing, a copy of this report shall also be served on the person requesting the hearing, as provided in Section 1.12.370, at least five days prior to the hearing date.

1.0612.140 - Hearing procedure.

A. The city manager shall designate the hearing officer for the hearing. The hearing officer shall be paid a fixed hourly rate not contingent upon the outcome of any hearing or the amount or number of administrative orders or fines imposed. The hearing officer shall have no financial or pecuniary interest in any case he or she hears or the outcome thereof.

B. A hearing before the hearing officer shall be set for a date that is not less than ten days and not more than thirty days from the date the request for a hearing is filed in accordance with the provisions of this chapter.

C. As soon as practicable after scheduling the hearing, the hearing officer shall cause to be prepared a notice of administrative appeal, which shall be in substantially the following form: You are hereby notified that a hearing will be held before the Administrative Hearing Officer at _____ on the _____ day of _____, _____, to hear your appeal of the administrative citation or compliance order issued or otherwise served upon you. You may be present at the hearing. You may be, but need not be, represented by an attorney.

D. At the hearing, both the appellant and the city shall be given the opportunity to testify and to present relevant evidence. The hearing will be conducted informally and the legal or formal rules of evidence and discovery shall not apply. The hearing officer shall have the authority to control the conduct of the proceeding, including the authority to limit testimony and the admissibility of evidence, or place other limitations on the hearing that the hearing officer deems to be in the interest of economy of the hearing proceedings.

E. In a hearing regarding an administrative citation, the hearing officer shall only consider evidence that is relevant to whether the violation occurred and whether the appellant has caused or maintained the violation of this code on the date specified in the administrative citation. In a hearing regarding a compliance order, the hearing officer shall only consider evidence that is relevant to the existence of the violation and the failure of the violator or owner to take required corrective action within the time period required by the compliance order.

F. If the appellant fails to attend the scheduled administrative appeal hearing, the hearing will proceed without the appellant and he or she will be deemed to have waived his or her rights to be orally heard at the appeal hearing. The failure of any person subject to an administrative citation or compliance order to appear at the hearing shall constitute a failure to exhaust all required administrative remedies.

G. Unless requested in advance by the appellant, neither the enforcement officer who issued the administrative citation or compliance order nor any other city representative shall be required to attend the hearing.

H. The administrative citation or compliance order, and any additional report submitted by the city, shall constitute prima facie evidence of the respective facts contained in those documents.

I. The hearing officer shall use the preponderance of the evidence standard as the standard of proof in deciding the issues.

J. The hearing officer may continue the hearing and request additional information from the city or the appellant prior to issuing a written decision.

1.12.150 – Hearing officer’s decision on appeal of administrative citation.

A. Within a reasonable time following the conclusion of the hearing, the hearing officer shall issue a written decision to uphold or cancel the administrative citation. The hearing officer shall make findings supported by evidence received at or prior to the hearing, and issue his or her determination regarding:

1. Whether the violation occurred;
2. Whether the appellant caused or maintained the violation on the date specified in the administrative citation.

The decision of the hearing officer shall be final.

B. If the fine has been deposited with the city and the hearing officer determines that the administrative citation should be upheld then the fine amount on deposit with the city shall be retained by the city.

C. If the hearing officer determines that the administrative citation should be upheld and the fine has not been deposited pursuant to an advance deposit hardship waiver, the hearing officer shall set forth in the decision a payment schedule for the fine.

D. If the hearing officer determines that the administrative citation should be canceled and the fine has been deposited with the city, then the city shall promptly refund the deposited amount.

E. If the hearing officer determines that the administrative citation should be upheld, the hearing officer shall issue an administrative order upholding the citation and, if applicable, requiring corrective actions. The administrative order may also impose administrative costs. The administrative costs may include any and all costs incurred by the city in connection with the matter before the hearing officer including, but not limited to, costs of investigation, costs of scheduling and processing the administrative hearing, staffing costs incurred in preparation for the hearing and for the hearing itself, and attorney's fees as permitted in section 1.12.180.

F. The recipient of the administrative citation shall be served as provided in Section 1.12.370 with a copy of the hearing officer's written decision.

G. The hearing officer shall have continuing jurisdiction over the subject matter of the hearing for the purposes of ensuring compliance with an administrative order,

modifying an administrative order, or, where extraordinary circumstances exist, granting a new hearing.

1.12.160 – Hearing officer’s decision following compliance order hearing.

A. Within a reasonable time following the conclusion of the hearing, the hearing officer shall issue a written decision. The hearing officer shall issue findings on each violation supported by evidence considered at the hearing, and issue his or her determination regarding:

1. The existence of the violation;
2. The failure of the violator or owner to take required corrective action within the time period specified in the compliance order.

The decision of the hearing officer shall be final.

B. If the hearing officer finds by a preponderance of the evidence that a violation has occurred and that the violation was not corrected within the time period specified in the compliance order, the hearing officer shall issue an administrative order, as specified in 1.12.170.

C. If the hearing officer finds that no violation has occurred or that the violation was corrected within the time period specified in the compliance order, the hearing officer shall issue a finding of those facts.

D. The hearing officer shall have continuing jurisdiction over the subject matter of the hearing for the purposes of ensuring compliance with an administrative order, modifying an administrative order, or, where extraordinary circumstances exist, granting a new hearing.

1.12.170 - Administrative order following compliance order hearing.

A. If the hearing officer determines that a violation has occurred which was not corrected within the time period specified in the compliance order, the hearing officer shall issue an administrative order, which shall impose any or all of the following, as appropriate:

1. Impose a penalty, subject to Government Code Sections 36900(b) and 53069.4;

2. Issue a “cease and desist” order requiring the responsible party to immediately stop any act, conduct, or condition that is a violation of this code. A cease and desist order issued pursuant to this section shall be effective upon issuance and shall be served in the manner specified in subsection 1.12.370 of this chapter;

3. Require the responsible party to correct or eliminate any violation, including a proposed schedule for correction or elimination of said violation within a reasonable time. If a violation pertains to building, plumbing, electrical or any other structural issues and the violation does not create an immediate threat to health or safety, the responsible party shall be provided at least fifteen calendar days to correct, abate, or otherwise remedy the violation;

4. Authorize the city to abate or cause the abatement of a nuisance condition where the responsible party has refused or has otherwise neglected to take appropriate steps to correct or eliminate the conditions. The order shall specify that if the city undertakes to abate or eliminate any nuisance condition the city shall be entitled to recover all costs of abatement incurred in performing such work and other costs necessary to enforce the order. Such costs may be recovered by the city as a personal obligation and or through a lien or special assessment on the affected property as provided in this chapter;

5. Sustain, modify or overrule an abatement order issued by an enforcement officer;

6. Require the responsible party to pay the city’s administrative costs, as provided in Section 1.12.180;

7. Any other order or remedy that serves the interests of justice.

B. In determining the amount of the administrative penalty, the hearing officer may take any or all of the following factors into consideration:

1. The duration of the violation;

2. The frequency, recurrence and number of violations, related or unrelated, by the same violator;

3. The seriousness of the violation;
4. The good faith efforts of the violator to come into compliance;
5. The economic impact of the penalty on the violator;
6. The impact of the violation on the community;
7. Such other factors as justice may require.

C. Administrative penalties imposed by the hearing officer shall accrue from the date specified in the compliance order and shall cease to accrue on the date the violation is corrected as determined by the code enforcement officer.

D. Administrative penalties assessed by the hearing officer are a personal obligation of the violator to the city. In addition to all other means of enforcement, if the violation is located on real property, the administrative penalty may be enforced by means of a lien or, alternatively, a special assessment against the real property on which the violation occurred in accord with California Government Code Sections 38773.1 and 38773.5.

E. If the violation is not corrected as specified in the hearing officer's order to correct, administrative penalties shall continue to accrue on a daily basis until the violation is corrected, subject to the maximum fine set forth in California Government Code Section 36901.

1.12.180 - Administrative costs in administrative order after hearing on compliance order.

A. The hearing officer shall assess reasonable administrative costs against the violator when the hearing officer finds that a violation has occurred and that compliance has not been achieved within the time specified in the compliance order.

B. Administrative costs include any and all costs incurred by the city in connection with the matter before the hearing officer including, but not limited to, costs of investigation, costs of scheduling and processing the administrative hearing, staffing costs incurred in preparation for the hearing and for the hearing itself, costs of all inspections necessary to enforce the compliance order, and attorney's fees as permitted in section

1.12.190 – Award of attorney's fees.

In addition to the cost of enforcement and incidental expenses incurred as a result of the enforcement proceeding, pursuant to section 3877.5 of the Government Code, in any proceeding brought to enforce any administrative order to recover any fine, the prevailing party shall be entitled to recover attorney's fees, provided that pursuant to section 38773.5, attorney's fees shall only be available in those proceedings in which the city has provided notice at the commencement of such proceedings that it intends to seek and recover attorney's fees.

1.12.200 - Right to judicial review.

Any person aggrieved by an administrative decision of a hearing officer relating to an administrative citation may obtain review of the administrative decision by filing a petition for review with the superior court in Mendocino County in accordance with the timelines and provisions set forth in California Government Code Section 53069.4. Any person aggrieved by an administrative order of the hearing officer relating to a compliance order may obtain review of the administrative order in the superior court of the county of Mendocino by filing with the court a petition for writ of mandate in accordance with the timelines and provisions set forth in Code of Civil Procedure Section 1094.5.

1.12.210 - Recovery of administrative citation fines and costs.

The city may collect any past due administrative fine or late payment charge by use of all available legal means.

1.12.220 - Report of compliance after administrative order.

If the code enforcement officer determines that compliance has been achieved after a compliance order has been sustained by the hearing officer, the code enforcement officer shall provide to the person who was subject to the compliance order a letter stating that compliance has been achieved.

1.12.220 - Method of service.

- A. All notices required in this chapter shall be served as provided in Section 1.12.370.
- B. Where real property is involved, written notice shall be mailed to the property owner at the address as shown on the latest equalized county assessment roll.

C. Where personal service or service by mail upon the property owner is unsuccessful, a copy of the order shall be conspicuously posted at the property that is the subject of the order.

D. The failure of any person to receive any notice required under this chapter shall not affect the validity of any proceedings taken under this chapter.

1.12.230 - Lien procedure.

A. Whenever the amount of any administrative penalty and/or administrative cost imposed by the hearing officer pursuant to this chapter in connection with real property has not been satisfied in full within ninety days and/or has not been successfully challenged by a timely writ of mandate, this obligation may constitute a lien or special assessment against the real property on which the violation occurred in accord with California Government Code Section 38773.1 or 38773.5.

B. The lien or special assessment provided herein shall have no force and effect until recorded with the county recorder. Once recorded, the administrative order shall have the force and effect and priority of a judgment lien governed by the provisions of Section 697.340 of the Code of Civil Procedure and may be extended as provided in Sections 683.110 to 683.220, inclusive, of the Code of Civil Procedure.

C. Interest shall accrue on the principal amount of the judgment remaining unsatisfied.

D. Prior to recording any such lien or special assessment, the code enforcement officer shall prepare and file with the city clerk a report stating the amounts due and owing.

E. The city clerk shall fix a time, date and place for hearing such a report and any protests or objections thereto by the city council.

F. The code enforcement officer shall cause written notice to be served on the property owner in accord with the notice provisions of California Government Code Section 38773.1.

1.12.240 - Public hearing and protests.

A. Any person whose real property is subject to a lien or special assessment pursuant to Section 1.12.230 may file a written protest with the city clerk and/or may protest orally at the city council meeting.

B. Each written protest or objection must contain a description of the property in which the protesting party is interested and the grounds of such protest or objection.

C. The city council, after the hearing, shall adopt a resolution confirming, discharging or modifying the amount of the lien or special assessment.

1.12.250 - Recording of the lien or special assessment.

Thirty days following the adoption of a resolution by the city council imposing a lien or special assessment, the city clerk shall file the same as a judgment lien or special assessment in the office of the county recorder of Mendocino County, California. The lien or special assessment may carry such additional administrative charges as set forth by resolution of the city council.

1.12.300 - Satisfaction of lien.

Once payment in full is received by the city for outstanding penalties and costs, the code enforcement officer shall either record a notice of satisfaction or provide the property owner or financial institution with a notice of satisfaction so they may record this notice with the office of the county recorder. Such notice of satisfaction shall cancel the city's lien.

1.12.310 - Summary abatement of public nuisance that poses an immediate threat to public health, safety or welfare.

If, upon the determination of the city manager or code enforcement officer, a particular public nuisance poses an immediate threat to public health, safety or welfare, the city manager or code enforcement officer may dispense with notice and hearing requirements and cause all reasonable and feasible actions necessary to immediately abate the activity or activities and/or condition(s) causing the public nuisance.

1.12.320 - City inventory of removed items.

Prior to acting with regard to the summary abatement of a public nuisance as described in Section 1.12.310, the code enforcement officer causing the summary

abatement shall, if feasible, cause an inventory to be taken that lists those items which are proposed to be removed from the property.

1.12.330 - Preparation of summary abatement report.

A. Prior to ordering summary abatement pursuant to this chapter, the city manager or the code enforcement officer shall prepare a written report that sets forth the following:

1. The public nuisance that is the subject of the summary abatement;
2. The reason why advanced notice of the abatement is not feasible;
3. The reason why summary abatement of the public nuisance is required.

1.12.340 - Filing of the original summary abatement report.

The original copy of the summary abatement report shall be filed with the city clerk.

1.12.350 - Method and manner of service of summary abatement order.

A copy of the summary abatement order shall be served as provided in Section 1.12.370 on the owner(s) of record of the property on which the public nuisance occurs or on the person creating, causing, committing, or maintaining the public nuisance.

1.12.360 - Responsibility for public nuisance abatement costs.

If the city elects to undertake abatement of a public nuisance, the owner of record of the property, or the person creating, causing, committing, or maintaining the public nuisance, shall be liable for all costs associated with said abatement that are incurred by the city.

1.12.370 - Notices.

A. All notices required to be given by this chapter, including, but not limited to, administrative citations, compliance orders, administrative orders, notice of hearings and summary abatement reports shall be given either by personal delivery thereof to the person to be notified or by deposit in the United States mail, in a sealed envelope, postage paid, addressed to such person to be notified at his or her last known business or residence address as the address appears in the public records or other records pertaining to the matter to which such notice is directed. Service by mail shall be deemed to have been completed at the time of deposit in the United States mail.

B. Where real property is involved, written notices shall be mailed to the property owner(s) at the address shown on the last equalized county assessment roll.

C. Where personal service by mail upon the property owner is unsuccessful, the city shall cause all of the following to occur:

1. A copy of the noticed material shall be conspicuously posted at the real property which is the subject of the citation, abatement or compliance order;

2. A copy of the notice, as appropriate, shall be published at least once in a newspaper of general circulation in the city. A copy of the notice shall be published at least ten days prior to the date of any public hearing or proceeding related to the notice.

D. Failure to receive any notice specified in this chapter shall not affect the validity of proceedings conducted hereunder.

1.12.380 – Performance of Duties by city manager or designee.

The city manager may perform any of the duties provided for in this Chapter 1.12 to be performed by a city employee, aside from the duties of an administrative hearing officer, or may designate any city employee to perform such duties, upon finding that due to circumstances including, but not limited to, absence or incapacity, the city employee charged with the duty under this Chapter is unable to perform the duty.

SECTION 4. EFFECTIVE DATE

This Ordinance shall be in full force and effect 30 days following its enactment in accordance with California law; and before the expiration of 15 days following passage, this Ordinance shall be published once with the names of the members of the City Council voting for and against the same in a newspaper of general circulation, published in the City of Willits.

SECTION 5. SEVERABILITY

If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decisions shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed and adopted this Ordinance, and each and all provisions hereof, irrespective of the fact that one or more provisions may be declared invalid.

SECTION 6. CEQA EXEMPTION

The City Council finds that this ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment), 15060(c)(3) (the activity is not a project as defined in Section 15378 of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly) and 15061(b)(3) (it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment).

PASSED, APPROVED AND ADOPTED this ____ day of _____ 2016, by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

Mayor of the City of Willits

ATTEST:

City Clerk, City of Willits

I hereby certify that the foregoing Ordinance was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Willits held the _____ day of _____ 2016.

City Clerk, City of Willits

APPROVED AS TO FORM:

H. James Lance, City Attorney
City of Willits