

111 E. COMMERCIAL STREET
WILLITS, CALIFORNIA 95490
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WILLITS CITY COUNCIL AGENDA

WEDNESDAY, JULY 27, 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, Further Review and Possible Adoption of Fiscal Year 2016-17 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
 - July 13, 2016
 - b. Purchase Used Police Vehicle from Auto-Mart of Willits, at a Total Cost of \$ 22,000, Plus the Associated Total Set-Up Costs Estimated at \$ 3,271, from Fund 651 (Asset Forfeiture)
5. **INFORMATIONAL REPORTS**
Matters that do not require action by the City Council but are of public interest.
 - a. Disbursements Journal(s):
 - Warrant Nos. 28722-28728, Totaling \$88,201.41 (Checks are out of order, pre-issue's)
 - Warrant Nos. 28827-28935, Totaling \$388,985.41
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.
 - a. **SITTING AS THE PLANNING COMMISSION** – Discussion and Possible Approval of Request to Waive Boundary Line Adjustment Application Fee for Mr. Morris Kaplan
8. **CITY MANAGER REPORTS AND RECOMMENDATIONS**
 - a. Discussion and Possible Action to Authorize Change in Hours of Operation at City Offices
 - b. 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:
 - Caltrans Relinquishment Project
- j. Other Committee Reports:
 - Economic Development and Financing Corporation (EDFC)
 - North Coast Railroad Authority (NCRA)

11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

12. ENACTMENT OF ORDINANCES

- a. Discussion and Possible Adoption of an Ordinance Amending Willits Municipal Code Chapter 1.12, Entitled "Code Enforcement"

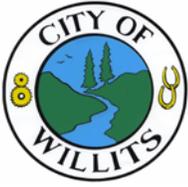
13. GOOD & WELFARE

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 22nd day of July, 2016.
Cathy Moorhead, City Clerk*

**AGENDA SUMMARY REPORT**

To: Honorable Mayor and Council Members

From: Susan Holmes, Finance Director

Agenda Title: DISCUSSION, FURTHER REVIEW AND POSSIBLE ADOPTION OF FISCAL YEAR 2016-17 DRAFT BUDGET

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 15 min.

Summary of Request: At the council meeting on June 26, 2016, City Council reviewed the draft budget, with a budgeted \$462,318 General Fund deficit. Following are the adjustments proposed by Council and staff since, resulting in a General Fund deficit of \$163,873.

GENERAL FUND: Decrease of \$298,445

- Contributions 1070 - additional \$1,500.
 - County Library \$500.
 - EDFC \$1,000.
- Public Works Parks Maintenance 1050 (\$75,205)
 - Added additional cost to tree pruning & removal \$6,000.
 - Removed new fencing at ball fields, savings of \$21,205.
 - Added estimated revenue from truck fill-station \$60,000.
- Swimming Pool Operations 1030 (\$3,325)
 - Increased revenues based on current year updated actual \$3,325.
- Reorganize Police Department (\$169,870)
 - Change hire date for new CSO to 9/1/2016 savings of \$28,917
 - Remove 1.15 FTEs decreased personnel expenditures by \$81,504.
 - Remove Administrative Supervisor position as of 9/30/2016 \$59,450,
- Building Maintenance (\$5,500)
 - Remove reseal and strip City Hall parking lot.
- Human Resources (\$7,800)
 - Reduced costs based on historical.
- Legal Services (\$15,000)
 - Reduced costs per Councils request of a 10% decrease.
- Finance (\$2,150)
 - Remove costs associated with the GFOA Certificate of Achievement for Excellence in Financial Reporting Program.
- Council/Clerk (\$15,000)
 - Remove Records Control Services
- Non-Departmental Revenue (\$1,200)
 - Increase to Police Services revenue based on historical.

These changes and other small adjustments decrease the deficit in the General Fund from \$462,318 to \$163,873.

SEWER FUND a decrease of \$115,908:

- Updated projected 6/30/16 and remaining amount due for replacement blowers

These changes decreased the deficit in the Sewer Fund from \$264,755 to \$148,847.

WATER FUND: a decrease of \$219,500

- Removed valve replacement at Baechtel & Main (35,000)
- Adjusted cost of upgrade tank telemetry (\$7,000)
- Removed two valves at Morris Dam (\$25,000).
- Increased revenues based on 15/16 revenues (\$152,500)

These changes decreased the deficit in the Water Fund from \$917,074 to \$697,574.

Attached as Exhibit "A" is the full budget including the changes mentioned above.

Recommended Action: Review, discuss and adopt Fiscal Year 2016/17 Budget as presented.

Fiscal Impact: As set forth in the budget document.

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

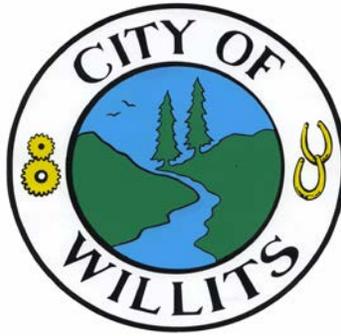
Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____



CITY OF WILLITS
Fiscal Year 2016/2017
Draft Budget

City of Willits



MISSION STATEMENT

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

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

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

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

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

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

| | |
|---|-----|
| FUND 200 – TRAFFIC SAFETY | 71 |
| <hr/> | |
| 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 |
| <hr/> | |
| FUND 202 –SALES TAX – TRANSPORTATION IMPROVEMENT PROGRAM | 83 |
| <hr/> | |
| FUND 212 – LANDFILL REMEDIATION | 85 |
| <hr/> | |
| FUND 213 – LANDFILL POST-CLOSURE | 87 |
| <hr/> | |
| FUND 216 – MAIN ST RELINQUISHMENT PROJECT | 91 |
| <hr/> | |
| FUND 265 – SUCCESSOR AGENCY FOR WILLITS RDA | 93 |
| <hr/> | |
| FUND 431 – LATERAL REPAIR LOANS | 95 |
| <hr/> | |
| FUND 500 – AIRPORT ENTERPRISE | 97 |
| <hr/> | |
| FUND 501 – SEWER ENTERPRISE | 99 |
| <hr/> | |
| FUND 503 – WATER ENTERPRISE | 119 |
| <hr/> | |
| FUND 651 – NARCOTICS SEIZURE – STATE AND LOCAL | 133 |
| <hr/> | |
| FUND 654 FEDERAL NARCOTICS FORFEITURE FUND | 135 |
| <hr/> | |
| FUND 655 DNA COST REIMBURSEMENT PROGRAM FUND | 135 |
| <hr/> | |
| FUND 661 H&S RESTITUTION FUND | 135 |
| <hr/> | |
| CLASSIFICATION AND COMPENSATION PLAN | 139 |
| <hr/> | |
| FIXED ASSETS/CAPITAL PROJECTS – 5 YEAR PLAN | 141 |
| <hr/> | |
| GENERAL FUND RESERVE POLICY | 143 |



CITY OF WILLITS
DRAFT 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 | \$2,427,407 | \$4,248,459 | \$15,000 | \$4,385,767 | \$41,566 | \$0 | | (\$163,873) | \$2,263,533 |
| 200 | Traffic Safety | (0) | 6,000 | 41,566 | 47,566 | | | | 0 | (0) |
| 201 | Gas Tax | (0) | 504,893 | 0 | 365,049 | | | | 139,844 | 139,844 |
| 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 | 39,591 | 165,869 | | 159,540 | | | | 6,329 | 45,920 |
| 501 | Sewer Enterprise | 1,654,753 | 2,899,679 | | 2,591,761 | 10,000 | 446,765 | | (148,847) | 1,505,905 |
| 503 | Water Enterprise | 2,245,224 | 2,583,500 | | 2,980,305 | 15,000 | 285,768 | | (697,574) | 1,547,650 |
| 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 | 123,702 | 15,215 | | 22,000 | | | | (6,785) | 116,917 |
| 662 | Business Loans - Revolving | 95,800 | | | | | | | 0 | 95,800 |
| 663 | Housing Rehab - Revolving | 60,902 | | | | | | | 0 | 60,902 |
| | Totals | \$8,723,673 | \$11,650,820 | \$91,566 | \$11,076,184 | \$91,566 | \$997,533 | \$0 | (\$422,897) | \$8,300,775 |

General Fund Reserve

52%



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 | \$4,268,919 | \$15,000 | \$3,980,736 | \$24,786 | \$11,071 | \$0 | \$267,326 | \$2,427,407 |
| 200 | Traffic Safety | \$0 | \$7,429 | \$24,786 | \$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 | \$178,263 | \$0 | \$153,371 | \$0 | \$0 | \$0 | \$24,892 | \$39,591 |
| 501 | Sewer Enterprise | \$1,810,432 | \$2,874,554 | \$0 | \$2,534,684 | \$10,000 | \$485,550 | \$0 | (\$155,679) | \$1,654,753 |
| 503 | Water Enterprise | \$2,127,239 | \$2,759,934 | \$0 | \$2,353,650 | \$16,460 | \$271,840 | \$0 | \$117,985 | \$2,245,224 |
| 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 | \$17,115 | \$0 | \$7,480 | \$0 | \$0 | \$0 | \$9,635 | \$123,702 |
| 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 | \$11,589,320 | \$966,652 | \$10,457,207 | \$966,652 | \$1,189,522 | \$0 | (\$57,409) | \$8,723,673 |



CITY OF WILLITS
DRAFT 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 | \$3,810,336 | | \$0 | | | \$3,810,336 | \$3,633,889 | | \$0 | | | 3,633,889 |
| 1001 | City Council | 0 | | 126,557 | | | (126,557) | 0 | | 118,930 | | | (118,930) |
| 1002 | Administration | 0 | | 389,276 | | | (389,276) | 0 | | 335,534 | | | (335,534) |
| 1003 | Finance | 20,160 | | 365,108 | | | (344,948) | 5,600 | | 267,322 | | | (261,722) |
| 1004 | Legal | 20,000 | | 126,912 | | | (106,912) | 0 | | 119,500 | | | (119,500) |
| 1005 | Human Resources | 0 | | 50,859 | | | (50,859) | 0 | | 122,565 | | | (122,565) |
| 1006 | Elections | 0 | | 170 | | | (170) | 0 | | 15,146 | | | (15,146) |
| 1007 | Information Technology (IT) | 0 | | 0 | | | 0 | 0 | | 80,100 | | | (80,100) |
| 1010 | Planning | 12,943 | | 101,294 | | | (88,351) | 209,170 | | 375,195 | | | (166,025) |
| 1011 | Code Enforcement | 15,000 | | 39,810 | | | (24,810) | 15,000 | | 43,862 | | | (28,862) |
| 1015 | Building & Safety | 105,875 | | 59,120 | | | 46,755 | 70,000 | | 65,654 | | | 4,346 |
| 1016 | Building Maintenance | 5,274 | | 113,770 | | | (108,496) | 4,000 | | 105,871 | | | (101,871) |
| 1020 | Police Administration | 8,623 | \$0 | 468,521 | | | (459,898) | 43,000 | \$0 | 458,275 | | | (415,275) |
| 1021 | Dispatch | 0 | | 326,723 | | | (326,723) | 0 | | 356,979 | | | (356,979) |
| 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 | | 71,891 | | | 28,109 |
| 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 | 27,500 | | 56,762 | | | (29,262) | 27,500 | | 68,661 | | | (41,161) |
| 1040 | Public Works Administration | 14,155 | | 127,208 | | | (113,053) | 4,000 | | 110,644 | | | (106,644) |
| 1041 | Public Works Operations | 16,489 | | 90,555 | | | (74,066) | 20,000 | | 57,610 | | | (37,610) |
| 1042 | Engineering | 1,071 | | 11,903 | | | (10,832) | 1,200 | | 31,408 | | | (30,208) |
| 1045 | Page Landfill | 0 | | 1,056 | | | (1,056) | 0 | | 1,056 | | | (1,056) |
| 1050 | Park Maintenance | 1,950 | | 113,257 | | | (111,307) | 62,600 | | 122,305 | | | (59,705) |
| 1070 | Community Services | 0 | | 52,041 | | | (52,041) | 0 | | 63,441 | | | (63,441) |
| 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 | 24,786 | | (24,786) | 0 | | 0 | \$41,566 | | (41,566) |
| | Totals | \$4,268,919 | \$15,000 | \$3,980,736 | \$24,786 | \$11,071 | \$267,326 | \$4,248,459 | \$15,000 | \$4,385,767 | \$41,566 | \$0 | (\$163,873) |



CITY OF WILLITS
 DRAFT 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
 DRAFT 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 6/30/2016 | 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 | \$1,650,257 | \$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 | \$2,382,120 | \$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 | \$3,567 | \$3,500 |
| 6300-000 Overhead Allocation | \$582,949 | \$544,168 | \$544,168 | \$544,168 | \$544,168 |
| Total Charges for Services | \$586,911 | \$548,668 | \$546,070 | \$547,735 | \$547,668 |
| <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 | \$3,810,336 | \$3,633,889 |

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 roundabout. 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 \$7,000 <u>\$22,000</u> . |
| 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, o 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 |
| Salaries and Employee Benefits | | | | 6/30/2016 | |
| 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 | \$0 | \$90 | \$258 |
| 2055-000 Office Expense | \$611 | \$650 | \$185 | \$650 | \$3,850 |
| 2081-030 Other Contract Services | \$11,306 | \$6,500 | \$3,465 | \$4,000 | \$7,000 |
| 2090-000 Publications/Legal Notices | \$0 | \$250 | | \$50 | \$250 |
| 2105-000 Training and Travel | \$3,213 | \$1,908 | \$2,849 | \$3,348 | \$3,200 |
| 2199-000 Other Services and Supplies | \$2,945 | \$3,200 | \$211 | \$181 | \$3,500 |
| Total Services and Supplies | \$18,165 | \$13,568 | \$7,535 | \$9,219 | \$18,058 |
| Total Services and Supplies | | | | | |
| Total Appropriations | \$127,506 | \$131,375 | \$111,334 | \$126,557 | \$118,930 |

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.

2081-030 LAFCO fees \$9,885, web-site \$4,500, Web-site redesign project \$4,620. Total \$19,005.

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.

Fund 100-General Fund
Department 1002-General Administration

| | | Actual | Budget | YTD | Projected | Dept |
|---------------------------------------|-----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | 06/30/2015 | 2015-2016 | 5/15/2016 | Actual | Request |
| | | | | | 6/30/2016 | |
| 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 | \$6,262 | \$6,000 |
| 2031-000 | Insurance and Bonds | \$132,342 | \$135,540 | \$136,130 | \$138,322 | \$137,500 |
| 2032-000 | Insurance Deductible | \$9,566 | \$15,000 | \$32,562 | \$32,562 | \$15,000 |
| 2033-000 | Insurance Other | \$3,766 | \$4,535 | \$1,109 | \$1,109 | \$4,535 |
| 2050-000 | Dues and Subscriptions | \$3,889 | \$3,930 | \$3,998 | \$4,472 | \$3,930 |
| 2055-000 | Office Expense | \$19,809 | \$12,000 | \$11,606 | \$16,640 | \$12,000 |
| 2081-028 | MSWMA Beverage Recycling | \$0 | \$5,000 | | \$0 | \$0 |
| 2081-030 | Other Contract Services | \$16,327 | \$19,397 | \$19,247 | \$19,679 | \$19,005 |
| 2084-000 | Tax Administration Fee | \$4,891 | \$5,250 | \$5,822 | \$5,823 | \$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 | \$8,755 | \$8,700 |
| 2105-000 | Training and Travel | \$1,111 | \$3,000 | \$671 | \$701 | \$3,000 |
| 2199-000 | Other Services and Supplies | \$18 | \$0 | | \$15 | |
| Total Services and Supplies | | \$209,351 | \$220,747 | \$224,266 | \$234,499 | \$216,240 |
| 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 | \$389,276 | \$335,534 |
| 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 | \$0 |
| Total Revenue | | \$22,325 | \$5,000 | \$0 | \$0 | \$0 |
| Net City Cost | | (\$341,390) | (\$350,092) | (\$361,300) | (\$389,276) | (\$335,534) |

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 \$65,550 <u>67,700</u> . |
| 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 | Dept |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| Financing Uses | 06/30/2015 | 2015-2016 | 5/15/2016 | Actual | Request |
| | | | | 6/30/2016 | |
| <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 | \$65,550 |
| 2105-000 Training and Travel | \$7,314 | \$6,847 | \$5,478 | \$5,697 | \$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 | \$147,753 | \$91,000 |
| <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 | \$365,108 | \$267,322 |
| <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 | \$18,160 | \$3,600 |
| Total Charges for Services | \$2,251 | \$25,800 | \$18,912 | \$20,160 | \$5,600 |
| Total Revenue | \$2,251 | \$25,800 | \$18,912 | \$20,160 | \$5,600 |
| Net City Cost | (\$340,208) | (\$314,590) | (\$302,557) | (\$344,948) | (\$261,722) |

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 \$~~108,000~~120,000.
~~3011-000~~ — ~~Judgments and damages \$3,000.~~

Fund 100-General Fund
Department 1004-Legal Services

| | <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>6/30/2016</u> | <u>Dept</u> <u>Request</u> |
|-------------------------------------|--|---|--|--|---|
| <u>Financing Uses</u> | | | | | |
| <u>Services and Supplies</u> | | | | | |
| 2050-000 Dues & Subscriptions | \$6,234 | \$6,500 | \$6,021 | \$6,912 | \$6,500 |
| 2061-020 Other Professional Svs | \$170 | \$5,000 | | \$0 | \$5,000 |
| 2081-030 Other Contract Services | \$92,112 | \$120,000 | \$55,768 | \$120,000 | \$108,000 |
| Total Services and Supplies | \$98,515 | \$131,500 | \$61,789 | \$126,912 | \$119,500 |
| <u>Other Charges</u> | | | | | |
| 3011-000 Judgments and Damages | \$0 | \$3,000 | | \$0 | \$0 |
| Total Other Charges | \$0 | \$3,000 | \$0 | \$0 | \$0 |
| Total Appropriations | \$98,515 | \$134,500 | \$61,789 | \$126,912 | \$119,500 |
| <u>Financing Sources</u> | | | | | |
| <u>Miscellaneous Revenue</u> | | | | | |
| 7250-000 Miscellaneous Revenue | \$60,590 | \$22,500 | \$20,000 | \$20,000 | \$0 |
| Total Miscellaneous Revenue | \$60,590 | \$22,500 | \$20,000 | \$20,000 | \$0 |
| Total Revenue | \$60,590 | \$22,500 | \$20,000 | \$20,000 | \$0 |
| Total City Cost | (\$37,926) | (\$112,000) | (\$41,789) | (\$106,912) | (\$119,500) |

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) |
| | _____ | _____ |
| 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. \$2,000,000 ; Police background \$10,000+2,000 . Total \$18,000 <u>12,000</u> . |
| 2091-000 | Job announcements, advertising and printing \$2,500 <u>1,500</u> . |
| 2105-000 | LCW Annual conference; CalPERS Annual conference; California Public Employers Labor Relations Association; HR Law and other conferences and travel \$1,800 <u>1,000</u> . |
| 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>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>6/30/2016</u> | <u>Dept</u> <u>Request</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 | \$995 | \$1,695 |
| 2055-000 Office Expense | \$236 | \$800 | \$603 | \$603 | \$800 |
| 2061-010 Professional Service - Legal | \$3,387 | \$3,500 | \$686 | \$700 | \$3,500 |
| 2061-013 Personnel Services | \$6,194 | \$8,100 | \$13,395 | \$15,000 | \$12,000 |
| 2081-030 Other Contract Services | \$7,882 | \$20,000 | \$16,848 | \$16,848 | \$0 |
| 2091-000 Advertising and Printing | \$1,449 | \$2,500 | \$603 | \$605 | \$1,500 |
| 2105-000 Training and Travel | \$2,768 | \$1,740 | \$1,794 | \$1,794 | \$1,000 |
| 2199-000 Other Svs and Supplies | \$212 | \$350 | \$411 | \$1,500 | \$1,850 |
| Total Services and Supplies | \$22,324 | \$38,685 | \$35,334 | \$38,045 | \$22,345 |
| Total Appropriations | \$64,146 | \$90,940 | \$48,148 | \$50,859 | \$122,565 |
| Net City Cost | (\$64,146) | (\$90,940) | (\$48,148) | (\$50,859) | (\$122,565) |

Fund 100-General Fund
Department 1006-Elections

| | Actual 06/30/2015 | Budget 2015-2016 | YTD 5/15/2016 | Projected Actual 6/30/2016 | 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 | | \$0 | \$400 |
| 2055-000 Office Expense | \$0 | \$250 | | \$68 | \$400 |
| 2081-030 Other Contract Services | \$2,901 | \$0 | | \$0 | \$3,500 |
| 2090-000 Publication & Legal Notices | \$47 | \$125 | | \$0 | \$125 |
| 2105-000 Training and Travel | \$0 | \$150 | \$101 | \$102 | \$0 |
| Total Services and Supplies | \$2,948 | \$925 | \$101 | \$170 | \$4,425 |
| Total Appropriations | \$6,025 | \$925 | \$101 | \$170 | \$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) | (\$170) | (\$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>6/30/2016</u> | <u>Dept</u> <u>Request</u> |
|---------------------------------------|------------------------------------|-----------------------------------|--------------------------------|---|-------------------------------|
| Financing Uses | | | | | |
| Salaries and Employee Benefits | | | | | |
| 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 |
| Services and Supplies | | | | | |
| 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 |
| Fixed Assets | | | | | |
| 4002-000 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Fixed Assets | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Appropriations | \$0 | \$0 | \$0 | \$0 | \$80,100 |
| Financing Sources | | | | | |
| Charges for Services | | | | | |
| 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 6/30/2016 | 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 | \$1,924 | \$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 | \$1,735 | \$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 | \$55,633 | \$249,730 |
| Total Appropriations | \$45,710 | \$343,917 | \$77,654 | \$101,294 | \$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 | \$11,543 | \$8,500 |
| 7250-000 Miscellaneous Revenue | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Charges for Services | \$6,617 | \$12,227 | \$12,022 | \$12,943 | \$12,500 |
| Total Revenue | \$6,617 | \$247,897 | \$12,022 | \$12,943 | \$209,170 |
| Net City Cost | (\$39,093) | (\$96,020) | (\$65,631) | (\$88,351) | (\$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 6/30/2016 | Dept Request |
|--|------------------------------|-----------------------------|--------------------------|---|-------------------------|
| <u>Financing Uses</u> | | | | | |
| <u>Salaries and Employee Benefits</u> | | | | | |
| 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 |
| <u>Services and Supplies</u> | | | | | |
| 2010-000 Clothing and Safety Equipment | \$81 | \$0 | \$54 | \$55 | \$100 |
| 2015-000 Communications | \$140 | \$350 | \$76 | \$82 | \$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 | \$771 | \$900 |
| 2090-000 Publications & Legal Notices | \$0 | \$100 | \$17 | \$17 | \$150 |
| 2101-045 Other Departmental Expense | \$6,551 | \$1,500 | \$211 | \$263 | \$1,500 |
| 2105-000 Training and Travel | \$244 | \$250 | \$0 | \$13 | \$500 |
| Total Services and Supplies | \$8,214 | \$3,200 | \$1,339 | \$1,827 | \$4,150 |
| <u>Other Charges</u> | | | | | |
| 3020-000 ISF Equipment Charges | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Other Charges | \$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 | \$55,720 | \$46,078 | \$34,940 | \$39,810 | \$43,862 |
| <u>Financing Sources</u> | | | | | |
| <u>Charges for Services</u> | | | | | |
| 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) | (\$24,810) | (\$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 6/30/2016 | Dept Request |
|--|------------------------------|-----------------------------|--------------------------|---|-------------------------|
| <u>Financing Uses</u> | | | | | |
| <u>Salaries and Employee Benefits</u> | | | | | |
| 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 |
| <u>Services and Supplies</u> | | | | | |
| 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 | \$140 | \$350 |
| 2050-000 Dues and Subscriptions | \$66 | \$350 | \$215 | \$215 | \$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 | \$800 | \$1,600 |
| Total Services and Supplies | \$26,683 | \$10,665 | \$13,853 | \$14,377 | \$11,050 |
| <u>Other Charges</u> | | | | | |
| 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 | \$59,120 | \$65,654 |
| <u>Financing Sources</u> | | | | | |
| <u>Licenses, Permits and Franchises</u> | | | | | |
| 2401-000 Construction Permits | \$80,979 | \$61,465 | \$71,041 | \$80,343 | \$55,000 |
| 2420-000 Other Permits | \$19,927 | \$15,000 | \$24,494 | \$25,532 | \$15,000 |
| Total Licenses, Permits and Franchises | \$100,906 | \$76,465 | \$95,535 | \$105,875 | \$70,000 |
| Total Revenue | \$100,906 | \$76,465 | \$95,535 | \$105,875 | \$70,000 |
| Net City Cost | \$38,467 | \$17,281 | \$42,102 | \$46,755 | \$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 <u>4,000</u> . |
| 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. |
|----------|----------------------------------|

Fund 100-General Fund
Department 1016-Building Maintenance

| | Actual 06/30/2015 | Budget 2015-2016 | YTD 5/15/2016 | Projected Actual 6/30/2016 | Dept Request |
|---|------------------------------|-----------------------------|--------------------------|---|-------------------------|
| Financing Uses | | | | | |
| Salaries and Employee Benefits | | | | | |
| 1001-000 Regular Employees | \$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 | \$8,255 | \$8,000 |
| 2041-000 Building Maintenance | | \$0 | \$104 | | |
| 2044-000 Vehicle Operations | \$44 | \$50 | \$88 | \$104 | \$150 |
| 2045-000 Maint Buildings & Grounds | \$2,495 | \$12,325 | \$12,139 | \$12,250 | \$4,000 |
| 2055-000 Office Expense | \$12 | \$100 | \$3 | \$5 | \$100 |
| 2061-020 Other Professional Services | \$34,096 | \$37,000 | \$29,150 | \$34,275 | \$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) | (\$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 | \$7,700 | \$6,500 |
| Total Services and Supplies | \$75,723 | \$83,475 | \$74,053 | \$82,339 | \$83,250 |
| 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 | \$113,770 | \$105,871 |
| Financing Sources | | | | | |
| Licenses, Permits and Franchises | | | | | |
| 7250-000 Miscellaneous Revenue | \$10,295 | \$4,000 | \$4,624 | \$5,274 | \$4,000 |
| Total Licenses, Permits and Franchises | \$10,295 | \$4,000 | \$4,624 | \$5,274 | \$4,000 |
| Total Revenue | \$10,295 | \$4,000 | \$4,624 | \$5,274 | \$4,000 |
| Net City Cost | (\$102,436) | (\$108,885) | (\$97,222) | (\$108,496) | (\$101,871) |

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> | 0.25 +0 Remove Position 9/30/2016 |
| Full-time Equivalent | 2.0 | 2.0 2.25 |

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 ~~\$36,485~~^{\$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 | Dept |
|---------------------------------------|----------------------------------|-------------------|------------------|------------------|------------------|------------------|
| | | 06/30/2015 | 2015-2016 | 5/15/2016 | Actual | Request |
| Financing Uses | | | | | 6/30/2016 | |
| Salaries and Employee Benefits | | | | | | |
| 1001-000 | Regular Employees | \$156,037 | \$157,111 | \$108,751 | \$157,111 | \$113,330 |
| 1005-000 | Benefit Buyouts | \$11,680 | \$18,260 | \$17,275 | \$17,275 | \$24,849 |
| 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 | \$8,800 |
| 1012-000 | Medicare | \$2,467 | \$2,555 | \$1,866 | \$2,109 | \$2,058 |
| 1013-000 | Health Insurance | \$44,014 | \$43,829 | \$36,086 | \$40,793 | \$22,767 |
| 1014-000 | Retirement | \$60,663 | \$61,393 | \$75,469 | \$82,469 | \$74,965 |
| 1015-000 | Unemployment Insurance | \$672 | \$672 | \$574 | \$649 | \$672 |
| 1016-000 | Workers Compensation | \$10,007 | \$9,516 | \$8,657 | \$9,786 | \$7,664 |
| Total Salaries and Benefits | | \$299,837 | \$308,760 | \$260,404 | \$323,761 | \$258,855 |
| 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 | \$36,485 |
| 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 | \$191,420 |
| 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 | \$458,275 |

Financing Sources

Miscellaneous Revenue

| | | | | | | |
|----------|-----------------------|---------|----------|---------|---------|----------|
| 3203-000 | Parking Fines | \$4,772 | \$3,000 | \$3,295 | \$4,285 | \$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 | \$8,623 | \$43,000 |
|------------------------------------|--|-----------------|-----------------|----------------|----------------|-----------------|

Other Financing Sources

| | | | | | | |
|----------|------------------------|----------|-----|-----|-----|-----|
| 8202-000 | Operating Transfers In | \$47,076 | \$0 | \$0 | \$0 | \$0 |
|----------|------------------------|----------|-----|-----|-----|-----|

| | | | | | | |
|--------------------------------------|--|-----------------|------------|------------|------------|------------|
| Total Other Financing Sources | | \$47,076 | \$0 | \$0 | \$0 | \$0 |
|--------------------------------------|--|-----------------|------------|------------|------------|------------|

| | | | | | | |
|----------------------|--|-----------------|-----------------|----------------|----------------|-----------------|
| Total Revenue | | \$60,339 | \$41,565 | \$4,442 | \$8,623 | \$43,000 |
|----------------------|--|-----------------|-----------------|----------------|----------------|-----------------|

| | | | | | | |
|----------------------|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| Net City Cost | | (\$381,641) | (\$472,685) | (\$377,831) | (\$459,898) | (\$415,275) |
|----------------------|--|--------------------|--------------------|--------------------|--------------------|--------------------|

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 | 0.150.00 |
| Dispatcher/Clerk | <u>5.00</u> | <u>5.004.00</u> |
| Full-time Equivalent | 5.03 | <u>5.154.00</u> |

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>6/30/2016</u> | <u>Request</u> |
| <u>Financing Uses</u> | | | | | | |
| <u>Salaries and Employee Benefits</u> | | | | | | |
| 1001-000 | Regular Employees | \$180,964 | \$167,694 | \$116,004 | \$131,135 | \$177,161 |
| 1002-000 | Part-Time Employees | \$0 | \$264 | \$1,848 | \$2,089 | \$0 |
| 1003-000 | Overtime | \$23,694 | \$23,415 | \$38,458 | \$43,474 | \$17,133 |
| 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 | \$12,600 |
| 1012-000 | Medicare | \$3,001 | \$2,899 | \$2,391 | \$2,703 | \$2,947 |
| 1013-000 | Health Insurance | \$87,401 | \$67,781 | \$55,659 | \$62,919 | \$75,984 |
| 1014-000 | Retirement | \$34,516 | \$40,955 | \$39,261 | \$44,382 | \$47,998 |
| 1015-000 | Unemployment Insurance | \$1,680 | \$1,680 | \$991 | \$1,121 | \$1,344 |
| 1016-000 | Workers Compensation | \$12,426 | \$10,793 | \$10,429 | \$11,789 | \$10,974 |
| Total Salaries and Benefits | | \$363,541 | \$338,230 | \$287,785 | \$325,323 | \$355,079 |
| <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 | \$356,979 |
| Net City Cost | | (\$363,541) | (\$340,130) | (\$287,785) | (\$326,723) | (\$356,979) |

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 6/30/2016 | 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> | 0.834-00 (9/1/16 hire date) |
| Full-time Equivalent | 1.00 | 0.834-00 |

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 |
| | | | | 6/30/2016 | |
| 1001-000 Regular Employees | \$47,673 | \$53,231 | \$27,410 | \$30,985 | \$32,736 |
| 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 | \$0 |
| 1007-000 Longevity Incentive | \$0 | \$750 | | \$0 | \$0 |
| 1011-000 FICA | \$3,567 | \$4,141 | \$2,113 | \$2,389 | \$2,387 |
| 1012-000 Medicare | \$834 | \$969 | \$494 | \$559 | \$558 |
| 1013-000 Health Insurance | \$25,763 | \$15,009 | \$13,651 | \$15,432 | \$19,285 |
| 1014-000 Retirement | \$10,316 | \$7,857 | \$8,942 | \$10,108 | \$8,748 |
| 1015-000 Unemployment Insurance | \$336 | \$336 | \$287 | \$324 | \$336 |
| 1016-000 Workers Compensation | \$3,403 | \$3,606 | \$2,139 | \$2,419 | \$2,079 |
| Total Salaries and Benefits | \$102,360 | \$98,702 | \$62,076 | \$70,173 | \$71,891 |
| 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 | \$71,891 |
| 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 | \$28,109 |

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

| | <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>6/30/2016</u> | <u>Dept</u> <u>Request</u> |
|--|--|---|--|--|---|
| <u>Financing Uses</u> | | | | | |
| <u>Salaries and Employee Benefits</u> | | | | | |
| 1001-000 Regular Employees | | \$0 | \$0 | \$0 | \$0 |
| 1011-000 FICA | | \$0 | \$0 | \$0 | \$0 |
| 1012-000 Medicare | | \$0 | \$0 | \$0 | \$0 |
| 1013-000 Health Insurance | | \$0 | \$0 | \$0 | \$0 |
| 1014-000 Retirement | | \$0 | \$0 | \$0 | \$0 |
| 1015-000 Unemployment Insurance | | \$0 | \$0 | \$0 | \$0 |
| 1016-000 Workers Compensation | | \$0 | \$0 | \$0 | \$0 |
| Total Salaries and Benefits | \$0 | \$0 | \$0 | \$0 | \$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 \$ 11,625 <u>10,500</u> . |
| 6236-000 | Concessions \$ 1,625 <u>1,325</u> . |
| 6237-000 | Swim Lessons \$ 12,750 <u>6,400</u> . |
| 6238-000 | Water Aerobics \$ 1,000 <u>1,300</u> . |
| 6239-000 | Swim Parties \$ 500 <u>650</u> . |

Fund 100-General Fund
Department 1030-Swimming Pool Operations

| | Actual 06/30/2015 | Budget 2015-2016 | YTD 5/15/2016 | Projected Actual 6/30/2016 | Dept Request |
|---|------------------------------|-----------------------------|--------------------------|---|-------------------------|
| Financing Uses | | | | | |
| Salaries and Employee Benefits | | | | | |
| 1001-000 Regular Employees | \$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 | \$608 | \$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 | \$5,323 | \$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 | \$56,762 | \$68,661 |
| Financing Sources | | | | | |
| Charges for Services | | | | | |
| 6235-000 Pool Admissions | \$13,212 | \$11,950 | \$7,813 | \$11,617 | \$11,625 |
| 6236-000 Concessions | \$2,782 | \$2,700 | \$993 | \$1,638 | \$1,625 |
| 6237-000 Swim Lessons | \$11,333 | \$6,600 | \$6,465 | \$12,765 | \$12,750 |
| 6238-000 Water Aerobics | \$4,674 | \$980 | \$981 | \$980 | \$1,000 |
| 6239-000 Swim Parties | \$1,166 | \$1,350 | \$500 | \$500 | \$500 |
| 7250-000 Miscellaneous Revenue | | | | | |
| Total Charges for Services | \$33,167 | \$23,580 | \$16,752 | \$27,500 | \$27,500 |
| Total Revenue | \$33,167 | \$23,580 | \$16,752 | \$27,500 | \$27,500 |
| Net City Cost | (\$12,884) | (\$43,304) | (\$16,298) | (\$29,262) | (\$41,161) |

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. |
|----------|-------------------------------|

Fund 100-General Fund
Department 1040-Public Works Administration

| | Actual 06/30/2015 | Budget 2015-2016 | YTD 5/15/2016 | Projected Actual 6/30/2016 | Dept Request |
|---|------------------------------|-----------------------------|--------------------------|---|-------------------------|
| Financing Uses | | | | | |
| Salaries and Employee Benefits | | | | | |
| 1001-000 Regular Employees | \$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 | \$7,572 | \$7,603 |
| 2081-030 Other Contract Services | \$2,769 | \$2,000 | \$2,481 | \$2,886 | \$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 | \$73,001 | \$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 | \$127,208 | \$110,644 |
| Financing Sources | | | | | |
| Charges for Services | | | | | |
| 2403-000 Encroachment Permits | \$5,937 | \$6,000 | \$2,685 | \$4,035 | \$4,000 |
| 6650-000 Other Services | | | | | \$0 |
| Total Charges for Services | \$5,937 | \$6,000 | \$2,685 | \$4,035 | \$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 | \$14,155 | \$4,000 |
| Net City Cost | (\$144,226) | (\$122,506) | (\$83,498) | (\$113,053) | (\$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

| <u>Financing Uses</u> | <u>Actual 06/30/2015</u> | <u>Budget 2015-2016</u> | <u>YTD 5/15/2016</u> | <u>Projected Actual 6/30/2016</u> | <u>Dept Request</u> |
|---|------------------------------|-----------------------------|--------------------------|---|-------------------------|
| 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 | \$1,150 | \$1,200 |
| 2041-000 Equipment Maintenance & Supplies | \$8,917 | \$9,000 | \$6,264 | \$6,800 | \$8,000 |
| 2044-000 Vehicle Operations | \$3,102 | \$4,800 | \$3,067 | \$3,505 | \$4,000 |
| 2081-030 Other Contract Services | \$487 | \$900 | \$88 | \$100 | \$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 | \$6,000 | \$3,300 |
| 2105-000 Training and Travel | \$554 | \$1,000 | \$571 | \$571 | \$1,000 |
| Total Services and Supplies | \$18,983 | \$24,122 | \$19,714 | \$21,357 | \$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 | \$90,555 | \$57,610 |
| Financing Sources | | | | | |
| 4211-000 Rental of Bldgs & Grounds | \$4,750 | \$6,000 | \$6,000 | \$7,500 | \$6,000 |
| 6650-000 Other Services | \$13,480 | \$16,000 | \$8,989 | \$8,989 | \$14,000 |
| Total Revenue | \$18,230 | \$22,000 | \$14,989 | \$16,489 | \$20,000 |
| Net City Cost | (\$19,044) | (\$70,606) | (\$68,467) | (\$74,066) | (\$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. |
|----------|--|

Fund 100-General Fund
Department 1042 Engineering

| | | Actual | Budget | YTD | Projected | Dept |
|---|--|-------------------|-------------------|-------------------|-------------------|-------------------|
| | | 06/30/2015 | 2015-2016 | 5/15/2016 | Actual | Request |
| Financing Uses | | | | | 6/30/2016 | |
| 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 | \$1,071 | \$1,200 |
| Total Revenue | | \$0 | \$1,200 | \$1,071 | \$1,071 | \$1,200 |
| Net City Cost | | (\$68,980) | (\$54,160) | (\$22,067) | (\$31,169) | (\$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) | (\$10,832) | (\$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 6/30/2016 | 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 \$8,000 ; fencing at Rec. Grove (1/2 split with Frontier Days) \$7,000; New fence at ball fields \$21,205. Total \$36,205. Total \$15,000. |
| 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. |
| <u>7250-000</u> | <u>Truck water-fill station \$60,000.</u> |

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 |
| | | | | 6/30/2016 | |
| 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 | \$1,252 | \$2,000 |
| 2044-000 Vehicle Operations | \$949 | \$900 | \$705 | \$900 | \$900 |
| 2045-000 Maint Bldgs&Grounds-Vandalism | \$3,831 | \$5,000 | \$3,830 | \$5,970 | \$5,000 |
| 2081-030 Other Contract Services | | \$29,081 | \$30,744 | \$36,266 | \$15,000 |
| 2096-000 Rents & Leases-Bldgs/Impr | | \$0 | \$272 | \$272 | \$300 |
| 2101-045 Other Departmental Expense | \$22,609 | \$17,400 | \$8,689 | \$8,825 | \$11,000 |
| 2105-000 Training and Travel | | \$1,000 | \$0 | \$0 | \$1,000 |
| 2110-000 Utilities | \$15,961 | \$16,000 | \$15,724 | \$16,925 | \$18,000 |
| 2112-000 Disposal Fees | | \$500 | \$38 | \$44 | \$500 |
| Total Services and Supplies | \$46,161 | \$72,681 | \$60,846 | \$70,454 | \$53,700 |
| 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 | \$7,440 | \$12,267 |
| Total Fixed Assets | \$14,624 | \$8,167 | \$7,441 | \$7,440 | \$12,267 |
| Total Appropriations | \$132,603 | \$154,025 | \$99,164 | \$113,257 | \$122,305 |
| Financing Sources | | | | | |
| Revenue From Use of Money/Property | | | | | |
| 4211-000 Rental of Bldgs & Grounds | \$2,600 | \$2,600 | \$1,775 | \$1,950 | \$2,600 |
| Other Financing Sources | | | | | |
| 7250-000 Miscellaneous Revenue | | | | | \$60,000 |
| Total Revenue | \$2,600 | \$2,600 | \$1,775 | \$1,950 | \$62,600 |
| Net City Cost | (\$130,003) | (\$151,425) | (\$97,389) | (\$111,307) | (\$59,705) |

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 \$500. |
| 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. |
| 3032-051 | Contribution to the Willits Chamber of Commerce \$10,000. |
| 3048-000 | Contribution to Economic Development & Finance Corporation (EDFC) \$1,000. |

Fund 100-General Fund
Department 1070-Community Services

| | Actual 06/30/2015 | Budget 2015-2016 | YTD 5/15/2016 | Projected Actual 6/30/2016 | Dept Request |
|--|------------------------------|-----------------------------|--------------------------|---|-------------------------|
| Financing Uses | | | | | |
| Other Contracts | | | | | |
| 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 |
| Other Contributions | | | | | |
| 3031-000 Willits Senior Center | \$7,500 | \$7,500 | \$7,500 | \$7,500 | \$7,500 |
| 3033-000 County Library | \$1,000 | \$100 | \$100 | \$100 | \$500 |
| 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 |
| 3032-051 Willits Chamber of Commerce | | | | | \$10,000 |
| 3048-000 Economic Dev. & Fin. Co. (EDFC) | | | | | \$1,000 |
| Total Other Charges | \$18,500 | \$17,600 | \$17,600 | \$17,600 | \$29,000 |
| Total Appropriations | \$53,712 | \$52,041 | \$43,431 | \$52,041 | \$63,441 |
| Net City Cost | (\$53,712) | (\$52,041) | (\$43,431) | (\$52,041) | (\$63,441) |

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>6/30/2016</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>6/30/2016</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>6/30/2016</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 | \$24,786 | \$41,566 |
| Total Transfers Out | \$36,601 | \$46,197 | \$22,876 | \$24,786 | \$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) | (\$24,786) | (\$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>6/30/2016</u> | <u>Dept</u> <u>Request</u> |
|-------------------------------------|------------------------------------|-----------------------------------|--------------------------------|---|-------------------------------|
| <u>Grand Total</u> | | | | | |
| <u>General Fund Revenues</u> | \$4,461,299 | \$4,525,211 | \$3,446,080 | \$4,283,919 | \$4,263,459 |
| <u>Grand Total</u> | | | | | |
| <u>General Fund Expenses</u> | \$4,138,538 | \$4,545,277 | \$3,420,209 | \$4,016,593 | \$4,427,333 |
| Gain (Loss) | \$322,761 | (\$20,066) | \$25,871 | \$267,326 | (\$163,873) |

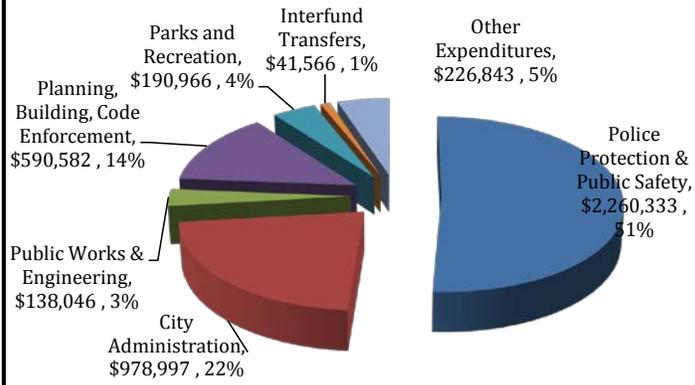
GENERAL FUND TOTALS

| General Fund Expenditures | |
|--|--------------------|
| Police Protection & Public Safety | \$2,260,333 |
| City Administration | \$978,997 |
| Public Works & Engineering | \$138,046 |
| Planning, Building, Code Enforcement | \$590,582 |
| Parks and Recreation | \$190,966 |
| Inter-fund Transfers | \$41,566 |
| Other Expenditures | \$226,843 |
| Total General Fund Expenditures | \$4,427,333 |

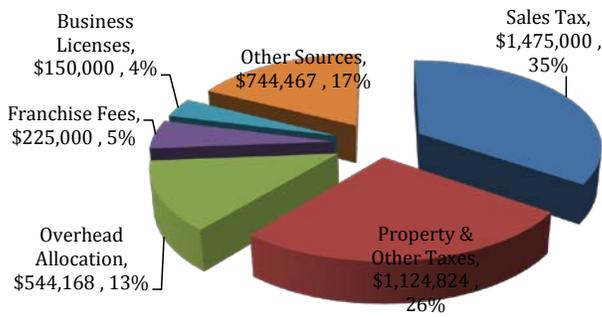
| Expenditures by Type | |
|--|--------------------|
| Salaries & Benefits | \$2,867,270 |
| Services and Supplies | \$1,406,318 |
| Other Charges | \$99,912 |
| Capital & Fixed Assets | \$12,267 |
| Debt Service | \$0 |
| Transfers | \$41,566 |
| Total General Fund Expenditures | \$4,427,333 |

| General Fund Revenues | |
|------------------------------------|--------------------|
| Sales & Use Tax | \$1,475,000 |
| Overhead Allocations | \$544,168 |
| Motor Vehicle License Fees | \$420,000 |
| Property Tax | \$394,824 |
| Room Occupancy Tax | \$310,000 |
| Franchise Fees | \$225,000 |
| Business Licenses | \$150,000 |
| Other Revenue Sources | \$744,467 |
| Total General Fund Revenues | \$4,263,459 |

General Fund Expenditures by Type



General Fund Revenues by Type



FUND 200 PUBLIC WORKS TRAFFIC SAFETY – OPERATIONS 2003

BASIC FUNCTIONS: The Traffic Safety Department oversees and administers the City's traffic safety program. Basic functions include assistance with the engineering and design of projects, vegetation management for sight distance and sign visibility, repair and replacement of traffic and street signs, painting of pavement markings, such as curbs, crosswalks, stop bars, railroad crossings, and traffic lane stripping. 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 | \$7,429 | \$6,000 |
| Total Fines, Forfeitures and Penalties | \$8,200 | \$6,000 | \$7,429 | \$7,429 | \$6,000 |
| Other Financing Sources | | | | | |
| 8202-000 Operating Transfers In | \$36,601 | \$46,197 | \$22,876 | \$24,786 | \$41,566 |
| Total Other Financing Sources | \$36,601 | \$46,197 | \$22,876 | \$24,786 | \$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 <u>\$50,000</u> Total \$32,657 <u>276,657</u> . |
| 6225-000 | Street sweeping reimbursement from Caltrans \$13,300. |
| 6650-000 | Other services \$8,000. |

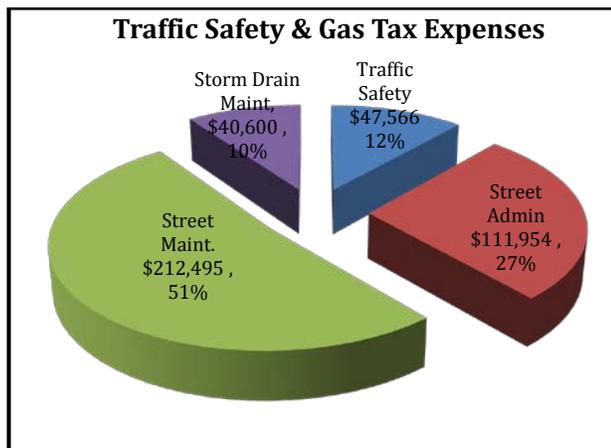
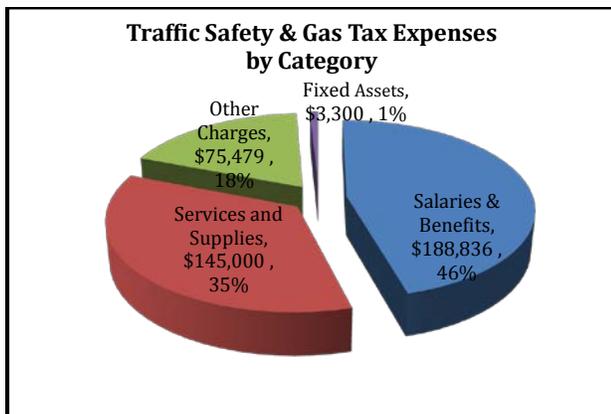
Fund 201-Gas Tax
Department 0201

| | | 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 | \$326,657 |
| Total Intergovernmental Revenue | | \$153,063 | \$384,724 | \$94,188 | \$156,936 | \$483,593 |
| 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 | \$504,893 |
| Net Cost | | \$20,319 | \$12,566 | (\$118,621) | (\$0) | \$139,844 |

TRAFFIC SAFETY AND GAS TAX FUND 200 & 201 EXPENDITURES

| Traffic Safety/Gas Tax Expenses | |
|--|------------------|
| Traffic Safety Fund 200 | \$47,566 |
| Street Administration Fund 201 | \$111,954 |
| Street Maintenance Fund 201 | \$212,495 |
| Storm Drain Maintenance Fund 201 | \$40,600 |
| Total Traffic Safety & Gas Tax Expenditures | \$412,615 |

| Traffic Safety/Gas Tax Expenses by Category | |
|--|------------------|
| Salaries & Benefits | \$188,836 |
| Services and Supplies | \$145,000 |
| Other Charges | \$75,479 |
| Fixed Assets | \$3,300 |
| Debt Service | \$0 |
| Total Traffic Safety & Gas Tax Expenditures | \$412,615 |



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 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>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. |
|----------|---|

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 \$79,500.
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 | \$60,263 | \$79,500 |
| 4211-001 Monthly Vehicle Parking Fee | \$0 | \$2,235 | | \$0 | \$0 |
| 4211-002 Fuel Sales | \$3,102 | \$7,000 | \$2,356 | \$3,000 | \$2,500 |
| Total Rev From Use of Money/Prop | \$53,129 | \$71,435 | \$54,119 | \$63,263 | \$82,000 |
| 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 | \$178,263 | \$165,869 |
| Net City Cost | (\$25,825) | \$5,870 | \$22,790 | \$24,892 | \$6,329 |

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 \$37,046.

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 | \$111,139 | \$37,046 |
| 4003-004 Flow Control Project | \$0 | \$0 | \$0 | \$0 | \$40,000 |
| Total Fixed Assets | \$16,830 | \$293,648 | \$126,870 | \$200,963 | \$94,046 |
| Total Plant Operations | \$631,867 | \$1,021,721 | \$769,382 | \$915,588 | \$939,729 |

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 |
| <u>Services and Supplies</u> | | | | | |
| 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 |
| <u>Other Charges</u> | | | | | |
| 3020-000 Equipment Charges | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Other Charges | \$0 | \$0 | \$0 | \$0 | \$0 |
| <u>Fixed Assets</u> | | | | | |
| 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. |
| 4211-000 | Ford lease agreement \$7,500. |
| 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. |

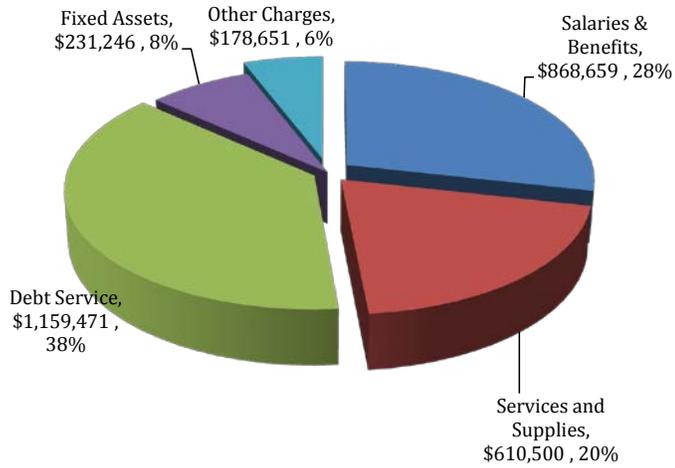
| <u>Fund 501-Sewer Enterprise</u> | | | | | Projected | |
|---|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <u>Department 5017-Contingencies</u> | | Actual | Budget | YTD | Actual | Dept |
| | | 6/30/2015 | 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 | \$3,030,234 | \$3,048,526 |
| <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 | | | \$7,500 | \$7,500 |
| Total Rev From Use of Money/Property | | \$24,172 | \$10,000 | \$1,980 | \$14,480 | \$14,000 |
| <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 | \$2,874,554 | \$2,907,179 |
| Net Revenue (Cost) | | \$290,167 | (\$237,077) | (\$102,318) | (\$155,679) | (\$141,347) |

SEWER FUND EXPENDITURES

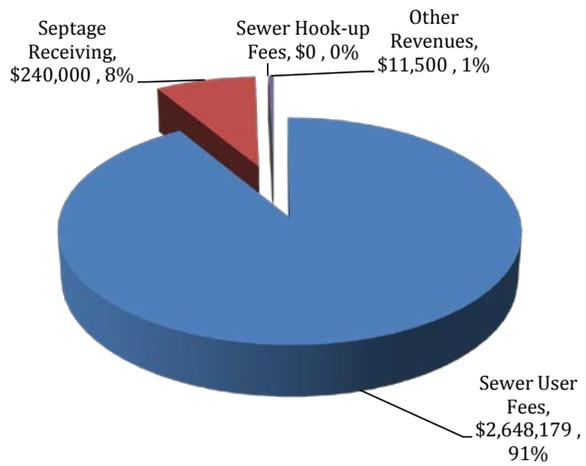
| <u>Sewer Fund Expenses by Category</u> | |
|---|--------------------|
| Salaries & Benefits | \$868,659 |
| Services & Supplies | \$610,500 |
| Debt Service | \$1,159,471 |
| Fixed Assets | \$231,246 |
| Other Charges | \$178,651 |
| Total Sewer Fund Expenditures | \$3,048,526 |

| <u>Sewer Fund Expenses by Department</u> | |
|---|--------------------|
| Sewer Administration | \$187,517 |
| Sewer Maintenance | \$588,696 |
| Sewer Plant Operations | \$939,729 |
| Sewer Engineering | \$80,981 |
| Septage Receiving | \$50,104 |
| Debt Service | \$1,136,902 |
| Other Charges | \$64,597 |
| Total Sewer Fund Expenditures | \$3,048,526 |

Sewer Expenses by Category



Sewer Enterprise Revenues



FUND 503 WATER ADMINISTRATION 5030

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

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 | Dept |
|---------------------------------------|------------------------------|------------------|------------------|------------------|------------------|------------------|
| | | 6/30/2015 | 2015-2016 | 5/15/2016 | Actual | Request |
| Financing Uses | | | | | 6/30/2016 | |
| 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 <u>\$23,000</u> . |

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 | \$0 |
| 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 | \$23,000 |
| Total Fixed Assets | | \$512,312 | \$1,755,154 | \$693,683 | \$693,683 | \$888,000 |
| Total System Maintenance | | \$1,060,281 | \$2,298,592 | \$1,053,509 | \$1,167,747 | \$1,405,864 |

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, 7 days 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 | \$0 |
| Total Fixed Assets | \$21,096 | \$86,798 | \$76,798 | \$76,798 | \$44,000 |
| 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 | \$857,939 |

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 |
|---|------------------|------------------|------------------|------------------|------------------|
| | 6/30/2015 | 2015-2016 | 5/15/2016 | Actual | Request |
| Financing Uses | | | | 6/30/2016 | |
| Services and Supplies | | | | | |
| 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 | \$321 | \$360 |
| 3021-000 Overhead Allocation | \$3,951 | \$2,315 | \$2,315 | \$2,315 | \$2,315 |
| Total Other Charges | \$3,951 | \$2,675 | \$2,636 | \$2,636 | \$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 | \$47,220 | \$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 \$2,500,000. |
| 6601-000 | Penalty Charges \$45,000. |
| 6602-000 | Renewal of Service Charges \$5,000. |
| 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 \$10,500. |
| 6608-000 | Meter Availability Charge \$7,000. |
| 6650-000 | Temporary Construction Meters \$3,000. |

Fund 503-Water Enterprise
Department 5037-Contingencies

| Financing Uses | Actual 6/30/2015 | Budget 2015-2016 | YTD 5/15/2016 | Projected Actual 6/30/2016 | Dept Request |
|--|-----------------------------|-----------------------------|--------------------------|---|-------------------------|
| 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

| Financing Uses | Actual 6/30/2015 | Budget 2015-2016 | YTD 5/15/2016 | Projected Actual 6/30/2016 | Dept Request |
|------------------------------|-----------------------------|-----------------------------|--------------------------|---|-------------------------|
| 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

| Financing Uses | Actual 6/30/2015 | 2015-2016 Council Adopt | YTD 5/15/2016 | Projected Actual 6/30/2016 | Dept Request |
|-----------------------------------|-----------------------------|--|--------------------------|---|-------------------------|
| 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 | \$2,641,950 | \$3,281,074 |

Dept 0503
Financing Sources

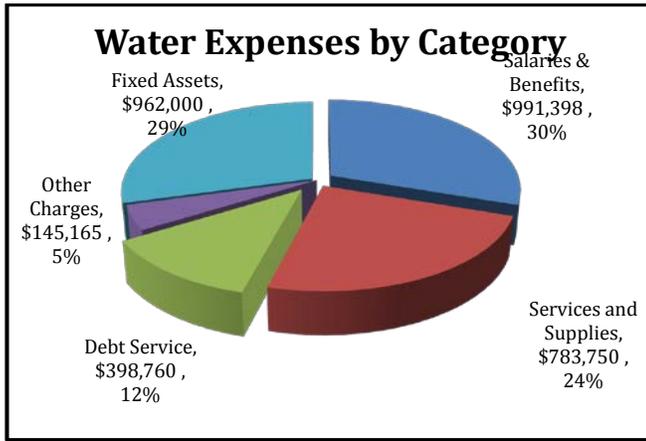
| | Actual 6/30/2015 | Budget 2015-2016 | YTD 5/15/2016 | Projected Actual 6/30/2016 | Dept Request |
|---|-----------------------------|-----------------------------|--------------------------|---|-------------------------|
| Revenue From Use of Money/Property | | | | | |
| 4201-000 Interest Income | \$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 | \$103,522 | \$0 |
| Total Intergovernmental Revenues | \$1,464,340 | \$100,385 | \$100,385 | \$103,522 | \$0 |
| Charges for Services | | | | | |
| 6600-000 Water User Charges | \$2,455,506 | \$2,650,000 | \$2,132,535 | \$2,550,760 | \$2,500,000 |
| 6601-000 Water Penalty | \$46,319 | \$45,000 | \$43,649 | \$47,652 | \$45,000 |
| 6602-000 Renewal of Service Charge | | \$3,500 | \$4,080 | \$5,320 | \$5,000 |
| 6604-000 Water Service Installation Chg | \$4,421 | \$5,000 | \$3,987 | \$3,987 | \$4,000 |
| 6605-000 Water Use Chg Credit Bureau | \$2,539 | \$2,500 | \$1,312 | \$1,514 | \$1,500 |
| 6606-000 Water Hookup Fees | \$3,025 | \$23,000 | \$21,885 | \$21,885 | \$3,000 |
| 6607-000 Back Flow Checks | \$10,605 | \$10,800 | \$8,820 | \$10,569 | \$10,500 |
| 6608-000 Meter Availability Charge | \$8,260 | \$8,400 | \$5,990 | \$7,130 | \$7,000 |
| 6609-000 Credit Card Convenience Fee | | | | | \$0 |
| 6650-000 Other Services | \$2,562 | \$3,000 | \$3,142 | \$3,596 | \$3,000 |
| Total Charges for Services | \$2,533,238 | \$2,751,200 | \$2,225,400 | \$2,652,412 | \$2,579,000 |
| Total Revenue | \$4,008,581 | \$2,859,085 | \$2,329,282 | \$2,759,934 | \$2,583,500 |
| Net Revenue (Cost) | \$1,326,954 | (\$1,069,170) | (\$76,697) | \$117,985 | (\$697,574) |

Fund 503-Water Enterprise
Department 5037-Contingencies

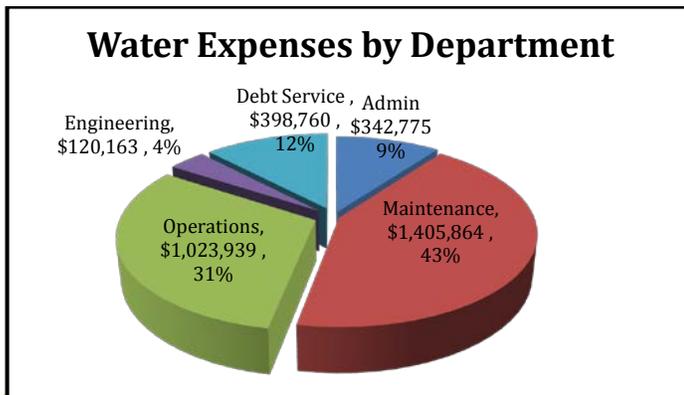
| <u>Financing Uses</u> | <u>Actual 6/30/2015</u> | <u>Budget 2015-2016</u> | <u>YTD 5/15/2016</u> | <u>Projected Actual 6/30/2016</u> | <u>Dept Request</u> |
|---------------------------------------|-----------------------------|-----------------------------|--------------------------|---|-------------------------|
| 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 | \$1,405,864 |
| 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 | \$857,939 |
| Water Engineering 503-5034 | \$42,174 | \$54,588 | \$40,462 | \$47,220 | \$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 | \$2,641,950 | \$3,281,074 |

WATER FUND EXPENDITURES

| Water Fund Expenses by Category | |
|--|--------------------|
| Salaries & Benefits | \$991,398 |
| Services & Supplies | \$783,750 |
| Debt Service | \$398,760 |
| Other Charges | \$145,165 |
| Fixed Assets | \$962,000 |
| Total Water Fund Expenditures | \$3,281,074 |



| Water Fund Expenses by Department | |
|--|--------------------|
| Water Administration | \$332,347 |
| Water Maintenance | \$1,405,864 |
| Water Plant Operations | \$1,023,939 |
| Water Engineering | \$120,163 |
| Debt Service | \$398,760 |
| Total Water Fund Expenditures | \$3,281,074 |



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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 | \$16,900 | \$15,000 |
| Total Miscellaneous Revenue | \$27,100 | \$0 | \$16,612 | \$17,115 | \$15,215 |
| Total Revenue | \$27,100 | \$0 | \$16,612 | \$17,115 | \$15,215 |
| Net Revenue (Cost) | \$27,100 | \$0 | (\$6,678) | \$9,635 | (\$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) | | |

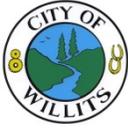
| | <u>SALARY SCHEDULE</u> | <u>CLASSIFICATION</u> | <u>BARGAINING UNIT</u> | <u>Step 1</u> | <u>Step 5</u> |
|--|------------------------|-----------------------|------------------------|---|---------------|
| <u>POLICE DEPARTMENT - CONTINUED</u> | | | | <i>(Annual, unless otherwise noted)</i> | |
| 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.*



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(707) 459-1562 FAX

**WILLITS CITY COUNCIL
MINUTES
WEDNESDAY, MAY 11, 2016**

Mayor Burton called a regular meeting of the City Council to order at 6:30 p.m., in Council Chambers. The meeting was preceded by the pledge to the flag.

Roll Call: Councilmembers Larry Stranske, Madge Strong, Holly Madrigal, Ron Orenstein, and Mayor Bruce Burton were present.

Also present were staff members: Adrienne Moore, City Manager; Jim Lance, City Attorney; Gerry Gonzalez, Police Chief; Rod Wilburn, Public Works Director; Susie Holmes, Finance Director; Dusty Duley, City Planner; John Sherman, Building Official; and Cathy Moorhead, City Clerk.

AMEND THE MAY 11, 2016 AGENDA

(Amendment to the agenda requires a 4/5th vote of the City Council)

Moved by Strong/Seconded by Stranske and carried unanimously to amend the Agenda and move item 5d under Informational Reports to 4b on the Consent Calendar.

Consent Calendar

Authorize City Manager to Finalize and Execute an Early Retirement Waiver and Release Agreement for JC England

2. PUBLIC COMMUNICATIONS

- Bill Barksdale urged the Senior Citizens in our community to watch for the newest scam. Mr. Barksdale wrote a letter to our local newspapers entitled “*Scammers robbing locals*” our seniors are being told they have won the publishers clearing house and to send money.
- A few citizens raised concerns regarding Bicycle Ordinance, personal safety, condition of our sidewalks, and the possibility of another alcohol establishment in Willits, while there’s a possibility of a Medical Marijuana Ban;

3A. WILLITS CHAMBER OF COMMERCE QUARTERLY UPDATE REPORT

Lisa Epstein, Willits Chamber of Commerce President introduced Lynn Kennelly, Executive Director, Board of Director Members Katrina Kessen and Carlin Horger. Tonight’s presentation is to inform the community of the accomplishments the Chamber has achieved in the last year. Such as, new board members, Chamber Mixers, working with the City on the Caltrans Grant process, sponsored trainings, car show, Hometown Celebration, large employer meetings, new volunteers, created new website and many more accomplishments.

The Chamber is also looking at what our community will look like post bypass; and their number one goal is marketing our community to the residents, visitors and potential relocation candidates. With this in mind the Chamber has created a Request for Proposal (RFP). The goals for this RFP are to create an overall strategic marketing plan for the community and brand a story and a comprehensive plan. Therefore, the Chamber asked the City Council to consider taking action to Allocate Funds towards this marketing plan; collaborate with the Chamber in

raising funds from the private sector; and participation from Council Members in the Marketing Selection.

Ms. Epstein thanked the City Council for supporting the Chamber's efforts to strengthen the local economy and work toward their mission, which is to make Willits a better place to live, work and play.

Public Comment: Mark Hurbert expressed concerns with the City of Willits and the Willits Chamber of Commerce work together.

Presentation only; No action taken.

MAYOR BURTON RECUSED HIMSELF AT 7:01 AND EXITED CHAMBERS FOR THE FOLLOWING MATTER. VICE MAYOR ORENSTEIN PRESIDING

3B. PRESENTATION, DISCUSSION AND POSSIBLE ACTION TO APPROVE A PROPOSED PLAN TO USE AND DEVELOP THE FORMER MAIN REMCO HYDRAULICS SITE

City Manager Moore reported that on July 22, 2015, the City Council continued discussion regarding the request of the Willits Environmental Remediation Trust ("Trust") for the City's limited approval of one or more redevelopment projects proposed for the former Remco Hydraulics facility pursuant to the terms of the approved 2011 Final Feasibility Study ("Feasibility Study") for the Remco site. The effect of the City's limited approval would be to relieve the Trust from the obligation to remove all existing structures and foundations from the site. In continuing the matter, the City Council identified certain conditions to be met before it could provide such approval, as follows:

1. From the Willits Trust: Written confirmation by the Trust that, subject to adequate funding from Pepsi: (a) the Consent Decree requires the Trust to complete all remediation work at the Property through and including a written "No Further Action" determination (or its equivalent) from the Court and the Regional Water Quality Control Board; and (b) the Trust will perform such remediation work.
2. From Pepsi: An enforceable, written commitment to fund all Trust activities required to complete the remediation described in Item 1 above, along with a financial assurance mechanism, such as those required by U.S. EPA for closure of a facility (i.e. a letter of credit, bond, corporate guarantee, or other acceptable form of security) reasonably acceptable to the City to assure the completion of such remediation.
3. From any proposed Developer:
 - (a) A Development Plan and detailed Project Financing Plan, including phase by phase budgets and financial statements (including "sources and uses" breakdowns) reasonably acceptable to the City; and
 - (b) Completion Assurances, such as payment bonds, performance bonds, or other construction related surety bonds or completion guaranties, reasonably acceptable to the City, to guarantee completion development work through issuance of a certificate of occupancy.

At the City Council meeting last July, the City Attorney provided a legal analysis of the Council's role in this matter, the applicable standards for approving a project, and the recommended conditions. As well, the Trust's attorney, Philip Hunsucker, in a letter dated June 3, 2015, provided a detailed summary of the cleanup efforts made by the Trust at the Remco site and the specific project approval action that the Trust requests from the City so that the Trust may be relieved from the effort and expense of removing all existing structures and foundations from the site.

Dr. Anne Farr, Trustee and Site Project Manager, provided an update to the City Council as to each of the conditions imposed by the City Council, as well as related information and a timeline of activity since said conditions were imposed. Dr. Farr also advised the City that the Trust now seeks approval for only one redevelopment project, proposed by Ed Mitchell's group.

Ernie Burton, partner in the Mitchell Group, presented their plan, commenting that it is time for this major piece of property to be developed. He noted the project will be developed in four phases, with an estimated \$10.5m in improvements, and may take up to six years to complete all four phases. Their development plan envisions the following:

- Brew Pub with garden patio
- Visitor center
- Retail space
- Public Safety training facility
- Firehouse
- Marketplace
- Manufacturing space
- Sports center

Mr. Burton stated that this development plan would create an estimated 80 jobs in Willits. The Mitchell Group is very excited to move forward with this project.

The Trust has indicated that if the City Council approves the proposed redevelopment project as set forth in the Feasibility Study, it will move forward with the sale of the Remco site to the Mitchell group.

The City's approval of the project under the Feasibility Study would be limited to and for the sole purpose of relieving the Trust from the obligation to removing existing structures and foundations from the Remco site. The approval would have no impact on any land use, permitting, entitlement or other development-related requirements (including environmental review, zoning, traffic, etc.) that would be necessary for development of the Remco site as proposed.

Public Comment: Bill Barksdale, Mark Hurbett, Ann Vander Horck, Jed Diamond, Greg Schindel, and Michael Burgess commented on various issues; water, jobs, location of school, conflict of interest, other interested parties – Skunk Train. Mr. Diamond urged the City Council not to take action on this item tonight. Robert Pinole, General Manager for the Skunk Train gave an outline of events that have taken place between the Skunk Train and the Remco Trust since 2011. Feeling he has done what's been asked of him, and the outcome is unacceptable.

Moved by Strong/Seconded by Madrigal to continue the Public Hearing to the May 27, 2016, City Council meeting.

(Motion Fails - 2/2, with Stranske and Orenstein dissenting; Burton absent)

Moved by Madrigal/Seconded by Orenstein and carried (3/1, with Strong dissenting; Burton absent) to 1) Approve the redevelopment proposal presented by the Mitchell group for the purpose of Section 5.4.2 of the 2011 Final Feasibility Study and that transfer of title of the Trust-Owned Property to the Mitchell, or its affiliate, will satisfy the requirement for a “planned and approved redevelopment of the Site,” relieving the Trust of any obligation to remove existing site structures or foundations (or portions of such structures or foundations) to be removed from the Remco facility; 2) Condition said approval of the resolution regarding the payment of certain legal fees incurred by the City in, among other things, preparing the recent Motion to Modify the Final Amended Consent Decree in the Remco action, which was approved by the Court on May 6, 2016 and supporting the pending request by the Trust for approval under the 2011 Final Feasibility; and 3) direct staff to present a resolution ratifying all of the above for adoption at the next City Council meeting.

RECESS: 8:33 – 8:43 P.M

4. CONSENT CALENDAR

The following item(s) are recommended for approval:

- a. City Council Minutes:
 - ~~April 13, 2016~~ – ***Pulled by City Clerk***
 - ~~April 27, 2016~~ – ***Pulled by City Clerk***
- b. Authorize City Manager to Finalize and Execute an Early Retirement Waiver and Release Agreement for JC England (*moved from Informational Reports*)

Moved by Madrigal/Seconded by Stranske and carried unanimously to approve Consent Calendar items (b) with the removal of all minutes by the City Clerk.

5. INFORMATIONAL REPORTS

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

- a. Disbursements Journal(s):
 - Warrant Nos. 28411-28477, Totaling \$140,764.79
- b. Building Inspection Activity Report(s) – April 2016
- c. Water Consumption/Revenue Chart – April 2016

6. RIGHT TO APPEAL

None presented.

ADJOURNED AS THE WILLITS CITY COUNCIL AND CONVENED AS THE WILLITS PLANNING COMMISSION

7. COMMISSIONS, AGENCIES AND AUTHORITIES

- a. *SITTING AS THE PLANNING COMMISSION* – Discussion and Possible Action on Conditional Use Permit No. U-16-01 for Daniel W. and Jeanne Chesser

Public Comment: None.

Moved by Stranske/Seconded by Strong and carried unanimously to adopt Resolution (No. 2016-06) certifying the Mitigated Negative Declaration and Approving Use Permit #U-16-01 subject to the conditions of approval recommended by staff.

ADJOURNED AS THE PLANNING COMMISSION AND RECONVENED AS THE WILLITS CITY COUNCIL

8A. CITY MANAGER REPORTS

City Manager Moore reported on the following:

- On May 19th the community will be able to preview a mockup of the design concept for the post Main Street Project from 3:00 p.m. – 6:30 p.m. on E. Commercial Street.
- Public Works crew will be moving some of the Planter Boxes from W. Commercial Street to E. Commercial Street.
- 2016 Airport Day is Sunday, September 18th. The committee is in desperate need of volunteers to continue this event. All interested parties should contact the Willits Airport.
- Pool Season is temporarily behind schedule, working on getting staff hired and in place from mid-June to mid-August.
- Public Works Director Rod Wilburn will be leaving the City of Willits at the end of June, but the city is exploring the possibility of contracting with his new firm until the position is filled.

No action taken.

9. DEPARTMENT RECOMMENDATIONS

- a. Administration (*including City Clerk, Finance, Human Resources, Legal*)
 - City Clerk Moorhead thanked Delores Pedersen for her assistance with the April 25th City Council meeting.
 - Finance Director Holmes reported receiving nine replies to the Request for Proposal for a new auditing firm.
 - Human Resources did not report
 - Legal did not report.
- b. Public Safety
 - Police Chief Gonzalez reported the Community Services Officer testing will take place this Friday; with the department still in need of two dispatchers.Community Development (*including Planning, Building, and Code Enforcement*)
 - Building Inspector/Code Enforcement Officer Sherman informed the community of the upcoming Spring Cleanup Day, taking place on May 21st to cleanup Baechtel and Haehl Creeks. Mr. Sherman along with City Attorney Lance are working on a new Nuisance Ordinance.
- c. Public Works & Engineering (*including Engineering, Water and Wastewater Systems*)
 - 1) Adopt a Resolution Awarding a Contract to Rapid Construction, Inc., in an Amount Not to Exceed \$746,647, for the Construction of the Main Street Water Main Replacement Project, Phase III (Project No.2016-01), and Authorize the City Manager to Execute the Contract and Approve Construction Change Orders up to a Cumulative Total of 10% of the Total Contract Amount

Public Comment: None.

Moved by Stranske/Seconded by Strong and carried unanimously to adopt Resolution (No. 2016-07) Awarding a Contract to Rapid Construction, Inc., in an Amount Not to Exceed \$746,647, for the Construction of the Main Street Water Main Replacement Project, Phase III (Project No.2016-01), and Authorize the City Manager to Execute the Contract and Approve Construction Change Orders up to a Cumulative Total of 10% of the Total Contract Amount

Public Works Director Wilburn commented on how grateful and honored it is to be a part of the City of Willits team, and is willing to help out in any way he can. Mayor Burton and the entire City Council thanked Mr. Wilburn for all he has done for the City in the short time he was here.

10. CITY COUNCIL AND COMMITTEE REPORTS

- a. Mendocino Council of Governments (MCOG) met, and reviewed the 2016-17 Fiscal Year Budget.
- b. Local Agency Formation Commission (LAFCO) did not meet.
- c. Mendocino Transit Authority (MTA) met, but Councilmember Strong was unable to attend.
- d. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA) did not meet.
- e. League of California Cities did not meet.
- f. Water & Wastewater Systems Committee did not meet.
- g. Revit-ED Committee did not meet.
- h. Finance Committee did not meet.
- i. Ad Hoc Committees
 - JPA Feasibility Study for Wastewater Treatment Facility did not meet.
 - Caltrans Relinquishment Project did not meet.
- j. Other Committee Reports
 - Economic Development and Financing Corporation (EDFC) meets tomorrow.
 - North Coast Railroad Authority (NCRA) met, and approved the 2015 Audit.

11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

None presented.

12. ENACTMENT OF ORDINANCES

None presented.

13. GOOD & WELFARE

Councilmember Strong informed the community of the upcoming *Let it Shine*, Paint and Restore Campaign taking place at the Willits Center for the Arts. This campaign is to raise funds to make improvements to the exterior of the building.

NO CLOSED SESSION AT TONIGHTS MEETING.

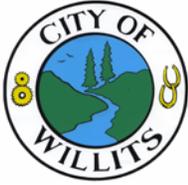
Moved by Stranske/seconded by Strong and carried unanimously to adjourn the meeting at 9:18 p.m.

BRUCE BURTON, Mayor

ATTEST:

CATHY MOORHEAD, City Clerk

COUNCIL MEETING RECORDINGS: City Council meetings are video recorded and broadcast live on the 2nd and 4th Wednesday of each month on Public Access Channel 3 and rebroadcast on Saturday and Sunday at 5:00 p.m. on Government Channel 64. DVD's are available for check-out or may be purchased (with advance notice) for \$15.00 at City Hall.



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**WILLITS CITY COUNCIL
MINUTES
WEDNESDAY, MAY 25, 2016**

Mayor Burton called a regular meeting of the City Council to order at 6:30 p.m., in Council Chambers. The meeting was preceded by the pledge to the flag.

Roll Call: Councilmembers Larry Stranske, Madge Strong, Holly Madrigal, Ron Orenstein, and Mayor Bruce Burton were present.

Also present were staff members: Adrienne Moore, City Manager; Jim Lance, City Attorney; Gerry Gonzalez, Police Chief; Rod Wilburn, Public Works Director; Susie Holmes, Finance Director; Dusty Duley, City Planner; John Sherman, Building Official; and Cathy Moorhead, City Clerk.

DUE TO COUNCILMEMBER MADRIGAL'S EARLY DEPARTURE FROM TONIGHT'S MEETING, MAYOR BURTON MOVED THE CONSENT CALENDAR TO THE FIRST ITEM OF BUSINESS.

MAYOR BURTON RECUSED HIMSELF AT 6:32 P.M., DUE TO A CONFLICT OF INTEREST WITH ITEM 4B, VICE MAYOR ORENSTEIN PRESIDING.

4. CONSENT CALENDAR

The following item(s) are recommended for approval:

- a. City Council Minutes:
 - April 13, 2016 – **Approved**
 - April 27, 2016 – **Approved**
 - ~~May 11, 2016~~ – ***Pulled by the City Clerk***

Moved by Madrigal/Seconded by Strong and carried (4, with Burton absent) to approve Consent Calendar items (a) with removal of the May 11, 2016 minutes.

Removed for separate consideration:

- b. Resolution (**No. 2016-08**) Ratifying Action taken by City Council on May 11, 2016 Approving the Request of the Willits Environmental Remediation Trust (WERT) to Sell the Former Remco Hydraulics Facility and Surrounding Properties to the Ed Mitchell Group

Public Comment: David and Ellen Drell expressed concerns regarding Brown Act compliance with Remco related meetings. Tom Fristoe and Bill Barksdale are concerned about the appearance of Willits; the public was blindsided by the council's decision regarding Remco; and expressed issues with the selling price of the Remco property. Linda Posner commented that people in our community don't attend City Council meetings because they don't feel they have a say.

Moved by Madrigal/Seconded by Stranske and carried (3/1, with Strong dissenting and Burton absent) to approve Consent Calendar items (b).

COUNCILMEMBER MADRIGAL EXCUSED HERSELF FROM THE MEETING AT 7:08 P.M. DUE TO A PRIOR OBLIGATION.

MAYOR BURTON PRESIDING AT 7:08 P.M.

2. PUBLIC COMMUNICATIONS

None presented.

3A. NOTICED PUBLIC HEARING – DISCUSSION AND POSSIBLE ADOPTION OF RESOLUTION APPROVING CHANGES IN CERTAIN FEES AND CHARGES, EFFECTIVE JULY 1, 2016

Mayor Burton commented on the City looking into the possibility of a reduction in water rates; dropping the tiered structure. Councilmember Strong asked that this be brought back as a regular agenda item at an upcoming meeting.

The proposed changes are summarized below:

- General Fund – Engineering, increase Design Work by City Engineer by \$25 to \$150 per hour.
- General Fund – Engineering, increase Review and/or Plan Check by \$25 to \$150 per hour.
- General Fund – Community Development Department, establish a zoning letter fee of \$50. Ea.
- General Fund – Facility Rentals remove Tom Tilton Gym @ Baechtel Grove Middle School, because this is not a City facility.
- Willits Center for the Arts – Remove all fees, rentals; they are now solely the income and responsibility of the Willits Center for the Arts.
- Airport Fund – Hanger Rental increase by \$18 to \$198 per month, with the addition of an Annual Prepaid Discount of 10% and Bi-annual Discount of 5%; Commercial Hanger Rent increase of \$51.13 to \$562.45 per month; Land Lease Hanger Pads increase of \$51.13 to \$562.45 per year; End Storage Lockers increase by \$15 to \$45 a month.
- Sewer Fund – Sewer Special Fees, increase Septage disposal – Additional charge of \$0.065 to \$0.185 per gallon.
- Sewer Fund – Sewer Special Fees, establish Construction Stormwater fee of \$30 per load and Additional charge of \$0.008 per gallon.
- Water Fund – Miscellaneous Fees increase Emergency After-Hours Call Out by \$100 to \$200.
- Water Fund – Truck Fill Station Charges increase annual permit fee from \$150 to \$200; Establish an Additional fee of \$0.015 per gallon; Increase Pin Number Change fee from \$75 to \$100; Increase Key Deposit by \$75 to \$100; Establish a Reprogram Charge for Non-payment \$75.

Public Comment: Bill Barksdale expressed concerns regarding the City selling water.

Moved by Strong/Seconded by Orenstein and carried (3/1, with Madrigal absent and Stranske dissenting) to adopt Resolution (No. 2016-09) approving changes in certain City Fees and Charges, effective July 1, 2016, adding Airport Hanger Rental Discounts; and to revisit of the City's current Water Rates at a future City Council meeting.

5. INFORMATIONAL REPORTS

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

- a. Disbursements Journal(s):

- Warrant Nos. 28478-28485, Totaling \$23,965.73
 - Warrant Nos. 28486-28557, Totaling \$268,113.89
- b. Written Update from Caltrans Regarding the Willits Bypass Project – May 2016

6. RIGHT TO APPEAL

None presented.

7. COMMISSIONS, AGENCIES AND AUTHORITIES

None presented.

8A. DISCUSSION AND DIRECTION REGARDING PRELIMINARY MAIN STREET IMPROVEMENT PLANS RELATED TO CALTRANS RELINQUISHMENT PROJECT

City Manager Moore reported that City staff and the design consultants have been meeting with Caltrans on a regular basis to further discuss coordination of our plans with the relinquishment project, a cooperative agreement, and funding from the City for additions beyond the scope of the relinquishment project. The City, design team and Caltrans have determined that the charrette layout conceptual plans will be submitted to Caltrans by May 30th. City Manager Moore distributed a Draft Technical Memorandum prepared by GHD, Inc. summarizing the work performed for the Willits Main Street Project. The project was divided into four zones for the purpose of construction cost breakdown, including:

- North (Commercial Street to northern project limits near State Street)
- Downtown Core (Commercial Street to Wood Street)
- Downtown Core – South (Wood Street to Valley Street)
- South (Valley Street to State Route Hwy 20)

Upon review of the Memorandum and discussion by the City Council, Mayor Burton commented that this discussion and formal action will be scheduled for the next council meeting.

Public Comment: Bill Barksdale recommended ways to water plants on Main Street, and uses for the current light fixtures. Darlene Bixler requested a copy of the Draft Technical Memorandum from GHD, Inc. so that she can give input at a future meeting.

No action taken.

8B. OTHER CITY MANAGER REPORTS

City Manager Moore reported on the following:

- Rails with Trails Grant Application will be resubmitted before June 15th;
- Plans are in the works for the departure of Public Works Director Wilburn; and
- the City Council was informed that currently all department are short staffed, which in turn makes it difficult to cover all the bases. City Manager Moore asked all to please be aware of the situation and to be patient with City staff.

9. DEPARTMENT RECOMMENDATIONS

- a. Administration (*including City Clerk, Finance, Human Resources, Legal*)
- 1) Award the Contract for Auditing Services to Moss, Levy & Hartzheim LLP, Certified Public Accountants

Moved by Strong/Seconded by Stranske and carried unanimously to award the contract for Auditing Services to Moss, Levy & Hartzheim LLP, Certified Public Accountants.

- City Clerk did not report.
 - Finance had no further reports.
 - Human Resources did not report.
 - Legal did not report.
- b. Public Safety did not report.
- c. Community Development (*including Planning, Building, and Code Enforcement*)

- City Planner Duley informed the community of the upcoming public workshop that will be held on June 16th at City Hall, to discuss the Willits Streets and Alleys Connectivity Study. Mr. Duley also thanked those in the community who attended the Street Fair and was appreciative for their input and participation.
- d. Public Works & Engineering (*including Engineering, Water and Wastewater Systems*)
 - Public Works Director Wilburn gave a complete rundown of all departments:
 - *Water Department:* the flushing process has been completed. The entire water system was flushed this year, which in turn should improve both brown water issues and disinfection by-product issues; recognized Clarence Tarver, Chief Water Plant Operator, along with Scott Herman, Utilities Superintendent for a job well do keeping the Water Plant operations running smoothly; Water Line Phase III Project is scheduled to start on June 20th, which will push the majority of budget for this project into fiscal year 2016-17; and Mr. Wilburn is currently working with all departments regarding the 2016-17 Fiscal Year Budgets.
 - *Wastewater Department, Wastewater Septage Receiving Station* will be completed within the next 2 weeks, with training and start-up being conducted by Franklin Miller (company that supplied the unit); and the new blowers for Aeration Basins have been pushed back for delivery for some time in July.
 - *Public Works Department:* Mr. Wilburn commended Public Works Supervisor Bill Wilson and his crew for the tremendous amount of work they have completed over the past 6 months. Also, Public Works is looking to hire a part-time seasonal Parks Worker very soon.
 - *Engineering Department:* has been very involved with both the Water and Wastewater Departments this year. Andrea Trincado is busy working on the 2016-17 Budgets; and both Andrea Trincado and Jeremy Ronco have been surveying Main Street for the potential task sharing agreement with Caltrans on the design side.

10. CITY COUNCIL AND COMMITTEE REPORTS

- a. Mendocino Council of Governments (MCOG) did not meet.
- b. Local Agency Formation Commission (LAFCO) met May 12th for a Special meeting to discuss Revised Mendocino LAFCO Fee Schedule, Calpella County Water District Request for Annexation Deposit Fee Waiver/Reduction, Baracco and Associates Contract for MSR Completion, and Public Employment for Independent Clerk Contract.
- c. Mendocino Transit Authority (MTA) did not meet. Next regularly scheduled meeting will be held on Thursday, May 26th.
- d. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA) did not meet. But Vice Mayor Orenstein addressed the future of MSWMA and informed the council that at their June 30th meeting they will be having this discussion. Mr. Orenstein asked for feedback from the City Council regarding their future.
- e. League of California Cities Legislative Committee meeting was held in Lakeport. A presentation was done by Sherriff Brian Martin regarding the Valley Fire. City Manager Moore commented that Sherriff Martin's presentation of both video footage and 911 audio recordings were chilling.
- f. Water & Wastewater Systems Committee did not meet.
- g. Revit-ED Committee did not meet.
- h. Finance Committee did not meet.
- i. Ad Hoc Committees:
 - JPA Feasibility Study for Wastewater Treatment Facility did not meet. Mayor Burton requested agendizing this topic for upcoming council discussion. City Manager Moore commented that a letter has been sent to Brooktrails Community Service District informing them that the City is requesting a meeting.
 - Caltrans Relinquishment Project - no further reports.
- j. Other Committee Reports:

- Economic Development and Financing Corporation (EDFC) did not meet.
- North Coast Railroad Authority (NCRA) did not meet.

COUNCILMEMBER MADRIGAL RETURNED AT 9:08 P.M. FOR THE REMAINDER OF THE MEETING.

11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

Councilmember Madrigal apologized for her departure from tonight's meeting, she was asked to take part in tonight's Willits High School Awards Night. Commenting that over \$70,000 was donated by local business for these awards, and how rewarding this is for our community.

12. ENACTMENT OF ORDINANCES

- a. Discussion and Direction to Staff Regarding Draft Revised Code Enforcement Ordinance

After a lengthy discussion by the City Council; the council decided to continue this discussion to the June 7th City Council meeting with the return of Code Enforcement Officer John Sherman and directed City Attorney Lance to look into other city's ordinances that have already banned the Cultivation of Marijuana.

13. GOOD & WELFARE

None presented.

ADJOURNED TO CLOSED SESSION AT 9:11 P.M.

14. CLOSED SESSION NOTICE

- a. Pursuant to Government Code §54957 – Public Employee Appointment: Interim Chief Operator at the Wastewater Plant

Council reconvened to open session at 9.39 p.m., with no action to report from Closed Session.

Moved by Stranske/seconded by Strong and carried unanimously to adjourn the meeting at 9:39 p.m.

BRUCE BURTON, Mayor

ATTEST:

CATHY MOORHEAD, City Clerk

COUNCIL MEETING RECORDINGS: City Council meetings are video recorded and broadcast live on the 2nd and 4th Wednesday of each month on Public Access Channel 3 and rebroadcast on Saturday and Sunday at 5:00 p.m. on Government Channel 64. DVD's are available for check-out or may be purchased (with advance notice) for \$15.00 at City Hall.



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

**WILLITS CITY COUNCIL
SPECIAL MEETING MINUTES
TUESDAY, JUNE 7, 2016**

Mayor Burton called a special meeting of the City Council to order at 5:42 p.m., in Council Chambers.

Roll Call: Councilmembers Larry Stranske, Madge Strong (arrived at 5:44 p.m.), Holly Madrigal, Vice Mayor Ron Orenstein, and Mayor Bruce Burton were present.

Also present were staff members: Adrienne Moore, City Manager; Jim Lance, City Attorney; Gerry Gonzales, Police Chief; Susie Holmes, Finance Director/City Treasurer; Dusty Duley, Planning Department; John Sherman, Building Inspector/Code Enforcement Office; and Cathy Moorhead, City Clerk.

2. PROCLAMATION DESIGNATING WESTERN WEAR DAYS JUNE 25TH THROUGH JULY 4TH, 2015

Mayor Burton read the proclamation for the record, presenting it to Jeff Cook, Willits Frontier Days Board of Directors.

Public Comment: Jeff Cook highlighted this year's upcoming events, encouraging all to attend and help celebrate the "90TH" Year of Willits Frontier Days. Mr. Cook thanked Marcy Barry, President of Willits Frontier Days and her husband Fred Barry for all they do for this event and our community, and a special "Hats-Off" to Jim Yokum. Willits Frontier Days Sweetheart contestants, Calayan Knight, Halee Reed, Sierra Skinner, and Cheyenne Walters introduced themselves and informed the community of their upcoming future plans.

Presentation only: No action taken.

3. RESOLUTIONS PERTAINING TO NOVEMBER 8, 2016 ELECTION, AS FOLLOWS: 1) CALLING AND GIVING NOTICE OF GENERAL MUNICIPAL ELECTION FOR THE ELECTION OF CITY COUNCILMEMBERS; 2) CONSOLIDATING GENERAL MUNICIPAL ELECTION WITH STATEWIDE GENERAL ELECTION; AND 3) SETTING ELECTION REQUIREMENTS FOR CANDIDATES FOR ELECTIVE OFFICE REGARDING CANDIDATES STATEMENTS

Public Comment: None.

Moved by Madrigal/Seconded by Strong and carried unanimously to approve Resolutions (No. 2016-10, 11 & 12) pertaining to November 8, 2016 Election, as Follows: 1) Calling and Giving Notice of General Municipal Election for the Election of City Councilmembers; 2) Consolidating General Municipal Election with Statewide General Election; and 3) Setting Election Requirements for Candidates for Elective Office Regarding Candidates Statements.

4. PRESENTATION, DISCUSSION AND POSSIBLE DIRECTION/ACTION REGARDING PRELIMINARY MAIN STREET IMPROVEMENT PLANS AS THEY RELATE TO CALTRANS RELINQUISHMENT PROJECT

Alison Parnell from LGC and John Gibbs from WRT, Fehr & Peers commented how exciting the Main Street Improvement Plan process has been, with the tremendous feedback and positive energy from the community. The design team of WRT, Fehr & Peers, and GHD, Inc. have been working at an accelerated pace since the Main Street Planning Fair, held in mid-April,

community workshops, and the living preview to look at how our Main Street could be laid-out. All of this has been completed in order to bring forward a conceptual design for the portion of Main Street that's to be relinquished.

The City Council discussed the following with WRT:

- Desire to include irrigation in the original project construction, even if landscape installation happens as a separate phase.
- Proposed improvements at the State Street/Main Street cross walk; due to a tremendous amount of pedestrian traffic from the high school.
- Challenges at the Valley Street and Main Street intersection. Discussion about whether to remove the proposed center median (a flush, at-grade median), whether to eliminate the proposed bulb out on the south side of West Valley in order to facilitate right hand turn movements and whether to allow left hand turns onto Main Street from East Valley.

Mayor Burton recommended allocating \$1 million dollars of the City's sales tax revenue for improvements to Main Street. After much discussion by the council about how to move forward with Caltrans, concerns with project cost over runs, and how the City-allocated funds would be utilized, the council made a motion to allocate \$1.5 million dollars to the Main Street Relinquishment Project.

Public Comment: Bill Barksdale recommended ways to water plants on Main Street, and uses for the current light fixtures.

Moved by Madrigal/Seconded by Strong and carried (3/2, with Stranske and Burton dissenting) to allocate \$1.5 Million Dollars from the City's One-Half Percent Sales Tax Fund to the Main Street Relinquishment Project.

RECESS: 8:35 – 8:48 P.M.

5. DISCUSSION AND POSSIBLE APPROVAL TO AUTHORIZE CITY MANAGER TO ISSUE A REQUEST FOR QUALIFICATIONS FOR ENGINEERING AND RELATED CONSULTING SERVICES

Public Comment: None.

Moved by Madrigal/Seconded by Strong and carried unanimously to authorize the City Manager to Issue a Request for Qualifications for Engineering and Related Consulting Services.

6. CONTINUED DISCUSSION AND DIRECTION TO STAFF CONCERNING CITY CODE ENFORCEMENT PROCEDURES AND THE ABATEMENT OF PUBLIC NUISANCES

This matter is continued from the May 25, 2016 City Council meeting where the Council reviewed and considered a new proposed code enforcement ordinance and directed City Attorney Lance to review the code enforcement ordinances of other California cities that regulate or ban the outdoor cultivation of marijuana. The Council expressed concern that the proposed ordinance would not materially streamline the existing procedures of abating unlawful, outdoor marijuana cultivation. Some members of the Council expressed the view that marijuana cultivation is so offensive to neighboring residents that "summary abatement" is warranted. Summary abatement refers to a procedure that allows City staff to enter private property, without prior notice or consent, in order to make emergency repairs or otherwise eliminate a public nuisance. As explained in the meeting, it is the City Attorney's view that summary abatement is only permissible in rare circumstances in which a public nuisance on private property poses an imminent threat to human health or safety and in which there is no time to

seek a court order to enter the property. Absent such emergency circumstances, the City must obtain consent or a court order to enter private property and must afford due process of law.

City Attorney Lance reviewed 12 sample city ordinances regarding enforcement procedures that ban or regulate marijuana cultivation that are posted on the League of California Cities website that ban or regulate cultivation to determine the enforcement methods used and each of these 12 ordinances declares that violation of the cultivation ordinance constitutes a public nuisance. Each ordinance either states that the public nuisance violation is enforced pursuant to that city's code enforcement ordinance, or the cultivation ordinance identifies the available enforcement remedies. Those listed remedies are limited to the typical procedures found in any code enforcement ordinance: filing of a civil action for injunctive relief, damages, and order of abatement and recovery of attorney fees and costs; criminal prosecution as a misdemeanor offense; administrative enforcement and assessment of fines and penalties. There were no innovative, streamlined remedies unique to cultivation and, instead, all identified remedies are the standard ones for abating any public nuisance. The objective in any public nuisance matter on private property is to obtain compliance as soon as possible. In non-emergency situations that do not justify use of summary abatement, the City may seek issuance of an enforceable court order to enjoin or abate a nuisance through the filing of a civil action. To prevail, City staff will need satisfactory proof of the existence of a nuisance. If that proof cannot be met without entry onto a private area of the property, and if consent is withheld, it may first be necessary to obtain an inspection warrant from the court based upon sworn witness declarations or other evidence of the probable existence of a violation, such as complaints of odor. Following issuance of a warrant and inspection and verification of the nuisance, the City would then seek an order from the court allowing the City to abate the nuisance at the expense of the occupant, or an order enjoining the violator from allowing the nuisance to continue. The City would seek a judgment including recovery of all of its attorney fees and costs incurred in that process.

Following tonight's discussion, the City Council directed City Attorney Lance to bring back a draft Code Enforcement Ordinance for their review.

Public Comment: Bill Barksdale would like to know how other municipalities tolerate the use of cannabis without a complete ban.

7. CLOSED SESSION

- a. Conference with Legal Counsel Pursuant to Government Code §54956.9b – Anticipated Litigation

ADJOURNED TO CLOSED SESSION AT 9:23 p.m.

8. ADJOURNMENT

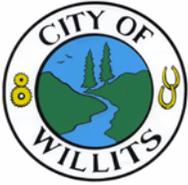
Council reconvened to open session at 9:32 p.m., with no action to report from Closed Session.

Moved by Stranske/seconded by Madrigal and carried unanimously to adjourn the meeting at 9:32 p.m

BRUCE BURTON, Mayor

ATTEST:

CATHY MOORHEAD, City Clerk



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Gerardo Gonzalez, Chief of Police

Agenda Title: AUTHORIZE THE PURCHASE OF ONE USED POLICE VEHICLE FROM AUTO-MART OF WILLITS, AT A TOTAL COST OF \$ 22,000, PLUS THE ASSOCIATED TOTAL SET-UP COSTS ESTIMATED AT \$ 3,271, FROM FUND 651 (ASSET FORFEITURE)

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

Summary of Request: The Police Department has continued to receive asset forfeiture funds through an MOU with the District Attorney's Office, which have been deposited into fund 651. There are currently enough funds in this account to allow for the purchase of this vehicle in the attached sales contract from Auto-mart and for approximately \$3,271 in set-up expenses which would allow for the vehicle to be equipped with the necessary emergency equipment. The laws surrounding asset forfeiture funds state that the funds shall not be used to supplant the regular budget. In essence, these funds can only be used to augment the police budget. The Police Department is looking to add this special purpose SUV style vehicle to augment the current fleet. This Vehicle is an all-wheel drive vehicle and would be used as a mobile command post during emergency situations. The vehicle also qualifies as an on-duty emergency vehicle once it's equipped with emergency lighting and a siren it would allow it to be used by any officer if the need arises. This special purpose vehicle is not currently factored into our budget. Purchasing this vehicle at this time would not affect the current General Fund as these funds would be spent from fund 651. Attached is a purchase contract from Auto-Mart for a used 2014 Ford Police Interceptor Utility vehicle with mileage of 4513 miles. This purchase is only being considered at this time because the opportunity arose when the vehicle became available at the local dealership.

Recommended Action: Authorize the purchase and expenditure of this Police vehicle from Auto-mart, at a total cost of \$22,000, plus the associated total set-up costs estimated at \$3,271, from Fund 651 (Asset Forfeiture).

Alternative(s): The Council could elect not to authorize the purchase of the additional police patrol units and instead wait until the next budget cycle, at which time there would be a direct cost to the General Fund.

Fiscal Impact: Cost of vehicles is \$22,000 plus estimated \$3,271 in set-up costs from Fund 651. Currently, Fund 651 has an approximate fund balance of \$225,000 before this expenditure, leaving adequate money in this account for other unexpected expenses.

Personnel Impact: Minimal.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

D. (Optional) Theft Deterrent Device(s)

1. (paid to) _____ \$ 0.00 (D1)

2. (paid to) _____ \$ 0.00 (D2)

3. (paid to) _____ \$ 0.00 (D3)

E. (Optional) Surface Protection Product(s)

1. (paid to) _____ \$ 0.00 (E1)

2. (paid to) _____ \$ 0.00 (E2)

F. EV Charging Station (paid to) _____ \$ 0.00 (F)

G. Sales Tax (on taxable items in A through F) \$ 1,634.60 (G)

H. Electronic Vehicle Registration or Transfer Charge (not a governmental fee) (paid to) _____ \$ 0.00 (H)

I. (Optional) Service Contract(s)

1. (paid to) _____ \$ 0.00 (I1)

2. (paid to) _____ \$ 0.00 (I2)

3. (paid to) _____ \$ 0.00 (I3)

4. (paid to) _____ \$ 0.00 (I4)

5. (paid to) _____ \$ 0.00 (I5)

J. Prior Credit or Lease Balance (e) paid by Seller to Vehicle 1 _____ Vehicle 2 _____ \$ 0.00 (J)
(see downpayment and trade-in calculation) **N/A**

K. (Optional) Debt Cancellation Agreement \$ 0.00 (K)

L. (Optional) Used Vehicle Contract Cancellation Option Agreement \$ 0.00 (L)

M. Other (paid to) _____ \$ 0.00 (M)
For _____

N. Other (paid to) _____ \$ 0.00 (N)
For _____

Total Cash Price (A through N) \$ 21,752.75 (1)

2. Amounts Paid to Public Officials

A. Vehicle License Fees \$ 239.00 (A)

B. Registration/Transfer/Titling Fees \$ 0.00 (B)

C. California Tire Fees \$ 0.00 (C)

D. Other _____ \$ 0.00 (D)

Total Official Fees (A through D) \$ 239.00 (2)

3. Amount Paid to Insurance Companies
(Total premiums from Statement of Insurance) \$ 0.00 (3)

4. State Emissions Certification Fee or State Emissions Exemption Fee \$ 8.25 (4)

5. **Subtotal (1 through 4)** \$ 22,000.00 (5)

6. Total Downpayment

A. Total Agreed Value of Property Being Traded-In (see Trade-In Vehicle(s)) \$ 0.00 (A)
Vehicle 1 \$ 0.00 Vehicle 2 \$ 0.00

B. Total Less Prior Credit or Lease Balance (e) \$ 0.00 (B)
Vehicle 1 \$ 0.00 Vehicle 2 \$ 0.00

C. Total Net Trade-In (A-B) (indicate if negative number) \$ 0.00 (C)
Vehicle 1 \$ 0.00 Vehicle 2 \$ 0.00

D. Deferred Downpayment Payable to Seller \$ 0.00 (D)

E. Manufacturer's Rebate \$ 0.00 (E)

F. Other _____ \$ 0.00 (F)

G. Cash, Cash Equivalent, Check, Credit Card, or Debit Card \$ 22,000.00 (G)

Total Downpayment (C through G) \$ 22,000.00 (6)
(If negative, enter zero on line 6 and enter the amount less than zero as a positive number on line 1J above)

7. Amount Financed (5 less 6) \$ 0.00 (7)

Term _____ Mos. or 0 _____ Miles

I2 Company N/A

Term _____ Mos. or 0 _____ Miles

I3 Company _____

Term _____ Mos. or _____ Miles

I4 Company _____

Term _____ Mos. or _____ Miles

I5 Company _____

Term _____ Mos. or _____ Miles

Buyer X _____

Trade-In Vehicle(s)

1. Vehicle 1

Year _____ Make _____

Model _____ Odometer 0

VIN _____

a. Agreed Value of Property \$ 0.00

b. Buyer/Co-Buyer Retained Trade Equity \$ _____

c. Agreed Value of Property Being Traded-In (a-b) \$ 0.00

d. Prior Credit or Lease Balance \$ 0.00

e. Net Trade-In (c-d) (must be ≥ 0 for buyer/co-buyer to retain equity) \$ 0.00

2. Vehicle 2

Year _____ Make _____

Model _____ Odometer 0

VIN _____

a. Agreed Value of Property \$ 0.00

b. Buyer/Co-Buyer Retained Trade Equity \$ _____

c. Agreed Value of Property Being Traded-In (a-b) \$ 0.00

d. Prior Credit or Lease Balance \$ 0.00

e. Net Trade-In (c-d) (must be ≥ 0 for buyer/co-buyer to retain equity) \$ 0.00

Total Agreed Value of Property Being Traded-In (1c+2c) \$ 0.00 *

Total Prior Credit or Lease Balance (1d+2d) \$ 0.00 *

Total Net Trade-In (1e+2e) \$ 0.00 *

(*See item 6A-6C in the Itemization of Amount Financed)

OPTION: You pay no finance charge if the Amount Financed, item 7, is paid in full on or before _____, Year _____.
SELLER'S INITIALS _____

Trade-In Payoff Agreement: Seller relied on information from you and/or the lienholder or lessor of your trade-in vehicle(s) to arrive at the payoff amount shown as the Prior Credit or Lease Balance in Trade-In Vehicle(s). You understand that the amount quoted is an estimate.

Seller agrees to pay the payoff amount shown as the Prior Credit or Lease Balance in Trade-In Vehicle(s) to the lienholder or lessor of the trade-in vehicle(s), or its designee. If the actual payoff amount is more than the amount shown as the Prior Credit or Lease Balance in Trade-In Vehicle(s), you must pay the Seller the excess on demand. If the actual payoff amount is less than the amount shown as the Prior Credit or Lease Balance in Trade-In Vehicle(s), Seller will refund to you any overage Seller receives from your prior lienholder or lessor. Except as stated in the "NOTICE" on the back of this contract, any assignee of this contract will not be obligated to pay the Prior Credit or Lease Balance shown in Trade-In Vehicle(s) or any refund.

Buyer Signature X _____ **Co-Buyer Signature X** _____

AUTO BROKER FEE DISCLOSURE

If this contract reflects the retail sale of a new motor vehicle, the sale is not subject to a fee received by an autobroker from us unless the following box is checked:

Name of autobroker receiving fee, if applicable: _____

HOW THIS CONTRACT CAN BE CHANGED. This contract contains the entire agreement between you and us relating to this contract. Any change to the contract must be in writing and both you and we must sign it. No oral changes are binding.

AUTO BROKER FEE DISCLOSURE

If this contract reflects the retail sale of a new motor vehicle, the sale is not subject to a fee received by an autobroker from us unless the following box is checked:

Name of autobroker receiving fee, if applicable: _____

HOW THIS CONTRACT CAN BE CHANGED. This contract contains the entire agreement between you and us relating to this contract. Any change to the contract must be in writing and both you and we must sign it. No oral changes are binding.

Buyer Signs X _____ Co-Buyer Signs X _____

SELLER'S RIGHT TO CANCEL. If Buyer and Co-Buyer sign here, the provisions of the Seller's Right to Cancel section on the back giving the Seller the right to cancel if Seller is unable to assign this contract to a financial institution will apply.

Buyer X _____ Co-Buyer X _____

THE MINIMUM PUBLIC LIABILITY INSURANCE LIMITS PROVIDED IN LAW MUST BE MET BY EVERY PERSON WHO PURCHASES A VEHICLE. IF YOU ARE UNSURE WHETHER OR NOT YOUR CURRENT INSURANCE POLICY WILL COVER YOUR NEWLY ACQUIRED VEHICLE IN THE EVENT OF AN ACCIDENT, YOU SHOULD CONTACT YOUR INSURANCE AGENT.

WARNING:
YOUR PRESENT POLICY MAY NOT COVER COLLISION DAMAGE OR MAY NOT PROVIDE FOR FULL REPLACEMENT COSTS FOR THE VEHICLE BEING PURCHASED. IF YOU DO NOT HAVE FULL COVERAGE, SUPPLEMENTAL COVERAGE FOR COLLISION DAMAGE MAY BE AVAILABLE TO YOU THROUGH YOUR INSURANCE AGENT OR THROUGH THE SELLING DEALER. HOWEVER, UNLESS OTHERWISE SPECIFIED, THE COVERAGE YOU OBTAIN THROUGH THE DEALER PROTECTS ONLY THE DEALER, USUALLY UP TO THE AMOUNT OF THE UNPAID BALANCE REMAINING AFTER THE VEHICLE HAS BEEN REPOSSESSED AND SOLD.

FOR ADVICE ON FULL COVERAGE THAT WILL PROTECT YOU IN THE EVENT OF LOSS OR DAMAGE TO YOUR VEHICLE, YOU SHOULD CONTACT YOUR INSURANCE AGENT. THE BUYER SHALL SIGN TO ACKNOWLEDGE THAT HE/SHE UNDERSTANDS THESE PUBLIC LIABILITY TERMS AND CONDITIONS.

S/S X _____ X _____

Notice to buyer: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) You can prepay the full amount due under this agreement at any time. (4) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement.

If you have a complaint concerning this sale, you should try to resolve it with the seller. Complaints concerning unfair or deceptive practices or methods by the seller may be referred to the city attorney, the district attorney, or an investigator for the Department of Motor Vehicles, or any combination thereof. After this contract is signed, the seller may not change the financing or payment terms unless you agree in writing to the change. You do not have to agree to any change, and it is an unfair or deceptive practice for the seller to make a unilateral change.

Buyer Signature X _____ Co-Buyer Signature X _____

The Annual Percentage Rate may be negotiable with the Seller. The Seller may assign this contract and retain its right to receive a part of the Finance Charge.

THERE IS NO COOLING-OFF PERIOD UNLESS YOU OBTAIN A CONTRACT CANCELLATION OPTION

California law does not provide for a "cooling-off" or other cancellation period for vehicle sales. Therefore, you cannot later cancel this contract simply because you change your mind, decide the vehicle costs too much, or wish you had acquired a different vehicle. After you sign below, you may only cancel this contract with the agreement of the seller or for legal cause, such as fraud. However, California law does require a seller to offer a two-day contract cancellation option on used vehicles with a purchase price of less than forty thousand dollars (\$40,000), subject to certain statutory conditions. This contract cancellation option requirement does not apply to the sale of a recreational vehicle, a motorcycle, or an off-highway motor vehicle subject to identification under California law. See the vehicle contract cancellation option agreement for details.

YOU AGREE TO THE TERMS OF THIS CONTRACT. YOU CONFIRM THAT BEFORE YOU SIGNED THIS CONTRACT, WE GAVE IT TO YOU, AND YOU WERE FREE TO TAKE IT AND REVIEW IT. YOU CONFIRM THAT YOU RECEIVED A COMPLETELY FILLED-IN COPY WHEN YOU SIGNED IT.

Buyer Signature X _____ Date 07/21/16 _____ Co-Buyer Signature X _____ Date 07/21/16 _____

Co-Buyers and Other Owners — A co-buyer is a person who is responsible for paying the entire debt. An other owner is a person whose name is on the title to the vehicle but does not have to pay the debt. The other owner agrees to the security interest in the vehicle given to us in this contract.

Other Owner Signature X _____ Address _____

GUARANTY: To induce us to sell the vehicle to Buyer, each person who signs as a Guarantor individually guarantees the payment of this contract. If Buyer fails to pay any money owing on this contract, each Guarantor must pay it when asked. Each Guarantor will be liable for the total amount owing even if other persons also sign as Guarantor, and even if Buyer has a complete defense to Guarantor's demand for reimbursement. Each Guarantor agrees to be liable even if we do one or more of the following: (1) give the Buyer more time to pay one or more payments; (2) give a full or partial release to any other Guarantor; (3) release any security; (4) accept less from the Buyer than the total amount owing; or (5) otherwise reach a settlement relating to this contract or extend the contract. Each Guarantor acknowledges receipt of a completed copy of this contract and guaranty at the time of signing. Guarantor waives notice of acceptance of this Guaranty, notice of the Buyer's non-payment, non-performance, and default; and notices of the amount owing at any time, and of any demands upon the Buyer.

Guarantor X _____ Date 07/21/16 _____ Guarantor X _____ Date 07/21/16 _____
Address _____ Address _____

Seller Signs Auto Mart Date 07/21/16 By X _____ Title owner

Disbursements Journal

| WARRANT | DATE | VENDOR | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F 9 S ACCOUNT |
|--------------------|----------|----------------------|---------------------------|-----------|--------------|---------|-----|-------------------------|
| GENERAL CHECK FORM | | | | | | | | |
| 28722 | 07/05/16 | AFLAC | 4036 125 PLAN POLICY PRE | 1,114.94 | 526892 | 822082 | | P N H 690.246 |
| 28723 | 07/01/16 | MASSMUTUAL RETIREMEN | 4870 DEFERRED COMPENSATI | 1,305.09 | 526893 | 160701 | | P N H 690.236 |
| 28724 | 07/05/16 | PERS | 256 EMPLOYER CONTRIBUT | 12,957.38 | 526894 | 160701 | | P N H 690.229 |
| 28724 | 07/05/16 | PERS | 256 EMPLOYEE CONTRIBUTI | 8,461.31 | 526894 | 160701 | | P N H 690.230 |
| | | | | 21,418.69 | *CHECK TOTAL | | | |
| 28725 | 07/07/16 | STATE WATER RES CONT | 468 T4 WATER CERTIFICATIO | 105.00 | 526895 | 160629 | | P N H 503.5030.2001.002 |
| 28726 | 07/07/16 | MENDO-LAKE CREDIT UN | 104 DIRECT DEPOSIT | 350.00 | 526896 | 160610 | | P N H 690.237 |
| 28727 | 07/15/16 | MENDOCINO CHILD SUPP | 1057 PAYROLL DEDUCTION | 207.69 | 526897 | 160715 | | P N H 690.233 |
| 28728 | 07/15/16 | REDWOOD CREDIT UNION | 5056 HSA ACCOUNT DEPOSI | 63,700.00 | 526898 | 160701 | | P N H 690.231 |
| GENERAL CHECK FORM | | | | | | | | |
| | | | TOTAL | 88,201.41 | | | | |

Disbursements Journal

| WARRANT | DATE | VENDOR | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F 9 S ACCOUNT |
|--------------------|----------|-----------------------|---------------------------|-----------|--------------|--------------|-----|-------------------------|
| GENERAL CHECK FORM | | | | | | | | |
| 28827 | 07/15/16 | ACME RIGGING INC | 3 HOSE ASSEMBLY | 53.93 | 526756 | 278268 | | P N W 503.5031.2041.000 |
| 28828 | 07/15/16 | AFLAC | 4036 125 PLAN POLICY PRE | 1,211.41 | 526748 | 061162 | | P N W 690.246 |
| 28829 | 07/15/16 | AIRMEDCARE | 4972 MEMBERSHIP | 1,868.00 | 526759 | 6040-2016623 | | P N W 690.250 |
| 28830 | 07/15/16 | ALPHA ANALYTICAL LAB | 7 WATER TESTING | 1,487.00 | 526753 | 160630 | | P N W 503.5033.2061.015 |
| 28830 | 07/15/16 | ALPHA ANALYTICAL LAB | 7 WWTP SOILS TEST | 2,779.00 | 526754 | 6063425 | | P N W 501.5013.2061.015 |
| 28830 | 07/15/16 | ALPHA ANALYTICAL LAB | 7 SEWER TEST | 26,546.50 | 526755 | 160630 | | P N W 501.5013.2061.015 |
| | | | | 30,812.50 | *CHECK TOTAL | | | |
| 28831 | 07/15/16 | ALTERNATIVE POWER SO | 4821 MOWER REPAIR | 208.47 | 526758 | 193 | | P M W 100.1050.2041.000 |
| 28832 | 07/15/16 | ARAMARK UNIFORM SERV | 4065 MATS/RAGS/MOPS | 665.00 | 526751 | 160630 | | P N W 100.1016.2199.000 |
| 28832 | 07/15/16 | ARAMARK UNIFORM SERV | 4065 MATS/RAGS | 735.21 | 526751 | 160630 | | P N W 501.5013.2199.000 |
| 28832 | 07/15/16 | ARAMARK UNIFORM SERV | 4065 MATS | 18.94 | 526751 | 160630 | | P N W 100.1040.2081.030 |
| 28832 | 07/15/16 | ARAMARK UNIFORM SERV | 4065 MATS | 18.94 | 526751 | 160630 | | P N W 100.1042.2081.030 |
| | | | | 1,438.09 | *CHECK TOTAL | | | |
| 28833 | 07/15/16 | AT&T | 4123 DISPATCH PHONE | 20.13 | 526749 | 8285131 | | P N W 100.1020.2015.000 |
| 28833 | 07/15/16 | AT&T | 4123 POLICE DEPT | 540.47 | 526750 | 8284750 | | P N W 100.1020.2015.000 |
| 28833 | 07/15/16 | AT&T | 4123 PUBLIC WORKS | 101.70 | 526750 | 8284750 | | P N W 100.1040.2015.000 |
| 28833 | 07/15/16 | AT&T | 4123 ENGINEERING | 101.70 | 526750 | 8284750 | | P N W 100.1042.2015.000 |
| 28833 | 07/15/16 | AT&T | 4123 POOL | 16.42 | 526750 | 8284750 | | P N W 100.1030.2015.000 |
| 28833 | 07/15/16 | AT&T | 4123 SEWER PLANT | 107.22 | 526750 | 8284750 | | P N W 501.5013.2015.000 |
| 28833 | 07/15/16 | AT&T | 4123 WATER PLANT | 70.05 | 526750 | 8284750 | | P N W 503.5030.2015.000 |
| 28833 | 07/15/16 | AT&T | 4123 AIRPORT | 36.10 | 526750 | 8284750 | | P N W 500.5001.2110.000 |
| 28833 | 07/15/16 | AT&T | 4123 4601-2-3% | 408.17 | 526750 | 8284750 | | P N W 100.1002.2015.000 |
| 28833 | 07/15/16 | AT&T | 4123 24% | 244.91 | 526750 | 8284750 | | P N W 265.2650.2015.000 |
| 28833 | 07/15/16 | AT&T | 4123 12% | 122.46 | 526750 | 8284750 | | P N W 265.2650.2015.000 |
| 28833 | 07/15/16 | AT&T | 4123 12% | 122.46 | 526750 | 8284750 | | P N W 100.1015.2015.000 |
| 28833 | 07/15/16 | AT&T | 4123 12% | 122.46 | 526750 | 8284750 | | P N W 100.1010.2015.000 |
| 28833 | 07/15/16 | AT&T | 4123 PLANNING 9341 2/3 | 24.11 | 526750 | 8284750 | | P N W 265.2650.2015.000 |
| 28833 | 07/15/16 | AT&T | 4123 1/3 | 12.06 | 526750 | 8284750 | | P N W 100.1010.2015.000 |
| | | | | 2,050.42 | *CHECK TOTAL | | | |
| 28834 | 07/15/16 | AUTO MART | 750 VEHICLE MAINT UNIT 97 | 355.44 | 526757 | 20463 | | P M W 503.5031.2044.000 |
| 28835 | 07/15/16 | BAECHTEL GROVE MIDDLE | 4907 VIOLENCE PREV PROGR | 3,600.00 | 526764 | 160706 | | P N W 600.626 |
| 28836 | 07/15/16 | BAECHTEL GROVE SCHOOL | 4741 16/17 WEB LDR PROGR | 2,500.00 | 526763 | 160706 | | P N W 600.626 |
| 28837 | 07/15/16 | BLUE TARP FINANCIAL | 4909 HOTLINE RENEWAL | 39.99 | 526766 | 35706335 | | P N W 501.5011.2061.012 |
| 28838 | 07/15/16 | BOWERS/JOSH | 4239 WEBSITE MAINT | 513.50 | 526760 | 173 | | P M W 100.1002.2081.030 |
| 28839 | 07/15/16 | BOY SCOUT TROOP 212 | 4744 LDRSHP/ANTI-GANG PR | 2,000.00 | 526762 | 160706 | | P N W 600.626 |

Disbursements Journal

| WARRANT | DATE | VENDOR | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F 9 S ACCOUNT |
|--------------------|----------|----------------------|------------------------------|-----------|--------------|-------------|-----|-------------------------|
| GENERAL CHECK FORM | | | | | | | | |
| 28840 | 07/15/16 | BOY SCOUTS OF AMERIC | .09609 LDRSHP/ANTI GANG PR | 2,000.00 | 526761 | 160706 | | P N W 600.626 |
| 28841 | 07/15/16 | BROOKSIDE SCHOOL | 4743 FOSTER GRANDPARENT | 1,000.00 | 526767 | 160706 | | P N W 600.626 |
| 28842 | 07/15/16 | BROOKTRAILS TOWNSHIP | 491 AP WATER/SEWER | 139.15 | 526765 | CIT0001 | | P N W 500.5001.2110.000 |
| 28843 | 07/15/16 | CALIFORNIA BUILDING | 4318 BOARD STANDARD FEES | 73.00 | 526776 | 160707 | | P N W 600.605 |
| 28844 | 07/15/16 | CALIFORNIA POLICE CH | 4454 ANNUAL MEMBERSHIP DUE | 331.00 | 526782 | 428 | | P N W 100.1020.2050.000 |
| 28845 | 07/15/16 | CALIFORNIA SURVEYING | 410 EQUIP MAINT | 631.08 | 526774 | 59976/1 | | P N W 100.1042.2041.000 |
| 28845 | 07/15/16 | CALIFORNIA SURVEYING | 410 RADIO ANTENNA | 71.73 | 526775 | 59975 | | P N W 100.1042.2044.000 |
| | | | | 702.81 | *CHECK TOTAL | | | |
| 28846 | 07/15/16 | CALPERS | 4985 RETIREMENT OBLIGAT | 45,541.40 | 526779 | 160715 | | P N W 100.1003.1014.000 |
| 28847 | 07/15/16 | CANON FINANCIAL SERV | 4784 COPIER USE | 158.05 | 526770 | 16291960 | | P N W 100.1040.2095.000 |
| 28847 | 07/15/16 | CANON FINANCIAL SERV | 4784 COPIER USE | 158.06 | 526770 | 16291960 | | P N W 100.1042.2095.000 |
| | | | | 316.11 | *CHECK TOTAL | | | |
| 28848 | 07/15/16 | CED-SANTA ROSA | 5043 MISC SUPPLIES | 1,013.30 | 526771 | 8821-496959 | | P N W 501.5011.4003.000 |
| 28848 | 07/15/16 | CED-SANTA ROSA | 5043 FILL STATION SUPPLIES | 143.84 | 526772 | 8821-496927 | | P N W 503.5031.2041.000 |
| 28848 | 07/15/16 | CED-SANTA ROSA | 5043 FILL STATION SUPPLIES | 747.99 | 526773 | 8821-496897 | | P N W 503.5031.2041.000 |
| | | | | 1,905.13 | *CHECK TOTAL | | | |
| 28849 | 07/15/16 | CERATTO/MICHAEL | 4787 CITY HALL JANITORIAL | 800.00 | 526785 | 160715 | | P M W 100.1016.2061.020 |
| 28850 | 07/15/16 | CLEARLY MENDOCINO WA | 4221 WATER JUNE 2016 | 104.00 | 526781 | 160630 | | P M W 100.1020.2199.000 |
| 28851 | 07/15/16 | COAST RANGE DIGITAL | 4048 RECORD COUNCIL MTGS | 350.00 | 526784 | 1623 | | P M W 100.1001.2081.030 |
| 28852 | 07/15/16 | COMCAST | 4575 CITY HALL INTERNET SE | 131.06 | 526768 | 160704 | | P N W 100.1003.2041.000 |
| 28853 | 07/15/16 | COUNTY OF MENDOCINO | .09610 PAPU TEEN CENTER PRGR | 500.00 | 526777 | 160706 | | P N W 600.626 |
| 28854 | 07/15/16 | COUNTY OF MENDOCINO | .09611 MENTOR & LDRSHP PRO | 2,000.00 | 526778 | 160706 | | P N W 600.626 |
| 28855 | 07/15/16 | COUNTY OF MENDOCINO | 4133 MO SVC AGREE JUNE | 660.00 | 526783 | 20166-2 | | P N W 100.1020.2081.030 |
| 28856 | 07/15/16 | COUNTY OF MENDOCINO | 5004 IT SERVICES | 1,611.20 | 526769 | 20166-6 | | P N W 100.1003.2081.030 |
| 28857 | 07/15/16 | CURRY'S DISCOUNT INC | 4198 OFFICE SUPPLIES | 258.00 | 526780 | 160630 | | P N W 100.1002.2055.000 |
| 28857 | 07/15/16 | CURRY'S DISCOUNT INC | 4198 OFFICE SUPPLIES | 217.42 | 526780 | 160630 | | P N W 501.5010.2055.000 |
| 28857 | 07/15/16 | CURRY'S DISCOUNT INC | 4198 OFFICE SUPPLIES | 60.90 | 526780 | 160630 | | P N W 100.1042.2055.000 |
| 28857 | 07/15/16 | CURRY'S DISCOUNT INC | 4198 CLEANING SUPPLIES & M | 518.60 | 526780 | 160630 | | P N W 100.1020.2199.000 |
| 28857 | 07/15/16 | CURRY'S DISCOUNT INC | 4198 PAPER/TONER/ENVELOPES | 595.56 | 526780 | 160630 | | P N W 100.1020.2055.000 |
| | | | | 1,650.48 | *CHECK TOTAL | | | |

Disbursements Journal

| WARRANT | DATE | VENDOR | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F 9 S ACCOUNT |
|--------------------|----------|----------------------|-----------------------------|----------|--------------|-------------|-----|-------------------------|
| GENERAL CHECK FORM | | | | | | | | |
| 28858 | 07/15/16 | DEEP VALLEY SECURITY | 40 POLICE ALARM SYS | 100.00 | 526787 | 297186 | | P N W 100.1020.2081.030 |
| 28858 | 07/15/16 | DEEP VALLEY SECURITY | 40 SECURITY | 43.95 | 526789 | 297662 | | P N W 100.1040.2081.030 |
| 28858 | 07/15/16 | DEEP VALLEY SECURITY | 40 SECURITY | 43.95 | 526789 | 297662 | | P N W 100.1042.2081.030 |
| | | | | 187.90 | *CHECK TOTAL | | | |
| 28859 | 07/15/16 | DEFATTE EQUIPMENT IN | 5034 EQUIP RENTAL | 2,865.31 | 526792 | 12208 | | P N W 100.1050.2081.030 |
| 28860 | 07/15/16 | DILOI/WILLIAM | .09612 WATER DEPOSIT REFUND | 64.16 | 526790 | 10203530004 | | P N W 503.111 |
| 28861 | 07/15/16 | DISCOVERY OFFICE SYS | 4244 MAINT CONTRACT 16-17 | 514.99 | 526786 | 55E1324770 | | P N W 100.1020.2041.000 |
| 28862 | 07/15/16 | EEL RIVER FUELS | 28 DIESEL FUEL | 177.04 | 526793 | 505978 | | P N W 100.126 |
| 28862 | 07/15/16 | EEL RIVER FUELS | 28 REG FUEL | 652.27 | 526794 | 505969 | | P N W 100.125 |
| 28862 | 07/15/16 | EEL RIVER FUELS | 28 REG FUEL | 695.71 | 526795 | 505553 | | P N W 100.125 |
| 28862 | 07/15/16 | EEL RIVER FUELS | 28 REG FUEL | 1,053.38 | 526796 | 505503 | | P N W 100.125 |
| 28862 | 07/15/16 | EEL RIVER FUELS | 28 DIESEL FUEL | 326.42 | 526797 | 505504 | | P N W 100.126 |
| | | | | 2,904.82 | *CHECK TOTAL | | | |
| 28863 | 07/15/16 | FISHER WIRELESS | 4105 PD RADIO MAINT | 1,266.30 | 526798 | 1991 | | P N W 100.1020.2041.000 |
| 28864 | 07/15/16 | GARTON TRACTOR INC | 4935 EQUIP RENTAL | 3,189.69 | 526805 | RU00446 | | P N W 501.5011.2095.000 |
| 28865 | 07/15/16 | GCS ENVIRONMENTAL | 4370 STREET SWEEPER MAIN | 1,036.47 | 526801 | 13810 | | P N W 201.2011.2041.000 |
| 28866 | 07/15/16 | GOLDEN STATE OVERNIG | 4728 EVIDENCE SHIPPING | 21.12 | 526806 | 58355 | | P N W 100.1022.2101.031 |
| 28867 | 07/15/16 | GRANIGAN/JOSEPH | .09613 WATER DEPOSIT REFUND | 13.67 | 526804 | 10402530002 | | P N W 503.111 |
| 28868 | 07/15/16 | GROUNDWATER & ENVIRO | 4939 SITE ASSESSMENT | 985.00 | 526802 | 754613 | | P N W 201.2011.2081.030 |
| 28868 | 07/15/16 | GROUNDWATER & ENVIRO | 4939 SITE ASSESSMENT | 245.00 | 526803 | 757549 | | P N W 201.2011.2081.030 |
| | | | | 1,230.00 | *CHECK TOTAL | | | |
| 28869 | 07/15/16 | HARRIS/KAREN | 4674 ADV DIS PENSION PMT | 2,926.80 | 526807 | 160715 | | P N W 100.1022.1014.000 |
| 28870 | 07/15/16 | HOWARD HOSPITAL | 78 SART EXAM | 1,500.00 | 526808 | 77855001 | | P M W 100.1020.6001.000 |
| 28871 | 07/15/16 | I B E W | 255 EMPLOYEE CONTRIBUTION | 529.57 | 526809 | 160715 | | P N W 690.235 |
| 28872 | 07/15/16 | JD REDHOUSE | 4223 K-9 SUPPLIES | 12.96 | 526810 | 160630 | | P N W 661.6610.2199.000 |
| 28873 | 07/15/16 | JENSEN/WILLIAM | .09614 WATER DEPOSIT REFUND | 61.77 | 526811 | 10100700001 | | P N W 503.111 |
| 28874 | 07/15/16 | LABUS/CURTIS | .09616 PER DIEM | 2,534.00 | 526815 | 160615 | | P N W 651.6510.2199.000 |
| 28875 | 07/15/16 | LANCE/JAMES H. | 4054 LEGAL SERVICES | 5,862.50 | 526812 | 3164 | | P M W 100.1004.2081.030 |
| 28876 | 07/15/16 | LES SCHWAB TIRES INC | 4015 VEHICLE MAINT | 116.25 | 526814 | 63700132692 | | P N W 100.1022.2044.000 |

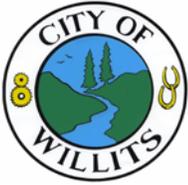
Disbursements Journal

| WARRANT | DATE | VENDOR | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F 9 S ACCOUNT |
|--------------------|----------|----------------------|-----------------------------|-----------|--------------|--------------|-----|-------------------------|
| GENERAL CHECK FORM | | | | | | | | |
| 28877 | 07/15/16 | LEXIPOL LLC | 4995 LE UPDATE MGMT SVC | 2,325.00 | 526816 | 17378 | | P N W 651.6510.2199.000 |
| 28877 | 07/15/16 | LEXIPOL LLC | 4995 LE UPDATE MGMT SVCS | 4,500.00 | 526817 | 17358 | | P N W 651.6510.2199.000 |
| | | | | 6,825.00 | *CHECK TOTAL | | | |
| 28878 | 07/15/16 | MASSMUTUAL RETIREMEN | 4870 DEFERRED COMPENSATI | 1,205.09 | 526821 | 160715 | | P N W 690.236 |
| 28879 | 07/15/16 | MENDO MILL & LUMBER | 101 MONTHLY STATEMENT | 11.37 | 526820 | 160630 | | P N W 100.1016.2025.000 |
| 28879 | 07/15/16 | MENDO MILL & LUMBER | 101 MONTHLY STATEMENT | 103.78 | 526820 | 160630 | | P N W 100.1030.2041.000 |
| 28879 | 07/15/16 | MENDO MILL & LUMBER | 101 MONTHLY STATEMENT | 10.37 | 526820 | 160630 | | P N W 100.1041.2010.000 |
| 28879 | 07/15/16 | MENDO MILL & LUMBER | 101 MONTHLY STATEMENT | 26.79 | 526820 | 160630 | | P N W 100.1041.2041.000 |
| 28879 | 07/15/16 | MENDO MILL & LUMBER | 101 MONTHLY STATEMENT | 255.66 | 526820 | 160630 | | P N W 100.1050.2041.000 |
| 28879 | 07/15/16 | MENDO MILL & LUMBER | 101 MONTHLY STATEMENT | 13.85 | 526820 | 160630 | | P N W 100.1042.2055.000 |
| 28879 | 07/15/16 | MENDO MILL & LUMBER | 101 MONTHLY STATEMENT | 56.86 | 526820 | 160630 | | P N W 100.1050.2101.045 |
| 28879 | 07/15/16 | MENDO MILL & LUMBER | 101 MONTHLY STATEMENT | 76.17 | 526820 | 160630 | | P N W 100.1050.2045.000 |
| 28879 | 07/15/16 | MENDO MILL & LUMBER | 101 MONTHLY STATEMENT | 74.12 | 526820 | 160630 | | P N W 201.2011.2041.000 |
| 28879 | 07/15/16 | MENDO MILL & LUMBER | 101 MONTHLY STATEMENT | 14.64 | 526820 | 160630 | | P N W 501.5011.2041.000 |
| 28879 | 07/15/16 | MENDO MILL & LUMBER | 101 MONTHLY STATEMENT | 105.04 | 526820 | 160630 | | P N W 501.5013.2045.000 |
| 28879 | 07/15/16 | MENDO MILL & LUMBER | 101 MONTHLY STATEMENT | 190.19 | 526820 | 160630 | | P N W 501.5013.2041.000 |
| 28879 | 07/15/16 | MENDO MILL & LUMBER | 101 MONTHLY STATEMENT | 1,304.48 | 526820 | 160630 | | P N W 501.5015.4003.000 |
| 28879 | 07/15/16 | MENDO MILL & LUMBER | 101 MONTHLY STATEMENT | 24.48 | 526820 | 160630 | | P N W 501.5013.2081.030 |
| 28879 | 07/15/16 | MENDO MILL & LUMBER | 101 MONTHLY STATEMENT | 14.51 | 526820 | 160630 | | P N W 503.5031.2101.045 |
| 28879 | 07/15/16 | MENDO MILL & LUMBER | 101 MONTHLY STATEMENT | 9.31 | 526820 | 160630 | | P N W 503.5031.2041.000 |
| | | | | 2,291.62 | *CHECK TOTAL | | | |
| 28880 | 07/15/16 | MENDOCINO COUNTY | 4358 ANNUAL CONTRIBUTION | 4,500.00 | 526818 | 160629 | | P N W 651.6510.2199.000 |
| 28881 | 07/15/16 | MENDOCINO COUNTY YOU | .09617 2016 YOUTH ACTION E | 5,000.00 | 526819 | 160706 | | P N W 600.626 |
| 28882 | 07/15/16 | MUNICIPAL MAINTENANC | 4305 MISC SUPPLIES | 1,805.37 | 526822 | 111107-IN | | P N W 501.5011.2041.000 |
| 28883 | 07/15/16 | NATIONAL METER & AUT | 4196 WATER METERS/SUPPL | 17,620.05 | 526827 | S1072738.003 | | P N W 503.5031.2041.000 |
| 28884 | 07/15/16 | NOR-CAL RECYCLED ROC | 4067 CONCRETE | 776.07 | 526823 | 11753 | | P N W 501.5015.4003.000 |
| 28884 | 07/15/16 | NOR-CAL RECYCLED ROC | 4067 SLURRY | 914.74 | 526824 | 11691 | | P N W 501.5015.4003.000 |
| | | | | 1,690.81 | *CHECK TOTAL | | | |
| 28885 | 07/15/16 | NUESTRA ALIANZA DE W | 4442 ANTIGANG/DRUG PROGR | 6,000.00 | 526828 | 160706 | | P N W 600.626 |
| 28886 | 07/15/16 | O'HANLON/ANTON | .09618 WATER DEPOSIT REFUND | 49.80 | 526829 | 10104240008 | | P N W 503.111 |
| 28887 | 07/15/16 | PACE SUPPLY CORP | 12 SOLVENT WELD | 39.05 | 526838 | 23321000 | | P N W 501.5011.2041.000 |
| 28887 | 07/15/16 | PACE SUPPLY CORP | 12 SOLVENT WELD/CAP/CPLG | 150.34 | 526839 | 23320373 | | P N W 501.5011.2041.000 |
| 28887 | 07/15/16 | PACE SUPPLY CORP | 12 ADPT DWV | 95.58 | 526840 | 23321071 | | P N W 501.5011.2045.000 |
| 28887 | 07/15/16 | PACE SUPPLY CORP | 12 PVC 40 SOC ELL | 127.02 | 526841 | 023329181 | | P N W 501.5011.2041.000 |
| 28887 | 07/15/16 | PACE SUPPLY CORP | 12 ELEC SWEEP | 12.42 | 526842 | 23344201 | | P N W 501.5011.2045.000 |
| 28887 | 07/15/16 | PACE SUPPLY CORP | 12 CREDIT RETURN | 135.31CR | 526891 | UN023286465 | | P N W 501.5011.2041.000 |
| | | | | 289.10 | *CHECK TOTAL | | | |

| WARRANT | DATE | VENDOR | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F 9 S ACCOUNT |
|--------------------|----------|----------------------|-------------------------------|------------|--------------|-------------|-----|-------------------------|
| GENERAL CHECK FORM | | | | | | | | |
| 28888 | 07/15/16 | PACIFIC INTERNET INC | 1442 EMAIL | 18.38 | 526834 | 160629 | | P N W 100.1003.2041.000 |
| 28889 | 07/15/16 | PARMENTER/GABRIELA | .09619 POOL SUPPLY REIMBURSEM | 33.27 | 526830 | 160714 | | P N W 100.1030.2101.045 |
| 28890 | 07/15/16 | PERPETUAL ENERGY SYS | 4254 WATER PLANT SOLAR | 4,837.12 | 526836 | WIL-1606 | | P N W 503.5033.2110.000 |
| 28891 | 07/15/16 | PERS | 256 EMPLOYEE CONTRIBUTI | 6,627.08 | 526831 | 160715 | | P N W 690.230 |
| 28891 | 07/15/16 | PERS | 256 EMPLOYER CONTRIBUTI | 9,645.31 | 526831 | 160715 | | P N W 690.229 |
| | | | | 16,272.39 | *CHECK TOTAL | | | |
| 28892 | 07/15/16 | PETTY CASH | 30 VACCINATION/NOTARY SVC | 80.00 | 526833 | 160713 | | P N W 100.1005.2061.013 |
| 28892 | 07/15/16 | PETTY CASH | 30 PER DIEM | 12.00 | 526833 | 160713 | | P N W 100.1020.2105.000 |
| 28892 | 07/15/16 | PETTY CASH | 30 ORAL BOARD LUNCH/TRAS | 150.90 | 526833 | 160713 | | P N W 100.1020.2199.000 |
| | | | | 242.90 | *CHECK TOTAL | | | |
| 28893 | 07/15/16 | PETTY CASH | 123 DISTILLED WTR-EQIP CAL | 54.50 | 526832 | 160715 | | P N W 503.5031.2041.000 |
| 28893 | 07/15/16 | PETTY CASH | 123 ELECTION MATERIALS | 11.81 | 526832 | 160715 | | P N W 100.1006.2055.000 |
| 28893 | 07/15/16 | PETTY CASH | 123 COUNCIL MEMBER B-DAY | 10.99 | 526832 | 160715 | | P N W 100.1001.2055.000 |
| 28893 | 07/15/16 | PETTY CASH | 123 OVEN CLEANER | 6.48 | 526832 | 160715 | | P N W 100.1016.2025.000 |
| | | | | 83.78 | *CHECK TOTAL | | | |
| 28894 | 07/15/16 | PITNEY BOWES | 4494 PD POSTAGE METER RENT | 126.51 | 526835 | 1000931271 | | P N W 100.1020.2095.000 |
| 28895 | 07/15/16 | PLATT | 4506 SERVICE FEE | 17.21 | 526837 | SC91140 | | P N W 503.5031.2041.000 |
| 28896 | 07/15/16 | R E M I F | 135 1ST QTR PREMIUM | 39,784.00 | 526849 | 160705 | | P N W 690.228 |
| 28896 | 07/15/16 | R E M I F | 135 LIABILITY INS | 113,165.00 | 526850 | 160705 | | P N W 100.1002.2031.000 |
| | | | | 152,949.00 | *CHECK TOTAL | | | |
| 28897 | 07/15/16 | RAMIREZ/HUMBERTO | .09623 CLEANING DEPOSIT REFU | 300.00 | 526853 | 160621 | | P N W 600.602 |
| 28898 | 07/15/16 | RAMMING/TIM | 127 ZONING FEE REIMBURSEM | 500.00 | 526843 | 160216 | | P M W 100.1010.6208.000 |
| 28899 | 07/15/16 | RAMSEY/DAN | 4773 AIRPORT MGMT SVCS | 1,833.00 | 526845 | 160630 | | P M W 500.5001.2081.030 |
| 28900 | 07/15/16 | REDWOOD COMMUNITY SE | .09621 BAECHTEL GROVE GRIP | 3,500.00 | 526847 | 160706 | | P N W 600.626 |
| 28901 | 07/15/16 | REDWOOD TOXICOLOGY I | 291 LAB SCREENING-JUNE '1 | 134.25 | 526844 | 193020166 | | P N W 100.1020.2061.014 |
| 28901 | 07/15/16 | REDWOOD TOXICOLOGY I | 291 DRUG TEST KITS | 71.99 | 526844 | 193020166 | | P N W 100.1022.2101.031 |
| | | | | 206.24 | *CHECK TOTAL | | | |
| 28902 | 07/15/16 | RELIABLE MILL SUPPLY | 4522 MISC SUPPLIES | 1,109.97 | 526852 | 133387 | | P N W 100.1050.2081.030 |
| 28903 | 07/15/16 | RINCON VALLEY FIRE | .09622 2016 CA CODE BOOKS | 1,328.14 | 526851 | 160701 | | P N W 100.1015.2050.000 |
| 28904 | 07/15/16 | ROELLING/STEPHANIE | .09620 WATER DEPOSIT REFUND | 3.97 | 526846 | 10100580008 | | P N W 503.111 |
| 28905 | 07/15/16 | SILVA SEPTIC INC | 4577 PORTABLE RESTROOM REN | 270.84 | 526861 | 64048 | | P N W 501.5011.2045.000 |

| WARRANT | DATE | VENDOR | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F 9 S ACCOUNT |
|--------------------|----------|----------------------|-----------------------------|----------|--------------|-------------|-----|-------------------------|
| GENERAL CHECK FORM | | | | | | | | |
| 28906 | 07/15/16 | SKY VALLEY ENGINEERI | 5019 ENGINEERING SVCS | 2,585.19 | 526858 | 613 | | P N W 503.5033.2081.030 |
| 28907 | 07/15/16 | SMOTHERS/MARY | .09625 WATER DEPOSIT REFUND | 33.92 | 526860 | 10203910003 | | P N W 503.111 |
| 28908 | 07/15/16 | SOLID WASTE OF WILLI | 330 BIN SERVICE | 216.02 | 526859 | 104 | | P M W 501.5013.2199.000 |
| 28909 | 07/15/16 | SONOMA CO. JR. COLLE | .09624 JAIL TRAINING | 69.00 | 526855 | AR16-02234 | | P N W 100.1020.2105.000 |
| 28909 | 07/15/16 | SONOMA CO. JR. COLLE | .09624 JAIL TRAINING | 92.00 | 526855 | AR16-02234 | | P N W 100.1020.2105.000 |
| | | | | 161.00 | *CHECK TOTAL | | | |
| 28910 | 07/15/16 | SPARETIME SUPPLY INC | 124 SOIL/PLANT | 48.43 | 526862 | 160630 | | P N W 100.1050.2045.000 |
| 28910 | 07/15/16 | SPARETIME SUPPLY INC | 124 BURLAP BAG | 9.17 | 526862 | 160630 | | P N W 503.5033.2101.034 |
| | | | | 57.60 | *CHECK TOTAL | | | |
| 28911 | 07/15/16 | STATE BOARD OF EQUAL | 4317 USE TAX | 24.00 | 526856 | 160712 | | P N W 661.6610.2199.000 |
| 28911 | 07/15/16 | STATE BOARD OF EQUAL | 4317 USE TAX | 19.00 | 526856 | 160712 | | P N W 100.1050.2045.000 |
| 28911 | 07/15/16 | STATE BOARD OF EQUAL | 4317 USE TAX | 12.00 | 526856 | 160712 | | P N W 501.5011.2041.000 |
| 28911 | 07/15/16 | STATE BOARD OF EQUAL | 4317 USE TAX | 65.00 | 526856 | 160712 | | P N W 651.6510.2199.000 |
| 28911 | 07/15/16 | STATE BOARD OF EQUAL | 4317 USE TAX | 182.00 | 526856 | 160712 | | P N W 651.6510.2199.000 |
| | | | | 302.00 | *CHECK TOTAL | | | |
| 28912 | 07/15/16 | STATE DEPT OF CONSER | 275 SMIP FEES | 162.39 | 526791 | 160701 | | P N W 600.605 |
| 28913 | 07/15/16 | STATE OF CALIFORNIA | 534 WORK CREW BALL FIELDS | 456.96 | 526857 | 135384 | | P N W 100.1050.2101.045 |
| 28914 | 07/15/16 | STATE OF CALIFORNIA | 843 DUI ANALYSIS JUNE 201 | 105.00 | 526854 | 160630 | | P N W 100.1020.2061.014 |
| 28914 | 07/15/16 | STATE OF CALIFORNIA | 843 LIVESCAN | 32.00 | 526854 | 160630 | | P N W 100.1005.2061.013 |
| | | | | 137.00 | *CHECK TOTAL | | | |
| 28915 | 07/15/16 | STATE WATER RES CONT | 468 GRADE II CERTIFICATIO | 230.00 | 526882 | 160715 | | P N W 501.5013.2001.002 |
| 28916 | 07/15/16 | TAYLOR/LINCOLN | .09615 DEPOSIT REFUND | 1,025.00 | 526813 | 160608 | | P N W 503.0503.6604.000 |
| 28917 | 07/15/16 | THOMPSON/NATHAN | .09626 WATER DEPOSIT REFUND | 19.85 | 526864 | 10104490004 | | P N W 503.111 |
| 28918 | 07/15/16 | THOMPSON/TOMMY | .09627 WATER DEPOSIT REFUND | 13.70 | 526865 | 10304260008 | | P N W 503.111 |
| 28919 | 07/15/16 | THOMSON REUTERS - WE | 4122 LEGAL UPDATES | 445.87 | 526863 | 834275819 | | P N W 100.1004.2050.000 |
| 28920 | 07/15/16 | TOSHIBA | 4263 CITY HALL COPIER USE | 656.41 | 526867 | 160705 | | P N W 100.1002.2095.000 |
| 28920 | 07/15/16 | TOSHIBA | 4263 PLANNING COPIER USE | 46.29 | 526867 | 160705 | | P N W 100.1010.2055.000 |
| 28920 | 07/15/16 | TOSHIBA | 4263 CODE ENF COPIER USE | 46.29 | 526867 | 160705 | | P N W 100.1011.2055.000 |
| 28920 | 07/15/16 | TOSHIBA | 4263 BUILDING DEP COPIER US | 46.29 | 526867 | 160705 | | P N W 100.1015.2055.000 |
| 28920 | 07/15/16 | TOSHIBA | 4263 SA COPIER USE | 46.29 | 526867 | 160705 | | P N W 265.2650.2055.000 |
| | | | | 841.57 | *CHECK TOTAL | | | |
| 28921 | 07/15/16 | TRUXEL/REBECCA | .09628 WATER DEPOSIT REFUND | 10.87 | 526866 | 10105830015 | | P N W 503.111 |

| WARRANT | DATE | VENDOR | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F 9 S ACCOUNT |
|--------------------|----------|----------------------|-----------------------------|----------|--------------|-------------|-----|-------------------------|
| GENERAL CHECK FORM | | | | | | | | |
| 28922 | 07/15/16 | U.S. IDENTIFICATION | 4463 ANNUAL UPDATE SVC | 89.92 | 526868 | 190255 | | P N W 100.1020.2050.000 |
| 28923 | 07/15/16 | UTILITY SUPPLY OF AM | 3997 FILTER | 502.13 | 526869 | 986376 | | P N W 501.5013.2101.034 |
| 28923 | 07/15/16 | UTILITY SUPPLY OF AM | 3997 TEST SUPPLIES | 635.93 | 526870 | 985958 | | P N W 501.5013.2101.034 |
| | | | | 1,138.06 | *CHECK TOTAL | | | |
| 28924 | 07/15/16 | VALDEZ/ROBLES | .09629 WATER DEPOSIT REFUND | 45.04 | 526871 | 10300320013 | | P N W 503.111 |
| 28925 | 07/15/16 | VERIZON WIRELESS | 4828 PUBLIC WORKS | 75.80 | 526872 | 160610 | | P N W 100.1040.2015.000 |
| 28925 | 07/15/16 | VERIZON WIRELESS | 4828 CODE ENF | 7.55 | 526872 | 160610 | | P N W 100.1011.2015.000 |
| 28925 | 07/15/16 | VERIZON WIRELESS | 4828 SEWER | 28.95 | 526872 | 160610 | | P N W 501.5013.2015.000 |
| 28925 | 07/15/16 | VERIZON WIRELESS | 4828 EMERG WTR LINE MODEM | 177.99 | 526872 | 160610 | | P N W 503.5031.4003.038 |
| 28925 | 07/15/16 | VERIZON WIRELESS | 4828 WIFI HOTSPOT | 38.01 | 526872 | 160610 | | P N W 100.1040.2015.000 |
| 28925 | 07/15/16 | VERIZON WIRELESS | 4828 POLICE | 26.00 | 526872 | 160610 | | P N W 100.1020.2015.000 |
| | | | | 354.30 | *CHECK TOTAL | | | |
| 28926 | 07/15/16 | W P O A | 262 EMPLOYEE CONTRIBUTION | 666.38 | 526881 | 160715 | | P N W 690.234 |
| 28927 | 07/15/16 | WILLITS GROCERY OUTL | 5055 CONCESSION SUPPLIES | 287.93 | 526799 | 160630 | | P N W 100.1030.6236.000 |
| 28927 | 07/15/16 | WILLITS GROCERY OUTL | 5055 MISC POOL SUPPLIES | 185.20 | 526799 | 160630 | | P N W 100.1030.2101.045 |
| | | | | 473.13 | *CHECK TOTAL | | | |
| 28928 | 07/15/16 | WILLITS HIGH SCHOOL | 4441 BOYS SOCCER PROGRAM | 1,000.00 | 526886 | 160706 | | P N W 600.626 |
| 28929 | 07/15/16 | WILLITS HIGH SCHOOL | 4739 LINK CREW MENTOR TR | 2,495.00 | 526883 | 160706 | | P N W 600.626 |
| 28929 | 07/15/16 | WILLITS HIGH SCHOOL | 4739 LINK CREW MENTOR PR | 1,500.00 | 526884 | 160706 | | P N W 600.626 |
| | | | | 3,995.00 | *CHECK TOTAL | | | |
| 28930 | 07/15/16 | WILLITS HIGH SCHOOL | 4814 TENNIS PROGRAM | 1,000.00 | 526887 | 160706 | | P N W 600.626 |
| 28931 | 07/15/16 | WILLITS HIGH SCHOOL | 4908 SWIM PROGRAM | 2,500.00 | 526885 | 160706 | | P N W 600.626 |
| 28932 | 07/15/16 | WILLITS KIDS CLUB | 3981 PAYROLL DEDUCTION | 20.00 | 526873 | 160715 | | P N W 690.248 |
| 28932 | 07/15/16 | WILLITS KIDS CLUB | 3981 PAYROLL DEDUCTION | 20.00 | 526877 | 160701 | | P N W 690.248 |
| 28932 | 07/15/16 | WILLITS KIDS CLUB | 3981 GUIDANCE & ENRICHME | 2,000.00 | 526888 | 160706 | | P N W 600.626 |
| | | | | 2,040.00 | *CHECK TOTAL | | | |
| 28933 | 07/15/16 | WILLITS SOBER GRAD | 4381 SOBER GRAD PROGRAM | 3,000.00 | 526889 | 160706 | | P N W 600.626 |
| 28934 | 07/15/16 | WL FUNDING INC | 5053 OFFICE ASSSITANT TEMP | 718.88 | 526874 | 27006707 | | P N W 100.1003.2081.030 |
| 28934 | 07/15/16 | WL FUNDING INC | 5053 OFFICE ASSISTANT TEMP | 750.83 | 526875 | 27006640 | | P N W 100.1003.2081.030 |
| | | | | 1,469.71 | *CHECK TOTAL | | | |
| 28935 | 07/15/16 | YOKUM'S BODY SHOP, I | 4609 CAR DETAIL | 300.00 | 526890 | B1001A53 | | P N W 100.1010.2044.000 |
| GENERAL CHECK FORM | | | | | | | | |
| | | | | TOTAL | 388,985.41 | | | |



Item No. **7a**

Meeting Date: **July 27, 2016**

AGENDA SUMMARY REPORT

To: Planning Commission

From: Dusty Duley, City Planner

Agenda Title: REQUEST TO WAIVE BOUNDARY LINE ADJUSTMENT APPLICATION FEES FOR MORRIS KAPLAN

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 15 min.

Summary of Request: Staff has received a request from Morris Kaplan to waive the Boundary Line Adjustment (BLA) application fee to merge his two properties at 473B (APN 006-053-34) and 475 East Valley Street (APN 006-053-32). The current BLA application fee is \$450 and the average amount of staff time to process a BLA of this type is approximately 15 hours.

According to Mr. Kaplan's letter to staff, dated June 20, 2016, the purpose of the BLA is to eliminate the use of a City water line serving his residence at 473B East Valley Street, which runs through his neighbor's property at 473 East Valley Street (APN 006-053-33) and which he states often requires repairs. Mr. Kaplan explains that he stopped using this water service due to frequent need for repair and has alternatively extended water service from his 475 East Valley Street property to his residence at 473B East Valley Street. City policy does not allow a water service to be shared by multiple properties.

Staff is unaware of a City policy related to the waiver of planning application fees.

Recommended Action: Deny request to waive the \$450 application fee as the City has no adopted policy to waive application fees based on stated financial hardship of a prospective applicant.

Alternative(s): Approve the request and direct staff to waive the Boundary Line Adjustment application fee of \$450 one time, provided the applicant submits a complete Boundary Line Adjustment application to the Community Development Department by December 30, 2016.

Fiscal Impact: Loss of \$450 application fee.

Personnel Impact: Approximately 15 hours of staff time would be required to process the BLA application.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

To: Adrienne Moore

City of Willits Manager

20 June 2016

Greetings,

I am writing to request a fee waiver for my Boundary Line Adjustment Application.

The Application itself is a bit of work and expense. The fee is beyond my means.

I am requesting the consolidation of two parcels (473B & 475 East Valley Street) that are adjacent to each other, each with a city water hookup. The 473B parcel has water lines that run from the street where the city water is metered, through my neighbors front yard, under back of house, through back yard across boundary line to my property and house. I have had three occasions of broken or leaking pipe in my neighbors back yard over the last few years. The water department can vouch for my large water bills and thankfully some city refunds.

Each time I did a repair...the plumbers told me that it was temporary and that the whole line needed to be replaced, but the estimated cost was prohibitive, so I stopped using that water service and ran a water line from the 475 parcel. The utility service to 473B unit was a poor design to begin with and now I prefer to abandon the old line and meter to save on repair costs and inconvenience to my neighbor now and in the future.

I am requesting this adjustment to rectify a situation that I do not know how else to correct it.

I was also told that rarely are fee waivers granted. I pray that this is one of those occasions.

Thank you for your consideration in this matter.


Morris Kaplan

BOUNDARY LINE ADJUSTMENT PROCEDURES

A boundary line adjustment is the reconfiguration of parcel lines between two or more adjacent legal parcels. Parcels can be merged by deleting a common boundary line between the parcels but you cannot create more parcels than originally existed through a boundary line adjustment. The Subdivision Map Act, Government Code Title 7, Division 2, Section 66412(d) limits local agency review of BLA's to matters of consistency with applicable zoning and building codes (i.e., cannot create substandard size parcel for zoning district or create non-conforming conditions such as substandard setbacks; parcel lines bisecting buildings, water or sewer services being located on separate legal parcel from house, etc.).

BLA's are administrative permits which are Categorical Exempt from CEQA (Class 5, Section 15305(a), and are approved at the TAC level and do not required public hearings or Planning Commission action.

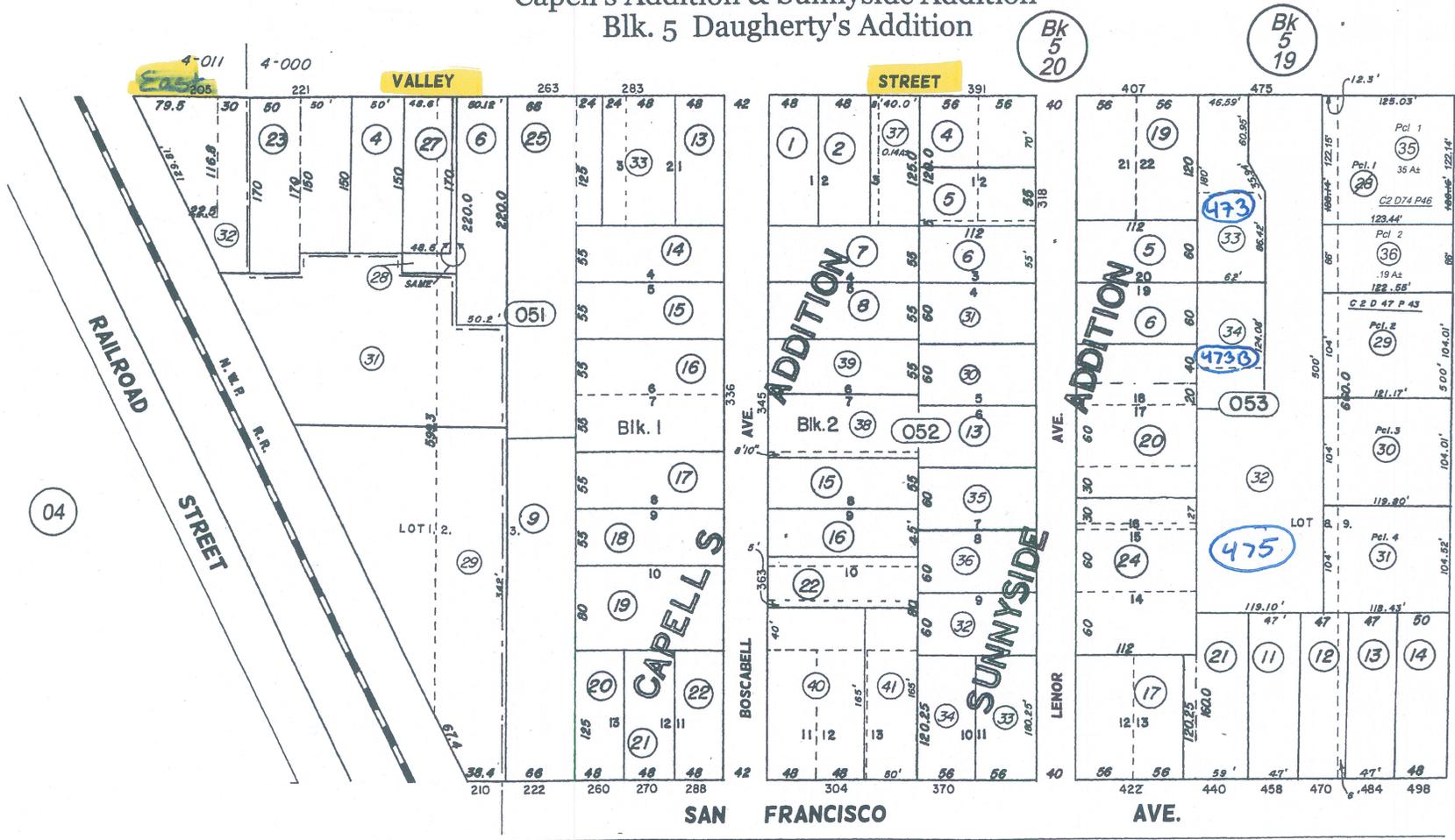
- 1) Take in application and determine completeness (application is filled out with complete information, 10 copies of application and filing fee are submitted).
 - a. If application is not complete, you have 30 days to notify the applicant of incompleteness and put the processing on hold until you receive the complete packet. Notice should be in writing unless you feel confident that you can work with the applicant to get the complete application.
 - b. If application is complete, log into log book (assign application number), get receipt for filing fee, and make up cover sheet and 10 packets for TAC members (keep originals for Planning file).
 - c. Put application on next available TAC meeting.
 - d. Contact TAC members and schedule TAC meeting, and notify applicants of date and time of TAC meeting (NOTE: TAC meetings are administrative and do not require public notice).
 - e. At TAC meeting review and take action on application (action can be to deny if serious problem with zoning or building codes; continue to subsequent TAC meeting if more information or clarification is needed; or approve).
 - f. All TAC actions should be confirmed in writing and copy to applicants.
 - g. If approved, a letter of tentative approval along with remaining steps to complete the process should be sent to applicants (see attachments).
 - h. When new parcel descriptions/deeds are submitted, they need to be reviewed and approved by the City Engineer.
 - i. Upon approval of City Engineer, give applicant written authorization to record the new deeds and submit a conformed copy to Planning.

- j. Once the conformed copy of the recorded deeds are submitted to Planning, send letter of completion (see attached).

03/01/14

City of Willits
 Capell's Addition & Sunnyside Addition
 Blk. 5 Daugherty's Addition

4-000
 4-011



NOTE: This map was prepared for assessment purposes only. No liability is assumed for the data delineated hereon.

Assessor's Map
 County of Mendocino, Calif.
 Updated January 31, 2007



Item No. **8a**

Meeting Date: **July 27, 2016**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Adrienne Moore, City Manager

Agenda Title: DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE CHANGE IN HOURS OF OPERATION AT CITY OFFICES

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 10 min.

Summary of Request: City staff is requesting a change in hours of operation at City Hall and other City offices, beginning Monday, August 15th, to allow City staff to concentrate on all of the behind-the-scenes tasks required for the City to function effectively. Staffing levels have been at a bare minimum for the last several years, so much so that any absence, whether it is due to illness or vacation, becomes very challenging to cover the bases and virtually impossible make progress on new matters. As a result, employees are feeling increasingly overwhelmed.

Currently, City Hall is open 9:00 a.m. to 5:00 p.m., Monday through Friday. The Public Works/Engineering Office is by appointment only. It is proposed that City Hall offices would be open to the public from 9:00 a.m. to 5:30 p.m. (to accommodate after work customers), Monday through Thursday, and closed to the public every Friday. Employees would work a “9/80” work schedule: 8:00 a.m. to 6:00 p.m., Monday-Thursday; 8:00 a.m. to 5:00 p.m., every other Friday, and have a day off on the alternating Fridays. The phones would also remain off to the general public during non-public hours, going directly to voicemail.

This proposed schedule would provide a full day of uninterrupted work time every other week to better manage demanding workloads, as well as provide opportunities for staff in-services. Employees would still work 80 hours every 2-week pay period, yet have a 3-day weekend on the alternating weeks.

If approved, notices of the new hours will be mailed out with water bills on August 1st, as well as being posted at counters and office doors, on the City website, social media, and in local newspapers.

Recommended Action: Approve change in hours of operation at City Hall and other City offices, beginning Monday, August 15, 2016 – establishing new public hours of 9:00 a.m. to 5:30 p.m., Monday through Thursday, and closed Fridays; and authorize new “9/80” work schedule for employees, as applicable.

Alternative(s): Propose a different schedule than recommended.

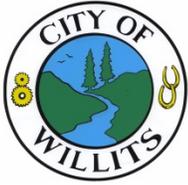
Fiscal Impact: None.

Personnel Impact: Provides much more efficient work schedule for employees to best manage workloads.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____



Item No. 12a

Meeting Date: July 27, 2016

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: H. James Lance, City Attorney

Agenda Title: REVIEW AND POSSIBLE ACTION TO APPROVE ADOPTION OF AN ORDINANCE AMENDING WILLITS MUNICIPAL CODE CHAPTER 1.12 ENTITLED "CODE ENFORCEMENT"

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 15 min.

Summary of Request: At its regular meeting held July 13, 2016 the City Council took action to approve the introduction of the attached ordinance that amends in its entirety Chapter 1.12 of the Willits Municipal Code entitled, "Code Enforcement." A summary of the proposed new ordinance was thereafter published as required by law. The City Attorney and City Code Enforcement Officer now recommend that the City Council approve the adoption of the ordinance. The proposed amended ordinance enhances the City's cost recovery remedies, includes new administrative citation procedures, improved hearing procedures and allows the City Manager to designate persons to serve as a hearing body.

Recommended Action: Approve the adoption of the proposed ordinance amending Ch. 1.12 of the Willits Municipal Code and waive formal reading of same.

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 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 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 1.12.130. 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 within 10 days of its issuance, 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. In lieu of a personal appearance the appellant may timely submit a written statement to be considered by the hearing officer. The failure of any person subject to an administrative citation or compliance order to appear at the hearing or to timely submit a written statement in advance of 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.

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.

Following the adoption of a resolution by the city council imposing a lien or special assessment, the city clerk shall cause the same to be filed 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 27th day of July 2016, by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

Bruce Burton, Mayor of the City of Willits

ATTEST:

Cathy Moorhead, 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 27th day of July, 2016.

Cathy Moorhead, City Clerk, City of Willits

APPROVED AS TO FORM:

H. James Lance, City Attorney
City of Willits