



111 E. COMMERCIAL STREET
WILLITS, CALIFORNIA 95490
(707) 459-4601 TEL
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**WILLITS CITY COUNCIL
AGENDA
AUGUST 10, 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

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:
 - July 27, 2016
- b. Disbursements Journal(s):
 - Warrant Nos. 28729-28737, Totaling \$94,416.37
 - Warrant Nos. 28937-29003, Totaling \$852,713.22
- c. Resolution Ratifying the 2014-2015 Final Budget

5. INFORMATIONAL REPORTS

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

- a. Building Inspection Activity Report(s) – July 2016
- b. Business License Activity Report(s) – July 2016
- c. Water Consumption/Revenue Chart – July 2016
- d. Written Update from Caltrans Regarding the Willits Bypass Project – July 2016
- e. Sales Tax Digest Summary – Collections through June 2016, Sales through May 2016

6. RIGHT TO APPEAL

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

7. COMMISSIONS, AGENCIES AND AUTHORITIES

The Willits City Council meets concurrently as the City of Willits Planning Commission and City of Willits Successor Agency.

8. CITY MANAGER REPORTS AND RECOMMENDATIONS

- a. Verbal Reports – No Action

9. DEPARTMENT RECOMMENDATIONS

- a. Administration (*City Clerk, Finance, Human Resources, Legal*)
- b. Public Safety
- c. Community Development (*including Planning, Building, and Code Enforcement*)
- d. Public Works & Engineering (*including Engineering, Water and Wastewater Systems*)

10. CITY COUNCIL AND COMMITTEE REPORTS

- a. Mendocino Council of Governments (MCOG)
- b. Local Agency Formation Commission (LAFCO)
- c. Mendocino Transit Authority (MTA)
- d. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA)
- e. League of California Cities
- f. Water & Wastewater Systems Committee
- g. Revit-ED Committee
- h. Finance Committee
- i. Ad Hoc Committees
 - 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

13. GOOD & WELFARE

14. CLOSED SESSION NOTICE

- a. Pursuant to Government Code §54957 – Public Employee (Annual) Performance Evaluation – City Manager

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 5th day of August, 2016.
Cathy Moorhead, City Clerk*



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**WILLITS CITY COUNCIL
MINUTES
WEDNESDAY, JULY 27, 2016**

Mayor Burton called a regular meeting of the City Council to order at 6:34 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; Susie Holmes, Finance Director; Dusty Duley, City Planner; John Sherman, Building Official; and Cathy Moorhead, City Clerk

Mayor Burton introduced Derek Rampone from the City's new auditing firm, Moss, Levy & Hartzheim, LLP. Mr. Rampone informed the City Council that his team will be here all week auditing our books, policies, procedures, and will issue a report when the audit is complete.

2. PUBLIC COMMUNICATIONS

Barbara Plaza, property owner on Franklin Street expressed her concerns with why the sidewalks on her street have not been poured. Stating that she was informed by City staff last year that there were grant funds for this project, but when calling this year she was told that Franklin Street is not a top priority at this time. She also expressed concerns with other city staff. City Attorney Lance informed Ms. Plaza that she could contact the City Clerk's Office and file a complaint form.

David Pollin addressed the council regarding CBD (Cannabidiol) Oil, asking that they undertake the development of a secure Industrial Park, a place where cannabis products can be developed, produced and distributed.

Dr. Henry Rued commented on the tree removal in Bud Snider Park. Stating that he hopes the City has recently been in contact with an arborist, and not simply going on a report from 20 years ago. Dr. Rued also asked; can these trees be saved!

3A. DISCUSSION, FURTHER REVIEW AND POSSIBLE ADOPTION OF FISCAL YEAR 2016-17 DRAFT BUDGET

It was reported that at the council meeting on June 26th, 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.

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 to 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.

Public Comment: None presented.

Moved by Strong/Seconded by Orenstein and carried (4/1, with Burton dissenting) to adopt Fiscal Year 2016/17 Budget.

4. CONSENT CALENDAR

The following item(s) are recommended for approval:

- a. City Council Minutes:
 - May 11, 2016 – **Approved**
 - May 25, 2016 – **Approved**
 - June 7, 2016 – Special Meeting – **Approved**
 - June 29, 2016 – Special Meeting – **Approved**
 - July 13, 2016 – **Approved**

Moved by Madrigal/Seconded by Stranske and carried unanimously to approve Consent Calendar items (a).

Removed for separate consideration:

- 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) – **Approved**

Moved by Orenstein/Seconded by Madrigal and carried unanimously to 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

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 Approval of Request to Waive Boundary Line Adjustment Application Fee for Mr. Morris Kaplan

Public Comment: None presented.

Moved by Madrigal/Seconded by Orenstein and carried unanimously to deny Request to Waive Boundary Line Adjustment Application Fee for Mr. Morris Kaplan.

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

8A. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE CHANGE IN HOURS OF OPERATIONS AT CITY OFFICES

Public Comment: None presented.

Moved by Madrigal /Seconded by Strong and carried (3/2, with Stranske and Burton dissenting) to 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.

City Manager Reports:

City Manager Moore reported on the following:

- Public Works crew has been given approval to conduct tree removal on State Street, at Bud Snider Park. An arborist has been consulted, and some of the trees will be replaced at a later date.
- A concern was recently raised in our local newspaper that the restrooms in Bud Snider Park are not being maintained. City Manager Moore informed the community that these restroom are being cleaned and restocked on a daily basis by our Public Works crew, and the restrooms at Bud Snider Park have just recently been repainted.

9. DEPARTMENT RECOMMENDATIONS

- a. Administration (*including City Clerk, Finance, Human Resources, Legal*)
- City Clerk Moorhead reported that the Municipal Elections Nominations are open, and reminded the community that paperwork may be taken out until August 12th, folks are

encouraged to please call the Clerk's Office to make an appointment to have nomination packets issued.

- Finance no further reports.
 - Human Resources did not report.
 - City Attorney Lance reported that per recommendation from Water Law Attorney Alan Lilly, the City filed an application for a pre-1914 Appropriative Water Rights with the State Water Rights Control Board on July 1, 2016.
- b. Public Safety
- Police Chief Gonzalez commented that due to recent events with police departments in the United States, he's proud to live in a community that is aware of how important our officers are. Also, the Willits Bike Patrol is back on our streets.
Councilmember Orenstein commented that he recently went on a ride-along and what a pleasure it was to see our young officers handle themselves with such grace.
- c. Community Development (*including Planning, Building, and Code Enforcement*)
- City Planner Duley stated that the City has entered into agreement with Michael Baker to update the Housing Elements; moving forward with the Streets and Alley Project; and the planning department is receiving new planning applications.
- d. Public Works & Engineering (*including Engineering, Water and Wastewater Systems*)
- None presented

10. CITY COUNCIL AND COMMITTEE REPORTS

- a. Mendocino Council of Governments (MCOG) did not meet.
- b. Local Agency Formation Commission (LAFCO) did not meet.
- c. Mendocino Transit Authority (MTA) did not meet.
- 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 met and discussed Sphere of Influence, Highway Signage and Vacant Commercial Properties.
- h. Finance Committee did not meet.
- i. Ad Hoc Committees
 - Caltrans Relinquishment Project Committee reported that City Manager Moore and various staff members met with Mauricio Serrano from Caltrans today. City Manager Moore is requesting to schedule an Ad Hoc meeting for further discussion.
- j. Other Committee Reports
 - Economic Development and Financing Corporation (EDFC) met and has scheduled a Retreat for August 7th; EDFC has also hired new clerical personnel to help reorganize their office.
 - North Coast Railroad Authority did not meet.

11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

- a. Councilmember Madrigal commented on how delighted she is with the grand opening of the new Mendo Mill store this past weekend and how wonderful this is for our community. Councilmember Strong informed the community that on August 20th Willits Economic LocalLization (WELL) will be having an "Efficient Living Tour" from 9:30 a.m.-4:00 p.m., meeting at 630 S. Main Street.

Mayor Burton reports that he, Councilmember Madrigal, City Manager Moore, City Planner Duley, and Building Inspector/Code Enforcement Officer Sherman toured the old Advanced Manufacturing and Development facility on Monday, where a remodeling project is underway and near completion. The new facility is clearly intended to be some sort of nursery, at this time no occupancy permit has yet been issued.

12. ENACTMENT OF ORDINANCES

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

Public Comment: Barbara Plaza asked if this new ordinance will pertain to businesses only or private residences also. Council answered that it will pertain to all.

Moved by Madrigal/Seconded by Stranske and carried unanimously to adopt Ordinance (No. 2016-01) amending Willits Municipal Code Chapter 1.12, Entitled "Code Enforcement".

13. GOOD & WELFARE

Councilmember Madrigal was excited to report that the Willits Center for the Arts is currently being prepped for a new look, a fresh coat of exterior paint; and is appreciative that City Hall will be open again this year for a cooling station on days that are excruciatingly hot.

14. ADJOURNMENT

Moved by Stranske/seconded by Madrigal and carried unanimously to adjourn the meeting at 8:07 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.



* Please Note: Due the large electronic file size of the budget document, it is not included in the electronic agenda packet. The full budget document is available for review at City Hall.

Item No. **4c**

Meeting Date: **August 10, 2016**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Susan Holmes, Finance Director

Agenda Title: RESOLUTION RATIFYING THE ADOPTION OF THE 2016-2017 FINAL BUDGET

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

Summary of Request: City staff brought to the City Council a draft budget on July 13, 2016 which was reviewed and discussed. Council sent the budget back to staff to make additional cuts, on July 27, 2016, staff returned the budget with a \$163,873 General Fund deficit, a sewer enterprise budgeted deficit of \$148,847 and a water enterprise budgeted deficit of \$697,574. Council approved the budget.

Attached as Exhibit "A" is the full budget.

Recommended Action: Ratify the adoption of the Fiscal Year 2016-2017 Budget as presented.

Alternative(s): None recommended.

Fiscal Impact: As set forth in the budget document.

Personnel Impact: None.

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

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

RESOLUTION NO. 2016-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLITS RATIFYING THE FISCAL YEAR 2016-2017 FINAL BUDGET

WHEREAS, the City Council of the City of Willits annually adopts a final budget including all operating and capital budgets, authorized capital budgets, authorized capital outlay expenditures and a list of all authorized budgeted positions; and

WHEREAS, the City Council of the City of Willits reviewed the draft budget on July 13, 2016, during a Council Meeting; and

WHEREAS, the City Council of the City of Willits reviewed an Amended draft budget on July 27, 2016; and

WHEREAS, the City Council of the City of Willits took action to adopt the budget as presented on July 27, 2016, which is hereby reflected; and

WHEREAS, the City Council of the City of Willits desires to adopt the 2016-2017 Final Budget along with position allocation list and capital improvement list as presented in its Adopted format at this meeting and from which the 2016-2017 Final Budget Summary of Fund Balances is attached hereto as Exhibit "A" and incorporated herein by reference.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Willits, that:

1. The 2016-2017 Final Budget and Summary of Fund Balances that is attached hereto and incorporated herein by reference, is hereby adopted.
2. The list of Authorized Fixed Asset/Capital Improvement Projects for the 2016-2017 fiscal year, attached to the 2016-2017 Final Budget and incorporated herein by reference is hereby adopted.
3. The list of Allocated Budgeted Positions for the 2016-2017 fiscal year, included within the 2016-2017 Final Budget and incorporated herein by reference is hereby adopted.
4. The Classification and Compensation Plan, included within the 2016-2017 Final Budget and incorporated herein by reference, is hereby adopted.

BE IF FURTHER RESOLVED that the City Council of the City of Willits directs it's City Manager, City Finance Director, and all other City staff to provide for and implement those operating and capital programs provided in the 2016-2017 Final Budget.

The above and foregoing Resolution was introduced by Councilmember _____ seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Willits, held on the 10th day of August, 2016, by the following vote:

AYES:
NOES:
ABSENT:

BRUCE BURTON, Mayor
City Council of the City of Willits

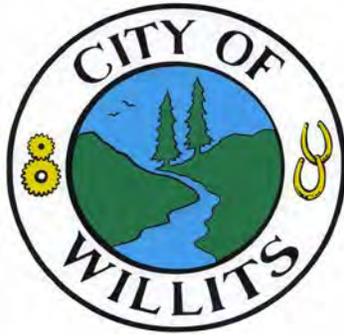
ATTEST:

CATHY MOORHEAD
City Clerk



CITY OF WILLITS
Fiscal Year 2016/2017
Adopted Budget

City of Willits



MISSION STATEMENT

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

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

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

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

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

**CITY OF WILLITS
FISCAL YEAR 2016-2017
ADOPTED BUDGET
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**CITY OF WILLITS
FISCAL YEAR 2016-2017
ADOPTED BUDGET
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CITY OF WILLITS
ADOPTED 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
ADOPTED 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
ADOPTED 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
 ADOPTED 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	2016-2017 Council Adopt
<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				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					0
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. Total \$7,000.
- 2090-000 Required publications and notice in newspapers \$250.
- 2105-000 City Clerk New Law/Election training and travel \$1,600; City Clerks Association of California Annual Conference \$1,600. Total \$3,200.
- 2199-000 Peg Funds \$3,000, other costs associated with council meetings \$500. Total \$3,500

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

	Actual	Budget	YTD	Projected	2016-2017
	06/30/2015	2015-2016	5/15/2016	Actual	Council
Financing Uses				6/30/2016	Adopt
Salaries and Employee Benefits					
1001-000 Regular Employees	\$21,572	\$27,256	\$23,887	\$27,003	\$28,648
1003-000 Overtime	\$3,636	\$0		\$0	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	\$0.00
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	2016-2017
	06/30/2015	2015-2016	5/15/2016	Actual	Council
				6/30/2016	Adopt
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	0
1003-000 Overtime	\$16,228	\$0		\$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	0
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					\$0
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, 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.
- 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	2016-2017
	06/30/2015	2015-2016	5/15/2016	Actual	Council
				6/30/2016	Adopt
<u>Financing Uses</u>					
<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	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.

Fund 100-General Fund
Department 1004-Legal Services

	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
<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)
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Full-time Equivalent	1.00	0.92

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2015-000 Cell Phone/Cell Phone Service \$700.
- 2050-000 CalPELRA Dues \$700; LCW Membership \$995. Total \$1,695.
- 2055-000 Office expense \$800.
- 2061-010 Personnel related legal counsel services \$3,500.
- 2061-013 Medical screenings, background checks, polygraphs, drug screens, credit checks, fingerprinting, stress tests, etc. \$2,000; Police background \$10,000. Total \$12,000.
- 2091-000 Job announcements, advertising and printing \$1,500.
- 2105-000 LCW Annual conference; CalPERS Annual conference; California Public Employers Labor Relations Association; HR Law and other conferences and travel \$1,000.
- 2199-000 Employee appreciation, service pins \$350, Holiday/Retirement celebration \$1,500. Total \$1,850.

Fund 100-General Fund
Department 1005-Human Resources

	Actual	Budget	YTD	Projected	2016-2017
Financing Uses	06/30/2015	2015-2016	5/15/2016	Actual	Council
Salaries and Employee Benefits				6/30/2016	Adopt
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	\$0
1003-000 Overtime	\$862	\$0			0
1004-000 Comp Time Paid	\$0				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
Services and Supplies					
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 ELECTIONS 1006

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

2016-2017 PROGRAM GOALS:

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

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

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

Fund 100-General Fund
Department 1006-Elections

	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
<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>2016-2017</u> <u>Council</u> <u>Adopt</u>
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees					\$0
1002-000 Part-Time Employees					0
1003-000 Overtime					0
1004-000 Comp Time Paid					0
1005-000 Benefit Buyouts					0
1007-000 Longevity Incentive					0
1011-000 FICA					0
1012-000 Medicare					0
1013-000 Health Insurance					0
1014-000 Retirement					0
1015-000 Unemployment Insurance					0
1016-000 Workers Compensation					0
Total Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies					
2015-000 Communications					0
2041-000 Equipment Maintenance & Supplies					\$55,100
2050-000 Dues and Subscriptions					0
2055-000 Office Expense					0
2081-030 Other Contract Services					25,000
2105-000 Training and Travel					0
2199-000 Other Svs and Supplies					0
Total Services and Supplies	\$0	\$0	\$0	\$0	\$80,100
Fixed Assets					
4002-000 Equipment	\$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 Other Services					\$0
7250-000 Miscellaneous Revenue					0
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	2016-2017 Council Adopt
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	0
1003-000 Overtime	\$160	\$0		\$0	0
1005-000 Benefit Buyouts	\$0			\$0	0
1007-000 Longevity Incentive	\$0			\$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	
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	2016-2017 Council Adopt
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees	\$27,574	\$26,927	\$17,587	\$19,881	\$24,520
1003-000 Overtime	\$34	\$0		\$0	0
1011-000 FICA	\$1,662	\$1,380	\$1,057	\$1,194	1,520
1012-000 Medicare	\$389	\$323	\$247	\$279	356
1013-000 Health Insurance	\$9,584	\$7,070	\$6,599	\$7,459	5,424
1014-000 Retirement	\$6,318	\$5,842	\$6,798	\$7,685	6,434
1015-000 Unemployment Insurance	\$305	\$134	\$147	\$167	134
1016-000 Workers Compensation	\$1,641	\$1,202	\$1,166	\$1,318	1,324
Total Salaries and Benefits	\$47,506	\$42,878	\$33,601	\$37,984	\$39,712
Services and Supplies					
2010-000 Clothing and Safety Equipment	\$81	\$0	\$54	\$55	\$100
2015-000 Communications	\$140	\$350	\$76	\$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
Other Charges					
3020-000 ISF Equipment Charges	\$0	\$0	\$0	\$0	\$0
Total Other Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets					
4002-000 Equipment	\$0	\$0	\$0	\$0	\$0
Total Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Appropriations	\$55,720	\$46,078	\$34,940	\$39,810	\$43,862
Financing Sources					
Charges for Services					
6220-000 Appeals and Enforcement Fees	\$1,000	\$18,000	\$15,000	\$15,000	\$15,000
Total Charges for Services	\$1,000	\$18,000	\$15,000	\$15,000	\$15,000
Net City Cost	(\$54,720)	(\$28,078)	(\$19,940)	(\$24,810)	(\$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	2016-2017 Council Adopt
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees	\$18,929	\$26,341	\$22,013	\$24,884	\$33,714
1002-000 Part-Time Employees	\$2,160	\$241	\$241	\$272	
1003-000 Overtime	\$397	\$0		\$0	0
1011-000 FICA	\$1,297	\$1,898	\$1,343	\$1,519	2,090
1012-000 Medicare	\$303	\$445	\$314	\$355	489
1013-000 Health Insurance	\$6,972	\$9,721	\$7,133	\$8,063	7,458
1014-000 Retirement	\$4,282	\$8,034	\$7,119	\$8,048	8,847
1015-000 Unemployment Insurance	\$131	\$185	\$140	\$158	185
1016-000 Workers Compensation	\$1,286	\$1,654	\$1,277	\$1,443	1,821
Total Salaries and Benefits	\$35,756	\$48,519	\$39,580	\$44,743	\$54,604
Services and Supplies					
2010-000 Clothing and Safety Equipment	\$189	\$0	\$75	\$100	\$100
2015-000 Communications	\$1,427	\$1,350	\$1,217	\$1,342	1,350
2041-000 Equipment Maintenance & Supplies	\$378	\$300	\$24	\$75	300
2044-000 Vehicle Operations	\$173	\$350	\$136	\$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
Other Charges					
3020-000 ISF Equipment Charges	\$0	\$0	\$0	\$0	\$0
Total Other Charges	\$0	\$0	\$0	\$0	\$0
Total Appropriations	\$62,439	\$59,184	\$53,434	\$59,120	\$65,654
Financing Sources					
Licenses, Permits and Franchises					
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; WAC Maintenance \$1,000. Total \$4,000.
2055-000	Office Expense \$100.
2061-020	Justice Center janitor \$16,800, City Hall janitor \$20,200. Total \$37,000.
2081-030	Paint Exterior of Art Center (1/2 split with WAC) \$7,500.
2110-000	Utility charges for City Hall, WIC building (Willits Center for the Arts), and Carnegie library \$20,000.
2199-000	Rugs, mats and mops for City Hall and Justice Center \$6,500.
3020-000	ISF Equipment Charges \$25.

REVENUE:

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

	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
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	0
1003-000 Overtime	\$2,590	\$0		\$0	0
1004-000 Comp Time Paid	\$0	\$0		\$0	0
1005-000 Benefits Buy-Out		\$3,113	\$3,113	\$3,519	1,553
1007-000 Longevity Incentive		\$750	\$750	\$848	0
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		0
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		0
2105-000 Training & Travel	\$0	\$0	(\$250)	(\$250)	0
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>	<u>0.25 Remove Position 9/30/2016</u>
Full-time Equivalent	2.0	1.25

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, 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.

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	2016-2017
		06/30/2015	2015-2016	5/15/2016	Actual	Council
Financing Uses					6/30/2016	Adopt
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	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			0
2081-027	Narcotics Task Force	\$0	\$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
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Other Financing Sources

8202-000	Operating Transfers In	\$47,076	\$0	\$0	\$0	\$0
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Total Other Financing Sources		\$47,076	\$0	\$0	\$0	\$0
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Total Revenue		\$60,339	\$41,565	\$4,442	\$8,623	\$43,000
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Net City Cost		(\$381,641)	(\$472,685)	(\$377,831)	(\$459,898)	(\$415,275)
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FUND 100 PUBLIC SAFETY DISPATCH 1021

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

2016-2017 PROGRAM GOALS:

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

ALLOCATED POSITIONS:	15/16	16/17
Dispatcher/Clerk Part-time	0.03	0.00
Dispatcher/Clerk	<u>5.00</u>	<u>4.00</u>
Full-time Equivalent	5.03	4.00

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 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
<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	-
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	2016-2017 Council Adopt
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees	\$524,540	\$602,591	\$374,982	\$423,892	\$571,304
1002-000 Part-Time Employees	\$3,856	\$0	\$19,047	\$21,532	14,975
1003-000 Overtime	\$169,750	\$117,569	\$132,793	\$150,114	88,328
1004-000 Comp Time Paid	\$23,729	\$11,695	\$18,839	\$21,297	20,000
1005-000 Benefit Buyouts	\$16,217	\$18,488	\$21,171	\$23,933	11,503
1006-000 Workers Comp Payments	\$66,340	\$25,000	\$18,350	\$20,744	0
1007-000 Longevity Incentive	\$2,250	\$2,250	\$2,250	\$2,250	2,250
1011-000 FICA	\$45,583	\$45,996	\$35,003	\$39,568	43,918
1012-000 Medicare	\$10,661	\$10,757	\$8,186	\$9,254	10,271
1013-000 Health Insurance	\$180,133	\$165,049	\$132,011	\$149,230	174,420
1014-000 Retirement	\$217,558	\$196,552	\$247,894	\$280,228	282,972
1015-000 Unemployment Insurance	\$4,885	\$4,032	\$3,118	\$3,525	3,696
1016-000 Workers Compensation	\$46,429	\$40,060	\$36,888	\$41,699	38,251
Total Salaries and Benefits	\$1,311,930	\$1,240,039	\$1,050,533	\$1,187,265	\$1,261,888
Services and Supplies					
2044-000 Vehicle Operations	\$66,017	\$74,450	\$27,896	\$39,000	\$59,000
2061-016 Professional Services-Medical	\$0	\$1,500	\$0	\$0	1,500
2095-000 Rents and Leases-Equipment	\$11,463	\$22,926	\$23,036	\$23,036	23,036
2101-031 Spec Dept Exp-Investigative	\$2,723	\$3,000	\$1,327	\$2,000	3,000
2101-032 Spec Dept Exp-Training	\$2,175	\$11,425	\$9,498	\$11,425	11,425
2101-033 Spec Dept Exp-Safety	\$10,485	\$10,300	\$2,473	\$6,000	10,300
2105-000 Training and Travel	\$0	\$0	\$0	\$0	0
Total Services and Supplies	\$92,863	\$123,601	\$64,230	\$81,461	\$108,261
Fixed Assets					
4002-000 Equipment	\$0	\$0	\$0	\$0	\$0
Total Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Appropriations	\$1,404,793	\$1,363,640	\$1,114,763	\$1,268,726	\$1,370,149
Financing Sources					
5620-000 Federal-Other	\$2,154	\$2,500	\$836	\$2,500	\$2,500
5620-001 Federal Cops Grant (42%)	\$45,297	\$42,100	\$39,708	\$42,100	0
7250-000 Miscellaneous Revenue	\$80,888	\$71,165	\$50,938	\$56,000	50,000
Total Miscellaneous Revenue	\$128,339	\$115,765	\$91,481	\$100,600	\$52,500
Other Financing Sources					
8202-000 Operating Transfer In	\$15,000	\$15,000	\$0	\$15,000	\$15,000
Total Revenue	\$143,339	\$130,765	\$91,481	\$115,600	\$67,500
Net City Cost	(\$1,261,454)	(\$1,232,876)	(\$1,023,281)	(\$1,153,126)	(\$1,302,649)

FUND 100 STATE COPS – CSO/CO 1023

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

2016-2017 PROGRAM GOALS:

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

ALLOCATED POSITIONS:	15/16	16/17
Community Services Officer II	<u>1.00</u>	<u>0.83 (9/1/16 hire date)</u>
Full-time Equivalent	1.00	0.83

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	2016-2017
Salaries and Employee Benefits	06/30/2015	2015-2016	5/15/2016	Actual	Council
				6/30/2016	Adopt
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	
2055-000 Office Expense	\$0	\$0	\$0	\$0	
2081-030 Other Contract Services	\$0	\$0	\$0	\$0	
2105-000 Training and Travel	\$0	\$0	\$0	\$0	
2106-000 Trans/Travel POST Reimburse	\$0	\$0	\$0	\$0	
Total Services and Supplies	\$0	\$0	\$0	\$0	\$0
Operating Transfers Out					
5001-000 Operating Transfers Out					\$0
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

	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
<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.
6236-000	Concessions \$1,625.
6237-000	Swim Lessons \$12,750.
6238-000	Water Aerobics \$1,000.
6239-000	Swim Parties \$500.

Fund 100-General Fund
Department 1030-Swimming Pool Operations

	Actual	Budget	YTD	Projected	2016-2017
	06/30/2015	2015-2016	5/15/2016	Actual	Council
Financing Uses				6/30/2016	Adopt
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.
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Fund 100-General Fund
Department 1040-Public Works Administration

	Actual	Budget	YTD	Projected	2016-2017
	06/30/2015	2015-2016	5/15/2016	Actual	Council
Financing Uses				6/30/2016	Adopt
Salaries and Employee Benefits					
1001-000 Regular Employees	\$70,268	\$46,167	\$32,071	\$36,254	\$0
1002-000 Part-Time Employees	\$54	\$0		\$0	0
1003-000 Overtime	\$154	\$0		\$0	0
1004-000 Comp Time Paid		\$0		\$0	0
1005-000 Benefit Buy-Outs	\$1,744	\$0		\$0	
1011-000 FICA	\$4,615	\$2,357	\$2,132	\$2,410	0
1012-000 Medicare	\$1,079	\$551	\$499	\$564	0
1013-000 Health Insurance	\$21,070	\$7,111	\$6,962	\$7,870	0
1014-000 Retirement	\$4,217	\$2,375	\$2,333	\$2,637	0
1015-000 Unemployment Insurance	\$356	\$268	\$149	\$168	0
1016-000 Workers Compensation	\$4,116	\$2,053	\$2,273	\$2,570	0
Total Salaries and Benefits	\$107,673	\$60,882	\$46,418	\$52,473	\$0
Services and Supplies					
2001-003 Fees and Permits-County	\$0				\$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**

	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Financing Uses					
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	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	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.
- 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 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Financing Uses					
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	0
1003-000 Overtime	\$0	\$0		\$0	145
1004-000 Comp time Paid	\$177	\$0		\$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	2016-2017 Council Adopt
<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					0
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. 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.
7250-000	Truck water-fill station \$60,000.

Fund 100-General Fund
Department 1050-Park Maintenance

Financing Uses	Actual	Budget	YTD	Projected	2016-2017
	06/30/2015	2015-2016	5/15/2016	Actual	Council
Salaries and Employee Benefits				6/30/2016	Adopt
1001-000 Regular Employees	\$34,674	\$26,466	\$17,351	\$19,615	\$32,797
1002-000 Part Time Employees	\$5,516	\$13,755		\$0	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	2016-2017 Council Adopt
<u>Financing Uses</u>					
<u>Other Contracts</u>					
3030-000 Chamber of Commerce (T.O.T.)	\$35,212	\$34,441	\$25,831	\$34,441	\$34,441
Total Other Contracts	\$35,212	\$34,441	\$25,831	\$34,441	\$34,441
<u>Other Contributions</u>					
3031-000 Willits Senior Center	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
3033-000 County Library	\$1,000	\$100	\$100	\$100	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>2016-2017</u> <u>Council</u> <u>Adopt</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>2016-2017</u> <u>Council</u> <u>Adopt</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>2016-2017</u> <u>Council</u> <u>Adopt</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>2016-2017</u> <u>Council</u> <u>Adopt</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)

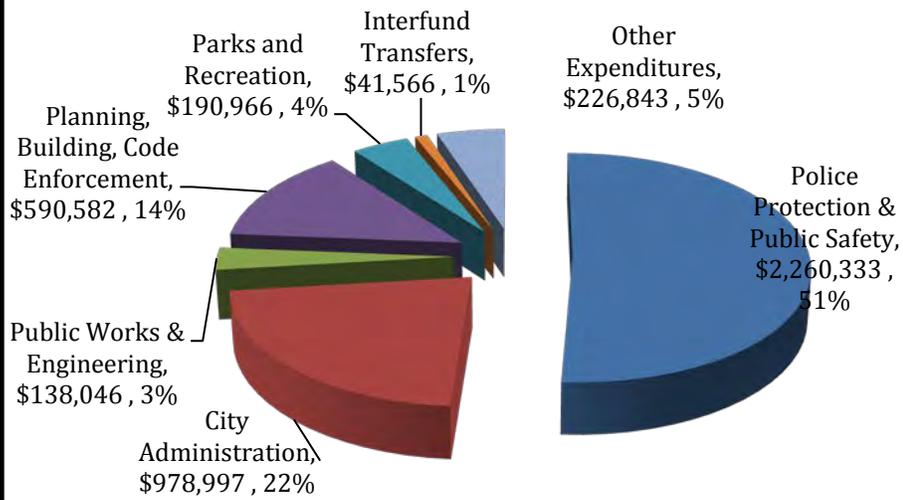
GENERAL FUND TOTALS

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

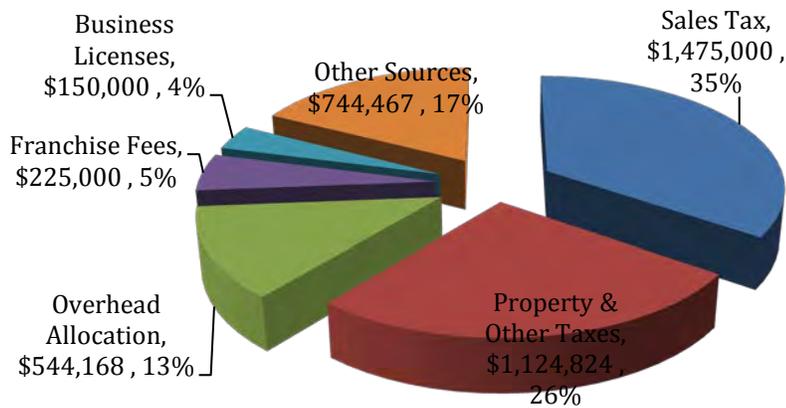
Expenditures by Type	
Salaries & Benefits	\$2,867,270
Services and Supplies	\$1,406,318
Other Charges	\$99,912
Capital & Fixed Assets	\$12,267
Debt Service	\$0
Transfers	\$41,566
Total General Fund Expenditures	\$4,427,333

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 striping. This department communicates traffic safety concerns directly with Caltrans and assists with the development and engineering review of existing and proposed traffic control devices. Grant applications and other funding applications are developed and filed with appropriate federal, state and local offices. The Traffic Safety Department also provides traffic control for parades including Frontier Days and Homecoming.

2016-2017 PROGRAM GOALS:

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

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

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2041-000 Vehicle and equipment maintenance \$100.
- 2081-023 Caltrans state traffic signals maintenance agreement \$1,500.
- 2081-030 Traffic control July 4th \$1,700, emergency traffic control \$1,000. Total \$2,700.
- 2101-045 Hardware and parts \$300, cones and barricades \$1,300. Total \$1,600.
- 2105-000 Training and travel \$500.
- 3020-000 Vehicle usage \$350.
- 3021-000 Overhead allocation \$25,271.

REVENUE:

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

Fund 200-Traffic Safety
Department 2003-Operations

	Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
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	-
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	Budget	YTD	Projected	2016-2017
		6/30/2015	2015-2016	5/15/2016	Actual	Council
Financing Uses					6/30/2016	Adopt
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			0
2061-012	Other Professional Services	\$0	\$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	2016-2017
		6/30/2015	2015-2016	5/15/2016	Actual	Council
Financing Uses					6/30/2016	Adopt
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	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	0
1005-000	Benefit Buyouts	\$6,450	\$16,373	\$19,405	\$21,936	2,695
1006-000	Workers Comp Payments	\$8,052	\$0	\$0	\$0	0
1007-000	Longevity Incentive	\$3,750	\$750	\$750	\$750	0
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	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	Budget	YTD	Projected	2016-2017
		6/30/2015	2015-2016	5/15/2016	Actual	Council
Financing Uses					6/30/2016	Adopt
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	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
\$50,000 Total \$32,657.
6225-000 Street sweeping reimbursement from Caltrans \$13,300.
6650-000 Other services \$8,000.

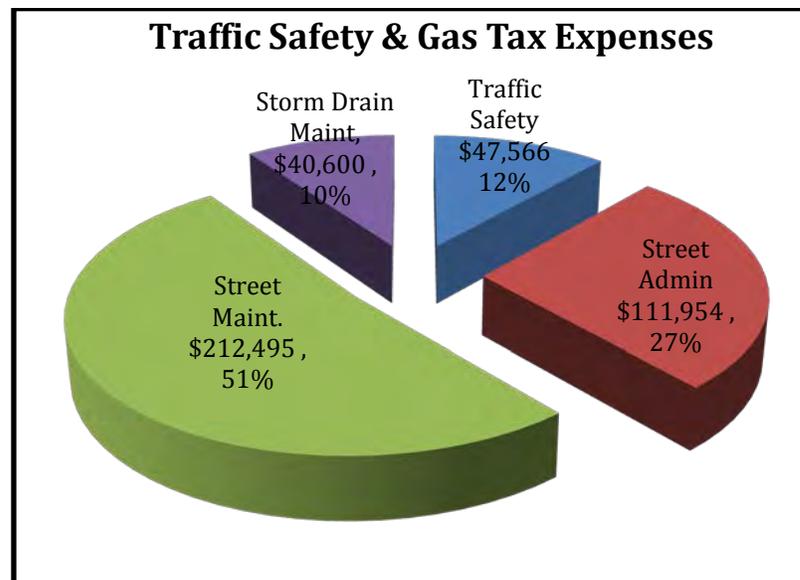
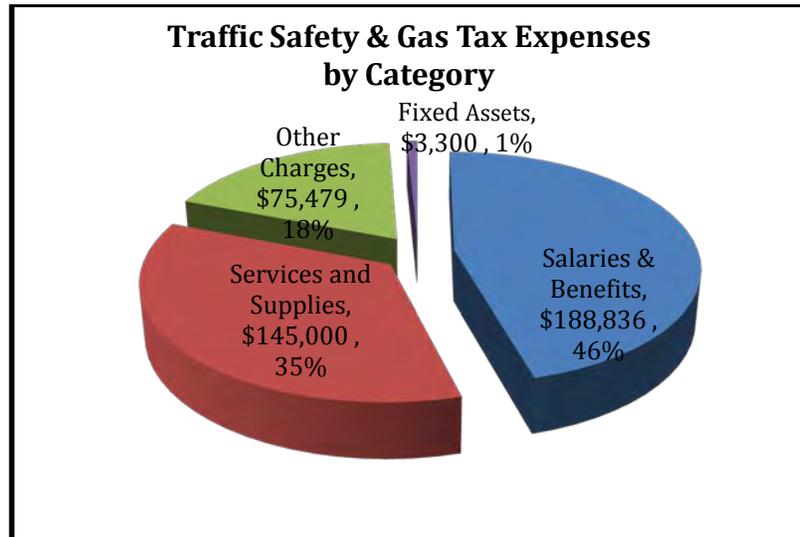
Fund 201-Gas Tax
Department 0201

		Actual	Budget	YTD	Projected	2016-2017
		6/30/2015	2015-2016	5/15/2016	Actual	Council
Financing Sources					6/30/2016	Adopt
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

<u>Traffic Safety/Gas Tax Expenses</u>	
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

<u>Traffic Safety/Gas Tax Expenses by Category</u>	
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 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Financing Uses					
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	\$0
1003-000 Overtime	\$60	\$402	\$402	\$455	\$550
1004-000 Comp Time Paid	\$617	\$1,409	\$1,409	\$1,592	\$0
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			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			0
Total Revenue	\$931,212	\$927,020	\$496,336	\$849,931	\$777,331
Net Cost	\$61,201	\$755	(\$436,138)	(\$177,101)	\$583,356

FUND 212 LANDFILL REMEDIATION

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

BUDGET LINE ITEM COMMENTS/DETAILS:

3021-000 Overhead allocation \$39.

REVENUE:

4201-000 Interest Income \$3,000

Fund 212-Landfill Remediation
Department 2120 Inter-fund Transfers

	<u>Actual</u> <u>6/30/2015</u>	<u>Budget</u> <u>2015-2016</u>	<u>YTD</u> <u>5/15/2016</u>	<u>Projected</u> <u>Actual</u> <u>6/30/2016</u>	<u>2016-2017</u> <u>Council</u> <u>Adopt</u>
<u>Other Financing Uses</u>					
3021-000 Overhead Allocation	\$41	\$39	\$39	\$39	\$39
5001-000 Operating Transfers Out					\$0
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>2016-2017</u> <u>Council</u> <u>Adopt</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000 Regular Employees	\$2,092	\$0	\$0	\$0	\$0
1002-000 Part-Time Employees	\$0	\$0	\$0	\$0	\$0
1011-000 FICA	\$128	\$0	\$0	\$0	\$0
1012-000 Medicare	\$30	\$0	\$0	\$0	\$0
1013-000 Health Insurance	\$1,175	\$0	\$0	\$0	\$0
1014-000 Retirement	\$174	\$0	\$0	\$0	\$0
1015-000 Unemployment Insurance	\$15	\$0	\$0	\$0	\$0
1016-000 Workers Compensation	\$118	\$0	\$0	\$0	\$0
	\$3,731	\$0	\$0	\$0	\$0
<u>Service and Supplies</u>					
2001-002 Fees and Permits-State	\$26,134	\$30,000	\$36,430	\$36,430	\$30,000
2001-003 Fees and Permits-County	\$5,474	\$6,814	\$6,814	\$6,814	\$6,814
Total Service and Supplies	\$31,608	\$36,814	\$43,244	\$43,244	\$36,814
<u>Other Charges</u>					
3010-000 Taxes and Assessments	\$728	\$743	\$765	\$765	\$743
3021-000 Overhead Allocation	\$2,435	\$195	\$195	\$195	\$195
Total Other Charges	\$3,163	\$938	\$960	\$960	\$938
Total Administration	\$38,502	\$37,752	\$44,204	\$44,204	\$37,752

FUND 213 LANDFILL POST-CLOSURE MAINTENANCE OPERATIONS 2133

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

2016-2017 PROGRAM GOALS:

- Successful implementation of post-closure maintenance program.

ALLOCATED POSITIONS:	15/16	16/17
Public Works Supervisor	0.01	0.01
Public Works Maintenance Worker	<u>0.08</u>	<u>0.08</u>
Full-time Equivalent	0.09	0.09

BUDGET LINE ITEM COMMENTS/DETAILS:

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

REVENUE:

6650-000	Other services- Equipment rental \$750.
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Fund 213-Landfill Post closure Maintenance
Department 2133-Operations

	Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
<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	\$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				\$0
2101-033 Safety Supplies	\$0				\$0
2101-035 Rock/Gravel/Asphalt	\$0				\$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>2016-2017</u> <u>Council</u> <u>Adopt</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			\$0
Total Services and Supplies	\$0	\$0	\$0	\$0	\$25,000
Other Charges					
3021-000 Overhead Allocation	\$0	\$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			\$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>2016-2017</u> <u>Council</u> <u>Adopt</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	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					0
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>2016-2017</u> <u>Council</u> <u>Adopt</u>
<u>Financing Uses</u>					
<u>Services & Supplies</u>					
2001-002 Fees and Permits-State					\$0
2055-000 Office Expense					\$0
2061-012 Architectural & Engineering					\$0
2081-030 Other Contract Services					\$0
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					\$0
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					\$0
5206-000 Federal Grant					\$0
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>2016-2017</u> <u>Council</u> <u>Adopt</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	0
2101-045 Other Departmental Expense	\$273	\$750	\$470	\$700	750
2105-000 Training and Travel	\$0			\$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			\$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			0
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	2016-2017
Salaries and Employee Benefits		6/30/2015	2015-2016	5/15/2016	Actual	Council
					6/30/2016	Adopt
1001-000	Regular Employees	\$84,029	\$81,732	\$30,269	\$34,217	\$77,433
1002-000	Part-Time Employees	\$7	\$0	\$124	\$140	\$0
1003-000	Overtime	\$0	\$0		\$0	\$212
1004-000	Comp Time Paid	\$172	\$385	\$385	\$435	\$0
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	2016-2017
Salaries and Employee Benefits		6/30/2015	Budget	5/15/2016	Actual	Council
			2015-2016		6/30/2016	Adopt
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	2016-2017
Salaries and Employee Benefits		6/30/2015	2015-2016	5/15/2016	Actual	Council
					6/30/2016	Adopt
1001-000	Regular Employees	\$158,305	\$151,676	\$95,897	\$108,405	\$185,383
1002-000	Part-Time Employees	\$0			\$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	0
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	0
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	
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

<u>Financing Uses</u>	<u>Actual</u>	<u>Budget</u>	<u>YTD</u>	<u>Projected</u>	<u>2016-2017</u>
<u>Services and Supplies</u>	<u>6/30/2015</u>	<u>2015-2016</u>	<u>5/15/2016</u>	<u>Actual</u>	<u>Council</u>
				<u>6/30/2016</u>	<u>Adopt</u>
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	0
1003-000 Overtime	\$0	\$0		\$0	116
1004-000 Comp Time Paid	\$0	\$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			0
2041-000 Equipment Maintenance & Supplies	\$3,508	\$1,350			0
2044-000 Vehicle Operations	\$141	\$300			0
2055-000 Office Expense	\$981	\$1,110			0
2081-030 Other Contract Services	\$1,291	\$1,200			0
2095-000 Rents and Leases-Equipment	\$835	\$1,530			0
2101-045 Other Departmental Expense	\$1,270	\$450			0
2105-000 Training and Travel	\$130	\$1,350			0
2110-000 Utilities	\$604	\$600			0
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					\$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	\$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>2016-2017</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>Council</u>
				<u>6/30/2016</u>	<u>Adopt</u>
1001-000 Regular Employees	\$9,540	\$4,413	\$10,047	\$11,357	\$15,775
1002-000 Part-Time Employees	\$0			\$0	\$0
1003-000 Overtime	\$185	\$39	\$79	\$89	\$451
1011-000 FICA	\$597	\$372	\$622	\$703	\$1,025
1012-000 Medicare	\$140	\$87	\$145	\$164	\$240
1013-000 Health Insurance	\$3,836	\$2,010	\$3,971	\$4,489	\$7,744
1014-000 Retirement	\$1,937	\$915	\$3,434	\$3,881	\$3,368
1015-000 Unemployment Insurance	\$27	\$50	\$71	\$80	\$109
1016-000 Workers Compensation	\$565	\$324	\$627	\$709	\$892
Total Salaries and Benefits	\$16,827	\$8,210	\$18,996	\$21,474	\$29,604
Services and Supplies					
2041-000 Equipment Maintenance & Supplies	\$412	\$0		\$0	\$1,000
2045-000 Maintain Bldg's & Grounds	\$0	\$0		\$0	0
2055-000 Office Expense	\$0	\$500			500
2061-012 Archtural & Engineering	\$0	\$0			0
2061-015 Laboratory testing	\$0	\$5,000		\$0	5,000
2101-034 Chemicals	\$0	\$12,000	\$236	\$236	12,000
2101-045 Other Departmental Expense	\$0	\$0		\$0	0
2105-000 Training & Travel	\$0	\$2,000		\$0	2,000
2110-000 Utilities	\$0	\$0		\$0	0
Total Services and Supplies	\$412	\$19,500	\$236	\$236	\$20,500
Other Charges					
3020-000 Equipment Charges	\$0	\$0	\$0	\$0	\$0
Total Other Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets					
4003-000 Infrastructure	\$0	\$235,000	\$144,680	\$154,680	\$0
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.

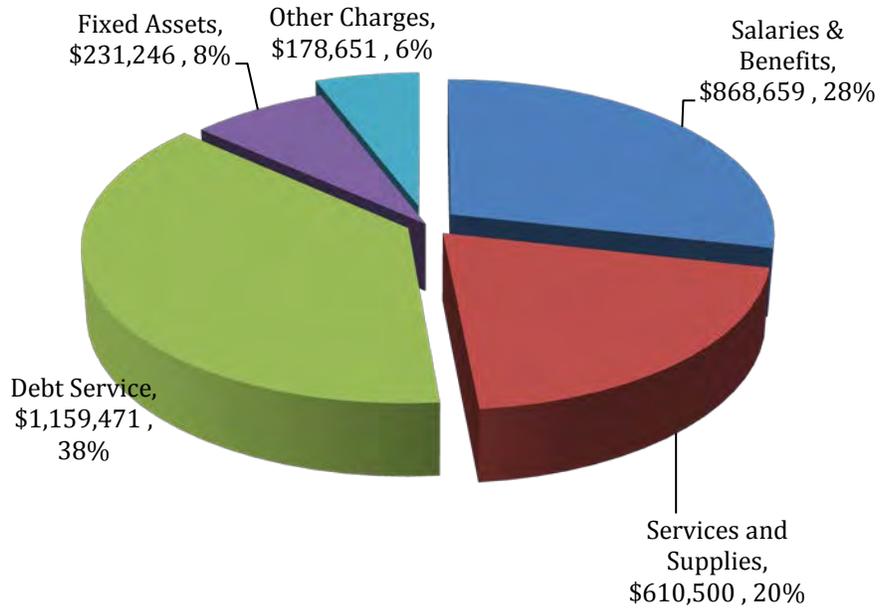
<u>Fund 501-Sewer Enterprise</u>					Projected	2013-2014
<u>Department 5017-Contingencies</u>		Actual	Budget	YTD	Actual	Council
		6/30/2015	2015-2016	5/15/2016	6/30/2016	Adopt
<u>Financing Uses</u>						
6001-000	Appropriation for Contingencies	\$351,293	\$11,824	\$11,824	\$0	\$0
Total Contingencies		\$351,293	\$11,824	\$11,824	\$0	\$0
<u>Department 5018-Debt Service</u>					Projected	2013-2014
		Actual	Budget	YTD	Actual	Council
		6/30/2015	2015-2016	5/15/2016	6/30/2016	Adopt
<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	2016-2017
		Actual	Budget	YTD	Actual	Council
		6/30/2015	2015-2016	5/15/2016	6/30/2016	Adopt
<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	2016-2017
		Actual	Budget	YTD	Actual	Council
		6/30/2015	2015-2016	5/15/2016	6/30/2016	Adopt
<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	
Total Rev From Use of Money/Property		\$24,172	\$10,000	\$1,980	\$14,480	\$6,500
<u>Charges for Services</u>						
6400-000	City Sewer Use Charge	\$2,020,078	\$1,985,000	\$1,891,944	\$1,986,541	\$1,985,000
6401-000	Brooktrails Sewer User Charge	\$557,866	\$577,148	\$533,147	\$577,146	\$575,179
6402-000	Meadowbrook Manor Charge	\$89,329	\$88,000	\$83,094	\$87,248	\$88,000
6403-000	Septage Receiving	\$437,878	\$500,000	\$148,954	\$159,086	\$240,000
6404-000	Sewer Lateral Installation	(\$1,000)	\$41,793	\$41,793	\$41,793	\$2,000
6405-000	Sewer Hookup Fees	\$7,865	\$7,840	\$7,840	\$7,840	\$0
6650-000	Other Services	\$2,496	\$3,000	\$420	\$420	\$3,000
Total Charges for Services		\$3,114,512	\$3,202,781	\$2,707,191	\$2,860,074	\$2,893,179
<u>Miscellaneous Revenue</u>						
5206-000	Federal Grants	\$0				\$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	\$2,899,679
Net Revenue (Cost)		\$290,167	(\$237,077)	(\$102,318)	(\$155,679)	(\$148,847)

SEWER FUND EXPENDITURES

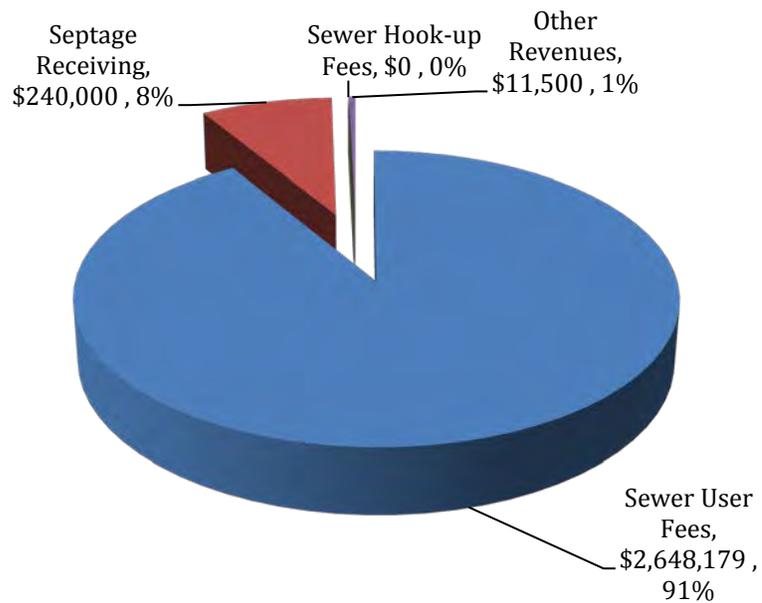
<u>Sewer Fund Expenses by Category</u>	
Salaries & Benefits	\$868,659
Services & Supplies	\$610,500
Debt Service	\$1,159,471
Fixed Assets	\$231,246
Other Charges	\$178,651
Total Sewer Fund Expenditures	\$3,048,526

<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	2016-2017
	6/30/2015	2015-2016	5/15/2016	Actual	Council
Financing Uses				6/30/2016	Adopt
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	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.
- 4003-003 Main Street water line phase III project \$840,000.
- 4003-005 Upgrade 3M gallon tank telemetry \$23,000.

Fund 503-Water Enterprise
Department 5031-System Maintenance

		Actual	Budget	YTD	Projected	2016-2017
		6/30/2015	2015-2016	5/15/2016	Actual	Council
Financing Uses					6/30/2016	Adopt
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 Proj	\$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>2016-2017</u> <u>Council</u> <u>Adopt</u>
Financing Uses					
Salaries and Employee Benefits					
1001-000					\$0
1003-000					0
1004-000					0
1005-000					0
1006-000					
1007-000					0
1011-000					0
1012-000					0
1013-000					0
1014-000					0
1015-000					0
1016-000					0
Total Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies					
2001-002					\$2,000
2010-000					\$500
2041-000					\$2,000
2061-012					\$100,000
2061-015					\$5,000
2081-030					\$20,000
2101-034					\$2,000
2101-033					\$500
2101-038					\$1,000
2110-000					\$3,000
Total Services and Supplies	\$0	\$0	\$0	\$0	\$136,000
Debt Service					
3001-000					\$0
3002-000					\$0
Total Debt Service	\$0	\$0	\$0	\$0	\$0
Other Charges					
3020-000					\$0
3021-000					0
Total Other Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets					
4002-000					\$0
4003-000					\$30,000
Total Fixed Assets	\$0	\$0	\$0	\$0	\$30,000
Other Financing Uses					
5001-000					\$0
Total Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Total Plant Operations	\$0	\$0	\$0	\$0	\$166,000

FUND 503 WATER PLANT OPERATIONS 5033

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

2016-2017 PROGRAM GOALS:

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

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

BUDGET LINE ITEM COMMENTS/DETAILS:

- 2010-000 Clothing and safety equipment \$1,000.
- 2041-000 Plant replacement parts, equipment, and tools \$20,000.
- 2045-000 Buildings and grounds: maintenance of all water plant structures \$8,000.
- 2055-000 Office supplies: paper, pencils, computer supplies \$1,200.
- 2061-015 Laboratory testing \$22,000.
- 2081-030 SCADA Maintenance services \$20,000.
- 2095-000 Reservoir Management Equipment \$30,000.
- 2101-034 Coagulants and treatment chemicals \$95,000.
- 2101-038 Maintenance and repair to plant access roads and fences \$22,000.
- 2105-000 Operator training, education, travel \$5,000.
- 2110-000 Utilities, PG&E and propane \$170,000.
- 3020-000 ISF Equipment Charges \$1,000.
- 3021-000 Overhead allocation \$38,557.
- 4002-000 2017 Pickup truck \$39,000, 2x Con Ex storage containers \$5,000. Total \$44,000.
- 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	2016-2017
	6/30/2015	2015-2016	5/15/2016	Actual	Council
Financing Uses				6/30/2016	Adopt
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	0
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					\$0
3002-000 Interest					\$0
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	2016-2017
	6/30/2015	2015-2016	5/15/2016	Actual	Council
Financing Uses				6/30/2016	Adopt
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	\$0
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			\$0
2041-000 Equipment Maintenance & Supplies	\$3,508	\$1,350			\$0
2044-000 Vehicle Operations	\$141	\$300			\$0
2055-000 Office Expense	\$981	\$1,110			\$0
2061-012 Architectural and Engineering	(\$1,691)				\$0
2081-030 Other Contract Services	(\$8,434)	\$900			\$0
2095-000 Rents and Leases-Equipment	\$835	\$1,530			\$0
2101-045 Other Departmental Expense	\$1,270	\$450			\$0
2105-000 Training and Travel	\$130	\$1,350			\$0
2110-000 Utilities	\$604	\$600			\$0
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			\$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

<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>2016-2017 Council Adopt</u>
6001-000 Appropriation for Contingencies	\$0	\$0	\$0	\$0	
Total Contingencies	\$0	\$0	\$0	\$0	\$0

Fund 503-Water Enterprise
Department 5038-Debt Service

<u>Financing Uses</u>	<u>Actual 6/30/2015</u>	<u>Budget 2015-2016</u>	<u>YTD 5/15/2016</u>	<u>Projected Actual 6/30/2016</u>	<u>2013-2014 Council Adopt</u>
3001-000 Principal	\$382,004	\$265,277	\$271,840	\$271,840	\$285,768
3002-000 Interest	\$39,280	\$32,862	\$32,930	\$32,930	25,635
3021-000 Overhead Allocation	\$1,821	\$87,357	\$87,357	\$87,357	87,357
Total Debt Service	\$423,105	\$385,496	\$392,127	\$392,127	\$398,760

Fund 503-Water Enterprise
Department 5039-Other Financing Uses

<u>Financing Uses</u>	<u>Actual 6/30/2015</u>	<u>2015-2016 Council Adopt</u>	<u>YTD 5/15/2016</u>	<u>Projected Actual 6/30/2016</u>	<u>2013-2014 Council Adopt</u>
5001-000 Operating Transfers Out	\$0	\$0	\$0	\$0	\$0
Total Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Total Appropriations	\$2,681,627	\$3,928,255	\$2,405,979	\$2,641,950	\$3,281,074

Dept 0503
Financing Sources

<u>Revenue From Use of Money/Property</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>2016-2017 Council Adopt</u>
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
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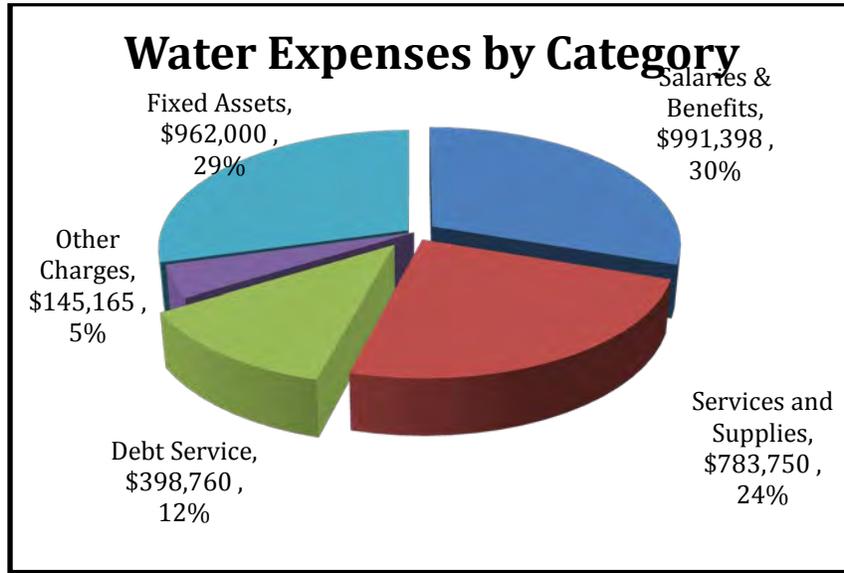
Net Revenue (Cost)	\$1,326,954	(\$1,069,170)	(\$76,697)	\$117,985	(\$697,574)
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Fund 503-Water Enterprise
Department 5037-Contingencies

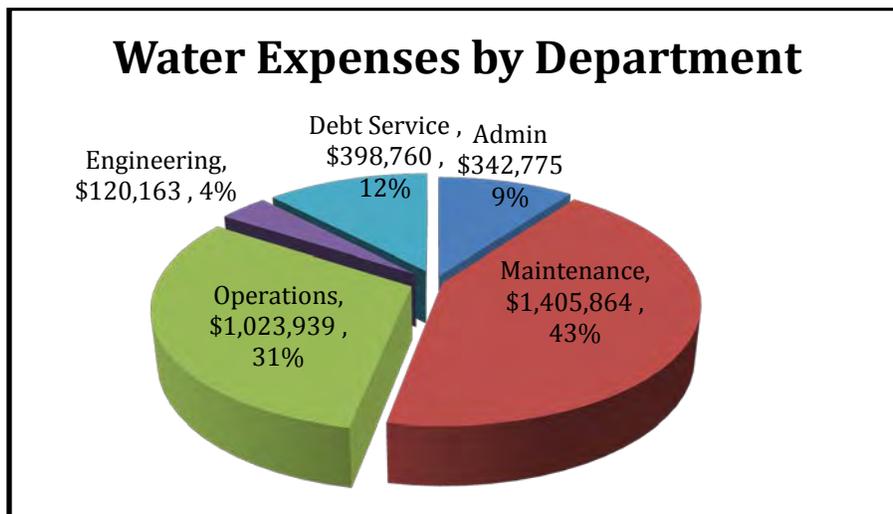
<u>Financing Uses</u>	<u>Actual 6/30/2015</u>	<u>Budget 2015-2016</u>	<u>YTD 5/15/2016</u>	<u>Projected Actual 6/30/2016</u>	<u>2016-2017 Council Adopt</u>
Recap of Water Fund Expenses					
Water Administration 503-5030	\$285,375	\$331,170	\$229,891	\$254,780	\$332,347
Water Maintenance 503-5031	\$1,060,281	\$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



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>2016-2017</u> <u>Council</u> <u>Adopt</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					\$0
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

REVOLVING LOAN – BUSINESS 652

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

ALLOCATED POSITIONS:	15/16	16/17
Senior Accountant	<u>0.01</u>	<u>0.00</u>
Full-time Equivalent	0.01	0.00

Fund 652-Revolving Loan
Department 6523
Operations

	<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>2016-2017</u> <u>Council</u> <u>Adopt</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000 Regular Employees	\$171	\$314	\$303	\$342	\$0
1011-000 FICA	\$10	\$20	\$18	\$21	0
1012-000 Medicare	\$2	\$4	\$4	\$5	0
1013-000 Health Insurance	\$55	\$102	\$97	\$109	\$0
1014-000 Retirement	\$39	\$96	\$95	\$107	\$0
1015-000 Unemployment Insurance	\$0	\$0		\$0	\$0
1016-000 Workers Compensation	\$10	\$16	\$16	\$18	0
Total Salaries and Benefits	\$288	\$552	\$533	\$603	\$0
<u>Services and Supplies</u>					
<u>Other Charges</u>					
3021-000 Overhead Allocation	\$235	\$0	\$0		\$0
Total Other Charges	\$235	\$0	\$0	\$0	\$0
Total Appropriations	\$523	\$552	\$533	\$603	\$0
<u>Financing Sources</u>					
<u>Revenue From Use of Money/Property</u>					
4201-000 Interest Income	\$20	\$0	\$31	\$50	\$0
Total Rev From Use of Money/Prop	\$20	\$0	\$31	\$50	\$0
<u>Charges for Services</u>					
6650-000 Other Services	\$0	\$0	\$0	\$0	\$0
Total Other Charges	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$20	\$0	\$31	\$50	\$0
Net Revenue (Cost)	(\$503)	(\$552)	(\$503)	(\$553)	\$0

REVOLVING LOAN – HOUSING REHAB 653

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

ALLOCATED POSITIONS:	15/16	16/17
Senior Accountant	<u>0.01</u>	<u>0.00</u>
Full-time Equivalent	0.01	0.00

Fund 653-Revolving Loan
Department 6530
Housing

	Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Financing Uses					
Salaries and Employee Benefits					
1001-000 Regular Employees	\$314	\$314	\$303	\$342	\$0
1011-000 FICA	\$19	\$20	\$18	\$21	0
1012-000 Medicare	\$4	\$4	\$4	\$5	0
1013-000 Health Insurance	\$101	\$102	\$97	\$109	\$0
1014-000 Retirement	\$71	\$96	\$95	\$107	\$0
1015-000 Unemployment Insurance	\$0	\$0		\$0	\$0
1016-000 Workers Compensation	\$18	\$16	\$16	\$18	0
Total Salaries and Benefits	\$527	\$552	\$533	\$603	\$0
Services and Supplies					
Other Charges					
2101-045 Other Departmental Expense		\$0			\$0
3021-000 Overhead Allocation	\$2,000	\$0	\$0		\$0
Total Other Charges	\$2,000	\$0	\$0	\$0	\$0
Total Appropriations	\$2,527	\$552	\$533	\$603	\$0
Financing Sources					
Revenue From Use of Money/Property					
4201-000 Interest Income	\$6,383	\$0	\$13		\$0
Total Rev From Use of Money/Prop	\$6,383	\$0	\$13	\$0	\$0
Charges for Services					
6650-000 Other Services	\$0	\$0	\$0		\$0
Total Other Charges	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$6,383	\$0	\$13	\$0	\$0
Net Revenue (Cost)	\$3,856	(\$552)	(\$520)	(\$603)	\$0

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>2016-2017 Council Adopt</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					\$0
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</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>2016-2017</u> <u>Council</u> <u>Adopt</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>2016-2017</u> <u>Council</u>
<u>Financing Uses</u>					
<u>Salaries and Employee Benefits</u>					
1001-000 Regular Employees			\$12,674	\$14,327	
1011-000 FICA			\$779	\$880	
1012-000 Medicare			\$182	\$206	
1013-000 Health Insurance			\$1,352	\$1,529	
1014-000 Retirement			\$716	\$810	
1015-000 Unemployment Insurance			\$39	\$44	
1016-000 Workers Compensation			\$690	\$780	
Total Salaries and Benefits	\$0	\$0	\$16,433	\$18,576	
<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	\$7,500
<u>Financing Sources - 0661</u>					
<u>Miscellaneous Revenue</u>					
4201-000 Interest Income	\$125		\$212	\$215	
7250-000 Miscellaneous Revenue	\$26,975	\$0	\$16,400	\$16,900	\$15,000
Total Miscellaneous Revenue	\$27,100	\$0	\$16,612	\$17,115	\$15,000
Total Revenue	\$27,100	\$0	\$16,612	\$17,115	\$15,000
Net Revenue (Cost)	\$27,100	\$0	(\$6,678)	\$9,635	\$7,500

	<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.*

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28729	07/22/16	R E M I F	135 MED INS PREMIUM JU	59,931.00	527012	160701		P N H 690.231
28729	07/22/16	R E M I F	135 DENTAL INS PREM JUL	4,914.00	527012	160701		P N H 690.231
28729	07/22/16	R E M I F	135 VISION INS PREM JUL-	928.20	527012	160701		P N H 690.231
				65,773.20	*CHECK TOTAL			
28730	07/22/16	R E M I F	135 EAP INS PREMIUM JULY-	133.28	527011	160701		P N H 690.231
28731	07/22/16	R E M I F	135 EAP INS PREMIUM-AUG	111.52	527010	160801		P N H 690.231
28732	07/29/16	AFLAC	4036 125 PLAN POLICY PRE	1,211.41	527009	245293		P N H 690.246
28733	07/29/16	MASSMUTUAL RETIREMEN	4870 DEFERRED COMPENSATI	1,158.42	527008	160729		P N H 690.236
28734	07/29/16	MENDOCINO CHILD SUPP	1057 PAYROLL DEDUCTION	207.69	527007	160729		P N H 690.233
28735	07/29/16	PERS	256 EMPLOYER CONTRIBUT	10,278.45	527006	160729		P N H 690.229
28735	07/29/16	PERS	256 EMPLOYEE CONTRIBUTI	6,942.40	527006	160729		P N H 690.230
				17,220.85	*CHECK TOTAL			
28736	07/29/16	WILLITS CENTER FOR T	.09637 EXTERIOR PAINT-SPLI	7,500.00	527005	2807		P N H 100.1016.2081.030
28737	07/31/16	MENDOCINO JANITORIAL	4255 PD JANITORIAL SERVI	1,100.00	527004	706184		P M H 100.1016.2061.020
GENERAL CHECK FORM			TOTAL	94,416.37				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
		GENERAL CHECK FORM						
28937	07/31/16	AT&T	4615 WATER	176.59	526900	160719		P N W 503.5030.2015.000
28938	07/31/16	AUTO MART	750 2014 FORD EXPLORER	22,000.00	526899	160728		P M W 651.6510.2199.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	40.00	526902	160718		P N W 100.1001.2199.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	25.00	526902	160718		P N W 100.1002.2041.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	164.46	526902	160718		P N W 100.1097.6001.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	4.00	526902	160718		P N W 100.1042.2055.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	49.99	526902	160718		P N W 503.5033.2055.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	886.61	526902	160718		P N W 503.5031.2041.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	3,007.00	526902	160718		P N W 600.611
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	86.64	526902	160718		P N W 100.1002.2105.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	11.52	526902	160718		P N W 100.1030.2101.045
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	1,295.96	526902	160718		P N W 100.1010.2050.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	692.42	526902	160718		P N W 100.1010.2105.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	14.99	526902	160718		P N W 100.1005.2055.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	24.99	526902	160718		P N W 100.1020.2081.030
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	1,998.36	526902	160718		P N W 651.6510.2199.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	66.35	526902	160718		P N W 100.1020.2199.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	12.00	526902	160718		P N W 100.1022.2044.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	582.30	526902	160718		P N W 501.5011.2041.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	409.79	526902	160718		P N W 503.5033.2081.030
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	255.80	526902	160718		P N W 503.5031.2105.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	338.74	526902	160718		P N W 503.5033.2105.000
28939	07/31/16	BANK OF AMERICA	10 MONTHLY STATEMENT	108.75	526902	160718		P N W 501.5013.2101.032
				10,075.67	*CHECK TOTAL			
28940	07/31/16	BARTKIEWICZ, KRONICK	4073 LEGAL SERVICES	1,931.40	526901	8729.0001		P N W 100.1004.2081.030
28941	07/31/16	C W E A	338 ELAP CERT	160.00	526913	160729		P N W 501.5013.2101.032
28942	07/31/16	CADWALLADER/MARK W.	5057 AERIATION BASIN LIN	2,490.00	526909	REP10WIL01		P M W 501.5013.2045.000
28943	07/31/16	CANON SOLUTIONS AMER	4988 COPIER MAINT	47.15	526914	4019538813		P N W 503.5033.2055.000
28944	07/31/16	CED-SANTA ROSA	5043 FLEX CONN/COND BODY	79.67	526905	8821-496992		P N W 503.5031.2041.000
28944	07/31/16	CED-SANTA ROSA	5043 WATER PLANT SUPPLIES	398.99	526906	8821-496990		P N W 503.5031.2041.000
28944	07/31/16	CED-SANTA ROSA	5043 WATER PLANT SUPPLIES	225.23	526907	8821-497003		P N W 503.5031.2041.000
28944	07/31/16	CED-SANTA ROSA	5043 SEPTICE RECEIVER SUPP	718.92	526908	8821-497009		P N W 501.5015.4003.000
				1,422.81	*CHECK TOTAL			
28945	07/31/16	CERATTO/MICHAEL	4787 JANITORIAL SERVICE	130.00	526910	932669		P M W 100.1042.2081.030
28945	07/31/16	CERATTO/MICHAEL	4787 JANITORIAL SERVICE	130.00	526910	932669		P M W 100.1040.2081.030
28945	07/31/16	CERATTO/MICHAEL	4787 CITY HALL JANITORIAL	800.00	526911	932670		P M W 100.1016.2061.020
				1,060.00	*CHECK TOTAL			
28946	07/31/16	CHEVRON USA, INC.	27 PD FUEL	39.79	526904	47971441		P N W 100.1022.2044.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28947	07/31/16	CLEMENTI/MARK	1051 PRE EMP PSYCH EVAL	685.00	526912	160725		P M W 100.1005.2061.013
28948	07/31/16	COAST HARDWARE	31 MONTHLY STATEMENT	16.15	526915	160630		P N W 100.1016.2025.000
28948	07/31/16	COAST HARDWARE	31 MONTHLY STATEMENT	9.71	526915	160630		P N W 100.1020.2199.000
28948	07/31/16	COAST HARDWARE	31 MONTHLY STATEMENT	22.86	526915	160630		P N W 100.1022.2044.000
28948	07/31/16	COAST HARDWARE	31 MONTHLY STATEMENT	50.45	526915	160630		P N W 501.5015.4003.000
28948	07/31/16	COAST HARDWARE	31 MONTHLY STATEMENT	12.24	526915	160630		P N W 503.5031.2041.000
28948	07/31/16	COAST HARDWARE	31 MONTHLY STATEMENT	37.83	526915	160630		P N W 503.5033.2055.000
28948	07/31/16	COAST HARDWARE	31 MONTHLY STATEMENT	34.58	526915	160630		P N W 651.6510.2199.000
				183.82	*CHECK TOTAL			
28949	07/31/16	COUNTY OF MENDOCINO	33 JC ELEC SVC JUNE 2016	869.23	526903	2016-6		P N W 100.1020.2110.000
28949	07/31/16	COUNTY OF MENDOCINO	33 JC WATER SVC JUNE 2016	83.52	526903	2016-6		P N W 100.1020.2110.000
28949	07/31/16	COUNTY OF MENDOCINO	33 JC GARBAGE SVC JUNE 20	78.50	526903	2016-6		P N W 100.1020.2110.000
				1,031.25	*CHECK TOTAL			
28950	07/31/16	COUNTY OF MENDOCINO	197 LAFCO BUDGET COST	9,885.04	526937	754		P N W 100.1002.2081.030
28951	07/31/16	DASH MEDICAL GLOVES	4863 GLOVES	583.01	526916	INV1006090		P N W 100.1022.2101.033
28952	07/31/16	DELL MARKETING L.P.	4485 MONITOR	252.91	526925	XJXRNCJF4		P M W 100.1002.2055.000
28953	07/31/16	DEPARTMENT OF TRANSP	581 SIGNALS & LIGHTING	268.27	526918	SL160954		P N W 200.2003.2081.023
28954	07/31/16	DEROSA/HEATHER	5025 HR SERVICES	900.00	526917	160701		P M W 100.1005.2081.030
28955	07/31/16	DULEY/DUSTY	5058 MILEAGE REIMBURSEMENT	172.80	526924	160721		P N W 100.1010.2105.000
28955	07/31/16	DULEY/DUSTY	5058 PER DIEM	38.00	526924	160721		P N W 100.1010.2105.000
28955	07/31/16	DULEY/DUSTY	5058 LODGING	102.35	526924	160721		P N W 100.1010.2105.000
				313.15	*CHECK TOTAL			
28956	07/31/16	EEL RIVER FUELS	28 FUEL	919.66	526926	507243		P N W 100.125
28956	07/31/16	EEL RIVER FUELS	28 DEISEL FUEL	297.84	526927	507251		P N W 100.126
				1,217.50	*CHECK TOTAL			
28957	07/31/16	FISHER WIRELESS	4105 PD RADIOS	1,266.30	526930	2001		P N W 100.1020.2041.000
28958	07/31/16	GCS ENVIRONMENTAL	4370 CLAMP 12" HOSE	40.68	526933	13883		P N W 201.2011.2044.000
28959	07/31/16	GOLDEN STATE OVERNIG	4728 EVIDENCE SHIPPING	13.48	526931	3122150		P N W 100.1022.2101.031
28960	07/31/16	GORDON/MALILA	.09630 CLEANING DEPOSIT REFU	100.00	526932	160725		P N W 600.602
28961	07/31/16	HERMAN/SCOTT	4735 PER DIEM	25.00	526935	160728		P N W 503.5033.2105.000
28962	07/31/16	HOUSE DOCTOR PAINT S	281 PAINT SUPPLIES	640.92	526936	160701		P N W 100.1050.2101.045
28962	07/31/16	HOUSE DOCTOR PAINT S	281 PAINT SUPPLIES	22.86	526936	160701		P N W 201.2011.2041.000
28962	07/31/16	HOUSE DOCTOR PAINT S	281 PAINT SUPPLIES	59.90	526936	160701		P N W 201.2011.2041.000
28962	07/31/16	HOUSE DOCTOR PAINT S	281 PAINT SUPPLIES	11.32	526936	160701		P N W 201.2011.2041.000
				735.00	*CHECK TOTAL			

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28963	07/31/16	HOWARD HOSPITAL	78 TRMT/OBSERV 16-0438	1,500.00	526928	78217268		P M W 100.1020.6001.000
28963	07/31/16	HOWARD HOSPITAL	78 TRMT/OBSERV 16-0493	1,500.00	526929	77890282		P M W 100.1020.6001.000
				3,000.00	*CHECK TOTAL			
28964	07/31/16	HURLEY/RYAN	.09631 TOW REFUND	465.00	526934	160726		P N W 100.1020.6001.000
28965	07/31/16	LITTLE LAKE AUTO PAR	46 VEHICLE MAINT SUPPLIES	50.78	526938	160630		P N W 503.5031.2044.000
28965	07/31/16	LITTLE LAKE AUTO PAR	46 VEHICLE MAINT SUPPLIE	198.55	526938	160630		P N W 201.2011.2044.000
28965	07/31/16	LITTLE LAKE AUTO PAR	46 MOWER SUPPLIES	14.03	526938	160630		P N W 100.1050.2041.000
28965	07/31/16	LITTLE LAKE AUTO PAR	46 FILTERS	37.02	526938	160630		P N W 100.1050.2041.000
				300.38	*CHECK TOTAL			
28966	07/31/16	MARTINEAU/CHRIS	.09632 TOW REFUND	400.00	526941	160726		P N W 100.1020.6001.000
28967	07/31/16	MASON/CODY	4929 PER DIEM 8/5/2016	20.00	526939	7119		P N W 100.1020.2105.000
28967	07/31/16	MASON/CODY	4929 PER DIEM 8/6-8/2016	120.00	526939	7119		P N W 100.1020.2105.000
28967	07/31/16	MASON/CODY	4929 LODGING REIMBURSEMENT	173.53	526939	7119		P N W 100.1020.2105.000
28967	07/31/16	MASON/CODY	4929 REGISTRATION	25.00	526939	7119		P N W 100.1020.2105.000
28967	07/31/16	MASON/CODY	4929 AIRFARE/RENTAL CAR	274.16	526940	H0092943714		P N W 100.1020.2105.000
				612.69	*CHECK TOTAL			
28968	07/31/16	MEAD & HUNT INC	4031 AIRPORT MAPPING	3,651.62	526942	258996		P N W 500.5001.2081.030
28968	07/31/16	MEAD & HUNT INC	4031 ALP UPDATE	2,591.20	526943	259466		P N W 500.5001.2081.030
28968	07/31/16	MEAD & HUNT INC	4031 AIRPORT MAPPING	4,133.66	526944	261305		P N W 500.5001.2081.030
28968	07/31/16	MEAD & HUNT INC	4031 ALP UPDATE	3,149.65	526945	262187		P N W 500.5001.2081.030
28968	07/31/16	MEAD & HUNT INC	4031 AIRPORT MAPPING	4,815.25	526946	262227		P N W 500.5001.2081.030
				18,341.38	*CHECK TOTAL			
28969	07/31/16	NATIONAL METER & AUT	4196 HANDHELD STRAP	53.49	526948	S1073372.001		P N W 503.5031.2081.030
28970	07/31/16	NFP-NATIONAL ACCOUNT	5059 LIFE INSURANCE	425.38	526947	AUG-16		P N W 690.231
28971	07/31/16	P G & E COMPANY	114 CITY HALL	1,488.53	526951	160624		P N W 100.1016.2110.000
28971	07/31/16	P G & E COMPANY	114 PD RADIO	9.86	526951	160624		P N W 100.1020.2110.000
28971	07/31/16	P G & E COMPANY	114 PUBLIC WORKS	180.65	526951	160624		P N W 100.1040.2110.000
28971	07/31/16	P G & E COMPANY	114 ENGINEERING	151.01	526951	160624		P N W 100.1042.2110.000
28971	07/31/16	P G & E COMPANY	114 PARKS	1,291.75	526951	160624		P N W 100.1050.2110.000
28971	07/31/16	P G & E COMPANY	114 STREET LIGHTS	5,849.03	526951	160624		P N W 201.2010.2110.000
28971	07/31/16	P G & E COMPANY	114 AIRPORT	367.56	526951	160624		P N W 500.5001.2110.000
28971	07/31/16	P G & E COMPANY	114 SEWER PLANT COLLECTION	49.11	526951	160624		P N W 501.5011.2110.000
28971	07/31/16	P G & E COMPANY	114 SEWER	17,677.53	526951	160624		P N W 501.5013.2110.000
28971	07/31/16	P G & E COMPANY	114 WATER	1,785.59	526951	160624		P N W 503.5033.2110.000
28971	07/31/16	P G & E COMPANY	114 EMERG WTR LINE	74.55	526952	160713		P N W 503.5031.4003.038
28971	07/31/16	P G & E COMPANY	114 ENGINEERING	131.82	526952	160713		P N W 100.1042.2110.000
28971	07/31/16	P G & E COMPANY	114 PARKS	44.38	526952	160713		P N W 100.1050.2110.000
28971	07/31/16	P G & E COMPANY	114 SEWER	8.12	526952	160713		P N W 501.5013.2110.000
28971	07/31/16	P G & E COMPANY	114 WATER	20.82	526952	160713		P N W 503.5033.2110.000
28971	07/31/16	P G & E COMPANY	114 PUBLIC WORKS	131.81	526952	160713		P N W 100.1040.2110.000
				29,262.12	*CHECK TOTAL			

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28972	07/31/16	PACE SUPPLY CORP	12 BUSHING/FLANGE/BOLT S	282.26	526957	023373595		P N W 501.5015.4003.000
28972	07/31/16	PACE SUPPLY CORP	12 FOAM WRAP/ELL	54.21	526958	023375868		P N W 501.5015.4003.000
28972	07/31/16	PACE SUPPLY CORP	12 UNION/ELL/PIPE STRAP/	117.53	526959	023379526		P N W 501.5015.4003.000
28972	07/31/16	PACE SUPPLY CORP	12 CHECK VALVE/PIPE/ELL	127.08	526960	023383496		P N W 501.5015.4003.000
28972	07/31/16	PACE SUPPLY CORP	12 UNION/COUPLING/CEMENT	166.20	526961	023388201		P N W 501.5015.4003.000
28972	07/31/16	PACE SUPPLY CORP	12 FLANGE/BOLT SET/RING/	152.40	526962	023388334		P N W 501.5015.4003.000
				899.68	*CHECK TOTAL			
28973	07/31/16	PACIFIC INTERNET INC	1442 EMAIL SERVICE	153.38	526955	160706		P N W 100.1003.2041.000
28974	07/31/16	PARMETER GENERAL ENG	.09634 HYDRANT METER DEPOSIT	55.60	526956	160707		P N W 503.0503.6650.000
28975	07/31/16	PETERSON	208 EQUIP MAINT	722.75	526963	SW060021371		P M W 501.5011.2041.000
28975	07/31/16	PETERSON	208 EQUIP MAINT	372.94	526964	SW060021522		P M W 100.1041.2044.000
28975	07/31/16	PETERSON	208 EQUIP MAINT	207.06	526967	PC060131399		P M W 501.5011.2044.000
28975	07/31/16	PETERSON	208 EQUIP MAINT	69.54	526968	PC060132107		P M W 501.5013.2041.000
				1,372.29	*CHECK TOTAL			
28976	07/31/16	PITNEY BOWES	4507 CITY HALL POSTAGE	4,305.31	526954	160711		P N W 100.1002.2055.000
28976	07/31/16	PITNEY BOWES	4507 PD POSTAGE	350.00	526954	160711		P N W 100.1020.2055.000
				4,655.31	*CHECK TOTAL			
28977	07/31/16	PLACEWORKS	5050 STREETS & ALLEYS S	14,528.21	526949	59763		P M W 100.1010.2081.030
28977	07/31/16	PLACEWORKS	5050 STREETS & ALLEYS S	13,410.74	526950	59558		P M W 100.1010.2081.030
				27,938.95	*CHECK TOTAL			
28978	07/31/16	PRIESSLER/JAMIE	.09633 CLEANING DEPOSIT REFU	100.00	526953	160725		P N W 100.1016.7250.000
28979	07/31/16	RAPID CONSTRUCTION I	5060 WATERLINE REPLACE	304,977.83	526972	3227		P M W 503.5031.4003.003
28980	07/31/16	REDWOOD TOXICOLOGY	4820 LAB SCREEN - JUNE 201	153.23	526970	564633		P N W 100.1022.2101.031
28981	07/31/16	ROCKWELL SOLUTIONS	5006 SUBMERSIBLE PUMP	31,659.16	526969	1390		P M W 501.5013.2041.000
28982	07/31/16	ROUND TREE GLASS INC	138 TEMPERED GLASS	199.89	526971	68872		P M W 501.5013.2041.000
28983	07/31/16	SILVA SEPTIC INC	4577 RESTROOM RENTAL	221.66	526974	64311		P N W 501.5013.2045.000
28984	07/31/16	STEVENSON SUPPLY & T	153 TRAFFIC CONE/STENCI	1,114.98	526977	1031270		P N W 200.2003.2101.045
28985	07/31/16	SUNDEVOLD/MELISSA	.09635 TOW REFUND	300.00	526973	160726		P N W 100.1020.6001.000
28986	07/31/16	TAYLOR/LINCOLN	.09636 DEPOSIT REFUND	1,025.00	526978	160608		P N W 503.0503.6604.000
28987	07/31/16	THOMSON REUTERS - WE	4122 LEGAL UPDATES	152.49	526979	834370006		P N W 100.1004.2050.000
28988	07/31/16	UKIAH AUTO DISMANTLE	4882 VEHICLE TOW	25.00	526983	16-04487		P N W 100.1020.6001.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
28989	07/31/16	UKIAH PAPER SUPPLY I	164 JANITORIAL SUPPLIES	889.28	526991	457107		P N W 100.1050.2101.045
28990	07/31/16	ULINE	4379 INVESTIGATIONS	128.80	526982	78730805		P N W 100.1022.2101.031
28991	07/31/16	UNITED PARCEL SERVIC	165 POSTAGE	156.69	526984	5382F9246		P N W 100.1002.2055.000
28991	07/31/16	UNITED PARCEL SERVIC	165 POSTAGE	21.26	526985	958793306		P N W 100.1002.2055.000
				177.95	*CHECK TOTAL			
28992	07/31/16	UNIVAR USA INC	655 WATER PLANT CHEMICA	9,157.93	526981	SJ760137		P N W 503.5033.2101.034
28993	07/31/16	US BANK	4698 PRINCIPAL	265,000.00	526980	160725		P N W 265.2650.3001.000
28993	07/31/16	US BANK	4698 INTEREST	71,798.15	526980	160725		P N W 265.2650.3002.000
				336,798.15	*CHECK TOTAL			
28994	07/31/16	UTILITY SUPPLY OF AM	3997 WATER PLANT SUPPLIES	67.95	526986	998018		P N W 503.5033.2101.034
28994	07/31/16	UTILITY SUPPLY OF AM	3997 WATER PLANT SUPPLIES	275.12	526987	998487		P N W 503.5031.2041.000
28994	07/31/16	UTILITY SUPPLY OF AM	3997 WATER PLANT SUPPLIES	426.42	526988	5972		P N W 503.5031.2041.000
28994	07/31/16	UTILITY SUPPLY OF AM	3997 SEWER PLANT SUPPLIES	956.50	526989	6868		P N W 501.5013.2041.000
28994	07/31/16	UTILITY SUPPLY OF AM	3997 WATER PLANT SUPPLIES	191.73	526990	9569		P N W 503.5033.2041.000
				1,917.72	*CHECK TOTAL			
28995	07/31/16	VERIZON WIRELESS	4828 GEN ADMIN	148.02	526992	160715		P N W 100.1002.2015.000
28995	07/31/16	VERIZON WIRELESS	4828 FINANCE	74.01	526992	160715		P N W 100.1003.2015.000
28995	07/31/16	VERIZON WIRELESS	4828 PUBLIC WORKS	120.26	526992	160715		P N W 100.1040.2015.000
28995	07/31/16	VERIZON WIRELESS	4828 CODE ENF	14.64	526992	160715		P N W 100.1011.2015.000
28995	07/31/16	VERIZON WIRELESS	4828 PLANNING	74.01	526992	160715		P N W 100.1010.2015.000
28995	07/31/16	VERIZON WIRELESS	4828 SEWER	28.11	526992	160715		P N W 501.5013.2015.000
28995	07/31/16	VERIZON WIRELESS	4828 WATER	149.34	526992	160715		P N W 503.5030.2015.000
28995	07/31/16	VERIZON WIRELESS	4828 ENGINEERING	222.03	526992	160715		P N W 100.1042.2015.000
28995	07/31/16	VERIZON WIRELESS	4828 EMERG WTR LINE MODEM	302.99	526992	160715		P N W 503.5031.4003.038
28995	07/31/16	VERIZON WIRELESS	4828 WIFI HOTSPOT	38.01	526992	160715		P N W 100.1040.2015.000
28995	07/31/16	VERIZON WIRELESS	4828 POLICE	130.85	526992	160715		P N W 100.1020.2015.000
28995	07/31/16	VERIZON WIRELESS	4828 EQUIPMENT	3,580.67	526992	160715		P N W 100.1097.6001.000
				4,882.94	*CHECK TOTAL			
28996	07/31/16	WELLS FARGO EQUIPMEN	4677 INTEREST	43.22	526998	11459697		P N W 501.5011.3002.000
28996	07/31/16	WELLS FARGO EQUIPMEN	4677 PRINCIPAL	4,521.26	526998	11459697		P N W 501.5011.3001.000
				4,564.48	*CHECK TOTAL			
28997	07/31/16	WILLITS NEWS	179 LEGAL AD	43.57	526993	160531		P N W 100.1002.2055.000
28998	07/31/16	WILLITS ONLINE LLC	4108 SEWER PLANT INTERNET	189.00	527000	418837		P N W 501.5010.2199.000
28999	07/31/16	WILLITS POWER	1245 MONTHLY STATEMENT	366.27	527002	160701		P M W 503.5031.2041.000
28999	07/31/16	WILLITS POWER	1245 MONTHLY STATEMENT	72.91	527002	160701		P M W 100.1050.2041.000
28999	07/31/16	WILLITS POWER	1245 MONTHLY STATEMENT	111.34	527002	160701		P M W 501.5013.2041.000
28999	07/31/16	WILLITS POWER	1245 MONTHLY STATEMENT	64.88	527002	160701		P M W 501.5011.2010.000
28999	07/31/16	WILLITS POWER	1245 MONTHLY STATEMENT	64.87	527002	160701		P M W 501.5013.2010.000
				680.27	*CHECK TOTAL			

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
29000	07/31/16	WIPF/ERNEST	1032 TRAFFIC CONTROL	2,790.00	526997	38741		P M W 200.2003.2081.030
29001	07/31/16	WL FUNDING INC	5053 OFFICE ASSISTANT	298.20	526994	27006729		P N W 100.1003.2081.030
29001	07/31/16	WL FUNDING INC	5053 OFFICE ASSISTANT	415.35	526995	27006719		P N W 100.1003.2081.030
29001	07/31/16	WL FUNDING INC	5053 OFFICE ASSISTANT	686.93	526996	27006696		P N W 100.1003.2081.030
				1,400.48	*CHECK TOTAL			
29002	07/31/16	WYATT IRRIGATION SUP	729 PARK MAINT SUPPLIES	497.40	526999	219355		P N W 100.1050.2101.045
29003	07/31/16	XEROX BUSINESS SERVI	4947 MONTHLY NEW VISION	3,826.54	527003	1280947		P N W 100.1003.2041.000
GENERAL CHECK FORM								
			TOTAL	852,713.22				

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

DATE: 8/3/16

TO:

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

FROM: Building Department, City of Willits

RE: Permit Completion for Month of July 2016

PARCEL#	WORK DONE	ADDRESS	VALUE	DATE	PERMIT #
The following permits were issued.					
005-130-17	Fire Alarm system	305 E. Commercial St.	9000	7/5/16	8560
005-201-12	Const. 600 sq. ft. shade structure	300 Creekside Dr.	10000	7/6/16	8561
007-292-58	Tearoff reroof	85 Nancy Lane	3500	7/11/16	8562
006-044-21	Replace AC condenser	335 S. Main St.	4000	7/12/16	8563
005-202-09	Tearoff reroof	228 E. Valley St.	3000	7/12/16	8564
007-292-58	Replace elect. service panel	85 Nancy Lane	1500	7/14/16	8565
005-222-10	Tearoff reroof	40 W. Mendocino Ave.	2000	7/14/16	8566
007-292-07	Overlay reroof	238 Alice Dr.	3000	7/15/16	8567
006-254-01	Const. 600 sq. ft. garage/storage	25 Hazel St.	8000	7/18/16	8568
005-091-44	Tearoff reroof	130 Mill Creek Dr.	3500	7/18/16	8569
005-160-30	Tearoff reroof	18 Northbrook Way	3500	7/20/16	8570
005-201-26	Tearoff reroof	350 Creekside Dr.	26084	7/21/16	8571
006-010-12	Const. 288 sq. ft. deck	341 Laurel St.	4500	7/27/16	8572
005-226-13	Const. broadcast booth (radio station)	291 School St.	5000	7/28/16	8573
COMPLETED PROJECTS					
005-216-20	Repair porches and porch roofs	182 E. Valley St.	7500	6/6/16	8545

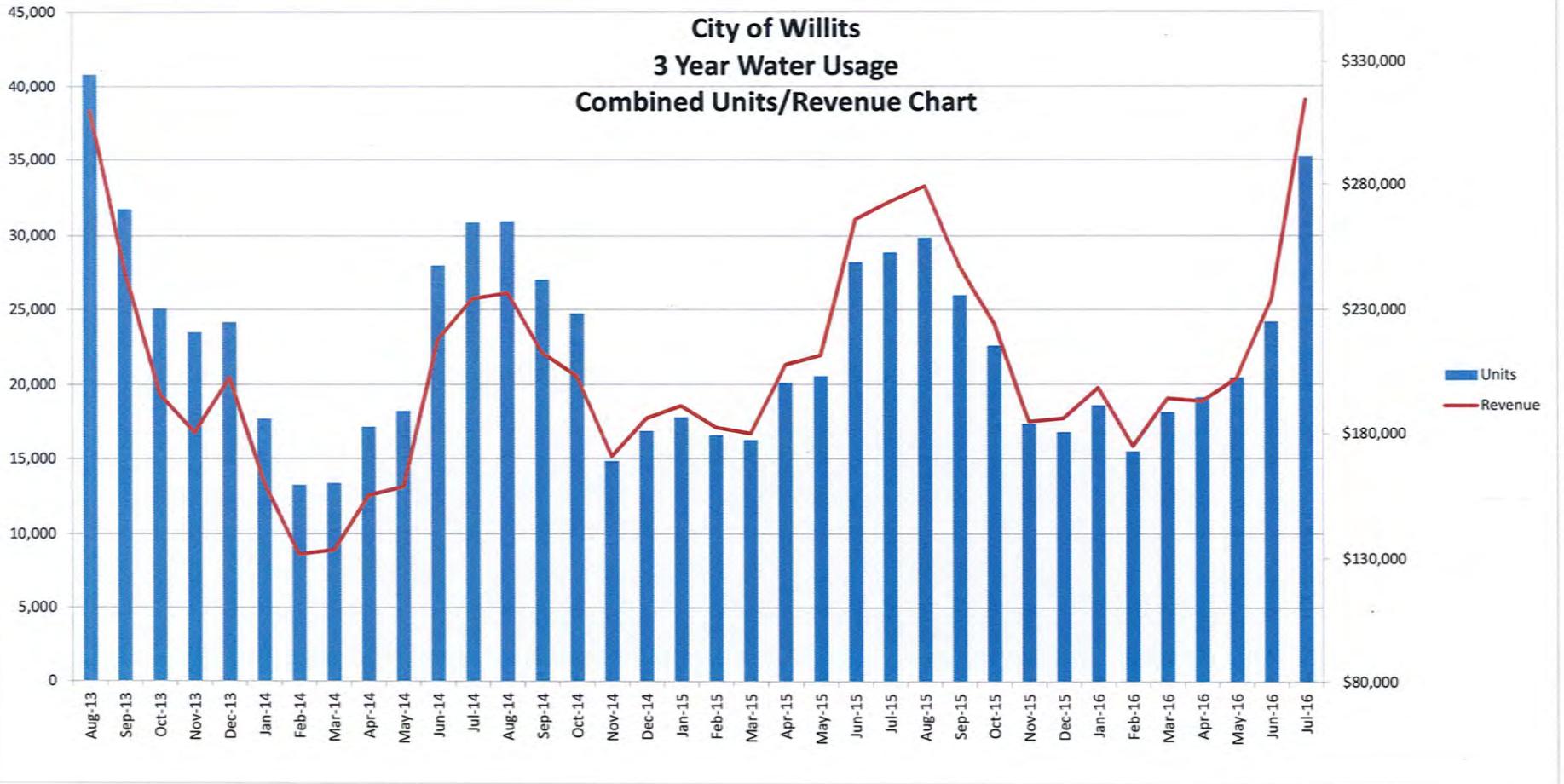
007-292-58	Replace electric service panel	85 Nancy Lane	1500	7/14/16	8565
108-040-10&15	Grading	395 N. Main St.	34500	10/14/15	8440
006-254-01	Const. 600 sq. ft. garage/storage	25 Hazel St.	8000	7/18/16	8568
038-254-03	Roof mount 3kw PV Solar	77 Holly St.	14300	6/28/16	8556
007-232-07	New 1808 sq. ft. SFD	160 Haehl Creek Dr.	257920	2/4/16	8487
007-292-07	Overlay reroof	238 Alice Dr.	3000	7/15/16	8567
006-182-14	Temp. electric service	103 Franklin Ave.	2000	2/26/16	8494
005-201-12	600 sq. ft. shade structure	300 Creekside Dr.	10000	7/6/16	8561

John Sherman
City of Willits Building Inspector

New Business License - July 2016

BL#	<i>Name</i>	<i>Owner</i>	<i>Address</i>	<i>Date Issued</i>	<i>Type of Bussiness</i>
6564	Mendocino Motors	John Fliessbach	557 B Main St	7/7/2016	Auto Sales by Phone
6565	Willits Bible Thrift	Chuck Williamson	354 N Main St, Willits	7/7/2016	Second Hand Store/Non-Profit
6566	Richard Dukes Horse Shoeing	Richard Dukes	PO Box 2109, Willits	7/7/2016	Mobile Ferrier Service
6567	Crystal's Hair Dressing	Crystal Houston	871 S Main St. ,Willits	7/7/2016	Cosmetologist
6568	SLC, Inc. MAS Art, LLC dba: Loet Vanderveen	David Davis	871 Cotting Cr #1, Vacaville	7/7/2016	Building Wireless Sites
6569	Legacy Editions	Martha Ann Seifert	12 Maple St., Willits	7/7/2016	Bronze Sculpture Wholesaler

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



**CITY OF WILLITS
WATER USAGE COMPARISONS**

WATER BILLING												
UNITS	Jul-16	Jun-16	May-16	Apr-16	Mar-16	Feb-16	Jan-16	Dec-15	Nov-15	Oct-15	Sep-15	Aug-15
Apartment MF	3,345.00	2,185.00	1,812.00	2,469.00	1,822.00	1,594.00	1,958.00	1,790.00	1940	2383	2723	2976
Large Business	734.00	342.00	211.00	136.00	155.00	164.00	190.00	223.00	246	491	585	825
Churches	426.00	225.00	127.00	75.00	74.00	80.00	76.00	86.00	97	263	264	248
Restaurants & Bar	1,084.00	722.00	715.00	633.00	666.00	559.00	723.00	724.00	718	825	882	1022
Grocery	344.00	209.00	197.00	195.00	200.00	178.00	195.00	190.00	176	286	323	316
Hospital	1,565.00	1,191.00	972.00	794.00	640.00	515.00	576.00	518.00	730	1362	1721	2212
Industrial	988.00	648.00	651.00	496.00	488.00	305.00	330.00	309.00	419	749	665	976
Laundry	458.00	367.00	387.00	466.00	485.00	419.00	545.00	432.00	446	394	365	407
Motels	1,016.00	664.00	579.00	490.00	593.00	517.00	543.00	559.00	533	644	706	899
Public Facility	3,453.00	1,937.00	1,354.00	997.00	740.00	617.00	703.00	669.00	767	1871	2069	2508
Residential SF	15,896.00	11,655.00	9,383.00	9,243.00	9,093.00	8,096.00	9,713.00	8,571.00	8155	9981	11705	12987
Small Business	1,908.00	1,309.00	1,217.00	1,183.00	1,275.00	1,040.00	1,308.00	1,270.00	1149	1314	1521	1779
Mble Hm/Trailers	1,997.00	1,441.00	1,230.00	1,087.00	1,359.00	1,026.00	1,402.00	1,098.00	1017	1265	1421	1900
City Accounts	1,986.00	1,286.00	1,619.00	868.00	536.00	434.00	312.00	367.00	951	746	1041	806
TOTAL UNITS	35,200	24,181	20,454	19,132	18,126	15,484	18,574	16,786	17,344	22,574	25,991	29,861
% of prev year	122%	86%	100%	95%	112%	93%	105%	100%	117%	91%	96%	97%
% of two year prior	114%	87%	112%	112%	136%	117%	105%	69%	74%	90%	82%	73%
WATER BILLING MONTHLY												
USAGE REVENUE	Jul-16	Jun-16	May-16	Apr-16	Mar-16	Feb-16	Jan-16	Dec-15	Nov-15	Oct-15	Sep-15	Aug-15
Apartment MF	24,409.68	15,852.48	13,092.48	17,688.00	13,176.48	11,448.66	14,330.64	13,439.22	13,903.68	17,051.52	19,523.94	21,441.12
Large Business	5,277.18	2,452.14	1,515.78	972.36	1,112.58	1,177.38	1,364.58	1,602.18	1,767.78	3,528.36	4,208.58	5,933.16
Churches	3,067.20	1,620.00	914.40	540.00	532.80	576.00	547.20	475.20	698.40	1,893.60	1,900.80	1,785.60
Restaurants & Bar	7,822.30	5,197.18	5,156.86	4,552.14	4,794.06	4,017.18	5,194.14	5,209.50	5,166.30	5,947.50	6,344.94	7,357.26
Grocery	2,476.80	1,504.80	1,418.40	1,404.00	1,440.00	1,281.60	1,404.00	1,368.00	1,267.20	2,059.20	2,325.60	2,275.20
Hospital	11,683.18	8,879.98	7,019.58	5,713.50	4,597.02	3,697.50	4,136.94	3,722.76	5,350.14	9,937.02	12,786.30	16,307.82
Industrial	7,113.60	4,665.60	4,687.20	3,571.20	3,513.60	2,196.00	2,376.00	2,224.80	3,016.80	5,392.80	4,788.00	7,027.20
Laundry	3,297.60	2,642.40	2,786.40	3,355.20	3,492.00	3,016.80	3,924.00	3,110.40	3,211.20	2,836.80	2,628.00	2,930.40
Motels	7,315.20	4,780.80	4,168.80	3,528.00	4,269.60	3,722.40	3,909.60	4,024.80	3,837.60	4,636.80	5,083.20	6,472.80
Public Facility	24,796.80	13,888.80	9,727.20	7,135.20	5,284.80	4,413.60	5,018.40	4,795.20	5,479.20	13,442.40	14,810.40	18,021.60
Residential SF	108,100.25	71,750.56	53,361.79	47,213.70	51,774.72	43,320.96	55,641.84	47,705.76	44,145.90	57,882.36	70,824.66	82,083.78
Small Business	13,739.52	9,413.58	8,807.52	8,570.70	9,202.32	7,489.02	9,459.30	9,215.34	8,309.94	9,439.14	10,938.54	12,790.50
Mble Hm/Trailers	14,378.40	10,375.20	8,856.00	7,826.40	9,784.80	7,387.20	10,094.40	7,905.60	7,322.40	9,108.00	10,231.20	13,680.00
City Accounts												
TOTAL USAGE REVENUE	233,477.71	153,023.52	121,522.41	112,070.40	112,974.78	93,744.30	117,401.04	104,798.76	103,476.54	143,155.50	166,394.16	198,106.44
METER REVENUE												
	Jul-16	Jun-16	May-16	Apr-16	Mar-16	Feb-16	Jan-16	Dec-15	Nov-15	Oct-15	Sep-15	Aug-15
Apartment MF	4,974.52	4,974.52	4,974.52	5,038.58	5,072.48	5,063.64	5,070.70	5,046.94	5,015.86	5,038.06	5,038.06	5,072.46
Large Business	1,502.83	1,471.08	1,471.08	1,497.54	1,472.58	1,358.34	1,355.69	1,364.51	1,358.34	1,358.34	1,358.34	1,358.34
Churches	779.16	779.16	779.16	779.16	779.16	779.16	779.16	779.16	779.16	779.16	779.16	779.16
Restaurants & Bar	1,199.08	1,247.48	1,216.68	1,226.68	1,226.68	1,226.68	1,226.68	1,358.68	1,358.68	1,358.68	1,358.68	1,358.68
Grocery	429.36	429.36	429.36	429.36	429.36	429.36	429.36	429.36	429.36	429.36	429.36	429.36
Hospital	1,834.06	1,860.52	1,860.52	1,669.32	1,699.32	1,699.32	1,699.32	1,672.86	1,699.32	1,374.80	1,474.58	1,474.58
Industrial	3,204.33	3,159.00	3,159.00	3,159.00	3,159.00	3,151.96	3,156.00	3,166.00	3,159.00	3,159.00	3,159.00	3,159.00
Laundry	409.80	409.80	409.80	409.80	409.80	409.80	409.80	409.80	409.80	409.80	409.80	409.80
Motels	1,900.98	1,900.98	1,900.98	1,900.98	1,900.98	1,900.98	1,900.98	1,900.98	1,900.98	1,900.98	1,900.98	1,900.98
Public Facility	5,778.70	5,778.70	5,778.70	5,778.70	5,778.70	5,778.70	5,778.70	5,778.70	5,778.70	5,778.70	5,778.70	5,778.70
Residential SF	49,984.59	50,217.25	49,911.38	50,248.42	50,414.25	50,429.63	50,456.55	50,449.02	50,555.15	50,580.77	50,521.48	50,566.43
Small Business	6,434.97	6,386.46	6,385.57	6,386.46	6,419.10	6,386.46	6,419.99	6,384.70	6,380.00	6,355.14	6,372.35	6,382.00
Mble Hm/Trailers	2,643.72	2,643.72	2,643.72	2,643.72	2,643.72	2,643.72	2,643.72	2,643.72	2,643.72	2,643.72	2,643.72	2,643.72
City Accounts												
TOTAL METER REVENUE	81,076.10	81,258.03	80,920.47	81,167.72	81,405.13	81,257.75	81,326.65	81,384.43	81,448.07	81,166.51	81,223.79	81,313.21
TOTAL BILLED	314,553.81	234,281.55	202,442.88	193,238.12	194,379.91	175,002.05	198,727.69	186,183.19	184,924.61	224,322.01	247,617.95	279,419.65
% of prev yr usage rev	122%	83%	93%	88%	114%	92%	106%	100%	115%	106%	115%	117%
% of prev yr ttl rev	134%	108%	126%	124%	146%	133%	124%	92%	102%	114%	101%	90%

**CITY OF WILLITS
WATER USAGE COMPARISONS**

WATER BILLING UNITS	Jul-14	Jun-14	May-14	Apr-14	Mar-14	Feb-14	Jan-14	Dec-13	Nov-13	Oct-13	Sep-13	Aug-13
Apartment MF	2859	2739	1,904	1,857	1,458	1,451	1,949	2,054	2,042	2,526	3,309	4,131
Large Business	499	550	298	204	156	189	306	399	345	339	428	706
Churches	338	339	132	82	61	57	76	116	160	220	309	579
Restaurants & Bar	1032	857	655	665	522	536	684	879	770	852	945	1,286
Grocery	232	195	177	195	190	205	258	370	294	387	277	425
Hospital	1631	1481	723	618	478	612	490	555	535	993	1,336	1,720
Industrial	1309	810	598	372	194	188	424	605	671	705	1,062	943
Laundry	328	310	281	390	332	333	376	396	381	349	326	351
Motels	940	771	541	549	400	394	525	630	678	821	851	1,125
Public Facility	2917	3095	1,278	872	471	486	464	1,410	3,634	1,719	2,992	3,272
Residential SF	13637	12553	8,604	8,453	6,864	6,603	9,328	13,404	10,320	11,626	14,978	20,595
Small Business	1672	1458	1,166	1,196	996	886	1,071	1,636	1,466	1,458	1,929	2,087
Mble Hm/Trailers	2010	1623	1,174	1,357	1,035	931	1,529	1,139	1,639	1,724	2,185	2,782
City Accounts	1461	1161	681	332	220	375	209	562	556	1,388	794	825
TOTAL UNITS	30,865	27,942	18,212	17,142	13,377	13,246	17,689	24,155	23,491	25,067	31,715	40,821
% of prev year	91%	82%	74%	84%	78%	65%	95%	133%	108%	77%	93%	105%
% of two year prior	86%	81%	76%	90%	70%	71%	84%	117%	112%	114%	80%	113%

WATER BILLING MONTHLY USAGE REVENUE	Jul-14	Jun-14	May-14	Apr-14	Mar-14	Feb-14	Jan-14	Dec-13	Nov-13	Oct-13	Sep-13	Aug-13
Apartment MF	17,369.60	16,416.00	11,816.10	11,409.25	8,737.55	8,589.80	11,686.55	13,010.60	12,179.35	15,168.30	19,957.60	25,324.80
Large Business	2,991.15	3,297.15	1,788.00	1,221.15	933.15	1,128.30	1,833.15	2,391.15	2,070.00	2,031.15	2,568.00	4,233.15
Churches	2,028.00	2,034.00	792.00	492.00	366.00	342.00	456.00	696.00	960.00	1,320.00	1,854.00	3,438.00
Restaurants & Bar	6,185.65	5,132.05	3,920.25	3,980.25	3,138.25	3,206.25	4,094.05	5,276.65	4,615.45	5,114.65	5,670.85	7,832.45
Grocery	1,392.00	1,170.00	1,062.00	1,170.00	1,140.00	1,230.00	1,548.00	2,220.00	1,764.00	2,322.00	1,662.00	2,550.00
Hospital	10,047.65	8,756.45	4,566.45	3,712.45	2,859.25	3,159.15	2,981.45	3,321.05	3,162.65	5,574.25	8,318.65	10,320.00
Industrial	7,854.00	4,860.00	3,588.00	2,232.00	1,164.00	1,128.00	2,544.00	3,630.00	4,026.00	4,230.00	6,372.00	5,658.00
Laundry	1,988.00	1,860.00	1,686.00	2,340.00	1,992.00	1,998.00	2,256.00	2,376.00	2,286.00	2,094.00	1,956.00	2,106.00
Motels	5,640.00	4,626.00	3,246.00	3,294.00	2,400.00	2,364.00	3,150.00	3,780.00	4,068.00	4,926.00	5,106.00	6,750.00
Public Facility	16,392.00	17,838.00	6,642.00	4,872.00	2,622.00	2,736.00	2,784.00	8,364.00	8,640.00	8,304.00	16,530.00	19,632.00
Residential SF	73,490.30	66,193.45	39,064.95	37,954.80	29,271.75	27,810.20	44,524.15	75,619.90	50,734.95	58,587.10	83,000.85	125,892.35
Small Business	10,006.75	8,741.35	6,981.10	7,169.35	5,957.90	5,300.35	6,438.90	9,839.35	8,786.85	8,734.90	11,580.25	12,520.65
Mble Hm/Trailers	12,060.00	9,738.00	7,044.00	8,142.00	6,210.00	5,586.00	9,174.00	6,834.00	9,834.00	10,344.90	13,110.00	16,692.00
City Accounts	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL USAGE REVENUE	167,425.10	150,662.45	91,700.85	87,989.25	66,791.85	64,578.05	95,420.25	137,358.70	113,127.25	128,751.25	177,686.20	242,949.40
METER REVENUE	Jul-14	Jun-14	May-14	Apr-14	Mar-14	Feb-14	Jan-14	Dec-13	Nov-13	Oct-13	Sep-13	Aug-13
Apartment MF	4,254.10	4,228.20	4,254.10	4,254.10	4,255.57	4,231.57	4,230.10	3,734.10	4,230.10	4,230.10	4,230.10	4,340.10
Large Business	1,135.95	1,135.95	1,135.21	1,135.95	1,135.95	1,124.21	1,135.95	1,143.30	1,135.95	1,135.95	1,135.95	1,135.95
Churches	662.30	662.30	684.35	684.35	684.35	684.35	684.35	684.35	684.35	684.35	684.35	688.02
Restaurants & Bar	1,189.40	1,189.40	1,189.40	1,198.65	1,143.83	1,145.30	1,145.30	1,150.44	1,167.35	1,167.35	1,167.35	1,176.60
Grocery	380.85	380.85	380.85	380.85	371.85	380.85	380.85	380.85	380.85	380.85	380.85	380.85
Hospital	1,233.15	1,233.15	1,233.15	1,233.15	1,233.15	1,209.15	1,199.15	1,139.15	1,209.15	1,199.15	1,704.91	754.10
Industrial	2,698.50	2,604.63	2,522.50	2,522.50	2,522.50	2,522.50	2,522.50	2,522.50	2,522.50	2,522.50	2,522.50	2,522.50
Laundry	341.50	341.50	341.50	341.50	341.50	341.50	341.50	341.50	341.50	341.50	341.50	341.50
Motels	1,588.15	1,588.15	1,588.15	1,588.15	1,588.15	1,588.15	1,588.15	1,235.15	1,588.15	1,588.15	1,588.15	1,588.15
Public Facility	4,516.34	4,866.03	4,890.30	4,890.30	4,537.30	4,890.30	4,394.30	4,890.30	4,890.30	4,890.30	4,890.30	4,868.25
Residential SF	41,765.93	41,683.15	41,448.09	41,603.58	41,525.72	41,586.64	41,531.49	41,920.28	41,789.50	41,753.45	41,460.72	41,931.67
Small Business	5,159.95	5,145.62	5,182.00	5,190.82	5,158.47	5,159.95	5,121.35	5,211.40	5,222.42	5,187.13	5,199.63	5,213.60
Mble Hm/Trailers	2,203.10	2,203.10	2,203.10	2,203.10	2,203.10	2,203.10	2,203.10	1,100.10	2,203.10	2,203.10	2,203.10	2,203.10
City Accounts	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL METER REVENUE	67,129.22	67,262.04	67,052.70	67,227.00	66,701.44	67,067.57	66,478.09	65,453.42	67,365.22	67,283.88	67,500.59	87,144.39
TOTAL BILLED	234,554.32	217,924.49	158,753.55	155,216.25	133,493.29	131,645.62	159,898.34	202,812.12	180,492.47	196,035.13	245,186.79	310,093.79
% of prev yr usage rev	89%	80%	72%	87%	76%	60%	93%	142%	95%	68%	87%	103%
% of prev yr tti rev	83%	80%	79%	92%	78%	78%	87%	112%	99%	103%	80%	110%

WILLITS BYPASS PROJECT CONSTRUCTION UPDATE JULY 2016 UPDATE

The following is a summary of the construction activities that have been completed up to **July 22, 2016**

- **Contractor has completed approximately 93% of work on the project.**

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

- The final lift of HMA is scheduled for the last week of July and first Week of August. This will complete paving operations south of the viaduct.
- Northbound traffic is currently detoured onto the bypass to the new Hwy 20 exit and back to Willits. This is to facilitate completion of the tie-in for the southern interchange. Traffic will be temporarily switched to the prior detour from time to time to facilitate paving operations.
- Striping and delineation will follow the final lift of paving. Expected completion by the end of August or early September.
- All Metal Beam Guard rail is installed.
- Asphalt dike will be completed following paving operations and is expected to be completed by late August or early September.
- The Drainage systems are complete and functioning.
- Electrical facilities for street lighting, message boards and CCTV cameras are currently being installed. Completion is expected in August.
- Roadway signs are anticipated to be installed by August.
- Right and left bridges for 101/20 Separations are complete.
- A1 Retaining Wall and Baechtel Creek Retaining Wall are complete.
- All Haehl Creek bridges are complete. East Hill Road Undercrossing Bridge is complete.
- North Haehl Creek Bridge is complete except for deck grinding and joint seals.
- Permanent erosion control is installed on all slopes.
- Contractor is working on punchlist items to complete construction.

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

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

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

- Drainage systems are complete with the exception of some inlet grate assemblies which are scheduled to be installed as scheduling allows; completion in August.
- Paving up to the northern tie-in is complete.
- Tie-in detours have begun to allow for final tie-in grading. There will be several traffic configurations to allow for final grading. This work is expected to be completed by early August. Northbound traffic is directed onto the northern interchange and up the northern section of the bypass. This will allow for the construction of the new southbound lane. Currently southbound traffic is on a temporary widening and will remain there until the new southbound lane is constructed. The new southbound lane will be paved in the last week of July.
- All signs, striping, and delineation are expected to be completed in August.
- Quail Meadows Overhead and Under Crossing bridges are complete.
- Approach slab replacement and barrier rail repairs expected take place in early August at Quail Meadows Overhead.
- Utility relocation work is complete.
- Upp Creek Main Line, Upp Creek SB off Ramp, and Upp Creek NB on Ramp bridges are complete.
- Erosion control is being monitored and maintained at all locations.
- Street lighting is functional and currently running on Generator power until the PGE drop is completed. The remainder of electrical services is expected to be complete by end of August or early September.
- Contractor is working on punchlist items to complete construction.

WETLAND/RIPARING MITIGATION PROJECTS CONSTRUCTION UPDATE JULY 2016 UPDATE

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

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

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

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

- 52.35 acres of wetland establishment (100% completed).
- Developed stream crossing at 19 locations (100% completed). Harden stream crossing were constructed using 9” cobble stone and 3” clean sand and gravel to access through the creek.
- 69 acres of invasive plant removal- Target Weed (This will continue until contract acceptance) using mechanical/manual methods.
- 82 acres of heavy treatment (area preparation for riparian planting, 100% completed).
- Developed water sources and installed irrigation system for planting and plant establishment work (50% completed).
- Planted the ELB project areas and Oak woodland areas (54,000 plants installed) and 750 days Plant Establishment started on 01/04/2016 for 2015 planting.
- Installation of 350,000 plants in wetland creation area (will start in 2016 fall).
- Installation of 147, 645 plants via Contract Change Order in mitigation area (will start in 2016 fall).
- Seeds for this project were collected using a separate service contract and provided to the contractor.
- Plants for this projects were propagated using a separate service contract and provide to the contractor.

Mitigation Contract No. 2. This Contract was awarded on June 30, 2015. The first working day was on September 9, 2015. This project includes 3 years of plant establishment. Estimated Completion date is March 2021.

- 2 acres of invasive plant removal -target weed removal, Started on July 5th (This will continue until contract acceptance) using mechanical/manual methods.
- 33 acres of invasive plant removal - heavy treatment started on July 18th (5% completed).
- 27 acres of Invasive Plant Removal –light treatment, started on June 8th, 2016 (This will continue until contract acceptance).
- Developing water sources and installing irrigation system for planting and plant establishment work.
- Installation of 287,340 plants.
- Seeds for this project were collected using a separate service contract and provided to the contractor.
- Plants for this projects will be propagated by the contractor.

Additional Mitigation Work Completed to Date Includes: In April 2010, a Contract Change Order (CCO) was executed using the Bypass project to implement infrastructure such as 132,000 feet of fencing, 50,000 feet of 2” underground water line, 150 gates, 65 stock tanks, and 25 cattle shades to facilitate cattle grazing activities within the Wetland/Riparian Mitigation project area.



City of Willits Sales Tax Digest Summary

Collections through June 2016
Sales through March 2016 (2016Q1)

CALIFORNIA'S ECONOMIC OUTLOOK

California sales tax receipts increased by 2.7% over the same quarter from the previous year, with Northern California reporting a 3.0% increase compared to 2.4% for Southern California. Receipts for the City of Willits changed by 3.9% over the same periods.

- Will the positive trend in statewide employment continue? The number of people employed is now at a record 18.1 million, which is 6.2% above its previous peak. Employment growth in California is currently forecasted to be 2.0% for 2016, 1.6% for 2017 and 0.8% for 2018. (UCLA Andersen)
- Will the growth of taxable sales in restaurants continue? Visits to fast-food restaurants had been growing at a quarterly clip of 2% since September 2015, but they have not grown at all in March, April or May, according to as-yet-unpublished data from NPD Group, a market research firm. Recent higher prices for fast-food compared to lower prices for groceries are a factor. (Wall Street Journal)
- Will the positive trend in the California Housing Market continue? While April saw a year-over-year decrease, the number of single-family homes sold in California year-to-date is still 3% higher than in 2015. Declines in growth are anticipated to accompany increases in fixed rate mortgage rates later this year. (firsttuesday Journal)

LOCAL RESULTS

Net Cash Receipts Analysis

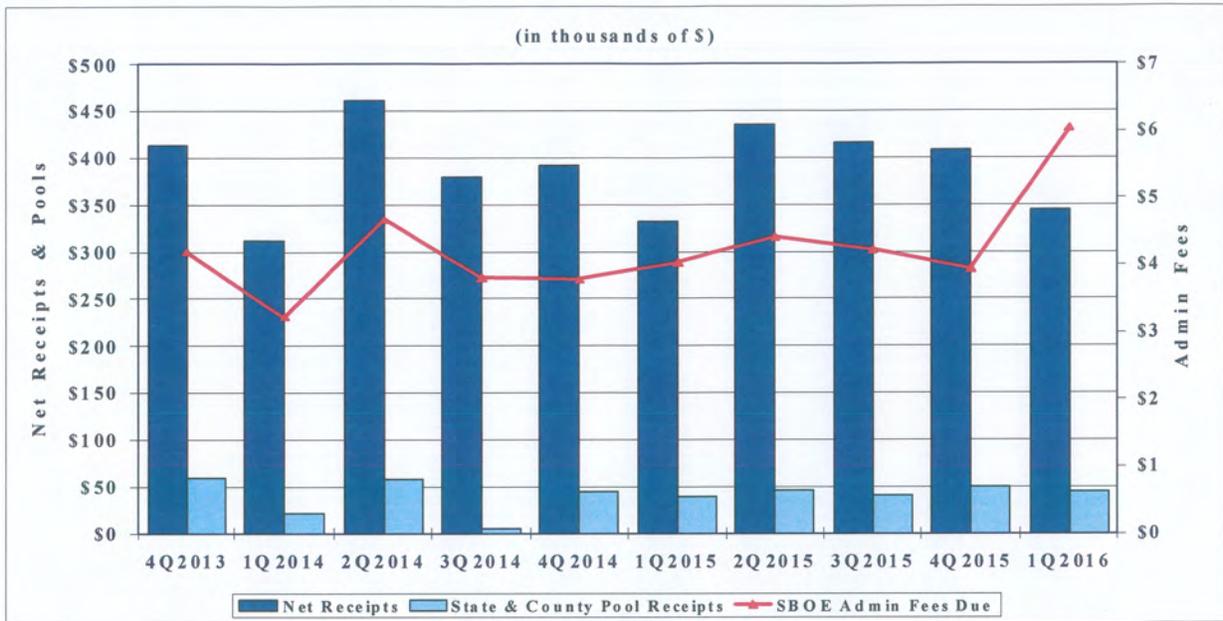
Local Collections	\$306,228
Share of County Pool (11.44%)	44,082
Share of State Pool (.02%)	-198
SBE Net Collections	350,111
Less: Amount Due County 0.0%	.00
Less: Cost of Administration	(6,042)
Net 1Q2016 Receipts	344,069
Net 1Q2015 Receipts	331,279
Actual Percentage Change	3.9%

Business Activity Performance Analysis

Local Collections	\$306,228
Less: Payments for Prior Periods	(13,689)
Preliminary 1Q2016 Collections	292,539
Projected 1Q2016 Late Payments	5,665
Projected 1Q2016 Final Results	298,204
Actual 1Q2015 Results	297,336
Projected Percentage Change	.3%

City of Willits

HISTORICAL CASH COLLECTIONS ANALYSIS BY QUARTER



TOP 25 SALES/USE TAX CONTRIBUTORS

The following list identifies Willits's Top 25 Sales/Use Tax contributors. The list is in alphabetical order and represents sales from April 2015 to March 2016. The Top 25 Sales/Use Tax contributors generate 69.5% of Willits's total sales and use tax revenue.

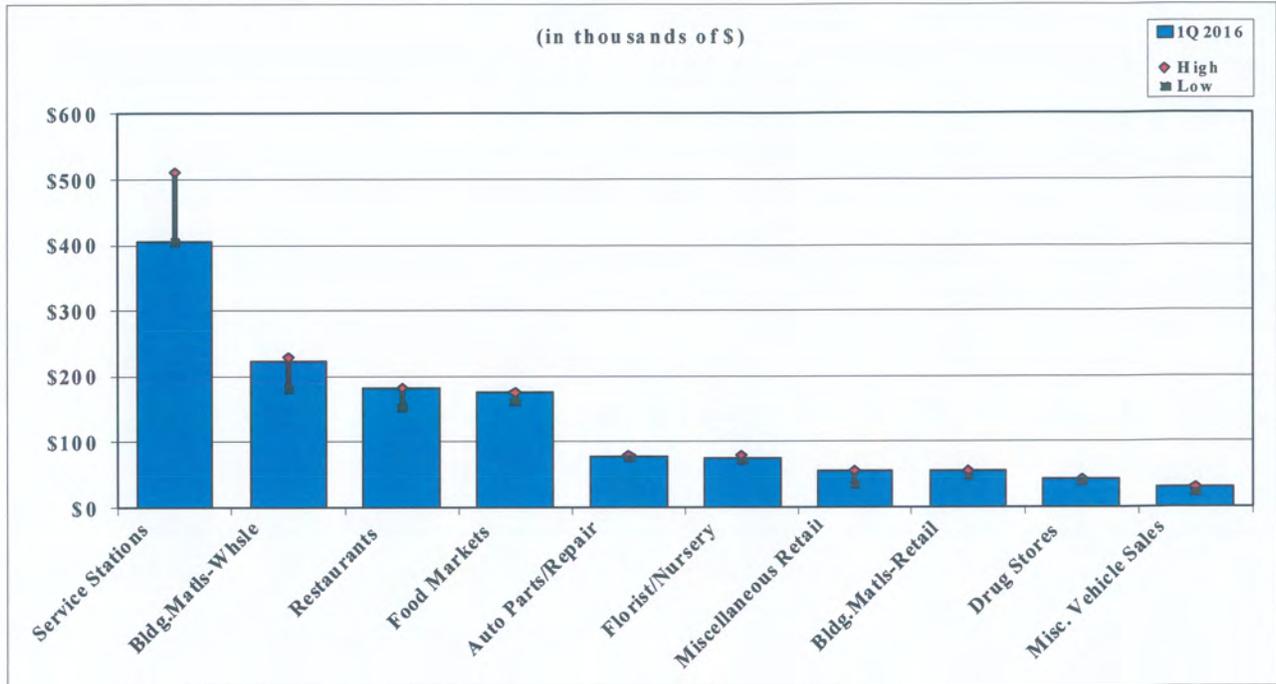
ARCO AM/PM MINI MARTS
 BROWN'S CORNERS SERVICE STATIO
 CHEVRON SERVICE STATIONS
 COAST HARDWARE TRUE VALUE
 FLYERS SERVICE STATIONS
 GROCERY OUTLET BARGAIN MARKET
 J.D. REDHOUSE & COMPANY
 LES SCHWAB TIRE CENTERS
 LITTLE LAKE AUTO PARTS
 LUMBERJACK'S RESTAURANT
 MCDONALD'S RESTAURANTS
 MENDO MILL & LUMBER COMPANY
 NORCAL RECYCLED ROCK/AGGREGATE

ONE-O-ONE TRAILER & RV
 PETERSON TRACTOR
 REDWOOD TREE SERVICE STATIONS
 RITE AID DRUG STORES
 SAFEWAY SERVICE STATIONS
 SAFEWAY STORES
 SHELL SERVICE STATIONS
 SPARETIME SUPPLY
 TACO BELL
 VILLAGE MARKET & LIQUOR
 VILLAGE MARKET & LIQUOR SERVIC
 WILLITS POWER EQUIPMENT

City of Willits

HISTORICAL SALES TAX AMOUNTS

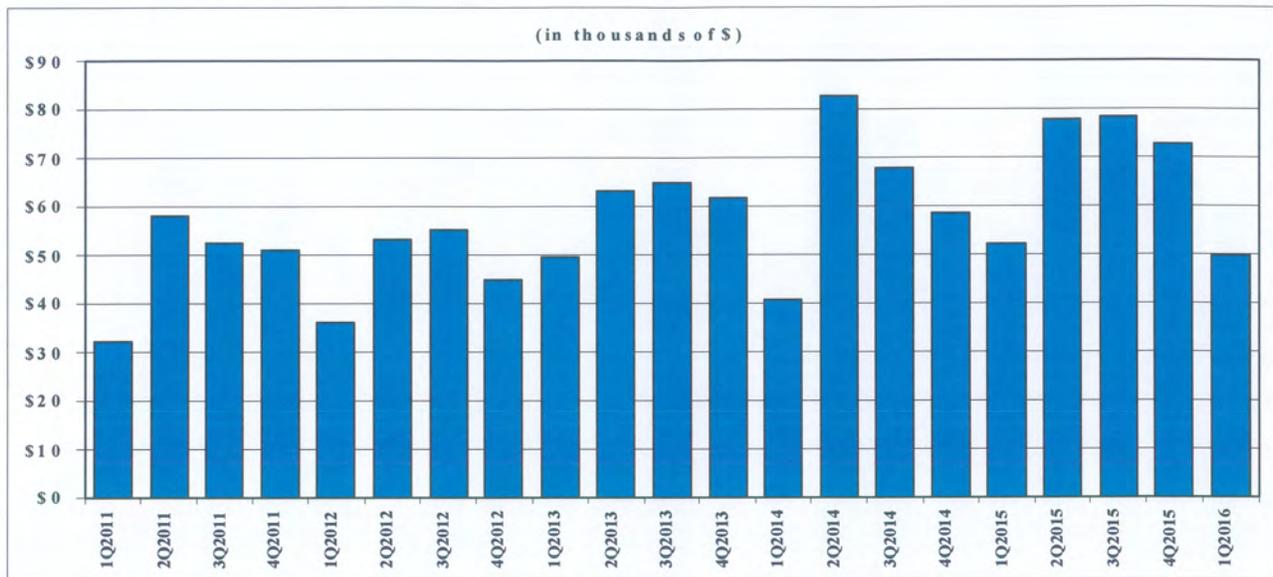
The following chart shows the sales tax level from sales through March 2016, the highs, and the lows for each segment over the last two years.



ANNUAL SALES TAX BY BUSINESS CATEGORY

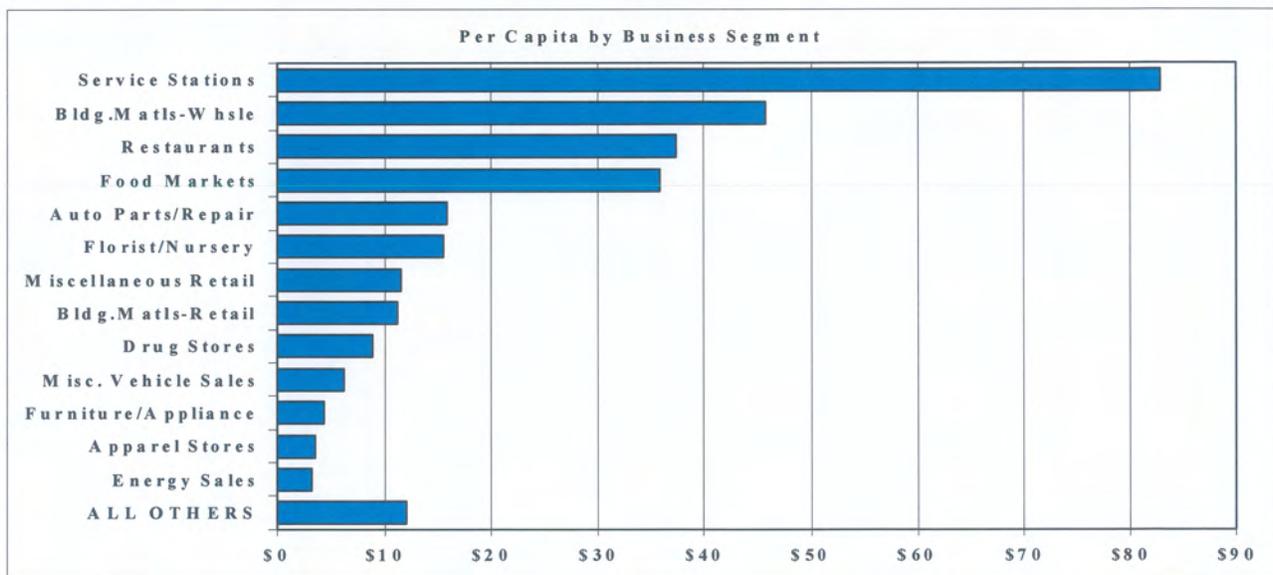


FIVE-YEAR ECONOMIC TREND: Construction



PER CAPITA BY BUSINESS SEGMENT

This chart shows sales tax per capita from business segments from January 2015 to December 2015.



FINAL RESULTS: October-December 2015 Sales

Local Net Cash Collections	\$407,892
Less: Pool Amounts	(\$45,426)
Less: Prior Quarter Payments	(\$7,081)
Add: Late Payments	\$8,760
Local Net Economic Collections after Adjustments	<hr/> \$364,146
Percent Change from October-December 2014 Sales	UP BY 3.5%

MUNISERVICES' ON-GOING AUDIT RESULTS

This Quarter	\$11,243
Total to Date	\$813,493