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

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

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

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

CITY OF WILLITS
FISCAL YEAR 2016-2017
ADOPTED BUDGET
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FISCAL YEAR 2016-2017
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Exhibit A

CITY OF WILLITS

ADOPTED BUDGET

Fiscal Year 2016-2017

Summary of Working Capital

Fund #	Fund Name	Estimated Working Capital 7/1/2016	2016-2017 Operating Revenue	Transfers In		Operating Expenses	Transfers Out	Debt Service Principal	USDA Bond *Reserves	Gain (Loss)	Ending Working Capital 6/30/2017
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%

Exhibit A 15-16

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	USDA 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

Exhibit B

CITY OF WILLITS

ADOPTED BUDGET

For Fiscal Year 2016-2017

General Fund Department Summary

Dept. #	Department	Projected Actual 2015-2016 Operating Revenue	Transfers In	Operating Expenses	Transfers Out	Debt Service Principal	Net City Gain (Cost)	Proposed Budget 2016-2017 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 Transportion	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/Instructers/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
Taxes						
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**
Licenses, Permits and Franchises						
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**
Revenue From Use of Money/Property						
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**
Intergovernmental Revenues						
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**
Charges for Services						
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**
Miscellaneous Revenue						
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 round-about. Comprehensive of Assessment of Circulation Needs: Assess circulation needs, including the Baechtel Road/Railroad connection and westside north/south connection, etc.

Other Important Objectives:

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

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	0.30	0.32
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

Financing Uses		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council 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.

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ALLOCATED POSITIONS:	**15/16**	**16/17**
City Manager	0.50	0.49
City Clerk/Facilities Coordinator	0.30	0.28
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

Financing Uses		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
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)	0.85	0.85
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

Financing Uses		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Salaries and Employee Benefits						
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**
Services and Supplies						
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**
Fixed Assets						
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**
Financing Sources						
Charges for Services						
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.

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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
Financing Uses						
Services and Supplies						
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**
Other Charges						
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**
Financing Sources						
Miscellaneous Revenue						
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; emp7loyee-related dispute resolution; implementation of employee training and certification programs; and interface with Payroll and City departments regarding application of terms and conditions of labor agreements.

2016-2017 PROGRAM GOALS:

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

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

BUDGET LINE ITEM COMMENTS/DETAILS:

2015-000	Cell Phone/Cell Phone Service $700.
2050-000	CalPELRA Dues $700; LCW Membership $995. Total $1,695.
2055-000	Office expense $800.
2061-010	Personnel related legal counsel services $3,500.
2061-013	Medical screenings, background checks, polygraphs, drug screens, credit checks, fingerprinting, stress tests, etc. $2,000; 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

Financing Uses		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Salaries and Employee Benefits						
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**
City Clerk/Facilities Coordinator		
Full-time Equivalent	0.05	0.09

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
Salaries and Employee Benefits						
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**
Services and Supplies						
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**
Financing Sources						
Revenue From Use of Money/Property						
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

Financing Uses		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
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	0.05	0.05
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	0.40	0.40
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	0.10	0.10
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	0.10	0.14
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.

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	1.0	0.25 Remove Position 9/30/2016
Full-time Equivalent	2.0	1.25

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

Financing Uses		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council 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**
Other Financing Sources						
8202-000	Operating Transfers In	$47,076	$0	$0	$0	$0
Total Other Financing Sources		**$47,076**	**$0**	**$0**	**$0**	**$0**
	Total Revenue	**$60,339**	**$41,565**	**$4,442**	**$8,623**	**$43,000**
	Net City Cost	**($381,641)**	**($472,685)**	**($377,831)**	**($459,898)**	**($415,275)**

FUND 100 PUBLIC SAFETY DISPATCH 1021

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

2016-2017 PROGRAM GOALS:

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

ALLOCATED POSITIONS:	**15/16**	**16/17**
Dispatcher/Clerk Part-time	0.03	0.00
Dispatcher/Clerk	5.00	4.00
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

Financing Uses		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Salaries and Employee Benefits						
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**
Services and Supplies						
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	1.00	0.00
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	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
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	1.00	0.83 (9/1/16 hire date)
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 Salaries and Employee Benefits		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council 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

Financing Uses		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Salaries and Employee Benefits						
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**
Services and Supplies						
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	0.08	0.07
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

Financing Uses		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council 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, *building* repairs $200, phone system maintenance agreement $2,280. Total $2,980.
2055-000	Office, janitorial and medical supplies $1,200, postage $550, books $200, publications $200, Outside services $100. Total $2,250.
2081-021	Animal Control – County of Mendocino – Sheriff $22,000, Shelter $23,111. Total $45,111.
2081-022	Animal Control capital contribution $7,603.
2081-030	Janitorial $1,600, Aramark $150, Security $250, 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

Financing Uses		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council 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	0.26	0.25
Full-time Equivalent	0.59	0.40

BUDGET LINE ITEM COMMENTS/DETAILS:

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

REVENUE:

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

Fund 100-General Fund
Department 1041-Public Works Operations& Equipment

Financing Uses		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
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	0.10	0.10
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

Financing Uses		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
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 FUNCITONS: 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

Financing Uses		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Salaries and Employee Benefits						
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**
Services and Supplies						
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**
Other Charges						
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	0.53	0.32
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 Actual	2016-2017 Council
Salaries and Employee Benefits		**06/30/2015**	**2015-2016**	**5/15/2016**	**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
						0
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

Financing Uses		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Other Contracts						
3030-000	Chamber of Commerce (T.O.T.)	$35,212	$34,441	$25,831	$34,441	$34,441
	Total Other Contracts	**$35,212**	**$34,441**	**$25,831**	**$34,441**	**$34,441**
Other Contributions						
3031-000	Willits Senior Center	$7,500	$7,500	$7,500	$7,500	$7,500
3033-000	County Library	$1,000	$100	$100	$100	500
3035-000	County Museum	$1,000	$1,000	$1,000	$1,000	1,000
3040-000	Willits Community Services	$6,000	$6,000	$6,000	$6,000	6,000
3042-000	Our Daily Bread	$3,000	$3,000	$3,000	$3,000	3,000
3032-051	Willits Chamber of Commerce					10,000
3048-000	Economic Dev. & Fin. Co. (EDFC)					1,000
Total Other Charges		**$18,500**	**$17,600**	**$17,600**	**$17,600**	**$29,000**
Total Appropriations		**$53,712**	**$52,041**	**$43,431**	**$52,041**	**$63,441**
	Net City Cost	**($53,712)**	**($52,041)**	**($43,431)**	**($52,041)**	**($63,441)**

FUND 100 CONTINGENCIES 1097

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

Contingency based on .5% of total expense.

FUND 100 DEBT SERVICE FOR BUILDING AT PUBLIC WORKS YARD 1098

BASIC FUNCTIONS: This department is utilized to account for payment of principal and interest expense on debt issued for the modular office building at the Public Works yard. Payments are made quarterly, the final payment was made in January 2016.

FUND 100 INTER-FUND TRANSFER 1099

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

BUDGET LINE ITEM COMMENTS/DETAILS:

Transfer out to Traffic Safety Fund (200.2003) $41,566.

Fund 100-General Fund
Department 1097-Contingencies

		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Financing Uses						
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

Debt Service		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
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

Financing Uses		Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Other Financing Uses						
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**
Other Financing Sources						
8202-000	Operating Transfers In	$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

	Actual 06/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Grand Total General Fund Revenues	**$4,461,299**	**$4,525,211**	**$3,446,080**	**$4,283,919**	**$4,263,459**
Grand Total General Fund Expenses	**$4,138,538**	**$4,545,277**	**$3,420,209**	**$4,016,593**	**$4,427,333**
Gain (Loss)	**$322,761**	**($20,066)**	**$25,871**	**$267,326**	**($163,873)**

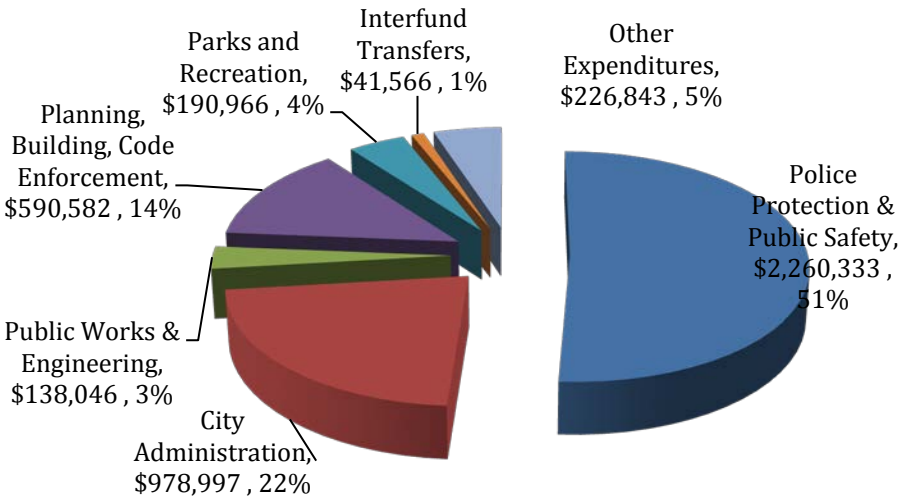
GENERAL FUND TOTALS

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

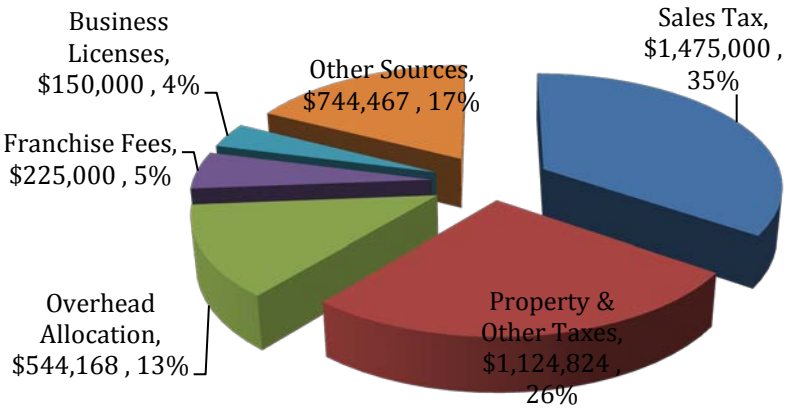
Expenditures by Type	
Salaries & Benefits	$2,867,270
Services and Supplies	$1,406,318
Other Charges	$99,912
Capital & Fixed Assets	$12,267
Debt Service	$0
Transfers	$41,566
Total General Fund Expenditures	**$4,427,333**

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

General Fund Expenditures by Type



General Fund Revenues by Type



FUND 200 PUBLIC WORKS TRAFFIC SAFETY – OPERATIONS 2003

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

2016-2017 PROGRAM GOALS:

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

ALLOCATED POSITIONS:	**15/16**	**16/17**
Public Works Lead Person	0.00	0.00
Public Works Supervisor	0.10	0.10
Water Operator III	0.10	0.00
Public Works Maintenance Workers	0.05	0.05
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

Financing Uses		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
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 FUNCITONS: 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	0.20	0.00
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

Financing Uses		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council 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	1.92	1.55
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

Financing Uses		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council 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	0.18	0.17
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

Financing Uses		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council 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 201Appropriations	**$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.

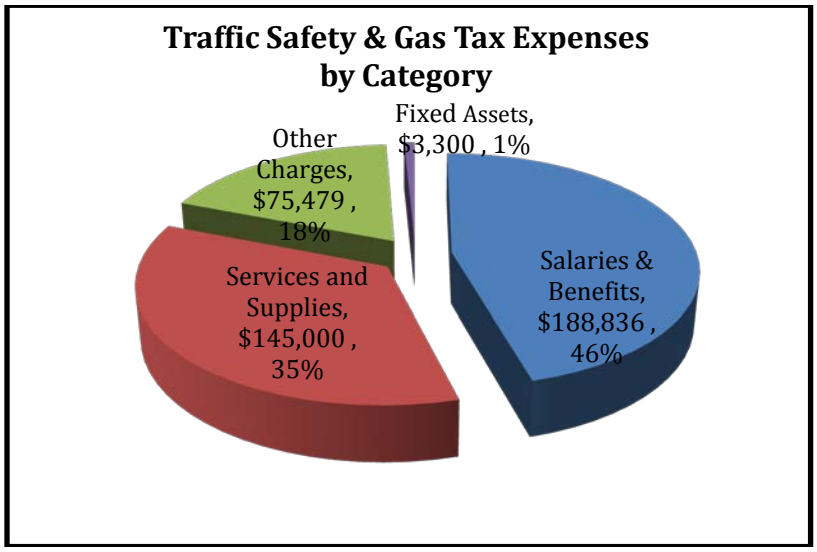
Fund 201-Gas Tax
Department 0201

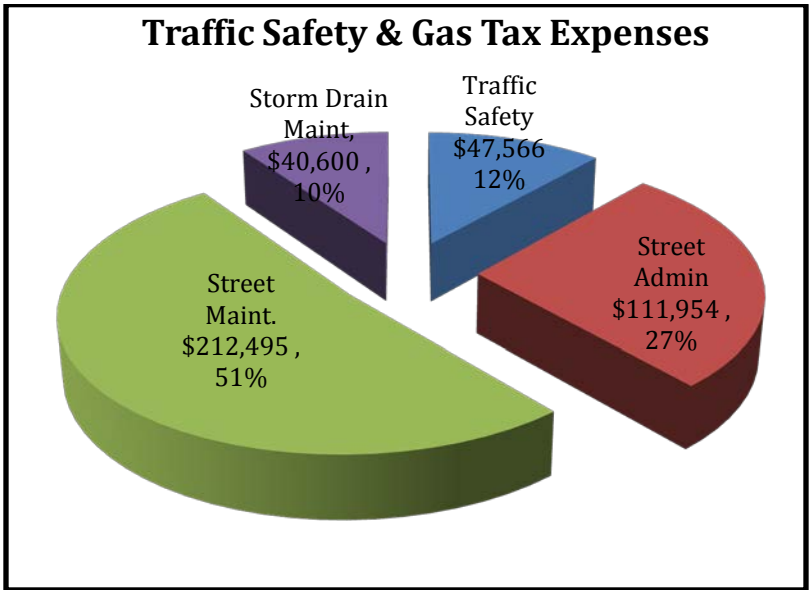
Financing Sources		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Intergovernmental Revenues						
5248-000	Gas Tax - Section 2103	$53,985	$54,677	$21,615	$54,677	$54,677
5250-000	Gas Tax - Section 2105	$30,243	$36,954	$22,770	$36,954	36,954
5251-000	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

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

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





FUND 202 TRANSPORTATION SALES TAX IMPROVEMENT PROGRAM 2020

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

2016-2017 PROGRAM GOALS:

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

ALLOCATED POSITIONS:	**15/16**	**16/17**
Assistant Engineer	0.20	0.20
Engineering Tech III Part-time	0.04	0.00
Engineering Technician III	0.50	0.50
Engineering Technician II	0.20	0.20
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

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

		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Other Financing Uses						
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**
Financing Sources						
Revenues From Use of Money/Property						
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

		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	$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**
Service and Supplies						
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**
Other Charges						
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 FUNCITONS: 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	0.08	0.08
Full-time Equivalent	0.09	0.09

BUDGET LINE ITEM COMMENTS/DETAILS:

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

REVENUE:

6650-000	Other services- Equipment rental $750.

Fund 213-Landfill Post closure Maintenance
Department 2133-Operations

Financing Uses		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Salaries and Employee Benefits						
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**
Services and Supplies						
2041-000	Equipment Maintenance & Sup	$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**
Other Charges						
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**
Financing Sources - 0213						
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

		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	$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	0.10	0.10
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		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	$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 **t**he 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

		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Financing Uses						
Services & Supplies						
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**
Other Charges						
3021-000	Overhead Allocation	$0	$0	$0	$0	$0
Total Other Charges		**$0**	**$0**	**$0**	**$0**	**$0**
Fixed Assets						
4003-000	Infrastructure					$0
Total Fixed Assets		**$0**	**$0**	**$0**	**$0**	**$0**
Other Financing Uses						
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**
Financing Sources						
Intergovernmental Revenues						
5620-001	Federal Loan					$0
5206-000	Federal Grant					$0
Total Intergovernmental Revenues		**$0**	**$0**	**$0**	**$0**	**$0**
Other Financing Sources						
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

		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	$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	0.30	0.05
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 Salaries and Employee Benefits		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council 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	0.02	0.00
Full-time Equivalent	2.73	3.49

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 Salaries and Employee Benefits		Actual 6/30/2015	Amended Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council 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	0.30	0.00
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 Salaries and Employee Benefits		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council 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	0.23	0.25
Full-time Equivalent	0.67	0.90

BUDGET LINE ITEM COMMENTS/DETAILS:

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

Fund 501-Sewer Enterprise
Department 5014-Engineering

Financing Uses Services and Supplies		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
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	0.10	0.10
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

Financing Uses Salaries and Employee Benefits		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
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	Architural & 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.

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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.

Fund 501-Sewer Enterprise
Department 5017-Contingencies

		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2013-2014 Council Adopt
Financing Uses						
6001-000	Appropriation for Contingencies	$351,293	$11,824	$11,824	$0	$0
	Total Contingencies	**$351,293**	**$11,824**	**$11,824**	**$0**	**$0**

Department 5018-Debt Service

		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2013-2014 Council Adopt
Financing Uses						
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**

Department 5019-Other Financing Uses

		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Financing Uses						
3021-000	Overhead Allocation	$495	$54,597	$54,597	$54,597	54,597
5001-000	Operating Transfers Out	$0	$10,000		$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**

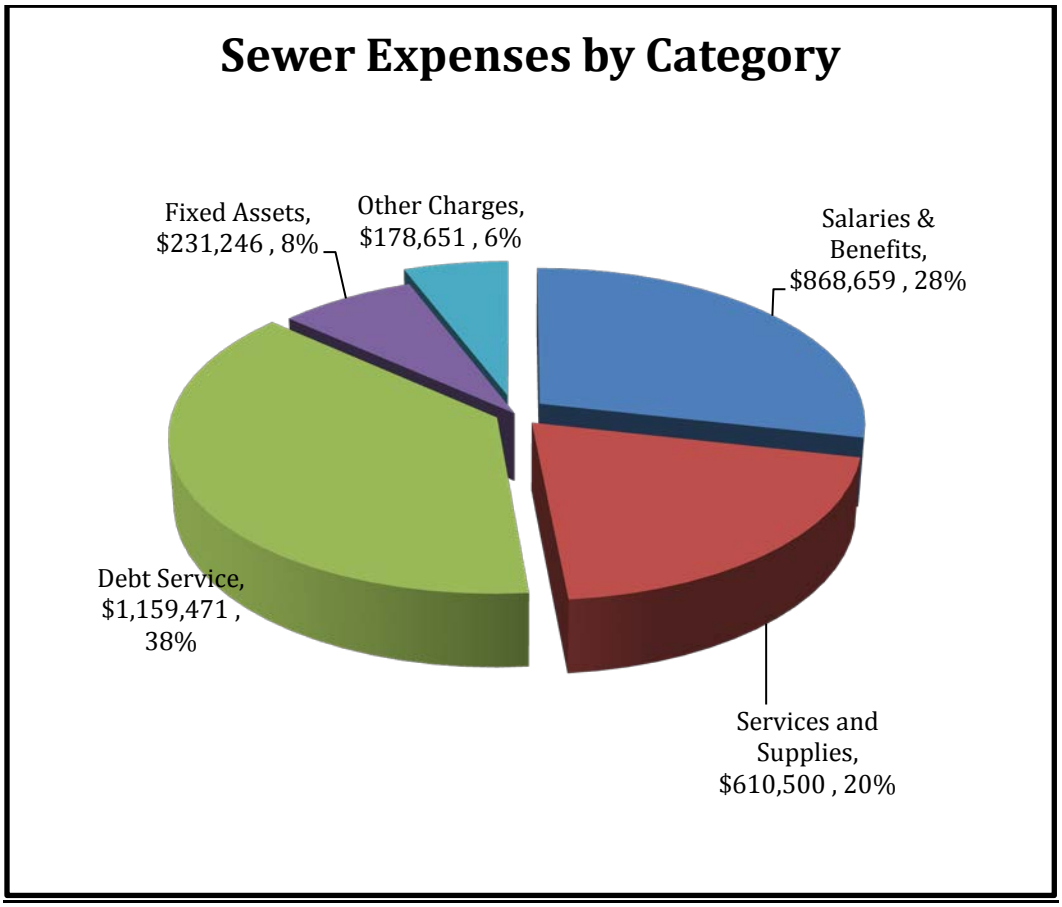
Department 0501
Financing Sources

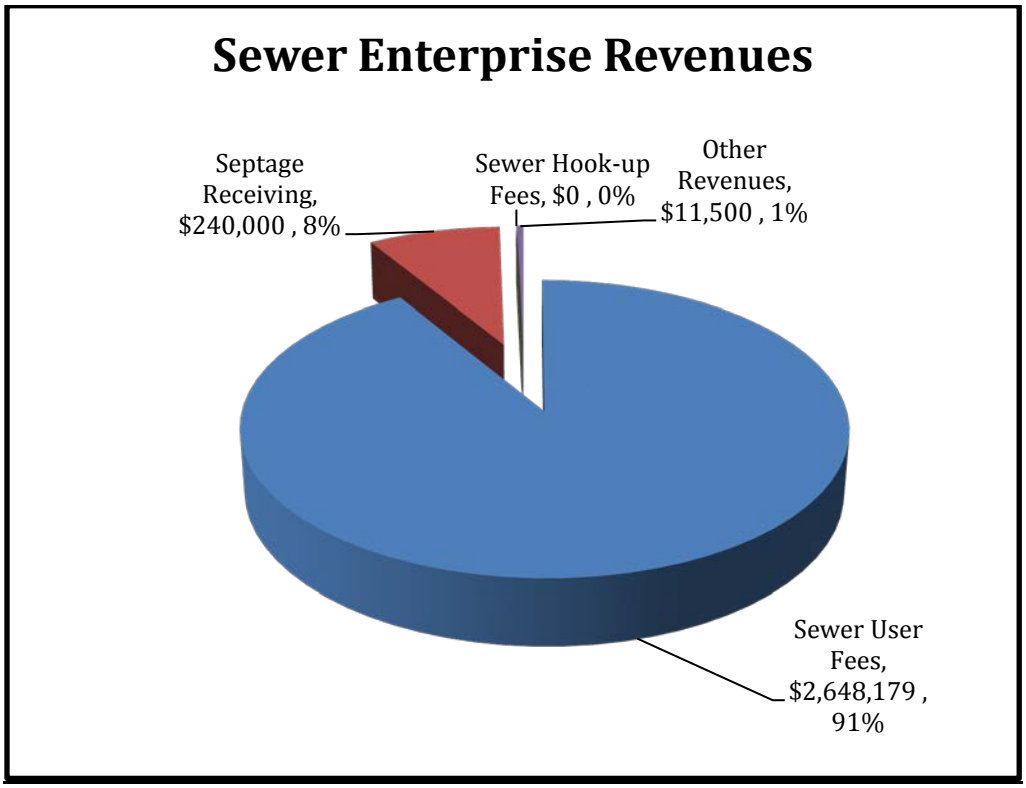
		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Revenue From Use of Money/Property						
4201-000	Interest Income	$16,672	$10,000	$1,980	$6,980	$6,500
4211-000	Rental of Bldgs & Grounds	$7,500			$7,500	
Total Rev From Use of Money/Property		**$24,172**	**$10,000**	**$1,980**	**$14,480**	**$6,500**
Charges for Services						
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**
Miscellaneous Revenue						
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

Sewer Fund Expenses by Category	
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**

Sewer Fund Expenses by Department	
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
Fixed Assets, $231,246 , 8%
Other Charges, $178,651 , 6%
Salaries & Benefits, $868,659 , 28%
Debt Service, $1,159,471 , 38%
Services and Supplies, $610,500 , 20%


Sewer Enterprise Revenues
Septage Receiving, $240,000 , 8%
Sewer Hook-up Fees, $0 , 0%
Other Revenues, $11,500 , 1%
Sewer User Fees, $2,648,179 , 91%

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	0.00	0.00
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

Financing Uses		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council 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	0.55	0.76
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

Financing Uses		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council 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 Telemetery	$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

Financing Uses		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Salaries and Employee Benefits						
1001-000	Regular Employees					$0
1003-000	Overtime					0
1004-000	Comp Time Paid					0
1005-000	Benefit Buyouts					0
1006-000	Workers Compensation Payment					
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						
2001-002	State Fees and Permits					$2,000
2010-000	Clothing and Safety Equipment					$500
2041-000	Equipment Maintenance & Supplies					$2,000
2061-012	Architectural and Engineering					$100,000
2061-015	Laboratory Testing					$5,000
2081-030	Other Contract Services					$20,000
2101-034	Chemical and Lab Supplies					$2,000
2101-033	Safety Supplies					$500
2101-038	Infrastructure and Roadways					$1,000
2110-000	Utilities					$3,000
Total Services and Supplies		**$0**	**$0**	**$0**	**$0**	**$136,000**
Debt Service						
3001-000	Principal					$0
3002-000	Interest					$0
	Total Debt Service	**$0**	**$0**	**$0**	**$0**	**$0**
Other Charges						
3020-000	ISF Equipment Charges					$0
3021-000	Overhead Allocation					0
Total Other Charges		**$0**	**$0**	**$0**	**$0**	**$0**
Fixed Assets						
4002-000	Equipment					$0
4003-000	Plant and Infrastructure					$30,000
Total Fixed Assets		**$0**	**$0**	**$0**	**$0**	**$30,000**
Other Financing Uses						
5001-000	Operating Transfers Out					$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	0.00	0.00
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

Financing Uses		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council 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
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	0.30	0.30
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

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

Financing Uses		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
6001-000	Appropriation for Contingencies	$0	$0	$0	$0	
	Total Contingencies	**$0**	**$0**	**$0**	**$0**	**$0**

Fund 503-Water Enterprise
Department 5038-Debt Service

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

Fund 503-Water Enterprise
Department 5039-Other Financing Uses

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

Dept 0503
Financing Sources

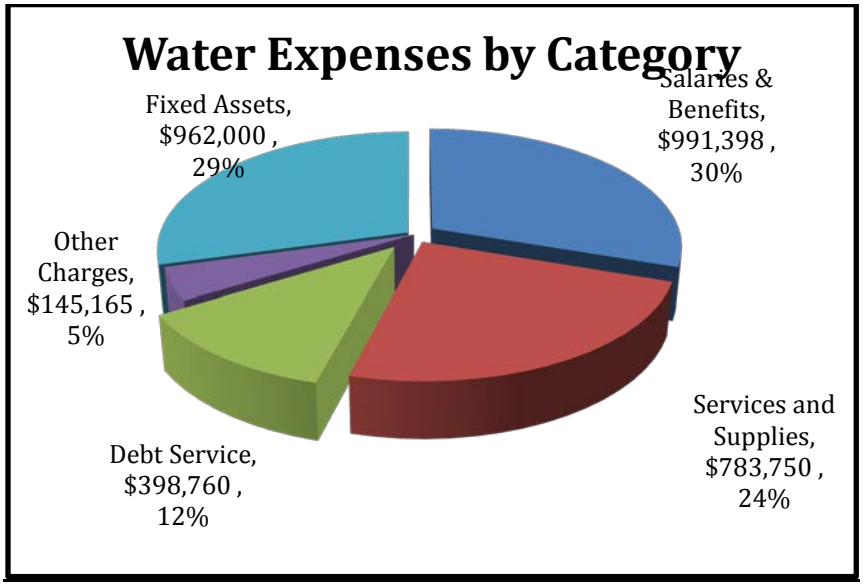
		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Revenue From Use of Money/Property						
4201-000	Interest Income	$11,002	$7,500	$3,497	$4,000	$4,500
Total Rev From Use of Money/Prop		**$11,002**	**$7,500**	**$3,497**	**$4,000**	**$4,500**
Intergovernmental Revenues						
5420-000	State DHS Loan Proceeds	$1,464,340	$100,385	$100,385	$103,522	$0
Total Intergovernmental Revenues		**$1,464,340**	**$100,385**	**$100,385**	**$103,522**	**$0**
Charges for Services						
6600-000	Water User Charges	$2,455,506	$2,650,000	$2,132,535	$2,550,760	$2,500,000
6601-000	Water Penalty	$46,319	$45,000	$43,649	$47,652	45,000
6602-000	Renewal of Service Charge		$3,500	$4,080	$5,320	5,000
6604-000	Water Service Installation Chg	$4,421	$5,000	$3,987	$3,987	4,000
6605-000	Water Use Chg Credit Bureau	$2,539	$2,500	$1,312	$1,514	1,500
6606-000	Water Hookup Fees	$3,025	$23,000	$21,885	$21,885	3,000
6607-000	Back Flow Checks	$10,605	$10,800	$8,820	$10,569	10,500
6608-000	Meter Availability Charge	$8,260	$8,400	$5,990	$7,130	7,000
6609-000	Credit Card Convenience Fee					0
6650-000	Other Services	$2,562	$3,000	$3,142	$3,596	3,000
Total Charges for Services		**$2,533,238**	**$2,751,200**	**$2,225,400**	**$2,652,412**	**$2,579,000**
	Total Revenue	**$4,008,581**	**$2,859,085**	**$2,329,282**	**$2,759,934**	**$2,583,500**
	Net Revenue (Cost)	**$1,326,954**	**($1,069,170)**	**($76,697)**	**$117,985**	**($697,574)**

Fund 503-Water Enterprise
Department 5037-Contingencies

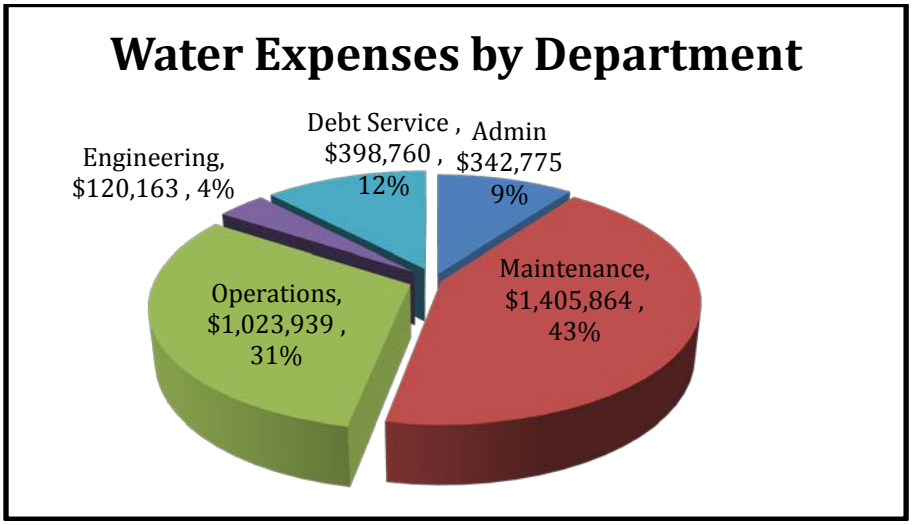
Financing Uses	Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Recap of Water Fund Expenses					
Water Administration 503-5030	$285,375	$331,170	$229,891	$254,780	$332,347
Water Maintenance 503-5031	$1,060,281	$2,298,592	$1,053,509	$1,167,747	1,405,864
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

		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	$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**
Services and Supplies						
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**
Operating Transfers Out						
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**
Financing Sources - 0651						
Revenue From Use of Money/Property						
4201-000	Interest Income	$241	$285	$437	$600	$500
Total Revenue From Use of Money/Prop		**$241**	**$285**	**$437**	**$600**	**$500**
Miscellaneous Revenue						
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	0.01	0.00
Full-time Equivalent	0.01	0.00

Fund 652-Revolving Loan
Department 6523
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	$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**
Services and Supplies						
Other Charges						
3021-000	Overhead Allocation	$235	$0	$0		$0
Total Other Charges		**$235**	**$0**	**$0**	**$0**	**$0**
	Total Appropriations	**$523**	**$552**	**$533**	**$603**	**$0**
Financing Sources						
Revenue From Use of Money/Property						
4201-000	Interest Income	$20	$0	$31	$50	$0
Total Rev From Use of Money/Prop		**$20**	**$0**	**$31**	**$50**	**$0**
Charges for Services						
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	0.01	0.00
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 RESTITUATION 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

Financing Uses	Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Services and Supplies					
2199-000 Other Services and Supplies		$0	$0	$0	$0
Total Services and Supplies	**$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	**$0**	**$0**	**$0**	**$0**	**$0**
Financing Sources - 0654					
Miscellaneous Revenue					
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

Financing Uses	Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council Adopt
Services and Supplies					
2199-000 Other Services and Supplies	$0	$0	$0	$0	$0
Total Services and Supplies	**$0**	**$0**	**$0**	**$0**	**$0**
Fixed Assets					
4002-000 Equipment	$0	$0	$0	$0	$0
Total Fixed Assets	**$0**	**$0**	**$0**	**$0**	**$0**
Operating Transfers Out					
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**
Financing Sources - 0655					
Miscellaneous Revenue					
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

		Actual 6/30/2015	Budget 2015-2016	YTD 5/15/2016	Projected Actual 6/30/2016	2016-2017 Council
Financing Uses						
Salaries and Employee Benefits						
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**	
Financing Uses						**Adopt**
Services and Supplies						
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**
Fixed Assets						
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**
Financing Sources - 0661						
Miscellaneous Revenue						
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**

	SALARY SCHEDULE	CLASSIFICATION	BARGAINING UNIT	Step 1	Step 5
EXECUTIVE MANAGEMENT TEAM				*(Annual, unless otherwise noted)*	
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
MID-MANAGEMENT					
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
ADMINISTRATIVE					
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
POLICE DEPARTMENT					
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)		

	SALARY SCHEDULE	CLASSIFICATION	BARGAINING UNIT	Step 1	Step 5
POLICE DEPARTMENT - CONTINUED				*(Annual, unless otherwise noted)*	
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)		
PUBLIC WORKS, ENGINEERING, WATER, & WASTEWATER					
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
MUNICIPAL POOL					
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.*