

CITY COUNCIL

Gary L Hansen, Mayor
Kerri Warren, Vice Mayor
Lawrence Mello, Council Member
Jeff Williams, Council Member
Jim Yoder, Council Member



INTERIM CITY MANAGER
Fire Chief, Wayne Peabody

CITY CLERK
Natalie Butler
ADMINISTRATIVE ASSISTANT
Robyn Johnson

201 North Lassen Street
Willows, CA 95988
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CITY COUNCIL SPECIAL MID-YEAR BUDGET REVIEW MEETING AGENDA

**Council Chambers, 201 North Lassen Street
Wednesday, February 15, 2017
1:00 p.m.**

1. **Call to Order the Special Mid-Year Budget Review Meeting – 1:00 p.m.**
2. **Pledge of Allegiance**
3. **Roll Call:**
4. **Public Comment** – Public Comment is restricted to only those topics listed on the agenda and is generally restricted to three minutes.
5. **FY 2016/2017 Budget Review**
 - General Fund Revenue and Expenditures
 - General Fund Revenue Projection
 - General Fund by Department and Compared to 2015/16
 - Appropriation Requests
 - Sewer and Water Enterprise
6. **By Motion, Approve the Exploration of Contract Service Law Enforcement with the Glenn County Sheriff, and Direct the Interim City Manager to Serve the City of Willows' Interests in Negotiating a Contract for Services**
7. **Adjournment:**

CERTIFICATION: Pursuant to Government Code § 54956 the agenda for this meeting was properly posted on or before February 10, 2017.

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org.

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider

CITY OF WILLOWS

2016/17

MID YEAR BUDGET REVIEW

CITY OF WILLOWS MID YEAR BUDGET REPORT

DATE: February 15, 2017
TO: City Council
City Manager
FROM: Finance Director
SUBJECT: Mid-Year Budget Recap

PART I-WHERE IS IT COMING FROM AND WHERE IS IT GOING

This section provides an overview of the sources of funding (Exhibit I-1) and uses of funding by department (Exhibit I-2) and is designed to provide a broad overview of our financial situation and how we allocate our financial resources.

This provides a “City Finance 101” approach to our overall budget picture, and, if there are specific sources of funding that Councilmembers wish to explore further, it can be done so in a separate discussion.

PART II-MID YEAR GENERAL FUND REVIEW

As the General Fund represents the fund source where Council has “discretionary” oversight regarding how the funds are utilized, it is the primary focus of the mid-year review. The breakdown of exhibits in this section includes:

- Exhibit II-1 General Fund Revenue Projection Revision
- Exhibit II-2 Summary of General Fund Revisions and Appropriation Updates
- Exhibit II-3 General Fund-By Department-Six Month Actual vs. Budget
- Exhibit II-4 General Fund- By Expenditure Category-Vs. Prior Year

EHIBIT II-1 General Fund Revenue Projection Revision

Based upon updated information available since the implementation of the 2016-17, the following revenue items have been revised:

Property Tax-Revised Upward \$40K- In 2015-16, the City received a double dose of bad news pertaining to property tax. As a result of a periodic audit by the California State Controller, the County’s property tax allocation plan was to be adjusted. It was further determined that the adjustment was necessary going back 7 years. The net result of the adjustment was to be a one-time loss of \$89K in property tax and an adjustment forward of approximately \$11-\$12K per year. In addition, the County further refined their allocation calculations, resulting in what appeared to be another \$27K. The net

result was that property tax, which had held steady at approximately \$750K per year for several years, dropped to \$634K in 2015-16.

The \$89K adjustment was a one-time issue, and property tax was expected to jump back into the \$710K range for 2016-17. However, the first installments of property tax have been received from the County, and the numbers are better than anticipated. It is now projected that 2016-17 property tax will be closer to \$750K.

Sales Tax-No Revision- Data received for the first six months do not indicate a need to adjust the sales tax projection. However, given that the 2015-16 number is \$141K greater than 2016-17, an explanation is needed.

The “triple flip” (State holding back part of sales tax and, in exchange, property tax funds originally slated to go to the State back filled the difference) ended in 2015-16. As part of the close-out of the process, historical adjustments were necessary. The City received \$173K at the end of 2015-16 due to this adjustment. That was one-time, closeout funds of the process.

Building Permits-Revised Upward \$15K/Plan Check Up \$10K- The North Valley Indian Health project is a very significant project. Their building permit and plan check fees were enough to review and move the revenue projections upward.

Vehicle License Fee- Revise Upward \$41K- The initial allocations from the State via the County have exceeded the original expectations.

EXHIBIT II-2 Revenue Revisions and Appropriations

The details of the revenue revisions are noted above. The lone General Fund appropriation made after the passage of the budget was for \$7K for the funding of additional administrative assistance in the front office.

While not subject to appropriation action, two additional items are noted on Exhibit II-2. Budgetary savings due to no City Council election for the open 2016 seats (\$6K), and an extended vacancy in the Public Works Department (\$24K) are noted in arriving at a revised General Fund budget projection.

As a result of the revenue and expenditure revisions, the projected General Fund, before any additional appropriations are explored, is:

| | Original | Revised |
|-------------------|-----------|-----------|
| GF Revenue | \$3.566MM | \$3.664MM |
| GF Expenditures | \$3.733MM | \$3.710MM |
| Projected Deficit | (\$ 167K) | (\$ 46K) |

EXHIBIT II-3 Schedule of Revenue and Expenses-By Department-Six Months Vs. Updated Budget

In general, expectations would be "50% of the year gone, 50% of expenditures made". Please note the following items to keep in mind that would change this.

City Manager-93.8% of budget expended through 12/31- The primary expenditure in the City Manager budget at this point is the annual payment for the PERS unfunded liability allocated to past City Managers. The City has the option to make the unfunded liability payment in lump sum in July each year at a savings of approximately 3.4% over making monthly installments, and, thus far, we have chosen to do so. Please note that this is an issue in every department that has full time employees, as this lump sum payment skews the expenditures to the front end of the year.

Pool- 62.3% of budget expended. Each year, the pool schedule covers two fiscal years (June 30 fiscal year end). As a result, there are more open pool days after the beginning of the fiscal year. It should always be more than half expended at 12/31.

EXHIBIT II-4 Schedule of Revenue and Expenses-By Expense Category- Compared to Prior Year

Please note the following in comparison to last year:

Tax Revenue (\$280K over last year)- The property tax issue previously mentioned is a large portion of this, and we are now receiving our fully allotted sales tax on a monthly basis vs. waiting for periodic installments under the triple flip.

Wages (\$169K under last year)- We went from employing 2 City Managers for a good portion of the first half of 2015-16 to having our Fire Chief function in that role this year. In addition, the extended vacancy noted earlier in Public Works, recent vacancies in the PD, and the 5% management furlough have all assisted in reducing the expenditure vs. last year.

Employee Benefits (\$5K over last year)- While a \$5K increase year to year, normally does not warrant significant discussion, please note that this is at the same time that wages are down \$169K. This serves as an ongoing reminder of the significance of the PERS unfunded liability and continued increased health costs. These are issues that, unfortunately, are not going to go away.

PART III-APPROPRIATION ITEMS

Please refer to Exhibit III-1 and the corresponding staff reports in Section III regarding appropriation requests made by Staff.

PART IV-ENTERPRISE ACTIVITY

Both Sewer and Water activities are provided in this section. Revenues or expenditures thus far have not fallen outside of expectations. However, as a reminder to Council, Staff will re-start the process of reviewing Sewer rates this spring to determine a plan for rate increases, as revenue has now started to fall behind expenditures. Also, the City will continue the process to exit the Water business, as Chromium 6 regulations remain an issue for compliance and the scope of managing the system is such that it either needs to grow (3 current customers) or get out of the business.

PART V EXPENDITURE REPORTS BY DEPARTMENT

Part V provides a detailed expenditure vs. budget comparison for each department within the City.

**PART I
THE 2016-17 BUDGET
WHERE IS IT COMING FROM
AND
WHERE IS IT GOING**

City of Willows
Schedule of Revenue Sources
"Where Is Coming From"
2016-17 Budget

Exhibit I-1

| | Original Budget Passage | Additional Appropriations through 12/31/16 | Revenue Sources As of 12/31/16 | Percentage of Total |
|---|----------------------------|--|--------------------------------------|------------------------|
| General Fund Revenue and Reserves | \$ 3,732,987 | \$ 7,000 | \$ 3,739,987 | 56.45% |
| Federal Grants | \$ 393,784 | | \$ 393,784 | 5.94% |
| Sewer and Water Enterprise and Reserves | \$ 1,943,200 | | \$ 1,943,200 | 29.33% |
| State Gas Tax and Reserves | \$ 301,138 | | \$ 301,138 | 4.55% |
| State Grants | \$ 111,821 | | \$ 111,821 | 1.69% |
| County Grants | \$ 65,659 | | \$ 65,659 | 0.99% |
| Other Sources | \$ 48,717 | | \$ 48,717 | 0.74% |
| Recreation Service Fees | \$ 21,383 | | \$ 21,383 | 0.32% |
| | \$ 6,618,689 | \$ 7,000 | \$ 6,625,689 | |

City of Willows
 Schedule of Expenditure Categories
 "Where Is It Going"
 2016-17 Budget

Exhibit I-2

| | Original Budget Passage | Additional Appropriations through 12/31/16 | Expenditure Category As of 12/31/16 | Percentage of Total |
|---|----------------------------|--|---|------------------------|
| Sewer and Water-Ops and Infrastructure | \$ 1,943,200 | | \$ 1,943,200 | 29.33% |
| Police | \$ 1,571,928 | | \$ 1,571,928 | 23.72% |
| Public Works-Ops and Infrastructure | \$ 1,063,429 | | \$ 1,063,429 | 16.05% |
| Fire | \$ 799,638 | | \$ 799,638 | 12.07% |
| Library | \$ 312,779 | | \$ 312,779 | 4.72% |
| City Administration, Legislation, Legal | \$ 277,288 | \$ 7,000 | \$ 284,288 | 4.29% |
| Finance and Human Resources | \$ 223,604 | | \$ 223,604 | 3.37% |
| Recreation and Parks | \$ 215,606 | | \$ 215,606 | 3.25% |
| Planning, Building, Community Development | \$ 211,217 | | \$ 211,217 | 3.19% |
| | \$ 6,618,689 | \$ 7,000 | \$ 6,625,689 | |

**PART II
MID-YEAR GENERAL FUND
REVIEW**

City of Willows - General Fund Revenue
 2016/17 Projection
 MID YEAR REVISE

EXHIBIT II-1

| | 2016/17 | | | NOTES |
|-------------------------------|---------------------|---------------------|---------------------|-------|
| Revenues: | 2015/16 Actual | 2016/17 Projection | Mid Year Revision | |
| PROPERTY TAX | \$ 634,019 | \$ 710,000 | \$ 750,000 | 1 |
| PG&E FRANCHISE | \$ 47,132 | \$ 45,000 | \$ 45,000 | |
| WATER FRANCHISE | \$ 38,231 | \$ 39,000 | \$ 42,607 | |
| CABLE TV FRANCHISE | \$ 30,334 | \$ 30,000 | \$ 30,000 | |
| GARBAGE FRANCHISE | \$ 60,633 | \$ 56,000 | \$ 56,000 | |
| SALES TAX | \$ 1,377,814 | \$ 1,236,000 | \$ 1,236,000 | 2 |
| TRANSFER TAX | \$ 15,892 | \$ 10,000 | \$ 10,000 | |
| OCCUPANCY TAX | \$ 576,437 | \$ 585,000 | \$ 585,000 | |
| BUSINESS LICENSE | \$ 21,237 | \$ 22,500 | \$ 21,000 | |
| BUILDING PERMITS | \$ 56,701 | \$ 50,000 | \$ 65,000 | 3 |
| ENCROACHMENT PERMITS | \$ 17,847 | \$ 9,000 | \$ 9,000 | |
| FINES & FORFEITURES | \$ 13,247 | \$ 20,000 | \$ 15,000 | |
| GENERAL INTEREST | \$ 13,626 | \$ 15,000 | \$ 15,000 | |
| RENTAL OF PROPERTY | \$ 9,310 | \$ 20,000 | \$ 20,000 | |
| MOTOR VEHICLE IN LIEU | \$ 505,721 | \$ 505,000 | \$ 546,000 | 4 |
| PLANNING FEES | \$ 9,381 | \$ 9,000 | \$ 9,000 | |
| PLAN CHECK FEES | \$ 19,509 | \$ 30,000 | \$ 40,000 | 3 |
| FIRE DEPARTMENT FEES | \$ 45,539 | \$ 40,000 | \$ 40,000 | |
| POLICE REPORTS | \$ 610 | \$ 500 | \$ 500 | |
| SEWER ADMIN FEE | \$ 77,234 | \$ 77,234 | \$ 77,234 | |
| OTHER REV & FUNDS | \$ 18,342 | \$ 5,000 | \$ 5,000 | |
| WEED ABATEMENT | \$ 8,931 | \$ 10,000 | \$ 5,000 | |
| CAL TRANS STREET SWEEP | \$ 3,936 | \$ 3,936 | \$ 3,936 | |
| DIF ADMINISTRATION | \$ 3,921 | \$ 1,500 | \$ 1,500 | |
| PARKING, AVA & VEH RELEASE | \$ 575 | \$ 1,000 | \$ 500 | |
| SWIM POOL RECEIPTS | \$ 21,906 | \$ 20,000 | \$ 20,000 | |
| PARK PERMITS | \$ 2,070 | \$ 1,300 | \$ 1,300 | |
| PUB SAFETY SALES TAX | \$ 16,610 | \$ 13,500 | \$ 13,500 | |
| BOOKING FEES | \$ 1,107 | \$ 500 | \$ 500 | |
| TOTAL GENERAL REVENUES | \$ 3,647,852 | \$ 3,565,970 | \$ 3,663,577 | |

NOTES

- 1 In 2015-16, the City experienced both the 8-year "correction" due to the audit adjustment by the State Controller's office of the County's property tax allocation, and the ensuing adjustment to the allocation going forward. The original 2016-17 projection was based upon those adjustments. However, the initial allocation of property tax was greater than anticipated.
- 2 No adjustment to the 2016-17, just a reminder that the close out of the "triple flip" led to a final, one-time revenue of \$173K in 2015-16.
- 3 The North Valley Indian Health project is significant in terms of both building permit and plan check revenue.
- 4 The initial Vehicle License Fee pass through was greater than anticipated. As such, the revenue has been revised upward.

CITY OF WILLOWS
SCHEDULE OF GENERAL FUND UPDATED FOR
REVENUE REVISIONS AND APPROPRIATIONS
GENERAL FUND- BY DEPARTMENT
Status at December 31, 2016

EXHIBIT II-2

| REVENUES | Original Adopted 2016/17 Budget | Revenue Projection Revisions | Revised 2015/16 Budget With Appropriation and Savings Noted | NOTES |
|------------------------|--|---------------------------------|---|-------|
| Taxes | \$ 3,059,500 | \$ 81,000 | \$ 3,140,500 | 1 |
| Franchise Fees | \$ 170,000 | \$ 3,607 | \$ 173,607 | 1 |
| Licenses and Permits | \$ 82,800 | \$ 23,500 | \$ 106,300 | 1 |
| Interest | \$ 15,000 | | \$ 15,000 | |
| Service Fees and Other | \$ 197,170 | \$ (5,000) | \$ 192,170 | 1 |
| Rent | \$ 20,000 | | \$ 20,000 | |
| Fines and Forfeitures | \$ 21,500 | \$ (5,500) | \$ 16,000 | 1 |
| | <u>\$ 3,565,970</u> | <u>\$ 97,607</u> | <u>\$ 3,663,577</u> | |
| EXPENDITURES | | | | |
| City Council | \$ 18,051 | | \$ 18,051 | |
| City Attorney | \$ 30,000 | | \$ 30,000 | |
| City Manager | \$ 34,743 | | \$ 34,743 | |
| Finance | \$ 223,604 | | \$ 223,604 | |
| Planning | \$ 50,234 | | \$ 50,234 | |
| General Office | \$ 181,994 | \$ 1,000 | \$ 182,994 | 2,3 |
| Community Activities | \$ - | | \$ - | |
| Civic Center | \$ 38,472 | | \$ 38,472 | |
| Building Dept | \$ 118,983 | | \$ 118,983 | |
| Police Dept. | \$ 1,411,108 | | \$ 1,411,108 | |
| Engineering | \$ 15,000 | | \$ 15,000 | |
| Library | \$ 190,362 | | \$ 190,362 | |
| Recreation | \$ 108,950 | | \$ 108,950 | |
| Swimming Pool | \$ 38,721 | | \$ 38,721 | |
| P&PW | \$ 353,852 | \$ (24,000) | \$ 329,852 | 4 |
| Parks Dept. | \$ 39,068 | | \$ 39,068 | |
| Mall Maintenance | \$ 9,000 | | \$ 9,000 | |
| Museum Maintenance | \$ 2,500 | | \$ 2,500 | |
| Fire Department | \$ 747,035 | | \$ 747,035 | |
| Public Works | \$ 44,602 | | \$ 44,602 | |
| Storm Drains | \$ 7,865 | | \$ 7,865 | |
| Capital Outlay | \$ 68,843 | | \$ 68,843 | |
| | <u>\$ 3,732,987</u> | <u>\$ (23,000)</u> | <u>\$ 3,709,987</u> | |
| Projected Deficit | <u>\$ (167,017)</u> | <u>\$ 120,607</u> | <u>\$ (46,410)</u> | |

Notes

- 1 See Exhibit II-1 for details of revenue revisions
- 2 The City Council approved an appropriation of \$7,000 for the addition of a part time administrative assistant.
- 3 Savings of \$6,000 due to lack of 2016 election for City Council
- 4 Extended vacancy in Public Works staff (July-November)

CITY OF WILLOWS
SCHEDULE OF REVENUE AND EXPENSES
GENERAL FUND- BY DEPARTMENT
Six Months Ending December 31, 2016

EXHIBIT II-3

| REVENUES | Six Months Ending Dec. 31, 2016 Amount | Revised 2016/17 Budget With Revenue Revisions and Appropriation Change | Percentage of General Fund Budget Received |
|------------------------------------|--|--|--|
| Taxes | \$ 1,621,839 | \$ 3,140,500 | 51.6% |
| Franchise Fees | \$ 74,603 | \$ 173,607 | 43.0% |
| Licenses and Permits | \$ 50,496 | \$ 106,300 | 47.5% |
| Interest | \$ 6,414 | \$ 15,000 | 42.8% |
| Service Fees | \$ 106,118 | \$ 192,170 | 55.2% |
| Rent | \$ 9,340 | \$ 20,000 | 46.7% |
| Fines and Forfeitures | \$ 5,082 | \$ 16,000 | 31.8% |
| TOTAL GENERAL FUND REVENUES | \$ 1,873,892 | \$ 3,663,577 | 51.1% |

| EXPENDITURES BY DEPARTMENT | Six Months Ending Dec. 31, 2016 Amount | Revised 2016/17 Budget With Revenue Revisions and Appropriation Change | Percentage of General Fund Budget Expended |
|--|--|--|--|
| City Council | \$ 8,656 | \$ 18,051 | 48.0% |
| City Attorney | \$ 7,313 | \$ 30,000 | 24.4% |
| City Manager | \$ 32,586 | \$ 34,743 | 93.8% |
| Finance | \$ 119,846 | \$ 223,604 | 53.6% |
| Planning | \$ 19,782 | \$ 50,234 | 39.4% |
| General Office | \$ 98,698 | \$ 182,994 | 53.9% |
| Civic Center | \$ 15,325 | \$ 38,472 | 39.8% |
| Building Dept | \$ 67,066 | \$ 118,983 | 56.4% |
| Police Dept. | \$ 735,859 | \$ 1,411,108 | 52.1% |
| Engineering | \$ 79 | \$ 15,000 | 0.5% |
| Library | \$ 105,161 | \$ 190,362 | 55.2% |
| Recreation | \$ 63,033 | \$ 108,950 | 57.9% |
| Swimming Pool | \$ 24,137 | \$ 38,721 | 62.3% |
| P&PW | \$ 155,421 | \$ 329,852 | 47.1% |
| Parks Dept. | \$ 21,313 | \$ 39,068 | 54.6% |
| Mall Maintenance | \$ 3,467 | \$ 9,000 | 38.5% |
| Museum Maintenance | \$ 1,169 | \$ 2,500 | 46.8% |
| Fire Department | \$ 428,965 | \$ 747,035 | 57.4% |
| Public Works | \$ 26,898 | \$ 44,602 | 60.3% |
| Storm Drains | \$ 3,414 | \$ 7,865 | 43.4% |
| Capital Outlay | \$ 55,266 | \$ 68,843 | 80.3% |
| TOTAL GENERAL FUND EXPENDITURES | \$ 1,993,454 | \$ 3,709,987 | 53.7% |
| EXCESS (DEFICIT) OF REVENUES | \$ (119,563) | \$ (46,410) | |

CITY OF WILLOWS
SCHEDULE OF REVENUE AND EXPENSES
BY EXPENSE CATEGORY
GENERAL FUND

EXHIBIT II-4

Six Months Ending December 31, 2016 and 2015

| REVENUES | Six Months Ending Dec. 31, 2016 Amount | Percentage of Total Revenue | Six Months Ending Dec. 31, 2015 Amount | Percentage of Total Revenue |
|--|--|--------------------------------|--|--------------------------------|
| Taxes | \$ 1,621,839 | 86.5% | \$ 1,341,086 | 88.2% |
| Franchise Fees | \$ 74,803 | 4.0% | \$ 71,176 | 4.7% |
| Licenses and Permits | \$ 50,496 | 2.7% | \$ 54,120 | 3.6% |
| Interest | \$ 6,414 | 0.3% | \$ 8,762 | 0.6% |
| Service Fees/Other | \$ 106,118 | 5.7% | \$ 40,229 | 2.6% |
| Rent | \$ 9,340 | 0.5% | \$ 25 | 0.0% |
| Fines and Forfeitures | \$ 5,082 | 0.3% | \$ 5,736 | 0.4% |
| TOTAL GENERAL FUND REVENUES | \$ 1,873,892 | 100.0% | \$ 1,521,134 | 100.0% |
| EXPENDITURES | | | | |
| Wages-Full Time | \$ 651,170 | 34.7% | \$ 820,790 | 43.8% |
| Employee Benefits | \$ 749,788 | 40.0% | \$ 744,922 | 39.8% |
| Workers Compensation Ins. | \$ 67,313 | 3.6% | \$ 63,888 | 3.4% |
| Professional/Contract Services | \$ 168,983 | 9.0% | \$ 158,556 | 8.5% |
| Insurance, Property & Liability | \$ 103,059 | 5.5% | \$ 90,859 | 4.8% |
| Utilities | \$ 52,160 | 2.8% | \$ 44,736 | 2.4% |
| Capital Outlay | \$ 55,265 | 2.9% | \$ 80,027 | 4.3% |
| Wages-Part Time | \$ 55,827 | 3.0% | \$ 65,392 | 3.5% |
| Special Department | \$ 11,326 | 0.6% | \$ 25,271 | 1.3% |
| Telephone | \$ 10,164 | 0.5% | \$ 6,109 | 0.3% |
| Allowances, Travel & Training | \$ 13,431 | 0.7% | \$ 17,002 | 0.9% |
| Office Expenses | \$ 6,722 | 0.4% | \$ 8,319 | 0.4% |
| Vehicle Maintenance | \$ 10,734 | 0.6% | \$ 5,263 | 0.3% |
| Uniform/Clothing/Safety | \$ 4,584 | 0.2% | \$ 9,388 | 0.5% |
| Fuel | \$ 6,577 | 0.4% | \$ 4,061 | 0.2% |
| Buildings & Grounds | \$ 6,889 | 0.4% | \$ 11,480 | 0.6% |
| Equipment Maintenance | \$ 12,423 | 0.7% | \$ 14,821 | 0.8% |
| Postage | \$ 774 | 0.0% | \$ 1,501 | 0.1% |
| Dues & Memberships | \$ 1,024 | 0.1% | \$ 982 | 0.1% |
| Small Tools | \$ 3,438 | 0.2% | \$ 3,759 | 0.2% |
| Advertising | \$ 1,803 | 0.1% | \$ 572 | 0.0% |
| Transfers Out | \$ | 0.0% | \$ | 0.0% |
| TOTAL GENERAL FUND EXPENDITURES | \$ 1,993,454 | 106.3% | \$ 2,177,699 | 116.1% |
| EXCESS (DEFICIT) OF REVENUES | \$ (119,563) | -6.4% | \$ (656,565) | -35.0% |

**PART III
TRANSFER/APPROPRIATION
ITEMS**

City of Willows
Items for Appropriation/Transfer Request
FY 2016/17 Mid Year Presentation

Exhibit III-1

Appropriation
Request

| | | | | |
|---------------------------|--|---------------------|-----------|---------------|
| Police- | Additional allocation of overtime due to number of available, active officers and vacancy. | 301.4002.100 | \$ | 35,000 |
| Recreation | Initial purchase of recreation management software, two laptops for remote entry, servicing and training | 301.7234.400 | \$ | 18,000 |
| Parks/Public Works | End 5% furlough and approve move to B step (previously delayed from 1/1/17) for the Parks and Public Works Director. To be effective 2/27/17. | 301.var.138 | \$ | 6,440 |

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: Mid-Year Appropriation-Police Overtime

RECOMMENDATION

By Consensus, Direct the Finance Director to Return at an Available Open Meeting to Approve an Additional Appropriation of \$35,000 for Overtime Costs in the Police Department

SITUATION (or BACKGROUND):

With the recent departures of Officers Williams and Edgington, the Police Chief determined that the most effective way to fill the positions was to sponsor two candidates at the Butte College Police Academy and, if successful in completion, move these two candidates into entry level patrol officer position.

The net result of this process is that the staffing for ongoing patrol is short by two officers until these candidates have completed the academy and field training. To cover this shortfall, overtime hours have increased significantly and will continue through the balance of the fiscal year.

Though the first six months of the fiscal year, the General Fund has absorbed approximately \$22,000 of a \$55,000 overtime budget. It is further estimated that the monthly overtime during this shortfall will be approximately \$10,000 per month for the balance of the year:

| | |
|---|-----------------|
| General Fund Overtime (Jul.-Dec) | 22,016 |
| <u>Estimated OT (Jan-June)</u> | <u>60,000</u> |
| Projected General Fund OT | 82,016 |
| <u>Existing Budget</u> | <u>(55,282)</u> |
| Overtime Shortage | 26,734 |
| <u>Estimated Payroll Tax/WC Insurance</u> | <u>4,705</u> |
| Projected Overtime Cost | 31,439 |
| <u>Contingency</u> | <u>3,561</u> |
| Requested Appropriation | 35,000 |

FINANCIAL CONSIDERATIONS:

N/A

NOTIFICATION

ALTERNATE ACTIONS

1. Direct the return for appropriation
2. Request additional information from staff
3. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

By Consensus, Direct the Finance Director to Return at an Available Open Meeting to Approve an Additional Appropriation of \$35,000 for Overtime Costs in the Police Department

Respectfully submitted,



Tim Sailsbery
Finance Director

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager

FROM: Carol Lemenager, Recreation Director

SUBJECT: Recreation Software

RECOMMENDATION

It is recommended that the City Council approve the expenditures for the Peak Software Systems SportsMan SQL (recreation software), two laptops, a wireless "hot spot" and an online payment gateway connecting with Umpqua Bank not to exceed \$18,000.00. (SportsMan SQL Software & Optional Services \$7,698.00, Two day on site training \$3,780, a yearly expense of \$3,188.00.)

Online payment gateway with Umpqua Bank to be determined, and estimate \$1,500 for laptops.

SITUATION (or BACKGROUND):

Recreation Staff over this past year researched different recreation software programs which would allow participants to register online or from their smart phones and be user friendly. Staff contacted surrounding Parks and Recreation Departments/Districts to obtain their experience in using recreation software.

Recreation Staff has done demos with 5 companies and excluded a 6th company for being user unfriendly. Staff researched recreation software with the expectation the software would take care of the Recreation Department's needs for at least the next 10 years.

Some of the features in the software include: registration for programs, reservations for parks, daily cash management and reports. It has the capability for park permits to be taken online and show what dates have been reserved. Real time internet registration via credit card. Allow email/texting to participants, schedule set up, etc...

Included in the above cost is a 2 day on site training and implementation. Speaking with Peak Software representatives, they feel this can be completed over the phone/emails/and demos. Staff included the cost in case we need a Peak employee to come to Willows for added training.

There may be an added cost in obtaining the online payment gateway with Umpqua Bank and the software which is unknown at this time...

Beginning this year we increased program rates by \$5.00, \$2.50 of which will go towards the software. We also increased park permit fees by \$5.00, \$5.00 of which will go towards the software. We will continue increases each year until we reach the amount of the Annual Customer Care Plan fees.

FINANCIAL CONSIDERATIONS:

\$18,000.00 from general fund

NOTIFICATION

Peak Software Systems
Umpqua Bank Shawn Tomlin
ALTERNATE ACTIONS

1. Keep registration by hand
2. Asked for more information
3. Approve staff recommendation

RECOMMENDATION

It is recommended that the City Council approve the expenditures for the Peak Software Systems Sportsman recreation software and two lap tops not to exceed \$18,000.00

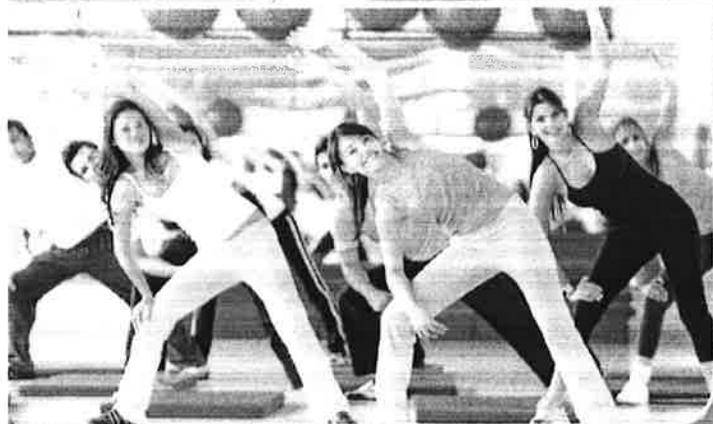
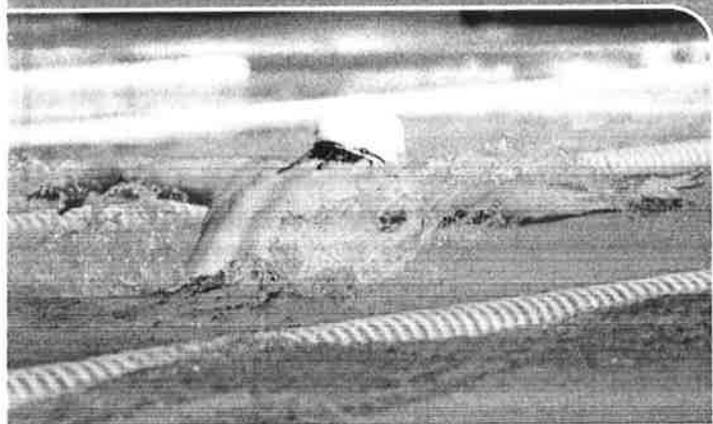
Respectfully submitted,

Carol Lemenager
Recreation Director

Attachments:

Peak Software Sportsman Information and Pricing for the City of Willows

SportsMan SQL



Activity Registration

Facility Reservation

**Internet Registration
and Reservation**

Financial Reporting

Membership Management

Point of Sale

Inventory Control

Golf Course Management



Information and Pricing for City of Willows, CA

February 1, 2017

Peak Software Systems, Inc. would like to thank City of Willows, CA and its staff for allowing us to present and propose our SportsMan SQL recreation management solution.

SportsMan SQL is a solution created and driven by twenty years of customer needs, requests, and input. It is versatile and powerful, yet simple to use, with many user-defined fields, menu options, and reports. We believe that it would be an excellent choice for your organization and look forward to the opportunity to facilitate the implementation of this solution.

If you have any questions, please don't hesitate to contact us.

Sincerely,

Paul Gines
General Manager
45 West 9000 South
Suite 2
Sandy, UT 84070
(801) 572-3570, ext. 311
pgines@peakinfo.com
www.sportsmansql.com



Company Profile

Peak Software began working with a local Utah recreation department in 1993 to develop an application to better handle their daily tasks of reservations, registrations, membership management, facility scheduling, daily cash management, reporting and other needs. We implemented SportsMan with great success and rave reviews from the customer. Many other local cities and counties took notice and began to purchase and implement the SportsMan application into their departments. Peak Software officially took the product to market with a focus on municipal and special district parks, recreation departments and centers, as well as YMCAs, universities, non-profits, and private activity organizations. Our customer base has grown to over 400 clients. The SportsMan SQL solution is now our main focus and resource.

SportsMan SQL Implementation Approach

Peak Software has been involved in several hundred SportsMan and SportsMan SQL installations throughout the country, and has sufficient resources to meet any customer's implementation timeframe objectives and needs. In our experience, that is entirely contingent on the customer's staff resources/availability, department size/schedule, and other demands; however, the process has been accomplished in as little as two days, and is very streamlined and efficient. Our staff works closely with department heads to formulate the optimal schedule for their specific needs and objectives.

In general, we recommend remote installation, training, implementation (onsite training is optional and available). Upon completion, the solution will be installed, configured, defined, trained, and in use. After the initial implementation, our customer's staff will be familiar and comfortable with all aspects of SportsMan SQL, relevant to the modules purchased, and their specific goals and objectives. Continued and subsequent training/questions will be handled via phone, email, IM, and with other remote meeting tools to bring the staff to an "expert" user level. There is no allocation of a set time period for this process—customers are allowed unlimited access to Peak's technical support staff, on an ongoing basis.

Upon receipt of a signed sales agreement, we will be able to schedule and plan the implementation with the customer, assigning their priority in our installation queue, to have SportsMan SQL fully functional and in use based on the customer's timeline.

Service and Support

The SportsMan SQL support and service (Customer Care Plan) offers clients **24/7/365 emergency support, unlimited technical and help desk support**, along with entitlement to all updates to the SportsMan SQL solution. Standard hours of operation for "normal" issues and questions are 8:00am to 5:00pm MST, with after-hours technical support available as needed. Communication between Peak Software support staff and Client is handled via phone, email, IM, and online remote meeting tools.



SportsMan SQL Proposal for City of Willows, CA

| Purchase, Start-up & Implementation Fees (one-time, 1st year) | | |
|--|-----|-------------------|
| SportsMan SQL Software: Includes remote installation, configuration, training, and implementation. Single-Database, 3 included concurrent user licenses, Includes first year Customer Care Plan. | | |
| Description | Qty | Price |
| Core Module: <i>Registrations, reservations, daily cash management, and reports (\$3973)</i> | 1 | 3973.00 |
| Internet Module: <i>Real time internet registrations via credit card (\$2150)</i> | 1 | 2150.00 |
| POS Module: <i>Point-of-sale interface, configurable virtual cash register (\$2078)</i> | | |
| Inventory Control Module: <i>Integrated inventory controls (\$1605)</i> | | |
| Membership Module: <i>Admittance tracking, memberships, photo (\$3285)</i> | | |
| Attendance Module: <i>Activity attendance tracking & billing (\$3285)</i> | | |
| Optional Services: | | |
| Additional concurrent user licenses (<i>\$420 each, \$114/year</i>) | | |
| 24/7 Data monitoring, backup, offsite storage, restoration (<i>\$398/year, Included with Cloud</i>) | | Included |
| Secure Cloud Hosted SportsMan SQL database (<i>\$1575/year</i>) | 1 | 1575.00 |
| 2 days on-site training and implementation (<i>\$3780, \$1365 each additional day</i>) | | |
| Configuration and setup of SportsMan accounting utility export (<i>\$525</i>) | | |
| Data Conversion (<i>To be determined</i>) | | |
| <i>See Section 5 for equipment and pricing</i> | | |
| SportsMan SQL Software & Optional Services | | \$7,698.00 |

| Annual Customer Care Plan Fees (2nd & subsequent years) | | |
|--|-----|-------------------|
| SportsMan SQL Annual Customer Care Plan: Includes software license, updates, unlimited technical/help desk support | | |
| Description | Qty | Price |
| Core Module: <i>Registrations, reservations, daily cash management, and reports (\$828/yr.)</i> | 1 | 828.00 |
| Internet Module: <i>Real time internet registrations via credit card (\$785/yr.)</i> | 1 | 785.00 |
| POS Module: <i>Point-of-sale interface, configurable virtual cash register (\$555/yr.)</i> | | |
| Inventory Control Module: <i>Integrated inventory controls (\$555/yr.)</i> | | |
| Membership Module: <i>Admittance tracking, memberships, photo (\$555/yr.)</i> | | |
| Attendance Module: <i>Activity attendance tracking & billing (\$555/yr.)</i> | | |
| Optional Services: | | |
| Additional concurrent user licenses (<i>\$420 each, \$114/year</i>) | | |
| 24/7 Data monitoring, backup, offsite storage, restoration (<i>\$398/year</i>) | | Included |
| Secure Cloud Hosted SportsMan SQL database (<i>\$1575/year</i>) | 1 | 1,575.00 |
| SportsMan SQL Software & Optional Services | | \$3,188.00 |



Optional Equipment & Supplies

Please refer to our website for up to date pricing information (barcode scanners, receipt printers, etc...:

<http://sportsmansql.com/equipment/>

Key fob Pricing and Information-

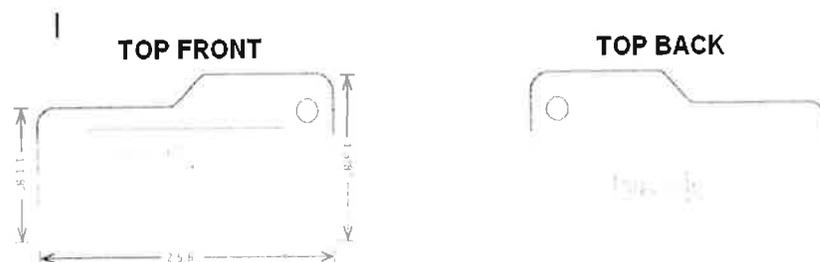
| Qty | Item | Description | Unit Cost | Extended |
|-------|-------------|--|-----------|------------|
| 1000 | 1/1 Key Fob | Black-Color Front / Black-Color Back (including Barcode & Numbering) | \$0.47 | \$470.00 |
| 2500 | 1/1 Key Fob | Black-Color Front / Black-Color Back (including Barcode & Numbering) | \$0.27 | \$675.00 |
| 5000 | 1/1 Key Fob | Black-Color Front / Black-Color Back (including Barcode & Numbering) | \$0.20 | \$1,000.00 |
| 10000 | 1/1 Key Fob | Black-Color Front / Black-Color Back (including Barcode & Numbering) | \$0.16 | \$1,600.00 |

| | | | | |
|-------|-------------|--|--------|------------|
| 1000 | 4/1 Key Fob | Color Front / Black-Color Back (including Barcode & Numbering) | \$0.50 | \$500.00 |
| 2500 | 4/1 Key Fob | Color Front / Black-Color Back (including Barcode & Numbering) | \$0.29 | \$725.00 |
| 5000 | 4/1 Key Fob | Color Front / Black-Color Back (including Barcode & Numbering) | \$0.22 | \$1,100.00 |
| 10000 | 4/1 Key Fob | Color Front / Black-Color Back (including Barcode & Numbering) | \$0.18 | \$1,800.00 |
| 15000 | 4/1 Key Fob | Color Front / Black-Color Back (including Barcode & Numbering) | \$0.15 | \$2,250.00 |
| 25000 | 4/1 Key Fob | Color Front / Black-Color Back (including Barcode & Numbering) | \$0.13 | \$3,250.00 |

| | | | | |
|-------|-------------|--|--------|------------|
| 1000 | 4/4 Key Fob | Color Front / Color Back (including Barcode & Numbering) | \$0.53 | \$530.00 |
| 2500 | 4/4 Key Fob | Color Front / Color Back (including Barcode & Numbering) | \$0.30 | \$750.00 |
| 5000 | 4/4 Key Fob | Color Front / Color Back (including Barcode & Numbering) | \$0.23 | \$1,150.00 |
| 10000 | 4/4 Key Fob | Color Front / Color Back (including Barcode & Numbering) | \$0.19 | \$1,900.00 |

Lead time approximately 3-4 weeks. Please allow for quantities +/- 10%.

Prices current as of 1/1/2017



Supported Credit Card Gateways

Please refer to our website for up to date information:

<http://sportsmansql.com/features>, select supported payment vendors.



Agreement for Services & Equipment Purchases

This Agreement, when properly executed, becomes a binding contract between Peak Software Systems, Inc. (*Peak*) and City of Willows, CA (*Client*). *Peak* agrees to provide the services as defined on page 3 and 4 to *Client*. *Peak* will maintain the confidentiality of *Client's* intellectual property.

SportsMan SQL is the sole property of *Peak*. The software license for SportsMan SQL is valid upon signature of this agreement and payment of the annual or semi-annual SportsMan SQL Customer Care Fee. Services included in the Agreement are updates, technical support, help desk support, and database consultation. The *Client* agrees to remain current with renewal of the SportsMan SQL Customer Care Plan while continuing use of the SportsMan SQL software. *Peak* will provide a mechanism to notify the *Client* of the SportsMan SQL Customer Care Plan renewal 30 days prior to expiration.

Upon signature of this agreement *Peak* can begin installation and implementation with *Client*.

EXCEPT FOR THE EXPRESS WARRANTY SET FORTH ABOVE, PEAK SOFTWARE SYSTEMS, INC. GRANTS NO OTHER WARRANTIES, EXPRESS OR IMPLIED, BY STATUTE OR OTHERWISE, REGARDING THE SOFTWARE, OR THEIR FITNESS FOR ANY PURPOSE. IN NO EVENT SHALL PEAK SOFTWARE SYSTEMS, INC. BE LIABLE FOR ANY SPECIAL, CONSEQUENTIAL, OR OTHER DAMAGES FOR BREACH OF WARRANTY.

Peak Software Systems Inc.

City of Willows, CA

By: Paul Gines

By: _____

Title: General Manager

Title: _____

Date: Wednesday, February 01, 2017

Date: _____

Signature: _____

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: Mid-Year Appropriation-Public Works Director

RECOMMENDATION

By Consensus, Direct the Finance Director to Return at an Available Open Meeting to Approve an Additional Appropriation of \$6,440 to end the furlough period for the Public Works Director and move to Step B

SITUATION (or BACKGROUND):

Under the leadership of the Interim City Manager, many of the processes and operations of the City are under review as part of a future reorganization plan. However, part of that implementation needed to occur up front. With the pending retirement of the Building Official, the Public Works Director has been tasked with oversight and management of building and development services for the City. The newly developed Community Development Technician is now under the management of the Public Works Director, and the Director has been tasked with managing the upcoming contract building inspection services. In addition, the Director has also been tasked to work along-side the City Planner to coordinate development and building issues.

As the expectations placed upon the Public Works Director have grown, adjusting compensation should follow. While there is a likelihood, under reorganization, that the Public Works Director's management responsibilities will grow even more, an interim step in his growth of responsibilities would be to end the 5% furlough and proceed with the step increase to Step B (Step B was originally slated to go into effect on Jan. 1, but was postponed by Council action with the passage of the 2016-17 budget).

As an interim step to determining compensation for the Public Works Director, ending the furlough and honoring Step B allows for an adjustment using existing "tools" available to the Council to do so.

FINANCIAL CONSIDERATIONS:

\$6,440 in General Fund appropriation to cover the balance of fiscal 2016-17

NOTIFICATION

ALTERNATE ACTIONS

1. Direct the return for appropriation
2. Request additional information from staff
3. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

By Consensus, Direct the Finance Director to Return at an Available Open Meeting to Approve an Additional Appropriation of \$6,440 to end the furlough period for the Public Works Director and move to Step B

Respectfully submitted,



Tim Sallsbery
Finance Director

PART IV
ENTERPRISE ACTIVITY

CITY OF WILLOWS
SCHEDULE OF REVENUE AND EXPENSES
SEWER ENTERPRISE FUND
Six Months Ending December 31, 2016

EXHIBIT IV-1

| REVENUES | Six Months Ending Dec. 31, 2016 Amount | 2016/2017 Sewer Enterprise Fund Budget | Percentage of Sewer Enterprise Fund Budget Received |
|------------------------------------|--|--|---|
| Sewer Service Fees | \$ 767,515 | \$ 1,615,000 | 47.5% |
| Sewer Connections | \$ 4,351 | \$ 15,000 | 29.0% |
| Sewer-Development Impact Fees | \$ 170 | - | |
| Interest | \$ 8,200 | \$ 19,000 | 43.2% |
| TOTAL GENERAL FUND REVENUES | \$ 780,236 | \$ 1,649,000 | 47.3% |

| EXPENDITURES BY CATEGORY | Six Months Ending Dec. 31, 2016 Amount | 2016/2017 Sewer Enterprise Fund Budget | Percentage of Sewer Enterprise Fund Budget Expended |
|--|--|--|---|
| SALARIES | \$ 89,202 | \$ 173,844 | 51.3% |
| OVERTIME | \$ 7,660 | \$ 15,555 | 49.2% |
| PERS | \$ 50,686 | \$ 62,224 | 81.5% |
| EMPLOYEE BENEFITS | \$ 46,488 | \$ 96,204 | 48.3% |
| PAYROLL TAXES | \$ 7,177 | \$ 14,489 | 49.5% |
| WORKERS COMP. INSURANCE | \$ 11,607 | \$ 19,861 | 58.4% |
| OFFICE EXPENSE | \$ - | \$ 600 | 0.0% |
| SPECIAL DEPARTMENTAL | \$ 2,302 | \$ 4,500 | 51.2% |
| SMALL TOOLS | \$ - | \$ 600 | 0.0% |
| UNIFORM EXPENSE | \$ 1,619 | \$ 2,800 | 57.8% |
| TELEPHONE | \$ 470 | \$ 950 | 49.5% |
| UTILITIES | \$ 44,083 | \$ 160,000 | 27.6% |
| BUILDING MAINTENANCE | \$ 20 | \$ 2,500 | 0.8% |
| VEHICLE MAINTENANCE | \$ 1,379 | \$ 22,000 | 6.3% |
| FUEL | \$ 4,198 | \$ 14,000 | 30.0% |
| EQUIPMENT MAINTENANCE | \$ 1,556 | \$ 21,000 | 7.4% |
| PROFESSIONAL/CONTRACT SERVICES | \$ 266,810 | \$ 609,393 | 43.8% |
| INSURANCE | \$ 30,223 | \$ 29,145 | 103.7% |
| TRAVEL AND TRAINING | \$ - | \$ 600 | 0.0% |
| DUES AND MEMBERSHIPS | \$ - | \$ 2,000 | 0.0% |
| SAFETY/FIRST AID | \$ - | \$ 250 | 0.0% |
| PERMITS | \$ 6,440 | \$ 10,500 | 61.3% |
| GENERAL ADMINISTRATION | \$ - | \$ 77,234 | 0.0% |
| DEBT PAYMENTS | \$ 226,616 | \$ 352,233 | 64.3% |
| CAPITAL EXPENDITURES | \$ - | \$ 244,715 | 0.0% |
| TOTAL GENERAL FUND EXPENDITURES | \$ 798,536 | \$ 1,937,197 | 41.2% |
| EXCESS (DEFICIT) OF REVENUES | \$ (18,300) | \$ (288,197) | |

CITY OF WILLOWS
SCHEDULE OF REVENUE AND EXPENSES
WATER ENTERPRISE FUND
Six Months Ending December 31, 2016

EXHIBIT IV-2

| REVENUES | Six Months Ending Dec. 31, 2016 Amount | 2016/2017 Water Enterprise Fund Budget | Percentage of Water Fund Budget Received |
|---------------------------------|--|--|--|
| Water Service Fees | \$ 1,744 | \$ 6,000 | 29.1% |
| TOTAL GENERAL FUND REVENUES | \$ 1,744 | \$ 6,000 | 29.1% |
| | | | |
| EXPENDITURES BY CATEGORY | Six Months Ending Dec. 31, 2015 Amount | 2015/2016 Water Enterprise Fund Budget | Percentage of Water Fund Budget Expended |
| SPECIAL DEPARTMENTAL | \$ 2,088 | \$ 2,000 | 104.4% |
| UTILITIES | \$ 109 | \$ 2,300 | 4.7% |
| MAINTENANCE | \$ 6 | \$ 1,500 | 0.4% |
| PROFESSIONAL SERVICES | \$ 400 | \$ 1,000 | 40.0% |
| INSURANCE | \$ 102 | \$ 92 | 110.9% |
| PERMITS | \$ 863 | \$ 800 | 107.9% |
| TOTAL GENERAL FUND EXPENDITURES | \$ 3,568 | \$ 7,692 | 46.4% |
| EXCESS (DEFICIT) OF REVENUES | \$ (1,824) | \$ (1,692) | |

**PART V
EXPENDITURE REPORTS
BY DEPARTMENT**

DEPT #: 010

Name: CITY COUNCIL

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|----------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 301 4004 GENERAL SALARIES TEMP | 675.00 | 0 | -675 | -999 | 3,675.00 | 8,400 | 4,725 | 56 |
| 301 4008 GENERAL SOCIAL SECURITY | 51.66 | 0 | -52 | -999 | 281.26 | 643 | 362 | 56 |
| 301 4009 GENERAL WORKERS COMP. | 0.00 | 0 | 0 | | 430.82 | 916 | 485 | 53 |
| 301 4030 GENERAL SPEC.DEPT.EXP. | 97.77 | 0 | -98 | -999 | 277.67 | 1,500 | 1,222 | 81 |
| 301 4060 GENERAL ADVERTISING | -81.00 | 0 | 81 | 999 | 0.00 | 0 | 0 | |
| 301 4071 GENERAL TELEPHONE EXP. | -14.29 | 0 | 14 | 999 | 0.00 | 0 | 0 | |
| 301 4140 GENERAL INSURANCE | 0.00 | 0 | 0 | | 1,149.19 | 1,144 | -5 | |
| 301 4150 GENERAL TRAV. & MEETING | 2,524.82 | 0 | -2,525 | -999 | 2,842.52 | 1,300 | -1,543 | -119 |
| 301 4160 GENERAL DUES MEMBERSHIP | 0.00 | 0 | 0 | | 0.00 | 4,200 | 4,200 | 100 |
| Total Expense -----> | 3,253.96 | 0 | -3,254 | -999 | 8,656.46 | 18,103 | 9,447 | 52 |
| DEPT TOTAL | -3,253.96 | 0 | 3,254 | 999 | -8,656.46 | -18,103 | -9,447 | 52 |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 020

Name: CITY ATTORNEY

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|---------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 301 4120 GENERAL PROF. SERVICES | 1,710.00 | 0 | -1,710 | -999 | 7,312.50 | 30,000 | 22,688 | 76 |
| Total Expense -----> | 1,710.00 | 0 | -1,710 | -999 | 7,312.50 | 30,000 | 22,688 | 76 |
| DEPT TOTAL | -1,710.00 | 0 | 1,710 | 999 | -7,312.50 | -30,000 | -22,688 | 76 |

* NOTE: DEPT Total = Revenue - Expense

| DEPT #: 030 | | Name: CITY MANAGER | | | | | | | |
|---------------------------------------|----------------|--------------------|----------|-------|---------------------|---------------------|----------|-------|--|
| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var | |
| 301 4006 GENERAL PERS | 881.00 | 0 | -881 | -999 | 24,795.00 | 24,795 | 0 | | |
| 301 4007 GENERAL HEALTH INSUR. | 378.48 | 0 | -378 | -999 | 2,133.58 | 4,314 | 2,180 | 51 | |
| 301 4009 GENERAL WORKERS COMP. | -3,910.52 | 0 | 3,911 | 999 | 0.00 | 0 | 0 | | |
| 301 4013 GENERAL UNEMPLOY. INS. | -30.33 | 0 | 30 | 999 | 1,114.67 | 0 | -1,115 | -999 | |
| 365 4013 TANF ARRA EMPL. UNEMPLOY. IN | 30.33 | 0 | -30 | -999 | 30.33 | 0 | -30 | -999 | |
| 301 4014 GENERAL LIFE INSURANCE | 25.75 | 0 | -26 | -999 | 0.00 | 0 | 0 | | |
| 301 4030 GENERAL SPEC.DEPT.EXP. | 37.59 | 0 | -38 | -999 | 37.59 | 1,500 | 1,462 | 97 | |
| 301 4120 GENERAL PROF. SERVICES | 0.00 | 0 | 0 | | 4,505.00 | 4,600 | 95 | 2 | |
| 301 4150 GENERAL TRAV. & MEETING | -122.02 | 0 | 122 | 999 | 0.00 | 0 | 0 | | |
| Total Expense -----> | -2,709.72 | 0 | 2,710 | 999 | 32,616.17 | 35,209 | 2,593 | 7 | |
| DEPT TOTAL | 2,709.72 | 0 | -2,710 | -999 | -32,616.17 | -35,209 | -2,593 | 7 | |

* NOTE: DEPT Total = Revenue - Expense

| DEPT #: 050 | | Name: FINANCE | | | | | | | | |
|----------------------|-------------------------|---------------|----------------|----------------|----------|-------------|---------------------|---------------------|----------|-------|
| Expense Description | | | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
| 301 4001 | GENERAL SALARIES | 15,252.33 | 0 | -15,252 | -999 | 61,011.88 | 122,735 | 61,723 | 50 | |
| 301 4006 | GENERAL PERS | 503.08 | 0 | -503 | -999 | 31,731.70 | 39,476 | 7,744 | 20 | |
| 301 4007 | GENERAL HEALTH INSUR. | 1,577.81 | 0 | -1,578 | -999 | 9,723.19 | 19,591 | 9,868 | 50 | |
| 301 4008 | GENERAL SOCIAL SECURITY | 1,122.68 | 0 | -1,123 | -999 | 4,476.20 | 9,517 | 5,041 | 53 | |
| 301 4009 | GENERAL WORKERS COMP. | 0.00 | 0 | 0 | | 4,531.90 | 9,624 | 5,092 | 53 | |
| 301 4014 | GENERAL LIFE INSURANCE | -25.75 | 0 | 26 | 999 | 36.05 | 126 | 90 | 71 | |
| 301 4110 | GENERAL VEHICLE ALLOW. | 200.00 | 0 | -200 | -999 | 1,200.00 | 2,600 | 1,400 | 54 | |
| 301 4115 | GENERAL EQUIP. MAINT. | 0.00 | 0 | 0 | | 0.00 | 250 | 250 | 100 | |
| 301 4130 | GENERAL CONT.SERV. | 577.52 | 0 | -578 | -999 | 7,135.58 | 18,000 | 10,864 | 60 | |
| Total Expense -----> | | 19,207.67 | 0 | -19,208 | -999 | 119,846.50 | 221,919 | 102,073 | 46 | |
| DEPT TOTAL | | -19,207.67 | 0 | 19,208 | 999 | -119,846.50 | -221,919 | -102,073 | 46 | |

* NOTE: DEPT Total = Revenue - Expense

| DEPT #: 060 | | Name: PLANNING | | | | | | | | |
|----------------------|-------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|--|
| Expense Description | | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var | |
| 301 4004 | GENERAL SALARIES TEMP | 477.75 | 0 | -478 | -999 | 2,570.75 | 6,200 | 3,629 | 59 | |
| 301 4008 | GENERAL SOCIAL SECURITY | 36.56 | 0 | -37 | -999 | 196.70 | 474 | 277 | 59 | |
| 301 4009 | GENERAL WORKERS COMP. | 0.00 | 0 | 0 | | 0.00 | 560 | 560 | 100 | |
| 301 4021 | GENERAL POSTAGE EXPENSE | 0.00 | 0 | 0 | | 54.85 | 400 | 345 | 86 | |
| 301 4030 | GENERAL SPEC.DEPT.EXP. | 0.00 | 0 | 0 | | 38.60 | 1,600 | 1,561 | 98 | |
| 301 4060 | GENERAL ADVERTISING | 0.00 | 0 | 0 | | 145.80 | 500 | 354 | 71 | |
| 301 4120 | GENERAL PROF. SERVICES | 3,725.00 | 0 | -3,725 | -999 | 16,775.00 | 40,000 | 23,225 | 58 | |
| 301 4150 | GENERAL TRAV. & MEETING | 0.00 | 0 | 0 | | 0.00 | 500 | 500 | 100 | |
| Total Expense -----> | | 4,239.31 | 0 | -4,239 | -999 | 19,781.70 | 50,234 | 30,452 | 61 | |
| DEPT TOTAL | | -4,239.31 | 0 | 4,239 | 999 | -19,781.70 | -50,234 | -30,452 | 61 | |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 070

Name: GENERAL OFFICE

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|----------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 301 4001 GENERAL SALARIES | 6,250.74 | 0 | -6,251 | -999 | 28,157.03 | 57,805 | 29,648 | 51 |
| 301 4004 GENERAL SALARIES TEMP | 54.00 | 0 | -54 | -999 | 138.00 | 6,503 | 6,365 | 98 |
| 301 4006 GENERAL PERS | 749.78 | 0 | -750 | -999 | 13,478.52 | 17,190 | 3,711 | 22 |
| 301 4007 GENERAL HEALTH INSUR. | 1,677.21 | 0 | -1,677 | -999 | 11,239.85 | 22,585 | 11,345 | 50 |
| 301 4008 GENERAL SOCIAL SECURITY | 367.21 | 0 | -367 | -999 | 1,665.81 | 4,919 | 3,253 | 66 |
| 301 4009 GENERAL WORKERS COMP. | 0.00 | 0 | 0 | | 2,038.12 | 4,332 | 2,294 | 53 |
| 301 4013 GENERAL UNEMPLOY. INS. | 0.00 | 0 | 0 | | 0.00 | 600 | 600 | 100 |
| 301 4014 GENERAL LIFE INSURANCE | 0.00 | 0 | 0 | | 30.90 | 63 | 32 | 51 |
| 301 4020 GENERAL OFFICE EXPENSE | 186.72 | 0 | -187 | -999 | 1,788.56 | 6,000 | 4,211 | 70 |
| 301 4021 GENERAL POSTAGE EXPENSE | 790.68 | 0 | -791 | -999 | 1,755.69 | 1,800 | 44 | 2 |
| 301 4030 GENERAL SPEC.DEPT.EXP. | -332.74 | 0 | 333 | 999 | 0.00 | 0 | 0 | |
| 301 4060 GENERAL ADVERTISING | 153.25 | 0 | -153 | -999 | 1,657.15 | 1,500 | -157 | -10 |
| 301 4071 GENERAL TELEPHONE EXP. | 325.23 | 0 | -325 | -999 | 2,919.22 | 4,000 | 1,081 | 27 |
| 301 4110 GENERAL VEHICLE ALLOW. | 0.00 | 0 | 0 | | 0.00 | 300 | 300 | 100 |
| 301 4115 GENERAL EQUIP. MAINT. | 863.35 | 0 | -863 | -999 | 2,962.45 | 4,500 | 1,538 | 34 |
| 301 4120 GENERAL PROF. SERVICES | 2,823.82 | 0 | -2,824 | -999 | 19,968.67 | 46,000 | 26,031 | 57 |
| 301 4130 GENERAL CONT.SERV. | -131.00 | 0 | 131 | 999 | 0.00 | 0 | 0 | |
| 301 4140 GENERAL INSURANCE | 0.00 | 0 | 0 | | 10,898.50 | 10,526 | -373 | -4 |
| Total Expense -----> | 13,778.25 | 0 | -13,778 | -999 | 98,698.47 | 188,623 | 89,925 | 48 |
| DEPT TOTAL | -13,778.25 | 0 | 13,778 | 999 | -98,698.47 | -188,623 | -89,925 | 48 |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 075

Name: COMM.ACTIVITIES

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|---------------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 301 4030 GENERAL SPEC.DEPT.EXP. | -56.76 | 0 | 57 | 999 | 0.00 | 0 | 0 | |
| 330 4030 PROG. INCOME SPEC.DEPT.EXP. | 242.01 | 0 | -242 | -999 | 7,368.71 | 7,500 | 131 | 2 |
| 330 4130 PROG. INCOME CONT.SERV. | -3,272.50 | 0 | 3,273 | 999 | 0.00 | 0 | 0 | |
| 330 5733 PROG. INCOME LAFCO | 0.00 | 0 | 0 | | 10,000.00 | 10,000 | 0 | |
| 333 5734 ECON. DEV. ECON. DEV. | 4,292.50 | 0 | -4,293 | -999 | 4,613.80 | 10,000 | 5,386 | 54 |
| 330 5735 PROG. INCOME TRI-CO.ECON.DEV | 5,500.00 | 0 | -5,500 | -999 | 5,500.00 | 5,500 | 0 | |
| 333 5735 ECON. DEV. TRI-CO.ECON.DEV | -5,500.00 | 0 | 5,500 | 999 | 0.00 | 0 | 0 | |
| 330 5760 PROG. INCOME COMMUNITY PROM. | 3,250.00 | 0 | -3,250 | -999 | 3,250.00 | 10,000 | 6,750 | 68 |
| 333 5760 ECON. DEV. COMMUNITY PROM. | -750.00 | 0 | 750 | 999 | 0.00 | 0 | 0 | |
| Total Expense -----> | 3,705.25 | 0 | -3,705 | -999 | 30,732.51 | 43,000 | 12,267 | 29 |
| DEPT TOTAL | -3,705.25 | 0 | 3,705 | 999 | -30,732.51 | -43,000 | -12,267 | 29 |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 080

Name: CIVIC CENTER

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|----------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 301 4004 GENERAL SALARIES TEMP | 981.12 | 0 | -981 | -999 | 4,344.96 | 9,305 | 4,960 | 53 |
| 301 4008 GENERAL SOCIAL SECURITY | 75.04 | 0 | -75 | -999 | 332.32 | 712 | 380 | 53 |
| 301 4009 GENERAL WORKERS COMP. | 0.00 | 0 | 0 | | 364.54 | 775 | 410 | 53 |
| 301 4030 GENERAL SPEC.DEPT.EXP. | 0.00 | 0 | 0 | | 273.29 | 750 | 477 | 64 |
| 301 4080 GENERAL P.G. & E. | 2,738.25 | 0 | -2,738 | -999 | 7,442.50 | 15,000 | 7,558 | 50 |
| 301 4081 GENERAL WATER EXPENSE | 228.22 | 0 | -228 | -999 | 1,354.99 | 3,330 | 1,975 | 59 |
| 301 4100 GENERAL BUILDING MAINT | 396.32 | 0 | -396 | -999 | 1,212.16 | 8,600 | 7,388 | 86 |
| Total Expense -----> | 4,418.95 | 0 | -4,419 | -999 | 15,324.76 | 38,472 | 23,147 | 60 |
| DEPT TOTAL | -4,418.95 | 0 | 4,419 | 999 | -15,324.76 | -38,472 | -23,147 | 60 |

* NOTE: DEPT Total = Revenue - Expense

| DEPT #: 090 | | Name: BUILDING DEPT | | | | | | | | | |
|----------------------|----------------------------|---------------------|----------------|----------|-------|---------------------|---------------------|----------|-------|--|--|
| Expense Description | | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var | | |
| 301 4001 | GENERAL SALARIES | 8,272.11 | 0 | -8,272 | -999 | 32,004.84 | 62,225 | 30,220 | 49 | | |
| 301 4006 | GENERAL PERS | 844.14 | 0 | -844 | -999 | 18,223.99 | 22,377 | 4,153 | 19 | | |
| 301 4007 | GENERAL HEALTH INSUR. | 491.97 | 0 | -492 | -999 | 2,308.87 | 4,618 | 2,309 | 50 | | |
| 301 4008 | GENERAL SOCIAL SECURITY | 666.14 | 0 | -666 | -999 | 2,592.78 | 5,156 | 2,563 | 50 | | |
| 301 4009 | GENERAL WORKERS COMP. | 0.00 | 0 | 0 | | 1,897.26 | 4,033 | 2,136 | 53 | | |
| 301 4014 | GENERAL LIFE INSURANCE | 0.00 | 0 | 0 | | 30.90 | 63 | 32 | 51 | | |
| 301 4020 | GENERAL OFFICE EXPENSE | 0.00 | 0 | 0 | | 0.00 | 100 | 100 | 100 | | |
| 301 4021 | GENERAL POSTAGE EXPENSE | 0.00 | 0 | 0 | | 7.36 | 50 | 43 | 85 | | |
| 301 4030 | GENERAL SPEC.DEPT.EXP. | 0.00 | 0 | 0 | | 273.00 | 10,500 | 10,227 | 97 | | |
| 307 4030 | CERT ACCESS SPEC.DEPT.EXP. | 0.00 | 0 | 0 | | 0.00 | 1,000 | 1,000 | 100 | | |
| 301 4040 | GENERAL SMALL TOOLS | 0.00 | 0 | 0 | | 0.00 | 100 | 100 | 100 | | |
| 301 4050 | GENERAL CLOTHING EXP. | 0.00 | 0 | 0 | | 107.50 | 430 | 323 | 75 | | |
| 301 4071 | GENERAL TELEPHONE EXP. | 53.54 | 0 | -54 | -999 | 268.64 | 700 | 431 | 62 | | |
| 301 4111 | GENERAL VEHICLE MAINT. | 0.00 | 0 | 0 | | 0.00 | 600 | 600 | 100 | | |
| 301 4113 | GENERAL VEH MAINT GAS | 0.00 | 0 | 0 | | 93.92 | 300 | 206 | 69 | | |
| 301 4120 | GENERAL PROF. SERVICES | 0.00 | 0 | 0 | | 6,469.10 | 5,000 | -1,469 | -29 | | |
| 301 4140 | GENERAL INSURANCE | 0.00 | 0 | 0 | | 2,469.05 | 2,457 | -12 | | | |
| 301 4150 | GENERAL TRAV. & MEETING | 118.80 | 0 | -119 | -999 | 318.80 | 250 | -69 | -28 | | |
| 301 4160 | GENERAL DUES MEMBERSHIP | 0.00 | 0 | 0 | | 0.00 | 250 | 250 | 100 | | |
| Total Expense -----> | | 10,446.70 | 0 | -10,447 | -999 | 67,066.01 | 120,209 | 53,143 | 44 | | |
| DEPT TOTAL | | -10,446.70 | 0 | 10,447 | 999 | -67,066.01 | -120,209 | -53,143 | 44 | | |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 100

Name: POLICE DEPT

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|---------------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 301 4001 GENERAL SALARIES | 32,768.05 | 0 | -32,768 | -999 | 229,790.95 | 473,503 | 243,712 | 51 |
| 376 4001 SLESF SALARIES | 26,358.00 | 0 | -26,358 | -999 | 26,358.00 | 52,716 | 26,358 | 50 |
| 378 4001 CHRP GRANT SALARIES | 2,307.46 | 0 | -2,307 | -999 | 18,708.00 | 24,944 | 6,236 | 25 |
| 301 4002 GENERAL OVERTIME | 1,791.21 | 0 | -1,791 | -999 | 22,016.06 | 55,282 | 33,266 | 60 |
| 376 4002 SLESF OVERTIME | 3,436.00 | 0 | -3,436 | -999 | 3,436.00 | 6,872 | 3,436 | 50 |
| 389 4002 AB 109 OVERTIME OVERTIME | 3,389.00 | 0 | -3,389 | -999 | 3,389.00 | 6,778 | 3,389 | 50 |
| 301 4004 GENERAL SALARIES TEMP | 864.00 | 0 | -864 | -999 | 3,324.00 | 4,000 | 676 | 17 |
| 365 4004 TANF ARRA EMPL. SALARIES TEM | 0.00 | 0 | 0 | | 384.00 | 192 | -192 | -100 |
| 301 4005 GENERAL HOLIDAY PAY | 0.00 | 0 | 0 | | 19,277.69 | 26,237 | 6,959 | 27 |
| 301 4006 GENERAL PERS | 4,678.24 | 0 | -4,678 | -999 | 215,758.60 | 254,440 | 38,681 | 15 |
| 376 4006 SLESF PERS | 4,857.50 | 0 | -4,858 | -999 | 4,857.50 | 9,715 | 4,858 | 50 |
| 378 4006 CHRP GRANT PERS | 69.57 | 0 | -70 | -999 | 2,260.50 | 3,014 | 754 | 25 |
| 301 4007 GENERAL HEALTH INSUR. | 6,357.41 | 0 | -6,357 | -999 | 106,518.51 | 196,942 | 90,423 | 46 |
| 376 4007 SLESF HEALTH INSUR. | 11,650.00 | 0 | -11,650 | -999 | 11,650.00 | 23,300 | 11,650 | 50 |
| 378 4007 CHRP GRANT HEALTH INSUR. | 1,840.60 | 0 | -1,841 | -999 | 10,612.50 | 14,150 | 3,538 | 25 |
| 301 4008 GENERAL SOCIAL SECURITY | 2,986.82 | 0 | -2,987 | -999 | 20,726.68 | 43,569 | 22,842 | 52 |
| 365 4008 TANF ARRA EMPL. SOCIAL SECUR | 0.00 | 0 | 0 | | 29.36 | 15 | -14 | -96 |
| 376 4008 SLESF SOCIAL SECURITY | 2,016.50 | 0 | -2,017 | -999 | 2,016.50 | 4,033 | 2,017 | 50 |
| 378 4008 CHRP GRANT SOCIAL SECURITY | 192.47 | 0 | -192 | -999 | 1,431.00 | 1,908 | 477 | 25 |
| 389 4008 AB 109 OVERTIME SOCIAL SECUR | 0.00 | 0 | 0 | | 0.00 | 518 | 518 | 100 |
| 301 4009 GENERAL WORKERS COMP. | -1,644.13 | 0 | 1,644 | 999 | 26,420.22 | 59,114 | 32,694 | 55 |
| 378 4009 CHRP GRANT WORKERS COMP. | 1,644.13 | 0 | -1,644 | -999 | 2,627.00 | 2,627 | 0 | |
| 301 4013 GENERAL UNEMPLOY. INS. | 0.00 | 0 | 0 | | 1,226.00 | 6,045 | 4,819 | 80 |
| 301 4014 GENERAL LIFE INSURANCE | -31.50 | 0 | 32 | 999 | 277.50 | 567 | 290 | 51 |
| 376 4014 SLESF LIFE INSURANCE | 31.50 | 0 | -32 | -999 | 31.50 | 63 | 32 | 50 |
| 301 4020 GENERAL OFFICE EXPENSE | 241.86 | 0 | -242 | -999 | 2,032.52 | 3,700 | 1,667 | 45 |
| 301 4021 GENERAL POSTAGE EXPENSE | 15.80 | 0 | -16 | -999 | 128.91 | 500 | 371 | 74 |
| 301 4030 GENERAL SPEC.DEPT.EXP. | -302.48 | 0 | 302 | 999 | 687.45 | 5,500 | 4,813 | 88 |
| 376 4030 SLESF SPEC.DEPT.EXP. | 0.00 | 0 | 0 | | 0.00 | 2,441 | 2,441 | 100 |
| 301 4050 GENERAL CLOTHING EXP. | 516.52 | 0 | -517 | -999 | 2,666.52 | 10,674 | 8,007 | 75 |
| 376 4050 SLESF CLOTHING EXP. | 430.00 | 0 | -430 | -999 | 430.00 | 860 | 430 | 50 |
| 395 4050 OJP-POLICE VEST CLOTHING EXP | 0.00 | 0 | 0 | | 0.00 | 2,934 | 2,934 | 100 |
| 301 4071 GENERAL TELEPHONE EXP. | 477.35 | 0 | -477 | -999 | 2,431.01 | 5,000 | 2,569 | 51 |
| 301 4111 GENERAL VEHICLE MAINT. | -51.78 | 0 | 52 | 999 | 0.00 | 0 | 0 | |
| 301 4115 GENERAL EQUIP. MAINT. | 349.87 | 0 | -350 | -999 | 3,473.57 | 6,000 | 2,526 | 42 |
| 301 4120 GENERAL PROF. SERVICES | 613.29 | 0 | -613 | -999 | 4,000.00 | 4,000 | 0 | |
| 301 4130 GENERAL CONT.SERV. | 201.76 | 0 | -202 | -999 | 5,702.76 | 9,000 | 3,297 | 37 |
| 301 4131 GENERAL CONT. SERV. | 0.00 | 0 | 0 | | 13,750.00 | 55,000 | 41,250 | 75 |
| 301 4132 GENERAL CONT. SERV. | 5,961.18 | 0 | -5,961 | -999 | 26,485.81 | 70,000 | 43,514 | 62 |
| 301 4133 GENERAL CONT.SVC.DISPAT | 0.00 | 0 | 0 | | 0.00 | 93,000 | 93,000 | 100 |
| 301 4140 GENERAL INSURANCE | 0.00 | 0 | 0 | | 23,115.10 | 21,032 | -2,083 | -10 |
| 301 4150 GENERAL TRAV. & MEETING | 161.03 | 0 | -161 | -999 | 5,672.98 | 2,000 | -3,673 | -184 |
| 301 4160 GENERAL DUES MEMBERSHIP | 0.00 | 0 | 0 | | 376.00 | 500 | 124 | 25 |
| 301 4835 GENERAL BOOKING FEES | 0.00 | 0 | 0 | | 0.00 | 2,000 | 2,000 | 100 |
| Total Expense -----> | 114,177.23 | 0 | -114,177 | -999 | 824,079.70 | 1,564,685 | 740,605 | 47 |
| DEPT TOTAL | -114,177.23 | 0 | 114,177 | 999 | -824,079.70 | -1,564,685 | -740,605 | 47 |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 110

Name: ENGINEERING

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|---------------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 301 4120 GENERAL PROF. SERVICES | 0.00 | 0 | 0 | | 79.00 | 15,000 | 14,921 | 99 |
| 317 4120 GAS TAX 2107.5 PROF. SERVICE | 0.00 | 0 | 0 | | 0.00 | 2,000 | 2,000 | 100 |
| 372 4120 GAS TAX 2103 PROF. SERVICES | 0.00 | 0 | 0 | | 1,337.00 | 1,337 | 0 | |
| Total Expense -----> | 0.00 | 0 | 0 | | 1,416.00 | 18,337 | 16,921 | 92 |
| DEPT TOTAL | 0.00 | 0 | 0 | | -1,416.00 | -18,337 | -16,921 | 92 |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 120

Name: LIBRARY

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|---------------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 301 4001 GENERAL SALARIES | -9,785.46 | 0 | 9,785 | 999 | 3,878.97 | 7,451 | 3,572 | 48 |
| 338 4001 COUNTY LIBRARY SALARIES | 13,938.50 | 0 | -13,939 | -999 | 13,938.50 | 27,877 | 13,939 | 50 |
| 301 4004 GENERAL SALARIES TEMP | 1,305.25 | 0 | -1,305 | -999 | 18,352.45 | 45,550 | 27,198 | 60 |
| 338 4004 COUNTY LIBRARY SALARIES TEMP | 3,930.50 | 0 | -3,931 | -999 | 3,930.50 | 7,861 | 3,931 | 50 |
| 301 4006 GENERAL PERS | -407.56 | 0 | 408 | 999 | 9,227.82 | 10,740 | 1,512 | 14 |
| 338 4006 COUNTY LIBRARY PERS | 896.50 | 0 | -897 | -999 | 896.50 | 1,793 | 897 | 50 |
| 301 4007 GENERAL HEALTH INSUR. | 697.92 | 0 | -698 | -999 | 2,917.92 | 857 | -2,061 | -240 |
| 338 4007 COUNTY LIBRARY HEALTH INSUR. | 2,457.50 | 0 | -2,458 | -999 | 2,457.50 | 4,915 | 2,458 | 50 |
| 301 4008 GENERAL SOCIAL SECURITY | -511.31 | 0 | 511 | 999 | 2,007.93 | 4,669 | 2,661 | 57 |
| 338 4008 COUNTY LIBRARY SOCIAL SECURI | 1,280.50 | 0 | -1,281 | -999 | 1,280.50 | 2,561 | 1,281 | 50 |
| 301 4009 GENERAL WORKERS COMP. | 0.00 | 0 | 0 | | 6,670.70 | 14,201 | 7,530 | 53 |
| 301 4013 GENERAL UNEMPLOY. INS. | 0.00 | 0 | 0 | | 0.00 | 450 | 450 | 100 |
| 301 4014 GENERAL LIFE INSURANCE | 0.00 | 0 | 0 | | 30.90 | 63 | 32 | 51 |
| 301 4020 GENERAL OFFICE EXPENSE | 125.94 | 0 | -126 | -999 | 1,019.95 | 3,000 | 1,980 | 66 |
| 301 4021 GENERAL POSTAGE EXPENSE | 0.00 | 0 | 0 | | 0.00 | 450 | 450 | 100 |
| 301 4030 GENERAL SPEC.DEPT.EXP. | -3,000.00 | 0 | 3,000 | 999 | 82.65 | 1,500 | 1,417 | 94 |
| 322 4030 REC. REIMB. SPEC.DEPT.EXP. | -14.24 | 0 | 14 | 999 | 0.00 | 0 | 0 | |
| 352 4030 CLSA DELIVERY SPEC.DEPT.EXP. | 18.74 | 0 | -19 | -999 | 592.30 | 4,525 | 3,933 | 87 |
| 359 4030 LIT PASSTHROUGH SPEC.DEPT.EX | 0.00 | 0 | 0 | | 18,500.00 | 50,000 | 31,500 | 63 |
| 301 4071 GENERAL TELEPHONE EXP. | 217.09 | 0 | -217 | -999 | 864.37 | 2,500 | 1,636 | 65 |
| 301 4080 GENERAL P.G. & E. | 2,695.00 | 0 | -2,695 | -999 | 7,351.31 | 10,000 | 2,649 | 26 |
| 301 4115 GENERAL EQUIP. MAINT. | 0.00 | 0 | 0 | | 0.00 | 1,800 | 1,800 | 100 |
| 301 4130 GENERAL CONT.SERV. | 20,223.66 | 0 | -20,224 | -999 | 40,939.29 | 72,000 | 31,061 | 43 |
| 301 4140 GENERAL INSURANCE | 0.00 | 0 | 0 | | 11,817.07 | 11,764 | -53 | |
| 301 4150 GENERAL TRAV. & MEETING | 0.00 | 0 | 0 | | 0.00 | 75 | 75 | 100 |
| 301 4160 GENERAL DUES MEMBERSHIP | 0.00 | 0 | 0 | | 0.00 | 100 | 100 | 100 |
| 202 4933 LOST & DAMAGED NEW PRINT MAT | 2,233.00 | 0 | -2,233 | -999 | 2,233.00 | 2,233 | 0 | |
| 301 4933 GENERAL NEW PRINT MAT. | -3,957.63 | 0 | 3,958 | 999 | 0.00 | 4,000 | 4,000 | 100 |
| 338 4933 COUNTY LIBRARY NEW PRINT MAT | 2,454.80 | 0 | -2,455 | -999 | 2,454.80 | 5,447 | 2,992 | 55 |
| Total Expense -----> | 34,798.70 | 0 | -34,799 | -999 | 151,444.93 | 298,382 | 146,937 | 49 |
| DEPT TOTAL | -34,798.70 | 0 | 34,799 | 999 | -151,444.93 | -298,382 | -146,937 | 49 |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 121

Name: BAYLISS LIBRARY

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|---------------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 338 4004 COUNTY LIBRARY SALARIES TEMP | 491.04 | 0 | -491 | -999 | 1,964.16 | 4,192 | 2,228 | 53 |
| 338 4008 COUNTY LIBRARY SOCIAL SECURI | 37.56 | 0 | -38 | -999 | 150.24 | 321 | 171 | 53 |
| 338 4009 COUNTY LIBRARY WORKERS COMP. | 0.00 | 0 | 0 | | 55.50 | 111 | 56 | 50 |
| 338 4030 COUNTY LIBRARY SPEC.DEPT.EXP | 0.00 | 0 | 0 | | 70.00 | 16 | -54 | -338 |
| 338 4071 COUNTY LIBRARY TELEPHONE EXP | 32.67 | 0 | -33 | -999 | 165.22 | 500 | 335 | 67 |
| 338 4080 COUNTY LIBRARY P.G. & E. | 84.24 | 0 | -84 | -999 | 424.20 | 1,400 | 976 | 70 |
| Total Expense -----> | 645.51 | 0 | -646 | -999 | 2,829.32 | 6,540 | 3,711 | 57 |
| DEPT TOTAL | -645.51 | 0 | 646 | 999 | -2,829.32 | -6,540 | -3,711 | 57 |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 122

Name: ELK CREEK LIB.

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|---------------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 338 4004 COUNTY LIBRARY SALARIES TEMP | 501.28 | 0 | -501 | -999 | 2,219.97 | 4,905 | 2,685 | 55 |
| 338 4008 COUNTY LIBRARY SOCIAL SECURI | 38.35 | 0 | -38 | -999 | 169.81 | 375 | 205 | 55 |
| 338 4009 COUNTY LIBRARY WORKERS COMP. | 0.00 | 0 | 0 | | 55.50 | 111 | 56 | 50 |
| 338 4030 COUNTY LIBRARY SPEC.DEPT.EXP | 0.00 | 0 | 0 | | 134.05 | 634 | 500 | 79 |
| 338 4071 COUNTY LIBRARY TELEPHONE EXP | 70.30 | 0 | -70 | -999 | 535.36 | 1,440 | 905 | 63 |
| 338 4135 COUNTY LIBRARY RENT | 100.00 | 0 | -100 | -999 | 600.00 | 1,200 | 600 | 50 |
| Total Expense -----> | 709.93 | 0 | -710 | -999 | 3,714.69 | 8,665 | 4,950 | 57 |
| DEPT TOTAL | -709.93 | 0 | 710 | 999 | -3,714.69 | -8,665 | -4,950 | 57 |

* NOTE: DEPT Total = Revenue - Expense

| DEPT #: 130 | | Name: RECREATION | | | | | | | |
|----------------------|-----------------------------|------------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| Expense Description | | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
| 301 4001 | GENERAL SALARIES | 7,854.38 | 0 | -7,854 | -999 | 30,437.98 | 60,257 | 29,819 | 49 |
| 239 4004 | JUMP START SALARIES TEMP | 0.00 | 0 | 0 | | 3,671.90 | 3,980 | 308 | 8 |
| 301 4004 | GENERAL SALARIES TEMP | 584.50 | 0 | -585 | -999 | 2,509.50 | 4,800 | 2,291 | 48 |
| 322 4004 | REC. REIMB. SALARIES TEMP | 180.00 | 0 | -180 | -999 | 4,716.43 | 11,600 | 6,884 | 59 |
| 301 4006 | GENERAL PERS | 801.51 | 0 | -802 | -999 | 16,741.66 | 20,761 | 4,019 | 19 |
| 301 4007 | GENERAL HEALTH INSUR. | 657.11 | 0 | -657 | -999 | 4,271.95 | 8,687 | 4,415 | 51 |
| 239 4008 | JUMP START SOCIAL SECURITY | 0.00 | 0 | 0 | | 280.92 | 304 | 23 | 8 |
| 301 4008 | GENERAL SOCIAL SECURITY | 625.16 | 0 | -625 | -999 | 2,432.02 | 4,977 | 2,545 | 51 |
| 322 4008 | REC. REIMB. SOCIAL SECURITY | 13.77 | 0 | -14 | -999 | 360.97 | 863 | 502 | 58 |
| 239 4009 | JUMP START WORKERS COMP. | 0.00 | 0 | 0 | | 0.00 | 400 | 400 | 100 |
| 301 4009 | GENERAL WORKERS COMP. | 0.00 | 0 | 0 | | 2,883.18 | 4,992 | 2,109 | 42 |
| 322 4009 | REC. REIMB. WORKERS COMP. | 0.00 | 0 | 0 | | 0.00 | 720 | 720 | 100 |
| 322 4013 | REC. REIMB. UNEMPLOY. INS. | 0.00 | 0 | 0 | | 0.00 | 500 | 500 | 100 |
| 301 4014 | GENERAL LIFE INSURANCE | 0.00 | 0 | 0 | | 30.90 | 63 | 32 | 51 |
| 322 4021 | REC. REIMB. POSTAGE EXPENSE | 0.00 | 0 | 0 | | 0.00 | 200 | 200 | 100 |
| 239 4030 | JUMP START SPEC.DEPT.EXP. | 0.00 | 0 | 0 | | 300.54 | 1,800 | 1,499 | 83 |
| 322 4030 | REC. REIMB. SPEC.DEPT.EXP. | 175.44 | 0 | -175 | -999 | 2,746.32 | 7,500 | 4,754 | 63 |
| 323 4030 | REC CULTURAL SPEC.DEPT.EXP. | 0.00 | 0 | 0 | | 0.00 | 1,000 | 1,000 | 100 |
| 301 4071 | GENERAL TELEPHONE EXP. | 53.76 | 0 | -54 | -999 | 276.82 | 700 | 423 | 60 |
| 301 4110 | GENERAL VEHICLE ALLOW. | 200.00 | 0 | -200 | -999 | 1,200.00 | 2,400 | 1,200 | 50 |
| 322 4120 | REC. REIMB. PROF. SERVICES | 0.00 | 0 | 0 | | 40.00 | 500 | 460 | 92 |
| 301 4140 | GENERAL INSURANCE | 0.00 | 0 | 0 | | 2,159.23 | 2,085 | -74 | -4 |
| 301 4150 | GENERAL TRAV. & MEETING | 0.00 | 0 | 0 | | -80.00 | 200 | 280 | 140 |
| 301 4160 | GENERAL DUES MEMBERSHIP | 0.00 | 0 | 0 | | 170.00 | 175 | 5 | 3 |
| Total Expense -----> | | 11,145.63 | 0 | -11,146 | -999 | 75,150.32 | 139,464 | 64,314 | 46 |
| DEPT TOTAL | | -11,145.63 | 0 | 11,146 | 999 | -75,150.32 | -139,464 | -64,314 | 46 |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 135

Name: SWIM POOL

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|----------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 301 4004 GENERAL SALARIES TEMP | 0.00 | 0 | 0 | | 9,438.11 | 15,650 | 6,212 | 40 |
| 301 4008 GENERAL SOCIAL SECURITY | 0.00 | 0 | 0 | | 722.00 | 1,197 | 475 | 40 |
| 301 4009 GENERAL WORKERS COMP. | 0.00 | 0 | 0 | | 546.82 | 1,162 | 615 | 53 |
| 301 4020 GENERAL OFFICE EXPENSE | 0.00 | 0 | 0 | | 21.12 | 200 | 179 | 89 |
| 301 4030 GENERAL SPEC.DEPT.EXP. | 123.36 | 0 | -123 | -999 | 2,843.29 | 3,000 | 157 | 5 |
| 301 4050 GENERAL CLOTHING EXP. | 0.00 | 0 | 0 | | 0.00 | 100 | 100 | 100 |
| 301 4060 GENERAL ADVERTISING | 0.00 | 0 | 0 | | 0.00 | 350 | 350 | 100 |
| 301 4071 GENERAL TELEPHONE EXP. | 16.72 | 0 | -17 | -999 | 84.03 | 200 | 116 | 58 |
| 301 4080 GENERAL P.G. & E. | 2,049.74 | 0 | -2,050 | -999 | 4,062.60 | 4,000 | -63 | -2 |
| 301 4081 GENERAL WATER EXPENSE | 153.82 | 0 | -154 | -999 | 1,677.51 | 4,000 | 2,322 | 58 |
| 301 4100 GENERAL BUILDING MAINT | 0.00 | 0 | 0 | | 0.00 | 400 | 400 | 100 |
| 301 4115 GENERAL EQUIP. MAINT. | 0.00 | 0 | 0 | | 0.00 | 1,000 | 1,000 | 100 |
| 301 4120 GENERAL PROF. SERVICES | 0.00 | 0 | 0 | | 3,180.00 | 5,600 | 2,420 | 43 |
| 301 4140 GENERAL INSURANCE | 0.00 | 0 | 0 | | 851.67 | 847 | -5 | -1 |
| 301 4150 GENERAL TRAV. & MEETING | 0.00 | 0 | 0 | | 710.00 | 780 | 70 | 9 |
| 301 5132 GENERAL FIRST AID | 0.00 | 0 | 0 | | 0.00 | 300 | 300 | 100 |
| Total Expense -----> | 2,343.64 | 0 | -2,344 | -999 | 24,137.15 | 38,786 | 14,649 | 38 |
| DEPT TOTAL | -2,343.64 | 0 | 2,344 | 999 | -24,137.15 | -38,786 | -14,649 | 38 |

* NOTE: DEPT Total = Revenue - Expense

| DEPT #: 138 | | Name: PARKS/PUB. WKS | | | | | | | | |
|----------------------|------------------------------|----------------------|----------------|----------|-------|---------------------|---------------------|----------|-------|--|
| Expense Description | | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var | |
| 301 4001 | GENERAL SALARIES | 6,009.11 | 0 | -6,009 | -999 | 52,053.33 | 133,256 | 81,203 | 61 | |
| 316 4001 | GAS TAX 2107 SALARIES | 10,270.50 | 0 | -10,271 | -999 | 10,270.50 | 20,541 | 10,271 | 50 | |
| 301 4002 | GENERAL OVERTIME | 2,129.42 | 0 | -2,129 | -999 | 3,404.80 | 4,000 | 595 | 15 | |
| 301 4004 | GENERAL SALARIES TEMP | 2,112.00 | 0 | -2,112 | -999 | 10,392.00 | 24,255 | 13,863 | 57 | |
| 301 4006 | GENERAL PERS | 1,078.26 | 0 | -1,078 | -999 | 42,934.09 | 52,757 | 9,823 | 19 | |
| 316 4006 | GAS TAX 2107 PERS | 800.50 | 0 | -801 | -999 | 800.50 | 1,301 | 501 | 38 | |
| 301 4007 | GENERAL HEALTH INSUR. | 872.62 | 0 | -873 | -999 | 14,565.46 | 56,011 | 41,446 | 74 | |
| 316 4007 | GAS TAX 2107 HEALTH INSUR. | 2,534.50 | 0 | -2,535 | -999 | 2,534.50 | 5,069 | 2,535 | 50 | |
| 301 4008 | GENERAL SOCIAL SECURITY | 714.21 | 0 | -714 | -999 | 5,049.97 | 12,255 | 7,205 | 59 | |
| 316 4008 | GAS TAX 2107 SOCIAL SECURITY | 763.00 | 0 | -763 | -999 | 763.00 | 1,526 | 763 | 50 | |
| 301 4009 | GENERAL WORKERS COMP. | 0.00 | 0 | 0 | | 11,247.88 | 17,400 | 6,152 | 35 | |
| 316 4009 | GAS TAX 2107 WORKERS COMP. | 0.00 | 0 | 0 | | 1,192.04 | 2,461 | 1,269 | 52 | |
| 301 4013 | GENERAL UNEMPLOY. INS. | 0.00 | 0 | 0 | | 0.00 | 3,000 | 3,000 | 100 | |
| 301 4014 | GENERAL LIFE INSURANCE | 0.00 | 0 | 0 | | 51.50 | 189 | 138 | 73 | |
| 301 4020 | GENERAL OFFICE EXPENSE | 0.00 | 0 | 0 | | 435.83 | 800 | 364 | 46 | |
| 301 4040 | GENERAL SMALL TOOLS | 16.95 | 0 | -17 | -999 | 72.81 | 1,000 | 927 | 93 | |
| 301 4050 | GENERAL CLOTHING EXP. | 19.90 | 0 | -20 | -999 | 636.14 | 3,000 | 2,364 | 79 | |
| 301 4051 | GENERAL SAFETY SUPPLIES | 0.00 | 0 | 0 | | 174.92 | 1,500 | 1,325 | 88 | |
| 301 4060 | GENERAL ADVERTISING | -37.25 | 0 | 37 | 999 | 0.00 | 0 | 0 | | |
| 301 4090 | GENERAL EQUIP. RENTAL | 0.00 | 0 | 0 | | 0.00 | 1,000 | 1,000 | 100 | |
| 301 4111 | GENERAL VEHICLE MAINT. | 508.46 | 0 | -508 | -999 | 3,800.21 | 12,000 | 8,200 | 68 | |
| 301 4112 | GENERAL VEH MAINT TIRES | 0.00 | 0 | 0 | | 1,239.94 | 2,500 | 1,260 | 50 | |
| 301 4113 | GENERAL VEH MAINT GAS | 1,078.28 | 0 | -1,078 | -999 | 3,845.51 | 13,000 | 9,154 | 70 | |
| 301 4115 | GENERAL EQUIP. MAINT. | 47.71 | 0 | -48 | -999 | 1,559.10 | 4,000 | 2,441 | 61 | |
| 301 4120 | GENERAL PROF. SERVICES | 336.50 | 0 | -337 | -999 | 822.75 | 2,000 | 1,177 | 59 | |
| 301 4134 | GENERAL CON.SER.TREE | 75.25 | 0 | -75 | -999 | 789.36 | 3,500 | 2,711 | 77 | |
| 301 4150 | GENERAL TRAV. & MEETING | 51.85 | 0 | -52 | -999 | 246.54 | 1,500 | 1,253 | 84 | |
| 301 4160 | GENERAL DUES MEMBERSHIP | 0.00 | 0 | 0 | | 344.29 | 600 | 256 | 43 | |
| 301 5430 | GENERAL PUB. WKS. TOOL | 200.00 | 0 | -200 | -999 | 1,200.00 | 2,400 | 1,200 | 50 | |
| 301 5436 | GENERAL GARAGE SUPPLIES | 113.76 | 0 | -114 | -999 | 554.86 | 1,300 | 745 | 57 | |
| 301 5437 | GENERAL FIRST AID | 0.00 | 0 | 0 | | 0.00 | 100 | 100 | 100 | |
| Total Expense -----> | | 29,695.53 | 0 | -29,696 | -999 | 170,981.83 | 384,221 | 213,239 | 55 | |
| DEPT TOTAL | | -29,695.53 | 0 | 29,696 | 999 | -170,981.83 | -384,221 | -213,239 | 55 | |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 140

Name: PARKS DEPT

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|---------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 301 4030 GENERAL SPEC.DEPT.EXP. | 1,510.59 | 0 | -1,511 | -999 | 3,404.31 | 8,000 | 4,596 | 57 |
| 301 4071 GENERAL TELEPHONE EXP. | 18.58 | 0 | -19 | -999 | 93.40 | 200 | 107 | 53 |
| 301 4080 GENERAL P.G. & E. | 2,592.99 | 0 | -2,593 | -999 | 7,373.69 | 11,500 | 4,126 | 36 |
| 301 4081 GENERAL WATER EXPENSE | 502.29 | 0 | -502 | -999 | 3,298.22 | 10,000 | 6,702 | 67 |
| 301 4100 GENERAL BUILDING MAINT | 102.20 | 0 | -102 | -999 | 186.92 | 2,000 | 1,813 | 91 |
| 301 4120 GENERAL PROF. SERVICES | 0.00 | 0 | 0 | | 0.00 | 500 | 500 | 100 |
| 301 4130 GENERAL CONT.SERV. | 0.00 | 0 | 0 | | 144.00 | 288 | 144 | 50 |
| 301 4140 GENERAL INSURANCE | 0.00 | 0 | 0 | | 6,812.08 | 6,580 | -232 | -4 |
| Total Expense -----> | 4,726.65 | 0 | -4,727 | -999 | 21,312.62 | 39,068 | 17,755 | 45 |
| DEPT TOTAL | -4,726.65 | 0 | 4,727 | 999 | -21,312.62 | -39,068 | -17,755 | 45 |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 145

Name: MALL MAINT.

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|---------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 301 4030 GENERAL SPEC.DEPT.EXP. | 0.00 | 0 | 0 | | 63.24 | 1,000 | 937 | 94 |
| 301 4080 GENERAL P.G. & E. | 314.31 | 0 | -314 | -999 | 807.27 | 2,000 | 1,193 | 60 |
| 301 4081 GENERAL WATER EXPENSE | 330.83 | 0 | -331 | -999 | 2,596.11 | 6,000 | 3,404 | 57 |
| Total Expense -----> | 645.14 | 0 | -645 | -999 | 3,466.62 | 9,000 | 5,533 | 61 |
| DEPT TOTAL | -645.14 | 0 | 645 | 999 | -3,466.62 | -9,000 | -5,533 | 61 |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 146

Name: MUSEUM MAINT.

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|---------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 301 4081 GENERAL WATER EXPENSE | 85.11 | 0 | -85 | -999 | 1,158.69 | 1,500 | 341 | 23 |
| 301 4100 GENERAL BUILDING MAINT | 333.00 | 0 | -333 | -999 | 10.74 | 1,000 | 989 | 99 |
| Total Expense -----> | 418.11 | 0 | -418 | -999 | 1,169.43 | 2,500 | 1,331 | 53 |
| DEPT TOTAL | -418.11 | 0 | 418 | 999 | -1,169.43 | -2,500 | -1,331 | 53 |

* NOTE: DEPT Total = Revenue - Expense

| DEPT #: 150 | | Name: FIRE DEPARTMENT | | | | | | | | | |
|----------------------|-------------------------|-----------------------|----------------|----------|-------|---------------------|---------------------|----------|-------|--|--|
| Expense Description | | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var | | |
| 301 4001 | GENERAL SALARIES | 36,595.75 | 0 | -36,596 | -999 | 149,138.65 | 295,786 | 146,647 | 50 | | |
| 301 4002 | GENERAL OVERTIME | 2,544.32 | 0 | -2,544 | -999 | 8,329.97 | 20,000 | 11,670 | 58 | | |
| 301 4004 | GENERAL SALARIES TEMP | 262.08 | 0 | -262 | -999 | 1,082.16 | 5,000 | 3,918 | 78 | | |
| 301 4005 | GENERAL HOLIDAY PAY | 0.00 | 0 | 0 | | 6,603.96 | 7,192 | 588 | 8 | | |
| 301 4006 | GENERAL PERS | 5,797.32 | 0 | -5,797 | -999 | 112,473.70 | 140,790 | 28,316 | 20 | | |
| 301 4007 | GENERAL HEALTH INSUR. | 9,271.72 | 0 | -9,272 | -999 | 54,029.12 | 105,107 | 51,078 | 49 | | |
| 301 4008 | GENERAL SOCIAL SECURITY | 3,164.52 | 0 | -3,165 | -999 | 13,247.82 | 27,093 | 13,845 | 51 | | |
| 301 4009 | GENERAL WORKERS COMP. | 0.00 | 0 | 0 | | 10,281.66 | 21,854 | 11,572 | 53 | | |
| 301 4010 | GENERAL CALL BACK | 1,277.31 | 0 | -1,277 | -999 | 5,063.84 | 12,000 | 6,936 | 58 | | |
| 301 4013 | GENERAL UNEMPLOY. INS. | 0.00 | 0 | 0 | | 0.00 | 1,000 | 1,000 | 100 | | |
| 301 4014 | GENERAL LIFE INSURANCE | 0.00 | 0 | 0 | | 154.50 | 315 | 161 | 51 | | |
| 301 4020 | GENERAL OFFICE EXPENSE | 113.40 | 0 | -113 | -999 | 251.42 | 1,700 | 1,449 | 85 | | |
| 301 4021 | GENERAL POSTAGE EXPENSE | 0.00 | 0 | 0 | | 0.00 | 250 | 250 | 100 | | |
| 301 4030 | GENERAL SPEC.DEPT.EXP. | 0.00 | 0 | 0 | | 1,839.91 | 4,500 | 2,660 | 59 | | |
| 301 4040 | GENERAL SMALL TOOLS | 848.94 | 0 | -849 | -999 | 2,165.23 | 5,000 | 2,835 | 57 | | |
| 301 4050 | GENERAL CLOTHING EXP. | 0.00 | 0 | 0 | | 998.66 | 3,440 | 2,441 | 71 | | |
| 301 4071 | GENERAL TELEPHONE EXP. | 428.30 | 0 | -428 | -999 | 2,581.67 | 4,000 | 1,418 | 35 | | |
| 301 4080 | GENERAL P.G. & E. | 3,355.43 | 0 | -3,355 | -999 | 9,007.46 | 14,000 | 4,993 | 36 | | |
| 301 4081 | GENERAL WATER EXPENSE | 95.38 | 0 | -95 | -999 | 581.09 | 1,500 | 919 | 61 | | |
| 301 4100 | GENERAL BUILDING MAINT | 22,435.02 | 0 | -22,435 | -999 | 3,653.45 | 1,300 | -2,353 | -181 | | |
| 301 4110 | GENERAL VEHICLE ALLOW. | 200.00 | 0 | -200 | -999 | 1,200.00 | 2,400 | 1,200 | 50 | | |
| 301 4111 | GENERAL VEHICLE MAINT. | 209.55 | 0 | -210 | -999 | 5,692.16 | 10,000 | 4,308 | 43 | | |
| 301 4113 | GENERAL VEH MAINT GAS | 442.91 | 0 | -443 | -999 | 2,636.83 | 7,000 | 4,363 | 62 | | |
| 301 4115 | GENERAL EQUIP. MAINT. | 264.16 | 0 | -264 | -999 | 3,867.57 | 9,000 | 5,132 | 57 | | |
| 301 4120 | GENERAL PROF. SERVICES | 0.00 | 0 | 0 | | 0.00 | 100 | 100 | 100 | | |
| 301 4130 | GENERAL CONT.SERV. | 0.00 | 0 | 0 | | 10,399.48 | 15,250 | 4,851 | 32 | | |
| 301 4140 | GENERAL INSURANCE | 0.00 | 0 | 0 | | 23,429.42 | 19,586 | -3,843 | -20 | | |
| 301 4150 | GENERAL TRAV. & MEETING | 0.00 | 0 | 0 | | 120.45 | 5,000 | 4,880 | 98 | | |
| 301 4160 | GENERAL DUES MEMBERSHIP | 0.00 | 0 | 0 | | 134.33 | 1,500 | 1,366 | 91 | | |
| 301 5306 | GENERAL P.E.R.S. | 0.00 | 0 | 0 | | 0.00 | 4,500 | 4,500 | 100 | | |
| Total Expense -----> | | 87,306.11 | 0 | -87,306 | -999 | 428,964.51 | 746,163 | 317,198 | 43 | | |
| DEPT TOTAL | | -87,306.11 | 0 | 87,306 | 999 | -428,964.51 | -746,163 | -317,198 | 43 | | |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 160

Name: PUBLIC WORKS ST

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|---------------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 301 4030 GENERAL SPEC.DEPT.EXP. | 0.00 | 0 | 0 | | 630.38 | 7,000 | 6,370 | 91 |
| 301 4071 GENERAL TELEPHONE EXP. | 125.94 | 0 | -126 | -999 | 644.73 | 950 | 305 | 32 |
| 301 4080 GENERAL P.G. & E. | 1,699.84 | 0 | -1,700 | -999 | 4,321.04 | 8,000 | 3,679 | 46 |
| 301 4081 GENERAL WATER EXPENSE | 129.18 | 0 | -129 | -999 | 647.16 | 2,000 | 1,353 | 68 |
| 315 4082 GAS TAX 2106 STREET LIGHTING | 4,833.88 | 0 | -4,834 | -999 | 19,184.89 | 25,929 | 6,744 | 26 |
| 316 4082 GAS TAX 2107 STREET LIGHTING | 0.00 | 0 | 0 | | 0.00 | 21,222 | 21,222 | 100 |
| 301 4100 GENERAL BUILDING MAINT | 12.34 | 0 | -12 | -999 | 81.82 | 1,500 | 1,418 | 95 |
| 301 4120 GENERAL PROF. SERVICES | 0.00 | 0 | 0 | | 524.00 | 3,000 | 2,476 | 83 |
| 301 4140 GENERAL INSURANCE | 0.00 | 0 | 0 | | 18,584.43 | 18,152 | -432 | -2 |
| 314 5431 GAS TAX 2105 STREET MAINT. | 330.05 | 0 | -330 | -999 | 8,128.07 | 30,000 | 21,872 | 73 |
| 372 5431 GAS TAX 2103 STREET MAINT. | 1,500.00 | 0 | -1,500 | -999 | 1,500.00 | 0 | -1,500 | -999 |
| 316 5438 GAS TAX 2107 G.T. TRAF. SIG. | 320.00 | 0 | -320 | -999 | 2,695.77 | 2,500 | -196 | -8 |
| 301 5439 GENERAL ALLEY MAINT. | 1,464.67 | 0 | -1,465 | -999 | 1,464.67 | 4,000 | 2,535 | 63 |
| Total Expense -----> | 10,415.90 | 0 | -10,416 | -999 | 58,406.96 | 124,253 | 65,846 | 53 |
| DEPT TOTAL | -10,415.90 | 0 | 10,416 | 999 | -58,406.96 | -124,253 | -65,846 | 53 |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 161

Name: L&L DISTRICT

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|---------------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 313 4001 WILLOWS LIGHTIN SALARIES | 0.00 | 0 | 0 | | 18.01 | 0 | -18 | -999 |
| 313 4007 WILLOWS LIGHTIN HEALTH INSUR | 0.00 | 0 | 0 | | 25.55 | 0 | -26 | -999 |
| 313 4008 WILLOWS LIGHTIN SOCIAL SECUR | 0.00 | 0 | 0 | | 1.30 | 0 | -1 | -999 |
| 313 4030 WILLOWS LIGHTIN SPEC.DEPT.EX | 0.00 | 0 | 0 | | 118.40 | 3,150 | 3,032 | 96 |
| 313 4081 WILLOWS LIGHTIN WATER EXPENS | 67.16 | 0 | -67 | -999 | 335.80 | 1,100 | 764 | 69 |
| 313 4082 WILLOWS LIGHTIN STREET LIGHT | 82.59 | 0 | -83 | -999 | 329.09 | 965 | 636 | 66 |
| Total Expense -----> | 149.75 | 0 | -150 | -999 | 828.15 | 5,215 | 4,387 | 84 |
| DEPT TOTAL | -149.75 | 0 | 150 | 999 | -828.15 | -5,215 | -4,387 | 84 |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 162

Name: L&L DISTRICT 2

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|---------------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 313 4030 WILLOWS LIGHTIN SPEC.DEPT.EX | 523.99 | 0 | -524 | -999 | 590.59 | 4,955 | 4,364 | 88 |
| 313 4080 WILLOWS LIGHTIN P.G. & E. | -385.31 | 0 | 385 | 999 | 0.00 | 0 | 0 | |
| Total Expense -----> | 138.68 | 0 | -139 | -999 | 590.59 | 4,955 | 4,364 | 88 |
| DEPT TOTAL | -138.68 | 0 | 139 | 999 | -590.59 | -4,955 | -4,364 | 88 |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 170

Name: STORM DRAINS

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|---------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 301 4030 GENERAL SPEC.DEPT.EXP. | 1,153.55 | 0 | -1,154 | -999 | 1,153.55 | 3,000 | 1,846 | 62 |
| 301 4080 GENERAL P.G. & E. | 182.50 | 0 | -183 | -999 | 479.99 | 1,000 | 520 | 52 |
| 301 4115 GENERAL EQUIP. MAINT. | 0.00 | 0 | 0 | | 0.00 | 1,000 | 1,000 | 100 |
| 301 4120 GENERAL PROF. SERVICES | 0.00 | 0 | 0 | | 0.00 | 1,100 | 1,100 | 100 |
| 301 4140 GENERAL INSURANCE | 0.00 | 0 | 0 | | 1,772.97 | 1,765 | -8 | |
| Total Expense -----> | 1,336.05 | 0 | -1,336 | -999 | 3,406.51 | 7,865 | 4,458 | 57 |
| DEPT TOTAL | -1,336.05 | 0 | 1,336 | 999 | -3,406.51 | -7,865 | -4,458 | 57 |

* NOTE: DEPT Total = Revenue - Expense

DEPT #: 180

Name: SEWER MAINT

| Expense Description | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
|---------------------------------------|----------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| 318 4001 SEWER MAINT. SALARIES | 21,747.77 | 0 | -21,748 | -999 | 89,202.46 | 173,844 | 84,642 | 49 |
| 318 4002 SEWER MAINT. OVERTIME | 1,047.67 | 0 | -1,048 | -999 | 7,659.58 | 15,555 | 7,895 | 51 |
| 318 4006 SEWER MAINT. PERS | 2,429.01 | 0 | -2,429 | -999 | 50,686.17 | 62,224 | 11,538 | 19 |
| 318 4007 SEWER MAINT. HEALTH INSUR. | 7,709.66 | 0 | -7,710 | -999 | 46,365.29 | 95,552 | 49,187 | 51 |
| 318 4008 SEWER MAINT. SOCIAL SECURITY | 1,692.90 | 0 | -1,693 | -999 | 7,176.54 | 14,489 | 7,312 | 50 |
| 318 4009 SEWER MAINT. WORKERS COMP. | 3,910.52 | 0 | -3,911 | -999 | 11,606.86 | 19,861 | 8,254 | 42 |
| 318 4013 SEWER MAINT. UNEMPLOY. INS. | 0.00 | 0 | 0 | | 0.00 | 400 | 400 | 100 |
| 318 4014 SEWER MAINT. LIFE INSURANCE | 0.00 | 0 | 0 | | 123.60 | 252 | 128 | 51 |
| 318 4020 SEWER MAINT. OFFICE EXPENSE | 0.00 | 0 | 0 | | 0.00 | 600 | 600 | 100 |
| 318 4030 SEWER MAINT. SPEC.DEPT.EXP. | 1,153.56 | 0 | -1,154 | -999 | 2,302.16 | 4,500 | 2,198 | 49 |
| 318 4040 SEWER MAINT. SMALL TOOLS | 0.00 | 0 | 0 | | 0.00 | 600 | 600 | 100 |
| 318 4050 SEWER MAINT. CLOTHING EXP. | 526.15 | 0 | -526 | -999 | 1,619.23 | 2,800 | 1,181 | 42 |
| 318 4071 SEWER MAINT. TELEPHONE EXP. | 0.22 | 0 | 0 | -999 | 1.10 | 950 | 949 | 100 |
| 318 4080 SEWER MAINT. P.G. & E. | 6,551.00 | 0 | -6,551 | -999 | 44,083.41 | 160,000 | 115,917 | 72 |
| 318 4100 SEWER MAINT. BUILDING MAINT | 0.00 | 0 | 0 | | 19.66 | 2,500 | 2,480 | 99 |
| 318 4111 SEWER MAINT. VEHICLE MAINT. | 760.99 | 0 | -761 | -999 | 1,335.53 | 20,000 | 18,664 | 93 |
| 318 4112 SEWER MAINT. VEH MAINT TIRES | 0.00 | 0 | 0 | | 43.44 | 2,000 | 1,957 | 98 |
| 318 4113 SEWER MAINT. VEH MAINT GAS | 1,920.57 | 0 | -1,921 | -999 | 4,198.26 | 14,000 | 9,802 | 70 |
| 318 4115 SEWER MAINT. EQUIP. MAINT. | 326.33 | 0 | -326 | -999 | 1,556.34 | 21,000 | 19,444 | 93 |
| 318 4120 SEWER MAINT. PROF. SERVICES | 748.70 | 0 | -749 | -999 | 6,500.45 | 20,000 | 13,500 | 67 |
| 318 4130 SEWER MAINT. CONT.SERV. | 50,589.58 | 0 | -50,590 | -999 | 260,309.70 | 589,393 | 329,083 | 56 |
| 318 4140 SEWER MAINT. INSURANCE | 0.00 | 0 | 0 | | 30,223.88 | 29,145 | -1,079 | -4 |
| 318 4150 SEWER MAINT. TRAV. & MEETING | 0.00 | 0 | 0 | | 0.00 | 300 | 300 | 100 |
| 318 4160 SEWER MAINT. DUES MEMBERSHIP | 0.00 | 0 | 0 | | 0.00 | 2,000 | 2,000 | 100 |
| 318 4170 SEWER MAINT. TRAINING | 0.00 | 0 | 0 | | 0.00 | 300 | 300 | 100 |
| 318 5132 SEWER MAINT. FIRST AID | 0.00 | 0 | 0 | | 0.00 | 250 | 250 | 100 |
| 318 5631 SEWER MAINT. DISCHG. PERMIT | 6,437.00 | 0 | -6,437 | -999 | 6,437.00 | 10,500 | 4,063 | 39 |
| 318 5632 SEWER MAINT. GENERAL ADMIN. | 0.00 | 0 | 0 | | 0.00 | 77,234 | 77,234 | 100 |
| Total Expense -----> | 107,551.63 | 0 | -107,552 | -999 | 571,450.66 | 1,340,249 | 768,798 | 57 |
| DEPT TOTAL | -107,551.63 | 0 | 107,552 | 999 | -571,450.66 | -1,340,249 | -768,798 | 57 |

* NOTE: DEPT Total = Revenue - Expense

| DEPT #: 190 | | Name: NON-DEPARMENTAL | | | | | | | |
|----------------------|------------------------|-----------------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| Expense Description | | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
| 301 4111 | GENERAL VEHICLE MAINT. | 0.00 | 0 | 0 | | 1.92 | 0 | -2 | -999 |
| Total Expense -----> | | 0.00 | 0 | 0 | | 1.92 | 0 | -2 | -999 |
| DEPT TOTAL | | 0.00 | 0 | 0 | | -1.92 | 0 | 2 | 999 |

* NOTE: DEPT Total = Revenue - Expense

| DEPT #: 200 | | Name: WATER ENTERPRIS | | | | | | | | | |
|----------------------|------------------------------|-----------------------|----------------|----------|-------|---------------------|---------------------|----------|-------|--|--|
| Expense Description | | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var | | |
| 325 4030 | WATER ENTERPRIS SPEC.DEPT.EX | 2,488.00 | 0 | -2,488 | -999 | 2,488.00 | 2,000 | -488 | -24 | | |
| 325 4080 | WATER ENTERPRIS P.G. & E. | 22.80 | 0 | -23 | -999 | 86.66 | 2,300 | 2,213 | 96 | | |
| 301 4115 | GENERAL EQUIP. MAINT. | 0.00 | 0 | 0 | | 5.69 | 0 | -6 | -999 | | |
| 325 4115 | WATER ENTERPRIS EQUIP. MAINT | 0.00 | 0 | 0 | | 22.53 | 1,500 | 1,477 | 98 | | |
| 325 4120 | WATER ENTERPRIS PROF. SERVIC | 0.00 | 0 | 0 | | 863.00 | 1,000 | 137 | 14 | | |
| 325 4140 | WATER ENTERPRIS INSURANCE | 0.00 | 0 | 0 | | 102.41 | 92 | -10 | -11 | | |
| 325 5631 | WATER ENTERPRIS DISCHG. PERM | 0.00 | 0 | 0 | | 0.00 | 800 | 800 | 100 | | |
| Total Expense -----> | | 2,510.80 | 0 | -2,511 | -999 | 3,568.29 | 7,692 | 4,124 | 54 | | |
| DEPT TOTAL | | -2,510.80 | 0 | 2,511 | 999 | -3,568.29 | -7,692 | -4,124 | 54 | | |

* NOTE: DEPT Total = Revenue - Expense

| DEPT #: 400 | | Name: CAPITAL OUTLAY | | | | | | | |
|----------------------|-----------------------------------|----------------------|----------------|----------|-------|---------------------|---------------------|----------|-------|
| Expense Description | | Current Actual | Current Budget | Variance | % Var | Year To Date Actual | Total Annual Budget | Variance | % Var |
| 314 | 7168 GAS TAX 2105 PUB. WKS EQUIP. | 0.00 | 0 | 0 | | 9,124.00 | 0 | -9,124 | -999 |
| 301 | 7234 GENERAL TECHNOLOGY UPGR | 0.00 | 0 | 0 | | 2,105.52 | 12,500 | 10,394 | 83 |
| 301 | 7239 GENERAL Police Equip. | 0.00 | 0 | 0 | | 0.00 | 3,740 | 3,740 | 100 |
| 301 | 7241 GENERAL FIRE EQUIPMENT | 0.00 | 0 | 0 | | 52,603.58 | 52,603 | -1 | |
| 308 | 7256 STIP RESURFACE PROJ. | 0.00 | 0 | 0 | | 569,222.31 | 0 | -569,222 | -999 |
| 310 | 7256 RSTP-GAS TAX RESURFACE PROJ. | 0.00 | 0 | 0 | | 72,117.12 | 137,573 | 65,456 | 48 |
| 321 | 7256 SEWER CONSTRUCT RESURFACE PR | 0.00 | 0 | 0 | | 0.00 | 244,715 | 244,715 | 100 |
| 327 | 7256 PGE-SAC ST. RESURFACE PROJ. | 0.00 | 0 | 0 | | 31,017.26 | 0 | -31,017 | -999 |
| 360 | 7256 STORM DRAINAGE RESURFACE PRO | 0.00 | 0 | 0 | | 0.00 | 291,000 | 291,000 | 100 |
| 372 | 7256 GAS TAX 2103 RESURFACE PROJ. | 0.00 | 0 | 0 | | 6,924.04 | 40,846 | 33,922 | 83 |
| 301 | 7278 GENERAL SWIM POOL EQUIP | 0.00 | 0 | 0 | | 556.43 | 0 | -556 | -999 |
| 329 | 7281 EDA GRANT INFRASTRUCTURE | 825.00 | 0 | -825 | -999 | 13,924.05 | 0 | -13,924 | -999 |
| Total Expense -----> | | 825.00 | 0 | -825 | -999 | 757,594.31 | 782,977 | 25,383 | 3 |
| DEPT TOTAL | | -825.00 | 0 | 825 | 999 | -757,594.31 | -782,977 | -25,383 | 3 |

* NOTE: DEPT Total = Revenue - Expense

AGENDA ITEM

TO: Honorable Mayor Hansen and City Council Members

FROM: Wayne Peabody, Interim City Manager

SUBJECT: Special Meeting to Set Budget Priority

RECOMMENDATION

Set a date and time for Special Meeting to set Budget Priority for 2017/2018 either Tuesday March 7th, at 3:00 p.m. or Thursday March 9th, at 3:00 p.m. as the time to conduct the meeting.

SITUATION (or BACKGROUND)

Some possible dates and times for the meeting were discussed among staff and two dates were tentatively mentioned was Tuesday, March 7th or Thursday, March 9th at 3:00 p.m.

FINANCIAL CONSIDERATIONS:

None

NOTIFICATION

WPSA
WPEA
Department Heads
Robert Hunt

ALTERNATE ACTIONS

1. Choose either Tuesday, March 7th, 2017, or Thursday, March 9th, 2017, at 3:00 p.m. as the time to conduct meeting.
2. Agree upon an alternate date and time to conduct the meeting.

RECOMMENDATION

Set a date and time for Special Meeting to set Budget Priority for 2017/2018, either for Tuesday March 7th, at 3:00 p.m. or Thursday March 9th, at 3:00 p.m.

Respectfully submitted,



Wayne Peabody
Interim City Manager

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AGENDA ITEM

TO: Willows City Council
FROM: Wayne Peabody, Interim City Manager
SUBJECT: Contract Services-Law Enforcement

RECOMMENDATION

By Motion, Approve the Exploration of Contract Service Law Enforcement with the Glenn County Sheriff, and Direct the Interim City Manager to Serve the City of Willows' Interests in Negotiating a Contract for Services

SITUATION (or BACKGROUND):

The Willows Police Department continues to do an outstanding job of serving our Community with limited resources, a difficult recruiting position, and ongoing turnover. As the costs of continuing to even maintain the existing service level continues to increase significantly year over year, our ability to financially maintain becomes a greater struggle, and gives us no ability to address the improvement issues previously noted. In fact, the increased costs of just maintaining are reaching a point where service levels will need to be reduced to cover costs.

It has reached the point where an alternative needs to be explored, recognizing that:

- The service provided must meet the quality currently expected by the Community
- Efficiencies of providing service need to be gained
- Cost effectiveness is a long-term issue, beyond what may be on the surface

If adequate service coverage, subject to performance benchmarks, could not be met, then pursuing this further would not be worthwhile. In order to determine whether this would even have an opportunity to be successful, a detailed set of service parameters for 24/7 coverages has been developed and was provided to the Glenn County Sheriff. The Sheriff has indicated that meeting these parameters is doable, so the next step is to get into the details of a possible service contract. Prior to doing this, it is important to have Council support to pursue this concept further.

Staff requests that Council approve the further exploration and negotiation of these services with the Glenn County Sheriff.

FINANCIAL CONSIDERATIONS:

TBD

NOTIFICATION

WPSA Leadership Has Already Been Notified

ALTERNATE ACTIONS

1. Direct the return for appropriation
2. Request additional information from staff
3. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

By Motion, Approve the Exploration of Contract Service Law Enforcement with the Glenn County Sheriff, and Direct the Interim City Manager to Serve the City of Willows' Interests in Negotiating a Contract for Services

Respectfully submitted,



Wayne Peabody
Interim City Manager
