



# Willows City Council Special Meeting

May 23, 2018  
Willows City Hall

3:00 p.m.

## Agenda

201 North Lassen Street  
Willows, CA 95988  
(530) 934-7041

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

Interim City Manager  
Wayne Peabody

City Clerk  
Robyn Johnson

1. **CALL TO ORDER- 3:00 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**
  - a. Public Comment:

This agenda has been prepared and posted at least 24 hours prior to the special meeting of the City Council in accordance with the Ralph M. Brown Act. Public comment is limited to only those items appearing on the agenda. The public may be heard on an item before or during the consideration of any agenda item to be considered by the Council, subject to reasonable time limitations for each speaker. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.


5. **FY 2018/2019 Proposed Budget With 2019/2020 Projections**

- **Budget Overview**
- **Operations**
- **Capital**
- **Enterprise Funds**

- Consider Adoption of the Resolution Approving the Preliminary 2017/18 Budget
- Direct Staff Regarding Bringing Forward the Budget for Adoption

6. **Administrative Analyst-Finance and Human Resources-** By Motion, Approve the Updated Job Description and Re-Establish Wage Scale to \$3,930-\$4,778 per month, to Coincide with other Administrative Positions in the City Employ.
7. **Adjournment**

**This agenda was posted on May 17, 2018.**

  
Robyn Johnson, City Clerk

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](http://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 and Employer

**CITY OF WILLOWS**

**2018/19**

**PROPOSED  
BUDGET**

**WITH**

**2019/20 PROJECTIONS**

CITY OF WILLOWS  
2018-2019 PROPOSED BUDGET  
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## *2018/2019 BUDGET ANALYSIS AND SUMMARY*

The 2018/2019 projected budget contains a General Fund deficit of \$98K, based on projected revenues of \$3.828MM and appropriated expenditures of \$3.926MM. 2019-20 projections are included as well for Council consideration and review.

- The City underwent a major re-organization during 2017-18, including:
  - Transition of Police Services to the Glenn County Sheriff's Office
  - Building Department staffed by in-house Building and Planning Support with inspections and plan check moving to contract services
  - Vertical integration of Department Heads, with Fire, Community Development, and Administrative Services adding additional Departmental responsibilities

Items of note in reviewing General Fund expenditures-

### EXPENDITURES

**PERS Unfunded Liability-** This will continue to be an ongoing issue, as the unfunded liability payment for 2018/19 is \$78K higher than 2017/18 and another estimated \$85+K for 2019/20 vs. 2018/19

**Cafeteria Plan Costs-**The employees agreed to a change in health insurance provider during 2017-18, with the cost savings going into effect on 1/1/18. The full year effect of this is factored into the 2018-19 budget.

**Wage Costs-**As a reminder, Council entered into agreements effective 7/1/17 with the two labor groups, with 7/1/18 increases for the WPSA (2%) and the WEA (3%). In addition, the scale for Management and Confidential Employees include a number of step increases that go into effect throughout the year.

**Workers Compensation Insurance-**With the combination of no longer having police services, favorable experience, and an equity dividend from our JPA, workers compensation insurance is roughly \$40K lower than the previous year.

### REVENUE

**Property Tax-** The City will continue to assume that the overall increase in property tax will be 2% per year as allowed by the County Assessor. The "correction" due to the Manville unsecured property tax has been allocated over 4 years, so the per year impact is minimal.

**Sales Tax**- Sales tax appears to have flattened during 2017-18, so growth projections are minimal.

**Transient Occupancy Tax**- The effect of the planning and building at the Cal Plant facility has been a solid source of TOT growth for 2017-18 and is anticipated to continue into 2018-19. The City remains very grateful for the economic boost that construction, jobs and economic success of this operation will provide.

Various non-discretionary funding is noted as part of Operation and Maintenance (Section 2), Special Projects (Section 3), and Capital (Section 4). Please note that these funding sources are bound to specific projects or activities and have been applied as such.

Sewer and Water Enterprise activity is presented in Section 5- Sewer and Water Enterprise activities are presented on a maintenance-of-effort basis. Many of the personnel related costs pertaining to General Fund activity also have an impact on Sewer expenditures as well. The City will undergo a rate study and follow the Proposition 218 process for a rate increase to be effective 7/1/19.

The Water Enterprise Fund remains in transition as the City moves to transferring the operation of the well to California Water Service Company.

Respectfully submitted,

Tim Sailsbery  
Administrative Services Director



City of Willows - General Fund Revenue  
2018/19 and 2019/20 Projections

Revenues:	Original		2017/18		2017/18		2018-19		2019-20		NOTES
	2017/18	Projection	Mid Year	Revision	May	Revision	Projection	Projection	Projection		
PROPERTY TAX	\$ 765,000	\$ 765,000	\$ 759,250	\$ 765,000	\$ 780,300	\$ 795,906				1	
PG&E FRANCHISE	\$ 47,000	\$ 47,000	\$ 42,343	\$ 42,364	\$ 42,000	\$ 42,000					
WATER FRANCHISE	\$ 42,607	\$ 42,607	\$ 32,000	\$ 32,500	\$ 32,500	\$ 32,500					
CABLE TV FRANCHISE	\$ 32,000	\$ 32,000	\$ 60,000	\$ 62,000	\$ 62,000	\$ 62,000					
GARBAGE FRANCHISE	\$ 60,000	\$ 60,000	\$ 1,315,000	\$ 1,310,000	\$ 1,325,000	\$ 1,335,000					
SALES TAX	\$ 1,315,000	\$ 1,315,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000					
TRANSFER TAX	\$ 10,000	\$ 10,000	\$ 605,200	\$ 647,000	\$ 640,000	\$ 640,000					
OCCUPANCY TAX	\$ 590,000	\$ 590,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000					
BUSINESS LICENSE	\$ 21,000	\$ 21,000	\$ 35,000	\$ 37,500	\$ 35,000	\$ 35,000					
BUILDING PERMITS	\$ 35,000	\$ 35,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000					
ENCROACHMENT PERMITS	\$ 9,000	\$ 9,000	\$ 5,000	\$ 3,000	\$ -	\$ -					
FINES & FORFEITURES	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000					
GENERAL INTEREST	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000					
RENTAL OF PROPERTY	\$ 20,000	\$ 20,000	\$ 575,000	\$ 558,221	\$ 560,000	\$ 560,000					
MOTOR VEHICLE IN LIEU	\$ 575,000	\$ 575,000	\$ 9,000	\$ 6,000	\$ 9,000	\$ 9,000					
PLANNING FEES	\$ 9,000	\$ 9,000	\$ 20,000	\$ 15,000	\$ 25,000	\$ 25,000					
PLAN CHECK FEES	\$ 25,000	\$ 25,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000					
FIRE DEPARTMENT FEES	\$ 40,000	\$ 40,000	\$ 77,234	\$ 77,234	\$ 77,234	\$ 77,234					
SEWER ADMIN FEE	\$ 77,234	\$ 77,234	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000					
OTHER REV & FUNDS	\$ 35,800	\$ 35,800	\$ 8,000	\$ 2,500	\$ 8,000	\$ 8,000					
WEED ABATEMENT	\$ 8,000	\$ 8,000	\$ 3,936	\$ 3,936	\$ 3,936	\$ 3,936					
CAL TRANS STREET SWEEP	\$ 3,936	\$ 3,936	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500					
DIF ADMINISTRATION	\$ 1,500	\$ 1,500	\$ 500	\$ 100	\$ 500	\$ 500					
PARKING, AVA & VEH RELEASE	\$ 500	\$ 500	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000					
SWIM POOL RECEIPTS	\$ 20,000	\$ 20,000	\$ 1,300	\$ 1,600	\$ 1,300	\$ 1,300					
PARK PERMITS	\$ 1,300	\$ 1,300	\$ 13,500	\$ 14,500	\$ 14,500	\$ 14,500					
PUB SAFETY SALES TAX	\$ 13,500	\$ 13,500	\$ 500	\$ 500	\$ 500	\$ 500					
BOOKING FEES	\$ 500	\$ 500									
<b>TOTAL GENERAL REVENUES</b>	<b>\$ 3,772,877</b>	<b>\$ 3,772,877</b>	<b>\$ 3,768,063</b>	<b>\$ 3,791,289</b>	<b>\$ 3,828,270</b>	<b>\$ 3,834,876</b>					

NOTES

- 1 Projected property tax growth based upon 2% per year allowed value change by the Glenn County Assessor.
- 2 Area construction activity has led to an increase in lodging activity.

City of Willows  
 Estimated Schedule of General Fund Activity  
 FY 2017-18

Estimated 2017/2018 General Fund Revenue \$ 3,791,289

Estimated General Fund Expenditures

City Council	\$ 15,804
City Attorney	\$ 52,000
City Manager	\$ 38,362
Finance	\$ 233,567
Planning	\$ 56,906
General Office	\$ 160,166
Civic Center	\$ 33,786
Building	\$ 148,503
Police	\$ 1,498,455
Engineering	\$ 6,000
Library	\$ 186,899
Recreation	\$ 116,460
Swimming Pool	\$ 30,685
Public Works-Dept. Wide	\$ 333,136
Parks	\$ 38,057
Mall Maintenance	\$ 6,333
Museum Maintenance	\$ 1,800
Fire	\$ 739,870
Public Works-Streets	\$ 37,328
Storm Drains	\$ 5,247
Capital Outlay	\$ 68,861

Estimated 2017/18 General Fund Expenditures \$ 3,808,225

Estimated 2017/2018 Deficit \$ (16,936)

General Fund Balance 07/01/17-Unreserved	\$ 906,177
General Fund Balance 07/01/17-Reserved	\$ 200,000
General Fund Balance 07/01/17-Capital	\$ 5,000

General Fund Balance \$ 1,111,177

Estimated Fund Balance 6/30/18 \$ 1,094,241



**OPERATIONS &  
MAINTENANCE**

**SECTION 2**

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-CITY COUNCIL

	2017-18	2018-19	2019-20
General Fund	\$ 17,293	\$ 23,282	\$ 25,630
Total	\$ 17,293	\$ 23,282	\$ 25,630

Items of Note:

Council stipend moves from \$150 per month to \$250 per month in December, 2018.

CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

SOURCE OF FUNDS:  
 GENERAL \$ 2018/19 23,282 \$ 2019/20 25,630

ACCT: 10  
 DEPT: CITY COUNCIL

ACCT.# DESCRIPTION	ESTIMATED		PROPOSED		PROJECTED		2018/19		2018/19		2019/20		2019/20	
	FY 2017/2018	FY 2017/2018	FY 2018/2019	FY 2018/2019	FY 2019/2020	FY 2019/2020	FUND	FUND	FUND	FUND	FUND	FUND	FUND	FUND
	EXPENDITURES	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	SUPPORT	SUPPORT	SUPPORT	SUPPORT	SUPPORT	SUPPORT	SUPPORT	OTHER
301.4004.010 SALARIES	7650	7200	13000	15000	13000	15000	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	OTHER
301.4008.010 FICA	585	551	995	1148	995	1148	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	OTHER
301.4009.010 WORKERS COMPENSATION	864	845	432	454	432	454	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	OTHER
301.4030.010 SPECIAL DEPARTMENTAL	850	1000	1000	1000	1000	1000	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	OTHER
301.4140.010 INSURANCE	1360	1297	1455	1528	1455	1528	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	OTHER
301.4150.010 TRAVEL & MEETINGS	200	2000	2000	2000	2000	2000	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	OTHER
301.4160.010 DUES	4295	4400	4400	4500	4400	4500	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	GENERAL	OTHER
TOTAL	15804	17293	23282	25630	23282	25630								

FY 2018/2019 FY 2019/2020

EXPLANATION OF ACCOUNTS

4004 SALARIES 13000 15000

4030 SPECIAL DEPT. EXPENSE 1000 1000  
 plaques, awards, Council specific supplies

4140 INSURANCE 1455 1528  
 FIRE, THEFT, LIABILITY

4150 TRAVEL, CONFERENCES & MEETINGS 2000 2000  
 Council Related Travel and Meetings

4160 DUES & MEMBERSHIPS 4400 4500  
 NORTHERN DIVISION-LEAGUE OF CA CITIES

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-CITY ATTORNEY

	2017-18	2018-19	2019-20
General Fund	\$ 50,000	\$ 30,000	\$ 30,000
Total	\$ 50,000	\$ 30,000	\$ 30,000

Items of Note:

While recent history has City Attorney utilization at about \$30K per year, events from year to year may necessitate increased usage and cost.

CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

SOURCE OF FUNDS:  
 GENERAL \$ 2018/19 30,000 \$ 2019/20 30,000  
 ACCT: 20  
 DEPT: CITY  
 ATTORNEY

ACCT.# DESCRIPTION	ESTIMATED		PROPOSED		PROJECTED		2018/19		2018/19		2019/20	
	FY 2017/2018	FY 2017/2018	FY 2018/2019	FY 2019/2020	FUND	FUND	SUPPORT	SUPPORT	FUND	FUND	SUPPORT	SUPPORT
	EXPENDITURES	BUDGET	BUDGET	BUDGET	GENERAL	OTHER	GENERAL	OTHER	GENERAL	OTHER	GENERAL	OTHER
301.4120.020 PROFESSIONAL SERVICES	52000	50000	30000	30000	30000		30000				30000	
TOTAL	52000	50000	30000	30000	30000		30000				30000	

EXPLANATION OF ACCOUNTS

FY 2018/2019 FY 2019/2020

4120 PROFESSIONAL SERVICES 30000 30000

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-CITY MANAGER

	2017-18	2018-19	2019-20
General Fund	\$ 38,794	\$ 43,667	\$ 48,669
<b>Total</b>	<b>\$ 38,794</b>	<b>\$ 43,667</b>	<b>\$ 48,669</b>

Items of Note:

Primary costs remaining in the City Manager budget include PERS unfunded liability costs allocated to the position and retiree health contribution to former City Managers. The budget increase is due primarily to the increase in the unfunded liability costs.

CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

SOURCE OF FUNDS:  
 2018/19 2019/20  
 GENERAL \$ 43,677 \$ 48,669  
 ACCT: 30  
 DEPT: CITY  
 MANAGER

ACCT.# DESCRIPTION	ESTIMATED		PROPOSED		PROJECTED		2018/19		2018/19		2019/20		2019/20	
	FY 2017/2018	FY 2017/2018	FY 2018/2019	FY 2019/2020	SUPPORT FUND GENERAL	SUPPORT FUND OTHER	SUPPORT FUND GENERAL	SUPPORT FUND OTHER	SUPPORT FUND GENERAL	SUPPORT FUND OTHER	SUPPORT FUND GENERAL	SUPPORT FUND OTHER	SUPPORT FUND GENERAL	SUPPORT FUND OTHER
301.4006.030 PERS	26808	27796	32125	36993	32125		36993							
301.4007.030 HEALTH INSURANCE	4022	4698	3252	3376	3252		3376							
301.4030.030 SPECIAL DEPARTMENTAL	800	1500	1500	1500	1500		1500							
301.4120.030 PROFESSIONAL SERVICES	4805	4800	4800	4800	4800		4800							
301.4150.030 TRAVEL AND MEETINGS	2227	0	2000	2000	2000		2000							
TOTAL	38362	38794	43677	48669	43677	0	48669	0						0

PERSONNEL: CITY MANAGER 0

EXPLANATION OF ACCOUNTS  
 -----  
 FY 2018/2019 FY 2019/2020

4006 PERS	32125	36993
PERS ALLOCATION OF UNFUNDED LIABILITY		
4007 HEALTH INSURANCE	3252	3376
CITY PORTION OF RETIREE HEALTHCARE		
4120 PROFESSIONAL SERVICES	4800	4800
NO. STATE EMPLOYEE RELATIONS CONSORTIUM		
GRANT PREPARATION		

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-FINANCE

	2017-18	2018-19	2019-20
General Fund	\$ 237,820	\$ 253,994	\$ 264,345
Total	\$ 237,820	\$ 253,994	\$ 264,345

Items of Note:

Department's share of PERS unfunded liability increases year over year.

Reclassification of Administrative Analyst-Finance and HR and step increases of positions in the department.

Costs of actuarial services factored into contract services.



CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

SOURCE OF FUNDS:

2018/19 2019/20  
 GENERAL \$253,994 \$264,345

ACCT: 50  
 DEPT. FINANCE

ACCT.# DESCRIPTION	ESTIMATED		PROPOSED		PROJECTED		2018/19 FUND GENERAL	2018/19 FUND SUPPORT OTHER	2019/20 FUND GENERAL	2019/20 FUND SUPPORT OTHER
	FY 2017/2018 EXPENDITURES	FY 2017/2018 BUDGET	FY 2018/2019 BUDGET	FY 2019/2020 BUDGET	2018/19 GENERAL	2018/19 SUPPORT OTHER				
301.4001.050 SALARIES	131850	132059	140847	144213	140847			144213		
301.4006.050 PERS	42808	43923	49813	55757	49813			55757		
301.4007.050 HEALTH INSURANCE	19796	18289	20621	21052	20621			21052		
301.4008.050 FICA	9791	10230	10902	11160	10902			11160		
301.4009.050 WORKERS COMPENSATION	8884	9043	7035	7387	7035			7387		
301.4014.050 LIFE INSURANCE	124	126	126	126	126			126		
301.4110.050 VEH. ALLOWANCE	2500	2600	2600	2600	2600			2600		
301.4115.050 EQUIPMENT MAINTENANCE	0	250	250	250	250			250		
301.4130.050 CONTRACTUAL SERVICES	17814	21300	21800	21800	21800			21800		
TOTAL	233567	237820	253994	264345	253994		0	264345	0	

PERSONNEL:

ADMINISTRATIVE SERVICES DIRECTOR 1  
 ADMINISTRATIVE ANALYST 1

EXPLANATION OF ACCOUNTS

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	FY 2018/2019	FY 2019/2020
4130 CONTRACTUAL SERVICES		
COMPUTER SOFTWARE MAINT. CONTRACT		
ANNUAL FINANCIAL AUDIT		
PERS ACTUARIAL COSTS	21800	21800
OTHER ACTUARIAL COSTS		

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-PLANNING

	2017-18	2018-19	2019-20
General Fund	\$ 57,100	\$ 54,205	\$ 54,211
<b>Total</b>	<b>\$ 57,100</b>	<b>\$ 54,205</b>	<b>\$ 54,211</b>

Items of Note:

Increase use of planning services associated with cannabis ordinances led to increased costs in 2017-18.

Planning Commission \$50 per month stipend commenced in June, 2018.

CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

SOURCE OF FUNDS:  
 2018/19 2019/20  
 GENERAL \$ 54,205 \$ 54,211

ACCT: 60  
 DEPT. PLANNING

ACCT.# DESCRIPTION	ESTIMATED		PROPOSED		PROJECTED		2018/19 FUND	2018/19 FUND	2019/20 FUND	2019/20 FUND
	FY 2017/2018 EXPENDITURES	FY 2017/2018 BUDGET	FY 2018/2019 BUDGET	FY 2019/2020 BUDGET	SUPPORT GENERAL	SUPPORT OTHER				
301.4004.060 PART TIME WAGES	250	0	3000	3000	3000	3000			3000	
301.4008.060 FICA	19	0	230	230	230	230			230	
301.4009.060 WORKERS COMP.	0	0	125	131	131	125			131	
301.4021.060 POSTAGE	200	350	350	350	350	350			350	
301.4030.060 SPECIAL DEPARTMENTAL	1500	4250	4000	4000	4000	4000			4000	
301.4060.060 ADVERTISING	1200	500	500	500	500	500			500	
301.4120.060 PROFESSIONAL SERVICES	51000	51000	44000	44000	44000	44000			44000	
301.4150.060 TRAVEL & MEETINGS	2737	1000	2000	2000	2000	2000			2000	
TOTAL	56906	57100	54205	54211	54211	54205	0		54211	0

PERSONNEL: Planning Commissioner Stipend

EXPLANATION OF ACCOUNTS

4030 SPECIAL DEPT. EXPENSE  
 MISC. SUPPLIES & EQUIP., MAPPING  
 FY 2018/2019 4000  
 FY 2019/2020 4000

4060 ADVERTISING - PUBLIC NOTICES  
 500 500

4120 PROFESSIONAL SERVICES- CONTRACT PLANNING SERVICES  
 44000 44000

4150 TRAVEL & MEETINGS  
 2000 2000

CITY OF WILLOWS  
2018-19 PROPOSED BUDGET  
2019-20 PROJECTED BUDGET  
SUMMARY-GENERAL OFFICE

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
General Fund	\$ 153,499	\$ 159,809	\$ 160,409
Total	<u>\$ 153,499</u>	<u>\$ 159,809</u>	<u>\$ 160,409</u>

Items of Note:

Department's share of increasing PERS unfunded liability is included.

2018-19 will be an election year. \$4K allocated to election costs.

CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

SOURCE OF FUNDS:  
 2018/19 2019/20  
 GENERAL \$159,809 \$160,149

ACCT: 70  
 DEPT. GEN. OFFICE

ACCT # DESCRIPTION	ESTIMATED FY 2017/2018		PROPOSED FY 2018/2019		PROJECTED FY 2019/2020		2018/19 FUND SUPPORT	2018/19 FUND SUPPORT	2019/20 FUND SUPPORT	2019/20 FUND SUPPORT
	EXPENDITURES	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET				
301.4001.070 SALARIES	47777	47880	49252	50439	49252	50439				
301.4006.070 PERS	14399	17261	19268	21556	19268	21556				
301.4007.070 HEALTH INSURANCE	5772	5772	5772	5772	5772	5772				
301.4008.070 FICA	4188	3663	3768	3859	3768	3859				
301.4009.070 WORKERS COMPENSATION	4086	4070	2581	2710	2581	2710				
301.4013.070 UNEMPLOYMENT	11700	5000	0	0	0	0				
301.4014.070 LIFE INSURANCE	52	63	63	63	63	63				
301.4020.070 OFFICE EXPENSE	8000	6000	8000	8000	8000	8000				
301.4021.070 POSTAGE EXPENSE	1200	1800	1500	1500	1500	1500				
301.4060.070 ADVERTISING	1200	1500	1500	1500	1500	1500				
301.4071.070 TELEPHONE	5000	4000	5000	5000	5000	5000				
301.4110.070 VEH. ALLOWANCE	100	200	200	200	200	200				
301.4115.070 EQUIPMENT MAINTENANCE	5800	6000	6000	6000	6000	6000				
301.4120.070 PROFESSIONAL SERVICES	38000	38000	44000	40000	44000	40000				
301.4140.070 INSURANCE	12893	12290	12905	13550	12905	13550				
TOTAL	160166	153499	159809	160149	159809	160149				

PERSONNEL:  
 ADMINISTRATIVE ANALYST-CITY CLERK

EXPLANATION OF ACCOUNTS

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	FY 2018/2019	FY 2019/2020
4020 OFFICE SUPPLIES	8000	8000
LETTERHEAD, FORMS, COMPUTER SUPPLIES		
MISC. OFFICE SUPPLIES, RECORD BOOKS		
4021 POSTAGE	1500	1500
GENERAL OFFICE POSTAGE		
4060 ADVERTISING	1500	1500
LEGAL NOTICE PUBLICATIONS-NON PLANNING ITEMS		
4071 TELEPHONE	5000	5000
TELEPHONE IN GENERAL OFFICE AREA		
4110 VEHICLE ALLOW.	200	200
MILEAGE REIMB. PERSONAL VEHICLE		
4115 EQUIPMENT MAINTENANCE	6000	6000
ELECTRONIC OFFICE EQUIPMENT		
4120 PROFESSIONAL SERVICES	44000	40000
NETWORK MAINTENANCE CONTRACT AND		
T-1 NETWORK INTERNET LINE SERVICE		
PARCEL SOFTWARE		
ELECTION COSTS (2018-19)		
4140 INSURANCE - LIABILITY, FIRE AND THEFT	12905	13550

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-COMMUNITY ACTIVITIES

	2017-18	2018-19	2019-20
Community Discretionary	\$ 62,750	\$ 67,000	\$ 52,000
USDA-Feasibility	\$ 56,000	\$ -	\$ -
Economic Discretionary	\$ 13,750	\$ 10,000	\$ 10,000
<b>Total</b>	<b>\$ 132,500</b>	<b>\$ 77,000</b>	<b>\$ 62,000</b>

Items of Note:

\$17,000 for costs associated with the formation and maintenance of the Sustainable Groundwater Management Agency remains.

\$32,000 of website design and start up costs in 2017-18 is one time funding.

Additional \$15,000 in grant writing included in 2018-19.



CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

SOURCE OF FUNDS:

	2018/19	2019/20
COMMUNITY	\$ 67,000	\$ 52,000
ECONOMIC DEV.	\$ 10,000	\$ 10,000

ACCT: 75  
 DEPT. COMMUNITY  
 ACTIVITIES

ACCT # DESCRIPTION	ESTIMATED		PROPOSED		PROJECTED		2018/19		2018/19		2019/20		2019/20	
	FY 2017/2018	FY 2017/2018	FY 2018/2019	FY 2018/2019	FY 2019/2020	FY 2019/2020	FUND	FUND	FUND	FUND	FUND	FUND	FUND	FUND
	EXPENDITURES	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	SUPPORT	SUPPORT	SUPPORT	SUPPORT	SUPPORT	SUPPORT	SUPPORT	SUPPORT
330.4030.075 SPECIAL DEPARTMENT	70250	70250	24500	24500	24500	24500	GENERAL	OTHER	GENERAL	OTHER	GENERAL	OTHER	GENERAL	OTHER
333.4030.075 SPECIAL DEPARTMENT	3750	3750	0	0	0	0		0		0		0		0
328.4120.075 USDA COLD STORAGE GRANT	56000	56000	0	0	0	0		0		0		0		0
330.5733.075 LAFCO	10000	10000	10000	10000	10000	10000		10000		10000		10000		10000
330.5734.075 ECONOMIC DEVELOPMENT	0	0	15000	15000	0	0		15000		15000		0		0
333.5734.075 ECONOMIC DEVELOPMENT	6500	10000	10000	10000	10000	10000		10000		10000		10000		10000
330.5735.075 THREE CORE ECON. DEVELOPMENT	5500	5500	7500	7500	7500	7500		7500		7500		7500		7500
330.5760.075 COMMUNITY PROMOTION	7500	10000	10000	10000	10000	10000		10000		10000		10000		10000
TOTAL	159500	165500	77000	77000	62000	62000	0	77000	0	77000	0	62000	0	62000

EXPLANATION OF ACCOUNTS

	FY 2018/2019	FY 2019/2020
4030 SPECIAL DEPARTMENT- RENTAL UNIT UPKEEP OF 139 AND 145 N. LASSEN SUSTAINABLE GROUND WATER JPA MEMBERSHIP	24500	24500
5733 LOCAL AGENCY FORMATION COMMITTEE CONTRIBUTION	10000	10000
5734 ECONOMIC DEVELOPMENT EXPENSES/MATCHES ED RELATED GRANT WRITING AND MATCHING FUNDS	25000	10000
5735 THREE CORE ECONOMIC DEVELOPMENT ALLOCATION	7500	7500
5760 COMMUNITY PROMOTION CHAMBER OF COMMERCE (\$5K) VOLUNTEER FIRE DEPARTMENT CONTRIBUTION (\$1K) VARIOUS COMMUNITY ACTIVITIES/PROJECTS (\$4K)	10000	10000

CITY OF WILLOWS  
2018-19 PROPOSED BUDGET  
2019-20 PROJECTED BUDGET  
SUMMARY-CIVIC CENTER

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
General Fund	\$ 36,178	\$ 35,755	\$ 36,131
Total	<u>\$ 36,178</u>	<u>\$ 35,755</u>	<u>\$ 36,131</u>

Items of Note:

No major adjustments to this department.

CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

SOURCE OF FUNDS:  
2018/19    2019/20  
 GENERAL    \$ 6,700    \$ 6,700

ACCT: 80  
 DEPT. CIVIC CENTER

ACCT. #	DESCRIPTION	ESTIMATED			2018/19		2018/19		2019/20	
		FY 2017/2018 EXPENDITURES	FY 2017/2018 BUDGET	PROPOSED FY 2018/2019 BUDGET	PROJECTED FY 2019/2020 BUDGET	FUND GENERAL	FUND SUPPORT	FUND GENERAL	FUND SUPPORT	
301.4004.080	PART TIME SALARY	6364	8500	8500	8835	8500		8835		
301.4008.080	FICA	487	650	650	676	650		676		
301.4009.080	WORKERS COMPENSATION	735	728	305	320	305		320		
301.4030.080	SPECIAL DEPARTMENTAL	1200	800	800	800	800		800		
301.4080.080	P.G. & E.	14800	15000	15000	15000	15000		15000		
301.4081.080	WATER EXPENSE	3200	3000	3000	3000	3000		3000		
301.4100.080	BUILDING MAINTENANCE	7000	7500	7500	7500	7500		7500		
	TOTAL	33786	36178	35755	36131	35755	0	36131	0	

PERSONNEL:            PART TIME CUSTODIAN 15 HOURS PER WEEK

FY 2018/2019            FY 2019/2020

4100 BUILDING MAINTENANCE  
 CLEAN CARPETS, LIGHT REPLACEMENT,  
 HVAC AND GENERAL MINOR REPAIR

7500                            7500

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-BUILDING PG. 2-19

	2017-18	2018-19	2019-20
General	\$ 156,448	\$ 161,019	\$ 166,618
Certified Access	\$ 1,000	\$ 1,000	\$ 1,000
Total	\$ 157,448	\$ 162,019	\$ 167,618

Items of Note:

- Department's share of increasing PERS unfunded liability is included.
- Step increases of department personnel during period.

CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

ACCT: 90  
 DEPT. BUILDING

	2018/19	2019/20
GENERAL ACCESS	\$ 161,019	\$ 166,618
CERTIFIED	\$ 1,000	\$ 1,000
	\$ 162,019	\$ 167,618

ACT.# DESCRIPTION	ESTIMATED		PROPOSED		PROJECTED		2018/19		2018/19		2019/20		2019/20	
	FY 2017/2018	FY 2017/2018	FY 2018/2019	FY 2018/2019	FY 2019/2020	FY 2019/2020	FUND	SUPPORT	FUND	SUPPORT	FUND	SUPPORT	FUND	SUPPORT
	EXPENDITURES	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	GENERAL	OTHER	GENERAL	OTHER	GENERAL	OTHER	GENERAL	OTHER
301.4001.090 SALARIES	51997	51996	54600	55968	54600	55968	54600		54600		55968		54600	
301.4006.090 PERS	22534	22941	25940	29202	25940	29202	25940		25940		29202		25940	
301.4007.090 HEALTH INSURANCE	21781	22449	22001	22575	22001	22575	22001		22001		22575		22001	
301.4008.090 FICA	3584	4374	4573	4678	4573	4678	4573		4573		4678		4573	
301.4009.090 WORKERS COMPENSATION	3802	3789	2811	2952	2811	2952	2811		2811		2952		2811	
301.4014.090 LIFE INSURANCE	124	63	63	63	63	63	63		63		63		63	
301.4020.090 OFFICE EXPENSE	150	200	400	400	400	400	400		400		400		400	
301.4021.090 POSTAGE EXPENSE	25	50	50	50	50	50	50		50		50		50	
301.4030.090 SPECIAL DEPARTMENTAL	1400	1000	1000	1000	1000	1000	1000		1000		1000		1000	
307.4030.090 SPEC. DEPT.-CERTIFIED ACCESS	0	1000	1000	1000	1000	1000		1000					1000	
301.4040.090 SMALL TOOLS	0	100	0	0	0	0	0		0		0		0	
301.4120.090 PROFESSIONAL SERVICES	40000	46000	46000	46000	46000	46000	46000		46000		46000		46000	
301.4140.090 INSURANCE	2921	2786	2981	3130	2981	3130	2981		2981		3130		2981	
301.4150.090 TRAINING & TRAVEL	100	500	500	500	500	500	500		500		500		500	
301.4160.090 DUES & MEMBERSHIPS	85	200	100	100	100	100	100		100		100		100	
TOTAL	148503	157448	162019	167618	161019	166618	161019	1000	166618	1000	166618	1000	166618	1000

PERSONNEL:

Community Development Technician

1.0

EXPLANATION OF ACCOUNTS

	FY 2018/2019	FY 2019/2020
4120 PROFESSIONAL SERVICES	46000	46000
CONTRACT BUILDING INSPECTION AND PLAN CHECK SERVICES		
4160 DUES & MEMBERSHIPS	100	100
I.C.B.O., I.A.P.M.O., CALBO, CA. BLDG. OFFICIALS, SAC. VALLEY, MISC.		

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-POLICE

	2017-18	2018-19	2019-20
General Fund	\$ 1,475,951	\$ 1,468,733	\$ 1,536,125
SLESF	\$ 131,000	\$ 130,000	\$ 130,000
<b>Total</b>	<b>\$ 1,606,950</b>	<b>\$ 1,598,733</b>	<b>\$ 1,666,125</b>

Items of Note

Wind-down costs associated with the WPD occurred in 2017-18 and will not be repeated in 2018-19 and forward.

Sheriff's contract will adjust 2.5% per year

Department's share of increasing PERS unfunded liability is included. This pertains to the employment period with WPD and not part of the Sheriff's contract.

CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

SOURCE OF FUNDS:	2018/19	2019/20	ACC. 100
GENERAL	1,468,733	1,536,125	
SLESEF	130,000	130,000	DEPT. POLICE

ACCT.# DESCRIPTION	ESTIMATED		PROPOSED		PROJECTED		2018/19		2018/19		2019/20		2019/20	
	FY 2017/18	FY 2017/18	FY 2018/19	FY 2018/19	FY 2019/20	FY 2019/20	FUND	FUND	FUND	FUND	FUND	FUND	FUND	FUND
	EXPENDITURES	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	SUPPORT	SUPPORT	SUPPORT	SUPPORT	SUPPORT	SUPPORT	SUPPORT	OTHER
301.4001.100 SALARIES	43,932	30,000												
301.4002.100 OVERTIME	2,881	-												
301.4004.100 PART-TIME/RESERVES	38	-												
301.4005.100 HOLIDAY PAY	10,162	-												
301.4006.100 PERS	205,616	193,038	223,183	256,186										
301.4007.100 HEALTH INSURANCE	23,080	7,500												
301.4008.100 FICA	9,062	459												
301.4009.100 WORKERS COMPENSATION	28,954	28,954												
301.4013.100 UNEMPLOYMENT	22,365	-												
301.4020.100 OFFICE EXPENSE	125	-												
301.4030.100 SPECIAL DEPARTMENTAL	180	-												
301.4071.100 TELEPHONE	-	250												
301.4115.100 EQUIP. MAINT.	23,342	4,750												
301.4130.100 CONTRACTUAL SERVICES	1,128,718	1,211,000	1,245,550	1,279,939										
376.4130.100 CONTRACTUAL SERVICES	140,000	131,000	130,000	130,000										
<b>TOTAL</b>	<b>1,638,455</b>	<b>1,606,951</b>	<b>1,598,733</b>	<b>1,666,125</b>	<b>1,468,733</b>	<b>130,000</b>	<b>1,245,550</b>	<b>130,000</b>	<b>1,279,939</b>	<b>130,000</b>	<b>1,536,125</b>	<b>130,000</b>		

PERSONNEL: Law Enforcement Provided by Contract Service

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-ENGINEERING

	2017-18	2018-19	2019-20
General	\$ 10,000	\$ 10,000	\$ 10,000
Gas Tax 2107.5	\$ 2,000	\$ 2,000	\$ 2,000
Total	\$ 12,000	\$ 12,000	\$ 12,000

Items of Note:

No significant changes.



CITY OF WILLOWS  
 ADOPTED BUDGET  
 PROPOSED BUDGET  
 FY 2018-19  
 FY 2019-20

DEPT. ENGINEERING  
 ACC. 110

	2018/19	2019/20
<b>GENERAL</b>	<b>10000</b>	<b>10000</b>
Gas Tax 2107.5	2000	2000
	<u>12000</u>	<u>12000</u>

ACCT # DESCRIPTION	ESTIMATED FY 2017/18 EXPENDITURES	FY 2017/18 BUDGET	PROPOSED FY 2018/19 BUDGET	PROJECTED FY 2019/20 BUDGET	2018/19 FUND SUPPORT	2018/19 FUND SUPPORT	2019/20 FUND SUPPORT	2019/20 FUND SUPPORT
301.4120.110 PROFESSIONAL SERVICES	6000	10000	10000	10000	10000		10000	
317.4120.110 PROFESSIONAL SERVICES	0	2000	2000	2000		2000		2000
<b>TOTAL</b>	<b>6000</b>	<b>12000</b>	<b>12000</b>	<b>12000</b>	<b>10000</b>	<b>2000</b>	<b>10000</b>	<b>2000</b>

EXPLANATION OF ACCOUNTS  


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 4120 PROFESSIONAL SERVICES  
 FY 2018/2019 FY 2019/2020

General Fund	ENGINEERING SERVICES-General Engineering	10000	10000
Gas Tax	Qualified Engineering Services	2000	2000

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-LIBRARY

	2017-18	2018-19	2019-20
General Fund	\$ 194,231	\$ 191,741	\$ 200,631
County Library	\$ 54,003	\$ 54,003	\$ 54,003
Lost and Damaged Trust	\$ 2,233	\$ 2,233	\$ 2,233
Literacy Pass-through	\$ 50,000	\$ 50,000	\$ 50,000
CSLA	\$ 4,525	\$ 4,525	\$ 4,525
<b>Total</b>	<b>\$ 304,992</b>	<b>\$ 302,502</b>	<b>\$ 311,392</b>

Items of Note

Departments share of increased PERS unfunded liability included.

Staff wage adjustments included.

CITY OF WILLOW'S  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

ACC. 120  
 DEPT. LIBRARY

	2018/19	2019/20
GENERAL	191741	200631
COUNTY LIBRARY	54003	54003
CSLA	4525	4525
LOST/DAMAGE TRST	2233	2233
LITERACY PASSTHROUGI	50000	50000
	302502	311392

ACCT.# DESCRIPTION	ESTIMATED		PROPOSED		PROJECTED		2018/19 FUND SUPPORT	2018/19 FUND SUPPORT	2019/20 FUND SUPPORT	2019/20 FUND SUPPORT
	FY 2017/18 EXPENDITURES	FY 2017/18 BUDGET	FY 2018/19 BUDGET	FY 2019/20 BUDGET	FY 2018/19 BUDGET	FY 2019/20 BUDGET				
301.4001.120 SALARIES	2969	2969	3556	6274	3556	6274				
338.4001.120 SALARIES	27844	27877	29812	29812	29812	29812				
301.4004.120 PART TIME SALARIES	41000	44000	44000	44000	44000	44000				
338.4004.120 PART TIME SALARIES	7861	7861	9257	9257	11147	14666				
301.4006.120 PERS	9272	9521	11147	14666	11147	14666				
338.4006.120 PERS	1793	1793	1883	1883	1883	1883				
301.4007.120 HEALTH INSURANCE	5035	4882	3641	3860	3641	3860				
338.4007.120 HEALTH INSURANCE	4915	4915	4915	4915	4915	4915				
301.4008.120 FICA	3842	4208	4549	4757	4549	4757				
338.4008.120 FICA	2561	2561	2689	2689	2689	2689				
301.4009.120 WORKERS COMPENSATION	13585	13328	4525	4751	4525	4751				
301.4014.120 LIFE INSURANCE	62	63	63	63	63	63				
301.4020.120 OFFICE EXPENSE	2000	2500	2500	2500	2500	2500				
301.4021.120 POSTAGE	250	350	350	350	350	350				
301.4030.120 SPECIAL DEPARTMENT	250	1000	1000	1000	1000	1000				
352.4030.120 CSLA SPECIAL DEPT.	9000	4525	4525	4525						
359.4030.120 SPECIAL DEPARTMENT-LITERACY	31486	50000	50000	50000						
301.4071.120 TELEPHONE	1600	2500	2500	2500	2500	2500				
301.4080.120 P.G. & E.	12000	11000	11000	11000	11000	11000				
301.4115.120 EQUIPMENT MAINTENANCE	500	1400	1400	1400	1400	1400				
301.4130.120 CONTRACTUAL SERVICES	79054	79000	84000	86000	84000	86000				
301.4140.120 INSURANCE	13980	13335	13335	13335	13335	13335				
301.4150.120 TRAINING & TRAVEL	0	75	75	75	75	75				
301.4160.120 DUES & MEMBERSHIPS	0	100	100	100	100	100				
301.4933.120 PRINT MATERIAL	1500	4000	4000	4000	4000	4000				
202.4933.120 PRINT MATERIAL	2233	2233	2233	2233						
338.4933.120 PRINT MATERIAL	5447	5447	5447	5447						
TOTAL	280039	301443	302502	311392	191741	200631	110761	110761	5447	2233

LIBRARIAN Contract  
 LIBRARY TECHNICIAN 1  
 PART-TIME LIBRARY CLERKS 4800 annual personnel hours

FY 2018/2019 FY 2019/2020

4004 SALARIES PART TIME (General and County Library Funding)  
 PART TIME LIBRARY CLERKS (95 HRS. PER WEEK)

53257 53257

4020 OFFICE EXPENSE

2500 2500

OFFICE SUPPLIES - PAPER  
 PUNCHES, TYPEWRITER  
 RIBBONS, PENS, PENCILS,  
 COMPUTER PAPER, PRINTER  
 RIBBONS, CARTRIDGES,  
 STAMPS AND PADS, POCKET CARDS,  
 POCKETS, BOOK COVERS, SPECIAL BOOK  
 TAPE, PUBLICITY MATERIALS, SUMMER  
 READING PROGRAM MATERIALS

4130 CONTRACTUAL SERVICES

84000 86000

CONTRACT LIBRARY DIRECTOR SERVICES  
 TECHNICAL SUPPORT FOR AUTOMATION  
 HARDWARE AND SOFTWARE,  
 CATALOGING AND CIRCULATION  
 SOFTWARE UPDATES

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-BAYLISS AND ELK CREEK LIBRARIES

	2017-18	2018-19	2019-20
Bayliss-County Funding	\$ 7,297	\$ 7,297	\$ 7,297
EC-County Funding	\$ 10,216	\$ 10,216	\$ 10,216

Items of Note

Increase in funding, particularly for Bayliss, has been requested from Glenn County. Employment and utility costs are such that existing funding cannot maintain the open hours.

CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19      PROPOSED  
 FY 2019-20      PROJECTED

SOURCE OF FUNDS:      2018/19      2019/20  
 COUNTY LIBRARY      7297      7297

ACC. 121  
 DEPT. BAYLISS LIBRARY

ACCT.# DESCRIPTION	ESTIMATED		PROPOSED		PROJECTED		2018/19		2018/19		2019/20		2019/20	
	FY 2017/18	BUDGET	FY 2017/18	BUDGET	FY 2018/19	BUDGET	FY 2019/20	BUDGET	FUND	SUPPORT	FUND	SUPPORT	FUND	SUPPORT
	EXPENDITURES							GENERAL	OTHER	GENERAL	OTHER	GENERAL	OTHER	
338.4004.121 PART TIME SALARIES	4418	4192	5113	5113	0	5113	0	5113	0	5113	0	5113	0	
338.4008.121 FICA	338	321	353	353	0	353	0	353	0	353	0	353	0	
338.4009.121 WORKERS COMPENSATION	111	111	145	145	0	145	0	145	0	145	0	145	0	
338.4030.121 SPECIAL DEPARTMENT	0	16	0	0	0	0	0	0	0	0	0	0	0	
338.4071.121 TELEPHONE	450	500	500	500	0	500	0	500	0	500	0	500	0	
338.4080.121 P.G. & E.	2100	2157	1186	1186	0	1186	0	1186	0	1186	0	1186	0	
<b>TOTAL</b>	<b>7417</b>	<b>7297</b>	<b>7297</b>	<b>7297</b>	<b>0</b>	<b>7297</b>	<b>0</b>	<b>7297</b>	<b>0</b>	<b>7297</b>	<b>0</b>	<b>7297</b>	<b>0</b>	

PERSONNEL:  
 PART-TIME LIBRARY CLERK      1      (8 Hrs. Per Week)

**CITY OF WILLOWS**  
**PROPOSED BUDGET**  
 FY 2018-19 **PROPOSED**  
 FY 2019-20 **PROJECTED**

SOURCE OF FUNDS: ACC. 122  
 COUNTY LIBRARY 2018/19 2019/20 DEPT. ELK CREEK LIBRARY  
 10216 10216

ACCT.# DESCRIPTION	ESTIMATED		PROPOSED		PROJECTED		2018/19		2019/20	
	FY 2017/18	FY 2017/18 BUDGET	FY 2018/19 BUDGET	FY 2019/20 BUDGET	SUPPORT GENERAL	SUPPORT OTHER	SUPPORT GENERAL	SUPPORT OTHER		
338.4004.122 PART TIME SALARIES	4697	4905	4905	5000	0	4905	0	5000		
338.4008.122 FICA	359	375	375	383	0	375	0	383		
338.4009.122 WORKERS COMPENSATION	111	111	145	145	0	145	0	145		
338.4030.122 SPECIAL DEPARTMENT	250	2185	2691	2588	0	2691	0	2588		
338.4071.122 TELEPHONE	700	1440	900	900	0	900	0	900		
338.4135.122 RENT	1200	1200	1200	1200	0	1200	0	1200		
<b>TOTAL</b>	<b>7317</b>	<b>10216</b>	<b>10216</b>	<b>10216</b>	<b>0</b>	<b>10216</b>	<b>0</b>	<b>10216</b>		

PERSONNEL:  
 PART-TIME LIBRARY CLERK

(9 Hrs. Per Week)

**CITY OF WILLOWS**  
**2017-18 PROPOSED BUDGET**  
**2018-19 PROJECTED BUDGET**  
**SUMMARY-RECREATION**

PG 2-31

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
General Fund	\$ 127,097	\$ 109,833	\$ 114,140
Jump Start	\$ 6,484	\$ 8,297	\$ 8,297
Recreation Reimbursable	\$ 22,383	\$ 21,157	\$ 21,719
Recreation Cultural	\$ 1,000	-	-
<b>Total</b>	<b>\$ 156,964</b>	<b>\$ 139,287</b>	<b>\$ 144,156</b>

Items of Note

Recreation Director's position will transition to Recreation Coordinator.

Department's share of increasing PERS unfunded liability is included.



CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

ACC. 130  
 DEPT. RECREATION

SOURCE OF FUNDS:

	2018/19	2019/20
GENERAL	\$ 109,833	\$ 114,140
JUMP START	\$ 8,297	\$ 8,297
REC REIMB	\$ 21,157	\$ 21,719
<b>TOTAL</b>	<b>\$ 139,287</b>	<b>\$ 144,156</b>

ACCT # DESCRIPTION	ESTIMATED		PROPOSED		PROJECTED		2018/19		2018/19		2019/20	
	FY 2017/18 EXPENDITURES	FY 2017/18 BUDGET	FY 2018/19 BUDGET	FY 2018/19 BUDGET	FY 2019/20 BUDGET	FY 2019/20 BUDGET	FUND SUPPORT GENERAL	FUND SUPPORT OTHER	FUND SUPPORT GENERAL	FUND SUPPORT OTHER	FUND SUPPORT GENERAL	FUND SUPPORT OTHER
301.4001.130 SALARY	65178	65178	47880	47880	48696	47880					48696	
239.4004.130 TEMPORARY SALARIES-JUMP START	5480	5480	5480	5480	5480			5480				5480
301.4004.130 TEMPORARY SALARIES	4800	4800	4800	4800	4800	4800			4800		4800	
322.4004.130 TEMPORARY SALARIES - REC. REIMB.	10000	11600	11600	11600	12000			11600				12000
323.4004.130 TEMPORARY SALARIES - REC. CULTURAL	500	500	0	0	0			0				0
301.4006.130 PERS	22460	23031	20975	20975	23693	20975					23693	
301.4007.130 HEALTH INSURANCE	8034	8648	22011	22011	22575	22011					22575	
239.4008.130 FICA-JUMP START	420	420	420	420	420			420				420
301.4008.130 FICA	5294	5353	4581	4581	4643	4581					4643	
322.4008.130 FICA - REC. REIMB.	765	887	887	887	887			887				887
323.4008.130 FICA - REC. CULTURAL	38	38	0	0	0			0				0
239.4009.130 WORKERS COMPENSATION-JUMP START	547	547	547	547	547			547				547
301.4009.130 WORKERS COMPENSATION	4507	4491	2980	2980	3030	2980					3030	
322.4009.130 WORKERS COMPENSATION-REC. REIMB.	720	720	720	720	882			720				882
301.4014.130 LIFE INSURANCE	63	63	63	63	63	63					63	
322.4021.130 POSTAGE - REC. REIMB.	25	200	200	200	200			200				200
239.4030.130 SPEC. DEPARTMENTAL -JUMP START	1850	1850	1850	1850	1850			1850				1850
322.4030.130 SPEC. DEPARTMENTAL - REC. REIMB.	6500	7500	7500	7500	7500			7500				7500
301.4071.130 TELEPHONE	1000	700	1000	1000	1000	1000					1000	
301.4110.130 VEHICLE ALLOWANCE	2400	2400	2400	2400	2400	2400					2400	
322.4120.130 PROFESSIONAL SERVICES	335	100	250	250	250			250				250
301.4140.130 INSURANCE	2554	2437	2773	2773	2870	2773					2870	
301.4150.130 TRAINING & TRAVEL	0	200	200	200	200	200					200	
301.4160.130 DUES & MEMBERSHIPS	170	175	170	170	170	170					170	
<b>TOTAL</b>	<b>143640</b>	<b>147318</b>	<b>139287</b>	<b>139287</b>	<b>144156</b>	<b>109833</b>	<b>29454</b>	<b>114140</b>	<b>30016</b>			

PERSONNEL: RECREATION COORDINATOR 1  
 PART TIME CLERICAL ASSISTANCE 0.25  
 RECREATION ACTIVITIES TEMP. STAFF Varies

RECREATION REIMBURSABLE FUND DERIVED FROM  
 PARTICIPANT FEES TO COVER DIRECT COST OF PROGRAMS

EXPLANATION OF ACCOUNTS

FY 2018/2019 FY 2019/2020

4004 SALARIES TEMP - RECREATION REIMBURSABLE 11600 12000  
 INSTRUCTORS FOR PROGRAMS

4030 SPECIAL DEPARTMENTAL - REC. REIMB. 7500 7500  
 FACILITIES USE REIMBURSEMENT, FLYERS  
 PROGRAM EQUIPMENT, AWARDS, ETC.  
 SOFTWARE MAINTENANCE

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-SWIMMING POOL

	2017-18	2018-19	2019-20
General Fund	\$ 34,789	\$ 37,101	\$ 38,299
<b>Total</b>	<b>\$ 34,789</b>	<b>\$ 37,101</b>	<b>\$ 38,299</b>

Items of Note

\$3K in equipment and building maintenance has been added to attempt to completed deferred maintenance items.

CITY OF WILLOW'S  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

SOURCE OF FUNDS:

2018/19 2019/20  
 GENERAL 37101 38299

ACC. 135  
 DEPT. SWIM POOL

ACCT.# DESCRIPTION	ESTIMATED		PROPOSED		PROJECTED		2018/19		2018/19		2019/20		2019/20	
	FY 2017/18	FY 2017/18	FY 2018/19	FY 2019/20	FY 2018/19	FY 2019/20	SUPPORT	OTHER	SUPPORT	OTHER	SUPPORT	OTHER	SUPPORT	OTHER
	EXPENDITURES	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	GENERAL	OTHER	GENERAL	OTHER	GENERAL	OTHER	GENERAL	OTHER
301.4004.135 TEMPORARY SALARIES	12500	16336	15500	16000	15500	16000	15500		15500		16000		16000	
301.4008.135 FICA	956	1250	1186	1224	1186	1224	1186		1186		1224		1224	
301.4009.135 WORKERS COMPENSATION	1096	1097	542	1147	542	1147	542		542		1147		1147	
301.4020.135 OFFICE EXPENSE	50	200	200	200	200	200	200		200		200		200	
301.4030.135 SPECIAL DEPARTMENTAL	3000	3600	3600	3600	3600	3600	3600		3600		3600		3600	
301.4050.135 CLOTHING	75	120	120	120	120	120	120		120		120		120	
301.4060.135 ADVERTISING	720	375	375	375	375	375	375		375		375		375	
301.4071.135 TELEPHONE	250	200	250	250	250	250	250		250		250		250	
301.4080.135 P.G.& E.	5000	4700	4700	4700	4700	4700	4700		4700		4700		4700	
301.4081.135 WATER EXPENSE	3500	3500	3500	3500	3500	3500	3500		3500		3500		3500	
301.4100.135 BUILDING MAINTENANCE	780	400	2500	2500	2500	2500	2500		2500		2500		2500	
301.4115.135 EQUIPMENT MAINT.	1000	1000	2500	2500	2500	2500	2500		2500		2500		2500	
301.4120.135 PROFESSIONAL SERVICES	100	100	100	100	100	100	100		100		100		100	
301.4140.135 INSURANCE	1008	961	1079	1133	1079	1133	1079		1079		1133		1133	
301.4150.135 TRAVEL AND TRAINING	650	650	650	650	650	650	650		650		650		650	
301.5132.135 FIRST AID	0	300	300	300	300	300	300		300		300		300	
<b>TOTAL</b>	<b>30685</b>	<b>34789</b>	<b>37101</b>	<b>38299</b>	<b>37101</b>	<b>38299</b>	<b>37101</b>	<b>0</b>	<b>37101</b>	<b>0</b>	<b>38299</b>	<b>0</b>	<b>38299</b>	<b>0</b>

EXPLANATION OF ACCOUNTS

	FY 2018/2019	FY 2019/2020
4004 TEMPORARY LABOR CITY POOL	15500	16000
HEAD LIFEGUARD		
ASSIST. HEAD LIFEGUARD		
STAFF GUARDS		
SWIM LESSON INSTRUCTORS		
DAILY MAINTENANCE		
4030 SPECIAL DEPT. EXPENSE	3600	3600
CHEMICALS, TESTING EQUIPMENT, RESTROOM SUPPLIES		
CLEANING, SUPPLIES, TRASH BAGS		
4081 WATER FOR POOL, CLEAN DECK	3500	3500
POOL BUILDING ETC.		
4100 BUILDING MAINT.	2500	2500
POOL STRUCTURE, POOL ACCESSORIES, FENCING, DECKS		
RAILING, PLUMBING, ELECTRICAL, LIGHTS, GRAFFITI REMOVAL		
4120 PROFESSIONAL SERVICES	100	100
PREVIOUS CONTRACT POOL MAINTENANCE HAS		
REVERTED TO CITY STAFF		

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-PARKS/PUBLIC WORKS OPS

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
General Fund	\$ 368,583	\$ 363,514	\$ 379,627
Gas Tax	\$ 31,329	\$ 31,329	\$ 31,329
<b>Total</b>	<b>\$ 399,912</b>	<b>\$ 394,843</b>	<b>\$ 410,956</b>

Items of Note

Negotiated wage adjustments included in budget assumptions

Department's share of increasing PERS unfunded liability is included.

Department benefited from reduction in workers comp. decrease and reallocation of costs.

CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

SOURCE OF FUNDS:

GENERAL	2018/19	2019/20
GAS TAX	363514	379627
TOTAL	394843	410956

ACC: 138  
 DEPT. Parks and Public  
 Works: Department-Wide

ACCT.# DESCRIPTION	ESTIMATED		PROPOSED		PROJECTED		2018/19		2018/19		2019/20		2019/20	
	FY 2017/2018	FY 2017/2018	FY 2017/2018	FY 2018/2019	FY 2019/2020	FUND SUPPORT GENERAL	FUND SUPPORT OTHER	FUND SUPPORT GENERAL	FUND SUPPORT OTHER	FUND SUPPORT GENERAL	FUND SUPPORT OTHER	FUND SUPPORT GENERAL	FUND SUPPORT OTHER	
301.4001.138 SALARIES	148410	149699	155954	160799	155954					160799				
316.4001.138 SALARIES	20541	20541	20541	20541	20541	4000	20541			4000			20541	
301.4002.138 OVERTIME	2000	4000	4000	4000	4000									
301.4004.138 PART TIME SALARIES	16489	24255	24255	25255	25255	24255				25255				
301.4006.138 PERS	57681	58992	66455	74720	74720	66455				74720				
316.4006.138 PERS	1301	1301	1301	1301	1301		1301						1301	
301.4007.138 HEALTH INSURANCE	46824	51576	44725	45853	44725	44725				45853				
316.4007.138 HEALTH INSURANCE	5069	5069	5069	5069	5069		5069						5069	
301.4008.138 FICA	11870	13512	14065	14512	14512	14065				14512			14512	
316.4008.138 FICA	1526	1526	1526	1526	1526		1526						1526	
301.4009.138 WORKERS COMPENSATION	18701	18660	5671	6099	6099	5671				6099				
316.4009.138 WORKERS COMPENSATION	2899	2899	2899	2899	2899		2899						2899	
301.4014.138 LIFE INSURANCE	185	189	189	189	189		189			189				
301.4020.138 OFFICE EXPENSE	800	800	800	800	800	800				800				
301.4030.138 SPECIAL DEPARTMENT	0	0	0	0	0									
301.4040.138 SMALL TOOLS	650	1000	1000	1000	1000					1000				
301.4050.138 CLOTHING	1000	2500	2500	2500	2500	2500				2500				
301.4051.138 PERSONAL SAFETY EQUIPMENT	1850	2000	2000	2000	2000	2000				2000				
301.4090.138 RENT-EQUIPMENT	50	1000	1000	1000	1000	1000				1000				
301.4111.138 VEHICLE MAINTENANCE	6500	12000	12000	12000	12000	12000				12000				
301.4112.138 VEHICLE MAINTENANCE-TIRES	1500	2500	2500	2500	2500	2500				2500				
301.4113.138 FUEL	8000	11000	11000	11000	11000	11000				11000				
301.4115.138 EQUIPMENT MAINTENANCE	3250	4000	4000	4000	4000	4000				4000				
301.4120.138 PROFESSIONAL SERVICES	1700	2000	2000	2000	2000	2000				2000				
301.4134.138 TREE MAINTENANCE	1200	3500	3500	3500	3500	3500				3500				
301.4150.138 TRAVEL & TRAINING	770	1000	500	500	500	500				500				
301.4160.138 DUES AND MEMBERSHIPS	599	600	600	600	600	600				600				
301.5430.138 TOOL ALLOWANCE	2400	2400	2400	2400	2400	2400				2400				
301.5436.138 GARAGE SUPPLIES	700	1300	1300	1300	1300	1300				1300				
301.5437.138 FIRST AID	0	100	100	100	100	100				100				
TOTAL	364465	399912	394843	410956	363514	31329	379627	31329						

PERSONNEL:  
COMMUNITY SERVICES DIRECTOR 1  
MAINTENANCE WORKER I 1  
MAINTENANCE WORKER II 1  
SEASONAL PARKS/PUBLIC WORKS 0.5

EXPLANATION OF SELECTED ACCOUNTS

FY 2018/2019 FY 2019/2020

4020 OFFICE EXPENSE		
OFFICE PRODUCTS, MINOR EQUIPMENT, POSTAGE, NOTICES	800	800
4160 DUES AND MEMBERSHIPS		
AMERICAN PUBLIC WORKS ASSN, NATIONAL SWIMMING POOL FOUNDATION, PESTICIDE APPLICATOR PROFESSIONAL ASSN., UNDERGROUND SERVICE ALERT	600	600
4150 TRAVEL AND TRAINING		
CRANE CERTIFICATION AND TRAFFIC SIGNAL CERTIFICATION TRAINING	500	500



CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-PARKS

	2017-18	2018-19	2019-20
General Fund	\$ 38,450	\$ 40,748	\$ 41,171
<b>Total</b>	<b>\$ 38,450</b>	<b>\$ 40,748</b>	<b>\$ 41,171</b>

Items of Note

No major changes to this Department.



CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-MALL MAINTENANCE

	2017-18	2018-19	2019-20
General Fund	\$ 9,000	\$ 9,000	\$ 9,000
Total	\$ 9,000	\$ 9,000	\$ 9,000

Items of Note:

No major changes to this department.

CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

ACCT: 145  
 DEPT: MALL MAINT.

SOURCE OF FUNDS:  
 2018/19 2019/20  
 GENERAL 9000 9000

ACCT.# DESCRIPTION	ESTIMATED FY 2017/2018 EXPENDITURES	FY 2017/2018 BUDGET	PROPOSED FY 2018/2019 BUDGET	PROJECTED FY 2019/2020 BUDGET	2018/19		2019/20	
					FUND GENERAL	FUND OTHER	FUND GENERAL	FUND OTHER
301.4030.145 SPECIAL DEPARTMENTAL	33	1000	1000	1000	1000		1000	
301.4080.145 P.G.&E.	1800	2000	2000	2000	2000		2000	
301.4081.145 WATER	4500	6000	6000	6000	6000		6000	
TOTAL	6333	9000	9000	9000	9000		9000	0

EXPLANATION OF ACCOUNTS

4030 SPECIAL DEPARTMENT EXPENSE  
 PESTICIDES, FERTILIZER, TREES, SHRUBS, LIGHTS, PAINT, MINOR CONSTRUCTION  
 CLOCK, IRRIGATION, FENCE REPAIRS, TRASH BAGS.

FY 2018/2019 FY 2019/2020  
 1000 1000

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-MUSEUM MAINTENANCE

	2017-18	2018-19	2019-20
General Fund	\$ 2,500	\$ 2,500	\$ 2,500
<b>Total</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>

Items of Note:

No significant changes noted.

CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

ACCT: 146  
 DEPT: MUSEUM MAINT.

GENERAL	2018/19	2019/20	ESTIMATED FY 2017/2018 EXPENDITURES	FY 2017/2018 BUDGET	PROPOSED FY 2018/2019 BUDGET	PROJECTED FY 2019/2020 BUDGET	2018/19	2018/19	2019/20	2019/20
	2500	2500					FUND GENERAL	FUND OTHER	FUND GENERAL	FUND OTHER
301.4081.146 WATER			1700	1500	1500	1500			1500	
301.4100.146 BUILDING MAINTENANCE			100	1000	1000	1000	1000		1000	
TOTAL	1800	2500		2500	2500	2500	2500	0	2500	0

EXPLANATION OF ACCOUNTS

4100 BUILDING MAINTENANCE  
 MINOR REPAIRS

FY 2018/2019 1000  
 FY 2019/2020 1000

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-FIRE DEPARTMENT

	2017-18	2018-19	2019-20
General Fund	\$ 756,439	\$ 783,435	\$ 819,018
Total	\$ 756,439	\$ 783,435	\$ 819,018

Items of Note:

Compensation of additional responsibilities of the Fire Chief included in this department.

Wage adjustment effect included.

Department's share of increasing PERS unfunded liability is included.

CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

SOURCE OF FUNDS:  
 2018/19 2019/20  
 GENERAL \$ 783,435 \$ 819,018  
 ACC. 150  
 DEPT. FIRE

ACCT.# DESCRIPTION	ESTIMATED		PROPOSED PROJECTED		2018/19		2018/19		2019/20	
	FY 2017/2018	FY 2017/2018	FY 2018/2019	FY 2019/2020	FUND	FUND	SUPPORT	SUPPORT	FUND	FUND
	EXPENDITURES	BUDGET	BUDGET	BUDGET	GENERAL	OTHER	GENERAL	OTHER	GENERAL	OTHER
301.4001.150 SALARIES	299,071	308,145	312,771	321,358	312,771		321,358		321,358	
301.4002.150 OVERTIME	17,000	17,000	20,000	20,000	20,000		20,000		20,000	
301.4004.150 TEMP WAGES	8,085	5,000	5,000	5,000	5,000		5,000		5,000	
301.4005.150 HOLIDAY PAY	7,463	7,669	7,705	8,102	7,705		8,102		8,102	
301.4006.150 PERS	142,288	149,979	167,539	187,897	167,539		187,897		187,897	
301.4007.150 HEALTH INSURANCE	96,862	96,862	91,438	96,991	91,438		96,991		96,991	
301.4008.150 FICA	27,675	28,043	27,634	28,322	27,634		28,322		28,322	
301.4009.150 WORKERS COMPENSATION	20,583	20,533	19,122	19,122	19,122		19,122		19,122	
301.4010.150 CALL BACK	3,000	10,000	10,000	10,000	10,000		10,000		10,000	
301.4014.150 LIFE INSURANCE	309	315	315	315	315		315		315	
301.4020.150 OFFICE EXPENSE	1,250	1,700	1,700	1,700	1,700		1,700		1,700	
301.4021.150 POSTAGE	250	250	250	250	250		250		250	
301.4030.150 SPECIAL DEPARTMENTAL	6,300	4,500	4,500	4,500	4,500		4,500		4,500	
301.4040.150 SMALL TOOLS	5,307	5,000	5,000	5,000	5,000		5,000		5,000	
301.4050.150 UNIFORM EXPENSE	2,580	3,500	3,500	3,500	3,500		3,500		3,500	
301.4071.150 TELEPHONE	6,000	4,000	6,650	6,650	6,650		6,650		6,650	
301.4080.150 PG&E	17,000	17,000	17,000	17,000	17,000		17,000		17,000	
301.4081.150 WATER	1,400	1,500	1,500	1,500	1,500		1,500		1,500	
301.4100.150 BUILDING MAINT.	10,000	1,300	10,000	10,000	10,000		10,000		10,000	
301.4110.150 VEHICLE ALLOWANCE	2,400	2,400	2,400	2,400	2,400		2,400		2,400	
301.4111.150 VEHICLE MAINT.	10,600	10,000	10,000	10,000	10,000		10,000		10,000	
301.4113.150 VEHICLE FUEL	6,000	6,500	6,500	6,500	6,500		6,500		6,500	
301.4115.150 EQUIP. MAINT.	15,000	9,000	9,000	9,000	9,000		9,000		9,000	
301.4120.150 PROFESSIONAL SERVICES	50	300	300	300	300		300		300	
301.4130.150 CONTRACTUAL SERVICES	4,000	15,250	10,000	10,000	10,000		10,000		10,000	
301.4140.150 INSURANCE	24,297	20,593	25,511	25,511	25,511		25,511		25,511	
301.4150.150 TRAVEL & TRAINING	4,000	4,500	2,500	2,500	2,500		2,500		2,500	
301.4160.150 DUES & MEMBERSHIPS	1,100	1,100	1,100	1,100	1,100		1,100		1,100	
301.5306.150 VOLUNTEER PERS	-	4,500	4,500	4,500	4,500		4,500		4,500	
TOTAL	739,870	756,439	783,435	819,018	783,435		819,018		819,018	



PERSONNEL:  
CHIEF 1  
ENGINEER/FIREFIGHTERS 3  
CODE ENFORCEMENT OFFICER 1

EXPLANATION OF ACCOUNTS

FY 2018/2019 FY 2019/2020

4030 SPECIAL DEPT. EXPENSE 4,500 4,500  
REFERENCE BOOKS, FIRE CODES,  
FIREFIGHTING SUPPLIES  
PROTECTIVE CLOTHING

4040 SMALL TOOLS 5,000 5,000  
RADIOS AND PAGERS ARE NOW CLASSIFIED AS SMALL  
TOOLS RATHER THAN CAPITAL ITEMS

4130 CONTRACTUAL SERVICES 15,250 15,250  
WEED ABATEMENT  
ADVERTISING, SMALL OFFICE ITEMS  
PHONE SYSTEM MAINTENANCE, LEXUS NEXIS

5306 ANNUAL PERS CONTRIBUTION TO PERS VOLUNTEER FUND 4,500 4,500

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-STREET AND L&L DISTRICTS

	2017-18	2018-19	2019-20
General Fund	\$ 48,348	\$ 49,867	\$ 51,010
Gas Tax	\$ 84,651	\$ 80,651	\$ 80,651
L&L-Zone A	\$ 7,151	\$ 7,151	\$ 7,151
L&L-Zone B	\$ 4,161	\$ 4,161	\$ 4,161
<b>Total</b>	<b>\$ 144,311</b>	<b>\$ 141,830</b>	<b>\$ 142,973</b>

Items of Note:

No major changes in activity. However, with installation of LED technology in the street lights, Staff will monitor savings to Gas Tax funds with the potential to re-assign said funds to other street related activity.

CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

SOURCE OF FUNDS:

	2018/19	2019/20
GENERAL	49,867	51,010
GT 2105	33,000	33,000
GT 2106	23,929	23,929
GT 2107	23,722	23,722
L&L ZONE A	7,151	7,151
L&L ZONE B	4,161	4,161
TOTAL	141,830	142,973

DEPT 160  
 DEPT. PUBLIC WORKS/STREETS  
 DEPT 161  
 LIGHTING AND LANDSCAPE DISTRICT-ZONE A  
 DEPT 162  
 LIGHTING AND LANDSCAPE DISTRICT-ZONE B

ACCT# DESCRIPTION	ESTIMATED		PROPOSED		PROJECTED		2018/19		2018/19		2019/20		2019/20	
	FY 2017/2018	FY 2017/2018	FY 2018/2019	FY 2019/2020	FUND	FUND	SUPPORT	SUPPORT	GENERAL	OTHER	SUPPORT	SUPPORT	GENERAL	OTHER
	EXPENDITURES	BUDGET	BUDGET	BUDGET	GENERAL	OTHER	GENERAL	OTHER	GENERAL	OTHER	GENERAL	OTHER	GENERAL	OTHER
301.4030.160 SPECIAL DEPARTMENTAL	1,000	6,000	6,000	6,000	6,000		6,000				6,000			
313.4030.161 SPEC DEPARTMENT - L&L DISTRICT-ZONE A	5,001	5,001	5,001	5,001										5,001
313.4030.162 SPEC DEPARTMENT - L&L DISTRICT ZONE B	4,161	4,161	4,161	4,161										4,161
301.4071.160 TELEPHONE	1,500	1,300	1,500	1,500			1,500				1,500			
301.4080.160 PG&E-GENERAL-TRAFFIC SIGNALS	9,800	11,000	11,000	11,000			11,000				11,000			
301.4081.160 WATER EXPENSE	1,650	1,500	1,500	1,500			1,500				1,500			
313.4081.161 WATER EXPENSE -L&L DISTRICT	1,300	1,300	1,300	1,300										1,300
314.4082.161 STREET LIGHTING-L&L DISTRICT	850	850	850	850										850
314.4082.160 STREET LIGHTING	3,000	7,000	3,000	3,000										3,000
315.4082.160 STREET LIGHTING	23,929	23,929	23,929	23,929										23,929
316.4082.160 STREET LIGHTING	21,222	21,222	21,222	21,222										21,222
301.4100.160 BUILDING MAINTENANCE	600	1,000	1,000	1,000			1,000				1,000			
301.4120.160 PROFESSIONAL SERVICES	600	2,000	2,000	2,000			2,000				2,000			
301.4140.160 INSURANCE	21,778	21,548	22,867	24,010			22,867				24,010			
314.5431.160 GAS TAX-STREET MAINTENANCE	20,000	30,000	30,000	30,000										30,000
301.5439.160 ALLEY MAINTENANCE	400	4,000	4,000	4,000			4,000				4,000			
316.5438.160 GAS TAX TRAFFIC SIGNALS	500	2,500	2,500	2,500										2,500
TOTAL	117,291	144,311	141,830	142,973	49,867	91,963	51,010	91,963						91,963

FY 2018/2019 FY 2019/2020  
 49,001 49,001

4082 STREET LIGHTING  
 GAS TAX FUNDING FOR STREET LIGHTING AND  
 LIGHTING AND LANDSCAPE DISTRICT SPECIFIED LIGHTING COSTS

4100 BUILDING MAINT  
 CORP YARD MAINT., STRUCTURES, PLUMBING, ELECTRICAL, HVAC  
 YARD, AND FENCING

4120 PROF. SERVICES  
 ALARM, FIRE EXTINGUISHERS, AFLAC, SHIPPING, NOTICES  
 PRINTING, CONSULTING/TECHNICAL SVC, MINOR CONSTRUCTION

5431 STREET MAINTENANCE MATERIALS  
 AGGREGATES, ASPHALT, EMULSIONS, MINOR EQUIPMENT, EXCAVATING,  
 HAULING, DUMP FEES, MINOR CONCRETE

1,000 1,000  
 2,000 2,000  
 30,000 30,000

CITY OF WILLOWS  
 2018-19 PROPOSED BUDGET  
 2019-20 PROJECTED BUDGET  
 SUMMARY-STORM DRAINS

	2017-18	2018-19	2019-20
General Fund	\$ 7,801	\$ 8,002	\$ 8,112
<b>Total</b>	<b>\$ 7,801</b>	<b>\$ 8,002</b>	<b>\$ 8,112</b>

Items of Note:

No significant changes.

CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

SOURCE OF FUNDS:  
 2018/19 2019/20  
 GENERAL 8,002 8,112  
 ACC. 170  
 DEPT. STORM DRAINS

ACCT.# DESCRIPTION	ESTIMATED FY 2017/2018 EXPENDITURES	FY 2017/2018 BUDGET	PROPOSED PROJECTED		2018/19 FUND GENERAL	2018/19 FUND SUPPORT OTHER	2019/20 FUND GENERAL	2019/20 FUND SUPPORT OTHER
			BUDGET	BUDGET				
301.4030.170 SPECIAL DEPARTMENTAL	2,000	3,000	3,000	3,000	3,000		3,000	
301.4080.170 PG&E	1,000	1,000	1,000	1,000	1,000		1,000	
301.4115.170 EQUIPMENT MAINTENANCE	150	800	800	800	800		800	
301.4120.170 PROFESSIONAL SERVICES	-	1,000	1,000	1,000	1,000		1,000	
301.4140.170 INSURANCE	2,097	2,001	2,202	2,312	2,202		2,312	
TOTAL	5,247	7,801	8,002	8,112	8,002	0	8,112	0

4030 SPECIAL DEPARTMENTAL  
 DRAIN INLETS, GRATES, UTILITY COVERS, HERBICIDES, AGGREGATES  
 MINOR CONCRETE  
 FY 2018/2019 3,000  
 FY 2019/2020 3,000

4120 PROFESSIONAL SERVICES  
 CONSULTING AND TECHNICAL SERVICES, PUMP REWIRE, CLEANING,  
 CLEARING, LAB ANALYSIS, MINOR CONSTRUCTION  
 1,000 1,000

**SPECIAL  
PROJECTS  
SECTION 3**

**CITY OF WILLOWS  
PROPOSED BUDGET  
FY 2018-19      PROPOSED  
FY 2019-20      PROJECTED**

**SOURCE OF FUNDS:**

	<u>2018/19</u>	<u>2019/20</u>	<b>ACC: 216</b>
<b>347 HOME Program Income</b>	<b>2000</b>	<b>2000</b>	<b>DEPT: CDBG PI</b>
<b>346 Program Income</b>	<b>1000</b>	<b>1000</b>	<b>ACTIVITIES</b>

	<b>3000</b>	<b>3000</b>							
<b>ACCT.# DESCRIPTION</b>	<b>ESTIMATED</b>	<b>FY 2017/2018</b>	<b>FY 2017/2018</b>	<b>PROPOSED</b>	<b>PROJECTED</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>
	<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>FUND</b>	<b>FUND</b>	<b>FUND</b>	<b>FUND</b>
<b>347.4030.216 HOME Program- PI Reuse</b>	<b>450</b>	<b>2000</b>	<b>2000</b>	<b>2000</b>	<b>2000</b>	<b>SUPPORT</b>	<b>SUPPORT</b>	<b>SUPPORT</b>	<b>SUPPORT</b>
<b>346.4030.216 Special Department</b>	<b>540</b>	<b>1000</b>	<b>1000</b>	<b>1000</b>	<b>1000</b>	<b>GENERAL</b>	<b>OTHER</b>	<b>GENERAL</b>	<b>OTHER</b>
<b>TOTAL</b>	<b>990</b>	<b>3000</b>	<b>3000</b>	<b>3000</b>	<b>3000</b>	<b>0</b>	<b>3000</b>	<b>3000</b>	<b>3000</b>

**HOME PI- Ongoing support for Senior Housing Grant-post grant item:      2000      2000**

**Program Income-Loan processing support and training      1000      1000**

2018/19      2019/20

**CAPITAL  
OUTLAY**

**SECTION 4**



CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

SOURCE OF FUNDS:

GENERAL	2018/19	2019/20
	90000	90000

ACC: 400  
 CAPITAL OUTLAY  
 FURNITURE, FIXTURES AND EQUIPMENT

	ESTIMATED		PROPOSED		PROJECTED		2018/19		2018/19		2019/20		2019/20	
	FY 2017/2018	FY 2017/2018	FY 2018/2019	FY 2018/2019	FY 2019/2020	FY 2019/2020	FUND	SUPPORT	FUND	SUPPORT	FUND	SUPPORT	FUND	SUPPORT
	EXPENDITURES	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	GENERAL	OTHER	GENERAL	OTHER	GENERAL	OTHER	GENERAL	OTHER
301 7168,400	Public Works Equipment	0	30000	30000	30000	30000	30000						30000	
301 7234,400	Computer/Office Equipment	26387	10000	10000	10000	10000	10000						10000	
301 7241,400	Fire-Equipment Replacement	43474	50000	50000	50000	50000	50000						50000	
301 7241,400	Fire-Ambulance District Study Participation	0	10000	10000	0	0	0						0	
	Total Furniture, Fixtures and Equipment	68861	100000	90000	90000	90000	90000						90000	

Public Works Equipment- \$30,000 placeholder for capital equipment replacement funding \$ 30,000 \$ 30,000

Fire Equipment-Fire Chief will determine whether to proceed with lease/purchase of the next in line apparatus or purchase SCBA's. \$ 50,000 \$ 50,000

2018/19 2019/20

CITY OF WILLOWS  
 PROPOSED BUDGET  
 FY 2018-19 PROPOSED  
 FY 2019-20 PROJECTED

SOURCE OF FUNDS:	2018/19	2019/20
RSTP	50,000	50,000
Gas Tax 2103	50,000	50,000
SB 1	102,742	100,000
<b>TOTAL</b>	<b>202,742</b>	<b>200,000</b>

ACC: 400  
 CAPITAL OUTLAY

	ESTIMATED		PROPOSED		PROJECTED		2018/19		2018/19		2019/20		2019/20	
	FY 2017/2018	FY 2017/2018	FY 2018/2019	FY 2019/2020	FUND SUPPORT GENERAL	FUND SUPPORT OTHER	FUND SUPPORT GENERAL	FUND SUPPORT OTHER	FUND SUPPORT GENERAL	FUND SUPPORT OTHER				
306.7256.400 SB 1 Sycamore Street Reconstruction	0	0	102,742	100,000		102,742								100000
310.7256.400 Street Reconstruction and Resurfacing	0	0	50,000	50,000		50,000								50000
372.7256.400 Street Reconstruction and Resurfacing	0	0	50,000	50,000		50,000								50000
<b>Total Infrastructure</b>	<b>0</b>	<b>0</b>	<b>202,742</b>	<b>200,000</b>		<b>202,742</b>								<b>200000</b>

Funds may also be used in road related maintenance as well as reconstruction at the discretion of the Public Works Director.

**ENTERPRISE  
ACTIVITY**

**SECTION 5**

CITY OF WILLOWS  
2018-2019 BUDGET  
ANTICIPATED CASH BALANCES/EXPENDITURE RECONCILIATION  
ENTERPRISE FUNDS

2018-19  
ANTICIPATED CASH BALANCES

FUND	Req. Bal	Revenue	Loan and Grant Proceeds	Expenditure	Loan Reserve	Ending Bal.
Sewer Maintenance	1200000	1651960		1776119		1075841
Sewer Construction	435000	19000		200000		254000
Total	1635000	1670960	0	1976119	0	1329841

REVENUE/EXPENDITURE RECONCILIATION

Enterprise Expenditures		Enterprise Funding	
Sewer Ops & Maintenance	1423610	Sewer Service- Residential	1230000
Capital Expenditures	200000	Commercial	260000
Loan Repayments	352509	NE Willows CSD	146960
Total Expenditure	1976119	Total Service Fees	1636960
		Interest	15000
		Total Sewer Service Revenue	1651960
		Sewer Connection	15000
		Interest	4000
		Total Sewer Connection Revenue	19000

2019-20  
ANTICIPATED CASH BALANCES

FUND	Req. Bal	Revenue	Loan and Grant Proceeds	Expenditure	Loan Reserve	Ending Bal.
Sewer Maintenance	1075841	1651960		1785789		942012
Sewer Construction	254000	18500		200000	0	72500
Total	1329841	1670460	0	1985789	0	1014512

REVENUE/EXPENDITURE RECONCILIATION

Enterprise Expenditures		Enterprise Funding	
Sewer Ops & Maintenance	1433900	Sewer Service- Residential	1230000
Capital Expenditures	200000	Commercial	260000
Loan Repayments	351889	NE Willows CSD	146960
Total Expenditure	1985789	Total Service Fees	1636960
		Interest	15000
		Total Sewer Service Revenue	1651960
		Sewer Connection	15000
		Interest	3500
		Total Sewer Connection Revenue	18500

CITY OF WILLOWS  
 2018/19 BUDGET  
 SEWER MAINTENANCE-PERSONNEL

ACCT # DESCRIPTION	ESTIMATED		PROPOSED		PROJECTED		2018/19		2019/20	
	FY 2017/2018	BUDGET	FY 2017/2018	BUDGET	FY 2018/2019	BUDGET	FY 2019/2020	BUDGET	FUND SUPPORT SEWER	FUND SUPPORT SEWER
318.4001.180 SALARIES	184802	184222	184222	189202	197529	197529	189202	197529		
318.4002.180 OVERTIME	15587	16000	16000	16000	16000	16000	16000	16000		
318.4006.180 PERS	66100	68552	68552	76573	86220	86220	76573	86220		
318.4007.180 HEALTH INSURANCE	85468	86107	86107	74589	76500	76500	74589	76500		
318.4008.180 FICA	14546	15589	15589	15698	16335	16335	15698	16335		
318.4009.180 WORKERS COMPENSATION	18701	18660	18660	10981	11530	11530	10981	11530		
318.4013.180 UNEMPLOYMENT	0	400	400	400	400	400	400	400		
318.4014.180 LIFE INSURANCE	242	252	252	252	252	252	252	252		
<b>TOTAL SALARIES AND BENEFITS</b>	<b>385446</b>	<b>389782</b>	<b>389782</b>	<b>383695</b>	<b>404766</b>	<b>404766</b>	<b>383695</b>	<b>404766</b>		

PERSONNEL:

SUPERVISOR	1
MAINTENANCE II	2
MAINTENANCE I	1

CITY OF WILLOWS  
2018/19 BUDGET  
SEWER MAINTENANCE-OPERATIONS

ACCT # DESCRIPTION	ESTIMATED	FY 2017/2018	FY 2017/2018	PROPOSED	PROJECTED	2018/19		2019/20	
	EXPENDITURES	BUDGET	BUDGET	BUDGET	BUDGET	FUND SUPPORT SEWER	FUND SUPPORT SEWER	FUND SUPPORT SEWER	FUND SUPPORT SEWER
318.4020.180 OFFICE EXPENSE	100	600	600	600	600	600		600	
318.4030.180 SPECIAL DEPARTMENTAL	3,000	4,500	4,500	4,500	4,500	4,500		4,500	
318.4040.180 SMALL TOOLS	100	600	600	600	600	600		600	
318.4050.180 UNIFORM EXPENSE	2,800	2,800	2,800	2,800	2,800	2,800		2,800	
318.4071.180 TELEPHONE	600	950	950	950	950	950		950	
318.4080.180 PG&E	190,000	160,000	170,000	170,000	170,000	170,000		170,000	
318.4100.180 BUILDING MAINT.	250	2,500	2,500	2,500	2,500	2,500		2,500	
318.4111.180 VEHICLE MAINT.	4,500	20,000	20,000	20,000	20,000	20,000		20,000	
318.4112.180 VEHICLE-TIRES	1,500	2,000	2,000	2,000	2,000	2,000		2,000	
318.4113.180 VEHICLE-FUEL	11,000	14,000	14,000	14,000	14,000	14,000		14,000	
318.4115.180 EQUIP. MAINT.	109,000	121,000	121,000	121,000	121,000	121,000		121,000	
318.4120.180 PROFESSIONAL SERVICES	20,000	70,000	45,000	20,000	20,000	45,000		20,000	
318.4130.180 CONTRACTUAL SERVICES	630,000	610,000	641,000	641,000	654,000	641,000		654,000	
318.4140.180 INSURANCE	24,890	24,381	24,381	24,381	25,600	24,381		25,600	
318.4150.180 TRAVEL & MEETINGS	-	300	300	300	300	300		300	
318.4160.180 DUES AND MEMBERSHIPS	1,200	2,000	2,000	2,000	2,000	2,000		2,000	
318.4170.180 TRAINING	150	300	300	300	300	300		300	
318.5132.180 FIRST AID AND SAFETY	-	250	250	250	250	250		250	
318.5631.180 DISCHARGE PERMIT	7,837	10,500	10,500	10,500	10,500	10,500		10,500	
318.5632.180 GENERAL ADMINISTRATION	77,234	77,234	77,234	77,234	77,234	77,234		77,234	
TOTAL	1,084,161	1,123,915	1,039,915	1,029,134	1,029,134	1,039,915		1,029,134	

EXPLANATION OF ACCOUNTS

- 4030 SPECIAL DEPT. EXPENSE  
CHEMICALS, PIPE, AGGREGATES, MANHOLES, LIDS, LINERS,  
FITTINGS, VIDEO TAPE, MINOR CONCRETE, MINOR EQUIPMENT 4,500
- 4100 BUILDING MAINTENANCE  
WWTP, STRUCTURES, FENCES, IRRIGATION, YARD, LIFT STATION  
STRUCTURES 2,500
- 4111 VEHICLE MAINTENANCE  
DIESEL EMISSIONS RETROFIT WORK 20,000
- 4120 PROFESSIONAL SERVICES  
LAB ANALYSIS, PUMP REWIRE, CLEANING/CLEARING, INSPECTION,  
MINOR CONSTRUCTION, ENGINEERING SERVICES 45,000  
RATE STUDY
- 4130 CONTRACTUAL SERVICES  
SEVERN TRENT CONTRACT OPERATION OF PLANT FACILITY 641,000

CITY OF WILLOWS  
 2018/19 BUDGET  
 SEWER MAINTENANCE  
 CAPITAL OUTLAY

DESCRIPTION	PROPOSED 2018/19 BUDGET	PROJECTION 2019/20 BUDGET
321.7210.400 Sewer Line Replacement/Sewer Capital Projects	200,000	200,000
318.2522/5950.180 SEWER LOAN REPAYMENT-2007 Renovation	352,509	351,889
TOTAL CAPITAL AND DEBT SERVICE	552,509	551,889

CITY OF WILLOWS  
 2018/19 BUDGET  
 WATER ENTERPRISE  
 ANTICIPATED CASH BALANCE/EXPENDITURE RECONCILIATION  
 ENTERPRISE FUNDS

ANTICIPATED CASH BALANCE

	Beginning Balance	Revenue	Expenditures	Ending Balance
2018-19	7000	7000	7692	6308
2019-20			7692	5616
	6308	7000	7692	5616

Enterprise Expenditures

Enterprise Funding

	2000	2300	1500	1000	92	800	7692	7000
Special Department Expense								
PG & E								
Maintenance								
Professional Svc.								
Insurance								
State Fees								
Total							7692	7000

NOTE: The City is in process of transferring the water system to California Water Service Co. Legislation to perform this task without going to a public vote is currently in the California Legislature. If it becomes law, it will be handled administratively. Otherwise, a public vote will need to take place.



**CARRYOVER  
ACTIVITY**

**SECTION 6**

CITY OF WILLOWS  
2018-2019 PROPOSED BUDGET  
CARRYOVER PROJECTS

Project	Fund Source	Fund Number	Original Budget		Expended	Carryover
Public Works Capital-Mower	General	301	\$ 30,000	\$ -	\$ -	\$ 30,000
EDA Grant-South Willows Infrastructure Improvements	EDA	329	\$ 2,500,000	\$ 125,000	\$ 2,375,000	
Storm Drain Impact-South Willows Infrastructure	Impact Fee	360	\$ 291,000	\$ -	\$ 291,000	
Sycamore Street Reconstruction	STIP	308	\$ 624,000	\$ 100,000	\$ 524,000	
	SB1	306	\$ 37,668	\$ -	\$ 37,668	
	RSTP	310	\$ 184,420	\$ -	\$ 184,420	
	Sewer	318	\$ 20,000	\$ -	\$ 20,000	

**AGENDA ITEM**

**TO:** Wayne Peabody, Interim City Manager  
**FROM:** Tim Sailsbery, Administrative Services Director *wp*  
**SUBJECT:** Reclassify Administrative Analyst-Finance and Human Resources

---

**RECOMMENDATION**

By Motion, Approve the Updated Job Description For the Administrative Analyst-Finance And Human Resources and Re-Establish Wage Scale to \$3,930-\$4,778 per month, to Coincide with other Administrative Positions in the City Employ.

**SITUATION (or BACKGROUND):**

When the City went through the re-organization in the spring of 2017, the Administrative Services Director did not take into account that the position of Administrative Analyst-Finance and Human Resources (Jane Collins) was at a lower scale than similar positions (Administrative Analyst-City Clerk, Community Development Technician, and, now, Recreation Coordinator). It is requested that the Job Description for the position be adjusted to note the additional assignments that Jane has undertaken in the last year. In addition, the wage scale should be adjusted due to the following-

**Additional Job Tasks-**Jane has, both by request and her own drive, expanded her responsibilities in the areas of day-to-day personnel services. Those additional areas have been added to the Job Description to the position (note ***Bold and Italicized*** items on the attached). This frees up the Administrative Director to focus on administration of the personnel process.

**Leadership-** The other members of the administrative staff look to Jane as a leader and a source of advisement in their decision processes. Jane has proven herself to be willing to "make the call" when a Department Head is not available. This has proven, time and time again, to be a worthwhile resource.

**Equity-** By moving the position to be at the same pay scale as the other administrative positions in the office, it not only serves the purpose of providing proper equity among these positions, it also assists in simplifying the application of the City's wage scale.

Jane is slated to move to Step C on her existing scale effective 7/1/18. In moving Jane to the new scale, she will be placed at Step B of this scale on 7/1/18, and she will be eligible to move a step in 18 months (1/1/20). The resulting change would mean a \$364 per month increase.

**FINANCIAL CONSIDERATIONS:**

The Effect of this Change is factored into the 2018-19 Proposed Budget

**NOTIFICATION**

None

**ALTERNATE ACTIONS**

1. Approve as Presented
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 Updated Job Description For the Administrative Analyst-Finance And Human Resources and Re-Establish Wage Scale to \$3,930-\$4,778 per month, to Coincide with other Administrative Positions in the City Employ.

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Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery  
Administrative Services Director

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Attachment-

Job Description

**CITY OF WILLOWS**

**ADMINISTRATIVE ANALYST-FINANCE AND HUMAN RESOURCES**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under supervision of the Administrative Services Director, the Administrative Analyst will perform a variety of financial and analytical functions for City Finance and Human Resource Services, support grant administration activity, perform routine to difficult accounting and administrative functions, provide financial and non-financial analysis of data and report results, maintain accounting records, and perform other related tasks as requested.

**DISTINGUISHING CHARACTERISTICS:**

The job incumbent has responsibility for performing all work related to the accounts receivable/accounts payable, payroll and business licensing functions of the City. Duties and responsibilities are performed in accordance with law, ordinance, and City policy. This position also performs a variety of human resources related assignments within broad procedural guidelines with minimal supervision and instruction. Requires general knowledge of Citywide and Human Resources Division related policies, procedures and practices as well as applicable federal and state laws and regulations.

**SUPERVISION RECEIVED/EXERCISED:**

Receives supervision & direction directly from the Administrative Services Director.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Origination of accounts payable, cash receipts, and payroll.
- Maintenance of organized financial records.
- External reporting to other public agencies.
- Support services for various Department Heads.
- Accept and process applications and payments for various licenses, permits and fees.
- Financial and non-financial analysis and reporting.
- General accounting.  
Maintain confidentiality of records and information concerning City employees including personnel files, medical records files, workers' compensation files and all performance and salary related information.
- Provide assistance to City staff and the general public matters regarding human resources.
- Assist with citizen service function (telephone and counter traffic).
- Ability to cross train into other City administrative functions

## ADMINISTRATIVE ANALYST-FINANCE AND HUMAN RESOURCES

Page 2

- Serve, temporarily, in the capacity of Administrative Analyst-City Clerk and Community Service Technician
- ***Establish and maintain City-wide training matrix***
- ***Maintain all human resource and personnel forms in current format***
- ***Provide new-hire orientation***
- ***Maintain current operating knowledge of City personnel rules, Fair Labor Standards Act, California IWO's, and basic knowledge of PERS rules and regulations***
- ***Provide first line response to benefit questions***
- Maintain consistent attendance and punctuality
- Other duties as assigned.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Associates Degree in Business Administration, Accounting, Public Administration, or related field and a minimum of two years in a public agency or corporate environment performing analytical and administrative duties highly desired. Upper division accounting or public administration coursework may serve to fulfill a portion of the experience requirement.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

#### **Knowledge of:**

- Methods of organization and maintenance of records and internal controls, office equipment operation, use of Microsoft Word and Excel.
- Principles and practices of governmental accounting and maintenance of financial records.
- Federal, State and local codes and ordinances relating to taxes, fees, licenses, permits and contracts.
- Budgeting procedures and techniques.
- Safe work practices and related regulations.
- Principles of excellent customer service.

**Ability to:**

Analyze a variety of data in preparation and dissemination of information; take direction from a variety of sources; prioritize and manage tasks in order to meet deadlines; communicate and interact effectively with co-workers, regulatory agencies, and the public; prepare clear and concise written reports; adapt to various computer software and effectively obtain information from such software and manual records.

**Skills to:**

- Operate a computer with accuracy.
- Perform a variety of responsible clerical work without direct supervision.
- Interpret and apply policies, rules, laws, labor agreements and other standards appropriately in a wide variety of circumstances.
- Exercise independent judgment.
- Research, analyze and develop comprehensive reports on a variety of human resources and organizational issues and make appropriate recommendations.
- Maintain the confidentiality of privileged information.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of work.

**ACKNOWLEDGMENT:**

I acknowledge that I have read the job description and requirements for the Administrative Analyst-Finance & Human Resources position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

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Applicant Signature

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Date