



# CITY OF WILLITS

111 East Commercial Street • Willits, CA 95490  
(707) 459-4601 • Fax (707) 459-1562 • www.willitscity.com

June 13, 2013

Denise Rose, General Manager  
Brooktrails Township Community Services District  
24860 Birch Street  
Willits, CA 95490

BROOKTRAILS TOWNSHIP CSD

JUN 14 2013

RECEIVED

Dear Denise:

Attached is the calculation of estimated amounts of Brooktrails Sewer System Reimbursements for the Fiscal Year 2013/14. Also attached are copies of the Sewer Enterprise Fund 2013/14 draft budget.

Based on this calculation, the estimated operations payments beginning July 1, 2013 will be \$20,428.00 per month. The actual flow data for the first 11 months of Fiscal Year 2012/13 were used to determine the District's percentage of flow.

City Staff will recommend that this allocation be approved at the next City Council meeting on June 26, 2013. If you have any other data or information with respect to the District's percentage of flow for the past 11 months that you think we have not accounted for, please let us know. We intend to adjust the balance due for fiscal year 2012/13 based on the actual flow.

The estimated debt service payments will be billed upon receipt of the May and November bank statements. The payments are set up as pre-authorized debits, automatically drawn from our bank account, and are due and payable each July 1<sup>st</sup> (May payment) and January 1<sup>st</sup> (November payment.) Amortization schedules for these loans were provided to the previous District Manager.

Please let me know if you have any questions or are in need of any further information. I would be happy to meet with you in person to go over these documents should you wish to do so.

Best Regards,

Joanne Cavallari,  
Finance Director

Cc: Adrienne Moore, City Manager  
Willits City Council members

CITY OF WILLITS  
 BROOKTRAILS COMMUNITY SERVICES DISTRICT  
 DATA FOR SEWER SYSTEM REIMBURSEMENT COMPUTATIONS  
 ESTIMATED AMOUNTS FOR THE FISCAL YEAR ENDED JUNE 30, 2014

BROOKTRAILS TOWNSHIP CSD  
 JUN 14 2013  
 RECEIVED

**OPERATIONS**

	Influent Meter Reading	Total System Flow	Brooktrails Meter Reading	District Flow
July 1, 2012	4,704,341	24,551,000	639,556	5,597,000
August 1, 2012	4,728,892	26,103,000	645,153	5,601,000
September 1, 2012	4,754,995	24,595,000	650,754	5,504,000
October 1, 2012	4,779,590	20,971,000	656,258	6,269,000
November 1, 2012	4,800,561	35,173,000	662,527	9,763,000
December 1, 2012	4,835,734	101,639,000	672,290	21,290,000
January 1, 2013	4,937,373	43,204,000	693,580	12,129,000
February 1, 2013	4,980,577	38,392,000	705,709	8,149,000
March 1, 2013	5,018,969	50,074,000	713,858	10,557,000
April 1, 2013	5,069,043	31,556,000	724,415	9,779,000
May 1, 2013	5,100,599	22,584,000	734,194	7,372,000
June 1, 2013	5,123,183		741,566	
July 1, 2013				
		418,842,000		102,010,000
Septage Received		1,279,480		
		420,121,480		102,010,000

**Brooktrails Percentage of Flow      24.28%**

		(1) 2013/2014 Estimated Costs	(2) Administration Allocation Percentage	Administration Allocation Costs	(3) Unallocated Costs	Total Shared Operating Costs	(4) District % Total Flows	Operating Costs Allocated to District
City	Operating Costs							
Dept								
5013	Operations	\$780,945	61.82%	\$171,756		\$952,701	24.28%	\$231,326
5013	Fixed Assets	4,299			\$ (4,299)			\$0
5011	Maintenance	485,061	38.18%	106,097	(591,158)	0		\$0
5010	Administration	277,853		(277,853)		0		\$0
5014	Engineering	56,896				56,896	24.28%	13,815
5017	Contingencies	250,000			(250,000)			\$0
5015	Septage Receiving	65,477			(65,477)			\$0
5018	Debt Service	1,147,757			(1,147,757)			\$0
5019	Other Financing Uses	54,597			(54,597)			\$0
		\$3,122,885	100.00%	\$0	(\$2,113,288)	\$1,009,597		\$245,141

**Monthly Payment for Estimated Operations      \$20,428**

(1) = Estimated costs per FY 2013-2014 Budget

(2) = Allocated based on relative percentage of operating costs and maintenance costs to the total operating plus maintenance costs

(3) = Unallocated costs include:

- Collection system ("Maintenance" on City books) costs.
- Contingencies
- Septage Receiving
- Debt Service

(4) = Estimated allocation percentage based on 11 month average of "total flow entering treatment plant" during Fiscal Year 2012/2013

**DEBT SERVICE**

	Principal	Interest	Total	Brooktrails Share
Fiscal Year 13/14 Debt Service Payments:				
Loan #2	\$ 100,000	\$ 178,863	\$ 278,863	\$ -
Loan #4	110,000	359,571	469,571	176,981
Loan #5	15,500	51,978	67,478	25,432
Loan #7	129,000	199,613	328,613	123,854
Total Debt Service	\$ 354,500	\$ 790,025	\$ 1,144,525	\$ 326,268

## SEWER ADMINISTRATION (5010)

**BASIC FUNCTIONS:** This department provides administrative support to the Sewer Department. Administrative tasks include: assisting with program administration, preparing correspondence on behalf of the Sewer Department, contract administration for sewer related professional services contracts, preparing and transmitting regulatory agency reports, purchasing, record keeping, and file maintenance. Staff participates in the Technical Advisory Committee, Sewer Task Force Committee, and Council meetings. This department is also responsible for long range planning, including researching and preparing project proposal documents, such as requests for proposals (RFP), technical reports, proposal packets and preparing Council reports for sewer related projects. It also includes the preparation of the annual Sewer and Capital Improvement Budgets.

### **2013-2014 PROGRAM GOALS:**

- Implement new regulations established in the NPDES permit adopted in June 2010.
- Transition from paper reporting to electronic reporting, as required by the State and Regional Water Quality Control Boards.
- Collaborate with Sewer Engineering to develop RFPs for establishing local limits, purchasing a permanent Septage Receiving Station, and studies associated with establishing the agronomic rate of reclaimed water discharge.
- Continue efforts to reduce operating costs.
- Work towards implementation of Sanitary Sewer Management Plan and reduction of I & I.
- Prepare Maintenance Building proposal.

<b>ALLOCATED POSITIONS:</b>	<b>12/13</b>	<b>13/14</b>
City Manager	(0.20)	(0.20)
City Engineer/Sewer Director	(0.20)	(0.20)
Finance Director/City Treasurer	(0.25)	(0.30)
Senior Accountant	(0.22)	(0.20)
Office Assistant III (UB Clerk)	(0.30)	(0.30)
Administrative Assistant	(0.15)	(0.15)
Engineering Technical Writer	<u>(0.30)</u>	<u>(0.30)</u>
Full-time Equivalent	(1.62)	(1.65)
Community Development Director (Part-time)		(240 hours per year)
Office Assistant I (Part-time)		(78 hours)

### **BUDGET LINE ITEM COMMENTS/DETAILS:**

2001-002	Administrative certification (\$300).
2001-003	County Air Quality Permit. Total (\$250).
2041-000	Office equipment for new office (\$3,000).
2050-000	Subscriptions for waste water publications, membership dues [Water Environment Federation and California Water Environment Association]. Total (\$1,000).
2055-000	Office supplies & County printouts. Total (\$2,000).
2091-000	Advertising, printing and mailings (\$500).
2096-000	Office lease (\$2,000), 33.3% share of Public Works building lease (\$5,060). Total (\$7,060).
2105-000	Travel and training costs (\$1,000).
2199-000	New office set-up costs (\$1,000).
3010-000	Property taxes, (\$13,325).
3021-000	Overhead allocation (\$50,705).

**CITY OF WILLITS  
DRAFT BUDGET  
Fiscal Year 2013-2014**

**Fund 501-Sewer Enterprise  
Department 5010-Administration**

<b>Financing Uses</b>		<b>Budget</b>	<b>Projected</b>	<b>Dept</b>	<b>Finance</b>	<b>2013-2014</b>
<b>Salaries and Employee Benefits</b>		<b>2012-2013</b>	<b>Actual</b>	<b>Request</b>	<b>Committee</b>	<b>Council</b>
			<b>6/30/2013</b>			<b>Adopt</b>
1001-000	Regular Employees	\$110,816	\$72,190	\$106,713	\$110,091	\$110,091
1002-000	Part Time Employees	1,351	788	906	906	10,893
1003-000	Overtime	0	35	0	0	0
1011-000	FICA	6,954	4,527	6,672	6,882	7,501
1012-000	Medicare	1,626	1,059	1,560	1,609	1,754
1013-000	Health Insurance	31,623	21,692	35,326	35,128	35,128
1014-000	Retirement	21,379	14,647	22,655	23,372	23,372
1015-000	Unemployment Insurance	689	748	759	759	868
1016-000	Workers Compensation	7,515	4,892	7,210	7,437	8,106
<b>Total Salaries and Benefits</b>		<b>\$181,954</b>	<b>\$120,579</b>	<b>\$181,801</b>	<b>\$186,184</b>	<b>\$197,713</b>
<b>Services and Supplies</b>						
2001-002	Permits-State	\$300	\$300	\$300	\$300	\$300
2001-003	Permits-County	200	2,000	250	250	250
2032-000	Insurance Deductible	0	3,790	0	0	0
2041-000	Equipment Maintenance & Supplies	0	78	3,000	3,000	3,000
2050-000	Dues and Subscriptions	900	300	1,000	1,000	1,000
2055-000	Office Expense	2,500	650	2,000	2,000	2,000
2081-030	Other Contracts	0	3,750	29,210	25,000	0
2091-000	Advertising and Printing	500	0	500	500	500
2096-000	Rents and Leases-Buildings	9,460	8,637	7,060	7,060	7,060
2105-000	Travel and Training	1,000	1,000	1,000	1,000	1,000
2199-000	Other Services and Supplies	0	50	1,000	1,000	1,000
3010-000	Taxes and Assessments	13,082	13,064	13,325	13,325	13,325
<b>Total Services and Supplies</b>		<b>\$27,942</b>	<b>\$33,619</b>	<b>\$58,645</b>	<b>\$54,435</b>	<b>\$29,435</b>
<b>Other Charges</b>						
3021-000	Overhead Allocation	\$37,558	\$50,705	\$50,705	\$50,705	\$50,705
<b>Total Other Charges</b>		<b>\$37,558</b>	<b>\$50,705</b>	<b>\$50,705</b>	<b>\$50,705</b>	<b>\$50,705</b>
<b>Total Administration</b>		<b>\$247,454</b>	<b>\$204,903</b>	<b>\$291,151</b>	<b>\$291,324</b>	<b>\$277,853</b>

## SEWER MAINTENANCE (5011)

**BASIC FUNCTIONS:** This department maintains and repairs the City sewer collection system. This work includes: inspection, cleaning, and repair of sewer pipelines. This department is also responsible for the implementation and enforcement of the Inflow and Infiltration (I&I) Program, Fats Oils and Grease (FOG) Program, Flow Monitoring Program, and Wastewater Discharge Program. Staff responds and resolves sewer problems, including emergency overflows. Staff also performs lift station maintenance, inspects new pipeline construction and marks sewer facilities for Underground service Alert.

### **2013-2014 PROGRAM GOALS:**

- Inspect and televise 3 miles of the sewer system.
- Clean 3 miles of the sewer system.
- Patch sections of pipe in need of repair.
- Repair leaky manholes as budgeted.
- Conduct permit inspections.
- Prioritize problem areas within the system.
- Further the Inflow and Infiltration Program.

<b>ALLOCATED POSITIONS:</b>	<b>12/13</b>	<b>13/14</b>
Chief Plant Supervisor	(0.25)	(0.25)
City Engineer	(0.10)	(0.00)
Public Works Director	(0.00)	(0.20)
Operator II/III	(1.20)	(1.20)
Operator I	(0.70)	(0.70)
Public Works Lead Person	(0.04)	(0.04)
Public Works Maintenance Worker	(0.16)	(0.16)
Operator-in-Training	<u>(0.25)</u>	<u>(0.25)</u>
Full-time Equivalent	(2.70)	(2.80)

### **BUDGET LINE ITEM COMMENTS/DETAILS:**

2001-002	NPDES Permit for the Collection System. Total (\$1,600)
2010-000	Work uniforms, coveralls, rubber boots, rain gear, (\$2,000), Boot allowance (\$600). Total (\$2,600).
2041-000	Maintenance of equipment (rebuilt pump, light system, parts for trucks), pipeline supplies, saddles for lateral & cleanout installations (\$25,000).
2044-000	Fuel and oil for vehicles (i.e., sewer jet, backhoe, dump truck) (\$8,000).
2045-000	Maintenance of buildings and grounds (\$1,500).
2061-012	Soils hydrology and structural engineering. Total (\$6,000).
2061-015	Laboratory testing for fats, oil and grease program (\$5,000).
2061-020	Professional services, appraisal, manhole seal. Total (\$5,000).
2081-030	System mapping (\$19,200), other contracts [IT] (\$2,500). Total (\$21,700).
2095-000	Equipment rental (\$1,000).
2101-033	Safety needs including confined space entry (\$3,000).
2101-035	Aggregate for sewer line repair and restoration of the street (\$4,000).
2101-038	Humboldt Street relocate laterals and cleanouts (\$50,000), 1/3 Share of City Wide Aerial Photography (\$22,100). Total (\$72,100).
2101-045	Underground Service Alert, small materials, shoring, traffic plates, and seed (\$2,000).
2105-000	CWEA, SSMP, Sewer Cad training, travel & lodging (\$4,000).
2110-000	Electricity for lift stations (\$600).
2199-000	Other services & supplies (\$200).
3001-000	TV truck principal (\$45,080), Vac truck principal (\$49,100), 4WD Pickup principal (\$2,257). Total (\$96,437).
3002-000	TV truck interest (\$6,649), Vac truck interest (\$5,674), 4WD Pickup interest (\$574). Total (\$12,897).
3020-000	ISF equipment charges (\$1,000).
3021-000	Overhead allocation (\$11,819).

CITY OF WILLITS  
DRAFT BUDGET  
Fiscal Year 2013-2014

**Fund 501-Sewer Enterprise**  
**Department 5011-Maintenance**

<u>Financing Uses</u>		<u>Budget</u>	<u>Projected</u>	<u>Dept</u>	<u>Finance</u>	<u>2013-2014</u>
<u>Salaries and Employee Benefits</u>		<u>2012-2013</u>	<u>Actual</u>	<u>Request</u>	<u>Committee</u>	<u>Council</u>
			<u>6/30/2013</u>			<u>Adopt</u>
1001-000	Regular Employees	\$121,020	\$40,665	\$106,251	\$115,851	\$115,851
1002-000	Part Time Employees	19,136	1,191	0	0	0
1003-000	Overtime	0	336	0	0	0
1004-000	Comp Time Paid	0	17	0	0	0
1011-000	FICA	8,690	2,617	6,588	7,183	7,183
1012-000	Medicare	2,032	612	1,541	1,680	1,680
1013-000	Health Insurance	38,971	13,542	42,163	41,322	41,322
1014-000	Retirement	25,662	8,240	22,557	24,595	24,595
1015-000	Unemployment Insurance	1,476	467	1,128	1,215	1,215
1016-000	Workers Compensation	9,390	2,828	7,119	7,762	7,762
<b>Total Salaries and Benefits</b>		<b>\$226,377</b>	<b>\$70,514</b>	<b>\$187,347</b>	<b>\$199,608</b>	<b>\$199,608</b>
<b><u>Services and Supplies</u></b>						
2001-002	Fees and Permits State	\$1,600	\$1,521	\$1,600	\$1,600	\$1,600
2010-000	Clothing and Safety Equipment	2,700	2,700	2,600	2,600	2,600
2041-000	Equipment Mtce and Supplies	25,000	17,650	25,000	25,000	25,000
2044-000	Vehicle Operations	8,000	7,813	8,000	8,000	8,000
2045-000	Maintain Bldg's and Grounds	1,000	1,124	1,500	1,500	1,500
2061-012	Architectural and Engineering	6,000	0	6,000	6,000	6,000
2061-015	Laboratory testing	5,000	0	5,000	5,000	5,000
2061-020	Other Professional Services	5,000	2,326	5,000	5,000	5,000
2081-030	Other Contracts	14,000	10,341	21,700	21,700	21,700
2095-000	Rents and Leases-Equipment	1,000	0	1,000	1,000	1,000
2101-033	Safety Supplies	3,000	3,000	3,000	3,000	3,000
2101-035	Rock/Gravel/Asphalt	4,000	364	4,000	4,000	4,000
2101-038	Infrastructure and Roadways	37,000	41,450	50,000	72,100	72,100
2101-045	Other Special Dept Expense	2,000	629	2,000	2,000	2,000
2105-000	Training and Travel	3,200	700	4,000	4,000	4,000
2110-000	Utilities	600	508	600	600	600
2199-000	Other Services and Supplies	200	0	200	200	200
<b>Total Services and Supplies</b>		<b>\$119,300</b>	<b>\$90,125</b>	<b>\$141,200</b>	<b>\$163,300</b>	<b>\$163,300</b>
<b><u>Debt Service</u></b>						
3001-000	Principal	\$97,498	\$89,861	\$96,437	\$96,437	\$96,437
3002-000	Interest	22,654	16,642	12,897	12,897	12,897
<b>Total Debt Service</b>		<b>\$120,152</b>	<b>\$106,502</b>	<b>\$109,334</b>	<b>\$109,334</b>	<b>\$109,334</b>
<b><u>Other Charges</u></b>						
3020-000	Equipment Charges	\$800	\$1,348	\$1,000	\$1,000	\$1,000
3021-000	Overhead Allocation	23,872	11,819	11,819	11,819	11,819
<b>Total Other Charges</b>		<b>\$24,672</b>	<b>\$13,167</b>	<b>\$12,819</b>	<b>\$12,819</b>	<b>\$12,819</b>
<b>Total Maintenance</b>		<b>\$490,501</b>	<b>\$280,308</b>	<b>\$450,700</b>	<b>\$485,061</b>	<b>\$485,061</b>

## SEWER OPERATIONS (5013)

**BASIC FUNCTIONS:** This department is responsible for the operation and maintenance of the City's sewer plant and reclaimed water irrigation, sludge thickening & dewatering, compost mixing and disposal systems. Wastewater plant operators conduct laboratory testing as defined by regulatory agencies. This department is also responsible for the disinfection and disposal of effluent water as defined by the City's NPDES permit. Operators respond to all sewer plant alarms and emergencies. Operators also maintain plant grounds and equipment.

### **2013-2014 PROGRAM GOALS:**

- Optimize plant operations.
- Establish agronomic rates of reclaimed water irrigation.
- Transition to new NPDES requirements.

<b>ALLOCATED POSITIONS:</b>	<b>12/13</b>	<b>13/14</b>
City Engineer/Sewer Director	(0.10)	(0.00)
Chief Plant Operator/Supervisor	(0.65)	(0.65)
Operator II/III	(1.70)	(1.70)
Operator I	(0.30)	(0.30)
Operator-in-Training	<u>(0.25)</u>	<u>(0.25)</u>
Full-time Equivalent	(3.00)	(2.90)

### **BUDGET LINE ITEM COMMENTS/DETAILS:**

2001-002	State Operator Certification, ELAP, NPDES, Fish & Game permits and others. Total (\$13,000).
2001-003	County Air Quality Control permit, fees and other permits (\$2,000).
2010-000	Clothing, safety equipment boot allowance. Total (\$1,000).
2015-000	Telephone, cell phones, data lines (\$4,000).
2025-000	Household Expense – soap, wax, light fixtures, etc. (\$500).
2041-000	Maintenance of all sewer plant equipment and machinery (\$40,000).
2044-000	Fuel and oil for operations vehicles (pick-up trucks, backhoe, Hesston tractor) (\$4,000).
2045-000	Maintenance of effluent and pond cleaning facilities, sludge disposal (\$5,000).
2061-012	Soils, hydrology, structural engineering (\$10,000), Wetlands study (\$20,000), Agronomic rate study (\$70,000). Total (\$100,000).
2061-015	NPDES testing, bioassays, system performance evaluations (\$38,000).
2061-016	Hepatitis, tetanus and other inoculations (\$300).
2061-020	Crane inspection, calibration and certification of scales and meters, minor fabrication and welding, creek clearing. Total (\$10,000).
2081-030	Computer maintenance and networking (\$1,000), on site hauling (\$1,000). Total (\$2,000).
2096-000	Land lease irrigation contract (\$2,500).
2101-032	Training supplies –videos, training courses, software training. Total (\$2,000).
2101-033	Safety supplies: fire extinguishers, gas sniffers, harnesses, medical supplies, personal safety items (gloves, ear plugs, etc.) Total (\$1,500).
2101-034	Chlorine, sulfur dioxide, polymer, and lab chemicals (\$20,000).
2101-038	Repair of access road (\$1,000).
2101-045	Small equipment, oils and lubricants, Hazwopper training (\$1,000).
2105-000	Transportation and lodging for meetings, training and certification (\$3,500), Hazwopper training (\$1,000). Total (\$4,500).
2110-000	Utilities, PG&E, propane, and diesel (\$175,500).
2199-000	Aramark and Willits Solid Waste charges (\$8,000).
3001-000	Flail mower principal (\$1,461), 4WD Pickup principal (\$2,257). Total (\$3,718).
3002-000	Flail mower interest (\$7), 4WD Pickup interest (\$574). Total (\$581).
3010-000	Tax on Wells Fargo lease payment (\$29).
3020-000	ISF equipment charges (\$200).
3021-000	Overhead Allocation (\$42,195).

CITY OF WILLITS  
DRAFT BUDGET  
Fiscal Year 2013-2014

**Fund 501-Sewer Enterprise**  
**Department 5013-Plant Operations**

<b>Financing Uses</b>		<b>Budget</b>	<b>Projected</b>	<b>Dept</b>	<b>Finance</b>	<b>2013-2014</b>
<b>Salaries and Employee Benefits</b>		<b>2012-2013</b>	<b>Actual</b>	<b>Request</b>	<b>Committee</b>	<b>Council</b>
			<b>6/30/2013</b>			<b>Adopt</b>
1001-000	Regular Employees	\$165,177	\$200,752	\$154,958	\$154,958	\$154,958
1002-000	Part Time Employees	0	0	0	0	0
1003-000	Overtime	24,975	20,051	24,975	24,975	24,975
1004-000	Comp Time Paid	0	7,038	0	0	0
1005-000	Benefit Buy-Outs	7,714	7,024	7,714	7,714	7,714
1007-000	Longevity Incentive	3,750	3,750	3,750	3,750	3,750
1011-000	FICA	12,500	14,794	11,867	11,867	11,867
1012-000	Medicare	2,923	3,460	2,775	2,775	2,775
1013-000	Health Insurance	46,703	60,065	50,473	48,908	48,908
1014-000	Retirement	33,896	42,991	33,690	33,690	33,690
1015-000	Unemployment Insurance	1,199	1,723	1,260	1,260	1,260
1016-000	Workers Compensation	13,508	15,987	12,824	12,824	12,824
<b>Total Salaries and Benefits</b>		<b>\$312,346</b>	<b>\$377,634</b>	<b>\$304,286</b>	<b>\$302,721</b>	<b>\$302,721</b>
<b>Services and Supplies</b>						
2001-002	Fees and Permits-State	\$11,000	\$7,500	\$13,000	\$13,000	\$13,000
2001-003	Fees and Permits-County	3,000	1,500	2,000	2,000	2,000
2010-000	Clothing and Safety Equipment	2,200	1,000	1,000	1,000	1,000
2015-000	Communications	4,200	3,631	4,000	4,000	4,000
2025-000	Household Expense	500	380	500	500	500
2041-000	Equipment Mtce and Supplies	30,000	38,377	40,000	40,000	40,000
2044-000	Vehicle Operations	4,200	1,698	4,000	4,000	4,000
2045-000	Mtce Buildings and Grounds	5,000	744	5,000	5,000	5,000
2061-012	Architectural and Engineering	10,000	3,263	110,000	100,000	100,000
2061-015	Laboratory Testing	35,000	32,640	38,000	38,000	38,000
2061-016	Medical	150	0	300	300	300
2061-020	Other Professional Services	10,000	540	10,000	10,000	10,000
2081-030	Other Contract Services	3,000	739	2,000	2,000	2,000
2096-000	Rents and Leases-Bldgs/Grnds.	2,500	2,500	2,500	2,500	2,500
2101-032	Training Supplies	2,000	0	2,000	2,000	2,000
2101-033	Safety Supplies	1,500	170	1,500	1,500	1,500
2101-034	Chemical and Lab Supplies	30,000	21,136	20,000	20,000	20,000
2101-038	Infrastructure and Roadways	1,000	22	21,000	1,000	1,000
2101-045	Other Special Dept Expense	1,000	0	1,000	1,000	1,000
2105-000	Travel and Training	3,500	457	4,500	4,500	4,500
2110-000	Utilities	182,600	197,270	175,500	175,500	175,500
2199-000	Other Svs and Supplies	4,500	7,319	8,000	8,000	8,000
<b>Total Services and Supplies</b>		<b>\$346,850</b>	<b>\$320,887</b>	<b>\$465,800</b>	<b>\$435,800</b>	<b>\$435,800</b>
<b>Debt Service</b>						
3001-000	Principal	\$22,845	\$16,892	\$3,718	\$3,718	\$3,718
3002-000	Interest	7,020	670	581	581	581
<b>Total Debt Service</b>		<b>\$29,865</b>	<b>\$17,562</b>	<b>\$4,299</b>	<b>\$4,299</b>	<b>\$4,299</b>
<b>Other Charges</b>						
3010-000	Taxes and Assessments	\$1,400	\$1,470	\$29	\$29	\$29
3020-000	Equipment Charges	250	116	200	200	200
3021-000	Overhead Allocation	51,340	42,195	42,195	42,195	42,195
<b>Total Other Charges</b>		<b>\$52,990</b>	<b>\$43,781</b>	<b>\$42,424</b>	<b>\$42,424</b>	<b>\$42,424</b>
<b>Total Plant Operations</b>		<b>\$742,051</b>	<b>\$759,864</b>	<b>\$816,809</b>	<b>\$785,244</b>	<b>\$785,244</b>



## SEWER ENGINEERING (5014)

**BASIC FUNCTIONS:** Preparation and review of engineering drawings and specifications. Provide plans, specifications, construction engineering and inspection for projects. Secure permit approval from outside agencies (Caltrans, Mendocino County Department of Public Works, Fish & Game, Regional Water Quality Control Board, Army Corps of Engineers). Prepare sewer line and appurtenances standard details, specifications and infiltration and inflow analysis.

### **2013-2014 PROGRAM GOALS:**

- Provide plans, specifications and recommendations for installation of a Maintenance Building.
- Further mapping by converting the sewer system map to Arcview for compatibility with the sewer truck.
- Complete the soils, hydrology, structural engineering, wetlands, and Agronomic rate studies
- Work towards developing a hydraulic model.
- Complete Holly Street Sewer Line replacement plans and specifications.

<b>ALLOCATED POSITIONS:</b>	<b>12/13</b>	<b>13/14</b>
City Engineer	(0.10)	(0.00)
Engineering Tech III	(0.10)	(0.10)
Engineering Technical Writer	<u>(0.50)</u>	<u>(0.30)</u>
Full-time Equivalent	(0.70)	(0.40)
Engineering Tech III (Part-time)	(78 hours per year)	

### **BUDGET LINE ITEM COMMENTS/DETAILS:**

Costs Shared with Engineering Department:

2015-000	Communications (\$825).
2041-000	Equipment Maintenance & Supplies (\$4,560).
2044-000	Vehicle Operations (\$390).
2055-000	Office Expense (\$1,155).
2081-030	Other Contracts (\$1,500).
2095-000	Rents and Leases - Equipment (\$1,608).
2101-045	Other Special Departmental Expense (\$2,010).
2105-000	Training & Travel (\$3,030).
2110-000	Utilities (\$750).
3020-000	Equipment Charges (\$300).
3021-000	Overhead allocation (\$6,135).
6001-000	Contingencies (\$1,200).

**CITY OF WILLITS  
DRAFT BUDGET  
Fiscal Year 2013-2014**

**Fund 501-Sewer Enterprise  
Department 5014-Engineering**

<b><u>Financing Uses</u></b>		<b>Budget</b>	<b>Projected</b>	<b>Dept</b>	<b>Finance</b>	<b>2013-2014</b>
<b><u>Services and Supplies</u></b>		<b><u>2012-2013</u></b>	<b><u>Actual</u></b>	<b><u>Request</u></b>	<b><u>Committee</u></b>	<b><u>Council</u></b>
			<b><u>6/30/2013</u></b>			<b><u>Adopt</u></b>
1001-000	Regular Employees	\$32,529	\$24,565	\$16,696	\$16,696	\$16,696
1002-000	Part-time Employees	2,340	2,085	2,340	2,340	2,340
1003-000	Overtime	0	0	0	0	0
1004-000	Comp Time Paid	0	963	0	0	0
1011-000	FICA	2,162	1,712	1,180	1,180	1,180
1012-000	Medicare	506	400	276	276	276
1013-000	Health Insurance	13,569	15,343	7,862	7,818	7,818
1014-000	Retirement	7,489	5,127	3,545	3,545	3,545
1015-000	Unemployment Insurance	398	225	303	303	303
1016-000	Workers Compensation	2,336	1,850	1,275	1,275	1,275
<b>Total Salaries and Benefits</b>		<b>\$61,329</b>	<b>\$52,271</b>	<b>\$33,477</b>	<b>\$33,433</b>	<b>\$33,433</b>
<b><u>Services and Supplies</u></b>						
2015-000	Communications	\$990	\$735	\$825	\$825	\$825
2041-000	Equipment Mtce and Supplies	4,560	4,085	4,560	4,560	4,560
2044-000	Vehicle Operations	300	202	390	390	390
2055-000	Office Expense	1,428	544	1,155	1,155	1,155
2081-030	Other Contracts	1,463	1,050	1,712	1,500	1,500
2095-000	Rents and Leases-Equipment	1,608	1,487	1,608	1,608	1,608
2101-045	Other Special Dept Expense	2,220	831	2,010	2,010	2,010
2105-000	Training and Travel	3,165	2,040	3,030	3,030	3,030
2110-000	Utilities	600	680	750	750	750
<b>Total Services and Supplies</b>		<b>\$16,334</b>	<b>\$11,654</b>	<b>\$16,040</b>	<b>\$15,828</b>	<b>\$15,828</b>
<b><u>Other Charges</u></b>						
3020-000	Equipment Costs	\$360	\$267	\$300	\$300	\$300
3021-000	Overhead Allocation	6,540	6,135	6,135	6,135	6,135
<b>Total Other Charges</b>		<b>\$6,900</b>	<b>\$6,402</b>	<b>\$6,435</b>	<b>\$6,435</b>	<b>\$6,435</b>
<b><u>Fixed Assets</u></b>						
4002-000	Equipment	\$0	\$0	\$0	\$0	\$0
<b>Total Fixed Assets</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>Other Financing Uses</u></b>						
6001-000	Shared Engineering Contingencies	\$1,200	\$0	\$1,200	\$1,200	\$1,200
<b>Total Other Financing Uses</b>		<b>\$1,200</b>	<b>\$0</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>
<b>Total Engineering</b>		<b>\$84,563</b>	<b>\$70,327</b>	<b>\$57,152</b>	<b>\$56,896</b>	<b>\$56,896</b>

**SEPTAGE RECEIVING (5015)**

**BASIC FUNCTIONS:** This department is responsible for providing a NPDES compliant point of receipt for wastewater trucked in from the City's outlying areas. The volume of wastewater is metered, and the fees collected for receipt of the wastewater pay for a portion of the overall treatment costs of the plant. This department is also responsible regulating septage haulers and reporting to state and regional authorities.

**2013-2014 PROGRAM GOALS:**

- Develop a plan for installing a Septage Receiving Station.
- Require all haulers to obtain a Wastewater Treatment Permit from the City.
- Transition into new NPDES requirements for septage receiving.
- Provide assistance and recommendations for the installation of a new Septage Receiving Station.

**ALLOCATED POSITIONS:**

	<b>12/13</b>	<b>13/14</b>
Chief Plant Operator	(0.05)	(0.05)
Operator III	<u>(0.10)</u>	<u>(0.10)</u>
Full-time Equivalent	(0.15)	(0.15)

**BUDGET LINE ITEM COMMENTS/DETAILS:**

2041-000	Equipment maintenance charges (\$10,000).
2045-000	Maintenance of buildings and grounds (\$500).
2055-000	Office expense (\$500).
2061-012	Engineering & design of new septage receiving station (\$25,000).
2061-015	Laboratory testing (\$5,000).
2101-034	Chemicals (\$5,000).
2101-045	Special Departmental Expense (\$5,000).
2105-000	Transportation, Travel & Training Expense (\$200).
2110-000	Utilities (\$500).

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CITY OF WILLITS  
DRAFT BUDGET  
Fiscal Year 2013-2014

**Fund 501-Sewer Enterprise**  
**Department 5015-Septage Receiving**

<u>Financing Uses</u>		<u>Budget</u>	<u>Projected</u>	<u>Dept</u>	<u>Finance</u>	<u>2013-2014</u>
<u>Salaries and Employee Benefits</u>		<u>2012-2013</u>	<u>Actual</u>	<u>Request</u>	<u>Committee</u>	<u>Council</u>
			<u>6/30/2013</u>			<u>Adopt</u>
1001-000	Regular Employees	\$8,107	\$0	\$8,107	\$8,107	\$8,107
1002-000	Part Time Employees	0	0	0	0	0
1011-000	FICA	503	0	503	503	503
1012-000	Medicare	118	0	118	118	118
1013-000	Health Insurance	2,507	0	2,739	2,721	2,721
1014-000	Retirement	1,843	0	1,721	1,721	1,721
1015-000	Unemployment Insurance	59	0	64	64	64
1016-000	Workers Compensation	543	0	543	543	543
<b>Total Salaries and Benefits</b>		<b>\$13,679</b>	<b>\$0</b>	<b>\$13,795</b>	<b>\$13,777</b>	<b>\$13,777</b>
<u>Services and Supplies</u>						
2041-000	Equipment Mtce and Supplies	\$10,000	\$0	\$10,000	\$10,000	\$10,000
2045-000	Maintain Bldg's & Grounds	500	0	500	500	500
2055-000	Office Expense	500	216	500	500	500
2061-012	Architural & Engineering	25,000	0	25,000	25,000	25,000
2061-015	Laboratory testing	5,000	0	5,000	5,000	5,000
2101-034	Chemicals	5,000	0	5,000	5,000	5,000
2101-045	Other Special Dept Expense	5,000	0	5,000	5,000	5,000
2105-000	Training & Travel	200	0	200	200	200
2110-000	Utilities	500	0	500	500	500
<b>Total Services and Supplies</b>		<b>\$51,700</b>	<b>\$216</b>	<b>\$51,700</b>	<b>\$51,700</b>	<b>\$51,700</b>
<b>Total Septage Receiving</b>		<b>\$65,379</b>	<b>\$216</b>	<b>\$65,495</b>	<b>\$65,477</b>	<b>\$65,477</b>

## SEWER CONTINGENCIES (5017)

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

Within the \$250,000 included in the contingency fund are estimated legal costs associated with the lawsuit filed against the City by Brooktrails Township.

## SEWER DEBT SERVICE (5018)

**BASIC FUNCTIONS:** In November of 1993 the City issued \$4,710,000 in serial bonds whereby the City pledges revenue derived from the acquired or constructed assets to pay debt service. The entire bond issue was purchased by the U.S. Farmers Home Administration. The proceeds from the bond issue were used to repay \$4,710,000 of Sewer Bond Anticipation Notes which had been issued in 1992. Interest is payable semiannually on November 1 and May 1, at a rate of 5.125%. The outstanding principal balance of \$3,540,000 at July 1, 2013 is payable in annual installments, due each November 1, ranging from \$40,000 to \$265,000 through the year 2033. The current year principal payment is \$100,000. The annual interest expense for FY 2013/14 is \$178,863.

In November of 2007 the USDA approved two loans to the City totaling \$10,285,000 at 4.25% for 40 years in the form of parity Certificates of Participation (COPs). These loans have been used to fund the Waste Water Treatment Plant Improvement Project. The current year principal payment is \$110,000 for the Series 2007A bonds, and \$15,500 for the Series 2007B bonds. The annual interest expense for FY 2013/14 on these two loans is \$411,549.

In March of 2011 the USDA approved an additional loan to the City in the amount of \$8,300,000 at 2.5% for 40 years in the form of parity Certificates of Participation (COPs). This loan was also used to fund the Waste Water Treatment Plant Improvement Project. The current year principal payment is \$129,000. The annual interest expense for FY 2013/14 is \$199,613.

Following complete drawdown and reserve funding, the average annual debt service will be \$280,000 on the 1993 COPs, \$540,000 on the 2007 COPs and \$330,500 on the 2011 COPs for a total of \$1,150,000 per year.

## SEWER ENTERPRISE FINANCING SOURCES

### **REVENUES:**

4201-000	Interest Income (\$20,000).
6400-000	City Sewer User Charges (\$2,139,724) [2% increase over FY 12/13]
6401-000	Brooktrails Sewer User Charges (\$571,400).
6402-000	Meadowbrook Manor Sewer User Charges (\$89,139).
6403-000	Septage Receiving (\$185,000).
6404-000	Sewer Lateral Installation (\$10,000).
6405-000	Sewer Hookup Fees (\$23,520).
6650-000	Other Services (\$500).

CITY OF WILLITS  
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Fiscal Year 2013-2014

**Fund 501-Sewer Enterprise**  
**Department 5017-Contingencies**

**Financing Uses**

	<u>Budget 2012-2013</u>	<u>Projected Actual 6/30/2013</u>	<u>Dept Request</u>	<u>Finance Committee</u>	<u>2013-2014 Council Adopt</u>
6001-000 Appropriation for Contingencies	\$100,000	\$189,948	\$250,000	\$250,000	\$250,000
<b>Total Contingencies</b>	<b>\$100,000</b>	<b>\$189,948</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>

**Department 5018-Debt Service**

**Financing Uses**

	<u>Budget 2012-2013</u>	<u>Projected Actual 6/30/2013</u>	<u>Dept Request</u>	<u>Finance Committee</u>	<u>2013-2014 Council Adopt</u>
3001-000 Principal	\$341,500	\$341,500	\$354,500	\$354,500	\$354,500
3002-000 Interest	802,788	774,565	790,024	790,024	790,024
3021-000 Overhead Allocation	11,744	3,233	3,233	3,233	3,233
<b>Total Debt Service</b>	<b>\$1,156,032</b>	<b>\$1,119,298</b>	<b>\$1,147,757</b>	<b>\$1,147,757</b>	<b>\$1,147,757</b>

**Department 5019-Other Financing Uses**

**Financing Uses**

	<u>Budget 2012-2013</u>	<u>Projected Actual 6/30/2013</u>	<u>Dept Request</u>	<u>Finance Committee</u>	<u>2013-2014 Council Adopt</u>
5001-000 Operating Transfers Out	\$0	\$541,602	\$0	\$0	\$0
3021-000 Overhead Allocation	0	54,597	0	54,597	54,597
<b>Total Other Financing Uses</b>	<b>\$0</b>	<b>\$596,199</b>	<b>\$0</b>	<b>\$54,597</b>	<b>\$54,597</b>

**Total Appropriations**

<b>Total Appropriations</b>	<b>\$2,885,980</b>	<b>\$3,221,062</b>	<b>\$3,079,064</b>	<b>\$3,136,356</b>	<b>\$3,122,885</b>
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**Financing Sources**

**Revenue From Use of Money/Property**

	<u>Budget 2012-2013</u>	<u>Projected Actual 6/30/2013</u>	<u>Dept Request</u>	<u>Finance Committee</u>	<u>2013-2014 Council Adopt</u>
4201-000 Interest	\$10,000	\$15,980	\$20,000	\$20,000	\$20,000
<b>Total Rev From Use of Money/Property</b>	<b>\$10,000</b>	<b>\$15,980</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>

**Charges for Services**

6400-000 City Sewer Use Charge	\$2,069,730	\$2,097,769	\$2,139,724	\$2,139,724	\$2,139,724
6401-000 Brooktrails Sewer User Charge	530,000	108,990	530,000	526,100	571,400
6402-000 Meadowbrook Manor Charge	90,942	87,391	89,139	89,139	89,139
6403-000 Septage Receiving	195,000	167,706	185,000	185,000	185,000
6404-000 Sewer Lateral Installation	10,000	2,050	10,000	10,000	10,000
6405-000 Sewer Hookup Fees	23,520	15,730	23,520	23,520	23,520
6650-000 Other Services	5,500	529	500	500	500
<b>Total Charges for Services</b>	<b>\$2,924,692</b>	<b>\$2,480,165</b>	<b>\$2,977,883</b>	<b>\$2,973,983</b>	<b>\$3,019,283</b>

**Miscellaneous Revenue**

5206-000 Federal Grants	\$0	\$222,060	\$0	\$0	\$0
7250-000 Other	0	4,696	0	0	0
<b>Total Miscellaneous Revenue</b>	<b>\$0</b>	<b>\$4,696</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Total Revenue**

<b>Total Revenue</b>	<b>\$2,934,692</b>	<b>\$2,500,841</b>	<b>\$2,997,883</b>	<b>\$2,993,983</b>	<b>\$3,039,283</b>
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**Net Revenue (Cost)**

<b>Net Revenue (Cost)</b>	<b>\$48,712</b>	<b>(\$720,221)</b>	<b>(\$81,180)</b>	<b>(\$142,373)</b>	<b>(\$83,602)</b>
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