

CITY OF WEED
BUDGET
FOR FISCAL YEARS
2021-2022
&
2022-2023



MAYOR
Susan Tavalero

MAYOR PRO-TEM
Stacey Green

COUNCIL MEMBERS
Kim Greene
Bob Hall
Ken Palfini

CITY MANAGER
Tim Rundel

FINANCE DIRECTOR
Emily Coulter

Adopted
June 10, 2021

CITY COUNCIL



Susan Tavalero
Mayor



Stacey Green
Mayor Pro Tem



Kim Greene
Council Member



Bob Hall
Council Member



Ken Palfini
Council Member

Executive Officers

Tim Rundel, City Manager
Ryan Reed, City Attorney

Executive Team

Sandra Duchi, City Clerk
Justin Mayberry, Police Chief
Emily Coulter, Finance Director
Craig Sharp, Public Works Director
Steve Duncan, Fire Chief

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The annual budget sets forth the resources and appropriations for the fiscal year and provides the legal authority for expenditures and a means for control of city operations throughout the fiscal year. The City Charter requires that a budget for the fiscal year be adopted by June 30th of each year.

The budget is a financial plan that serves as a communication tool that encompasses the City's goals, direction and financial resources which shows how taxpayer dollars are being spent. The budget document:

- Determines the City programs and services being provided to the community
- Details expenditure requirements by City department and program
- Details the estimated revenues available to meet expenditure requirements

The annual budget demonstrates the City's accountability to its residents, businesses and the community-at-large.

BUDGET PROCESS

Operating Budget

The budget process provides departments the opportunity to justify departmental needs, to propose changes in services, and to recommend revisions in organizational structure and work methods. It also enables the City Manager to review these aspects and make appropriate recommendations to the City Council.

Each department then meets with the Finance Department and the City Manager to discuss their requests for the coming fiscal year. Subsequent to the meetings with the departments, the Finance Department works in conjunction with the other departments to implement budget balancing measures to establish the level of services to be rendered with the available resources.

Capital Improvement Program (CIP) Budget

The CIP budget is a planning tool that details planned capital projects for the current budget year and the next several years. Appropriations are only approved by City Council for the current fiscal year. The remaining fiscal years will be approved by City Council during later budgetary cycles. The CIP budget also includes a summary of unfunded projects which are crucial to identifying and planning for the future needs of the City.

The goal of the CIP is to effectively manage the City's physical assets by delivering capital projects that meet schedule, stay within budget, and minimize the impact to the public.

Preparation of Preliminary Budget and Budget Adoption

Once the budget numbers are finalized, the Finance Department prepares the Proposed Operating and Capital Budget document. The Finance Department incorporates any changes requested by City Council in a revised Proposed Operating and Capital Budget which is presented to City Council for adoption in June.



BASIS OF BUDGETING

The modified accrual basis of accounting is used by all General, Special Revenue, Debt Service and Capital Project Funds. This means that revenues are recognized when they become both measurable and available. Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when liabilities are incurred, except that principal and interest payments on long-term debt are recognized as expenditures when due. The accrual basis of accounting is utilized by all Enterprise and Internal Service Funds. This means that revenues are recorded when earned and that expenses are recorded at the time liabilities are incurred.

The City's basis for budgeting is consistent with accounting principles generally accepted in the United States of America and with the City's financial statements as presented in the Comprehensive Annual Financial Report (CAFR) with the following exceptions:

- Capital expenditures within the Enterprise Funds and Internal Service Funds are recorded as assets on an accounting basis but are shown as expenditures on a budgetary basis.
- Depreciation of capital assets and amortization of various deferred charges are recorded on an accounting basis only. These charges are not reflected in the budget document.
- Principal payments on long-term debt within the Enterprise Funds and Internal Service Funds are applied to the outstanding liability on an accounting basis but are shown as expenditures on a budgetary basis.
- Continued/carryover appropriations approved by City Council at the beginning of the fiscal year are added to the City's Budget but are not included in the budget document or original budget submission to City Council.

NAVIGATING THE BUDGET DOCUMENT

The budget is organized into the following sections:

Budget Message

This section includes the City Manager's Budget Message which is addressed to the City Council. It provides a general overview of the annual operating and capital improvement program budget. It also includes the City Council's Strategic Goals which directs the budget development process.

Line Item Budget

This section is dedicated for the overall detailed budget.

Department Budgets

This section divides the document by department. It starts with the City Council. The reader will find a narrative of the department including objectives, and performance measures. This section

also provides the financial data of each department including multi-year comparisons of expenditures sorted in several ways -by program, by funding source and by expenditure category.

ANNUAL REPORTING

The City will contract for an annual audit by a qualified independent certified public accountant. The City will use generally accepted accounting principles in preparing its annual financial statements and will strive to meet the requirements of the GFOA's Award for Excellence in Financial Reporting program. The City will issue the audited financial statements within one hundred twenty (120) days after the end of the fiscal year, unless such time shall be extended by City Council.



June 10, 2021

To the Honorable Mayor and Members of the Weed City Council:

I am pleased to present the proposed Fiscal Year (FY) 2021-23 Annual Operating and Capital Budget to the City Council for consideration and adoption. The proposed operating budget reflects the City's commitment to provide a high level of service to residents and businesses, while providing a foundation that builds on the City's long-term financial sustainability initiatives. More important, the budget numerical representation of the Council's goals and priorities and drives the City's service delivery plan for the next fiscal year.

A little over a year ago, the world as we knew it changed. COVID-19 emerged, causing a global pandemic that turned humanity's life upside down. From individual insolation to an abrupt disruption of international economies, uncertainty became the new normal. This uncertainty eventually extended to the City's ability to address its existing budget shortfall given the fiscal impact on Weed's local economy.

Before the pandemic, the City's expenditures were increasing faster than the revenue to support them. This challenge coupled with the economic impacts of the pandemic only highlighted the City's structural deficit for FY2020 and FY2021. The City implemented furloughs (10% pay cuts), a spending and hiring freeze, and was able to maintain critical City services.

The FY 2021-22 budget reflects an increased optimism as revenue trends appear to be slightly positive in key economic segments, which will help to narrow our structural deficit. If these trends continue, the City will be provided additional time to plan and implement key budget strategies to permanently address its budget woes. This optimism was and continues to be visible in our employees, residents, and businesses – our resilience will move the City forward, knowing that Weed will be a stronger community than before.

SUMMARY

The goal of the City's annual Operating and Capital budget is to provide a plan that allocates resources to meet the needs and desires of Weed's residents. It balances City revenues and costs with community priorities and requirements. In preparing the FY 2021-22 Operating and Capital Budget, we held three budget workshops with the City Council.

In FY 2021-22, the operating expenses were held flat, except for limited inflationary expenditure increases (e.g. pension, health care, and workers' compensation). The select vacancy and hiring freeze put in place April 2020 is expected to continue through FY 2021-22 and, likely, through FY 2022-23. While primarily in the General Fund and Utilities, City implemented a hiring freeze of select vacant positions in order to generate substantial salary savings (approximately 10%). The salary savings helped to temporarily mitigate personnel increases related to prior year approved adjustments to employee contracts, pension, health, and workers' compensation benefits, lessening the overall deficit in the General Fund and Utilities Funds. The proposed budget includes 29 approved full-time equivalents with 62 total funded positions (includes FTEs, City Council, Part-time Positions and Volunteers) in FY 2021-22.

City expenditures have outpaced revenue in the previous budget cycles. The result is a projected deficit beginning in FY 2019-20; which was exasperated by fiscal impacts of COVID-19 in FY 2020-21. This deficit is expected to linger throughout the 5-year forecast, absent taking specific measures to reduce expenditures. In response, the City implemented some budget correction measures that are expected to continue for the next two budget cycles. This will allow the modest growth in revenues to catch up with current service levels and reverse the deficit trend facing the City's General Fund. These measures included a temporary hiring freeze of select vacant positions, limited purchases and services spending, delay replacement of vehicle and equipment funding, and use of the City's Economic/Budget Stabilization reserves. The City's Water Fund is slowly paying back the General Fund for the hundreds of thousands in litigation costs over the City's water rights.

COUNCIL PRIORITIES

The proposed budget echoes our continued investment in City services to our residents and businesses, but also to those we invite to work and/or visit the City of Weed. A number of economic development efforts have been a City focus for several years, with job creation and growth being at the forefront. This continues to be a priority for our City, including ensuring a positive working relationship with the business community, so that the City's business attraction efforts successfully bring targeted industries and retailers to our community. Weed strives to provide services that promote a safe community for our residents, businesses, and visitors, which remains a high priority to our City Council and City Administration. The financial plan reflects the desired operational outcomes of each City department as they relate to the City Council's 2021-2023 Strategic Priorities:

• Economic Development

To enhance the competitiveness of the City while developing a strong and diverse economic base. Address pension and other liabilities; increase transportation funding; attract new businesses; and balance utility operating costs to maintain competitive rates.

• Public Safety

To enhance community safety by promoting a responsive public safety system that includes civic engagement and partnerships, community involvement, public education and prevention, intervention, and suppression services that meet the needs of our community, inclusive of businesses and residents.

• Quality of Life

To provide an outstanding quality of life by enhancing the City's amenities, business mix and services, and cultivating connections to promote a positive change and progress in our community.

• Governance

To retain and attract new talent, enhance fiscal sustainability, improve the use of technology, and enhance transparency for the betterment of the Weed community.

ECONOMIC INDICATORS

Weed's financial condition is expected to improve as the economy is stimulated by pent-up demand from the COVID-induced closures and stimulus from the American Rescue Plan Act (ARPA). The City is expected to receive over \$500,000 in ARPA funding, most of which will help support City revenue loss and local business recovery.

Working with our local and regional partners, we actively promote Weed itself as an ideal place for residential and commercial investment. The City's economic development efforts continued to bear fruit with the active recruitment of retail and industrial businesses.

The strengthening of the regional economy in the past few years, paired with the spike of the housing market has led to the increase in consumer confidence and spending. As consumer confidence grows, consumer spending continues to grow, resulting in sales tax revenue exceeding peaks last seen prior to the Great Recession.

While retail has been disproportionately affected by COVID-induced restrictions across the nation, Weed's retail is recovering slowly as the State is gradually reopening. The pace of commercial development, which has been slower to respond to the strengthening economy in the past year, accelerated as more previously vacant commercial space is now available in Weed. Weed's sales tax revenues endured the recession, the Boles Fire and, over the past several years has struggled to remain flat. The City's sales tax revenues are expected to show extremely modest annual increases as business-to-business activity remains strong and population and consumer base activity continue to grow.

FISCAL CHALLENGES

This budget is presented with cautious optimism. The economy is recovering both in housing prices that bolster property tax and diversification in commercial and retail that grows and strengthens our sales tax revenue. That being said, the economy has natural growth and contractions that are outside of the City's control. Even with solid financial planning and long-term forecasting, not all future outcomes can be predicted. However, even with these proactive steps, the City, like other agencies, will continue to be faced with unmet needs in an environment where resources are limited.

In particular, the City continues to be challenged in funding several of its long-term infrastructure obligations, including but not limited to road, sewer, and facility maintenance. There is a finite amount of funding available per year for CIPs and several numerous unfunded needs. Projects in the General Fund are notably among the largest group of unfunded projects, such as facilities, landscape, roads, and sidewalks. This gap in available funding negatively affects the sustainability of the city's infrastructure and assets. It also increases the cost of maintenance and eventual replacement of these items. Part of the City's budget strategies and fiscal sustainability planning include quantifying and funding on-going maintenance and replacement costs.

The City must also account for continued expense pressures such as the increasing costs of salaries, benefits, CalPERS retirement costs, retiree health costs, and state minimum wage adjustments affecting the City's contracts with suppliers. Just as the robust economy is helping to fuel growth in City revenues, it is also influencing expenditures. As a service organization, the City's most significant expenditure category continues to be personnel.

GOOD NEWS

The City of Weed has worked over 7 years to acquire the funds (via EDA grant) to do a complete resurface (concrete) and signalization of Vista and Black Butte. This \$6,000,000 project will be a shot in the arm for our largest retail sector in south Weed

The City was also able to acquire the water rights (2.0 cubic feet per second ("cfs") from Beaughan Springs from Roseburg Forest Products after Crystal Geyser Roxanne gifted the City of Weed \$1,000,000 in assistance to purchase the rights. This permanently secures our water resources for the citizens of Weed.

LOOKING FORWARD

The proposed FY 2021-23 Operating and Capital Budget reflects the Council's vision for the community and the values that guide the Council's policy decisions.

We are fortunate that our City employees embody the principles hard work, customer service, and professionalism. It is through the organization's strong work ethic and sense of pride that keeps the wheels of the City turning and maintains service levels to preserve Weed's high quality of life.

Weed's movement toward sound fiscal management will serve the City well, especially through the global pandemic. FY 2021-2022 will be a turning point as we begin to focus on strategies that build on and maintain the City's solid financial foundation. This effort will rely heavily on a continued partnership with the community to support key priorities and provide desired service levels.

The proposed budget funds core services implement Council priorities and allows us to live within our means while building up our General Fund reserves to weather future economic cycles. While the next fiscal year will be dynamic and the path forward will be both smooth and rocky at times, I am confident that we as a community will collectively rise to the challenge and position Weed to capitalize on opportunities that will advance the City's vision of strong and strategic economic development, enhanced public safety, outstanding quality of life, and good governance, while effectively addressing the vicissitudes that may come in the years ahead.

Respectfully submitted,



Tim Rundel

Weed City Manager

City of Weed
Annual Budget
FY 21/22 FY 22/23

Account Number	Account Title	Budget 21-22	Budget 22-23
General Fund			
Revenue			
10-001-301	Secured Taxes	404,009	412,089
10-001-302	Unsecured Taxes	19,408	19,796
10-001-303	Homeowner's Exemption	4,924	5,022
10-001-304	SALES TAX/PUB SAFETY/PROP 172	9,500	10,000
10-001-305	Sales Tax	1,290,372	1,358,489
10-001-306	S.M.I. Tax	100	100
10-001-307	Transient Occupancy Tax	295,000	310,000
10-001-309	Property Tax In-Lieu VLF	269,000	275,000
10-001-310	Cannabis Tax	140,000	140,000
10-001-320	Business Licences	10,000	10,000
10-001-321	Building Permits	10,000	10,000
10-001-322	Plumbing Permits	1,000	1,000
10-001-323	Electrical Permits	1,000	1,000
10-001-324	Planning Fees	10,000	10,000
10-001-325	Animal Licences	4,000	4,000
10-001-330	Interest	200	200
10-001-334	Franchise Taxes	110,000	110,000
10-001-335	Relief Funds	256,461	256,461
10-001-339	LIBRARY FINES/FEES & PRINTS	1,000	1,000
10-001-342	Documentary Tax	5,500	5,500
10-001-343	Various County Taxes	5,000	5,000
10-001-346	MISC REV'S/FEES/REFUNDS	40,000	40,000
10-001-347	SCTID TOT 2%	17,500	18,500
10-001-348	PARKING TICKETS	8,000	8,000
10-001-349	SPECIAL POLICE SERVICES	2,000	2,000
10-001-351	AB1913 COPS/AB1740 CLEEP ST OF	100,000	100,000
10-001-353	COS PARKING ENFORCEMENT	7,850	7,850
10-001-354	RENTS	4,700	4,800
10-001-358	COS-FIRE DEPT CONSLT	8,000	8,000
10-001-359	CONCEALED WEAPONS PERMIT	600	650
10-001-360	BOOKING FEES/REIMB.	1,500	1,500
10-001-361	OUTSIDE-SECURITY	1,200	1,200
10-001-362	OUTSIDE-FIRE PROTECTION	85,000	85,000
10-001-364	GRANT FIRE DEPT	10,000	10,000
10-001-365	EF Recovery FIRE DEPT	3,500	3,500
10-001-384	TRANSFERS IN	803,993	788,660
10-001-389	GRANT DRAWDOWNS	7,126,872	
Total Revenue:		11,067,188	4,024,317
City Council			
10-410-401	SALARIES	15,210	15,600
10-410-415	UNEMPLOYMENT	239	-
10-410-420	SOCIAL SECURITY	1,170	1,200
10-410-423	INSURANCE- WKRS COMP	2,000	2,100
10-410-437	MEETINGS & TRAVEL	1,000	1,000
10-410-448	SPECIAL DEPT. EXPENSES	5,000	5,000
Total City Council:		24,619	24,900
Administration			
10-411-401	SALARIES	214,700	225,435
10-411-403	COMMUNICATIONS	3,300	3,500
10-411-404	OFFICE SUPPLIES	500	500

City of Weed
Annual Budget
FY 21/22 FY 22/23

Account Number	Account Title	Budget 21-22	Budget 22-23
10-411-415	UNEMPLOYMENT	1,000	-
10-411-420	SOCIAL SECURITY	16,700	17,800
10-411-421	P.E.R.S.	37,300	40,800
10-411-422	INSURANCE-HEALTH	33,000	34,650
10-411-423	INSURANCE- WKRS COMP	10,000	12,000
10-411-424	S.D.I.	2,000	2,250
10-411-433	MEMBERSHIPS & DUES	2,000	2,000
10-411-436	ADV/PRINT/PUBLICATIONS	2,000	2,000
10-411-437	MEETINGS & TRAVEL	1,000	1,000
10-411-448	SPECIAL DEPT. EXPENSES	10,000	10,000
10-411-457	OUTSIDE SER/CONTR/CONSULT	20,000	10,000
10-411-475	CAPITAL OUTLAY	2,500	
10-411-495	DEPT. TRAINING	1,000	1,000
10-411-496	VEHICLE OPER & MAINTENANCE	5,200	5,200
Total Administration:		362,200	368,135
Planning			
10-412-344	Other Financial Sources	5,000	5,000
Total Planning:		5,000	5,000
Planning			
10-412-403	COMMUNICATIONS	400	400
10-412-404	OFFICE SUPPLIES	100	100
10-412-436	ADV/PRINT/PUBLICATIONS	200	200
10-412-448	SPECIAL DEPT. EXPENSES	500	500
10-412-457	OUTSIDE SER/CONTR/CONSULT	30,000	30,000
Total Planning:		31,200	31,200
Finance			
10-413-401	SALARIES	160,200	168,297
10-413-403	COMMUNICATIONS	3,750	3,750
10-413-404	OFFICE SUPPLIES	2,500	2,500
10-413-406	POSTAGE	2,500	3,000
10-413-415	UNEMPLOYMENT	2,911	-
10-413-420	SOCIAL SECURITY	12,100	12,500
10-413-421	P.E.R.S.	31,300	33,700
10-413-422	INSURANCE-HEALTH	25,700	27,000
10-413-423	INSURANCE- WKRS COMP	7,500	9,500
10-413-424	S.D.I.	1,400	1,600
10-413-433	MEMBERSHIPS & DUES	150	150
10-413-437	MEETINGS & TRAVEL	100	100
10-413-448	SPECIAL DEPT. EXPENSES	1,000	1,000
10-413-457	OUTSIDE SER/CONTR/CONSULT	32,000	33,000
10-413-495	DEPT. TRAINING	500	500
Total Finance:		283,611	296,597
City Attorney			
10-414-441	ATTORNEY SERVICES	50,000	50,000
Total City Attorney:		50,000	50,000
Government Buildings			
10-416-401	SALARIES	15,000	15,500
10-416-408	UTILITIES	28,000	29,300
10-416-414	MAINTENANCE-BLDG & GROUNDS	1,500	1,500
10-416-420	SOCIAL SECURITY	3,580	9,200
10-416-421	P.E.R.S.	3,910	12,900
10-416-422	INSURANCE-HEALTH	7,400	17,000

City of Weed
Annual Budget
FY 21/22 FY 22/23

Account Number	Account Title	Budget 21-22	Budget 22-23
10-416-423	INSURANCE- WKRS COMP	5,700	13,700
10-416-424	S.D.I.	950	1,000
10-416-440	JANITORIAL CONTRACT	12,000	12,500
10-416-448	SPECIAL DEPT. EXPENSES	10,000	10,000
10-416-475	CAPITAL OUTLAY	10,000	10,000
10-416-476	Debt Service - Principal Lease	80,911	81,723
10-416-483	Debt Service - Interest	14,713	13,903
Total Government Buildings:		193,665	228,226
Drainage			
10-417-448	SPECIAL DEPT. EXPENSES	7,000	7,000
10-417-453	ENGINEERING	225,000	-
10-417-475	CAPITAL OUTLAY		
Total Drainage:		232,000	7,000
Elections			
10-418-457	OUTSIDE SER/CONTR/CONSULT	12,000	7,500
Total Elections:		12,000	7,500
Insurance/Non-Departmental			
10-419-422	INSURANCE-HEALTH	25,000	25,000
10-419-425	INSURANCE-LIABILITY	200,000	210,000
10-419-428	INS. PROP/EQ-COLL COSTS	53,000	54,000
10-419-432	MAINTENANCE/EQUIPMENT	28,000	29,000
10-419-433	MEMBERSHIPS & DUES	5,000	5,000
10-419-438	ENTERPRISE ZONE ADMIN	25,000	25,000
10-419-443	AUDIT FEES	30,000	30,000
10-419-457	OUTSIDE SER/CONTR/CONSULT	7,000	7,000
Total Insurance/Non-Departmental:		373,000	385,000
Police			
10-421-401	SALARIES	665,800	700,018
10-421-402	SALARIES-O/T	50,000	50,000
10-421-403	COMMUNICATIONS	12,000	12,000
10-421-404	OFFICE SUPPLIES	1,500	1,500
10-421-406	POSTAGE	2,000	2,000
10-421-415	UNEMPLOYMENT	10,000	10,000
10-421-420	SOCIAL SECURITY	53,000	55,500
10-421-421	P.E.R.S.	200,000	207,000
10-421-422	INSURANCE-HEALTH	179,649	175,400
10-421-423	INSURANCE- WKRS COMP	60,000	70,000
10-421-424	S.D.I.	7,500	8,500
10-421-429	UNIFORMS/CLEANING/TRAINING	6,500	6,500
10-421-432	MAINTENANCE/EQUIPMENT	10,000	10,000
10-421-433	MEMBERSHIPS & DUES	750	750
10-421-434	RENTS & LEASES	12,000	12,000
10-421-436	ADV/PRINT/PUBLICATIONS	500	500
10-421-437	MEETINGS & TRAVEL	1,000	1,000
10-421-448	SPECIAL DEPT. EXPENSES	21,000	21,000
10-421-457	OUTSIDE SER/CONTR/CONSULT	6,500	6,500
10-421-475	CAPITAL OUTLAY	30,000	50,000
10-421-493	MECHANIC/OTHER LABOR	12,000	12,000
10-421-495	DEPT. TRAINING	6,000	6,000
10-421-496	VEHICLE OPER & MAINTENANCE	34,000	34,000
Total Police:		1,381,699	1,452,168
Fire			

City of Weed
Annual Budget
FY 21/22 FY 22/23

Account Number	Account Title	Budget 21-22	Budget 22-23
10-422-401	SALARIES	206,100	216,500
10-422-402	SALARIES-O/T	5,000	5,000
10-422-403	COMMUNICATIONS	5,000	5,000
10-422-414	MAINTENANCE-BLDG & GROUNDS	5,000	5,000
10-422-415	UNEMPLOYMENT	1,000	500
10-422-420	SOCIAL SECURITY	15,800	16,500
10-422-421	P.E.R.S.	30,000	45,000
10-422-422	INSURANCE-HEALTH	31,032	30,200
10-422-423	INSURANCE- WKRS COMP	44,500	54,500
10-422-424	S.D.I.	1,900	2,100
10-422-429	UNIFORMS/CLEANING/TRAINING	23,100	23,100
10-422-432	MAINTENANCE/EQUIPMENT	5,000	5,000
10-422-433	MEMBERSHIPS & DUES	1,700	1,700
10-422-436	ADV/PRINT/PUBLICATIONS	200	200
10-422-437	MEETINGS & TRAVEL	500	500
10-422-448	SPECIAL DEPT. EXPENSES	6,000	6,000
10-422-457	OUTSIDE SER/CONTR/CONSULT	31,183	5,000
10-422-473	PHYSICAL EXAMS	800	800
10-422-475	CAPITAL OUTLAY	15,000	
10-422-476	LEASE/PURCHAS	56,541	56,542
10-422-490	FIRE SAFE COUNCIL GRANT	295	295
10-422-491	VOLUNTEERS	17,000	17,000
10-422-493	MECHANIC/OTHER LABOR	2,500	2,500
10-422-495	DEPT. TRAINING	400	400
10-422-496	VEHICLE OPER & MAINTENANCE	25,000	25,000
Total Fire:		530,552	524,337
Building Inspection			
10-423-401	SALARIES	56,000	58,800
10-423-403	COMMUNICATIONS	410	410
10-423-404	OFFICE SUPPLIES	150	150
10-423-415	UNEMPLOYMENT	100	-
10-423-420	SOCIAL SECURITY	4,400	4,600
10-423-421	P.E.R.S.	4,450	4,700
10-423-422	INSURANCE-HEALTH	7,200	7,600
10-423-423	INSURANCE- WKRS COMP	4,500	6,500
10-423-424	S.D.I.	600	700
10-423-433	MEMBERSHIPS & DUES	100	100
10-423-437	MEETINGS & TRAVEL	500	500
10-423-448	SPECIAL DEPT. EXPENSES	6,500	6,500
10-423-496	VEHICLE OPER & MAINTENANCE	3,000	3,000
Total Building Inspection:		87,910	93,560
COPS Prog/AB 1913			
10-425-401	SALARIES	66,550	69,880
10-425-402	SALARIES-O/T	2,500	2,500
10-425-403	COMMUNICATIONS	800	800
10-425-404	OFFICE SUPPLIES	300	300
10-425-415	UNEMPLOYMENT	200	200
10-425-420	SOCIAL SECURITY	5,100	5,600
10-425-421	P.E.R.S.	10,800	12,000
10-425-422	INSURANCE-HEALTH	19,300	20,300
10-425-423	INSURANCE- WKRS COMP	7,500	8,500
10-425-424	S.D.I.	665	720

City of Weed
Annual Budget
FY 21/22 FY 22/23

Account Number	Account Title	Budget 21-22	Budget 22-23
10-425-429	UNIFORMS/CLEANING/TRAINING	500	500
10-425-448	SPECIAL DEPT. EXPENSES	2,500	2,500
10-425-449	ANIMAL REGULATION	4,300	4,300
10-425-496	VEHICLE OPER & MAINTENANCE	6,000	6,000
Total COPS Prog/AB 1913:		127,015	134,100
Senior Services			
10-426-457	OUTSIDE SER/CONTR/CONSULT		
10-426-496	VEHICLE OPER & MAINTENANCE	5,000	5,000
Total Senior Services:		5,000	5,000
Library			
10-427-401	SALARIES	25,000	25,000
10-427-408	UTILITIES	5,000	5,500
10-427-415	UNEMPLOYMENT	1,500	-
10-427-420	SOCIAL SECURITY	2,500	2,500
10-427-423	INSURANCE- WKRS COMP	950	1,050
10-427-424	S.D.I.	300	300
10-427-440	JANITORIAL CONTRACT	3,000	3,000
10-427-448	SPECIAL DEPT. EXPENSES	900	900
Total Library:		39,150	38,250
Street Cleaning			
10-432-401	SALARIES	11,702	12,287
10-432-402	SALARIES-O/T	300	300
10-432-420	SOCIAL SECURITY	1,790	1,900
10-432-421	P.E.R.S.	1,955	2,500
10-432-422	INSURANCE-HEALTH	3,697	4,000
10-432-423	INSURANCE- WKRS COMP	2,815	3,000
10-432-424	S.D.I.	250	350
10-432-448	SPECIAL DEPT. EXPENSES	1,000	1,000
10-432-496	VEHICLE OPER & MAINTENANCE	6,500	6,500
Total Street Cleaning:		30,009	31,837
Street Maintenance			
10-433-401	SALARIES	105,316	110,585
10-433-403	COMMUNICATIONS	5,000	5,000
10-433-404	OFFICE SUPPLIES	100	100
10-433-415	UNEMPLOYMENT	2,000	-
10-433-420	SOCIAL SECURITY	7,200	7,500
10-433-421	P.E.R.S.	22,000	23,000
10-433-422	INSURANCE-HEALTH	13,500	145,000
10-433-423	INSURANCE- WKRS COMP	27,000	28,000
10-433-424	S.D.I.	1,500	1,600
10-433-437	MEETINGS & TRAVEL	200	200
10-433-448	SPECIAL DEPT. EXPENSES	45,000	45,000
10-433-453	ENGINEERING	542,155	
10-433-457	OUTSIDE SER/CONTR/CONSULT	6,559,900	
10-433-496	VEHICLE OPER & MAINTENANCE	15,000	15,000
Total Street Maintenance:		7,345,871	380,985
Street Lighting			
10-440-456	STREET LIGHTING	35,000	35,000
Total Street Lighting:		35,000	35,000
General Fund Revenue Total:		11,072,188	4,029,317
General Fund Expenditure Total:		11,144,500	4,093,795
	Fund Balance	136,791	64,478

City of Weed
Annual Budget
FY 21/22 FY 22/23

Account Number	Account Title	Budget 21-22	Budget 22-23
Net Total General Fund:		64,478	0
Solid Waste Fund			
General\City			
11-001-374	REFUSE COLLECTION	620,000	643,000
11-001-389	GRANT DRAWDOWNS	5,000	5,000
Total General\City:		625,000	648,000
General\City			
11-001-404	OFFICE SUPPLIES	500	500
11-001-406	POSTAGE	1,500	1,500
11-001-417	RECYCLING GRNT/ADPT-A-STREET	6,500	6,500
11-001-448	SPECIAL DEPT. EXPENSES	400	400
11-001-455	LANDFILL GATE FEES	180,000	190,000
11-001-457	OUTSIDE SER/CONTR/CONSULT	253,000	260,000
11-001-999	Service Charge	2,500	2,500
Total General\City:		444,400	461,400
Landfill			
11-437-448	SPECIAL DEPT. EXPENSES	600	600
Total Landfill:		600	600
Solid Waste Fund Revenue Total:		625,000	648,000
Solid Waste Fund Expenditure Total:		445,000	462,000
Net Total Solid Waste Fund:		180,000	186,000
Water Fund			
General\City			
12-001-330	INTEREST	5	5
12-001-346	MISC REV'S/FEES/REFUNDS	500	500
12-001-370	WATER CHARGES-SOUTH	736,000	780,000
12-001-376	UTILITY PERMITS-WATER	500	500
12-001-378	PENALTIES	30,000	30,000
Total General\City:		767,005	811,005
General\City			
12-001-999	Service Charge	5,000	5,000
Total General\City:		5,000	5,000
South Water			
12-483-401	SALARIES	105,316	110,582
12-483-402	SALARIES-O/T	200	200
12-483-403	COMMUNICATIONS	2,700	2,700
12-483-404	OFFICE SUPPLIES	250	250
12-483-406	POSTAGE	2,000	2,000
12-483-408	UTILITIES	35,000	40,000
12-483-420	SOCIAL SECURITY	8,057	9,100
12-483-421	P.E.R.S.	10,800	12,800
12-483-422	INSURANCE-HEALTH	16,700	17,000
12-483-423	INSURANCE- WKRS COMP	12,700	13,700
12-483-424	S.D.I.	950	1,000
12-483-437	MEETINGS & TRAVEL	500	500
12-483-448	SPECIAL DEPT. EXPENSES	25,000	25,000
12-483-453	ENGINEERING	15,000	5,000
12-483-457	OUTSIDE SER/CONTR/CONSULT	2,000	2,000
12-483-478	BAD DEBT EXPENSE	1,000	1,000
12-483-496	VEHICLE OPER & MAINTENANCE	5,000	5,000
12-483-498	CARRICK WATER MISC EXP.	1,350	1,350
12-483-512	TRANSFER TO OTHER FUNDS	400,000	400,000

City of Weed
Annual Budget
FY 21/22 FY 22/23

Account Number	Account Title	Budget 21-22	Budget 22-23
Total South Water:		644,523	649,182
Water Fund Revenue Total:		767,005	811,005
Water Fund Expenditure Total:		649,523	654,182
Net Total Water Fund:		117,482	156,823
Gas Tax RMRA #2032			
General\City			
14-001-386	G/T RMRA #2032	60,000	61,000
Total General\City:		60,000	61,000
Gas Tax RMRA #2032 Revenue Total:		60,000	61,000
Net Total Gas Tax RMRA #2032:		60,000	61,000
Transportation Taxes			
General\City			
16-001-391	TRANSPORTATION TAXES	100,000	100,000
Total General\City:		100,000	100,000
Transportation Taxes Revenue Total:		100,000	100,000
Transportation Taxes Expenditure Total:		-	-
Net Total Transportation Taxes:		100,000	100,000
Gas Tax #2105 Prop 111			
General\City			
17-001-386	Traffic Congest Relief Prop 42	21,000	22,000
17-001-392	G/T #2105 PROP 111	16,000	17,000
17-001-393	G/T CONST #2106	18,000	19,000
17-001-394	G/T MAINT #2107	81,000	82,000
Total General\City:		136,000	140,000
General\City			
17-001-401	SALARIES	46,807	49,147
17-001-402	SALARIES-O/T	2,000	2,000
17-001-408	UTILITIES	1,000	1,000
17-001-420	SOCIAL SECURITY	3,580	9,100
17-001-421	P.E.R.S.	3,910	12,800
17-001-422	INSURANCE-HEALTH	7,400	17,000
17-001-423	INSURANCE- WKRS COMP	5,700	13,700
17-001-424	S.D.I.	950	1,000
17-001-448	SPECIAL DEPT. EXPENSES	8,000	8,000
17-001-473	PHYSICAL EXAMS	200	200
17-001-496	VEHICLE OPER & MAINTENANCE	5,000	5,000
Total General\City:		84,547	118,947
Gas Tax #2105 Prop 111 Revenue Total:		136,000	140,000
Gas Tax #2105 Prop 111 Expenditure Total:		84,547	118,947
Net Total Gas Tax #2105 Prop 111:		51,453	21,053
Community Development & Promo			
General\City			
20-001-307	TRANSIENT OCCUPANCY TAXES	70,000	75,000
Total General\City:		70,000	75,000
General\City			
20-001-401	SALARIES	4,000	4,500
20-001-402	SALARIES-O/T	3,500	4,000
20-001-420	SOCIAL SECURITY	563	638
20-001-421	P.E.R.S.	700	800
20-001-422	INSURANCE-HEALTH	300	400
20-001-423	INSURANCE- WKRS COMP	1,000	1,500
20-001-424	S.D.I.	100	150

City of Weed
Annual Budget
FY 21/22 FY 22/23

Account Number	Account Title	Budget 21-22	Budget 22-23
20-001-460	COMMUNITY PROMOTION	59,837	63,012
Total General\City:		70,000	75,000
Community Development & Promo Revenue Total:		70,000	75,000
Community Development & Promo Expenditure Total:		70,000	75,000
Net Total Community Development & Promo:		-	-
1/4% Use/Sales Tax			
General\City			
36-001-305	SALES TAX	299,400	315,227
36-001-346	Misc Revenues/Fees/Refunds	400	400
Total General\City:		299,800	315,627
General\City			
36-001-448	SPECIAL DEPT. EXPENSES	5,000	5,000
36-001-457	OUTSIDE SER/CONTR/CONSULT	102,260	104,020
Total General\City:		107,260	109,020
1/4% Use/Sales Tax Revenue Total:		299,800	315,627
1/4% Use/Sales Tax Expenditure Total:		107,260	109,020
Net Total 1/4% Use/Sales Tax:		192,540	206,607
RLF Business Asst Prog			
General\City			
47-001-457	OUTSIDE SER/CONTR/CONSULT	5,000	5,000
Total General\City:		5,000	5,000
RLF Business Asst Prog Revenue Total:		-	-
RLF Business Asst Prog Expenditure Total:		5,000	5,000
Net Total RLF Business Asst Prog:		(5,000)	(5,000)
RLF Housing Rehab			
General\City			
59-001-330	INTEREST	8,000	8,000
59-001-336	LOAN PAYMENTS	110,000	110,000
59-001-346	MISC REV'S/FEES/REFUNDS	200	200
Total General\City:		118,200	118,200
General\City			
59-001-457	OUTSIDE SER/CONTR/CONSULT	3,500	3,500
59-001-512	TRANSFER TO OTHER FUNDS		
Total General\City:		3,500	3,500
RLF Housing Rehab Revenue Total:		118,200	118,200
RLF Housing Rehab Expenditure Total:		3,500	3,500
Net Total RLF Housing Rehab:		114,700	114,700
RLF Misc Income			
General\City			
60-001-330	INTEREST	5,000	5,000
60-001-336	LOAN PAYMENTS	18,000	18,000
Total General\City:		23,000	23,000
RLF Misc Income Revenue Total:		23,000	23,000
RLF Misc Income Expenditure Total:		-	-
Net Total RLF Misc Income:		23,000	23,000
Water Capital Fund			
General\City			
64-001-376	UTILITY PERMITS-WATER	15,000	15,000
Total General\City:		15,000	15,000
Water Capital Fund Revenue Total:		15,000	15,000

City of Weed
Annual Budget
FY 21/22 FY 22/23

Account Number	Account Title	Budget 21-22	Budget 22-23
Water Capital Fund Expenditure Total:		-	-
Net Total Water Capital Fund:		15,000	15,000
Sewer Capital Fund			
General\City			
68-001-377	UTILITY PERMITS-SEWER	15,000	15,000
Total General\City:		15,000	15,000
Sewer Capital Fund Revenue Total:		15,000	15,000
Sewer Capital Fund Expenditure Total:		-	-
Net Total Sewer Capital Fund:		15,000	15,000
Sewer M & O			
General\City			
80-001-372	SEWER CHARGES	571,200	583,000
Total General\City:		571,200	583,000
General\City			
80-001-401	SALARIES	46,807	49,147
80-001-402	SALARIES-O/T	200	200
80-001-403	COMMUNICATIONS	1,200	1,200
80-001-404	OFFICE SUPPLIES	500	500
80-001-406	POSTAGE	4,000	4,000
80-001-408	UTILITIES	50,000	50,000
80-001-415	UNEMPLOYMENT	500	500
80-001-420	SOCIAL SECURITY	3,580	9,100
80-001-421	P.E.R.S.	3,910	12,800
80-001-422	INSURANCE-HEALTH	7,400	17,000
80-001-423	INSURANCE- WKRS COMP	5,700	13,700
80-001-424	S.D.I.	950	1,000
80-001-429	UNIFORMS/CLEANING/TRAINING	600	600
80-001-437	MEETINGS & TRAVEL	500	500
80-001-448	SPECIAL DEPT. EXPENSES	40,000	40,000
80-001-458	TAXES	150	150
80-001-496	VEHICLE OPER & MAINTENANCE	7,000	7,000
80-001-999	Service Charge	3,500	3,500
Total General\City:		176,497	210,897
Sewer M & O Revenue Total:		571,200	583,000
Sewer M & O Expenditure Total:		176,497	210,897
Net Total Sewer M & O:		394,703	372,103

CITY OF WEED
REVENUE – BY FUND

FUND: 10 - GENERAL

- The general fund is the primary operating fund and is used to account for resources that are not required legally or by sound financial management to be accounted for in another fund. Revenues received and not designated for a particular fund are placed in the general fund.
- Expenditures may be made from this fund for any authorized municipal purpose.
- The general fund is the principle fund of the City. This fund will continue to play the dominant role in City finances.

REVENUE

- In the general fund, most revenue is projected in accordance with standard practices used in revenue projection. The general fund is shown in total not to have any sizable changes that will affect City operations that are financed from this fund. Some specifics for this budget cycle are as follows:
- The property tax revenue during the past years has experienced a little to no increase due to current economics.
- The sales tax is expected to increase due to the business activity at south Weed and elsewhere with a modest increase in gasoline prices and additional development. Although we have been very conservative due to the Vista Project construction.
- In March 2015 the voters approved a Transaction and Use tax which we began collecting on July 1, 2015. This revenue is separately budgeted from other general fund revenues and not included below.
- The Transient Occupation Taxes has taken a hit over the last year due to COVID and a decrease in travel. We anticipate an increase in the next couple of years but again being conservative in our estimates.
- The construction permits included in the licenses and fees category are expected to increase due to continued construction growth in South Weed, although not as significantly as first hoped.
- Franchise taxes will not increase significantly in the upcoming years. There was a spike in the current year with assumption that Council will approve the franchise agreement with Blue Star Gas.
- The revenue from other agencies also includes various one-time grants, including COVID relief funds received that did not require a separate fund accounting.

REVENUE SUMMARY			
	Estimate	Budget	
	FY 2020-21	FY 2021-22	FY 2022-23
Taxes	2,414,475	2,460,312	2,559,496
Licenses & Fees	36,959	41,700	41,800
Interest	250	200	200
Franchise Taxes	131,914	110,000	110,000
From Other Agencies	1,315,830	8,444,876	1,302,671
Vehicle Code Fines	7,825	10,100	10,100
TOTAL	3,907,253	11,067,188	4,024,317

FUND: 11- SOLID WASTE

- The enterprise funds provide an accounting of those monies collected for operations that are operated in a manner similar to a private business enterprise. The cost of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges.
- Rates for garbage service are established by resolution. The revenue generated by these rates is collected to provide for the collection and disposal of solid waste services within the city.

REVENUE

Revenues remain stable. Rates for garbage service are automatically adjusted at the beginning of each fiscal year to reflect the change in the consumer price index. No additional increase has been requested for this budget cycle.

REVENUE SUMMARY			
	Estimate	Budget	
	FY 2020-21	FY 2021-22	FY 2022-23
TOTAL	619,700	625,000	648,000

FUND: 12 - WATER

- The enterprise funds provide an accounting of those monies collected for operations that are operated in a manner similar to a private business enterprise. The cost of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges.
- Rates for water service are established by resolution. The City collects the revenue generated by these rates for the purpose of maintaining and operating the water system. The charge may be used for the acquisition, construction, reconstruction, administration, and maintenance and operation of the water facilities. The revenue may also be used to repay federal, state or other loans or advances made to the City for the construction or reconstruction of the system.

REVENUE

Water rates are established automatically adjusted at the beginning of each fiscal year to reflect the change in the consumer price index. The County has contracted with the City for the billing and operation of the Carrick Addition water system. Carrick Addition revenue and expenditures are reflected in the Water Fund.

REVENUE SUMMARY			
	Estimate	Budget	
	FY 2020-21	FY 2021-22	FY 2022-23
TOTAL	739,905	772,005	816,005

FUND: 16 - TRANSPORTATION DEVELOPMENT ACT

The Transportation Development Act created in each county a Local Transportation Fund to be used for transportation purposes specified in the Act. This Act was enacted at the time that sales tax was applied to gasoline. The revenues are derived from 1/4 cent of the 6-cent retail sales tax collected statewide. The 1/4 cent is returned to the county where the tax was collected. The county then apportions the amount as determined by the Local Transportation Commission. The purpose of this fund includes payment to certain entities under contract with a city for transit services, payments to the National Railroad Passenger Corporation for passenger rail service, and local streets and roads including facilities provided for the exclusive use by pedestrians and bicycles.

REVENUE

For the purpose of budget projection, we are estimating and will adjust when approved by Council.

REVENUE SUMMARY			
	Estimate	Budget	
	FY 2020-21	FY 2021-22	FY 2022-23
TOTAL	29,892	100,000	100,000

FUND: 17 - GAS TAX

Proposition 111 added Section 2105 to the Streets and Highway Code which provide an apportionment to cities based on population. The revenue is generated through a percentage of the per gallon state tax on motor vehicle fuel sold. The amount collected by the state is divided by the population to arrive at a per-capita amount. The Section 2105 monies may be used for street maintenance and construction purposes. Under the provisions of Section 2106 of the Streets and Highway Code, the City receives a portion of the gas tax collected on a per gallon basis. These funds are to be used for the research, planning, construction, improvement, maintenance, and operation of public streets and highways. A portion of the revenue derived by the state is disbursed to the cities at a fixed amount of \$400 per month and the remainder on a per capita basis. The use of funds collected under Section 2107 of the Streets and Highway Code are similar to 2106. Historically the two sections had differences in expenditure purposes, however they now serve the purpose of describing the distribution method of the revenues received on a per gallon basis. The apportionment from the state is on a per capita basis. Accounting for these street monies is maintained by use of this separate fund.

REVENUE

The number of gallons of gasoline sold in California is expected to remain relatively unchanged, but revenues are expected to increase.

REVENUE SUMMARY			
	Estimate	Budget	
	FY 2020-21	FY 2021-22	FY 2022-23
TOTAL	133,600	136,000	140,000

FUND: 20 - COMMUNITY DEVELOPMENT & PROMOTION

The voters of Weed in June of 1990 approved a 2% transit occupancy tax for the purpose of city promotion, economic enhancement, community beautification and community events. This fund was established to account for the revenue and expenditure of these monies.

REVENUE

The revenue has remained relatively flat and we continue to be conservative in our estimates due to COVID and its unforeseen impacts.

REVENUE SUMMARY			
	Estimate	Budget	
	FY 2020-21	FY 2021-22	FY 2022-23
TOTAL	72,700	70,000	75,000

FUND: 64 - WATER CAPITAL

A water capital fund has been established for the purpose of providing for water system improvements. This includes the development and update of a water master plan to serve the development of the city, and expansion of the source and delivery system in accordance with the plan. The plan serves as the basis for the water capital improvement program to meet the needs of the new development. The financing of these improvements is through a connection charge for new services.

REVENUE

The revenue received is from new water connections to the City's system. The amount received will fluctuate with construction activity.

REVENUE SUMMARY			
	Estimate	Budget	
	FY 2020-21	FY 2021-22	FY 2022-23
TOTAL	-0-	15,000	15,000

FUND: 68 - SEWER CAPITAL

Section 14.08.290 of the WMC provides for a connection charges to the city sewage system. The charges consist of two components - to cover the City's cost of making the physical connection to the sewage system, and to pay for the proportionate share of the existing capital cost. This fund has been established by practice for the accounting of these connection charges.

REVENUE

The revenue received is from new sewer connections to the City's system. The amount received will fluctuate with construction activity.

REVENUE SUMMARY			
	Estimate	Budget	
	FY 2020-21	FY 2021-22	FY 2022-23
TOTAL	-0-	15,000	15,000

FUND: 80, 82 & 83 – SEWER

- The enterprise funds provide an accounting of those monies collected for operations that are financed and operated in a manner similar to private business enterprises. The cost of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges.
- Rates for sewer service are established by resolution. The City collects the revenue generated by these rates for the purpose of maintaining and operating the sewer systems. The charge may be used for the acquisition, construction, reconstruction, administration, and maintenance and operation of the sanitation or sewage collection and treatment facilities. The revenue may also be used to repay federal, state or other loans or advances made to the City for the construction or reconstruction of the system.

REVENUE

Water rates as established are automatically adjusted at the beginning of each fiscal year to reflect the change in the consumer price index. Finally, the estimate for FY 2020-21 includes grant funded projects completed.

REVENUE SUMMARY			
	Estimate	Budget	
	FY 2020-21	FY 2021-22	FY 2022-23
TOTAL	1,229,977	571,200	583,000

FUND: 36 – ONE-QUARTER PENNY TAX

In March 2015 the citizens of the community approved a 0.25% Transaction and Use Tax to fund library, senior programs, public safety and street and sidewalk improvements, in addition to other General Fund expenditures. This budget reflects increased revenue created under that tax.

REVENUE

Revenues are highly dependent on the price of gasoline.

REVENUE SUMMARY			
	Estimate	Budget	
	FY 2020-21	FY 2021-22	FY 2022-23
TOTAL	313,360	299,800	315,627

CITY OF WEED
EXPENDITURES – BY FUNCTION & ACTIVITY

FUNCTION: General Government
DEPT: 410

ACTIVITY: City Council

OBJECTIVES:

The City Council is the legislative body of the City government and is composed of five Council Members elected for overlapping four-year terms. The City Council is responsible for formulating the board policies for the municipal corporation and appointing key administrative officials. The Council Members choose one of their own to serve as Mayor for a one-year term. The Mayor presides over meetings of the Council, votes as a member of the Council, but has no veto power. The Mayor represents the City government in all official and ceremonial matters.

LEVEL OF SERVICE:

Regular meetings of the city council are held the second Thursday of each month starting at 5:30 p.m. Adjourned and special meetings are also held at dates and times selected by the council on an as-needed basis. Committee meetings, inspection trips, and informal conferences are required so that members may be completely informed. Council members also meet with other officials of federal, state, other local governments and organizations, regarding matters of concern to municipal government. Formal and informal meetings with citizens on the many civic activities are an obligation of the City Council.

CHANGES OVER PREVIOUS YEAR:

There are no proposed changes to the budget.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	17,714	18,619	18,900
Sup. & Svc.	5,000	6,000	6,000
Cap. Out.	-0-	-0-	-0-
TOTAL	22,714	24,619	24,900

FUNDING			
Gen. Govt.	22,714	24,619	24,900

FUNCTION: General Government
DEPT: 411

ACTIVITY: Administration

OBJECTIVES:

This activity has two major components: the office of the city manager and the office of the city clerk. State law permits the City Council to hire a professional administrator to handle the affairs of the City, much like a board of directors of a private corporation employ a chief executive officer to carry out its policies. The Council appoints a city manager to administer City policy, coordinate the departments of the municipal government, and represent the City in its relations with the public and other governmental jurisdictions.

The city clerk is the custodian of all official City records and documents including deeds, agreements, contracts, council minutes, ordinances and resolutions. The city clerk is the secretary for the city council.

LEVEL OF SERVICE:

The city manager through the application of sound and modern management, practices, and procedures implements the policies set by the City Council through all the departments and divisions of labor and skills in the City. Specifically, to see that all laws and ordinances of the City are enforced; that all franchises, permits and privileges granted by the City are observed; to exercise control over all departments of the City; to appoint, remove, promote and demote department heads; to perform the duties of the personnel officer; to analyze various services of the City and make recommendations which will result in a high degree of efficiency; to recommend for adoption measures and ordinances; to attend all meetings of the City Council; to keep the City Council advised at all time of the financial conditions and needs of the City; to prepare a balanced annual budget and proposed annual salary plan; to purchase all supplies for the City; to make investigations into the affairs of the City; to exercise general supervision of all City property; and to perform other duties as delegated by ordinance or resolution of the City Council.

The City Clerk is required to attend all Council meetings; prepare action minutes of the meeting; to number, index, post, and codify approximately 9 ordinances per year; to number and index approximately 35 resolutions per year; to issue a minimum of 250 business licenses annually with related reporting and delinquent collection; to maintain all official City records and files; to conduct all City elections; to maintain custody of the city seal; to administer oaths or affirmations and take and certify affidavits and depositions pertaining to city affairs and business which may be used in any court or proceedings in the State; and to attend professional meetings to keep abreast on matters of concern to municipal government.

CHANGES OVER PREVIOUS YEAR:

Keeping citizens informed and to give citizens access to information is an important goal of the City Council. The City is converting to a paperless agenda and affordable meeting management software which will synchronize documents such as agendas, minutes, and staff reports with audio/video stream of Council and Planning Commission meetings. These items will be available 24/7 on the City's web site and will have a web-based search and retrieval program.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	297,368	314,700	332,935
Sup. & Svc.	19,047	45,000	35,200
Cap. Out.	-0-	2,500	-0-
TOTAL	316,415	362,200	368,135

FUNDING			
Gen. Govt.	316,415	362,200	368,135

FUNCTION: General Government
DEPT: 413

ACTIVITY: Finance

OBJECTIVES:

The finance activity includes those activities necessary to provide internal support to the departments and customer service. Included in this activity are the duties of finance administration, personnel administration, data processing, risk management, grant administration and economic development.

Finance administration is necessary for the proper maintenance of the City's accounting records and preparing financial reports as required by the City Council, and state and federal laws. Incoming monies are deposited, and expenditures are made using these deposited monies.

Personnel administration is for the purpose of maintaining personnel records of the employees of the City, assuring compliance with various laws relating to personnel matters, and the maintenance of a classification and pay plan.

Risk management includes the liability insurance, workers compensation along with other insurance administration such as equipment, buildings and contents, and employee health, dental, vision and prescription drugs.

Grant administration provide for the writing of applications for the various grants and the administration of grants received by the City such as the Community Development Block Grants, Housing and Community Development, Economic Development Administration, Rural Development, Federal Emergency Management Agency, and state Office of Emergency Services.

Economic development aids with individual business expansion or location through loans or public improvement grants.

LEVEL OF SERVICE:

- All incoming monies are received and deposited daily. All billing by the City, including water, sewer and garbage are prepared by this department. All checks payable by the City on just demand are certified to their accuracy prior to payment. A monthly report on the revenues received, the expenditures made, and the fund balances is prepared and maintained on file. An independent audit is prepared annually.
- The personnel functions include maintenance of personnel records, payroll and employee benefits administration for the 28+ full time and various part time employees plus the City Council.
- Data processing includes the monthly billing of water, sewer, garbage and special billings, and the maintenance of the general ledger.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	210,941	241,111	252,597
Sup. & Svc.	40,759	42,500	44,000
Cap. Out.	-0-	-0-	-0-
TOTAL	251,700	283,611	296,597

FUNDING			
Gen. Govt.	251,700	283,611	296,597

FUNCTION: General Government
DEPT: 414

ACTIVITY: City Attorney

OBJECTIVES:

The City Attorney is charged with the task of advising the city council, city administrator and other city officials on all legal aspects of municipal operations. The office represents the City in civil actions, prosecutes violations of City ordinance, and drafts required legal documents.

LEVEL OF SERVICE:

The City Attorney is required to attend all council meetings and when necessary, to attend council committee, planning commission and other advisory body meetings. The City Attorney prepares or reviews ordinances, resolutions, contracts, deeds and other legal documents. Attorney-client relationship is furnished for members of the council and appointed officials in all City associated matters. Other services of the city attorney include meeting with the city manager and other City officials on an on-call basis, and keeping the city council, the city manager, and staff advised of current law affecting decisions and programs of the City. The City Attorney services are performed through contract with a private attorney.

CHANGES OVER PREVIOUS YEAR:

No changes are proposed in this budget.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	-0-	-0-	-0-
Sup. & Svc.	29,836	50,000	50,000
Cap. Out.	-0-	-0-	-0-
TOTAL	29,836	50,000	50,000

FUNDING			
Gen. Govt.	29,836	50,000	50,000

FUNCTION: General Government
DEPT: 416

ACTIVITY: Gen. Govt. Building

OBJECTIVES:

The general government building activity provides for the maintenance and operation of the city hall building and surrounding grounds. This activity is an internal service and does not provide direct service to the public, although the public uses the facility in conjunction with various activities. The city hall also serves as a symbol of the local government for the citizens of Weed. A good appearance is required to more favorably serve the public and also provide an example for others in the community to follow.

LEVEL OF SERVICE:

- To provide the city hall and other building operations with electric, gas, water, sewer and garbage utilities, to provide for all City telephone costs located within the city hall and corporation yard buildings, and to maintain janitorial services for the five days per week that the facility is open to the public. To have available emergency power for the telephone, radio systems and essential lighting in city hall during power outages.
- To maintain the city hall Centennial Plaza fountain, lighting, security devices, and outdoor furniture installed in 2001.

CHANGES OVER PREVIOUS YEAR:

\$10,000 added for replacing some windows and providing exterior repairs at City Hall.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	20,113	36,540	69,300
Sup. & Svc.	125,873	147,125	148,926
Cap. Out.	-0-	10,000	10,000
TOTAL	145,985	193,665	228,226

FUNDING			
Gen. Govt.	145,985	193,665	228,226

FUNCTION: General Government
DEPT: 418

ACTIVITY: Elections

OBJECTIVES:

Municipal elections are held to give citizens the opportunity to exercise their right in a representative democracy. The conduct of elections (City and special, including annexations) is under the jurisdiction of the city clerk.

LEVEL OF SERVICE:

General municipal elections are held in November of the even-numbered years. Special elections are held when called by the city council. City council members are elected for four-year terms during the general municipal election. Initiatives and referendums may also be included in the general municipal election or a special election. Special elections may also be used to fill the unexpired term of an elected official, a recall, or an annexation. The City is responsible for municipal elections. The administration of the election is conducted by contract with the County.

CHANGES OVER PREVIOUS YEAR:

The next general municipal election is scheduled for November 2022.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	-0-	-0-	-0-
Sup. & Svc.	2,577	12,000	7,500
Cap. Out.	-0-	-0-	-0-
TOTAL	2,577	12,000	7,500

FUNDING			
Gen. Govt.	2,577	12,000	7,500

FUNCTION: General Government
DEPT: 419

ACTIVITY: Insurance/Non-Departmental

OBJECTIVES:

This activity provides for the various general insurance programs of the City and other non-department operations.

LEVEL OF SERVICE:

- This activity provides insurance protection in the form of liability, automobile, fire, property damage, employment liability and loss through crime. Liability insurance is provided by a joint powers agreement through the Small Cities Organized Risk Effort (SCORE) with no self-insured retention, and a \$10,000,000 limit of coverage. All improved City property is covered through a private insurance company with SCORE as the broker with a \$2,000 deductible for fire and lightning, extended coverage, and vandalism and malicious mischief. This activity accounts for surety bonds for certain employees. This activity also provides a basic dental/vision program for employees.
- Data processing, or information technology, includes the provision of information processing services for various City activities and the maintenance and operation of the City's web page for public use. Equipment is being continuously updated with the intent of replacement on a three-year cycle for desktop computers and a five-year cycle for other equipment.
- The costs for membership or participation in the various municipal organizations are provided by this activity. These organizations include the League of California Cities, the League of Siskiyou County Local Agencies, and the Siskiyou County Local Agency Formation Commission the maintenance and operation of the public access cable channel – Siskiyou Media Council is included in this activity. The required annual audit is funded under this activity as is the annual fees for the city treasurer.

CHANGES OVER PREVIOUS YEAR:

No changes are anticipated for this budget cycle.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	-0-	-0-	-0-
Sup. & Svc.	435,649	373,000	385,000
Cap. Out.	-0-	-0-	-0-
TOTAL	435,649	373,000	385,000

FUNDING			
Gen. Govt.	435,649	373,000	385,000

FUNCTION: Public Safety
DPT: 421

ACTIVITY: Police

OBJECTIVES:

The police activity is responsible for the protection of lives, and property of the citizens of Weed in order to provide a safe and healthy community to live, work, attend school, and share recreational/leisure activities. This is accomplished through enforcement of local ordinances and state laws. The enforcement of these laws and ordinances are accomplished at the local level with administrative hearings, and at the county /state/federal level with the apprehension of violators and prosecution in court. Special functions of the department include safety programs, juvenile delinquency control, and crime/narcotics prevention programs.

LEVEL OF SERVICE

- To provide police protection on a 24 hours per day basis with a minimum staffing of one sworn officer on duty. Direct field supervisor of police officers will be provided on an as available, as needed, basis by the management and supervisory police personnel. Police activities remain constant with response to Class I crimes, as defined by the Uniform Crime Reporting Standards, Class II crimes, and calls for service expected to exceed 20,000 incidents. Based on previous year's data, this activity will include investigations of approximately 50 traffic accidents, the issuance of approximately 400 traffic citations for moving, parking, and equipment violations. Approximately 90 felons and 300 misdemeanants will be arrested. Patrolling will include residential and business districts, as well as the undeveloped area within the city, on a continuous basis involving approximately 140,000 vehicle miles. The downtown area will be patrolled on foot at various times. Twenty- four hour designated personnel provide public dispatching, acting as a fixed point of contact for the public.
- Community oriented policing has been an ongoing activity with proactive patrol activities such as vacation house watches, foot patrols, neighborhood watch, specialized night security patrol, citizen seminars, and community surveys.
- The School Resource Officer is no longer a special assignment, rather it is the responsibility of all our Officers to build and maintain a strong relationship with our schools. Officers spend time at all schools within Weed. Our department is also responsible for the safety and enforcement on the College of the Siskiyou's campus. To achieve this, officers are placed within the educational environment on several levels. The officer is involved in a variety of functions including: As a visible law enforcement figure on campus dealing with any law-related areas; As a classroom source for instruction in law topics; As an extension of the principal's office in dealing with specific areas or topics at the principal's request; As a source to teachers, parents, and students for conferences or on an individual basis; As a counseling source in law related areas which may affect the educational environment. Officers are in both uniform and plain clothes while on campus. Presentations cover such topics as bullying, internet safety and how to protect oneself from online predators, the dangers of underage drinking and alcohol use/abuse, dangers of underage smoking, and the consequences of making bad decisions.
- The police investigative services provide skilled and professional service related to the investigation of criminal cases. An assigned investigator is responsible for the registration and supervision of sex, arson, and narcotics offenders. Officers frequently conduct compliance checks on those required to register to ensure compliance and maintain a safe community. Investigators also review cold case files in an attempt to determine if new leads could be obtained. Investigators meet with witnesses and review the evidence to determine if any avenue of investigation could be pursued, while remaining a point of contact for the victim or family.

CHANGES OVER PREVIOUS YEAR:

No major changes are proposed in this budget year. Capital outlay is for required dispatch equipment and encryption.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	1,260,962	1,225,949	1,276,418
Sup. & Svc.	115,867	125,750	125,750
Cap. Out.	146,000	30,000	50,000
TOTAL	1,522,829	1,381,699	1,452,168

FUNDING			
Gen. Govt.	1,522,829	1,381,699	1,452,168

FUNCTION: Public Safety
DEPT: 422

ACTIVITY: Fire

OBJECTIVES:

The fire activity is responsible for the prevention and suppression of land, vehicle and structural fires, and the response to requests for emergency medical aid, hazardous materials spills and accidents.

LEVEL OF SERVICE:

- Headed by a full-time Chief, full-time Assistant Chief, and Volunteers, the fire department is to be available 24 hours a day to respond to all risk emergencies within the city limits and as automatic and mutual aid agreements with neighboring departments including but not limited to: structure fires, vegetation fires, vehicle fires, vehicle accidents, medical emergencies, hazardous materials incidents and public assists. To provide basic life support on all medical emergencies and provide advanced life support with the addition of an ambulance service. To provide inspections of all new construction, renovations and annual business license inspections throughout the year for potential fire hazards. To create and implement fuel mitigation projects to reduce the potential for fire hazards in the vegetation throughout the city. To test water supply systems throughout the city including fire hydrants to insure readiness in the event of an emergency.
- Training activities are scheduled on a monthly basis for 20 hours. The training includes state and federally mandated topics as well as discretionary subjects. Fire department personnel are required to be trained at the professional firefighter level and participate in trainings throughout the year.
- The students through the College work experience program can work and live in the fire station in a fire fighter capacity.

CHANGES OVER PREVIOUS YEAR:

This budget reflects the purchase of one Type 3 engine and two seasonal firefighters.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	284,666	335,332	370,300
Sup. & Svc.	211,185	180,219	154,037
Cap. Out.	17,583	15,000	-0-
TOTAL	513,434	530,552	524,337

FUNDING			
Gen. Govt.	513,434	530,552	524,337

FUNCTION: Community Development
DEPT: 423

ACTIVITY: Building Inspection

OBJECTIVES:

The building regulation activity provides for the issuance of permits, and the subsequent inspection for all construction related activities. In addition, to representing the public's interest in controlling new construction, this activity also provides consulting services to the owner-builder. The upgrading or elimination of buildings that may be a hazard to public safety also comes under the provisions of this activity.

LEVEL OF SERVICE:

- The building inspector is charged with the enforcement of the latest adopted California Code of Regulations, Title 24, also referred to as the California building Standards Code. Approximately 10 permits are expected to be issued for single-family dwellings and 5 new commercial and industrial buildings, and 40 alterations or modifications to existing buildings.
- Building and code enforcement inspections of all commercial buildings have increased.

CHANGES OVER PREVIOUS YEAR:

No major changes are proposed in this budget year.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	80,133	77,250	82,900
Sup. & Svc.	9,781	10,660	10,660
Cap. Out.	-0-	-0-	-0-
TOTAL	89,914	87,910	93,560

FUNDING			
Gen. Govt.	89,914	87,910	93,560

FUNCTION: Public Safety
DEPT: 424

ACTIVITY: Animal Regulation

OBJECTIVES:

Animal regulation provides for the licensing, controlling, sheltering, adoption and disposal of dogs. It is the intent of this program to give citizens a quieter and healthier environment through a reduction in the number of dogs that run at large, and assurance that the dogs have been vaccinated for rabies. The control of other animals from being a health and safety nuisance is another charge of this activity.

LEVEL OF SERVICE:

- To license approximately 300 dogs, which assures current rabies vaccination and identification. To have patrol services available by the current police and community services personnel to issue approximately 30 citations for various animal control ordinance violations, to have available the animal control officer to remove stray dogs that have been confined and to maintain the City pound facilities. During the year animals will be impounded until either claimed or destroyed. As requested by citizens, animal complaints will be investigated and calls for service will be followed through. The part time animal control officer is on duty an average of 22 hours per week for animal regulation enforcement and pound maintenance.
- For a third year the Community Service Officers are concentrating efforts to address the issues associated with feral cats. The program began two years ago wherein they trapped, spayed/neutered, and then re-released the cats where they were picked up. This program is a recommended method to reduce the number of feral cats in neighborhoods.
- Community Service Officers investigate animal complaints of loose dogs, dog and cat bites, animal cruelty and respond to calls for any animal in distress including sick or injured wildlife. They will also conduct educational programs and provide advice regarding animal care and wildlife control. A City Pound is maintained by the Community Service Officers who work diligently to locate a home for displaced pets.
- Community Service Officers receive specialized training in the law of arrest, meeting the criteria of PC 832. This provides the officers with limited powers of arrest in order to issue animal regulation citations, endorsed by the Weed Municipal Code. This allows the sworn law enforcement officers to concentrate on high priority criminal cases, and remain available for emergency calls.

CHANGES OVER PREVIOUS YEAR:

We have decided to combine this activity with department 425.

FUNCTION: Public Safety
DEPT: 425

ACTIVITY: Police – COPS Program

OBJECTIVES:

The COPS Program activity accounts for the state program to provide funds to local law enforcement.

LEVEL OF SERVICE:

- The City uses this funding source to provide for community service officers to enforce the Municipal Code and to provide a support role for other divisions of the police department. Job duties include animal control, dispatch, and enforcement activities including vehicle and nuisance abatements. Funding also provides for overtime within the department. Approximately 2,000 incidents and 200 public nuisance abatements investigations will be conducted by assigned Community Service Officers.
- Much of the officer's time is devoted to getting property owners to clean up their property or abate other nuisances, such as abandoned vehicles. Nuisance abatements also require locating the property owner sending letters, photographing the nuisance/property, and making personal contact with the owner and/or tenant of the property. Once the contacts are made, the officer works with the owner or tenant to set up a program to have the nuisance abated.
- The officer makes regular checks of the property to make sure the cleanup is being performed. If the tenant/owner fails to take the appropriate action to get the property cleaned up, a citation is issued and a court date is set. If the property is not cleaned up by the court date the officer appears in court and legal action is taken against the owner of the property to require the cleanup of the property or abatement of the nuisance.
- A Community Service Officer will be assigned the position of Crime Scene Investigator for major crimes. The duties include evidence collection, fingerprinting, DNA collection, and crime scene photography. The officer works closely with Investigators to produce a solid criminal investigation for prosecution by the District Attorney's Office.
- A Community Service Officer is also assigned the position of Property Manager. The property manager is responsible for all items of evidence booked into the Weed Police Department Evidence Room. The property manager oversees resources assigned to department staff to insure proper use and care. The property manager follows the Department of Justice guidelines to insure property is maintained, purged, and destroyed in a manner prescribed by law.
- A Community Service Officer is assigned to oversee the city owned equipment of the police department. They are responsible to issue and monitor the use of the equipment by officers, seeing that all is in good working order.

CHANGES OVER PREVIOUS YEAR:

No changes are anticipated.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	104,111	112,615	119,700
Sup. & Svc.	2,621	14,400	14,400
Cap. Out.	49,995	-0-	-0-
TOTAL	156,727	127,015	134,100
FUNDING			
General(COPS)	156,727	100,000	100,000
Gen. Govt.	-0-	27,015	34,100

FUNCTION: Senior Services
DEPT: 426

ACTIVITY: Senior Services

OBJECTIVES:

With the adoption by the voters of the City of a Transaction and Use Tax, the City has funding to provide services to seniors within the community. This new department within the General Fund is intended to track the allocation and expenditures for senior services.

LEVEL OF SERVICE:

Funding will be providing maintenance and operational costs for the Senior Shuttle, fund the City's share of Meals on Wheels, and provide senior activities provided by the Family and Community Resource Center.

CHANGES OVER PREVIOUS YEAR:

No major changes are proposed in this budget year.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	-0-	-0-	-0-
Sup. & Svc.	55,926	112,260	114,020
Cap. Out.	-0-	-0-	-0-
TOTAL	55,926	112,260	114,020

FUNDING			
Transaction Tax	55,926	112,260	114,020

FUNCTION: Community Development

ACTIVITY: Community Development & Promotion

OBJECTIVES:

The community development and promotion activity provide for the enhancement of economic activity within the community, tourism promotion, share in the cost of community events, and community beautification programs such as trees, flowers and lighting.

LEVEL OF SERVICE:

The various community development and promotion requests will be considered by the City Council during the second quarter of this budget period. Funding in the past has been to the Weed Chamber of Commerce, Weed Parks and Recreation District, Weed Museum, Downtown Revitalization Committee, the City of Weed, Enterprise Zone (Siskiyou County Economic Development Council), Weed Historic Tile Mural Committee, Weed Cemetery, and Chamber of Commerce Visitors' Center.

CHANGES OVER PREVIOUS YEAR:

Increased Tourist Occupancy Tax collections have increase in recent years. This trend is likely to continue.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp Svc.	2,590	10,163	11,988
Sup. & Svc.	54,250	59,837	63,012
Cap. Out.	-0-	-0-	-0-
TOTAL	56,840	70,000	75,000

FUNDING			
20 – Community Development & Promotion	72,700	70,000	75,000

FUNCTION: Health

ACTIVITY: Solid Waste

OBJECTIVES:

The solid waste activity provides for the collection and disposal of solid waste generated within the city. The cost of this service is provided by the users on an equitable basis.

LEVEL OF SERVICE:

Through a contract collector, the City provides for the collection of solid waste from each householder at least once a week and more frequent pickups from commercial/industrial/institutional users. In addition, this fund provides for the cost of disposing of the solid waste at a state approved site and provide containers for the appropriate storage of the solid waste until collected. This fund also encourages the reduction of solid waste entering the landfill site by education and recycling programs and funds one to two neighborhood cleanup days each year.

CHANGES OVER PREVIOUS YEAR:

The cost of this service is projected to change with the change in the consumer price index.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	-0-	-0-	-0-
Sup. & Svc.	434,851	445,000	461,400
Cap. Out.	-0-	-0-	-0-
TOTAL	434,851	445,000	461,400

FUNDING			
11 – Solid Waste	434,851	445,000	461,400

FUNCTION: Health

ACTIVITY: Sewer

OBJECTIVES:

This sewer activity is responsible for the safe collection and transporting to the wastewater treatment facilities of wastewater entered into the City's system and the operation of the two wastewater treatment facilities. The types of sewage include both domestic and industrial. The cost of this service is provided by the users on an equitable basis.

LEVEL OF SERVICE:

To provide for the collection of domestic and industrial sewage from approximately 1,050 connections. To provide for the treatment and disposal of approximately 0.2 mgd (million gallons daily) of wastewater on the North system and approximately 0.25 mgd on the South system during dry weather with an average increase of around double those amounts during the wet weather periods. To dispose at an approved landfill of all sludge removed during the treatment process. To maintain lines on an as-needed basis when blockages occur within the sewer collection system. To assure that personnel and equipment are available on an on-call basis 24 hours a day. To maintain records of activity operations with summary reporting to the state.

CHANGES OVER PREVIOUS YEAR:

The cost of this service is projected to change with the approved rate increase as well as the change in the consumer price index.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	217,565	69,047	103,447
Sup. & Svc.	140,332	107,450	107,450
Cap. Out.	-0-	-0-	-0-
TOTAL	357,897	176,497	210,897

FUNDING			
80 - Sewer	357,897	176,497	210,897

FUNCTION: Transportation
DEPT: 433

ACTIVITY: Street - Maintenance

OBJECTIVES:

The purpose of the street/storm drains activity is the repair, maintenance, and construction or reconstruction of City streets.

LEVEL OF SERVICE:

To provide for the maintenance of approximately 27 miles of streets including patching and seal coating.

CHANGES OVER PREVIOUS YEAR:

The reconstruction of Vista Drive results in significant increases over prior years.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	203,733	178,516	315,685
Sup. & Svc.	196,670	7,167,355	65,300
Cap. Out.	-0-	-0-	-0-
TOTAL	400,403	7,345,871	380,985

FUNDING			
Grant Funding	-0-	7,102,055	-0-
Gen. Govt.	400,403	243,816	380,985

FUNCTION: Culture and Leisure
DEPT: 427

ACTIVITY: Library

OBJECTIVES:

This activity provides support services for a library facility to be available for the residents in and around Weed and for visitors to the community.

LEVEL OF SERVICE:

- Since 2011 when the City assumed the cost of maintaining the library, the level of service has been increased.
- Although primarily staffed with volunteers, the library now employs 2 part-time librarians.

CHANGES OVER PREVIOUS YEAR:

No major changes are proposed in this budget year.

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	203,733	178,516	315,685
Sup. & Svc.	196,670	7,167,355	65,300
Cap. Out.	-0-	-0-	-0-
TOTAL	400,403	7,345,871	380,985

FUNDING			
Grant Funding	-0-	7,102,055	-0-
Gen. Govt.	400,403	243,816	380,985

EXPENDITURES

FUNCTION: Public Utilities

ACTIVITY: Water

OBJECTIVES:

The water activity is responsible for obtaining, treating if necessary, and delivery of potable water to customers connected to the City system. Fire hydrants and sprinklers are connected to the water system for fire protection services. The cost of this service is provided by the users on an equitable basis.

LEVEL OF SERVICE:

To deliver potable water to 1,050 residential, commercial, and industry/institutional customers on a metered basis. To provide water for fire service to approximately 184 hydrants. To provide for new connections and development as it takes place. To have personnel available on call at all times to handle emergencies in providing water service. To perform testing of the water supply, and chlorination when necessary, to assure compliance with required health standards.

CHANGES OVER PREVIOUS YEAR:

BUDGET			
	Estimate	City Mgr. Recommend	
	FY 2020-21	FY 2021-22	FY 2022-23
Emp. Svc.	189,217	154,723	164,382
Sup. & Svc.	297,109	494,800	489,800
Cap. Out.	-0-	-0-	-0-
TOTAL	486,326	649,523	654,182

FUNDING			
12 - Water	486,326	649,523	654,182

CITY OF WEED
PERSONNEL ALLOCATION

CITY OF WEED
Personnel Allocation
for FY 2021-22 & FY 2022-23

Position	No. Authorized
City Council	
Mayor	1
Council Member	4
Total	5
Administration	
City Manager	1
City Clerk	1
Recording Clerk -PT	0
Total	2
Finance	
Director	1
Accts. Payable	1
Accts. Receivable	0
Office Clerk - PT	.5
Total	2.5
Police	
Chief	1
Police Sgt.	1
Police Cpl	1
Police Officer	6
Mechanic	.1
Total	9.1
Police Dispatch	
Support Services Mgr.	1
Dispatcher	3
Dispatcher - PT	2
Total	5
Community Service	
CSO II	1
CSO I	1
Total	2
Police Reserve	
Reserve Officer	6
Total	6
Total Police Department	22.1

Fire	
Chief	1
Asst. Chief	1
Firefighter (temp)	2
Mechanic	.1
Volunteers	24
Totals	27.1
Library	
Head Librarian – PT	.75
Librarian – PT	.75
Total	1.5
Public Works	
Director	1
Supervisor	1
Maintenance Man II	2
Waste Water Treatment	1
Maintenance Worker	2
Building Inspector	1
Mechanic	.8
Total	8.8
Total Elected	5
Total Full Time	29
Total Part Time	4
Total Volunteers	24
TOTAL CITY PERSONNEL	62

**The following allocations are from the above
public works total**

Government Buildings	
Director	0.10
Waste Water Treatment	0.05
Maintenance Man II	0.35
Total	0.50

Water	
Director	0.25
Supervisor	0.20
Waste Water Treatment	0.05
Maintenance Man II	0.95
Maintenance Man II	0.75
Maintenance Man II	0.10
Mechanic	0.10
Total	2.40

Street Cleaning	
Director	0.03
Maintenance Man II	0.10
Mechanic	0.20
Total	0.33

Street Maintenance	
Director	0.32
Supervisor	0.60
Waste Water Treatment	0.05
Maintenance Man II	0.45
Maintenance Man I	0.40
Mechanic	0.20
Total	2.02

Snow Removal	
Director	0.05
Supervisor	0.05
Waste Water Treatment	0.05
Maintenance Man II	0.05
Maintenance Man II	0.05
Maintenance Man II	0.05
Maintenance Man I	0.05
Mechanic	0.20
Total	0.55

Sewer

Director	0.25
Supervisor	0.15
Waste Water Treatment	0.80
Maintenance Man II	0.20
Maintenance Man I	0.45
Mechanic	0.10
Total	1.95