

City of Santa Paula

FINANCE COMMITTEE

MAYOR GINGER GHERARDI
VICE MAYOR CLINT GARMAN



REGULAR MEETING OF THE SANTA PAULA FINANCE COMMITTEE

May 18, 2018

10:00 A.M. – REGULAR MATTERS

SANTA PAULA CITY HALL
970 VENTURA STREET
SANTA PAULA, CA 93060

LUCY BLANCO, CITY CLERK
MICHAEL K. ROCK, CITY MANAGER
JOHN C. COTTI, CITY ATTORNEY

Spare Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Office of the City Clerk and are available for public inspection. If you have any questions regarding any agenda item, contact the City Clerk at (805) 933-4208.



REGULAR MATTERS – COUNCIL CHAMBERS

CALL TO ORDER

ROLL CALL

ORDER OF BUSINESS

1. [Update on the Energy Efficiency Audit.](#)
2. [Initial Fiscal Year 2018-2019 DRAFT Budget Presentation.](#)

ADJOURNMENT

State of California)-
County of Ventura)- ss
City of Santa Paula)-

I declare under penalty of perjury that I posted this City Council Agenda on the bulletin board near the front door of City Hall, 970 Ventura Street, Santa Paula, California.

On _____ at _____ Signed: _____
Lucy Blanco, City Clerk

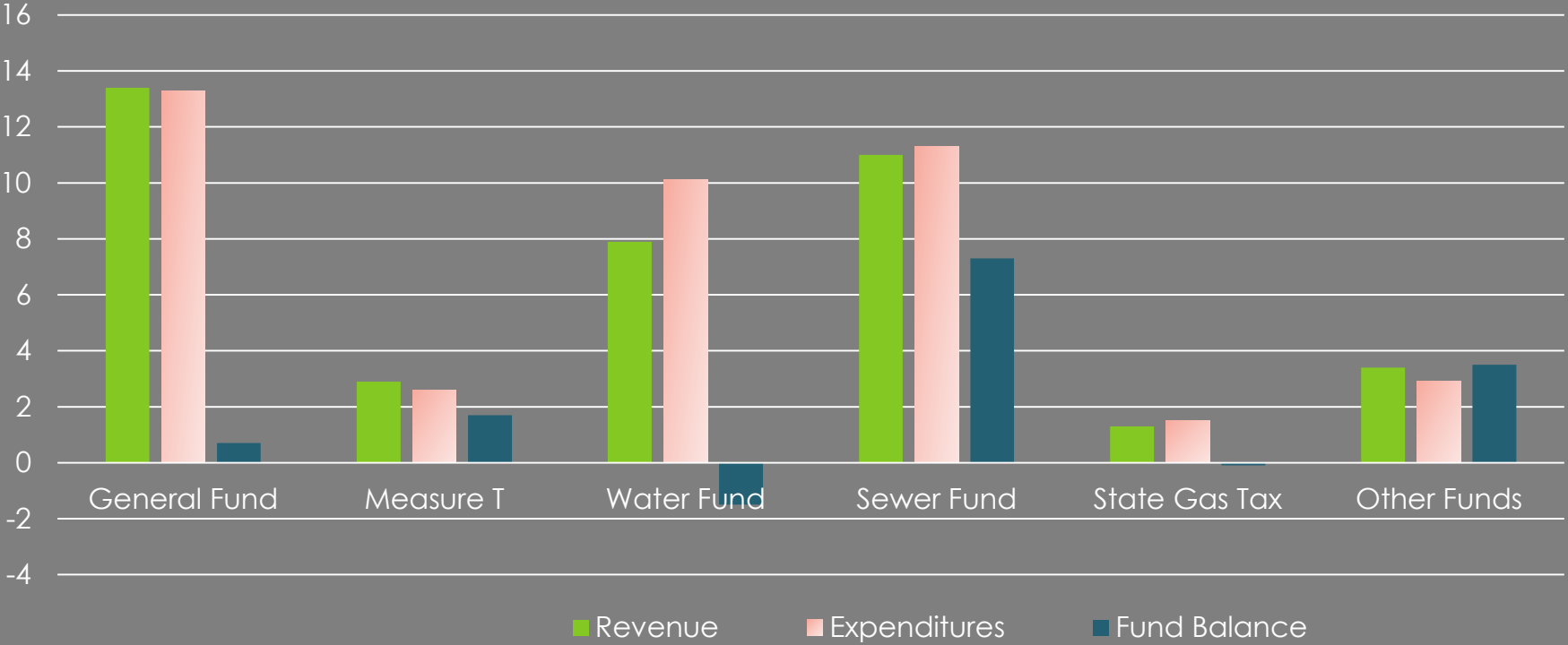


CITY OF SANTA PAULA

BUDGET REVIEW FY 18-19

MAY 21, 2018

FY 18/19 PROPOSED BUDGET



**CITY OF SANTA PAULA
BUDGET REVIEW FY 18-19**

MAY 21, 2018

GENERAL FUND	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DEPARTMENT REQUEST FY 18-19
GENERAL FUND REVENUES	15,695,565	15,703,040	13,365,119
GENERAL FUND EXPENDITURES	15,664,419	15,518,428	13,328,723
REVENUE OVER/(UNDER) EXPENDITURES	31,146	184,612	36,396

GENERAL FUND SUMMARY

Revenue decreased due to the fire annexation and transfer of property taxes - offset by decrease in expenditures. Other revenues projected 4% increase overall, primarily due to increased development activity and sales tax.

Expenditures (after adjusting for fire annexation) are proposed to increase by 6.5% due to MOU changes and development related activity.

**CITY OF SANTA PAULA
BUDGET REVIEW FY 18-19**

MAY 21, 2018

MEASURE T SALES TAX FUND	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DEPARTMENT REQUEST FY 18-19
MEASURE T REVENUES	2,191,000	2,873,540	2,900,000
MEASURE T EXPENDITURES	1,939,219	1,560,184	3,201,198
REVENUE OVER/(UNDER) EXPENDITURES	251,781	1,313,356	(301,198)

MEASURE "T" SUMMARY

FY 2017/18 was the initial year, with all proposed positions anticipated to be filled by FY 2018/19. Propose setting aside fund balance for new police station (\$800,000) & additional funds set aside for youth services (\$200,000).

Citywide changes

- The unfunded retirement liability for all full time employees increased \$300,000 from last year
- Worker's Compensation (\$328,621) and Liability Insurance (\$437,356) were reduced due to the planned fire department annexation to County Fire.
- Citywide employee scheduled salary increases due to labor agreements.

GENERAL FUND DEPARTMENT EXPENDITURE BUDGET

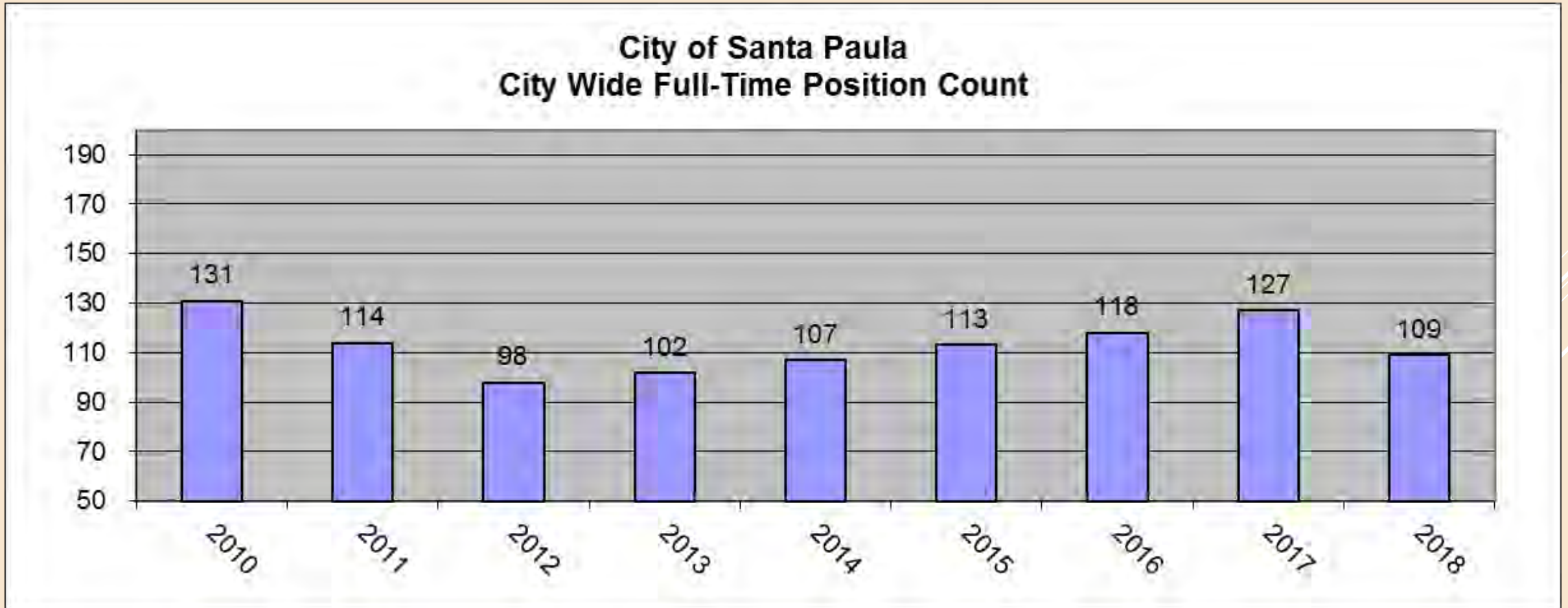
- A number of citywide expenditures have been consolidated into the other budget units, i.e. maintenance-vehicle/equipment have all been moved to Fund 702 (Equipment Maintenance), Personnel related line items moved to Admin-Personnel & Employee Relations, etc.
- Admin-IT additional budget requested for upgrades and replacement of aging software and equipment, approximately \$233,000.
- Community Development Department Building & Safety Division increased General Fund portion of Housing Code Enforcement due to reduction of CDBG grant funding, approximately \$96,000.
- Community Development Department Planning Division increase in contractual activity to be reimbursed by developers.
- Community Services increased funding for needed maintenance and upkeep for buildings and grounds division.

GENERAL FUND DEPARTMENT EXPENDITURE BUDGET (CONT.)

- Public Works Department increase in contractual activity to be reimbursed by developers.
- Non-Departmental includes the payment of Fire Department unfunded retirement liability \$114,188.

CITY POSITIONS

* REDUCTION IN 2018 DUE TO FIRE ANNEXATION



OTHER FUND NOTATIONS

- Fund 103-Cable Television-PEG fee ordinance was recently approved. Should see revenue coming in during FY 18/19.
- Fund 204-Ca Oil Museum Fund was transferred to the Foundation therefore, no budgets have been prepared.
- Fund 104-Measure T Fund was implemented in FY 17/18 with a 1% additional sales tax amount. This has been used to fund the Police Department (retain and equip existing officers, recruit and equip additional officers), Community Services Department (additional programs, staff to run these additional programs & a comprehensive needs assessment), Fire Department (originally used to fund grant funded firefighters, now redistributed due to annexation) and Public Works (streets and road repair and rehab).
- Fund 280-State Gas Tax-There is a purchase of a Tractor Loader(\$84,000)for Operations and Maintenance activity.
- Fund 311-COPS grant covers \$100,000 in Police expenditures subject to a Public Hearing.

OTHER FUND NOTATIONS (CONT.)

- Fund 281-Local Transportation will receive approximately \$200,000 additional funds to be used for local streets and road repair.
- Fund 283-SB1 allocation was implemented November 2017 and prior to funds being spent, the City will wait for the results of the November 2018 election where there is a measure to repeal this additional gas tax on fuel.
- Fund 450-CDBG Grant funding has been reduced by approximately \$88,500.
- Fund 503-GHAD assessment district paid off the loan therefore additional reserves will occur if approved.
- Fund 610- the Sewer budget shows slight increases due to increased costs of operations and maintenance contracts and utility charges. Overall the department budget has decreased due to construction projects.
- Fund 620-the Water budget shows slight increases due to increased costs of facility maintenance and utility charges. Overall the department budget has decreased due to construction projects.

DEPARTMENT POSITION REQUESTS

➤ **City Manager's Department:**

Part Time Executive Assistant 19 hrs./week \$30,000

➤ **Police:**

Administrative Sergeant (Net change of hiring
a Police Officer and promoting to Sgt) \$75,000

Full Time Community Service Officer \$53,000

GENERAL FUND REVENUES

NON-DEPARTMENTAL

Property Tax	\$3,484,832
Sales Tax	\$2,723,000
Franchise Taxes	\$ 832,000
Other Taxes	\$ 310,000
Fees, Fines & Permits	\$ 34,100
Investments and Rents	\$ 155,765
Intergovernmental	\$ 193,000
Charges for Services	\$ 4,050
Other Revenue	\$ 120,200
Overhead	<u>\$2,003,731</u>
Total Non-Departmental Revenues	\$9,860,678

Reduction in property tax revenue for Fire Depart. Annexation to County and an increase in MVLF allocation

Franchise Taxes Include payments from Edison & Gas Company, Crimson Pipeline, Charter & Athens

Other Taxes include Transient Occupancy, Business License & Property Transfer Tax

Intergovernmental Revenues include Vehicle License Collection, State Mandated Costs & Property Tax Relief

Other Revenues include donations & sale of property

Overhead also known as a cost allocation plan identifies the appropriate costs of internal or central service providers that can be charged to the operating departments that they support.

CITY MANAGER'S DEPARTMENT PROPOSED BUDGET FY 18-19

	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
100 GENERAL FUND				
ADMINISTRATION REVENUES	20,050	42,570	22,520	30,020
TOTAL ADMINISTRATION GENERAL FUND EXPENSES	3,038,782	2,915,884	(122,898)	3,087,392

Current Positions	Full-Time	Part-Time
City Manager	1	
Assistant City Manager	1	
Admin Secretary/Deputy City Clerk	1	
Executive Assistant	-	1
Human Resources Manager	1	
Human Resource Specialist	1	
IT Support Specialist	1	
IT Manager	1	
Department Total	7	1



Increase due to full year of Assistant City manager and proposed new part time Executive Assistant

CITY MANAGER'S DEPARTMENT PROPOSED BUDGET FY 18-19

	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
201-MOBILE HOME RENT REVIEW FUND				
TOTAL REVENUES MOBILE HOME RENT REVIEW	19,700	17,697	(2,003)	18,480
TOTAL EXPENDITURES MOBILE HOME RENT REVIEW	5,000	672	(4,328)	5,0000
REVENUE OVER/(UNDER) EXPENDITURES	14,700	17,025	2,325	13,480

204-CA OIL MUSEUM FUND				
TOTAL REVENUES CA OIL MUSEUM	3,928	55,605	51,697	0
TOTAL EXPENDITURES CA OIL MUSEUM	0	47,546	47,546	0
REVENUE OVER/(UNDER) EXPENDITURES	3.928	8,079	4,151	-



Museum was transferred to the foundation.

CITY MANAGER'S DEPARTMENT GOALS & ACCOMPLISHMENTS

City Clerk Division:

Accomplishments in FY 2017/18:

- Implementation of updating City records program and conversion to electronic system.
- Hired at no cost to City an intern to assist with administrative duties from Santa Paula High

Goals for FY 2018/19:

- Implement a Public Records Request software tracking program to provide more timely and organized responses to public record requests and to track the time and cost of such requests
- Perform the duties of election official for the General Election on November 6, 2018

City Attorney Division:

Accomplishments in 2017/18:

- Successfully negotiated a land swap for a sewer lift station as part of East Area 1
- Successfully assisted with all legal issues related to the MOA for Fire Annexation
- Successfully amended conditions of the DA with East Area 1

Goals for FY 2018/19:

- Serves as legal advisor to the City Council, City Manager and Department Heads.
- Reviews legal documents and contracts as required.
- Prosecutes violations of municipal ordinances.

CITY MANAGER'S DEPARTMENT GOALS & ACCOMPLISHMENTS

City Manager's Division:

Accomplishments in FY 2017/18:

- Reorganized City Departments to improve customer service and efficient delivery of services
- Hired an Assistant City Manager to focus on Economic Development, Public Information and a Legislative Platform
- Hired a Public Works Director
- Hired an IT Analyst to support all departments
- Completed the Fire Annexation Process including the MOA
- Worked with City Council and Lewis-Limoneira on the Conceptual Plan for the Regional Park and Sports Complex
- Worked with the City Council to join the California Choice Energy Authority (CCEA)
- Commissioned an energy audit of all electrical usage and recommended energy efficiency measures to save the City at least 40% on electrical costs over time
- Worked with the City Council on creating Ad Hoc and Standing Committees on Cannabis, Finance, Fire Annexation MOA, and Economic Development
- Assisted the Measure T Committee, Cannabis & MOA Ad Hoc Committees
- Created the monthly City Manager's Newsletter
- Created the new City Hall - Facebook page
- Increased the City's presence online through social and digital media

CITY MANAGER'S DEPARTMENT GOALS & ACCOMPLISHMENTS

Goals for FY 2018/19:

- Present to City Council for adoption an Updated General Plan (Required every Ten Years)
- Assist the Chamber and Downtown Business Community in creating a Business Improvement District
- Assist the Chamber and Business Community in reaching full occupancy for all vacant store fronts
- Attract and support 3 new tourism events to town
- Host 3 business group meetings to help improve the economic development experience in Santa Paula.
- Develop retail development marketing materials and strategy
- Revamp City's Webpage to be more user friendly and intuitive
- Transition City Fire Department to Ventura County Fire Protection District
- Reorganize Building and Code Enforcement into Community Development Department
- Continue Process of joining the CCEA and providing electricity through the new CCEA
- Continue working with Lewis-Limoneira on Regional Park
- Create a Legislative Platform for Council approval
- Be more active in providing Council with legislation to support or oppose

Human Resources and Risk Management:

Accomplishments in FY 17/18

- Completed negotiations for successor 3 year term employee contracts for Santa Paula Police Officer's Association, SEIU Local 721, Community Services Officer Unit, Supervisory & Professional Association, Mid-Management Association, Unrepresented: Confidential Unit and Executive Management.
- Successfully recruited 13 full-time positions including three (3) key management positions and five (5) positions that were funded Measure T (ongoing).

CITY MANAGER'S DEPARTMENT GOALS & ACCOMPLISHMENTS

Human Resources and Risk Management:

Accomplishments in FY 17/18 (Cont.):

- Offered employees 42 hours of training, including leadership, supervisory and targeted competency training (ongoing).
- Completed a class and compensation study for water classifications.
- Initiated Quality Improvement Committee with Citywide focus on employee appreciation and developing mission statement for the City (ongoing).

Goals for 2018/19:

- Review, revise and update the City's Personnel Policies and Procedures.
- Complete the review and implementation of a new City Employee Orientation Manual.
- Review and revamp employee recognition programs through Quality Improvement Committee.

Information Technology:

Accomplishments in FY 17/18

- Closed over 540 Helpdesk tickets
- Hired new IT Analyst
- Hired new IT Manager
- Upgraded the Microsoft Active Directory
- Outfitted 3 new police cars with mobile computers
- Completed Air Fiber connection to South Mountain for 911 service
- Replaced multiple antennas on police department roof
- Setup new body camera system for police department
- Replaced 5 Sharp enterprise copier/printer/fax machines

CITY MANAGER'S DEPARTMENT GOALS & ACCOMPLISHMENTS

Goals for 2018/19

- Install new cloud-based backup and recovery system
- Replace four servers
- Replace approximately 1/3 of desktops/laptops
- Upgrade the email server
- Replace phone system
- Upgrade VMWare virtual server software

COMMUNITY SERVICES DEPARTMENT

BUDGET FY 18-19

	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
GENERAL FUND 100				
TOTAL COMMUNITY SERVICES REVENUES	112,690	114,482	1,792)	107,030
EXPENDITURES				
TOTAL COMMUNITY SERVICES	1,053,144	970,226	(82,918)	1,236,884
104 - MEASURE T SALES TAX				
MEASURE T REVENUE – YOUTH	438,200	574,600	136,400	580,000
MEASURE T EXPENDITURES – YOUTH	475,678	366,031	(109,647)	434,140
MEASURE T REVENUE – COMMUNITY SERVICES	109,550	143,650	34,100	145,000
MEASURE T EXPENDITURES – COMMUNITY SERVICES	72,074	57,844	(14,230)	82,636

Current Positions	Part-Time	Full-Time	Seasonal
Community Services Director		1	
Recreation Supervisor		2	
Customer Service Representative		1	
Facilities Maintenance Leadworker		1	
Facility Maintenance Worker I/II		3	
Recreation Coordinator		1	2
Senior Coordinator	0.5		
Nutrition Coordinator	0.65		
Facility Attendant	5		
Park Monitor	1.5		
Custodian	0		
Recreation Leader			2.5
Department Total	7.65	9	4.5

COMMUNITY SERVICES DEPARTMENT

PROPOSED BUDGET FY 18-19

	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
103-CABLE TELEVISION				
TOTAL REVENUES CABLE TELEVISION	25,000	890	(24,108)	25,000
TOTAL EXPENDITURES CABLE TELEVISION	71,659	13,056	(58,603)	71,003
REVENUE OVER/(UNDER) EXPENDITURES	(46,659)	(12,166)	34,493	(46,003)
115-GENERAL RECREATION PRO				
TOTAL REVENUES GENERAL RECREATION PRO	104,000	110,291	6,391	103,000
TOTAL EXPENDITURES GENERAL RECREATION PRO	223,025	213,248	(9,777)	107,450
REVENUE OVER/(UNDER) EXPENDITURES	(119,025)	(102,957)	16,168	(4,450)
226-PARKLAND FACILITIES				
TOTAL REVENUES PARKLAND FACILITIES	40,000	126,159	86,159	125,700
TOTAL EXPENDITURES PARKLAND FACILITIES	777,876	262,809	(515,047)	0
REVENUE OVER/(UNDER) EXPENDITURES	(737,876)	(136,650)	601,226	125,700

The PEG fee ordinance was recently amended. Should see revenue in FY 18/19

Additional expenses taken from prior year cash reserves

Recommending moving cable to the City Manager's Department for FY 18/19

Revenue has decreased due to reduced cost of some programs funded by Measure T

Proposed projects will be part of the CIP presentation

COMMUNITY SERVICES DEPARTMENT

BUDGET FY 18-19

ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
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405-AAA (AREA AGENCY ON AGING)

TOTAL REVENUES AAA (AREA AGCY ON AGING)	41,730	57,937	16,207	39,271
TOTAL EXPENDITURES AAA (AREA AGCY ON AGING)	48,508	55,353	6,845	50,079
REVENUE OVER/(UNDER) EXPENDITURES	(6,778)	2,584	9,362	(10,808)

Grant for Senior Nutrition and Meals on Wheels

450-HUD- CDBG

TOTAL REVENUES HUD- CDBG	25,000	25,000	0	25,500
TOTAL EXPENDITURES HUD CDBG	22,065	16,887	(5,178))	12,877
REVENUE OVER/(UNDER) EXPENDITURES	2,935	8,113	5,178	12,623

Grant for Senior Coordinator for Senior program

803-HARDING PARK TRUST

TOTAL REVENUES HARDING PARK TRUST	111,960	111,301	(659)	112,560
TOTAL EXPENDITURES HARDING PARK TRUST	66,500	73,735	7,235	70,000
REVENUE OVER/(UNDER) EXPENDITURES	45,460	37,567	(7,893)	42,560

Permanent funds for projects and upkeep of the Harding Park Complex

COMMUNITY SERVICES DEPARTMENT GOALS & ACCOMPLISHMENTS

COMMUNITY CENTER DIVISION:

Accomplishment for FY 17/18:

- The Community Center was rented out 102 days for party celebrations, business seminars, and religious services for the 2017/18 year.
- The Community Center was open as a shelter and distribution center for the Thomas Fire. During those two weeks, the shelter averaged 19 people per day and the distribution center provided supplies and food to an average of 50 people a day.
- The Senior Center held its 4th Annual Mariachi Fundraiser on Saturday, October 21, 2017. The event brought in a profit of \$4,000 for Senior Activities.

Goals for FY 18/19:

- Continue to strive to have the Community Center rented out for family parties each Saturday for the 2018/19 fiscal year.
- Install new audio and visual equipment in the auditorium of the Community Center.
- Increase the amount of meals delivered to home bound seniors in Santa Paula to 45 per week day.
- Continue to make minor interior and exterior Community Center improvements.

COMMUNITY SERVICES DEPARTMENT GOALS & ACCOMPLISHMENTS

RECREATION AND LEISURE DIVISION:

Accomplishment for FY 17/18:

- Had over 2,000 Youth Participants attend such special events as Movie in the Park, Easter Egg Hunt/Earth Day Celebration, and Come See Santa.
- Had over 350 youth between the ages of six to thirteen participate in the recreation youth basketball program.
- Coordinated athletic facility use at Las Piedras, Teague, and Harding Park for over 150 non-profit youth and adult league teams. (Little League, AYSO, Girls Softball, Extreme Soccer, Barcelona soccer, and tackle football).
- Staff and the Recreation Commission provided input and recommendations for amenities to City Council for the East Area 1 Regional Park and Sports Complex.

Goals for FY 18/19:

Create and offer new recreation programs through the allocation of Measure T funding such as:

- Summer Camp at Glen City and Barbara Webster school sites.
- New Recreation Classes for summer, fall, winter, and spring.
- Partner with the Police Department at the Police Substation (storefront) to provide tutoring, social services and recreation opportunities at Las Piedras Park during the school year.
- Collaborate with the Unified School District to provide after-school sports leagues and tournaments.
- Provide three (3) Movie Days in the Park
- The Santa Paula Comprehensive Youth Services and Programs Services Needs Assessment is being conducted by RRM Design Group and is scheduled to be completed in November 2018.
- Community Services staff will act as a liaison for the Youth Advisory Committee. The purpose of the committee is to provide youth an opportunity to be involved in local government and provide a voice concerning issues that affect the youth. Potential projects could include community projects such as contributing to beautifying the city.
- Continue to provide the Recreation Department's established youth and adult activities on a user pay basis.
- Continue to organize such special events as the Halloween Carnival, Easter Egg Hunt/ Earth Day Festival and Come See Santa. These events will depend on volunteers and donations.

COMMUNITY SERVICES DEPARTMENT GOALS & ACCOMPLISHMENTS

Cable Television:

Accomplishment for FY 17/18:

- Processed 200 personal and public announcements that were shown on the Local Government Access Channel 10.
- Televised five (5) additional special city council meeting

Goals for FY 18/19:

- Continue to televise City Council Meetings and other special meetings.
- Replace outdated equipment with new equipment such as the Channel 10 bulletin board and DVD players.
- Continue to provide additional services involving franchise transfers and administration of consultant contracts as directed.
- Complete a review of Government Channel services provided on Channel 10, and implement any changes identified.
- Accomplishment for FY 17/18:
- Processed 200 personal and public announcements that were shown on the Local Government Access Channel 10.
- Televised five (5) additional special city council meeting

Santa Paula Railroad Depot:

Goals for FY 18/19:

- Minor maintenance is provided by the Building 1531 budget.
- To use the facility for City sponsored events.
- Continue to oversee the tenants at the Train Depot, Chamber of Commerce and Santa Paula Art Society.

COMMUNITY SERVICES DEPARTMENT GOALS & ACCOMPLISHMENTS

Buildings and Grounds Program Maintenance

Goals for FY 18/19:

- Retrofit and repair turf irrigation systems at City Hall, Community Development and Police Department areas.
- Replace aged cement picnic tables with plastic coated steel picnic benches at Ebell Park.
- Repair and repaint rose garden rod iron fence that is starting to decay. In addition, paint rod iron fence surrounding the Railroad Plaza Park.
- Continue to provide preventative maintenance on the HVAC systems at all City owned buildings.
- Fumigate for termite damage on the Railroad Depot deck and building.
- Continue to periodically inspect all trees and shrubs in public parks and grounds and perform any necessary pruning, in order to maintain trees and shrubs safe and healthy condition.
- Continue to perform pest control contract services to eradicate rodents, and insects on trees, shrubs and turf.

Accomplishment for FY 17/18:

- Staff created an inventory system to better monitor the amount of cleaning supplies for building and grounds. Saved the City \$4,000.
- Building and Grounds staff has been maintaining the bike trail on a weekly basis. They pruned eighty oak trees from Peck Road to 12th street. In addition part-time staff cleans sections of the bike trail on a daily basis.
- Building and Grounds staff built out and remodeled the Human Services Specialist and City Clerk's office. Scope of work included framing, electrical, dry wall taping, texturing and painting.
- Building and Grounds retrofitted and repaired turf irrigation systems at Obregon, Ebell and Railroad Plaza Park.
- Building and Grounds staff changes the filters for all H.V.A.C systems at city owned facilities on a quarterly basis

FINANCE DEPARTMENT BUDGET FY 18-19

	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
100 GENERAL FUND				
TOTAL FINANCE REVENUES GENERAL FUND	16,600	25,097	8,497	25,200
FINANCE-EXPENSES GENERAL FUND				
TOTAL FINANCE EXPENSES GENERAL FUND	522,796	485,822	(36,974)	658,283
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620 CUSTOMER SERVICE-UTILITIES				
TOTAL CUSTOMER SERVICE-UTILITIES	513,391	508,044	(5,347)	459,924
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NON-DEPARTMENTAL GENERAL FUND				
TOTAL NON-DEPARTMENTAL REVENUES	12,769,838	12,471,736	(298,102)	9,860,678
TOTAL NON-DEPARTMENTAL EXPENSES	226,500	167,597	(58,903)	300,188

Current Positions	Full-Time
Finance Director	1
Assistant Finance Director	1
Purchasing Agent	1
Payroll Specialist	1
Senior Accounting Tehchnician	1
Accounting Technician	3
Customer Service Representative	2
Department Total	10

Increase in expenditures for Purchasing Agent and Assistant Finance Director

These are the costs for the utility billing process.

These are Citywide expenditures such as postage, utilities, paper, etc.

FINANCE DEPARTMENT GOALS & ACCOMPLISHMENTS

Finance Division:

Accomplishment for FY 17/18:

- Implemented the first phase of the financial software upgrade.
- Maintain accurate, complete and appropriate records using recognized professional standards and guidelines.
- Complied with financial reporting requirements for the City. Including:
 - City Budget
 - Annual Audited Financial Report
 - State Reports
 - Annual Street report
 - Annual State Controller's Report
 - Annual Compensation Report
 - Various grant reporting
 - Continue to respond effectively to internal and external demands for assistance and information by continually striving to enhance financial management systems, both manual and automated.

Goals for FY 18/19:

- Revise and adopt formal financial management policies and procedures and cross train staff as necessity.
- Update all Finance Policies, including but not limited to the Purchasing Policies and Procedures, Travel Policy, and the Credit Card Policy.
- Continue with the implementation of the second phase of the accounting software upgrade.
- Assist the Community Development Department in the implementation of their permitting software to integrate with the financial software.

FINANCE DEPARTMENT GOALS & ACCOMPLISHMENTS

Customer Service Program:

Accomplishment for FY 17/18:

- Provided accurate and timely billing information in a form appropriately understood by the customer.
- Responded effectively to customer requests, inquiries and complaints.

Goals for FY 18/19:

- Train backup for the utility billing system with written procedures.
- Work with other departments and/or a collection agency to be more effective in collecting outstanding debt or fees due to the City.

COMMUNITY DEVELOPMENT DEPARTMENT PROPOSED BUDGET FY 18-19

Current Positions	Full-Time
Community Development Director	1
Planning Manager	1
Assistant Planner	1
Assistant Planner/GIS Analyst	1
Associate Planner	1
Community Development Technician	1
Department Total	6

	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
100 GENERAL FUND				
COMM. DEVELOP REVENUES GENERAL FUND	753,100	693,006	(60,094)	714,020
COMM. DEVELOP EXPENSES GENERAL FUND	798,633	794,417	(4,216)	970,797
104 MEASURE T SALES TAX				
MEASURE T REVENUES	34,388	34,388	0	34,388
MEASURE T EXPENDITURES	34,388	34,388	0	34,388

East Area and other projects progressing- staff time reimbursement from Developer

Downtown Code Enforcement was not fully implemented

COMMUNITY DEVELOPMENT DEPARTMENT GOALS & ACCOMPLISHMENTS

Accomplishment for FY 17/18:

- Addition of a Assistant Planner/GIS Technician and a Community Development Technician to help facilitate program implementation and customer service
- Continued use of contract planners to facilitate project management and review.
- Extensive community outreach to facilitate the completion of the General Plan update
- Revisions to the zoning and development code to expedite development review processes

Goals for FY 18/19:


This fiscal year, the Department is requesting the replacement of the Deputy Planning Director with a Planning Manager position to assist with the department administration, customer service improvements, code updates and to provide responsiveness to the increase in development requests reflective of an improved local, county and statewide economy. In addition, the division will:


- Provide opportunities to front-line employees for cross-training with other departments.
- Create a map-based interface on the City website that provides information on all current and proposed City sponsored and private investment projects within the City
- Continue providing GIS applications to assist City Departments with programs and activities
- Assist Economic Development initiatives with identification of opportunity sites and review of any process changes that could affect development
- Ensure equitable and responsible fee recovery for development projects
- Implement Energov software to facilitate the management of permits and improve revenue management.


BUILDING & SAFETY DIVISION PROPOSED BUDGET FY 18-19


	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
100 GENERAL FUND				
BUILDING AND SAFETY GENERAL FUND REVENUE				
TOTAL BUILDING AND SAFETY	540,681	825,532	284,851	942,199
TOTAL EXPENSES GENERAL FUND	288,657	323,500	34,843	385,282
104 – MEASURE T SALES TAX				
TOTAL REVENUES MEASURE T	61,028	36,719	(24,309)	85,953
TOTAL EXPENDITURES MEASURE T	61,028	36,719	(24,309)	85,953
450-HUD- CDBG				
TOTAL REVENUES CDBG	225,048	531,194	306,146	136,000
TOTAL EXPENDITURES CDBG	129,498	271,619	142,121	136,222
REVENUE OVER/(UNDER) EXPENDITURES	95,550	259,575	164,025	(222)

Current Positions	Full-Time
Community Development Specialist	1
Building Inspector I/II	3
Chief Building Inspector	1
Senior Building Inspector (Unfunded)	0
Department Total	5

- 

Increase in GF Revenues due to projections for East Area.
- 

Increase in General Fund salaries due to CDBG Fund. Grant final amount still pending from County.
- 

Measure T funding used for Housing Code Enforcement
- 

CDBG receiving grants for Code Enforcement and Senior Center Coordinator. No projects approved this FY

BUILDING & SAFETY DIVISION GOALS & ACCOMPLISHMENTS

Goals for FY 18/19:

- Improve customer service processes to increase the opportunities for customers to receive the information they need on a first contact
- Provide opportunities to front-line employees for cross-training with other departments.
- Expedite the closure of code cases to ensure health and safety and compliance with city codes.
- Implement Energov software to facilitate the management of permits and improve revenue management.
- Continue pursuit of Community Development Block Grant (CDBG) funding for Code Enforcement programs

Accomplishment for FY 17/18:

- 167 closed code cases
- 4 certificates of occupancy issued (total valuation \$818, 000.00)
- Received a \$100,000 grant from CDBG for code enforcement
- Hired a new fulltime Code Inspector I
- Added a part time contract Counter technician to assist with East Area -1

POLICE DEPARTMENT BUDGET FY 18-19

	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
100 GENERAL FUND				
POLICE REVENUES GENERAL FUND	681,766	601,572	296,407	679,706
TOTAL POLICE EXPENSES GENERAL FUND	6,201,161	6,026,541	(174,620)	6,124,272
104 MEASURE T SALES TAX				
MEASURE T REVENUES	1,034,472	1,399,781	341,000	1,654,047
MEASURE T EXPENDITURES	1,000,083	769,235	(230,848)	1,858,196

Current Positions	Full-Time	Part-Time
Police Chief	1	
Assistant Police Chief	1	
Police Commander	1	
Police Sergeant	6	
Senior Police Officer	7	
Police Officer	18	
Public Safety Dispatch Supervisor	1	
Public Safety Dispatcher Clerk	5	
Records Supervisor	1	
Community Services Officer	2	0.5
Property and Evidence Technician	1	
Records Technician	1	
Animal Services Coordinator	1	
Graffiti Abatement Officer	1	
Police Cadet		1
Executive Assistant		0.5
Department Total	47	2

Other than citywide changes listed above, there are no significant changes to the General Fund

Measure T budget includes a full year of Assistant Police Chief, 4 Police Officers, Full time CSO as well as 3 vehicles

POLICE DEPARTMENT BUDGET FY 18-19

	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
203-ASSET FORFEITURE				
TOTAL REVENUES ASSET FORFEITURE	10,100	167	(9,933)	10,150
TOTAL EXPENDITURES ASSET FORFEITURE	10,100	7,465	(2,635)	0
REVENUE OVER/(UNDER) EXPENDITURES	0	(7,298)	(7,298)	10,150

311-SLESF- COPS(AB1913)				
TOTAL REVENUES SLESF- COPS(AB1913)	100,800	141,014	40,214	126,100
TOTAL EXPENDITURES SLESF- COPS(AB1913)	115,800	73,963	(41,837)	147,375
REVENUE OVER/(UNDER) EXPENDITURES	(15,000)	67,051	82,051	(21,275)

403-BJA VEST GRANT				
TOTAL REVENUES BJA VEST GRANT	0	3,844	3,844	0
TOTAL EXPENDITURES BJA VEST GRANT	0	495	(495)	4,000
REVENUE OVER/(UNDER) EXPENDITURES	0	3,349	3,349	(4,000)

Asset Forfeiture funds to be used for Law Enforcement

Fund 311 covers \$100,000 in Police expenditures subject to a Public Hearing.

Federal Grant funds for replacement of body armor

POLICE DEPARTMENT GOALS & ACCOMPLISHMENTS

Overall Police Department

Accomplishment for FY 17/18:

- Assistant Chief Position created and filled.
- Commander Position filled.
- Hiring of four additional full time officers and one full time dispatcher
- Reorganizational structure of the department to include promotions to ranks of Sergeants and Sr. Officers.
- First ever Police Department awards banquet. (Medal of Valor Awards)

Goals for FY 18/19:

- Continue to focus on expanding/remodeling police building and increase staffing personnel.
- Continue to work on reducing crime specifically violent and property crimes.
- Continue on enhancing customer service to the citizens and community.
- Expand the Explorer and Citizen Patrol volunteer programs.
- Continue on ongoing officer POST and professional staff mandated trainings.

Police Administration

Accomplishment for FY 17/18:

- New Assistant Chief Position created and filled.
- Promoted a Commander to assist primarily with Patrol operations and other administrative duties.
- Converted part time records and evidence positions to full time status.
- Working with all stakeholders in the remodeling and expansion of the police department building.
- Reorganization of police department to include hiring of new officers, Sergeant and Sr. Officer supervisory positions filled.

POLICE DEPARTMENT GOALS & ACCOMPLISHMENTS

Goals for FY 18/19:

- Implement a Professional Standards and Conduct Program. Focus on leadership and management for all staff.
- Continue to provide training to all Officers to include, Risk Management, specialized training and all other training mandated by P.O.S.T.
- Continue to work with all Law Enforcement Agencies, local, state and federal to ensure public safety in the community.
- Mentoring program to newly hired officers and to officers who have been promoted to supervisory positions.
- Continue to be actively engaged in the community forming partnerships with various groups.
- Continue the recruitment to hire and train qualified police applicant candidates with the best applicants.

Patrol Division:

Goals for FY 18/19:

- Increase patrol staffing levels to a minimum of 4 officers per shift with 1 overlap officer
- Decrease overall crime statistics through directed patrol efforts in high crime areas
- Decrease the amount of transient issues, specifically in the downtown areas, through proactive patrol efforts and providing services to those in need
- Identify and train officers, specifically newer officers, on key training topics to become more well-rounded in all aspects of patrol duties
- Identify and mentor officers to become future Field Training Officer and supervisors

POLICE DEPARTMENT GOALS & ACCOMPLISHMENTS

Investigation Division:

Accomplishment for FY 17/18:

- Numerous high profile gang related homicide cases solved. Suspects in custody.
- 290 PC Sex Registrants compliance check conducted with that resulted in two arrests.
- Gang/narcotic parole and probation sweeps.
- PROS and SHO's compliance checks conducted periodically.
- Reorganized unit with personnel changes and provided specialized training to each new Investigator.

Goals for FY 18/19:

- Reassign and deploy the gang/narcotic unit personnel and work with other local, state and federal Law Enforcement agencies, in combating and investigating gang and narcotic crime.
- Provide specialized training to all Investigations personnel in their primary area of investigations responsibility.
- Recreate the 18 month investigation career enhancement position.
- Continue to provide a professional level of investigative service utilizing all available resources to include other local, state and federal agencies.

POLICE DEPARTMENT GOALS & ACCOMPLISHMENTS

Dispatch and Communications Division

Accomplishment for FY 17/18:

- Continue to meet or exceed the State standards for answering 911 calls. (Currently we are at the top 88-90% of State requirements).
- The dispatch unit was able to maintain a high level of service with minimum staffing levels.
- Upgraded to a 700 MHz radio frequency. This will allow better communications with other county agencies.
- In line to receive State CAL-OES funds for 911 phone system/call recorder.

Goals for FY 18/19:

- To fully staff the unit with six dispatchers. Currently an ongoing recruitment is in place for one more dispatcher.
- Continue to provide professional training and career enhancement training.
- Continue to focus on providing the best customer service.
- Upgrade the telephone and 911 systems to incorporate text to 911 and enhance mapping of calls.
- Explore funding to upgrade radio consul to be compatible and interoperable with other county agencies.

Records Services Program

Accomplishment for FY 17/18:

- Completed over 740 crime report packets for filing to DA's office.
- Mentored three Santa Paula High School Health & Human Services Academy Students.
- Continue the internship program partnering with Santa Barbara Business College.
- Learned new procedures such as DA's Office Complaint Review Evaluation (CRE), Cite-Zone parking cites program, Axon Body Cam, Ventura County Lab (CLMS) and California Courts Protective Order Registry (restraining orders) procedures for filing and record keeping, and other Department of Justice mandated policies and procedures for audits and reviews.

POLICE DEPARTMENT GOALS & ACCOMPLISHMENTS

Goals for FY 18/19:

- Meet and exceed all CA Department of Justice mandates and requirements for police department records.
- Continue update training and policies and procedures on Public Records Act, Evidence.com, California Courts Protective Order Registry CCPOR, (restraining orders) Cite-Zone, etc.
- Complete purging's on required reports, citations and bookings.
- Ensure crime packets are complete with all pertinent information for quicker filings.
- Explore the possibility of converting the part time records clerk to full time.
- Explore the possibility of obtaining funds for the conversion of the Records Management System and Computer Aided Dispatch to be National Incident Base Reporting System compliant.

Animal Regulation Program

Accomplishment for FY 17/18:

- Focused on Spay and Neuter program. By providing services in the neighborhoods parks at low cost.
- City of Santa Paula licensing revenue has increased approximately 30%.
- ACO Varela has obtained his Animal Control Officer and 832 PC certification.
- Reduction of animal calls for service.
- Educating the public on animal services, licensing, spay and neuter etc.

Goals for FY 18/19:

- Focus to continue to provide professional animal control services to include educating the public in animal regulations such as spay and neuter, licensing requirements etc.
- Looking to obtain National Care & Control Association certification. (NACA)
- Implemented and focus on continuing an elementary school education animal program, (K-9 with Class)
- Work on controlling cat overpopulation working with non-profit groups.
- Decreasing stray animals and animal impounds.

PUBLIC WORKS DEPARTMENT PROPOSED BUDGET FY 18-19

	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
100 GENERAL FUND				
TOTAL PUBLIC WORKS GENERAL FUND REVENUES	520,266	688,585	168,319	1,006,266
TOTAL PUBLIC WORKS GENERAL FUND EXPENSES	302,126	692,477	390,351	565,625
104 MEASURE T SALES TAX				
MEASURE T REVENUES	109,550	143,650	34,100	435,000
MEASURE T EXPENDITURES	100,000	100,000	0	435,000

Current Positions	Full-Time	Part-Time
Public Works Director	1	
Assistant Public Works Director	1	
Public Works Superintendent	1	
Equipment Maintenance Leadworker	1	
Lead Water Distribution Operator	1	
Lead Water Treatment/Prod Operator	1	
Management Analyst	1	
Administrative Analyst	1	
Senior Administrative Assistant	1	
Engineering Technician, Senior	1	
Street Maintenance Leadworker	1	
Maintenance Worker I/II	4	
Mechanic I/II	2	
Water Distribution Operator I/II/III/IV	8	
Water Treatment/Prod Operator I/II	2	
Public Works Technician		1
Department Total	27	1

Increasing budget for contractual plan check services of \$91,000 offset by additional revenue paid by developer

Recommended allocation increase from Measure T for Streets & Roads

PUBLIC WORKS DEPARTMENT

BUDGET FY 18-19

	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
205-NPDES STORM WATER QUALITY				
TOTAL REVENUES NPDES STORM WATER QUALITY	40,200	43,521	3,321	43,400
TOTAL EXPENDITURES NPDES STORM WATER QUALITY	27,906	28,585	679	31,250
REVENUE OVER/(UNDER) EXPENDITURES	12,294	14,936	2,642	12,150
206-STORMWATER PROGRAM				
TOTAL REVENUES STORMWATER PROGRAM	147,300	132,387	(14,913)	130,900
TOTAL EXPENDITURES STORMWATER PROGRAM	228,482	250,272	(21,790)	277,155
REVENUE OVER/(UNDER) EXPENDITURES	(81,182)	(117,886)	(36,703)	(146,255)

NPDES assessment for Storm Drain activity

Revenue and expenditures related to the Street Sweeper

PUBLIC WORKS DEPARTMENT

BUDGET FY 18-19

	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
280-STATE GAS TAX				
TOTAL REVENUES STATE GAS TAX	2,021,792	1,551,817	(469,975)	1,299,654
TOTAL EXPENDITURES STATE GAS TAX	2,322,753	2,394,347	71,594	1,514,670
REVENUE OVER/(UNDER) EXPENDITURES	(300,961)	(842,529)	(541,568)	(215,016)

281-LOCAL TRANSPORTATION TDA				
TOTAL REVENUES LOCAL TRANSPORTATION TDA	531,400	536,265	4,865	746,385
TOTAL EXPENDITURES LOCAL TRANSPORTATION TDA	900,180	941,915	41,735	302,208
REVENUE OVER/(UNDER) EXPENDITURES	(368,780)	(405,650)	(36,870)	444,177

282-LOCAL TRANS TDA ART 3				
TOTAL REVENUES LOCAL TRANS TDA ART 3	6,020	5,835	(185)	6,040
TOTAL EXPENDITURES LOCAL TRANS TDA ART 3	6,020	5,835	(185)	5,500
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	540

283-SB1 ROADS				
TOTAL REVENUES SB1 ROADS	0	224,128	224,128	512,042
TOTAL EXPENDITURES SB1 ROADS	0	0	0	690,000
REVENUE OVER/(UNDER) EXPENDITURES	0	224,128	224,128	(177,958)

Decrease in expenditures related to capital projects which will be covered in the CIP presentation

Fund 280 purchase of Tractor Loader
\$84,000

Decrease in expenditures related to capital projects which will be covered in the CIP presentation

Decrease in expenditures related to capital projects which will be covered in the CIP presentation

Will use cash reserves for projects. Projects will not be completed until after results of November 2018 election.

PUBLIC WORKS DEPARTMENT

BUDGET FY 18-19

	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
305-BEV CONTAINER RECYCLING				
TOTAL REVENUES BEV CONTAINER RECYCLING	8,069	8,110	41	8,125
TOTAL EXPENDITURES BEV CONTAINER RECYCLING	8,045	5,352	(2,693)	8,125
REVENUE OVER/(UNDER) EXPENDITURES	24	2,758	2,734	0

312-CA USED OIL BLOCK GRANT				
TOTAL REVENUES CA USED OIL BLOCK GRANT	11,400	17,166	5,766	8,760
TOTAL EXPENDITURES CA USED OIL BLOCK GRANT	15,320	15,409	89	15,270
REVENUE OVER/(UNDER) EXPENDITURES	(3,920)	1,757	6,677	(6,510)

500-HILLSBOROUGH OPEN SPACE				
TOTAL REVENUES HILLSBOROUGH OPEN SPACE	10,663	10,801	138	10,683
TOTAL EXPENDITURES HILLSBOROUGH OPEN SPACE	9,280	7,667	(1,613)	9,480
REVENUE OVER/(UNDER) EXPENDITURES	1,383	3,134	1,751	1,203

503-GHAD-GEO HAZ ABATE DIST				
TOTAL REVENUES GHAD-GEO HAZ ABATE DIST	106,605	85,863	(20,742)	89,560
TOTAL EXPENDITURES GHAD-GEO HAZ ABATE DIST	79,829	145,064	65,235	47,735
REVENUE OVER/(UNDER) EXPENDITURES	26,776	(59,201)	(85,977)	41,825

Fund 305 Grant

Fund 312 Grant

Fund 500 District related

Fund 503 District related

PUBLIC WORKS DEPARTMENT BUDGET FY 18-19

	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
600-REFUSE RESERVE				
TOTAL REVENUES REFUSE RESERVE	152,292	152,793	501	50,000
TOTAL EXPENDITURES REFUSE RESERVE	96,920	101,106	4,186	79,697
REVENUE OVER/(UNDER) EXPENDITURES	55,372	51,687	(3,685)	(29,697)
610-SEWER				
TOTAL REVENUES SEWER	10,795,700	11,020,894	225,194	11,037,097
TOTAL EXPENDITURES SEWER	11,107,008	11,288,822	181,814	9,111,196
REVENUE OVER/(UNDER) EXPENDITURES	(311,308)	(267,928)	43,380	1,925,901
620-WATER				
TOTAL REVENUES WATER	8,252,399	7,705,584	(546,815)	7,901,081
TOTAL EXPENDITURES WATER	18,985,490	22,565,296	3,579,806	8,731,647
REVENUE OVER/(UNDER) EXPENDITURES	(10,733,091)	(14,859,712)	(4,121,273))	(830,566)



- Decrease in expenditures related to capital projects which will be covered in the CIP presentation
- Decrease in expenditures related to capital projects which will be covered in the CIP presentation
- Projects will be using cash reserves.

PUBLIC WORKS DEPARTMENT

BUDGET FY 18-19

	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
621-WATER IN-LIEU				
TOTAL REVENUES WATER IN-LIEU	105,700	49,747	(55,953)	111,000
TOTAL EXPENDITURES WATER IN-LIEU	0	81,124	(81,124)	0
REVENUE OVER/(UNDER) EXPENDITURES	105,700	(30,377)	(137,077)	111,000

	ADOPTED BUDGET FY 17-18	YEAR END ESTIMATES FY 17-18	DIFF	DEPARTMENT REQUEST FY 18-19
702-EQUIPMENT MAINTENANCE				
TOTAL REVENUES EQUIPMENT MAINTENANCE	545,894	545,213	(681)	709,974
TOTAL EXPENDITURES EQUIPMENT MAINTENANCE	545,894	569,905	24,031	699,194
REVENUE OVER/(UNDER) EXPENDITURES	0	(24,692)	(24,692)	10,780

- 
 Purchase new lift for second bay \$9000
- 
 Increase Disposal costs & purchase generators which are beyond permitted life

PUBLIC WORKS GOALS & ACCOMPLISHMENTS

Accomplishments from FY 2017-2018:

- Completed the Citywide Railroad Crossings Improvement Project for 10 railroad crossings including Cameron Street, Steckel Drive, Dean Drive, Palm Avenue, Fourth Street, Seventh Street/Santa Barbara Street, Eighth Street, Ninth Street, Eleventh Street, and Twelfth Street (\$2.3M value). Federal-aid funds were used.
- Completed the Citywide Street Improvements Project- Fiscal Year 2015/2016 for approximately 650,000 square feet of pavement, 90 each of curb ramp upgrades, 110 each of sidewalk repairs, 2,600 linear feet of curbs and gutters, 2,500 linear feet of sewer pipelines, 16,500 linear feet of water pipelines. (\$9M value). Water and sewer enterprise fees, State gas tax and local transportation funds, and water and sewer bond proceeds were used.
- Completed the 600 Zone Booster Pump Station Project for the removal of a 230 GPM capacity station and replacement with a 2,130 GPM capacity pump station. (\$3M value). Water enterprise fees and water bond proceeds were used.
- Completed the Harvard Boulevard Improvements Project- Tenth Street to Twelfth Street for approximately 80,000 square feet of pavement, 1,500 linear feet of curbs and gutters, 1,800 linear feet of sewer pipelines, 1,800 linear feet of water pipelines. (\$2M value). Water and sewer enterprise fees, State gas tax and local transportation funds, and water and sewer bond proceeds were used.
- Completed the Tenth Street (SR 150) Bicycle and Pedestrian Improvements Project installing bike lanes, performing several curb ramp upgrades, and traffic signal synchronizations. (\$1.2M value). State-aid funds and State gas tax were used.
- Completed the Virginia Terrace/McKevett Heights Sewer Main Replacement Project replacing aging sewer pipelines. Sewer enterprise fees and sewer bond proceeds were used.
- Approved backbone improvement plans of the Harvest at Limoneira Project.
- Issued permit for rough grading of the Harvest at Limoneira Project.
- Hired American Water Services for the operations and maintenance of the Water Recycling Facility.
- Obtained Notice of Applicability (NOA) from the Regional Water Quality Control Board to implement the first recycled water program for the community.

PUBLIC WORKS GOALS & ACCOMPLISHMENTS

Accomplishments from FY 2017-2018 (cont.):

- Obtained renewal of Waste Discharge Requirements (WDR) Permit from the Regional Water Quality Control Board for the Water Recycling Facility.
- Obtained air quality variance from the Ventura County Air Pollution Control District for the Water Recycling Facility.
- Specified, purchased and outfit new 2017 aerial personnel-lift truck for Streets Division.
- Specified, purchased, and outfit two new 2017 Chevy Colorado pickup trucks, one for Water Division and one for Community Services Department.
- Specified, purchased and outfit a new 2017 Ford F550 service truck with crane for Water Division.
- Specified, purchased and outfit three new 2017 Ford Interceptor SUV patrol units for Police Department.
- Repurposed (Repaint exterior, re-brand and detail) a retired Water Division pickup truck and transferred to the Community Services Department at a minimal cost.
- Specified and purchased new Hunter tire balancer for shop to maintain efficiency while performing repairs.
- Successfully compliant with all governing state and local Hazardous Waste inspection programs.
- Successfully compliant with all governing state and local Air pollution control districts and smog inspections.
- Successfully compliant with California Department of Transportation (DOT) Biennial Terminal Inspection Program.
- Continued high level of service and repair to city fleet with our preventative maintenance program. Minimizing overall downtime on city fleet vehicles.
- Recently hired Streets crew gained knowledge of installing and repairing accessible curb ramps.
- Provided support to the Thomas Fire incident fire fighting crews.
- Provided support to the Santa Paula Fire Department in trimming the mature trees in the Oaks neighborhood.
- Continued weed clearing at the direction of the Santa Paula Fire Department.
- Provided support to the Amgen Bike Race that passes through town.
- Repaired potholes as funding was available.

PUBLIC WORKS GOALS & ACCOMPLISHMENTS

Accomplishments from FY 2017-2018 (cont.):

- Repainted the school crosswalks before the start of school.
- Downtown street tree trimming.
- Completed the Citywide water improvement project.
- Completed the rehabilitation of Well 13.
- Replaced the Well 14 variable frequency drive.
- Achieved installation of 95% of the automatic meter reading (AMR) meters.
- Completed the Mesa Tanks feasibility study.

Goals for FY 18/19:

- Complete post-Thomas Fire resource management recovery activities and inventory replenishments.
- Complete Recycled Water Master Plan Update.
- Complete Corporation Yard Project environmental document.
- Procure and implement computerized asset management system.
- Create career position tracks or paths for Equipment Maintenance Division, Streets Division, and Water Division.
- Continue to obtain grants, reimbursement funds, and/or loans for improvements to the streets, potable water, and wastewater (sewer) systems.
- Obtain grants, reimbursement funds, and/or loans for new installation of recycled water distribution system.
- Continue to remove self-regenerating Water Softener Units to reduce effluent chloride levels. As of December 2017, 265 units have been removed.
- Continue to promote the WaterWise/Turf Removal program for water conservation. Advertisement has been placed in the Santa Paula Times along with Facebook.
- Specify, budget, purchase and outfit a new skip loader tractor for Streets Division for compliance of state and local Air Pollution Control Districts (APCD).

PUBLIC WORKS GOALS & ACCOMPLISHMENTS

Goals for FY 18/19 (cont.):

- Replace outdated and non-compliant portable generators for water division unit's 208 and 209 for compliance of current state and local regulations.
- Dispose/Surplus outdated future non-compliant Streets Division skip loader and skid steer tractors. In addition two Water Division non-compliant portable generators, in order to maintain compliance with current state and local regulations.
- Specify, purchase new brake lathe to replace existing aging unit and increase efficiency while performing repairs.
- Set up a vehicle replacement program for all departments within the city.
- Successfully comply with all governing state and local Hazardous Waste inspection programs.
- Successfully comply with all governing state and local Air pollution control districts and smog inspections.
- Successfully comply with California Department of Transportation (DOT) Biennial Terminal Inspection Program.
- Continue the high level of service and repair to city fleet with our preventative maintenance program, therefore, minimizing overall downtime on city fleet vehicles.
- Continued removal/repair of sidewalk tripping hazards.
- Continued storm drain catch basin cleaning and maintenance.
- Continue to perform the street cleaning and downtown beautification/sidewalk cleaning activities.
- Perform pothole repairs at various locations around town.
- Updating the street signs that are outdated or out of compliance.
- Complete the water system automatic meter reading installation.
- Perform continued replacement of 2- and 4-inch diameter water mains throughout the system.
- Perform the Mesa Tanks design.
- Complete the Cross-Town pipeline design.
- Complete the Harvard Blvd waterline installation design.
- Complete the water system SCADA/Radio conversion.

City of Santa Paula - Capital Improvement Plan FY 2018- FY 2023

Fund	Project Name	Category	18/19	19/20	20/21	21/22	22/23	Total Projects
281 (Local Transportation TDA)	Sidewalk Repair Program	Streets	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 275,000
283 (State Bill 1)	Pavement Slurry Seal and Rehabilitation Program	Streets	\$ 660,000	\$ 660,000	\$ 660,000	\$ 660,000	\$ 660,000	\$ 3,300,000
205 (NPDES Storm Water Quality)	Catch Basin Trash Excluders	Streets	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
401 (Federal STP)	Peck Road Pavement Overlay	Streets						\$ -
229 (Traffic Impact Fee)	CalPipe Road Improvements Design	Streets	\$ 50,000					\$ 50,000
281 (Local Transportation TDA)	Crosswalk Safety Improvement Program	Streets	\$ 66,000	\$ 66,000	\$ 66,000	\$ 66,000	\$ 66,000	\$ 330,000
	Total Streets		\$ 851,000	\$ 801,000	\$ 801,000	\$ 801,000	\$ 801,000	\$ 4,055,000
620 (Water Enterprise)	Canyon Booster Pump Station	Water	\$ 50,000	\$ 300,000				\$ 350,000
620 (Water Enterprise)	Well Rehabilitation Program	Water	\$ 300,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 900,000
620 (Water Enterprise)	Water Main Replacement Program	Water	\$ 200,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 4,600,000
620 (Water Enterprise)	Cross Town Water Pipeline Project	Water	\$ 20,000			\$ 3,250,000		\$ 3,270,000
620 (Water Enterprise)	Water Meter Replacement Program	Water	\$ 150,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 350,000
620 (Water Enterprise)	Harvard Blvd Water Main Line Replacement	Water	\$ 100,000		\$ 3,500,000			\$ 3,600,000
620 (Water Enterprise)	Mesa Tank Study/ Replacement	Water	\$ 100,000	\$ 3,000,000				\$ 3,100,000
620 (Water Enterprise)	GIS/GPS Asset Management System	Water					\$ 450,000	\$ 450,000
620 (Water Enterprise)	SCADA Land Line to Radio Conversion Program	Water	\$ 100,000					\$ 100,000
	Total Water		\$ 1,020,000	\$ 4,600,000	\$ 4,800,000	\$ 4,550,000	\$ 1,750,000	\$ 16,720,000
			\$ 4,261,500	\$ 9,573,500	\$ 7,376,500	\$ 6,706,500	\$ 16,906,500	\$ 44,824,500

CITYWIDE REQUESTS FY 18/19

- VEHICLE REPLACEMENT PROGRAM
- EMERGENCY PREPAREDNESS-COMMUNITY SERVICE OFFICER TO COORDINATE
- NEEDS ASSESSMENT FUNDING PLAN – CITY BUILDINGS
- TRUST FUND FOR RETIREE HEALTH CARE
- HOMELESS ISSUES