

**CITY OF SANTA PAULA  
ADOPTED BUDGET  
FOR  
FISCAL YEAR 2015-16**



**CITY OF SANTA PAULA  
ADOPTED BUDGET  
FOR  
FISCAL YEAR 2015-16**

CITY COUNCIL

Mayor John Procter  
Vice Mayor Martin F. Hernandez  
Councilmember Jim Tovias  
Councilmember Jenny Crosswhite  
Councilmember Ginger Gherardi

CITY MANAGER

Jaime M. Fontes

ASSISTANT CITY ATTORNEY

John C. Cotti

CITY CLERK

Judy Rice

CITY TREASURER

Sandra K. Easley

DEPARTMENT HEADS

Interim Public Works Director Brian Yanez  
Police Chief Steven M. McLean  
Planning Director Janna Minsk  
Finance Director Sandra K. Easley  
Fire Chief Richard Araiza  
Interim Community Services Director Ed Mount

# TABLE OF CONTENTS 2015

---

Budget Transmittal Letter	1
ADOPTING RESOLUTION 6889	6
<b><u>General Information</u></b>	
City Information	10
City Miscellaneous Statistics	11
City Organizational Chart	12
Gann Limit	13
General Fund Adjustments	16
Fund Balances	17
Cost Allocation Plan & Charges	18
Overhead Charges	20
<b><u>Revenue</u></b>	
Citywide Revenues Chart	21
General Fund Chart	22
Total Revenues vs Salaries & Benefits Graph	23
General Fund Revenue by Department	24
General Fund Revenue by Type	29
<b><u>Expenditures</u></b>	
General Fund & Citywide Expenditures by Department Graphs	33
General Fund Staffing Costs Graph	34
Citywide Summary - Expenditures & Revenues	35
General Fund Summary - Expenditures & Revenues	36
General Fund Summary by Department	37
General Fund Sal & Ben Expenditure Summary by Department	38
<b><u>Positions</u></b>	
Citywide Full-Time Position Count Graph	40
Position Control Listing	41
<b><u>GENERAL ADMINISTRATION</u></b>	
Administrative Narratives	42
Department Summary	47
City Council	48
City Clerk	48
City Attorney	49
City Manager's Office	49
Personnel	50
Risk Management	51
Information Technology	52
Mobile Home Rent Review	53
California Oil Museum of Santa Paula	54
<b><u>BUILDING &amp; SAFETY DEPARTMENT</u></b>	
Building & Safety Narratives	55
Department Summary	58
Building	59
Housing Code Enforcement	60
CDBG	61
<b><u>COMMUNITY SERVICES DEPARTMENT</u></b>	
Community Services Narratives	62
Department Summary	67
Community Center	68
Recreation & Leisure	68
Buildings & Grounds	69
Cable Television	70
Recreation	71
Area Agency on Aging	72
CDBG Senior Center	72

# TABLE OF CONTENTS 2015

---

## **FINANCIAL SERVICES DEPARTMENT**

Financial Services Narratives	73
Department Summary	77
City Treasurer Program	78
Finance Operations	78
Vista Bus	79
Customer Service - Utilities	79
Non-Departmental Summary & Detail	80

## **FIRE DEPARTMENT**

Fire Narratives	81
Department Summary	87
Administration & Prevention	88
Operations	89
Prevention & Operations- Homeland Security	90
SAFER & CDBG Grant Operations	90

## **PLANNING DEPARTMENT**

Planning Narratives	91
Department Summary	97
Planning	98

## **POLICE DEPARTMENT**

Police Narratives	99
Department Summary	107
Administration	108
Patrol	109
Investigations	110
Dispatch & Communications	111
Records Services	112
Custody & Jail	112
Animal Regulation	113
School Resource Officer	113
Graffiti Removal	114
Developer - Limoneira	114
SLESF - COPS (AB1913) Store Front	115
Asset Forfeitures	115
COPS (COUNTY) Probation	116
SLESF (AB1913) - Store Front	116

## **PUBLIC WORKS DEPARTMENT**

Public Works Narratives	118
Department Summary	132
General Engineering	133
Streets and Storm Drains Maintenance Program	135
Hillsborough Open Space District Maintenance Program	140
Wastewater Enterprise Accounts	141
Water Enterprise Accounts	143
Equipment Maintenance	147

## **CAPITAL IMPROVEMENT PROJECTS**

CIP Narratives	148
Summary	150
Streets/Stormdrains	155
Sewer	159
Water Enterprise Accounts	162
Buildings and Grounds	168

## **GLOSSARY OF BUDGET TERMS**

173

***For the Regular City Council Meeting of June 22, 2015***

**MEMORANDUM**

To: Honorable Mayor and Members of the City Council  
From: Jaime Fontes, City Manager  
Subject: Fiscal Year 2015-16 Budget  
Date: June 17, 2015

---

**Recommendation:** It is recommended that the City Council 1) adopt resolution #6938, adopting the Fiscal Year 2015-16 Budget; and 2) take such additional, related action that may be desirable.

---

**General Discussion:** Transmitted for your consideration are the proposed operating and capital budgets for fiscal year 2015-16. The proposed budget document contains revenue and expenditure information for all City programs, capital improvement projects and services that will be provided to the Santa Paula community during the next fiscal year.

This year the City of Santa Paula is facing another challenging budget year. The delays in getting final approval for the East Area development have pushed back the receipt of anticipated revenues one more year. Due to exigent circumstances, last year's high use of overtime to back-fill positions and to provide coverage in police and fire services was higher than anticipated. In addition, the current market trend of increases in health care insurance and retirement costs for employees is outpacing general revenues of the City.

Fortunately there is some good news on the horizon. The East Area project has passed its final development hurdle and grading and infrastructure improvements should begin within the year. We are currently working with the developers and their consultants to update the fiscal impact of the new plans. This should be available in August.

The City Council has undertaken a three month goal setting process which will culminate in final direction to staff at the June 15th meeting. This included an extensive review of revenues and expenses and some beneficial discussions of options that may be available to the City in the near and distant future to gain new revenue sources and/or streamline expenses.

The Council traditionally receives a mid-year budget report with mid-year actuals and projected year-ending estimates provided as part of the budget process. For Fiscal Year 2015-16 quarterly progress reports have been requested so that the implementation of the budget can be closely monitored by the Council.

There are no position layoffs in this budget and raises are not anticipated with the possible exception of sworn police officers due to Limoneira grant funding. However, citywide employee retirement, healthcare insurance and worker's compensation cost increases of \$515,772 will be paid for by the City. Police and Fire services remain our highest priority with combined budget increases of

\$1,167,599 from last fiscal year. Despite this year's struggle we will be looking forward to an improved situation in 2016-17.

**Background:**

On February 17, 2015 staff presented the Council with the Fiscal Year 2014-15 Mid-Year Budget Report. Based upon the revenues through the first half of the year and best estimates for the remainder of the year, it was anticipated that total year-end revenues for the General Fund would be approximately \$13,767,997. This was \$531,863 above original budget estimates, mostly due to increases in property and sales related taxes and other taxes which offset other under-performing resources. Year-end operating expenses were anticipated at \$14,740,664. This is an increase of \$284,992 or 1.97% of the original budgeted estimates. Salary expenses were anticipated to be over budget by approximately \$300,000 due mostly to overtime related to injury leaves offset minimally by revenue coming in from the City's worker's compensation company.

Since the mid-year update, significant items have occurred that changed the expectations for the ending balance in 2015-16.

- There was one-time revenue from the transfer of the Solid Waste Franchise in the amount of \$153,000 that was deposited in the General Fund.
- There was the explosion at the Mission Rock Road facility that has left three firefighters out on injury leave since the end of November. They have not returned to duty. With these three positions and two other positions out on leave, this has created an estimated deficit in the Fire Department budget of approximately \$401,180. The City's worker's compensation company reimburses the City for the salary only (no benefits) and these positions are being backfilled with other personnel.
- There are also four Police personnel out on injury leave with the same calculated reimbursement which left the Police Department expenditures approximately \$263,095 over budget.

This General Fund Budget reflects a 7% increase to the current cost of services from \$13.8 million in 2014-15 to \$14.2 million in 2015-16. A significant portion of the increase, \$479,239, represents funding of cost increases in salary and benefits. The public safety portion of this increase is \$124,510.

The proposed fiscal year 2015-16 citywide budget for all funds includes expenditures of \$36,029,660 and revenues of \$37,785,228. Except for reserves used for capital projects, all ongoing operating expenses are funded with ongoing revenues and there is no use of one-time funds. Excess revenues in special funds are reserved for future specific use as required by the legislation or contractual obligations of the fund.

The proposed 2015-16 fiscal year General Fund Operating Budget is a balanced budget with expenditures of \$14,277,521 being financed with total resources of \$14,086,725 including a carryover from fiscal year 2014-15 of \$201,481. This provides for an estimated General Fund Reserve of \$1.108 million or 7.79% of operating expenses. A standard benchmark is 10%.

The 2015-16 budget includes an estimated increase in property related taxes of approximately \$196,415 and a decrease in sales taxes of \$174,686. Our projections are coordinated with HDL, our Property and Sales Tax consultants. Anticipated changes in tax revenues are reported below.

Table -1  
 General Fund Tax Revenues

	2012-13	2013-14	Estimated 2014-15	Proposed 2015-16
Sales Tax	2,172,740	2,297,011	2,612,204	2,437,518
Property Taxes	5,585,101	5,231,120	5,806,285	6,002,700
Franchise Fee Tax	630,551	614,433	913,886	687,356
Other Taxes	272,929	297,549	295,645	303,000
Totals	8,661,321	8,440,114	9,628,020	9,430,574

Fees, Fines & Permits were down for all departments in 2014-15 except Public Works. Charges for Services were up in almost every department during 2014-15. Planning and Police showed a large increase in Charges for Services due to reimbursement for services related to development projects and grant funding. All other revenues are expected to remain relatively unchanged. Total transfers from other funds are expected to increase by \$149,699 from the 14/15 level due to the new cost allocation plan.

In summary, the General Fund resource levels are estimated to be approximately \$868,611 above 2014-15 levels.

Total General Fund Salaries and Benefits proposed for 2015-16 include \$10,804,486 with \$2,645,920 in all other city funds. The General Fund increase in staffing costs is anticipated to be \$1,412,388. In all other funds staffing costs are projected to decrease from \$2,919,057 to \$2,645,920 or 9.4%.

The Proposed Budget provides for two planning position reclassifications in the General Fund and one additional maintenance worker in the Streets Division funded by gas tax resources.

A part-time Assistant Planner has been upgraded to a full-time Associate Planner and the part-time Secretary has been upgraded to a new Planning Technician position. The additional cost for both of these positions will be funded with developer reimbursements.

The 2015-16 Proposed Budget is balanced, therefore additional new items will require reallocations to existing programming.

**Anticipating New Growth:**

Much is anticipated from the East Area development. Significant development will be occurring for the next three to four years. The previous fiscal study showed significant surpluses of revenue over operating expenses from the East Area development. Surplus revenues from the area can be used citywide. However, the projected surpluses were not enough to fund all the General Fund obligations to expanded fire and park services benefiting the remainder of the city. The study is being revised due to the changes in the plan resulting from the latest environmental challenge delays. Therefore the extent and timing of surpluses will shift. It is expected that the Council will receive an updated report in August. Two critical elements to updating the fiscal impact are the assumptions related to staffing the fire station and the parks development plan as it relates to physical amenities. The analysis will provide the Council with information critical to making future choices related to sports

and activity programming and their related costs. In the short term, the project is greatly dependent on the continued economic growth of the region and the willingness of investors to invest in this project.

### **Five-Year Sustainability Plan**

While not a budgetary requirement, in past years the budget has included a Five-Year Sustainability plan. Since the East Area development assumptions are central to that plan, the plan will be updated in August when the fiscal impact report for the East Area is available. This will also provide some time to include the latest information related to the SAFER grants, which is expected to be confirmed in late June or early July.

### **Non General Fund Activities**

Non General Fund activities including water and wastewater services will continue to be supported by user fees. To insure future financial stability, a new utility rate study is underway to reevaluate the current rate structure. This new rate study will take into account the deferred maintenance projects and increased commitments for capital improvements. As the systems age there are substantial repairs and replacement projects that have to be undertaken.

### **Capital Improvement Plan (CIP)**

The Capital Improvement Projects funded for 2015-16 are summarized in the following attachment. The summary review provides a brief overview of appropriations needed for this fiscal year. In total there are 7 street projects, 6 sewer projects, 11 water projects and 9 buildings and grounds projects totaling \$16,938,662. Proceeds from the sale of bonds (2010 Series A) will be used for street projects. These appear as expenses in the General Fund, and are funded through reimbursements from the bond proceeds. No General fund operating revenues are used for capital.

<b>Capital Improvement Plan Summary</b>	
Street Projects	4,424,181
Sewer Projects	2,909,469
Water Projects	7,209,374
Building & Grounds Projects	2,395,638
<b>Total</b>	<b>16,938,662</b>

### **Gann Appropriations Limit**

Originally established by Proposition 4 in 1979, the "Gann Limit" sets a maximum limit on the amount state and local agencies can spend. The limit grows annually based on a population and cost-of-living adjustment factors. The State Department of Finance provides critical data related to this calculation; usually in May of each year. Based upon a growth factor of 1.40% and a cost-of-living adjustment factor of 1.0382 %, the 2015-16 limit is increased from \$18,027,602 to \$19,625,892. This is a 1.04% increase.

### **Acknowledgement**

This document represents the input from citizens, staff and Council as well as the results of the goal setting sessions coordinated by retired City Manager Mike Sedell. We have greatly appreciated his voluntary assistance. This is also the continuation of an extraordinary four year effort by the department heads, employees and the Council to maintain the lowest costs possible while still providing core public safety and other services to our community. This approach reflects the City's continued commitment for future fiscal sustainability and is in keeping with stated City Council policies and the fiscal realities, as we understand them.

The proposed budget has been developed and assembled by the City's budget team under the direction of Ms. Sandra Easley, Finance Director, Ms. Jennifer Alarcon, Accountant, and Dr. Thomas Gardner, City Consultant. I would also like to thank the entire executive team for their assistance in helping us to reach our fiscal goals of a balanced budget. Thank you all for a job well done.

### **Recommendation**

- A. It is recommended that the City Council adopt resolution #6938, adopting the Fiscal Year 2015/16 Budget.
- B. Refer the matter back to staff for additional review and/or revision.

**RESOLUTION NO. 6938**

**A RESOLUTION ADOPTING THE 2015-2016 FINAL OPERATING BUDGET FOR THE CITY OF SANTA PAULA AND ADOPTING THE 2015-2016 CAPITAL IMPROVEMENT BUDGET.**

The City Council of the city of Santa Paula does resolve as follows:

**SECTION 1:**                   The City Council finds and declares as follows:

- A.     The City Council reviewed the proposed final Operating Budget (“Budget”) and Capital Improvement Plan (“CIP”) for fiscal years 2015-16;
- B.     The Budget and CIP are based upon appropriate estimates and financial planning for the City’s operations, services, and capital improvements;
- C.     The City Council held goal setting sessions on May 4th, May 18th and June 1<sup>st</sup>, 2015;
- D.     The City Council conducted a budget workshop to receive public input on May 21 and June 15th, 2015;
- E.     In accordance with Government Code § 65401, the Santa Paula Public Works Department prepared and submitted a capital improvement plan (“CIP”) to the City’s Planning Department for transmission to the Planning Commission;
- F.     Government Code § 65103(c) requires the Planning Commission to annually review the City’s CIP to determine whether the CIP is consistent with the Santa Paula General Plan
- G.     The Planning Commission determined on April 28th, 2015 that the projects included in the CIP are consistent with the City’s General Plan;
- H.     All procedural requirements for adopting the City’s budget were fulfilled and the City Council was fully informed regarding the City’s current finances, projected revenue, and financial obligations; and
- I.     It is in the public interest for the City Council to adopt the Budget and CIP as proposed by the City Manager.

**SECTION 2:**                   **ADOPTION.** The Budget and the CIP attached to this Resolution, and incorporated by reference, are approved and adopted subject only to the authorizations set forth below. Such approval and adoption includes, without limitation, the Position Control Listing of Authorized Positions, Classification and Compensation Plans set forth in the Budget which recognizes new classifications and removes unused classifications.

**SECTION 3:**                   **APPROPRIATIONS LIMIT.**

- A.     Article XIII B of the California Constitution requires the City to set its Appropriations Limit on an annual basis.
- B.     The City’s Appropriations Limit may be adjusted annually based upon inflation and population growth.
- C.     The City Council may choose the method of calculating adjustments to the City’s Appropriations Limit on an annual basis. For inflation, pursuant to Article XIII B, § 8(e)(2), adjustments to the Appropriations Limit may be calculated

using either the percentage change in per capita personal income from the preceding year or the percentage change in the local assessment roll from the preceding year because of local nonresidential new construction. For population growth, pursuant to Government Code § 7901(b), the City may either use the percentage growth either in its jurisdiction or from the surrounding county.

- D. Pursuant to Article XIII B of the California Constitution, and those Government Code sections adopted pursuant to Article XIII B, § 8(f), the City Council chooses to adjust the City's Appropriations Limit by calculating inflation using the percentage change in the City's assessment roll from the preceding year because of local nonresidential new construction and calculating population growth by using the percentage change in population in Ventura County.]
- E. As a result of the adjustments made to the City's Appropriations Limit, the City Council sets the Appropriations Limit for fiscal year 2015-2016 at \$19,625,892.

**SECTION 4: BUDGET APPROPRIATIONS.** Based upon the Budget, the total General Fund operating budget is \$14,277,521. The City Manager, or designee, is authorized to implement the following appropriations for City Departments:

Fund	Department	Appropriation
100	Administration	\$ 2,274,257
100	Building & Safety	\$ 372,209
100	Community Services	\$ 944,753
100	Finance	\$ 522,049
100	Fire	\$ 2,703,182
100	Planning	\$ 702,200
100	Police	\$ 6,214,712
100	Public Works	\$ 297,703
100	Non-Department Expense	\$ 246,456
Total		\$ 14,277,521

**SECTION 5: MISCELLANEOUS APPROPRIATIONS.** The City Manager, or designee, is authorized to implement the following miscellaneous appropriations totaling: \$21,791,139.

Department	Appropriation
Administration	\$ 170,002
Building & Safety	\$ 154,563
Community Services	\$ 229,574
Finance	\$ 366,837
Fire	\$ 7,000
Planning	\$ -
Police	\$ 104,725
Public Works	\$ 20,758,438
Total	\$ 21,791,139

**SECTION 6: CIP APPROPRIATIONS.** Based upon the CIP, a total of \$16,938,662 is appropriated for capital improvement projects for Fiscal Year 2015-16. The City Manager, or designee, is authorized to implement the CIP with the following funds and amounts:

FUND	FUND DESCRIPTION	APPROPRIATION
100	General Fund (Bond Proceeds)	\$2,278,409

202	Harding Park Trust	73,533
205	NPDES Storm Water Quality	14,000
206	Storm Water Program	30,000
218-229	Developer Impact Fees	2,337,031
280	State Gas Tax	100,000
281	Local Transportation TDA	301,754
4XX	Federal Grant	118,000
406	Congestion Management Air Quality	1,100,000
4XX	ATP Active Transportation Program	1,452,000
450	HUD-CDBG	75,000
610	Sewer Enterprise Fees	767,863
610	Sewer Bond Proceeds	1,081,699
620	Water Enterprise Fees	1,605,259
620	Water Bond Proceeds	<u>5,604,114</u>
	TOTAL	<u>\$16,938,662</u>

**SECTION 7:**                   **OVERHEAD.** The City Manager, or designee, is authorized to use the Overhead Cost Allocation Plan prepared by Thomas Gardner-Associates in October, 2014.

**SECTION 8:**                   **REAPPROPRIATION.** The City Manager, or designee, is authorized to reappropriate any unused appropriations for capital projects, special projects, and grant programs at the close of Fiscal Year 2014-2015 for the Budget and CIP.

**SECTION 9:**                   **FUND OPERATING RESERVES.** The City Manager, or designee, may appropriate any remaining revenues at the close of Fiscal Year 2014-2015 into the applicable fund operating reserve on June 30, 2015.

**SECTION 10:**               **BUDGET ADJUSTMENTS.** The Budget may be subsequently adjusted as follows:

- A. By majority vote of the City Council;
- B. By the City Manager, or designee, for all appropriation transfers between programs and sections within a City department and between appropriation units (e.g., salaries and benefits, services and supplies, and capital outlay) within programs;
- C. By Department Directors for appropriation transfers between appropriation units within programs;
- D. Objects code expenditures within appropriation units in a program are not restricted so long as funding is available in the appropriation unit as a whole.

**SECTION 11:**               **CONTRACTING AUTHORITY.**

- A. The City Manager, or designee, is authorized to bid and award contracts for the equipment, supplies, and services approved in the Budget.
- B. In accordance with the Santa Paula Municipal Code ("SPMC"), the City Manager is authorized to execute all contracts awarded for equipment, supplies, and services approved in the Budget.

- A. The City Manager, or designee, is authorized to bid and award contracts for the equipment, supplies, and services approved in the Budget.
- B. In accordance with the Santa Paula Municipal Code ("SPMC"), the City Manager is authorized to execute all contracts awarded for equipment, supplies, and services approved in the Budget.
- C. Notwithstanding any dollar limitation set forth in the SPMC, the City Manager is authorized to execute contracts for purchasing equipment and supplies that are individually identified in the Budget regardless of total cost. The City Manager may, but is not required to, seek additional City Council approval for transactions made pursuant to this Section.
- D. For all other services, equipment, and supplies, the City Manager is authorized to execute contracts in accordance with the SPMC.

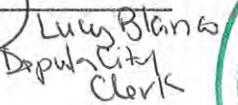
SECTION 12: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City's original resolutions; and make a minute of the adoption of the Resolution in the City Council's records and the minutes of this meeting.

SECTION 13: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

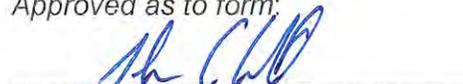
PASSED AND ADOPTED June 22, 2015.

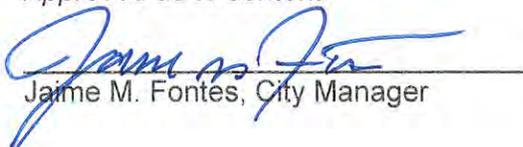
  
 \_\_\_\_\_  
 John T. Procter, Mayor

ATTEST:  
  
 \_\_\_\_\_  
 Judy Rice, City Clerk

  
 \_\_\_\_\_  
 Lucy Blanks  
 Deputy City Clerk



Approved as to form:  
  
 \_\_\_\_\_  
 John C. Cotti, City Attorney

Approved as to content:  
  
 \_\_\_\_\_  
 Jaime M. Fontes, City Manager

The City of Santa Paula is located approximately 65 miles northwest of Los Angeles and 14 miles east of Ventura, and is 14 miles from the coastline of the Pacific Ocean. Santa Paula is the geographic center of Ventura County, situated in the rich agricultural Santa Clara River Valley. The City is surrounded by rolling hills and rugged mountain peaks in addition to orange, lemon and avocado groves. In fact, Santa Paula is often referred to as the “Citrus Capital of the World.”

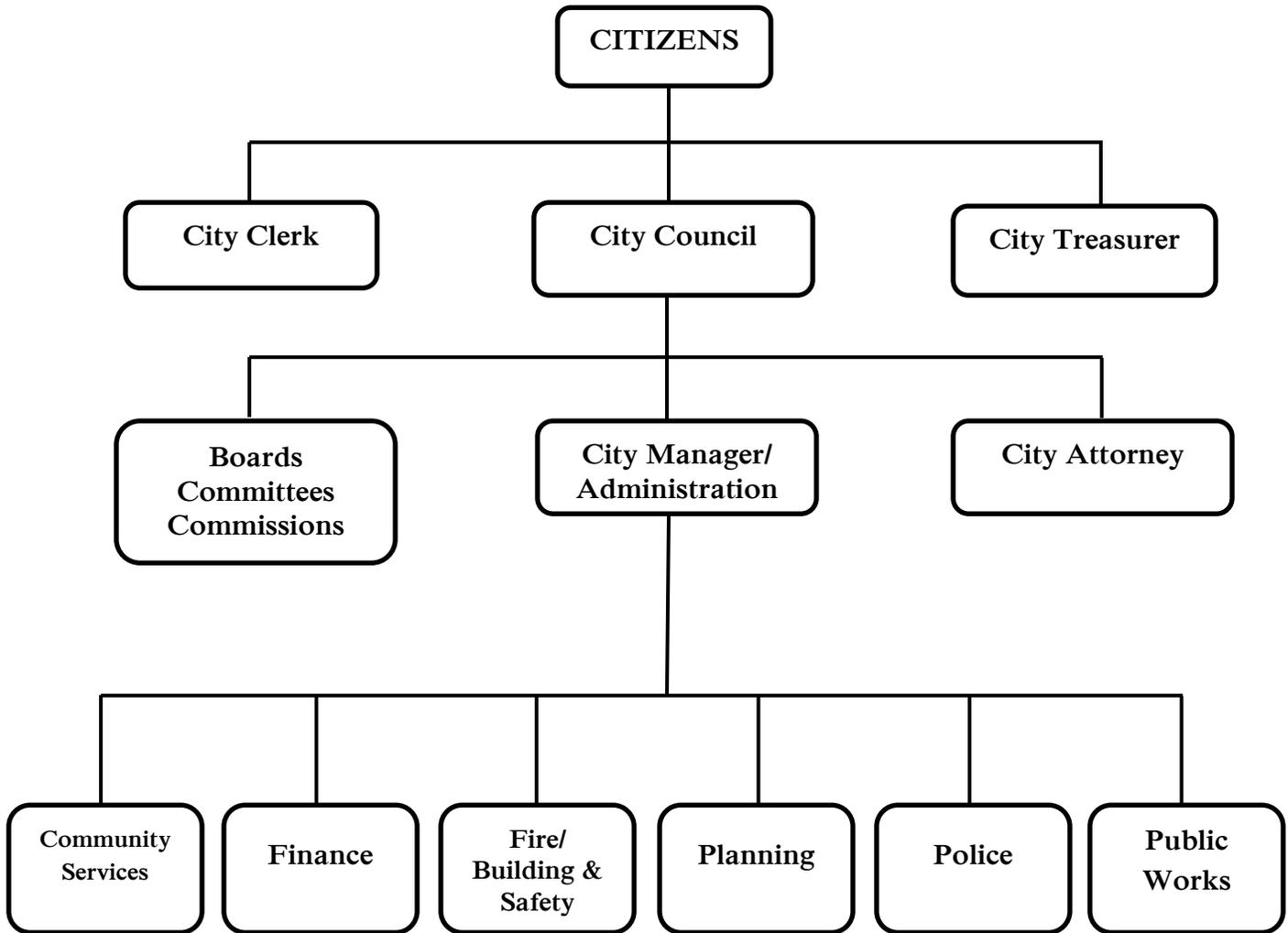
The Chumash Indians established the original community as the villages of Mupu and Srswa. The land was later given away as part of a Spanish land grant to Rancho Santa Paula and Saticoy in 1840. In the 1860s, it was subdivided into small farms. In 1880, oil was discovered leading to the formation of the Union Oil Company in 1890.

The City was incorporated April 22, 1902 as a general law city. The City Council is made up of five members, elected at large, serving four year terms. The Mayor is elected for a one-year term from among the members of the City Council. City Council, in separate session, also serves as the governing board of the Santa Paula Public Financing Authority. The City operates under a council-Manager form of government. The City Council appoints the City Manager and City Attorney. The City Clerk and City Treasurer are elected and serve four year terms.

Santa Paula covers an area of 5.4 square miles and has a population of 30,556, as of January 1, 2014, based on estimates from the State of California. The square miles will change slightly with the recent annexation of property to the East of Santa Paula. The City of Santa Paula delivers municipal services through six departments: Administration (City Council, City Clerk, City Attorney, City Manager, Personnel, Risk Management, Information Technology, Mobile Home Rent Review and California Oil Museum), Community Services (Community Center, Recreation, Senior Services, Cable Television, Buildings & Grounds Maintenance), Finance (City Treasurer, Utility Billing and Payments, Accounting and Payroll), Fire (Fire Emergency Services, Building-Code Enforcement), Police, Public Works (Streets, Water, Wastewater and Engineering), Wastewater treatment plant operations and solid waste services are provided under contract. Library services in Santa Paula are provided by the Blanchard/Santa Paula Library District and public transit services are provided by the Ventura County Transportation Commission.

**MISCELLANEOUS STATISTICS**

Date of Incorporation	April 22, 1902
Population	30,556
Form of Government	Council-City Manager
Type of Government	General Law
Area	5.4 Square Miles
Elevation	274 Feet
Miles of Streets	58 Miles
Number of Street Lights	1,457
Building Permits Issued	750/Year
Employees	102
Parks	10 (33.65 Acres)
Fire Stations	2
Libraries	1
Museums	4
Schools	11
Hospital/Urgent Care Facility	2
Airport	1
Transit Service Provider	Vista





May 2015

Dear Fiscal Officer:

**Subject: Price and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2015, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2015-16. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2015-16 appropriations limit. Attachment B provides city and unincorporated county population percentage change. Attachment C provides population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code section 2228 for further information regarding the appropriations limit. Article XIII B, section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2015.**

**Please Note:** Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN  
Director  
By:

KEELY M. BOSLER  
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2015-16 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2015-16	3.82

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2015-16 appropriation limit.

**2015-16:**

Per Capita Cost of Living Change = 3.82 percent  
 Population Change = 0.93 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.82 + 100}{100} = 1.0382$

Population converted to a ratio:  $\frac{0.93 + 100}{100} = 1.0093$

Calculation of factor for FY 2015-16:  $1.0382 \times 1.0093 = 1.0479$

**City of Santa Paula Calculations:**

Population = 30,556

Growth = .40

Per Capita COL = 1.0382

$1.0382 \times 1.004 = 1.0424$

$\$18,827,602 \times 1.0424 = \$19,625,892$

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2014 to January 1, 2015 and Total Population, January 1, 2015**

County City	Percent Change 2014-2015	--- Population Minus Exclusions ---		Total Population
		1-1-14	1-1-15	1-1-2015
Ventura				
Camarillo	0.66	66,715	67,154	67,154
Fillmore	0.70	15,333	15,441	15,441
Moorpark	1.62	35,158	35,727	35,727
Ojai	0.25	7,593	7,612	7,612
Oxnard	1.31	203,474	206,148	206,148
Port Hueneme	0.82	19,947	20,110	22,768
San Buenaventura	0.42	108,823	109,278	109,338
<b>Santa Paula</b>	<b>0.40</b>	<b>30,435</b>	<b>30,556</b>	<b>30,556</b>
Simi Valley	0.21	126,215	126,483	126,483
Thousand Oaks	0.32	128,942	129,349	129,349
Unincorporated	0.33	94,679	94,992	97,497
County Total	0.66	837,314	842,850	848,073

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

<b>BUDGET SUMMARY 2015-16</b>		<b>AMOUNT</b>	<b>CUMULATIVE Available Res.</b>
<b>AUDITED GENERAL FUND BALANCE 6/30/14</b>			<b>783,718</b>
2014/15 ESTIMATED YEAR END REVENUE/EXPENDITURES		(582,237)	201,481
REVISED FISCAL YEAR 15/16 REVENUES		13,926,725	14,128,206
REVISED FISCAL YEAR 15/16 EXPENDITURES		(14,116,021)	<b>12,185</b>
<b>Significant Expenditure Adjustments as of Thursday May 21</b>		<b>Only including items over \$3,000</b>	
<b>Administration Services reductions:</b>		<b>Rounded to nearest \$100</b>	
Legal Services	\$ 54,000	0	12,200
<b>Building and Safety reductions:</b>			
<b>Community Services reductions:</b>			
Part time staffing for Community Services	\$ 25,000	0	12,200
Part time staffing for Recreation Programs	\$ 12,500	0	12,200
Part time staffing for Building Maintenance	\$ 12,500	-12,500	-300
New Equipment	\$ 4,000	0	-300
Grounds Maint Overtime & Shop & Field	\$ 3,000	0	-300
<b>Financial Services reductions:</b>			
<b>Fire reductions:</b>			
Safety Supplies	\$ 35,000	0	-300
Building Maintenance	\$ 10,000	0	-300
Engine 82 replacement	\$ 60,000	0	-300
<b>Planning reductions:</b>			
Consultant Planning Services	\$ 15,000	0	-300
<b>Police reductions:</b>			
Administrative Overtime	\$ 5,000	0	-300
Police Consultant	\$ 45,000	0	-300
New Hire Expenditures	\$ 8,000	0	-300
Patrol Overtime	\$ 50,000	0	-300
Ammunition & supplies	\$ 53,500	0	-300
Patrol vehicle	\$ 45,000	0	-300
Investigation Overtime	\$ 5,000	0	-300
Graffiti Removal Paint, Supplies & Fuel	\$ 3,500	0	-300
<b>Public Works reductions:</b>			
<b>Non-Departmental reductions:</b>			
Duplicate Budget Item removed	\$ 7,500	0	-300
Emergency Preparedness Supplies	\$ 24,100	0	-300
<b>Subtotal of Adjustments</b>		<b>\$ 477,600</b>	
<b>Unfunded Items</b>			
GF backfill of SAFER Grant (2.5 months)	\$ 105,000.00	-105,000	-105,300
Accounting System Upgrade/New	TBD	0	-105,300
Additional Attorney Svcs for VCPFA Lawsuit		-40,000	-145,300
<b>Council Goals</b>			
#1 Finance provide Quarterly Budget Update		0	-145,300
#3 Do it better by suggest program		0	-145,300
#4 Employee Recognition		-4,000	-149,300
#22 Planning Technician		0	-149,300
#9 Translation Services (Fund 103) Cannot use PEG fees		0	-149,300
<b>Revenue Adjustments</b>			
Use of Emergency Contingency Funds (Reimbursable from insurance-Mission Rock Rd Incident)		115,000	-34,300
SPUSD reimbursement for Fire Services (Inspections & programs)		45,000	10,700
New-School District Cooperative Agreement		TBD	10,700
<b>TOTAL FUND AVAILABLE</b>			<b>10,700</b>

**ESTIMATED FUND BALANCES**

	FY 2013/14	Revenue	Expenditure	F/Y 14/15	F/Y 14/15 Projected	Revenue	Expenditures	Increase/	F/Y 15/16
	FY 2013/14	F/Y 14/15	F/Y 14/15	Projected		F/Y 15/16	F/Y 15/16	(Decrease)	Projected
	ENDING BAL.	Reserves & Bond Proceeds	Est Yr End	Est Yr End	Balance	Proposed	Proposed		
100/101 GENERAL FUND	5,093,008	(4,267,089)	13,218,114	(13,842,538)	201,496	14,086,725	(14,277,521)	(190,796)	10,700
<b>SPECIAL FUNDS</b>									
600 Refuse Reserve Fund	175	-	(175)	-	-	-	-	-	0
102 General Fund FEMA Program	8	-	-	-	8	-	-	-	8
103 Cable Television	80,998	-	32,659	(18,180)	95,477	33,000	(70,426)	(37,426)	58,051
112 General Fund HUD I	69,808	-	168	-	69,976	150	-	150	70,126
115 General Recreation Program	166,531	-	110,895	(119,404)	158,021	104,000	(104,000)	-	158,021
200 Parks & Recreation Facility	20,405	-	42	-	20,448	25	-	25	20,473
201 Mobile Home Rent Review	(172,938)	-	9,845	(11,475)	(174,568)	9,850	(5,000)	4,850	(169,718)
202 Harding Park Trust Fund	-	-	19,350	0	19,350	-	-	-	19,350
203 Asset Forfeiture	6,753	-	24,259	(4,113)	26,899	15,030	(4,400)	10,630	37,529
204 CA Oil Museum	(3,771)	-	221,215	(217,408)	36	161,222	(165,002)	(3,780)	(3,744)
205 NPDES Stormwater Quality	51,035	-	41,085	(25,894)	66,226	63,638	(52,846)	10,792	77,018
206 Stormwater Program	161,878	-	98,721	(76,316)	184,283	68,100	(136,549)	(68,449)	115,834
280 State Gas Tax	2,219,178	-	857,988	(817,398)	2,259,768	743,768	(1,059,773)	(316,005)	1,943,763
281 Local Transportation TDA	857,134	-	622,635	(180,352)	1,299,417	527,022	(207,576)	319,446	1,618,863
282 Local Trans Funds Article 3	2,562	-	6	(2,569)	(0)	-	-	-	(0)
305 Beverage Container Recycling	9,136	-	8,168	(10,837)	6,466	8,132	(8,132)	-	6,466
311 SLESF - COPS (AB1913)	147,925	-	100,314	(134,832)	113,407	100,325	(100,325)	-	113,407
312 CA Used Oil Block Grant	20,748	-	48	(4,969)	15,828	9,000	(9,000)	-	15,828
313 St. Homeland Security Grant	(442)	-	72,437	(55,591)	16,404	7,000	(7,000)	-	16,404
319 Misc State Grants	-	-	-	-	-	-	-	-	0
320 Calhome Grant-Dept of HCD	8,087	-	-	-	8,087	-	-	-	8,087
401 Federal STP	-	-	-	-	-	-	-	-	0
403 BJA Vest Grant	(12,718)	-	12,718	(12,718)	(12,718)	-	-	-	(12,718)
405 AAA (Area Agency on Aging)	12,288	-	29,259	(29,188)	12,360	34,000	(34,993)	(993)	11,367
406 (CMAQ) Cong Mgmt/Air Quality	-	-	-	-	-	-	-	-	0
407 Fire Grants (Federal)	8,137	-	81,185	(89,321)	-	-	-	-	0
408 JAG (Justice Assistance)	-	-	334	(334)	-	-	-	-	0
409 TEA Trans Enhancement Act	(8,143)	-	-	0	(8,142)	-	-	-	(8,142)
450 HUD-CDBG	(4,383)	-	249,429	(154,387)	90,659	201,590	(171,586)	30,004	120,663
500 Hillsborough Open Space	(1,194)	-	10,441	(3,960)	5,287	10,652	(9,280)	1,372	6,659
501 Corp Yard Facilities Fund	(1,993)	-	123	(123)	(1,993)	60	(60)	-	(1,993)
503 Geologic Hazard Abate Dist	202,000	-	105,685	(76,672)	231,013	105,460	(213,747)	(108,287)	122,726
702 Equipment Maintenance	-	-	387,251	(383,679)	3,571	456,765	(456,765)	-	3,571
<b>Total Special Funds</b>	<b>3,839,204</b>	<b>-</b>	<b>3,096,084</b>	<b>(2,429,718)</b>	<b>4,505,570</b>	<b>2,658,789</b>	<b>(2,816,460)</b>	<b>(157,671)</b>	<b>4,347,898</b>
<b>ENTERPRISE FUNDS</b>									
610 Sewer	11,836,452	(3,808,413)	10,992,022	(10,575,069)	8,444,992	11,057,200	(10,066,835)	990,365	9,435,357
620 Water	17,289,845	(19,156,233)	8,208,203	(8,872,217)	(2,530,403)	8,191,282	(8,910,344)	(719,062)	(3,249,465)
621 Water In-Lieu	817,153	-	19,586	-	836,739	27,000	-	27,000	863,739
<b>Total Enterprise Funds</b>	<b>29,943,450</b>	<b>(22,964,646)</b>	<b>19,219,811</b>	<b>(19,447,287)</b>	<b>6,751,328</b>	<b>19,275,482</b>	<b>(18,977,179)</b>	<b>298,303</b>	<b>7,049,631</b>
<b>Total All City Funds</b>	<b>38,875,662</b>	<b>(27,231,735)</b>	<b>35,534,009</b>	<b>(35,719,543)</b>	<b>11,458,393</b>	<b>36,020,996</b>	<b>(36,071,160)</b>	<b>(50,164)</b>	<b>11,408,228.85</b>
			<b>Revenue</b>	<b>Expenditure</b>	<b>F/Y 13/14</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Increase/</b>	<b>F/Y 14/15</b>
	<b>FY 2010/11</b>		<b>F/Y 13/14</b>	<b>F/Y 13/14</b>	<b>Projected</b>	<b>F/Y 14/15</b>	<b>F/Y 14/15</b>	<b>(Decrease)</b>	<b>Projected</b>
	<b>ENDING BAL.</b>		<b>Est Yr End</b>	<b>Est Yr End</b>	<b>Balance</b>	<b>Proposed</b>	<b>Proposed</b>		<b>Balance</b>
<b>DEVELOPMENT IMPACT FUNDS</b>									
218 Water Distribution Facilities	757,853	-	40,599	(1,875)	796,577	417,000	-	417,000	1,213,577
219 Inclusionary Housing Ordinance	21,813	-	41	(11,875)	9,979	100	(10,000)	(9,900)	79
220 Library Expansion Facilities	225,069	-	23,050	(5,722)	242,397	107,742	(10,000)	97,742	340,139
221 Law Enforcement Facilities	11,182	-	10,158	(175)	21,165	49,421	(49,421)	-	21,165
222 Fire Protection Facilities	26,917	-	6,353	(9,887)	23,382	31,390	-	31,390	54,772
223 Public Meeting Facilities	314,675	-	16,854	(6,584)	324,945	76,420	-	76,420	401,365
224 Air Quality Impact Fee	3,808	-	9	(1,875)	1,942	10	-	10	1,952
225 General Government Facilities	218,805	-	7,773	(36,637)	189,942	36,529	-	36,529	226,471
226 Parkland Facilities	1,167,938	-	65,982	(46,060)	1,187,860	304,987	-	304,987	1,492,847
227 Sewer Collection Facilities	123,768	-	12,718	(39,362)	97,124	228,616	-	228,616	325,740
228 Storm Drain Facilities	124,370	-	12,706	(1,875)	135,201	111,763	-	111,763	246,964
229 Traffic Impact Fee	461,239	-	182,574	(1,875)	641,938	400,254	-	400,254	1,042,192
800 Misc. Deposits (General Plan Update)	170,186	-	-	-	-	-	-	-	-
<b>Total Development Impact Funds</b>	<b>3,457,437</b>	<b>-</b>	<b>378,817</b>	<b>(163,802)</b>	<b>3,672,453</b>	<b>1,764,232</b>	<b>(69,421)</b>	<b>1,694,811</b>	<b>5,367,264</b>
<b>TOTAL CITY, and DIF</b>	<b>42,333,099</b>	<b>(27,231,735)</b>	<b>35,912,826</b>	<b>(35,883,345)</b>	<b>15,130,846</b>	<b>37,785,228</b>	<b>(36,140,581)</b>	<b>1,644,647</b>	<b>16,775,493</b>

**NOTE-DOES INCLUDE CIP EXPENDITURES.**

## Santa Paula City Wide Cost Allocation Plan - 2015-16

**Introduction:** In 2014-15 a new cost allocation study was conducted and new charges estimated for the 2015-16 year. The study resulted in a detailed excel based model, a workbook for staff and training so updates in future years will not require additional consulting services. The plan was reviewed and approved by the Finance Director, City Manager and City Attorney using 2013-14 base year expenditures. The model was then revised and updated for use in the calculating charges for the 2015-16 budget.

The objective of an overhead cost allocation plan and its charges is to identify the appropriate costs of internal or central service providers that can be charged to the operating departments that they support. Operating departments have a singular “cost objective”. Their mission is to provide a specific set of services to the public such as fire services or street repairs. Internal service providers provide a common or joint purpose that benefits more than one cost objective. IT or HR services for example, support all departments in achieving their goals with support services. During the budget preparation these internal costs are not readily assignable. For example, the Finance Department may have its own budget, but some of the cost of the service it provides is not easily seen as a component of the operating department. It is typical and customary that these service costs are charged and become an “indirect cost” of the operating departments. Typical internal or central service departments include the City Manager, Finance, Human Resources Information Technologies and insurances; and operating departments are typified by Police, Fire, Public Works and enterprise funds.

**Calculating the Overhead Costs and Charges:** The basic process involves multiple steps:

- Selection of base year actual estimated expenses and revenue figures for all departments.
- Identify the “allocable” costs, i.e. those that are eligible to be charged in the service departments that may be billed to operating departments.
- Identify the indirect costs for service centers and add that to their base costs
- Formulate the distribution factors for each cost center. Example the # of agenda items from each department to apportion City Clerk cost, or the # of vehicles to allocate the Equipment Maintenance Fund expenses.
- Calculate the proportional share to create a ratio for each service for each department.
- Calculate charges across all city departments.

New net dollars are available to the General Fund to support central services from billings to enterprise funds and eligible special revenues fund. While charges are identified to all departments bills are not sent nor funds collected from general fund units since it generates no new dollars. This is a common practice which eliminates unnecessary intra-fund billings.

The study/model updated expenses and allocation ratios resulting in a new calculation that reduced costs for the Water Enterprise by \$282,779 and increased charges to the Sewer Fund by \$170,601 (as illustrated below) and provided for new charges from three costs centers that had not included overheads expenses in their previous billings. \$4.1 million was identified as allocable costs that could be apportioned as

overhead. This results in a net \$1.277 million in overhead charges to enterprise and other special revenues funds. These will result in transfers from these funds to the General Fund with a slight reductions in the overall transfer amounts.

Overhead Rate Charges (2015-16)			
Transfers	Budgeted	Recommended	Net Change
	2014-15	2015-16	15 to 16
From NPDES Stormwater	3,360	12,158	8,798
From Stormwater Program	9,731	12,030	2,299
From Gas Tax Fund/Streets	59,000	137,032	78,032
From LTF	21,000	21,981	981
From Sewer Fund	500,000	681,430	181,430
From Water Fund	527,000	244,432	(282,568)
<b>Total</b>	<b>1,120,091</b>	<b>1,109,062</b>	<b>(11,029)</b>
Additional Direct Overhead			
PW - Admin. & Gen. Engineering	-	124,836	124,836
FS- Customer Services	-	20,003	20,003
Equipment Maintenance	-	35,127	35,127
<b>Total</b>	<b>-</b>	<b>179,965</b>	<b>179,965</b>
<b>Total Charges/Benefit</b>	<b>1,120,091</b>	<b>1,289,027</b>	<b>168,936</b>

The study and model identified that three service centers that did not charge for overheads. These costs have now been added so that full recovery will occur in 2015-16. This will result in the collection of an additional \$179,965. The total net benefit to the General fund is \$168,936.

These charges have been incorporated in the proposed budget.

**City of Santa Paula  
Overhead Rate Charges - 2015-2016**

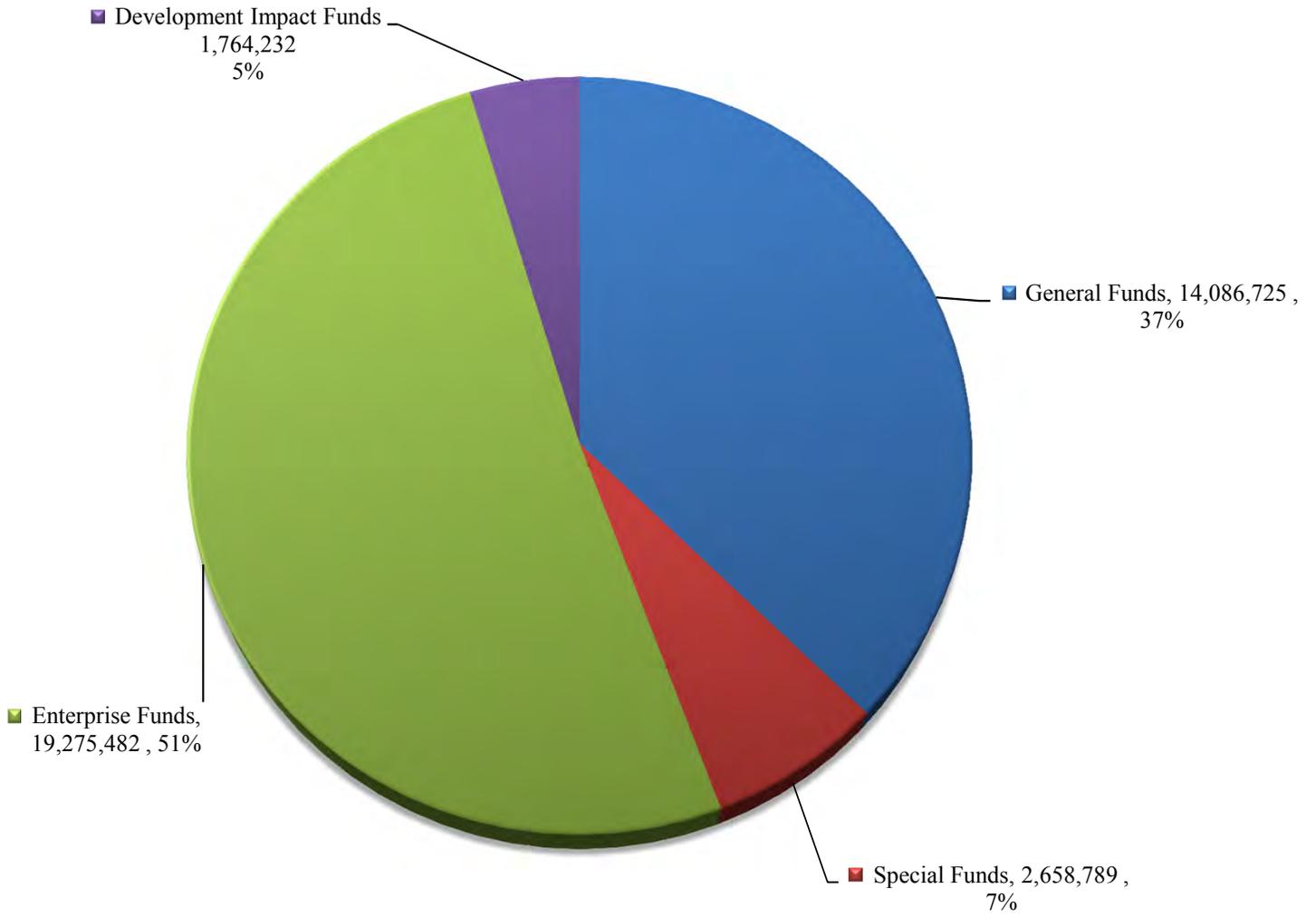
Department/Division	Co. & Clerk	City Att.	City Man.	Pers.	Liability	Auto Ins.	IT Units	Fin. Serv.	Facil & Util.	Grd. Area	Publ. Safety	Total	%	Capital*
Admin-City Council		2,537	7,219	990	4,792	-	7,130	3,067	15,446	6,839	676	48,638	1.2%	-
City Clerk		5,326	15,153	1,685	2,929	-	7,130	1,875	5,149	2,280	413	41,940	1.1%	-
City Attorney	8,281		14,017	-	7,074	-	-	4,528	5,149	2,280	999	42,327	1.1%	-
City Manager	13,601	8,092		5,720	17,043	-	7,130	10,909	5,149	2,280	2,406	72,329	1.9%	-
Admin - Personnel	3,835	2,281	6,491		11,361	-	14,261	7,272	5,149	2,280	1,604	54,534	1.4%	-
Admin - Risk Management	4,699	2,795	7,954	790		-	-	2,374	-	-	523	19,135	0.5%	-
Information Technology	2,257	1,343	3,820	2,179	22,724	-		14,545	4,934	2,185	3,207	57,195	1.5%	-
Financial Services - City Treasurer	559	332	945	42	174	-	-		-	-	25	2,077	0.1%	-
Financial Services - Operations	8,467	5,037	14,332	14,616	25,301	-	74,869		66,933	29,636	3,571	242,764	6.2%	-
Vista Bus Service	1,637	974	2,771	32	135	-	-		-	-	19	5,569	0.1%	-
California Oil Museum	982	584	1,662	1,954	9,888	-	24,956	6,329			1,396	47,751	1.2%	-
Building, & Safety	1,728	1,028	2,925	5,734	11,949	420	64,173	7,648	19,736	8,738	1,687	125,767	3.2%	-
Housing Code Enforcement	89	53	150	215	892	-	7,130	571			126	9,224	0.2%	-
CDBG - Housing Code Enforcement	1,741	1,036	2,948	2,625	6,634	180		4,246			936	20,346	0.5%	-
CDBG - Housing Rehab	234	139	396	-	2,358	-		1,509			333	4,970	0.1%	-
CS - Community Center	898	534	1,519	3,120	9,037	-	24,956	5,784	57,867	50,402	1,276	155,394	4.0%	-
CS - Recreation and Leisure	2,265	1,347	3,834	6,104	11,905	600		7,620			1,680	35,357	0.9%	-
CS - Building Maintenance	2,338	1,391	3,958	5,647	12,641	240	7,130	8,091	7,834	6,824	1,784	57,880	1.5%	-
CS - Grounds Maintenance	3,786	2,252	6,408	2,179	10,865	961	7,130	6,955	7,834	6,824	1,534	56,728	1.5%	-
CS - Cable Television	110	65	186	62	1,106	-	7,130	708			156	9,522	0.2%	-
CS - Recreation & Leisure	159	95	270	1,385	1,604	-		1,026			226	4,765	0.1%	-
CS - CDBG - Recreation Seniors	94	56	158	1,350	942	-		603			133	3,337	0.1%	-
Fire - Administration & Prevention	6,693	3,982	11,330	6,535	18,344	240	10,696	11,742	4,934	2,185	2,589	79,271	2.0%	-
Fire - Operations/Suppression	13,031	7,752	22,058	36,279	103,954	1,441	28,522	66,539	36,584	31,864	14,673	362,696	9.3%	-
Fire - Homeland Security	541	322	916	-	-	-	-	-	-	-	-	1,780	0.0%	-
Safer Grant	1,576	938	2,668	8,125	10,421	-	-	6,670			1,471	31,870	0.8%	-
CDBG Operations	0	0	0	-	-	-	-	-	-	-	-	-	0.0%	-
Planning	14,176	8,434	23,996	9,279	28,283	-	32,087	18,103	19,736	8,738		162,833	4.2%	-
Police - Administration	8,687	5,168	14,705	7,792	22,066	600	67,739	14,124	116,681	34,635		292,198	7.5%	-
Police - Patrol	17,182	10,222	29,085	62,345	162,105	3,362	85,565	103,759				473,625	12.2%	-
Police - Investigations	3,745	2,228	6,340	11,560	26,810	480	28,522	17,161				96,846	2.5%	-
Police - Dispatch & Comm.	2,067	1,230	3,499	11,687	20,810	-	35,652	13,320				88,264	2.3%	-
Police - Records Service	312	186	528	1,832	3,142	-	35,652	2,011				43,662	1.1%	-
Police - Animal Regulations	706	420	1,195	1,829	7,108	120	3,565	4,550				19,494	0.5%	-
Graffiti Removal	398	237	674	1,878	4,009	240	3,565	2,566				13,568	0.3%	-
SLESF COPS Store Front	89	53	151	-	896	-	-	574			126	1,889	0.0%	-
SLESF COPS Patrol	865	515	1,464	671	3,260	-	-	2,087			460	9,322	0.2%	-
PW - Admin. & Gen. Eng.**	14,318	8,518	24,237	5,918	13,365	-	32,087	8,555	15,951		1,886	124,836	3.2%	-
PW - Admin. & Gen. Engineering	1	1	2	3	12	-	-	8			2	29	0.0%	-
Parking Lots & Events	567	337	959	33	255	-	-	163			36	2,349	0.1%	-
NPDES Stormwater Quality	1,467	873	2,484	315	3,873	120	-	2,479			547	12,158	0.3%	-
Stormwater Program	473	281	800	1,679	4,760	120	-	3,047			672	11,831	0.3%	-
Stormwater Program	9	6	16	-	94	-	-	60			13	199	0.0%	-
Street Engineering	2,525	1,502	4,274	2,264	3,625	-	-	2,320			512	17,022	0.4%	-
Street Maintenance	4,656	2,770	7,882	4,964	35,986	1,921	3,565	23,034	15,669	13,647	5,079	119,174	3.1%	835
Street Main. & Transportation	5,153	3,065	8,722	-	2,830	-	-	1,811			399	21,981	0.6%	-
Sewer - Reclamation Engineering	6,273	3,732	10,618	1,154	-	-	-	9,029			1,991	32,796	0.8%	242,027
Sewer - Reclamation Operations	36,633	21,795	62,011	2,142	-	120	-	232,612			51,294	406,607	10.4%	-
FS- Customer Services - Utilities**	3,972	2,363	6,724	5,786	-	-	-	11,648			2,569	20,003	0.5%	-
Water Engineering	6,997	4,163	11,844	2,062	-	-	-	17,186			3,790	46,041	1.2%	-
Water Maintenance	5,377	3,199	9,103	18,304	-	2,281	10,696	34,657	10,683	9,305	7,642	111,248	2.9%	4,718
Water Operations	6,139	3,652	10,392	7,487	-	720	14,261	32,588			7,186	82,425	2.1%	-
Equipment Maintenance**	2,563	1,525	4,339	6,347	20,357	600	17,826	13,030	16,144	14,061	2,873	91,238	2.3%	-
<b>Total All Chargeable Funds</b>	<b>224,950</b>	<b>136,768</b>	<b>380,135</b>	<b>274,640</b>	<b>667,722</b>	<b>14,769</b>	<b>663,126</b>	<b>751,096</b>	<b>437,561</b>	<b>235,002</b>	<b>130,519</b>	<b>3,894,802</b>	<b>100.0%</b>	<b>247,581</b>
<b>Total Enterprise and Other funds</b>														
Other Non-Enterprise Funds	1,949	1,160	3,300	1,994	8,727	240	-	5,586			1,232	24,187	0.6%	24,187
Streets	12,334	7,338	20,879	7,228	42,440	1,921	3,565	27,165	15,669	13,647	5,990	158,177	4.1%	159,013
Sewer	42,906	25,526	72,629	3,295	-	120	-	241,641			53,285	439,403	11.3%	681,430
Water	18,513	11,014	31,338	27,853	-	3,002	24,956	84,431	10,683	9,305	18,618	239,714	6.2%	244,432
<b>Total Overhead Charges</b>	<b>75,703</b>	<b>45,038</b>	<b>128,146</b>	<b>40,370</b>	<b>51,168</b>	<b>5,283</b>	<b>28,522</b>	<b>358,823</b>	<b>26,352</b>	<b>22,952</b>	<b>79,125</b>	<b>861,481</b>	<b>22.1%</b>	<b>1,109,062</b>
													<b>Additional Direct Charges***</b>	<b>179,965</b>
													<b>Total Charges</b>	<b>1,289,027</b>

\* Capital charges are charged to the Utility Debt and Transfer accounts which do not show up as operating accounts on this table.

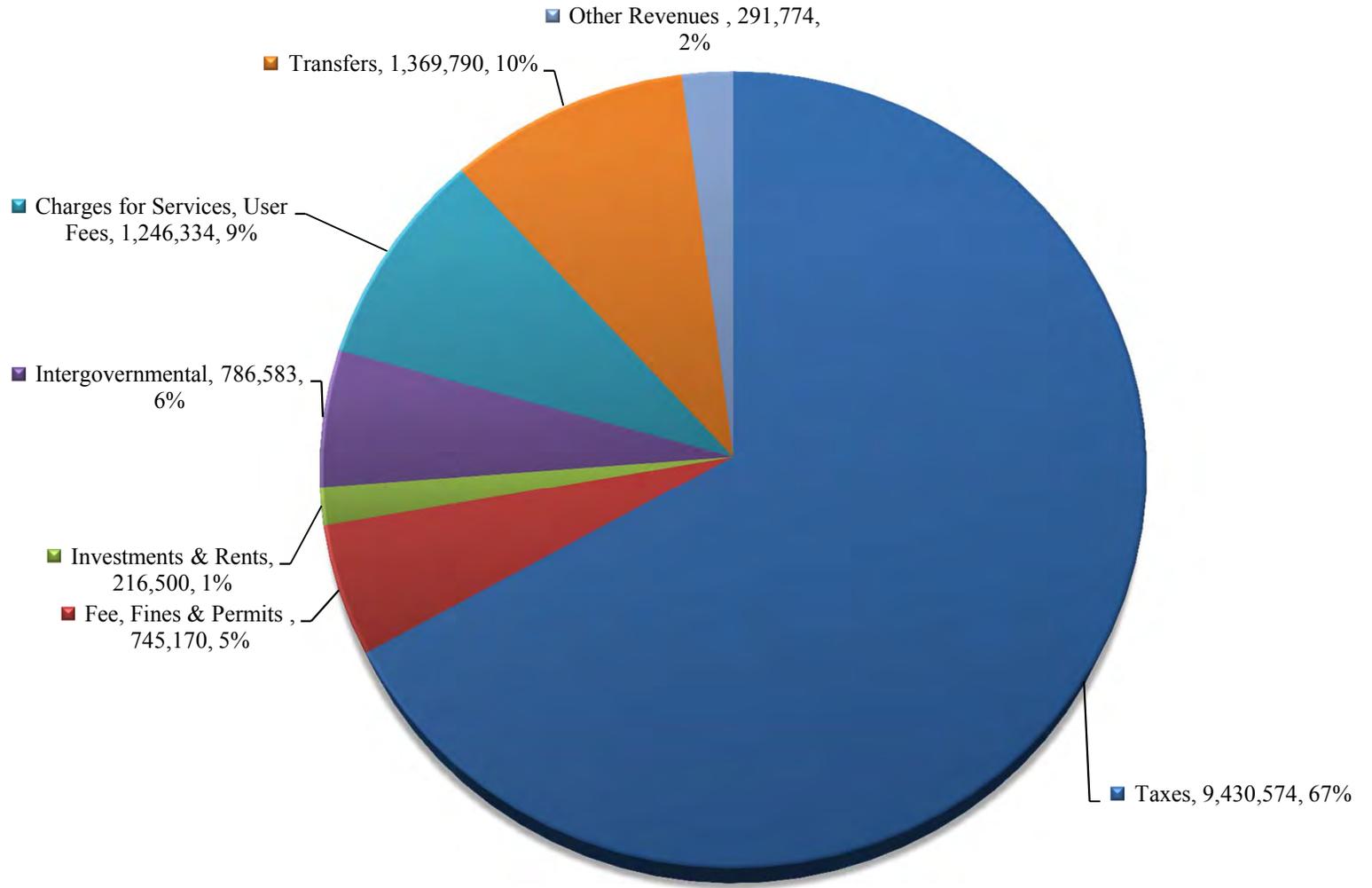
\*\* These are not allocable charges as overhead, they are directly billed

\*\*\* Not all additional direct charges result in net new dollars to the General Fund

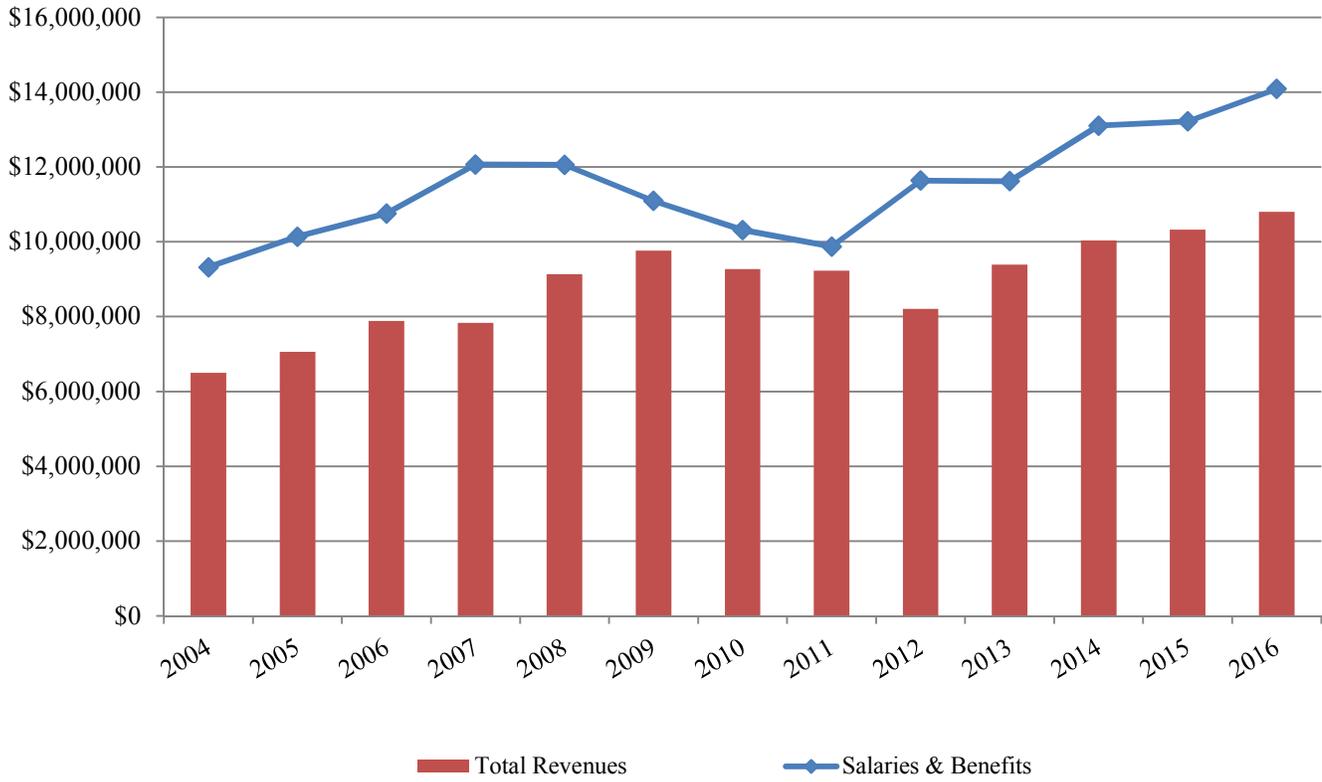
**City of Santa Paula  
Citywide Revenues  
2015-16  
\$37,785,228**



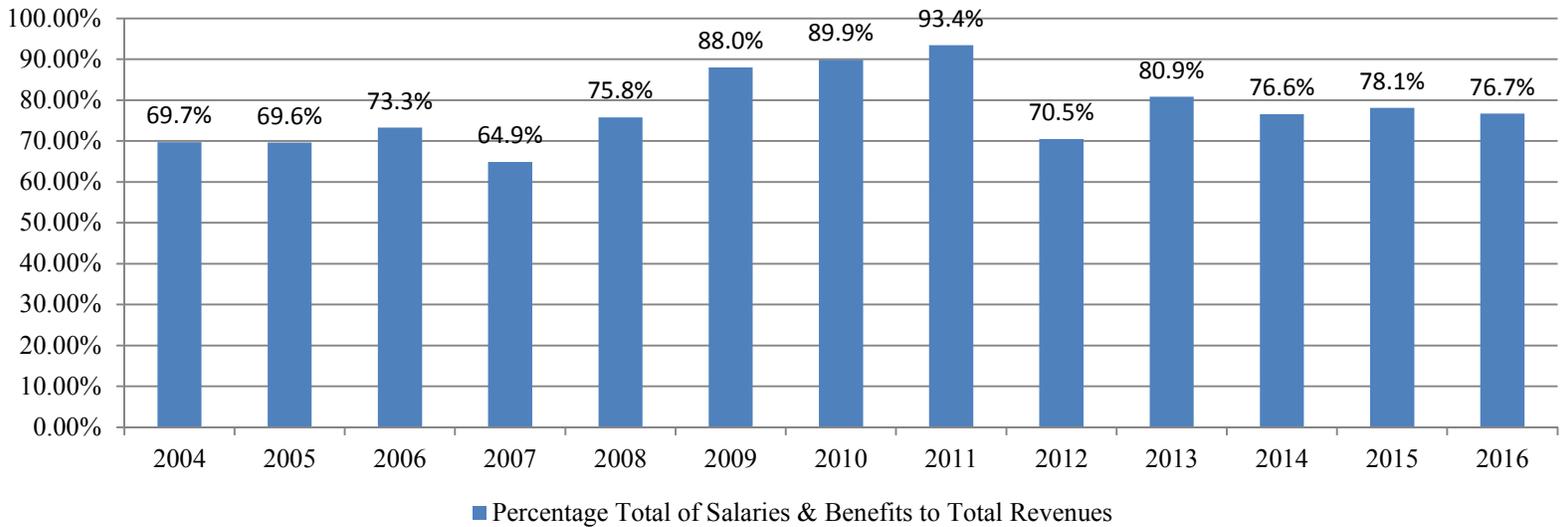
**City of Santa Paula  
General Fund Revenues  
2015-16  
\$14,086,725**



### City of Santa Paula Total Revenues vs Salaries & Benefits



### City of Santa Paula General Fund Percentage Total of Salaries & Benefits to Total Revenues



**CITY OF SANTA PAULA  
GENERAL FUND REVENUE - BY DEPARTMENT**

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
<b>ADMINISTRATION DEPARTMENT</b>					
FINES & FORFEITURES	0	40	13	0	0
STATE MANDATED COSTS	0	0	0	4,183	0
SALES OF REPORTS, MAPS & PUB	120	26	0	13	50
MISC-DEPARTMENT REIMB	1,560	6,252	3,042	4,943	5,000
CHARGES FOR SERVICES	1,680	6,318	3,056	9,139	5,050
<b>TOTAL</b>	<b>1,680</b>	<b>6,318</b>	<b>3,056</b>	<b>9,139</b>	<b>5,050</b>
<b>BUILDING &amp; SAFETY DEPARTMENT</b>					
BUILDING PERMITS	86,932	166,631	117,904	115,403	115,000
MISCELLANEOUS PERMITS	120	1,531	475	476	500
ELECTRICAL PERMITS	13,668	23,038	26,239	21,025	22,000
PLUMBING PERMITS	15,431	34,155	25,776	17,053	17,000
MECHANICAL PERMITS	6,850	11,810	9,630	7,005	8,000
MISC CONSTRUCTION PERMITS	2,710	4,100	4,037	3,681	3,500
GRADING PERMITS	95	1,002	997	997	2,570
ENERGY PERMITS	5,131	18,647	8,929	15,944	20,000
ADMIN CITATION FINES	2,550	1,650	7,450	4,900	5,000
Fees, Fines & Permits	133,486	262,565	201,437	186,483	193,570
SALES OF REPORTS, MAPS & PUB	528	1,304	507	279	500
PLAN CHECK FEES	53,114	58,319	56,500	76,411	60,000
FAST TRACK PLAN CHECK	427	72	1,584	2,273	2,000
INSPECTION FEES	6,333	7,671	5,994	7,751	8,500
FLOOD PERMIT FEE	30	15	15	30	50
PLAN FILING FEE	556	1,016	761	1,782	1,825
APPLICATION PROCESSING FEE	26,786	24,836	29,952	33,320	30,000
GRADING PLAN CHECK	71	752	692	748	1,065
ON SITE IMPROVEMENT PLAN CK	120	544	445	560	600
INVESTIGATION/PROCESSING FEE	0	0	1,253	0	1,000
ON SITE IMPROVEMENT FEE	160	725	460	1,275	1,350
ACCESSIBILITY REVIEW	4,980	4,146	5,427	5,047	4,500
TECHNOLOGY FEE	7,035	19,329	11,333	13,075	14,000
MISC-DEPARTMENT REIMB	526	0	434	0	0
Charges for Services	100,665	118,729	115,355	142,551	125,390
MISCELLANEOUS	332	2,031	28,520	462	30,000
PRIOR ADJ REVENUE	0	0	0	25,276	0
WORKER'S COMP REIM-MISC	0	0	7,576	10,004	1,000
Other Revenue	332	2,031	36,096	35,742	31,000
<b>TOTAL</b>	<b>236,164</b>	<b>389,642</b>	<b>352,888</b>	<b>364,777</b>	<b>349,960</b>

**CITY OF SANTA PAULA**  
**GENERAL FUND REVENUE - BY DEPARTMENT**

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
<b>COMMUNITY SERVICES DEPARTMENT</b>					
SPECIAL EVENT PERMITS	6,400	2,000	3,626	3,540	3,000
COMM CTR ENDOWMENT INT/DIV	1,621	1,330	1,093	1,280	1,000
RENTS AND CONCESSIONS	35,418	27,210	27,502	23,516	25,000
RENTS FROM RAILROAD DEPOT	1,500	3,350	6,000	2,500	2,500
SPECIAL EVENT	0	0	1,752	0	0
SPEC EVENTS-CITRUS FESTIVAL	10,465	4,625	2,350	0	0
PARK RESERVATION FEES	0	0	70	210	1,000
RECREATION ADMIN FEE	29,997	27,636	27,519	27,607	26,000
Fees & Permits	85,402	66,151	69,912	58,653	58,500
FILMING FEES-RECREATION	0	0	0	0	0
FACILITIES CLEANUP	4,465	3,379	3,125	1,918	1,700
MISC-DEPARTMENT REIMB	21,015	44,305	12,779	15,447	15,000
CABLE TV ANNOUNCEMENTS	566	295	215	305	300
REIMBURSEMENT FOR DAMAGES	124	0	0	0	0
PARK & FIELD USER FEES	0	16,087	23,609	24,663	25,000
Charges For Services	26,170	64,065	39,728	42,332	42,000
PRIOR YEAR ADJ REVENUE	(642)	0	0	0	0
WORKERS COMP REIMB - MISC	0	33,177	39,875	0	0
CITY DONATIONS	2,249	1,364	4,470	5,064	5,000
Other Revenues	1,607	34,541	44,344	5,064	5,000
<b>Total</b>	<b>113,180</b>	<b>164,757</b>	<b>153,985</b>	<b>106,050</b>	<b>105,500</b>
<b>FINANCE DEPARTMENT</b>					
STATE MANDATED COSTS	0	0	0	1,789	1,500
SALES OF REPORTS, MAPS & PUB	59	134	124	82	100
MISC-DEPARTMENT REIMB	1,082	6,390	6,406	6,113	6,000
BUSINESS TAX PROCESSING FEE	0	0	0	35	0
UTILITY APPLICATION FEE	12,143	12,581	11,766	9,762	12,000
Charges for Services	13,284	19,105	18,297	17,781	19,600
<b>Total</b>	<b>13,284</b>	<b>19,105</b>	<b>18,297</b>	<b>17,781</b>	<b>19,600</b>
<b>FIRE DEPARTMENT</b>					
HAZMAT PERMITS/CUPA	31,162	26,262	30,246	33,368	40,000
FIRE ANNUAL PERMITS	9,034	10,028	10,173	8,435	10,000
FIRE NEW CONSTRUCTION	15,910	27,287	18,786	16,216	20,000
Fees, Fines & Permits	56,106	63,577	59,205	58,019	70,000
STATE REIMB-FIRE MUTUAL AIDE	2,416	21,507	32,413	0	2,500
PROP 172-1/2 CENT SALES TAX	74,970	79,568	84,952	90,222	90,000
Intergovernmental Revenues	77,386	101,075	117,365	90,222	92,500
SALES OF REPORTS MAPS, & PUB	179	328	506	405	300
PLAN CHECK FEES	0	0	0	812	0
FIRE SAFETY INSPECTIONS	7,358	6,692	6,714	8,392	9,000
FIRE SPECIAL SERVICES	426	55	79	0	55
FILMING FEES-PERSONNEL REIMB	6,641	7,410	10,823	8,280	7,500
MISC-DEPARTMENT REIMB	101	465	10	2,983	47,000
REIMBURSEMENT FOR DAMAGES	369	0	0	0	0
Charges for Services	15,074	14,950	18,131	20,872	63,855
WORKERS COMP REIMB-4850 PLAN	13,724	40,657	89,517	154,361	159,361
CITY DONATIONS	1,138	761	1,702	1,906	1,900
Other Revenues	14,861	41,418	91,220	156,267	161,261
<b>Total</b>	<b>163,427</b>	<b>221,020</b>	<b>285,921</b>	<b>325,380</b>	<b>387,616</b>

**CITY OF SANTA PAULA  
GENERAL FUND REVENUE - BY DEPARTMENT**

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
<b>PLANNING DEPARTMENT</b>					
DESIGN REVIEW	13,188	12,747	21,274	13,134	16,000
GENERAL PLAN FEE	13,874	0	0	0	0
ZONING & SUBDIVISION FEES	105,026	111,679	103,102	96,882	105,000
ENVIRONMENTAL REVIEW FEE	26,452	8,901	14,100	23,461	25,000
SALES OF REPORTS, MAPS & PUB	38	16	66	16	60
ATTORNEY SVCS FEE RECOVERY	29,468	85,079	24,212	10,000	12,000
CONTRACT PLANNING FEE/REIMB	154,504	70,890	22,719	115,000	115,000
PLAN CHECK FEES	16,945	10,177	22,987	12,209	25,000
MISC-DEPARTMENT REIMB	70,991	98,039	27,248	105,870	262,397
Charges for Services	430,486	397,527	235,707	376,571	560,457
MISCELLANEOUS	18,515	10,902	11,599	23,847	22,000
PRIOR YEAR ADJ REVENUE	(12,052)	1,177	0	0	0
Other Revenue	6,463	12,079	11,599	23,847	22,000
<b>Total</b>	<b>436,949</b>	<b>409,607</b>	<b>247,306</b>	<b>400,418</b>	<b>582,457</b>
<b>POLICE DEPARTMENT</b>					
CRIMINAL FINES	54,592	38,270	35,840	34,638	40,000
VEHICLE CODE FINES	68,390	148,332	141,071	101,559	140,000
ADMIN CITATION FINES	300	0	150	0	0
Fees, Fines & Permits	123,282	186,602	177,061	136,197	180,000
POST REIMBURSEMENT	7,506	17,223	15,570	34,002	25,000
STATE MANDATED COSTS	320	238	192	218	0
PROP 172-1/2 CENT SALES TAX	139,230	147,769	157,768	166,428	167,000
MISC GRANT FUNDING			0	114,117	385,883
Intergovernmental	147,055	165,229	173,530	314,764	577,883
SALES OF REPORTS, MAPS & PUB	12,828	6,890	6,237	5,360	5,500
ANIMAL CONTROL FEES	235	305	585	232	400
FINGERPRINTS	2,345	1,616	389	488	500
VEHICLE RELEASE/STORAGE CHG	40,696	29,509	19,561	22,378	20,000
SCHOOL RESOURCE OFFICER REIMB	0	0	0	155,781	245,919
MISCELLANEOUS POLICE SERVICE	1,031	2,457	4,896	5,023	5,200
POLICE FALSE ALARM CHARGES	11,295	5,758	9,341	5,764	6,000
FILMING FEES-PERSONNEL REIMB	30,824	29,832	48,195	32,077	30,000
MISC-DEPARTMENT REIMB	22,579	28,571	21,334	12,044	15,000
REIMBURSEMENT FOR DAMAGES	513	6,887	486	392	500
Charges for Services	122,346	111,826	111,024	239,538	329,019
MISCELLANEOUS	574	142	397	324	450
CASH OVER/SHORT	2	(39)	31	20	0
PRIOR YEAR ADJ REVENUE	(97,984)	0	0	0	0
WORKERS COMP REIMB-4850 PLAN	785	17,871	18,923	104,365	5,000
WORKERS COMPE REIMB-MISC.	0	14,231	18,143	0	0
CITY DONATIONS	1,759	1,515	1,452	1,973	1,900
Other Revenues	(94,865)	33,719	38,946	106,682	7,350
<b>Total</b>	<b>297,817</b>	<b>497,376</b>	<b>500,560</b>	<b>797,181</b>	<b>1,094,252</b>

**CITY OF SANTA PAULA  
GENERAL FUND REVENUE - BY DEPARTMENT**

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
<b>PUBLIC WORKS DEPARTMENT</b>					
PERMIT ISSUANCE, INSPECT/MAP	26,360	27,777	23,933	27,912	193,000
OVERSIZE/OVERWEIGHT PERMITS	1,774	5,954	4,488	4,821	5,000
HAZARDOUS MATERIAL PERMITS	0	23,169	29,066	62,583	57,000
ADMIN CITATION FINES	0	0	200	117	0
Fees, Fines & Permits	28,134	56,900	57,687	95,433	255,000
SALES OF REPORTS, MAPS & PUB	1,304	10	420	500	500
CONSTRUCTION PLAN CHECKING	29,144	29,622	71,899	24,922	29,000
SUBDIVISION MAP APPROVAL	400	2,300	0	2,108	3,500
STUDIES & INVESTIGATIONS	146	344	23	432	500
FILMING FEES-PERSONNEL REIMB	3,875	1,480	3,450	8,531	0
MISC-DEPARTMENT REIMB	1,729	11,973	12,110	5,474	9,000
Charges for Services	36,598	45,729	87,902	41,966	42,500
WORKERS' COMP REIMB-MISC.	19,084	0	1,073	0	0
Other Revenue	19,084	0	1,073	0	0
<b>Total</b>	<b>83,816</b>	<b>102,629</b>	<b>146,662</b>	<b>137,400</b>	<b>297,500</b>
<b>NON-DEPARTMENTAL</b>					
PROPERTY TAXES-SECURED	2,933,586	3,270,114	2,924,300	3,348,699	3,408,000
PROPERTY TAXES-UNSECURED	17,957	22,052	33,829	30,450	30,500
PROP TAXES-SECURED DELINQUENT	36,378	77,153	23,779	43,037	47,000
PROPERTY TX IN LIEU-SALES TX	505,728	543,921	589,118	867,209	487,518
PROPERTY TX IN LIEU OF MVLF	2,179,366	2,186,312	2,247,754	2,382,485	2,515,000
INTEREST & PENALTIES-TAXES	4,041	29,470	1,459	1,614	2,200
SALES TAX	1,581,390	1,628,819	1,707,894	1,744,995	1,950,000
TRANSIENT OCCUPANCY TAX	82,864	96,534	102,933	114,527	113,000
FRANCHISE FEE TAX	376,793	373,348	371,082	381,664	381,000
COMMERCIAL REFUSE HAULERS	285,000	257,203	243,351	532,222	306,356
BUSINESS LICENSE FEE	119,112	122,589	123,649	116,324	125,000
REAL PROP DEED TRANSFER TAX	47,205	53,806	70,967	64,794	65,000
Taxes	8,169,419	8,661,321	8,440,114	9,628,020	9,430,574
ANIMAL LICENSE FEES	23,590	24,229	18,623	26,077	27,000
BINGO PERMITS	50	0	0	0	0
LIEN ADMINISTRATIVE FEE	0	545	371	409	600
Fees, Fines & permits	23,640	24,775	18,994	26,486	27,600
INVESTMENT EARNINGS	4,293	2,892	4,071	1,187	1,100
RENTS AND CONCESSIONS	108,908	103,051	121,332	146,963	155,000
RENTS FROM UTILITIES	17,193	17,193	17,193	13,197	13,200
SOUTHDOWN ROYALTY	13,270	13,843	14,441	6,535	18,700
Investments & Rents	143,664	136,980	157,038	167,883	188,000
MOTOR VEHICLE IN-LIEU	14,865	15,403	12,748	0	12,700
VEHICLE LIC FEE COLL IN	0	0	0	12,478	12,500
PROPERTY TAX PMT IN LIEU	88,877	58,033	66,502	57,948	57,000
STATE MANDATED COSTS	0	0	0	1,450	1,000
HOMEOWNERS PROP TAX RELIEF	26,047	21,844	24,933	29,303	31,500
Intergovernmental Revenues	129,789	95,280	104,182	101,179	114,700

**CITY OF SANTA PAULA  
GENERAL FUND REVENUE - BY DEPARTMENT**

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
SALES OF REPORTS, MAPS & PUB	0	4	0	19	0
2% DEVELOPER IMPACT ADMIN FEE	0	433	638	2,757	34,929
FILMING FEES	5,800	8,420	12,790	7,100	11,000
MISC-DEPARTMENT REIMB	(464)	21,463	0	0	0
INSURANCE ADMINISTRATIVE FEE	356	0	0	0	0
RETURNED CHECK CHARGE	3,727	3,826	4,024	2,620	2,800
EMPLOYMENT GARNISHMENT CHARGE	256	234	243	234	234
LEGAL SETTLEMENT REVENUE	0	54	0	0	0
DISASTER RECOVERY	0	0	0	0	0
WATER SERVICE CHARGES	0	0	0	0	0
Charges for Services	9,675	34,434	17,695	12,730	48,963
MISCELLANEOUS	1,917	3,934	1,375	0	65,163
CASH OVER/SHORT	5	0	0	0	0
PRIOR YEAR ADJ REVENUE	(4,017)	(603)	0	0	0
CITY DONATIONS	20	55	0	0	0
SALE OF PROPERTY	93,430	0	1,551,188	0	0
Other Revenue	91,356	3,386	1,552,564	0	65,163
TRANSFER FM NPDES STORMWATER	1,355	3,360	3,360	3,360	12,158
TRANS FM-STORMWATER QUALITY	9,689	9,731	9,731	9,731	12,030
TRANSFER FROM GAS TAX FUND	60,849	59,208	59,208	80,000	160,578
TRANSFER FROM LTF	0	0	0	0	21,981
TRANSFER FROM RDA	50,230	0	0	0	0
TRANSFER FROM RDA HOUSING	27,298	0	0	0	0
TRANSFER FROM REFUSE FUND	575,000	161,005	5,258	0	0
TRANSFER FROM SEWER FUND	539,170	500,000	500,000	500,000	746,763
TRANSFER FROM WATER FUND	584,533	527,000	527,000	530,600	281,153
OVERHEAD FROM EQUIP MAINT	0	0	0	0	35,127
FEE STUDY UPDATE & EA PERMITTING	0	0	0	0	100,000
TRANSFER TO RESERVES	0	0	0	0	0
Transfers	1,848,124	1,260,304	1,104,557	1,123,691	1,369,790
Total	<b>10,415,668</b>	<b>10,216,478</b>	<b>11,395,144</b>	<b>11,059,988</b>	<b>11,244,790</b>
<b>GENERAL FUND TOTAL</b>	<b>11,761,985</b>	<b>12,026,931</b>	<b>13,103,817</b>	<b>13,218,114</b>	<b>14,086,725</b>

**CITY OF SANTA PAULA  
GENERAL FUND REVENUE - BY TYPE**

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
PROPERTY TAXES-SECURED	2,933,586	3,270,114	2,924,300	3,348,699	3,408,000
PROPERTY TAXES-UNSECURED	17,957	22,052	33,829	30,450	30,500
PROP TAXES-SECURED DELINQUENT	36,378	77,153	23,779	43,037	47,000
PROPERTY TX IN LIEU-SALES TX	505,728	543,921	589,118	867,209	487,518
PROPERTY TX IN LIEU OF MVLF	2,179,366	2,186,312	2,247,754	2,382,485	2,515,000
INTEREST & PENALTIES-TAXES	4,040	29,470	1,459	1,614	2,200
<b>PROPERTY RELATED</b>	5,677,056	6,129,022	5,820,238	6,673,494	6,490,218
SALES TAX	1,581,390	1,628,819	1,707,894	1,744,995	1,950,000
<b>SALES TAX</b>	1,581,390	1,628,819	1,707,894	1,744,995	1,950,000
FRANCHISE FEE TAX	376,793	373,348	243,351	381,664	381,000
COMMERCIAL REFUSE HAULERS	285,000	257,203	371,082	532,222	306,356
<b>FRANCHISE FEE TAX</b>	661,793	630,551	614,433	913,886	687,356
TRANSIENT OCCUPANCY TAX	82,864	96,534	102,933	114,527	113,000
BUSINESS LICENSE FEE	119,112	122,589	123,649	116,324	125,000
REAL PROP DEED TRANSFER TAX	47,205	53,806	70,967	64,794	65,000
<b>OTHER TAXES</b>	249,180	272,929	297,549	295,644	303,000
<b>Total Taxes</b>	8,169,419	8,661,321	8,440,114	9,628,020	9,430,574
ANIMAL LICENSE FEES	23,590	24,229	18,623	26,077	27,000
BUILDING PERMITS	86,932	166,631	117,904	115,403	115,000
MISCELLANEOUS PERMITS	120	1,531	475	476	500
ELECTRICAL PERMITS	13,668	23,038	26,239	21,025	22,000
PLUMBING PERMITS	15,431	34,155	25,776	17,053	17,000
MECHANICAL PERMITS	6,850	11,810	9,630	7,005	8,000
DESIGN REVIEW	13,188	12,747	21,274	13,134	16,000
PERMIT ISSUANCE, INSPECT/MAP	26,360	27,777	23,933	27,912	193,000
OVERSIZE/OVERWEIGHT PERMITS	1,774	5,954	4,488	4,821	5,000
HAZMAT PERMITS/CUPA	31,161	26,262	30,246	33,368	40,000
HAZARDOUS MATERIAL PERMITS	0	23,169	29,066	62,583	57,000
FIRE ANNUAL PERMITS	9,034	10,028	10,173	8,435	10,000
FIRE NEW CONSTRUCTION	15,910	27,287	18,786	16,216	20,000
MISC CONSTRUCTION PERMITS	2,710	4,100	4,037	3,681	3,500
GRADING PERMITS	95	1,002	997	997	2,570
ENERGY PERMITS	5,131	18,647	8,929	15,944	20,000
SPECIAL EVENT PERMITS	6,400	2,000	3,626	3,540	3,000
<b>LICENSES &amp; PERMITS</b>	258,404	420,368	354,202	377,670	559,570
CRIMINAL FINES	54,592	38,270	35,840	34,638	40,000
VEHICLE CODE FINES	68,390	148,332	141,071	101,559	140,000
ADMIN CITATION FINES-BDG & SAFETY	2,550	1,650	7,450	4,900	5,000
ADMIN CITATION FINES-POLICE	300	0	150	0	0
ADMIN CITATION FINES-PW	0	0	200	117	0
LIEN ADMINISTRATIVE FEE	0	545	371	409	600
FINES & FORFEITURES	0	40	0	0	0
<b>FINES &amp; PENALTIES</b>	125,832	188,838	185,082	141,623	185,600
COMM CTR ENDOWMENT INT/DIV	1,621	1,330	1,093	1,280	1,000
INVESTMENT EARNINGS	4,293	2,892	4,071	1,187	1,100
RENTS AND CONCESSIONS-COMM SVCS	35,418	27,210	27,502	23,516	25,000
RENTS AND CONCESSIONS-NON DEPT	108,908	103,051	121,332	146,963	155,000
RENTS FROM RAILROAD DEPOT	1,500	3,350	6,000	2,500	2,500
RENTS FROM UTILITIES	17,193	17,193	17,193	13,197	13,200
SOUTHDOWN ROYALTY	13,270	13,843	14,441	6,535	18,700
<b>INVESTMENTS &amp; RENTS</b>	182,204	168,870	191,633	195,179	216,500

**CITY OF SANTA PAULA  
GENERAL FUND REVENUE - BY TYPE**

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
MOTOR VEHICLE IN-LIEU	14,865	15,403	12,748	0	12,700
VEHICLE LIC FEE COLL IN	0	0	0	12,478	12,500
PROPERTY TAX PMT IN LIEU	88,877	58,033	66,502	57,948	57,000
POST REIMBURSEMENT	7,506	17,223	15,570	34,002	25,000
STATE MANDATED COSTS-ADMIN	0	0	0	4,183	0
STATE MANDATED COSTS-FINANCE	0	0	0	1,789	1,500
STATE MANDATED COSTS-POLICE	320	238	192	218	0
STATE MANDATED COSTS-NON DEPT	0	0	0	1,450	1,000
STATE REIMB-FIRE MUTUAL AIDE	2,416	21,507	32,413	0	2,500
PROP 172-1/2 CENT SALES TAX-FIRE	74,970	79,568	84,952	90,222	90,000
PROP 172-1/2 CENT SALES TAX-POLICE	139,230	147,769	157,768	166,428	167,000
HOMEOWNERS PROP TAX RELIEF	26,047	21,844	24,933	29,303	31,500
MISC GRANT FUNDING		0	0	114,117	385,883
<b>INTERGOVERNMENTAL REVENUES</b>	<b>354,230</b>	<b>361,584</b>	<b>395,077</b>	<b>512,137</b>	<b>786,583</b>
SPECIAL EVENT-COMM SVCS	0	0	1,752	0	0
SPEC EVENTS-CITRUS FESTIVAL	10,465	4,625	2,350	0	0
PARK RESERVATION FEES			70	210	1,000
RECREATION ADMIN FEE	29,997	27,636	27,519	27,607	26,000
ZONING & SUBDIVISION FEES	105,026	111,679	103,102	96,882	105,000
ENVIRONMENTAL REVIEW FEE	26,452	8,901	14,100	23,461	25,000
SALES OF REPORTS, MAPS & PUB-ADMIN	120	26	13	13	50
SALES OF REPORTS, MAPS & PUB-BLG & SAFETY	528	1,304	507	279	500
SALES OF REPORTS, MAPS & PUB-FINANCE	59	134	124	82	100
SALES OF REPORTS MAPS, & PUB-FIRE	179	328	506	405	300
SALES OF REPORTS, MAPS & PUB-PLANNING	38	16	66	16	60
SALES OF REPORTS, MAPS & PUB-POLICE	12,828	6,890	6,237	5,360	5,500
SALES OF REPORTS, MAPS & PUB-PW	1,304	10	420	500	500
SALES OF REPORTS, MAPS & PUB-NON DEPT	0	4	0	19	0
ATTORNEY SVCS FEE RECOVERY	29,468	85,079	24,212	10,000	12,000
CONTRACT PLANNING FEE/REIMB	154,504	70,890	22,719	115,000	115,000
PLAN CHECK FEES-BLDG & SAFETY	53,114	58,319	56,500	76,411	60,000
PLAN CHECK FEES-FIRE	0	0	0	812	0
PLAN CHECK FEES-PLANNING	16,945	10,177	22,987	12,209	25,000
CONSTRUCTION PLAN CHECKING	29,144	29,622	71,899	24,922	29,000
FAST TRACK PLAN CHECK	427	72	1,584	2,273	2,000
INSPECTION FEES	6,333	7,671	5,994	7,751	8,500
FLOOD PERMIT FEE	30	15	15	30	50
PLAN FILING FEE	556	1,016	761	1,782	1,825
APPLICATION PROCESSING FEE	26,786	24,836	29,952	33,320	30,000
SUBDIVISION MAP APPROVAL	400	2,300	0	2,108	3,500
ANIMAL CONTROL FEES	235	305	585	232	400
GRADING PLAN CHECK	71	752	692	748	1,065
ON SITE IMPROVEMENT PLAN CK	120	544	445	560	600
INVESTIGATIONS/PROCESSING FEE	0	0	1,253	0	1,000
STUDIES & INVESTIGATIONS	146	344	23	432	500
FINGERPRINTS	2,345	1,616	389	488	500
VEHICLE RELEASE/STORAGE CHG	40,696	29,509	19,561	22,378	20,000
SCHOOL RESOURCE OFFICER REIMB	0	0	0	155,781	245,919
MISCELLANEOUS POLICE SERVICE	1,031	2,457	4,896	5,023	5,200

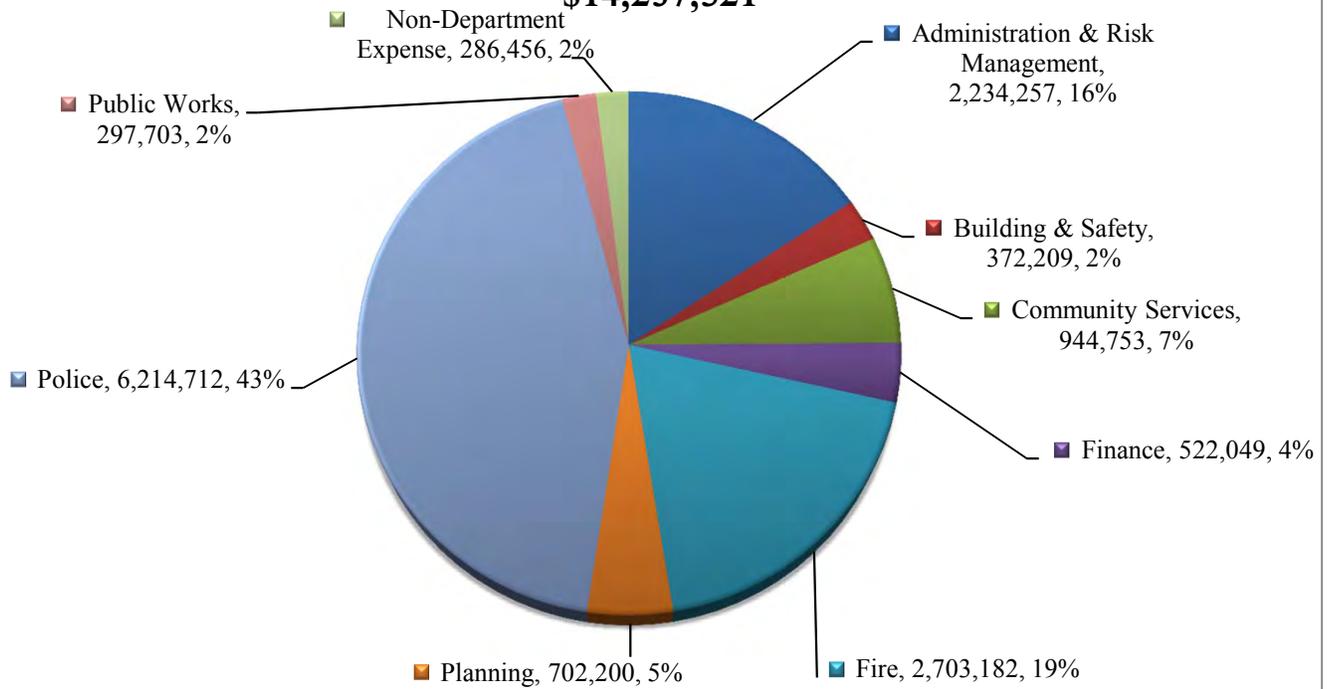
**CITY OF SANTA PAULA  
GENERAL FUND REVENUE - BY TYPE**

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
FIRE SAFETY INSPECTIONS	7,358	6,692	6,714	8,392	9,000
FIRE SPECIAL SERVICES	426	55	79	0	55
ON SITE IMPROVEMENT FEE	160	725	460	1,275	1,350
ACCESSIBILITY REVIEW	4,980	4,146	5,427	5,047	4,500
TECHNOLOGY FEE	7,035	19,329	11,333	13,075	14,000
POLICE FALSE ALARM CHARGES	11,295	5,758	9,341	5,764	6,000
2% DEVELOPER IMPACT ADMIN FEE	0	433	638	2,757	34,929
FILMING FEES-NON DEPT	5,800	8,420	12,790	7,100	11,000
FILMING FEES-PERSONNEL REIMB-FIRE	6,641	7,410	10,823	8,280	7,500
FILMING FEES-PERSONNEL REIMB-POLICE	30,824	29,832	48,195	32,077	30,000
FILMING FEES-PERSONNEL REIMB-PW	3,875	1,480	3,450	0	0
FACILITIES CLEANUP	4,465	3,379	3,125	1,918	1,700
MISC-DEPARTMENT REIMB-ADMIN	1,560	6,252	3,042	4,943	5,000
MISC-DEPARTMENT REIMB-BLDG & SAFETY	526	0	434	0	0
MISC-DEPARTMENT REIMB-COM SVCS	21,015	44,305	12,779	15,447	15,000
MISC-DEPARTMENT REIMB-FINANCE	1,082	6,390	6,406	6,113	6,000
MISC-DEPARTMENT REIMB-FIRE	101	465	10	2,983	47,000
MISC-DEPARTMENT REIMB-PLANNING	70,991	98,039	27,248	105,870	262,397
MISC-DEPARTMENT REIMB-POLICE	22,579	28,571	21,334	12,044	15,000
MISC-DEPARTMENT REIMB-PW	1,729	11,973	12,110	8,531	9,000
MISC-DEPARTMENT REIMB-NON DEPT	(464)	21,463	0	0	0
CABLE TV ANNOUNCEMENTS	566	295	215	305	300
BUSINESS TAX PROCESSING FEE	0	0	0	35	0
RETURNED CHECK CHARGE	3,727	3,826	4,024	2,620	2,800
EMPLOYMENT GARNISHMENT CHARGES	256	234	243	234	234
REIMBURSEMENT FOR DAMAGES-POLICE	513	0	486	392	500
REIMBURSEMENT FOR DAMAGES-NON DEPT	0	6,887	0	0	0
LEGAL SETTLEMENT REVENUE	0	54	0	0	0
UTILITY APPLICATION FEE	12,143	12,581	11,766	9,762	12,000
PARK 7 FIELD USER FEES	0	16,087	23,609	24,663	25,000
<b>CHARGES FOR CURRENT SERVICES</b>	<b>783,252</b>	<b>832,156</b>	<b>657,313</b>	<b>906,718</b>	<b>1,246,334</b>
MISCELLANEOUS-BLDG & SAFETY	0	2,031	28,520	462	30,000
MISCELLANEOUS-PLANNING	18,515	10,902	11,599	23,847	22,000
MISCELLANEOUS-POLICE	574	142	397	324	450
MISCELLANEOUS-NON DEPT	1,917	3,934	1,375	0	65,163
CASH OVER/SHORT-POLICE	2	(39)	31	20	
PRIOR YEAR ADJ REVENUE-BLDG & SAFETY	0	0	0	25,276	0
PRIOR YEAR ADJ REVENUE-PLANNING	(12,052)	1,177	0	0	0
PRIOR YEAR ADJ REVENUE-PW	0	0	0	5,474	0
PRIOR YEAR ADJ REVENUE-NON DEPT	(4,017)	(603)	0	0	0
WORKERS COMP REIMB-4850 PLAN-FIRE	13,724	40,657	89,517	154,361	159,361
WORKERS COMP REIMB-4850 PLAN-POLICE	785	17,871	18,923	104,365	5,000
WORKER'S COMP REIM-MISC-BLDG & SAFETY	0	0	7,576	10,004	1,000
WORKER'S COMP REIM-MISC-COM SVCS	0	33,177	39,875	0	0
WORKER'S COMP REIM-MISC-POLICE	0	14,231	18,143	0	0
WORKERS' COMP REIMB-MISC.-PW	19,084	0	1,073	0	0
CITY DONATIONS-COM SVCS	2,249	1,364	4,470	5,064	5,000
CITY DONATIONS-FIRE	1,138	761	1,702	1,906	1,900
CITY DONATIONS-POLICE	1,759	1,515	1,452	1,973	1,900
CITY DONATIONS-NON DEPT	20	55	0	0	0
SALE OF PROPERTY	93,430	0	1,551,188	0	0
<b>OTHER REVENUES</b>	<b>38,507</b>	<b>127,174</b>	<b>1,775,841</b>	<b>333,076</b>	<b>291,774</b>

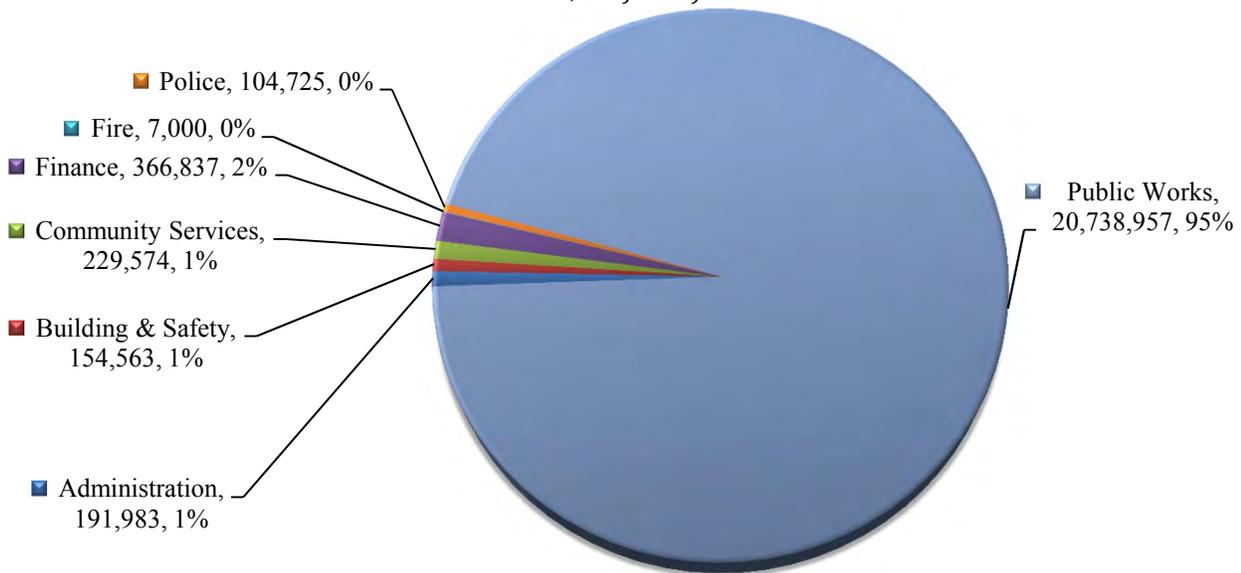
**CITY OF SANTA PAULA  
GENERAL FUND REVENUE - BY TYPE**

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
TRANSFER FM NPDES STORMWATER	1,355	3,360	3,360	3,360	12,158
TRANS FM-STORMWATER QUALITY	9,689	9,731	9,731	9,731	12,030
TRANSFER FROM GAS TAX FUND	60,849	59,208	59,208	80,000	160,578
TRANSFER FROM LTF	0	0	0	0	21,981
TRANSFER FROM REFUSE FUND	575,000	161,005	5,258	0	0
TRANSFER FROM SEWER FUND	539,170	500,000	500,000	500,000	746,763
TRANSFER FROM WATER FUND	584,533	527,000	527,000	530,600	281,153
OVERHEAD FROM EQUIP MAINT	0	0	0	0	35,127
FEE STUDY UPDATE & EA PERMITTING	0	0	0	0	100,000
<b>TRANSFERS</b>	1,848,124	1,260,304	1,104,557	1,123,691	1,369,790
<b>GENERAL FUND TOTAL</b>	11,759,972	12,020,614	13,103,818	13,218,114	14,086,725

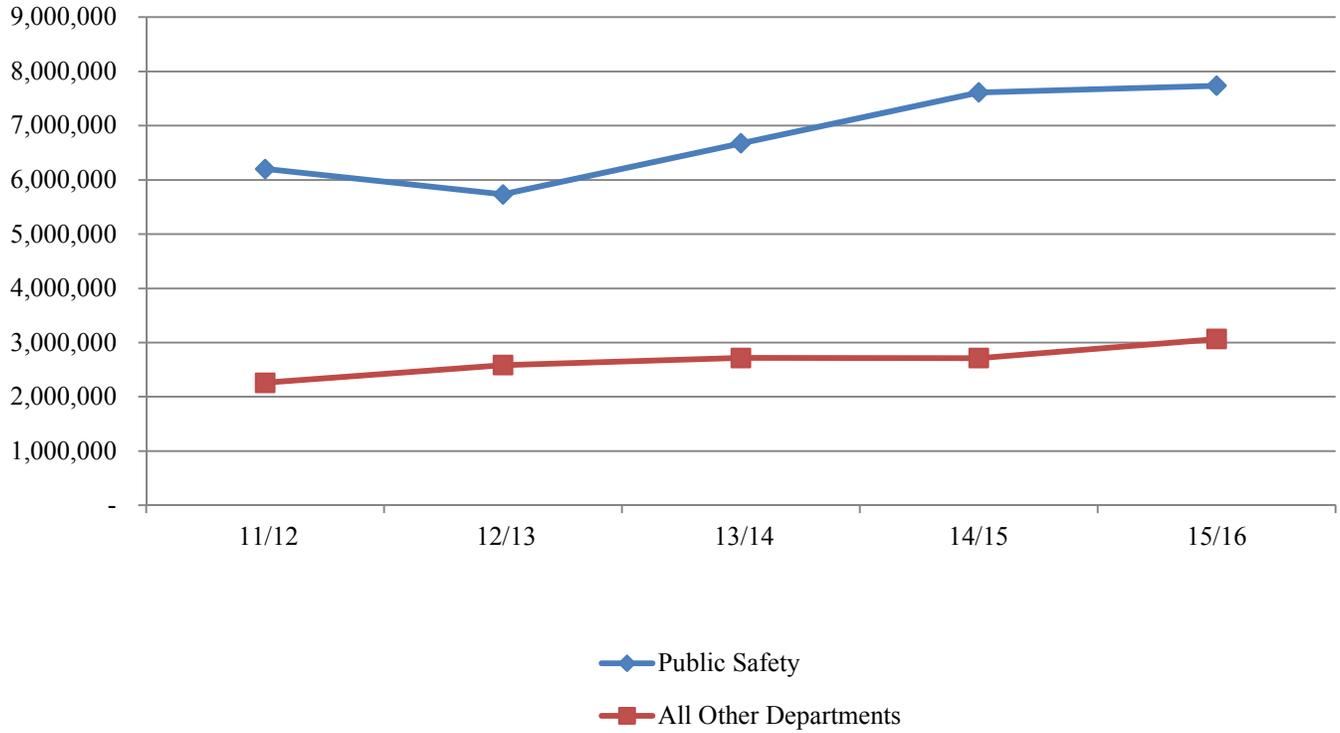
**City of Santa Paula  
General Fund Expenditures  
By Department  
\$14,237,521**



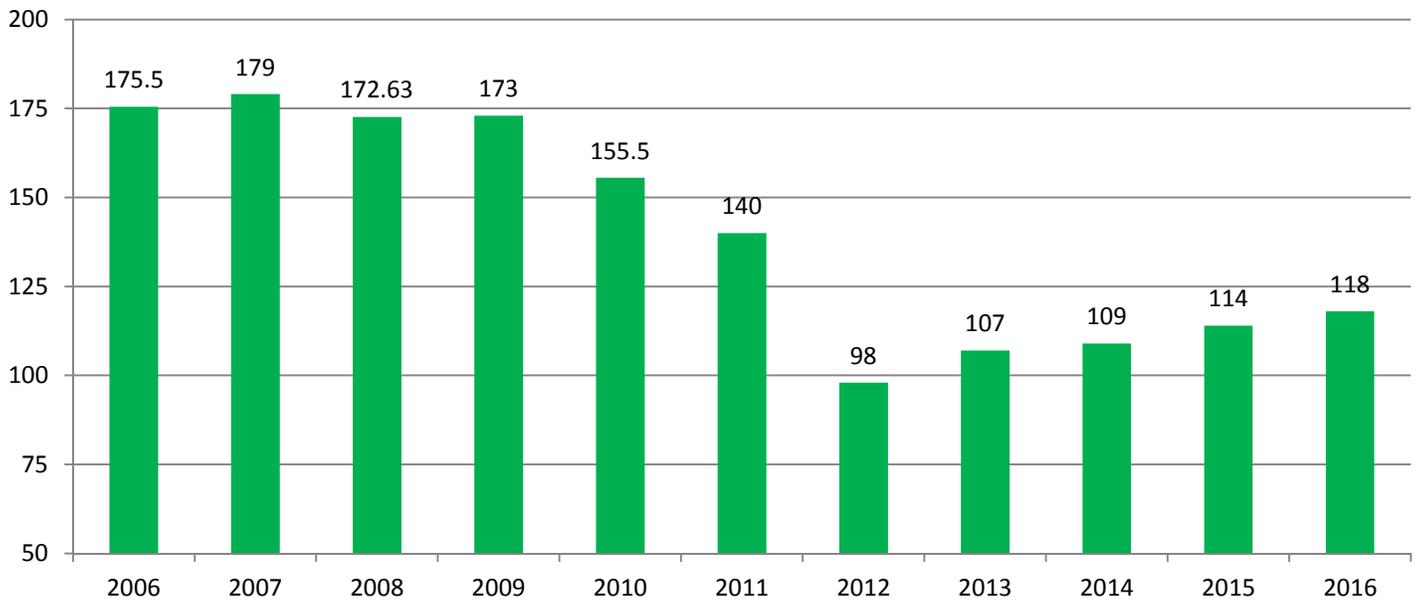
**City of Santa Paula  
Citywide Expenditures Excluding General Fund  
By Department  
\$36,015,676**



### City of Santa Paula General Fund Staffing Costs



### City of Santa Paula Full-Time Position Count

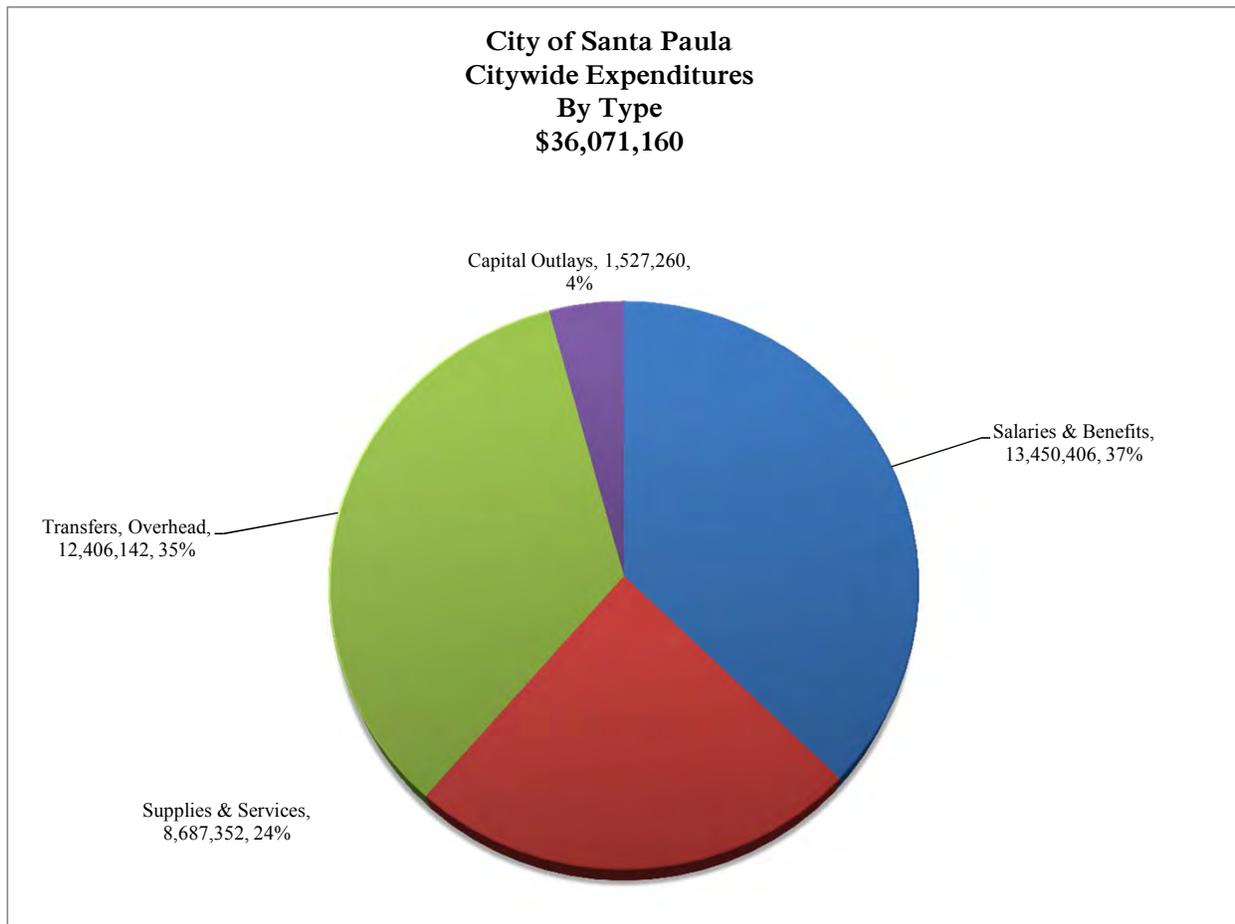


**SANTA PAULA CITYWIDE SUMMARY**

	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Expenditures</b>							
Salaries	6,595,784	6,843,221	7,752,659	8,029,561	7,891,400	8,037,221	0.1%
Benefits	4,022,575	3,746,141	4,273,197	4,831,352	4,747,652	5,413,186	12.0%
<b>Total</b>	<b>10,618,359</b>	<b>10,589,361</b>	<b>12,025,856</b>	<b>12,860,913</b>	<b>12,639,052</b>	<b>13,450,406</b>	<b>4.6%</b>
Supplies, Services & Maintenance	7,376,955	7,525,837	8,285,320	13,247,169	13,310,853	8,687,352	-34.4%
Transfers, Overhead	14,199,213	9,663,542	11,009,374	7,331,099	8,216,965	12,406,142	69.2%
<b>Total</b>	<b>21,576,168</b>	<b>17,189,380</b>	<b>19,294,694</b>	<b>20,578,268</b>	<b>21,527,818</b>	<b>21,093,494</b>	<b>2.5%</b>
Capital Outlays	1,433,591	1,289,286	1,138,583	2,621,072	1,552,673	1,527,260	-41.7%
<b>Citywide Totals</b>	<b>33,628,118</b>	<b>29,068,027</b>	<b>32,459,133</b>	<b>36,060,253</b>	<b>35,719,543</b>	<b>36,071,160</b>	<b>0.0%</b>

<b>Authorized Employee Count</b>	114	102	107	113	113	115
----------------------------------	-----	-----	-----	-----	-----	-----

	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Revenues</b>							
General Funds	11,646,971	12,020,614	13,103,818	13,236,134	13,218,114	14,086,725	6.4%
Special Funds	3,121,706	3,244,087	4,800,058	3,249,373	3,096,084	2,658,789	-18.2%
Enterprise Funds	17,221,256	19,741,981	20,272,730	18,643,868	19,219,811	19,275,482	3.4%
Development Impact Funds	269,650	504,930	230,101	329,180	378,817	1,764,232	435.9%
<b>Citywide Totals</b>	<b>32,259,583</b>	<b>35,511,611</b>	<b>38,406,707</b>	<b>35,458,555</b>	<b>35,912,826</b>	<b>37,785,228</b>	<b>6.6%</b>

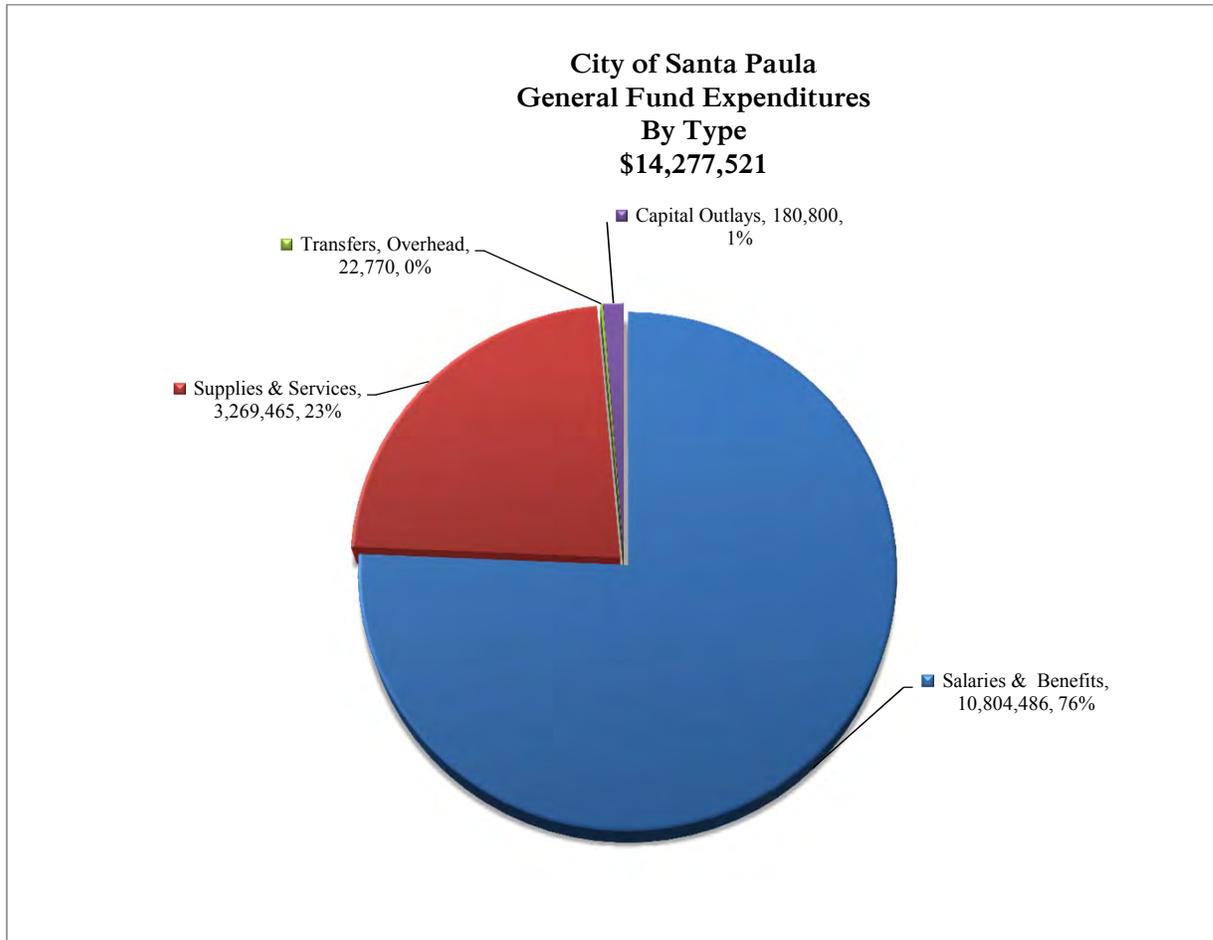


**SANTA PAULA - GENERAL FUND SUMMARY**

	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Expenditures</b>							
Salaries	5,297,973	5,313,653	6,033,760	6,177,882	6,390,649	6,395,563	3.5%
Benefits	3,430,754	2,882,713	3,359,978	3,856,249	3,934,598	4,408,923	14.3%
<b>Total</b>	<b>8,728,726</b>	<b>8,196,366</b>	<b>9,393,737</b>	<b>10,034,131</b>	<b>10,325,247</b>	<b>10,804,486</b>	<b>7.7%</b>
Supplies, Services & Maintenance	2,573,255	2,742,464	3,265,665	2,870,442	3,186,609	3,269,465	13.9%
Transfers, Overhead	22,770	22,770	397,336	22,771	22,770	22,770	0.0%
<b>Total</b>	<b>2,596,025</b>	<b>2,765,234</b>	<b>3,663,001</b>	<b>2,893,213</b>	<b>3,209,379</b>	<b>3,292,235</b>	<b>13.8%</b>
Capital Outlays	204,704	52,311	60,845	1,281,612	307,911	180,800	-85.9%
<b>Total</b>	<b>11,529,455</b>	<b>11,013,912</b>	<b>13,117,583</b>	<b>14,208,956</b>	<b>13,842,538</b>	<b>14,277,521</b>	<b>0.5%</b>

**Revenue & Other Resources**

Taxes	8,169,419	8,661,321	8,440,114	9,976,084	9,628,020	9,430,574	-5.5%
Fee, Fines & Permits	384,236	209,206	539,283	603,600	519,293	745,170	23.5%
Investments & Rents	182,204	168,870	191,633	241,400	195,179	216,500	-10.3%
Intergovernmental	354,230	351,584	395,077	367,600	512,137	786,583	114.0%
Charges for Services, User Fees	783,252	832,156	657,313	735,404	906,718	1,246,334	69.5%
Transfers	1,848,124	1,260,304	1,775,841	1,120,091	1,123,691	1,369,790	22.3%
Other Revenues	38,507	127,174	1,104,557	25,650	333,076	291,774	1037.5%
<b>Total Revenues</b>	<b>11,759,972</b>	<b>11,610,615</b>	<b>13,103,818</b>	<b>13,069,829</b>	<b>13,218,114</b>	<b>14,086,725</b>	<b>7.8%</b>
<b>Net GF (Cost)/Benefit</b>	<b>230,517</b>	<b>596,703</b>	<b>(13,766)</b>	<b>(1,139,127)</b>	<b>(624,424)</b>	<b>(190,796)</b>	<b>-83.3%</b>



**SANTA PAULA - GENERAL FUND SUMMARY**

Department	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
Administration & Risk Management	1,839,131	1,895,285	2,239,858	2,124,070	2,195,051	2,234,257	4.9%
Building & Safety	207,554	261,136	432,414	278,096	369,130	372,209	25.3%
Community Services	681,376	843,530	930,426	924,822	878,803	944,753	2.1%
Finance	370,969	423,779	455,893	546,739	470,708	522,049	-4.7%
Fire	2,114,122	2,163,797	2,398,095	2,617,933	3,019,113	2,703,182	3.2%
Planning	593,573	573,107	463,681	606,742	530,317	702,200	13.6%
Police	5,330,163	4,447,622	5,352,200	5,588,027	5,851,122	6,214,712	10.1%
Public Works	243,270	230,603	667,383	1,478,044	268,039	297,703	-396.5%
Non-Department Expense	149,298	175,054	177,633	44,482	260,274	286,456	84.5%
Total	11,529,455	11,013,912	13,117,583	14,208,956	13,842,556	14,277,521	0.5%

**SANTA PAULA - OTHER FUNDS**

Department	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
Administration	167,149	217,183	202,070	215,747	228,883	191,983	-12.4%
Building & Safety	212,472	140,352	81,236	142,350	128,890	154,563	7.9%
Community Services	145,057	154,894	192,647	187,101	199,093	229,574	18.5%
Finance	297,368	321,733	488,579	392,282	408,957	366,837	-6.9%
Fire	26,920	351,713	441,119	325,932	144,912	7,000	-4556.2%
Police	163,446	105,227	90,058	159,118	151,997	104,725	-51.9%
Public Works	21,086,251	16,763,014	17,845,841	20,428,767	20,614,667	20,738,957	1.5%
Total	22,098,663	18,054,116	19,341,549	21,851,297	21,877,400	21,793,639	-0.3%

\*Note- Other Funds are for miscellaneous funds other than the General Fund in Operating Departments

General Fund  
Expenditure Summary by Department Category

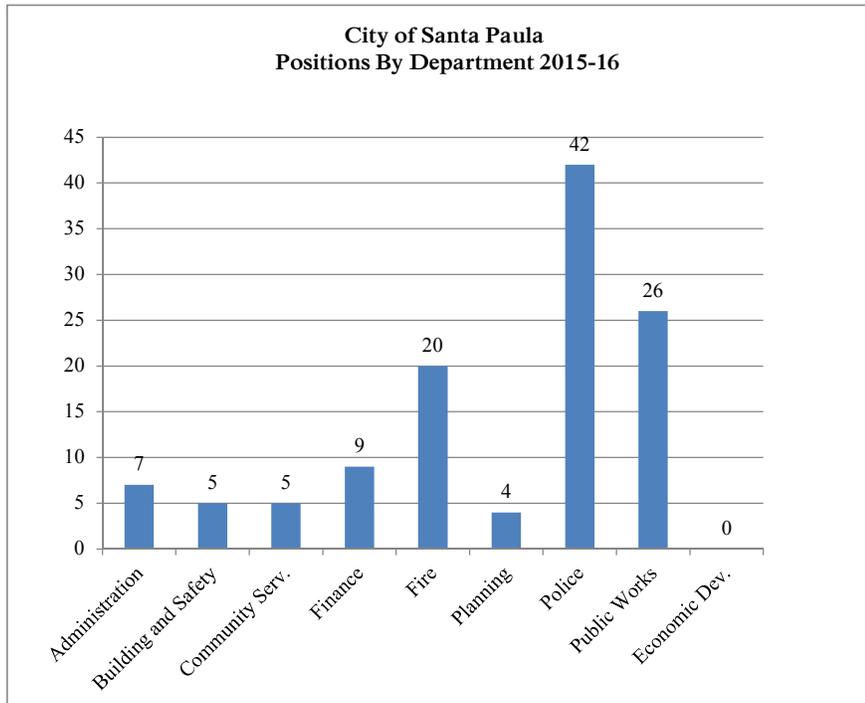
	Actual 11/12	Actual 12/13	Actual 13/14	Estimated 14/15	Budget 15/16
<b>Administration</b>					
Personnel - Salaries	433,644	468,817	492,713	510,457	508,956
Personnel Benefits	245,932	235,392	254,417	270,981	279,361
Sub-Total	679,576	704,209	747,130	781,438	788,317
Services & Supplies	1,132,627	1,191,076	1,492,727	1,413,613	1,445,940
Capital Equip/Projects	0	0	0	0	0
Other/Transfers Out	0	0	0	0	0
Sub-Total	1,132,627	1,191,076	1,492,727	1,413,613	1,445,940
<b>Administration Total</b>	<b>1,812,203</b>	<b>1,895,285</b>	<b>2,239,857</b>	<b>2,195,051</b>	<b>2,234,257</b>
<b>Build. &amp; Safety</b>					
Personnel - Salaries	121,357	220,176	237,607	201,580	208,259
Personnel Benefits	88,531	130,312	125,064	124,388	117,864
Sub-Total	209,888	350,488	362,671	325,968	326,123
Services & Supplies	44,090	51,000	45,909	41,722	46,086
Capital Equip/Projects	0	0	0	1,440	0
Other/Transfers Out	0	0	0	0	0
Sub-Total	44,090	51,000	45,909	43,162	46,086
<b>Build &amp; Safety Total</b>	<b>253,978</b>	<b>401,488</b>	<b>408,580</b>	<b>369,130</b>	<b>372,209</b>
<b>Community Services</b>					
Personnel - Salaries	377,504	450,467	469,679	447,355	483,993
Personnel Benefits	170,783	191,443	192,341	188,868	258,195
Sub-Total	548,287	641,910	662,020	636,223	742,188
Services & Supplies	187,403	201,620	266,656	234,281	197,565
Capital Equip/Projects	0	0	1,750	8,299	5,000
Other/Transfers Out	0	0	0	0	0
Sub-Total	187,403	201,620	268,406	242,580	202,565
<b>Comm. Services Total</b>	<b>735,690</b>	<b>843,530</b>	<b>930,426</b>	<b>878,803</b>	<b>944,753</b>
<b>Finance</b>					
Personnel - Salaries	208,591	238,814	260,077	262,359	285,302
Personnel Benefits	95,211	94,908	113,819	117,605	134,297
Sub-Total	303,802	333,722	373,896	379,964	419,599
Services & Supplies	52,775	90,056	81,997	90,743	102,450
Capital Equip/Projects	0	0	0	0	0
Other/Transfers Out	0	0	0	0	0
Sub-Total	52,775	90,056	81,997	90,743	102,450
<b>Finance Total</b>	<b>356,577</b>	<b>423,778</b>	<b>455,893</b>	<b>470,707</b>	<b>522,049</b>

**General Fund**  
**Expenditure Summary by Department Category**

	<b>Actual 11/12</b>	<b>Actual 12/13</b>	<b>Actual 13/14</b>	<b>Estimated 14/15</b>	<b>Budget 15/16</b>
<b>Fire</b>					
Personnel - Salaries	1,094,270	1,146,532	1,280,726	1,567,043	1,325,898
Personnel Benefits	734,600	814,844	841,787	1,123,419	1,073,806
Sub-Total	1,828,870	1,961,376	2,122,513	2,690,462	2,399,704
Services & Supplies	205,425	198,333	275,583	272,375	303,478
Capital Equip/Projects	21,250	4,087	0	56,277	
Other/Transfers Out	0	0	0	0	
Sub-Total	226,675	202,420	275,583	328,652	303,478
<b>Fire Total</b>	<b>2,055,545</b>	<b>2,163,796</b>	<b>2,398,096</b>	<b>3,019,114</b>	<b>2,703,182</b>
<b>Planning</b>					
Personnel - Salaries	264,993	265,722	269,830	276,957	387,247
Personnel Benefits	97,405	96,843	105,456	112,941	165,553
Sub-Total	362,398	362,565	375,286	389,898	552,800
Services & Supplies	149,450	210,543	88,395	140,419	149,400
Capital Equip/Projects	0	0	0	0	0
Other/Transfers Out	0	0	0	0	0
Sub-Total	149,450	210,543	88,395	140,419	149,400
<b>Planning Total</b>	<b>511,848</b>	<b>573,108</b>	<b>463,681</b>	<b>530,317</b>	<b>702,200</b>
<b>Police</b>					
Personnel - Salaries	2,635,343	2,478,071	2,899,737	2,997,194	3,039,275
Personnel Benefits	1,738,425	1,292,869	1,652,926	1,925,220	2,298,407
Sub-Total	4,373,768	3,770,940	4,552,663	4,922,414	5,337,682
Services & Supplies	444,500	628,457	764,277	706,795	701,230
Capital Equip/Projects	86,000	45,224	35,259	221,913	175,800
Other/Transfers Out	0	0	0	0	0
Sub-Total	530,500	673,681	799,536	928,708	877,030
<b>Police Total</b>	<b>4,904,268</b>	<b>4,444,621</b>	<b>5,352,199</b>	<b>5,851,122</b>	<b>6,214,712</b>
<b>Public Works</b>					
Personnel - Salaries	103,672	127,783	122,026	127,703	156,633
Personnel Benefits	51,325	64,021	73,893	71,177	81,440
Sub-Total	154,997	191,804	195,919	198,880	238,073
Services & Supplies	27,497	15,129	453,664	26,389	59,630
Capital Equip/Projects	0	0	0	20,000	0
Other/Transfers Out	22,770	22,770	0	22,770	0
Sub-Total	50,267	37,899	453,664	69,159	59,630
<b>Public Works Total</b>	<b>205,264</b>	<b>229,703</b>	<b>649,583</b>	<b>268,039</b>	<b>297,703</b>
<b>Non-Departmental</b>					
Personnel - Salaries	0	0	0	0	0
Personnel Benefits	0	0	0	0	0
Sub-Total	0	0	0	0	0
Services & Supplies	281,000	175,057	174,511	260,274	233,854
Capital Equip/Projects	2,300	(3)	3,123	0	0
Other/Transfers Out	0	0	0	0	0
Sub-Total	283,300	175,054	177,634	260,274	233,854
<b>Non-Depart. Total</b>	<b>283,300</b>	<b>175,054</b>	<b>177,634</b>	<b>260,274</b>	<b>233,854</b>
<b>Total General Fund</b>	<b>11,118,673</b>	<b>11,150,363</b>	<b>13,075,949</b>	<b>13,842,557</b>	<b>14,224,919</b>

**CITY OF SANTA PAULA  
Citywide Position Count**

Departments	Full Time Positions									
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Administration	6.5	8	8.5	6	6.5	7	7	7	7	7
Building and Safety	11	11.5	11.5	6	6	4	5	5	5	5
Community Serv.	5	5	5	5	5	5	5	5	5	5
Finance	10	10	10	8	10	7	9	9	9	9
Fire	14	14.5	15	15	15	15	15	20	20	20
Planning	8.5	7.3	6.5	4	4	2	3	3	3	4
Police	47	48	49	47	43.5	37	38	38	40	42
Public Works	51	41.83	43	39	28	21	22	22	25	26
Economic Dev.	3	1.5	1.5	1	0	0	0	0	0	0
<b>Total City-wide</b>	<b>156</b>	<b>147.63</b>	<b>150</b>	<b>131</b>	<b>118</b>	<b>98</b>	<b>104</b>	<b>109</b>	<b>114</b>	<b>118</b>

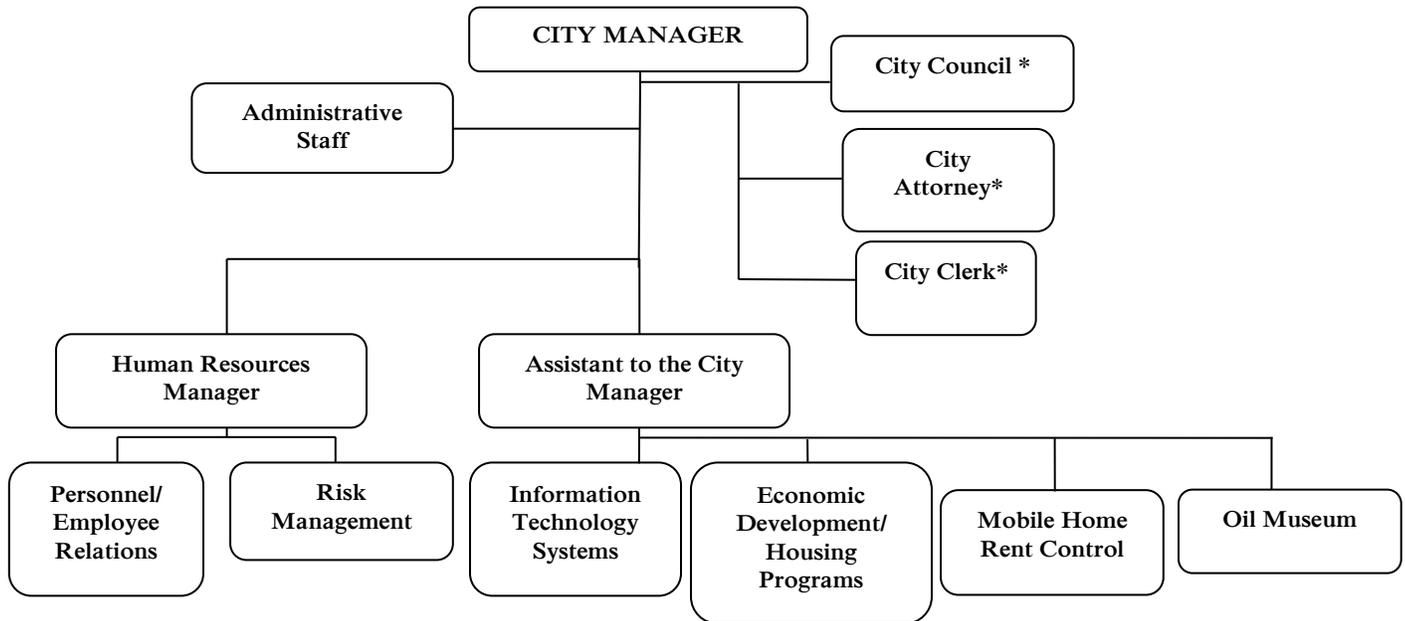


CITY OF SANTA PAULA  
POSITION CONTROL LISTING  
ADOPTED BUDGET - FY 2015-16

Department	Position	Full-Time	Part-Time	Seasonal	FTE's	Employee Count	
<b>ADMINISTRATION</b>	City Manager	1.00			1.00	1.00	
	Assistant to the City Manager	1.00	0.00		1.00	1.00	
	Admin Secretary/Deputy City Clerk	1.00			1.00	1.00	
	Human Resources Manager	1.00			1.00	1.00	
	Human Resource Specialist	1.00			1.00	1.00	
	IT Support Specialist	1.00			1.00	1.00	
	Museum Administrator	1.00			1.00	1.00	
	<b>Department Total</b>	<b>7.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>	<b>7.00</b>	
<b>INSPECTION SERVICES</b>	Administrative Assistant	1.00			1.00	1.00	
	Building Inspector I / II	3.00	0.50		3.50	3.50	
	Chief Building Inspector	1.00			1.00	1.00	
	Senior Building Inspector (Unfunded)				-		
	<b>Department Total</b>	<b>5.00</b>	<b>0.50</b>	<b>0.00</b>	<b>5.50</b>	<b>5.50</b>	
<b>COMMUNITY SERVICES</b>	Community Services Director	1.00			1.00	1.00	
	* Recreation Supervisor		1.00		1.00	1.00	
	Customer Service Representative	1.00			1.00	1.00	
	Facility Maintenance Leadworker	1.00			1.00	1.00	
	Facility Maintenance Worker I/II	2.00			2.00	2.00	
	Senior Coordinator		0.50		0.50	1.00	
	Nutrition Coordinator		0.65		0.65	1.00	
	Facility Attendant		3.50		3.50	8.00	
	Park Monitor		1.50		1.50	3.00	
	Custodian		0.50		0.50	1.00	
	Recreation Coordinator			2.00	2.00	4.00	
	Recreation Leader			2.50	2.50	5.00	
		<b>Department Total</b>	<b>5.00</b>	<b>7.65</b>	<b>4.50</b>	<b>17.15</b>	<b>29.00</b>
	<b>FINANCE</b>	Finance Director	1.00			1.00	1.00
* Assistant Finance Director (Vacant)					0.00		
Accountant		1.00			1.00	1.00	
Senior Accounting Technician		2.00			2.00	2.00	
Accounting Technician		3.00			3.00	3.00	
Customer Service Representative		2.00			2.00	2.00	
		<b>Department Total</b>	<b>9.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.00</b>	<b>9.00</b>
<b>FIRE</b>	Fire Chief	1.00			1.00	1.00	
	Asst. Fire Chief/Fire Prevention Officer	1.00			1.00	1.00	
	Fire Captain	6.00			6.00	6.00	
	Fire Engineer	6.00			6.00	6.00	
	Firefighter	6.00			6.00	6.00	
		<b>Department Total</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20.00</b>	<b>20.00</b>
<b>PLANNING</b>	Planning Director/EA1 Project Manager	1.00			1.00	1.00	
	Deputy Planning Director	1.00			1.00	1.00	
	Assistant Planner		0.50		1.00	1.00	
	Associate Planner	1.00			1.00	1.00	
	Planning Technician	1.00			0.50	0.50	
	<b>Department Total</b>	<b>4.00</b>	<b>0.50</b>	<b>0.00</b>	<b>4.50</b>	<b>4.50</b>	
<b>POLICE</b>	Police Chief	1.00			1.00	1.00	
	Police Commander	1.00			1.00	1.00	
	Police Sergeant	5.00			5.00	5.00	
	Senior Police Officer	5.00			5.00	5.00	
	Police Detective	4.00			4.00	4.00	
	Police Officer	16.00			16.00	16.00	
	Public Safety Dispatch Supervisor	1.00			1.00	1.00	
	Public Safety Dispatch Clerk	5.00			5.00	5.00	
	Senior Records Clerk	1.00			1.00	1.00	
	Community Services Officer	1.00	2.50		3.50	6.00	
	Animal Services Coordinator	1.00			1.00	1.00	
	Graffiti Abatement Officer	1.00			1.00	1.00	
	Police Cadet		1.00		1.00	2.00	
	Secretary II		0.50		0.50	1.00	
		<b>Department Total</b>	<b>42.00</b>	<b>4.00</b>	<b>0.00</b>	<b>46.00</b>	<b>50.00</b>
<b>PUBLIC WORKS</b>	Public Works Director	1.00			1.00	1.00	
	Capital Projects Engineer	1.00			1.00	1.00	
	Regulatory Specialist	1.00			1.00	1.00	
	Accounting Technician	1.00			1.00	1.00	
	Senior Administrative Assistant	1.00			1.00	1.00	
	Engineering Technician, Senior	1.00			1.00	1.00	
	Water Supervisor	1.00			1.00	1.00	
	Water Distribution Leadworker	1.00			1.00	1.00	
	Water Distribution Worker I, II, III	8.00			8.00	8.00	
	Water System Operator I, II	2.00			2.00	2.00	
	Street Maintenance Leadworker	1.00			1.00	1.00	
	Maintenance Worker I,II	4.00			4.00	4.00	
	Equipment Maintenance Leadworker	1.00			1.00	1.00	
	Mechanic I/II	2.00			2.00	2.00	
	<b>Department Total</b>	<b>26.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26.00</b>	<b>26.00</b>	
<b>Grand Totals:</b>		<b>118.00</b>	<b>12.65</b>	<b>4.50</b>	<b>135.15</b>	<b>151.00</b>	

Note: \*Community Services Director & Public Works Director appointed to "Interim" Director positions

**Department Description:** The Administration Department is responsible for the overall management of the City. This is accomplished through the implementation of City Council policies and direction, by providing leadership and direction to Department Heads in the ongoing operations of their Departments, and by administration of the City’s ordinances and policies. Responsibilities include: Personnel/Employee Relations, Risk Management, Information Technology Systems, Mobile Home Rent Control Program, Economic Development and Housing program functions. In addition, the Administration Department coordinates with and provides support to the City Council, City Attorney, and City Clerk’s offices.



(\*City Manager’s office provides administrative support to these functions)

**Budget Commentary:** The Administration Department provides direct and indirect services and staff support to all operating departments within the City. As such, the majority of costs are supported by the General Fund, with some indirect charges to the two Utility Funds and other major funds. Revenues include only minor fees for various services to the public and charges to mobile home parks for a portion of the costs associated with the administration of the City’s Mobile Home Rent Control Ordinance. Portions of the expenses are recovered through a citywide overhead charge to non-General Funds.

Major expenses of the department include staffing, contracts for legal services, IT equipment, and service contracts as well as and the expensing of insurance premiums which account for 32 percent of the budget. Economic Development is no longer separately funded.

**City Council**

**Program Description:** The City Council, as the policy making body of City government, is charged by law with meeting all the obligations and responsibilities of the City through the use of its general legislative powers. The Council members are elected from the City at large and bear ultimate responsibility for the competent, responsive, fiscally-sound functioning of the diverse offices, divisions, departments and employees which form the City government. They elect

annually from their group a Mayor and Vice Mayor. The Council also serves as the Board of Directors for the Public Financing Authority and the Santa Paula Utility Authority.

***Program Performance Areas:***

Provide general direction for the overall operation of the City by establishing necessary policies to guide the organization.

***Budget Commentary:*** This is a maintenance budget with no significant changes over the prior year.

**City Clerk**

***Program Description:*** The City Clerk's office ensures that the permanent records of the City are maintained; administers local elections; and maintains election campaign records.

***Program Performance Areas:***

- Administers general municipal and special elections and maintains election campaign records.
- Accepts all legal documents including claims and subpoenas, and records requiring legal documents and maps.
- Maintains custody of City Council records.
- Prepares and maintains minutes of City Council proceedings.
- Processes the filing of Statements of Economic Interest for City officials and designated employees.

***Specific Objectives:***

- Continue the implementation of updating City records program and conversion to electronic system.

***Budget Commentary:*** The City Clerk's budget varies every year as there are elections bi-annually. Staff remains with an elected City Clerk and an Administrative Assistant/Deputy City Clerk that share duties in the City Manager's office. There are no other significant changes in either budgeted expenses or revenues for 2015-16.

**City Manager**

***Program Description:*** The City Manager's Office is responsible for the implementation of City Council policy by directing and coordinating the operations of the City by providing leadership and direction to City departments in the administration of their operations, and is responsible for providing direct support to the City Council in developing legislative and executive policy. The City Manager's office includes separate budgets for the City Manager, Personnel, Risk Management, Information Technology, Non-Department Administration, Mobile Home Rent Review and the California Oil Museum.

Personnel/Employee Relations is responsible for the recruitment, compensation, and training of City personnel; maintenance of all City personnel records; employee benefits administration; and general oversight of citywide staffing. This Program is responsible for employee relations,

including administration of the City’s Personnel Rules and Regulations, and the conducting of contract negotiations with the City’s employee associations.

Risk Management provides for the centralized accounting of the City’s risk management program consisting of: public liability, property damage and vehicle insurance coverage; Workers’ Compensation administration; and the Citywide Safety Program.

The Mobile Home Rent Control Program is intended to control rent increases while recognizing the need of the mobile home park owners for a fair and reasonable return on their investment.

Information Technology is responsible for the management of the City’s ongoing operations and maintenance of all the City’s technology systems, including computers, hardware, software, and telephone systems. This unit consists of one full-time position with assistance from a consultant.

Economic Development and Housing functions will continue to be provided through the City Manager’s office, but is no longer separately funded or budgeted.

***Program Performance Areas:***

- Recommends the annual City Budget and Capital Improvement Program to the City Council, and supervises all revenues, expenditures and purchases of the City.
- Keeps the City Council advised of the City’s financial condition and recommends measures and actions to the Council, which are felt necessary for efficient City operation.
- Continually strives to adapt and respond to changing demands by actively seeking new ways to improve the effectiveness, efficiency and quality of overall City services.
- Oversees Personnel/Employee Relations, Risk Management, Information Technology Systems, Mobile Home Rent Control Program, Economic Development and Housing programs.
- Coordinate with and providing support to the City Council, City Clerk and City Attorney.
- Coordinates and is responsible for the contents of the City Council agenda.
- Coordinate information provided for Public Records requests.
- Serves as contact person for both in house and community customers.
- Preserves the City’s assets and public service capabilities from loss, destruction or depletion.
- Administers claims and manages insurance premiums, uninsured losses and other risk costs.
- Provides administration of the Citywide Safety Program.

***Specific Objectives:***

- **City Manager’s Office**
  - Prepare the annual City Budget and Capital Improvement Plan.
- **Personnel and Employee Relations**
  - Oversee ongoing implementation of Personnel Policies and Procedures.
  - Oversee and implement all labor agreements.
  - Continue to provide ongoing safety training to City employees.
- **Information Technology Systems**

- Complete citywide server and computer hardware systems upgrade.
- Implement the security plan for City computer and hardware systems.
- Provide general and specialized technical assistance to City users.
- Update the City website for improved connectivity for both City and Community users.
- **Mobile Home Rent Control**
  - Administer program requirements per the municipal code.
- **Economic Development/ Housing**
  - Aid business development and retention through the implementation of the city's economic plan.
  - Continue partnership with the Economic Development Collaborative of Ventura County to provide support and resources to businesses.

**Budget Commentary:** Due to the settlement with the JPIA general liability insurance will be decrease for the next two years, savings of \$120,000 in 2015-16. IT costs for software contracts have increased over the last two budgeted cycles by approximately by \$45,000. Fiscal year 14/15 saw the implementation of the NEOGOV HR recruitment software which automated the City's screening and hiring process. The Mobile Home Rent Control Program continues to be funded through fees charged to the Mobile home Parks and applications for rent increase.

### City Attorney

**Program Description:** To provide necessary legal services and guidance to assure that all City functions are performed in accordance with applicable state and federal laws and to prosecute violations of municipal ordinances.

#### **Program Performance Areas:**

- 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.

**Budget Commentary:** The base expenses of legal services have remained relatively unchanged since 2009-10. The services are provided through a contract which was bid out in 2012. Some legal expenses for specialized areas, such as consultation on water enterprise issues, are charged directly to Departments or, if claim related, are charged separately to the City's risk management joint powers authority. There are no significant changes in either budgeted expenses or revenues for 2015-16.

### California Oil Museum of Santa Paula

**Program Description:** The California Oil Museum, built in 1890 by the founders of the Union Oil Company and operated by the City since 1993, is a Museum of the California oil industry. Exhibits include interactive games, working models, artifacts, photos, displays, and an authentic turn-of-the-century drilling rig housed in a separate building of the Museum. New exhibits on transportation, science, technology, and history are presented throughout the year. Guided tours of the restored Union Oil offices on the second floor are given by Museum Tour docents. The

Museum staff includes a full-time Museum Administrator, and a part-time Facility Attendant, other part-time contract staffing and a contract landscape maintenance service. Volunteer staff consists of twelve Key Docents who open and close the Museum, manage the visitor desk, and oversee store sales. The Museum's Education Program has been growing every year since its inception in 2008. Over 4,000 students visit the Museum each year on field trips as they participate in tours of the Museum and hands-on earth science workshops. 12,000 visitors enjoy the Museum annually and come from all over the world.

***Program Performance Areas:***

- Continue to seek and apply for grant funding to cover operations.
- Seek funding to maintain the museum building and exhibit infrastructure.

***Specific Objectives:***

- Increase the rate of return on the Museum Endowment to increase revenues
- Increase donor contributions to the Museum Endowment
- Increase the level of corporate membership at the Museum
- Encourage the rental of the Museum for corporate meetings
- Increase museum annual gift revenues
- Continue to make improvements on building maintenance and infrastructure

**Budget Commentary:** The California Oil Museum building is owned by Chevron and leased to the City of Santa Paula. Funding for the Museum is provided through both corporate and private grants and support from the surrounding community.

**ADMINISTRATION DEPARTMENT SUMMARY**

	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Expenditures</b>							
Salaries	509,559	516,945	540,119	551,245	559,101	556,345	0.9%
Benefits	276,582	260,213	278,879	285,555	296,325	304,099	6.5%
Total	786,142	777,158	818,998	836,800	855,426	860,444	2.8%
Supplies, Services & Maint.	1,220,139	1,335,309	1,622,929	1,503,017	1,568,507	1,543,815	2.7%
Transfers, Overhead and Debt Payments	0	0	0	0	0	0	0.0%
Total	1,220,139	1,335,309	1,622,929	1,503,017	1,568,507	1,543,815	2.7%
Capital Outlays	0	0	0	0	0	0	0.0%
Total	2,006,280	2,112,468	2,441,927	2,339,817	2,423,934	2,404,259	2.8%
<b>Authorized Employee Count</b>	6.75	7	7	7	7	7	

**ADMINISTRATION DEPARTMENT - GENERAL FUND SUMMARY**

	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Expenditures</b>							
Salaries	454,678	468,817	492,713	502,014	510,457	508,956	1.4%
Benefits	249,518	235,392	254,417	260,518	270,981	279,361	7.2%
Total	704,195	704,209	747,130	762,532	781,438	788,317	3.4%
Supplies, Services & Maint.	1,134,936	1,191,076	1,492,727	1,361,537	1,413,613	1,445,940	6.2%
Transfers, Overhead and Debt Payments	0	0	0	1	0	0	
Total	1,134,936	1,191,076	1,492,727	1,361,538	1,413,613	1,445,940	6.2%
Capital Outlays	0	0	0	0	0	0	
Total	1,839,131	1,895,285	2,239,858	2,124,070	2,195,051	2,234,257	5.2%
<b>Revenue &amp; Other Resources</b>							
Charges for Services, User Fees	1,680	6,318	5,650	2,550	9,139	5,050	98.0%
Total Revenues	1,680	6,318	5,650	2,550	9,139	5,050	98.0%
Net GF (Cost)/Benefit	(1,837,451)	(1,888,967)	(2,234,208)	(2,121,520)	(2,185,912)	(2,229,207)	5.1%

**GENERAL ADMINISTRATION**

**ADMINISTRATION COUNCIL**

FUND 100

BUDGET UNIT: 0501

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
002	Part Time Salaries	17,053	19,031	18,080.27	18,000	18,415	18,000	0.0%
	Total	17,053	19,031	18,080	18,000	18,415	18,000	0.0%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	55,632	56,959	58,686	58,686	60,153	58,686	0.0%
042	Retirement	1,722	1,838	1,849	1,840	2,244	1,984	7.8%
xxx	All Other Paid Benefits	2,435	2,278	3,061	3,393	3,680	3,826	12.8%
	Total	59,789	61,075	63,596	63,919	66,077	64,496	0.9%
	Total	76,842	80,106	81,676	81,919	84,492	82,496	0.7%
<b>Services &amp; Supplies</b>								
075	Council Expense - Crosswhite	654	0	0	1,675	1,873	2,000	19.4%
076	Council Expense - Hernandez	0	1,810	381	2,000	2,442	2,000	0.0%
077	Council Expense - Procter	0	0		1,675	1,783	2,000	19.4%
078	Council Expense - Tovias	829	1,663	2,160	2,000	1,820	2,000	0.0%
079	Council Expense - Gherardi	0	0	0	1,675	1,013	2,000	19.4%
080	Council Expense - Fernandez	893	988	958	520	536	0	-100.0%
081	Council Expense - Gonzales	442	73	0	138	154	0	-100.0%
082	Council Expense - Cook	1,872	1,065	1,717	317	333	0	-100.0%
101	Postage	0	57	0	0	0	0	0.0%
103	Dues & Subscriptions	7,033	14,956	15,975	8,600	8,460	8,600	0.0%
120	Supplies - Office	0	114	105	0	0	0	0.0%
150	Recognitions/Awards	16	107	0	0	0	4,200	100.0%
209	Prof/Cont Svcs - Other	0	106	3,208	500	3,176	500	0.0%
282	Utility - Telephone	624	0	0	0	0	0	0.0%
352	Training/Workshops/Meetings	43	60	424	100	100	100	0.0%
353	Mileage Reimbursement	0	0	37	0	0	0	0.0%
	Total	12,406	20,999	24,966	19,200	21,690	23,400	21.9%
	Total	89,248	101,106	106,642	101,119	106,182	105,896	4.7%

**GENERAL ADMINISTRATION**

**CITY CLERK**

FUND 100

BUDGET UNIT: 0502

Acct #	All Other Paid Benefits	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	28,339	21,496	26,961	28,793	28,777	30,238	5.0%
002	Part Time Salaries	3,444	5,955	3,600	3,600	3,658	3,600	0.0%
003	Overtime	911	1,790	1,685	1,600	2,355	2,000	25.0%
	Total	32,694	29,241	32,245	33,993	34,790	35,838	5.4%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	6,635	5,213	6,585	6,585	6,585	6,585	0.0%
042	Retirement	2,955	4,792	7,610	8,310	9,141	13,518	62.7%
xxx	All Other Paid Benefits	3,524	1,077	1,207	1,350	1,302	1,504	11.4%
	Total	13,113	11,082	15,402	16,245	17,028	21,607	33.0%
	Total	45,807	40,323	47,647	50,238	51,818	57,445	14.3%
<b>Services &amp; Supplies</b>								
101	Postage	0	51	0	0	0	0	0.0%
120	Supplies-Office	714	371	204	200	195	200	0.0%
129	Supplies-Other	0	0	32	0	0	0	0.0%
209	Prof/Contr Svcs-Other	2,760	1,964	3,947	3,500	846	1,000	-71.4%
230	Legal Advertising	1,555	839	110	1,200	1,138	1,200	0.0%
231	Misc. Advertising/Promo	0	648	0	0	0	0	0.0%
330	Elections	0	6,232	0	6,200	5,150	0	-100.0%
352	Training/Workshops/Meetings	1,738	1,152	1,714.24	1,500	2,472	2,300	53.3%
360	Educational Reimbursement	0	0	0	0	0	0	0.0%
	Total	6,767	11,258	6,007	12,600	9,800	4,700	-62.7%
	Total	52,574	51,581	53,655	62,838	61,618	62,145	-1.1%

**GENERAL ADMINISTRATION**

**CITY ATTORNEY**

FUND 100

BUDGET UNIT: 0504

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
120	Supplies - Office	0	0	915	0	1,321	1,321	100.0%
203	Prof/Contr Svcs - Legal	135,745	158,905	205,020	150,000	208,860	230,000	53.3%
	Total	135,745	158,920	205,935	150,000	210,181	231,321	54.2%
	Total	135,745	158,920	205,935	150,000	210,181	231,321	54.2%

**GENERAL ADMINISTRATION**

**CITY MANAGER**

FUND 100

BUDGET UNIT: 0511

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	195,418	208,455	216,337	216,980	227,213	225,667	4.0%
003	Overtime Salaries	456	851	842	900	916	900	0.0%
	Total	195,874	209,306	217,179	217,880	228,129	226,567	4.0%
<b>Employee Paid Benefits</b>								
021	Car Allowance	5,127	7,945	8,235	8,235	8,235	8,835	7.3%
041	Cafeteria Allowance	18,592	24,203	23,246	20,898	20,898	20,898	0.0%
042	Retirement	33,305	40,687	44,301	47,314	51,480	50,975	7.7%
xxx	All Other Paid Benefits	20,245	7,636	12,887	12,955	13,250	13,623	5.2%
	Total	77,269	80,471	88,669	89,402	93,863	94,331	5.5%
	Total	273,143	289,777	305,848	307,282	321,992	320,898	4.4%
<b>Services &amp; Supplies</b>								
101	Postage	26	0	0	0	0	0	0.0%
103	Dues & Subscriptions	24,866	22,239	24,230	25,000	25,971	15,000	-40.0%
120	Supplies Office	1,029	2,275	1,029	2,000	1,063	800	-60.0%
129	Supplies - Other	0	232	36	100	180	180	80.0%
150	Recognition/Awards	1,820	2,853	1,961	2,000	1,950	2,000	0.0%
205	Prof/Contr Svcs - Personnel	350	906	0	500	0	0	-100.0%
209	Prof/Contr Svcs - Other	9,459	26,430	16,446	21,700	19,225	15,000	-30.9%
231	Misc. Advertising/Promo	263	3,712	323	2,000	0	0	-100.0%
282	Utility - Telephone	1,220	99	0	0	0	0	0.0%
352	Training/Workshops/Meetings	882	5,576	736	2,000	2,478	2,100	5.0%
678	Prior Year Adj-Expenditures	0	3,209	2,179	0	0	0	0.0%
	Total	39,915	67,531	46,939	55,300	50,867	35,080	-36.6%
	Total	313,058	357,308	352,787	362,582	372,859	355,978	-1.8%

**GENERAL ADMINISTRATION**

**PERSONNEL**

FUND 100

BUDGET UNIT: 0512

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	89,146	95,425	101,778	107,684	107,107	107,107	-0.5%
003	Over Time Salaries	171	658	892	900	1,749	2,000	122.2%
	Total	89,317	96,083	102,670	108,584	108,856	109,107	0.5%
<b>Employee Paid Benefits</b>								
021	Car Allowance	2,115	2,100	2,100	2,100	2,100	2,100	0.0%
041	Cafeteria Allowance	16,970	16,808	16,528	16,844	16,844	16,844	0.0%
042	Retirement	17,086	20,384	23,630	25,930	28,177	34,663	33.7%
xxx	All Other Paid Benefits	9,741	3,972	4,092	4,447	4,306	4,812	8.2%
	Total	45,911	43,264	46,350	49,321	51,427	58,419	18.4%
	Total	135,228	139,348	149,020	157,905	160,284	167,526	6.1%
<b>Services &amp; Supplies</b>								
101	Postage	21	0	0	0	0	0	0.0%
103	Dues & Subscriptions	149	335	180	450	645	295	-34.4%
120	Supplies Office	0	297	282	200	156	200	0.0%
129	Supplies - Other	0	69	0	0	0	0	0.0%
150	Recognition/Awards	1,898	2,563	1,560	2,500	893	1,000	-60.0%
203	Prof/Contr Svcs - Legal	16,439	20,792	19,965	20,000	19,850	20,000	0.0%
204	Prof/Contr Svcs - PERS	34,266	34,785	35,393	38,000	35,760	38,000	0.0%
205	Prof/Contr Svcs - Personnel	3,055	5,125	372	1,500	33,270	38,000	2433.3%
209	Prof/Contr Svcs - Other	16,170	12,195	6,943	17,500	15,686	16,000	-8.6%
214	Prof/Contr Svcs - Medical	631	65	893	2,000	130	150	-92.5%
352	Training/Workshops/Meetings	1,237	1,636	1,659	2,000	2,689	2,000	0.0%
	Total	73,865	77,863	67,246	85,650	109,080	115,645	35.0%
	Total	209,093	217,211	216,266	243,555	269,363	283,171	16.3%

**GENERAL ADMINISTRATION**

**RISK MANAGEMENT**

FUND 100

BUDGET UNIT: 0513

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	59,625	47,266	49,289	49,983	49,881	50,035	0.1%
003	Overtime	152	5	0	0	1	0	0.0%
	Total	59,777	47,271	49,289	49,983	49,881	50,035	0.1%
<b>Employee Paid Benefits</b>								
021	Car Allowance	2,828	2,155	2,100	2,100	2,100	2,100	0.0%
041	Cafeteria Allowance	9,679	6,958	6,966	6,966	6,966	6,966	0.0%
042	Retirement	11,526	8,761	9,038	9,567	10,262	9,421	-1.5%
xxx	All Other Paid Benefits	6,977	2,104	2,056	2,212	2,164	2,351	6.3%
	Total	31,010	19,977	20,160	20,845	21,492	20,838	0.0%
	Total	90,787	67,248	69,449	70,828	71,374	70,873	0.1%
<b>Services &amp; Supplies</b>								
209	Prof/Contr Svcs - Other	4,902	0	2,534	0	7,670	7,500	100.0%
227	Prof/Contr - Temp Personnel	0	0	0	0	0	0	0.0%
246	Svcs - Drug & Alcohol Testing	2,018	5,150	5,440	7,500	5,205	7,500	0.0%
261	Insurance - Public Liability	523,159	473,015	736,411	615,000	614,192	578,907	-5.9%
262	Insurance - Vehicle	11,245	12,570	10,438	13,000	11,746	13,000	0.0%
263	Insurance - Building/Property	12,812	13,277	12,819	13,000	13,448	13,000	0.0%
352	Training/Workshops/Meetings	685	1,604	2,400	1,500	1,954	1,500	0.0%
	Total	554,820	505,615	770,042	650,000	654,214	621,407	-4.4%
	Total	645,607	572,863	839,491	720,828	725,587	692,280	-4.0%

**INFORMATION TECHNOLOC**

**INFORMATION TECHNOLOGY**

FUND 100

BUDGET UNIT: 0514

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	50,322	53,999	57,642	58,574	58,408	58,409	-0.3%
003	Overtime	9,641	13,884	15,606	15,000	11,977	11,000	-26.7%
	Total	59,963	67,884	73,249	73,574	70,385	69,409	-5.7%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	11,058	10,975	10,975	10,975	10,975	10,975	0.0%
042	Retirement	4,994	5,511	6,171	6,642	7,010	5,247	-21.0%
xxx	All Other Paid Benefits	6,374	3,037	3,095	3,169	3,108	3,448	8.8%
	Total	22,426	19,523	20,241	20,786	21,093	19,670	-5.4%
	Total	82,389	87,406	93,490	94,360	91,478	89,079	-5.6%
<b>Services &amp; Supplies</b>								
101	Postage	146	79	612	700	1,571	7,500	971.4%
103	Dues & Subscriptions	0	0	85	100	130	100	0.0%
120	Supplies Office	0	0	0	0	89	0	0.0%
126	Supplies - Computer	5,244	19,689	7,143	8,500	8,229	8,500	0.0%
175	Minor Equipment - Computer	63,849	55,050	58,575	55,000	45,312	55,000	0.0%
179	Minor Equipment - Other	14,615	20,461	22,329	30,000	17,746	30,000	0.0%
207	Prof/Contr - Computer/Software	45,475	48,255	70,981	88,000	92,483	92,087	4.6%
209	Prof/Contr Svcs - Other	180,141	203,572	204,918	176,287	182,530	179,000	1.5%
240	Duplication Charges - Internal	0	0	0	21,000	1,692	33,000	57.1%
352	Training/Workshops/Meetings	1,110	490	6,778	8,000	8,000	8,000	0.0%
353	Mileage Reimbursement	839	1,293	171	1,200	0	1,200	0.0%
	Total	311,418	348,890	371,592	388,787	357,781	414,387	6.6%
	Total	393,807	436,296	465,081	483,147	449,260	503,466	4.2%

GENERAL ADMINISTRATION

MOBILE HOME RENT REVIEW

FUND 201

BUDGET UNIT: 0509

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	3,449	795	0	0	0	0	0.0%
	Total	3,449	795	0	0	0	0	0.0%
<b>Employee Paid Benefits</b>								
021	Car Allowance	142	11	0	0	0	0	0.0%
041	Cafeteria Allowance	532	44	0	0	0	0	0.0%
042	Retirement	954	267	0	0	0	0	0.0%
xxx	All Other Paid Benefits	401	27	0	0	0	0	0.0%
	Total	2,029	350	0	0	0	0	0.0%
	Total	5,477	1,144	0	0	0	0	0.0%
<b>Services &amp; Supplies</b>								
101	Postage	0	223	0	0	0	0	0.0%
203	Prof/Contr Svcs - Legal	5,640	7,350	1,873	2,500	2,625	2,500	0.0%
209	Prof/Contr Svcs - Other	0	37,422	2,925	2,500	8,850	2,500	0.0%
240	Duplication Charges - Internal	0	0	0	0	0	0	0.0%
	Total	5,640	44,995	4,798	5,000	11,475	5,000	0.0%
<b>Transfers - Out &amp; Overhead</b>								
755	Overhead Due General Fund	0	0	0	0	0	0	0.0%
	Total	0	0	0	0	0	0	0.0%
	Total	11,118	46,139	4,798	5,000	11,475	5,000	0.0%

GENERAL ADMINISTRATION

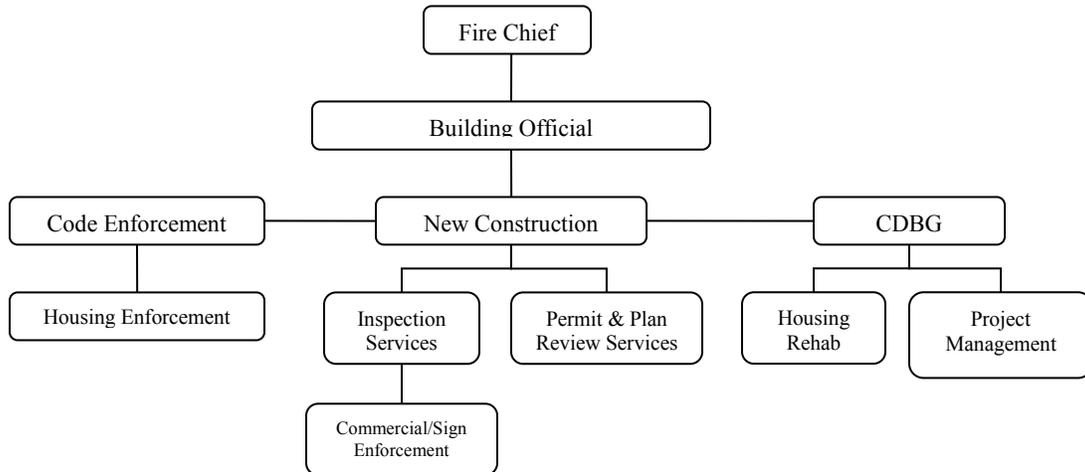
CALIFORNIA OIL MUSEUM - GRANT

FUND 204

BUDGET UNIT: 1504

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	41,251	42,061	43,475	44,164	44,341	44,351	0.4%
002	Part Time Salaries	10,153	5,243	3,931	5,067	4,135	2,888	-43.0%
003	Overtime	28	30	0	0	168	150	100.0%
	Total	51,433	47,334	47,406	49,231	48,644	47,389	-3.7%
<b>Employee Paid Benefits</b>								
021	Car Allowance	3,625	3,600	3,600	3,600	3,600	3,600	0.0%
041	Cafeteria Allowance	10,371	10,691	10,975	10,975	10,975	10,975	0.0%
042	Retirement	4,492	4,519	4,806	5,004	5,440	4,069	-18.7%
xxx	All Other Paid Benefits	6,549	5,661	5,080	5,458	5,329	6,094	11.7%
	Total	25,036	24,472	24,462	25,037	25,344	24,738	-1.2%
	Total	76,469	71,805	71,867	74,268	73,988	72,127	-2.9%
<b>Services &amp; Supplies</b>								
101	Postage	0	0	757	0	1,267	500	100.0%
103	Dues & Subscriptions	255	327	189	350	523	200	-42.9%
120	Supplies Office	768	506	658	475	1,379	500	5.3%
128	Inventory - Store Merchandise	7,088	3,724	3,358	4,700	3,088	2,500	-46.8%
129	Supplies - Other	1,229	689	403	350	1,487	500	42.9%
130	Inventory - Paseo Store	0	0	0	0	0	0	0.0%
171	Minor Equipment - Office	0	0	0	0	0	0	0.0%
202	Svc - Landscape Maintenance	0	0	559	1,300	480	2,100	61.5%
209	Prof/Contr Svcs - Other	4,369	5,310	3,638	4,200	4,983	5,000	19.0%
210	Svcs - Fund Raising/Grant Writing	592	366	1,151	1,150	1,149	1,000	-13.0%
211	Museum Rotating Exhibits	6,415	6,303	13,782	12,000	11,104	14,000	16.7%
212	Prof/Contr Svcs - Training, Etc.	42,674	58,719	70,088	85,080	89,729	40,000	-53.0%
231	Misc. Advertising/Promo	1,677	6,625	7,362	7,800	7,807	5,000	-35.9%
280	Utility - Electric	11,125	12,159	14,108	13,700	15,754	12,000	-12.4%
281	Utility - Gas	277	322	1,091	800	1,087	1,000	25.0%
282	Utility - Telephone	1,376	1,442	1,129	1,200	1,260	1,200	0.0%
301	Maint - Bldgs. & Improvements	1,718	2,711	6,793	3,000	2,275	7,000	133.3%
303	Prof/Contr - Computer/Software	0	0	175	175	48	175	0.0%
350	Maint - Office Equipment	0	0	0	0	0	0	0.0%
352	Training/Workshops/Meetings	0	35	163	200	0	200	0.0%
	Total	79,562	99,239	125,405	136,480	143,420	92,875	-31.9%
	Total	156,031	171,044	197,272	210,748	217,408	165,002	-21.7%

**Department Description:** To provide minimum standards to safeguard life, health, property, and public welfare. Thus, by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures. Residents within the City should be protected or benefited by these standards or by the regulation imposed.



**Budget Commentary:** The division is comprised of three program areas: Code Enforcement, Housing Code Enforcement and New construction. All inspector duties are handled within the Building and Safety Division of the Fire Department. Personnel include four fulltime inspectors, one full time administrative assistant and a part time code enforcement inspector. All staff is funded by the General Fund, CDBG or code enforcement revenue.

**Code Enforcement**

**Program description:** To provide minimum standards to safeguard life, health, property, and public welfare. Thus, by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures. Residents within the City should be protected or benefited by these standards or by the regulation imposed.

**Program Performance Areas:**

The Inspection Services Division is responsible for the enforcement of minimum housing standards and minimum health standards relating to building construction. Code enforcement includes investigation of alleged violations and written correspondence with parties involved. Enforcement also meets with those responsible for resolving the violations and, in some cases, issuing citations and preparing documents for court proceedings.

**Goals and Specific Objectives:** To provide safe housing, minimize overcrowding of housing and provide a healthy living environment in the City.

- Bring into compliance 100 substandard units to meet the minimum requirements of the adopted codes and ordinances.
- Explore avenues to streamline the administrative remedies process.

### Housing Code Enforcement

**Program Description:** The program strives to improve the quality of life for financially disadvantaged homeowners in Santa Paula by assisting them with needed and desirable repairs/general property improvements to make their homes decent, safe, sanitary and free from overcrowding.

**Program Performance Areas:** The program is designed to upgrade the housing stock in the City by renovations. The functions include meeting and discussing the program with applicants, reviewing the eligibility of applicants, assisting with loan procedures, preparing work write-ups for all work to be completed, meeting and negotiating with contractors on behalf of the participants and monitoring the Rehab Program.

**Goals and Specific Objectives:** To maintain the Housing Rehab Program by assisting households with the following programs:

- Complete two housing rehabilitation projects.
- Complete one rental rehabilitation project.
- Update the Housing Rehabilitation Program policies and procedures.

**Budget Commentary:** HUD-CDBG funding has decreased to manage and maintain the implementation of CDBG projects including housing code enforcement and housing rehabilitation. A portion of salaries have been transferred to the General Fund. This accounts for the estimated \$100,000 increase in salary and benefits in the Building divisions from the prior year. The code enforcement program will maintain the current staffing level.

### New Construction

**Program Description:** To provide minimum standards to safeguard life, health, property and public welfare. Thus, by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures. Residents within the City should be protected or benefited by these standards or by the regulation imposed.

#### **Program Performance Areas**

- **Inspection:** All construction or work for which a permit is required must be inspected. This function is performed during all phases of construction work.
- **Plan Review:** All construction plans and drawings must be reviewed for code compliance. This function reviews the plans and drawings for code compliance. A correction list may be prepared for the project and corrections to the plans and drawings are required before permits are issued.
- **Post Disaster Safety Assessment:** Inspection Services Division is responsible for the inspection of buildings and structures after a disaster. The assessment includes evaluating buildings and structures, posting buildings for allowed use and identifying the recovery procedure. This is accomplished by the use of City staff, a City volunteer program and mutual aid agreement.
- **Administration:** This function is responsible for the overall operation of the division. Duties include supervising personnel, training personnel, responding to concerns of the public and assuring the division complies with state standards and laws.

***Goals and Specific Objectives:*** Provide a high level of service to customers and to upgrade the inspectors' knowledge of all related codes, to increase the level of sign enforcement within the community.

- Conduct nine hours of pro-active code enforcement per week.
- Maintain a four-to-five week turnaround for plan review processing.
- Maintain a 24-hour inspection request service.

***Budget Commentary:*** The proposed budget indicates the distribution of labor within the Building & Safety programs to provide the level of service for current new construction activities. The budget also includes the funds for training as required by AB 717.

## BUILDING & SAFETY DEPARTMENT SUMMARY

	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Expenditures</b>							
Salaries	210,755	220,176	283,722	231,476	288,484	310,628	34.2%
Benefits	109,565	130,312	146,578	135,423	158,199	160,323	18.4%
<b>Total</b>	<b>320,320</b>	<b>350,488</b>	<b>430,300</b>	<b>366,899</b>	<b>446,683</b>	<b>470,950</b>	<b>28.4%</b>
Supplies, Services & Maint.	99,706	51,000	59,514	53,547	49,896	55,822	4.2%
Transfers, Overhead and Debt	0	0	0	0	0	0	
<b>Total</b>	<b>99,706</b>	<b>51,000</b>	<b>59,514</b>	<b>53,547</b>	<b>49,896</b>	<b>55,822</b>	<b>4.2%</b>
Capital Outlays	0	0	23,836	0	1,440	0	0.0%
<b>Total</b>	<b>420,026</b>	<b>401,488</b>	<b>513,650</b>	<b>420,446</b>	<b>498,020</b>	<b>526,772</b>	<b>25.3%</b>
<b>Authorized Employee Count</b>	<b>5.0</b>	<b>5.0</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	

## BUILDING & SAFETY DEPARTMENT - GENERAL FUND SUMMARY

	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Expenditures</b>							
Salaries	109,313	137,447	237,607	144,571	201,580	208,259	44.1%
Benefits	66,087	92,393	125,064	88,439	124,388	117,864	33.3%
<b>Total</b>	<b>175,401</b>	<b>229,840</b>	<b>362,670</b>	<b>233,010</b>	<b>325,967</b>	<b>326,123</b>	<b>40.0%</b>
Supplies, Services & Maint.	32,153	31,296	45,909	45,086	41,722	46,086	2.2%
Transfers, Overhead & Debt	0	0	0	0	0	0	
<b>Total</b>	<b>32,153</b>	<b>31,296</b>	<b>45,909</b>	<b>45,086</b>	<b>41,722</b>	<b>46,086</b>	<b>2.2%</b>
Capital Outlays	0	0	23,836	0	1,440	0	0.0%
<b>Total</b>	<b>207,554</b>	<b>261,136</b>	<b>432,414</b>	<b>278,096</b>	<b>369,130</b>	<b>372,209</b>	<b>33.8%</b>
<b>Revenue &amp; Other Resources</b>							
Fee, Fines & Permits	133,486	262,565	265,950	201,950	186,483	193,570	-4.1%
Charges for Services, User Fees	100,665	118,729	176,529	131,989	142,551	125,390	-5.0%
Other Revenues	332	2,031	400	400	35,742	31,000	7650.0%
<b>Total Revenues</b>	<b>234,483</b>	<b>383,325</b>	<b>442,879</b>	<b>334,339</b>	<b>364,776</b>	<b>349,960</b>	<b>4.7%</b>
<b>Net GF (Cost)/Benefit</b>	<b>26,929</b>	<b>122,189</b>	<b>10,465</b>	<b>56,243</b>	<b>(4,354)</b>	<b>(22,249)</b>	<b>-139.6%</b>

**BUILDING AND SAFETY**

FUND 100

**BUILDING**

BUDGET UNIT: 1001

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	74,152	130,108	206,735	129,575	181,291	191,772	48.0%
003	Overtime	608	163	141	500	269	150	-70.0%
	Total	74,760	130,271	206,875	130,075	181,559	191,922	47.5%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	23,593	38,407	39,054	29,159	38,936	33,156	13.7%
042	Retirement	14,999	26,858	49,568	43,621	50,345	62,209	42.6%
xxx	All Other Paid Benefits	9,768	11,973	15,728	11,248	16,428	17,679	57.2%
	Total	48,361	77,238	104,351	84,028	105,710	113,044	34.5%
	Total	123,121	207,509	311,226	214,103	287,269	304,966	42.4%
<b>Services &amp; Supplies</b>								
101	Postage	0	0	41	0	0	0	0.0%
103	Dues & Subscriptions	125	175	780	300	340	300	0.0%
120	Supplies Office	990	943	3,094	2,500	832	2,500	0.0%
121	Supplies - Clothing/Uniform	0	386	523	500	498	500	0.0%
124	Supplies - Safety	4	0	0	0	0	0	0.0%
129	Supplies - Other	524	618	1,613	1,600	1,363	1,600	0.0%
171	Minor Equipment - Office	17	53	0	0	0	0	0.0%
209	Prof/Contr Svcs - Other	17,342	15,994	26,786	25,000	23,545	25,000	0.0%
241	Printing & Binding - External	369	327	94	100	0	100	0.0%
262	Insurance-Vehicle	606	391	321	321	290	321	0.0%
282	Utility - Telephone	169	12	0	0	0	0	0.0%
301	Maint - Bldgs. & Improvements	0	90	0	0	148	200	100.0%
303	Maint - Office Equipment	0	0	0	0	0	0	0.0%
304	Maint - Vehicles, Equipment	37	17	0	300	14	300	0.0%
305	Maint - Vehicle Fuel	4,660	3,899	3,961	4,000	2,778	4,000	0.0%
307	Equipment Maintenance Charges	7,311	7,477	7,651	8,265	9,027	8,265	0.0%
352	Training/Workshops/Meetings	0	913	1,044	2,000	2,887	3,000	50.0%
360	Educational Reimbursement	0	0	0	200	0	0	-100.0%
	Total	32,153	31,296	45,909	45,086	41,722	46,086	2.2%
<b>Capital Outlays</b>								
610	Equipment - New	0	0	23,836	0	1,440	0	0.0%
	Total	0	0	23,836	0	1,440	0	0.0%
	Total	155,274	238,805	380,970	259,189	330,432	351,052	35.4%

**BUILDING AND SAFETY**

**HOUSING CODE ENFORCEMENT**

FUND 100

BUDGET UNIT: 1002

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	34,413	6,447	30,727	13,796	20,020	16,337	18.4%
003	Overtime	140	730	5	700	0	0	-100.0%
	Total	34,553	7,176	30,731	14,496	20,020	16,337	12.7%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	6,439	6,537	7,305	1,071	7,065	2,825	163.8%
042	Retirement	6,825	4,069	10,143	2,808	8,763	70	-97.5%
xxx	All Other Paid Benefits	4,464	4,550	3,264	532	2,850	1,925	261.8%
	Total	17,727	15,155	20,713	4,411	18,678	4,820	9.3%
	Total	52,280	22,331	51,444	18,907	38,698	21,157	11.9%
<b>Services &amp; Supplies</b>								
129	Supplies - Other	0	0	0	0	0	0	0.0%
	Total	0	0	0	0	0	0	0.0%
	Total	52,280	22,331	51,444	18,907	38,698	21,157	11.9%

**BUILDING AND SAFETY**

**CDBG-HOUSING CODE ENFORCEMENT**

FUND 450

BUDGET UNIT: 1002

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	62,939	62,839	33,357	68,644	68,643	83,456	21.6%
002	Part Time Salaries	20,752	5,780	10,052	18,261	18,261	18,913	3.6%
003	Overtime	0	159	1	0	0	0	0.0%
	Total	83,691	68,778	43,410	86,905	86,904	102,369	17.8%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	14,118	12,314	8,164	15,866	10,872	14,429	-9.1%
042	Retirement	11,571	14,959	9,162	26,663	16,840	22,044	-17.3%
xxx	All Other Paid Benefits	8,345	3,814	2,664	4,455	6,099	5,986	34.4%
	Total	34,034	31,088	19,991	46,984	33,811	42,459	-9.6%
	Total	117,725	99,866	63,401	133,889	120,716	144,827	8.2%
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	0	0	125	0	0	0	0.0%
120	Supplies Office	108	198	567	75	0	0	-100.0%
121	Supplies - Clothing/Uniform	626	1,028	517	1,000	341	400	-60.0%
124	Supplies - Safety	0	0	0	0	0	0	0.0%
126	Supplies - Computer	0	0	0	0	0	0	0.0%
129	Supplies - Other	502	291	223	300	100	1,000	233.3%
175	Minor Equipment - Computer	0	0	0	0	0	0	0.0%
209	Prof/Contr Svcs - Other	840	770	2,366	650	650	650	0.0%
241	Printing & Binding-Extern	0	0	49	0	0	0	0.0%
261	Insurance - Public Liability	0	0	0	2,800	2,796	2,800	0.0%
262	Insurance-Vehicle	822	1,788	1,445	1,686	1,523	1,686	0.0%
282	Utility - Telephone	138	146	136	150	732	800	433.3%
305	Maint - Vehicle Fuel	1,394	1,526	1,678	1,600	1,118	1,600	0.0%
352	Training/Workshops/Meetings	0	205	1,015	100	430	800	700.0%
	Total	4,431	5,952	8,122	8,361	7,689	9,736	16.4%
	Total	122,155	105,818	71,523	142,250	128,405	154,563	8.7%

**BUILDING AND SAFETY**

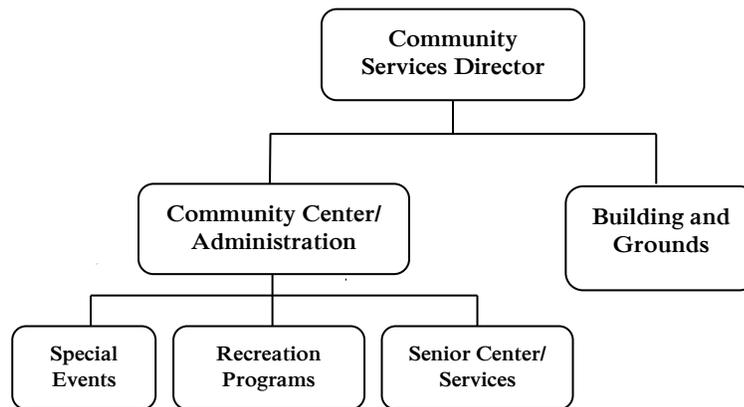
**CDBG-HOUSING REHAB**

FUND 450

BUDGET UNIT: 1003

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	17,434	13,950	2,705	0	0	0	0.0%
003	Over Time Salaries	316	0	0	0	0	0	0.0%
	Total	17,751	13,950	2,705		0	0	0.0%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	4,795	3,526	696	0	0	0	0.0%
042	Retirement	2,938	2,850	699	0	0	0	0.0%
xxx	All Other Paid Benefits	1,711	455	129	0	0	0	0.0%
	Total	9,444	6,832	1,524	0	0	0	0.0%
	Total	27,195	20,782	4,229	0	0	0	0.0%
<b>Services &amp; Supplies</b>								
120	Supplies Office	35	75	143	100	54	0	-100.0%
261	Insurance - Public Liability	3,640	3,282	3,326	0	0	0	0.0%
262	Insurance-Vehicle	130	296	241	0	0	0	0.0%
282	Utility - Telephone	1,263	1,313	1,018	0	253	0	0.0%
305	Maint - Vehicle Fuel	604	786	757	0	168	0	0.0%
502	Contributions - Other Agencies	7,450	8,000	0	0	0	0	0.0%
540	Housing Rehab Loan	50,000	0	0	0	0	0	0.0%
	Total	63,122	13,752	5,484	100	485	0	-100.0%
	Total	90,317	34,534	9,713	100	485	0	-100.0%

**Department Description:** The Community Services Department is responsible for the administration of six divisions: Santa Paula Community Center; Santa Paula Train Depot; Recreation; Building and Grounds; and Cable Television. The Department administers the maintenance of all city parks (including the bike trail) and buildings, as well as the scheduling and usage of seven city athletic fields; six of them are lighted. The department is also responsible for the administration of leisure and public information for all citizens of Santa Paula, activities and programs, special events for Pre-K, elementary children, youth, adults, and senior citizens. The Community Services Department provides centralized shopping for information on facility rentals, sport fields reservations, channel 10 cable announcements, registration for classes and activities, senior programs and referrals, department sponsored special events, youth sport leagues, preschool, and citywide special event applications.



**Department Goals:** To provide community and quality of life through people, parks and programs by providing opportunities for positive recreational and leisure activities for all ages and to insure safe and healthy recreational facilities through maintenance and repairs.

**Budget Commentary:** The Community Services Department budget increase of \$50,000 is due to retirement costs and affordable care act requirements

**Community Center Program**

**Program Description:** The Community Center provides recreational programs, classes, special events, and activities for all citizens of Santa Paula. The Community Center is also the home of the Senior Center. The center provides service referrals and health related programs. In addition, the center provides a daily Senior Nutrition Lunch Program. When not in use for City sponsored programs, the Community Center can be rented by local groups, nonprofit organizations, businesses and individuals for social, cultural, business and recreational activities. The Community Center is an ideal place to hold a wedding reception, private party, business seminar, conference or banquet and is rented most Saturdays throughout the year. The facility includes a state of the art commercial kitchen and can accommodate banquets for up to 265 participants.

**Program Performance Areas:**

- Continue to provide facilities that are safe, clean and efficiently maintained.
- Continue to provide facilities that are scheduled and supervised by City staff for public and private use.

***Specific Objectives***

- To coordinate and schedule activities at the Community Center and Cultural Arts Multipurpose Facility.
- Continue to make minor interior and exterior Community Center improvements.
- To look for funding of playground equipment for the grass area east of the Cultural Arts Multipurpose facility.

***Budget Commentary:*** Staffing allocated to the Community Center Program includes: the Customer Services Representative and part-time facility attendants and park monitors. An estimated \$25,000 in Community Center rental revenue will be generated in FY 2015-2016. Senior grants from the Ventura Area on Aging and CBDG are provided for the Senior Nutrition Program and Senior Center programs and referrals. Funds for the Senior Nutrition Coordinator (Ventura Area on Aging) and Senior Coordinator (CBDG) positions are allocated thru each these grants. There are no significant changes from prior year.

***Recreation and Leisure Services***

***Program Description:*** Recreation and Leisure Services provide the community with programs, special interest classes, special events, trips and activities for all ages. Programs and classes include Preschool, T-ball, Youth Basketball, Dance, Tumbling, Tennis, Yoga, Youth Summer Camps, Carnivals and Senior Center. The Community Services Staff acts as a liaison to the Recreation Commission & Commission on Aging.

***Program Performance Areas:***

- Offer youth and adult residents of Santa Paula new, culturally diverse and challenging, as well as traditional recreation opportunities on a year around basis.
- Provide the Recreation Department’s youth and adult activities on a user pay basis.
- Provide activities and events that support, compliment and stimulate local businesses and the economy.
- Provide the community with information about programs, services, and other organizations.
- Summer Camp at Glen City School will continue to provide recreation programs for 140 participant between the ages of six to thirteen

***Specific Objectives***

- Collaborate with the Unified School District to share the use of facilities to maximize community resources without duplication of services.
- Coordinate all special events and cultural activities and develop a yearly calendar of events.
- Organize such special events as the Halloween Carnival and Come see Santa. These events will depend on volunteers and donations.
- ***Budget Commentary:*** Staffing allocated to the Recreation and Leisure Services Division are the Community Services Director, part-time Recreation Supervisor (35 hours),(7) Recreation Leaders and (4)Recreation Coordinators. It is proposed that the

part-time salary budget (Fund 100.5.1502.002) be reduced by \$12,500. The decrease is 17 % less than last year's budget. This may affect the amount of youth recreation activities provided to the community.

Recreation programs generate an estimated \$80,000 in revenue from fees and charges for classes, sports leagues, donations and lighting rentals. These resources are accounted for in the General Recreation Program Fund (Fund 115). These recreation programs are 100 % cost recovery and are funded without General Fund contributions. An additional \$10,000 for park and field use fees and \$26,000 for recreation administration fees also help offset costs for programs and staff support.

### **Cable Television**

**Program Description:** Cable Television provides a small amount of staffing to administrate and monitor the City's Cable TV franchise agreements within the boundaries of the City as determined by Federal and State statutes. The franchise authorizes the City to operate and administer channel 10, (Government Access Channel). The Cable Television budget provides live broadcast of City Council meetings. The program also coordinates and processes 300 personal and public announcements that are shown twenty-four hours a day on the Local Government Access Channel 10.

#### ***Program Performance Areas***

- Provide customer service for City government access Channel 10 bulletin board for non-profit events and projects.
- Provide additional services involving franchise transfers and administration of consultant contracts as directed.

#### ***Specific Objectives***

- Continue to televise City Council Meetings.
- Complete a review of Government Channel services provided on Channel 10, and implement any changes identified.

**Budget Commentary:** The City has provided access to the public and nonprofit organizations public information on meetings, agendas, public hearing, and City events on the government channels electronic bulletin board. This service has been provided to the public for a fee. User subscriber fees as part of the franchise agreement support the program. There is no cost to the general fund. Service and supplies increased in 2014-15 and are increased for the current year by approximately \$50,000 due to replacing outdated equipment. Use of Public, Educational, and Governmental (PEG) fees from Time Warner Cable may only be used for capital costs related to PEG channels, for facilities and equipment. It took four years of savings to build up the fund to purchase the new equipment.

### **Santa Paula Railroad Depot**

**Program Description:** The Depot has been the home to the Santa Paula Chamber of Commerce and the Society of the Arts for the past 15 years. The Community Services Department uses the facility for internal use only, due to budget constraints. The Train

Depot is no longer available to the public. Adjacent to the Train Depot, the Railroad Plaza includes a Gazebo, the Warning Monument, Police Monument, Farm Worker Monument, Granite Ball, four public rest rooms, linear park areas and open space.

**Program Performance Areas**

- Minor maintenance is provided in the Buildings (1531) budget.

**Specific Program Goals**

- 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).

**Budget Commentary:** Due to budget constraints, the Train Depot is no longer available for rentals by the public.

**Buildings & Grounds Maintenance Program**

**Program Description:** To provide maintenance, operation and improvement for public buildings and grounds, as well as other City owned properties. The program includes two separate budgets for these activities.

***Performance Areas:***

- **Maintenance:** To provide maintenance of public buildings and grounds, including athletic fields, children’s play areas, picnic areas, open park spaces, and landscaped areas around public buildings.
- **Operations:** To provide landscape irrigation for, and area lighting of public building and grounds areas; to prepare sites for special events and recreational activities.

***Specific Objectives:***

***General Site Element***

- Perform litter pick-up and empty all litter receptacles on Mondays and Thursdays or Fridays of each week.
- Repair or remove play equipment found to be damaged or unsafe.
- Remove graffiti from children’s play equipment and structures within 24 hours of initial report.

***Landscaping and Trees Element***

- Periodically remove weeds from all planter beds and in conjunction with removing weeds, utilize mulch, whenever possible, to control weed re-growth and conserve water.
- Fertilize all planter beds once annually.
- 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.

- Oversee and/or perform pest control services to eradicate rodents, and insects on trees, shrubs and turf.

### ***Building Maintenance***

- Janitorial Services at City owned buildings (City Hall, Community Development, Police Station and Engineering Building) are performed by part-time facility attendants 2 times a week with the Police Station being performed 1 additional time a week.

### ***Turf Element***

- Mow turf weekly as outlined in the Landscape Maintenance Schedule at the Civic Center; Veterans Park; Ebell Park; Railroad Plaza; Mill Park; Obergon Park and Community Center.
- Fertilize all turf areas bi-monthly.
- Aerate all turf on athletic fields at least once annually, May through October, and following special events which have severely compacted turf.

### ***Budget Commentary:***

- The Community Services Building and Grounds division is funded by the General Fund with some reimbursement from the citywide overhead charge. Staffing has remained stable since 2010 in both budget units with only minor increases in cost due to PERS retirement rate.
- Currently there are 3 full time Building and Grounds employees. They maintain and operate 8 parks, 6 city owned buildings and the bike trail added and expanded in recent years.
- A \$2,000 or 7.5% reduction in service and supplies is included in this year's grounds budget. In addition, \$1,000 from the overtime budget has been eliminated. This reduction is approximately 30 hours of support to community clean up events.

**COMMUNITY SERVICES DEPARTMENT SUMMARY**

	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Budget</b>	<b>FY 14-15 Estimated</b>	<b>FY 15-16 Budget</b>	<b>% Change</b>
<b>Expenditures</b>							
Salaries	404,608	478,457	504,995	563,907	489,334	520,775	-7.6%
Benefits	159,794	194,990	196,843	208,764	195,050	273,554	31.0%
Total	564,402	673,446	701,838	772,671	684,384	794,329	2.8%
Supplies, Services & Maint.	262,031	317,656	404,549	330,252	385,214	374,998	13.5%
Transfers, Overhead and Debt	0	0	0	0	0	0	
Total	262,031	317,656	404,549	330,252	385,214	374,998	13.5%
Capital Outlays	0	7,321	16,687	9,000	8,299	5,000	-44.4%
Total	826,433	998,424	1,123,073	1,111,923	1,077,896	1,174,327	5.6%
<b>Authorized Employee Count</b>	20.0	20.0	29.00	29.00	29.00	29.00	

**COMMUNITY SERVICES DEPARTMENT - GENERAL FUND SUMMARY**

	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Budget</b>	<b>FY 14-15 Estimated</b>	<b>FY 15-16 Budget</b>	<b>% Change</b>
<b>Expenditures</b>							
Salaries	375,791	450,467	469,679	520,049	447,355	483,993	-6.9%
Benefits	154,756	191,443	192,341	202,479	188,868	258,195	27.5%
Total	530,547	641,910	662,020	722,528	636,223	742,188	2.7%
Supplies, Services & Maint.	150,829	201,620	266,656	193,294	234,281	197,565	2.2%
Transfers, Overhead and Debt	0	0	0	0	0	0	
Total	150,829	201,620	266,656	193,294	234,281	197,565	2.2%
Capital Outlays	0	0	1,750	9,000	8,299	5,000	-44.4%
Total	681,376	843,530	930,426	924,822	878,803	944,753	2.2%
<b>Revenue &amp; Other Resources</b>							
Fees, Fines & Permits	85,402	66,151	69,500	60,200	58,653	58,500	-2.8%
Charges for Services, User Fees	26,170	64,065	55,200	53,300	42,332	42,000	-21.2%
Other Revenues	1,607	34,541	1,840	3,700	5,064	5,000	35.1%
Total Revenues	113,179	164,757	126,540	117,200	106,049	105,500	-10.0%
Net GF (Cost)/Benefit	(568,197)	(678,773)	(803,886)	(807,622)	(772,754)	(839,253)	3.9%

**COMMUNITY SERVICES**

FUND 100

**COMMUNITY CENTER**

BUDGET UNIT: 1501

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	36,291	38,903	41,811	34,812	36,811	34,687	-0.4%
002	Part Time Salaries	36,564	67,896	82,625	106,251	86,132	86,482	-18.6%
003	Overtime	945	2,020	1,768	2,000	1,312	1,500	-25.0%
	Total	73,800	108,819	126,204	143,063	124,255	122,669	-14.3%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	11,058	10,975	10,975	9,878	10,975	12,683	28.4%
042	Retirement	5,891	7,550	8,998	9,002	9,271	8,997	-0.1%
xxx	All Other Paid Benefits	8,372	13,802	13,497	17,283	15,234	18,163	5.1%
	Total	25,320	32,327	33,470	36,163	35,481	39,843	10.2%
	Total	99,120	141,146	159,674	179,226	159,736	162,512	-9.3%
<b>Services &amp; Supplies</b>								
120	Supplies Office	998	1,082	1,231	900	778	900	0.0%
123	Supplies - Shop & Field	3,913	4,239	4,219	4,100	5,363	4,100	0.0%
209	Prof/Contr Svcs - Other	2,119	5,225	8,069	4,600	6,141	4,600	0.0%
282	Utility - Telephone	368	0	0	0	0	0	0.0%
301	Maint - Bldgs. & Improvements	4,415	4,380	6,657	6,045	6,208	6,045	0.0%
352	Training/Workshops/Meetings	0	35	0	0	165	0	0.0%
	Total	11,813	14,961	20,176	15,645	18,692	15,645	0.0%
	Total	110,934	156,107	179,850	194,871	178,428	178,157	-8.6%

**COMMUNITY SERVICES**

FUND 100

**RECREATION & LEISURE SERVICES**

BUDGET UNIT: 1502

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	82,587	86,252	97,218	98,756	98,130	100,747	2.0%
002	Part Time Salaries	65,229	71,668	58,627	78,169	64,039	61,407	-21.4%
003	Overtime	103	0	0	500	111	150	-70.0%
	Total	147,920	157,920	155,845	177,425	162,280	162,304	-8.5%
<b>Employee Paid Benefits</b>								
021	Car Allowance	4,229	4,200	4,200	4,200	4,200	4,200	0.0%
041	Cafeteria Allowance	7,694	9,670	11,737	11,737	11,737	17,237	46.9%
042	Retirement	27,443	33,243	36,028	39,127	42,101	55,607	42.1%
xxx	All Other Paid Benefits	15,951	16,401	12,120	12,985	15,830	17,354	33.6%
	Total	55,317	63,514	64,084	68,049	73,868	94,398	38.7%
	Total	203,237	221,434	219,929	245,474	236,148	256,702	4.6%
<b>Services &amp; Supplies</b>								
101	Postage	0	0	0	0	0	0	0.0%
120	Supplies Office	747	514	695	700	0	700	0.0%
123	Supplies - Shop & Field	1,636	6,047	4,220	6,300	5,307	6,300	0.0%
156	Special Event	671	2,447	1,828	1,930	1,596	1,000	-48.2%
157	Special Event - Citrus Festival	499	130	1,389	0	0	0	0.0%
171	Minor Equipment - Office	122	1,588	0	0	0	0	0.0%
209	Prof/Contr Svcs - Other	0	0	1,775	0	429	0	0.0%
230	Legal Advertising	179	0	136	0	0	0	0.0%
304	Maint - Vehicles, Equipment	46	17	10	0	0	0	0.0%
305	Maint - Vehicle Fuel	536	2,388	836	2,600	868	1,000	-61.5%
352	Training/Workshops/Meetings	35	0	0	0	0	0	0.0%
	Total	4,470	13,132	10,890	11,530	8,200	9,000	-21.9%
	Total	207,707	234,566	230,819	257,004	244,348	265,702	3.4%

COMMUNITY SERVICES

COMM SVCS-BLDG MAINT

FUND 100

BUDGET UNIT: 1531

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	72,428	82,807	97,557	110,524	74,154	111,770	1.1%
002	Part Time Salaries	17,338	29,013	20,566	23,841	22,364	24,105	1.1%
003	Overtime	14,248	7,982	5,893	8,000	8,289	8,000	0.0%
	Total	104,014	119,802	124,017	142,365	104,807	143,875	1.1%
<b>Employee Paid Benefits</b>								
021	Car Allowance	0	109	0	0	0	0	0.0%
041	Cafeteria Allowance	19,322	20,310	18,749	19,207	12,004	24,707	28.6%
042	Retirement	16,012	18,030	16,619	17,421	10,288	22,873	31.3%
xxx	All Other Paid Benefits	8,698	22,773	21,573	24,327	19,839	24,520	0.8%
	Total	44,031	61,221	56,942	60,955	42,132	72,100	18.3%
	Total	148,045	181,023	180,958	203,320	146,939	215,975	6.2%
<b>Services &amp; Supplies</b>								
120	Supplies - Office	0	98	0	0	0	0	0.0%
121	Supplies - Clothing/Uniform	697	465	1,111	1,000	722	1,000	0.0%
123	Supplies - Shop & Field	25,451	30,354	35,723	26,000	28,113	26,000	0.0%
173	Minor Equipment - Shop & Field	226	0	0	2,300	587	2,300	0.0%
209	Prof/Contr Svcs - Other	4,391	6,488	7,453	4,600	10,249	4,600	0.0%
226	Prof/Contr Svcs - Janitorial	6,005	5,514	4,975	4,300	5,207	4,600	7.0%
301	Maint - Bldgs. & Improvements	3,299	8,492	39,769	10,000	11,277	19,000	90.0%
304	Maint - Vehicles Equipment	871	0	0	0	0	0	0.0%
305	Maint - Vehicle Fuel	756	4,062	3,982	3,800	4,725	3,800	0.0%
307	Equipment Maintenance Charges	5,483	5,608	5,738	6,199	7,211	6,199	0.0%
352	Training/Workshops/Meetings	0	23	0	200	90	0	-100.0%
	Total	47,180	61,104	98,750	58,399	68,181	67,499	15.6%
<b>Capital Outlays</b>								
610	Equipment New	0	7,321	1,750	9,000	8,299	5,000	-44.4%
	Total	0	7,321	1,750	9,000	8,299	5,000	-44.4%
	Total	195,225	249,449	281,459	270,719	223,419	288,474	6.6%

**COMMUNITY SERVICES**

FUND 100

**COMM SVCS-GRNS MAINT**

BUDGET UNIT: 1532

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	47,869	62,292	61,717	55,196	54,178	54,145	-1.9%
003	Overtime	2,189	1,634	1,896	2,000	1,835	1,000	-50.0%
	Total	50,058	63,927	63,613	57,196	56,013	55,145	-3.6%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	13,812	13,729	13,719	13,719	11,318	13,719	0.0%
042	Retirement	10,181	12,823	15,968	16,170	15,134	24,675	52.6%
xxx	All Other Paid Benefits	6,093	7,829	8,159	7,423	10,935	13,460	81.3%
	Total	30,087	34,380	37,846	37,312	37,388	51,854	39.0%
	Total	80,145	98,307	101,459	94,508	93,400	106,999	13.2%
<b>Services &amp; Supplies</b>								
101	Postage	0	83	0	0	0	0	0.0%
103	Dues & Subscriptions	0	40	0	0	0	0	0.0%
121	Supplies - Clothing/Uniform	112	645	618	750	294	750	0.0%
123	Supplies - Shop & Field	18,676	26,578	37,713	27,000	34,240	25,000	-7.4%
124	Supplies - Safety	200	0	0	0	0	0	0.0%
156	Santa Paula Beautiful	129	154	0	0	24	0	0.0%
173	Minor Equipment - Shop & Field	0	0	0	0	0	0	0.0%
202	Svc - Landscape Maintenance	28,950	35,583	41,783	35,000	40,459	35,000	0.0%
209	Prof/Contr Svcs - Other	16,946	15,680	18,595	15,000	24,443	15,000	0.0%
223	Prof/Contr Svcs Tree - Trimming	910	3,483	14,758	8,920	10,825	8,920	0.0%
301	Maint - Bldgs. & Improvements	2,467	12,773	6,329	3,500	13,198	3,500	0.0%
304	Maint - Vehicles Equipment	81	291	660	300	0	0	-100.0%
305	Maint - Vehicle Fuel	9,416	7,343	6,565	6,420	5,211	6,420	0.0%
307	Equipment Maintenance Charges	9,139	9,346	9,564	10,331	9,918	10,331	0.0%
352	Training/Workshops/Meetings	340	424	255	500	598	500	0.0%
	Total	87,366	112,423	136,840	107,721	139,208	105,421	-2.1%
<b>Capital Outlays</b>								
610	Equipment New	0	0	14,937	0	0	0	0.0%
	Total	0	0	14,937	0	0	0	0.0%
	Total	167,511	210,729	253,236	202,229	232,608	212,420	5.0%

**COMMUNITY SERVICES**

FUND 103

**CABLE TELEVISION**

BUDGET UNIT: 1505

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	214	304	0	3,855	71	3,854	0.0%
	Total	214	304	0	3,855	71	3,854	0.0%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	0	1,098	0	1,098	0.0%
042	Retirement	18	21	5	476	7	385	-19.1%
xxx	All Other Paid Benefits	21	6	1	88	1	89	1.1%
	Total	39	27	6	1,662	9	1,572	-5.4%
	Total	253	331	6	5,517	80	5,426	-1.6%
<b>Services &amp; Supplies</b>								
123	Supplies - Shop & Field	5	335	7,148	8,000	8,000	50,000	525.0%
209	Prof/Contr Svcs - Other	6,085	7,000	7,570	10,000	10,100	15,000	50.0%
	Total	6,090	7,335	14,718	18,000	18,100	65,000	261.1%
	Total	6,343	7,666	14,724	23,517	18,180	70,426	199.5%

**COMMUNITY SERVICES**

FUND 115

**RECREATION PROGRAM**

BUDGET UNIT: 1502

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
123	Supplies-Shop & Field	274	(35)	0	0	0	0	0.0%
181	Recreation Programs	87,133	95,439	99,684	95,000	119,404	104,000	9.5%
182	Senior Activities	0	0	0	0	0	0	0.0%
	Total	87,407	95,404	99,684	95,000	119,404	104,000	9.5%
	Total	87,407	95,404	99,684	95,000	119,404	104,000	9.5%

**COMMUNITY SERVICES**

FUND 305

**BEV CONTAINER RECYCLING**

BUDGET UNIT: 1531

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	552	0	0	0	0	0	0.0%
003	Overtime	0	0	0	900	0	0	-100.0%
	Total	552	0	0	900	0	0	-100.0%
<b>Employee Paid Benefits</b>								
042	Retirement	3	0	0	0	0	0	0.0%
xxx	All Other Paid Benefits	11	0	0	0	0	0	0.0%
	Total	14	0	0	0	0	0	0.0%
	Total	566	0	0	900	0	0	-100.0%
	Total	566	0	0	900	0	0	-100.0%

**COMMUNITY SERVICES**

FUND 305

**BEV CONTAINER RECYCLING**

BUDGET UNIT: 1532

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	85	171	66	0	0	0	0.0%
003	Overtime	0	0	0	0	0	0	0.0%
	Total	85	171	66	0	0	0	0.0%
<b>Employee Paid Benefits</b>								
042	Retirement	7	12	8	0	0	0	0.0%
xxx	All Other Paid Benefits	2	3	2	0	0	0	0.0%
	Total	9	15	10	0	0	0	0.0%
	Total	94	185	77	0	0	0	0.0%
<b>Services &amp; Supplies</b>								
179	Minor Equipment	9,079	6,314	13,222	13,000	6,823	3,132	-75.9%
	Total	9,079	6,314	13,222	13,000	6,823	3,132	-75.9%
	Total	9,173	6,500	13,299	13,000	6,823	3,132	-75.9%

**COMMUNITY SERVICES**

**COMM SVCS-REC & LEISURE**

FUND 405

BUDGET UNIT: 1502

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	524	460	0	0	0	0	0.0%
002	Part Time Salaries	20,151	20,630	18,410	20,815	19,334	20,935	0.6%
003	Overtime	0	0	0	0	0	0	0.0%
	Total	20,674	21,090	18,410	20,815	19,334	20,935	0.6%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	0	0	0	5,500	100.0%
042	Retirement	2,049	2,300	1,712	2,195	1,926	1,881	-14.3%
xxx	All Other Paid Benefits	1,989	442	1,046	489	1,323	1,376	181.4%
	Total	4,039	2,742	2,759	2,684	3,248	8,757	226.3%
	Total	24,713	23,832	21,168	23,499	22,582	29,692	26.4%
<b>Services &amp; Supplies</b>								
123	Supplies - Shop & Field	8,626	6,984	10,268	10,958	6,605	5,301	-51.6%
	Total	8,626	6,984	10,268	10,958	6,605	5,301	-51.6%
	Total	33,339	30,816	31,437	34,457	29,188	34,993	1.6%

**COMMUNITY SERVICES**

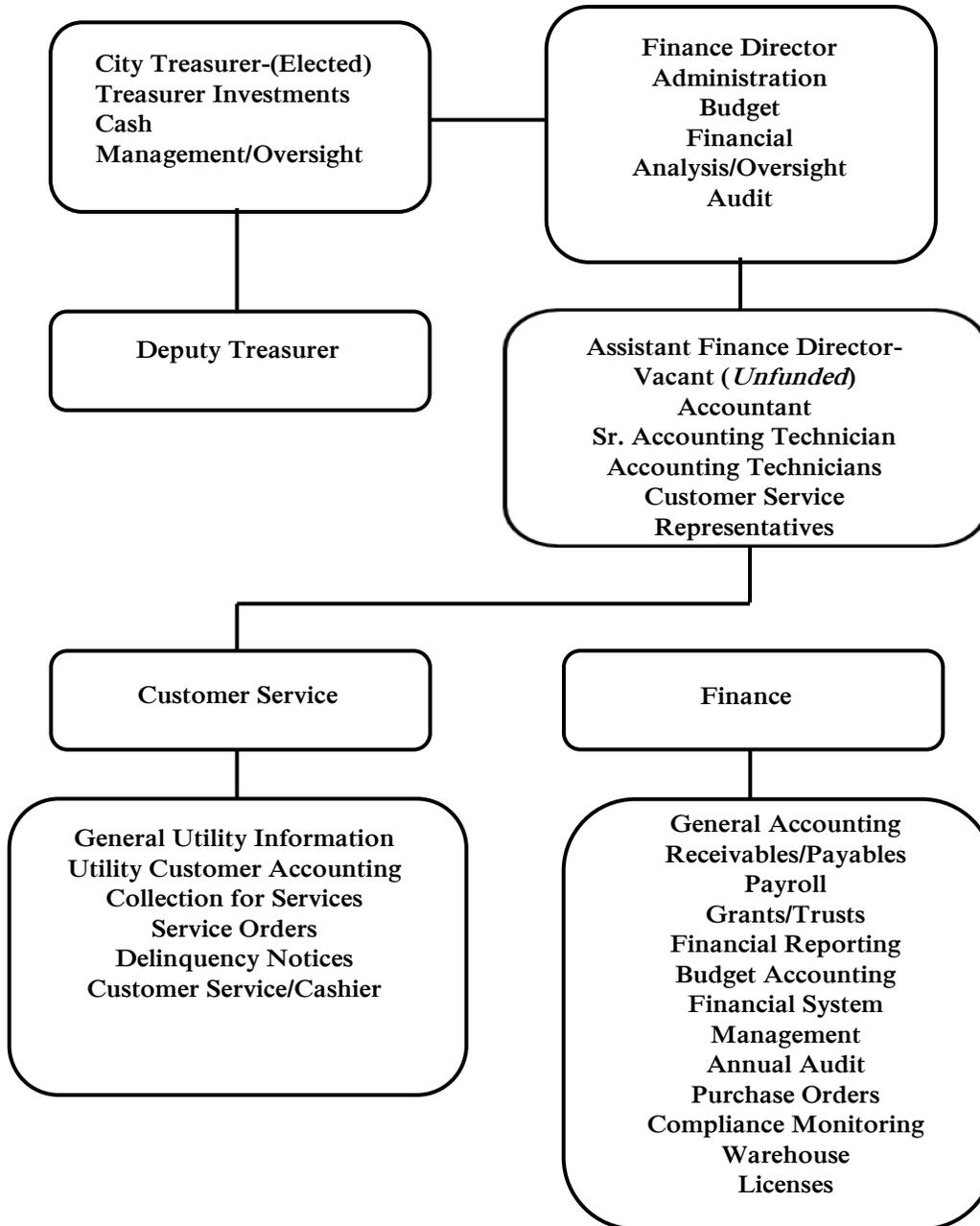
**CDBG RECREATION-SENIOR**

FUND 450

BUDGET UNIT: 1502

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
002	Part Time Salaries	7,290	6,425	16,840	18,288	22,573	11,993	-34.4%
	Total	7,290	6,425	16,840	18,288	22,573	11,993	-34.4%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	0	0	0	2,695	100.0%
042	Retirement	724	649	793	722	1,591	914	26.6%
xxx	All Other Paid Benefits	215	113	934	1,217	1,335	1,421	16.8%
	Total	938	762	1,727	1,939	2,926	5,030	159.4%
	Total	8,228	7,188	18,567	20,227	25,499	17,023	-15.8%

**Department Description:** This department is responsible for the establishment and maintenance of an effective financial accounting system, which accurately reflects the financial operations of the City and offers a framework for financial planning and analysis.



The Financial Service Department is divided into three programs: City Treasurer, Finance and Customer Service. The City Treasurer Division consists of an elected position which oversees investments for the City. The Finance Division is responsible for the financial system, general accounting, payroll, accounts payable, budget preparation, auditing and financial reporting. This division also provides support to City departments in their purchases of goods and services and ensures that the procedures are compliant with the appropriate guidelines and regulations. The

Customer Service Division provides centralized accounting for customer billing for utilities and counter services at City Hall, providing general information and referrals for services throughout the City.

***Department Objectives:*** To provide the accounting and financial services necessary for the most effective management of City operations. The primary goal is to provide accurate, reliable and timely financial information to the City Council, City Manager, City Departments and outside requests using recognized professional standards.

- Provide Quarterly budget reports.
- Complete citywide fee study and implement a new fee schedule.
- Evaluate and price options for upgrading the citywide financial management system. System upgrades may be implemented in 2016-17 if funds are available.

***Budget Commentary:*** Part-time temporary staff was used to back fill a vacant position. This position is now filled and may assist with accounts receivable to enhance our revenue collections. The budget includes funding for the fee study update.

Some workload is not done as timely as possible creating some delays, including not reconciling monthly revenues and expenditures within 90 days. The Treasury Report is done at year-end instead of quarterly. The Budget was reduced by approximately \$25,000 for prior year consultant services.

### **City Treasurer Program**

***Program Description:*** The City Treasurer oversees and handles the investment program of the City. Objectives of this program are to maintain an optimal level of funds on hand to meet daily cash requirements and investment of available funds in accordance with locally adopted guidelines and applicable state regulations.

#### ***Program Performance Areas:***

- Invest available funds of the City in compliance with prudent investment guidelines.
- Maintain appropriate records and provide financial and economic information to the City Council, City Manager and other departments on a timely basis.

#### ***Specific Objectives:***

- Evaluate, document and improve current cash processing systems.

***Budget Commentary:*** This program budget supports the elected position of City Treasurer. The position is currently occupied by a City employee, (Finance Director), and two Deputy Treasurers, (Accountant & Human Resources Manager). The elected position was voted in at the November 2012 election and the office is up for re-election in November 2016.

### **Finance Program**

**Program Description:** The Finance Program provides coordination and direction of the financial operations of the City. This includes maintaining an effective financial accounting system, controlling the assets and financial operations of the City and providing a framework for financial planning and analysis to support the operation and management of all City Departments. The Finance Program is responsible for processing and maintaining records of all financial transactions of the City. These transactions include accounts payable, accounts receivable, general ledger accounting, enterprise accounting, internal services accounting, financial reporting, and administration of employee payroll. The Program is also responsible for budget accounting, salary and revenue projections, grant reporting, development and production of the annual budget, debt administration and annual audits. This function is staffed by 1 Sr. Accounting Technician, 3 Accounting Technicians, 1 Accountant and the Finance Director.

Purchasing has also been consolidated with the Finance Program and facilitates procurement of goods and services for all departments by processing requisitions and/or preparing purchase orders per the City's purchasing policies and procedures. This function is staffed by an accounting technician at times, but purchasing has been decentralized and shifted to the departments.

**Program Performance Areas:**

- Ensure proper accounting for the receipt and disbursement of all moneys of the City.
- Provide accurate and timely financial and economic information when requested by the City Council, departments, the public and other agencies.
- Maintain accurate, complete and appropriate records using recognized professional standards and guidelines.
- Ensure compliance 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
    - Etc.
- Respond effectively to internal and external demands for assistance and information by continually striving to enhance financial management systems, both manual and automated.
- Ensure compliance with requirements of government codes and ordinances related to purchasing or procurement.

**Specific Objectives:**

- Revise and adopt formal financial management policies and procedures and cross train staff as necessity.
- Work with other departments and/or a collection agency to be more effective in collecting outstanding debt or fees due to the City.

**Budget Commentary:** This program includes personnel costs for 75% of the Finance Director, three Accounting Technicians, and 5% of two Customer Service Representatives.

The Services and Supplies category includes funding for mandatory independent audit services and the fee study update.

The overall budget change is a reduction from the prior fiscal year due to the completion of the Cost Allocation Plan study.

### **Customer Service Program**

- **Program Description:** The Customer Service Program provides coordination and processing for customer billing, collection activity and meter reading for enterprise funds. In addition, this division provides services for business licenses, animal licenses, processing permits and miscellaneous collections for the City. Personnel also respond to customer requests, inquiries and complaints at the public counter in City Hall. In 2014-15 an on-line bill payment program was implemented which helped reduce the walk in traffic at the front counter.

#### ***Program Performance Areas:***

- Provide accurate and timely billing information in a form appropriately understood by the customer.
- Maintain accurate, complete and appropriate records using recognized professional standards and guidelines.
- Ensure compliance with financial requirements of the utility ordinances for the City.
- Respond effectively to customer requests, inquiries and complaints.

#### ***Specific Objectives:***

- Revise and adopt desk policies and procedures for the accounts receivable functions.
- Train backup for the utility billing system with written procedures.

**Budget Commentary:** Personnel budgeted in this division include two Customer Services Representatives, and a Sr. Accounting Technician. Also included is 25% of the Finance Director.

Costs associated with supporting utility billing services are directly billed to the utilities. In 2015-16 these costs also include overhead charges.

This is a maintenance budget with no significant changes from the prior year.

### **NON-DEPARTMENTAL**

**Program Description:** The principal function of the Non-Departmental budget is to pay for supplies and utilities for different City facilities and it is the budget where the City's contingency fund is located. There is no staff included in this budget.

**Budget Commentary:** This is a maintenance budget; however utility costs are projected to increase approximately \$7,700 from last year's budget. Contingencies will not be budgeted for \$115,000. There were no drawdowns from contingencies in 2014-15 and 2013-14. However, there are new resources that are needed to sustain the 3 months for the 5 firefighters hired under the SAFER grant. Acceptance or rejection of the SAFER grant application will not be announced until end of June 2015 or beginning July 2015 after the budget has been adopted.

**FINANCE DEPARTMENT SUMMARY**

	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Budget</b>	<b>FY 14-15 Estimated</b>	<b>FY 15-16 Budget</b>	<b>% Change</b>
<b>Expenditures</b>							
Salaries	313,836	372,293	534,327	423,944	406,919	430,133	5.7%
Benefits	161,418	164,495	189,573	202,527	195,429	227,143	16.2%
Total	475,254	536,788	723,900	626,471	602,348	657,276	9.1%
Supplies, Services & Maint.	193,084	208,724	220,572	267,550	232,317	231,610	-0.3%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0	0.0%
Total	193,084	208,724	220,572	267,550	232,317	231,610	-0.3%
Capital Outlays	0	0	0	45,000	45,000	0	0.0%
Total	0	0	0	45,000	45,000	0	0.0%
<b>Total</b>	<b>668,337</b>	<b>745,512</b>	<b>944,472</b>	<b>939,021</b>	<b>879,665</b>	<b>888,886</b>	<b>1.0%</b>
<b>Authorized Employee Count</b>	<b>7.75</b>	<b>7.75</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	

**FINANCE DEPARTMENT - GENERAL FUND SUMMARY**

	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Budget</b>	<b>FY 14-15 Estimated</b>	<b>FY 15-16 Budget</b>	<b>% Change</b>
<b>Expenditures</b>							
Salaries	199,258	238,814	260,077	281,609	262,359	285,302	8.7%
Benefits	102,786	94,908	113,819	125,580	117,605	134,297	14.2%
Total	302,044	333,723	373,896	407,189	379,964	419,599	10.4%
Supplies, Services & Maint.	68,925	90,056	81,997	139,550	90,743	102,450	12.9%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0	0.0%
Total	68,925	90,056	81,997	139,550	90,743	102,450	12.9%
Capital Outlays	0	0	0	0	0	0	0.0%
Total	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>370,969</b>	<b>423,779</b>	<b>455,893</b>	<b>546,739</b>	<b>470,708</b>	<b>522,049</b>	<b>10.9%</b>
<b>Revenue &amp; Other Resources</b>							
Fees, Fines & Permits	0	0	0	0	0	0	0.0%
Charges for Services, User Fees	13,284	19,105	17,600	16,600	17,781	19,600	10.2%
Other Revenues	0	0	0	0	0	0	0.0%
Total Revenues	13,284	19,105	17,600	16,600	17,781	19,600	10.2%
Net GF (Cost)/Benefit	(357,685)	(404,674)	(438,293)	(530,139)	(452,927)	(502,449)	10.9%

**FINANCIAL SERVICES**

**CITY TREASURER**

FUND 100

BUDGET UNIT: 2001

		FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Personnel Services</b>								
<b>Salaries &amp; Wages</b>								
002	Part Time Salaries	3,444	3,510	3,600	3,600	3,600	3,600	0.0%
003	Overtime	0	0	0	0	0	0	0.0%
	Total	3,444	3,510	3,600	3,600	3,600	3,600	0.0%
<b>Employee Paid Benefits</b>								
xxx	All Other Paid Benefits	0	47	110	86	86	93	8.1%
	Total	0	47	110	86	86	93	8.1%
	Total	3,444	3,557	3,710	3,686	3,686	3,693	0.2%
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	155	155	0	0	0	0	0.0%
	Total	155	155	0	0	0	0	0.0%
	Total	3,599	3,712	3,710	3,686	3,686	3,693	0.2%

**FINANCIAL SERVICES**

**FINANCE OPERATIONS**

FUND 100

BUDGET UNIT: 2002

Acct #		FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Personnel Services</b>								
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	195,251	234,965	255,986	277,309	258,194	281,552	9.0%
002	Part Time Salaries	0	0	0	0	0	0	0.0%
003	Overtime	563	340	491	700	565	150	-73.5%
	Total	195,814	235,304	256,477	278,009	258,759	281,702	8.9%
<b>Employee Paid Benefits</b>								
021	Car Allowance	3,172	3,150	3,150	3,150	3,150	3,150	0.0%
041	Cafeteria Allowance	46,896	44,269	55,997	60,935	53,344	60,935	14.2%
042	Retirement	33,441	40,659	47,242	51,871	53,412	61,373	14.9%
xxx	All Other Paid Benefits	19,278	6,783	7,320	9,538	7,613	8,746	14.9%
	Total	102,786	94,861	113,709	125,494	117,519	134,204	14.2%
	Total	298,600	330,166	370,186	403,503	376,278	415,906	10.5%
<b>Services &amp; Supplies</b>								
101	Postage	50	0	0	0	119	0	-100.0%
103	Dues & Subscriptions	651	491	497	500	590	600	1.7%
120	Supplies Office	1,237	1,481	1,046	1,500	1,263	1,300	2.9%
129	Supplies - Other	0	269	306	350	340	350	3.0%
171	Minor Equipment - Office	0	252	215	250	82	250	206.3%
201	Prof/Contr Svcs - Fin.	30,193	39,139	32,461	45,000	44,999	45,000	0.0%
205	Prof/Contr Svcs - Pers.	66	0	0	0	0	0	0.0%
209	Prof/Contr Svcs - Other	18,221	23,948	28,606	80,000	18,817	50,000	165.7%
227	Prof/Contr - Temp Pers.	17,360	18,526	14,460	10,000	21,181	0	-100.0%
230	Legal Advertising	261	2,349	153	250	0	250	0.0%
231	Misc Advertising/Promo	0	0	0	0	2,914	3,000	3.0%
241	Printing & Binding - Ext	282	1,548	1,346	500	278	500	79.9%
282	Utility - Telephone	194	0	0	0	0	0	0.0%
352	Training/Workshops/Mtg	35	249	1,408	1,000	161	1,000	520.7%
353	Mileage Reimbursement	221	149	0	200	0	200	0.0%
360	Educational Reimb	0	1,500	1,500	0	0	0	0.0%
	Total	68,770	89,901	81,997	139,550	90,743	102,450	12.9%
	Total	367,370	420,067	452,183	543,053	467,022	518,356	11.0%

**FINANCIAL SERVICES**

**VISTA BUS PASSES**

FUND 281

BUDGET UNIT: 2003

Acct #	Personnel Services	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	1,217	1,732	1,801	1,882	1,803	1,927	6.9%
	Total	1,217	1,732	1,801	1,882	1,803	1,927	6.9%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	276	274	503	549	458	549	19.9%
042	Retirement	214	299	369	398	401	532	32.8%
xxx	All Other Paid Benefits	120	36	50	59	49	65	31.9%
	Total	610	610	922	1,006	908	1,146	26.3%
	Total	1,827	2,341	2,723	2,888	2,711	3,073	13.3%
	Total	1,827	2,341	2,723	2,888	2,711	3,073	13.3%

**FINANCIAL SERVICES**

**CUSTOMER SERVICES - UTILITIES**

FUND 620

BUDGET UNIT: 2005

Acct #	Personnel Services	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	110,542	130,403	136,225	138,453	140,495	140,404	-0.1%
003	Overtime	2,819	1,343	136,225	2,000	2,261	2,500	10.6%
	Total	113,361	131,746	272,450	140,453	142,756	142,904	0.1%
<b>Employee Paid Benefits</b>								
021	Car Allowance	1,057	1,050	1,050	1,050	1,050	1,050	0.0%
041	Cafeteria Allowance	23,127	35,216	34,808	33,665	32,811	33,665	2.6%
042	Retirement	22,957	29,197	35,092	36,571	39,078	52,352	34.0%
xxx	All Other Paid Benefits	10,879	3,514	3,881	4,655	3,977	4,633	16.5%
	Total	58,021	68,978	74,831	75,941	76,916	91,700	19.2%
	Total	171,382	200,724	347,281	216,394	219,672	234,604	6.8%
<b>Services &amp; Supplies</b>								
101	Postage	32,656	33,790	40,469	45,000	45,005	45,000	0.0%
120	Supplies Office	149	71	265	0	353	360	2.1%
171	Minor Equipment - Office	0	0	1,144	0	735	750	2.1%
201	Prof/Contr Svcs - Financial	22,607	30,269	34,622	33,000	33,000	33,000	0.0%
205	Prof/Contr Svcs Personnel	264	0	0	0	0	0	0.0%
209	Prof/Contr Svcs - Other	49,400	54,538	62,074	50,000	62,434	50,000	-19.9%
227	Prof/Contr - Temp Pers	19,083	0	0	0	0	0	0.0%
	Total	124,159	118,668	138,575	128,000	141,574	129,160	-8.8%
<b>Capital Outlay</b>								
610	Equipment - New	0	0	0	45,000	45,000	0	-100.0%
	Total	0	0	0	45,000	45,000	0	-100.0%
	Total	295,541	319,392	485,856	389,394	406,246	363,764	-10.5%

**NON-DEPARTMENTAL - GENERAL FUND SUMMARY**

Expenditures	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
Supplies, Services & Maint.	149,298	175,054	177,633	44,482	260,274	286,456	544.0%
Total	149,298	175,054	177,633	44,482	260,274	286,456	544.0%
Capital Outlays	0	0	0	0	0	0	0.0%
Total	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>149,298</b>	<b>175,054</b>	<b>177,633</b>	<b>44,482</b>	<b>260,274</b>	<b>286,456</b>	<b>544.0%</b>
<b>Revenue &amp; Other Resources</b>							
Taxes	8,169,419	8,661,321	8,440,114	9,976,084	9,628,020	9,430,574	-5%
Fee, Fines & Permits	23,640	24,775	539,283	603,600	519,293	745,170	23%
Intergovernmental	129,789	95,280	395,077	367,600	512,137	786,583	114%
Investments & Rents	143,664	136,980	191,633	241,400	195,179	216,500	-10%
Charges for Services, User Fees	9,675	34,434	657,313	901,709	906,718	1,138,937	26%
Transfers	1,848,124	1,260,304	1,104,557	1,120,091	1,123,691	1,369,790	22%
Other Revenues	91,356	3,386	1,775,841	25,650	333,076	239,171	832%
Total Revenues	10,415,667	10,216,480	13,103,818	13,236,134	13,218,114	13,926,725	5%
Net GF (Cost)/Benefit	(10,266,369)	(10,041,425)	(12,926,185)	(13,191,652)	(12,957,840)	(13,640,269)	3%

**GENERAL FUND**

**NON-DEPARTMENTAL**

FUND 100

BUDGET UNIT: 7500

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
677	Write Offs/Uncollectables	17	-3	3,123	438	0	0	-100%
678	Prior Year Adj Expenditures		0	0	0	0	0	0%
Total		17	-3	3,123	438	0	0	-100%
Total		17	-3	3,123	438	0	0	-100%

**GENERAL FUND**

**NON-DEPARTMENTAL ADMIN**

FUND 100

BUDGET UNIT: 7501

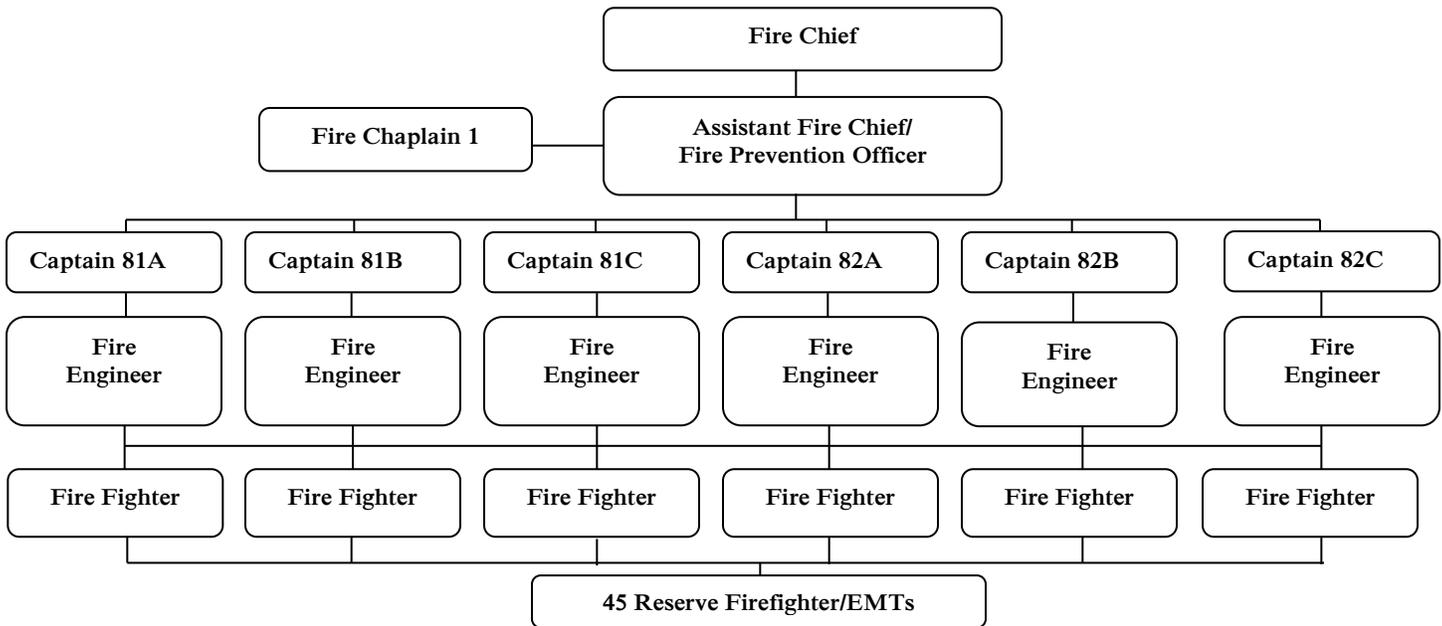
Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
101	Postage	(3)	7,482	7,491	0	7,455	0	0%
120	Supplies - Office	2,617	2,698	2,966	30,000	5,155	2,500	-92%
125	Supplies - Emerg. Prepared	19	0	878	0	84,485	5,000	100%
209	Prof/Contr Svcs-Other	10,125	7,420	8,270	6,725	0	60,902	806%
240	Duplication Charges	0	0	0	0	0	0	0%
241	Printing & Binding	1,299	0	0	5,634	0	1,100	-80%
280	Utility - Electric	77,858	88,388	96,407	1,182	102,152	99,000	8276%
281	Utility - Gas	6,543	6,757	9,252	373	8,807	8,500	2179%
282	Utility - Telephone	49,654	58,244	49,270	130	52,475	52,000	39900%
301	Maint-Bldgs & Improvements	0	0	0	0	0	0	0%
677	Write Offs/Uncollectables	0	0	(23)	0	(255)	0	0%
	Expenses for Fire Injury	0	0	0	0	0	57,454	0%
720	Contingency	0	0	0	0	0	0	0%
199	Suspense - Expenditure	1,170	4,069	0	0	0	0	0%
Total		149,281	175,057	174,511	44,044	260,274	286,456	550%
Total		149,281	175,057	174,511	44,044	260,274	286,486	550%

***Department Description:*** The Santa Paula Fire department is a combination, full-time/reserve department providing fire suppression and emergency medical services, as well as fire prevention and business hazardous materials regulation functions within the City. The twenty full-time personnel are the Fire Chief, Assistant Chief, six Captains, six Engineers and six Firefighters, all of whom are also Emergency Medical Technicians. There are up to 45 Reserve Firefighter/EMTs and one volunteer Fire Chaplain.

Administration and Prevention offices are at the Community Development Building Annex. Fire Stations 81 and 82 house most of the department's equipment. Station 81 houses a 2015 Pierce pumper and a 1992 Pierce Pumper. Station 82 houses a 2008 E-one pumper, 2002 Ferrara Pumper, a light and air unit and a mass casualty trailer. The department also maintains a 1954 Mack Pumper and a 1923 Seagrave pumper as historical engines, two command vehicles and two support vehicles. A 2008 Ferrara pumper is currently out of service in a fire related incident. The Public Works department's Equipment Maintenance Division provides mechanics' services.

Routine fire, medical and other calls are handled by the two on-duty Engine Companies on a rotating 24-hour-shift system. Engine 81 responds out of Station 81 with a full-time Captain, Engineer, Firefighter/EMT, and Engine 82 responds out of Station 82 with a full-time Captain, Engineer Firefighter/EMT, reserves supplement both stations on an available need and serve as the fourth firefighter. All available personnel are dispatched to major emergencies. Station 82's crew is also responsible for responding to automatic aid calls in Santa Paula's Light and Air unit when requested. This duty alternates daily between Santa Paula Fire department and Fillmore Fire department.

Incoming 911 calls generated within the City are routed to Santa Paula Police Dispatch. Fire and medical calls are transferred to the Ventura County Fire Protection District's Fire Communications Center, which handles fire and medical dispatching for most fire and ambulance agencies within Ventura County. For Santa Paula this dispatching service is provided pursuant to a contract by which SPFD provides certain automatic aid services in exchange. The City also contracts with various agencies on a fee-for-service basis for hazardous materials responses requiring more than the city's own resources and for continuing EMT training.



***Department Goals:***

- Minimize the number and impact of fires and hazardous materials emergencies through effective code enforcement and education.
- Respond safely and effectively to minimize injury to persons and property when fires, floods, hazardous materials and other emergencies occur.
- Respond safely and effectively to 911 medical and rescue calls to provide EMT-D level basic life support/pre hospital treatment prior to ambulance transportation.

***Budget Commentary:*** There are two fire department budget programs: 1) Administration (Fire Chief, Assistant Chief and related administrative expenses including fire prevention and hazardous materials expenses), 2) Fire Operations (all other fire department personnel and expenses).

For the last two years with the funding from a SAFER grant we have had five additional full time firefighters added to our staffing at both stations. This enabled the department to at times man a full complement of four personnel on each engine. The 2012 Safer grant expired in September of 2014 and we are currently looking for additional funding as a way to maintain the current staffing levels. As of June 30, 2015 all funding for the five grant funded firefighter positions will end. We are awaiting word on a renewal of our SAFER application. The Reserve Firefighter/EMT program has been in effect since February 1, 2005. Up to 45 Reserve Firefighter/EMT's volunteer to provide additional personnel per shift at Stations 81 and 82. Each Reserve Firefighter EMT is committed to serving a minimum of two 24-hour shifts per month. The next personnel step, depending on future funding, will be to provide 5 full-time Firefighter positions for Stations 81 and 82 which are being lost as of June 30, 2015. If funding is not secured for the 5 full-time firefighter positions, the department will need to revert back to the use of reserve firefighters as the primary means of providing service. The department would need to continue to

train and maintain a larger number of reserves and increase stipends to attract enough qualified reserves and to maintain these firefighter positions.

***Fire Administration Program***

**Program Description:** The Chief, who reports directly to the City Manager, administers the department. The Assistant Fire Chief assists in the administration of the department. The program includes minor expenses of the volunteer Fire Chaplain. This program also includes the Fire Prevention activities. These duties include plan checking, fire code enforcement and inspections, fire cause investigation and public education. The Assistant Chief assigns the on-duty engine companies to conduct school and business inspections, weed abatement enforcement, public education and other related duties. The Fire Department has been a Participating Agency in the local Certified Unified Program Agency that is responsible for business hazardous materials inventory and emergency plans. The Assistant Chief has been responsible for managing this program.

**Performance Areas:** Financial: Financial functions include planning the next fiscal year’s department budget, ongoing review and approval of expenditures, review and approval of employee time sheets, reviewing revenue for specific fire department services.

- Personnel: Personnel functions include scheduling, supervision and performance review.
- Training: A variety of training programs are coordinated. These include basic training for new personnel, advanced training for senior personnel, engine company drills, emergency medical training, DMV Class B Firefighter Restricted driver license program, participation in mutual aid training and California Fire Academy classes.
- Operations: The Fire Chief acts as Incident Commander at major fire emergencies.
- City Management Team: The Fire Chief assists the City Manager and other Management Team members with a variety of special and long-term projects that cross department lines.
- Emergency Preparedness: Under the general direction of the City Manager, the Fire Department has assumed primary responsibility for coordination of emergency preparedness for the City.

***Fire Prevention***

- *Plan Checking* - Plans for development and new construction are received and checked for compliance with the California Fire Code and other applicable regulations.
- *Fire Code Enforcement and Inspections* -This includes investigation of complaints about fire code violations, regular inspections of businesses, schools and public assembly buildings and conducting the annual summer weed abatement inspection and enforcement program.
- *Fire Cause Investigation* - The causes of fires are investigated and arson fire investigations are coordinated and prepared for prosecution when a suspect can be identified.
- *Public Education* - Children and others are taught fire safety through station tours and school presentations. Fire safety advice and literature is provided to adults upon request.

- *Hazardous Materials* - Approximately 80 businesses in Santa Paula are subject to this program, which includes emergency plans and inspections.
- *Emergency Preparedness Coordinator* - This assignment includes responsibility for most emergency planning for the City, creation of CERT Teams, updating existing and creating needed emergency plans, implementing an AM emergency radio broadcast system and other assignments.

***Specific Objectives:***

***Administration***

- Administer an efficient, cost effective fire department with full-time, reserve and volunteer personnel while planning for the future needs of the community and the department.
- Periodically recruit, promote and train personnel to fill accumulated vacancies.
- Upgrade the City's state of disaster preparedness.

***Fire Prevention***

- To save property and lives by minimizing the number of uncontrolled and illegal fires through an effective fire prevention program, and by minimizing the destructive effect of fires through an effective plan-checking program that enforces the fire code.
- To save property and lives by minimizing the number of uncontrolled and illegal fires through an effective fire prevention program, and by minimizing the destructive effect of fires through an effective plan-checking program that enforces the fire code.
- B  
To provide a high level of customer satisfaction with the professional conduct of the plan checking and enforcement functions.
- To conduct an equitable and comprehensive program utilizing the on-duty engine companies under the supervision of the Assistant Fire Chief to include the following:
  - Identification of all occupancies and properties to be inspected.
  - Establishment of regular periodic inspection schedules.
  - Establish daily, weekly, monthly and yearly inspection goals.
  - Continue the Emergency Preparedness program
  - Update and coordinate City emergency planning
  - Develop and train CERT teams
  - Manage the Citizen Corps program
  - Maintain the emergency AM radio system
  - Represents the City in area-wide emergency planning groups and activities and perform other assignments as needed.
- To make sure that fire codes are enforced and maintained and that each business is inspected and maintains a safe environment.
- To reduce the potential for hazardous materials emergency incidents, the fire department will continue to be involved, working with affected businesses and with Ventura County

Environmental Health Agency who will continue the Certified Unified Program Agency to encourage the reduction of hazardous materials inventories, where appropriate and encourage safe storage, handling and transportation of these materials.

- To continue implementation of a computerized network between the Fire Department and the Environmental Health Agency to facilitate the transfer between agencies of information concerning the hazardous materials inventories and plans.

***Budget Commentary:*** The budget is funded by the General Fund and includes increases in the retirement rate.

### ***Fire Operations Program***

***Program Description:*** The second program is called “Fire Operations”. This includes the salaries, benefits and expenses of the 18 full-time line fire personnel, the expenses for the 45 Reserve Firefighter/EMTs, the maintenance and operation of the two fire stations, the fire engines, light and air unit, mass casualty trailer, support vehicles and all other equipment and supplies.

In 2014, the department was dispatched to approximately 2,500 incidents of all kinds of which approximately two thirds were emergency medical calls. All full time personnel and all reserves are certified Emergency Medical Technicians.

There are two engine companies on duty around the clock, which are dispatched to all fires, rescues, 911 medical calls and other emergencies within the City

Normal staffing at Stations 81 and 82 is: a full-time captain, engineer, firefighter and a reserve/firefighter on 24 hour rotating shifts. When more personnel and equipment are needed, the Chiefs and all available personnel are dispatched to assist. Mutual aid with neighboring departments is provided and received when requested.

### ***Performance Areas***

- To respond safely and effectively to fires and other emergencies to save lives and prevent or reduce loss of property.
- To safely and effectively treat victims of 911 medical emergencies at the EMT-D-Basic Life Support level and save lives where possible, and assist the ambulance provider in preparing the victim for transportation to the hospital.

### ***Specific Objectives***

- Continue a training program to certify Fire Captains and Engineers as Fire Prevention Officers.
- Maintain CPR, EMT-D, Class B/Firefighter DMV License certifications.
- Implement a public access defibrillator program for City Hall and the Community Development buildings.
- Provide these services without injury to our personnel or other citizens.

- Respond safely and effectively to an estimated 2,500 annual emergency calls.
- Arrive on scene within 5 minutes of being dispatched 90 percent of the time.

***Budget Commentary:*** This budget includes funds to staff Station 81 and 82 with a full time Fire Captain and Engineer. The current budget includes the gap funding for the five SAFER firefighters, as well as, the retirement rate increases.

## FIRE DEPARTMENT SUMMARY

	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Expenditures</b>							
Salaries	1,158,789	1,321,132	1,514,146	1,557,953	1,619,368	1,325,898	-14.9%
Benefits	738,312	963,645	1,024,571	1,100,027	1,160,415	1,073,806	-2.4%
<b>Total</b>	<b>1,897,101</b>	<b>2,284,776</b>	<b>2,538,717</b>	<b>2,657,980</b>	<b>2,779,783</b>	<b>2,399,704</b>	<b>-9.7%</b>
Supplies, Services & Maint.	198,561	210,491	278,238	285,885	289,129	310,478	8.6%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0	
<b>Total</b>	<b>198,561</b>	<b>210,491</b>	<b>278,238</b>	<b>285,885</b>	<b>289,129</b>	<b>310,478</b>	<b>8.6%</b>
Capital Outlays	45,380	20,242	22,259	0	95,113	0	0.0%
<b>Total</b>	<b>45,380</b>	<b>20,242</b>	<b>22,259</b>	<b>0</b>	<b>95,113</b>	<b>0</b>	<b>0.0%</b>
<b>Total</b>	<b>2,141,042</b>	<b>2,515,510</b>	<b>2,839,215</b>	<b>2,943,865</b>	<b>3,164,025</b>	<b>2,710,182</b>	<b>-7.9%</b>
<b>Authorized Employee Count</b>	15.0	20.0	20.0	20.0	20.0	20.0	

## FIRE DEPARTMENT - GENERAL FUND SUMMARY

	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Expenditures</b>							
Salaries	1,153,107	1,146,532	1,280,726	1,336,988	1,567,043	1,325,898	-0.8%
Benefits	738,201	814,844	841,787	995,060	1,123,419	1,073,806	7.9%
<b>Total</b>	<b>1,891,308</b>	<b>1,961,377</b>	<b>2,122,513</b>	<b>2,332,048</b>	<b>2,690,462</b>	<b>2,399,704</b>	<b>2.9%</b>
Supplies, Services & Maint.	198,285	198,333	275,583	285,885	272,375	303,478	6.2%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>198,285</b>	<b>198,333</b>	<b>275,583</b>	<b>285,885</b>	<b>272,375</b>	<b>303,478</b>	<b>6.2%</b>
Capital Outlays	24,528	4,087	0	0	56,277	0	0.0%
<b>Total</b>	<b>24,528</b>	<b>4,087</b>	<b>0</b>	<b>0</b>	<b>56,277</b>	<b>0</b>	<b>0.0%</b>
<b>Total</b>	<b>2,114,122</b>	<b>2,163,797</b>	<b>2,398,095</b>	<b>2,617,933</b>	<b>3,019,113</b>	<b>2,703,182</b>	<b>3.3%</b>
<b>Revenue &amp; Other Resources</b>							
Fees, Fines & Permits	56,106	63,577	75,000	67,500	58,019	70,000	3.7%
Intergovernmental Revenues	77,386	101,075	79,500	87,500	90,222	92,500	5.7%
Charges for Services, User Fees	15,074	14,950	13,687	13,105	20,872	18,855	43.9%
Other Revenues	14,861	41,418	5,800	6,600	156,267	206,261	3025.2%
<b>Total Revenues</b>	<b>163,427</b>	<b>221,020</b>	<b>173,987</b>	<b>174,705</b>	<b>325,380</b>	<b>387,616</b>	<b>121.9%</b>
<b>Net GF (Cost)/Benefit</b>	<b>(1,950,695)</b>	<b>(1,942,777)</b>	<b>(2,224,108)</b>	<b>(2,443,228)</b>	<b>(2,693,733)</b>	<b>(2,315,566)</b>	<b>-5.2%</b>

**FIRE**

**ADMINISTRATION & PREVENTION**

FUND 100

BUDGET UNIT: 2501

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	186,595	186,820	194,492	227,563	256,879	211,208	-7.2%
003	Overtime	1,845	0	0	250	5,721	5,800	2220.0%
	Total	188,440	186,820	194,492	227,813	262,600	217,008	-4.7%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	11,608	16,914	22,369	22,712	31,401	22,712	0.0%
042	Retirement	83,157	84,079	89,091	106,570	136,156	113,729	6.7%
xxx	All Other Paid Benefits	19,889	21,864	22,116	27,289	31,214	38,298	40.3%
	Total	114,654	122,856	133,576	156,571	198,772	174,739	11.6%
	Total	303,095	309,677	328,068	384,384	461,372	391,747	1.9%
<b>Services &amp; Supplies</b>								
101	Postage	32	0	0	0	0	0	0.0%
103	Dues & Subscriptions	200	0	250	1,400	0	600	-57.1%
120	Supplies Office	105	161	316	500	310	500	0.0%
121	Supplies Clothing/Uniform	179	1,404	702	1,000	1,418	1,000	0.0%
123	Supplies - Shop & Field	197	0	0	250	250	3,300	1220.0%
124	Supplies - Safety	0	0	0	0	0	1,650	100.0%
129	Supplies - Other	0	0	462	1,650	169	0	-100.0%
209	Prof/Contr Svcs - Other	769	894	1,049	850	542	750	-11.8%
214	Prof/Contr Svcs - Medical	0	0	0	0	85	250	100.0%
241	Printing & Binding	71	0	0	0	0	0	0.0%
282	Utility - Telephone	282	0	0	0	0	0	0.0%
301	Maint - Bldgs & Improvements	0	90	0	0	20	0	0.0%
305	Maint - Vehicle Fuel	2,868	983	899	3,000	759	4,500	50.0%
352	Training/Workshops/Meetings	1,675	2,329	591	2,400	4,099	2,400	0.0%
	Total	6,378	5,862	4,269	11,050	8,492	14,950	35.3%
	Total	309,472	315,538	332,336	395,434	469,864	406,697	2.8%

**FIRE**

**OPERATIONS**

FUND 100

BUDGET UNIT: 2504

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	778,889	785,145	810,604	929,175	994,841	867,890	-6.6%
002	Part Time Salaries	2,291	2,374	56,174	0	45,834	41,000	100.0%
003	Overtime	183,487	172,192	219,456	180,000	263,768	200,000	11.1%
	<b>Total</b>	<b>964,667</b>	<b>959,712</b>	<b>1,086,234</b>	<b>1,109,175</b>	<b>1,304,442</b>	<b>1,108,890</b>	<b>0.0%</b>
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	168,772	172,547	171,256	217,910	217,262	223,448	2.5%
042	Retirement	346,391	354,507	386,653	436,903	492,795	451,951	3.4%
xxx	All Other Paid Benefits	108,383	164,935	150,302	183,677	214,590	223,668	21.8%
	<b>Total</b>	<b>623,546</b>	<b>691,988</b>	<b>708,211</b>	<b>838,490</b>	<b>924,647</b>	<b>899,067</b>	<b>7.2%</b>
	<b>Total</b>	<b>1,588,213</b>	<b>1,651,700</b>	<b>1,794,445</b>	<b>1,947,665</b>	<b>2,229,090</b>	<b>2,007,957</b>	<b>3.1%</b>
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	0	0	0	0	3,800	3,800	100.0%
120	Supplies Office	51	66	76	200	49	200	0.0%
121	Supplies-Clothing/Uniform	0	0	0	0	20	0	0.0%
122	Supplies - Medical	7,324	9,389	9,220	10,000	6,363	10,000	0.0%
123	Supplies - Shop & Field	6,998	16,733	7,086	8,000	13,952	16,000	100.0%
124	Supplies - Safety	6,389	14,647	35,129	50,000	54,592	65,000	30.0%
129	Supplies - Other	340	2,414	44	0	0	0	0.0%
171	Minor Equipment - Office	0	53	1,773	0	0	0	0.0%
175	Minor Equipment - Computer	0	0	0	0	711	0	0.0%
179	Minor Equipment - Other	830	7,262	12,095	2,000	2,316	2,000	0.0%
209	Prof/Contr Svcs - Other	0	0	3,918	0	2,183	6,028	100.0%
212	Prof/Contr Svcs - Train EMT	0	550	0	4,000	7,906	4,000	0.0%
214	Prof/Contr Svcs - Medical	0	0	449	4,000	1,325	4,000	0.0%
219	Svcs - Ventura County Fire	2,085	2,830	2,871	4,000	3,643	4,000	0.0%
241	Printing & Binding - External	170	0	303	0	0	0	0.0%
245	Svcs - Uniform Cleaning	0	60	0	0	0	0	0.0%
282	Utility - Telephone	18	0	0	0	300	0	0.0%
301	Maint - Bldgs & Improvements	4,994	5,893	5,363	7,500	7,681	10,000	33.3%
304	Maint - Vehicles, Equipment	6,537	4,420	81,669	12,000	11,874	20,000	66.7%
305	Maint - Vehicle Fuel	17,923	20,408	22,664	20,000	18,778	24,000	20.0%
307	Equipment Main. Charges	51,809	52,337	53,559	57,853	72,015	57,000	-1.5%
321	Reserve Officer Expenses	48,199	34,631	28,966	60,000	20,379	60,000	0.0%
352	Training/Workshops/Meetings	923	6,852	3,279	2,500	2,728	2,500	0.0%
355	CPR Training Costs	0	0	0	0	87	0	0.0%
360	Educational Reimbursement	0	2,812	2,851	0	1,487	0	0.0%
370	Lease/Rental	35,498	11,229	0	32,782	31,695	0	-100.0%
378	Prior Year Adj Expenditures	1,819	(115)	0	0	0	0	0.0%
	<b>Total</b>	<b>191,908</b>	<b>192,471</b>	<b>271,314</b>	<b>274,835</b>	<b>263,883</b>	<b>288,528</b>	<b>5.0%</b>
<b>Capital Outlay</b>								
610	Equipment - New	24,528	4,087	0	0	56,277	0	0.0%
	<b>Total</b>	<b>24,528</b>	<b>4,087</b>	<b>0</b>	<b>0</b>	<b>56,277</b>	<b>0</b>	<b>0.0%</b>
	<b>Total</b>	<b>1,804,650</b>	<b>1,848,258</b>	<b>2,065,759</b>	<b>2,222,500</b>	<b>2,549,250</b>	<b>2,296,485</b>	<b>3.3%</b>

**FIRE PREVENTION & OPERATIONS - HOMELAND SECURITY**

FUND 313

BUDGET UNIT: 2502/2504

	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	0	0	362	0	0	0	0.0%
002	Part Time Salaries	1,090	88	0	0	0	0	0.0%
003	Overtime	4,592	1,751	925	0	0	0	0.0%
	Total	5,682	1,838	1,286	0	0	0	0.0%
<b>Employee Paid Benefits</b>								
042	Retirement	94	9	0	0	0	0	0.0%
xxx	All Other Paid Benefits	17	2	0	0	0	0	0.0%
	Total	111	11	0	0	0	0	0.0%
	Total	5,793	1,849	1,286	0	0	0	0.0%
<b>Services &amp; Supplies</b>								
129	Supplies - Training	86	261	0	0	0	0	0.0%
241	Printing & Binding - External	1,592	1,442	0	0	0	0	0.0%
125	Supplies - Emergency Prep	0	0	1,952	0	10,111	7,000	100.0%
179	Minor Equipment - Other	417	1,547	704	0	4,193	0	0.0%
212	Prof/Contr Svcs-Training	0	0	0	0	2,450	0	0.0%
678	Prior Year Adj-Expenditures	(1,819)	0	0	0	0	0	0.0%
	Total	275	3,250	2,656	0	16,754	7,000	0.0%
<b>Capital Outlay</b>								
*610	Equipment - New	0	0	22,259	0	38,836	0	0.0%
	Total	0	0	22,259	0	38,836	0	0.0%
	Total	6,068	5,099	26,201	0	55,591	7,000	0.0%

**FIRE MISC STATE GRANT FIRE OPERATIONS**

FUND 319

BUDGET UNIT: 2504

	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
123	Supplies - Shop & Field	0	318.56	0	0	0	0	0.0%
124	Supplies - Training	0	3,908.30	0	0	0	0	0.0%
209	Printing & Binding - External	0	4,681.44	0	0	0	0	0.0%
	Total	0	8,908	0	0	0	0	0.0%
	Total	0	8,908	0	0	0	0	0.0%

**FIRE SAFER GRANT - FEDERAL**

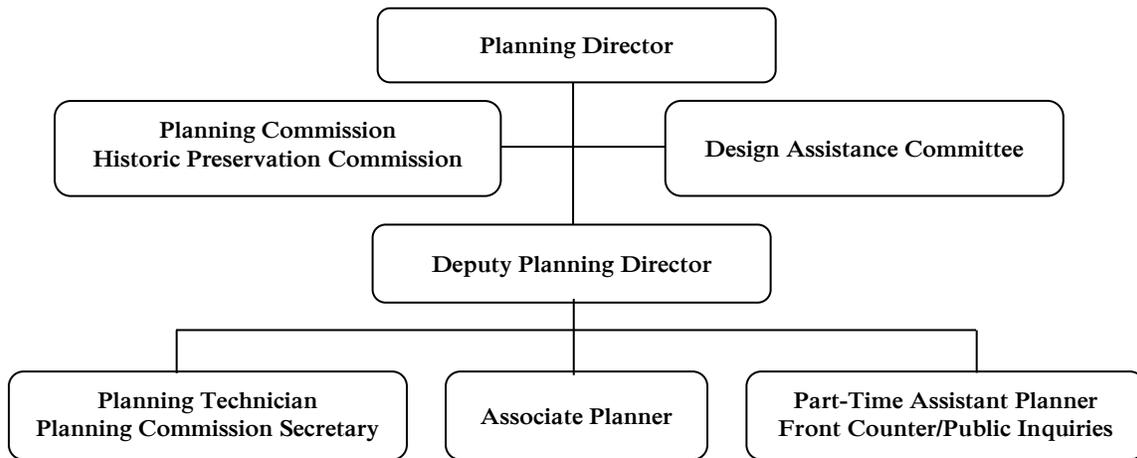
FUND 407

BUDGET UNIT: 2504

	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	0	172,761	232,134	220,965	52,325	0	-100.0%
	Total	0	172,761	232,134	220,965	52,325	0	-100.0%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	54,169	60,443	35,146	11,193	0	-100.0%
042	Retirement	0	72,824	95,890	55,979	23,584	0	-100.0%
043	All Other Paid Benefits	0	21,796	26,450	13,842	2,219	0	-100.0%
	Total	0	148,789	182,784	104,967	36,996	0	-100.0%
<b>Capital Outlay</b>								
610	Equipment - New	0	16,155	0	0	0	0	0.0%
	Total	0	16,155	0	0	0	0	0.0%
	Total	0	337,706	414,918	325,932	89,321	0	-100.0%

**Department Description:** The Planning Department is responsible for implementing the current and future land use policies and regulations for Santa Paula, and is accomplished through land use regulation activities. This authority is derived from the City’s power to protect the health, safety and welfare of the community. The Department manages the development, implementation and updating of the General Plan, provides professional planning analysis and recommendations on planning matters, related policies, ordinances and future development plans, and build out for the City. The Department reviews development proposals for compliance with State mandated laws and coordinates development activity with other City Departments.

The department consists of a Director, Deputy Director, Associate Planner, Planning Technician and a part-time Assistant Planner.



The department has four general performance or service areas which represent the daily planning activities for staff: 1) advanced or long-range planning, this includes updates to, and implementation of, the General Plan and specific plans; 2) current planning, including permit processing of development requests and required CEQA reviews, business licenses, home occupations, signs, plan checking, zoning compliance (code enforcement) and other ministerial approvals; 3) special projects such as development code updates, census and GIS, city initiated projects; and 4) planning administration including permit tracking and contract administration. With improved economic conditions the overall workload has increased.

**Department Goals:** Promote the City in its efforts to improve the physical, social environment and economic vitality while preserving our natural, historic and cultural resources; promote the highest and best use of all property in the City; promote and accommodate appropriate growth and development while minimizing negative environmental impacts and improving environmental quality where possible; and maintain the highest level of service for the public.

This fiscal year, the Department is requesting the conversion of two part-time positions, with no benefits, to two full-time permanent positions to provide much needed professionally trained staff and a career ladder in the planning job series. The request includes converting the existing part-time secretary to a new position of Planning Technician and converting the current part-time Assistant Planner to Associate Planner. The Planning Technician position is an entry-level position and provides additional customer service and research support to the department and public. The Associate Planner is a mid-level position which will provide assistance and

coordination with consultants for the General Plan Update, subsequent implementation and permit processing.

**Budget Commentary:** Department staffing includes three full-time staff, the Planning Director, Deputy Director, Associate Planner and one part-time Assistant Planner. Planners have performed many required administrative responsibilities, as well as, their planning responsibilities. In FY 14-15, the department was allocated a position of part-time Secretary; however, staff is proposing that this position be converted to a full-time Planning Technician in the FY 15-16 budget with the additional funding required being reimbursed by developer fees.

To meet the needs of the improved economy and increased workload and complexity, one part-time Assistant Planner position has been converted to a full-time Associate Planner position. This was approved in May 2015 to begin work in FY 15-16 and the recruitment is currently underway. Funding for this position comes from the General Plan Maintenance fee fund (General Plan related work) with the remainder funded with permit fees. Conversion of the existing part-time secretary to full-time Planning Technician will alleviate planners of some administrative work, provide additional support for responding to public inquiries and assist with development projects.

The FY15-16 budget shows an increase of \$81,000 in salaries and \$43,000 in benefits due to two items: one is an increase in the retirement rate and the other resulting from the conversion of two part-time positions to the two additional full-time positions. The department revenue was also increased \$62,397 due to the position changes being paid from reimbursable items.

Budget expenditures for non-salary related items in FY 15-16 have been reduced by 20%, with reductions to professional contract planning services. This will impact staff assistance with code enforcement items, pursuit or implementation of the Downtown planning efforts and programs (estimated \$55,000), special projects or programs/items not paid for by developer reimbursements or fees including City initiated projects.

The Department currently is processing several major development proposals which include: a subdivision map for the East Area 1 Specific Plan, Airpark, Calpipe 3, Williams Homes residential subdivision (Hardison site), Santa Paula West Specific Plan (commercial/industrial business park) which requires annexation and a hillside residential subdivision requiring annexation.

The implementation of the East Area 1 Specific Plan and the East Area 2 Gateway project will require the assistance of consultants/contract planners and additional staff. Post annexation of East Area 2 continues to require staff support to complete research for property owners within this area. Staff will continue the post approval/implementation of several industrial projects and continue working with potential affordable housing developers.

Ongoing long-term planning efforts include:

- Begin comprehensive General Plan Update; community outreach efforts (multi-year effort)
- Updating of the Development Code in response to State law, drought regulations and proposed revisions.
- Implement the 2013-2021 Housing Element and its related programs.
- Coordinate the land plan activities with land owners in both Fagan and Adams Canyons and prepare for LAFCo SOI hearing

- Provide staff support for code enforcement and other City Departments.
- If funded and provided staffing allocations, the department may begin integration of two downtown plans for future implementation.
- Coordinate with SCAG programs (COMPASS, and the RTP) through next fiscal year.

The department is a General Fund activity that is largely supported with fees charged for services provided to builder and developers directly related to their project development. Fees account for approximately 83% of the resources for the Department.

### **Advanced/Long-Range Planning Program**

***Program Description:*** This area includes development, updates and compliance with the City General Plan, State laws, implementation of various adopted Plans and Ordinances.

#### ***Program Performance Areas:***

- Complete implementation of the Community Visioning Plan.
- Ensure General Plan compliance, maintenance and cleanup, as necessary. Prepare and submit annual progress report to the California Governor’s Office of Planning and Research, as required under Government Code, Section 65400(b).
- Update the Development Code and as may be required by new land use case law, state legislation or in conjunction with development projects.
- Implementation of the certified 2013-2021 Housing Element and related Housing Element Programs.
- Annually, report on progress of Housing Element implementation to the City Council and to the California Department of Housing and Community Development.
- Implement the Inclusionary Housing Ordinance (IHO).
- Project management, coordination and implementation of Specific Plans for East Area 1, East Area 2 (Gateway) and the Airpark.
- Provide information and coordination with other local agencies regarding issues of mutual concern.
- Ongoing staff participation with NPDES land use regulations.
- Coordination with SCAG for RHNA and the RTP.
- Environmental review and implementation of the Downtown Improvement Plan.

### **Current Planning Activities**

***Program Description:*** To assist the public and development community with development proposals, ensure compliance with required state and local regulations, environmental requirements, process home occupation permit requests, business licenses, sign permits and other discretionary and ministerial requests. Manage and coordinate development proposals

among city departments. Assist city staff with city initiated projects and research city leased sites for potential tenants.

***Program Performance Areas:***

- Provide planning assistance at the public counter and answer planning phone calls and emails in both English and Spanish. Departmental policy is to respond to inquiries within 24 hours.
- Expeditiously process discretionary and ministerial permits within established timetables, and as guided by customer service objectives.
- Review and approve development projects that may impact the City, and conduct environmental reviews for compliance with the California Environmental Quality Act (CEQA) as applicable. The Planning Department provides review and comment, and processes for development projects, including public hearings for proposed developments of all sizes ranging from mixed use redevelopment of several infill and underutilized commercial properties, new single family subdivisions, new multi-family housing projects and many other projects.
- Plan checking for approved projects. Upon submittal for building permits, all projects previously approved by the Planning Commission, City Council, or at staff level are taken through a “plan check” process to ensure compliance with CEQA, local land use and building code requirements and applicable conditions of approval.
- Coordinate process for and approval of Home Occupation requests, business licenses, sign permits and temporary use permits.
- Provide planning information, coordination and support to city departments pertaining to development proposals.
- Review and comment on the annual City Capital Improvement Program (CIP) and City initiated infrastructure/development projects; and conduct environmental reviews on these projects and CDBG funded projects, including an analysis of General Plan conformity, as required by State law.
- Provide zoning information and analysis to Inspection Services pertaining to code enforcement projects; research and provide information to individuals interested in leasing City owned sites.
- Provide GIS support to City Departments.
- Review County referrals for projects located within the City’s Area of Interest, and provide comments to the planning staff at the County regarding potential impacts to the City.

***Special Projects***

***Program Description:*** To provide planning services for the processing and implementation of special/high-visibility projects that enhance the community.

***Program Performance Areas:***

- Process Development Code updates as necessary to facilitate economic development.

- Process East Area 1 Specific Plan amendment and subsequent implementation of East Area 1 Specific Plan.
- Implementation of East Area 2.
- Process entitlements for portions of West Area 2 and other specific plans.
- Provide support to City Manager as needed for special projects
- Provide assistance to other departments and various city-related committees when needed.
- Process individual annexation applications as may become necessary.
- Provide staff support for updating of the sign inventory and required follow-up per the Sign Ordinance.
- Review City leases and coordinate land uses with potential leases.
- Provide presentations to various community groups.
- Attend community meetings and functions as City representative.
- Provide economic assistance/liaison to both public and City departments.

### ***Department Administration***

***Program Description:*** The Planning Director serves as the head of Administration. The role is to oversee departmental functions, ensure compliance with State, regional and local mandated planning programs/regulations. Provide assistance and support to City Council, Planning Commission and other committees. Maintain planning files, ensure department staff receives training, and provide a high level of customer service.

### ***Program Performance Areas:***

- Review and provide comments on planning-related legislation that could impact the City.
- Provide planning assistance to the City Council, Planning Commission, Design Assistance Committee, and Historic Preservation Commission. Planning staff attends meetings of these bodies, provide written and verbal reports and minutes of meetings, and prepare meeting agendas and public notices in accordance with state and local laws.
- Supervise and train the personnel of the department as necessary to sustain a keen awareness of current laws and requirements for CEQA, the Permit Streamlining Act, Subdivision Map Act, Cortese-Knox-Hertzberg Act, planning and zoning case law, and other laws and regulations pertaining to land use regulation.
- Supervise and train the personnel of the department as necessary to maintain the highest quality customer service.
- Oversee administration of multiple contracts for planning services.
- Utilize Geographical Information System (GIS) technology to provide planning information to the public. Staff continues providing general plan and zoning maps to the

public and City Departments, keeps maps current, and provides custom maps for report exhibits using the City's GIS system

- Participation on regional planning agencies and boards. Staff also works closely with the City/County Planning Association, SCAG and other special committees.
- Maintain Planning Department fee schedule and update as necessary.
- Update the Planning Department website and public handout materials, as warranted.
- Maintain the Department's file tracking system in Microsoft Access.

**PLANNING DEPARTMENT - GENERAL FUND SUMMARY**

	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Budget</b>	<b>FY 14-15 Estimated</b>	<b>FY 15-16 Budget</b>	<b>% Change</b>
<b>Expenditures</b>							
Salaries	266,651	265,722	269,830	306,290	276,957	387,247	26.4%
Benefits	107,337	96,843	105,456	122,452	112,941	165,553	35.2%
Total	373,988	362,564	375,286	428,742	389,898	552,800	28.9%
Supplies, Services & Maint.	219,585	210,543	88,395	178,000	140,419	149,400	-16.1%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0	0.0%
Total	219,585	210,543	88,395	178,000	140,419	149,400	-16.1%
Capital Outlays	0	0	0	0	0	0	0.0%
Total	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>593,573</b>	<b>573,107</b>	<b>463,681</b>	<b>606,742</b>	<b>530,317</b>	<b>702,200</b>	<b>15.7%</b>
<b>Authorized Employee Count</b>	3.0	3.0	3.5	3.5	3.5	4.5	28.6%
<b>Revenue &amp; Other Resources</b>							
Charges for Services, User Fees	430,486	397,527	386,578	309,060	376,571	560,457	81.3%
Other Revenues	6,463	12,079	8,300	10,000	23,847	22,000	120.0%
Total Revenues	436,949	409,606	394,878	319,060	400,418	582,457	82.6%
Net GF (Cost)/Benefit	(156,624)	(163,501)	(68,803)	(287,682)	(129,899)	(119,743)	-58.4%

Note: Planning is only funded using General Fund resources

**PLANNING**

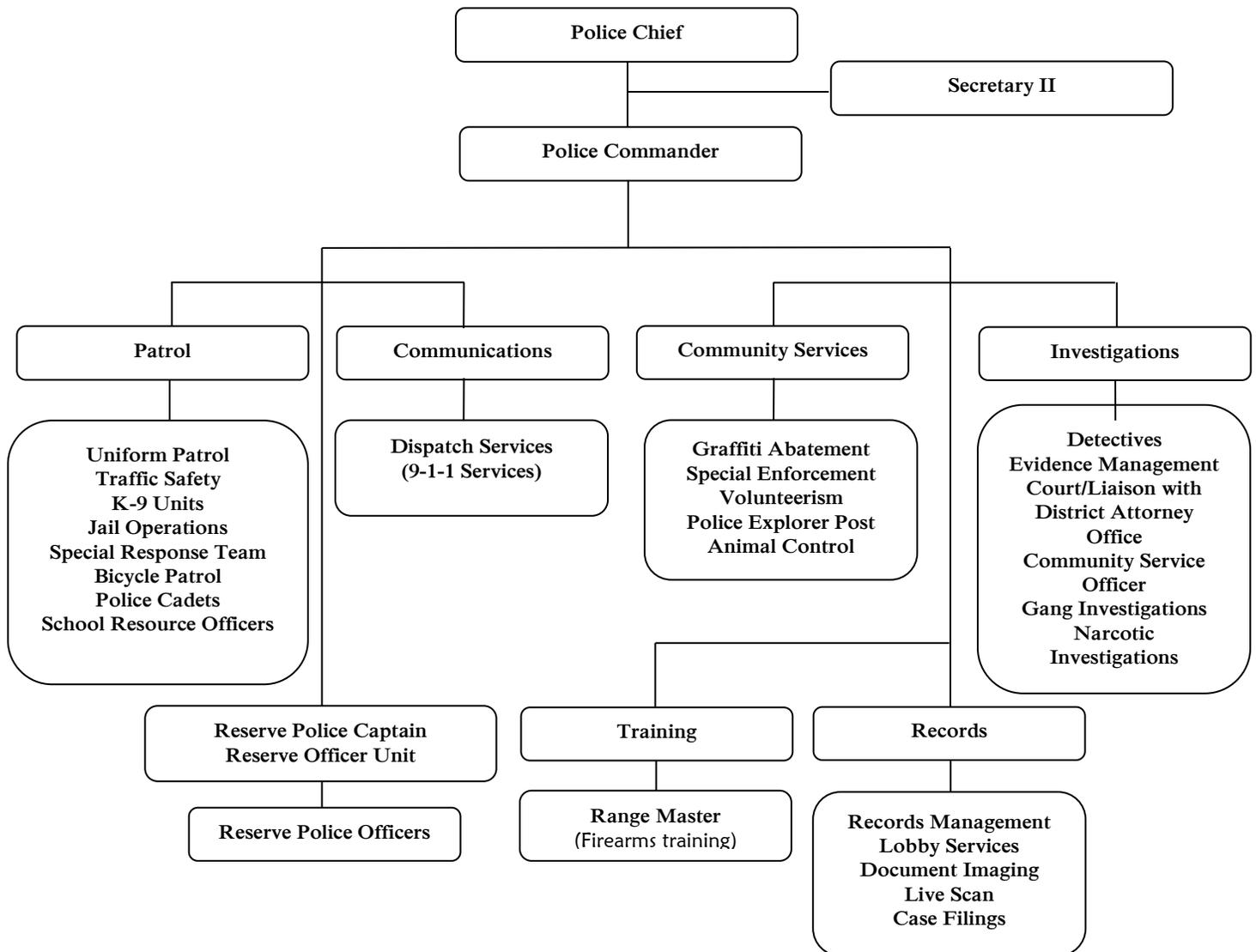
FUND 100

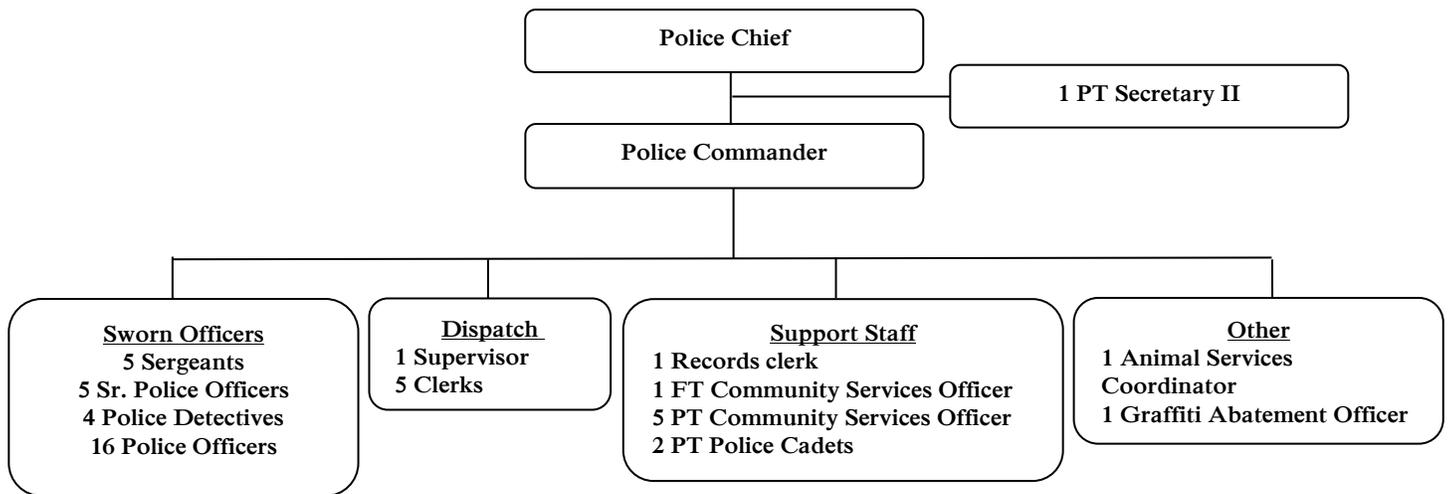
**PLANNING**

BUDGET UNIT: 3001

	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	185,640	200,398	194,548	205,740	207,279	306,558	49.0%
002	Part Time Salaries	80,998	65,324	74,842	100,400	69,678	80,239	-20.1%
003	Overtime	13	0	440	150	0	450	200.0%
	Total	266,651	265,722	269,830	306,290	276,957	387,247	26.4%
<b>Employee Paid Benefits</b>								
021	Car Allowance	4,229	4,200	4,200	4,200	4,200	4,200	0.0%
041	Cafeteria Allowance	23,681	26,418	29,274	38,586	29,274	53,420	38.4%
042	Retirement	51,805	57,836	63,915	70,065	70,788	94,962	35.5%
xxx	All Other Paid Benefits	27,622	8,389	8,067	9,601	8,679	12,971	35.1%
	Total	107,337	96,843	105,456	122,452	112,941	165,553	35.2%
	Total	373,988	362,564	375,286	428,742	389,898	552,800	28.9%
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	570	490	820	750	958	900	20.0%
120	Supplies Office	207	482	904	400	965	850	112.5%
150	Recognition - Awards	0	0	0	50	0	50	0.0%
171	Minor Equipment - Office	0	53	0	0	0	0	0.0%
203	Prof/Contr Svcs - Legal	19,793	26,845	12,279	8,500	13,118	8,500	0.0%
209	Prof/Contr Svcs - Other	0	24,535	255	10,000	3,129	5,000	-50.0%
215	Prof/Contr Svcs - Planning	0	0	2,224	27,000	(8,280)	0	-100.0%
227	Prof/Contr Svcs - Temp Personnel	11,909	0	22,934	1,000	2,714	2,500	150.0%
230	Legal Advertising	1,380	1,637	1,234	1,400	1,740	3,000	114.3%
232	Prof Svcs - Contract Planning	183,972	155,969	46,931	125,000	125,000	125,000	0.0%
241	Printing & Binding - External	38	16	0	100	442	300	200.0%
282	Utility - Telephone	239	0	0	0	0	0	0.0%
301	Maint - Bldgs. & Improvements	0	90	0	0	0	0	0.0%
352	Training/Workshops/Meetings	35	426	815	3,000	632	2,500	-16.7%
354	Planning Commission Expenses	50	0	0	800	0	800	0.0%
678	Prior Year Adj Expenditures	1,393	0	0	0	0	0	0.0%
	Total	219,585	210,543	88,395	178,000	140,419	149,400	-16.1%
	Total	593,573	573,107	463,681	606,742	530,317	702,200	15.7%

**Department Description:** The Police Department is responsible for all public safety and the protection of life and property in the City of Santa Paula. The Department provides a full range of law enforcement services to the public within the political jurisdiction of the City of Santa Paula. The City of Santa Paula Police Department is led by Chief of Police, Steven L. McLean and Police Commander Ismael Cordero. The Police Department is currently comprised of 28 sworn Officers, 18 Reserve Police Officers, Professional supporting staff and volunteers. An ongoing recruitment for additional full time Officers, Reserve Officers and Dispatcher is in place. Below is the current Organizational Chart of the Police Department operations.





***Department Objectives:***

The following goals and objectives have been adopted to focus on over the coming year:

- Crime Analysis – Utilizing volunteer support, will expand our use of statistics in analyzing crime trends
- Strategic Plan – the current Strategic Plan for the agency will be reviewed and updated. All changes will be adopted to go forward in implementing those identified changes, goals and objectives
- Citizens Patrol – Continue to expand the use of this program by adding more personnel, and continue to utilize volunteer manpower to assist with duties such as parking enforcement, special events and other duties that are suitable for volunteers
- Facility Improvements – Continue ongoing review and making improvements to the Police building and continue to study the possibility of obtaining additional funding for further upgrades and improvements.
- Traffic Safety Issues - Expand these types of services to include adding Police Cadet Program, Neighborhood Watch, increased involvement in National Night Out, additional programs in this service area.
- Quality of Life - Actively enforce quality of life issues with specific emphasis on downtown issues, animal violations, street vendors, etc.
- Continue the gang investigations unit (2 officers) so that they combat gang related crimes and activity, identify gang members and gang groups, investigate all gang related crimes and suppress gang activity within the City, to include compliance enforcement of habitual serious offenders and PROS offenders.
- Continue drug enforcement and investigations by having an officer assigned to the Ventura County Narcotic Task Force to conduct all narcotic investigations within the City and surrounding areas

***Budget Commentary:*** The Police Department budget for the fiscal year of 2015/2016 is \$6.2 million, an increase from \$5.5 million from fiscal year 2014-15 which is an increase of

approximately \$500,000 over the 2013-14 budget. This increase is primarily due to an 8% increase in staffing and benefits cost and day to day operations of the Police Department.

The department receives most of its operational funding from the General Fund and generates an estimated \$1,090,000 annually from a combination of fines, fees and permits, user charges and grants. All current grant programs are anticipated to continue in this fiscal year. The department also receives reimbursement from the State of California for POST (Police Officer Standards and Training) for specifically authorized reimbursable training.

In October 2014, the Police Department, in partnership with the Santa Paula Unified School District, was awarded a \$250,000 School Resource Officer grant through the Department of Justice Community Hiring Program (CHP). This grant will partially fund two school resource officers full time for a three year program. Additional costs will be shared by the school district and City, 75% and 25 % respectively. The officers have been assigned to Isbell Middle School and Santa Paula High School. These two School Resource Officer positions are not part of the current 28 full time officers. Recruitment is ongoing to staff these two positions.

### **Police Administration**

**Program Description:** The Police Administration consists of the Chief of Police, Commander and a part-time Administrative Assistant. The Chief of Police serves as the Department's General Manager and is overall in charge. The Police Commander serves under the Chief of Police and is in charge of the everyday operations of the Police Department and oversees all Divisions/Units. The Administrative Assistant provides support to this program. Administration supervises all department personnel, sets policy and defines procedures for police operations, develops and implements programs, and oversees all operational areas of the agency.

**Performance Areas:** The Police Chief sets the training and performance standards for Department personnel. He oversees the development and implementation of crime prevention programs and other services to the community as well as to ensure the integrity of the agency through oversight and ongoing internal review of operations.

### **Specific Objectives**

- Study the appropriate staffing levels in Patrol, Investigations and all support units to implement maximum use of current personnel in each program area, this may effect deployment scheduling. A specific focus will be to better track and manage overtime costs.
- Formally meet with department supervisors on a monthly basis to mentor supervisors, expand the concept of team management and decision-making, and ensure accountability occurring in all department operations. This will enable us to make changes, implement new strategies and improve overall day to day operations, including reductions of overtime, tracking of crime trends within the City and to deliver a quality of service to the community.

**Budget Commentary:** The Administration budget reflects a 13% increase in salary and benefits cost, primarily retirement costs.

## **Patrol Program**

**Program Description:** The Patrol Division is supervised by the Police Commander and assisted by the field Sergeants. The responsibilities of uniformed field services such as roving patrol in marked police units, foot patrol, and bicycle patrol, school resource officers, cadets and the K-9 teams fall under the four Patrol Sergeants.

The Patrol Division is currently staffed with 21 sworn Officers that are deployed with four sergeants, four senior officers, two of which are K-9 officers and twelve full time police officers of which two are school resource officers. The Reserve Police Unit is currently staffed by 19 Reserve Officers. The Police Reserve Unit has an authorized strength of 30 officers and is a critical element in providing support to patrol services. A recruitment to fill the full time and reserve vacancies is ongoing and in progress.

**Performance Areas:** To provide uniform patrol of the city, discover crime and community hazards, provide quality of life enforcement services, arrest offenders, initiate crime reports, collect and present evidence, appear in court, handle special events and emergencies and enforce traffic laws, municipal and state laws. Reduce crime by aggressively being proactive.

### ***Specific Objectives:***

- Review current calls for service and the method we use to document complaints. We will attempt to identify calls that we will no longer need to respond to through improved reporting methods (e.g. on-line reporting of calls, etc.).
- Explore ways of staffing the shifts appropriately and to a minimum number of recommended personnel per shift. Our goal is four officers per shift with the exception of weekend evenings increased to five officers.
- Expand enforcement of parking violations by utilizing police cadets and citizen patrol volunteers.
- Search means to secure grants for various law enforcement programs such as hiring of officers, gang enforcement, DUI enforcement, etc.

**Budget Commentary:** The Patrol Division is funded by the General Fund.

Personnel costs in 2015-16 anticipate the filling of all vacant positions. Over time is budget at the same level as prior year, but is under prior year actual expenses. The overall budget increase is approximately \$165,000 with \$168,000 increase in employee benefits.

## **Investigations Program**

**Program Description:** The Investigations Unit (Major Crimes) is made up of one Sergeant and three Detectives. Additionally, two Officers are assigned as Gang Officers and one Officer is assigned to narcotic investigations. They all have specialized training that allows for the investigation of all major crimes, crime scene processing and specialized areas (i.e., white collar crime, computer and fraud crime, sex crimes, homicides etc.). The Gang Officers are assigned to identify, suppress gang related activities and conduct all gang related investigations. The Narcotics Officer is assigned to the Ventura County Narcotic Task Force responsible for all

narcotic related investigations within the City of Santa Paula. Three part-time Community Service Officers are also assigned to specialized support areas (1 as Court Liaison and 2 as Evidence Management). A CSO is assigned full time to the Investigations Unit, the duties performed are, sex registrants and compliance checks, probation and drug offender registrations, and other duties as needed within the unit.

***Performance Areas:*** Provides follow-up investigation of criminal investigations/ complaints forwarded from the Patrol Division or acts on initial reports taken directly from the public as necessary. Crimes against persons (crimes where an injury has occurred) will take priority over property crimes. Process crime scenes, collect, preserve and store evidence. Complete case follow-up as requested by the District Attorney and establish and maintain a good working relationship with local, state and federal law enforcement agencies.

***Specific Objectives***

- Current funding provides for members of the Investigations Unit to receive specialized training for the new detectives.
- Explore implementing a career enhancement detective position. This position will be a 12 month position. Those officers interested will be assigned on a seniority basis for career enhancement to further their knowledge, training and experience.
- Maintain and expand our good working relationship with the District Attorney's office; identify methods in which we can improve paper flow and communications.
- Aggressively combat gang related crimes and criminal activity with the assistance of other local, state and federal law enforcement agencies.

***Budget Commentary:*** This budget is a maintenance budget with regard to staffing and programming, however there is a 14 % increase in staffing costs primarily due to cost of benefits.

***Dispatch and Communications Program***

***Program Description:*** Dispatch and Communications is under the supervision of the Dispatch Supervisor. Six full-time dispatchers are authorized for this unit. Currently the unit is staffed with four full time Dispatchers and one Dispatcher trainee.

***Performance Areas:*** Provide Public Safety Answering Point (PSAP) for all (police and fire) emergency service via the 9-1-1 System. Dispatch is facilitated by our Computer Aided Dispatch system and other police-related computer software.

***Specific Objectives***

- Research and implement various communications and computer upgrades to the dispatch area using State 9-1-1 funding that is available.
- Explore alternate work schedules to provide the dispatch center with adequate 24 hours staffing.
- Complete the recruitment for the sixth communications dispatcher position until filled.

***Budget Commentary:*** Dispatch and Communications is funded entirely by the General Fund. This budget is a maintenance budget with no significant changes from prior year. There is a small reduction anticipated in overtime due to fully filled positions.

### ***Records Services Program***

***Program Description:*** The Records Unit is supervised by a Records Supervisor. At one time this Unit also had four part-time Clerk Typists. This unit has been reduced to a Records Supervisor and two part-time records clerks (CSO's). Some of this loss of time (40 hours) is made up with volunteers providing support. These volunteers are a combination of high school interns, college interns, Police Explorer Scouts, and Citizens Patrol and other volunteers. As a result of the loss of staffing, management has reduced the lobby counter hours to match the hours available to the public based on the City Hall schedule

All criminal records, reports, bookings, citations, impound reports, and any other documents pertaining to civil/criminal incidents involving the Police Department are kept by Records Services. Records personnel are the first contact a community member will make at the front counter of the Police Department. They have all been trained in good customer service techniques.

The Automated Criminal Information System holds over 90% of the Police Department records on computer files. A document imaging system was installed in FY 07/08. Scanning of documents as well as audio files and photographs are regularly "attached" to these existing electronic files.

***Performance Areas:*** The Records Unit is responsible for compiling the statistical data on criminal activity in the city, as well as annually reporting crime data to the Department of Justice, FBI and DMV. It is also responsible for maintaining all records in compliance with mandated DOJ rules and regulations for yearly audits.

#### ***Specific Objectives:***

- Continue to provide weekly crime data/statistics to assist in identifying crimes, trends, locations and times
- Review records retention schedules and purge those records that have now been electronically scanned and are part of the document imaging system
- Work with our current police software provider to compile and provide the monthly statistics submitted to state and federal agencies in an electronic format.
- Research methods to better utilize the police database to provide statistical analysis of crime and traffic trends.
- Research other areas of funding to convert current part time clerks to full time and hire additional personnel as needed.

***Budget Commentary:*** Records Services is funded by the General Fund with the exception of two part-time employees that are funded through the on-going COPS grant. This budget is a maintenance budget with no significant changes from prior year.

### **Custody and Jail Services Program**

**Program Description:** This program is responsible for the legal and safe custody of all persons arrested and booked into the jail facility. It is managed by a Sr. Officer as a collateral duty with day to day responsibilities of the Patrol Watch Commander.

**Performance Areas:** Provide for the supervision of those in custody within state and federal law, as well as department policy. Provide the necessary documentation and reporting to the appropriate state agencies; participate in the audits from those agencies (currently six different entities conduct inspections and/or audits of our facility on an annual or bi-annual basis). Provide the necessary training to the department officers in order to ensure compliance with laws governing jail facilities (all officers are mandated to participate in an eight-hour training program on jail-related topics every two years).

**Specific Objectives:**

- Continue to update until completed, the jail policy manual and ensure it meets state mandated standards.
- Continue providing state mandated training for all officers related to temporary holding facility.

**Budget Commentary:** This program is funded entirely by the General Fund. This budget is a maintenance budget with no significant changes from prior year.

### **Animal Regulation Program**

**Program Description:** Animal Regulation is performed through community patrols in response to calls for animal services. The Santa Paula Animal Rescue Center is provided by private funding and is independently managed. A full-time Animal Control Officer (ACO) is the primary resource provided by the City.

**Performance Areas:** Impound stray and runaway animals in the City's political jurisdiction. Pick up injured animals and transport them to treatment facilities or to the newly established animal shelter within the City of Santa Paula, SPARC. Enforce City leash laws and dog license ordinances. Abate vicious and nuisance animals.

**Specific Objectives:**

- Recruit and train a new part-time ACO, establish a licensing program and city ordinance on fining loud barking dog calls for service that will also fully fund this position.
- Explore City ordinance enforcement for animal related nuisance complaints.

**Budget Commentary:** Animal Regulation services are funded entirely by the General Fund. This budget is a maintenance budget with no significant changes from prior year.

### **Graffiti Removal Program**

**Program Description:** The Graffiti Removal Program was designed to remove unsightly graffiti from walls and surfaces throughout the community. The program was designed to be administered by the Police Department.

This program under the Police Commander, is set up to have a full-time employee remove graffiti from any City owned property as well as private property, and to eliminate the unsightly graffiti as soon as possible in the most or heavily traveled parts of the community, and then work outward from there.

Three part-time Park Monitor positions were hired in the Community Services Department. In addition to monitoring and maintaining the parks in the evening and weekends, they also do graffiti abatement.

The graffiti abatement employee will secure waivers from public and private entities to remove or attempt to keep graffiti off public buildings or properties (fences and walls). At times, materials will be provided by those entities that own the property in the City. Some materials are incorporated in the line item. Donations of materials are also received from community members.

Much of the work, depending on the surface, is accomplished by using a water-power blaster or by painting over the surface. Some paint is purchased and other paint is regularly donated.

**Budget Commentary:** This program is funded entirely through the General Fund. This budget is a maintenance budget with no significant changes from prior year.

### **SLESF – COPS Grant Program**

**Program Description:** The City receives funding from the State's Supplemental Law Enforcement Services Funds (SLESF) also known as the Citizens Option of Public Safety (COPS) grant, which was established in the 1996-97 fiscal year. The City has used this grant money for the Community Policing Building at Las Piedras Park, Citizen Patrol Activities, two part-time clerks in the Records Unit, three part-time Community Service Officers, and an in-depth firearms training program.

**Budget Commentary:** This on-going grant provides a minimum of \$100,000 in funds annually. These funds are used to maintain the firearms training program and funds three part-time positions (one part-time Evidence Management Officer and two part-time Community Service Officers).

**POLICE DEPARTMENT SUMMARY**

	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Expenditures</b>							
Salaries	2,662,517	2,527,174	2,944,523	2,982,462	3,033,149	3,078,396	3.2%
Benefits	1,930,464	1,294,072	1,656,784	1,991,568	1,929,129	2,300,734	15.5%
Total	4,592,981	3,821,246	4,601,308	4,974,030	4,962,278	5,379,130	8.1%
Supplies, Services & Maint.	716,153	683,379	805,690	686,115	818,928	764,507	11.4%
Transfers, Overhead and Debt Payments	0	0	0	0	0	0	
Total	716,153	683,379	805,690	686,115	818,928	764,507	11.4%
Capital Outlays	184,475	48,224	35,259	87,000	221,913	175,800	102.1%
Total	184,475	48,224	35,259	87,000	221,913	175,800	102.1%
<b>Total</b>	<b>5,493,609</b>	<b>4,552,849</b>	<b>5,442,257</b>	<b>5,747,145</b>	<b>6,003,120</b>	<b>6,319,437</b>	<b>10.0%</b>
<b>Authorized Employee Count</b>	46.0	46.0	46.0	48.0	48.0	50.0	

**POLICE DEPARTMENT - GENERAL FUND SUMMARY**

	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Expenditures</b>							
Salaries	2,613,110	2,478,071	2,899,737	2,928,355	2,997,194	3,039,275	3.8%
Benefits	1,926,354	1,292,869	1,652,926	1,988,675	1,925,220	2,298,407	15.6%
Total	4,539,464	3,770,940	4,552,663	4,917,030	4,922,414	5,337,682	8.6%
Supplies, Services & Maint.	610,523	628,457	764,277	583,997	706,795	701,230	20.1%
Transfers, Overhead and Debt Payments	0	0	0	0	0	0	
Total	610,523	628,457	764,277	583,997	706,795	701,230	20.1%
Capital Outlays	180,176	48,224	35,259	87,000	221,913	175,800	102.1%
Total	180,176	48,224	35,259	87,000	221,913	175,800	102.1%
<b>Total</b>	<b>5,330,163</b>	<b>4,447,622</b>	<b>5,352,200</b>	<b>5,588,027</b>	<b>5,851,122</b>	<b>6,214,712</b>	<b>11.2%</b>
<b>Revenue &amp; Other Resources</b>							
Fee, Fines & Permits	123,282	186,602	230,000	230,000	136,197	180,000	-21.7%
Intergovernmental Charges	147,055	165,229	150,300	180,300	314,764	577,883	220.5%
Charges for Services, User Fees	122,346	111,826	90,900	278,205	239,538	329,019	18.3%
Other Revenues	(94,865)	33,719	1,750	2,950	106,682	7,350	149.2%
Total Revenues	297,818	497,376	472,950	691,455	797,181	1,094,252	58.3%
Net GF (Cost)/Benefit	(5,032,345)	(3,950,246)	(4,879,250)	(4,896,572)	(5,053,941)	(5,120,460)	4.6%

**POLICE**

FUND 100

**ADMINISTRATION**

BUDGET UNIT: 4501

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	142,109	121,745	221,159	231,452	240,575	241,549	4.4%
002	Part Time Salaries	4,693	25,539	31,008	30,162	17,901	32,801	8.7%
003	Overtime	0	0	11,571	1,000	14,463	5,000	400.0%
	Total	146,801	147,284	263,737	262,614	272,939	279,350	6.4%
<b>Employee Paid Benefits</b>								
021	Car Allowance	681	4,362	162	0	0	0	0.0%
041	Cafeteria Allowance	6,434	17,435	31,078	31,630	28,200	31,630	0.0%
042	Retirement	59,045	60,213	78,416	74,478	93,313	102,866	38.1%
xxx	All Other Paid Benefits	32,207	17,857	33,399	35,558	38,501	45,414	27.7%
	Total	98,367	99,867	143,055	141,666	160,014	179,910	27.0%
	Total	245,169	247,150	406,792	404,280	432,953	459,260	13.6%
<b>Services &amp; Supplies</b>								
101	Postage	333	77	162	150	88	150	0.0%
103	Dues & Subscriptions	380	125	416	380	634	500	31.6%
120	Supplies Office	3,348	1,442	3,783	1,100	2,957	3,200	190.9%
121	Supplies - Clothing/Uniform	451	1,148	1,179	1,200	420	1,200	0.0%
129	Supplies - Other	1,377	1,351	4,623	1,000	4,807	3,900	290.0%
150	Recognition/Awards	0	0	167	200	210	500	150.0%
203	Prof/Contr Svcs - Legal	7,052	1,019	9,341	5,000	0	5,000	0.0%
209	Prof/Contr Svcs - Other	38,749	45,240	86,544	27,500	69,940	30,000	9.1%
214	Prof/Contr Svcs - Medical	0	0	130	280	0	500	78.6%
216	Prof/Contr Svcs - Polygraph	250	2,243	1,600	3,000	0	0	-100.0%
217	Prof/Contr Svcs - Gen Invest	7,815	11,006	18,769	3,000	477	1,500	-50.0%
218	Prof/Contr Svcs - Psych	2,250	4,275	14,856	3,000	2,400	0	-100.0%
230	Legal Advertising	101	28	881	1,000	0	1,000	0.0%
231	Misc. Advertising/Promo	1,792	2,536	400	400	386	500	25.0%
241	Printing & Binding - External	1,679	654	2,774	1,500	1,152	1,500	0.0%
282	Utility - Telephone	8,951	8,270	8,413	7,500	7,761	8,500	13.3%
301	Maint - Bldgs.' & Improvements	1,856	2,660	965	2,500	5,067	2,500	0.0%
304	Maint - Vehicles, Equipment	0	40	290	200	111	500	150.0%
305	Maint - Vehicle Fuel	3,072	4,377	5,289	4,500	5,662	5,500	22.2%
307	Equipment Maintenance Charges	9,139	9,346	9,564	10,331	9,027	10,000	-3.2%
352	Training/Workshops/Meetings	1,447	1,410	5,627	4,500	5,924	5,500	22.2%
	Total	90,042	97,244	175,773	78,241	117,023	81,950	4.7%
	Total	335,211	344,395	582,566	482,521	549,976	541,210	12.2%

**POLICE**

**PATROL**

FUND 100

BUDGET UNIT: 4502

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	1,428,467	1,135,778	1,252,196	1,552,420	1,291,913	1,465,295	-5.6%
002	Part Time Salaries	52,722	113,514	52,730	54,820	20,302	57,050	4.1%
003	Overtime	277,264	402,490	475,313	250,000	443,330	250,000	0.0%
	Total	1,758,453	1,651,781	1,780,239	1,857,240	1,755,544	1,772,345	-4.6%
<b>Employee Paid Benefits</b>								
021	Car Allowance	727	-162	0	0	0	0	0.0%
041	Cafeteria Allowance	303,081	256,009	284,194	320,091	304,902	375,206	17.2%
042	Retirement	609,032	553,623	537,891	663,157	618,732	744,471	12.3%
xxx	All Other Paid Benefits	415,295	42,443	234,907	274,398	265,370	323,014	17.7%
	Total	1,328,135	851,913	1,056,992	1,257,646	1,189,004	1,442,691	14.7%
	Total	3,086,588	2,503,694	2,837,231	3,114,886	2,944,548	3,215,036	3.2%
<b>Services &amp; Supplies</b>								
101	Postage	0	0	0	0	63	100	100.0%
103	Dues & Subscriptions	0	0	0	0	75	0	0.0%
120	Supplies-Office	0	0	0	0	22	0	0.0%
121	Supplies - Clothing/Uniform	7,154	23,499	13,444	8,000	8,280	8,000	0.0%
123	Supplies - Shop & Field	23,673	16,659	36,219	15,000	68,460	36,500	143.3%
124	Supplies - Safety	3,493	23,110	54,674	8,000	12,164	8,000	0.0%
129	Supplies - Other	5,902	1,572	1,360	4,500	1,580	4,500	0.0%
135	K-9 Expenditures	13,471	12,139	8,487	5,500	5,768	8,500	54.5%
173	Minor Equipment - Shop & Field	0	0	25	0	15	0	0.0%
209	Prof/Contr Svcs - Other	23,187	46,455	35,630	45,000	33,227	45,000	0.0%
212	Prof/Contr Svcs - Training Etc.	0	0	2,225	0	0	5,000	100.0%
214	Prof/Contr Svcs - Medical	240	760	178	200	326	500	150.0%
230	Legal Advertising	0	0	273	300	198	300	0.0%
241	Printing & Binding - External	0	0	557	0	70	500	100.0%
251	Svcs - Towing and Storage	1,230	5,066	2,167	1,000	1,169	5,000	400.0%
301	Maint - Bldgs.' & Improvements	0	0	1,099	0	1,267	700	100.0%
304	Maint - Vehicles, Equipment	3,025	10,509	22,039	1,000	14,953	13,000	1200.0%
305	Maint - Vehicle Fuel	83,904	77,429	84,606	80,000	63,829	80,000	0.0%
307	Equipment Maint. Charges	91,389	93,460	95,641	103,309	90,268	104,000	0.7%
321	Reserve Officer Expenses	18,855	24,828	21,335	28,000	20,585	28,000	0.0%
322	Citizen Patrol Expenses	0	524	0	1,000	0	2,000	100.0%
352	Training/Workshops/Meetings	12,285	19,980	24,651	20,000	29,071	25,000	25.0%
360	Educational Reimbursement	1,377	0	4,426	3,000	0	4,500	50.0%
378	Prior Year Adj-Expenditures	(626)	0	0	0	0	0	0.0%
	Total	288,560	355,989	409,036	323,809	351,389	379,100	17.1%
<b>Capital Overlay</b>								
610	Equipment - New	146,991	48,224	35,259	87,000	166,867	87,000	0.0%
	Total	146,991	48,224	35,259	87,000	166,867	87,000	0.0%
	Total	3,522,139	2,907,907	3,281,526	3,525,695	3,462,804	3,681,136	4.4%

**POLICE**  
FUND 100

**INVESTIGATIONS**  
BUDGET UNIT: 4503

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	270,825	182,566	263,779	268,319	290,896	285,439	6.4%
002	Part Time Salaries	0	0	139	0	0	0	0.0%
003	Overtime	50,645	49,438	97,123	40,000	98,330	55,000	37.5%
	Total	321,470	232,004	361,041	308,319	389,226	340,439	10.4%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	50,492	38,481	53,032	56,235	58,093	60,734	8.0%
042	Retirement	123,898	87,696	123,210	124,875	163,331	163,889	31.2%
xxx	All Other Paid Benefits	98,463	-12,272	49,865	50,736	59,012	68,017	34.1%
	Total	272,853	113,904	226,107	231,846	280,437	292,640	26.2%
	Total	594,323	345,908	587,149	540,165	669,663	633,079	17.2%
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	0	331	1,693	1,500	1,965	1,800	20.0%
120	Supplies Office	0	1,057	4,401	2,500	2,454	2,500	0.0%
121	Supplies - Clothing/Uniform	0	444	1,689	1,500	632	1,600	6.7%
129	Supplies - Other	338	497	733	750	512	750	0.0%
131	Supplies - Crime Scene	567	1,198	831	500	1,118	2,500	400.0%
132	Supplies -Evidence Room	1,175	1,510	1,444	1,100	1,122	1,500	36.4%
150	Recognitions/Awards	0	0	0	0	550	1,000	100.0%
179	Minor Equipment-Other	0	0	0	0	972	1,000	100.0%
209	Prof/Contr Svcs-Other	0	0	2,673	0	11,101	12,000	100.0%
217	Prof/Contr Svcs - General Invest	18,894	12,369	16,009	11,500	20,609	27,000	134.8%
304	Maint - Vehicles, Equipment	140	164	3,429	100	1,052	1,500	1400.0%
305	Maint - Vehicle Fuel	5,786	4,164	2,449	3,000	5,192	6,500	116.7%
307	Equipment Maintenance Charges	9,139	9,346	9,564	10,331	21,304	11,000	6.5%
352	Training/Workshops/Meetings	10,226	2,023	11,816	12,000	26,079	15,000	25.0%
353	Mileage Reimbursement	23	0	42	0	0	0	0.0%
	Total	46,288	33,104	56,772	44,781	94,662	85,650	91.3%
	Total	640,611	379,012	643,921	584,946	764,325	718,729	22.9%

**POLICE**  
FUND 100

**DISPATCH AND COMMUNICATIONS**

BUDGET UNIT: 4504

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	246,039	267,202	278,718	252,886	233,658	240,637	-4.8%
002	Part Time Salaries	0	6,172	13,827	0	0	0	0.0%
003	Overtime	29,820	59,519	74,337	15,000	51,551	15,000	0.0%
	Total	275,858	332,893	366,882	267,886	285,208	255,637	-4.6%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	77,853	77,565	74,001	84,352	68,609	91,101	8.0%
042	Retirement	56,054	67,097	61,917	73,490	54,794	48,831	-33.6%
xxx	All Other Paid Benefits	26,093	12,861	18,252	16,085	12,521	14,169	-11.9%
	Total	160,000	157,523	154,170	173,927	135,925	154,101	-11.4%
	Total	435,858	490,416	521,052	441,813	421,133	409,738	-7.3%
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	75	0	0	100	0	0	-100.0%
121	Supplies - Clothing/Uniform	1,183	2,463	767	1,000	1,321	1,500	50.0%
179	Minor Equipment-Other	0	0	0	0	496	500	100.0%
209	Prof/Contr Svc - Other	939	2,170	547	2,000	2,232	2,500	25.0%
214	Prof/Contr Svc - Medical	0	113	113	250	113	250	0.0%
219	Svc - DOJ/NCIC/CI/VSO	621	0	0	700	0	1,000	42.9%
231	Misc Advertising/Promo	0	0	85	150	2,154	2,100	1300.0%
303	Maint - Office Equipment	43	332	72	200	134	500	150.0%
352	Training/Workshops/Meetings	0	1,794	346	1,000	2,437	2,500	150.0%
	Total	2,861	6,871	1,930	5,400	8,888	10,850	100.9%
<b>Capital Outlay</b>								
610	Equipment-New	33,185	0	0	0	0	0	0.0%
	Total	33,185	0	0	0	0	0	0.0%
	Total	471,904	497,287	522,982	447,213	430,021	420,588	-6.0%

**POLICE**

FUND 100

**RECORDS SERVICES**

BUDGET UNIT: 4505

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	35,748	36,700	37,477	38,838	38,546	38,106	-1.9%
002	Part Time Salaries	0	0	10,080	0	1,020	3,700	100.0%
003	Overtime	552	512	1,158	500	945	700	40.0%
	Total	36,300	37,211	48,716	39,338	40,511	42,506	8.1%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	11,058	10,975	10,975	10,975	10,975	10,975	0.0%
042	Retirement	7,639	9,268	11,425	11,388	12,691	17,450	53.2%
xxx	All Other Paid Benefits	5,952	1,602	1,796	1,721	1,706	2,008	16.7%
	Total	24,648	21,845	24,196	24,084	25,371	30,433	26.4%
	Total	60,948	59,057	72,912	63,422	65,883	72,939	15.0%
<b>Services &amp; Supplies</b>								
121	Supplies - Clothing/Uniform	1,153	746	1,233	1,200	551	1,500	25.0%
129	Supplies - Other	0	733	394	500	0	500	0.0%
303	Maint - Office Equipment	401	64	0	0	0	0	0.0%
352	Training/Workshops/Meetings	1,775	2,693	2,116	2,500	1,822	2,500	0.0%
	Total	3,329	4,237	3,743	4,200	2,373	4,500	7.1%
	Total	64,277	63,293	76,655	67,622	68,256	77,439	14.5%

**POLICE**

FUND 100

**CUSTODY AND JAIL**

BUDGET UNIT: 4506

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
133	Supplies - Jail Equipment	151	929	606	1,500	1,446	1,500	0.0%
	Total	151	929	606	1,500	1,446	1,500	0.0%
	Total	151	929	606	1,500	1,446	1,500	0.0%

**POLICE**

FUND 100

**ANIMAL REGULATION**

BUDGET UNIT: 4507

	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	37,780	39,200	40,810	41,486	40,779	40,851	-1.5%
002	Part Time Salaries	0	0	0	0	0	0	0.0%
003	Overtime	1,696	1,700	1,759	1,000	1,076	1,000	0.0%
	Total	39,476	40,900	42,569	42,486	41,855	41,851	-1.5%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	11,012	10,975	10,975	10,975	10,975	10,975	0.0%
042	Retirement	4,186	4,415	4,765	5,105	5,402	4,126	-19.2%
xxx	All Other Paid Benefits	4,870	4,506	4,083	4,589	4,218	5,035	9.7%
	Total	20,067	19,896	19,823	20,669	20,595	20,136	-2.6%
	Total	59,543	60,795	62,392	63,155	62,451	61,987	-1.8%
<b>Services &amp; Supplies</b>								
121	Supplies - Clothing/Uniform	336	0	182	500	0	500	0.0%
123	Supplies - Shop & Field	253	224	141	5,500	743	5,500	0.0%
124	Supplies - Safety	62	0	0	0	0	0	0.0%
209	Prof/Contr Svcs - Other	19,000	2,135	8,571	2,500	2,767	2,500	0.0%
221	Prof/Contr - Kennel	110,094	72,751	63,000	76,000	78,000	78,000	2.6%
241	Printing & Binding-External	0	0	392	0	0	1,500	0.0%
304	Maint-Vehicle, Equipment	0	0	0	0	4,217	4,500	100.0%
305	Maint - Vehicle Fuel	2,785	2,285	2,511	3,000	1,802	2,500	-16.7%
307	Equipment Maintenance Charges	914	935	956	1,033	903	1,000	-3.2%
	Total	133,444	78,329	75,754	88,533	88,431	96,000	8.4%
<b>Capital Outlay</b>								
610	Equipment - New	0	0	0	0	0	0	0.0%
	Total	0	0	0	0	0	0	0.0%
	Total	192,987	139,125	138,146	151,688	150,882	157,987	4.2%

**POLICE**

FUND 100

**SCHOOL RESOURCE OFFICER**

BUDGET UNIT: 4508

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	0	0	0	112,862	109,893	111,865	-0.9%
003	Overtime	0	0	0	0	43,648	50,000	100.0%
	Total	0	0	0	112,862	153,541	161,865	43.4%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	0	29,102	14,238	30,367	4.3%
042	Retirement	0	0	0	58,297	37,545	25,997	-55.4%
xxx	All Other Paid Benefits	0	0	0	21,479	16,811	22,390	4.2%
	Total	0	0	0	108,878	68,593	78,754	-27.7%
	Total	0	0	0	221,740	222,134	240,619	8.5%
<b>Services &amp; Supplies</b>								
121	Supplies-Clothing/Uniform	0	0	0	0	2,861	2,800	100.0%
209	Prof/Contr Svcs-Other	0	0	0	0	2,121	2,500	100.0%
	Total	0	0	0	0	4,982	5,300	100.0%
	Total	0	0	0	221,740	227,116	245,919	10.9%

**POLICE**

FUND 100

**GRAFFITI REMOVAL**

BUDGET UNIT: 4509

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	34,699	35,919	36,421	37,510	37,271	37,327	-0.5%
003	Overtime	53	80	133	100	54	100	0.0%
	Total	34,752	35,998	36,554	37,610	37,326	37,427	-0.5%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	11,052	10,975	10,975	10,975	10,975	10,975	0.0%
042	Retirement	7,305	8,951	10,545	10,963	12,017	16,802	53.3%
xxx	All Other Paid Benefits	3,925	7,994	7,062	8,021	7,639	9,386	17.0%
	Total	22,282	27,921	28,582	29,959	30,631	37,163	24.0%
	Total	57,035	63,919	65,136	67,569	67,956	74,590	10.4%
<b>Services &amp; Supplies</b>								
121	Supplies-Clothing/Uniform	0	0	0	0	163	500	100.0%
123	Supplies - Shop & Field	8,652	10,802	7,875	10,000	6,821	7,000	-30.0%
304	Maint - Vehicles, Equipment	0	0	0	0	384	500	100.0%
305	Maint - Vehicle Fuel	205	7,754	8,984	7,500	6,823	7,000	-6.7%
307	Equipment Maintenance Charges	914	935	956	1,033	1,803	1,700	64.6%
	Total	9,771	19,491	17,815	18,533	15,995	16,700	-9.9%
	Total	66,806	83,410	82,951	86,102	83,952	91,290	6.0%

**POLICE**

FUND 100

**DEVELOPER - LIMONEIRA**

BUDGET UNIT: 4510

	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	0	0	0	0	19,259	106,355	100.0%
003	Overtime	0	0	0	0	1,784	1,500	100.0%
	Total	0	0	0	0	21,043	107,855	100.0%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	0	0	4,746	30,367	100.0%
042	Retirement	0	0	0	0	7,234	24,998	100.0%
xxx	All Other Paid Benefits	0	0	0	0	2,671	7,214	100.0%
	Total	0	0	0	0	14,651	62,579	100.0%
	Total	0	0	0	0	35,694	170,434	100.0%
<b>Services &amp; Supplies</b>								
121	Supplies-Clothing/Uniform	0	0	0	0	1,087	680	100.0%
	Total	0	0	0	0	1,087	680	100.0%
<b>Capital Outlay</b>								
610	Equipment-New	0	0	0	0	55,047	88,800	100.0%
	Total	0	0	0	0	55,047	88,800	100.0%
	Total	0	0	0	0	91,827	259,914	100.0%

**POLICE**

**SLESF - COPS (AB1913) STORE FRONT**

FUND 100

BUDGET UNIT: 4521

	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
209	Prof/Contr Svcs - Other	36,078	32,263	22,848	19,000	20,517	19,000	0.0%
	Total	36,078	32,263	22,848	19,000	20,517	19,000	0.0%
	Total	36,078	32,263	22,848	19,000	20,517	19,000	0.0%

**POLICE**

**ASSET FORFEITURES-PATROL**

FUND 203

BUDGET UNIT: 4502

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
124	Supplies - Safety	800	800	816	800	2,163	2,200	175.0%
129	Supplies - Other	0	0	0	0	1,950	2,200	100.0%
179	Minor Equipment - Other	0	0	1,500	0	0	0	0.0%
352	Training/Workshops/Meetings	1,607	0	0	1,500	0	0	-100.0%
	Total	2,407	800	2,316	2,300	4,113	4,400	91.3%
	Total	2,407	800	2,316	2,300	4,113	4,400	91.3%

**POLICE**

**SLESF (AB1913) - PATROL**

FUND 311

BUDGET UNIT: 4502

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	301	0	0	0	0	0	0.0%
002	Part Time Salaries	48,874	23,381	23,607	18,387	23,522	39,121	112.8%
003	Overtime	231	0	0	0	0	0	0.0%
	Total	49,407	23,381	23,607	18,387	23,522	39,121	112.8%
<b>Employee Paid Benefits</b>								
042	Retirement	2,408	685	1,112	149	1,370	1,995	1238.9%
xxx	All Other Paid Benefits	866	-135	1,183	464	819	332	-28.4%
	Total	3,273	550	2,295	613	2,189	2,327	279.6%
	Total	52,680	23,930	25,902	19,000	25,710	41,448	118.1%
<b>Services &amp; Supplies</b>								
179	Minor Equipment - Other	0	0	0	20,000	20,000	20,000	0.0%
212	Prof/Contr - Firearms Training	24,110	29,004	35,057	31,000	31,465	31,000	0.0%
301	Maint - Bldgs.' & Improvement	12,533	0	7,165	41,149	41,149	7,877	-80.9%
	Total	36,643	29,004	42,222	92,149	92,614	58,877	-36.1%
<b>Capital Outlay</b>								
610	Equipment - New	0	0	0	0	0	0	0.0%
	Total	0	0	0	0	0	0	0.0%
	Total	89,323	52,935	68,124	111,149	118,324	100,325	-9.7%

**POLICE**

**SLESF (AB1913) - DISPATCH & COMMUNICATIONS**

FUND 311

BUDGET UNIT: 4505

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
002	Part Time Salaries	0	24,732	21,179	35,720	12,433	0	-100.0%
003	Overtime	0	989	0	0	0	0	0.0%
	Total	0	25,722	21,179	35,720	12,433	0	-100.0%
<b>Employee Paid Benefits</b>								
042	Retirement	0	0	928	1,140	780	0	-100.0%
xxx	All Other Paid Benefits	837	654	636	1,140	940	0	-100.0%
	Total	837	654	1,563	2,280	1,720	0	-100.0%
	Total	837	26,375	22,743	38,000	14,154	0	-100.0%
	Total	837	26,375	22,743	38,000	14,154	0	-100.0%

**POLICE**

**SLESF - COPS (AB1913) POLICE STORE FRONT**

FUND 311

BUDGET UNIT: 4521

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
280	Utility - Electric	2,620	2,895	1,873	2,669	1,782	0	-100.0%
282	Utility - Telephone	699	1,479	378	0	573	0	0.0%
301	Maint - Bldgs. & Improvements	569	0	280	0	0	0	0.0%
	Total	3,888	4,374	2,531	2,669	2,355	0	-100.0%
	Total	3,888	4,374	2,531	2,669	2,355	0	-100.0%

**POLICE**

**ST HOMELAND SECURITY GRANT-PATROL**

FUND 313

BUDGET UNIT: 4502

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
173	Minor Equipment-Shop & Field	55,637	0	0	0	0	0	0.0%
352	Training-Workshops-Meetings	0	0	0	0	0	0	0.0%
378	Prior Year Adj-Expenditures	626	0	0	0	0	0	0.0%
	Total	56,263	0	0	0	0	0	0.0%
<b>Capital Outlay</b>								
610	Equipment - New	15,456	0	0	0	0	0	0.0%
	Total	15,456	0	0	0	0	0	0.0%
	Total	71,718	0	0	0	0	0	0.0%

**POLICE**

**ST HOMELAND SECURITY GRANT-PATROL**

FUND 313

4504

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Capital Outlay</b>								
610	Equipment-New	0	0	0	0	0	0	0.0%
	Total	0	0	0	0	0	0	0.0%
	Total	0	0	0	0	0	0	0.0%

**POLICE**

FUND 319

**MISC STATE GRANTS**

BUDGET UNIT: 4504

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Capital Outlay</b>								
610	Equipment-New	(11,157)	0	0	0	0	0	0.0%
	Total	(11,157)	0	0	0	0	0	0.0%
	Total	(11,157)	0	0	0	0	0	0.0%

**POLICE**

FUND 403

**BJA VEST GRANT**

BUDGET UNIT: 4502

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
124	Supplies Safety	6,062	19,753	(15,667)	5,000	12,718	0	-100.0%
	Total	6,062	19,753	(15,667)	5,000	12,718	0	-100.0%
	Total	6,062	19,753	(15,667)	5,000	12,718	0	-100.0%

**POLICE**

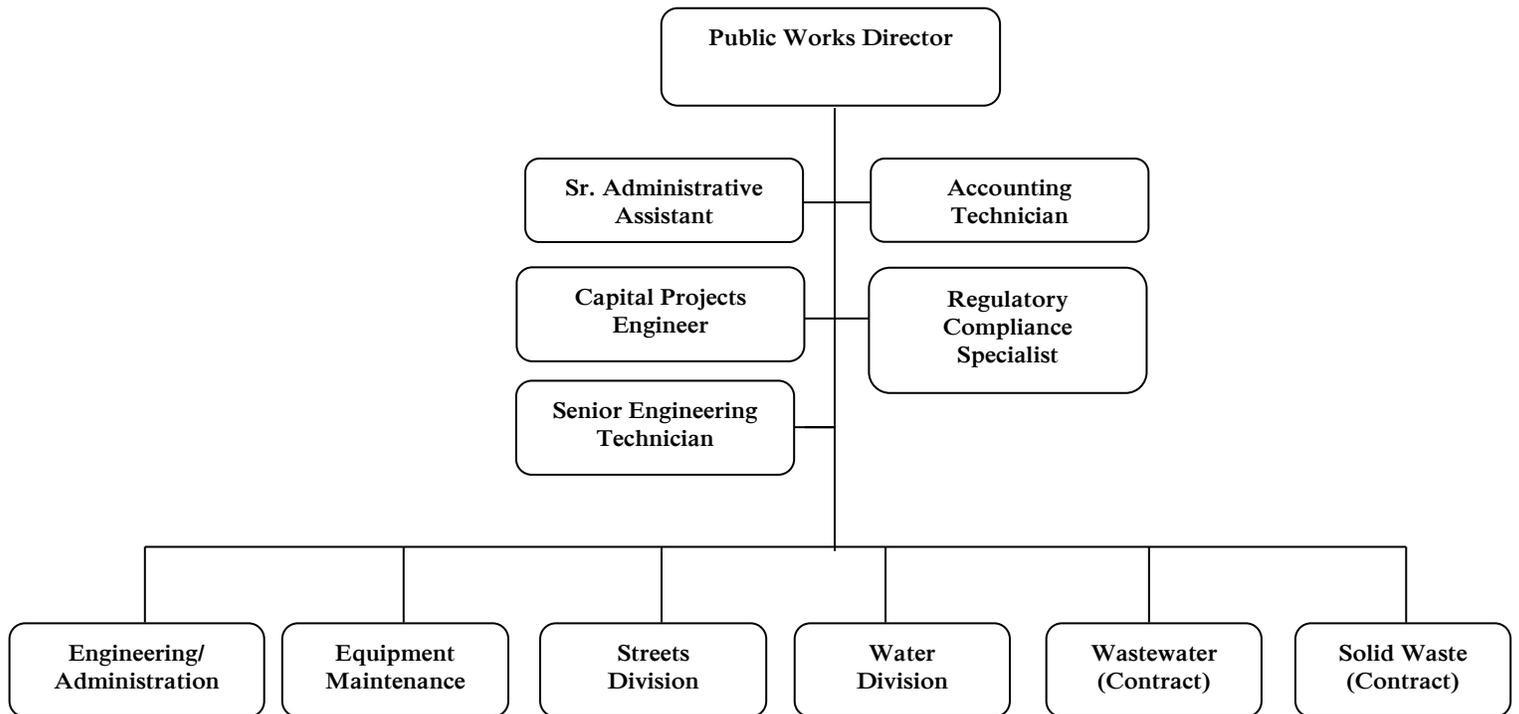
FUND 408

**JAG(JUSTICE ASSISTANCE)**

BUDGET UNIT: 4502

	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
124	Supplies-Safety	(429)	990	10,012	0	334	0	0.0%
352	Training/Workshops/Meetings	797	0	0	0	0	0	0.0%
	Total	368	990	10,012	0	334	0	0.0%
<b>Capital Outlay</b>								
610	Equipment-New	0	0	0	0	0	0	0.0%
	Total	0	0	0	0	0	0	0.0%
	Total	368	990	10,012	0	334	0	0.0%

**Department Description:** The Public Works Department consists of Administration, Engineering, Water, Wastewater (Sewer), Equipment Maintenance and Streets. The Department of Public Works is a highly trained, flexible and responsive organization dedicated to responding effectively to the challenges of changing conditions including governmental regulations, customer demands and uncontrollable economic conditions. We are responsible for the maintenance and repair of water infrastructure, sewer, streets, storm water systems, trees, sidewalks, parking lots, vehicles and equipment, signs and signals, municipal parking, bus shelters, street lights, and providing the community with potable water. We administer the following contracted services: refuse/recycling collection and sewer collection maintenance. Our mission is to make the City of Santa Paula the safest, prosperous and most attractive community in Ventura County.



**Department Goals:** The Department's goal is to provide public works and services, both now and in the future, which are safe, reliable, timely, attractive and cost effective and which protect personal property, public assets and the environment. Goals are listed in the individual divisions.

**Overall Budget Commentary:** The FY 2014-15 funded two new positions, the Capital Projects Engineer and Regulatory Compliance Specialist. The FY 2015-2016 will continue to fund the two positions and fund a new Street Maintenance Worker. The Public Works Department budget is funded by user fees to the Water Enterprise, and Wastewater Enterprise, special gas tax revenues for Street improvements and General Fund resources for portions of administration and general government facilities. Public works accounts for \$20,969,929 million of the City's citywide budget or 58%. \$18,974,679 of the Public Works water and wastewater services are enterprise activities supported by rate charges.

### Engineering Administration Program

**Program Description:** In 2014, a new Capital Project Engineer was hired to lead this program area and to supervise engineering contract services as well as perform in house engineering projects. The City contracts for engineering services to review and inspect project plan's and permits for private land development.

#### **Performance Areas:**

- **Land Development:** To review and inspect private land development projects for any effects to City property and right of way and any impacts to the environment.
- **Improvements:** To provide design and construction management services for improvements to public facilities including streets, storm drains, water, wastewater, buildings, and grounds.

#### **Specific Objectives:**

- In 2015-16 additional focus and effort will be dedicated to the East Area infrastructure engineering designs and implementation. Additional contract services may be added if needed. Costs of this effort will be reimbursed by the developer at no net cost to the City.
- Review all private land development permits and provide recommendations for consideration by the Planning Commission and City Council.
- Provide a system of plan checking, permitting and inspecting private land development projects for any affects to City property and right of way and any impacts to the environment.
- Provide general engineering and technical advice to other City departments, boards, commissions, and the City Council.

**Budget Commentary:** Engineering reviews and inspects project plans and permits which are full cost recovery from applicant fees and deposits. The General Engineering Program is also funded by the General Fund and enterprise accounts for construction of improvements for public facilities. General capital improvement plans are included in this program. The number of plans reviewed varies from year to year depending on the economy and on project funding for city projects. In 2015-16 it is estimated that approximately \$160,000 in additional charges will be received from East Area activities.

### Streets & Storm Drain: Streets Engineering Program

**Program Description:** To provide engineering services for the street system and street storm drain system.

#### **Program Performance Areas:**

- **Improvements:** As identified in the Capital Improvement Program, to provide for street improvements such as roadway extensions and widening, pedestrian facilities, and pavement rehabilitation; to provide improved traffic control, safety, and drainage; to provide new or replacement landscaping and street trees.

#### **Specific Objectives:**

- Provide technical support for Traffic Safety Committee meetings that are open to the public and conducted on a bi-monthly basis in order to review concerns, analyze traffic

and accident data, and make recommendations for improvements to streets and traffic control systems.

- Provide an annual pavement rehabilitation program.
- Provide engineering observation of the storm drain system during storm events to identify deficiencies and needed improvements.
- Provide street and storm drain improvements as identified in the Capital Improvement Program.
- Projects scheduled for this year are reviewed in the CIP.

***Budget Commentary:***

This program is funded by Gas Tax and an assessment of \$6.65 per Benefit Assessment Unit (BAU). The properties in Santa Paula equate to approximately 9,567 BAUs, an increase of 363 BAUs; therefore, the total assessment citywide would be approximately \$63,588.

***Streets & Storm Drain: Maintenance and Parking Lots & Events Program***

***Program Description:*** To provide maintenance, operations, engineering services, and improvements for both the streets system, and the streets storm drain system.

***Program Performance Areas:***

- **Maintenance:** To provide maintenance of cement concrete and asphalt concrete surfaces, traffic control markings and devices, lighting systems, drainage systems, street landscaping, and street trees and to provide weed control.
- **Operations:** To provide for operation of traffic signals, lighting, irrigation systems and drainage system; to provide support for special events.
- **Emergency Response:** To provide labor, equipment and materials to avert, minimize the damages of, and clean-up following natural disaster events, including flooding, earthquakes, landslides, and high winds.
- **Improvements:** Pavement rehabilitation, traffic control, safety, drainage, landscaping, and street trees.

***Specific Objectives:***

- Conduct and provide technical support for Traffic Safety Committee meetings, open to the public, on a bi-monthly basis, to review concerns, analyze traffic and accident data, and make recommendations for improvements to streets and traffic control systems.
- Provide an annual pavement rehabilitation program.
- Provide engineering observation of the storm drain system during storm events to identify deficiencies and needed improvements.
- Provide street and storm drain capital improvements as identified in the Capital Improvement Program.
- Fill potholes with pothole mix, grind and pave specific trouble areas, installation of approved Traffic Safety speed humps.
- Monthly inspection and cleaning of all lighted crosswalk locations.
- Inspect all reported problems within 48 hours of notice, and contact reporting party with results of inspection, within 72 hours.
- Curb painting all school zones as needed.
- General cleanup of the downtown transportation corridor including trash collection, pressure washing sidewalks and re-sanding brick pop out areas.
- Maintenance of benches, trash receptacles, trees, planters and irrigation system.

- Banner installation of pole banners and over the street banners for special events and City functions.
- Clear and prune all street trees creating street or sidewalk clearance problems.
- Respond to all requests from dispatch regarding downed trees obstructing and/or endangering life and/or property, and perform necessary cutups and removals.
- Clean all storm drain lines with significant clogging.
- Clear brush and debris from all storm drain outlets, ditch and channel cleaning, inlet stencil painting and inlet repair.
- Monthly inspections of all traffic signal lights, using contract service.
- Re-lamp all luminescent signal lights annually, using contract service.
- Respond to all requests from dispatch regarding traffic hazards.
- Repair/replace all damaged regulatory signs, advisory signs and informational signs within two weeks of initial report.
- Remove graffiti from all signs, sign posts, and signal light posts within 24 hours of initial report.
- Complete all new sign installations and curb designations, as directed by Traffic Safety Committee.
- Repair all City street lighting fixtures as needed.
- Forward all information on street lighting repairs needs to Southern California Edison.
- Establish and implement work order system for all routine and requested tasks.
- Upgrade equipment, establish procedures, and continue safety training.
- Remove weeds from parking lot landscaped planters monthly.
- Prune parking lot landscaping as needed.
- Inspect all parking lot landscaping semi-annually.
- Sweep all public parking lots and alleys as scheduled.

***Budget Commentary:*** This year’s fiscal budget will be impacted by the citywide water and sewer systems design, such as the slurry seal, pavement overlay and sidewalk improvements. The streets that have been identified for this Capital Improvement Program (CIP) are as follows: Anacapa Terrace, Blanchard Avenue, Cameron Street, Eighth Street, Fourteenth Street, Hobbs Circl, Howie Court, Main Street, Mill Street, Mill Street Alley, Mupu Street, North Alley, Pamela Lane, Pleasant Street, Rhame Terrace, Salas Street, Santa Barbara Street, Seventh Street, South Alley, Steckel Drive, Vela Court, Venus Avenue, and Virginia Terrace.

***NPDES Storm water Quality Management Program – MS4 Permit***

**Program Description:** Develop and implement the City’s Stormwater Quality Management Program, in compliance with the provisions of the Ventura County Municipal Stormwater NPDES Permit NO.CAS004002, waste discharge requirements for storm water (wet weather) and non-storm water (dry weather) discharges from the Municipal Separate Storm Sewer Systems (MS4) within the Ventura County Watershed Protection District, County of Ventura and the unincorporated cities therein.

- **Administration:** Develops and manages the City’s Stormwater Quality Program, in compliance with the requirements of the 2010 Ventura County Municipal Stormwater NPDES Permit NO.CAS004002, issued by the Los Angeles California Regional Water Quality Control Board (LARWQCB) to the County of Ventura and the ten cities of Ventura County or Copermittees.
- **Engineering:** Provides design services for projects that improve stormwater quality, provide construction management services for projects to improve stormwater quality, participate in developing City stormwater quality design standards; review and comment on proposed land development projects regarding stormwater quality; and provide

inspections of projects for compliance with stormwater quality best management practices (BMP's).

**Specific Objectives:**

- Represent the City at all established program committees.
- Represent the City at the Water Coalition Ventura County (WCVC) committee meetings.
- Enforce the NPDES Permit, including all its provisions.
- Develop an Illicit Connection-Illicit Discharge Elimination Program Manual for investigating all reported illicit discharges, illicit connections.
- Maintain a database of records regarding program activities.
- Prepare and submit all required reports to the Los Angeles Regional Water Quality Control Board.
- Provide educational outreach and materials to the general public and local school district. Outreach may include the local newspaper, City website, local government channel, social media, utility inserts; and the Boys and Girls Club of the Santa Paula.
- Implement the Fats, Oils and Grease (FOG) Program with all existing food facilities including restaurants, fast food restaurants and commercial cafeterias.
- Implement the Ventura Countywide Stormwater Quality Urban Impact Mitigation Plan (SQUIMP).
- Review any proposed development projects to include Stormwater best management practices (BMP's).
- In cooperation with the Certified Unified Program Agency (CUPA) and the Santa Paula Fire Department, prohibit the discharge of Stormwater runoff from hazardous materials storage areas on City properties.
- Inspect 1/3 of the storm drain inlet to include "Don't Dump -- Drains to River" stencils and inspect all over a 3 year period.
- Inspect all storm drain inlets at least once before the wet season.
- Inspect ditches and channels at least once per year, before the wet season.
- Inspect all retention basins at least once per year, before the wet season.
- Implement Best Management Practices (BMP's) for street sweeping.
- Prohibit the application of pesticides or herbicides on City properties or rights-of-ways by employees or contractors who are not permitted by County of Ventura Agricultural Commissioner.
- Encourage voluntary programs for the collection of trash along the Santa Clara River and all barrancas located within the City of Santa Paula.

***Budget Commentary:*** This is a programs budget with no significant changes from the prior year.

***Streets & Storm Drains: Stormwater Quality Maintenance Program***

***Program Description:*** To minimize the pollution of local surface water and groundwater by implementing best management practices for drainage system operation and maintenance, and roadway operation and maintenance, as outlined in the Countywide Stormwater Quality Management Plan, in accordance with the Ventura County Municipal Stormwater NPDES permit.

***Program Performance Areas:***

- **Maintenance:** To inspect, clean, and maintain storm conveyance facilities in a manner that minimizes impact to stormwater quality; and to maintain and to clean roadways and

curbed streets of solid and liquid wastes in a manner that minimizes impact to Stormwater quality.

- Operations: To operate storm conveyance facilities in a manner that minimizes impact to Stormwater quality.
- Improvements: To design and construct improvements to storm conveyance facilities and roadways in a manner that minimizes impact on stormwater quality, and to also require construction and maintenance contractors to perform their work in a like manner.
- Emergency Response: To provide labor, equipment and materials to avert, minimize the damages of, and clean-up following spills of municipal sewage, industrial wastes, and hazardous materials spills due to vehicle collisions and accidents.

### *Specific Objectives:*

#### *Emergency Response Element*

- Respond, within 30 minutes, to sewage overflow notifications from dispatch, contain overflow, report to regulatory agencies, assist contract sewer system operator with disinfection and clean-up, and properly dispose of contaminated materials at the wastewater treatment plant.
- Investigate all customer concerns, within 30 minutes, and inform customers regarding findings.
- Coordinate with contract operator on reporting sewer overflows and spills to local, county, and state regulatory agencies.
- Respond, within 30 minutes, to low-hazard spilled load or vehicle collision, hazmat clean-up requests from dispatch, and complete clean-up and proper disposal of hazardous materials within 90 days.

#### *Public Education Element*

- Inspect all catch basins for “Don’t Dump -- Drains to River” signs, and repaint, if necessary annually.

#### *Street Sanitation Element*

- Sweep all Historic Downtown Area streets twice weekly (sections of: Ventura St., Yale St., South Alley, Main St., North Alley, Santa Barbara St., Railroad Av., Seventh St., Eighth St., Davis St., Mill St., Tenth St., Ojai St., Eleventh St., Oak St., Twelfth St.).
- Sweep Highway 150 per agreement.
- Sweep all residential streets and alleys as scheduled.
- In coordination with the Police Department, expand “No Parking on Sweeping Days” program to additional streets with heavy on-street parking, in order to maximize the effectiveness of the existing sweeping schedule.
- Pressure wash Historic Downtown Area sidewalks 3 times a year, using best management practices for surfaces cleaning to minimize impacts on stormwater quality.

#### *Storm Drainage System Cleaning Element*

- Inspect and document condition of all storm drain inlet structures annually, ahead of rainy season (September).
- Inspect "areas of concern" storm drain inlet structures throughout rainy season (October - April).

- Clean all storm drain inlet structures found to require cleaning as a result of routine inspections (September, and throughout rainy season for "hot spots").
- Clean all open channels annually.
- Clean all storm drain inlet grates and streets of debris during and following major storm events.
- Inspect all reported problems within 24 hours of notice and contact reporting party(s) with results of inspection within 72 hours.
- Note: Debris and retention basin maintenance activities included in *Flood Control Maintenance Program*.

***Budget Commentary:*** This is a maintenance budget with no significant changes from the prior year.

### ***Streets & Storm Drains: Flood Control Maintenance Program***

***Program Description:*** To maximize the effectiveness of debris and retention basins and to minimize the pollution of local surface water and groundwater by implementing best management practices for basin maintenance and operation, as outlined in the Countywide Stormwater Quality Management Plan, in accordance with the Ventura County Municipal Stormwater NPDES permit.

#### ***Program Performance Areas:***

- Maintenance: To inspect, clean, and maintain debris and retention basin facilities in a manner that minimizes impact to stormwater quality.
- Operations: To operate debris and retention basin facilities in a manner that maximizes their effectiveness and minimizes impact to stormwater quality.
- Improvements: To design and construct improvements to debris and retention basins facilities that minimizes impact on stormwater quality and to require construction and maintenance contractors to perform their work in a similar manner.

#### ***Specific Objectives:***

##### ***Debris and Retention Basins Cleaning Element***

- Inspect and document condition of all debris and retention basins twice per year (September, May).
- Clean all debris and retention basins annually.
- Repair all damage to debris or retention basin structures.
- Inspect all reported problems within 24 hours of notice and contact reporting party(s) with results of inspection within 72 hours.

##### ***Emergency Preparedness Element***

- Provide sandbags and sand to the public during times of near disaster level rainfall.

##### ***Administration/Supervision Element***

- Maintain work order system for all routine and requested tasks.
- Maintain record keeping system to track debris or retention basin maintenance activities.

**Budget Commentary:** This is a maintenance budget with no significant changes from the prior year.

**Streets & Storm Drains: Hillsborough Open Space District Maintenance Program**

**Program Description:** To provide maintenance, operations, and improvements for the Hillsborough Open Space District’s retention basins, storm drains, and storm channels, maximizing the effectiveness of the storm drain system and minimizing the pollution of local surface water and groundwater, by implementing best management practices for basin maintenance and operation; maintaining associated surrounding landscaping.

**Program Performance Areas:**

- **Maintenance:** To inspect, clean, and maintain the district’s retention basins, storm drains, and storm channels, in a manner that minimizes impact to stormwater quality; to maintain landscaping in district areas.
- **Operations:** To operate retention basin facilities in a manner that maximizes their effectiveness, and minimizes impact to stormwater quality; to operate landscape irrigation systems.
- **Improvements:** To design and construct improvements to the district’s stormwater conveyance facilities that minimizes impact on stormwater quality, and to also require construction and maintenance contractors to perform their work in a like manner. Reduce water usage by 15%.

**Specific Objectives:**

***System Cleaning Element***

- Inspect and document condition of all retention basins annually, and clean basin, if necessary.
- Inspect and document condition of all storm drains and storm channels annually, and clean, if necessary.
- Repair all damage to debris or retention basin structures.
- Inspect all reported problems within 24 hours of notice and contact reporting party(s) with results of inspection within 72 hours.

***Landscaping and Trees Element***

- Maintain associated landscaping and irrigation systems, utilizing landscaping contractor.
- Upgrade irrigation system to one with lower water usage and more reliable sprinkler heads, to minimize runoff from steep slopes and to minimize utility costs.
- Maintain all district areas in weed free condition.

***Administration/Supervision Element***

- Establish and implement work order system for all routine and requested tasks.
- Establish a program for monthly monitoring of contract landscape maintenance performance.
- Modify existing irrigation system at area A/B to allow the use of a smaller water meter, thereby lowering the monthly water service charge.

***Budget Commentary:***

The district was established to pay for the maintenance and repair of the flood control and drainage facilities located on four parcels in the district. The Hillsborough Subdivision has 71 parcels as the district was amended due to the Vista Pointe development.

***Wastewater Reclamation Enterprise: Wastewater Reclamation Engineering***

**Program Description:** Provides wastewater reclamation engineering services and supervision of the management and operation of the City's Water Recycling Facility. In 2015 the wastewater treatment facility was owned and operated under contract by a private vendor. The facility has been purchased by the City and new bonds were issued to purchase the facility. Operations for 2015-16 will be initially continued under contract.

**Program Performance Areas:**

- Provide collection system and treatment plant improvements as identified in the Capital Improvement Program.

**Specific Objectives:**

- Continue oversight of the management and operations of the Santa Paula Water Recycling Facility.
- Provide engineering review of new treatment options to insure additional reductions of contaminants as directed by the Los Angeles Regional Water Quality Board.
- Complete the digital global positioning system (GPS) mapping and asset identification of the entire collection system infrastructure.
- Plan and implement future expansion and treatment needs of the collection system and treatment plant, through a Wastewater Reclamation System Master Plan.
- Maintain development and publishing of department standards for the wastewater reclamation collection system and street engineering programs.
- Design of collection system repairs and relining projects.
- Develop a water reclamation program that provides treated water for private development projects, CIP projects, flushing and street sweeping services.

**Budget Commentary:** This is a maintenance budget with the exception of the reviews necessary to reach water quality compliance.

***Wastewater Reclamation Enterprise: Wastewater Reclamation Operations***

**Program Description:** To provide uninterrupted wastewater collection and treatment as well as providing source control, and water quality management. The repairs and maintenance of the wastewater infrastructure, lift stations, and monitoring elements of the collection system. This is provided under contract services with American Water.

***Program Performance Areas:***

- Maintenance: To provide periodic cleaning of the collection system, to provide maintenance of the equipment, systems and structures of the wastewater treatment plant.
- Operations: To provide uninterrupted collection, treatment and disposal of sewage in compliance with all laws and regulations.

- **Enforcement:** To monitor and regulate the discharge of sewage to the collection system by customers; to enforce applicable pretreatment regulations; to search for illicit discharges to drainage systems and enforce City regulations concerning stormwater quality.
- **Education:** To educate commercial and industrial customers regarding stormwater Quality Management Program best management practices.
- **Billing:** To provide for monthly billing and collection of all accounts (an internal service provided by the Financial Services department billing division).

***Specific Objectives:***

***Collection System Element***

- Maintain, and repair the 60 miles of wastewater collection system.
- Keep leaks and overflows to less than 1 per month.
- Video inspect 10% of collection system annually and establish a detailed collection system “hot spots” maintenance program based on the video inspection results (100% of system inspected in 10 years).
- Perform point repairs as needed.

***Treatment Plant Element***

- Provide continuous wastewater treatment for City systems in compliance with all applicable standards and regulations.
- Provide regular preventative maintenance of mechanical, electrical, piping and control system at the wastewater treatment plant and pumping stations.

***Administration Element***

- Establish and implement work order system for all routine and requested tasks.
- Provide source control, illicit discharge, and pretreatment monitoring, inspection, and enforcement.
- Provide stormwater quality inspections for food service establishments and provide employee education regarding best management practices for the food service industry.
- Provide stormwater quality inspections of all industrial establishments and provide employee education regarding best management practices for the industry type.
- Provide oil and water separator inspections for establishments other than food service and industrial facilities.
- Provide monitoring and compliance reporting for applicable sewer regulations.
- Establish a program for monthly monitoring of contract collection system maintenance performance.
- Establish a program for monthly monitoring the contract wastewater treatment plant operation and maintenance performance.
- Monitor the treatment plant and collection system to identify deficiencies and capacity needs and implement improvements as identified in the Capital Improvement Program.

***Budget Commentary:*** This program includes the Sewer Administration and Engineering section, and the new Sewer Operations section. American Water, Inc. is the contractor for fiscal year 2015-16. The Sewer Enterprise is supported entirely by user fees and pays an overhead charge to the General Fund, an internal service transfer for billing services, and a transfer to the Stormwater Quality Maintenance Program.

*Water Enterprise: Water Engineering*

**Program Description:** To provide for the maintenance of water transmission, storage, and distribution facilities, the Palm Avenue Yard, Water Enterprise owned buildings, properties, and easements, in order to ensure that water is available for customers' domestic, industrial, and firefighting needs, and that the water remains in compliance with applicable water quality standards.

**Program Performance Areas:**

- **Maintenance:** To provide for the maintenance of the reservoirs, pipes, valves, hydrants, blow offs, air release valves, meters, and other distribution system facilities; to maintain the Palm Avenue Yard, all Water Enterprise owned buildings, properties, and easements; to replace meters as their performance and accuracy declines.
- **Customer Service:** To provide turn-on and turn-off for new customers as well as meter reading services.
- **Billing:** To provide monthly billing and collection of all accounts (an internal service provided by the Financial Services department).

**Specific Objectives:****Customer Service/Meter Reading Element**

- Complete all meter reading routes on scheduled day.
- Provide daily customer services, including turn-on, turn-off and meter re-reads.
- Provide shutoff notice deliveries to delinquent customers once per month.
- Perform service lock offs and unlocks to delinquent customers once per month.
- Investigate all reported standard priority distribution system problems within 2 hours.

**Distribution System Element**

- Repair all significant main line leaks, restoring water to affected customers within 4 hours.
- Repair all major service line leaks, restoring water to affected customers within 4 hours.
- Perform repairs to mains and services, when possible, without completely shutting isolation valves, in order to keep customers in water and minimize contamination problems.
- Replace all leaking galvanized steel service lines with polyethylene or copper.
- Exercise 10% of the distribution system valves annually (100% in 10 years).
- Repair or replace all damaged distribution system valves within three months of notice.
- Inspect and exercise 10% of the fire hydrants (shut down, inspection, and exercising of all outlets).
- Take deficient fire hydrants out of service within 6 hours of notice or discovery and make repairs within 72 hours.
- Install or upgrade 3 blow offs.
- Inspect and perform maintenance on 10% of all distribution system air/vac valves.
- Install or upgrade 2 distribution system air/vac valves.
- Test and perform needed maintenance on all cross-connection control devices for water enterprise facilities annually.
- Coordinate the inspection and repairs of all City owned cross-connection control devices annually.

**Emergency Response Element**

- Respond within 15 minutes to all requests regarding serious system water leaks.
- Respond within 30 minutes to all daytime and after hour's requests regarding water distribution.

***Meters Element***

- Replace 10% of the total number of the existing 5/8", 3/4", and 1" customer meters.
- Continue to implement automated meter reading.

***Reservoirs Element***

- Inspect, clean, and perform coating touch up on the interiors of 10% of all storage facilities.

***Buildings and Improved Properties Element***

- Provide weekday janitorial services for the Palm Avenue Office/Shop Building, including: emptying waste receptacles and litter pick-up; sweeping, mopping floors; cleaning & sanitizing restrooms; filling paper & soap dispensers; dusting surfaces; and washing windows.
- Inspect all buildings & document conditions monthly.
- Perform minor building and site repairs when necessary, primarily through contractors.
- Remove graffiti from all exterior & interior building surfaces within 24 hours of initial report.
- Inspect HVAC systems monthly & change filter elements.
- Inspect all building security systems monthly and perform any needed maintenance.
- Inspect all building lighting systems monthly and perform any needed maintenance.
- Inspect all building roofing systems twice per year (May), perform any needed maintenance and provide information to Engineering and Administration Division regarding needed capital repair projects.
- Maintain properties and easements to Fire Department weed abatement standards, utilizing contractor.

***Administration/Supervision Element***

- Establish and implement work order system for all routine and requested tasks
- Coordinate meter reading calendar with shutoff notice calendar in order to minimize disruptions to maintenance activities.
- Establish system to document corrective measures taken in response to routine safety inspections.
- Provide corporation yard stormwater quality inspections for the Palm Avenue Yard twice annually (Fall and Winter).
- Establish a program for monthly monitoring of contract landscape maintenance performance on Water Enterprise-owned sites.
- Establish a program for monthly monitoring of contract weed abatement performance on Water Enterprise-owned sites.
- Establish a program for monthly monitoring of contract asphalt concrete paving repairing Water Enterprise trench cuts in City-owned streets.

- Investigate the possibility of establishing a leak detection program.
- Attain recorded system losses of under 10%.
- Investigate the possibility of establishing an in-place testing program for customer meters 3” and larger.

***Budget Commentary:*** The Water Enterprise includes budget sections for: Water Engineering, Water Maintenance and Water Operations. The Financial Services department Customer Service Division performs utility billing as an internal service and the Equipment Maintenance Division performs vehicle and equipment maintenance as an internal service. The Water Enterprise is supported entirely by user fees and pays an overhead charge to the General Fund.

### *Water Enterprise: Water Operations*

***Program Description:*** To provide for the production, treatment, storage and distribution of water for domestic and industrial use and for firefighting; and to provide water quality monitoring.

#### ***Program Performance Areas:***

- *Maintenance:* To provide for maintenance of production and treatment facilities and equipment, including wells, pumps, motors, pressure vessels, filter media, electrical control equipment, the SCADA system and associated valves, meters, and piping.
- *Operations:* To operate wells, booster stations, treatment facilities and reservoirs to assure proper treatment, disinfection and sufficient quantity of water for all needs.
- *Water Quality:* To monitor, test, review and report all measures of water quality and safety.

#### ***Specific Objectives:***

- Install battery backup units at five (5) remote control locations.
- Test all pump/motor assemblies for energy efficiency annually.
- Inspect all electrical switch gear, cabling, and motors annually and perform any needed maintenance.
- Monitor the production, storage, treatment and distribution system to identify deficiencies and capacity needs.
- Provide continuous water treatment in compliance with all applicable drinking water standards.
- Provide daily monitoring and compliance reporting for applicable drinking water regulations.
- Coordinate annual Consumer Confidence Report to all customers.
- Educate customers on water conservation and provide outreach material.

***Budget Commentary:*** The Water Enterprise is supported by enterprise funds and serves over 8,000 customers within and outside City limits. In 2015-16 a new water rate study will be completed which will include drought rates.

### *Equipment Maintenance*

***Program Description:*** To provide equipment maintenance services for General Fund and enterprise departments. City vehicles and various types of equipment are purchased, maintained and repaired by staff using a combination of in-house and outsourced shops with the majority of maintenance being performed by City mechanics. Outsourcing occurs when specialized tools, 130

equipment or knowledge are required. The city has approximately 135 pieces of equipment, including fire apparatus, trucks, and sedans as well as numerous field maintenance.

***Program Performance Areas:***

- Maintain all city vehicles and equipment.
- Maintain parts and supplies.

***Specific Objectives:***

***Equipment Element***

- Provide regular preventative maintenance and necessary repairs for all vehicles and equipment of the Public Works Department and all other participating client departments.
- Provide detailed maintenance record keeping for all vehicles and equipment of the Public Works Department and all other participating client departments.
- Provide California Highway Patrol required BIT inspections of all heavy line trucks quarterly.
- Provide required exhaust opacity tests on all diesel powered vehicles and equipment of the Public Works Department and all other city departments.
- Provide comprehensive safety inspections of all vehicles and equipment at least once per year.
- Maintain all California Highway Patrol required pre- and post-trip driver inspection records.

***Hazardous Wastes Element***

- Provide hazardous materials handling, temporary storage, disposal and record keeping services for all Public Works divisions and client departments in compliance with all applicable regulations.

***Budget Commentary:*** The equipment maintenance budget consists of a percentage of all departments to make up its annually operating budget. As in prior years the charges for actual maintenance hours will be based on services used by each department. In addition, a maintenance agreement has been established with Recology, Solid Waste Franchisee, which generates approximately \$15,000 in annually revenue reimbursements.

**PUBLIC WORKS DEPARTMENT SUMMARY**

<b>Expenditures</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Budget</b>	<b>FY 14-15 Estimated</b>	<b>FY 15-16 Budget</b>	<b>% Change</b>
Salaries	1,069,069	1,141,324	1,160,997	1,412,284	1,218,087	1,427,799	1%
Benefits	539,102	641,570	674,513	785,036	700,164	907,974	18%
<b>Total</b>	<b>1,608,172</b>	<b>1,782,894</b>	<b>1,835,510</b>	<b>2,197,320</b>	<b>1,918,252</b>	<b>2,335,773</b>	<b>7%</b>
Supplies, Services & Maint.	4,318,401	4,333,681	4,627,799	9,898,320	9,566,582	4,948,285	-52%
Transfers, Overhead and Debt Payments	14,199,213	9,663,542	11,009,374	7,331,099	8,216,965	12,406,142	62%
<b>Total</b>	<b>18,517,614</b>	<b>13,997,224</b>	<b>15,637,173</b>	<b>17,229,419</b>	<b>17,783,548</b>	<b>17,354,427</b>	<b>1%</b>
Capital Outlays	1,203,736	1,213,499	1,040,542	2,480,072	1,180,907	1,346,460	-96%
<b>Total</b>	<b>1,203,736</b>	<b>1,213,499</b>	<b>1,040,542</b>	<b>2,480,072</b>	<b>1,180,907</b>	<b>1,346,460</b>	<b>-96%</b>
<b>Total</b>	<b>21,329,521</b>	<b>16,993,617</b>	<b>18,513,224</b>	<b>21,906,811</b>	<b>20,882,706</b>	<b>21,036,660</b>	<b>-4%</b>
<b>Authorized Employee Count</b>	21.0	22.0	22.0	25.0	25.0	26.0	

**PUBLIC WORKS DEPARTMENT - GENERAL FUND SUMMARY**

<b>Expenditures</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Budget</b>	<b>FY 14-15 Estimated</b>	<b>FY 15-16 Budget</b>	<b>% Change</b>
Salaries	126,064	127,783	123,392	158,006	127,703	156,633	-0.9%
Benefits	85,716	64,021	74,167	73,046	71,177	81,440	11.5%
<b>Total</b>	<b>211,779</b>	<b>191,803</b>	<b>197,559</b>	<b>231,052</b>	<b>198,880</b>	<b>238,073</b>	<b>3.0%</b>
Supplies, Services & Maint.	8,721	16,029	72,488	38,610	26,389	36,860	-4.5%
Transfers, Overhead and Debt Payments	22,770	22,770	397,336	22,770	22,770	22,770	0.0%
<b>Total</b>	<b>31,491</b>	<b>38,799</b>	<b>469,824</b>	<b>61,380</b>	<b>49,159</b>	<b>59,630</b>	<b>-2.9%</b>
Capital Outlays	0	0	0	1,185,612	20,000	0	-100.0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,185,612</b>	<b>20,000</b>	<b>0</b>	<b>-100.0%</b>
<b>Total</b>	<b>243,270</b>	<b>230,603</b>	<b>667,383</b>	<b>1,478,044</b>	<b>268,039</b>	<b>297,703</b>	<b>-79.9%</b>
<b>Revenue &amp; Other Resources</b>							
Fee, Fines & Permits	28,134	56,900	57,687	64,600	95,434	255,000	294.7%
Charges for Services, User Fees	36,598	45,729	87,902	70,550	41,966	42,500	-39.8%
Other Revenues	19,084	0	1,073	0	0	0	
<b>Total Revenues</b>	<b>83,816</b>	<b>102,629</b>	<b>146,662</b>	<b>135,150</b>	<b>137,400</b>	<b>297,500</b>	<b>120.1%</b>
<b>Net GF (Cost)/Benefit</b>	<b>(159,454)</b>	<b>(127,974)</b>	<b>(520,721)</b>	<b>(1,342,894)</b>	<b>(130,639)</b>	<b>(203)</b>	<b>-100.0%</b>

**PUBLIC WORKS**

**GENERAL ENGINEERING**

FUND 100

BUDGET UNIT: 5011

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	122,403	121,531	117,605	150,106	111,027	151,133	0.7%
003	Overtime	2,926	3,973	2,063	5,000	4,963	5,000	0.0%
	Total	125,329	125,504	119,668	155,106	115,990	156,133	0.7%
<b>Employee Paid Benefits</b>								
021	Car Allowance	449	420	420	168	420	168	0.0%
041	Cafeteria Allowance	29,171	28,816	39,694	33,395	35,266	33,395	0.0%
042	Retirement	37,303	25,842	25,751	30,408	26,336	37,911	24.7%
xxx	All Other Paid Benefits	18,729	8,565	7,763	9,075	7,848	9,866	8.7%
	Total	85,653	63,642	73,628	73,046	69,869	81,340	11.4%
	Total	210,982	189,146	193,296	228,152	185,859	237,473	4.1%
<b>Services &amp; Supplies</b>								
101	Postage	119	61	0	0	0	0	0.0%
103	Dues & Subscriptions	50	13	13	50	38	50	0.0%
120	Supplies Office	320	115	52	300	53	100	-66.7%
123	Supplies - Shop & Field	0	90	0	0	0	0	0.0%
129	Supplies - Other	0	36	0	0	151	0	0.0%
209	Prof/Contr Svcs - Other	5,416	11,543	55,822	35,000	12,338	33,250	-5.0%
227	Prof/Contr Temp Personnel	0	0	69	0	0	0	0.0%
230	Legal Advertising	852	1,264	0	0	0	0	0.0%
231	Misc. Advertising/Promo	0	0	0	100	412	100	0.0%
241	Printing & Binding - External	0	146	0	0	101	0	0.0%
282	Utility - Telephone	262	400	0	260	0	260	0.0%
301	Maint - Bldgs. & Improvements	1,667	810	0	0	0	0	0.0%
305	Maint - Vehicle Fuel	0	204	329	350	227	350	0.0%
352	Training/Workshops/Meetings	35	115	45	50	479	250	400.0%
360	Educational Reimbursement	0	0	0	0	1,500	0	0.0%
	Total	8,721	14,797	56,328	36,110	15,299	34,360	-4.8%
<b>Transfers - Out &amp; Overhead</b>								
754	Transfer Costs to Gas Tax	22,770	22,770	397,336	22,770	22,770	22,770	0.0%
	Total	22,770	22,770	397,336	22,770	22,770	22,770	0.0%
	Total	242,473	226,713	646,960	287,032	223,928	294,603	2.6%

**PUBLIC WORKS**

FUND 100

**PARKING LOTS & EVENT**

BUDGET UNIT: 5023

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	139	21	288	200	1,059	0	-100.0%
002	Part Time Salaries	0	494	55	0	0	0	0.0%
003	Overtime	596	1,763	2,016	2,700	1,732	500	-81.5%
	Total	735	2,279	2,358	2,900	2,791	500	-82.8%
<b>Employee Paid Benefits</b>								
042	Retirement	40	30	52	0	38	0	0.0%
xxx	All Other Paid Benefits	23	349	213	0	74	100	100.0%
	Total	63	378	265	0	112	100	100.0%
	Total	797	2,657	2,623	2,900	2,902	600	-79.3%
<b>Services &amp; Supplies</b>								
123	Supplies - Shop & Field	0	333	0	1,000	0	1,000	0.0%
129	Supplies - Other	0	0	0	0	0	0	0.0%
202	Svcs - Landscape Maintenance	0	0	0	1,000	0	1,000	0.0%
	Total	0	333	0	2,000	0	2,000	0.0%
	Total	797	2,990	2,623	4,900	2,902	2,600	-46.9%

**PUBLIC WORKS**

FUND 100

**PARKING LOT & EVENTS**

BUDGET UNIT: 5028

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
306	Maint - Debris Basin Cleaning	0	0	0	500	0	500	0.0%
	Total	0	0	0	500	0	500	0.0%
	Total	0	0	0	500	0	500	0.0%

**PUBLIC WORKS**

FUND 100

**10TH STREET ENHANCEMENT PROJECT**

BUDGET UNIT: 9273

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	0	0	1,230	0	6,796	0	0.0%
002	Part Time Salaries	0	0	0	0	0	0	0.0%
003	Overtime	0	0	46	0	188	0	0.0%
	Total	0	0	1,276	0	6,984	0	0.0%
<b>Employee Paid Benefits</b>								
042	Retirement	0	0	233	0	839	0	0.0%
xxx	All Other Paid Benefits	0	0	18	0	123	0	0.0%
	Total	0	0	252	0	962	0	0.0%
	Total	0	0	1,528	0	7,946	0	0.0%
<b>Services &amp; Supplies</b>								
295	Project-Misc Svcs	0	0	0	0	5,980	0	0.0%
	Total	0	0	0	0	5,980	0	0.0%
<b>Capital Outlay</b>								
660	Improv Other than Bldgs-Rehab	0	0	0	76,884	0	0	-100.0%
	Total	0	0	0	76,884	0	0	-100.0%
	Total	0	0	1,528	76,884	13,926	0	-100.0%

**PUBLIC WORKS**

**SLURRY SEAL PROJECT**

FUND 100

BUDGET UNIT: 9285

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	0	0	90	0	1,939	0	0.0%
	Total	0	0	90	0	1,939	0	0.0%
<b>Employee Paid Benefits</b>								
042	Retirement	0	0	21	0	207	0	0.0%
xxx	All Other Paid Benefits	0	0	2	0	27	0	0.0%
	Total	0	0	23	0	234	0	0.0%
	Total	0	0	113	0	2,173	0	0.0%
<b>Services &amp; Supplies</b>								
390	Svcs-Design/Study	0	0	16,160	0	5,110	0	0.0%
295	Project-Misc Svcs	0	900	0	0	0	0	0.0%
	Total	0	900	16,160	0	5,110	0	0.0%
<b>Capital Outlay</b>								
660	Improv Other than Bldgs-Rehab	0	0	0	783,728	20,000	0	-100.0%
	Total	0	0	0	783,728	20,000	0	-100.0%
	Total	0	900	16,272	783,728	27,283	0	-100.0%

**PUBLIC WORKS**

**STECKEL/ANACAPA PAVING**

FUND 100

BUDGET UNIT: 9296

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Capital Outlay</b>								
660	Improv Other than Bldgs-Rehab	0	0	0	325,000	0	0	-100.0%
	Total	0	0	0	325,000	0	0	-100.0%
	Total	0	0	0	325,000	0	0	-100.0%

**PUBLIC WORKS**

**NPDES STORMWATER QUALITY**

FUND 205

BUDGET INPUT: 5027

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	25,316	25,712	15,871	26,329	512	17,220	-34.6%
003	Overtime	289	1,348	0	1,000	0	0	-100.0%
	Total	25,605	27,060	15,871	27,329	512	17,220	-37.0%
<b>Employee Paid Benefits</b>								
021	Car Allowance	0	0	0	0	0	0	0.0%
041	Cafeteria Allowance	0	0	0	0	0	0	0.0%
042	Retirement	73	0	205	0	87	689	100.0%
xxx	All Other Paid Benefits	253	4,615	2,651	432	25	279	-35.4%
	Total	326	4,615	2,855	432	112	968	124.1%
	Total	25,932	31,675	18,726	27,761	624	18,188	-34.5%
<b>Services &amp; Supplies</b>								
101	Postage	0	0	52	0	0	0	0.0%
209	Prof/Contr Svcs - Other	0	0	0	0	632	500	100.0%
230	Legal Advertising	57	0	57	0	0	0	0.0%
231	Misc. Advertising/Promo	0	74	140	0	0	0	0.0%
293	Permitting	20,958	32,107	15,989	30,000	14,566	15,000	-50.0%
304	Maint - Vehicles, Equipment	0	15,290	2,822	14,000	3,050	3,000	-78.6%
305	Maint - Vehicle Fuel	0	8,491	7,313	7,000	3,663	4,000	-42.9%
	Total	21,015	55,961	26,372	51,000	21,910	22,500	-55.9%
<b>Transfers - Out &amp; Overhead</b>								
755	Overhead Due General Fund	1,355	3,360	3,360	3,360	3,360	12,158	261.8%
	Total	1,355	3,360	3,360	3,360	3,360	12,158	261.8%
	Total	48,302	90,996	48,458	82,121	25,894	52,846	-35.6%

**PUBLIC WORKS**

FUND 206

**STORMWATER PROGRAM**

BUDGET UNIT: 5026

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	0	86	135	16,867	13,942	0	-100.0%
002	Part Time Salaries	0	11,373	20,295	19,605	3,223	41,061	109.4%
003	Overtime	0	1,321	0	2,000	740	1,000	-50.0%
	Total	0	12,779	20,430	38,472	17,905	42,061	9.3%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	0	6,281	2,285	10,975	74.7%
042	Retirement	0	991	1,941	4,108	2,290	3,688	-10.2%
xxx	All Other Paid Benefits	0	465	515	1,102	547	1,004	-8.9%
	Total	0	1,456	2,456	11,491	5,122	15,667	36.3%
	Total	0	14,236	22,886	49,963	23,028	57,728	15.5%
<b>Services &amp; Supplies</b>								
123	Supplies - Shop & Field	0	20	1,425	2,000	0	2,000	0.0%
209	Prof/Contr Svcs - Other	2,860	3,863	18,008	19,000	27,719	45,000	136.8%
214	Prof/Contr Svcs - Medical	0	65	0	0	0	0	0.0%
241	Printing & Binding - External	0	131	0	0	0	0	0.0%
262	Insurance-Vehicle	2,163	1,397	2,007	2,007	1,813	2,007	0.0%
305	Maint - Vehicle Fuel	1,438	1,307	974	2,000	(4)	2,000	0.0%
307	Equipment Maintenance Charges	0	0	0	16,973	13,889	15,784	-7.0%
370	Lease/Rental	296	296	561	300	140	0	-100.0%
678	Prior Year Adj-Expenditures	3	0	0	0	0	0	0.0%
	Total	6,759	7,078	22,975	42,280	43,558	66,791	58.0%
<b>Transfers - Out &amp; Overhead</b>								
755	Overhead Due General Fund	9,689	9,731	9,731	9,731	9,731	12,030	23.6%
	Total	9,689	9,731	9,731	9,731	9,731	12,030	23.6%
	Total	16,448	31,044	55,592	101,974	76,316	136,549	33.9%

**PUBLIC WORKS**

FUND 280

**STREET ENGINEERING**

BUDGET UNIT: 5021

Acct#	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	4,290	4,555	7,166	54,156	29,426	41,053	-24.2%
003	Overtime	0	219	460	0	314	500	100.0%
	Total	4,290	4,774	7,626	54,156	29,740	41,553	-23.3%
<b>Employee Paid Benefits</b>								
021	Car Allowance	168	168	168	504	168	504	0.0%
041	Cafeteria Allowance	469	7,786	12	6,896	3,422	4,152	-39.8%
042	Retirement	653	2,021	2,771	9,796	5,486	9,808	0.1%
xxx	All Other Paid Benefits	284	1,419	1,444	4,808	1,047	1,893	-60.6%
	Total	1,574	11,395	4,395	22,004	10,123	16,357	-25.7%
	Total	5,863	16,169	12,021	76,160	39,864	57,910	-24.0%
<b>Services &amp; Supplies</b>								
120	Supplies Office	0	0	287	0	0	0	0.0%
121	Supplies - Clothing/Uniform	125	0	0	0	0	0	0.0%
171	Minor Equipment - Office	0	0	107	0	108	0	0.0%
209	Prof/Contr Svcs - Other	388	2,549	1,141	900	939	900	0.0%
230	Legal Advertising	0	0	0	0	684	500	100.0%
305	Maint - Vehicle Fuel	0	204	200	200	144	200	0.0%
	Total	513	2,753	1,735	1,100	1,875	1,600	45.5%
	Total	6,377	18,922	13,757	77,260	41,738	59,510	-23.0%

**PUBLIC WORKS**

**STREET MAINTENANCE**

FUND 280

BUDGET UNIT: 5022

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	26,050	74,254	106,852	140,162	151,452	172,229	22.9%
002	Part Time Salaries	38,324	25,545	17,137	0	180	0	0.0%
003	Overtime	11,795	17,102	33,162	15,000	34,607	50,000	233.3%
	Total	76,169	116,901	157,150	155,162	186,240	222,229	43.2%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	13,426	13,797	27,438	32,926	31,554	43,901	33.3%
042	Retirement	9,071	13,955	19,455	23,856	26,726	34,214	43.4%
xxx	All Other Paid Benefits	11,690	20,645	26,014	30,928	34,379	52,861	70.9%
	Total	34,187	48,397	72,907	87,710	92,659	130,976	49.3%
	Total	110,356	165,298	230,057	242,872	278,898	353,205	45.4%
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	0	40	0	50	120	50	0.0%
121	Supplies - Clothing/Uniform	782	861	723	1,500	1,093	1,500	0.0%
123	Supplies - Shop & Field	19,173	21,089	43,129	30,000	24,880	30,000	0.0%
124	Supplies - Safety	0	194	470	200	6,446	200	0.0%
175	Minor Equipment - Computer	0	0	0	0	224	0	0.0%
202	Prof/Contr Svcs - Landscape	22,620	20,460	20,880	20,000	16,870	20,000	0.0%
209	Prof/Contr Svcs - Other	56,759	35,861	30,922	35,000	7,437	30,000	-14.3%
214	Prof/Contr Svcs - Medical	0	65	0	0	0	0	0.0%
222	Prof/Contr Svcs - Signal Maint.	28,158	21,058	38,887	40,000	60,683	40,000	0.0%
223	Prof/Contr Svcs - Tree Trimming	12,197	15,753	10,512	30,000	42,207	30,000	0.0%
241	Printing & Binding - External	0	104	0	0	0	0	0.0%
282	Utility - Telephone	232	150	0	0	0	0	0.0%
285	Utility - Street Lighting	196,353	238,387	199,885	220,000	170,230	220,000	0.0%
301	Maint - Bldgs. & Improvements	0	840	0	840	0	840	0.0%
305	Maint - Vehicle Fuel	9,631	10,858	11,140	8,500	6,003	8,500	0.0%
307	Equipment Maintenance Charges	0	0	114,769	123,971	53,018	59,190	-52.3%
352	Training/Workshops/Meetings	0	336	677	550	754	1,000	81.8%
370	Lease/Rental	2,692	2,695	4,767	4,000	10,199	10,200	155.0%
678	Prior Year Adj Expenditures	177	0	0	0	0	0	0.0%
	Total	348,775	368,749	476,761	514,611	400,164	451,480	-12.3%
<b>Transfers - Out &amp; Overhead</b>								
755	Overhead Due to General Fund	60,849	59,208	59,208	59,208	80,000	160,578	171.2%
	Total	60,849	59,208	59,208	59,208	80,000	160,578	171.2%
<b>Capital Outlay</b>								
610	Equipment - New	0	0	0	9,000	16,597	35,000	288.9%
	Total	0	0	0	9,000	16,597	35,000	288.9%
	Total	519,980	593,255	766,026	825,691	775,659	1,000,263	21.1%

**PUBLIC WORKS****STREET MAINTENANCE**

FUND 281

BUDGET UNIT: 5022

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
209	Prof/Contr Svcs - Other	0	39,873	43,719	60,000	55,420	60,000	0.0%
293	Permitting	0	0	0	0	699	1,000	100.0%
	Total	0	39,873	43,719	60,000	56,119	61,000	1.7%
	Total	0	39,873	43,719	60,000	56,119	61,000	1.7%

**PUBLIC WORKS****STREETS, STORMDRAINS - LTF/TDA**

FUND 281

BUDGET UNIT: 5025

Acct#	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Transfers - Out and Overhead</b>								
753	Transfer to LTF/TDA	192,695	314,279	430,969	284,414	121,522	121,522	-57.3%
	Total	192,695	314,279	430,969	284,414	121,522	121,522	-57.3%
	Total	192,695	314,279	430,969	284,414	121,522	121,522	-57.3%

**PUBLIC WORKS****STREETS, STORMDRAINS - LTF/TDA**

FUND 282

BUDGET UNIT: 5025

Acct#	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
123	Supplies-Shop & Field	0	0	0	0	2,962	0	0.0%
	Total	0	0	0	0	2,962	0	0.0%
	Total	0	0	0	0	2,962	0	0.0%

**PUBLIC WORKS****REFUSE COLLECTION**

FUND 305

BUDGET UNIT: 5052

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
003	Overtime	111	0	0	0	0	0	0.0%
	Total	111	0	0	0	0	0	0.0%
<b>Services &amp; Supplies</b>								
209	Prof/Contr Svcs - Other	0	526	195	100	4,015	5,000	4900.0%
231	Misc. Advertising/Promo	0	0	0	0	0	0	0.0%
	Total	0	526	195	100	4,015	5,000	4900.0%
	Total	111	526	195	100	4,015	5,000	4900.0%

**PUBLIC WORKS**

**PW GENERAL ENGINEERING**

FUND 312

BUDGET UNIT: 5011

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time	171	521	90	0	0	0	0.0%
003	Overtime	576	890	160	250	125	300	20.0%
	Total	747	1,411	250	250	125	300	20.0%
<b>Employee Paid Benefits</b>								
042	Retirement	15	48	13	13	0	0	-100.0%
xxx	All Other Paid Benefits	3	8	12	2	0	0	-100.0%
	Total	18	56	25	15	0	0	-100.0%
	Total	765	1,467	275	265	125	300	13.2%
	Total	765	1,467	275	265	125	300	13.2%

**PUBLIC WORKS**

**STORMWATER PROGRAM**

FUND 312

BUDGET UNIT: 5026

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
209	Prof/Contr Svcs - Other	886	0	0	2,000	0	2,000	0.0%
	Total	886	0	0	2,000	0	2,000	0.0%
	Total	886	0	0	2,000	0	2,000	0.0%

**PUBLIC WORKS**

**REFUSE COLLECTION**

FUND 312

BUDGET UNIT: 5052

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time	102	0	0	0	0	0	0.0%
003	Overtime	312	0	0	0	0	0	0.0%
	Total	413	0	0	0	0	0	0.0%
<b>Employee Paid Benefits</b>								
042	Retirement	11	0	0	0	0	0	0.0%
xxx	All Other Paid Benefits	27	73	0	0	0	0	0.0%
	Total	38	73	0	0	0	0	0.0%
	Total	452	73	0	0	0	0	0.0%
<b>Services &amp; Supplies</b>								
173	Minor Equipment - Shop & Field	0	7,906	106	200	0	200	0.0%
209	Prof/Contr Svcs - Other	1,113	2,248	3,269	4,500	4,449	4,500	0.0%
231	Misc. Advertising/Promo	394	2,166	2,773	2,100	394	2,000	-4.8%
	Total	1,507	12,320	6,148	6,800	4,843	6,700	-1.5%
	Total	1,958	12,393	6,148	6,800	4,843	6,700	-1.5%

**PUBLIC WORKS**

**TRAFFIC CONG MGMT AB 2928**

FUND 317

BUDGET UNIT: 5022

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
123	Supplies-Shop & Field	11,733	0	0	0	0	0	0.0%
	Total	11,733	0	0	0	0	0	0.0%
<b>Capital Outlay</b>								
660	Improv Other than Bldgs - Rehab	10,064	0	0	0	0	0	0.0%
	Total	10,064	0	0	0	0	0	0.0%
	Total	21,797	0	0	0	0	139	0.0%

**PUBLIC WORKS**

**STREETS, HILLSBOROUGH OPEN SPACE**

FUND 500

BUDGET UNIT: 5028

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	21	0	1,744	0	0	0	0.0%
	Total	21	0	1,744	0	0	0	0.0%
<b>Employee Paid Benefits</b>								
042	Retirement	3	0	186	0	0	0	0.0%
xxx	All Other Paid Benefits	0	0	258	0	0	0	0.0%
	Total	4	0	444	0	0	0	0.0%
	Total	25	0	2,188	0	0	0	0.0%
<b>Services &amp; Supplies</b>								
202	Prof/Contr Svcs - Landscape	3,300	3,600	3,300	3,600	2,700	3,600	0.0%
209	Prof/Contr Svcs - Other	1,080	1,080	945	900	1,260	1,080	20.0%
223	Prof/Contr Svcs - Tree Trimming	0	0	0	2,500	0	2,500	0.0%
230	Legal Advertising	43	55	0	40	0	0	-100.0%
280	Utility - Electric	2,207	2,379	2,738	2,400	0	2,100	-12.5%
	Total	6,630	7,115	6,983	9,440	3,960	9,280	-1.7%
	Total	6,655	7,115	9,171	9,440	3,960	9,280	-1.7%

**PUBLIC WORKS**

**NON-DEPARTMENTAL**

FUND 501

BUDGET UNIT: 7501

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Transfers, Overhead and Debt</b>								
519	Interest Due on Notes	375	298	243	350	123	60	-82.9%
	Total	375	298	243	350	123	60	-82.9%
	Total	375	298	243	350	123	60	-82.9%

**PUBLIC WORKS**

**GHAD-GEO HAZ ABATE DIST**

FUND 503

BUDGET UNIT: 5029

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	0	0	30	0	0	0	0.0%
	Total	0	0	30	0	0	0	0.0%
<b>Employee Paid Benefits</b>								
042	Retirement	3	0	6	0	0	0	0.0%
xxx	All Other Paid Benefits	0	0	2	0	0	0	0.0%
	Total	4	0	8	0	0	0	0.0%
	Total	4	0	38	0	0	0	0.0%
<b>Services &amp; Supplies</b>								
203	Prof/Contr Svcs - Legal	193	0	875	0	0	0	0.0%
209	Prof/Contr Svcs - Other	0	24,000	12,000	65,000	27,925	65,000	0.0%
230	Legal Advertising	43	55	175	0	0	0	0.0%
301	Maint - Bldgs & Improvements	0	0	0	100,000	0	100,000	0.0%
	Total	236	24,055	13,050	165,000	27,925	165,000	0.0%
<b>Transfers, Overhead and Debt</b>								
517	Advanced Payments	61,157	54,272	51,998	48,330	48,747	48,747	0.9%
		61,157	54,272	51,998	48,330	48,747	48,747	0.9%
	Total	61,396	78,328	65,086	213,330	76,672	213,747	0.2%

**PUBLIC WORKS**

**WASTEWATER - RECLAMATION ENGINEERING**

FUND 610

BUDGET UNIT: 5061

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	0	60	2,737	39,790	22,317	26,373	-33.7%
003	Overtime	0	0	266	0	1,521	1,500	100.0%
	Total	0	60	3,003	39,790	23,838	27,873	-29.9%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	0	5,488	2,744	2,744	-50.0%
042	Retirement	0	0	644	4,616	2,970	2,369	-48.7%
xxx	All Other Paid Benefits	0	0	170	2,272	815	1,196	-47.4%
	Total	0	0	814	12,376	6,529	6,309	-49.0%
	Total	0	60	3,817	52,166	30,368	34,182	-34.5%
<b>Services &amp; Supplies</b>								
101	Postage	132	0	48	0	0	0	0.0%
120	Supplies Office	0	0	287	0	0	0	0.0%
129	Supplies - Other	0	0	0	0	76	300	100.0%
203	Prof/Contr Svcs - Legal	22,526	94,030	166,993	40,000	146,390	40,000	0.0%
209	Prof/Contr Svcs - Other	4,549	8,034	12,106	6,000	10,504	8,600	43.3%
230	Legal Advertising	32	37	37	0	663	1,000	100.0%
231	Misc. Advertising/Promo	0	537	(502)	0	135	500	100.0%
240	Duplication Charges - Internal	0	0	0	0	0	0	0.0%
261	Insurance - Liability	112,551	101,493	142,202	119,000	118,844	125,000	5.0%
280	Utility - Electric	74,536	81,122	88,464	70,500	87,521	100,000	41.8%
281	Utility - Gas	115	148	871	125	839	1,500	1100.0%
282	Utility -Telephone	1,738	1,819	1,421	1,700	1,522	1,700	0.0%
301	Maint - Bldgs & Improvement	1,667	0	0	0	0	0	0.0%
305	Maint - Vehicle Fuel	0	204	200	200	189	200	0.0%
352	Training/Workshops/Meetings	27	0	167	0	0	0	0.0%
370	Lease/Rental	6,175	8,896	5,384	9,400	7,883	0	-100.0%
	Total	224,048	296,319	417,680	246,925	374,567	278,800	12.9%
<b>Capital Outlay</b>								
610	Equipment-New	0	0	0	0	0	0	0.0%
	Total	0	0	0	0	0	0	0.0%
	Total	224,048	296,379	421,497	299,091	404,934	312,982	4.6%

**PUBLIC WORKS**

**WASTEWATER RECLAMATION OPERATIONS**

FUND 610

BUDGET UNIT: 5063

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	78,501	67,818	61,790	50,279	56,354	51,381	2.2%
002	Part Time Salaries	0	583	2,281	0	0	0	0.0%
003	Overtime	1,598	9,351	6,972	8,000	2,558	3,000	-62.5%
	Total	80,099	77,751	71,043	58,279	58,912	54,381	-6.7%
<b>Employee Paid Benefits</b>								
021	Car Allowance	1,848	1,848	1,848	1,764	1,848	1,764	0.0%
041	Cafeteria Allowance	5,164	5,164	5,164	4,930	4,948	4,930	0.0%
042	Retirement	12,277	19,859	19,968	18,130	18,222	26,035	43.6%
xxx	All Other Paid Benefits	7,180	9,260	6,784	8,020	5,122	5,680	-29.2%
	Total	26,469	36,131	33,764	32,844	30,139	38,409	16.9%
	Total	106,568	113,882	104,808	91,123	89,051	92,790	1.8%
<b>Services &amp; Supplies</b>								
101	Postage	44	0	98	0	0	0	0.0%
123	Supplies - Shop & Field	1,401	161	3,715	2,900	11,110	12,000	313.8%
175	Minor Equipment - Computer	0	0	0	0	972	0	0.0%
203	Prof/Contr Svcs - Legal	1,440	0	700	0	0	0	0.0%
209	Prof/Contr Svcs - Other	120,146	128,652	111,725	360,000	776,240	360,000	0.0%
223	Prof/Contr Svcs Tree Trimming	0	0	0	0	24,900	15,000	100.0%
228	Sewer Treatment - O & M Contr	2,131,221	1,710,609	1,841,355	6,800,000	6,264,597	1,819,528	-73.2%
231	Misc. Advertising/Promo	0	847	95	0	953	1,000	100.0%
262	Insurance-Vehicle	42	27	40	40	36	40	0.0%
280	Utility - Electric	358,967	433,920	394,175	400,000	374,330	400,000	0.0%
281	Utility - Gas	53	87	96	100	137	150	50.0%
293	Permitting	66,840	29,608	35,785	30,000	37,620	30,000	0.0%
303	Maint - Office Equipment	0	265	(265)	0	0	0	0.0%
305	Maint - Vehicles Fuel	1,096	1,175	1,485	900	439	900	0.0%
307	Equipment Maintenance Charges	5,483	5,608	5,738	6,199	5,342	0	-100.0%
352	Training/Workshops/Meetings	0	720	34	720	111	720	0.0%
	Total	2,686,733	2,311,677	2,394,778	7,600,859	7,496,785	2,639,338	-65.3%
<b>Transfers - Out and Overhead</b>								
503	Interest Expense	3,454,230	3,568,735	3,686,977	0	0	0	0.0%
505	County - Property Tax	36,619	3,292	27,263	15,000	3,616	4,000	-73.3%
	Total	3,490,849	3,572,027	3,714,240	15,000	3,616	4,000	-73.3%
	Total	6,284,150	5,997,586	6,213,826	7,706,982	7,589,452	2,736,128	-64.5%

**PUBLIC WORKS**

**WASTEWATER - DEBT NOTES**

FUND 610

BUDGET UNIT: 5065

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Transfers, Overhead and Debt</b>								
201	Prof/Contr Svcs - Financial	0	0	0	0	227	2,000	0.0%
209	Prof/Contr Svcs - Other	16,598	5,204	7,559	7,550	5,350	7,550	0.0%
511	Principal Due Bond Holders	0	0	0	210,000	210,000	1,770,000	742.9%
512	Interest Due Bond Holders	700,273	692,546	677,653	668,666	668,666	3,098,070	363.3%
519	Interest Due on Notes	7,500	5,950	4,850	0	0	0	0.0%
751	Transfer cost to WW Reclaim.	73,885	75,022	175,239	170,429	170,429	181,882	6.7%
755	Overhead due General Fund	5,316,948	500,000	500,000	500,000	500,000	746,763	49.4%
	Total	6,115,204	1,278,722	1,365,301	1,556,645	1,554,671	5,806,265	273.0%
<b>Capital Outlay</b>								
675	Depreciation Expense	1,173,065	1,214,286	1,026,420	1,200,000	1,026,500	1,200,000	0.0%
676	Unamortized Charge-Bond	9,460	(174)	0	9,460	0	9,460	0.0%
677	Write Offs/Uncollectibles	2,647	(613)	(111)	2,000	(489)	2,000	0.0%
	Total	1,185,172	1,213,499	1,026,310	1,211,460	1,026,011	1,211,460	0.0%
	Total	7,300,375	2,492,221	2,391,610	2,768,105	2,580,683	7,017,725	153.5%

**PUBLIC WORKS**

**WATER - ENGINEERING**

FUND 620

BUDGET UNIT: 5071

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	0	90	1,595	63,147	49,990	52,746	-16.5%
003	Overtime	0	0	116	0	555	1,000	100.0%
	Total	0	90	1,711	63,147	50,545	53,746	-14.9%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	0	8,232	7,316	5,488	-33.3%
042	Retirement	0	0	373	7,325	3,934	4,738	-35.3%
xxx	All Other Paid Benefits	0	0	99	3,990	1,422	3,653	-8.4%
	Total	0	0	471	19,547	12,673	13,879	-29.0%
	Total	0	90	2,182	82,694	63,218	67,625	-18.2%
<b>Services &amp; Supplies</b>								
120	Supplies Office	13	10	3,058	0	2,919	3,000	100.0%
123	Supplies - Shop & Field	0	10	0	0	104	0	0.0%
129	Supplies - Other	0	0	32	0	76	0	0.0%
171	Minor Equipment - Office	0	0	108	0	107	0	0.0%
203	Prof/Contr Svcs - Legal	1,387	17	210	500	0	500	0.0%
209	Prof/Contr Svcs - Other	5,522	6,771	9,036	5,500	28,155	12,500	127.3%
230	Legal Advertising	0	0	0	0	1,326	0	0.0%
231	Misc. Advertising/Promo	0	537	(502)	0	986	0	0.0%
241	Printing & Binding - External	0	0	98	0	0	0	0.0%
261	Insurance - Public Liability	112,551	101,493	142,202	119,000	118,844	112,016	-5.9%
262	Insurance-Vehicle	424	274	241	241	218	241	0.0%
280	Utility - Electric	274,781	298,914	323,550	300,000	292,919	300,000	0.0%
281	Utility - Gas	461	520	1,342	575	1,597	1,500	160.9%
282	Utility - Telephone	13,766	14,386	11,291	13,500	12,269	13,500	0.0%
305	Maint - Vehicle Fuel	1,667	307	300	300	257	300	0.0%
352	Training/Workshops/Meetings	80	5	0	0	40	0	0.0%
370	Lease/Rental	38,184	36,004	36,067	47,000	47,002	0	-100.0%
	Total	448,837	459,247	527,033	486,616	506,816	443,557	-8.8%
	Total	448,837	459,337	529,215	569,310	570,035	511,182	-10.2%

**PUBLIC WORKS**

**WATER - MAINTENANCE**

FUND 620

BUDGET UNIT: 5072

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	390,255	407,744	398,353	415,877	375,741	412,502	-0.8%
003	Overtime	21,097	19,298	21,931	20,000	30,111	30,000	50.0%
	Total	411,352	427,042	420,284	435,877	405,852	442,502	1.5%
<b>Employee Paid Benefits</b>								
021	Car Allowance	882	882	882	882	848	882	0.0%
041	Cafeteria Allowance	101,982	100,830	100,327	101,242	86,505	101,242	0.0%
042	Retirement	71,574	90,389	101,652	109,313	110,117	159,470	45.9%
xxx	All Other Paid Benefits	44,282	88,817	76,838	85,976	76,829	94,527	9.9%
	Total	218,720	280,918	279,699	297,413	274,299	356,121	19.7%
	Total	630,073	707,960	699,983	733,290	680,151	798,623	8.9%
<b>Services &amp; Supplies</b>								
101	Postage	0	317	133	400	0	400	0.0%
103	Dues & Subscriptions	2,236	2,108	3,294	2,700	2,650	2,700	0.0%
120	Supplies Office	460	331	312	0	785	800	0.0%
121	Supplies - Clothing/Uniform	597	353	939	500	989	1,000	100.0%
123	Supplies - Shop & Field	12,508	16,220	14,197	12,700	8,722	12,700	0.0%
124	Supplies - Safety	2,321	2,516	2,462	2,600	3,405	4,000	53.8%
171	Minor Equipment - Office	40	0	21	0	716	0	0.0%
173	Minor Equipment - Shop & Field	6,599	15,236	11,402	12,200	12,200	12,200	0.0%
202	Svcs - Landscape Maintenance	15,330	12,840	10,760	12,840	9,650	12,840	0.0%
207	Prof/Contr - Computer/Software	379	2,190	1,070	2,200	0	2,200	0.0%
209	Prof/Contr Svcs - Other	33,679	18,631	58,000	88,500	58,444	88,500	0.0%
212	Prof/Contr Svcs - Training, Etc.	0	0	1,170	0	0	0	0.0%
214	Prof/Contr Svcs - Medical	0	285	0	350	340	350	0.0%
223	Prof/Contr Svcs - Tree Trimming	40	0	14,228	0	0	20,000	100.0%
227	Temporary Labor	0	0	0	0	1,290	0	0.0%
231	Misc. Advertising/Promo	0	678	0	0	1,326	0	0.0%
233	Prof/Contr Svcs - Backflow	1,255	12,795	15,993	12,600	6,925	12,600	0.0%
262	Insurance-Vehicle	235	152	141	141	127	141	0.0%
282	Utility - Telephone	2,471	2,977	4,144	2,650	3,053	2,650	0.0%
293	Permitting	10,780	1,944	1,025	8,495	1,100	8,495	0.0%
301	Maint - Bldgs. & Improvements	0	977	2,621	900	1,635	5,000	455.6%
304	Maint - Vehicles, Equipment	117	511	6,460	300	(5,210)	300	0.0%
305	Maint - Vehicle Fuel	24,406	29,562	28,656	26,400	18,507	20,000	-24.2%
307	Equipment Maintenance Charges	74,537	67,291	68,861	74,383	42,502	76,948	3.4%
309	Maint - Minor Equipment	94	2,141	1,101	2,000	110	2,000	0.0%
310	Maintenance - T&D Mains	6,915	14,826	2,723	11,800	52,222	40,000	239.0%
311	Maintenance - Services	45,853	70,908	29,543	66,800	30,524	66,800	0.0%
312	Maintenance - Hydrants	5,674	7,569	10,311	5,000	4,570	5,000	0.0%
313	Maintenance - Meters	4,136	0	75	0	105	0	0.0%
314	Maintenance - Supply Facility	0	2,799	195	4,000	0	4,000	0.0%
315	Maintenance - Booster Pumping Facil	172	555	0	555	0	555	0.0%
316	Maintenance - Storage Facility	1,753	4,033	3,010	4,000	214	4,000	0.0%
352	Training/Workshops/Meetings	1,389	1,535	1,310	2,500	200	2,500	0.0%
360	Education Reimbursement	0	0	0	3,000	0	3,000	0.0%
370	Lease/Rental	0	564	0	600	0	0	-100.0%
	Total	253,976	292,846	294,157	361,114	257,101	411,679	14.0%
<b>Transfers - Out and Overhead</b>								
505	County - Property Tax	3	80	219	27	18,583	19,000	70270.4%
		3	80	219	27	18,583	19,000	70270.4%
<b>Capital Outlay</b>								
610	Equipment-New	8,500	0	0	65,000	110,000	100,000	53.8%
	Total	8,500	0	0	65,000	110,000	100,000	53.8%
	Total	892,552	1,000,886	994,359	1,159,431	1,065,835	1,329,302	14.7%

**PUBLIC WORKS**

FUND 620

**WATER - OPERATIONS**

BUDGET UNIT: 5073

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	172,703	176,810	181,024	193,445	183,369	188,900	-2.3%
003	Overtime	23,983	24,526	23,487	25,000	25,013	25,000	0.0%
	Total	196,686	201,336	204,511	218,445	208,381	213,900	-2.1%
<b>Employee Paid Benefits</b>								
021	Car Allowance	882	882	882	882	882	882	0.0%
041	Cafeteria Allowance	34,950	34,835	35,390	35,390	33,916	35,390	0.0%
042	Retirement	31,643	41,558	48,408	49,653	55,170	71,113	43.2%
xxx	All Other Paid Benefits	19,590	32,829	35,202	38,830	38,594	46,051	18.6%
	Total	87,065	110,104	119,883	124,755	128,562	153,436	23.0%
	Total	283,751	311,439	324,394	343,200	336,944	367,336	7.0%
<b>Services &amp; Supplies</b>								
101	Postage	0	0	120	0	60	0	0.0%
103	Dues & Subscriptions	4,211	4,580	4,751	4,450	4,186	4,450	0.0%
120	Supplies Office	61	45	96	50	79	50	0.0%
121	Supplies - Clothing/Uniform	1,540	1,724	828	1,750	1,483	1,750	0.0%
123	Supplies - Shop & Field	760	742	1,339	600	12,621	15,000	2400.0%
124	Supplies - Safety	366	699	506	700	712	700	0.0%
171	Minor Equipment - Office	0	0	0	0	716	0	0.0%
173	Minor Equipment - Shop & Field	1,904	4,829	2,055	3,800	87	3,800	0.0%
175	Minor Equipment - Computer	0	0	0	0	972	0	0.0%
207	Prof/Contr - Computer/Software	379	0	0	0	0	0	0.0%
209	Prof/Contr Svcs - Other	11,443	9,925	3,932	10,000	3,135	10,000	0.0%
231	Misc Advertising/Promo	0	0	0	0	1,082	0	0.0%
241	Printing & Binding - External	6,333	9,060	6,469	5,600	6,579	5,600	0.0%
282	Utility - Telephone	599	598	0	450	0	450	0.0%
293	Permitting	15,062	14,331	13,495	20,000	12,262	20,000	0.0%
301	Maint - Bldgs. & Improvements	0	0	155	0	0	0	0.0%
304	Maint - Vehicles, Equipment	820	0	357	0	0	0	0.0%
305	Maint - Vehicle Fuel	8,056	8,369	8,254	8,300	5,554	8,300	0.0%
306	Maintenance - Scada	790	14,141	10,269	14,500	1,507	14,500	0.0%
309	Maint - Minor Equipment	58	0	56	0	113	0	0.0%
314	Maintenance - Supply Facility	7,766	8,739	5,560	6,600	9,662	10,000	51.5%
315	Maint.- Booster Pumping Facility	2,754	2,230	15,024	2,300	2,299	2,300	0.0%
316	Maintenance - Storage Facility	2,388	1,530	1,380	1,500	525	1,500	0.0%
317	Water Treatment - Chemicals	45,683	36,386	39,121	28,000	31,901	35,000	25.0%
318	Water Treatment - Compliance	23,090	18,910	36,243	17,000	23,732	20,000	17.6%
319	Maint - Water Treatment Equip	10,252	2,213	7,511	2,450	5,507	6,000	144.9%
352	Training/Workshops/Meetings	325	873	728	900	605	900	0.0%
370	Lease/Rental	11,865	11,865	11,865	10,900	11,865	11,900	9.2%
678	Prior Year Adjustments	0	121,263	0	0	0	0	0.0%
	Total	156,502	273,053	170,116	139,850	137,243	172,200	23.1%
<b>Transfers - Out and Overhead</b>								
516	Water Replenishment Charge	394,895	581,139	594,342	601,650	601,612	627,182	4.2%
	Total	394,895	581,139	594,342	601,650	601,612	627,182	4.2%
	Total	835,149	1,165,631	1,088,852	1,084,700	1,075,799	1,166,718	7.6%

**PUBLIC WORKS**

**WATER - DEBT SERVICES & TRANSFERS**

FUND 620

BUDGET UNIT: 5075/7501

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Services &amp; Supplies</b>								
201	Prof/Contr Svcs - Financial	178	313	335	325	147	325	0.0%
209	Prof/Contr Svcs - Other	(10,544)	(12,447)	(15,071)	2,350	1,925	2,350	0.0%
305	Maint - Vehicle Fuel	0	0	0	0	0	0	0.0%
	Total	(10,366)	(12,134)	(14,736)	2,675	2,072	2,675	0.0%
<b>Transfers - Out &amp; Overhead</b>								
511	Principal Due Bond Holders	0	0	0	1,370,000	1,370,000	1,420,000	3.6%
512	Interest Due Bond Holders	2,516,049	2,599,163	2,559,938	2,559,938	2,559,938	2,481,950	-3.0%
513	Due Park Water	73,000	73,000	73,000	73,000	73,000	73,000	0.0%
755	Overhead Due General Fund	584,533	527,000	527,000	527,000	527,000	281,153	-46.7%
305	Maint - Vehicle fuel	0	0	0	75	104	0	-100.0%
675	Depreciation Expense	475,739	491,312	1,144,995	0	1,144,995	1,200,000	100.0%
676	Unamortized Charge-Bond	198,601	77,557	77,557	198,601	77,557	77,600	-60.9%
677	Write Offs/Uncollectibles	1,450	(375)	(63)	1,000	(363)	3,000	200.0%
	Total	3,849,372	3,767,657	4,382,427	4,729,614	5,752,230	5,536,703	17.1%
	<b>Total</b>	<b>3,839,006</b>	<b>3,755,522</b>	<b>4,367,691</b>	<b>4,732,289</b>	<b>5,754,303</b>	<b>5,539,378</b>	<b>17.1%</b>

**PUBLIC WORKS**

**EQUIPMENT MAINTENANCE**

FUND 702

BUDGET UNIT: 5041

Acct #	Account Description	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimated	FY 15-16 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	145,953	142,944	132,755	162,371	104,141	151,901	-6.4%
003	Overtime	1,559	1,394	1,197	1,000	4,191	3,500	250.0%
	Total	147,512	144,338	133,952	163,371	108,333	155,401	-4.9%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	33,098	30,278	27,712	32,926	21,651	32,926	0.0%
042	Retirement	26,317	28,386	30,394	38,539	26,041	33,899	-12.0%
xxx	All Other Paid Benefits	25,566	25,740	24,518	31,938	21,077	27,587	-13.6%
	Total	84,981	84,404	82,624	103,403	68,769	94,412	-8.7%
	Total	232,493	228,742	216,576	266,774	177,101	249,813	-6.4%
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	0	304	128	350	38	350	0.0%
120	Supplies Office	25	71	75	100	0	100	0.0%
121	Supplies - Clothing/Uniform	620	778	3,761	500	2,088	800	60.0%
123	Supplies - Shop & Field	22,281	20,799	20,159	20,000	20,000	20,000	0.0%
124	Supplies - Safety	3,490	1,078	1,277	1,100	194	500	-54.5%
173	Minor Equipment - Shop & Field	1,802	4,136	3,591	4,500	3,121	3,500	-22.2%
175	Minor Equipment - Computer	0	0	0	2,000	1,606	2,000	0.0%
209	Prof/Contr Svcs - Other	215	1,902	1,010	0	0	0	0.0%
214	Prof/Contr Svcs - Medical	0	174	347	0	0	0	0.0%
227	Prof/Contr - Temp Personnel	0	0	0	0	29,728	0	0.0%
250	Prof/Contr Svcs - Hazmat	5,488	304	3,110	350	2,247	2,500	614.3%
282	Utility - Telephone	202	232	200	225	164	225	0.0%
301	Maint - Bldgs. & Improvements	2,912	1,241	827	1,200	0	0	-100.0%
304	Maint - Vehicles, Equipment	113,366	145,676	131,603	138,000	138,000	138,000	0.0%
305	Maint - Vehicle Fuel	1,285	867	1,241	725	500	500	-31.0%
309	Maint - Minor Equipment	209	653	911	290	341	350	20.7%
352	Training/Workshops/Meetings	0	0	107	0	255	3,000	0.0%
	Total	151,896	178,215	168,345	169,340	198,279	171,825	1.5%
<b>Capital Outlay</b>								
610	Equipment - New	0	0	14,232	9,000	8,299	0	-100.0%
	Total	0	0	14,232	9,000	8,299	0	-100.0%
<b>Transfers - Out &amp; Overhead</b>								
755	Overhead due General Fund	0	0	0	0	0	35,127	100.0%
	Total	0	0	0	0	0	35,127	100.0%
	Total	384,389	406,957	399,153	445,114	383,679	456,765	2.6%

**CIP Description:** The Capital Improvement Plan consists of projects greater than \$10,000 in value and generally financed with specific funds intended only for capital improvements. The engineering and construction of the projects is supervised by the Public Works Department. With only three staff dedicated to this program area, most work is done through contracts with private engineering and construction companies or other agencies such as the County of Ventura.

In the summary report that follows projects are report with the dollars that are to be expended in the 2014-15 fiscal year. In many cases the projects may have had prior design or engineering work completed or may even have had partial construction completed prior to the current fiscal year. In other cases projects may be completed in future years. Following the summary a detail of each project is provided to report complete project activity. The project total cost is provided with each project.

**CIP Goals:**

- To engineer and construct the projects approved by council within this fiscal year.
- To utilize all trusts, state or federal funds and bonds within the time frames specified insure that Santa Paula does not lose any funds available to it.
- To manage each project to avoid cost overruns whenever possible.
- To design projects and facilities to reduce lifecycle costs of operation to the extent possible.

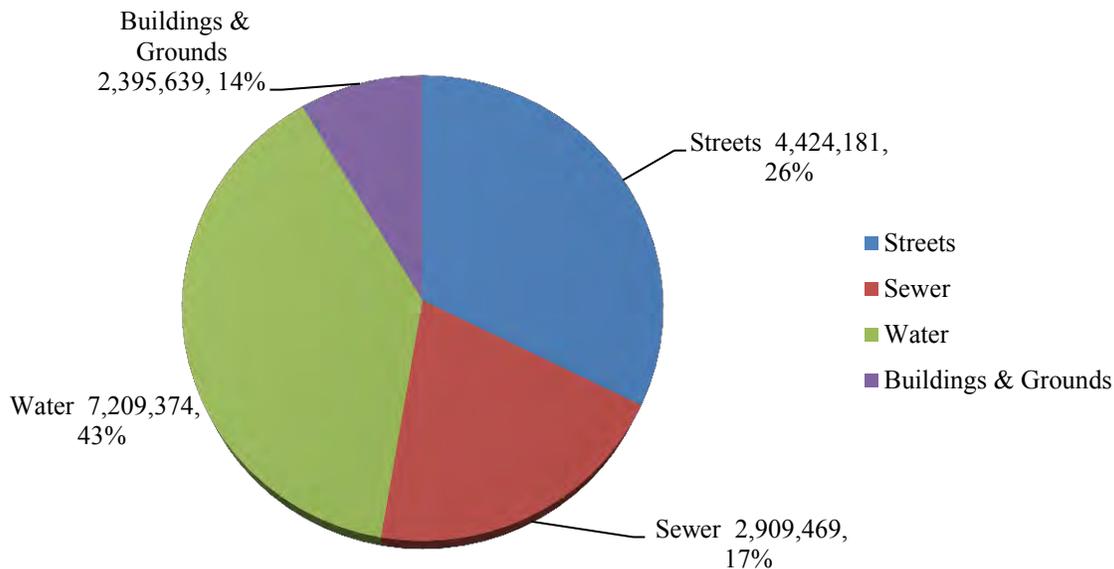
**Budget Summary:**

The total resources available to for capital improvements for 2015-16 are:

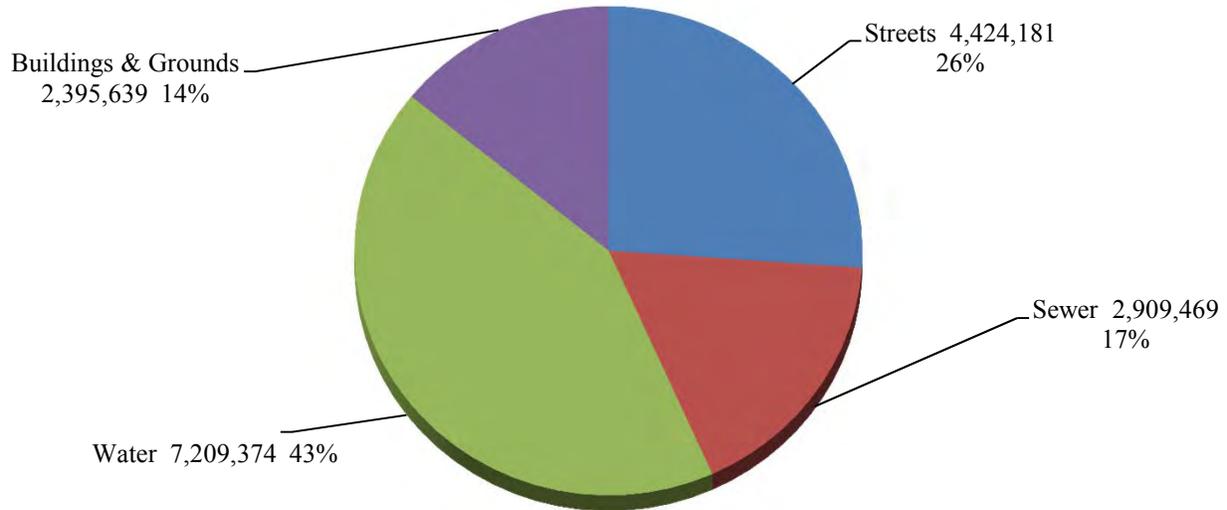
<b>Capital Improvement Plan Summary</b>	
Street Projects	\$4,424,181
Sewer Projects	\$2,909,469
Water Projects	\$7,209,374
<b>Building &amp; Grounds Projects</b>	<b>\$2,395,639</b>
<b>Total</b>	<b>\$16,938,662</b>

Projects are funded with bonds, grants, and dedicated revenue for Capital Improvements. No general fund, general purpose tax revenue are used to fund Capital Improvement Projects.

**Santa Paula  
Capital Improvement Plan 2015-16  
Total \$16,938,662**



**City of Santa Paula  
Capital Improvement Plan 2015-16  
Total \$16,938,662**



**City of Santa Paula Capital Improvement Program - FY 2015-16**

Fund Title	Fund	Revenue Source	Amount
Street Projects	100	2010A Series Bond Proceeds (Fund 100)	2,278,409
Building & Grounds Projects	202	Harding Park Trust (Fund 202)	73,533
Storm water	205	NPDES Storm water Quality (Fund 205)	14,000
Storm water	206	Storm water Program (Fund 206)	30,000
Building & Grounds Projects	223	Public Meeting Facilities	75,291
Building & Grounds Projects	225	General Government Facilities (Fund 225)	50,000
Building & Grounds Projects	226	Parkland Facility (Fund 226)	928,815
Sewer Projects	227	Sewer Collection Fees (Fund 227)	1,282,925
Building & Grounds Projects	280	State Gas Tax (Fund 280)	100,000
Street Projects	281	Local TDA (Fund 281)	301,754
Building & Grounds Projects	4xx	Federal Grant (Fund 4xx)	118,000
Street Projects	406	Congestion Management Air Quality (Fund 406)	1,100,000
Street Projects	4XX	ATP Active Transportation Program (Fund 4XX)	1,452,000
Building & Grounds Projects	450	HUD-CDBG (Fund 450)	75,000
Sewer Projects	610	Sewer Enterprise Fees ( Fund 610)	767,863
Sewer Projects	610	Sewer Bond Proceeds (Fund 610)	1,081,699
Water Projects	620	Water Enterprise Fees (Fund 620)	1,605,259
Water Projects	620	Water Bond Proceeds (Fund 620)	5,604,115
			<b>16,938,662</b>

City of Santa Paula Capital Improvement Program - FY 2015-2016

**STREET PROJECTS**

Proj#	Project Description	Funding Source	2015-16 Total
9273	10th Street Enhancement Project	ATP Active Transportation Program (State)	577,000
		2010A Series Bond Proceeds	1,108,431
		Total	1,685,431
9285	Slurry Seal and Pavement Overlay Project	2010A Series Bond Proceeds	763,728
		Total	763,728
9294	Sidewalk Repair Program	Local Transportation TDA	59,850
		Total	59,850
9295	Railroad Bicycle Trail Construction Phase II	Congestion Management Air Quality (CMAQ)	1,100,000
		Local Transportation TDA	142,480
		Total	1,242,480
9296	Steckel Dr./Anacapa Terrace Street Paving	2010A Series Bond Proceeds	406,250
		Total	406,250
9297	Lighted Crosswalks Project	Local Transportation TDA	99,424
		Total	99,424
9298	Foothill/Hardison/Cameron Storm Drain Project	NPDES Storm Water Quality	14,000
		Storm Water Program	30,000
		Sewer Collection Facilities	123,018
		Total	167,018
<b>Total Street Projects</b>			<b>4,424,181</b>
2010A Series Bond Proceeds (Fund 100)			2,278,409
NPDES Storm Water Quality (Fund 205)			14,000
Storm water Program (Fund 206)			30,000
Sewer Collection Facility (Fund 227)			123,018
Local Transportation TDA (Fund 281)			301,754
Congestion Management Air Quality (Fund 406)			1,100,000
ATP Active Transportation Program - State (Fund 4XX)			577,000
<b>Total Street Resources</b>			<b>4,424,181</b>

City of Santa Paula Capital Improvement Program - FY 2015-16

**SEWER PROJECTS**

Proj#	Project Description	Funding Source	2015-16 Total
9039	Water Recycling Facility Floodwall -	Sewer Enterprise Fees	281,806
		Total	281,806
9213	Manhole Rehab/Replacement Program -	Sewer Bond Proceeds	300,602
		Total	300,602
9214	Inflow Reduction Program-Construction-	Sewer Bond Proceeds	156,403
		Sewer Enterprise Fees	93,597
		Total	250,000
9215	Sewer Pipeline Rehabilitation Program-	Sewer Bond Proceeds	624,694
		Sewer Enterprise Fees	245,000
		Total	869,694
9286	Harvard Blvd., Sewer Line Replacement- Limoneira Funding	Sewer Collection Facility	1,159,907
		Total	1,159,907
9311	Water Recycling Facility Mitigation -	Sewer Enterprise Fees	47,460
		Total	47,460
<b>Total Sewer Projects</b>			<b>2,909,469</b>
Sewer Collection Facility (Fund 227)			1,159,907
Sewer Enterprise Fees( Fund 610)			667,863
Sewer Bond Proceeds (Fund 610)			1,081,699
<b>Total Sewer Resources</b>			<b>2,909,469</b>

City of Santa Paula Capital Improvement Program - FY 2015-16

**WATER PROJECTS**

Proj#	Project Description	Funding Source	2015-16 Total
9008	600 Zone Booster Station - Continue	Water Enterprise Fees	352,000
		Water Bond Proceeds	684,687
Total			1,036,687
9108	Water Main Replacement Project- Continue	Water Bond Proceeds	2,147,659
		Total	
9233	Teague Tank Demolition - Continue	Water Enterprise Fees	8,000
		Water Bond Proceeds	189,480
Total			197,480
9234	Canyon Booster Pump Station - New	Water Enterprise Fees	123,710
		Total	
9236	Cross Town Pipeline - New	Water Enterprise Fees	226,956
		Water Bond Proceeds	2,250,000
Total			2,476,956
9267	Well Rehabilitation Program - Continue	Water Bond Proceeds	232,289
		Total	
9271	Meter Replacement Program - Continue	Water Enterprise Fees	250,000
		Total	
9299	Mesa Tank Rehabilitation/Replacement- New	Water Enterprise Fees	100,000
		Total	
9300	Scada Land Line to Radio Conversion- New	Water Enterprise Fees	150,000
		Total	
9301	GIS/GPS Asset Management Program- New	Water Enterprise Fees	294,593
		Total	
9302	Filter Media Replacement-New	Water Bond Proceeds	100,000
		Water Enterprise Fees	100,000
Total			200,000
<b>Total Water Projects</b>			<b>7,209,374</b>
Water Enterprise Fees (Fund 620)			1,605,259
Water Bond Proceeds (Fund 620)			5,604,115
<b>Total Water Resources</b>			<b>7,209,374</b>

City of Santa Paula Capital Improvement Program - FY 2015-16

**BUILDINGS & GROUNDS PROJECTS**

Proj#	Project Description	Funding Source	2015-16 Total
9182	Harding Park Master Plan Phase II -	Harding Park Trust	73,533
		Total	73,533
9289	Teague Park Master Plan II	Parkland Facility	54,743
		Federal Grant	118,000
		Total	172,743
9308	Veterans Park Restroom Rehab Project	CDBG	75,000
		Parkland Facility	90,000
		Total	165,000
9310	Fagan Barranca Rehabilitation	ATP Active Transportation Program (State)	875,000
		Total	875,000
9312	City Buildings/Flooring Rehabilitation	Public Meeting Facilities	45,291
		General Government Facilities	50,000
		Total	95,291
9313	Community Center Meeting Room	Public Meeting Facilities	30,000
		Total	30,000
9314	Corporation Yard Improvement Project	State Gas Tax	100,000
		Sewer Enterprise Fees	100,000
		Total	200,000
9315	Security Cameras for Park Facilities	Parkland Facilities	12,686
		Total	12,686
9306	Playground Upgrades Various Parks	Parkland Facilities	590,386
		Parkland Facilities ( Insurance Claim)	181,000
		Total	771,386
<b>Total Building &amp; Grounds Projects</b>			<b>2,395,639</b>
Harding Park Trust (Fund 202)			73,533
Public Meeting Facilities (Fund 223)			75,291
General Government Facilities (Fund 225)			50,000
Parkland Facility (Fund 226)			928,815
State Gas Tax (Fund 280)			100,000
CDBG-HUD (Fund 450)			75,000
ATP Active Transportation Program-State (Fund 4XX)			875,000
Federal Grant (Fund 4XX)			118,000
Sewer Enterprise Fees (Fund 610)			100,000
<b>Total Building &amp; Grounds Resources</b>			<b>2,395,639</b>

City of Santa Paula Capital Improvement Program - FY 2015-2016

**STREETS**

CIP NUMBER: 9273	PROJECT TYPE Streets
PROJECT NAME: 10th Street Enhancement Project	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION**

This project is focused along 0.6 miles on Tenth Street (State Route 150) from State Route 126 to Ojai Road which will connect a 31-mile master planned Bicycle Trail from the City of Ventura to the City of Santa Clarita (Los Angeles County). The project will enhance this major transportation and pedestrian corridor with landscape and hardship improvements including artistic elements, sidewalk and crosswalk safety improvements, and Class II Bikeways (Bike Lanes). Estimated start of construction is fall 2015.

MILESTONE	COST	EXPENDED-TO-DATE
Design		
Construction	1,685,431	
Total	1,685,431	-

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
4XX	ATP State Trans. Improv	\$ -	\$ -	\$ 577,000	\$ 577,000
	100 2010A Series Bond Proceeds			\$ 1,108,431	\$ 1,108,431
	Total	\$ -	\$ -	\$ 1,685,431	\$ 1,685,431

CIP NUMBER: 9285	PROJECT TYPE Streets
PROJECT NAME: Slurry Seal and Pavement Overlay Project	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION**

This program is on-going slurry seal and rehabilitation of City roadway pavements. Slurry Seal is a preventive maintenance to preserve pavements in good condition. Rehabilitation returns pavement that exhibit major structural distress to good condition. Examples of rehabilitation include overlay (>1"); removal and replacement of surface course' crack, seat, and overlay portland cement concrete pavement, and lane/shoulder replacements.

MILESTONE	COST	EXPENDED-TO-DATE
Design		-
Construction	800,000	36,272
Total	800,000	36,272

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
	100 2010A Series Bond Proceeds	16,272	20,000	763,728	800,000
	Total	16,272	20,000	763,728	800,000

City of Santa Paula Capital Improvement Program - FY 2015-2016

**STREETS**

CIP NUMBER: 9294	PROJECT TYPE Streets
PROJECT NAME: Sidewalk Repair Program -Continue	DEPARTMENT Public Works
PROJECT DESCRIPTION/JUSTIFICATION - As a part of the regular routine maintenance of the City sidewalks and median, sidewalk and median repairs should be performed to repair sections that are damaged.	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	78,930	19,080
Total	<u>78,930</u>	<u>19,080</u>

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
281	Local Transportation TDA	18,930	150	59,850	78,930
	Total	<u>18,930</u>	<u>150</u>	<u>59,850</u>	<u>78,930</u>

CIP NUMBER: 9295	PROJECT TYPE Streets
PROJECT NAME: Railroad Bicycle Trail Construction Phase II	DEPARTMENT Public Works
PROJECT DESCRIPTION/JUSTIFICATION - Pending Grant Approval This project will construct bike and pedestrian improvements at various location along Main Street from Peck Road to 12th Street including railroad crossing panel installations at sixteen locations and a shade structure. Priority will be made for the worst-conditioned railroad crossing after an engineering evaluation.	

MILESTONE	COST	EXPENDED-TO-DATE
Design	-	37
Construction	1,242,517	-
Total	<u>1,242,517</u>	<u>37</u>

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
406	CMAQ - Federal	-	-	1,100,000	1,100,000
281	Local TDA	37	-	142,480	142,517
	Total	<u>37</u>	<u>-</u>	<u>1,242,480</u>	<u>1,242,517</u>

City of Santa Paula Capital Improvement Program - FY 2015-2016

**STREETS**

CIP NUMBER: 9296	PROJECT TYPE Streets
PROJECT NAME: Steckel Dr./Anacapa Terrace Street Paving	DEPARTMENT Public Works
<p><b>PROJECT DESCRIPTION/JUSTIFICATION</b>                  Resurfacing the roadway pavements on Steckel Drive between Santa Paula Street and Anacapa Terrace and on Anacapa Terrace between Atmore Drive and Steckel Drive. This project is a follow-up improvement to the water improvements installed as a part of the 4.0 MG Tank Project. Estimated start of construction is spring 2016.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Design	81,250	
Construction	325,000	-
Total	406,250	-

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
100	2010A Series Bond Proceeds	-	-	406,250	406,250
	Total	-	-	406,250	406,250

CIP NUMBER: 9297	PROJECT TYPE Streets
PROJECT NAME: Lighted Crosswalk Project	DEPARTMENT Public Works
<p><b>PROJECT DESCRIPTION/JUSTIFICATION</b>                  Unrepairable in-ground lighted crosswalks will be removed due to obsolete part materials and/or items. This program will replace unrepairable in-ground lighted crosswalks in accordance with the Americans with Disabilities Act (ADA). Replacement is on an as-needed basis when an in-ground lighted crosswalk is no longer operable.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Design	-	10,576
Construction	110,000	
Total	110,000	10,576

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
281	Local Transportation TDA	10,049	527	99,424	110,000
	Total	10,049	527	99,424	110,000

City of Santa Paula Capital Improvement Program - FY 2015-2016

**STREETS**

CIP NUMBER: 9298	PROJECT TYPE Streets
PROJECT NAME: Foothill/Hardison/Cameron Storm Drain Project	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION**

The Storm Drain Master Plan identified this area as severe flooding. This project will prepare a study of the area and construct the most feasible drainage improvement.

MILESTONE	COST	EXPENDED-TO-DATE
Design	30,000	1,982
Construction	139,000	-
Total	169,000	-

**FUNDING**

Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
205	NPDES Storm Water Quality	-	-	14,000	14,000
206	Storm Water Program	-	-	30,000	30,000
227	Sewer Collection Facilities	1,982	-	123,018	125,000
Total		1,982	-	167,018	169,000

City of Santa Paula Capital Improvement Program - FY 2015-2016

**SEWER**

CIP NUMBER: 9039	PROJECT TYPE Sewer
PROJECT NAME: Water Recycling Facility Floodwall	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION**

The Water Recycling Facility (WRF) was a required project upgrade/replacement to meet the regulatory compliance orders from the Regional Water Quality Control Board (RWQCB). As part of its construction, a floodwall is required by FEMA along Peck Road. Design to be completed by end of fiscal year 15-16

MILESTONE	COST	EXPENDED-TO-DATE
Design		3,874
Construction	285,680	-
<b>Total</b>	<b>285,680</b>	<b>-</b>

**FUNDING**

Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
610	Sewer Enterprise Fees	3,874	-	281,806	285,680
	<b>Total</b>	<b>3,874</b>	<b>-</b>	<b>281,806</b>	<b>285,680</b>

CIP NUMBER: 9213	PROJECT TYPE Sewer
PROJECT NAME: Manhole Rehab/Replacement Program	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION**

The Wastewater System Master Plan identified manholes to be deficient in condition. This program will rehabilitate or replace deficient conditioned manholes.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	313,955	13,353
<b>Total</b>	<b>313,955</b>	<b>13,353</b>

**FUNDING**

Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
610	Sewer Bond Proceeds	13,236	117	300,602	313,955
	<b>Total</b>	<b>13,236</b>	<b>117</b>	<b>300,602</b>	<b>313,955</b>

City of Santa Paula Capital Improvement Program - FY 2015-2016

**SEWER**

CIP NUMBER: 9214	PROJECT TYPE Sewer
PROJECT NAME: Inflow Reduction Program - Construction	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION**

Manholes in the wastewater system will be inspected to identify the areas in need of rehabilitation to reduce inflow into the system. Inflow causes to the proposed Water Recycling Facility (WRF) to require additional capacity because the collection system has areas where storm water can enter.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	250,000	-
Total	250,000	-

**FUNDING**

Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
610	Sewer Bond Proceeds	-	-	156,403	156,403
610	Sewer Enterprise Fees	-	-	93,597	93,597
	Total	-	-	250,000	250,000

CIP NUMBER: 9215	PROJECT TYPE Sewer
PROJECT NAME: Sewer Pipeline Rehabilitation Program	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION**

The Wastewater System master Plan Identified pipelines to be deficient in capacity and condition. This program will remove existing pipes and replace with City standard polyvinyl chloride (PVC) pipes. The program will also include spot repairs of pipelines where complete replacement is not warranted.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	895,000	25,306
Total	895,000	25,306

**FUNDING**

Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
610	Sewer Enterprise Fees	-	-	245,000	245,000
610	Sewer Bond Proceeds	-	25,306	624,694	650,000
	Total	-	25,306	869,694	895,000

City of Santa Paula Capital Improvement Program - FY 2015-2016

**SEWER**

CIP NUMBER: 9286	PROJECT TYPE Sewer
PROJECT NAME: Harvard Blvd. Sewer Line Replacement	DEPARTMENT Public Works
<p><b>PROJECT DESCRIPTION/JUSTIFICATION</b></p> <p>The Wastewater System Master Plan identified the sewer trunk in Harvard Blvd. from 10th St. to 12th St. to be deficient in capacity and condition. The project will remove the existing pipe and replace with the City standard Polyvinyl chloride (PVC) pipe. This project may be combined with the Sewer Pipeline Rehabilitation Project. LAFCO funding proceeds from Limoneira Co. may be applied. Estimated start of construction is summer 2015.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Design		40,093
Construction	1,200,000	
<b>Total</b>	<b>1,200,000</b>	<b>40,093</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
227	Sewer Collection Facilities	2,606	37,487	1,159,907	1,200,000
	<b>Total</b>	<b>2,606</b>	<b>37,487</b>	<b>1,159,907</b>	<b>1,200,000</b>

CIP NUMBER: 9311	PROJECT TYPE Sewer
PROJECT NAME: Water Recycling Facility Mitigation -	DEPARTMENT Public Works
<p><b>PROJECT DESCRIPTION/JUSTIFICATION</b></p> <p>The Water Recycling Facility (WRF) is a required project upgrade/replacement to meet the regulatory compliance orders from the Regional Quality Control Board (RWQCB). As part of its construction, environmental mitigation is required.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	462,941	415,481
<b>Total</b>	<b>462,941</b>	<b>415,481</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
610	Sewer Enterprise Fees	394,027	21,454	47,460	462,941
	<b>Total</b>	<b>394,027</b>	<b>21,454</b>	<b>47,460</b>	<b>462,941</b>

**WATER**

CIP NUMBER: 9008	PROJECT TYPE Water
PROJECT NAME: 600 Zone Booster	DEPARTMENT Public Works
PROJECT DESCRIPTION/JUSTIFICATION	
This pump station will ultimately replace the existing 600 pump stations. The facility will pump water from the 200 zone into the 600 zone. This project is also called "Terracina Pump Station Design" in the 2005 Water Master Plan. Construction should begin fiscal year 2015/2016. Design will be completed by July 2015.	

MILESTONE	COST	EXPENDED-TO-DATE
Design	312,000	315,313
Construction	1,040,000	-
Total	1,352,000	315,313

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
620	Water Enterprise Fees	-	-	352,000	352,000
620	Water Bond Proceeds	306,907	8,406	684,687	1,000,000
	Total	306,907	8,406	1,036,687	1,352,000

CIP NUMBER: 9108	PROJECT TYPE Water
PROJECT NAME: Water Main Replacement Program	DEPARTMENT Public Works
PROJECT DESCRIPTION/JUSTIFICATION	
The Potable Water System Master Plan identified existing water mains deficient in capacity and condition. This program will remove existing pipes and replace with City standard polyvinyl chloride (PVC) pipes.	

MILESTONE	COST	EXPENDED-TO-DATE
Design	500,000	49,513
Construction	2,000,000	302,747
Total	2,500,000	352,260

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
620	Water Bond Proceeds	32,061	320,280	2,147,659	2,500,000
	Total	32,061	320,280	2,147,659	2,500,000

**WATER**

CIP NUMBER: 9233	PROJECT TYPE Water
PROJECT NAME: Teague Tank Demolition	DEPARTMENT Public Works
PROJECT DESCRIPTION/JUSTIFICATION	
Teague Tank, a water distribution reservoir, was taken offline due to corrosion and leakage, and is in need of demolition. Teague Tank is scheduled to be replaced with the 400 Zone Tank. Estimated Construction is summer 2015	

MILESTONE	COST	EXPENDED-TO-DATE
Design	20,000	10,520
Construction	188,000	-
Total	208,000	10,520

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
620	Water Bond Proceeds	6,445	4,075	189,480	200,000
620	Water Enterprise Fees	-	-	8,000	8,000
Total		6,445	4,075	197,480	208,000

CIP NUMBER: 9234	PROJECT TYPE Water
PROJECT NAME: Canyon Booster Pump Station	DEPARTMENT Public Works
PROJECT DESCRIPTION/JUSTIFICATION	
The Potable Water System Master Plan identified Canyon Booster Pump Station with no redundancy and inadequate pumping capacity. The project will add another pump including minor piping modifications.	

MILESTONE	COST	EXPENDED-TO-DATE
Planning/EIR/		
Design	123,710	-
Construction	-	-
Total	123,710	-

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
620	Water Enterprise Fees	-	-	123,710	123,710
Total		-	-	123,710	123,710

**WATER**

CIP NUMBER: 9236	PROJECT TYPE Water
PROJECT NAME: Cross Town Pipeline	DEPARTMENT Public Works
PROJECT DESCRIPTION/JUSTIFICATION	
To improve pumping and circulation efficiency, the City designed a cross town pipeline from Steckel Water Conditional Facility to the main reservoir. Estimated start of design is summer 2015	

MILESTONE	COST	EXPENDED-TO-DATE
Design	250,000	23,044
Construction	2,250,000	-
Total	2,500,000	-

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
620	Water Enterprise Fees	22,843	201	226,956	250,000
620	Water Bond Proceeds	-	-	2,250,000	2,250,000
	Total	22,843	201	2,476,956	\$ 2,500,000.00

CIP NUMBER: 9267	PROJECT TYPE Water
PROJECT NAME: Well Rehabilitation Program	DEPARTMENT Public Works
PROJECT DESCRIPTION/JUSTIFICATION	
The 2005 Water System Master Plan indicated that the City needed to rehabilitate its groundwater wells once every 5 years. Well 13 was completed in 2013. Well 12 is estimated to be complete in summer 2015.	

MILESTONE	COST	EXPENDED-TO-DATE
Planning/EIR/		
Design	-	1,208
Construction	235,334	1,838
Total	235,334	3,046

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
620	Water Bond Proceeds	-	3,046	232,289	235,334
	Total	-	3,046	232,289	235,334

**WATER**

CIP NUMBER: 9271	PROJECT TYPE Water
PROJECT NAME: Meter Replacement Program	DEPARTMENT Public Works
<p><b>PROJECT DESCRIPTION/JUSTIFICATION</b>                  The City continues the process of switching out the standard manual real water meters for automated meters. This will assist in improving meter reading efficiency and accuracy. Future developers will be required to install Badger AMR's in their projects consistent with the City standards.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Material Costs	612,436	212,436
Total	612,436	212,436

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
620	Water Enterprise Fees	-	212,436	250,000	462,436
	Total	-	212,436	250,000	462,436

CIP NUMBER: 9299	PROJECT TYPE Water
PROJECT NAME: Mesa Tank Study	DEPARTMENT Public Works
<p><b>PROJECT DESCRIPTION/JUSTIFICATION</b>                  Replacement of two water tanks Mesa Tank A &amp; B. These tanks are older, above ground, steel water tanks. Tank B has been leaking since 1997. Tank A is over 40 years old and has met its useful life. Both tanks need to be demolished and replaced with newer concrete reinforced tank with added storage for fire-fighting capability and dependability.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Design/Study	100,000	-
Total	100,000	-

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
620	Water Enterprise Fees	-	-	100,000	100,000
	Total	-	-	100,000	100,000

**WATER**

CIP NUMBER: 9300	PROJECT TYPE Water
PROJECT NAME: Scada Land Line to Radio Conversion	DEPARTMENT Public Works
<p><b>PROJECT DESCRIPTION/JUSTIFICATION</b>                  Upgrading existing SCADA PLCs to have Ethernet capability Integrate with City private and secure network for communication with remote sites to support present and future City needs. Capability will add network security cameras at remote water tank sites. This will also give capability to add security cameras to other City locations such as street lights, intersections, parks, bike trail, etc.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	150,000	
Total	150,000	-

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
620	Water Enterprise Fees	-	-	150,000	150,000
Total		-	-	150,000	150,000

CIP NUMBER: 9301	PROJECT TYPE Water
PROJECT NAME: GIS/GPS Asset Management Program	DEPARTMENT Public Works
<p><b>PROJECT DESCRIPTION/JUSTIFICATION</b>                  GIS/GPS Asset Management Software Purchase &amp; Operations Program for enhancing water infrastructure management including, but not limited to, utility atlas mapping, utility history, water main &amp; valve maintenance, and other utility infrastructure data.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	300,000	5,407
Total	300,000	5,407

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
620	Water Enterprise Fees	5,407	-	294,593	300,000
Total		5,407	-	294,593	300,000

**WATER**

CIP NUMBER: 9302	PROJECT TYPE Water
PROJECT NAME: Filter Media Replacement Steckel Treatment Facility	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION**

The media life span is 10 years and we are at 13 years and beginning to see short filter runs and high differential pressures that cause more frequent backwashing. There are three filters that need to be replaced.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	201,622	1,622
Total	201,622	1,622

**FUNDING**

Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
620	Water Bond Proceeds			100,000	100,000
620	Water Enterprise Fees	-	1,622	100,000	101,622
	Total	-	1,622	200,000	201,622

## BUILDINGS & GROUNDS

CIP NUMBER: 9182	PROJECT TYPE
PROJECT NAME: Harding Park Master Plan Phase II Design	DEPARTMENT Building & Ground
PROJECT DESCRIPTION/JUSTIFICATION Implementation of the Harding park Master Plan will benefit the community by expanding and better coordinate facilities to a wider group of users. The Master Plan is a vision of the finished park. The project is scheduled for completion in FY 2015-2016.	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	92,883	19,350
Total	92,883	19,350

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
202	Harding Park Improvements	-	19,350	73,533	92,883
	Total	-	19,350	73,533	92,883

CIP NUMBER: 9289	PROJECT TYPE
PROJECT NAME: Teague Park Master Plan II	DEPARTMENT Building & Grounds
PROJECT DESCRIPTION/JUSTIFICATION Implementation of the Teague Park Master Plan II will benefit the community by expanding and better coordinating facilities to a wider group of users. The Master Plan is a vision of the finished park. Dependent on Fund Balance. This project is continuing through fiscal year 2015-2016.	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	188,000	15,257
Total	188,000	15,257

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
226	Parkland Facilities	13,517	1,740	54,743	70,000
4XX	Federal Grant	-	-	118,000	118,000
	Total	13,517	1,740	172,743	188,000

## BUILDINGS & GROUNDS

CIP NUMBER: 9308	PROJECT TYPE
PROJECT NAME: Veterans Park Restroom Rehab Project	DEPARTMENT Building & Grounds
PROJECT DESCRIPTION/JUSTIFICATION	
The Veterans Park Restroom Rehabilitation Project will consist of a total rehabilitation of existing public restroom structure both on the interior and exterior. Re-roof, exterior and interior paint, new doors/hardware, new flooring, tile, toilets/sinks/fixtures, electrical and plumbing.	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	165,000	-
Total	165,000	-

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
	226 Parkland Facility			90,000	90,000
	450 CDBG	-	46	74,954	75,000
	Total	-	46	164,954	165,000

CIP NUMBER: 9310	PROJECT TYPE
PROJECT NAME: Fagan Barranca Rehabilitation	DEPARTMENT Building & Grounds
PROJECT DESCRIPTION/JUSTIFICATION	
Improvement of the Barranca Trail and connection to the bike trail will improve community park use. This project will include removing and trim eucalyptus trees from Santa Paula Street to Main Street. This project will take place after the Habitat for Humanity Project.	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	625,000	
Design	250,000	-
Total	875,000	-

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
4XX	ATP	-	-	875,000	875,000
	Total	-	-	875,000	875,000

## BUILDINGS & GROUNDS

CIP NUMBER: 9312	PROJECT TYPE
PROJECT NAME: City Buildings/Flooring Rehabilitation Project	DEPARTMENT Building & Grounds
PROJECT DESCRIPTION/JUSTIFICATION	
Inspection, evaluation and replacement of City flooring. This includes, City Hall Complex, Council Chambers, Community Center (all buildings), Community Development, Fire Stations #82, and Oil Museum.	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	100,000	4,709
Total	100,000	4,709

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
	223 Public Meeting Facilities		4709	45,291	50,000
	225 General Government Facilities	-	-	50,000	50,000
	Total	-	4,709	95,291	100,000

CIP NUMBER: 9313	PROJECT TYPE
PROJECT NAME: Community Center Meeting Room	DEPARTMENT Building & Grounds
PROJECT DESCRIPTION/JUSTIFICATION	
Installation of new audio and visual equipment at the community center meeting room.	

MILESTONE	COST	EXPENDED-TO-DATE
Equipment	30,000	-
Total	30,000	-

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
	223 Public Meeting Facilities	-	-	30,000	30,000
	Total	-	-	30,000	30,000

## BUILDINGS & GROUNDS

CIP NUMBER: 9314	PROJECT TYPE
PROJECT NAME: Corporation Yard Improvements Project	DEPARTMENT Building & Grounds
PROJECT DESCRIPTION/JUSTIFICATION	
<p>The existing mechanics bays were built in the late 1940's. Currently the mechanics are exposed to the elements. The exposure results in loss of productivity and downtime for maintenance of rolling stock. The project is a study to determine the feasibility of rehabilitating the existing facility at the current site versus constructing a new facility at a relocated site.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Design	200,000	-
Total	200,000	-

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
	280 Gas Tax			100,000	100,000
	610 Sewer Enterprise Fee			100,000	100,000
	Total	-	-	200,000	200,000

## BUILDINGS & GROUNDS

CIP NUMBER: 9315	PROJECT TYPE
PROJECT NAME: Security Cameras for Park Facilities	DEPARTMENT Building & Grounds
PROJECT DESCRIPTION/JUSTIFICATION	
<p>Install security cameras at George Harding Park, Teague Park, Las Piedras Park, Railroad Plaza, Mill Park, Obregon Park, Fagan Barranca, Veterans Memorial Park, Recreation Center Park, Ebell Park, Morton Bay Fig Tree, and City Parking Lots.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Equipment	30,000	17,314
Total	30,000	17,314

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
	226 Parkland Facility	-	17,314	12,686	30,000
	Total	-	17,314	12,686	30,000

## BUILDINGS & GROUNDS

CIP NUMBER: 9306	PROJECT TYPE
PROJECT NAME: Playground Upgrade at Various Parks	DEPARTMENT Building & Grounds
PROJECT DESCRIPTION/JUSTIFICATION	
Upgrading the existing playground equipment at numerous parks is required to meet playground safety standards. Replace and install Las Piedras Park Playground Equipment due to Arrow Insurance to cover customer.	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	781,000	-
<b>Total</b>	<b>781,000</b>	<b>-</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 14-15	FY 15-16	Project Total Cost
	226 Parkland Facility		9614.24	590,386	600,000
	226 Parkland Facility (Insurance Claim)	-	-	181,000	181,000
	Total	-	-	771,386	781,000

**Appropriation** - An authorization by the City Council to expend moneys and incur obligations for specific purposes.

**Appropriation Unit** - A budget category such as Salaries and Benefits; Services and Supplies; or Capital Outlay.

**Assessed Valuation** - A dollar value placed upon real estate or other property by Ventura County as a basis for levying property taxes.

**Audit** - A review of the City's accounts by an independent accounting firm to verify that the City's financial statements accurately reflect the City's financial position.

**Beginning/Ending (Un-appropriated) Fund Balance** - Unencumbered resources available in a fund from the prior/current fiscal year, after payment of the prior/current fiscal year's expenditures/expenses. This is not necessarily cash on hand.

**Bond** - A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

**Budget** - A financial plan consisting of an estimate of proposed expenditures and their purposes for a given period, and the proposed means of financing. Santa Paula's annual budget encompasses one fiscal year.

**Capital Improvement** - A permanent major addition to the City's real property assets with an estimated cost generally in excess of \$25,000 and a useful life of five years or more, including the design, construction, or purchase of land, buildings or facilities, or major renovations of same.

**Capital Improvement Plan** - A financial plan of proposed capital improvement projects and the means of financing them for a given period of time. The City's Capital Improvement Program covers a six-year period.

**Capital Outlay** - A budget category which includes equipment having a unit cost or more than \$5,000 and an estimated useful life of more than one year. Major Capital Outlay are those items having a unit cost of \$5,000 or more.

**Debt Service** - Payment of interest and principal on an obligation resulting from the issuance of bonds, notes, or certificates of indebtedness.

**Deficit** - An excess of expenditures or expenses over revenues (resources).

**Department** - An organizational unit comprised of one or more divisions.

**Designated Reserve** - Funds specifically appropriated and set aside for anticipated expenditure requirements, which are uncertain.

**Discretionary** - Resources that the City Council can use for any legal Government purpose.

**Division** - An organizational subdivision of a department.

**Encumbrance** - A commitment of funds for goods or services on order.

**Enterprise Fund** - A fund established to account for the total costs of those governmental facilities and services that are operated in a manner similar to private enterprises. These programs are entirely or predominantly self-supporting.

**Entitlement** - Grant or subvention funds available to the City on the basis of population or other established criteria, rather than based on competition or unique factors among agencies.

**Expenditure** - The actual spending of funds.

**Expense** - The actual spending of Proprietary Funds (Enterprise and Internal Service Fund types).

**Fiscal Year** - A twelve-month period of time. The Santa Paula fiscal year begins July 1 and ends June 30 of each year.

**Fringe Benefits** - A budget category, which includes all expenses for employee benefits such as cafeteria plan, retirement, Medicare, and worker's compensation insurance.

**Full-Time Equivalent** - The amount of time a regular full or part-time position has been budgeted for in terms of the amount of time an employee works in a year.

**Fund** - An independent fiscal and accounting entity used to set forth the financial position and results of operations related to the specific purpose for which the fund was created.

**Fund Balance** - The amount of financial resources available for use. Generally, this represents the detail of all the annual operating surpluses and deficits since the fund's inception.

**General Fund** - The City's principal operating fund, which is supported by taxes and fees which can be used for any legal government purpose.

**General Obligation Bond** - Bonds used for various purposes and repaid by the regular (usually the General Fund) revenue raising powers of the City.

**Grants** - Contributions or gifts of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility. An example is the Community Development Block Grant given by the Federal government.

**Infrastructure** - Facilities on which the continuance and growth of a community depend

on such as roads, water lines, sewers, public buildings, parks and so forth.

***Inter-fund Transfers*** - Moneys transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

***Internal Service Fund*** - Internal Service Funds provide service to all City departments and bill the other Funds for services rendered, as would a private business. An example is the Equipment Maintenance Fund.

***Lease-Purchase Agreement*** – Agreements which are contractual and are termed leases, but whose lease amount is applied to the purchase.

***Levy*** - (Verb) To impose taxes, special assessments or service charges for the support of governmental activities; (Noun) the total amount of taxes, and/or special assessments and/or service charges imposed by a governmental agency.

***Long-Term Debt*** - Debt with a maturity of more than one year after the date of issue.

***Maintenance and Operation*** - A category in the budget, which includes all expenses, except personnel and capital outlay costs. Examples include office supplies, minor equipment, motor vehicle expense, and professional and contractual services.

***Municipal Code*** - A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

***Non-Departmental*** - Program costs that do not relate to any one department, but represent costs of a general Citywide nature, such as debt service and appropriated reserve.

***Non-discretionary*** – Relating to resources (revenue) and expenditures legally restricted for specific purposes.

***Objective*** - The expected result or achievement of a budget activity.

**One Time Only** - Revenue or expenditure amounts that are anticipated to occur during one fiscal year only.

***Ongoing*** – Revenue or expenditure amounts that occur every fiscal year.

***Operating Budget*** - Appropriation of funds for ongoing program costs, including personnel services, supplies, equipment, and debt service.

***Ordinance*** - A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with any higher form or law, such as a State statute or constitutional provision.

**Position Control Listing** - Establishes approved positions within the City service.

***Position Classification and Compensation Plan*** - By resolution, as defined in the City's Personnel Rules and Regulations, and Chapter 33 (Personnel System) of the City's Municipal Code, establishes the following: approved classes within the City's Classification Plan; approved classifications of classes within the City's Classification Plan; and approved compensation for each class within the City's Classification Plan.

***Program*** - An activity or group of activities performed for the purpose of providing a service or support function. A program can also be an organizational subdivision of a department. See division.

***Reimbursement*** - Payment of amount remitted on behalf of another party, department, or fund.

***Reserve*** - An account used to earmark a portion of the fund balance as legally segregated for a specific use.

***Resolution*** - A special order of the City Council which requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval.

***Resources*** - Total amounts available for appropriation during the fiscal year, including revenues, fund transfers and beginning fund balances.

***Revenues*** - Amounts received from taxes, fees, permits, licenses, interest, and intergovernmental sources during the fiscal year.

***Revenue Bonds*** - Bonds issued to construct capital facilities, repaid from revenue produced by the operation of those facilities.

***Salaries*** - A category in the budget, which accounts for full-time and temporary employees and overtime expenses.

***Section*** - An organization subdivision of a division or program.

***Special Revenue Funds*** - This fund type collects revenues that are restricted by the City, State, or Federal Government as to how the City might spend them.

***Special Study Project*** - Large, onetime study performed by outside source that generally goes beyond the scope of work of a department and may have citywide consequences.

***Tax and Revenue Anticipation Notes (TRANS)*** - Notes (sometimes called warrants) issued in anticipation of collection of taxes. Moneys from this source are used to provide adequate "cash flow" for ongoing expenses until taxes are collected.

***Un-appropriated Fund Balance*** - The part of undesignated fund balance consisting of the excess of current year revenues over appropriations.