

# CITY OF SANTA PAULA ADOPTED BUDGET FOR FISCAL YEAR 2016-17



Photo courtesy of Melgar Photo Studio

# **CITY OF SANTA PAULA ADOPTED BUDGET FOR FISCAL YEAR 2016-17**

## **CITY COUNCIL**

Mayor Martin F. Hernandez  
Vice Mayor Jenny Crosswhite  
Councilmember Jim Tovias  
Councilmember John Procter  
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 2016

---

Budget Transmittal Letter	
ADOPTING RESOLUTION 6988	
<b><u>General Information</u></b>	
City Information	1
City Miscellaneous Statistics	2
City Organizational Chart	3
Gann Limit	4
Fiscal Forecast Summary	7
Overhead Calculation Net Benefit	8
General Fund Worksheet	9
Fund Balances	10
<b><u>Revenue</u></b>	
Citywide Revenues Chart	12
General Fund Chart	13
Total Revenues vs Salaries & Benefits Graph	14
General Fund Revenue by Department	15
General Fund Revenue by Type	20
<b><u>Expenditures</u></b>	
General Fund & Citywide Expenditures by Department Graphs	24
General Fund Staffing Costs Graph	25
Citywide Summary - Expenditures & Revenues	26
General Fund Summary - Expenditures & Revenues	27
General Fund Summary by Department	28
General Fund Sal & Ben Expenditure Summary by Department	29
<b><u>Positions</u></b>	
Position Control Listing	32
Citywide Full-Time Position Count Graph	33
<b><u>GENERAL ADMINISTRATION</u></b>	
Administrative Narratives	34
Department Summary	38
City Council	39
City Clerk	39
City Attorney	40
City Manager's Office	40
Personnel	41
Risk Management	41
Information Technology	42
Mobile Home Rent Review	42
California Oil Museum of Santa Paula	43
<b><u>BUILDING &amp; SAFETY DEPARTMENT</u></b>	
Building & Safety Narratives	44
Department Summary	46
Building	47
Housing Code Enforcement	48
CDBG	48
<b><u>COMMUNITY SERVICES DEPARTMENT</u></b>	
Community Services Narratives	49
Department Summary	54
Community Center	55
Recreation & Leisure	55
Buildings & Grounds	56
Cable Television	57
Recreation	58
Area Agency on Aging	58
CDBG Senior Center	59

# TABLE OF CONTENTS 2016

---

## **FINANCIAL SERVICES DEPARTMENT**

Financial Services Narratives	60
Department Summary	64
City Treasurer Program	65
Finance Operations	65
Vista Bus	66
Customer Service - Utilities	66
Non Departmental Summary & Detail	67

## **FIRE DEPARTMENT**

Fire Narratives	68
Department Summary	74
Administration & Prevention	75
Operations	76
Prevention & Operations- Homeland Security	77
SAFER & CDBG Grant Operations	77-78

## **PLANNING DEPARTMENT**

Planning Narratives	79
Department Summary	85
Planning	86

## **POLICE DEPARTMENT**

Police Narratives	87
Department Summary	96
Administration	97
Patrol	98
Investigations	99
Dispatch & Communications	100
Records Services	100
Custody & Jail	101
Animal Regulation	101
Resource Officer	101
Graffiti Removal	102
Developer	102
SLESF - COPS (AB1913) Store Front	103
Asset Forfeitures	103
COPS (COUNTY) Probation	103
SLESF (AB1913) - Store Front	103

## **PUBLIC WORKS DEPARTMENT**

Public Works Narratives	105
Department Summary	119
General Engineering	120
Streets and Storm Drains Maintenance Program	122
Hillsborough Open Space District Maintenance Program	125
Wastewater Enterprise Accounts	127
Water Enterprise Accounts	130
Equipment Maintenance	132

## **CAPITAL IMPROVEMENT PROJECTS**

CIP Narratives	133
Summary	135
Streets/Stormdrains	139
Sewer	143
Water Enterprise Accounts	146
Buildings and Grounds	151

## **GLOSSARY OF BUDGET TERMS**

159

***For the Regular City Council Meeting of June 20, 2016***

**MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Jaime Fontes, City Manager

Subject: Fiscal Year 2016-17 Budget

Date: June 7, 2016

---

**Recommendation:** It is recommended that the City Council 1) adopt resolution #6988, adopting the Fiscal Year 2016-17 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 2016-17. 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 the East Area development have pushed back the receipt of anticipated revenues one more year. Once again, 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.

The City Council has undertaken a two month goal setting process which culminated in final direction to staff at the June 6th 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. Police and Fire services remain our highest priority with combined budget increases of \$351,000 from last fiscal year. Council will continue with options for funding of Public Safety including proposing another sales tax initiative.

**Background:**

On March 7, 2016 staff presented the Council with the Fiscal Year 2015-16 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 \$13,648,151. This was \$438,574 below original budget estimates,

mostly due to decreases in departmental revenue. Year-end operating expenses were anticipated at \$13,892,782. This is a decrease of \$388,551 or 97% of the original budgeted expenses. Salary expenses were anticipated to be under budget by approximately \$245,909 due to staff vacancies. This amount was expected to be offset by an increase in contractual services. Since the mid-year update, estimates have continued as projected with a slight decrease of expected deficit from \$43,149 to a deficit of \$28,372 for the ending balance in 2016-17.

This General Fund Budget reflects a 4.7% increase to the budgeted cost of services from \$14.281 million in 2015-16 to \$14.954 million in 2016-17. A significant portion of the increase represents funding of cost increases in liability insurance and planning staff.

The proposed fiscal year 2016-17 citywide budget for all funds includes expenditures of \$38,985,261 and revenues of \$37,306,100. 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 2016-17 fiscal year General Fund Operating Budget is a balanced budget with expenditures of \$14,954,956 being financed with total resources of \$14,669,470 as well as a carryover from fiscal year 2015-16 of \$285,486. This provides for an estimated General Fund Reserve of \$1.108 million or 7.6% of operating expenses. A standard benchmark is 10-15%.

The 2016-17 budget includes an estimated decrease in property related taxes of approximately \$505,000 and an increase in sales taxes of \$276,000. 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

	2013-14	2014-15	Estimated 2015-16	Proposed 2016-17
Sales Tax	1,707,894	1,867,284	2,200,000	2,476,000
Property Taxes	5,891,206	6,890,577	6,865,124	6,359,500
Franchise Fee Tax	614,433	904,177	700,115	700,000
Other Taxes	226,582	163,526	136,227	348,000
Totals	8,440,115	9,825,564	9,901,466	9,883,500

Fees, Fines & Permits were down for all departments in 2015-16 except Building & Safety and Community Services. The Planning Department shows a considerable decrease in Charges for Services due to expected reimbursement for services related to development projects. All other revenues are expected to remain relatively unchanged. Total transfers from other funds are expected to increase by \$41,807 from the 15-16 level due to the cost allocation plan.

In summary, the General Fund resource levels are estimated to be approximately \$582,745 above 2015-16 levels.

Total General Fund Salaries and Benefits proposed for 2016-17 include \$10,567,451 with \$3,316,846 in all other city funds. The General Fund increase in staffing costs is anticipated to be \$183,202. In all other funds staffing costs are projected to increase from \$2,367,873 to \$3,316,846 or 40%.

As to Positions changes/additions: There is additional funding to move the Accountant in the Finance department to the Assistance Finance Director position. An extra day has been added to the Planning department for Code Enforcement activity and the Police Department will convert 4 part-time Community Service Officers to two full- time Community Service Officers. The Deputy Public Works Director has been put back into the position control sheet but will remain an unfunded position.

At this time, the 2016-17 Proposed Budget is balanced, therefore additional new items will require reallocations to existing programming.

### **Anticipating New Growth:**

Fortunately there is some good news on the horizon. The East Area project has seen grading begin this year and the economy appears stable enough to support home sales through the next several years. In February, Stanley R. Hoffman in a coordinated effort with the developers and city staff provided an updated fiscal model of the project. According to the estimates, the City will begin to benefit from net positive general purpose revenues beginning in fiscal year 2017-18, if building goes as scheduled. Fiscal year 17-18's net benefit is estimated at \$719,872. The key revenues sources supporting some additional expenses include \$101,000 in property taxes and \$723,450 in sales taxes. Delays in retail development projects could significantly alter these expectations. Additionally, more detailed review of the permits and processing fees has been undertaken and those have been include in this year budget. These for the most part will offset processing and support cost to the project.

### **Five-Year Fiscal Forecast**

While not a budgetary requirement, in past years the budget has included a Five-Year Sustainability plan. This was a short version of a traditional Five-Year forecast that focused on the short-term issues to balance the budget and highlighted the net changes in the budget. This year a more traditional Five-Year forecast has been prepared and a summary is presented on page 7 of the budget. This analysis shows a possible but manageable short-fall in fiscal year 17-18 and a healthy growth resulting in part, from the East Area development for the future years. It, however, has a cautionary note related to future recessions, underfunded capital investments and adequate, but low reserves. This implies that funds for current programs are sustainable, however new or expanded programs should be critically evaluated for their long-term fiscal impacts.

### **Critical Policy and Management issues:**

**Management of Risk Expenses.** This years' budget includes an increase of approximately \$150,000 due to the negotiated change in payments to the JPIA for underfunded past losses. This level of expense will exist for the next 4 years and beyond. Additional current year rates are also going up \$18,000 and could increase more if greater losses occur in the near term.

**Maintaining the City's financial system infrastructure and staffing.** This year's budget includes recommended expenses for the filling of the Assistant Finance Director's position. There is also a scheduled upgrade to the current fiscal/management information system, INCODE, and the addition of the new permitting system, EnerGov. To complete the upgrade additional staff time and overtime will be needed.

**Insuring long term stability for public safety services.** This is a two-step process of maintaining costs in police and fire services at the same time seeking revenues to support future levels of additionally needed services. Critical concerns include: appropriate staffing, competitive wages, the potential loss of both federal and private grant resources and the maintenance of communications and field equipment.

The current year's budget includes the final year of both the Limoneira sworn officer grant as well as the Fire department SAFER grant funding.

**Fire Services Review.** Council has received the Fire Sustainability study at the June 6<sup>th</sup> meeting and will move forward with consideration of the various options.

**Effective and timely completion of projects in Community Development.** The budget includes the anticipated expenses, such as a contractual staffing related to upcoming development. Additional expenses may be incurred, but will be offset by fees paid by prospective developers. The city needs additional development to create revenues. It is imperative that viable projects move through the process in a timely fashion. Lost time is lost money for both the developers and the city.

**Sustainable Animal Services Program.** The cost increased approximately 30% (\$3,000 per month) this year for the contract related to shelter service. This is an increase in cost from \$72,000 to \$108,000 annually. This expense is partially offset by Animal License fees of \$25,000 and department animal control fees of \$450. Fee increases may be needed in the future to sustain this program level.

**Sustainable Street Maintenance and Improvement Program.** Street repair expenses are exceeding current Gas Tax revenues. We are using cumulated resources to pay for current projects. These funds are insufficient to maintain our streets.

**Sustainable Water and Sewer Programs.** Staff plans to continue the water/sewer rate study in order to fund additional needed infrastructure projects. The study should be completed in fiscal year 16-17.

**Sustainable General City Infrastructure including Buildings.** Public buildings, their interiors, parks, parking lots, and other city infrastructure have experienced years of deferred maintenance. The identification of unmet needs compiled in 2013 has only partially been

addressed and new items have been added, such as the need to rebuild the corporation yard facility. Currently, there are limited resources to restore and maintain all of the city facilities. This is a critical need not addressed in this budget.

### **Fiscal Contingency Plans.**

Many economists are warning of the next recession in just a few years and HDL, our consultants who provide sales and property tax estimates, concur. During the great recession, beginning in fiscal year 08-09 and until the end of fiscal year 09-10, the city lost general purpose revenues such as sales and property tax, and equally important charges for services totaling \$2.7 million. This would have been far worse if it were not for one-time sales of property and the transition to private providers for solid waste removal. At the same time, efforts to reduce expenses lagged with only \$1.2 million during that time period. Expense reductions were necessary until the end of fiscal year 12-13 to balance the budget.

Throughout the state, local government's 5 and 10 year projections failed to give warning of the recessions. The problem with a fiscal plan is only partly trying to see the downturn coming; the more critical elements involve acting quickly to new information and trends to mitigate the impact on the City. In short, it is not hearing the train come down the tracks, it is getting off the tracks before it hits you. The lessons learned from this and past recessions is that an ongoing fiscal contingency plan needs to include;

- Prudent spending and savings during good times,
- Timely monitoring of key economic drivers and city resources
- Having reserves adequate to fund resource losses of 10% to 15% for up to 3 years, or
- The ability to reduce expenses accordingly, and
- Having a budget process that involves stakeholders in the cut-back process and finally,
- The political will to act decisively on information that is available.

The City has the 1<sup>st</sup> two elements in place. Since the City has undergone years of frugal budgets, there is not a lot of room for more cut-backs. With the reserve of \$1.1 million, the city is certain to suffer another fiscal crisis if the next recession hits. The current reserves are about half of what would be required if a new recession hits within the next few year. Therefore, the Council has directed staff to set aside any remaining fund balance at the end of fiscal year 16-17 to reserves.

### **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 Program (CIP)**

The Capital Improvement Projects funded for 2016-17 are summarized in the following attachment. The summary review provides a brief overview of appropriations needed for this fiscal year. In total there are 8 street projects, 6 sewer projects, 10 water projects and 15

buildings and grounds projects totaling \$29,764,993. Proceeds from the sale of bonds (2010 Series A) will be used for street projects.

<b>Capital Improvement Plan Summary</b>	
Street Projects	7,006,949
Sewer Projects	6,251,104
Water Projects	13,660,294
Building & Grounds Projects	2,846,646
<b>Total</b>	<b>29,764,993</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 1.70% and a cost-of- living adjustment factor of 1.0537%, the 2016-17 limit is increased from \$19,625,892 to \$20,824,561. This is a 1.0611% increase.

### **Acknowledgement**

This document represents the input from citizens, staff and Council. This is also the continuation of an extraordinary five 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, Ms. Ruth Juanes, Accounting Technician, 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.

### **Alternatives:**

- A. Approve recommendation.
  
- B. Deny recommendation.
  
- C. Provide staff with direction.

## RESOLUTION NO. 6988

### A RESOLUTION ADOPTING THE 2016-2017 FINAL OPERATING BUDGET FOR THE CITY OF SANTA PAULA AND ADOPTING THE 2016-2017 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 2016-17;
- 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 2nd, May 20th and June 6th, 2016;
- D. The City Council conducted a budget workshop to receive public input on May 18th and June 6th, 2016;
- 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 26th, 2016 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 2016-2017 at \$20,824,561.

**SECTION 4: BUDGET APPROPRIATIONS.** Based upon the Budget, the total General Fund operating budget is \$14,954,956. The City Manager, or designee, is authorized to implement the following appropriations for City Departments:

Fund	Department	Appropriation
100	Administration	\$ 2,567,375
100	Building & Safety	\$ 278,421
100	Community Services	\$ 1,006,285
100	Finance	\$ 511,579
100	Fire	\$ 2,523,848
100	Planning	\$ 798,587
100	Police	\$ 6,307,813
100	Public Works	\$ 290,339
100	Non-Department Expense	\$ 670,709
Total		\$ 14,954,956

**SECTION 5: MISCELLANEOUS APPROPRIATIONS.** The City Manager, or designee, is authorized to implement the following miscellaneous appropriations totaling: \$25,108,778.

Department	Appropriation
Administration	\$ 5,000
Building & Safety	\$ 251,851
Community Services	\$ 253,665
Finance	\$ 391,394
Fire	\$ 512,103
Planning	\$ -
Police	\$ 108,800
Public Works	\$ 22,507,492
Total	\$ 24,030,305

Fund 204 (California Oil Museum) will continue operations funded by their Foundation until the transfer to private operations becomes effective.

**SECTION 6: CIP APPROPRIATIONS.** Based upon the CIP, a total of \$29,764,993 is appropriated for capital improvement projects for Fiscal Year 2016-17. The City Manager, or designee, is authorized to implement the CIP with the following funds and amounts:

<u>FUND</u>	<u>FUND DESCRIPTION</u>	<u>APPROPRIATION</u>
202	Harding Park Trust	47,300
205	NPDES Storm Water Quality	45,000
218-229	Developer Impact Fees	3,386,053
280	State Gas Tax	3,376,024
281	Local Transportation TDA	1,423,290
307	Housing-Parks Program	516,350
401	Federal STP	200,000
406	Congestion Management Air Quality	1,100,000
4XX	Federal Grants	1,714,312
450	HUD-CDBG	27,190
610	Sewer Enterprise Fees	1,528,792
610	Sewer Bond Proceeds	3,139,719
620	Water Enterprise Fees	1,324,937
620	Water Bond Proceeds	<u>11,936,026</u>
	<b>TOTAL</b>	<b><u>\$29,764,993</u></b>

**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 2015-2016 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 2015-2016 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.

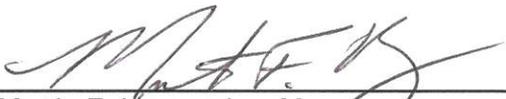
**SECTION 11: CONTRACTING AUTHORITY.**

- 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.
- 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 20, 2016.

  
 \_\_\_\_\_  
 Martin F. Hernandez, Mayor

ATTEST:

  
 \_\_\_\_\_  
 for Judy Rice, City Clerk

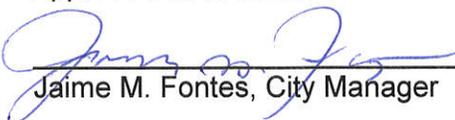
Lucy Blanco  
 Deputy City Clerk



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.”

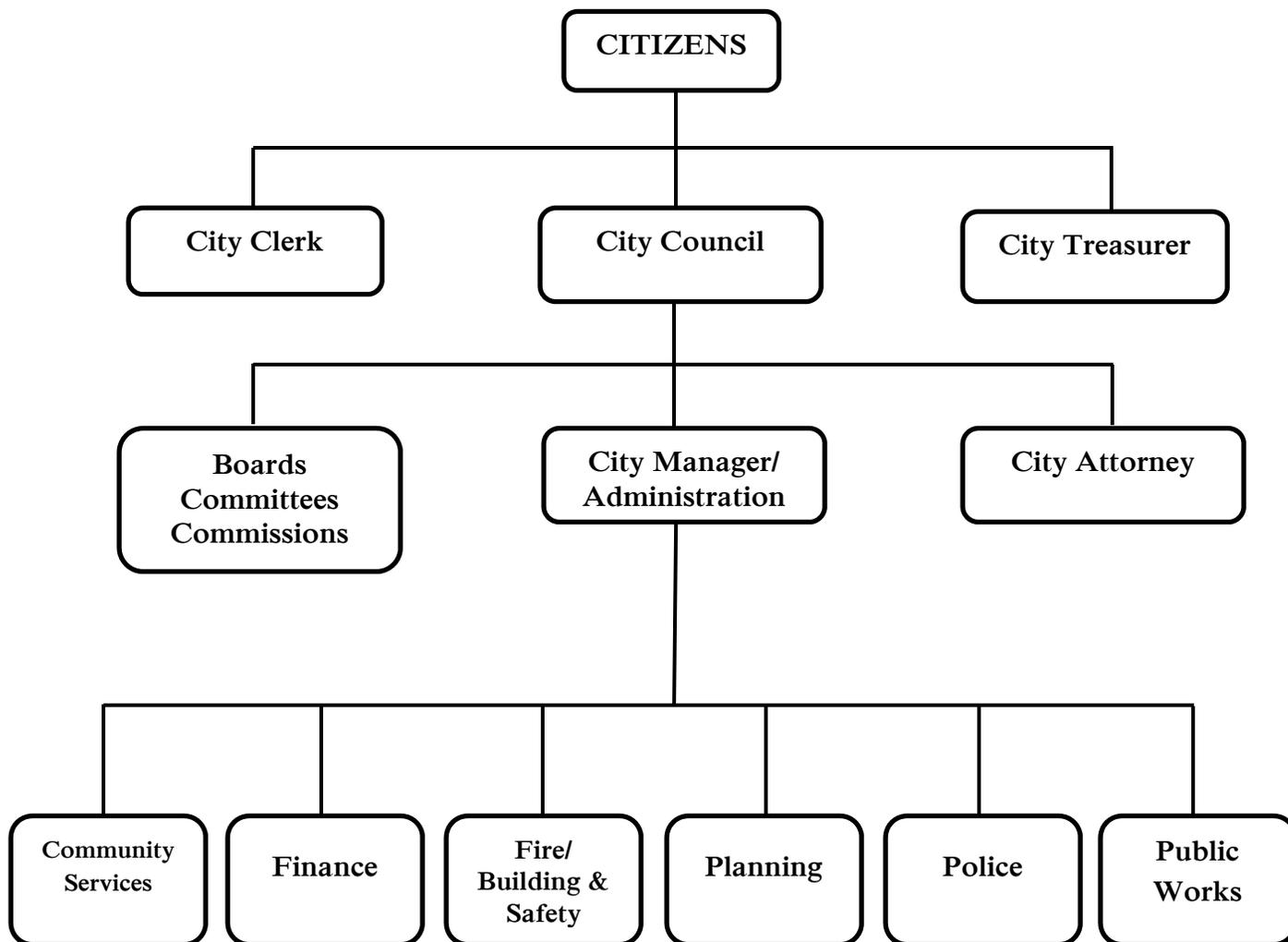
The Chumash Indians established the original community as the villages of Mupu and Srswa. The land was later given away as part of a Spanish land grant to Rancho Santa Paula and Saticoy in 1840. In the 1860s, it was subdivided into small farms. In 1880, oil was discovered leading to the formation of 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, and Mobile Home Rent Review), 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	118
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 2016

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, requires 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, 2016, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2016-17. 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 2016-17 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the 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. The Revenue and Taxation Code, section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California 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 requirement should be directed to their county, district legal counsel, or 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, 2016.**

**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:

AMY COSTA  
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 2016-17 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2016-17	5.37

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2016-17 appropriation limit.

**2016-17:**

Per Capita Cost of Living Change = 5.37 percent  
 Population Change = 0.90 percent

Per Capita Cost of Living converted to a ratio:  $\frac{5.37 + 100}{100} = 1.0537$

Population converted to a ratio:  $\frac{0.90 + 100}{100} = 1.0090$

Calculation of factor for FY 2016-17:  $1.0537 \times 1.0090 = 1.0632$

City of Santa Paula Calculations:

Population: = 30,752

Growth = .70

Per Capita COL = 1.0537

$1.0537 \times 1.007 = 1.0611$

$\$19,625,892 \times 1.0611 = \$20,824,561$

Fiscal Year 2016-17

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2015 to January 1, 2016 and Total Population, January 1, 2016**

<b>County City</b>	<b><u>Percent Change</u></b>	<b><u>--- Population Minus Exclusions ---</u></b>		<b><u>Total</u></b>
	<b>2015-2016</b>	<b>1-1-15</b>	<b>1-1-16</b>	<b>1-1-2016</b>
Ventura				
Camarillo	1.54	68,861	69,924	69,924
Fillmore	0.79	15,407	15,529	15,529
Moorpark	1.81	36,064	36,715	36,715
Ojai	0.36	7,450	7,477	7,477
Oxnard	0.98	204,998	206,997	206,997
Port Hueneme	0.89	20,440	20,622	22,702
San Buenaventura	0.48	107,977	108,497	108,557
Santa Paula	0.22	30,684	30,752	30,752
Simi Valley	0.26	126,843	127,167	127,167
Thousand Oaks	0.36	131,885	132,365	132,365
Unincorporated	0.52	95,595	96,094	98,323
County Total	0.70	846,204	852,139	856,508

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

## Santa Paula - Fiscal Forecast Summary

Department Expense Categories	Estimated 15/16	Budget Est. 16/17	Projected 17/18	Projected 18/19	Projected 19/20	Projected 20/21
Personnel - Salaries	6,324,204	6,557,893	6,885,788	7,230,077	7,591,581	7,971,160
Personnel - Benefits	4,332,156	4,009,558	4,370,418	4,763,756	5,144,856	5,556,445
Sub-Total	10,656,360	10,567,451	11,256,206	11,993,833	12,736,437	13,527,605
Other Operating Expenses	3,579,432	4,387,505	4,220,139	4,567,222	4,921,656	5,280,520
General Fund Total	14,235,792	14,954,956	15,476,344	16,561,055	17,658,093	18,808,125
East Area	-	-	298,463	632,282	1,237,460	1,631,830
Adjusted Total	14,235,792	14,954,956	15,774,807	17,193,337	18,895,553	20,439,955

### Revenue Categories

General Purpose Taxes	9,901,466	9,883,500	10,330,269	10,769,471	11,222,782	11,704,966
Program Revenues	2,647,615	3,109,523	3,219,665	3,339,346	3,217,580	3,353,092
Other Rev./ Transfers	1,658,339	1,676,447	1,708,644	1,741,592	1,775,309	1,809,816
Total Revenues	14,207,420	14,669,470	15,258,578	15,850,408	16,215,671	16,867,874
East Area	0	0	1,135,510	1,680,409	2,253,340	2,949,541
Carryover	0	285,486	0	619,280	956,760	530,218
Adjusted Total	14,207,420	14,954,956	16,394,088	18,150,097	19,425,771	20,347,633
Net Available Balance	-28,372	0	619,280	956,760	530,218	-92,322

### Key Forecast Assumptions

Categories	Projected 17/18	Projected 18/19	Projected 19/20	Projected 20/21	Average Projection	Prev. 4 YR Average
Personnel - Salaries	5.00%	5.00%	5.00%	5.00%	5.00%	5.58%
Personnel Benefits	9.00%	9.00%	8.00%	8.00%	8.50%	9.06%
Other Operating	10.00%	8.50%	8.00%	7.50%	8.50%	13.18%
Sales Taxes	10.00%	8.50%	8.00%	8.00%	8.63%	11.14%
Property Taxes	2.20%	2.20%	2.20%	2.20%	2.20%	1.13%
Licenses & Permits	21.00%	21.00%	21.00%	21.00%	21.00%	21.58%
Charges for Services	14.00%	14.00%	14.00%	14.00%	14.00%	26.13%

Overhead Calculation (2016-17)  
Net Benefit

*Table 15: Net Benefit to General Fund*

Transfers	Estimated*	Budgeted	Net Benefit
Name	2015-16	2016-17	16 to 17
From NPDES Stormwater	12,158	9,403	(2,755)
From Stormwater Program	12,030	28,460	16,430
From Gas Tax Fund/Streets	160,578	286,253	125,675
From LTF	21,981	44,234	22,253
From Sewer Fund	746,763	310,745	(436,018)
From Water Fund	281,153	578,632	297,479
Equipment Maintenance	35,127	53,853	18,727
Total	1,269,790	1,311,581	41,791
Additional Direct Overhead			
PW - Admin. & Gen. Engineering**	124,836	166,433	41,597
FS- Customer Services **	20,003	25,004	5,001
Total	144,839	191,437	46,598
Total Charges/Benefit	1,414,628	1,503,018	88,389

\*Budgeted Transfers 2015-16

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

# GENERAL FUND WORKSHEET

June 6, 2016

FISCAL YEAR 2016-17	AMOUNT	CUMULATIVE Available Res.
<b>AUDITED GENERAL FUND BALANCE 6/30/15</b>		\$ 313,858
2015/16 ESTIMATED YEAR END REVENUE/EXPENDITURES	\$ (28,372)	\$ 285,486
FISCAL YEAR 16/17 REVENUES	\$ 14,527,663	\$ 14,813,149
FISCAL YEAR 16/17 EXPENDITURES	\$ (14,598,622)	\$ 214,527

**Additional Revenue and (Expenditure) Adjustments**

Only including items over \$3,000

**Rounded to nearest \$100**

**Administration Services:**

\$ 214,527

**Building and Safety:**

Harvest at Limoneira Fees		\$ -	\$ 214,527
---------------------------	--	------	------------

**Community Services :**

**Financial Services :**

Accountant to Assistant Finance Director	\$ (5,600)	\$ (5,600)	\$ 208,927
--	------------	------------	------------

**Fire:**

Harvest at Limoneira Fees		\$ -	\$ 208,927
Command Vehicle purchase vs. lease options	\$ (60,000)	\$ (6,000)	\$ 202,927

**Planning :**

Harvest at Limoneira Fees		\$ -	\$ 202,927
Deputy Planning Director 5% Increase	\$ (5,259)	\$ (5,259)	\$ 197,668
Planning personnel for Code Enforcement	\$ (23,100)	\$ (23,100)	\$ 174,568

**Police:**

3 Part Time CSO moved to 1 FT CSO	\$ 9,909	\$ 9,909	\$ 184,477
Contractual services to 1 FT CSO	\$ (18,300)	\$ (18,300)	\$ 166,177

**Public Works :**

Harvest at Limoneira Fees	\$ 200,000	\$ 200,000	\$ 366,177
Deputy Public Works Director reorganization	\$ (2,950)	\$ -	\$ 366,177

**Non-Departmental:**

		\$ -	\$ 366,177
--	--	------	------------

Subtotal of Adjustments

\$ 94,700

**Unfunded Items**

			366,177
--	--	--	---------

**Council Goals**

Additional Reserve funds		\$ (279,802)	86,374.84
Paid Summer Intern assist with Animal Licenses, Deputy City Clerk	\$ (15,000)	\$ (15,000)	71,375
Assistant to City Manager FT (January-June)	\$ (21,375)	\$ (21,375)	50,000
Spanish Translation reinstate	\$ (30,000)	\$ (30,000)	20,000
Reorganize Departments	\$ (40,000)	\$ -	20,000
Downtown analysis	\$ (20,000)	\$ (20,000)	(0)
		\$ -	(0)

**TOTAL FUND AVAILABLE**

\$ (126,375) \$ (214,527)

**(0)**

**ESTIMATED FUND BALANCES**

	FY 14-15	FY 14-15	Revenue FY 15-16	Expenditure FY 15-16	Projected FY 15-16	Revenue FY 16-17	Expenditures FY 16-17	Increase/ (Decrease)	FY 16-17
	END BAL.	Reserves & Bond Proceeds	Est Yr End	Est Yr End	Balance	Proposed	Proposed		Projected
100/101 GENERAL FUND	4,589,028	(4,275,170)	14,207,422	(14,235,794)	285,486	14,669,470	(14,954,956)	(285,486)	0
<b>SPECIAL FUNDS</b>									
102 General Fund FEMA Program	13,183	-	750	-	13,933	750	-	750	14,683
103 Cable Television	100,433	-	24,909	(67,343)	57,999	25,000	(70,502)	(45,502)	12,497
112 General Fund HUD I	69,979	-	156	-	70,135	60	-	60	70,195
115 General Recreation Program	172,600	-	114,949	(95,415)	192,134	104,000	(106,687)	(2,687)	189,447
201 Mobile Home Rent Review	(174,684)	-	5,877	(70)	(168,877)	9,850	(5,000)	4,850	(164,027)
202 Harding Park Trust Fund	(358)	-	63,986	(6)	63,622	264	-	264	63,886
203 Asset Forfeiture	30,966	-	9,306	(13,261)	27,011	10,100	(8,500)	1,600	28,611
204 CA Oil Museum	-	-	64,500	(128,169)	(63,669)	-	-	-	(63,669)
205 NPDES Stormwater Quality	20,731	-	41,630	(44,141)	18,220	63,100	(25,906)	37,194	55,414
206 Stormwater Program	238,778	-	108,926	(71,070)	276,634	65,367	(243,498)	(178,131)	98,503
280 State Gas Tax	2,262,409	-	800,644	(1,085,991)	1,977,062	859,631	(1,252,875)	(393,244)	1,583,818
281 Local Transportation TDA	1,338,698	-	585,973	(242,453)	1,682,218	527,000	(231,374)	295,626	1,977,844
282 Local Trans Funds Article 3	6,095	-	10	-	6,105	6,010	-	6,010	12,115
305 Beverage Container Recycling	6,411	-	8,288	(14,903)	(204)	8,210	(15,000)	(6,790)	(6,994)
311 SLESF - COPS (AB1913)	138,062	-	98,307	(106,302)	130,067	100,300	(100,300)	-	130,067
312 CA Used Oil Block Grant	16,081	-	8,594	(3,556)	21,120	11,300	(11,300)	-	21,120
313 St. Homeland Security Grant	-	-	-	-	-	7,000	(7,000)	-	0
319 Misc State Grants	(1,081)	-	-	-	(1,081)	-	-	-	(1,081)
320 Calhome Grant-Dept of HCD	224,651	-	-	-	224,651	-	-	-	224,651
405 AAA (Area Agcy on Aging)	11,033	-	35,429	(34,798)	11,664	45,750	(47,932)	(2,182)	9,482
407 Fire Grants (Federal)	-	-	330,744	(301,386)	29,359	441,713	(441,713)	-	29,359
408 JAG (Justice Assistance)	-	-	-	-	-	-	-	-	0
409 TEA Trans Enhancement Act	-	-	-	-	-	-	-	-	0
450 HUD-CDBG	222,873	-	195,001	(216,861)	201,013	400,479	(333,785)	66,694	267,707
500 Hillsborough Open Space	31	-	10,490	(11,142)	(621)	10,653	(9,280)	1,373	752
503 Geologic Hazard Abate Dist	228,164	-	105,462	(58,582)	275,045	105,480	(213,747)	(108,267)	166,778
702 Equipment Maintenance	(37)	-	479,919	(458,525)	21,357	488,393	(506,518)	(18,125)	3,232
<b>Total Special Funds</b>	<b>4,925,019</b>	<b>-</b>	<b>3,093,848</b>	<b>(2,953,973)</b>	<b>5,064,894</b>	<b>3,290,410</b>	<b>(3,630,917)</b>	<b>(340,507)</b>	<b>4,724,387</b>
<b>ENTERPRISE FUNDS</b>									
610 Sewer	13,137,966	(8,865,868)	10,401,044	(11,313,378)	3,359,764	10,290,700	(10,967,000)	(676,300)	2,683,464
620 Water	15,576,818	(17,978,289)	7,583,817	(8,516,589)	(3,334,243)	8,173,715	(9,432,388)	(1,258,673)	(4,592,916)
621 Water In-Lieu	884,497	-	82,555	-	967,052	33,000	-	33,000	1,000,052
<b>Total Enterprise Funds</b>	<b>29,599,281</b>	<b>(26,844,157)</b>	<b>18,067,416</b>	<b>(19,829,967)</b>	<b>992,574</b>	<b>18,497,415</b>	<b>(20,399,388)</b>	<b>(1,901,973)</b>	<b>(909,400)</b>
<b>Total All City Funds</b>	<b>39,113,328</b>	<b>(31,119,327)</b>	<b>35,368,686</b>	<b>(37,019,733)</b>	<b>6,342,954</b>	<b>36,457,295</b>	<b>(38,985,261)</b>	<b>(2,527,966)</b>	<b>3,814,988</b>

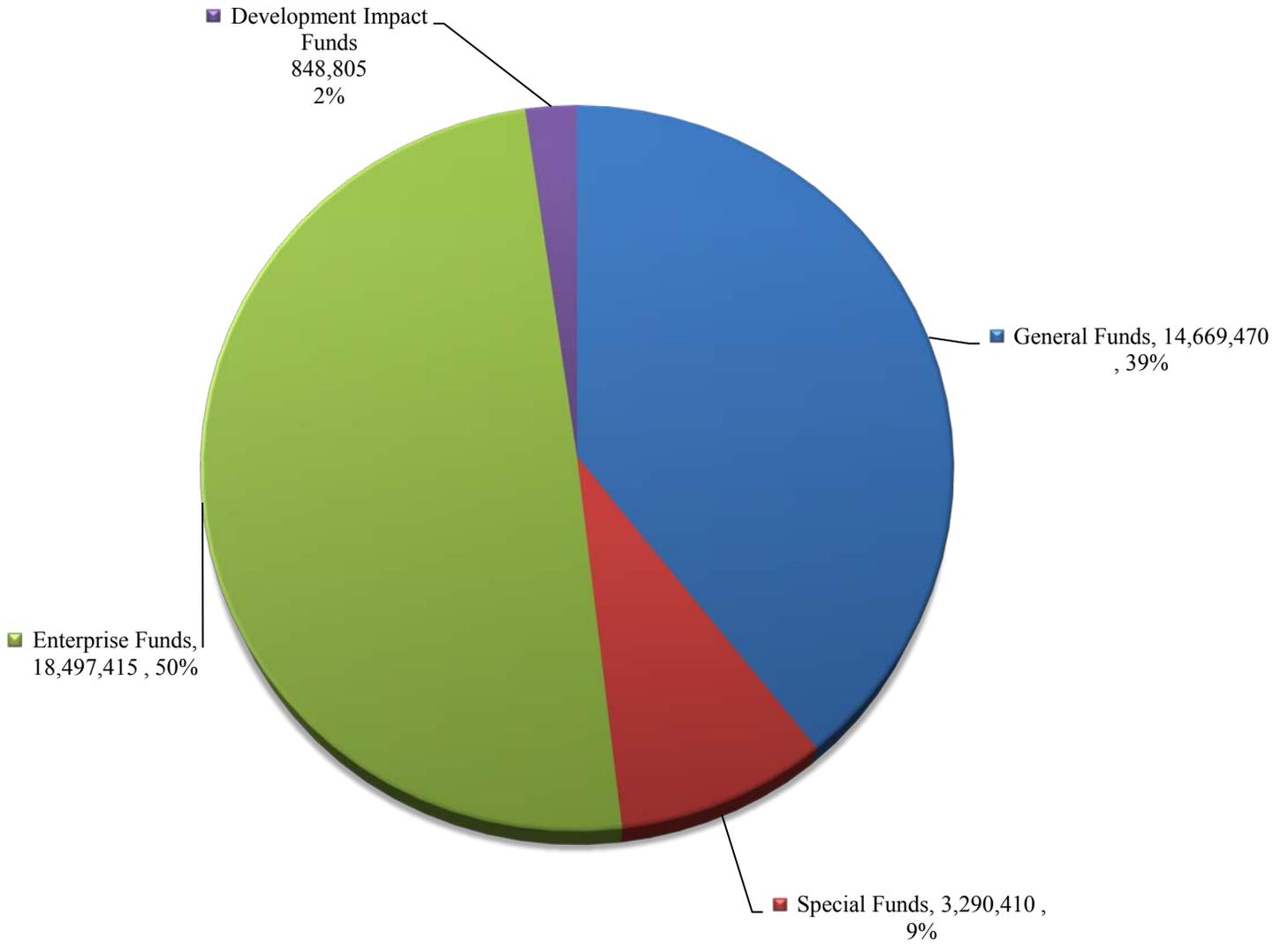
**ESTIMATED FUND BALANCES**

	FY 14-15 END BAL.	FY 14-15	Revenue FY 15-16 Est Yr End	Expenditure FY 15-16 Est Yr End	F/Y 13/14 FY 15-16 Balance	Revenue FY 16-17 Proposed	Expenditures FY 16-17 Proposed	Increase/ (Decrease)	FY 16-17 Projected
<b>DEVELOPMENT IMPACT FUNDS</b>									
218 Water Distribution Facilities	798,132	-	220,123	(2,898)	1,015,357	451,500	-	451,500	1,466,857
219 Inclusionary Housing Ordinance	11,469	-	1	(10,049)	1,421	-	-	-	1,421
220 Library Expansion Facilities	232,028	-	26,544	(2,323)	256,248	26,400	(10,000)	16,400	272,648
221 Law Enforcement Facilities	22,391	-	13,692	(2,323)	33,759	14,050	(48,600)	(34,550)	(791)
222 Fire Protection Facilities	61	-	8,723	(2,323)	6,461	8,050	-	8,050	14,511
223 Public Meeting Facilities	326,463	-	19,229	(2,323)	343,368	18,500	-	18,500	361,868
224 Air Quality Impact Fee	3,439	-	4	(1,518)	1,925	-	-	-	1,925
225 General Government Facilities	161,862	-	10,296	(2,323)	169,834	10,250	-	10,250	180,084
226 Parkland Facilities	1,174,416	-	75,474	(293,041)	956,850	75,700	-	75,700	1,032,550
227 Sewer Collection Facilities	98,590	-	120,002	(2,323)	216,268	120,155	-	120,155	336,423
228 Storm Drain Facilities	136,713	-	52,189	(8,978)	179,925	52,200	-	52,200	232,125
229 Traffic Impact Fee	643,650	-	84,154	(2,490)	725,314	72,000	-	72,000	797,314
<b>Total Development Impact Funds</b>	<b>3,609,214</b>	<b>-</b>	<b>630,431</b>	<b>(332,914)</b>	<b>3,906,731</b>	<b>848,805</b>	<b>(58,600)</b>	<b>790,205</b>	<b>4,696,936</b>
<b>TOTAL CITY, and DIF</b>	<b>42,722,542</b>	<b>(31,119,327)</b>	<b>35,999,117</b>	<b>(37,352,647)</b>	<b>10,249,685</b>	<b>37,306,100</b>	<b>(39,043,861)</b>	<b>(1,737,761)</b>	<b>8,511,924</b>

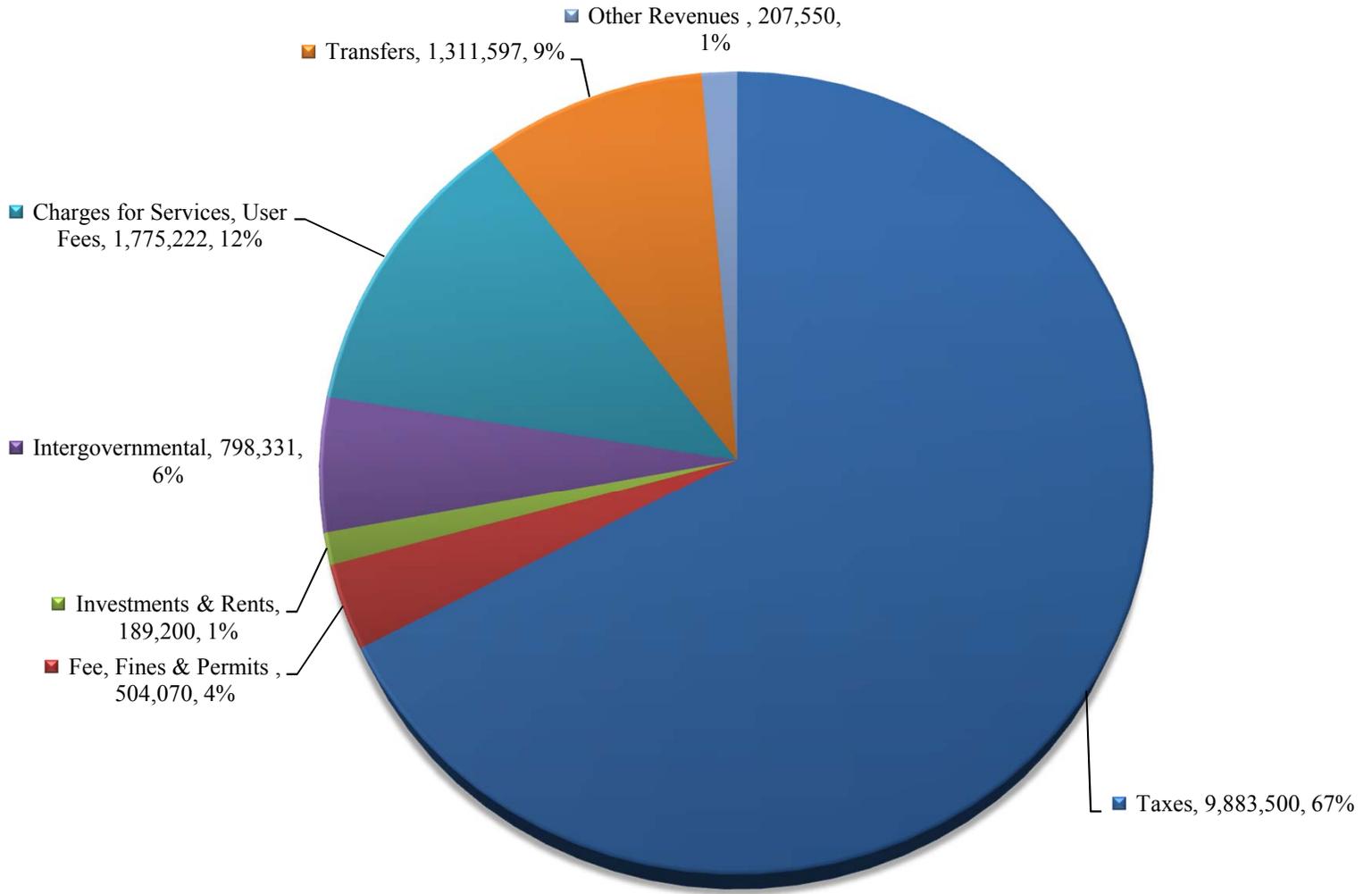
**NOTE-DOES NOT INCLUDE CIP EXPENDITURES.**



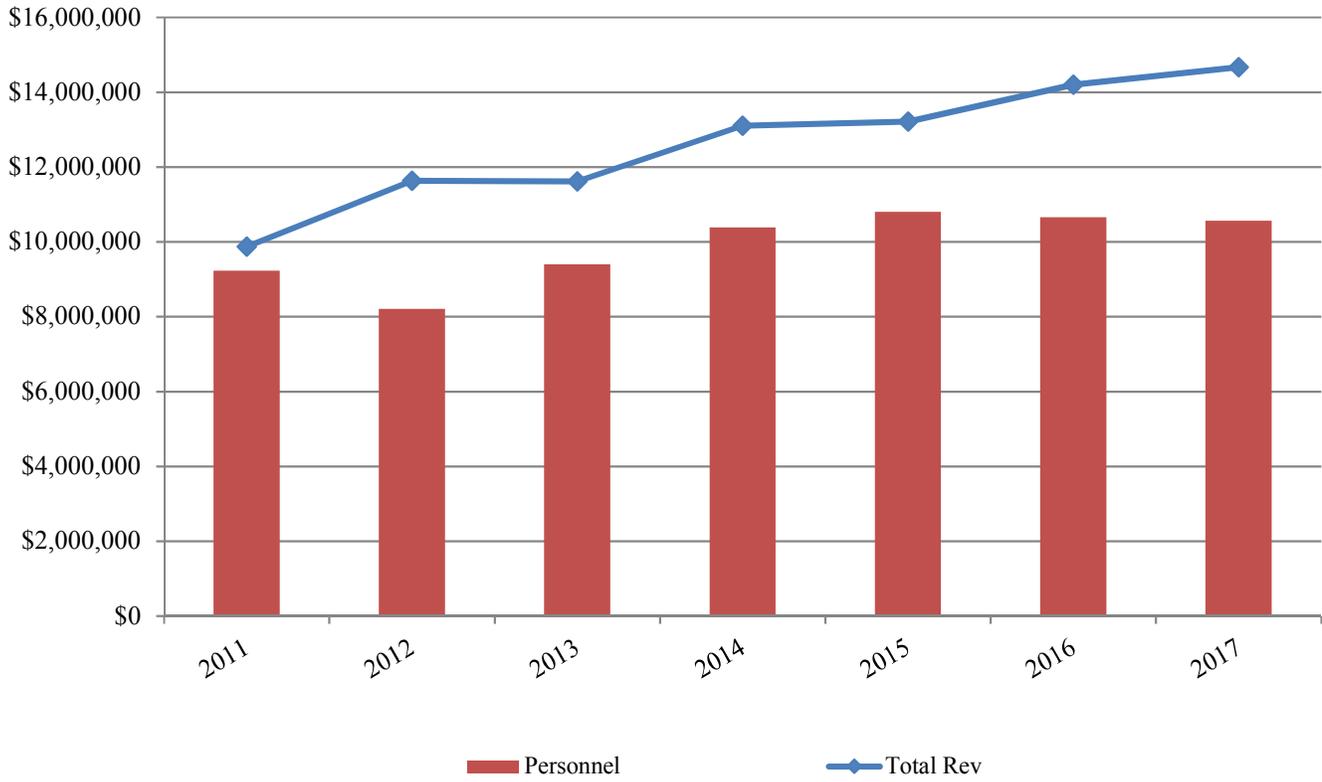
**City of Santa Paula  
Citywide Revenues  
2016-17  
\$37,306,100**



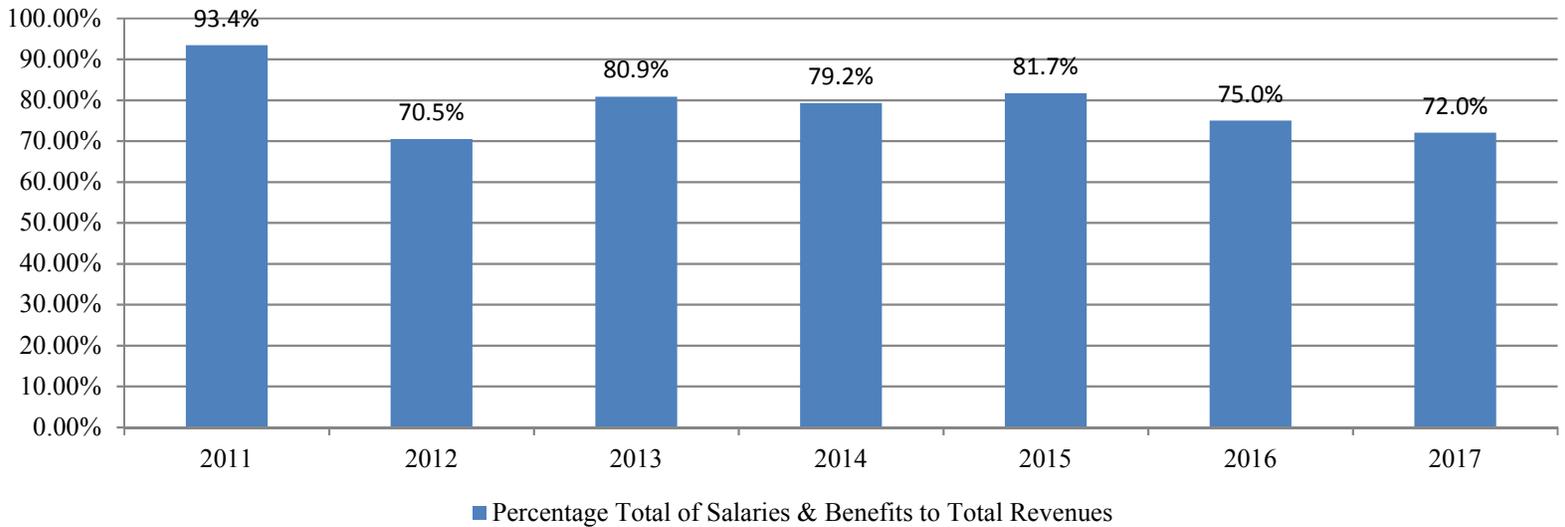
**City of Santa Paula  
General Fund Revenues  
2016-17  
\$14,669,470**



### 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 2012-2013	Actual 2013-2014	Actual 2014-2015	Estimated 2015-2016	Estimated 2016-2017
<b>ADMINISTRATION DEPARTMENT</b>					
FINES & FORFEITURES	40	13	0	0	0
STATE MANDATED COSTS	0	0	21,750	9,069	0
SALES OF REPORTS, MAPS & PUB	26	0	0	60	50
MISC-DEPARTMENT REIMB	6,252	3,042	7,921	3,835	5,000
CHARGES FOR SERVICES	6,318	3,056	29,671	12,964	5,050
<b>TOTAL</b>	<b>6,318</b>	<b>3,056</b>	<b>29,671</b>	<b>12,964</b>	<b>5,050</b>
<b>BUILDING &amp; SAFETY DEPARTMENT</b>					
BUILDING PERMITS	166,631	117,904	120,584	112,000	115,000
MISCELLANEOUS PERMITS	1,531	475	446	746	500
ELECTRICAL PERMITS	23,038	26,239	21,961	24,336	22,000
PLUMBING PERMITS	34,155	25,776	19,756	27,223	17,000
MECHANICAL PERMITS	11,810	9,630	7,368	11,053	8,000
MISC CONSTRUCTION PERMITS	4,100	4,037	3,211	2,885	3,500
GRADING PERMITS	1,002	997	1,044	1,767	2,570
ENERGY PERMITS	18,647	8,929	10,328	16,000	20,000
ADMIN CITATION FINES	1,650	7,450	4,600	3,550	5,000
Fees, Fines & Permits	262,565	201,437	189,298	199,560	193,570
SALES OF REPORTS, MAPS & PUB	1,304	507	343	546	500
GREEN BUILDING STANDARD	0	0	85	21,993	25,000
PLAN CHECK FEES	58,319	56,500	74,545	51,500	60,000
FAST TRACK PLAN CHECK	72	1,584	243	2,040	2,000
INSPECTION FEES	7,671	5,994	7,163	8,453	8,500
FLOOD PERMIT FEE	15	15	45	45	50
PLAN FILING FEE	1,016	761	934	1,485	1,825
APPLICATION PROCESSING FEE	24,836	29,952	32,400	25,952	30,000
GRADING PLAN CHECK	752	692	783	513	1,065
ON SITE IMPROVEMENT PLAN CK	544	445	683	500	600
INVESTIGATION/PROCESSING FEE	0	1,253	0	0	1,000
ON SITE IMPROVEMENT FEE	725	460	770	1,000	1,350
ACCESSIBILITY REVIEW	4,146	5,427	5,391	7,941	4,500
TECHNOLOGY FEE	19,329	11,333	12,408	11,894	14,000
MISC-DEPARTMENT REIMB	0	434	0	150	0
Charges for Services	118,729	115,355	135,794	134,012	150,390
MISCELLANEOUS	2,031	28,520	431	3,668	30,000
PRIOR ADJ REVENUE	0	0	25,276	0	
WORKER'S COMP REIM-MISC	0	7,576	14,723	0	1,000
Other Revenue	2,031	36,096	40,430	3,668	31,000
<b>TOTAL</b>	<b>383,325</b>	<b>352,888</b>	<b>365,521</b>	<b>337,240</b>	<b>374,960</b>

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

	Actual	Actual	Actual	Estimated	Estimated
REVENUE TYPE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
<b>COMMUNITY SERVICES DEPARTMENT</b>					
SPECIAL EVENT PERMITS	2,000	3,626	1,150	4,050	4,100
COMM CTR ENDOWMENT INT/DIV	1,330	1,093	1,184	1,474	1,500
RENTS AND CONCESSIONS	27,210	27,502	24,366	30,000	27,000
RENTS FROM RAILROAD DEPOT	3,350	6,000	2,000	3,016	3,400
SPECIAL EVENT	0	1,752	0	70	70
SPEC EVENTS-CITRUS FESTIVAL	4,625	2,350	0	0	0
PARK RESERVATION FEES	0	70	420	617	600
RECREATION ADMIN FEE	27,636	27,519	29,464	27,517	27,000
Fees & Permits	66,151	69,912	58,585	66,744	63,670
FILMING FEES-RECREATION	0	0	0	0	0
FACILITIES CLEANUP	3,379	3,125	1,822	3,371	3,500
MISC-DEPARTMENT REIMB	44,305	12,779	14,954	15,011	16,000
CABLE TV ANNOUNCEMENTS	295	215	240	340	350
REIMBURSEMENT FOR DAMAGES	0	0	0	0	0
PARK & FIELD USER FEES	16,087	23,609	34,661	17,996	19,000
Charges For Services	64,065	39,728	51,676	36,718	38,850
PRIOR YEAR ADJ REVENUE	0	0	0	0	0
WORKERS COMP REIMB - MISC	33,177	39,875	0	0	0
CITY DONATIONS	1,364	4,470	1,364	5,676	6,000
Other Revenues	34,541	44,344	1,364	5,676	6,000
<b>Total</b>	<b>164,757</b>	<b>153,985</b>	<b>111,625</b>	<b>109,139</b>	<b>108,520</b>
<b>FINANCE DEPARTMENT</b>					
STATE MANDATED COSTS	0	0	9,062	1,890	1,900
SALES OF REPORTS, MAPS & PUB	134	124	91	86	100
MISC-DEPARTMENT REIMB	6,390	6,406	3,176	6,515	6,500
BUSINESS TAX PROCESSING FEE	0	0	35	0	0
UTILITY APPLICATION FEE	12,581	11,766	9,640	11,885	12,000
Charges for Services	19,105	18,297	22,004	20,375	20,500
<b>Total</b>	<b>19,105</b>	<b>18,297</b>	<b>22,004</b>	<b>20,375</b>	<b>20,500</b>
<b>FIRE DEPARTMENT</b>					
HAZMAT PERMITS/CUPA	26,262	30,246	34,132	17,170	0
FIRE ANNUAL PERMITS	10,028	10,173	8,435	10,173	27,000
FIRE NEW CONSTRUCTION	27,287	18,786	14,913	19,305	20,000
Fees, Fines & Permits	63,577	59,205	57,480	46,648	47,000
STATE REIMB-FIRE MUTUAL AIDE	21,507	32,413	0	55,864	50,000
PROP 172-1/2 CENT SALES TAX	79,568	84,952	82,645	91,408	100,000
Intergovernmental Revenues	101,075	117,365	82,645	147,272	150,000
SALES OF REPORTS MAPS, & PUB	328	506	245	536	520
PLAN CHECK FEES	0	0	1,488	4,818	4,482
FIRE SAFETY INSPECTIONS	6,692	6,714	8,031	10,756	11,500
FIRE SPECIAL SERVICES	55	79	0	210	200
FILMING FEES-PERSONNEL REIMB	7,410	10,823	7,702	7,635	7,500
MISC-DEPARTMENT REIMB	465	10	2,983	13,000	13,000
REIMBURSEMENT FOR DAMAGES	0	0	0	0	0
Charges for Services	14,950	18,131	20,449	36,955	37,202
WORKERS COMP REIMB-4850 PLAN	40,657	89,517	148,548	122,790	75,000
CITY DONATIONS	761	1,702	741	2,361	2,500
CAPITAL LEASE PROCEEDS	0	0	528,692	0	0
Other Revenues	41,418	91,220	677,981	125,151	77,500
<b>Total</b>	<b>221,020</b>	<b>285,921</b>	<b>838,555</b>	<b>356,026</b>	<b>311,702</b>

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

	Actual	Actual	Actual	Estimated	Estimated
REVENUE TYPE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
<b>PLANNING DEPARTMENT</b>					
DESIGN REVIEW	12,747	21,274	13,285	18,533	17,000
GENERAL PLAN FEE	0	0	0	0	0
ZONING & SUBDIVISION FEES	111,679	103,102	112,414	131,071	130,000
ENVIRONMENTAL REVIEW FEE	8,901	14,100	14,470	13,222	25,000
SALES OF REPORTS, MAPS & PUB	16	66	34	4	60
ATTORNEY SVCS FEE RECOVERY	85,079	24,212	23,037	10,000	10,000
CONTRACT PLANNING FEE/REIMB	70,890	22,719	219,603	115,000	115,000
PLAN CHECK FEES	10,177	22,987	12,398	11,623	25,000
MISC-DEPARTMENT REIMB	98,039	27,248	89,491	73,837	300,000
Charges for Services	397,527	235,707	484,732	373,291	622,060
MISCELLANEOUS	10,902	11,599	30,408	19,801	22,000
PRIOR YEAR ADJ REVENUE	1,177	0	0	0	0
Other Revenue	12,079	11,599	30,408	19,801	22,000
<b>Total</b>	<b>409,607</b>	<b>247,306</b>	<b>515,140</b>	<b>393,091</b>	<b>644,060</b>
<b>POLICE DEPARTMENT</b>					
CRIMINAL FINES	38,270	35,840	45,862	29,536	30,000
VEHICLE CODE FINES	148,332	141,071	87,339	65,072	90,000
ADMIN CITATION FINES	0	150	100	400	400
Fees, Fines & Permits	186,602	177,061	133,300	95,008	120,400
POST REIMBURSEMENT	17,223	15,570	34,612	11,567	25,000
STATE MANDATED COSTS	238	192	14,244	265	0
PROP 172-1/2 CENT SALES TAX	147,769	157,768	153,483	175,120	180,000
MISC GRANT FUNDING	0	0	0	385,883	329,931
Intergovernmental	165,229	173,530	202,338	572,835	534,931
SALES OF REPORTS, MAPS & PUB	6,890	6,237	6,345	6,208	5,500
ANIMAL CONTROL FEES	305	585	200	420	450
FINGERPRINTS	1,616	389	626	399	0
VEHICLE RELEASE/STORAGE CHG	29,509	19,561	23,727	13,498	20,000
SCHOOL RESOURCE OFFICER REIMB	0	0	85,192	383,468	180,000
MISCELLANEOUS POLICE SERVICE	2,457	4,896	5,260	4,056	5,200
POLICE FALSE ALARM CHARGES	5,758	9,341	6,875	8,883	8,000
FILMING FEES-PERSONNEL REIMB	29,832	48,195	37,397	48,264	50,000
MISC-DEPARTMENT REIMB	28,571	21,334	47,357	72,866	250,000
REIMBURSEMENT FOR DAMAGES	6,887	486	339	776	700
Charges for Services	111,826	111,024	213,319	538,839	519,850
MISCELLANEOUS	142	397	279	81	100
CASH OVER/SHORT	(39)	31	6	44	50
PRIOR YEAR ADJ REVENUE	0	0	0	0	0
WORKERS COMP REIMB-4850 PLAN	17,871	18,923	115,745	72,911	70,000
WORKERS COMPE REIMB-MISC.	14,231	18,143	0	0	0
CITY DONATIONS	1,515	1,452	916	851	900
Other Revenues	33,719	38,946	116,946	73,887	71,050
<b>Total</b>	<b>497,376</b>	<b>500,560</b>	<b>665,903</b>	<b>1,280,569</b>	<b>1,246,231</b>

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

	Actual	Actual	Actual	Estimated	Estimated
REVENUE TYPE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
<b>PUBLIC WORKS DEPARTMENT</b>					
PERMIT ISSUANCE, INSPECT/MAP	27,777	23,933	39,865	65,313	40,000
OVERSIZE/OVERWEIGHT PERMITS	5,954	4,488	4,898	6,125	6,000
HAZARDOUS MATERIAL PERMITS	23,169	29,066	40,994	60,299	50,000
ADMIN CITATION FINES	0	200	200	0	0
Fees, Fines & Permits	56,900	57,687	85,957	131,736	96,000
SALES OF REPORTS, MAPS & PUB	10	420	0	500	500
CONSTRUCTION PLAN CHECKING	29,622	71,899	102,201	35,600	25,000
SUBDIVISION MAP APPROVAL	2,300	0	1,428	1,360	2,000
STUDIES & INVESTIGATIONS	344	23	370	1,360	3,500
FILMING FEES-PERSONNEL REIMB	1,480	3,450	0	2,570	2,500
MISC-DEPARTMENT REIMB	11,973	12,110	12,806	10,152	209,500
Charges for Services	45,729	87,902	116,805	51,542	243,000
PRIOR YEAR ADJ REVENUE	0	0	5,474	0	0
WORKERS' COMP REIMB-MISC.	0	1,073	1,933	0	0
Other Revenue	0	1,073	7,407	0	0
<b>Total</b>	<b>102,629</b>	<b>146,662</b>	<b>210,169</b>	<b>183,278</b>	<b>339,000</b>
<b>NON-DEPARTMENTAL</b>					
PROPERTY TAXES-SECURED	3,270,114	2,924,300	3,602,376	3,827,557	3,700,000
PROPERTY TAXES-UNSECURED	22,052	33,829	18,438	14,785	15,000
PROP TAXES-SECURED DELINQUENT	77,153	23,779	18,887	39,678	42,000
PROPERTY TX IN LIEU-SALES TX	543,921	589,118	867,209	248,512	0
PROPERTY TX IN LIEU OF MVLF	2,186,312	2,247,754	2,382,485	2,530,698	2,600,000
INTEREST & PENALTIES-TAXES	29,470	1,459	1,182	1,822	2,500
SALES TAX	1,628,819	1,707,894	1,867,284	2,200,000	2,476,000
TRANSIENT OCCUPANCY TAX	96,534	102,933	110,817	113,716	118,000
FRANCHISE FEE TAX	373,348	371,082	393,929	394,832	400,000
COMMERCIAL REFUSE HAULERS	257,203	243,351	510,248	305,283	300,000
BUSINESS LICENSE FEE	122,589	123,649	115,017	134,405	140,000
REAL PROP DEED TRANSFER TAX	53,806	70,967	52,709	90,178	90,000
Taxes	8,661,321	8,440,114	9,940,581	9,901,466	9,883,500
ANIMAL LICENSE FEES	24,229	18,623	26,572	23,700	25,000
BINGO PERMITS	0	0	0	0	0
LIEN ADMINISTRATIVE FEE	545	371	510	1,674	1,000
Fees, Fines & permits	24,775	18,994	27,081	25,375	26,000
INVESTMENT EARNINGS	2,892	4,071	2,748	1,710	1,700
RENTS AND CONCESSIONS	103,051	121,332	147,926	144,319	140,000
RENTS FROM UTILITIES	17,193	17,193	13,197	11,865	12,000
SOUTHDOWN ROYALTY	13,843	14,441	4,124	2,412	3,600
Investments & Rents	136,980	157,038	167,995	160,306	157,300
MOTOR VEHICLE IN-LIEU	15,403	12,748	0	0	0
VEHICLE LIC FEE COLL IN	0	0	12,478	12,329	12,500
PROPERTY TAX PMT IN LIEU	58,033	66,502	49,948	85,675	67,000
STATE MANDATED COSTS	0	0	4,487	7,672	1,000
HOMEOWNERS PROP TAX RELIEF	21,844	24,933	25,768	29,984	31,000
Intergovernmental Revenues	95,280	104,182	92,681	135,660	111,500

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

REVENUE TYPE	Actual	Actual	Actual	Estimated	Estimated
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
SALES OF REPORTS, MAPS & PUB	4	0	19	1,000	1,500
2% DEVELOPER IMPACT ADMIN FEE	433	638	2,757	12,560	15,000
FILMING FEES	8,420	12,790	6,485	5,755	10,000
MISC-DEPARTMENT REIMB	21,463	0	0	0	0
INSURANCE ADMINISTRATIVE FEE	0	0	30	0	0
RETURNED CHECK CHARGE	3,826	4,024	2,575	2,495	2,800
EMPLOYMENT GARNISHMENT CHARGE	234	243	236	271	250
LEGAL SETTLEMENT REVENUE	54	0	940	0	0
DISASTER RECOVERY	0	0	0	0	0
WATER SERVICE CHARGES	0	0	0	0	0
SUSPENSE-REVENUE	0	0	0	0	100,000
Charges for Services	34,434	17,695	13,041	22,081	129,550
MISCELLANEOUS	3,934	1,375	0	0	0
CASH OVER/SHORT	0	0	2,350	60	0
PRIOR YEAR ADJ REVENUE	(603)	0	0	0	0
CITY DONATIONS	55	0	0	0	0
SALE OF PROPERTY	0	1,551,188	6,440	0	0
Other Revenue	3,386	1,552,564	8,790	60	0
TRANSFER FM NPDES STORMWATER	3,360	3,360	3,360	12,158	9,406
TRANS FM-STORMWATER QUALITY	9,731	9,731	9,731	12,030	28,483
TRANSFER FROM GAS TAX FUND	59,208	59,208	80,000	160,578	286,385
TRANSFER FROM LTF	0	0	0	21,981	44,255
TRANSFER FROM REFUSE FUND	161,005	5,258	0	0	0
TRANSFER FROM SEWER FUND	500,000	500,000	500,000	746,763	310,955
TRANSFER FROM WATER FUND	527,000	527,000	527,000	0	578,861
OVERHEAD FROM EQUIP MAINT	0	0	0	281,153	53,252
FEE STUDY UPDATE & EA PERMITTING	0	0	0	35,127	0
Transfers	1,260,304	1,104,557	1,120,091	1,269,790	1,311,597
<b>Total</b>	<b>10,216,478</b>	<b>11,395,144</b>	<b>11,370,261</b>	<b>11,514,738</b>	<b>11,619,447</b>
<b>GENERAL FUND TOTAL</b>	<b>12,020,614</b>	<b>13,103,817</b>	<b>14,128,849</b>	<b>14,207,422</b>	<b>14,669,470</b>

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

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
PROPERTY TAXES-SECURED	3,270,114	2,924,300	3,602,376	3,827,557	3,700,000
PROPERTY TAXES-UNSECURED	22,052	33,829	18,438	14,785	15,000
PROP TAXES-SECURED DELINQUENT	77,153	23,779	18,887	39,678	42,000
PROPERTY TX IN LIEU-SALES TX	543,921	589,118	867,209	248,512	0
PROPERTY TX IN LIEU OF MVLF	2,186,312	2,247,754	2,382,485	2,530,698	2,600,000
INTEREST & PENALTIES-TAXES	29,470	1,459	1,182	1,822	2,500
<b>PROPERTY RELATED</b>	<b>6,129,022</b>	<b>5,820,238</b>	<b>6,890,577</b>	<b>6,663,052</b>	<b>6,359,500</b>
SALES TAX	1,628,819	1,707,894	1,867,284	2,200,000	2,476,000
<b>SALES TAX</b>	<b>1,628,819</b>	<b>1,707,894</b>	<b>1,867,284</b>	<b>2,200,000</b>	<b>2,476,000</b>
FRANCHISE FEE TAX	373,348	371,082	393,929	394,832	400,000
COMMERCIAL REFUSE HAULERS	257,203	243,351	510,248	305,283	300,000
<b>FRANCHISE FEE TAX</b>	<b>630,551</b>	<b>614,433</b>	<b>904,177</b>	<b>700,115</b>	<b>700,000</b>
TRANSIENT OCCUPANCY TAX	96,534	102,933	110,817	113,716	118,000
BUSINESS LICENSE FEE	122,589	123,649	115,017	134,405	140,000
REAL PROP DEED TRANSFER TAX	53,806	70,967	52,709	90,178	90,000
<b>OTHER TAXES</b>	<b>272,929</b>	<b>297,549</b>	<b>278,543</b>	<b>338,299</b>	<b>348,000</b>
<b>Total Taxes</b>	<b>8,661,321</b>	<b>8,440,114</b>	<b>9,940,581</b>	<b>9,901,466</b>	<b>9,883,500</b>
ANIMAL LICENSE FEES	24,229	18,623	26,572	23,700	25,000
BUILDING PERMITS	166,631	117,904	120,584	112,000	115,000
MISCELLANEOUS PERMITS	1,531	475	446	746	500
ELECTRICAL PERMITS	23,038	26,239	21,961	24,336	22,000
PLUMBING PERMITS	34,155	25,776	19,756	27,223	17,000
MECHANICAL PERMITS	11,810	9,630	7,368	11,053	8,000
DESIGN REVIEW	12,747	21,274	13,285	18,533	17,000
PERMIT ISSUANCE, INSPECT/MAP	27,777	23,933	39,865	65,313	40,000
OVERSIZE/OVERWEIGHT PERMITS	5,954	4,488	4,898	6,125	6,000
HAZMAT PERMITS/CUPA	26,262	30,246	34,132	17,170	0
HAZARDOUS MATERIAL PERMITS	23,169	29,066	40,994	60,299	50,000
FIRE ANNUAL PERMITS	10,028	10,173	8,435	10,173	27,000
FIRE NEW CONSTRUCTION	27,287	18,786	14,913	19,305	20,000
MISC CONSTRUCTION PERMITS	4,100	4,037	3,211	2,885	3,500
GRADING PERMITS	1,002	997	1,044	1,767	2,570
ENERGY PERMITS	18,647	8,929	10,328	16,000	20,000
SPECIAL EVENT PERMITS	2,000	3,626	1,150	4,050	4,100
<b>LICENSES &amp; PERMITS</b>	<b>420,368</b>	<b>354,202</b>	<b>368,942</b>	<b>420,677</b>	<b>377,670</b>
CRIMINAL FINES	38,270	35,840	45,862	29,536	30,000
VEHICLE CODE FINES	148,332	141,071	87,339	65,072	90,000
ADMIN CITATION FINES-BDG & SAFETY	1,650	7,450	4,600	3,550	5,000
ADMIN CITATION FINES-POLICE	0	150	100	400	400
ADMIN CITATION FINES-PW	0	200	200	0	0
LIEN ADMINISTRATIVE FEE	545	371	510	1,674	1,000
FINES & FORFEITURES	40	0	0	0	0
<b>FINES &amp; PENALTIES</b>	<b>188,838</b>	<b>185,082</b>	<b>138,610</b>	<b>100,232</b>	<b>126,400</b>
COMM CTR ENDOWMENT INT/DIV	1,330	1,093	1,184	1,474	1,500
INVESTMENT EARNINGS	2,892	4,071	2,748	1,710	1,700
RENTS AND CONCESSIONS-COMM SVCS	27,210	27,502	24,366	30,000	27,000
RENTS AND CONCESSIONS-NON DEPT	103,051	121,332	147,926	144,319	140,000
RENTS FROM RAILROAD DEPOT	3,350	6,000	2,000	3,016	3,400
RENTS FROM UTILITIES	17,193	17,193	13,197	11,865	12,000
SOUTHDOWN ROYALTY	13,843	14,441	4,124	2,412	3,600
CAPITAL LEASE PROCEEDS	0	0	528,692	0	0
<b>INVESTMENTS &amp; RENTS</b>	<b>168,870</b>	<b>191,633</b>	<b>724,238</b>	<b>194,796</b>	<b>189,200</b>

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

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
MOTOR VEHICLE IN-LIEU	15,403	12,748	0	0	0
VEHICLE LIC FEE COLL IN	0	0	12,478	12,329	12,500
PROPERTY TAX PMT IN LIEU	58,033	66,502	49,948	85,675	67,000
POST REIMBURSEMENT	17,223	15,570	34,612	11,567	25,000
STATE MANDATED COSTS-ADMIN	0	0	21,750	9,069	0
STATE MANDATED COSTS-FINANCE	0	0	9,062	1,890	1,900
STATE MANDATED COSTS-POLICE	238	192	14,244	265	0
STATE MANDATED COSTS-NON DEPT	0	0	4,487	7,672	1,000
STATE REIMB-FIRE MUTUAL AIDE	21,507	32,413	0	55,864	50,000
PROP 172-1/2 CENT SALES TAX-FIRE	79,568	84,952	82,645	91,408	100,000
PROP 172-1/2 CENT SALES TAX-POLICE	147,769	157,768	153,483	175,120	180,000
HOMEOWNERS PROP TAX RELIEF	21,844	24,933	25,768	29,984	31,000
MISC GRANT FUNDING	0	0	0	385,883	329,931
<b>INTERGOVERNMENTAL REVENUES</b>	<b>361,584</b>	<b>395,077</b>	<b>408,475</b>	<b>866,726</b>	<b>798,331</b>
SPECIAL EVENT-COMM SVCS	0	1,752	0	70	70
SPEC EVENTS-CITRUS FESTIVAL	4,625	2,350	0	0	0
PARK RESERVATION FEES		70	420	617	600
RECREATION ADMIN FEE	27,636	27,519	29,464	27,517	27,000
ZONING & SUBDIVISION FEES	111,679	103,102	112,414	131,071	130,000
ENVIRONMENTAL REVIEW FEE	8,901	14,100	14,470	13,222	25,000
SALES OF REPORTS, MAPS & PUB-ADMIN	26	13	0	60	50
SALES OF REPORTS, MAPS & PUB-BLG & SAFETY	1,304	507	343	546	500
SALES OF REPORTS, MAPS & PUB-FINANCE	134	124	91	86	100
SALES OF REPORTS MAPS, & PUB-FIRE	328	506	245	536	520
SALES OF REPORTS, MAPS & PUB-PLANNING	16	66	34	4	60
SALES OF REPORTS, MAPS & PUB-POLICE	6,890	6,237	6,345	6,208	5,500
SALES OF REPORTS, MAPS & PUB-PW	10	420	0	500	500
SALES OF REPORTS, MAPS & PUB-NON DEPT	4	0	19	1,000	1,500
GREEN BUILDING STANDARD	0	0	85	21,993	25,000
ATTORNEY SVCS FEE RECOVERY	85,079	24,212	23,037	10,000	10,000
CONTRACT PLANNING FEE/REIMB	70,890	22,719	219,603	115,000	115,000
PLAN CHECK FEES-BLDG & SAFETY	58,319	56,500	74,545	51,500	60,000
PLAN CHECK FEES-FIRE	0	0	1,488	4,818	4,482
PLAN CHECK FEES-PLANNING	10,177	22,987	12,398	11,623	25,000
CONSTRUCTION PLAN CHECKING	29,622	71,899	102,201	35,600	25,000
FAST TRACK PLAN CHECK	72	1,584	243	2,040	2,000
INSPECTION FEES	7,671	5,994	7,163	8,453	8,500
FLOOD PERMIT FEE	15	15	45	45	50
ENGINEERING FEES	0	0	0	1,360	2,000
PLAN FILING FEE	1,016	761	934	1,485	1,825
APPLICATION PROCESSING FEE	24,836	29,952	32,400	25,952	30,000
SUBDIVISION MAP APPROVAL	2,300	0	1,428	1,360	3,500
ANIMAL CONTROL FEES	305	585	200	420	450
GRADING PLAN CHECK	752	692	783	513	1,065
ON SITE IMPROVEMENT PLAN CK	544	445	683	500	600
INVESTIGATIONS/PROCESSING FEE	0	1,253	0	0	1,000
STUDIES & INVESTIGATIONS	344	23	370	2,570	2,500
FINGERPRINTS	1,616	389	626	399	0
VEHICLE RELEASE/STORAGE CHG	29,509	19,561	23,727	13,498	20,000
SCHOOL RESOURCE OFFICER REIMB	0	0	85,192	383,468	180,000
MISCELLANEOUS POLICE SERVICE	2,457	4,896	5,260	4,056	5,200

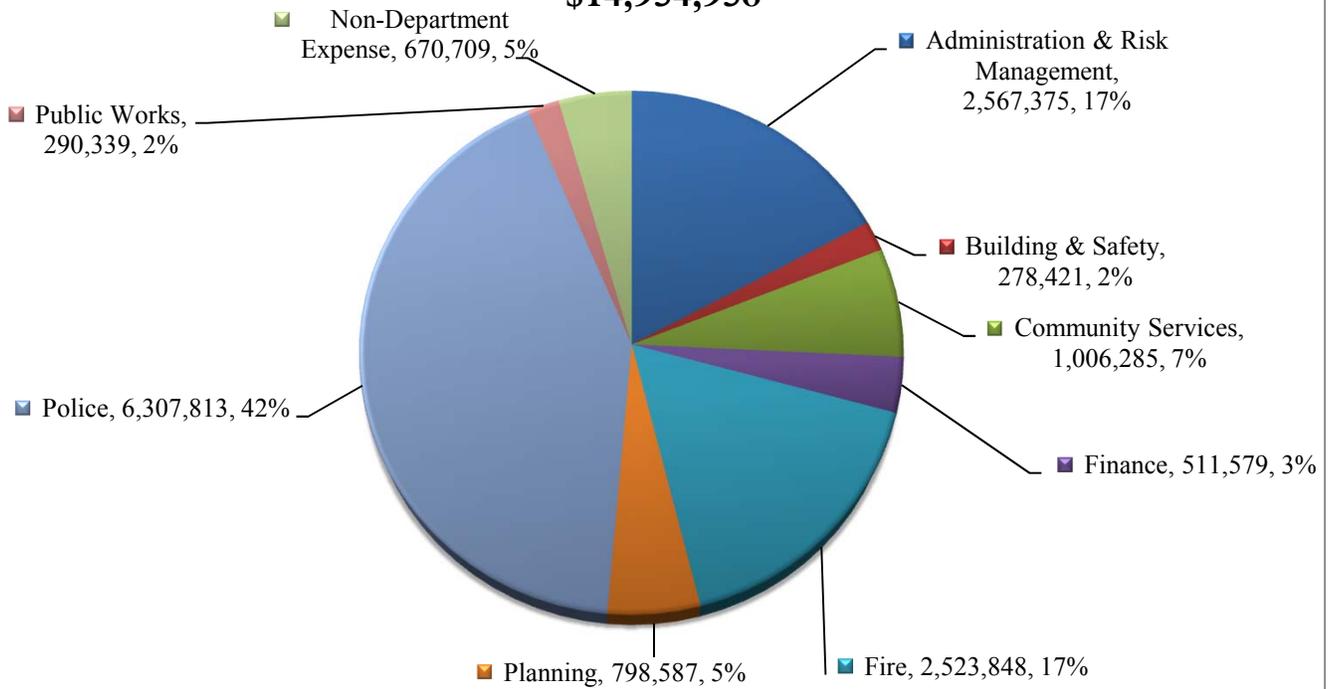
**CITY OF SANTA PAULA  
GENERAL FUND REVENUE - BY TYPE**

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
FIRE SAFETY INSPECTIONS	6,692	6,714	8,031	10,756	11,500
FIRE SPECIAL SERVICES	55	79	0	210	200
ON SITE IMPROVEMENT FEE	725	460	770	1,000	1,350
ACCESSIBILITY REVIEW	4,146	5,427	5,391	7,941	4,500
TECHNOLOGY FEE	19,329	11,333	12,408	11,894	14,000
POLICE FALSE ALARM CHARGES	5,758	9,341	6,875	8,883	8,000
2% DEVELOPER IMPACT ADMIN FEE	433	638	2,757	12,560	15,000
FILMING FEES-NON DEPT	8,420	12,790	6,485	5,755	10,000
FILMING FEES-PERSONNEL REIMB-FIRE	7,410	10,823	7,702	7,635	7,500
FILMING FEES-PERSONNEL REIMB-POLICE	29,832	48,195	37,397	48,264	50,000
FILMING FEES-PERSONNEL REIMB-PW	1,480	3,450	0	0	0
FILMING FEES-PERSONNEL REIMB-NON DEPT	0	0	0	3,371	0
FACILITIES CLEANUP	3,379	3,125	1,822	3,835	3,500
MISC-DEPARTMENT REIMB-ADMIN	6,252	3,042	7,921	150	5,000
MISC-DEPARTMENT REIMB-BLDG & SAFETY	0	434	0	15,011	0
MISC-DEPARTMENT REIMB-COM SVCS	44,305	12,779	14,954	6,515	16,000
MISC-DEPARTMENT REIMB-FINANCE	6,390	6,406	3,176	13,000	6,500
MISC-DEPARTMENT REIMB-FIRE	465	10	2,983	73,837	13,000
MISC-DEPARTMENT REIMB-PLANNING	98,039	27,248	89,491	72,866	300,000
MISC-DEPARTMENT REIMB-POLICE	28,571	21,334	47,357	10,152	250,000
MISC-DEPARTMENT REIMB-PW	11,973	12,110	12,806	340	209,500
MISC-DEPARTMENT REIMB-NON DEPT	21,463	0	0	0	0
CABLE TV ANNOUNCEMENTS	295	215	240	0	350
BUSINESS TAX PROCESSING FEE	0	0	35	0	0
INSURANCE ADMINISTRATIVE FEE	0	0	30	0	0
RETURNED CHECK CHARGE	3,826	4,024	2,575	2,495	2,800
EMPLOYMENT GARNISHMENT CHARGES	234	243	236	271	250
REIMBURSEMENT FOR DAMAGES-POLICE	0	486	339	776	700
REIMBURSEMENT FOR DAMAGES-NON DEPT	6,887	0	0	0	0
LEGAL SETTLEMENT REVENUE	54	0	940	0	0
SUSPENSE-REVENUE	0	0	0	0	100,000
UTILITY APPLICATION FEE	12,581	11,766	9,640	11,885	12,000
PARK 7 FIELD USER FEES	16,087	23,609	34,661	17,996	19,000
<b>CHARGES FOR CURRENT SERVICES</b>	<b>832,156</b>	<b>657,313</b>	<b>1,073,278</b>	<b>1,225,489</b>	<b>1,775,222</b>
MISCELLANEOUS-BLDG & SAFETY	2,031	28,520	431	3,668	30,000
MISCELLANEOUS-PLANNING	10,902	11,599	30,408	19,801	22,000
MISCELLANEOUS-POLICE	142	397	279	81	100
MISCELLANEOUS-NON DEPT	3,934	1,375	0	0	0
CASH OVER/SHORT-POLICE	(39)	31	6	44	50
CASH OVER/SHORT-NON DEPT	0	0	2,350	60	0
PRIOR YEAR ADJ REVENUE-BLDG & SAFETY	0	0	25,276	0	0
PRIOR YEAR ADJ REVENUE-PLANNING	1,177	0	0	0	0
PRIOR YEAR ADJ REVENUE-PW	0	0	5,474	0	0
PRIOR YEAR ADJ REVENUE-NON DEPT	(603)	0	0	0	0
WORKERS COMP REIMB-4850 PLAN-FIRE	40,657	89,517	148,548	122,790	75,000
WORKERS COMP REIMB-4850 PLAN-POLICE	17,871	18,923	115,745	72,911	70,000
WORKER'S COMP REIM-MISC-BLDG & SAFETY	0	7,576	14,723	0	1,000
WORKER'S COMP REIM-MISC-COM SVCS	33,177	39,875	0	0	0
WORKER'S COMP REIM-MISC-POLICE	14,231	18,143	0	0	0

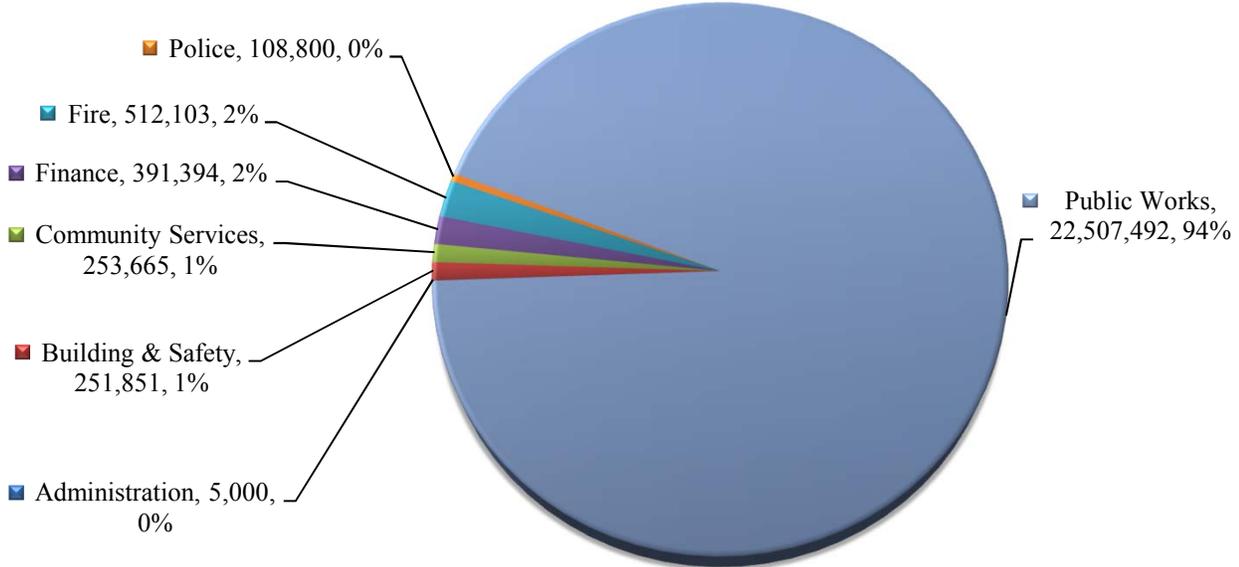
**CITY OF SANTA PAULA  
GENERAL FUND REVENUE - BY TYPE**

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
WORKERS' COMP REIMB-MISC.-PW	0	1,073	1,933	0	0
CITY DONATIONS-COM SVCS	1,364	4,470	1,364	5,676	6,000
CITY DONATIONS-FIRE	761	1,702	741	2,361	2,500
CITY DONATIONS-POLICE	1,515	1,452	916	851	900
CITY DONATIONS-NON DEPT	55	0	0	0	0
SALE OF PROPERTY	0	1,551,188	6,440	0	0
<b>OTHER REVENUES</b>	127,174	1,775,841	354,634	228,244	207,550
TRANSFER FM NPDES STORMWATER	3,360	3,360	3,360	12,158	9,406
TRANS FM-STORMWATER QUALITY	9,731	9,731	9,731	12,030	28,483
TRANSFER FROM GAS TAX FUND	59,208	59,208	80,000	160,578	286,385
TRANSFER FROM LTF	0	0	0	21,981	44,255
TRANSFER FROM REFUSE FUND	161,005	5,258	0	0	0
TRANSFER FROM SEWER FUND	500,000	500,000	500,000	746,763	310,955
TRANSFER FROM WATER FUND	527,000	527,000	527,000	281,153	578,861
OVERHEAD FROM EQUIP MAINT	0	0	0	35,127	53,252
<b>TRANSFERS</b>	1,260,304	1,104,557	1,120,091	1,269,790	1,311,597
<b>GENERAL FUND TOTAL</b>	12,020,614	13,103,818	14,128,849	14,207,421	14,669,470

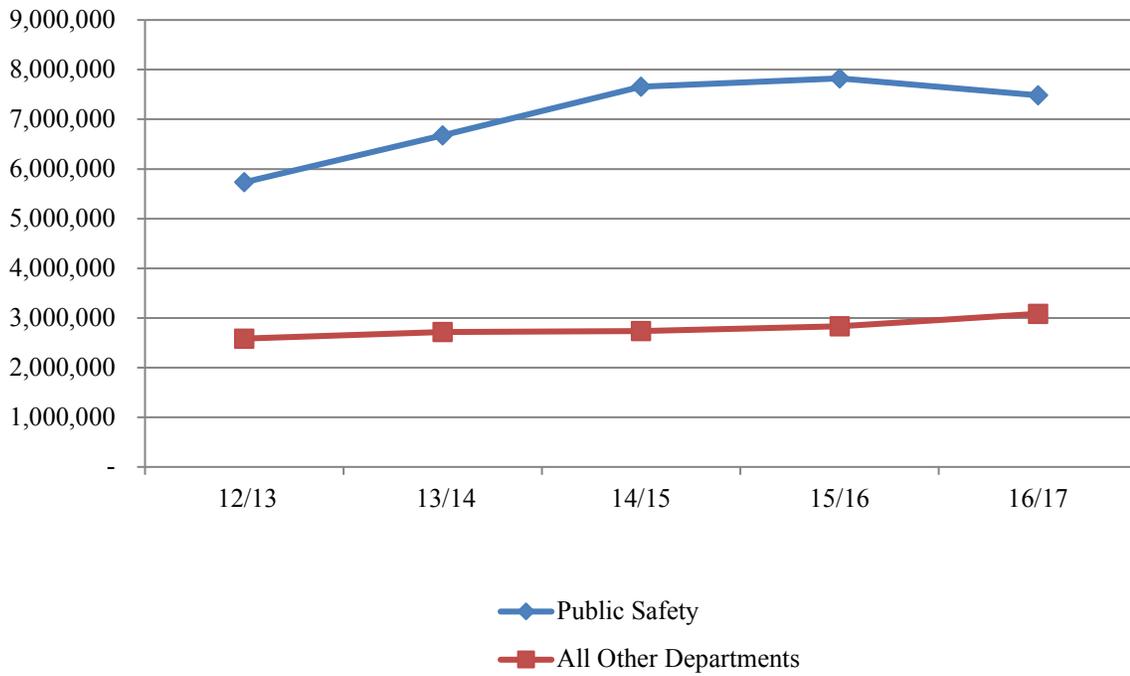
**City of Santa Paula  
General Fund Expenditures  
By Department  
\$14,954,956**



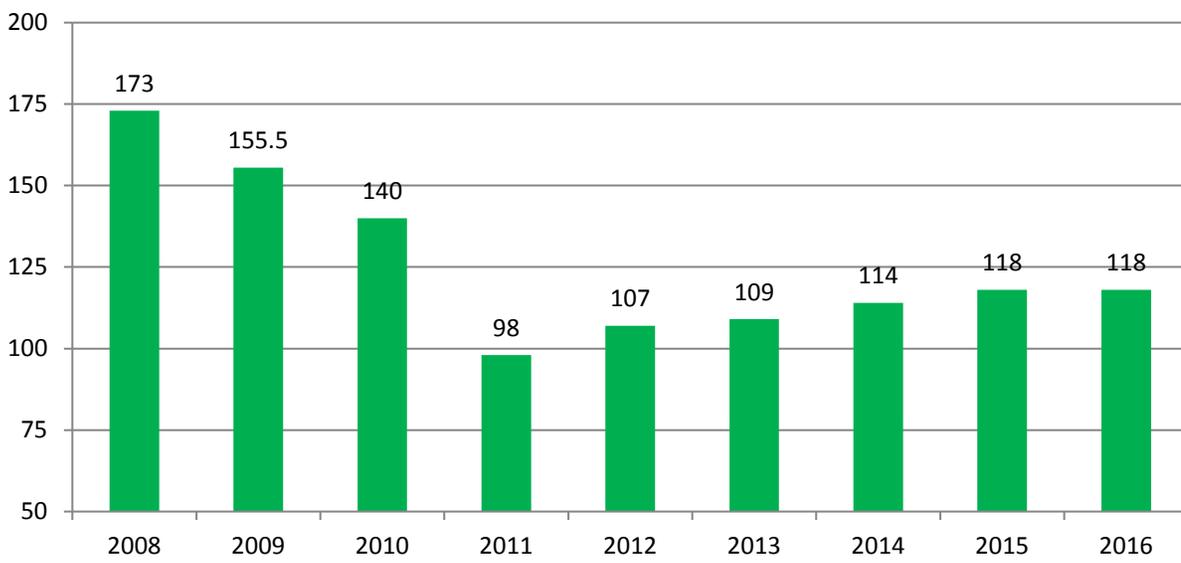
**City of Santa Paula  
Citywide Expenditures Excluding General Fund  
By Department  
\$24,030,305**



### City of Santa Paula General Fund Staffing Costs



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

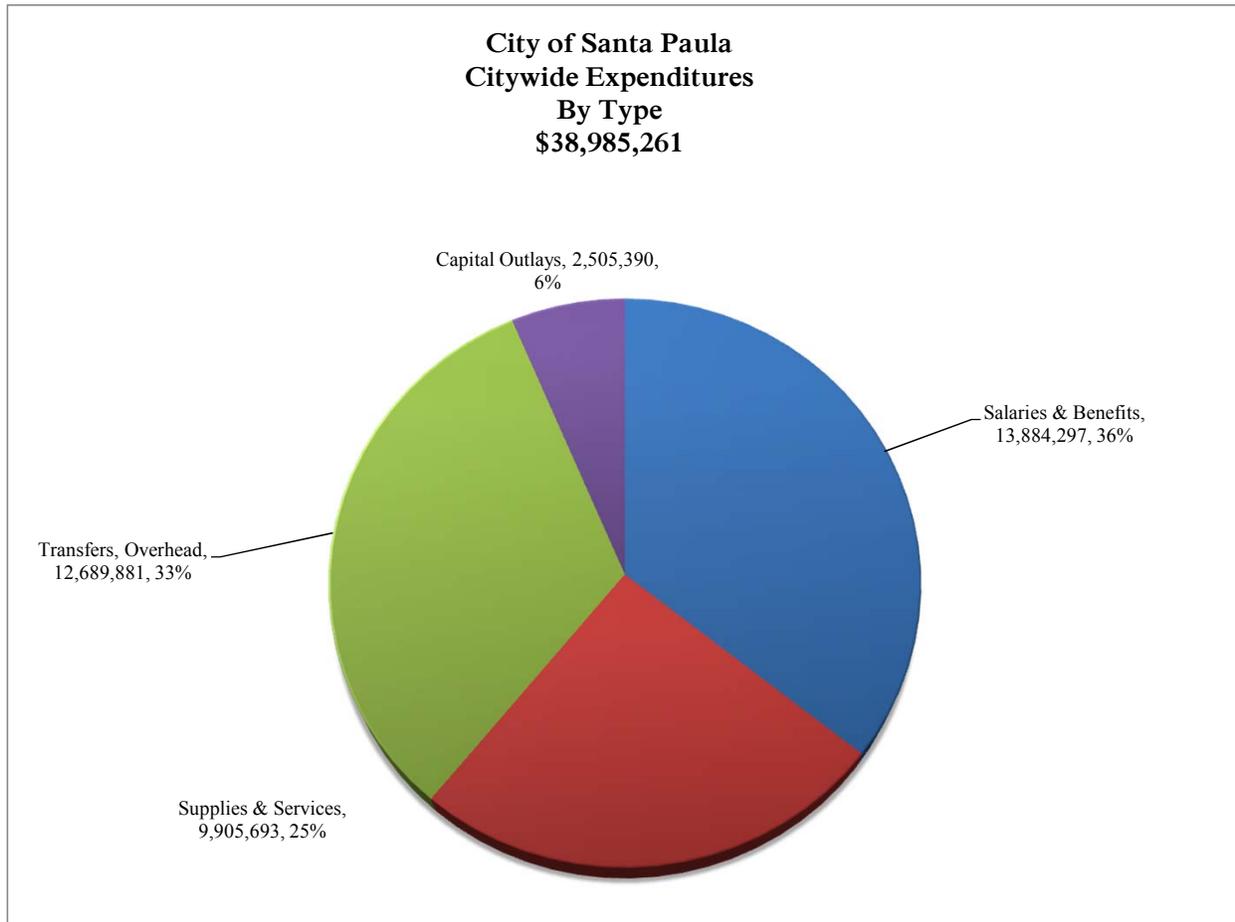


**SANTA PAULA CITYWIDE SUMMARY**

	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Expenditures</b>							
Salaries	6,961,411	7,910,802	8,052,096	8,052,096	8,032,419	8,598,328	6.8%
Benefits	3,795,905	4,346,095	4,700,026	4,700,026	5,314,901	5,285,969	12.5%
Total	10,757,316	12,256,897	12,752,122	12,752,122	13,347,321	13,884,297	8.9%
Supplies, Services & Maintenance	7,524,937	8,270,661	8,673,022	8,695,003	9,589,533	9,905,693	14.2%
Transfers, Overhead	9,663,542	11,009,374	10,151,407	10,151,407	12,592,090	12,689,881	25.0%
Total	17,188,480	19,280,034	18,824,429	18,846,410	22,181,623	22,595,574	20.0%
Capital Outlays	1,289,286	1,138,583	3,007,729	3,007,729	1,490,784	2,505,390	-16.7%
Citywide Totals	29,235,082	32,675,514	34,584,280	34,606,261	37,019,727	38,985,261	12.7%

<b>Authorized Employee Count</b>	102	107	113	115	115	118
----------------------------------	-----	-----	-----	-----	-----	-----

	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Revenues</b>							
General Funds	12,020,614	13,103,818	14,128,849	14,086,725	14,207,422	14,669,470	3.8%
Special Funds	3,244,087	4,800,058	3,186,299	2,672,751	3,093,848	3,290,410	3.3%
Enterprise Funds	19,741,981	20,272,730	19,921,323	19,275,482	18,067,416	18,497,415	-7.1%
Development Impact Funds	504,930	230,101	379,343	1,764,232	630,431	848,805	123.8%
Citywide Totals	35,511,611	38,406,707	37,615,814	37,799,190	35,999,117	37,306,100	-0.8%



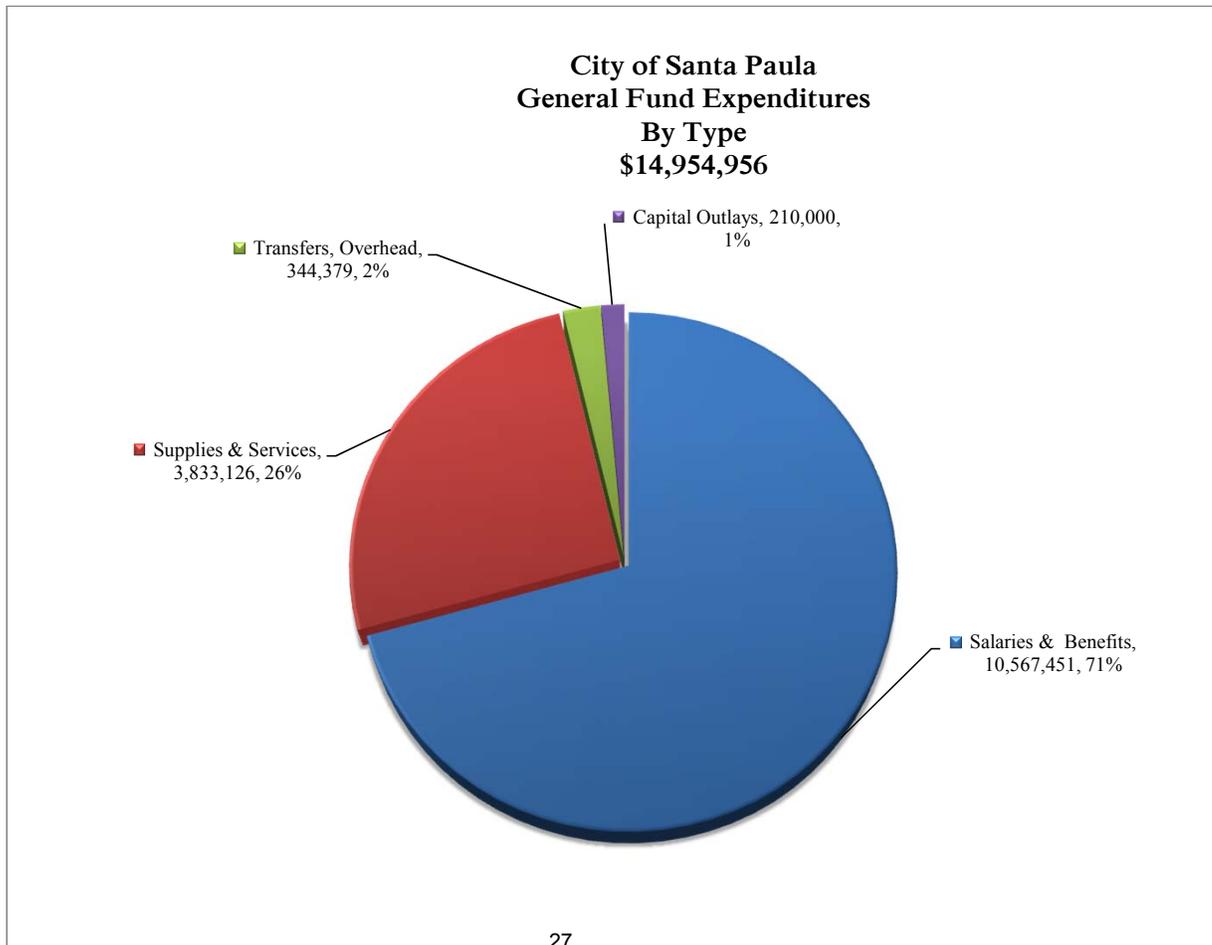
**SANTA PAULA - GENERAL FUND SUMMARY**

	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Expenditures</b>							
Salaries	5,315,932	6,034,752	6,525,235	6,525,235	6,324,205	6,557,893	0.5%
Benefits	2,883,091	3,359,968	3,859,015	3,859,015	4,332,156	4,009,558	3.9%
Total	8,199,023	9,394,720	10,384,249	10,384,249	10,656,361	10,567,451	1.8%
Supplies, Services & Maintenance	2,741,564	3,249,505	3,385,363	3,272,011	3,373,143	3,833,126	13.2%
Transfers, Overhead	22,770	397,336	22,771	22,770	22,770	344,379	1412.4%
Total	2,764,334	3,646,841	3,408,134	3,294,781	3,395,913	4,177,505	22.6%
Capital Outlays	59,632	75,782	762,786	762,786	183,501	210,000	-72.5%
Total	11,022,990	13,117,344	14,555,169	14,441,816	14,235,775	14,954,956	2.7%

38987784

**Revenue & Other Resources**

Taxes	8,661,321	8,440,114	9,940,581	9,430,574	9,901,466	9,883,500	-0.6%
Fee, Fines & Permits	609,206	539,283	507,552	745,170	520,909	504,070	-0.7%
Investments & Rents	168,870	191,633	724,238	216,500	194,796	189,200	-73.9%
Intergovernmental	361,584	395,077	408,475	786,583	866,726	798,331	95.4%
Charges for Services, User Fees	832,156	657,313	1,073,278	1,246,334	1,225,489	1,775,222	65.4%
Transfers	1,260,304	1,104,557	1,120,091	1,369,790	1,269,790	1,311,597	17.1%
Other Revenues	127,174	1,775,841	354,634	291,774	228,244	207,550	-41.5%
Total Revenues	12,020,615	13,103,818	14,128,849	14,086,725	14,207,420	14,669,470	3.8%
Net GF (Cost)/Benefit	997,625	(13,526)	(426,320)	(355,091)	(28,355)	(285,486)	-33.0%



**SANTA PAULA - GENERAL FUND SUMMARY**

Department	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
Administration & Risk Management	1,895,285	2,239,858	2,252,493	2,252,493	2,207,918	2,567,375	12.3%
Building & Safety	261,136	432,414	384,112	384,112	375,242	278,421	-38.0%
Community Services	850,851	945,363	893,697	893,697	955,930	1,006,285	11.2%
Finance	423,779	455,893	473,290	473,290	518,325	511,579	7.5%
Fire	2,163,797	2,398,095	3,495,856	3,495,856	2,871,299	2,523,848	-38.5%
Planning	573,107	463,681	649,040	649,040	585,795	798,587	18.7%
Police	4,447,622	5,352,200	5,883,754	5,883,754	6,267,992	6,307,813	6.7%
Public Works	232,360	652,206	337,086	337,086	243,134	290,339	-16.1%
Non-Department Expense	175,054	177,633	185,842	185,842	210,159	670,709	72.3%
Total	11,022,990	13,117,344	14,555,169	14,555,169	14,235,793	14,954,956	2.7%

**SANTA PAULA - OTHER FUNDS**

Department	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
Administration	217,183	202,070	182,638	204,619	128,239	5,000	-3552.8%
Building & Safety	140,352	81,236	121,271	121,271	134,483	251,851	51.8%
Community Services	147,573	177,710	185,185	185,185	228,515	253,665	27.0%
Finance	321,733	488,579	357,140	357,140	384,918	391,394	8.8%
Fire	351,713	441,119	139,778	139,778	364,775	512,103	72.7%
Police	105,227	91,558	110,474	110,474	119,563	108,800	-1.5%
Public Works	16,928,311	18,075,899	18,932,625	18,932,625	21,423,440	22,507,492	15.9%
Total	18,212,093	19,558,170	20,029,111	20,051,092	22,783,934	24,030,305	16.7%

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

General Fund  
Expenditure Summary by Department Category

	Actual 12/13	Actual 13/14	Actual 14/15	Estimated 15/16	Budget 16/17
<b>Administration</b>					
Personnel - Salaries	468,817	492,713	514,414	508,322	548,606
Personnel Benefits	235,392	254,417	276,145	288,880	290,884
Sub-Total	704,209	747,130	790,559	797,202	839,490
Services & Supplies	1,191,076	1,492,727	1,461,932	1,410,716	1,727,885
Capital Equip/Projects	0	0	0	0	0
Other/Transfers Out	0	0	0	0	0
Sub-Total	1,191,076	1,492,727	1,461,932	1,410,716	1,727,885
<b>Administration Total</b>	<b>1,895,285</b>	<b>2,239,857</b>	<b>2,252,491</b>	<b>2,207,918</b>	<b>2,567,375</b>
<b>Build. &amp; Safety</b>					
Personnel - Salaries	220,176	237,607	215,686	183,600	142,560
Personnel Benefits	130,312	125,064	122,312	141,230	75,085
Sub-Total	350,488	362,671	337,998	324,830	217,645
Services & Supplies	51,000	45,909	44,672	50,413	60,776
Capital Equip/Projects	0	0	1,440	0	0
Other/Transfers Out	0	0	0	0	0
Sub-Total	51,000	45,909	46,113	50,413	60,776
<b>Build &amp; Safety Total</b>	<b>401,488</b>	<b>408,580</b>	<b>384,111</b>	<b>375,243</b>	<b>278,421</b>
<b>Community Services</b>					
Personnel - Salaries	450,467	469,679	457,893	431,472	502,456
Personnel Benefits	191,443	192,341	185,103	235,582	245,963
Sub-Total	641,910	662,020	642,996	667,054	748,419
Services & Supplies	201,620	266,656	242,400	281,156	224,866
Capital Equip/Projects	0	1,750	8,299	7,719	33,000
Other/Transfers Out	0	0	0	0	0
Sub-Total	201,620	268,406	250,699	288,875	257,866
<b>Comm. Services Total</b>	<b>843,530</b>	<b>930,426</b>	<b>893,695</b>	<b>955,930</b>	<b>1,006,285</b>
<b>Finance</b>					
Personnel - Salaries	238,814	260,077	265,411	274,043	289,828
Personnel Benefits	94,908	113,819	117,775	142,417	140,601
Sub-Total	333,722	373,896	383,186	416,460	430,429
Services & Supplies	90,056	81,997	90,105	101,865	81,150
Capital Equip/Projects	0	0	0	0	0
Other/Transfers Out	0	0	0	0	0
Sub-Total	90,056	81,997	90,105	101,865	81,150
<b>Finance Total</b>	<b>423,778</b>	<b>455,893</b>	<b>473,291</b>	<b>518,325</b>	<b>511,579</b>
<b>Fire</b>					
Personnel - Salaries	1,146,532	1,280,726	1,552,254	1,476,380	1,273,179
Personnel Benefits	814,844	841,787	1,123,409	1,061,349	868,181
Sub-Total	1,961,376	2,122,513	2,675,663	2,537,730	2,141,360
Services & Supplies	198,333	275,583	240,757	333,569	376,488
Capital Equip/Projects	4,087	0	579,735	0	6,000
Other/Transfers Out	0	0	0	0	0
Sub-Total	202,420	275,583	820,492	333,569	382,488
<b>Fire Total</b>	<b>2,163,796</b>	<b>2,398,096</b>	<b>3,496,155</b>	<b>2,871,299</b>	<b>2,523,848</b>

General Fund  
Expenditure Summary by Department Category

	Actual 12/13	Actual 13/14	Actual 14/15	Estimated 15/16	Budget 16/17
<b>Planning</b>					
Personnel - Salaries	265,722	269,830	275,613	289,836	425,348
Personnel Benefits	96,843	105,456	110,089	143,913	179,289
Sub-Total	362,565	375,286	385,702	433,749	604,637
Services & Supplies	210,543	88,395	263,337	152,046	193,950
Capital Equip/Projects	0	0	0	0	0
Other/Transfers Out	0	0	0	0	0
Sub-Total	210,543	88,395	263,337	152,046	193,950
<b>Planning Total</b>	<b>573,108</b>	<b>463,681</b>	<b>649,039</b>	<b>585,795</b>	<b>798,587</b>
<b>Police</b>					
Personnel - Salaries	2,478,071	2,899,737	3,092,829	3,046,737	3,218,105
Personnel Benefits	1,292,869	1,652,926	1,889,912	2,239,693	2,124,307
Sub-Total	3,770,940	4,552,663	4,982,741	5,286,430	5,342,412
Services & Supplies	628,457	764,277	727,700	805,762	788,401
Capital Equip/Projects	45,224	35,259	173,312	175,800	177,000
Other/Transfers Out	0	0	0	0	0
Sub-Total	673,681	799,536	901,012	981,561	965,401
<b>Police Total</b>	<b>4,444,621</b>	<b>5,352,199</b>	<b>5,883,753</b>	<b>6,267,992</b>	<b>6,307,813</b>
<b>Public Works</b>					
Personnel - Salaries	127,783	122,026	123,930	113,814	157,811
Personnel Benefits	64,021	73,893	70,384	79,092	85,248
Sub-Total	191,804	195,919	194,314	192,907	243,059
Services & Supplies	15,129	453,664	120,153	27,457	24,510
Capital Equip/Projects	0	0	0	0	0
Other/Transfers Out	22,770	397,336	22,770	22,770	22,770
Sub-Total	37,899	851,000	142,923	50,227	47,280
<b>Public Works Total</b>	<b>229,703</b>	<b>1,046,919</b>	<b>337,237</b>	<b>243,134</b>	<b>290,339</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	175,057	174,511	212,123	205,159	234,100
Capital Equip/Projects	(3)	3,123	3,720	0	0
Other/Transfers Out	0	0	0	5,000	436,609
Sub-Total	175,054	177,634	215,843	210,159	670,709
<b>Non-Depart. Total</b>	<b>175,054</b>	<b>177,634</b>	<b>215,843</b>	<b>210,159</b>	<b>670,709</b>
<b>Total General Fund</b>	<b>11,150,363</b>	<b>13,473,285</b>	<b>14,585,615</b>	<b>14,235,794</b>	<b>14,954,956</b>

General Fund  
Expenditure Summary by Department Category

	Actual 12/13	Actual 13/14	Actual 14/15	Estimated 15/16	Budget 16/17
--	-----------------	-----------------	-----------------	--------------------	-----------------

Department	Actual 12/13	Actual 13/14	Actual 14/15	Estimated 15/16	Budget 16/17
Administration	1,895,285	2,239,857	2,252,491	2,207,918	2,567,375
Building and Safety Government Building	401,488	408,580	384,111	375,243	278,421
Community Services	843,530	930,426	893,695	955,930	1,006,285
Finance	423,778	455,893	473,291	518,325	511,579
Fire	2,163,796	2,398,096	3,496,155	2,871,299	2,523,848
Planning	573,108	463,681	649,039	585,795	798,587
Police	4,444,621	5,352,199	5,883,753	6,267,992	6,307,813
Public Works	229,703	1,046,919	337,237	243,134	290,339
Economic Dev.	-	-	-	-	-
Non-Departmental	175,054	177,634	215,843	210,159	670,709
<b>Total</b>	<b>\$11,150,363</b>	<b>\$13,473,285</b>	<b>\$14,585,615</b>	<b>\$14,235,794</b>	<b>\$14,954,956</b>

Personnel Services	Actual 12/13	Actual 13/14	Actual 14/15	Estimated 15/16	Budget 16/17
Administration	704,209	747,130	790,559	797,202	839,490
Building and Safety	350,488	362,671	337,998	324,830	217,645
Community Services	641,910	662,020	642,996	667,054	748,419
Finance	333,722	373,896	383,186	416,460	430,429
Fire	1,961,376	2,122,513	2,675,663	2,537,730	2,141,360
Planning	362,565	375,286	385,702	433,749	604,637
Police	3,770,940	4,552,663	4,982,741	5,286,430	5,342,412
Public Works	191,804	195,919	194,314	192,907	243,059
Economic Dev.	-	-	-	-	-
Non-Departmental	-	-	-	-	-
<b>Total</b>	<b>8,317,014</b>	<b>9,392,098</b>	<b>10,393,159</b>	<b>10,656,362</b>	<b>10,567,451</b>

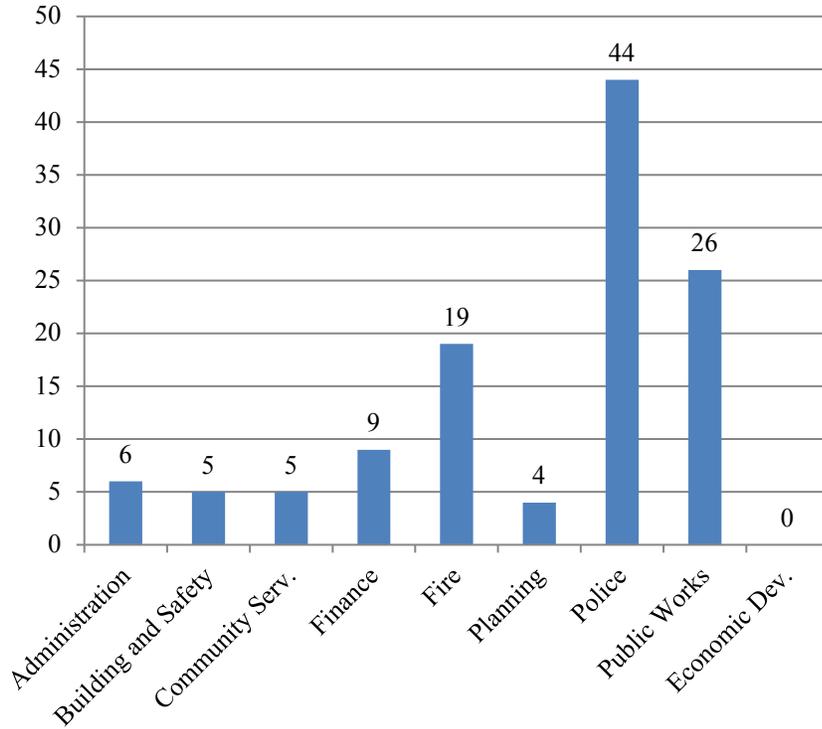
	Actual 12/13	Actual 13/14	Actual 14/15	Estimated 15/16	Budget 16/17
Public Safety	5,732,316	6,675,176	7,658,404	7,824,160	7,483,772
All Other Departments	2,584,698	2,716,922	2,734,755	2,832,202	3,083,679
<b>Total</b>	<b>8,317,014</b>	<b>9,392,098</b>	<b>10,393,159</b>	<b>10,656,362</b>	<b>10,567,451</b>

CITY OF SANTA PAULA  
POSITION CONTROL LISTING  
ADOPTED BUDGET - FY 2016-17

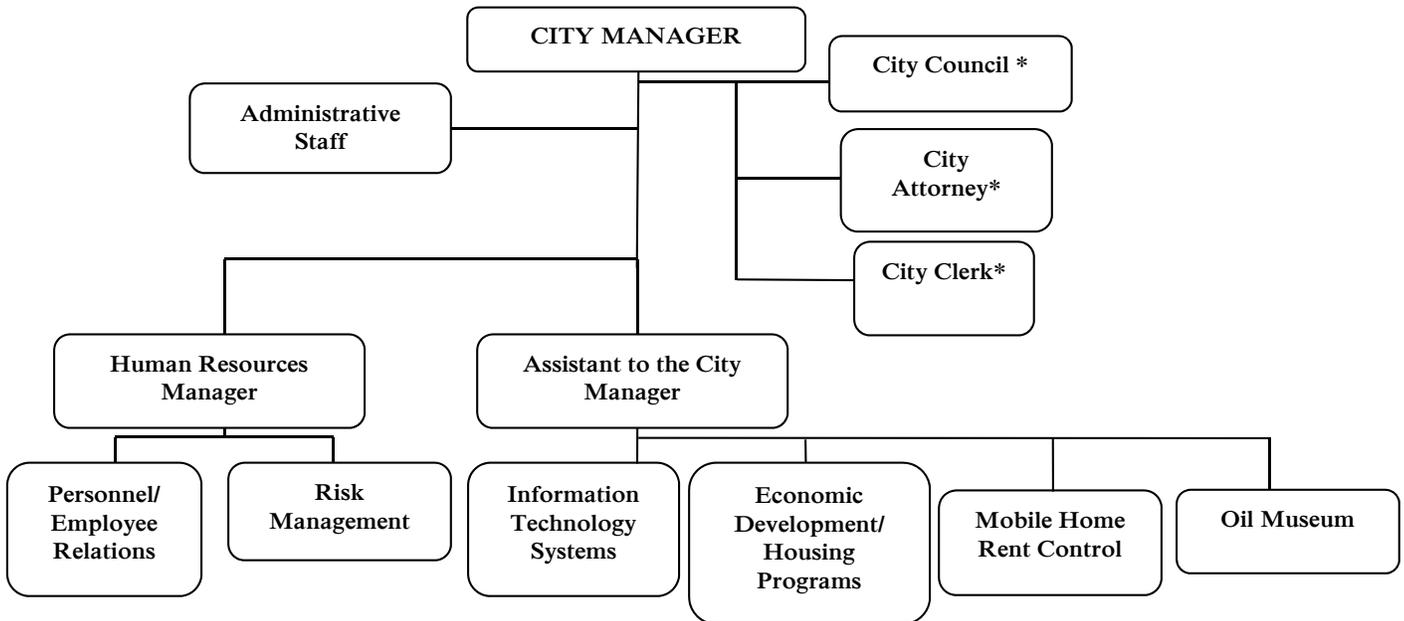
Department	Position	Full-Time	Part-Time	Seasonal	FTE's	Employee Count	
<b>ADMINISTRATION</b>	City Manager	1.00			1.00	1.00	
	Assistant to the City Manager	1.00	0.00		1.00	1.00	
	Admin Secretary/Deputy City Clerk	1.00			1.00	1.00	
	Human Resources Manager	1.00			1.00	1.00	
	Human Resource Specialist	1.00			1.00	1.00	
	IT Support Specialist	1.00			1.00	1.00	
	Museum Administrator	0.00			0.00	0.00	
	<b>Department Total</b>	<b>6.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.00</b>	<b>6.00</b>	
<b>INSPECTION SERVICES</b>	Administrative Assistant	1.00			1.00	1.00	
	Building Inspector I / II	3.00	0.50		3.50	4.00	
	Chief Building Inspector	1.00			1.00	1.00	
	Senior Building Inspector (Unfunded)	0.00			-	0.00	
	<b>Department Total</b>	<b>5.00</b>	<b>0.50</b>	<b>0.00</b>	<b>5.50</b>	<b>6.00</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		5.00		5.00	10.00	
	Park Monitor		1.50		1.50	3.00	
	Custodian		0.00		0.00	0.00	
	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>8.65</b>	<b>4.50</b>	<b>18.15</b>	<b>30.00</b>	
	<b>FINANCE</b>	Finance Director	1.00			1.00	1.00
		Assistant Finance Director (VACANT)	0.00			0.00	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	0.00	1.50		1.50	3.00	
	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>19.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20.50</b>	<b>22.00</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	0.00	0.50		1.00	1.00	
	Associate Planner	1.00			1.00	1.00	
	Planning Technician	1.00			0.50	1.00	
	<b>Department Total</b>	<b>4.00</b>	<b>0.50</b>	<b>0.00</b>	<b>4.50</b>	<b>5.00</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	3.00	0.50	0.00	3.50	4.00	
	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>44.00</b>	<b>2.00</b>	<b>0.00</b>	<b>46.00</b>	<b>48.00</b>	
<b>PUBLIC WORKS</b>	Public Works Director*	1.00			1.00	1.00	
	Deputy Planning Director (VACANT)	0.00			0.00	0.00	
	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>11.65</b>	<b>4.50</b>	<b>135.65</b>	<b>152.00</b>	

Note: \*Position appointed to "Interim" Director

**City of Santa Paula  
Positions By Department 2016-17**



**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 30 percent of the budget. Economic Development is no longer separately funded. The California Oil Museum will not be budgeted for FY 16-17. The Oil Museum has been in the proceedings to become its own non-profit organization, independent of the City.

**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:*** FY16-17 has increase of \$50,114 due to budgeting for Spanish translation services of \$30,000 and \$15,000 for paid interns to assist animal license and Deputy City Clerk.

**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 is an overall increase for FY 16-17 of \$13,617 due to elections.

**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 and Mobile Home Rent Review.

**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:** is no longer 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.

***Budget Commentary:*** IT costs for software contracts have increased for FY 16-17 by approximately \$43,000. With the implementation of the NEOGOV HR recruitment software City receives automated 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:*** City Attorney charges for 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 FY 16-17.

## ADMINISTRATION DEPARTMENT SUMMARY

	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Expenditures</b>							
Salaries	516,945	540,119	563,451	556,345	524,049	548,606	-1.4%
Benefits	260,213	278,879	292,396	304,099	296,382	290,884	-4.3%
Total	777,158	818,998	855,847	860,444	820,431	839,490	-1.9%
Supplies, Services & Maint.	1,335,309	1,622,929	1,579,284	1,543,815	1,515,725	1,732,885	12.2%
Transfers, Overhead and Debt Payments	0	0	0	0	0	0	0.0%
Total	1,335,309	1,622,929	1,579,284	1,543,815	1,515,725	1,732,885	12.2%
Capital Outlays	0	0	0	0	0	0	0.0%
Total	2,112,468	2,441,927	2,435,131	2,404,259	2,336,156	2,572,375	7.0%
<b>Authorized Employee Count</b>	7	7	7	7	7	6	

## ADMINISTRATION DEPARTMENT - GENERAL FUND SUMMARY

	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Expenditures</b>							
Salaries	468,817	492,713	514,414	508,956	508,322	548,606	7.8%
Benefits	235,392	254,417	267,139	279,361	288,880	290,884	4.1%
Total	704,209	747,130	781,553	788,317	797,202	839,490	6.5%
Supplies, Services & Maint.	1,191,076	1,492,727	1,470,939	1,445,940	1,410,716	1,727,885	19.5%
Transfers, Overhead and Debt Payments	0	0	1	0	0	0	0.0%
Total	1,191,076	1,492,727	1,470,940	1,445,940	1,410,716	1,727,885	19.5%
Capital Outlays	0	0	0	0	0	0	0.0%
Total	1,895,285	2,239,858	2,252,493	2,234,257	2,207,918	2,567,375	14.9%
<b>Revenue &amp; Other Resources</b>							
Charges for Services, User Fees	6,318	3,056	29,671	12,694	12,964	5,050	-60.2%
Total Revenues	6,318	3,056	29,671	12,694	12,964	5,050	-60.2%
Net GF (Cost)/Benefit	(1,888,967)	(2,236,802)	(2,222,822)	(2,221,563)	(2,194,954)	(2,562,325)	15.3%

**GENERAL ADMINISTRATION**

**ADMINISTRATION COUNCIL**

FUND 100

0501 BUDGET UNIT: 0501

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
002	Part Time Salaries	19,031	18,080	18,554	18,000	17,862	33,000	80.3%
	Total	19,031	18,080	18,554	18,000	17,862	33,000	83.3%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	56,959	58,686	60,642	58,686	55,752	58,686	0.0%
042	Retirement	1,838	1,849	2,107	1,984	2,274	2,350	18.4%
xxx	All Other Paid Benefits	2,278	3,061	3,648	3,826	3,553	3,924	2.6%
	Total	61,075	63,596	66,397	64,496	61,578	64,960	0.7%
	Total	80,106	81,676	84,951	82,496	79,440	97,960	18.7%
<b>Services &amp; Supplies</b>								
075	Council Expense - Crosswhite	0	0	1,574	2,000	1,984	2,000	0.0%
076	Council Expense - Hernandez	1,810	381	2,142	2,000	230	2,000	0.0%
077	Council Expense - Procter	0	0	1,470	2,000	515	2,000	0.0%
078	Council Expense - Tovias	1,663	2,160	1,577	2,000	1,237	2,000	0.0%
079	Council Expense - Gherardi	0	0	1,218	2,000	1,035	2,000	0.0%
080	Council Expense - Hernandez	988	958	536	0	0	0	0.0%
081	Council Expense - Gonzales	73	0	154	0	0	0	0.0%
082	Council Expense - Cook	1,065	1,717	333	0	0	0	0.0%
101	Postage	57	0	0	0	0	0	0.0%
103	Dues & Subscriptions	14,956	15,975	1,099	8,600	11,715	13,250	54.1%
120	Supplies - Office	114	105	0	0	66	0	0.0%
150	Recognitions/Awards	107	0	0	4,200	4,234	4,200	0.0%
209	Prof/Cont Svcs - Other	106	3,208	14,956	500	2,222	30,500	6000.0%
352	Training/Workshops/Meetings	60	424	172	100	0	100	0.0%
353	Mileage Reimbursement	0	37	0	0	0	0	0.0%
	Total	20,999	24,966	25,231	23,400	23,238	58,050	148.1%
	Total	101,106	106,642	110,182	105,896	102,678	156,010	47.3%

**GENERAL ADMINISTRATION**

**CITY CLERK**

FUND 100

0502 BUDGET UNIT: 0502

Acct #	All Other Paid Benefits	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	21,496	26,961	29,001	30,238	30,147	30,904	2.2%
002	Part Time Salaries	5,955	3,600	3,686	3,600	3,723	3,600	0.0%
003	Overtime	1,790	1,685	1,725	2,000	3,000	2,000	0.0%
	Total	29,241	32,245	34,412	35,838	36,870	36,504	1.9%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	5,213	6,585	6,640	6,585	6,530	6,585	0.0%
042	Retirement	4,792	7,610	8,824	13,518	10,816	15,229	12.7%
xxx	All Other Paid Benefits	1,077	1,207	1,273	1,504	1,446	1,544	2.7%
	Total	11,082	15,402	16,737	21,607	18,792	23,358	8.1%
	Total	40,323	47,647	51,149	57,445	55,662	59,862	4.2%
<b>Services &amp; Supplies</b>								
101	Postage	51	0	0	0	0	0	0.0%
120	Supplies-Office	371	204	45	200	19	200	0.0%
121	Supplies-Clothing/Uniforms	0	0	0	0	0	0	0.0%
129	Supplies-Other	0	32	0	0	0	0	0.0%
209	Prof/Contr Svcs-Other	1,964	3,947	846	1,000	1,551	2,000	100.0%
230	Legal Advertising	839	110	638	1,200	1,364	1,200	0.0%
231	Misc. Advertising/Promo	648	0	0	0	0	0	0.0%
330	Elections	6,232	0	5,050	0	0	10,000	100.0%
352	Training/Workshops/Meetings	1,152	1,714.24	2,488	2,300	2,319	2,500	8.7%
360	Educational Reimbursement	0	0	0	0	0	0	0.0%
	Total	11,258	6,007	9,067	4,700	5,252	15,900	238.3%
	Total	51,581	53,653.9	60,216	62,145	60,914	75,762	25.8%

**GENERAL ADMINISTRATION**

**CITY ATTORNEY**

FUND 100

0504

BUDGET UNIT: 0504

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Services &amp; Supplies</b>								
120	Supplies - Office	0	915	1,271	1,321	12	1,321	0.0%
203	Prof/Contr Svcs - Legal	158,905	205,020	302,666	230,000	187,561	230,000	0.0%
	Total	158,920	205,935	303,937	231,321	187,573	231,321	0.0%
	Total	158,920	205,935	303,937	231,321	187,573	231,321	0.0%

**GENERAL ADMINISTRATION**

**CITY MANAGER**

FUND 100

0511

BUDGET UNIT: 0511

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	208,455	216,337	229,877	225,667	222,281	247,436	9.6%
003	Overtime Salaries	851	842	862	900	1,894	900	0.0%
	Total	209,306	217,179	230,739	226,567	224,175	248,336	9.6%
<b>Employee Paid Benefits</b>								
021	Car Allowance	7,945	8,235	8,298	8,835	8,172	8,235	-6.8%
041	Cafeteria Allowance	24,203	23,246	21,073	20,898	20,724	20,898	0.0%
042	Retirement	40,687	44,301	49,841	50,975	64,347	56,255	10.4%
xxx	All Other Paid Benefits	7,636	12,887	12,389	13,623	12,983	13,785	1.2%
	Total	80,471	88,669	91,601	94,331	106,226	99,173	5.1%
	Total	289,777	305,848	322,340	320,898	330,401	347,509	8.3%
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	22,239	24,230	22,645	15,000	29,264	30,000	100.0%
120	Supplies Office	2,275	1,029	1,082	800	983	800	0.0%
129	Supplies - Other	232	36	0	180	1,109	180	0.0%
150	Recognition/Awards	2,853	1,961	1,950	2,000	270	2,000	0.0%
205	Prof/Contr Svcs - Personnel	906	0	0	0	0	0	0.0%
209	Prof/Contr Svcs - Other	26,430	16,446	10,639	15,000	3,454	15,000	0.0%
231	Misc. Advertising/Promo	3,712	323	0	0	0	0	0.0%
282	Utility - Telephone	99	0	0	0	0	0	0.0%
352	Training/Workshops/Meetings	5,576	736	2,478	2,100	2,002	2,100	0.0%
678	Prior Year Adj-Expenditures	3,209	2,179	0	0	0	0	0.0%
	Total	67,531	46,939	38,794	35,080	37,082	50,080	42.8%
	Total	357,308	352,787	361,134	355,978	367,483	397,589	11.7%

**GENERAL ADMINISTRATION**

**PERSONNEL**

FUND 100

0512

BUDGET UNIT: 0512

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	95,425	101,778	107,931	107,107	107,140	108,178	1.0%
003	Over Time Salaries	658	892	1,576	2,000	2,003	2,000	0.0%
	Total	96,083	102,670	109,507	109,107	109,143	110,178	1.0%
<b>Employee Paid Benefits</b>								
021	Car Allowance	2,100	2,100	2,116	2,100	2,084	2,100	0.0%
041	Cafeteria Allowance	16,808	16,528	16,984	16,844	16,703	16,844	0.0%
042	Retirement	20,384	23,630	27,135	34,663	32,331	38,124	10.0%
xxx	All Other Paid Benefits	3,972	4,092	4,192	4,812	4,389	4,889	1.6%
	Total	43,264	46,350	50,427	58,419	55,507	61,957	6.1%
	Total	139,348	149,020	159,934	167,526	164,650	172,135	2.8%
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	335	180	645	295	300	500	69.5%
120	Supplies Office	297	282	156	200	46	200	0.0%
129	Supplies - Other	69	0	0	0	0	0	0.0%
150	Recognition/Awards	2,563	1,560	808	1,000	1,167	1,000	0.0%
203	Prof/Contr Svcs - Legal	20,792	19,965	19,603	20,000	30,982	30,000	50.0%
204	Prof/Contr Svcs - PERS	34,785	35,393	35,832	38,000	37,288	38,000	0.0%
205	Prof/Contr Svcs - Personnel	5,125	372	25,128	38,000	241	38,000	0.0%
209	Prof/Contr Svcs - Other	12,195	6,943	20,462	16,000	11,303	16,000	0.0%
214	Prof/Contr Svcs - Medical	65	893	308	150	0	150	0.0%
352	Training/Workshops/Meetings	1,636	1,659	2,610	2,000	2,171	2,000	0.0%
	Total	77,863	67,246	105,552	115,645	83,497	125,850	8.8%
	Total	217,211	216,266	265,486	283,171	248,148	297,985	5.2%

**GENERAL ADMINISTRATION**

**RISK MANAGEMENT**

FUND 100

0513

BUDGET UNIT: 0513

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	47,266	49,289	50,267	50,035	50,533	50,596	1.1%
	Total	47,271	49,289	50,267	50,035	50,533	50,596	1.1%
<b>Employee Paid Benefits</b>								
021	Car Allowance	2,155	2,100	2,116	2,100	2,084	2,100	0.0%
041	Cafeteria Allowance	6,958	6,966	7,024	6,966	6,908	6,966	0.0%
042	Retirement	8,761	9,038	9,839	9,421	13,186	10,020	6.4%
xxx	All Other Paid Benefits	2,104	2,056	2,110	2,351	2,270	2,412	2.6%
	Total	19,977	20,160	21,089	20,838	24,448	21,498	3.2%
	Total	67,248	69,449	71,356	70,873	74,981	72,094	1.7%
<b>Services &amp; Supplies</b>								
209	Prof/Contr Svcs - Other	0	2,534	7,670	7,500	1,085	7,500	0.0%
246	Svcs - Drug & Alcohol Testing	5,150	5,440	6,113	7,500	4,058	7,500	0.0%
261	Insurance - Public Liability	473,015	736,411	615,387	578,907	578,907	726,469	25.5%
262	Insurance - Vehicle	12,570	10,438	11,746	13,000	15,476	16,000	23.1%
263	Insurance - Building/Property	13,277	12,819	13,448	13,000	28,913	30,000	130.8%
352	Training/Workshops/Meetings	1,604	2,400	634	1,500	1,559	2,000	33.3%
	Total	505,615	770,042	654,998	621,407	629,997	789,469	27.0%
	Total	572,863	839,491	726,354	692,280	704,978	861,563	24.5%

**INFORMATION TECHNOLOGY**

**INFORMATION TECHNOLOGY**

FUND 100

0514 BUDGET UNIT: 0514

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	53,999	57,642	58,858	58,409	58,296	58,992	1.0%
003	Overtime	13,884	15,606	12,077	11,000	11,443	11,000	0.0%
	Total	67,884	73,249	70,935	69,409	69,739	69,992	0.8%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	10,975	10,975	11,067	10,975	10,884	10,975	0.0%
042	Retirement	5,511	6,171	6,754	5,247	8,190	5,615	7.0%
xxx	All Other Paid Benefits	3,037	3,095	3,067	3,448	3,255	3,348	-2.9%
	Total	19,523	20,241	20,888	19,670	22,328	19,938	1.4%
	Total	87,406	93,490	91,823	89,079	92,067	89,930	1.0%
<b>Services &amp; Supplies</b>								
101	Postage	79	612	2,175	7,500	11,413	18,400	145.3%
103	Dues & Subscriptions	0	85	160	100	100	100	0.0%
120	Supplies Office	0	0	89	0	0	0	0.0%
126	Supplies - Computer	19,689	7,143	7,373	8,500	9,618	9,000	5.9%
175	Minor Equipment - Computer	55,050	58,575	34,967	55,000	59,099	55,000	0.0%
179	Minor Equipment - Other	20,461	22,329	15,904	30,000	31,555	30,000	0.0%
207	Prof/Contr - Computer/Software	48,255	70,981	81,345	92,087	94,754	108,615	17.9%
209	Prof/Contr Svcs - Other	203,572	204,918	185,024	179,000	201,149	194,100	8.4%
240	Duplication Charges - Internal	0	0	3,192	33,000	27,999	33,000	0.0%
352	Training/Workshops/Meetings	490	6,778	3,131	8,000	8,168	8,000	0.0%
353	Mileage Reimbursement	1,293	171	0	1,200	220	1,000	-16.7%
	Total	348,890	371,592	333,360	414,387	444,076	457,215	10.3%
	Total	436,296	465,081	425,183	503,466	536,143	547,145	8.7%

**GENERAL ADMINISTRATION**

**MOBILE HOME RENT REVIEW**

FUND 201

0509 BUDGET UNIT: 0509

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	795	0	0	0	0	0	0.0%
	Total	795	0	0	0	0	0	0.0%
<b>Employee Paid Benefits</b>								
021	Car Allowance	11	0	0	0	0	0	0.0%
041	Cafeteria Allowance	44	0	0	0	0	0	0.0%
042	Retirement	267	0	0	0	0	0	0.0%
xxx	All Other Paid Benefits	27	0	0	0	0	0	0.0%
	Total	350	0	0	0	0	0	0.0%
	Total	1,144	0	0	0	0	0	0.0%
<b>Services &amp; Supplies</b>								
101	Postage	223	0	0	0	0	0	0.0%
203	Prof/Contr Svcs - Legal	7,350	1,873	2,625	2,500	70	2,500	0.0%
209	Prof/Contr Svcs - Other	37,422	2,925	8,850	2,500	0	2,500	0.0%
	Total	44,995	4,798	11,475	5,000	70	5,000	0.0%
	Total	46,139	4,798	11,475	5,000	70	5,000	0.0%

GENERAL ADMINISTRATION

CALIFORNIA OIL MUSEUM - GRANT

FUND 204

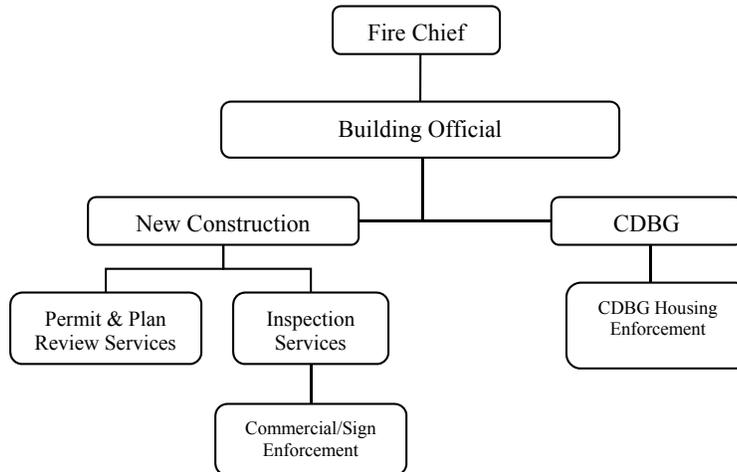
1504

BUDGET UNIT:

1504

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	42,061	43,475	44,679	44,351	10,879	0	-100.0%
002	Part Time Salaries	5,243	3,931	4,190	2,888	4,848	0	-100.0%
003	Overtime	30	0	168	150	0	0	-100.0%
	Total	47,334	47,406	49,037	47,389	15,727	0	-100.0%
<b>Employee Paid Benefits</b>								
021	Car Allowance	3,600	3,600	3,628	3,600	665	0	-100.0%
041	Cafeteria Allowance	10,691	10,975	11,067	10,975	1,738	0	-100.0%
042	Retirement	4,519	4,806	5,249	4,069	3,420	0	-100.0%
xxx	All Other Paid Benefits	5,661	5,080	5,313	6,094	1,680	0	-100.0%
	Total	24,472	24,462	25,257	24,738	7,502	0	-100.0%
	Total	71,805	71,867	74,294	72,127	23,229	0	-100.0%
<b>Services &amp; Supplies</b>								
101	Postage	0	757	1,267	500	705	0	-100.0%
103	Dues & Subscriptions	327	189	523	200	193	0	-100.0%
120	Supplies Office	506	658	1,660	500	1,150	0	-100.0%
128	Inventory - Store Merchandise	3,724	3,358	2,388	2,500	5,028	0	-100.0%
129	Supplies - Other	689	403	1,796	500	517	0	-100.0%
202	Svc - Landscape Maintenance	0	559	280	2,100	175	0	-100.0%
209	Prof/Contr Svcs - Other	5,310	3,638	6,121	5,000	8,091	0	-100.0%
210	Svcs - Fund Raising/Grant Writin	366	1,151	399	1,000	769	0	-100.0%
211	Museum Rotating Exhibits	6,303	13,782	11,401	14,000	4,029	0	-100.0%
212	Prof/Contr Svcs - Training, Etc.	58,719	70,088	44,317	40,000	64,924	0	-100.0%
231	Misc. Advertising/Promo	6,625	7,362	7,103	5,000	3,014	0	-100.0%
280	Utility - Electric	12,159	14,108	15,579	12,000	12,786	0	-100.0%
281	Utility - Gas	322	1,091	1,045	1,000	1,113	0	-100.0%
282	Utility - Telephone	1,442	1,129	1,227	1,200	1,258	0	-100.0%
301	Maint - Bldgs. & Improvements	2,711	6,793	1,501	7,000	1,188	0	-100.0%
303	Prof/Contr - Computer/Software	0	175	48	175	0	0	-100.0%
352	Training/Workshops/Meetings	35	163	200	200	0	0	-100.0%
678	Prior Year Adj-Expenditures	0	0	15	0	0	0	0.0%
	Total	99,239	125,405	96,870	92,875	104,940	0	-100.0%
	Total	171,044	197,272	171,164	165,002	128,169	0	-100.0%

**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 two program areas: Housing Code Enforcement and New construction. All inspector duties are handled within the Building and Safety Division of the Fire Department. Personnel include four full-time 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 Building & Safety Division is responsible for the enforcement of minimum construction 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.

**Specific Objectives:**

- To provide safe structures 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.

*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.

***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 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Expenditures</b>							
Salaries	220,176	283,722	293,482	310,628	286,557	282,488	-9.1%
Benefits	130,312	146,578	155,475	160,322	166,171	177,451	10.7%
Total	350,488	430,300	448,957	470,950	452,728	459,939	-2.3%
Supplies, Services & Maint.	51,000	59,514	54,986	55,822	56,997	70,333	26.0%
Transfers, Overhead and Debt	0	0	0	0	0	0	0.0%
Total	51,000	59,514	54,986	55,822	56,997	70,333	27.9%
Capital Outlays	0	23,836	1,440	0	0	0	0.0%
Total	401,488	513,650	505,383	526,772	509,725	530,272	0.7%
<b>Authorized Employee Count</b>	5.0	6.0	6.0	6.0	6.0	6.0	

**BUILDING & SAFETY DEPARTMENT - GENERAL FUND SUMMARY**

	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Expenditures</b>							
Salaries	137,447	237,607	215,687	208,259	183,600	142,560	-31.5%
Benefits	92,393	125,064	122,406	117,864	141,229	75,085	-36.3%
Total	229,840	362,670	338,093	326,123	324,829	217,645	-33.3%
Supplies, Services & Maint.	31,296	45,909	44,579	46,086	50,413	60,776	31.9%
Transfers, Overhead & Debt	0	0	0	0	0	0	0.0%
Total	31,296	45,909	44,579	46,086	50,413	60,776	31.9%
Capital Outlays	0	23,836	1,440	0	0	0	0.0%
Total	261,136	432,414	384,112	372,209	375,242	278,421	-25.2%
<b>Revenue &amp; Other Resources</b>							
Fee, Fines & Permits	262,565	201,437	189,298	193,570	199,560	193,570	0.0%
Charges for Services, User Fees	118,729	115,355	135,794	125,390	134,012	150,390	19.9%
Other Revenues	2,031	36,096	40,430	31,000	3,668	31,000	0.0%
Total Revenues	383,325	352,888	365,522	349,960	337,240	374,960	7.1%
Net GF (Cost)/Benefit	122,189	(79,526)	(18,590)	(22,249)	(38,002)	96,539	-533.9%

**BUILDING AND SAFETY**

**BUILDING**

FUND 100

1001

BUDGET UNIT:

1001

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	130,108	206,735	194,478	191,772	168,825	139,369	-27.3%
003	Overtime	163	141	269	150	150	150	0.0%
	Total	130,271	206,875	194,747	191,922	168,976	139,519	-27.3%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	38,407	39,054	35,991	33,156	26,117	24,694	-25.5%
042	Retirement	26,858	49,568	51,997	62,209	81,568	30,462	-51.0%
xxx	All Other Paid Benefits	11,973	15,728	16,222	17,679	18,346	19,381	9.6%
	Total	77,238	104,351	104,210	113,044	126,030	74,537	-34.1%
	Total	207,509	311,226	298,957	304,966	295,006	214,056	
<b>Services &amp; Supplies</b>								
101	Postage	0	41	0	0	0	0	0.0%
103	Dues & Subscriptions	175	780	340	300	515	500	66.7%
120	Supplies Office	943	3,094	1,257	2,500	1,920	2,000	-20.0%
121	Supplies - Clothing/Uniform	386	523	498	500	500	500	0.0%
129	Supplies - Other	618	1,613	363	1,600	755	1,600	0.0%
171	Minor Equipment - Office	53	0	0	0	0	0	0.0%
209	Prof/Contr Svcs - Other	15,994	26,786	27,026	25,000	25,255	35,000	40.0%
241	Printing & Binding - External	327	94	0	100	0	100	0.0%
261	Insurance - Public Liability	0	0	0	0	2,636	0	0.0%
262	Insurance-Vehicle	391	321	290	321	382	321	0.0%
282	Utility - Telephone	12	0	0	0	0	0	0.0%
301	Maint - Bldgs. & Improvements	90	0	148	200	200	200	0.0%
303	Maint - Office Equipment	0	0	0	300	0	300	0.0%
304	Maint - Vehicles, Equipment	17	0	14	0	0	0	0.0%
305	Maint - Vehicle Fuel	3,899	3,961	2,902	4,000	3,036	4,000	0.0%
307	Equipment Maintenance Charges	7,477	7,651	9,411	8,265	11,232	11,755	42.2%
352	Training/Workshops/Meetings	913	1,044	2,330	3,000	2,796	3,000	0.0%
360	Educational Reimbursement	0	0	0	0	1,139	1,500	100.0%
	Total	31,296	45,909	44,579	46,086	50,366	60,776	31.9%
<b>Capital Outlays</b>								
610	Equipment - New	0	23,836	1,440	0	0	0	0.0%
	Total	0	23,836	1,440	0	0	0	0.0%
	Total	238,805	380,970	344,976	351,052	345,372	274,832	-21.7%

**BUILDING AND SAFETY**

**HOUSING CODE ENFORCEMENT**

FUND 100

1002 BUDGET UNIT: 1002

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	6,447	30,727	20,940	16,337	14,624	3,041	-81.4%
003	Overtime	730	5	0	0	0	0	0.0%
	Total	7,176	30,731	20,940	16,337	14,624	3,041	-81.4%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	6,537	7,305	6,774	2,825	9,648	548	-80.6%
042	Retirement	4,069	10,143	8,500	70	2,609	0	-100.0%
xxx	All Other Paid Benefits	4,550	3,264	2,922	1,925	2,942	0	-100.0%
	Total	15,155	20,713	18,196	4,820	15,199	548	-88.6%
	Total	22,331	51,444	39,136	21,157	29,823	3,589	-83.0%
<b>Services &amp; Supplies</b>								
129	Supplies - Other	0	0	0	0	47	0	0.0%
	Total	0	0	0	0	47	0	0.0%
	Total	22,331	51,444	39,136	21,157	29,870	3,589	-83.0%

**BUILDING AND SAFETY**

**CDBG-HOUSING CODE ENFORCEMENT**

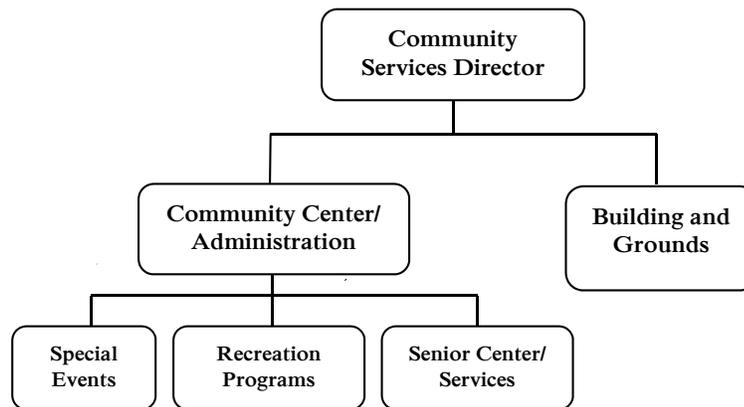
FUND 450

1002 BUDGET UNIT: 1002

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	62,839	33,357	62,791	83,456	76,361	139,928	67.7%
002	Part Time Salaries	5,780	10,052	15,004	18,913	26,596	0	-100.0%
003	Overtime	159	1	0	0	0	0	0.0%
	Total	68,778	43,410	77,795	102,369	102,957	139,928	36.7%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	12,314	8,164	12,569	14,429	13,081	24,694	71.1%
042	Retirement	14,959	9,162	16,174	22,044	7,789	69,314	214.4%
xxx	All Other Paid Benefits	3,814	2,664	4,326	5,985	4,072	8,358	39.6%
	Total	31,088	19,991	33,069	42,458	24,942	102,366	141.1%
	Total	99,866	63,401	110,864	144,827	127,899	242,294	67.3%
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	0	125	0	0	0	0	0.0%
120	Supplies Office	198	567	448	400	379	0	-100.0%
121	Supplies - Clothing/Uniform	1,028	517	727	1,000	200	0	-100.0%
129	Supplies - Other	291	223	153	0	9	0	0.0%
209	Prof/Contr Svcs - Other	770	2,366	840	650	840	850	30.8%
241	Printing & Binding-Extern	0	49	0	0	0	0	0.0%
261	Insurance - Public Liability	0	0	2,796	2,800	0	3,307	18.1%
262	Insurance-Vehicle	1,788	1,445	1,523	1,686	2,007	2,000	18.6%
282	Utility - Telephone	146	136	1,092	800	1,152	1,000	25.0%
305	Maint - Vehicle Fuel	1,526	1,678	1,511	1,600	598	1,600	0.0%
352	Training/Workshops/Meetings	205	1,015	1,217	800	1,388	800	0.0%
	Total	5,952	8,122	10,307	9,736	6,574	9,557	-1.8%
	Total	105,818	71,523	121,171	154,563	134,473	251,851	62.9%



**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 \$61,532 is due to additional funding for part-time recreation program and maintenance staff and replacing an aged vehicle used by the park monitors.

**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. It is proposed that the part-time salary budget (Fund 100.5.1501.002) will be increased \$13,000 for interior and exterior maintenance upkeep of the Community Center. An estimated \$25,000 in Community Center rental revenue will be generated in FY 2016-17. 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. The Community Services Department has received an additional grant of \$13,750 from the Ventura Area on Aging to administer the Meals on Wheels program for homebound senior residents of Santa Paula.

***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, Easter Egg Hunt/Earth Day Festival 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 Barbara Webster School will continue to provide recreation programs for 140 participants 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, Easter Egg Hunt/Earth Day Festival 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,(7) Recreation Leaders and (4)Recreation Coordinators. It is proposed that the part-time salary budget (Fund 100.5.1502.002) be increased by \$32,785. A 35 % increase from FY 15-16 budget. This will be the same level of youth recreation programming before such programs were eliminated from FY 15-16 and prior years.

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 \$25,000 for park and field use fees and \$27,000 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. Franchise fees generate revenues and user subscriber fees support the program. There is no cost to the general fund. Currently, waiting to replace outed equipment which will be paid out of service and supplies by approximately \$50,000. 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.

***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.
- 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 3 times 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. Currently, there are 3 full-time Building and Grounds employees. They maintain and operate 8 parks, 6 city owned buildings, and the bike trail. It is proposed that an additional \$12,246 be allocated for part-staff to perform janitorial services 2 times a week at City owned park restrooms (Teague, Las Piedras, Mill, Railroad Plaza and Veterans Park). This will free up full-time staff for Building and Grounds to concentrate on pertinent maintenance issues.

**COMMUNITY SERVICES DEPARTMENT SUMMARY**

	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Expenditures</b>							
Salaries	478,457	504,995	499,956	520,775	468,854	549,982	5.6%
Benefits	194,990	196,843	190,606	273,554	246,031	256,907	-6.1%
Total	673,446	701,838	690,562	794,329	714,885	806,889	1.6%
Supplies, Services & Maint.	317,656	404,549	380,021	371,866	461,841	420,061	13.0%
Transfers, Overhead and Debt	0	0	0	0	0	0	0.0%
Total	317,656	404,549	380,021	371,866	461,841	420,061	13.0%
Capital Outlays	7,321	16,687	8,299	5,000	7,719	33,000	560.0%
Total	998,424	1,123,073	1,078,882	1,171,195	1,184,445	1,259,950	7.6%
<b>Authorized Employee Count</b>	20.0	29.00	29.00	29.00	29.00	30.00	

**COMMUNITY SERVICES DEPARTMENT - GENERAL FUND SUMMARY**

	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Expenditures</b>							
Salaries	450,467	469,679	457,893	483,993	431,472	502,456	3.8%
Benefits	191,443	192,341	185,104	258,195	235,582	245,963	-4.7%
Total	641,910	662,020	642,997	742,188	667,054	748,419	0.8%
Supplies, Services & Maint.	201,620	266,656	242,401	197,565	281,156	224,866	13.8%
Transfers, Overhead and Debt	0	0	0	0	0	0	0.0%
Total	201,620	266,656	242,401	197,565	281,156	224,866	13.8%
Capital Outlays	7,321	16,687	8,299	5,000	7,719	33,000	560.0%
Total	850,851	945,363	893,697	944,753	955,930	1,006,285	6.5%
<b>Revenue &amp; Other Resources</b>							
Fees, Fines & Permits	66,151	69,912	58,585	58,500	66,744	63,670	8.8%
Charges for Services, User Fees	64,065	39,728	51,676	42,000	36,718	38,850	-7.5%
Other Revenues	34,541	44,344	1,364	5,000	5,676	6,000	20.0%
Total Revenues	164,757	153,984	111,625	105,500	109,138	108,520	2.9%
Net GF (Cost)/Benefit	(686,094)	(791,379)	(782,072)	(839,253)	(846,792)	(897,765)	7.0%

**COMMUNITY SERVICES**

FUND 100

**COMMUNITY CENTER**

1501 BUDGET UNIT: 1501

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	38,903	41,811	36,853	34,687	37,838	35,034	1.0%
002	Part Time Salaries	67,896	82,625	89,296	86,482	85,116	99,535	15.1%
003	Overtime	2,020	1,768	1,223	1,500	1,988	2,200	46.7%
	Total	108,819	126,204	127,372	122,669	124,942	136,769	11.5%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	10,975	10,975	11,067	12,683	11,443	12,683	0.0%
042	Retirement	7,550	8,998	9,145	8,997	9,543	8,472	-5.8%
xxx	All Other Paid Benefits	13,802	13,497	14,566	18,163	17,206	20,599	13.4%
	Total	32,327	33,470	34,778	39,843	38,192	41,754	4.8%
	Total	141,146	159,674	162,150	162,512	163,134	178,523	9.9%
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	0	0	38	0	0	0	0.0%
120	Supplies Office	1,082	1,231	778	900	553	900	0.0%
123	Supplies - Shop & Field	4,239	4,219	4,886	4,100	4,652	4,500	9.8%
209	Prof/Contr Svcs - Other	5,225	8,069	8,390	4,600	7,034	6,000	30.4%
301	Maint - Bldgs. & Improvements	4,380	6,657	7,054	6,045	7,232	7,000	15.8%
303	Maint - Office Equipment	0	0	165	0	0	0	0.0%
352	Training/Workshops/Meetings	35	0	0	0	0	0	0.0%
360	Educational Reimbursement	0	0	0	0	0	0	0.0%
	Total	14,961	20,176	21,311	15,645	19,471	18,400	17.6%
	Total	156,107	179,850	183,461	178,157	182,606	196,923	10.5%

**COMMUNITY SERVICES**

FUND 100

**RECREATION & LEISURE SERVICES**

1502 BUDGET UNIT: 1502

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	86,252	97,218	99,420	100,747	100,648	98,716	-2.0%
002	Part Time Salaries	71,668	58,627	69,832	61,407	49,273	93,785	52.7%
003	Overtime	0	0	111	150	198	150	0.0%
	Total	157,920	155,845	169,363	162,304	150,119	192,651	18.7%
<b>Employee Paid Benefits</b>								
021	Car Allowance	4,200	4,200	4,232	4,200	4,171	4,200	0.0%
041	Cafeteria Allowance	9,670	11,737	11,835	17,237	15,617	17,237	0.0%
042	Retirement	33,243	36,028	40,892	55,607	54,489	62,248	11.9%
xxx	All Other Paid Benefits	16,401	12,120	14,499	17,354	15,567	17,074	-1.6%
	Total	63,514	64,084	71,458	94,398	89,844	100,759	6.7%
	Total	221,434	219,929	240,821	256,702	239,963	293,410	14.3%
<b>Services &amp; Supplies</b>								
120	Supplies Office	514	695	0	700	320	700	0.0%
123	Supplies - Shop & Field	6,047	4,220	6,078	6,300	6,300	6,300	0.0%
150	Recognitions/Awards	0	0	0	0	190	0	0.0%
156	Special Event	2,447	1,828	1,654	0	1,000	1,000	100.0%
157	Special Event - Citrus Festival	130	1,389	0	1,000	0	0	-100.0%
171	Minor Equipment - Office	1,588	0	0	0	0	0	0.0%
209	Prof/Contr Svcs - Other	0	1,775	429	0	868	0	0.0%
230	Legal Advertising	0	136	0	0	0	0	0.0%
304	Maint - Vehicles, Equipment	17	10	0	0	0	0	0.0%
305	Maint - Vehicle Fuel	2,388	836	889	1,000	1,000	1,000	0.0%
	Total	13,132	10,890	9,050	9,000	9,679	9,000	0.0%
	Total	234,566	230,819	249,871	265,702	249,641	302,410	13.8%

**COMMUNITY SERVICES**

**COMM SVCS-BLDG MAINT**

FUND 100

1531 BUDGET UNIT: 1531

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	82,807	97,557	74,412	111,770	78,467	83,339	-25.4%
002	Part Time Salaries	29,013	20,566	22,615	24,105	15,644	24,201	0.4%
003	Overtime	7,982	5,893	7,943	8,000	7,642	8,000	0.0%
	Total	119,802	124,017	104,970	143,875	101,754	115,540	-19.7%
<b>Employee Paid Benefits</b>								
021	Car Allowance	109	0	0	0	0	0	0.0%
041	Cafeteria Allowance	20,310	18,749	12,850	24,707	18,714	21,950	-11.2%
042	Retirement	18,030	16,619	10,264	22,873	20,570	8,612	-62.3%
xxx	All Other Paid Benefits	22,773	21,573	18,642	24,520	22,234	24,942	1.7%
	Total	61,221	56,942	41,756	72,100	61,517	55,504	-23.0%
	Total	181,023	180,958	146,726	215,975	163,271	171,044	-20.8%
<b>Services &amp; Supplies</b>								
120	Supplies - Office	98	0	0	0	912	911	100.0%
121	Supplies - Clothing/Uniform	465	1,111	700	1,000	1,146	1,000	0.0%
123	Supplies - Shop & Field	30,354	35,723	30,383	26,000	26,476	30,000	15.4%
173	Minor Equipment - Shop & Field	0	0	1,856	2,300	2,299	2,300	0.0%
179	Minor Equipment - Other	0	0	30	0	996	0	0.0%
209	Prof/Contr Svcs - Other	6,488	7,453	10,485	4,600	7,663	5,600	21.7%
226	Prof/Contr Svcs - Janitorial	5,514	4,975	6,112	4,600	5,939	4,600	0.0%
301	Maint - Bldgs. & Improvements	8,492	39,769	10,837	19,000	34,682	19,000	0.0%
305	Maint - Vehicle Fuel	4,062	3,982	4,945	3,800	4,057	3,800	0.0%
307	Equipment Maintenance Charges	5,608	5,738	7,529	6,199	11,666	9,404	51.7%
352	Training/Workshops/Meetings	23	0	90	0	150	0	0.0%
	Total	61,104	98,750	72,967	67,499	95,986	76,615	13.5%
<b>Capital Outlays</b>								
610	Equipment New	7,321	1,750	8,299	5,000	7,719	5,000	0.0%
	Total	7,321	1,750	8,299	5,000	7,719	5,000	0.0%
	Total	249,449	281,459	227,992	288,474	266,977	252,659	-12.4%

**COMMUNITY SERVICES**

**COMM SVCS-GRNS MAINT**

FUND 100

1532 BUDGET UNIT: 1532

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	62,292	61,717	54,493	54,145	53,392	44,250	-18.3%
002	Part Time Salaries	0	0	0	0	0	12,246	100.0%
003	Overtime	1,634	1,896	1,695	1,000	1,265	1,000	0.0%
	Total	63,927	63,613	56,188	55,145	54,657	57,496	4.3%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	13,729	13,719	11,661	13,719	13,948	10,975	-20.0%
042	Retirement	12,823	15,968	14,845	24,675	19,937	22,535	-8.7%
xxx	All Other Paid Benefits	7,829	8,159	10,606	13,460	12,145	14,436	7.3%
	Total	34,380	37,846	37,112	51,854	46,029	47,946	-7.5%
	Total	98,307	101,459	93,300	106,999	100,686	105,442	-1.5%
<b>Services &amp; Supplies</b>								
101	Postage	83	0	0	0	0	0	0.0%
103	Dues & Subscriptions	40	0	12	0	0	0	0.0%
121	Supplies - Clothing/Uniform	645	618	194	750	799	0	-100.0%
123	Supplies - Shop & Field	26,578	37,713	36,741	25,000	28,710	30,000	20.0%
156	Santa Paula Beautiful	154	0	24	0	0	0	0.0%
173	Minor Equipment - Shop & Field	0	0	87	0	0	0	0.0%
202	Svc - Landscape Maintenance	35,583	41,783	37,419	35,000	39,163	35,000	0.0%
209	Prof/Contr Svcs - Other	15,680	18,595	26,778	15,000	22,912	15,000	0.0%
223	Prof/Contr Svcs Tree - Trimming	3,483	14,758	7,825	8,920	25,625	15,000	68.2%
301	Maint - Bldgs. & Improvements	12,773	6,329	13,704	3,500	18,089	6,000	71.4%
304	Maint - Vehicles Equipment	291	660	0	0	0	0	0.0%
305	Maint - Vehicle Fuel	7,343	6,565	5,339	6,420	5,258	6,420	0.0%
307	Equipment Maintenance Charges	9,346	9,564	10,352	10,331	13,921	12,931	25.2%
352	Training/Workshops/Meetings	424	255	598	500	1,543	500	0.0%
	Total	112,423	136,840	139,073	105,421	156,020	120,851	14.6%
<b>Capital Outlays</b>								
610	Equipment New	0	14,937	0	0	0	28,000	100.0%
	Total	0	14,937	0	0	0	28,000	100.0%
	Total	210,729	253,236	232,373	212,420	256,706	254,293	19.7%

**COMMUNITY SERVICES**

**CABLE TELEVISION**

FUND 103

1505 BUDGET UNIT: 1505

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	304	0	1,928	3,854	1,275	3,893	1.0%
	Total	304	0	1,928	3,854	1,275	3,893	1.0%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	0	1,098	0	1,098	0.0%
042	Retirement	21	5	226	385	330	409	6.2%
xxx	All Other Paid Benefits	6	1	59	89	38	102	14.6%
	Total	27	6	285	1,572	368	1,609	2.4%
	Total	331	6	2,213	5,426	1,643	5,502	1.4%
<b>Services &amp; Supplies</b>								
123	Supplies - Shop & Field	335	7,148	1,660	50,000	50,000	50,000	0.0%
209	Prof/Contr Svcs - Other	7,000	7,570	9,650	15,000	15,700	15,000	0.0%
	Total	7,335	14,718	11,310	65,000	65,700	65,000	0.0%
	Total	7,666	14,724	13,523	70,426	67,343	70,502	0.1%

**COMMUNITY SERVICES**

FUND 115

**RECREATION PROGRAM**

1502 BUDGET UNIT: 1502

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
002	Part Time Salaries	0	0	0	0	4,224	2,300	100.0%
	Total	0	0	0	0	4,224	2,300	100.0%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	0	0	206	87	100.0%
042	Retirement	0	0	0	0	233	120	100.0%
xxx	All Other Paid Benefits	0	0	0	0	57	30	100.0%
	Total	0	0	0	0	496	237	100.0%
	Total	0	0	0	0	4,719	2,537	100.0%
<b>Services &amp; Supplies</b>								
123	Supplies-Shop & Field	(35)	0	90	0	145	150	0.0%
181	Recreation Programs	95,439	99,684	111,893	104,000	90,551	104,000	0.0%
	Total	95,404	99,684	111,983	104,000	90,695	104,150	0.1%
	Total	95,404	99,684	111,983	104,000	95,415	106,687	2.6%

**COMMUNITY SERVICES**

FUND 305

**BEV CONTAINER RECYCLING**

1532 BUDGET UNIT: 1532

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	171	66	0	0	0	0	0.0%
003	Overtime	0	0	0	0	0	0	0.0%
	Total	171	66	0	0	0	0	0.0%
<b>Employee Paid Benefits</b>								
042	Retirement	12	8	0	0	0	0	0.0%
xxx	All Other Paid Benefits	3	2	0	0	0	0	0.0%
	Total	15	10	0	0	0	0	0.0%
	Total	185	77	0	0	0	0	0.0%
<b>Services &amp; Supplies</b>								
179	Minor Equipment	6,314	13,222	0	0	11,972	10,000	100.0%
	Total	6,314	13,222	0	0	11,972	10,000	100.0%
	Total	6,500	13,299	0	0	11,972	10,000	100.0%

**COMMUNITY SERVICES**

FUND 405

**COMM SVCS-REC & LEISURE**

1502 BUDGET UNIT: 1502

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	460	0	21,506	20,935	0	0	0.0%
002	Part Time Salaries	20,630	18,410	0	0	18,228	27,426	100.0%
	Total	21,090	18,410	21,506	20,935	18,228	27,426	31.0%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	0	5,500	474	500	-90.9%
042	Retirement	2,300	1,712	2,151	1,881	2,624	2,191	16.5%
xxx	All Other Paid Benefits	442	1,046	1,051	1,376	1,153	1,770	28.6%
	Total	2,742	2,759	3,202	8,757	4,252	4,461	-49.1%
	Total	23,832	21,168	24,708	29,692	22,480	31,887	7.4%
<b>Services &amp; Supplies</b>								
123	Supplies - Shop & Field	6,984	10,268	14,327	5,301	5,518	7,000	32.1%
	Total	6,984	10,268	14,327	5,301	12,318	16,045	202.7%
	Total	30,816	31,437	39,035	34,993	34,798	47,932	37.0%

**COMMUNITY SERVICES**

**CDBG RECREATION-SENIOR**

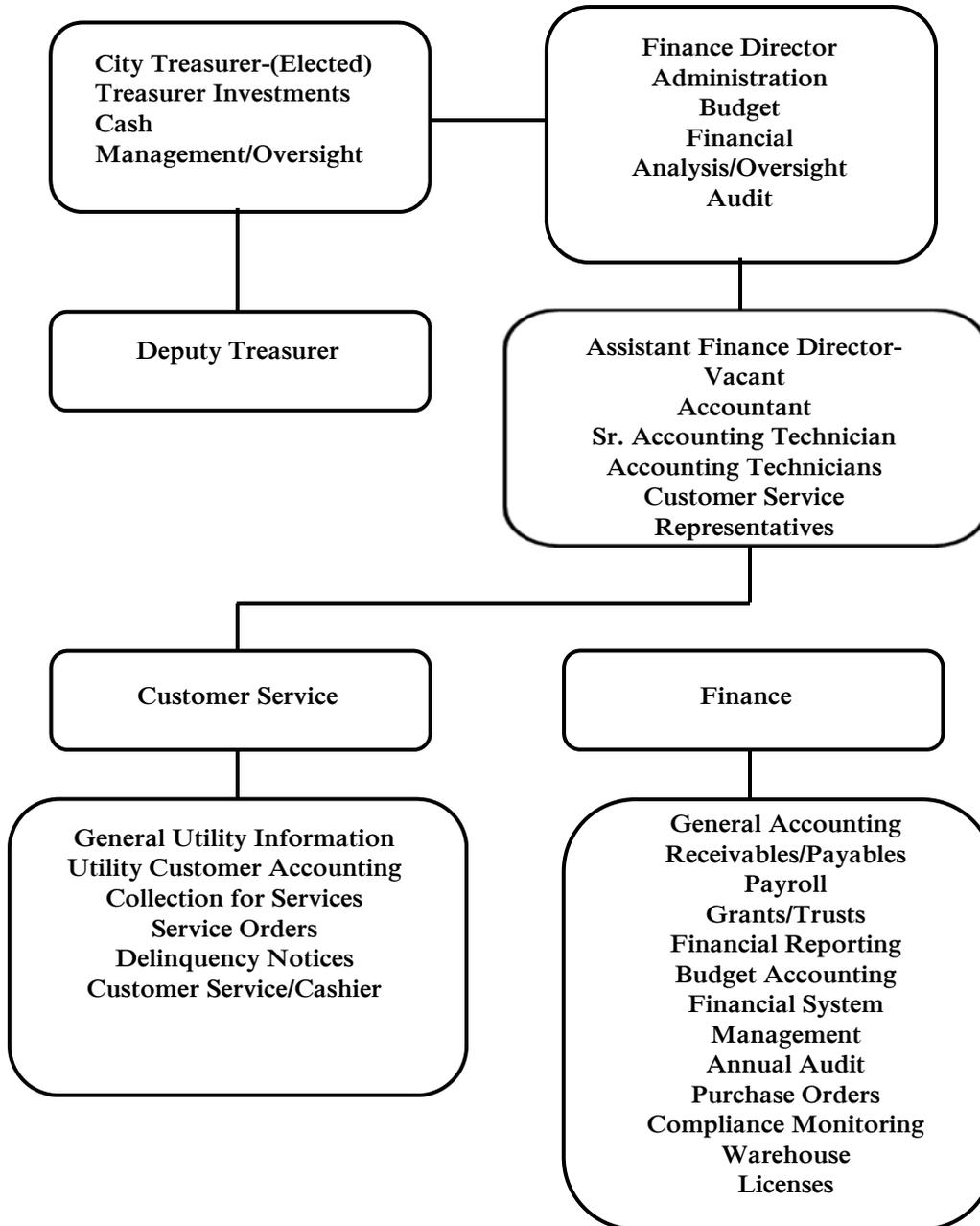
FUND 450

1502 BUDGET UNIT: 1502

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
002	Part Time Salaries	6,425	16,840	18,629	11,993	13,655	13,907	16.0%
	Total	6,425	16,840	18,629	11,993	13,655	13,907	16.0%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	0	2,695	2,897	2,695	0.0%
042	Retirement	649	793	1,219	914	1,448	655	-28.3%
xxx	All Other Paid Benefits	113	934	796	1,421	989	1,287	-9.4%
	Total	762	1,727	2,015	5,030	5,333	4,637	-7.8%
	Total	7,188	18,567	20,644	17,023	18,988	18,544	8.9%



**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.

Continuing items:

- 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.
- Work with team to set up a Community Facility District for new development.
- Began work on Permitting Software System.
- Began work on upgrading Financial System.

Completed items:

- Completed the Developer Impact Fee Study
- Developed a Citywide Community Facility District policy.
- Worked with Staff and Council to set up the sewer rebate program.

***Budget Commentary:*** Some workload has not been completed in a timely matter 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 monies 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 necessary.
- 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 May 2016, staff was able to assist with the development and implementation of a new quarterly sewer rebate program.

***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 2016-17 these costs also include overhead charges.

This budget has a significant change being the bank merchant fees which are budgeted to increase by \$35,000.

**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 \$32,500 from last year’s budget. Contingencies will again be budgeted at \$115,000. Staff has budgeted for facility roof repair.

**FINANCE DEPARTMENT SUMMARY**

	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Budget</b>	<b>FY 15-16 Estimated</b>	<b>FY 16-17 Budget</b>	<b>% Change</b>
<b>Expenditures</b>							
Salaries	372,293	534,327	412,377	430,133	420,967	435,124	1.2%
Benefits	164,495	189,573	197,477	227,143	232,193	239,149	5.3%
Total	536,788	723,900	609,854	657,276	653,160	674,273	2.6%
Supplies, Services & Maint.	208,724	220,572	220,576	231,610	250,084	228,700	-1.3%
Total	208,724	220,572	220,576	231,610	250,084	228,700	-1.3%
Total	745,512	944,472	830,430	888,886	903,244	902,973	0.0%
<b>Authorized Employee Count</b>	7.75	9.0	9.0	9.0	9.0	9.0	

**FINANCE DEPARTMENT - GENERAL FUND SUMMARY**

	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Budget</b>	<b>FY 15-16 Estimated</b>	<b>FY 16-17 Budget</b>	<b>% Change</b>
<b>Expenditures</b>							
Salaries	238,814	260,077	265,411	285,302	274,043	289,828	1.6%
Benefits	94,908	113,819	117,775	134,297	142,417	140,601	4.7%
Total	333,723	373,896	383,186	419,599	416,460	430,429	2.6%
Supplies, Services & Maint.	90,056	81,997	90,104	102,450	101,865	81,150	-20.8%
Total	90,056	81,997	90,104	102,450	101,865	81,150	-20.8%
Total	423,779	455,893	473,290	522,049	518,325	511,579	-2.0%
<b>Revenue &amp; Other Resources</b>							
Charges for Services, User Fees	19,105	18,297	22,004	19,600	20,375	20,500	4.6%
Total Revenues	19,105	18,297	22,004	19,600	20,375	20,500	4.6%
Net GF (Cost)/Benefit	(404,674)	(437,596)	(451,286)	(502,449)	(497,950)	(491,079)	-2.3%

**FINANCIAL SERVICES**

**CITY TREASURER**

FUND 100

2001 BUDGET UNIT: 2001

	Personnel Services	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
002	Part Time Salaries	3,510	3,600	3,628	3,600	0	0	-100.0%
003	Overtime	0	0	0	0	3,572	3,600	100.0%
	Total	3,510	3,600	3,628	3,600	3,572	3,600	0.0%
<b>Employee Paid Benefits</b>								
xxx	All Other Paid Benefits	47	110	84	93	91	94	1.1%
	Total	47	110	84	93	91	94	1.1%
	Total	3,557	3,710	3,712	3,693	3,663	3,694	0.0%
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	155	0	0	0	0	0	0.0%
	Total	155	0	0	0	0	0	0.0%
	Total	3,712	3,710	3,712	3,693	3,663	3,694	0.0%

**FINANCIAL SERVICES**

**FINANCE OPERATIONS**

FUND 100

2002 BUDGET UNIT: 2002

Acct #	Personnel Services	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	234,965	255,986	260,535	281,552	269,771	285,528	1.4%
003	Overtime	340	491	1,248	150	700	700	366.7%
	Total	235,304	256,477	261,783	281,702	270,470	286,228	1.6%
<b>Employee Paid Benefits</b>								
021	Car Allowance	3,150	3,150	3,174	3,150	3,129	3,150	0.0%
041	Cafeteria Allowance	44,269	55,997	55,256	60,935	64,237	60,935	0.0%
042	Retirement	40,659	47,242	51,870	61,373	66,728	67,179	9.5%
xxx	All Other Paid Benefits	6,783	7,320	7,391	8,746	8,233	9,243	5.7%
	Total	94,861	113,709	117,691	134,204	142,327	140,507	4.7%
	Total	330,166	370,186	379,474	415,906	412,797	426,735	2.6%
<b>Services &amp; Supplies</b>								
101	Postage	0	0	169	0	7	0	0.0%
103	Dues & Subscriptions	491	497	843	600	533	600	0.0%
120	Supplies Office	1,481	1,046	1,438	1,300	3,235	5,000	284.6%
129	Supplies - Other	269	306	340	350	350	350	0.0%
171	Minor Equipment - Office	252	215	82	250	0	250	0.0%
201	Prof/Contr Svcs - Fin.	39,139	32,461	34,925	45,000	44,975	45,000	0.0%
209	Prof/Contr Svcs - Other	23,948	28,606	27,972	50,000	47,834	25,000	-50.0%
227	Prof/Contr - Temp Pers.	18,526	14,460	20,228	0	0	0	0.0%
230	Legal Advertising	2,349	153	0	250	250	250	0.0%
231	Misc Advertising/Promo	0	0	2,914	3,000	3,000	3,000	0.0%
241	Printing & Binding - Ext	1,548	1,346	912	500	769	500	0.0%
352	Training/Workshops/Mtg	249	1,408	283	1,000	906	1,000	0.0%
353	Mileage Reimbursement	149	0	0	200	6	200	0.0%
360	Educational Reimb	1,500	1,500	0	0	0	0	0.0%
	Total	89,901	81,997	90,104	102,450	101,865	81,150	-20.8%
	Total	420,067	452,183	469,578	518,356	514,662	507,885	-2.0%

**FINANCIAL SERVICES**

**VISTA BUS PASSES**

FUND 281

2003 BUDGET UNIT: 2003

Acct #	Personnel Services	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	1,732	1,801	1,819	1,927	1,837	1,946	1.0%
	Total	1,732	1,801	1,819	1,927	1,837	1,946	1.0%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	274	503	530	549	521	549	0.0%
042	Retirement	299	369	399	532	525	587	10.3%
xxx	All Other Paid Benefits	36	50	52	65	41	67	3.1%
	Total	610	922	981	1,146	1,087	1,203	5.0%
	Total	2,341	2,723	2,799	3,073	2,925	3,149	2.5%
	Total	2,341	2,723	2,799	3,073	2,925	3,149	2.5%

**FINANCIAL SERVICES**

**CUSTOMER SERVICES - UTILITIES**

FUND 620

2005 BUDGET UNIT: 2005

Acct #	Personnel Services	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	130,403	136,225	142,661	140,404	142,609	140,850	0.3%
003	Overtime	1,343	136,225	2,487	2,500	2,478	2,500	0.0%
	Total	131,746	272,450	145,147	142,904	145,087	143,350	0.3%
<b>Employee Paid Benefits</b>								
021	Car Allowance	1,050	1,050	1,058	1,050	1,042	1,050	0.0%
041	Cafeteria Allowance	35,216	34,808	34,521	33,665	33,928	33,665	0.0%
042	Retirement	29,197	35,092	39,083	52,352	49,207	57,868	10.5%
xxx	All Other Paid Benefits	3,514	3,881	4,058	4,633	4,510	4,762	2.8%
	Total	68,978	74,831	78,721	91,700	88,688	97,345	6.2%
	Total	200,724	347,281	223,869	234,604	233,775	240,695	2.6%
<b>Services &amp; Supplies</b>								
101	Postage	33,790	40,469	28,741	45,000	34,484	30,000	-33.3%
103	Dues & Subscriptions	0	0	0	0	1,250	1,250	100.0%
120	Supplies Office	71	265	353	360	473	500	38.9%
129	Supplies - Other	0	0	0	0	337	750	100.0%
171	Minor Equipment - Office	0	1,144	735	750	0	0	-100.0%
201	Prof/Contr Svcs - Financial	30,269	34,622	25,957	33,000	29,184	30,000	-9.1%
205	Prof/Contr Svcs Personnel	0	0	74,510	50,000	0	0	-100.0%
209	Prof/Contr Svcs - Other	54,538	62,074	0	0	82,087	85,000	100.0%
231	Misc Advertisign/Promo	0	0	129	0	0	0	0.0%
241	Printing & Binding Ext	0	0	0	0	51	0	0.0%
353	Mileage Reimbursement	0	0	48	50	353	50	0.0%
	Total	118,668	138,575	130,472	129,160	148,219	147,550	14.2%
	Total	319,392	485,856	354,340	363,764	381,994	388,245	6.7%

**NON-DEPARTMENTAL - GENERAL FUND SUMMARY**

Expenditures	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
Supplies, Services & Maint.	175,054	177,633	185,842	229,002	210,159	349,100	52.4%
Transfers, Overhead & Debt Payments	0	0	0	0	0	321,609	100.0%
Total	175,054	177,633	185,842	229,002	210,159	670,709	192.9%
Total	175,054	177,633	185,842	229,002	210,159	670,709	192.9%
<b>Revenue &amp; Other Resources</b>							
Taxes	8,661,321	8,440,114	9,940,581	9,430,574	9,901,466	9,883,500	5%
Fee, Fines & Permits	24,775	18,994	27,081	27,600	25,375	26,000	-6%
Intergovernmental	95,280	104,182	92,681	188,000	135,660	111,500	-41%
Investments & Rents	136,980	157,038	137,995	114,700	160,306	157,300	37%
Charges for Services, User Fees	34,434	17,695	13,041	148,963	22,081	129,550	-13%
Transfers	1,260,304	1,104,557	1,120,091	65,163	1,269,790	1,311,597	1913%
Other Revenues	3,386	1,552,564	8,790	1,269,790	60	0	-100%
Total Revenues	10,216,480	11,395,144	11,340,260	11,244,790	11,514,738	11,619,447	3%
Net GF (Cost)/Benefit	(10,041,426)	(11,217,511)	(11,154,418)	(11,015,788)	(11,304,579)	(10,948,738)	-1%

**GENERAL FUND**

**NON-DEPARTMENTAL**

FUND 100

7500

BUDGET UNIT:

7500

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
	<b>Services &amp; Supplies</b>							
677	Write Offs/Uncollectables	-3	3,123	-13	0	0	0	0%
678	Prior Year Adj Expenditures	0	0	3,987	0	0	0	0%
Total		-3	3,123	3,974	0	0	0	0%
Total		-3	3,123	3,974	0	0	0	0%

**GENERAL FUND**

**NON-DEPARTMENTAL ADMIN**

FUND 100

7501

BUDGET UNIT:

7501

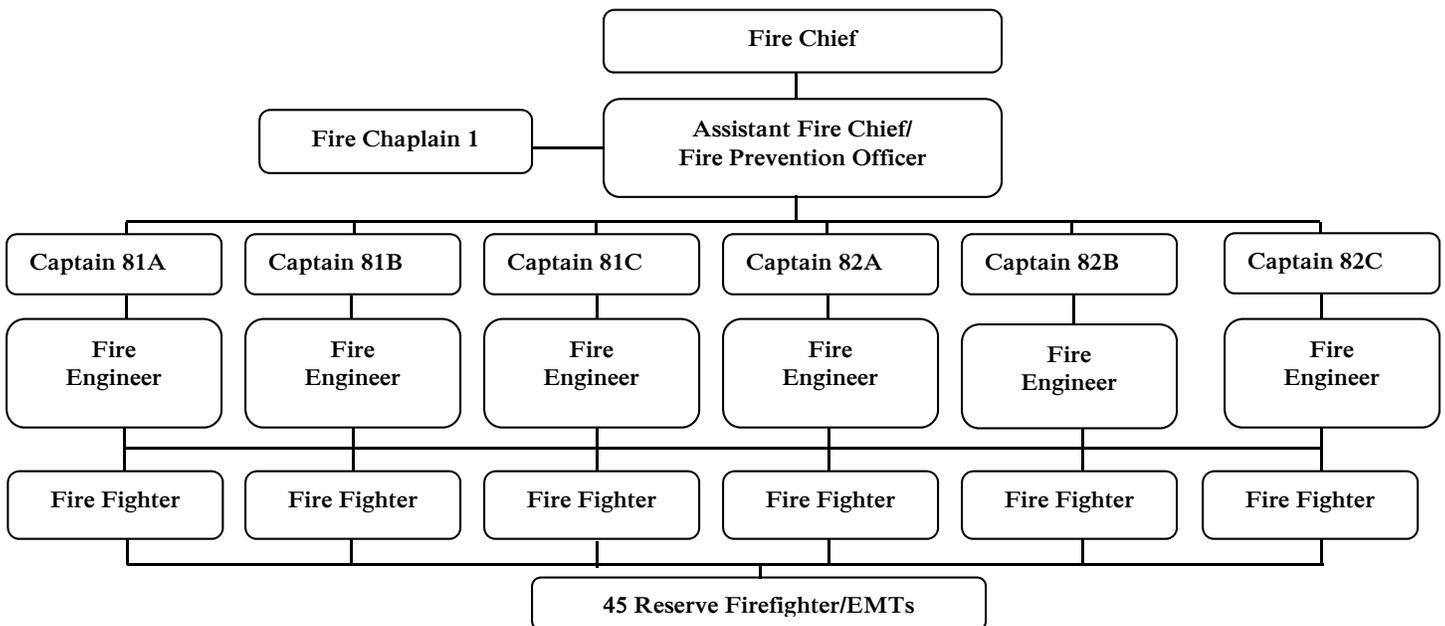
Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
	<b>Services &amp; Supplies</b>							
101	Postage	7,482	7,491	155	0	(20)	0	0%
120	Supplies - Office	2,698	2,966	4,875	2,500	5,016	5,000	100%
125	Supplies - Emerg. Prepared	0	878	34,901	5,000	4,595	5,000	0%
199	Suspense - Expenditure	4,069	0	0	0	0	0	0%
209	Prof/Contr Svcs-Other	7,420	8,270	0	60,902	0	32,100	-47%
240	Duplication Charges	0	0	0	0	0	0	0%
241	Printing & Binding	0	0	0	1,100	0	0	-100%
280	Utility - Electric	88,388	96,407	106,458	99,000	116,743	115,000	16%
281	Utility - Gas	6,757	9,252	8,860	8,500	11,397	12,000	41%
282	Utility - Telephone	58,244	49,270	23,525	52,000	67,503	65,000	25%
301	Maint-Bldgs & Improvements	0	0	3,348	0	5,000	0	100%
677	Write Offs/Uncollectibles	0	(23)	(255)	0	(74)	0	0%
720	Contingency	0	0	0	0	0	115,000	100%
Total		175,057	174,511	181,868	229,002	210,159	349,100	52%
Total		175,057	174,511	181,868	229,002	210,159	349,100	52%
	<b>Transfers - Out &amp; Overhead</b>							
701	Transfer to Reserves	0	0	0	0	0	321,609	100.0%
Total		0	0	0	0	0	321,609	100.0%

***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. The Assistant Chief position is currently being filled by three part-time assistant chiefs on a rotating basis. The assistant chiefs currently work on the same shift schedule as the engine companies. 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 48-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, reserve firefighters supplement both stations 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, 2) Fire Operations (all other fire department personnel and expenses).

For the last four years with the funding from two SAFER grants 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. The department was successful in obtaining a second SAFER grant in 2014 with a performance period running into September 2017. Funding for five firefighters continues until 2017 under our current SAFER grant. 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 currently funded by the SAFER grant which ends in 2017. If funding is not secured for the 5 full-time firefighter positions by 2017, 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's assist in the administration of the department. The administration program includes minor expenses of the volunteer Fire Chaplain. This program also includes all 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.

#### ***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 Assistant Chief or 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.
- *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.
- 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 continues to be involved, working with businesses through Ventura County Environmental Health Agency who is the Certified Unified Program Agency. Ventura County Environmental Health is responsible for all Hazardous Materials business within the City of Santa Paula.
- Ventura County Environmental Health Agency facilitates the transfer between agencies of information concerning the hazardous materials inventories and plans.

***Budget Commentary:*** The department shows a decrease of \$43,565 in salaries and benefits due to 3 part time Assistant Fire Chiefs and a lower retirement rate. A cost savings, in place of a full time position with full benefits

***Fire Operations Program***

***Program Description:*** This program 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 2015, the department was dispatched to approximately 2,600 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 2,600 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 shows a decrease in salaries do the funding for the five SAFER firefighters.

**CDBG FIRE ENGINE LEASE**

***Program Description:*** The CDBG Grant has been awarded for the second year in a row to fund the new Fire Engine lease for the 2015 Pierce pumper.

***Budget Commentary:*** The grant will be pay for the lease for FY 16-17 of \$63,390.

## FIRE DEPARTMENT SUMMARY

	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Expenditures</b>							
Salaries	1,321,132	1,514,146	1,631,785	1,387,277	1,663,217	1,528,221	10.2%
Benefits	963,645	1,024,571	1,133,200	1,073,806	1,175,898	1,054,852	-1.8%
Total	2,284,776	2,538,717	2,764,985	2,461,083	2,839,115	2,583,073	5.0%
Supplies, Services & Maint.	210,491	278,238	256,755	310,478	333,569	389,488	25.4%
Total	210,491	278,238	256,755	310,478	333,569	389,488	25.4%
Capital Outlays	20,242	22,259	613,894	0	63,390	63,390	0.0%
Total	20,242	22,259	613,894	0	63,390	63,390	0.0%
<b>Total</b>	<b>2,515,510</b>	<b>2,839,215</b>	<b>3,635,634</b>	<b>2,771,561</b>	<b>3,236,074</b>	<b>3,035,951</b>	<b>9.5%</b>
<b>Authorized Employee Count</b>	20.0	20.0	20.0	20.0	20.0	22.0	

## FIRE DEPARTMENT - GENERAL FUND SUMMARY

	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Expenditures</b>							
Salaries	1,146,532	1,280,726	1,579,459	1,383,352	1,476,380	1,273,179	-8.0%
Benefits	814,844	841,787	1,096,204	1,073,806	1,061,349	868,181	-19.1%
Total	1,961,377	2,122,513	2,675,663	2,457,158	2,537,730	2,141,360	-12.9%
Supplies, Services & Maint.	198,333	275,583	240,457	303,478	333,569	382,488	26.0%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0	0.0%
Total	198,333	275,583	240,457	303,478	333,569	382,488	26.0%
Capital Outlays	4,087	0	579,735	0	0	0	0.0%
Total	4,087	0	579,735	0	0	0	0.0%
<b>Total</b>	<b>2,163,797</b>	<b>2,398,095</b>	<b>3,495,856</b>	<b>2,760,636</b>	<b>2,871,299</b>	<b>2,523,848</b>	<b>-8.6%</b>
<b>Revenue &amp; Other Resources</b>							
Fees, Fines & Permits	63,577	59,205	57,480	70,000	46,648	47,000	-32.9%
Intergovernmental Revenues	101,075	117,365	82,645	92,500	147,272	150,000	62.2%
Charges for Services, User Fees	14,950	18,131	20,449	63,855	36,955	37,202	-41.7%
Other Revenues	41,418	91,220	677,981	161,261	125,151	77,500	-51.9%
Total Revenues	221,020	285,921	838,555	387,616	356,026	311,702	-19.6%
Net GF (Cost)/Benefit	(1,942,777)	(2,112,174)	(2,657,301)	(2,373,020)	(2,515,273)	(2,212,146)	-6.8%

**FIRE**

**ADMINISTRATION & PREVENTION**

FUND 100

2501 BUDGET UNIT: 2501

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	186,820	194,492	258,942	211,208	244,833	220,615	4.5%
003	Overtime	0	0	5,721	5,800	2,936	3,000	-48.3%
	Total	186,820	194,492	264,663	217,008	247,770	223,615	3.0%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	16,914	22,369	31,682	22,712	35,523	14,481	-36.2%
042	Retirement	84,079	89,091	130,603	113,729	125,067	64,450	-43.3%
xxx	All Other Paid Benefits	21,864	22,116	31,675	38,298	37,190	42,936	12.1%
	Total	122,856	133,576	193,959	174,739	197,780	121,867	-30.3%
	Total	309,677	328,068	458,622	391,747	445,550	345,482	-11.8%
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	0	250	250	600	600	600	0.0%
120	Supplies Office	161	316	235	500	500	500	0.0%
121	Supplies Clothing/Uniform	1,404	702	1,418	1,000	2,046	3,000	200.0%
123	Supplies - Shop & Field	0	0	250	3,300	2	3,000	-9.1%
124	Supplies - Safety	0	0	0	1,650	1,650	2,000	21.2%
129	Supplies - Other	0	462	169	0	0	0	0.0%
175	Minor Equipment-Computer	0	0	840	0	0	800	0.0%
209	Prof/Contr Svcs - Other	894	1,049	585	750	25,184	850	13.3%
214	Prof/Contr Svcs - Medical	0	0	85	250	0	0	-100.0%
301	Maint - Bldgs & Improvements	90	0	20	0	0	0	0.0%
305	Maint - Vehicle Fuel	983	899	797	4,500	3,250	4,500	0.0%
352	Training/Workshops/Meetings	2,329	591	4,487	2,400	1,277	2,400	0.0%
	Total	5,862	4,269	9,136	14,950	34,510	17,650	18.1%
	Total	315,538	332,336	467,758	406,697	480,059	363,132	-10.7%

**FIRE**

**OPERATIONS**

FUND 100

2504 BUDGET UNIT: 2504

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	785,145	810,604	1,009,891	925,344	840,355	799,564	-13.6%
002	Part Time Salaries	2,374	56,174	56,655	41,000	118,769	0	100.0%
003	Overtime	172,192	219,456	248,250	200,000	269,486	250,000	25.0%
	<b>Total</b>	<b>959,712</b>	<b>1,086,234</b>	<b>1,314,797</b>	<b>1,166,344</b>	<b>1,228,611</b>	<b>1,049,564</b>	<b>-10.0%</b>
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	172,547	171,256	222,630	223,448	188,992	227,518	1.8%
042	Retirement	354,507	386,653	482,128	451,951	477,895	299,644	-33.7%
xxx	All Other Paid Benefits	164,935	150,302	197,487	223,668	196,682	219,152	-2.0%
	<b>Total</b>	<b>691,988</b>	<b>708,211</b>	<b>902,245</b>	<b>899,067</b>	<b>863,569</b>	<b>746,314</b>	<b>-17.0%</b>
	<b>Total</b>	<b>1,651,700</b>	<b>1,794,445</b>	<b>2,217,041</b>	<b>2,065,411</b>	<b>2,092,180</b>	<b>1,795,878</b>	<b>-13.0%</b>
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	0	0	3,800	3,800	4,800	4,800	100.0%
120	Supplies Office	66	76	49	200	115	200	0.0%
121	Supplies-Clothing/Uniform	0	0	92	0	561	1,296	100.0%
122	Supplies - Medical	9,389	9,220	7,718	10,000	10,790	10,000	0.0%
123	Supplies - Shop & Field	16,733	7,086	14,479	16,000	42,352	16,000	0.0%
124	Supplies - Safety	14,647	35,129	21,592	65,000	46,284	75,000	15.4%
129	Supplies - Other	2,414	44	51	0	0	0	0.0%
171	Minor Equipment - Office	53	1,773	0	0	0	0	0.0%
175	Minor Equipment - Computer	0	0	711	0	0	0	0.0%
179	Minor Equipment - Other	7,262	12,095	2,422	2,000	2,000	2,000	0.0%
209	Prof/Contr Svcs - Other	0	3,918	7,768	6,028	6,026	7,500	24.4%
212	Prof/Contr Svcs - Train EMT	550	0	635	4,000	3,421	3,500	-12.5%
214	Prof/Contr Svcs - Medical	0	449	1,410	4,000	85	4,000	0.0%
219	Svcs - Ventura County Fire	2,830	2,871	3,643	4,000	3,081	4,000	0.0%
241	Printing & Binding - External	0	303	0	0	0	0	0.0%
245	Svcs - Uniform Cleaning	60	0	0	0	0	0	0.0%
301	Maint - Bldgs & Improvements	5,893	5,363	9,965	10,000	9,908	27,000	170.0%
304	Maint - Vehicles, Equipment	4,420	81,669	7,863	20,000	22,639	20,000	0.0%
305	Maint - Vehicle Fuel	20,408	22,664	20,025	24,000	15,176	24,000	0.0%
307	Equipment Main. Charges	52,337	53,559	75,287	57,000	107,203	94,042	65.0%
321	Reserve Officer Expenses	34,631	28,966	17,614	60,000	13,118	60,000	0.0%
352	Training/Workshops/Meetings	6,852	3,279	2,732	2,500	7,146	2,500	0.0%
355	CPR Training Costs	0	0	87	0	500	0	0.0%
360	Educational Reimbursement	2,812	2,851	1,685	0	3,855	3,000	0.0%
370	Lease/Rental	11,229	0	31,695	0	0	6,000	0.0%
378	Prior Year Adj Expenditures	(115)	0	0	0	0	0	0.0%
	<b>Total</b>	<b>192,471</b>	<b>271,314</b>	<b>231,321</b>	<b>288,528</b>	<b>299,059</b>	<b>364,838</b>	<b>26.4%</b>
<b>Capital Outlay</b>								
610	Equipment - New	4,087	0	579,735	0	0	0	0.0%
	<b>Total</b>	<b>4,087</b>	<b>0</b>	<b>579,735</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
	<b>Total</b>	<b>1,848,258</b>	<b>2,065,759</b>	<b>3,028,098</b>	<b>2,353,939</b>	<b>2,391,239</b>	<b>2,160,716</b>	<b>-8.2%</b>

**FIRE PREVENTION & OPERATIONS - HOMELAND SECURITY**

FUND 313 2502/2504 BUDGET UNIT: 2502/2504

	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	0	362	0	0	0	0	0.0%
002	Part Time Salaries	88	0	0	0	0	0	0.0%
003	Overtime	1,751	925	0	0	0	0	0.0%
	Total	1,838	1,286	0	0	0	0	0.0%
<b>Employee Paid Benefits</b>								
042	Retirement	9	0	0	0	0	0	0.0%
xxx	All Other Paid Benefits	2	0	0	0	0	0	0.0%
	Total	11	0	0	0	0	0	0.0%
	Total	1,849	1,286	0	0	0	0	0.0%
<b>Services &amp; Supplies</b>								
129	Supplies - Training	261	0	0	0	0	0	0.0%
241	Printing & Binding - External	1,442	0	0	0	0	0	0.0%
125	Supplies - Emergency Prep	0	1,952	9,761	7,000	0	7,000	0.0%
179	Minor Equipment - Other	1,547	704	4,087	0	0	0	0.0%
212	Prof/Contr Svcs-Training	0	0	2,450	0	0	0	0.0%
	Total	3,250	2,656	16,298	7,000	0	7,000	0.0%
<b>Capital Outlay</b>								
*610	Equipment - New	0	22,259	34,158	0	0	0	0.0%
	Total	0	22,259	34,158	0	0	0	0.0%
	Total	5,099	26,201	50,456	7,000	0	7,000	0.0%

**FIRE MISC STATE GRANT FIRE OPERATIONS**

FUND 319 2504 BUDGET UNIT: 2504

	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Services &amp; Supplies</b>								
123	Supplies - Shop & Field	318.56	0	0	0	0	0	0.0%
124	Supplies - Training	3,908.30	0	0	0	0	0	0.0%
209	Printing & Binding - External	4,681.44	0	0	0	0	0	0.0%
	Total	8,908	0	0	0	0	0	0.0%
	Total	8,908	0	0	0	0	0	0.0%

**FIRE SAFER GRANT - FEDERAL**

FUND 407 2504 BUDGET UNIT: 2504

	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	172,761	232,134	52,325	3,925	186,837	255,042	6397.9%
	Total	172,761	232,134	52,325	3,925	186,837	255,042	6397.9%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	54,169	60,443	11,193	0	55,939	78,335	100.0%
042	Retirement	72,824	95,890	23,584	0	42,545	79,781	100.0%
043	All Other Paid Benefits	21,796	26,450	2,219	0	16,065	28,555	100.0%
	Total	148,789	182,784	36,996	0	114,549	186,671	100.0%
<b>Capital Outlay</b>								
610	Equipment - New	16,155	0	0	0	0	0	0.0%
	Total	16,155	0	0	0	0	0	0.0%
	Total	337,706	414,918	89,321	3,925	301,386	441,713	11153.8%

**FIRE**

FUND 450

**CDBG - FIRE ENGINE LEASE**

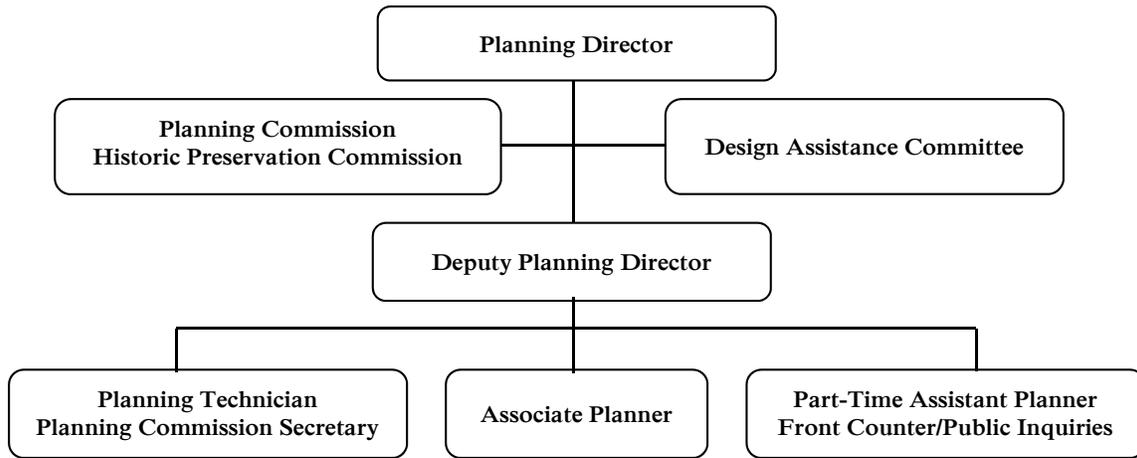
2504 BUDGET UNIT: 2504

	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Capital Outlay</b>								
370	Lease-Rental	0	0	0	0	63,390	63,390	100.0%
	Total	0	0	0	0	63,390	63,390	100.0%
	Total	0	0	0	0	63,390	63,390	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 (Vacant), 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 additional funds for contract planning services to assist with the increased workload and compensate for the Deputy Planning Director vacancy. The Deputy Director will be open for a second recruitment with an increase of 5% in salaries. Contract planning services are required to also assist with the General Plan update project, city initiated projects and development proposals. FY 16-17 will provide funding for additional hours to the part-time planner to address community with concerns related to code enforcement, in particular signage within the downtown area. An increase of \$23,100 to the General Fund will be one more day per

week to assist with code enforcement. The part time assistant planner could spend up to 20% of their time assisting in this area.

**Budget Commentary:** Department staffing includes four full-time staff, the Planning Director, Deputy Director (Vacant), Associate Planner, Planning Technician and one part-time Assistant Planner. The addition of the Planning Technician position has improved the level of service provided to the community, however, planners continue to perform many administrative tasks, as well as their planning responsibilities.

The Deputy Planning Director position has been vacant since December 2015. A recruitment was conducted, however, the current salary kept qualified candidates from accepting the position. Hence, this critical position remains vacant. Until this currently vacant position is filled, the Department needs to retain contract planners to process development projects, assist with the general plan update, and assist the Director with supervising and staff training.

The FY16-17 budget shows an increase of \$38,101 in salaries for two items: one includes a 5% salary increase for the Deputy Planning Director position and additional salary for the part-time assistant planner to work 4 days a week to provide staffing for code enforcement.

With the increased staff activities associated with implementation of East Area 1, the Planning Department may experience additional administrative changes which will be revenue neutral.

The Department currently is processing/facilitating/managing several major development proposals which include: various permits including subdivision map, infrastructure plans and implementation tasks for the East Area 1 Specific Plan (Harvest at Limoneira), Airpark, O’Kote, Williams Homes/River Rock residential subdivision (Hardison site), Santa Paula West Specific Plan (commercial/industrial business park) which requires annexation. Staff is also processing several affordable housing projects and continues to respond to Development Code revisions in response to State legislation and council directives.

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.

FY 16-17 will also involve continued work on the General Plan Update including community workshops, analysis of survey data, and preparation of the CEQA document and staff coordination with General Plan consultant team.

Ongoing long-term planning efforts include:

- Comprehensive General Plan Update; community outreach efforts underway (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 involvement with the General Plan update.
- 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 (CSC, 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:***

- Continue 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 permits and implementation of East Area 1 Specific Plan (Harvest at Limoneira).
- Implementation of East Area 2/East Gateway Project.
- 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 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>% Change</b>
Salaries	265,722	269,830	275,613	387,247	289,836	425,348	9.8%
Benefits	96,843	105,456	110,090	165,553	143,913	179,289	8.3%
<b>Total</b>	<b>362,564</b>	<b>375,286</b>	<b>385,702</b>	<b>552,800</b>	<b>433,749</b>	<b>604,637</b>	<b>9.4%</b>
Supplies, Services & Maint.	210,543	88,395	263,337	149,400	152,046	193,950	29.8%
<b>Total</b>	<b>210,543</b>	<b>88,395</b>	<b>263,337</b>	<b>149,400</b>	<b>152,046</b>	<b>193,950</b>	<b>29.8%</b>
<b>Total</b>	<b>573,107</b>	<b>463,681</b>	<b>649,040</b>	<b>702,200</b>	<b>585,795</b>	<b>798,587</b>	<b>13.7%</b>
<b>Authorized Employee Count</b>	3.0	3.5	3.5	4.5	3.5	5.0	11.1%
<b>Revenue &amp; Other Resources</b>							
Charges for Services, User Fees	397,527	235,707	484,732	560,457	373,291	622,060	11.0%
Other Revenues	12,079	11,599	30,408	22,000	19,801	22,000	0.0%
<b>Total Revenues</b>	<b>409,606</b>	<b>247,306</b>	<b>515,140</b>	<b>582,457</b>	<b>393,092</b>	<b>644,060</b>	<b>10.6%</b>
<b>Net GF (Cost)/Benefit</b>	<b>(163,501)</b>	<b>(216,375)</b>	<b>(133,900)</b>	<b>(119,743)</b>	<b>(192,703)</b>	<b>(154,527)</b>	<b>29.0%</b>

Note: Planning is only funded using General Fund resources

**PLANNING**

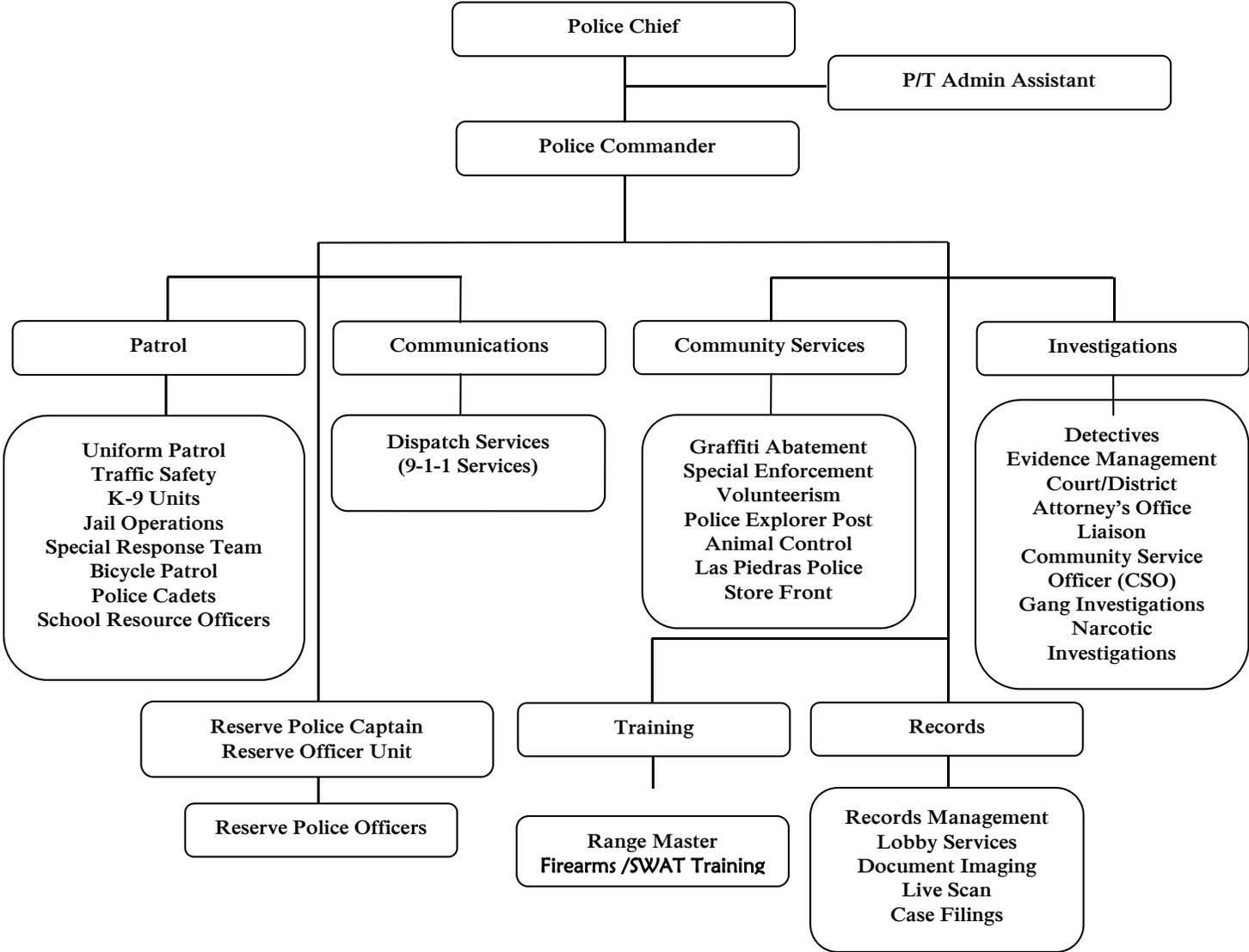
FUND 100

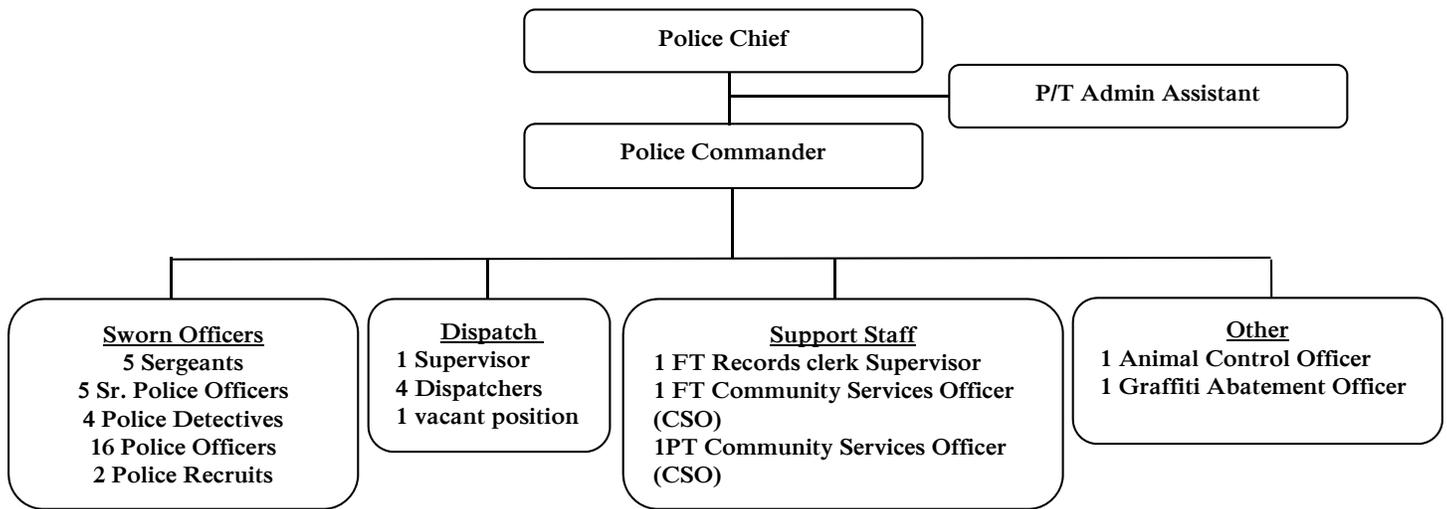
**PLANNING**

3001 BUDGET UNIT: 3001

	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	200,398	194,548	199,291	306,558	209,926	310,158	1.2%
002	Part Time Salaries	65,324	74,842	76,321	80,239	79,873	114,740	43.0%
003	Overtime	0	440		450	38	450	0.0%
	Total	265,722	269,830	275,613	387,247	289,836	425,348	9.8%
<b>Employee Paid Benefits</b>								
021	Car Allowance	4,200	4,200	4,232	4,200	4,171	4,200	0.0%
041	Cafeteria Allowance	26,418	29,274	29,518	53,420	40,412	60,554	13.4%
042	Retirement	57,836	63,915	68,044	94,962	89,709	106,311	12.0%
xxx	All Other Paid Benefits	8,389	8,067	8,295	12,971	9,621	8,224	-36.6%
	Total	96,843	105,456	110,090	165,553	143,913	179,289	8.3%
	Total	362,564	375,286	385,702	552,800	433,749	604,637	9.4%
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	490	820	958	900	983	1,000	11.1%
120	Supplies Office	482	904	565	850	1,238	850	0.0%
150	Recognition - Awards	0	0	0	50	0	0	-100.0%
171	Minor Equipment - Office	53	0	0	0	0	0	0.0%
203	Prof/Contr Svcs - Legal	26,845	12,279	19,828	8,500	14,630	10,000	17.6%
209	Prof/Contr Svcs - Other	24,535	255	2,700	5,000	4,892	30,000	500.0%
215	Prof/Contr Svcs - Planning	0	2,224	-8,280	0	0	15,000	100.0%
227	Prof/Contr Svcs - Temp Personnel	0	22,934	2,714	2,500	0	2,500	0.0%
230	Legal Advertising	1,637	1,234	1,108	3,000	3,137	5,000	66.7%
232	Prof Svcs - Contract Planning	155,969	46,931	242,640	125,000	125,000	125,000	0.0%
241	Printing & Binding - External	16	0	442	300	300	300	0.0%
301	Maint - Bldgs. & Improvements	90	0	0	0	0	0	0.0%
352	Training/Workshops/Meetings	426	815	662	2,500	1,866	3,500	40.0%
354	Planning Commission Expenses	0	0	0	800	0	800	0.0%
	Total	210,543	88,395	263,337	149,400	152,046	193,950	29.8%
	Total	573,107	463,681	649,040	702,200	585,795	798,587	13.7%

**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 30 sworn officers, 18 reserve police officers, professional supporting staff and volunteers. Currently one police recruit is attending the police academy with anticipation graduation date of September 2016. An ongoing recruitment for 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 is ongoing and 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, homelessness 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 2016-17 is \$6,416,613 million, an increase from \$6,413,330 million from fiscal year 2015-16 which is an increase of approximately \$3,283 over the 2015-16 budget.

The department receives most of its operational funding from the General Fund and is expected to generate an estimated \$1,246,231 for FY 2016-17 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. Additional reimbursements authorized are from the Transformation Works-Ventura County JAG and the Board of State and Community Corrections SHO Project. These two grants are reimbursable for overtime costs for gang and serious habitual offender compliance and enforcement investigations and is not supplement or part of the general fund.

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 have been filled and included in the 31 sworn officer positions.

The Police Department has secured two different grants for over time use that are reimbursed to the General Fund. Both grants are not to be included in the budget over time, but in addition to the General Fund over time. The first grant, Board of State and Community Corrections SHO (Serious Habitual Offender) Program was awarded approximately \$58,684 for FY 15-16. These funds are to be used for compliance and enforcement for Serious Habitual Offenders in the City. The second, is the Transformation Works-Ventura County JAG Grant. It was awarded approximately \$23,759 for FY 15-16. This grant is for gang compliance, enforcement and investigations on an overtime basis. The Police Department will be applying for the FY 16-17, but the amount is unknown at this time.

### **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 day to day 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.
- Continue to map weekly crimes and provide crime statistics to police personnel.
- Utilizing the weekly crime maps, attempt to focus to reduce crimes such as property crimes to include burglaries and thefts.

***Budget Commentary:*** The Administration budget reflects a decrease of \$34,414 due to cutting costs for consulting services.

### **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 two K-9 teams fall under the four Patrol Division Supervisors.

The Patrol Division is currently staffed with 22 sworn Officers that make up the shifts consisting of four sergeants, four senior officers, one of which is a K-9 officer and fourteen 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 reserve officer 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:***

- Continue to provide the community with the best possible police services to meet the demands of the community.
- 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.
- Explore means to work in conjunction of the School Resource Officers and the Unified School District to create and implement after school youth programs, such as drug/gang awareness, mentorship etc.
- Continue participating in the Cops N Jocks program by assigning the High School Resource Officer as the Departments representative.

***Budget Commentary:*** The Patrol Division is funded by the General Fund. Two of the positions are grant funded through the SRO CHP DOJ grant and two are funded through the Limoneira Grant.

Personnel costs in 2016-17 anticipate the filling of all vacant positions. Over time is budgeted with an increase of \$50,000. The overall budget decrease is approximately \$32,892.

### **Investigations Program**

***Program Description:*** The Investigations Unit (Major Crimes) is made up of one Sergeant and three Detectives (currently there is one vacancy in the unit). Two additional officers are assigned to specialized units, one is assigned as a gang officer investigator and one officer is assigned to narcotic investigations. All specialized unit personnel and investigators 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 officer is assigned to identify, suppress gang related activities and conduct most of gang related investigations. The narcotic's 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 (CSO's) will be combined into 1 full time position as Evidence Management Technician. A CSO is assigned full time to the Investigations Unit, the duties performed are, sex registrants and compliance checks, probation and drug offender registrations, assist with case follow ups, BI unit 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 training funding provides for members of the Investigations Unit to receive specialized training for the new detectives.
- When feasible, implement 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, communications, case filings and working cohesively in major investigations.
- Aggressively combat gang related crimes and criminal activity with the assistance of other local, state and federal law enforcement agencies.
- Maintain the partnership with the Ventura County Narcotic Task Force to aggressively conduct narcotic investigations within the City of Santa Paula.

***Budget Commentary:*** This budget is a maintenance budget with regard to staffing and programming, however there is an increase of \$75,783 in staffing costs primarily due to cost of salaries. For fiscal year 2016-2017, two part-time CSO's will be converted and reassigned as 1 evidence techs and the funds allocated for professional contractual services, to create a second full-time evidence tech.

### **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 includes the supervisor. Currently, the unit is staffed with five full time Dispatchers. A recruitment for the sixth dispatcher position is ongoing.

***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.
- Research for funding to upgrade the 911 CAD system as required.

***Budget Commentary:*** Dispatch and Communications is funded entirely by the General Fund. There is an increase of \$24,511. There is an anticipated rise in overtime costs in FY 15-16 due to the unfilled dispatcher position.

### **Records Services Program**

***Program Description:*** The Records Unit is supervised by a Records Supervisor. At one time this Unit was fully staff with full time records clerks and supervisor. Due to budget issues in the past years, this unit has been reduced to a Records Supervisor and two part-time records clerks that were reclassified as CSO's. Currently volunteers are providing support to offset full time positions. These volunteers are a combination of high school interns, college interns, Police Explorer, 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 excellent 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.
- Priority is to research other areas of funding to convert current part time clerks to full time and hire additional personnel as needed.
- Explore ways to fund the upcoming need to replace the Records Management System as mandated by DOJ.

***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 an increase in salary costs due to increase in part time hours as compared from prior year. For fiscal year 2016-2017, we are exploring the possibility to combine three part time CSO positions assigned to the records unit into one full time CSO position. This will add a full time CSO to the records unit. The records unit will then be comprised of a full time supervisor, one full time CSO and one part time CSO.

### ***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 an increase of \$1,000 in supplies.

**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, bate vicious and nuisance animals and enforcement of all City animal ordinances.

***Specific Objectives:***

- Continue partnering with SPARC for animal services to the City of Santa Paula.
- 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. There is an increase of \$34,474 due to the SPARC contract raised from \$6,000 to \$9,500 monthly cost, annual cost from \$78,000 to \$108,000.

### **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.

Park Monitor positions hired by 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. No significant changes from the 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 Full-Time Evidence Management Officer and two Full-Time Community Service Officers).

**POLICE DEPARTMENT SUMMARY**

	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Expenditures</b>							
Salaries	2,526,184	2,944,523	3,141,811	3,116,100	3,092,201	3,270,986	5.0%
Benefits	1,295,062	1,656,784	1,894,864	2,208,347	2,245,168	2,128,956	-3.6%
Total	3,821,246	4,601,308	5,036,675	5,324,447	5,337,369	5,399,942	1.4%
Supplies, Services & Maint.	683,379	807,190	784,240	913,083	874,386	839,671	-8.0%
Total	683,379	807,190	784,240	913,083	874,386	839,671	-8.0%
Capital Outlays	48,224	35,259	173,312	175,800	175,800	177,000	0.7%
Total	48,224	35,259	173,312	175,800	175,800	177,000	0.7%
<b>Total</b>	<b>4,552,849</b>	<b>5,443,757</b>	<b>5,994,228</b>	<b>6,413,330</b>	<b>6,387,555</b>	<b>6,416,613</b>	<b>0.1%</b>
<b>Authorized Employee Count</b>	46.0	46.0	48.0	50.0	48.0	48.0	

**POLICE DEPARTMENT - GENERAL FUND SUMMARY**

	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Expenditures</b>							
Salaries	2,478,071	2,899,737	3,092,829	3,070,376	3,046,737	3,218,105	4.8%
Benefits	1,292,869	1,652,926	1,889,912	2,208,347	2,239,693	2,124,307	-3.8%
Total	3,770,940	4,552,663	4,982,741	5,278,723	5,286,430	5,342,412	1.2%
Supplies, Services & Maint.	628,457	764,277	727,701	761,230	805,761.64	788,401	3.6%
Total	628,457	764,277	727,701	761,230	805,762	788,401	3.6%
Capital Outlays	48,224	35,259	173,312	175,800	175,800	177,000	0.7%
Total	48,224	35,259	173,312	175,800	175,800	177,000	0.7%
<b>Total</b>	<b>4,447,622</b>	<b>5,352,200</b>	<b>5,883,754</b>	<b>6,215,753</b>	<b>6,267,992</b>	<b>6,307,813</b>	<b>1.5%</b>
<b>Revenue &amp; Other Resources</b>							
Fee, Fines & Permits	186,602	177,061	133,300	180,000	95,008	120,400	-33.1%
Intergovernmental Charges	165,229	173,530	202,338	577,883	572,835	534,931	-7.4%
Charges for Services, User Fees	111,826	111,024	213,319	329,019	538,839	519,850	58.0%
Other Revenues	33,719	38,946	116,946	7,350	73,887	71,050	866.7%
Total Revenues	497,376	500,561	665,903	1,094,252	1,280,569	1,246,231	13.9%
Net GF (Cost)/Benefit	(3,950,246)	(4,851,639)	(5,217,851)	(5,121,501)	(4,987,423)	(5,061,582)	-1.2%

**POLICE**  
FUND 100

**ADMINISTRATION**

4501 BUDGET UNIT: 4501

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	121,745	221,159	227,905	241,549	238,018	253,482	4.9%
002	Part Time Salaries	25,539	31,008	33,072	32,801	29,806	33,713	2.8%
003	Overtime	0	11,571	16,087	5,000	9,408	5,000	0.0%
	Total	147,284	263,737	277,064	279,350	277,232	292,195	4.6%
<b>Employee Paid Benefits</b>								
021	Car Allowance	4,362	162	0	0	0	0	0.0%
041	Cafeteria Allowance	17,435	31,078	30,859	31,630	30,686	30,943	-2.2%
042	Retirement	60,213	78,416	85,127	103,508	120,327	93,283	-9.9%
xxx	All Other Paid Benefits	17,857	33,399	35,859	45,813	41,120	47,311	3.3%
	Total	99,867	143,055	151,844	180,951	192,133	171,537	-5.2%
	Total	247,150	406,792	428,909	460,301	469,365	463,732	0.7%
<b>Services &amp; Supplies</b>								
101	Postage	77	162	102	150	185	0	-100.0%
103	Dues & Subscriptions	125	416	638	500	1,031	1,000	100.0%
120	Supplies Office	1,442	3,783	5,023	3,200	5,178	3,200	0.0%
121	Supplies - Clothing/Uniform	1,148	1,179	607	1,200	0	1,200	0.0%
129	Supplies - Other	1,351	4,623	4,987	3,900	1,488	3,900	0.0%
150	Recognition/Awards	0	167	210	500	1,236	1,200	140.0%
203	Prof/Contr Svcs - Legal	1,019	9,341	0	5,000	6,583	7,000	40.0%
209	Prof/Contr Svcs - Other	45,240	86,544	67,905	90,000	76,118	45,000	-50.0%
214	Prof/Contr Svcs - Medical	0	130	0	500	85	500	0.0%
216	Prof/Contr Svcs - Polygraph	2,243	1,600	0	0	0	1,500	100.0%
217	Prof/Contr Svcs - Gen Invest	11,006	18,769	509	1,500	649	1,500	0.0%
218	Prof/Contr Svcs - Psych	4,275	14,856	2,800	0	2,800	2,800	100.0%
230	Legal Advertising	28	881	0	1,000	0	0	-100.0%
231	Misc. Advertising/Promo	2,536	400	386	500	0	0	-100.0%
241	Printing & Binding - External	654	2,774	1,152	1,500	43	50	-96.7%
282	Utility - Telephone	8,270	8,413	6,964	8,500	8,219	8,500	0.0%
301	Maint - Bldgs.' & Improvements	2,660	965	5,067	2,500	2,858	3,000	20.0%
304	Maint - Vehicles, Equipment	40	290	111	500	400	500	0.0%
305	Maint - Vehicle Fuel	4,377	5,289	7,058	5,500	6,002	6,500	18.2%
307	Equipment Maintenance Charges	9,346	9,564	9,411	10,000	14,421	11,755	17.6%
352	Training/Workshops/Meetings	1,410	5,627	5,077	5,500	5,564	5,000	-9.1%
	Total	97,244	175,773	118,006	141,950	132,862	104,105	-26.7%
	Total	344,395	582,566	546,915	602,251	602,226	567,837	-5.7%

**POLICE**

**PATROL**

FUND 100

4502

BUDGET UNIT:

4502

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	1,135,778	1,252,196	1,247,993	1,405,295	1,282,506	1,502,001	6.9%
002	Part Time Salaries	113,514	52,730	48,608	57,050	49,698	46,687	-18.2%
003	Overtime	402,490	475,313	425,904	250,000	389,656	300,000	20.0%
	Total	1,651,781	1,780,239	1,722,505	1,712,345	1,721,860	1,848,688	8.0%
<b>Employee Paid Benefits</b>								
021	Car Allowance	-162	0	0	0	0	0	0.0%
041	Cafeteria Allowance	256,009	284,194	306,139	375,206	310,571	339,806	-9.4%
042	Retirement	553,623	537,891	581,696	744,471	766,856	572,413	-23.1%
xxx	All Other Paid Benefits	42,443	234,907	245,577	323,014	278,218	336,882	4.3%
	Total	851,913	1,056,992	1,133,411	1,442,691	1,355,644	1,249,101	-13.4%
	Total	2,503,694	2,837,231	2,855,916	3,155,036	3,077,504	3,097,789	-1.8%
<b>Services &amp; Supplies</b>								
101	Postage	0	0	63	100	0	100	0.0%
103	Dues & Subscriptions	0	0	75	0	0	1,000	1100.0%
121	Supplies - Clothing/Uniform	23,499	13,444	8,916	8,000	2,570	2,000	-75.0%
123	Supplies - Shop & Field	16,659	36,219	63,716	36,500	33,672	41,000	12.3%
124	Supplies - Safety	23,110	54,674	15,507	8,000	7,982	8,500	6.3%
129	Supplies - Other	1,572	1,360	1,942	4,500	4,500	4,500	0.0%
135	K-9 Expenditures	12,139	8,487	5,837	8,500	12,567	12,000	41.2%
173	Minor Equipment - Shop & Field	0	25	15	0	0	0	0.0%
179	Minor Equipment - Other	0	0	0	45,000	45,000	45,000	0.0%
209	Prof/Contr Svcs - Other	46,455	35,630	33,453	0	46,288	15,000	100.0%
212	Prof/Contr Svcs - Training Etc.	0	2,225	250	5,000	5,000	5,000	0.0%
214	Prof/Contr Svcs - Medical	760	178	326	500	328	500	0.0%
230	Legal Advertising	0	273	198	300	300	300	0.0%
231	Misc Advertising/Promo	0	0	0	0	944	100	100.0%
241	Printing & Binding - External	0	557	70	500	475	500	0.0%
251	Svcs - Towing and Storage	5,066	2,167	3,012	5,000	2,928	3,000	-40.0%
301	Maint - Bldgs.' & Improvements	0	1,099	1,267	700	700	700	0.0%
304	Maint - Vehicles, Equipment	10,509	22,039	16,821	13,000	26,546	20,000	53.8%
305	Maint - Vehicle Fuel	77,429	84,606	67,160	80,000	67,991	70,000	-12.5%
307	Equipment Maint. Charges	93,460	95,641	94,359	104,000	127,267	122,255	17.6%
321	Reserve Officer Expenses	24,828	21,335	16,745	28,000	21,474	22,000	-21.4%
322	Citizen Patrol Expenses	524	0	379	2,000	191	2,000	0.0%
352	Training/Workshops/Meetings	19,980	24,651	31,255	25,000	19,616	25,000	0.0%
360	Educational Reimbursement	0	4,426	1,364	4,500	475	3,000	-33.3%
	Total	355,989	409,036	362,730	379,100	426,813	403,455	6.4%
<b>Capital Overlay</b>								
610	Equipment - New	48,224	35,259	71,014	87,000	87,000	87,000	0.0%
	Total	48,224	35,259	71,014	87,000	87,000	87,000	0.0%
	Total	2,907,907	3,281,526	3,289,659	3,621,136	3,591,317	3,588,244	-0.9%

**POLICE**

FUND 100

**INVESTIGATIONS**

4503

BUDGET UNIT: 4503

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	182,566	263,779	281,670	285,439	276,833	350,761	22.9%
002	Part Time Salaries	0	139	0	0	76	0	0.0%
003	Overtime	49,438	97,123	94,818	55,000	84,136	55,000	0.0%
	Total	232,004	361,041	376,489	340,439	361,045	405,761	19.2%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	38,481	53,032	58,456	60,734	59,767	78,335	29.0%
042	Retirement	87,696	123,210	153,318	163,889	170,647	145,096	-11.5%
xxx	All Other Paid Benefits	-12,272	49,865	54,990	68,017	60,926	70,606	3.8%
	Total	113,904	226,107	266,763	292,640	291,339	294,037	0.5%
	Total	345,908	587,149	643,252	633,079	652,384	699,798	10.5%
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	331	1,693	2,121	1,800	1,739	1,800	0.0%
120	Supplies Office	1,057	4,401	1,454	2,500	2,489	2,500	0.0%
121	Supplies - Clothing/Uniform	444	1,689	803	1,600	927	1,000	-37.5%
129	Supplies - Other	497	733	512	750	702	750	0.0%
131	Supplies - Crime Scene	1,198	831	1,249	2,500	1,231	1,200	-52.0%
132	Supplies -Evidence Room	1,510	1,444	1,291	1,500	1,524	1,600	6.7%
150	Recognitions/Awards	0	0	550	1,000	140	500	-50.0%
179	Minor Equipment-Other	0	0	972	1,000	215	300	-70.0%
209	Prof/Contr Svcs-Other	0	2,673	11,131	12,000	14,332	15,000	25.0%
217	Prof/Contr Svcs - General Invest	12,369	16,009	25,772	27,000	45,865	27,000	0.0%
304	Maint - Vehicles, Equipment	164	3,429	1,062	1,500	275	1,500	0.0%
305	Maint - Vehicle Fuel	4,164	2,449	4,179	6,500	749	1,000	-84.6%
307	Equipment Maintenance Charges	9,346	9,564	22,586	11,000	32,361	30,564	177.9%
352	Training/Workshops/Meetings	2,023	11,816	25,084	15,000	9,981	10,000	-33.3%
353	Mileage Reimbursement	0	42	0	0	0	0	0.0%
	Total	33,104	56,772	98,765	85,650	112,530	94,714	10.6%
	Total	379,012	643,921	742,017	718,729	764,914	794,512	7.1%

**POLICE**

FUND 100

**DISPATCH AND COMMUNICATIONS**

4504

BUDGET UNIT:

4504

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	267,202	278,718	239,838	240,637	243,392	251,747	4.6%
002	Part Time Salaries	6,172	13,827	58,116	15,000	0	0	-100.0%
003	Overtime	59,519	74,337	0	91,101	67,847	15,000	-83.5%
	Total	332,893	366,882	297,954	346,738	311,239	266,747	-23.1%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	77,565	74,001	71,325	0	86,023	94,002	100.0%
042	Retirement	67,097	61,917	53,183	48,831	62,564	55,909	14.5%
xxx	All Other Paid Benefits	12,861	18,252	14,799	14,169	16,861	17,491	23.4%
	Total	157,523	154,170	139,307	63,000	165,448	167,402	165.7%
	Total	490,416	521,052	437,261	409,738	476,688	434,149	6.0%
<b>Services &amp; Supplies</b>								
121	Supplies - Clothing/Uniform	2,463	767	1,395	1,500	960	1,000	-33.3%
171	Minor Equipment-Office	0	0	0	0	585	600	100.0%
179	Minor Equipment-Other	0	0	496	500	225	500	0.0%
209	Prof/Contr Svcs - Other	2,170	547	2,357	2,500	2,995	3,500	40.0%
214	Prof/Contr Svcs - Medical	113	113	113	250	0	250	0.0%
219	Svcs - DOJ/NCIC/CI/VSO	0	0	0	1,000	0	1,000	0.0%
231	Misc Advertising/Promo	0	85	3,463	2,100	465	100	-95.2%
303	Maint - Office Equipment	332	72	134	500	499	500	0.0%
352	Training/Workshops/Meetings	1,794	346	2,184	2,500	3,471	3,500	40.0%
	Total	6,871	1,930	10,142	10,850	9,199	10,950	0.9%
	Total	497,287	522,982	447,403	420,588	485,887	445,099	5.8%

**POLICE**

FUND 100

**RECORDS SERVICES**

4505

BUDGET UNIT:

4505

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	36,700	37,477	38,843	38,106	38,857	38,966	2.3%
002	Part Time Salaries	0	10,080	(1,490)	3,700	11,105	0	-100.0%
003	Overtime	512	1,158	1,110	700	1,286	700	0.0%
	Total	37,211	48,716	38,463	42,506	51,248	39,666	-6.7%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	10,975	10,975	11,067	10,975	10,884	10,975	0.0%
042	Retirement	9,268	11,425	12,003	17,450	14,552	19,408	11.2%
xxx	All Other Paid Benefits	1,602	1,796	1,581	2,008	1,779	2,042	1.7%
	Total	21,845	24,196	24,651	30,433	27,215	32,425	6.5%
	Total	59,057	72,912	63,114	72,939	78,463	72,091	-1.2%
<b>Services &amp; Supplies</b>								
121	Supplies - Clothing/Uniform	746	1,233	562	1,500	1,431	1,500	0.0%
129	Supplies - Other	733	394	0	500	403	650	30.0%
303	Maint - Office Equipment	64	0	0	0	0	0	0.0%
352	Training/Workshops/Meetings	2,693	2,116	1,872	2,500	2,412	2,500	0.0%
	Total	4,237	3,743	2,434	4,500	4,246	4,650	3.3%
	Total	63,293	76,655	65,549	77,439	82,709	76,741	-0.9%

**POLICE**

FUND 100

**CUSTODY AND JAIL**

4506 BUDGET UNIT: 4506

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
003	Overtime	0	0	0	0	762	0	0.0%
	Total	0	0	0	0	762	0	0.0%
<b>Services &amp; Supplies</b>								
133	Supplies - Jail Equipment	929	606	1,066	1,500	1,468	2,500	66.7%
	Total	929	606	1,066	1,500	1,468	2,500	66.7%
	Total	929	606	1,066	1,500	2,230	2,500	66.7%

**POLICE**

FUND 100

**ANIMAL REGULATION**

4507 BUDGET UNIT: 4507

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	39,200	40,810	41,094	40,851	40,527	41,317	1.1%
003	Overtime	1,700	1,759	1,279	1,000	490	500	-50.0%
	Total	40,900	42,569	42,373	41,851	41,017	41,817	-0.1%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	10,975	10,975	11,067	10,975	10,884	10,975	0.0%
042	Retirement	4,415	4,765	5,201	4,126	6,456	4,389	6.4%
xxx	All Other Paid Benefits	4,506	4,083	4,174	5,035	4,439	5,104	1.4%
	Total	19,896	19,823	20,441	20,136	21,779	20,468	1.6%
	Total	60,795	62,392	62,814	61,987	62,795	62,285	0.5%
<b>Services &amp; Supplies</b>								
121	Supplies - Clothing/Uniform	0	182	0	500	0	500	0.0%
123	Supplies - Shop & Field	224	141	761	5,500	5,017	6,500	18.2%
124	Supplies - Safety	0	0	0	0	0	2,500	100.0%
209	Prof/Contr Svcs - Other	2,135	8,571	4,148	2,500	2,500	3,000	20.0%
221	Prof/Contr - Kennel	72,751	63,000	78,000	78,000	72,000	108,000	38.5%
241	Printing & Binding-External	0	392	0	1,500	0	1,500	0.0%
304	Maint-Vehicle, Equipment	0	0	4,217	4,500	0	4,500	0.0%
305	Maint - Vehicle Fuel	2,285	2,511	1,955	2,500	2,006	2,500	0.0%
307	Equipment Maintenance Charges	935	956	941	1,000	1,258	1,176	17.6%
	Total	78,329	75,754	90,021	96,000	82,781	130,176	35.6%
	Total	139,125	138,146	152,835	157,987	145,576	192,461	25.9%

**POLICE**

FUND 100

**SCHOOL RESOURCE OFFICER**

4508 BUDGET UNIT: 4508

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	0	0	106,043	111,865	96,379	107,608	1.5%
003	Overtime	0	0	45,838	50,000	26,486	30,000	100.0%
	Total	0	0	151,882	161,865	122,865	137,608	-9.4%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	12,545	30,367	15,063	31,334	149.8%
042	Retirement	0	0	31,259	25,997	32,116	25,752	-17.6%
xxx	All Other Paid Benefits	0	0	18,941	22,390	20,691	21,997	16.1%
	Total	0	0	62,745	78,754	67,870	79,083	26.0%
	Total	0	0	214,627	240,619	190,735	216,691	1.0%
<b>Services &amp; Supplies</b>								
121	Supplies-Clothing/Uniform	0	0	2,829	2,800	0	2,800	100.0%
209	Prof/Contr Svcs-Other	0	0	1,971	2,500	440	2,500	100.0%
	Total	0	0	4,800	5,300	440	5,300	100.0%
	Total	0	0	219,427	245,919	191,175	221,991	1.2%

**POLICE**  
FUND 100

**GRAFFITI REMOVAL**

4509 BUDGET UNIT: 4509

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	35,919	36,421	37,557	37,327	36,863	37,520	0.5%
003	Overtime	80	133	65	100	368	500	400.0%
	Total	35,998	36,554	37,622	37,427	37,232	38,020	1.6%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	10,975	10,975	11,067	10,975	10,884	10,975	0.0%
042	Retirement	8,951	10,545	11,571	16,802	13,886	18,688	11.2%
xxx	All Other Paid Benefits	7,994	7,062	7,493	9,386	8,539	9,340	-0.5%
	Total	27,921	28,582	30,130	37,163	33,309	39,003	5.0%
	Total	63,919	65,136	67,752	74,590	70,540	77,023	3.3%
<b>Services &amp; Supplies</b>								
121	Supplies-Clothing/Uniform	0	0	223	500	0	500	0.0%
123	Supplies - Shop & Field	10,802	7,875	7,034	7,000	6,929	7,000	0.0%
304	Maint - Vehicles, Equipment	0	0	454	500	396	500	0.0%
305	Maint - Vehicle Fuel	7,754	8,984	7,432	7,000	6,152	6,000	-14.3%
307	Equipment Maintenance Charges	935	956	1,882	1,700	2,680	2,351	38.3%
	Total	19,491	17,815	17,025	16,700	16,157	16,351	-2.1%
	Total	83,410	82,951	84,777	91,290	86,697	93,374	2.3%

**POLICE**  
FUND 100

**DEVELOPER - LIMONEIRA**

4510 BUDGET UNIT: 4510

	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	0	0	99,640	106,355	92,260	117,603	10.6%
003	Overtime	0	0	48,837	1,500	29,979	30,000	1900.0%
	Total	0	0	148,477	107,855	122,239	147,603	36.9%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	0	30,367	13,038	31,334	3.2%
042	Retirement	0	0	4,231	0	43,550	28,144	100.0%
xxx	All Other Paid Benefits	0	0	56,388	32,212	28,368	11,773	-63.5%
	Total	0	0	60,619	62,579	84,956	71,251	13.9%
	Total	0	0	209,096	170,434	207,195	218,854	28.4%
<b>Services &amp; Supplies</b>								
121	Supplies-Clothing/Uniform	0	0	1,068	680	1,066	0	-100.0%
123	Supplies - Shop & Field	0	0	1,424	0	1,792	1,200	100.0%
231	Misc Advertisting/Promo	0	0	1,232	0	1,065	0	0.0%
	Total	0	0	3,724	680	3,924	1,200	76.5%
<b>Capital Outlay</b>								
610	Equipment-New	0	0	102,298	88,800	88,800	90,000	1.4%
	Total	0	0	102,298	88,800	88,800	90,000	1.4%
	Total	0	0	315,118	259,914	299,919	310,054	19.3%

**POLICE**  
FUND 100

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

4521 BUDGET UNIT: 4521

	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Services &amp; Supplies</b>								
209	Prof/Contr Svcs - Other	32,263	22,848	18,987	19,000	15,343	15,000	-21.1%
	Total	32,263	22,848	18,987	19,000	15,343	15,000	-21.1%
	Total	32,263	22,848	18,987	19,000	15,343	15,000	-21.1%

**POLICE**  
FUND 203

**ASSET FORFEITURES-PATROL**

4502 BUDGET UNIT: 4502

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Services &amp; Supplies</b>								
124	Supplies - Safety	800	816	2,163	2,200	9,144	4,000	81.8%
129	Supplies - Other	0	0	1,950	2,200	0	0	-100.0%
171	Minor Equipment - Office	0	0	0	0	497	0	0.0%
179	Minor Equipment - Other	0	1,500	0	0	3,620	0	0.0%
352	Training/Workshops/Meetings	0	0	0	0	0	4,500	100.0%
	Total	800	2,316	4,113	4,400	13,261	8,500	93.2%
	Total	800	2,316	4,113	4,400	13,261	8,500	93.2%

**POLICE**  
FUND 311

**SLESF (AB1913) - PATROL**

4502 BUDGET UNIT: 4502

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
002	Part Time Salaries	23,381	23,607	23,522	15,418	13,880	24,151	56.6%
003	Overtime	0	0	0	0	1,792	0	0.0%
	Total	23,381	23,607	23,522	15,418	15,671	24,151	56.6%
<b>Employee Paid Benefits</b>								
042	Retirement	685	1,112	1,370	0	1,960	2,005	100.0%
xxx	All Other Paid Benefits	-135	1,183	819	0	247	674	100.0%
	Total	550	2,295	2,189	0	2,207	2,679	100.0%
	Total	23,930	25,902	25,710	15,418	17,879	26,830	74.0%
<b>Services &amp; Supplies</b>								
179	Minor Equipment - Other	0	0	0	12,361	0	0	-100.0%
212	Prof/Contr - Firearms Training	29,004	35,057	42,565	31,000	43,020	31,000	0.0%
301	Maint - Bldgs.' & Improvement	0	7,165	8,754	52,071	9,869	9,473	-81.8%
	Total	29,004	42,222	51,319	95,432	52,889	40,473	-57.6%
	Total	52,935	68,124	77,029	110,850	70,767	67,303	-39.3%

**POLICE**  
FUND 311

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

4505 BUDGET UNIT: 4505

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
002	Part Time Salaries	24,732	21,179	25,461	30,306	29,793	28,730	-5.2%
	Total	24,732	21,179	25,461	30,306	29,793	28,730	-5.2%
<b>Employee Paid Benefits</b>								
042	Retirement	989	928	1,560	0	1,370	1,554	100.0%
xxx	All Other Paid Benefits	654	636	1,203	0	1,897	416	100.0%
	Total	1,643	1,563	2,763	0	3,267	1,970	100.0%
	Total	26,375	22,743	28,224	30,306	33,060	30,700	1.3%
	Total	26,375	22,743	28,224	30,306	33,060	30,700	1.3%

**POLICE**  
FUND 311

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

4521 BUDGET UNIT: 4521

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Services &amp; Supplies</b>								
280	Utility - Electric	2,895	1,873	2,236	0	1,340	1,340	100.0%
282	Utility - Telephone	1,479	378	573	0	0	0	0.0%
301	Maint - Bldgs. & Improvements	0	280	0	2,600	1,135	957	-63.2%
	Total	4,374	2,531	2,808	2,600	2,475	2,297	-11.7%
	Total	4,374	2,531	2,808	2,600	2,475	2,297	-11.7%

**POLICE**  
FUND 403

**BJA VEST GRANT**

4502 BUDGET UNIT: 4502

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Services &amp; Supplies</b>								
124	Supplies Safety	19,753	(15,667)	0	0	0	0	0.0%
	Total	19,753	(15,667)	0	0	0	0	0.0%
	Total	19,753	(15,667)	0	0	0	0	0.0%

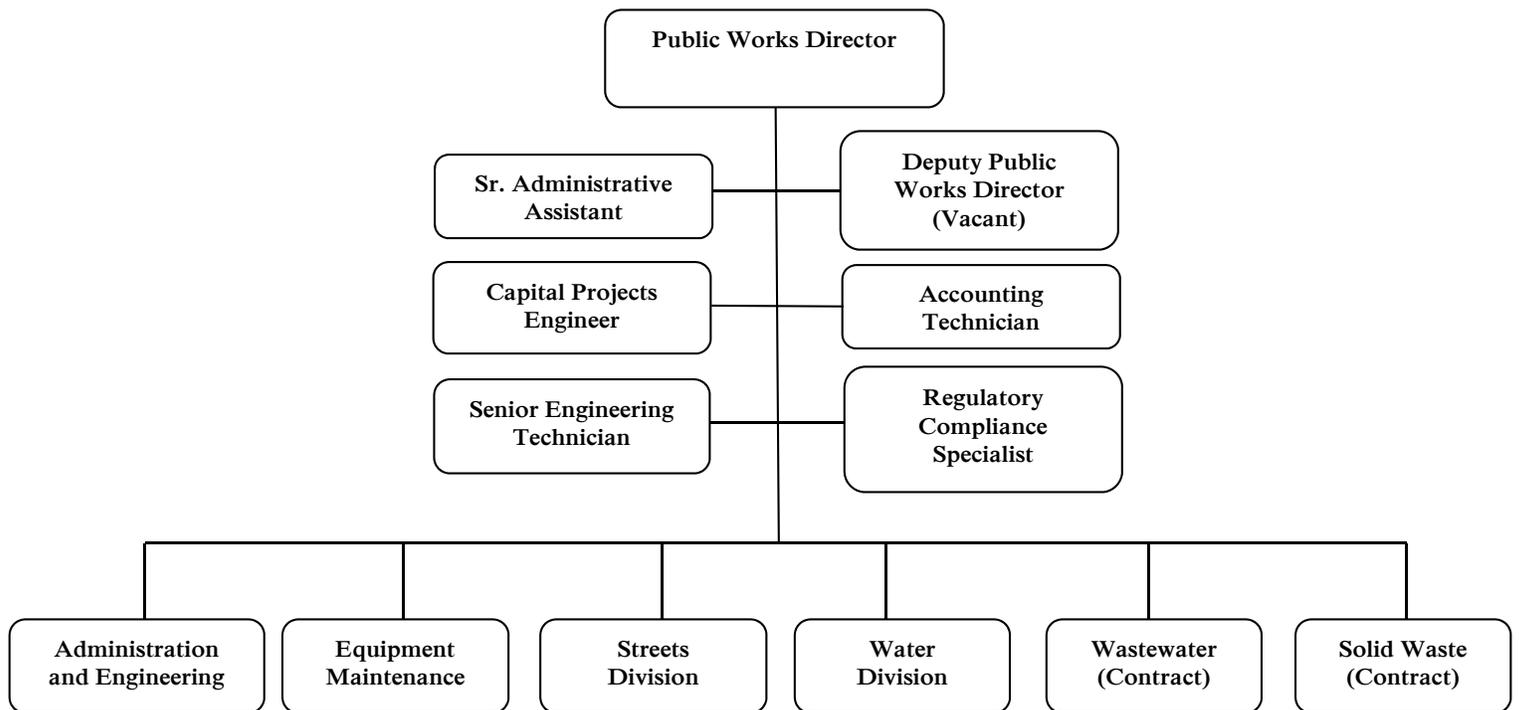
**POLICE**  
FUND 408

**JAG(JUSTICE ASSISTANCE)**

4502 BUDGET UNIT: 4502

	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Services &amp; Supplies</b>								
124	Supplies-Safety	990	10,012	0	0	0	0	0.0%
352	Training/Workshops/Meetings	0	0	0	0	0	0	0.0%
	Total	990	10,012	0	0	0	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	990	10,012	0	0	0	0	0.0%

**Department Description:** The Public Works Department consists of Administration, Engineering, Water, Wastewater, Public Transit, 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, equipment, signs, signals, municipal parking, bus shelters, street lights, and providing the community with potable water. We administer the following contracted services: Operations and Maintenance of the Water Recycling Facility, 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 goal of the department is to provide superior public services such as: maintaining and improving the condition of our streets, ensuring new development is constructed properly, providing excellent delivery of capital projects, maintaining and operating our traffic signals in a safe and effective manner, keeping our storm drain systems well maintained, collecting solid waste in a predictable and consistent manner, and finally, being environmental stewards of the community, and promoting and educating our residents regarding the need to protect our environment for future generations.

**Overall Budget Commentary:** The FY 2015-2016 funded one new position, Streets Maintenance Worker. The Public Works Department budget is funded by user fees to the Water Enterprise, Wastewater Enterprise, special gas tax revenues and General Fund resources for portions of administration and general government facilities. Public works accounts for \$22,797,831 million of the City’s citywide budget or 58%. \$22,507,492 of the Public Works water and wastewater services are enterprise activities supported by rate charges.

*Administration and Engineering*

**Program Description:** The Public Works Director and Capital Projects Engineer administer this program area through Public Works Contracts and Professional Services Agreements. The City contracts for engineering services for design and inspect project plans 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 2016-2017, continued 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 2016-2017, it is estimated that approximately \$200,000 in additional General Fud revenue 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 Capital Improvement Program (CIP).

***Budget Commentary:***

The proposed 2016-2017 Benefit Assessment Unit (BAU) is designated to partially fund the City of Santa Paula's activities toward compliance with the federal and state mandated stormwater permit program. The proposed 2016-2017 BAU is \$6.65. There are approximately 9,759 BAUs in Santa Paula. The total assessment citywide is approximately \$64,897.00.

***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 with 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 Circle, 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, 108

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 (BMPs).

**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).
- City of Santa Paula Fire Department is no longer the Certified Unified Program Agency. In cooperation with the Certified Unified Program Agency (CUPA) and the Ventura County Environmental Health Agency, Ventura County Environmental Health is responsible for all Hazardous Materials business within the City of Santa Paula and prohibits 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 promptly 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 promptly and inform customers regarding findings.
- Coordinate with contract operator on reporting sewer overflows and spills to local, county, and state regulatory agencies.
- Respond promptly to low-hazard spilled load or vehicle collision, hazmat clean-up requests from dispatch, and complete clean-up and proper disposal of hazardous materials as soon as possible.

***Public Education Element***

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

***Street Sanitation Element***

- Sweep Downtown District Area twice weekly.
- Sweep State Route 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.
- Due to the drought the stopped pressure washing Main Street sidewalks and purchased a scrubber using 80% less water. On a monthly basis, utilize the sidewalk scrubber on Main Street to keep sidewalks clean.

***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 areas of concern).
- 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 28%.

**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.
- Maintain landscape areas and remove weeds.

**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.
- Establish a program for monthly monitoring of water consumption.

**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. April of 2015 the City purchased the Water Recycling Facility (WRF), which was previously owned and operated under contract by a private vendor. Operations for 2016-17 will be operated and maintained by private contract under the City of Santa Paula.

#### **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:** A new contract is expected to be executed in the fall of 2016. 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 maintenance program based on the video inspection results.
- 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 2016-2017. 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.

***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 promptly.

**Distribution System Element**

- Repair all significant main line leaks, restoring water to affected customers promptly.
- Repair all major service line leaks, restoring water to affected customers within promptly.
- 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.
- 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 immediately to all requests regarding serious system water leaks.
- Respond to all daytime and after hour's requests regarding water distribution.

***Meters Element***

- 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 Finance departments' customer service representatives perform 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:***

- 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 2016-2017, it is anticipated that 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, equipment or knowledge are required. The city has approximately 128 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 Franchise, which generates approximately \$15,000 in annually revenue reimbursements.

**PUBLIC WORKS DEPARTMENT SUMMARY**

	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Budget</b>	<b>FY 15-16 Estimated</b>	<b>FY 16-17 Budget</b>	<b>% Change</b>
<b>Expenditures</b>							
Salaries	1,260,504	1,319,140	1,233,622	1,427,799	1,286,737	1,557,573	9%
Benefits	690,345	747,411	725,917	907,286	809,147	958,481	6%
Total	1,950,849	2,066,551	1,959,539	2,335,085	2,095,883	2,516,054	8%
Supplies, Services & Maint.	4,332,781	4,611,639	4,947,980	4,948,285	5,734,726	5,359,896	8%
Transfers, Overhead and Debt Payments	9,663,542	11,009,374	10,151,407	12,428,063	12,592,090	12,689,881	2%
Total	13,996,324	15,621,013	15,099,387	17,376,348	18,326,816	18,049,777	4%
Capital Outlays	1,213,499	1,040,542	2,210,785	1,346,460	1,243,875	2,232,000	66%
Total	1,213,499	1,040,542	2,210,785	1,346,460	1,243,875	2,232,000	66%
<b>Total</b>	<b>17,160,671</b>	<b>18,728,105</b>	<b>19,269,711</b>	<b>21,057,893</b>	<b>21,666,574</b>	<b>22,797,831</b>	<b>8%</b>
<b>Authorized Employee Count</b>	22.0	22.0	25.0	26.0	26.0	26.0	

**PUBLIC WORKS DEPARTMENT - GENERAL FUND SUMMARY**

	<b>FY 12-13 Actual</b>	<b>FY 13-14 Actual</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Budget</b>	<b>FY 15-16 Estimated</b>	<b>FY 16-17 Budget</b>	<b>% Change</b>
<b>Expenditures</b>							
Salaries	130,062	124,385	123,930	156,633	113,814	157,811	0.8%
Benefits	64,399	74,157	70,384	81,440	79,092	85,248	4.7%
Total	194,461	198,542	194,314	238,073	192,907	243,059	2.1%
Supplies, Services & Maint.	15,129	56,328	120,002	36,860	27,457	24,510	-33.5%
Transfers, Overhead and Debt Payments	22,770	397,336	22,770	22,770	22,770	22,770	0.0%
Total	37,899	453,664	142,772	59,630	50,227	47,280	-20.7%
<b>Total</b>	<b>232,360</b>	<b>652,206</b>	<b>337,086</b>	<b>297,703</b>	<b>243,134</b>	<b>290,339</b>	<b>-2.5%</b>
<b>Revenue &amp; Other Resources</b>							
Fee, Fines & Permits	56,900	57,687	85,957	255,000	131,736	96,000	-62.4%
Charges for Services, User Fees	45,729	87,902	116,805	42,500	51,542	243,000	471.8%
Other Revenues	0	1,073	7,407	0	0	0	
Total Revenues	102,629	146,662	210,169	297,500	183,278	339,000	13.9%
Net GF (Cost)/Benefit	(129,731)	(505,544)	(126,917)	(203)	(59,856)	48,661	-24070.9%

**PUBLIC WORKS**

FUND 100

**GENERAL ENGINEERING**

5011 BUDGET UNIT: 5011

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	121,531	117,605	116,300	151,133	108,690	152,311	0.8%
003	Overtime	3,973	2,063	4,838	5,000	3,882	5,000	0.0%
	Total	125,504	119,668	121,139	156,133	112,572	157,311	0.8%
<b>Employee Paid Benefits</b>								
021	Car Allowance	420	420	423	168	414	168	0.0%
041	Cafeteria Allowance	28,816	39,694	35,550	33,395	33,806	33,395	0.0%
042	Retirement	25,842	25,751	25,812	37,911	35,157	41,868	10.4%
xxx	All Other Paid Benefits	8,565	7,763	8,299	9,866	9,543	9,717	-1.5%
	Total	63,642	73,628	70,084	81,340	78,920	85,148	4.7%
	Total	189,146	193,296	191,223	237,473	191,492	242,459	2.1%
<b>Services &amp; Supplies</b>								
101	Postage	61	0	0	0	0	0	0.0%
103	Dues & Subscriptions	13	13	38	50	0	50	0.0%
120	Supplies Office	115	52	53	100	918	1,000	900.0%
123	Supplies - Shop & Field	90	0	0	0	0	0	0.0%
129	Supplies - Other	36	0	0	0	0	0	0.0%
209	Prof/Contr Svcs - Other	11,543	55,822	117,171	33,250	24,139	20,000	-39.8%
227	Prof/Contr Temp Personnel	0	69	0	0	0	0	0.0%
230	Legal Advertising	1,264	0	0	0	0	0	0.0%
231	Misc. Advertising/Promo	0	0	412	100	0	100	0.0%
241	Printing & Binding - External	146	0	101	0	0	0	0.0%
282	Utility - Telephone	400	0	0	260	0	260	0.0%
301	Maint - Bldgs. & Improvements	810	0	0	0	0	0	0.0%
305	Maint - Vehicle Fuel	204	329	248	350	269	350	0.0%
352	Training/Workshops/Meetings	115	45	479	250	132	250	0.0%
360	Educational Reimbursement	0	0	1,500	0	0	0	0.0%
	Total	14,797	56,328	120,002	34,360	25,457	22,010	-35.9%
<b>Transfers - Out &amp; Overhead</b>								
754	Transfer Costs to Gas Tax	22,770	397,336	22,770	22,770	22,770	22,770	0.0%
	Total	22,770	397,336	22,770	22,770	22,770	22,770	0.0%
	Total	226,713	646,960	333,995.25	294,603	239,719	287,239	-2.5%

**PUBLIC WORKS**

FUND 100

**PARKING LOTS & EVENT**

5023 BUDGET UNIT: 5023

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	21	288	1,059	0	0	0	0.0%
002	Part Time Salaries	494	55	0	0	0	0	0.0%
003	Overtime	1,763	2,016	1,732	500	500	500	0.0%
	Total	2,279	2,358	2,791	500	500	500	0.0%
<b>Employee Paid Benefits</b>								
042	Retirement	30	52	117	0	0	0	0.0%
xxx	All Other Paid Benefits	349	213	183	100	100	100	0.0%
	Total	378	265	300	100	100	100	0.0%
	Total	2,657	2,623	3,091	600	600	600	0.0%
<b>Services &amp; Supplies</b>								
123	Supplies - Shop & Field	333	0	0	1,000	1,000	1,000	0.0%
202	Svcs - Landscape Maintenance	0	0	0	1,000	1,000	1,000	0.0%
	Total	333	0	0	2,000	2,000	2,000	0.0%
	Total	2,990	2,623	3,091	2,600	2,600	2,600	0.0%

**PUBLIC WORKS**

FUND 100

**PARKING LOT & EVENTS**

5028 BUDGET UNIT: 5028

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	21	288	0	0	742	0	0.0%
002	Part Time Salaries	494	55	0	0	0	0	0.0%
003	Overtime	1,763	2,016	0	0	0	0	0.0%
	Total	2,279	2,358	0	0	742	0	0.0%
<b>Employee Paid Benefits</b>								
042	Retirement	30	52	0	0	60	0	0.0%
xxx	All Other Paid Benefits	349	213	0	0	13	0	0.0%
	Total	378	265	0	0	72	0	0.0%
	Total	2,657	2,623	0	0	814	0	0.0%
306	Maint - Debris Basin Cleaning	0	0	0	500	0	500	0.0%
	Total	0	0	0	500	0	500	0.0%
	Total	349	213	0	500	814	500	0.0%

**PUBLIC WORKS**

FUND 205

**NPDES STORMWATER QUALITY**

5027 BUDGET INPUT: 5027

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	25,712	15,871	405	17,220	214	0	-100.0%
003	Overtime	1,348	0	0	0	752	0	0.0%
	Total	27,060	15,871	405	17,220	966	0	-100.0%
<b>Employee Paid Benefits</b>								
042	Retirement	0	205	107	0	406	0	100.0%
xxx	All Other Paid Benefits	4,615	2,651	7	279	17	0	-100.0%
	Total	4,615	2,855	113	279	422	0	-100.0%
	Total	31,675	18,726	519	17,499	1,389	0	-100.0%
<b>Services &amp; Supplies</b>								
101	Postage	0	52	0	0	0	0	0.0%
209	Prof/Contr Svcs - Other	0	0	632	500	0	500	100.0%
230	Legal Advertising	0	57	74	0	0	0	0.0%
231	Misc. Advertising/Promo	74	140	0	0	0	0	0.0%
293	Permitting	32,107	15,989	14,566	15,000	11,448	16,000	9.8%
304	Maint - Vehicles, Equipment	15,290	2,822	6,310	3,000	16,611	0	-100.0%
305	Maint - Vehicle Fuel	8,491	7,313	4,890	4,000	2,535	0	-100.0%
	Total	55,961	26,372	26,471	22,500	30,594	16,500	-37.7%
<b>Transfers - Out &amp; Overhead</b>								
755	Overhead Due General Fund	3,360	3,360	3,360	12,158	12,158	9,406	-22.6%
	Total	3,360	3,360	3,360	12,158	12,158	9,406	-22.6%
	Total	90,996	48,458	30,350	52,157	44,141	25,906	-50.3%

**PUBLIC WORKS**

**STORMWATER PROGRAM**

FUND 206

5026 BUDGET UNIT: 5026

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	86	135	15,497	0	18,173	73,368	100.0%
002	Part Time Salaries	11,373	20,295	3,223	41,061	0	0	-100.0%
003	Overtime	1,321	0	1,033	1,000	712	1,000	0.0%
	Total	12,779	20,430	19,753	42,061	18,885	74,368	76.8%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	2,424	10,975	2,607	14,817	35.0%
042	Retirement	991	1,941	2,266	3,688	4,026	6,090	65.1%
xxx	All Other Paid Benefits	465	515	602	1,004	646	2,532	152.2%
	Total	1,456	2,456	5,292	15,667	7,279	23,439	49.6%
	Total	14,236	22,886	25,045	57,728	26,164	97,807	69.4%
<b>Services &amp; Supplies</b>								
123	Supplies - Shop & Field	20	1,425	38	2,000	5,371	6,000	200.0%
209	Prof/Contr Svcs - Other	3,863	18,008	31,741	45,000	6,985	8,000	-82.2%
214	Prof/Contr Svcs - Medical	65	0	0	0	0	0	0.0%
241	Printing & Binding - External	131	0	460	0	0	0	0.0%
262	Insurance-Vehicle	1,397	2,007	1,813	2,007	2,389	2,400	19.6%
304	Maint - Vehicles, Equipment	0	0	0	0	0	15,000	0.0%
305	Maint - Vehicle Fuel	1,307	974	(6)	2,000	0	17,000	750.0%
307	Equipment Maintenance Charges	0	0	15,057	15,784	18,132	18,808	19.2%
370	Lease/Rental	296	561	140	0	0	50,000	100.0%
678	Prior Year Adj-Expenditures	0	0	15	0	0	0	0.0%
	Total	7,078	22,975	49,260	66,791	32,877	117,208	75.5%
<b>Transfers - Out &amp; Overhead</b>								
755	Overhead Due General Fund	9,731	9,731	9,731	12,030	12,030	28,483	136.8%
	Total	9,731	9,731	9,731	12,030	12,030	28,483	136.8%
	Total	31,044	55,592	84,036	136,549	71,070	243,498	78.3%

**PUBLIC WORKS**

**STREET ENGINEERING**

FUND 280

5021 BUDGET UNIT: 5021

Acct#	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	4,555	7,166	25,430	41,053	42,702	42,397	3.3%
003	Overtime	219	460	692	500	3,145	4,000	700.0%
	Total	4,774	7,626	26,123	41,553	45,847	46,397	11.7%
<b>Employee Paid Benefits</b>								
021	Car Allowance	168	168	169	504	164	504	0.0%
041	Cafeteria Allowance	7,786	12	3,354	4,152	3,638	4,152	0.0%
042	Retirement	2,021	2,771	4,206	9,808	9,948	10,837	10.5%
xxx	All Other Paid Benefits	1,419	1,444	1,198	1,893	2,301	2,628	38.8%
	Total	11,395	4,395	8,928	16,357	16,051	18,121	10.8%
	Total	16,169	12,021	35,051	57,910	61,899	64,518	11.4%
<b>Services &amp; Supplies</b>								
120	Supplies Office	0	287	272	0	73	300	100.0%
171	Minor Equipment - Office	0	107	108	306	282	200	-34.6%
209	Prof/Contr Svcs - Other	2,549	1,141	(15,160)	900	21,681	1,000	11.1%
230	Legal Advertising	0	0	684	194	192	500	157.7%
305	Maint - Vehicle Fuel	204	200	248	200	269	200	0.0%
	Total	2,753	1,735	(13,848)	1,600	22,497	2,200	37.5%
	Total	18,922	13,757	21,203	59,510	84,396	66,718	12.1%

**PUBLIC WORKS**

**STREET MAINTENANCE**

FUND 280

5022 BUDGET UNIT: 5022

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	74,254	106,852	151,828	172,229	143,432	170,937	-0.8%
002	Part Time Salaries	25,545	17,137	180	0	0	45,406	100.0%
003	Overtime	17,102	33,162	40,693	50,000	40,581	50,000	0.0%
	Total	116,901	157,150	192,702	222,229	184,013	266,343	19.9%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	13,797	27,438	33,200	43,901	31,279	43,901	0.0%
042	Retirement	13,955	19,455	22,838	34,214	34,546	37,438	9.4%
xxx	All Other Paid Benefits	20,645	26,014	34,005	52,861	53,745	43,758	-17.2%
	Total	48,397	72,907	90,042	130,976	119,570	125,097	-4.5%
	Total	165,298	230,057	282,744	353,205	303,583	391,440	10.8%
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	40	0	120	50	150	500	900.0%
121	Supplies - Clothing/Uniform	861	723	1,093	1,500	264	1,500	0.0%
123	Supplies - Shop & Field	21,089	43,129	40,379	30,000	38,736	40,000	33.3%
124	Supplies - Safety	194	470	4,448	200	656	500	150.0%
175	Minor Equipment - Computer	0	0	224	0	0	0	0.0%
202	Prof/Contr Svcs - Landscape	20,460	20,880	22,450	20,000	27,890	30,000	50.0%
209	Prof/Contr Svcs - Other	35,861	30,922	24,551	30,000	26,705	30,000	0.0%
213	Prof/Contr Svcs-Weed Abatement	0	0	0	0	16	0	0.0%
214	Prof/Contr Svcs - Medical	65	0	85	0	357	0	0.0%
222	Prof/Contr Svcs - Signal Maint.	21,058	38,887	37,234	40,000	46,061	50,000	25.0%
223	Prof/Contr Svcs - Tree Trimming	15,753	10,512	28,361	30,000	29,508	30,000	0.0%
225	Prof/Contr Svcs - Signs	0	0	80	0	0	0	0.0%
241	Printing & Binding - External	104	0	0	0	0	0	0.0%
282	Utility - Telephone	150	0	0	0	0	0	0.0%
285	Utility - Street Lighting	238,387	199,885	245,732	220,000	220,276	220,000	0.0%
301	Maint - Bldgs. & Improvements	840	0	57	840	330	800	-4.8%
304	Maint - Vehicles, Equipment	0	0	3,824	0	3,047	5,000	100.0%
305	Maint - Vehicle Fuel	10,858	11,140	9,069	8,500	5,966	8,500	0.0%
307	Equipment Maintenance Charges	0	114,769	56,465	59,190	68,993	70,532	19.2%
352	Training/Workshops/Meetings	336	677	1,041	1,000	474	1,000	0.0%
370	Lease/Rental	2,695	4,767	23,808	10,200	32,450	20,000	96.1%
678	Prior Year Adj Expenditures	0	0	65	0	0	0	0.0%
	Total	368,749	476,761	499,086	451,480	501,878	508,332	12.6%
<b>Transfers - Out &amp; Overhead</b>								
755	Overhead Due to General Fund	59,208	59,208	80,000	160,578	160,578	286,385	78.3%
	Total	59,208	59,208	80,000	160,578	160,578	286,385	78.3%
<b>Capital Outlay</b>								
610	Equipment - New	0	0	8,299	35,000	35,556	0	-100.0%
	Total	0	0	8,299	35,000	35,556	0	0.0%
	Total	593,255	766,026	870,129	1,000,263	1,001,595	1,186,157	36.3%

**PUBLIC WORKS**

FUND 281

**STREET MAINTENANCE**

5022 BUDGET UNIT: 5022

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	74,254	106,852	0	0	0	0	0.0%
002	Part Time Salaries	25,545	17,137	0	0	468	0	0.0%
003	Overtime	17,102	33,162	0	0	0	0	0.0%
	Total	116,901	157,150	0	0	468	0	0.0%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	13,797	27,438	0	0	0	0	0.0%
042	Retirement	13,955	19,455	0	0	22	0	0.0%
xxx	All Other Paid Benefits	20,645	26,014	0	0	32	0	0.0%
	Total	48,397	72,907	0	0	54	0	0.0%
	Total	48,397	72,907	0	0	522	0	0.0%
<b>Services &amp; Supplies</b>								
123	Supplies-Shop & Field	0	0	821	0	0	3,000	0.0%
209	Prof/Contr Svcs - Other	39,873	43,719	51,138	60,000	55,384	60,000	0.0%
293	Permitting	0	0	699	1,000	0	1,000	0.0%
	Total	39,873	43,719	52,659	61,000	55,384	64,000	4.9%
	Total	88,270	116,626	52,659	61,000	55,906	64,000	4.9%

**PUBLIC WORKS**

FUND 281

**STREETS, STORMDRAINS - LTF/TDA**

5025 BUDGET UNIT: 5025

Acct#	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Transfers - Out and Overhead</b>								
753	Transfer to LTF/TDA	314,279	430,969	100,690	121,522	161,642	120,000	-1.3%
755	Overhead Due General Fund	0	0	0	21,981	21,981	44,225	101.2%
	Total	314,279	430,969	100,690	143,503	183,623	164,225	14.4%
	Total	314,279	430,969	100,690	143,503	183,623	164,225	14.4%

**PUBLIC WORKS**

FUND 282

**STREETS, STORMDRAINS - LTF/TDA**

5025 BUDGET UNIT: 5025

Acct#	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Services &amp; Supplies</b>								
123	Supplies-Shop & Field	0	0	2,962	0	0	0	0.0%
	Total	0	0	2,962	0	0	0	0.0%
	Total	0	0	2,962	0	0	0	0.0%

**PUBLIC WORKS**

FUND 305

**REFUSE COLLECTION**

5052 BUDGET UNIT: 5052

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Services &amp; Supplies</b>								
209	Prof/Contr Svcs - Other	526	195	3,327	5,000	2,932	5,000	0.0%
	Total	526	195	3,327	5,000	2,932	5,000	0.0%
	Total	526	195	3,327	5,000	2,932	5,000	50.3%

**PUBLIC WORKS**

**PW GENERAL ENGINEERING**

FUND 312

5011 BUDGET UNIT: 5011

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time	521	90	396	0	126	0	0.0%
002	Part Time	0	0	0	0	0	0	100.0%
003	Overtime	890	160	1,192	300	243	0	-100.0%
	Total	1,411	250	1,588	300	369	0	-100.0%
<b>Employee Paid Benefits</b>								
042	Retirement	48	13	34	0	18	0	0.0%
xxx	All Other Paid Benefits	8	12	19	0	5	0	0.0%
	Total	56	25	52	0	23	0	0.0%
	Total	1,467	275	1,641	300	392	0	-100.0%
	Total	1,467	275	1,641	300	392	0	-100.0%

**PUBLIC WORKS**

**STORMWATER PROGRAM**

FUND 312

5026 BUDGET UNIT: 5026

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Services &amp; Supplies</b>								
209	Prof/Contr Svcs - Other	0	0	0	2,000	0	2,000	0.0%
	Total	0	0	0	2,000	0	2,000	0.0%
	Total	0	0	0	2,000	0	2,000	0.0%

**PUBLIC WORKS**

**REFUSE COLLECTION**

FUND 312

5052 BUDGET UNIT: 5052

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Services &amp; Supplies</b>								
173	Minor Equipment - Shop & Field	7,906	106	0	200	0	200	0.0%
209	Prof/Contr Svcs - Other	2,248	3,269	6,681	4,500	936	7,000	55.6%
231	Misc. Advertising/Promo	2,166	2,773	4,984	2,000	2,228	2,100	5.0%
	Total	12,320	6,148	11,665	6,700	3,164	9,300	38.8%
	Total	12,393	6,148	11,665	6,700	3,164	9,300	38.8%

**PUBLIC WORKS**

**STREETS, HILLSBOROUGH OPEN SPACE**

FUND 500

5028 BUDGET UNIT: 5028

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	0	1,744	44	0	0	0	0.0%
	Total	0	1,744	44	0	0	0	0.0%
<b>Employee Paid Benefits</b>								
042	Retirement	0	186	10	0	0	0	0.0%
xxx	All Other Paid Benefits	0	258	8	0	0	0	0.0%
	Total	0	444	18	0	0	0	0.0%
	Total	0	2,188	62	0	0	0	0.0%
<b>Services &amp; Supplies</b>								
202	Prof/Contr Svcs - Landscape	3,600	3,300	6,160	3,600	3,925	3,600	0.0%
209	Prof/Contr Svcs - Other	1,080	945	1,194	1,080	1,080	1,080	0.0%
223	Prof/Contr Svcs - Tree Trimming	0	0	0	2,500	1,904	2,500	0.0%
230	Legal Advertising	55	0	0	0	0	0	0.0%
280	Utility - Electric	2,379	2,738	1,953	2,100	4,233	2,100	0.0%
	Total	7,115	6,983	9,307	9,280	11,142	9,280	0.0%
	Total	7,115	9,171	9,368	9,280	11,142	9,280	0.0%

**PUBLIC WORKS**

FUND 501

**NON-DEPARTMENTAL**

7501 BUDGET UNIT: 7501

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Transfers, Overhead and Debt</b>								
519	Interest Due on Notes	298	243	0	0	0	0	0.0%
	Total	298	243	0	0	0	0	0.0%
	Total	298	243	0	0	0	0	0.0%

**PUBLIC WORKS**

FUND 503

**GHAD-GEO HAZ ABATE DIST**

5029 BUDGET UNIT: 5029

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	0	30	46	0	31	0	0.0%
003	Over Time	0	0	0	0	0	0	0.0%
	Total	0	30	46	0	31	0	0.0%
<b>Employee Paid Benefits</b>								
042	Retirement	0	6	0	0	14	0	0.0%
xxx	All Other Paid Benefits	0	2	0	0	5	0	0.0%
	Total	0	8	0	0	19	0	0.0%
	Total	0	38	46	0	50	0	0.0%
<b>Services &amp; Supplies</b>								
203	Prof/Contr Svcs - Legal	0	875	0	0	508	0	0.0%
209	Prof/Conts Svcs - Other	24,000	12,000	31,082	65,000	12,170	65,000	0.0%
230	Legal Advertising	55	175	115	0	0	0	0.0%
241	Printing & Binding	0	0	139	0	0	0	0.0%
301	Maint - Bldgs & Improvements	0	0	0	100,000	0	100,000	0.0%
	Total	24,055	13,050	31,336	165,000	12,678	165,000	0.0%
<b>Transfers, Overhead and Debt</b>								
517	Advanced Payments	54,272	51,998	48,747	48,747	45,854	48,747	0.0%
	Total	54,272	51,998	48,747	48,747	45,854	48,747	0.0%
	Total	78,328	65,086	80,129	213,747	58,582	213,747	0.0%

**PUBLIC WORKS**

**WASTEWATER - RECLAMATION ENGINEERING**

FUND 610

5061 BUDGET UNIT: 5061

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	60	2,737	21,861	26,373	27,132	28,012	6.2%
002	Part Time Salaries	0	0	0	0	0	60,000	100.0%
003	Overtime	0	266	1,252	1,500	1,538	1,500	0.0%
	Total	60	3,003	23,113	27,873	28,669	89,512	221.1%
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	2,881	2,744	3,384	2,744	0.0%
042	Retirement	0	644	2,846	2,369	4,808	2,666	12.5%
xxx	All Other Paid Benefits	0	170	909	1,196	1,497	1,234	3.2%
	Total	0	814	6,636	6,309	9,690	6,644	5.3%
	Total	60	3,817	29,749	34,182	38,359	96,156	181.3%
<b>Services &amp; Supplies</b>								
101	Postage	0	48	0	0	0	0	0.0%
120	Supplies Office	0	287	272	0	73	0	0.0%
129	Supplies - Other	0	0	76	300	0	300	0.0%
203	Prof/Contr Svcs - Legal	94,030	166,993	150,502	40,000	16,730	40,000	0.0%
209	Prof/Contr Svcs - Other	8,034	12,106	9,615	8,600	6,905	8,600	0.0%
230	Legal Advertising	37	37	663	1,000	0	1,000	0.0%
231	Misc. Advertising/Promo	537	(502)	135	500	0	500	0.0%
261	Insurance - Liability	101,493	142,202	161,813	125,000	112,016	140,569	12.5%
280	Utility - Electric	81,122	88,464	97,688	100,000	77,280	100,000	0.0%
281	Utility - Gas	148	871	835	1,500	4,961	5,000	233.3%
282	Utility -Telephone	1,819	1,421	1,543	1,700	1,481	1,700	0.0%
301	Maint - Bldgs & Improvement	0	0	57	0	111	0	0.0%
305	Maint - Vehicle Fuel	204	200	248	200	263	200	0.0%
352	Training/Workshops/Meetings	0	167	0	0	0	0	0.0%
370	Lease/Rental	8,896	5,384	8,963	0	5,657	0	0.0%
678	Prior Year Adj Expenditures	0	0	2,640	0	0	0	0.0%
	Total	296,319	417,680	435,050	278,800	225,478	297,869	6.8%
	Total	296,379	421,497	464,799	312,982	263,837	394,025	25.9%

**PUBLIC WORKS**

**WASTEWATER RECLAMATION OPERATIONS**

FUND 610

5063

BUDGET UNIT:

5063

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	67,818	61,790	57,673	51,381	54,595	50,345	-2.0%
002	Part Time Salaries	583	2,281	0	0	0	0	0.0%
003	Overtime	9,351	6,972	2,059	3,000	2,717	3,000	0.0%
	Total	77,751	71,043	59,732	54,381	57,312	53,345	-1.9%
<b>Employee Paid Benefits</b>								
021	Car Allowance	1,848	1,848	1,862	1,764	1,851	1,764	100.0%
041	Cafeteria Allowance	5,164	5,164	5,207	4,930	5,173	4,930	0.0%
042	Retirement	19,859	19,968	20,509	26,035	25,797	28,599	9.8%
xxx	All Other Paid Benefits	9,260	6,784	4,832	5,680	5,525	6,675	17.5%
	Total	36,131	33,764	32,410	38,409	38,346	41,968	9.3%
	Total	113,882	104,808	92,143	92,790	95,657	95,313	2.7%
<b>Services &amp; Supplies</b>								
101	Postage	0	98	22	0	0	0	0.0%
123	Supplies - Shop & Field	161	3,715	11,232	12,000	10,595	12,000	0.0%
171	Minor Equipment - Office	0	0	0	306	282	0	-100.0%
175	Minor Equipment - Computer	0	0	972	0	0	0	0.0%
203	Prof/Contr Svcs - Legal	0	700	(33,577)	0	0	0	0.0%
209	Prof/Contr Svcs - Other	128,652	111,725	477,444	360,000	1,608,581	360,000	0.0%
223	Prof/Contr Svcs Tree Trimming	0	0	24,900	15,000	0	15,000	0.0%
228	Sewer Treatment - O & M Contr	1,710,609	1,841,355	1,551,821	1,819,528	1,450,698	1,800,000	-1.1%
231	Misc. Advertising/Promo	847	95	953	1,000	408	1,000	0.0%
262	Insurance-Vehicle	27	40	36	40	0	40	0.0%
263	Insurance-Building Proper			0	0	258,496	259,000	100.0%
280	Utility - Electric	433,920	394,175	411,923	400,000	334,306	400,000	0.0%
281	Utility - Gas	87	96	92	150	14	150	0.0%
293	Permitting	29,608	35,785	37,620	30,000	39,558	40,000	33.3%
303	Maint - Office Equipment	265	(265)	0	0	0	0	0.0%
305	Maint - Vehicles Fuel	1,175	1,485	439	900	0	900	0.0%
307	Equipment Maintenance Charges	5,608	5,738	5,647	0	6,899	4,000	100.0%
352	Training/Workshops/Meetings	720	34	319	414	276	720	73.9%
	Total	2,311,677	2,394,778	2,489,842	2,639,338	3,710,113	2,892,810	9.6%
<b>Transfers - Out and Overhead</b>								
503	Interest Expense	3,568,735	3,686,977	3,148,350	0	0	0	0.0%
505	County - Property Tax	3,292	27,263	3,066	4,000	1,414	4,000	0.0%
	Total	3,572,027	3,714,240	3,151,416	4,000	1,414	4,000	0.0%
<b>Capital Outlay</b>								
610	Equipment - New	0	0	211,330	0	0	0	0.0%
	Total	0	0	211,330	0	0	0	0.0%
	Total	5,997,586	6,213,826	5,944,731	2,736,128	3,807,185	2,992,123	9.4%

**PUBLIC WORKS**

FUND 610

**WASTEWATER - DEBT NOTES**

5065 BUDGET UNIT: 5065

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Transfers, Overhead and Debt</b>								
201	Prof/Contr Svcs - Financial	0	0	227	2,000	7,884	8,000	0.0%
209	Prof/Contr Svcs - Other	5,204	7,559	5,350	7,550	3,990	7,550	0.0%
511	Principal Due Bond Holders	0	0	0	1,770,000	1,990,000	985,000	-44.4%
512	Interest Due Bond Holders	692,546	677,653	1,213,726	3,098,070	3,098,070	3,882,731	25.3%
519	Interest Due on Notes	5,950	4,850	0	0	0	0	0.0%
751	Transfer cost to WW Reclaim.	75,022	175,239	177,170	181,882	187,331	194,616	7.0%
755	Overhead due General Fund	500,000	500,000	500,000	746,763	746,763	310,955	-58.4%
	<b>Total</b>	<b>1,278,722</b>	<b>1,365,301</b>	<b>1,896,473</b>	<b>5,806,265</b>	<b>6,034,038</b>	<b>5,388,852</b>	<b>-7.2%</b>
<b>Capital Outlay</b>								
675	Depreciation Expense	1,214,286	1,026,420	996,230	1,200,000	1,200,000	1,200,000	0.0%
676	Unamortized Charge-Bond	(174)	0	982,026	9,460	9,460	990,000	10365.1%
677	Write Offs/Uncollectibles	(613)	(111)	4,601	2,000	(1,142)	2,000	0.0%
	<b>Total</b>	<b>1,213,499</b>	<b>1,026,310</b>	<b>1,982,857</b>	<b>1,211,460</b>	<b>1,208,318</b>	<b>2,192,000</b>	<b>80.9%</b>
	<b>Total</b>	<b>2,492,221</b>	<b>2,391,610</b>	<b>3,879,330</b>	<b>7,017,725</b>	<b>7,242,356</b>	<b>7,580,852</b>	<b>8.0%</b>

**PUBLIC WORKS**

FUND 620

**WATER - ENGINEERING**

5071 BUDGET UNIT: 5071

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	90	1,595	38,175	52,746	51,235	56,025	6.2%
003	Overtime	0	116	973	1,000	1,379	0	-100.0%
	<b>Total</b>	<b>90</b>	<b>1,711</b>	<b>39,148</b>	<b>53,746</b>	<b>52,614</b>	<b>56,025</b>	<b>4.2%</b>
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	0	0	8,002	5,488	11,546	5,488	0.0%
042	Retirement	0	373	5,232	4,738	7,968	5,333	12.6%
xxx	All Other Paid Benefits	0	99	2,091	3,654	4,543	4,863	33.1%
	<b>Total</b>	<b>0</b>	<b>471</b>	<b>15,326</b>	<b>13,880</b>	<b>24,058</b>	<b>15,684</b>	<b>13.0%</b>
	<b>Total</b>	<b>90</b>	<b>2,182</b>	<b>54,474</b>	<b>67,626</b>	<b>76,672</b>	<b>71,709</b>	<b>6.0%</b>
<b>Services &amp; Supplies</b>								
120	Supplies Office	10	3,058	3,411	3,000	1,182	3,000	0.0%
123	Supplies - Shop & Field	10	0	104	0	0	0	0.0%
129	Supplies - Other	0	32	76	0	0	0	0.0%
171	Minor Equipment - Office	0	108	107	0	0	0	0.0%
203	Prof/Contr Svcs - Legal	17	210	0	500	150	500	0.0%
209	Prof/Contr Svcs - Other	6,771	9,036	29,847	12,500	1,325	1,200	-90.4%
230	Legal Advertising	0	0	1,326	0	0	0	0.0%
231	Misc. Advertising/Promo	537	(502)	986	0	0	0	0.0%
241	Printing & Binding - External	0	98	0	0	0	0	0.0%
261	Insurance - Public Liability	101,493	142,202	118,844	112,016	112,016	140,569	25.5%
262	Insurance-Vehicle	274	241	218	241	287	300	24.5%
280	Utility - Electric	298,914	323,550	341,553	300,000	288,014	300,000	0.0%
281	Utility - Gas	520	1,342	1,286	1,500	1,501	1,700	13.3%
282	Utility - Telephone	14,386	11,291	12,281	13,500	12,187	13,500	0.0%
301	Maint-Bldgs & Improvements	0	0	57	0	192	700	100.0%
305	Maint - Vehicle Fuel	307	300	372	300	335	300	0.0%
352	Training/Workshops/Meetings	5	0	40	0	255	500	100.0%
370	Lease/Rental	36,004	36,067	40,012	0	33,176	40,000	100.0%
678	Prior Year Adj Expenditures	0	0	296	0	0	0	0.0%
	<b>Total</b>	<b>459,247</b>	<b>527,033</b>	<b>550,815</b>	<b>443,557</b>	<b>450,618</b>	<b>502,269</b>	<b>13.2%</b>
	<b>Total</b>	<b>459,337</b>	<b>529,215</b>	<b>605,289</b>	<b>511,183</b>	<b>527,290</b>	<b>573,978</b>	<b>12.3%</b>

**PUBLIC WORKS**

FUND 620

**WATER - MAINTENANCE**

5072 BUDGET UNIT: 5072

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	407,744	398,353	378,648	412,502	396,224	410,805	-0.4%
003	Overtime	19,298	21,931	35,479	30,000	29,617	30,000	0.0%
	Total	427,042	420,284	414,127	442,502	425,840	440,805	-0.4%
<b>Employee Paid Benefits</b>								
021	Car Allowance	882	882	889	882	869	882	0.0%
041	Cafeteria Allowance	100,830	100,327	93,397	101,242	94,383	101,242	0.0%
042	Retirement	90,389	101,652	126,061	159,470	139,298	170,357	6.8%
xxx	All Other Paid Benefits	88,817	76,838	77,502	94,527	53,641	100,593	6.4%
	Total	280,918	279,699	297,848	356,121	288,191	373,074	4.8%
	Total	707,960	699,983	711,975	798,623	714,032	813,879	1.9%
<b>Services &amp; Supplies</b>								
101	Postage	317	133	0	400	0	400	0.0%
103	Dues & Subscriptions	2,108	3,294	2,444	2,700	4,223	5,000	85.2%
120	Supplies Office	331	312	842	800	833	900	12.5%
121	Supplies - Clothing/Uniform	353	939	989	1,000	929	1,000	0.0%
123	Supplies - Shop & Field	16,220	14,197	12,561	12,700	12,689	13,000	2.4%
124	Supplies - Safety	2,516	2,462	4,378	4,000	2,826	3,000	-25.0%
171	Minor Equipment - Office	0	21	716	0	0	0	0.0%
173	Minor Equipment - Shop & Field	15,236	11,402	17,248	12,200	7,825	9,000	-26.2%
202	Svcs - Landscape Maintenance	12,840	10,760	12,860	12,840	12,490	13,000	1.2%
207	Prof/Contr - Computer/Software	2,190	1,070	0	2,200	0	0	-100.0%
209	Prof/Contr Svcs - Other	18,631	58,000	62,580	88,500	82,201	85,000	-4.0%
212	Prof/Contr Svcs - Training, Etc.	0	1,170	0	0	0	0	0.0%
214	Prof/Contr Svcs - Medical	285	0	425	350	255	350	0.0%
223	Prof/Contr Svcs - Tree Trimming	0	14,228	7,141	20,000	0	10,000	-50.0%
227	Temporary Labor	0	0	2,787	0	0	0	0.0%
231	Misc. Advertising/Promo	678	0	1,948	0	697	0	0.0%
233	Prof/Contr Svcs - Backflow	12,795	15,993	10,138	12,600	15,437	15,000	19.0%
262	Insurance-Vehicle	152	141	127	141	168	200	41.8%
282	Utility - Telephone	2,977	4,144	4,557	2,650	2,743	3,000	13.2%
293	Permitting	1,944	1,025	1,100	8,495	1,210	1,300	-84.7%
301	Maint - Bldgs. & Improvements	977	2,621	4,159	5,000	1,037	3,000	-40.0%
304	Maint - Vehicles, Equipment	511	6,460	(5,043)	300	876	1,000	233.3%
305	Maint - Vehicle Fuel	29,562	28,656	22,292	20,000	19,796	20,000	0.0%
307	Equipment Maintenance Charges	67,291	68,861	67,758	76,948	76,867	84,638	10.0%
309	Maint - Minor Equipment	2,141	1,101	249	2,000	0	1,000	-50.0%
310	Maintenance - T&D Mains	14,826	2,723	54,714	40,000	31,847	35,000	-12.5%
311	Maintenance - Services	70,908	29,543	28,164	66,800	46,186	50,000	-25.1%
312	Maintenance - Hydrants	7,569	10,311	18,946	5,000	15,280	15,000	200.0%
313	Maintenance - Meters	0	75	1,943	0	14	0	0.0%
314	Maintenance - Supply Facility	2,799	195	261	4,000	1,485	2,000	-50.0%
315	Maintenance - Booster Pumping Faci	555	0	0	555	0	555	0.0%
316	Maintenance - Storage Facility	4,033	3,010	214	4,000	44	4,000	0.0%
352	Training/Workshops/Meetings	1,535	1,310	625	2,500	2,148	2,500	0.0%
360	Education Reimbursement	0	0	0	3,000	0	3,000	0.0%
370	Lease/Rental	564	0	0	0	0	0	0.0%
	Total	292,846	294,157	337,123	411,679	340,104	381,843	-7.2%
<b>Transfers - Out and Overhead</b>								
505	County - Property Tax	80	219	18,583	19,000	29	19,000	0.0%
	Total	80	219	18,583	19,000	29	19,000	0.0%
<b>Capital Outlay</b>								
610	Equipment-New	0	0	0	100,000	0	40,000	-60.0%
	Total	0	0	0	100,000	0	40,000	-60.0%
	Total	1,000,886	994,359	1,067,681	1,329,302	1,054,165	1,254,722	-5.6%

**PUBLIC WORKS**

**WATER - OPERATIONS**

FUND 620

5073 BUDGET UNIT: 5073

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	176,810	181,024	181,770	188,900	182,550	190,681	0.9%
003	Overtime	24,526	23,487	31,183	25,000	28,011	30,000	20.0%
	Total	201,336	204,511	212,953	213,900	210,561	220,681	3.2%
<b>Employee Paid Benefits</b>								
021	Car Allowance	882	882	889	882	869	882	0.0%
041	Cafeteria Allowance	34,835	35,390	35,685	35,390	34,816	35,390	0.0%
042	Retirement	41,558	48,408	53,091	71,113	65,432	79,384	11.6%
xxx	All Other Paid Benefits	32,829	35,202	37,975	46,051	24,942	46,920	1.9%
	Total	110,104	119,883	127,639	153,436	126,058	162,576	6.0%
	Total	311,439	324,394	340,592	367,336	336,619	383,257	4.3%
<b>Services &amp; Supplies</b>								
101	Postage	0	120	60	0	51	0	0.0%
103	Dues & Subscriptions	4,580	4,751	4,036	4,450	3,152	4,450	0.0%
120	Supplies Office	45	96	79	50	154	100	100.0%
121	Supplies - Clothing/Uniform	1,724	828	1,483	1,750	759	1,750	0.0%
123	Supplies - Shop & Field	742	1,339	7,000	15,000	1,318	15,000	0.0%
124	Supplies - Safety	699	506	794	700	656	700	0.0%
171	Minor Equipment - Office	0	0	716	308	282	300	-2.6%
173	Minor Equipment - Shop & Field	4,829	2,055	138	3,800	404	3,800	0.0%
175	Minor Equipment - Computer	0	0	972	0	0	0	0.0%
209	Prof/Contr Svcs - Other	9,925	3,932	6,112	10,000	13,645	15,000	50.0%
231	Misc Advertising/Promo	0	0	1,082	0	544	0	0.0%
241	Printing & Binding - External	9,060	6,469	6,584	5,292	4,190	6,000	13.4%
282	Utility - Telephone	598	0	0	450	0	450	0.0%
293	Permitting	14,331	13,495	19,123	20,000	14,723	15,000	-25.0%
301	Maint - Bldgs. & Improvements	0	155	0	0	219	0	0.0%
304	Maint - Vehicles, Equipment	0	357	0	0	512	0	0.0%
305	Maint - Vehicle Fuel	8,369	8,254	8,075	8,300	4,808	8,300	0.0%
306	Maintenance - Scada	14,141	10,269	2,102	14,500	0	14,500	0.0%
309	Maint - Minor Equipment	0	56	113	0	0	0	0.0%
314	Maintenance - Supply Facility	8,739	5,560	12,629	10,000	2,396	3,000	-70.0%
315	Maint.- Booster Pumping Facility	2,230	15,024	927	2,300	737	1,000	-56.5%
316	Maintenance - Storage Facility	1,530	1,380	1,125	1,500	2,065	1,500	0.0%
317	Water Treatment - Chemicals	36,386	39,121	33,235	35,000	24,085	35,000	0.0%
318	Water Treatment - Compliance	18,910	36,243	24,024	20,000	27,001	20,000	0.0%
319	Maint - Water Treatment Equip	2,213	7,511	7,951	6,000	15,573	6,000	0.0%
352	Training/Workshops/Meetings	873	728	755	900	775	900	0.0%
370	Lease/Rental	11,865	11,865	11,865	11,900	11,865	12,000	0.8%
678	Prior Year Adjustments	121,263	0	0	0	0	0	0.0%
	Total	273,053	170,116	150,979	172,200	129,914	164,750	-4.3%
<b>Transfers - Out and Overhead</b>								
516	Water Replenishment Charge	581,139	594,342	502,312	627,182	551,696	611,900	-2.4%
	Total	581,139	594,342	502,312	627,182	551,696	611,900	-2.4%
	Total	1,165,631	1,088,852	993,884	1,166,718	1,018,229	1,159,907	-0.6%

**PUBLIC WORKS**

**WATER - DEBT SERVICES & TRANSFERS**

FUND 620

5075/7501 BUDGET UNIT: 5075/7501

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Services &amp; Supplies</b>								
201	Prof/Contr Svcs - Financial	313	335	147	325	144	325	0.0%
209	Prof/Contr Svcs - Other	(12,447)	(15,071)	(17,264)	2,350	1,995	2,350	0.0%
	<b>Total</b>	<b>(12,134)</b>	<b>(14,736)</b>	<b>(17,117)</b>	<b>2,675</b>	<b>2,139</b>	<b>2,675</b>	<b>0.0%</b>
<b>Transfers - Out &amp; Overhead</b>								
511	Principal Due Bond Holders	0	0	0	1,420,000	1,420,000	1,720,000	21.1%
512	Interest Due Bond Holders	2,599,163	2,559,938	2,513,917	2,481,950	2,481,950	2,400,400	-3.3%
513	Due Park Water	73,000	73,000	73,000	73,000	73,000	73,000	0.0%
755	Overhead Due General Fund	527,000	527,000	527,000	281,153	281,153	578,861	105.9%
674	Pension Exp-Gasb 68	0	0	(35,517)	0	0	0	0.0%
675	Depreciation Expense	491,312	1,144,995	1,157,990	1,200,000	1,200,000	1,200,000	0.0%
676	Unamortized Charge-Bond	77,557	77,557	77,557	77,600	77,600	77,600	0.0%
677	Write Offs/Uncollectibles	(375)	(63)	3,379	3,000	(931)	3,000	0.0%
	<b>Total</b>	<b>3,767,657</b>	<b>4,382,427</b>	<b>4,317,325</b>	<b>5,536,703</b>	<b>5,532,772</b>	<b>6,052,861</b>	<b>9.3%</b>
	<b>Total</b>	<b>3,755,522</b>	<b>4,367,691</b>	<b>4,300,208</b>	<b>5,539,378</b>	<b>5,534,911</b>	<b>6,055,536</b>	<b>9.3%</b>

**PUBLIC WORKS**

**EQUIPMENT MAINTENANCE**

FUND 702

5041 BUDGET UNIT: 5041

Acct #	Account Description	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Estimated	FY 16-17 Budget	% Change
<b>Salaries &amp; Wages</b>								
001	Full Time Salaries	142,944	132,755	115,935	151,901	141,850	148,286	-2.4%
003	Overtime	1,394	1,197	4,022	3,500	5,497	4,000	14.3%
	<b>Total</b>	<b>144,338</b>	<b>133,952</b>	<b>119,957</b>	<b>155,401</b>	<b>147,347</b>	<b>152,286</b>	<b>-2.0%</b>
<b>Employee Paid Benefits</b>								
041	Cafeteria Allowance	30,278	27,712	24,511	32,926	32,549	32,926	0.0%
042	Retirement	28,386	30,394	24,441	33,899	34,975	36,813	8.6%
xxx	All Other Paid Benefits	25,740	24,518	22,277	27,587	32,769	36,891	33.7%
	<b>Total</b>	<b>84,404</b>	<b>82,624</b>	<b>71,229</b>	<b>94,412</b>	<b>100,293</b>	<b>106,630</b>	<b>12.9%</b>
	<b>Total</b>	<b>228,742</b>	<b>216,576</b>	<b>191,186</b>	<b>249,813</b>	<b>247,641</b>	<b>258,916</b>	<b>3.6%</b>
<b>Services &amp; Supplies</b>								
103	Dues & Subscriptions	304	128	38	350	1,650	3,600	928.6%
120	Supplies Office	71	75	0	100	118	100	0.0%
121	Supplies - Clothing/Uniform	778	3,761	3,632	800	3,676	3,500	337.5%
123	Supplies - Shop & Field	20,799	20,159	20,173	20,000	18,953	20,000	0.0%
124	Supplies - Safety	1,078	1,277	990	500	2,411	2,000	300.0%
171	Minor Equipment - Office	0	0	0	306	282	5,000	1534.0%
173	Minor Equipment - Shop & Field	4,136	3,591	5,008	3,500	2,043	9,000	157.1%
175	Minor Equipment - Computer	0	0	0	0	0	0	0.0%
209	Prof/Contr Svcs - Other	1,902	1,010	1,717	1,694	825	2,000	18.1%
214	Prof/Contr Svcs - Medical	174	347	0	0	0	0	0.0%
227	Prof/Contr - Temp Personnel	0	0	36,160	0	0	0	0.0%
250	Prof/Contr Svcs - Hazmat	304	3,110	3,267	2,500	2,420	3,000	20.0%
282	Utility - Telephone	232	200	224	225	182	225	0.0%
301	Maint - Bldgs. & Improvements	1,241	827	663	0	138	1,000	100.0%
304	Maint - Vehicles, Equipment	145,676	131,603	135,514	138,000	138,018	140,000	1.4%
305	Maint - Vehicle Fuel	867	1,241	817	500	729	725	45.0%
309	Maint - Minor Equipment	653	911	341	350	1,179	1,200	242.9%
352	Training/Workshops/Meetings	0	107	481	3,000	3,135	3,000	0.0%
678	Prior Year Adj Expense	0	0	37	0	0	0	0.0%
	<b>Total</b>	<b>178,215</b>	<b>168,345</b>	<b>209,062</b>	<b>171,825</b>	<b>175,757</b>	<b>194,350</b>	<b>13.1%</b>
<b>Capital Outlay</b>								
610	Equipment - New	0	14,232	8,299	0	0	0	0.0%
	<b>Total</b>	<b>0</b>	<b>14,232</b>	<b>8,299</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Transfers - Out &amp; Overhead</b>								
755	Overhead due General Fund	0	0	0	35,127	35,127	53,252	51.6%
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,127</b>	<b>35,127</b>	<b>53,252</b>	<b>51.6%</b>
				132				
	<b>Total</b>	<b>406,957</b>	<b>399,153</b>	<b>408,547</b>	<b>456,765</b>	<b>458,525</b>	<b>506,518</b>	<b>10.9%</b>

**CIP Description:** The Capital Improvement Program (CIP) consists of projects greater than \$10,000 in value and is generally financed with specific funds intended only for capital improvements. The CIP projects are administered by the Public Works Department.

In the summary report that follows, the CIP projects are reported with the dollars that would be expended in the 2016-2017 fiscal year. In many cases, there are CIP projects that may have had prior design work completed or partial construction completed prior to the current fiscal year. In other cases, there are CIP projects proposed to be completed in future years. Following the summary, a detail of each CIP project is provided to report project activity. The breakdown of the design, right of way, and/or construction costs is also provided with each CIP project.

**CIP Goals:**

- To administer the CIP projects approved by City Council within this fiscal year.
- To use all trusts, bonds, and state- or federal-aid funds within the time frames specified to ensure that the City does not lose any of these funds.
- To manage each CIP project to be delivered on time and under budget to the extent possible.
- To reduce lifecycle costs of operation to the extent possible.

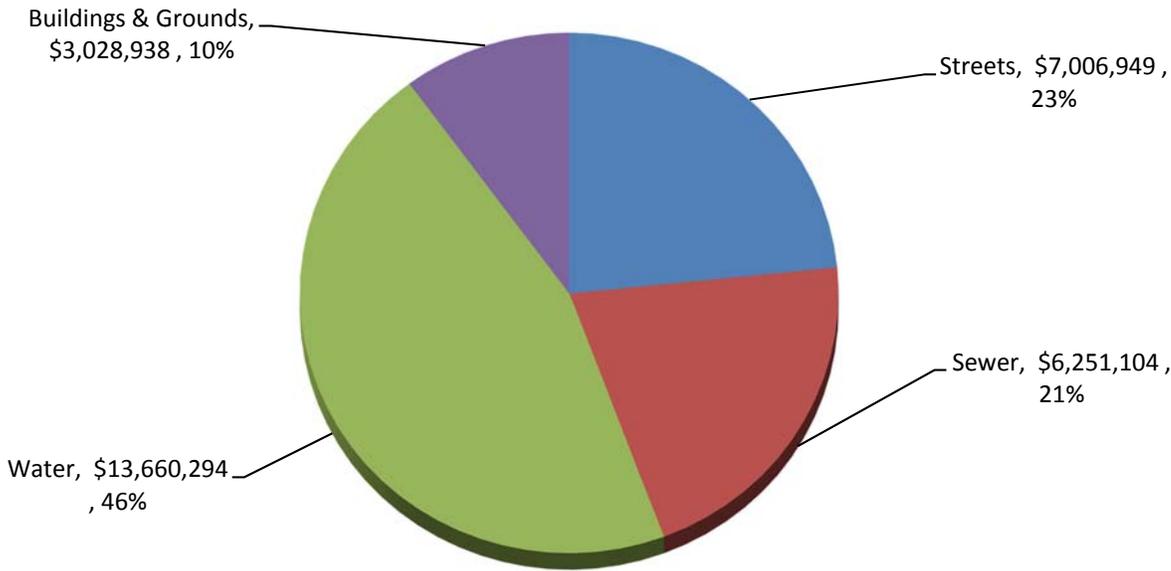
**Budget Summary:**

The total resources available to for capital improvements for 2016-2017 are:

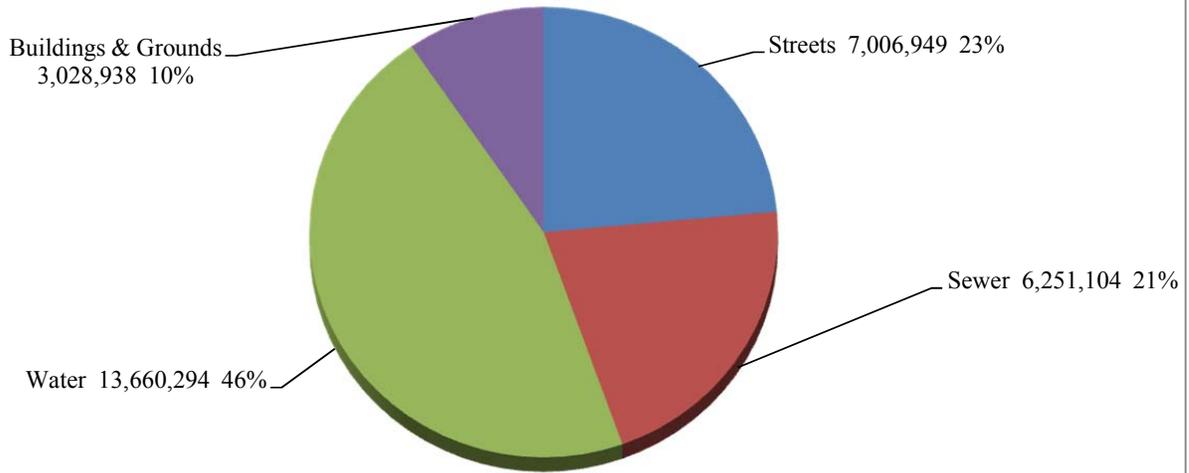
<b>Capital Improvement Program Summary</b>	
Street Projects	\$7,006,949
Sewer Projects	\$6,251,104
Water Projects	\$13,660,294
Building & Grounds Projects	\$2,846,646
<b>Total</b>	<b>\$29,764,993</b>

CIP projects are funded with bonds, grants, and dedicated revenue for capital improvements. No general fund or general purpose tax revenue is used to fund CIP projects.

**City of Santa Paula  
Capital Improvement Program 2016-2017  
Total \$29,764,993**



**City of Santa Paula  
Capital Improvement Program 2016-2017  
Total \$29,764,993**



**City of Santa Paula Capital Improvement Program - FY 2016-2017**

Fund Title	Fund	Revenue Source	Amount
Building & Grounds Projects	202	Harding Park Trust (Fund 202)	47,300
Storm water	205	NPDES Storm water Quality (Fund 205)	45,000
Water Projects	218	Water Distribution Facility (Fund 218)	399,331
Building & Grounds Projects	223	Public Meeting Facilities	77,991
Building & Grounds Projects	225	General Government Facilities (Fund 225)	127,000
Building & Grounds Projects	226	Parkland Facility (Fund 226)	829,961
Sewer Projects	227	Sewer Collection Fees (Fund 227)	1,951,770
Street Projects	280	(formally Fund 100)2010A Series Bond Proceeds (Fund 280)	2,415,827
Sewer Projects/B&G Projects	280	State Gas Tax (Fund 280)	960,197
Street Projects	281	Local TDA (Fund 281)	1,423,290
Building & Grounds Projects	307	Housing-Parks Program (Fund 307)	516,350
Street Projects	401	Federal STP (Fund 401)	200,000
Street Projects	406	Congestion Management Air Quality (Fund 406)	1,100,000
Building & Grounds Projects	4xx	Federal Grant (Fund 4xx)	118,000
Street Projects/B&G Projects	4xx	ATP Active Transportation Program (Fund 409)	1,596,312
Building & Grounds Projects	450	HUD-CDBG (Fund 450)	27,190
Sewer Projects	610	Sewer Enterprise Fees( Fund 610)	1,528,792
Sewer Projects	610	Sewer Bond Proceeds (Fund 610)	3,139,719
Water Projects	620	Water Enterprise Fees (Fund 620)	1,324,937
Water Projects	620	Water Bond Proceeds (Fund 620)	11,936,026
			29,764,993

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**STREET PROJECTS**

Proj#	Project Description	Fund	Funding Source	2016-2017 Total	
9273	10th Street Enhancement Project	4XX	ATP Active Transportation Program (State)	697,686	
			280	2010A Series Bond Proceeds	1,046,823
				Total	1,744,509
9285	Slurry Seal and Pavement Overlay Project	280	2010A Series Bond Proceeds	594,793	
			280	State Gas Tax	855,969
			281	Local Transportation TDA	145,730
			401	Federal STP	200,000
				Total	1,796,492
9294	Sidewalk Repair Program	281	Local Transportation TDA	914,312	
				Total	914,312
9295	Railroad Bicycle Trail Construction Phase II	406	Congestion Mitigation and Air Quality (CMAQ)	1,100,000	
			280	2010A Series Bond Proceeds	306,711
				Total	1,406,711
9296	Steckel Dr./Anacapa Terrace Street Paving	280	2010A Series Bond Proceeds	467,500	
				Total	467,500
9297	Lighted Crosswalk Project	281	Local Transportation TDA	363,248	
				Total	363,248
9298	Foothill/Hardison/Cameron Storm Drain Project	205	NPDES Storm Water Quality	45,000	
			227	Sewer Collection Facilities	217,677
				Total	262,677
TBD	Fourth Street Storm Drain Improvement Project	227	Sewer Collection Facilities	51,500	
				Total	51,500
<b>Total Street Projects</b>				<b>7,006,949</b>	
NPDES Storm Water Quality (Fund 205)				45,000	
Sewer Collection Facility (Fund 227)				269,177	
2010A Series Bond Proceeds (Fund 280)				2,415,827	
State Gas Tax (Fund 280)				855,969	
Local Transportation TDA (Fund 281)				1,423,290	
Federal STP (Fund 401)				200,000	
Congestion Management Air Quality (Fund 406)				1,100,000	
ATP Active Transportation Program - State (Fund 4XX)				697,686	
<b>Total Street Resources</b>				<b>7,006,949</b>	

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**SEWER PROJECTS**

Proj#	Project Description	Fund	Funding Source	2016-2017 Total	
9039	Water Recycling Facility Floodwall	610	Sewer Enterprise Fees	409,775	
				Total	409,775
9213	Manhole Rehab and Replacement Program	610	Sewer Bond Proceeds	676,009	
				Total	676,009
9214	Inflow Reduction Program	610	Sewer Bond Proceeds	201,663	
			610	Sewer Enterprise Fees	93,597
				Total	295,260
9215	Sewer Pipeline Rehabilitation Program	610	Sewer Bond Proceeds	2,262,047	
			610	Sewer Enterprise Fees (tentative)	648,670
				Total	2,910,717
9286	Harvard Boulevard Sewer Line Replacement Limoneira Funding	227	Sewer Collection Facility	1,682,593	
				Total	1,682,593
TBD	Water Recycling Facility Site Improvement Project	610	Sewer Enterprise Fees	276,750	
				Total	276,750
<b>Total Sewer Projects</b>				<b>6,251,104</b>	
Sewer Collection Facility (Fund 227)				1,682,593	
Sewer Enterprise Fees( Fund 610)				1,428,792	
Sewer Bond Proceeds (Fund 610)				3,139,719	
<b>Total Sewer Resources</b>				<b>6,251,104</b>	

City of Santa Paula Capital Improvement Program - FY 2016-2017

**WATER PROJECTS**

Proj#	Project Description	Fund	Funding Source	2016-2017 Total
9008	600 Zone Booster Pump Station Project	620	Water Bond Proceeds	3,288,389
	Continue		Total	3,288,389
9108	Water Main Replacement Project	620	Water Bond Proceeds	2,164,547
			Total	2,164,547
9234	Canyon Booster Pump Station	620	Water Enterprise Fees	127,050
			Total	127,050
9236	Cross Town Pipeline	620	Water Enterprise Fees	211,908
		620	Water Bond Proceeds	3,599,147
			Total	3,811,055
9267	Well Rehabilitation Program	620	Water Bond Proceeds	407,674
			Total	407,674
9271	Meter Replacement Program	620	Water Enterprise Fees	447,041
			Total	447,041
9299	Mesa Tank Rehabilitation/Replacement	620	Water Enterprise Fees	100,000
			Total	100,000
9300	SCADA Land Line to Radio Conversion	620	Water Enterprise Fees	144,345
			Total	144,345
9301	GIS/GPS Asset Management Program	620	Water Enterprise Fees	294,593
			Total	294,593
TBD	Harvard Boulevard Water Main Replacement Program	218	Water Distribution Facility	399,331
		620	Water Bond Proceeds	2,476,269
			Total	2,875,600
<b>Total Water Projects</b>				<b>13,660,294</b>
Water Distribution Facility (Fund 218)				399,331
Water Enterprise Fees (Fund 620)				1,324,937
Water Bond Proceeds (Fund 620)				11,936,026
<b>Total Water Resources</b>				<b>13,660,294</b>

City of Santa Paula Capital Improvement Program - FY 2016-2017

**BUILDINGS & GROUNDS PROJECTS**

Proj#	Project Description	Fund	Funding Source	2016-2017 Total
9224	Railroad Community Park (Railroad Station Platform Safety Barrier Improvement Project)	226	Parkland Facility	131,107
			Total	131,107
9289	Teague Park Master Plan II	226	Parkland Facility	49,564
			Federal Grant	118,000
			Total	167,564
9305	Building Roof Repair Program	100	General Fund*	143,780
			Total	143,780
9306	Playground Upgrades Various Parks	226	Parkland Facility	465,000
			Total	465,000
9308	Veterans Park Restroom Rehabilitation Project	226	Parkland Facility	133,178
			Community Development Block Grant	27,190
			Total	160,368
9310	Fagan Barranca Rehabilitation	4XX	Active Transportation Program (State)	898,626
			Total	898,626
9312	City Building/Flooring Rehabilitation	223	Public Meeting Facilities	47,991
		225	General Government Facilities	50,000
			Total	97,991
9313	Community Center Meeting Room	223	Public Meeting Facilities	30,000
			Total	30,000
9314	Corporation Yard Improvement Project	280	State Gas Tax	104,228
		610	Sewer Enterprise Fees	100,000
			Total	204,228
9315	Security Cameras for Park Facilities	226	Parkland Facilities	30,810
			Total	30,810
TBD	Police Department Roof Project	100	General Fund*	38,512
			Total	38,512
TBD	Hersel Hopkins Softball Field Game Scoreboard	202	Harding Park Trust Fund (Tentative)	47,300
			Total	47,300
TBD	Mill Park Restroom Rehabilitation Project	226	Parkland Facilities	20,302
		307	Housing-Parks Grants	281,636
			Total	301,938
TBD	Teague Park Restroom Rehabilitation Project	307	Housing-Parks Program	234,714
			Total	234,714
TBD	City Hall Data Room Power Systems Upgrade	225	General Government Facility	77,000
			Total	77,000
			<b>Total Building &amp; Grounds Projects</b>	<b>3,028,938</b>
			Harding Park Trust (Fund 202)	47,300
			Public Meeting Facilities (Fund 223)	77,991
			General Government Facilities (Fund 225)	127,000
			Parkland Facility (Fund 226)	829,961
			State Gas Tax (Fund 280)	104,228
			Housing-Parks Program(Fund 307)	516,350
			CDBG-HUD (Fund 450)	27,190
			Active Transportation Program-State (Fund 4XX)	898,626
			Federal Grant (Fund 4XX)	118,000
			Sewer Enterprise Fees (Fund 610)	100,000
			<b>Total Building &amp; Grounds Resources</b>	<b>2,846,646</b>
			General Fund (Fund 100)	\$182,292

Note\* Funding availability limited-TBD AS AVAILABLE

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**STREETS**

<b>CIP NUMBER:</b> 9273	<b>PROJECT TYPE</b> Streets
<b>PROJECT NAME:</b> 10th Street Enhancement Project	<b>DEPARTMENT</b> Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION:</b>	
This project is focused along 0.6 miles on Tenth Street (State Route 150) from State Route 126 to Ojai Road which would connect a 31-mile master planned Bicycle Trail from the City of Ventura to the City of Santa Clarita (Los Angeles County). This project would enhance this major transportation and pedestrian corridor with landscape and hardscape improvements including artistic elements, sidewalk and crosswalk safety improvements, and Class II Bikeways (Bike Lanes).	

MILESTONE	COST	EXPENDED-TO-DATE
Design		85,205
Right of Way		
Construction	1,867,790	38,076
<b>Total</b>	<b>1,867,790</b>	<b>123,281</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY15-16	FY 16-17	Project Total Cost
4XX	Active Transportation Program	\$ -	\$ -	\$ 697,686	\$ 697,686
409	TEA Trans Enhancement Act	\$ 52,003			\$ 52,003
280	2010A Series Bond Proceeds	\$ 21,719	\$ 15,230	\$ 1,046,823	\$ 1,083,772
281	Local Transportation TDA Bond Proceeds		\$ 34,329		\$ 34,329
	<b>Total</b>	<b>\$ 73,722</b>	<b>\$ 49,559</b>	<b>\$ 1,744,509</b>	<b>\$ 1,867,790</b>

<b>CIP NUMBER:</b> 9285	<b>PROJECT TYPE</b> Streets
<b>PROJECT NAME:</b> Slurry Seal and Pavement Overlay Project	<b>DEPARTMENT</b> Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION:</b>	
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. Rehabilitation prolongs the life of the pavement and is less expensive than reconstruction. Examples of rehabilitation include asphalt concrete overlay greater than 1" thick; removal and replacement of asphalt concrete surface course; crack, seat, and placement of portland cement concrete pavement; and removal and replacement of shoulders.	

MILESTONE	COST	EXPENDED-TO-DATE
Design	577,000	21,003
Right of Way		
Construction	1,354,054	113,559
<b>Total</b>	<b>1,931,054</b>	<b>134,562</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
280	2010A Series Bond Proceeds	44,197	41,455	594,793	680,445
280	State Gas Tax			855,969	855,969
229	Traffic Impact Fees		48,910		48,910
281	Local Transportation TDA			145,730	145,730
401	Federal STP			200,000	200,000
	<b>Total</b>	<b>44,197</b>	<b>90,365</b>	<b>1,796,492</b>	<b>1,931,054</b>

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**STREETS**

<b>CIP NUMBER:</b> 9294	<b>PROJECT TYPE</b> Streets
<b>PROJECT NAME:</b> Sidewalk Repair Program-Continue	<b>DEPARTMENT</b> Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION:</b> This program is routine maintenance of City sidewalks and curb ramps.	

MILESTONE	COST	EXPENDED-TO-DATE
Design		
Right of Way		
Construction	950,475	36,163
<b>Total</b>	<b>950,475</b>	<b>36,163</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
281	Local Transportation TDA	19,096	2,838	914,312	936,246
282	Local Trans TDA Art 3	8,253	5,976		14,229
	<b>Total</b>	<b>27,349</b>	<b>8,814</b>	<b>914,312</b>	<b>950,475</b>

<b>CIP NUMBER:</b> 9295	<b>PROJECT TYPE</b> Streets
<b>PROJECT NAME:</b> Railroad Bicycle Trail Construction Phase II	<b>DEPARTMENT</b> Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION:</b> This project would construct bike and pedestrian improvements at various locations along Main Street from Peck Road to Twelfth Street including a shade structure, railroad crossing panel installations at ten locations, and citrus tree plantings.	

MILESTONE	COST	EXPENDED-TO-DATE
Design	-	
Right of Way		
Construction	1,493,796	87,183
<b>Total</b>	<b>1,493,796</b>	<b>87,183</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
406	Congestion Mitigation and Air Quality Improvement (CMAQ) Program	-	-	1,100,000	1,100,000
280	2010A Series Bond Proceeds			306,711	306,711
281	Local Transportation TDA	2,831	84,254		87,085
	<b>Total</b>	<b>2,831</b>	<b>84,254</b>	<b>1,406,711</b>	<b>1,493,796</b>

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**STREETS**

CIP NUMBER: 9296	PROJECT TYPE Streets
PROJECT NAME: Steckel Dr./Anacapa Terrace Street Paving	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION:**

This project would resurface 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 part of the 4.0 MG Water Tank (Gooding Tank) Project.

MILESTONE	COST	EXPENDED-TO-DATE
Design	83,500	
Right of Way		
Construction	384,000	-
<b>Total</b>	<b>467,500</b>	<b>-</b>

**FUNDING**

Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
280	2010A Series Bond Proceeds	-	-	467,500	467,500
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>467,500</b>	<b>467,500</b>

CIP NUMBER: 9297	PROJECT TYPE Streets
PROJECT NAME: Lighted Crosswalk Project	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION:**

Existing in-ground roadway warning lights would be removed due to obsolete part materials. This program would remove in-ground roadway warning lights and replace with flashing warning beacons. Replacement is on an as-needed basis when in-ground roadway warning lights are no longer operable. This program would also paint crosswalk striping and upgrade curb ramps in accordance with the Americans with Disabilities Act (ADA).

MILESTONE	COST	EXPENDED-TO-DATE
Design	79,750	
Right of Way		
Construction	366,850	83,352
<b>Total</b>	<b>446,600</b>	<b>83,352</b>

**FUNDING**

Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
229	Traffic Impact Fee	10,049	204		10,253
281	Local Transportation TDA	11,085	62,014	363,248	436,347
	<b>Total</b>	<b>21,134</b>	<b>62,218</b>	<b>363,248</b>	<b>446,600</b>

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**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 would prepare a study of the area and design and construct the most feasible storm drain improvement.

MILESTONE	COST	EXPENDED-TO-DATE
Design	51,500	35,596
Right of Way		
Construction	247,180	407
Total	298,680	36,003

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
205	NPDES Storm Water Quality	9	89	45,000	45,098
206	Storm Water Program	151	28,431	-	28,582
227	Sewer Collection Facilities	7,323		217,677	225,000
	Total	7,483	28,520	262,677	298,680

CIP NUMBER: TBD	PROJECT TYPE: Streets
PROJECT NAME: Fourth Street Storm Drain Improvement Project	DEPARTMENT: Public Works

**PROJECT DESCRIPTION/JUSTIFICATION:**

The Storm Drain Master Plan identified a flooding problem at the intersection of Harvard Boulevard and Fourth Street. This project would eliminate the flooding problem at the intersection by improving the storm drain system from the drainage inlet at Fourth Street to the outfall at Santa Clara River.

MILESTONE	COST	EXPENDED-TO-DATE
Design	51,500	-
Right of Way	-	-
Construction	-	-
Total	51,500	-

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
227	Sewer Collection Facilities			51,500	51,500
	Total	-	-	51,500	51,500

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**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.

MILESTONE	COST	EXPENDED-TO-DATE
Design	73,348	
Right of Way		
Construction	337,402	975
<b>Total</b>	<b>410,750</b>	<b>975</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
610	Sewer Enterprise Fees	3,874	-	409,775	413,649
	<b>Total</b>	<b>3,874</b>	<b>-</b>	<b>409,775</b>	<b>413,649</b>

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

**PROJECT DESCRIPTION/JUSTIFICATION:**

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

MILESTONE	COST	EXPENDED-TO-DATE
Design	256,750	59,085
Right of Way		
Construction	1,181,050	702,706
<b>Total</b>	<b>1,437,800</b>	<b>761,791</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
610	Sewer Bond Proceeds	5,130	756,661	676,009	1,437,800
	<b>Total</b>	<b>5,130</b>	<b>756,661</b>	<b>676,009</b>	<b>1,437,800</b>

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**SEWER**

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

**PROJECT DESCRIPTION/JUSTIFICATION:**

This program is on-going spot repairs of sewer pipelines to eliminate inflow and infiltration into the wastewater system.

MILESTONE	COST	EXPENDED-TO-DATE
Design		
Right of Way		
Construction	295,260	-
<b>Total</b>	<b>295,260</b>	<b>-</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
610	Sewer Bond Proceeds	-	-	201,663	201,663
610	Sewer Enterprise Fees	-	-	93,597	93,597
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>295,260</b>	<b>295,260</b>

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 would remove existing pipes and replace with City standard polyvinyl chloride (PVC) pipes. The program would also include spot repairs of pipelines where complete replacement is not warranted. This funding is for the Citywide Street Improvement Project.

MILESTONE	COST	EXPENDED-TO-DATE
Design	172,280	99,924
Right of Way		
Construction	3,606,384	768,024
<b>Total</b>	<b>3,778,664</b>	<b>867,948</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
610	Sewer Enterprise Fees	-	-	648,670	648,670
610	Sewer Bond Proceeds	-	867,947	2,262,047	3,129,994
	<b>Total</b>	<b>-</b>	<b>867,947</b>	<b>2,910,717</b>	<b>3,778,664</b>

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**SEWER**

CIP NUMBER: 9286	PROJECT TYPE Sewer
PROJECT NAME: Harvard Boulevard Sewer Line Replacement	DEPARTMENT Public Works
<p>PROJECT DESCRIPTION/JUSTIFICATION:                  The Wastewater System Master Plan identified the sewer pipeline in Harvard Boulevard deficient in capacity and condition. This program would remove the existing sewer pipes and replace with City standard polyvinyl chloride (PVC) pipe. The sewer pipeline from Seventh Street to Tenth Street was completed in March 2016.</p> <p>This program may be combined with the Sewer Pipeline Rehabilitation Program. LAFCO funding proceeds from Limoneira Company may be applied.</p>	

Design	308,100	5,280
Right of Way		
Construction	1,417,260	37,487
Total	<u>1,725,360</u>	<u>42,767</u>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
	227 Sewer Collection Facilities	5,280	37,487	1,682,593	1,725,360
	Total	<u>5,280</u>	<u>37,487</u>	<u>1,682,593</u>	<u>1,725,360</u>

CIP NUMBER: TBD	PROJECT TYPE Sewer
PROJECT NAME: Water Recycling Facility Site Improvement Project	DEPARTMENT Public Works
<p>PROJECT DESCRIPTION/JUSTIFICATION:                  This project is for improvements of the site for the purpose of asset protection and risk management. Improvements include, but are not limited to, property fencing, roadway resurfacing, and groundwater monitoring well protection.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Design	-	-
Right of Way		
Construction	276,750	
Total	<u>276,750</u>	-

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
	610 Sewer Enterprise Fees	-	-	276,750	276,750
	Total	<u>-</u>	<u>-</u>	<u>276,750</u>	<u>276,750</u>

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**WATER**

CIP NUMBER: 9008	PROJECT TYPE Water
PROJECT NAME: 600 Zone Booster Pump Station Project	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION:**

This project would replace the existing 600 Zone Booster Pump Station. This facility would pump water from the 200 Zone into the 600 Zone. This project is also known as the "Terracina Pump Station Design" in the Potable Water System Master Plan.

MILESTONE	COST	EXPENDED-TO-DATE
Design	43,310	43,311
Right of Way		
Construction	3,478,200	146,500
Total	3,521,510	189,811

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
620	Water Enterprise Fees	-	-	-	-
620	Water Bond Proceeds	12,752	177,059	3,288,389	3,478,200
	Total	12,752	177,059	3,288,389	3,478,200

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 would remove existing pipes and replace with City standard polyvinyl chloride (PVC) pipes.

MILESTONE	COST	EXPENDED-TO-DATE
Design	513,000	39,477
Right of Way		
Construction	2,362,100	671,076
Total	2,875,100	710,553

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
620	Water Bond Proceeds	26,351	684,202	2,164,547	2,875,100
	Total	26,351	684,202	2,164,547	2,875,100

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**WATER**

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 would add another pump including minor piping modifications.

MILESTONE	COST	EXPENDED-TO-DATE
Planning/EIR/		
Design	127,050	-
Construction	-	-
<b>Total</b>	<b>127,050</b>	<b>-</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
620	Water Enterprise Fees	-	-	127,050	127,050
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>127,050</b>	<b>127,050</b>

CIP NUMBER: 9236	PROJECT TYPE Water
PROJECT NAME: Cross Town Pipeline	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION:**

The project involves construction of a new 8,065 linear feet, 20-inch diameter buried water pipeline composed of polyvinyl chloride (PVC) material which would connect the discharge pipeline from the Steckel Water Conditioning Facility at the Steckel Drive/Santa Barbara Street intersection to the Pleasant Street/Tenth Street intersection. The pipeline would start at Steckel Drive, extend east on Santa Barbara Street, across Fagan Barranca, then north on Seventh Street, then east on Pleasant Street, and finally to Tenth Street where it would connect to an existing 14-inch pipeline.

MILESTONE	COST	EXPENDED-TO-DATE
Design	683,316	13,445
Right of Way		
Construction	3,143,252	2,068
<b>Total</b>	<b>3,826,568</b>	<b>15,513</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
620	Water Enterprise Fees	264	15,249	211,908	227,421
620	Water Bond Proceeds	-	-	3,599,147	3,599,147
	<b>Total</b>	<b>264</b>	<b>15,249</b>	<b>3,811,055</b>	<b>\$ 3,826,568.00</b>

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**WATER**

CIP NUMBER: 9267	PROJECT TYPE Water
PROJECT NAME: Well Rehabilitation Program	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION:**

The Potable Water System Master Plan identified rehabilitation of the groundwater wells once every 5 years.

MILESTONE	COST	EXPENDED-TO-DATE
Design	77,025	
Right of Way	-	
Construction	354,315	23,666
Total	431,340	23,666

**FUNDING**

Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
620	Water Bond Proceeds	1,902	21,764	407,674	431,340
	Total	1,902	21,764	407,674	431,340

CIP NUMBER: 9271	PROJECT TYPE Water
PROJECT NAME: Meter Replacement Program	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION:**

This program is on-going replacement of manual meters with automated meters. Automated meters improve meter reading efficiency accuracy.

MILESTONE	COST	EXPENDED-TO-DATE
Design		
Right of Way		
Construction	612,436	165,395
Total	612,436	165,395

FUNDING	Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
	620	Water Enterprise Fees	-	165,395	447,041	612,436
		Total	-	165,395	447,041	612,436

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**WATER**

CIP NUMBER: 9299	PROJECT TYPE Water
PROJECT NAME: Mesa Tank Study	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION:**

This project would perform a fatal flaw analysis for Mesa Tank #1 and Mesa Tank #2 which evaluates the viability of an improvement or measure to prevent an event or condition that could cause an unanticipated problem. As part of a fatal flaw analysis, it is customary to determine the impact should an event occur that was not anticipated. Consideration can be given to factors such as permits and environmental issues, geologic conditions, reserves (quantity and quality), costs, equipment applications, and market conditions.

MILESTONE	COST	EXPENDED-TO-DATE
Design	100,000	-
Right of Way		
Construction		
<b>Total</b>	<b>100,000</b>	<b>-</b>

**FUNDING**

Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
620	Water Enterprise Fees	-	-	100,000	100,000
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>

CIP NUMBER: 9300	PROJECT TYPE Water
PROJECT NAME: SCADA Land Line to Radio Conversion	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION:**

This program would convert existing SCADA PLCs to Ethernet capability for integration with City private and secure network for communication with remote sites. This capability would add network security cameras at remote water tank sites. This would also give capability to add security cameras to other City locations such as street lights, intersections, parks, bike trail, etc.

MILESTONE	COST	EXPENDED-TO-DATE
Design		
Right of Way		
Construction	150,000	5,655
<b>Total</b>	<b>150,000</b>	<b>5,655</b>

**FUNDING**

Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
620	Water Enterprise Fees	2,025	3,630	144,345	150,000
	<b>Total</b>	<b>2,025</b>	<b>3,630</b>	<b>144,345</b>	<b>150,000</b>

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**WATER**

CIP NUMBER: 9301	PROJECT TYPE Water
PROJECT NAME: GIS/GPS Asset Management System	DEPARTMENT Public Works

**PROJECT DESCRIPTION/JUSTIFICATION:**

This is a purchase of a new geographic information system (GIS)/global positioning system (GPS)-based asset management system. The purpose of this system is for water infrastructure management including, but not limited to, water utility atlas mapping and maintenance recording among other utility infrastructure data.

MILESTONE	COST	EXPENDED-TO-DATE
Design		
Right of Way		
Construction	300,000	5,407
Total	<u>300,000</u>	<u>5,407</u>

**FUNDING**

Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
620	Water Enterprise Fees	5,407	-	294,593	300,000
	Total	<u>5,407</u>	<u>-</u>	<u>294,593</u>	<u>300,000</u>

CIP NUMBER: TBD	PROJECT TYPE: Water
PROJECT NAME: Harvard Boulevard Water Main Replacement Program	DEPARTMENT: Public Works

**PROJECT DESCRIPTION/JUSTIFICATION:**

The Potable Water System Master Plan identified the water mains in Harvard Boulevard deficient in capacity and condition. The program would remove the existing pipes and replace with City standard polyvinyl chloride (PVC) pipe. This program may be combined with the Water Main Replacement Program.

MILESTONE	COST	EXPENDED-TO-DATE
Design	513,500	-
Right of Way	-	-
Construction	2,362,100	-
Total	<u>2,875,600</u>	<u>-</u>

**FUNDING**

Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
218	Water Distribution Facility (TBD)			399,331	399,331
620	Water Bond Proceeds	-	-	2,476,269	2,476,269
	Total	<u>-</u>	<u>-</u>	<u>2,875,600</u>	<u>2,875,600</u>

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**BUILDINGS & GROUNDS**

CIP NUMBER: 9224	PROJECT TYPE: Buildings & Grounds
PROJECT NAME: Railroad Community Park (Railroad Station Platform Safety Barrier Improvement Project)	DEPARTMENT: Community Services

**PROJECT DESCRIPTION/JUSTIFICATION:**

The original 1887 Southern Pacific railroad station in Santa Paula is now the home of the Santa Paula Chamber of Commerce & Gift Store. The historic railroad station is located at the corner of Tenth Street (State Route 150) and Santa Barbara Street. It is still an active station but for tourist train rides. The existing platform safety barrier consists of wood posts and rails and metal balusters. However, the barrier's connections to the platform may not be structurally adequate. The general scope of work for the Project is to remove and replace the connections of the existing barrier and install additional barrier as needed to be consistent with the Southern California Regional Rail Authority (Metrolink) Engineering Standards and to conform to City, state, and federal requirements.

MILESTONE	COST	EXPENDED-TO-DATE
Design	23,412	-
Right of Way	-	-
Construction	107,695	-
Total	<u>131,107</u>	-

**FUNDING**

Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
	226 Parkland Facilities	-	-	131,107	131,107
	Total	-	-		131,107

CIP NUMBER: 9289	PROJECT TYPE: Building & Grounds
PROJECT NAME: Teague Park Master Plan II	DEPARTMENT: Building & Grounds

**PROJECT DESCRIPTION/JUSTIFICATION:**

Implementation of the Teague Park Master Plan Phase II would 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.

MILESTONE	COST	EXPENDED-TO-DATE
Design	68,809	19163
Right of Way		
Construction	118,000	82
Total	<u>186,809</u>	19,245

**FUNDING**

Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
	226 Parkland Facilities	15,982	3,263	49,564	68,809
	4XX Federal Grant	-	-	118,000	118,000
	Total	<u>15,982</u>	<u>3,263</u>	<u>167,564</u>	<u>186,809</u>

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**BUILDINGS & GROUNDS**

CIP NUMBER: 9305	PROJECT TYPE: Buildings & Grounds
PROJECT NAME Building Roof Repair Program	DEPARTMENT: Community Services

**PROJECT DESCRIPTION/JUSTIFICATION:**

**LIST OF BUILDINGS:**

1. City Hall Complex
2. Community Center – All Buildings
3. Community Development
4. Fire Stations
5. Museum

This program is routine maintenance of City building roof coverings.

MILESTONE	COST	EXPENDED-TO-DATE
Design	25,675	-
Right of Way	-	-
Construction	118,105	-
Total	<u>143,780</u>	<u>-</u>

**FUNDING**

Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
XX	TBD AS AVAILABLE		-	143,780	143,780
	Total	-	-	<u>143,780</u>	<u>143,780</u>

CIP NUMBER: 9306	PROJECT TYPE: Buildings & Grounds
PROJECT NAME Playground Upgrades Various Parks	DEPARTMENT: Community Services

**PROJECT DESCRIPTION/JUSTIFICATION:**

This program would upgrade the existing playground equipment at various parks in order to meet playground safety and Americans with Disabilities Act (ADA) Standards.

MILESTONE	COST	EXPENDED-TO-DATE
Design	128,375	11,804
Right of Way	-	-
Construction	593,383	239,723
Total	<u>721,758</u>	<u>251,527</u>

**FUNDING**

Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
	226 Parkland Facility (Insurance Claim)		181,000		181,000
	226 Parkland Facility	16,033	59,725	465,000	540,758
	Total	<u>16,033</u>	<u>240,725</u>	<u>465,000</u>	<u>721,758</u>

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**BUILDINGS & GROUNDS**

<b>CIP NUMBER:</b> 9308	<b>PROJECT TYPE</b>
<b>PROJECT NAME:</b> Veterans Park Restroom Rehabilitation Project	<b>DEPARTMENT</b> Building & Grounds

**PROJECT DESCRIPTION/JUSTIFICATION:**

This project would rehabilitate the existing public restroom including roof, exterior and interior paint, doors, floors, wall tiles, electrical, and plumbing.

MILESTONE	COST	EXPENDED-TO-DATE
Design	41,085	
Right of Way		
Construction	189,000	21,907
<b>Total</b>	<b>230,085</b>	<b>21,907</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
	226 Parkland Facility			133,178	133,178
	450 Community Development Block Grant	3,921	65,796	27,190	96,907
	<b>Total</b>	<b>3,921</b>	<b>65,796</b>	<b>160,368</b>	<b>230,085</b>

<b>CIP NUMBER:</b> 9310	<b>PROJECT TYPE</b>
<b>PROJECT NAME:</b> Fagan Barranca Rehabilitation	<b>DEPARTMENT</b> Building & Grounds

**PROJECT DESCRIPTION/JUSTIFICATION:**

This project would be an improvement of the Fagan Barranca Bike Trail from Santa Paula Street to Main Street. The project would install Class I Bikeways (Bike Paths) including signing and striping in conformance with the California Manual on Uniform Traffic Control Devices (California MUTCD). Improvements would also include removing existing undermined eucalyptus trees, re-grading pathway, and planting replacement trees within the bike trail limits.

MILESTONE	COST	EXPENDED-TO-DATE
Design	160,470	
Right of Way		
Construction	738,156	-
<b>Total</b>	<b>898,626</b>	<b>-</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
4XX	Active Transportation Program (State)	-	-	898,626	875,000
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>898,626</b>	<b>875,000</b>

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**BUILDINGS & GROUNDS**

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

MILESTONE	COST	EXPENDED-TO-DATE
Design		
Right of Way		
Construction	102,700	6,661
<b>Total</b>	<b>102,700</b>	<b>6,661</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
223	Public Meeting Facilities	4709	-	47,991	52,700
225	General Government Facilities	-	-	50,000	50,000
	<b>Total</b>	-	-	97,991	102,700

<b>CIP NUMBER:</b> 9313	<b>PROJECT TYPE</b>
<b>PROJECT NAME:</b> Community Center Meeting Room	<b>DEPARTMENT</b> Building & Grounds
<b>PROJECT DESCRIPTION/JUSTIFICATION:</b> This project would install new audio and visual equipment.	

MILESTONE	COST	EXPENDED-TO-DATE
Design		
Right of Way		
Construction	30,000	-
<b>Total</b>	<b>30,000</b>	-

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
223	Public Meeting Facilities	-	-	30,000	30,000
	<b>Total</b>	-	-	30,000	30,000

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**BUILDINGS & GROUNDS**

<b>CIP NUMBER:</b> 9314	<b>PROJECT TYPE</b>
<b>PROJECT NAME:</b> Corporation Yard Improvement Project	<b>DEPARTMENT</b> Building & Grounds

**PROJECT DESCRIPTION/JUSTIFICATION:**

The City currently operates a corporation yard located at 903 Corporation St. The corporation yard is situated on a 1.51 acre parcel which is zoned as Industrial. The corporation yard serves as a vehicle and equipment maintenance facility and a construction material and supply storage facility. The corporation yard also serves as an administrative office for City maintenance personnel. After the City self-evaluated the state of the existing corporation yard, the facility currently does not meet the needs for size, efficiency, and future expansion.

MILESTONE	COST	EXPENDED-TO-DATE
Design	205,400	
Right of Way		
Construction		1,172
<b>Total</b>	<b>205,400</b>	<b>1,172</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
225	General Government Facilities				
280	State Gas Tax		1,172	104,228	105,400
610	Sewer Enterprise Fees			100,000	100,000
620	Water Bond Proceeds				
	<b>Total</b>	<b>-</b>	<b>1,172</b>	<b>204,228</b>	<b>205,400</b>

<b>CIP NUMBER:</b> 9315	<b>PROJECT TYPE</b>
<b>PROJECT NAME:</b> Security Cameras for Park Facilities	<b>DEPARTMENT</b> Building & Grounds

**PROJECT DESCRIPTION/JUSTIFICATION:**

This program would install security cameras at various City park facilities.

MILESTONE	COST	EXPENDED-TO-DATE
Design		
Right of Way		
Equipment	199,292	168,482
<b>Total</b>	<b>199,292</b>	<b>168,482</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
200	Park & Recreation Facility	124,494			124,494
226	Parkland Facilities	31,138	12,850	30,810	74,798
	<b>Total</b>	<b>155,632</b>	<b>12,850</b>	<b>30,810</b>	<b>199,292</b>

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**BUILDINGS & GROUNDS**

CIP NUMBER: To Be Determined      PROJECT TYPE: Buildings & Grounds  
 PROJECT NAME Police Department Roof Project      DEPARTMENT: Community Services

PROJECT DESCRIPTION/JUSTIFICATION:  
 This project would remove and replace roof covering including sheathing and underlayment.

MILESTONE	COST	EXPENDED-TO-DATE
Design	38,512	-
Right of Way	-	-
Construction	-	-
Total	<u>38,512</u>	<u>-</u>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
100	General Fund-TBD DUE TO AVAILABILITY	-	-	38,512	38,512
Total		-	-	38,512	38,512

CIP NUMBER: To Be Determined      PROJECT TYPE: Buildings & Grounds  
 PROJECT NAME Hersel Hopkins Softball Field Game Scoreboard Installation      DEPARTMENT: Community Services

PROJECT DESCRIPTION/JUSTIFICATION:  
 This project would install an electronic game-field scoreboard at Hersel Hopkins Softball Field.

MILESTONE	COST	EXPENDED-TO-DATE
Design	2,500	-
Right of Way	-	-
Construction	44,800	-
Total	<u>47,300</u>	<u>-</u>

FUNDING					
Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
202	Harding Park Trust Fund	-	-	47,300	47,300
Total		-	-	47,300	47,300

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**BUILDINGS & GROUNDS**

CIP NUMBER: To Be Determined	PROJECT TYPE: Buildings & Grounds
PROJECT NAME: Mill Park Restroom Rehabilitation Project	DEPARTMENT: Community Services

PROJECT DESCRIPTION/JUSTIFICATION:  
This project would rehabilitate the existing public restroom.

MILESTONE	COST	EXPENDED-TO-DATE
Design	53,918	-
Right of Way	-	-
Construction	248,020	-
Total	<u>301,938</u>	-

FUNDING					
Fund	Fund Name	Prior Expens	FY 15-16	FY 16-17	Project Total Cost
226	Parkland Facilities	-	-	20,302	20,302
307	Department of Parks & Rec	-	-	281,636	281,636
Total		-	-	<u>301,938</u>	<u>301,938</u>

City of Santa Paula Capital Improvement Program - FY 2016-2017

**BUILDINGS & GROUNDS**

CIP NUMBER: To Be Determined	PROJECT TYPE: Buildings & Grounds
PROJECT NAME: Teague Park Restroom Rehabilitation Project	DEPARTMENT: Community Services

PROJECT DESCRIPTION/JUSTIFICATION:  
This project would rehabilitate the existing public restroom.

MILESTONE	COST	EXPENDED-TO-DATE
Design	41,913	-
Right of Way	-	-
Construction	192,801	-
Total	<u>234,714</u>	-

FUNDING					
Fund	Fund Name	Prior Expens	FY 15-16	FY 16-17	Project Total Cost
307	Department of Parks & Rec	-	-	234,714	234,714
Total		-	-	<u>234,714</u>	<u>234,714</u>

**City of Santa Paula Capital Improvement Program - FY 2016-2017**

**BUILDINGS & GROUNDS**

CIP NUMBER: To Be Determined PROJECT TYPE: Buildings & Grounds  
 PROJECT NAME: City Hall Data Room Power Systems Upgrade Project DEPARTMENT: Community Services

**PROJECT DESCRIPTION/JUSTIFICATION:**

Due to increased power load from additional servers and systems, the City Hall Data Room needs additional power, cooling, and backup generator to facilitate current loads and future expansion as needed. The project would include:

- New electrical Sub-Panel dedicated to the Data Room
- New receptacles to the server racks
- New Generator and Automatic Transfer Switch
- New Propane tank to fuel generator
- New Ductless Air Conditioning unit

MILESTONE	COST	EXPENDED-TO-DATE
Design	13,750	-
Right of Way	-	-
Construction	63,250	-
Total	<u>77,000</u>	<u>-</u>

**FUNDING**

Fund	Fund Name	Prior Expense	FY 15-16	FY 16-17	Project Total Cost
225	General Government Facilities	-	-	77,000	77,000
	Total	<u>-</u>	<u>-</u>	<u>77,000</u>	<u>77,000</u>

**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 Program** - 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.