
TABLE OF CONTENTS

ADOPTING RESOLUTION 6751

Budget Transmittal Letter	1
<u>General Information</u>	
City Information	5
City Miscellaneous Statistics	6
City Organizational Chart	7
Gann Limit	8
Fund Balances	11
Use of Reserves and One-Time Money	13
<u>Revenue</u>	
Revenue Graphs	15
Revenue Pie Chart	16
Revenue by Department	17
Revenue by Type	21
<u>Expenditures</u>	
General Fund Staffing Costs Graph	25
Citywide Summary	26
General Fund Summary	27
General Fund Summary by Department	28
General Fund Expenditure Summary	29
<u>Positions</u>	
Citywide Full-Time Position Count Graph	31
Position Control Listing	32
<u>GENERAL ADMINISTRATION</u>	
Administrative Narratives	35
Department Summary	43
City Council	44
City Clerk	45
City Attorney	46
City Manager's Office	47
Personnel	48
Risk Management	49
Information Technology	50
Mobile Home Rent Review	51
California Oil Museum of Santa Paula	52
<u>BUILDING & SAFETY DEPARTMENT</u>	
Building & Safety Narratives	53
Department Summary	59
Building	60
Housing Code Enforcement	61
CDBG	62
<u>COMMUNITY SERVICES DEPARTMENT</u>	
Community Services Narratives	65
Department Summary	75
Community Center	76
Recreation	77
Santa Paula Railroad Depot	78
Buildings & Grounds	79
Cable Television	81
Area Agency on Aging	83
CDBG Senior Center	84

TABLE OF CONTENTS

<u>FINANCIAL SERVICES DEPARTMENT</u>	
Financial Services Narratives	87
Department Summary	93
City Treasurer Program	94
Finance Operations	95
Customer Service	96
Vista Bus	97
Customer Service - Utilities	98
<u>FIRE DEPARTMENT</u>	
Fire Narratives	99
Department Summary	105
Administration & Prevention	106
Operations	107
Prevention - Homeland Security	108
Operations - Homeland Security	109
CDBG - Operations	110
<u>PLANNING DEPARTMENT</u>	
Planning Narratives	111
Department Summary	117
Planning	118
<u>POLICE DEPARTMENT</u>	
Police Narratives	119
Department Summary	131
Administration	132
Patrol	133
Investigations	134
Dispatch & Communications	135
Records Services	136
Custody & Jail	137
Animal Regulation	138
School Resource Officer	139
Graffiti Removal	140
SLESF - COPS (AB1913) Probation	141
Asset Forfeitures	142
COPS (COUNTY) Probation	143
SLESF (AB1913)	144
<u>PUBLIC WORKS DEPARTMENT</u>	
Public Works Narratives	149
Department Summary	177
General Engineering	178
Streets and Storm Drains Maintenance Program	179
Hillsborough Open Space District Maintenance Program	190
Refuse Enterprise Accounts	191
Wastewater Enterprise Accounts	194
Water Enterprise Accounts	198
Equipment Maintenance	202
<u>NON-DEPARTMENTAL</u>	
Department Summary	203
Expenditure Detail	204
<u>REDEVELOPMENT AGENCY</u>	
See RDA Table of Contents in RDA Section	
<u>CIP PROJECTS</u>	
Summary	21
Streets/Stormdrains	28
Sewer	32
Water Enterprise Accounts	37
Buildings and Grounds	40
<u>GLOSSARY OF BUDGET TERMS</u>	GL-1

RESOLUTION NO. 6751

A RESOLUTION ADOPTING THE 2011-2012 FINAL OPERATING BUDGET FOR THE CITY OF SANTA PAULA AND ADOPTING THE 2011-2012 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 2011-12;
- 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 conducted a public study session on June 6, 2011 and a public hearing on June 20, 2011;
- D. 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;
- E. 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
- F. The Planning Commission determined on January 26, 2010 and on March 22, 2011 that the projects included in the CIP are consistent with the City's General Plan;
- G. 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
- H. 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 2011-2012 at \$16,262,236.

SECTION 4: BUDGET APPROPRIATIONS. Based upon the Budget, the total General Fund operating budget is \$11,080,484. The City Manager, or designee, is authorized to implement the following appropriations for City Departments:

Fund	Department	Appropriation
100	Administration	\$ 1,812,203
100	Building & Safety	\$ 253,978
100	Community Services	\$ 735,690
100	Finance	\$ 356,577
100	Fire	\$ 2,019,656
100	Planning	\$ 511,848
100	Police	\$ 4,904,268
100	Public Works	\$ 205,264
100	Non-Department Expense	\$ 281,000
Total		\$ 11,080,484

SECTION 5: MISCELLANEOUS APPROPRIATIONS. The City Manager, or designee, is authorized to implement the following miscellaneous appropriations totaling: \$16,735,407.

Department	Appropriation
Administration	\$ 150,366
Building & Safety	\$ 198,952
Community Services	\$ 153,819
Finance	\$ 304,175
Fire	\$ 35,889
Planning	\$ -
Police	\$ 37,600
Public Works	\$ 15,854,606
Total	\$ 16,735,407

SECTION 6: CIP APPROPRIATIONS. Based upon the CIP, a total of \$23,222,135 is appropriated for capital improvement projects for Fiscal Year 2011-2012. The City Manager, or designee, is authorized to implement the CIP with the following funds and amounts

Fund	Project	Appropriation
100	General Fund	\$ 3,521,230
200	Park & Recreation Facility	\$ 121,000
202	Harding Park Improvements	\$ 600,000
218-229	Development Impact Fees	\$ 2,254,710
281	Local Transportation TDA	\$ 170,000
317	Traffic Congestion Mgmt. AB 2928	\$ 25,000
401	Federal STP	\$ 567,150
450	HUD-CDBG	\$ 230,000
610	Sewer	\$ 3,961,733
620	Water	\$ 11,771,312
Total		\$ 23,222,135

SECTION 7: OVERHEAD. The City Manager, or designee, is authorized to use the Cost Allocation Model prepared by Revenue & Cost Specialists, LLC using a 14.5% overhead rate.

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 2010-2011 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 2010-2011 into the applicable fund operating reserve on June 30, 2011.

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 the 20th Day of June, 2011.



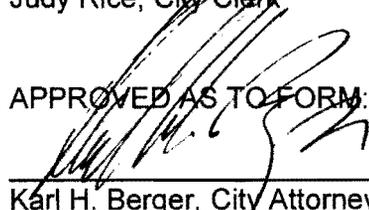
Fred W. Robinson, Mayor

ATTEST:



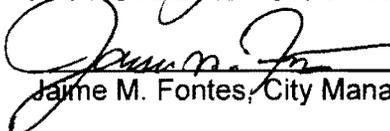
Judy Rice, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, City Attorney

APPROVED AS TO CONTENT:



Jaime M. Fontes, City Manager



RESOLUTION NO. 6752

A RESOLUTION ESTABLISHING PROCEDURAL REQUIREMENTS FOR PREPARATION OF THE ANNUAL CITY BUDGET.

BE IT RESOLVED by the Council of the City of Santa Paula as follows:

SECTION 1: The City Council finds as follows:

- A. The City's fiscal condition prompted the City Council to review the policies and procedures used to prepare the annual budget.
- B. As a result, the City Council believes it is in the public interest to adopt this Resolution to ensure that the public welfare is protected by securing the City's revenue; preserving contingency funds; and adjusting the City's fees and charges to avoid inflationary effects.

SECTION 2: Pursuant to Santa Paula Municipal Code ("SPMC") § 31.08(B)(8), the City Manager must submit a proposed budget for the next fiscal year to the City Council for approval on or before the first regular Council meeting in June of each year. All budgets must meet the requirements set forth in this Resolution and should be adopted by the City Council not later than June 30th each year.

SECTION 3: Structural Balance.

- A. The City must maintain a balanced budget. The total of proposed expenditures should not exceed the total of estimated revenues plus carried forward fund balance, exclusive of reserves, for any fund.
- B. The budget must clearly identify anticipated revenue for all funds for the upcoming fiscal year. Current revenue must be sufficient to support current expenditures (defined as "structural balance"). Estimates of current revenue cannot include beginning fund balances (whether General Fund, Revenue Funds, or other Specially Designated Funds).
- C. If projected revenue is insufficient to support projected funding requirements, the City Manager may recommend allocation of all or a portion of an unreserved fund balance if it appears that:
 - 1. The expenditure requiring the appropriation of additional revenues is not likely to be recurring;
 - 2. The revenue source leading to the development of the available revenues is likely to remain stable in future years;

3. The City Manager can otherwise establish an appropriate match of revenue/expenditures that will not lead to structural imbalance in future years.

SECTION 4: 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.

SECTION 5: Operating Carryover. Operating program appropriations not spent during the fiscal year will not automatically carry-over into the next fiscal year, and lapse at year-end. These unspent appropriations are subject to reappropriation into the subsequent fiscal year except for long-term projects in progress that are carried forward to the following year and reserved for encumbrances. This policy does not preclude the adoption by the City Council of an expenditure control program that may be designed as an incentive to encourage departments to achieve annual cost savings to fund large capital expenditures.

SECTION 6: One-Time Revenues. One-time revenues can only be used for one-time expenditures. Before allocating any one-time revenues, the City Manager, or designee, must determine that such revenues are not being used to subsidize an imbalance between operating revenues and expenditures. If the City Manager, or designee, determines that one-time revenues are needed to correct a structural imbalance, the City Manager must present the City Council with a financial forecast demonstrating that the operating deficit will not continue.

SECTION 7: Internal Service Funds. The City may establish and operate Internal Service Funds to report any services that are provided to other City departments for which the Cost Allocation Plan does not recoup that cost. Internal Service Funds should not be created unless it is clearly established that no other fund type is applicable. At the same time that it adopts the budget resolution, the City Council must approve a balanced financial plan for each Internal Service Fund, where estimated expenditures do not exceed estimated revenue.

SECTION 8: Maintenance. Equipment and buildings should be maintained at reasonable levels to avoid service disruptions, and to achieve maximum useful life, and to ensure safety of employees and the public. Maintenance and replacement funding must be allocated each year consistent with this policy.

SECTION 9: Level of Contingency Appropriations.

- A. A General Fund Contingency of 1% of total budgeted departmental expenditures must be budgeted annually. The Contingency Appropriation may be used to provide for unanticipated needs that arise during the year such as expenses associated with unforeseen natural disasters, unexpected liabilities created by federal or state legislation, new service needs that have been identified after the budget process, new public safety or health needs, revenue shortfalls, service enhancements, or opportunities to achieve cost savings.
- B. Funds may be allocated from the Contingency Fund only after an analysis is presented by the City Manager, or designee, to the City Council outlining the initial and recurring costs associated with the proposed expenditure. Funds must be allocated each year in the budget process to replace any use of the Contingency Fund during the preceding fiscal year and to maintain the balance of the Contingency Fund. The Contingency Fund must be exhausted before any utilization of the Undesignated Fund Balance.

SECTION 10: Revenue Studies and Cost Recovery.

- A. To ensure that the City recovers all costs associated with providing discretionary services, the City Manager must take appropriate action to commission a comprehensive fee study ("Study") every three years. Such Study must be presented to the City Council for consideration not later than the second regular City Council meeting in May. The first such Study must be provided not later than May 21, 2012. Nothing in this section is intended to limit the City Manager from providing the City Council with a Study at any time the City Manager finds it necessary to ensure full cost recovery; it is only intended to establish a regular schedule for such action.
- B. The Study identified by this Section must also include a proposed administrative overhead rate calculated using reasonably acceptable

accounting principals for municipal governments.

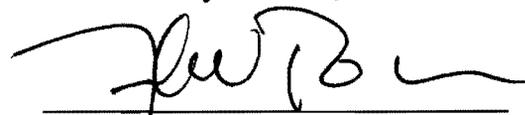
- C. Except as otherwise provided by City Council resolution, the City Council intends to recover 100% of all costs associated with providing services. Consequently, the annual budget resolution must include a mechanism that allows all fees charged by the City for services to be adjusted based upon appropriate objective criteria such as, without limitation, the consumer price index. For the fiscal year 2011-12 budget resolution, all current fees should be increased by approximately 5%, in accordance with applicable law, to reflect inflationary changes since the City's last fee study in 2007.
- D. As part of the City Manager's presentation of the budget, the City Manager must also provide a report to the City Council which outlines any changes to the City's ordinances, resolutions, or administrative policies and procedures that may be desirable to improve efficiency for cost recovery.

SECTION 11: This Resolution is exempt from review under the California Environmental Quality Act (Cal. Pub. Res. Code §§ 21000, *et seq.*; "CEQA") and CEQA regulations (Cal. Code Regs. tit. 14, §§ 15000, *et seq.*) because it establishes, modifies, structures, restructures, and approves rates and charges for meeting operating expenses; purchasing supplies, equipment, and materials; meeting financial requirements; and obtaining funds for capital projects needed to maintain service within existing service areas. This Resolution, therefore, is categorically exempt from further CEQA review under Cal. Code Regs. tit. 14, § 15273.

SECTION 12: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

SECTION 13: The City Clerk will certify to the passage and adoption of this Resolution; will enter the same in the book of original Resolutions of said City; and will make a minute of the passage and adoption thereof in the record of proceedings of the City Council of said City, in the minutes of the meeting at which the same is passed and adopted.

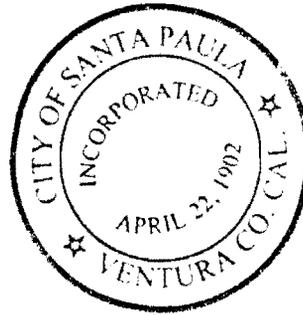
PASSED AND ADOPTED this 20th day of June, 2011.


Fred W. Robinson, Mayor

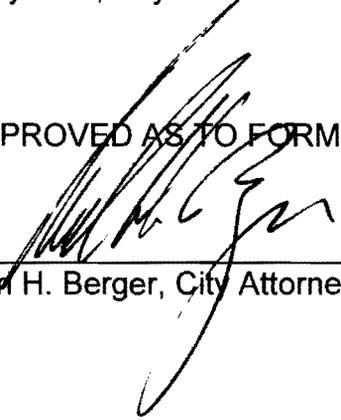
ATTEST:



Judy Rice, City Clerk



APPROVED AS TO FORM:



Karl H. Berger, City Attorney

RESOLUTION NO. 6753

A RESOLUTION ADOPTING AN ADMINISTRATIVE CODE TO ESTABLISH CITY OFFICES AND DEPARTMENTS; IDENTIFY DEPARTMENT DIRECTORS; AND IMPLEMENT DEPARTMENT RESPONSIBILITIES.

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

SECTION 1: PURPOSE. This Resolution adopts an Administrative Code for the City of Santa Paula which is intended to implement the following:

- A. Organization, conduct and operation of the offices and departments established by this Resolution and as authorized by the general laws of the State of California.
- B. Creation of additional departments, divisions, offices and agencies, and for their alteration, consolidation or abolition after recommendation by the City Manager.
- C. Assignment or reassignment of functions, duties, offices and agencies to other offices and departments, after recommendation by the City Manager.
- D. Policy statements of the Council concerning personnel administration, salary and wage administration, hours of work, conditions of employment, employee benefits, centralized purchasing and other administrative procedures.

SECTION 2: DEFINITIONS. As used in this Resolution, unless a different meaning is apparent from the context:

- A. "City" means the City of Santa Paula.
- B. "Code" means this Resolution, as it now exists or is amended, implementing an Administrative Code.

SECTION 3: CONSTRUCTION. The following rules apply in construing this Code:

- A. The masculine gender includes the feminine.
- B. The singular number includes the plural, and the plural the singular.
- C. The present tense includes the past and future tenses. The future tense includes the present.

- D. Any section or other headings contained in this Code does not in any manner affect the scope, meaning, or intent of the provisions of this Code.
- E. Whenever, by the provisions of this Code, a power is granted to or duty imposed upon, a particular City officer or employee, the power may be exercised or duty performed by a designee of the officer or employee, unless it is expressly provided otherwise.
- F. Whenever any reference is made to any provision of this Code, the Santa Paula Municipal Code or other City ordinances, or to any law of the State, the reference also applies to its amendments and additions.

SECTION 4: ADMINISTRATIVE REGULATIONS. Except as otherwise provided in this Code or the Santa Paula Municipal Code ("SPMC"), the City Manager is authorized to issue Administrative Regulations for the operation and administration of the City government and its offices, departments and agencies.

SECTION 5: OFFICE OF THE CITY MANAGER.

- A. **Organization.** The City Manager's office is created in accordance with Chapter 31 of the Santa Paula Municipal Code ("SPMC"). In addition to the duties, powers, and obligations set forth in the SPMC, the City Manager's office is responsible for providing General Administrative services to the City Council; the elected City Clerk's office; the City Attorney's office; Personnel/Employee Relations; Risk Management; Management Information Systems; Mobile Home Space Rent Stabilization; Economic Development; and support for the Santa Paula Redevelopment Agency.
- B. **Creation of Additional Departments, Divisions, Offices and Agencies.** The City Manager may find it desirable to create additional departments, divisions, offices and agencies or to consolidate, alter or abolish existing departments, divisions, offices and agencies. Upon the City Manager's recommendation, the City Council may effectuate such changes by resolution.

SECTION 6: OFFICE OF THE CITY ATTORNEY.

- A. **Organization.** The City Attorney's office is created pursuant to Government Code § 36505. In addition to the duties, powers, and obligations set forth in Government Code §§ 41801-41805 and the SPMC, the City Attorney provides the City, City Council, City Manager, and City Officials with legal services in conducting City

business. The City Attorney is appointed by the City Council.

- B. **Conduct and Operation.** The City Attorney supports the City by rendering legal advice and opinions, drafting and reviewing contracts, ordinances, resolutions, and other documents needed to accomplish the City's policies and goals. In addition, the City Attorney represents the City's legal interests before judicial and administrative agencies, and enforces the SPMC. The City Attorney, not the City Manager, is authorized to issue Administrative Regulations for the operation and administration of the City Attorney's office.

SECTION 7: BUILDING AND SAFETY DEPARTMENT.

- A. **Organization.** The Building and Safety Department is established and is organized into three functional program areas under the direction of the Building and Safety Director. These areas are the Building Division, the CDBG/Housing Rehab Division, and the Code Enforcement Division.
- B. **Conduct and Operation.** The Building and Safety Department provides minimum standards to safeguard public health and safety by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all structures within the City.

SECTION 8: COMMUNITY SERVICES DEPARTMENT.

- A. **Organization.** A Department of Community Services is established and is organized into six functional program areas, all of which are under the direction and administration of the Community Services Director. These six areas are Santa Paula Community Center; Santa Paula Train Depot, Recreation; Building and Grounds; Cable Television; and the California Oil Museum.
- B. **Conduct and Operation.** Under the direction of the Community Services Director, this Department is responsible for implementing and maintaining a comprehensive community service program that includes recreation activities and events; community recreation and long range park planning efforts; cultural programs and services; stewardship of the City's historic sites; overseeing and coordinating volunteerism efforts; overseeing commercial filming; and administering City funded social service programs, services and facilities. In addition, the Community Services department is responsible for maintaining parks, recreational facilities, and landscape areas.

SECTION 9: FINANCE DEPARTMENT.

- A. **Organization.** The Finance Department is established to support the Office of Finance Director (created by SPMC § 31.20) and elected City Treasurer. It is organized into three functional program areas, all of which are under the direction and administration of the Finance Director. These three areas are Customer Service; Finance; and Purchasing. Additionally, the Finance Department provides support to the Treasurer's office.
- B. **Conduct and Operation.** Under the direction of the Finance Director, the Department is responsible for the accounting, budgeting, treasury, revenue collection, communication services, and purchasing, functions of City government.
- C. **Establishment of Funds and Accounts.** The following funds are established for supervision by the Finance Department:
1. General Fund - The General Fund is established as a medium of control of and accounting for municipal activities other than activities authorized or contemplated by special funds or other governmental funds. All revenues and receipts which are not by law or otherwise pledged or encumbered for special purposes must be credited to the General Fund.
 2. Special Revenue Funds - Special Revenue Funds are established to account for revenues designated for particular purposes under the governmental funds group.
 3. Capital Projects Funds - Capital Projects Funds are established to account for all revenues designated for the acquisition of capital facilities except those facilities financed by special assessment.
 4. Debt Service Fund - A Debt Service Fund within the governmental fund group and in each proprietary fund, as appropriate, is established to service the revenue and expense accounts devoted to the payment of interest and principal on long-term revenues and general obligation debt other than that payable from special assessments.
 5. Trust Funds - Trust Funds are established to account for revenues held by the City as a trustee.

6. Internal Service Funds - Internal Service Funds may be established to provide services efficiently and economically to other funds or departments and is accounted for under proprietary fund rules.
 7. Special Assessment Funds - Special Assessment Funds are established to account for the construction of public improvements that are financed by special levies against properties adjudged to receive benefits different than those received by the city residents, and for the maintenance and upkeep of such assets.
 8. Enterprise Funds - Enterprise Funds are established as proprietary funds with full accrual accounting that specialize in providing for utility or other fee-supported services to the public. These funds include water and sewer.
 9. Petty Cash Account - A Petty Cash Account is established as an interest cash account in an amount to be fixed by finance departmental policy. These funds are set aside for the purpose of making change or paying small obligations for which the issuance of a formal voucher and check could be too expensive and time consuming. The annual audit of City funds provides for a review of these disbursements.
 10. Groups of Accounts - The City may employ self-balancing groups of accounts. These groups are general fixed assets group and general long-term debt group for governmental funds.
- D. **Procedures, Accounts and Controls.** Subject to written approval of the City Manager, the Department can issue, establish and maintain a system of financial procedures, accounts, and controls for City government and each of its offices, departments, and agencies following generally accepted governmental accounting procedures for cities of comparable size. A procedure, account, or control may be changed in the same manner as other Finance Department policies.

SECTION 10: FIRE DEPARTMENT.

- A. **Organization.** In accordance with SPMC § 32.01, the Fire Department is established and organized into five functional program areas under the direction and administration of the Fire Chief. These areas are as follows:

1. Fire Suppression;
2. Fire Prevention;
3. Building Division;
4. CDBG/Housing Rehab Division; and
5. Code Enforcement Division.

B. **Conduct and Operation.** Under the direction of the Fire Chief, the Department operates to protect public health and safety by preventing and suppressing fires within the City's jurisdiction and providing first response emergency services. In addition, the Department provides minimum standards to safeguard public health and safety by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all structures within the City.

SECTION 11: **PLANNING DEPARTMENT.**

A. **Organization.** The Planning Department is established in accordance with SPMC § 32.70 and is responsible for implementing the functions of the Planning Agency set forth in SPMC § 32.71.

B. **Conduct and Operation.** Under the direction of the Planning Director, the department is responsible for administering all functions and duties of the Planning Agency including, without limitation, providing support to the Planning Commission and City Council for matters related to overseeing and implementing Title 16 of the SPMC.

SECTION 12: **POLICE DEPARTMENT.**

A. **Organization.** The Police Department is established and is organized into four functional program areas, all of which are under the direction and administration of the Chief of Police. These four areas are Patrol, Communications, Community Services, and Investigations.

B. **Conduct and Operation.** Under the direction of the Police Chief, the department carries out a public safety program for the protection of life and property from the effects of criminality, civil disturbance, and traffic accidents. The department also has

responsibility for the supervision and control of the school crossing guard program. Operates the 911 system for Police, Fire and Emergency Medical Services.

SECTION 13: PUBLIC WORKS DEPARTMENT.

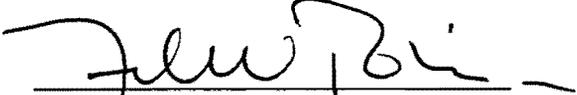
- A. **Organization.** A Public Works Department is established and is organized into two functional program areas, all of which are under the direction and administration of the Public Works Director. These three areas are Maintenance, Engineering, and Utilities. The Superintendent of Streets office established by SPMC §§ 31.30 to 31.32 is included in the Public Works Departments' Maintenance Division.
- B. **Conduct and Operation.** Under the direction of the Public Works Director, the department is charged with acquiring, maintaining, and improving City median strips and street trees; maintaining, repairing, and cleaning public streets and alleys; installing, repairing, and replacing public street signs, guardrails, barricades, storm drains and catch basins; maintaining traffic signals; maintaining equipment and public buildings; providing for production, treatment, transmission, and distribution of water to meet City needs; providing for the collection and treatment of wastewater; and administering source reduction programs.

SECTION 14: This Resolution amends in their entirety Resolution Nos. 6422 (adopted August 6, 2007), 6558 (adopted February 17, 2009) and 6734 (adopted April 18, 2011). If this entire Resolution or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of these previous Resolutions or other city regulation by this Resolution will be rendered void and cause such previous Resolution, regulation, or other the city policy to remain in full force and effect for all purposes.

SECTION 15: If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

SECTION 16: This Resolution will take effect on July 1, 2011.

PASSED AND ADOPTED this 20TH day of June, 2011.

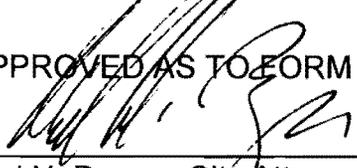

Fred W. Robinson, Mayor

ATTEST:



Judy Rice, City Clerk

APPROVED AS TO FORM



Karl H. Berger, City Attorney

APPROVED AS TO CONTENT



Jaime M. Fontes, City Manager



MEMORANDUM

To: Honorable Mayor and Members of the City Council
Honorable Chairperson and Directors of the Redevelopment Board of Directors

From: Jaime Fontes, City Manager/Executive Director

Subject: Fiscal Year 2011-12 Proposed Budget

Date: June 14, 2011

Recommendation: It is recommended that the City Council and Redevelopment Board of Directors (collectively, the City Council) (1) adopt Resolution No. 6751 and RDA Resolution No. 2011-03 which approve the proposed City and RDA FY 2011-12 Annual Operating and Capital Improvement Budgets; and (2) take such additional, related, action that may be desirable.

General Discussion: Transmitted for your consideration are the final proposed operating and capital budgets for fiscal year 2011-12. These were revised and updated from those presented on June 1, 2011. The final proposed budget document contains all City programs, capital improvement projects and services that will be provided to the Santa Paula community during the next fiscal year.

Staff is presenting to the City Council a proposed General Fund Budget that reflects a slight decrease in the current levels of services as a result of the salary and benefit decreases that were developed as an overall strategy to balance the budget. The budget presented also includes adjustments for the additional items approved by City Council during the past few months. It anticipates some increased fee recovery for fees which will be scheduled for revision at the Council's first meeting in August.

The proposed fiscal year 2011-12 citywide budget for all funds is a balanced budget with expenditures of \$27,815,891 and revenues of \$32,259,583. 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. One-time resources of \$575,000 in the General Fund were allocated to one-time severance expenses, capital expenses including new computer equipment and software, and to establish a contingency of \$115,000. Excess revenues in special funds are reserved as required by the special funds for future use. In the Enterprise Funds, resources are set aside for future capital investments.

The proposed 2011-12 fiscal year General Fund Operating Budget is a balanced budget with expenditures of \$11,080,484 being financed with total resources of \$11,646,971, including \$575,000 of one-time funds. This provides for a contingency of \$115,000 or 1% of operating expenses as recommended by the Council. This was placed in the Non-Department Expense budget unit and will be available for emergencies not anticipated in the budget. As part of the midyear cut-backs it was projected that approximately \$550,000 in surplus resources would be available in 2011-12 for use in future years. As the budget has been developed, approximately \$566,487 is now the amount of surplus available for future years.

This will be set aside in Reserves of Fund Balance (see 4/28/2011 Draft Budget Update attachment).

To balance the General Fund budget the following actions were taken:

- Reduction of overall salary and benefits equal to 5 percent, and voluntary separation of three city employees as well as the reduction of six vacant positions created an estimated cost reduction of \$933,621;
- Projected revenue in the General Fund from new fees is estimated at \$21,000;
- Privatization of refuse collection created total benefits of \$980,000 for the General Fund for 2011-2012. These included the following items:
 - Stranded costs: \$475,000
 - Sale of Equipment: \$100,000
 - Franchise Fees: \$315,000
 - Rental of South Palm Yard: \$90,000

The one-time funds from the stranded costs and the sale of equipment are recommended to be allocated to employee severance, and contribute to additional contingency and reserves.

Total General Fund salaries, allowances and benefits proposed for 2011-12 include \$8,458,847 in the General Fund and \$2,031,605 in all other city funds. These estimates were revised downward from the proposed budget of June 6, 2011 as the full impacts of the 5% staffing concessions were applied. The General Fund decrease in staffing costs is anticipated to be \$584,563 from last year's budget and 10% below estimated year end totals for 2010-11. Overall staffing costs was reduced \$3,008,233 since the end of 2008-09. That is a 22% reduction. This is despite increases in retirement and health insurance costs.

In all other funds staffing costs were reduced from \$2,560,993 to \$2,031,650 or 21%. A significant portion of this \$529,343 decrease is due to the transfer of refuse collection to a private vendor.

The following changes in positions are recommended for 2012. In Building and Safety, the current Building Inspector II is to be promoted to Senior Building Inspector. In Finance, two part-time cashiers will be converted back to one full-time position and a part-time Accountant is recommended to assist in the collection of cost reimbursements, charges for services, as well as, grant administration. This position should be cost neutral as it will prevent further losses in revenues from poor collections. Even with these small changes, full-time funded positions citywide will be reduced from 114 to 100. This is a 33 percent reduction in staff when compared to 2009 levels.

Since the City now received the State Gas Tax funding of approximately \$ 590,000, there are sufficient resources that the street maintenance division staff of two is recommended to be reassigned to the Street Maintenance Fund instead the General Fund. This will provide minimal street maintenance program at no additional cost to the General Fund, until the State changes its mind on gas taxes again.

Proposed Staffing Levels

Actual 2009	Actual 2010	Budgeted 2011	Proposed 2012
149	131	114	97

A significant increase from \$6.6 million to \$7.8 million occurred in general purpose taxes since final figures were available for 2009-10 and the time the 2010-11 budget was prepared. Recent changes were also not available at the time the mid-year budget revise was presented to Council. These changes are highlighted below and include: increases in sales taxes of \$208,533, property related taxes of \$672,425; with the secured taxes increasing \$536,439 and the unsecured roll increasing \$168,096. Franchise taxes have increased \$314,466 due to the privatization of refuse hauling.

General Tax Revenues	2009-10	2010-11	2011-12
Sales Taxes	1,185,467	1,385,230	1,394,000
Property Taxes	4,821,375	5,411,430	5,455,800
Franchise Fee Tax	417,573	758,739	758,719
Other Taxes	242,408	209,122	209,477
Total	\$6,666,823	\$7,764,521	\$7,817,996

In the case of the property and sales taxes, these figures were provided by the City’s tax consultants. We believe they need further research to determine their sustainability in this economic environment.

Transfers from other funds have increased \$178,757 from 2010 while investment returns from leased properties are anticipated to increase approximately \$50,000 with new leases of Public Works properties. Charges for Services and Other Revenues will be \$65,000 below their previous levels. One-time reimbursements revenues in Planning are anticipated with the implementation of East Area 1.

Continuing State Budget Crisis

The State of California continues to be incapable of resolving its structural budget imbalance. Most recently, reports indicate that the State budget will benefit from unanticipated income tax returns of \$6.6 million which reflect a bit of improvement in the state employment situation. Even with this optimistic estimate, which may not be sustainable, the State is facing a \$9.6 billion dollar deficit with little agreement as to how the problem will be solved. After the overall economy, the State’s unresolved fiscal crisis will remain the greatest threat to Santa Paula’s fiscal stability.

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, rates will have to be maintained to fund deferred maintenance projects and increased commitments for capital improvements. As the systems age there are substantial repairs and replacement projects that have to be undertaken.

Capital Improvement Plan (CIP)

The Capital Improvement Projects funded for 2011-12 are summarized in the following attachment. The summary review provides a brief overview of appropriations needed for this fiscal year. In total there are seven street projects, ten sewer projects, six water projects and six facility projects totaling \$23,222,135.

Capital Improvement Plan Summary	
Street Projects	\$4,131,052
Sewer Projects	\$5,161,733
Water Projects	\$11,721,312
Building & Grounds Projects	\$2,208,038
Total	\$23,222,135

RDA

The fiscal condition and the future of RDA's is still in question. Total appropriation for the combined RDA activities is \$2,800,950; of that \$2,528,550 is dedicated to debt services.

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 1.71% and a cost-of-living adjustment factor of 1.0251%, the 2010-11 limit is increased from \$16,149,192 to \$16,262,236 for 2011-12. This is a 7/10 of 1 percent increase.

Acknowledgement

This document represents an extraordinary joint effort from staff, employees and Council to eliminate the previously existing budget deficit. Despite our financial constraints the proposed budget reflects the best, proven financial practices. This approach reflects the City's continued commitment for future fiscal responsibility and is in keeping with stated City Council policy and the fiscal realities, as we understand them. Although the City's fiscal condition proved to be difficult during the past year, it also served as evidence of the Council's and employees' commitment to move the City forward into the future.

The proposed budget has been developed and assembled by the City's budget team under the direction of Ms. Sandra Easley, Interim Finance Director, Ms. Elizabeth Amador, Assistant to the City Manager, Ms. Jennifer Rios, 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.

City Information

The City of Santa Paula, California is located 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 geographical 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 referred to as the "Citrus Capital of the World."

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

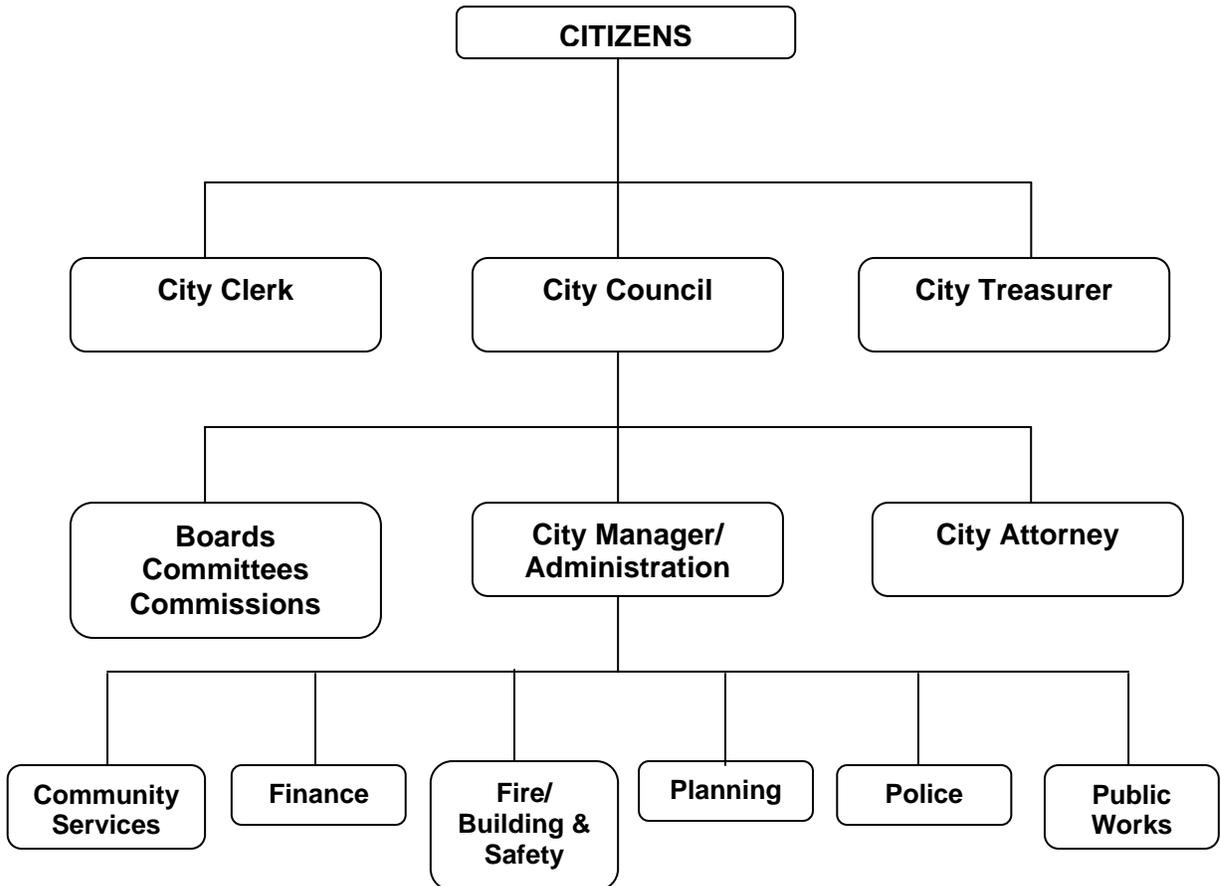
The City of Santa Paula was incorporated on April 22, 1902 as a general law city. The City Council is made up of five members, elected at-large, serving four year terms. The Mayor is selected for a one-year term from among the members of the City Council. City Council, in separate session, also serves as the governing board of the Santa Paula Redevelopment Agency and Santa Paula 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 4.6 square miles and has a population of 29,531, as of January 1, 2011, based on estimates from the State of California. The City of Santa Paula delivers municipal services through six departments: Administration (City Council, City Manager, City Attorney, City Clerk, Personnel, Risk Management, Economic Development, Housing, California Oil Museum, Tourism), Community Services (Recreation, Senior Services, Cable Television, Buildings & Grounds Maintenance), Finance (City Treasurer, Utility Billing and Payments, Accounting, Payroll, Purchasing), Fire (Fire Emergency Services, Building-Code Enforcement), Police, Public Works (Streets, Water, Wastewater). 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.

City Information

Date of Incorporation	April 22, 1902
Population	29,531
Form of Government	Council-City Manager
Type of Government	General Law
Area	4.6 Square Miles
Elevation	274 Feet
Miles of Streets	58 Miles
Number of Street Lights	1,457
Building Permits Issued	903
Employees	118 (FTE)
Parks	10 (33.65 Acres)
Fire stations	2
Libraries	1
Museums	4
Schools	11
Urgent Care Facilities	1
Airport	1
Transit Service Provider	VISTA

City of Santa Paula Organizational Chart





EDMUND G. BROWN JR. - GOVERNOR

915 L STREET ■ SACRAMENTO CA ■ 95814-3706 ■ WWW.DOF.CA.GOV

May 2011

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2011, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2011-2012. Enclosure I 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 2011-2012 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county's and incorporated area's summed population percentage changes. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code, Section 2228 for further information regarding the appropriation limit. You can access the Code from the following website: "<http://www.leginfo.ca.gov/calaw.html>" check box: "Revenue and Taxation Code" and enter 2228 for the search term to learn more about the various population change factors available to special districts to calculate their appropriations limit. Article XIII B, Section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. Consult the following website: "http://www.leginfo.ca.gov/const/article_13B" for additional information. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No State agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. The Federal 2010 Census population counts for cities and counties have been certified to the State Controller's Office. 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, 2011.**

Please Note: The population estimates provided in this report incorporate 2010 Census numbers as benchmarks. Therefore, the population estimates for 2010 and 2011 published in this report for your jurisdiction may be noticeably different from the previous year estimates.

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

- 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 2011-2012 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2011-2012	2.51

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2011-2012 appropriation limit.

2011-2012:

Per Capita Cost of Living Change = 2.51 percent
 Population Change = 0.77 percent

Per Capita Cost of Living converted to a ratio: $\frac{2.51 + 100}{100} = 1.0251$

Population converted to a ratio: $\frac{0.77 + 100}{100} = 1.0077$

Calculation of factor for FY 2011-2012: $1.0251 \times 1.0077 = 1.0330$

City of Santa Paula Calculations:

$\frac{2.51 + 100}{100} = 1.0251$

$\frac{1.72 - 100}{100} = .9828$ $1.0251 \times .9828 = \underline{\underline{1.007}}$

Enclosure II
Annual Percent Change in Population Minus Exclusions
January 1, 2010 to January 1, 2011 and Total Population, January 1, 2011

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2010-2011	1-1-10	1-1-11	1-1-2011
Ventura				
Camarillo	0.97	65,199	65,830	65,830
Fillmore	1.46	14,902	15,120	15,120
Moorpark	0.93	34,389	34,710	34,710
Ojai	0.67	7,461	7,511	7,511
Oxnard	0.92	197,901	199,722	199,722
Port Hueneme	3.93	18,725	19,461	21,477
San Buenaventura	0.64	106,408	107,084	107,124
<u>Santa Paula</u>	<u>0.74</u>	<u>29,314</u>	<u>29,531</u>	<u>29,531</u>
Simi Valley	0.63	124,238	125,026	125,026
Thousand Oaks	0.71	126,655	127,557	127,557
Unincorporated	0.47	91,989	92,424	94,775
County Total	0.83	817,181	823,976	828,383

City of Santa Paula Calculations:

Population = 29,531
 Growth = (1.72) pct.
 Prior year limit = \$16,149,192
 Per Capita COL = 1.0251
 $1.0251 \times .9828 = 1.007$
 $\$16,149,192 \times 1.007 = \underline{\underline{\$16,262,236}}$

City of Santa Paula
Estimated Fund Balances - June 30, 2011

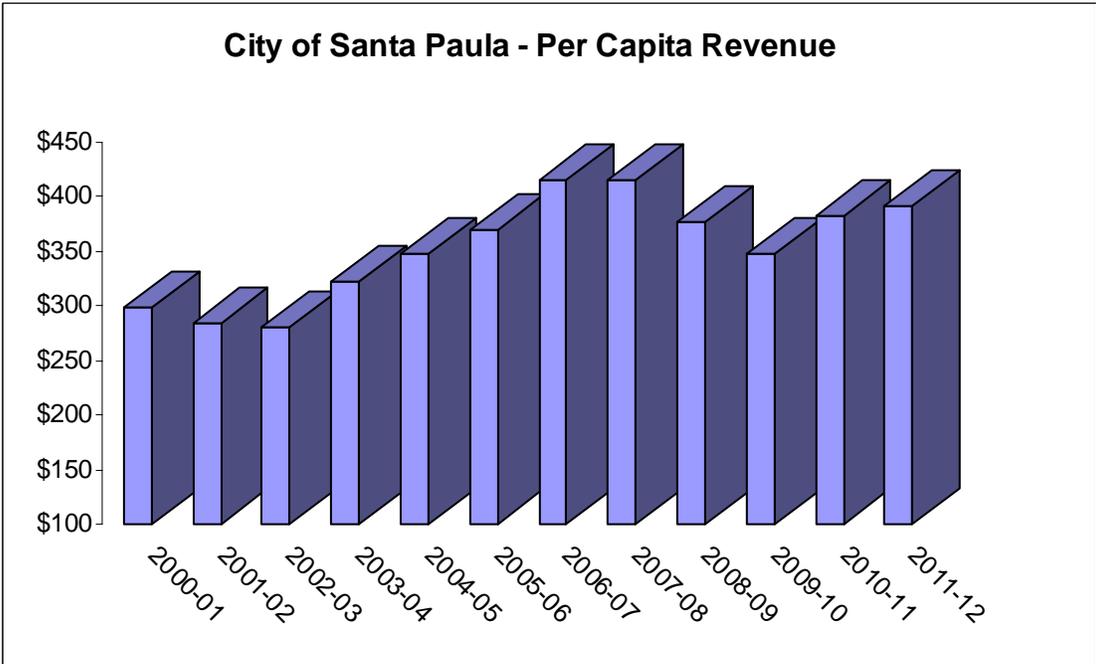
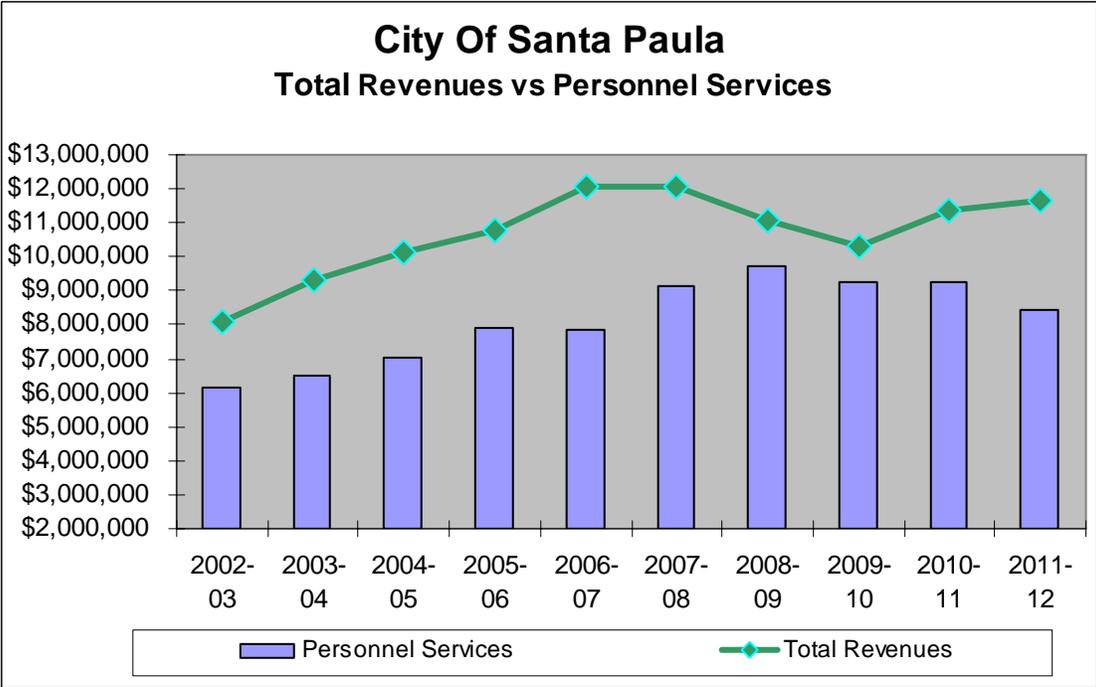
	FY 2009/10 ENDING BAL.	Revenue F/Y 10/11 Est Yr End	Expenditure F/Y 10/11 Est Yr End	F/Y 10/11 Projected Balance	Revenue F/Y 11/12 Proposed	Expenditures F/Y 11/12 Proposed	F/Y 11/12 Projected Balance
GENERAL FUND	1,255,236	11,376,002	11,474,297	1,156,941	11,646,971	11,080,484	1,723,428
SPECIAL FUNDS							
General Fund FEMA Program	8	-	-	8	-	-	8
Cable Television	(8,580)	35,083	13,759	12,744	25,000	25,000	12,744
General Fund HUD I	68,900	364	-	69,264	350	-	69,614
General Recreation Program	110,775	97,806	86,208	122,373	86,985	93,000	116,358
Parks & Recreation Facilitiy	125,644	617	-	126,261	600	-	126,861
Mobile Home Rent Review	(149,943)	13,133	3,254	(140,064)	8,500	4,958	(136,522)
Asset Forfeiture	16,471	571	8,952	8,090	570	-	8,660
CA Oil Museum	1,222	92,570	137,296	(43,504)	151,100	145,408	(37,812)
NPDES Stormwater Quality	120,307	35,443	43,472	112,278	35,440	15,979	131,739
Stormwater Program	7,827	64,065	33,279	38,613	65,207	69,205	34,615
State Gas Tax	(33,660)	639,619	233,125	372,834	639,301	412,317	599,818
Local Transportation TDA	7,514	509,743	20,236	497,021	509,736	387,691	619,066
Local Trans TDA Art 3	-	416	-	416	916	-	1,332
Proposition 1B	486	-	-	486	-	-	486
Beverage Contrainer Recycling	26,565	12,459	2,616	36,408	12,125	1,116	47,417
SLESF - COPS (AB1913)	117,966	100,601	84,156	134,411	100,600	33,600	201,411
CA Used Oil Block Grant	10,869	10,371	6,112	15,128	10,060	8,104	17,084
St. Homeland Security Grant	(481)	5,551	5,551	(481)	9,000	14,639	(6,120)
Office of Traffic Safety (OTS)	57	6,627	6,684	-	-	-	0
Safe Routes to School	-	399,000	399,000	-	-	-	0
Traffic Cong Mgmt AB 2928	279,036	4,403	203,798	79,641	360	-	80,001
Calhome Grant-Dept of HCD	8,312	-	-	8,312	-	-	8,312
Federal STP	(13,697)	257,854	244,157	-	356,000	-	356,000
FEMA (Seismic Retro) Grant	(11)	-	-	(11)	-	-	(11)
BJA Vest Grant	-	2,571	2,571	-	-	-	0
AAA (Area Agcy on Aging)	5,011	20,460	20,853	4,618	30,000	27,701	6,917
(CMAQ) Cong Mgmt/Air Quality	(25,538)	3,280,657	3,255,119	-	-	-	0
JAG (Justice Asistance)	(429)	10,251	9,822	-	-	-	0
TEA Trans Enhancement Act	-	479,000	479,000	-	-	-	0
Weed & Seed Grant	(3,296)	17,227	14,218	(287)	-	4,000	(4,287)
EPA Grant	5,021	7	-	5,028	-	-	5,028
HUD-CDBG	21,517	273,997	326,985	(31,471)	520,877	228,320	261,085
Hillsborough Open Space	(6,497)	8,131	8,977	(7,343)	10,669	7,220	(3,894)
Corp Yard Facilities Fund	(1,834)	520	140	(1,454)	520	-	(934)
Geologic Hazard Abate Dist	105,333	106,577	-	211,910	106,780	-	318,690
Equipment Maintenance	(1,106)	282,474	339,221	(57,852)	441,010	385,182	(2,024)
Total Special Funds	793,770	6,768,166	5,988,561	1,573,375	3,121,706	1,863,440	2,831,641
ENTERPRISE FUNDS							
Refuse	1,368,178	1,917,664	2,058,823	1,227,018	3,500	-	1,230,518
Sewer	7,950,304	8,144,228	7,551,042	8,543,489	9,908,450	7,904,227	10,547,712
Water	8,402,156	5,833,322	8,181,545	6,053,934	7,267,076	6,967,740	6,353,270
Water In-Lieu	172,210	345,399	-	517,609	42,230	-	559,839
Total Enterprise Funds	17,892,848	16,240,613	17,791,410	16,342,051	17,221,256	14,871,967	18,691,340
Total All City Funds	19,941,854	34,384,781	35,254,268	19,072,366	31,989,933	27,815,891	23,246,408
REDEVELOPMENT AGENCY							
Capital Project Fund	654,507	224	130,722	524,009	4,700	63,500	465,209
Debt Service Fund	(575,339)	2,610,726	2,493,385	(457,998)	2,631,695	2,473,378	(299,681)
Housing Bond Fund	234,081	310	107,969	126,422	310	10,000	116,732
Housing Set-Aside Fund	1,107,200	658,173	131,944	1,633,429	664,200	215,647	2,081,982
Housing Debt Service Fund	187,890	200,524	96,676	291,739	200,525	65,910	426,354
Total RDA	1,608,339	3,469,957	2,960,696	2,117,600	3,501,430	2,828,435	2,790,595
TOTAL CITY AND RDA	21,550,193	37,854,737	38,214,964	21,189,966	35,491,363	30,644,326	26,037,003

City of Santa Paula
Estimated Fund Balances - June 30, 2011

	FY 2009/10 ENDING BAL.	Revenue F/Y 10/11 Est Yr End	Expenditure F/Y 10/11 Est Yr End	F/Y 10/11 Projected Balance	Revenue F/Y 11/12 Proposed	Expenditures F/Y 11/12 Proposed	F/Y 11/12 Projected Balance
DEVELOPMENT IMPACT FUNDS							
Water Distribution Facilities	170,640	27,569	-	198,209	55,850		254,059
Inclusionary Housing Ordinance	508,258	2,473	-	510,731	2,473		513,204
Library Expansion Facilities	150,366	7,095	-	157,461	7,300		164,761
Law Enforcement Facilities	27,171	8,719	-	35,890	9,172		45,062
Fire Protection Facilities	(13,962)	6,674	-	(7,288)	6,350		(938)
Public Meeting Facilities	136,580	6,826	-	143,406	7,430		150,836
General Government Facilities	141,981	26,652	-	168,633	25,900		194,533
Parkland Facilities	834,321	42,679	3,858	873,142	40,400		913,542
Sewer Collection Facilities	35,724	4,878	-	40,602	5,000		45,602
Storm Drain Facilities	30,126	20,306	-	50,432	20,675		71,107
Traffic Impact Fee	293,153	88,491	254,002	127,642	89,100		216,742
Total Development Impact Funds	2,314,358	242,362	257,860	2,298,860	269,650	-	2,568,510
TOTAL CITY, RDA and DIF	23,864,551	38,097,099	38,472,824	23,488,826	35,761,013	30,644,326	28,605,513

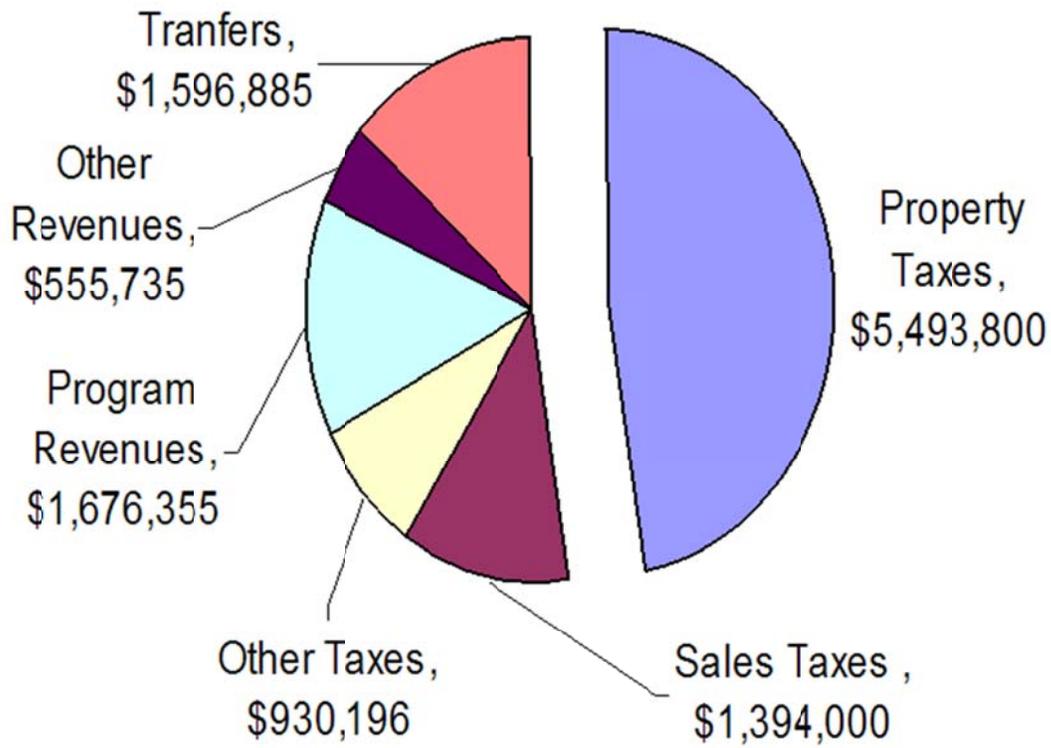
USE OF RESERVES AND ONE-TIME MONEY

	2010-11	2011-12
Transfer of Refuse Services		
Stranded Costs	\$475,000	\$475,000
Sale of Equipment	\$200,000	\$100,000
Total	\$675,000	\$575,000
 East Area 1		
Reimbursement for Services	\$500,000	\$125,000
Total	\$500,000	\$125,000
General Fund Total	\$1,175,000	\$700,000



City of Santa Paula - 2011-12 Revenues

\$11,646,971



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

REVENUE TYPE	Budget	Actual	Budget	Estimated	Proposed
	2009-2010	2009-2010	2010-2011	2010-2011	2011-2012

ADMINISTRATION

SALES OF REPORTS, MAPS & PUB	1,056	482	434	493	506
MISC-DEPARTMENT REIMB	10,227	2,226	200	0	0
CHARGES FOR SERVICES	11,283	2,708	634	493	506
TOTAL	11,283	2,708	634	493	506

Building & Safety

BUILDING PERMITS	113,396	97,216	84,494	218,041	223,500
MISCELLANEOUS PERMITS	25	0	0	3,146	3,200
ELECTRICAL PERMITS	18,558	16,626	12,000	22,705	23,273
PLUMBING PERMITS	18,485	17,660	16,000	27,042	27,700
MECHANICAL PERMITS	11,207	7,588	7,000	13,665	14,000
MISC CONSTRUCTION PERMITS	3,831	3,216	3,000	8,231	8,400
GRADING PERMITS	5,000	106	200	3,998	4,100
ENERGY PERMITS	6,555	23,142	30,000	4,590	4,700
ADMIN CITATION FINES	3,625	600	400	250	250
Fees, Fines & Permits	180,682	166,153	153,094	301,668	309,123
SALES OF REPORTS, MAPS & PUB	239	284	300	169	170
PLAN CHECK FEES	50,500	125,284	105,000	54,301	55,600
FAST TRACK PLAN CHECK	2,162	0	0	541	550
INSPECTION FEES	12,752	10,471	5,000	4,909	5,000
FLOOD PERMIT FEE	30	30	100	45	46
PLAN FILING FEE	673	1,004	600	927	950
APPLICATION PROCESSING FEE	26,000	25,605	24,500	24,090	24,700
GRADING PLAN CHECK	604	290	400	2,677	2,700
ON SITE IMPROVEMENT PLAN CK	2,323	660	800	2,613	2,700
ON SITE IMPROVEMENT FEE	1,661	464	600	2,400	2,400
ACCESSIBILITY REVIEW	1,214	11,853	15,000	16,114	16,500
TECHNOLOGY FEE	7,658	11,059	13,000	18,225	19,000
MISC-DEPARTMENT REIMB	3,596	150	200	600	600
Charges for Services	109,412	187,155	165,500	127,610	130,916
MISCELLANEOUS	140	273	300	194	200
WORKER'S COMP REIM-MISC	0	0	0	4,886	0
Other Revenue	140	273	300	5,080	200
TOTAL	290,234	353,581	318,894	434,358	440,239

Community Services Department

SPECIAL EVENT PERMITS	1,595	5,250	3,000	4,850	5,000
COMM CTR ENDOWMENT INT/DIV	1,686	2,832	2,200	2,405	2,400
RENTS AND CONCESSIONS	42,000	43,675	43,000	28,085	28,000
RENTS FROM RAILROAD DEPOT	11,350	3,350	3,350	4,350	4,300
SPECIAL EVENT	6,000	0	3,000	0	0
SPEC EVENTS-CITRUS FESTIVAL	12,000	10,200	0	10,671	10,500
RECREATION ADMIN FEE	48,345	28,466	26,000	23,953	24,000
Fees & Permits	122,976	93,773	80,550	74,313	74,200
FILMING FEES-RECREATION	5,150	0	0	0	0
FACILITIES CLEANUP	3,662	4,983	3,000	3,313	3,400
MISC-DEPARTMENT REIMB	0	474	0	374	350
CABLE TV ANNOUNCEMENTS	3	10	0	10	10
Charges For Services	8,815	5,467	3,000	3,697	3,760
CASH OVER/SHORT	0	0	0	25	0
PRIOR YEAR ADJ REVENUE	0	1,944	0	0	0
CITY DONATIONS	0	1,484	5,000	0	0
Other Revenues	0	3,428	5,000	25	0
Total	131,791	102,668	88,550	78,035	77,960

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

REVENUE TYPE	Budget	Actual	Budget	Estimated	Proposed
	2009-2010	2009-2010	2010-2011	2010-2011	2011-2012
Finance Department					
INVEST PORTFOLIO MGMT FEE	30,000	0	20,000	0	0
Fees, Fines & Permits	30,000	0	20,000	0	0
SALES OF REPORTS, MAPS & PUB	0	7	0	0	0
MISC-DEPARTMENT REIMB	208	0	0	0	0
BUSINESS TAX PROCESSING FEE	7,765	2,520	0	35	0
UTILITY APPLICATION FEE	11,914	13,065	13,000	9,894	11,000
Charges for Services	19,887	15,592	13,000	9,929	11,000
Total	49,887	15,592	33,000	9,929	11,000

Fire Department					
HAZMAT PERMITS/CUPA	28,446	29,230	20,000	20,525	20,500
FIRE ANNUAL PERMITS	8,725	16,118	7,000	0	8,700
FIRE NEW CONSTRUCTION	22,417	11,619	12,000	36,058	37,000
ADMIN CITATION FINES	0	0	0	0	0
SPECIAL EVENT	1,000	0	0	0	0
Fees, Fines & Permits	60,588	56,967	39,000	56,583	66,200
STATE REIMB-FIRE MUTUAL AIDE	150,000	24,137	0	8,308	8,300
PROP 172-1/2 CENT SALES TAX	71,186	65,035	50,000	53,095	53,000
Intergovernmental Revenues	221,186	89,172	50,000	61,403	61,300
SALES OF REPORTS MAPS, & PUB	98	95	100	80	85
PLAN CHECK FEES	0	0	0	0	0
WEED ABATEMENT FEES	12	0	0	0	0
FIRE SAFETY INSPECTIONS	5,978	6,600	5,000	6,635	6,800
FIRE SPECIAL SERVICES	422	455	600	0	0
FILMING FEES-PERSONNEL REIMB	8,026	6,020	10,000	4,589	4,600
MISC-DEPARTMENT REIMB	124	2,942	300	180	180
CPR TRAINING COST REIMB	1,056	346	500	40	100
REIMBURSEMENT FOR DAMAGES	738	0	0	0	0
Charges for Services	16,454	16,458	16,500	11,523	11,765
WORKERS COMP REIMB-4850 PLAN	2,000	0	0	17,750	0
CITY DONATIONS	10,678	11,942	16,000	0	0
Other Revenues	12,678	11,942	16,000	17,750	0
Total	310,906	174,539	121,500	147,260	139,265

Planning Department					
DESIGN REVIEW	16,455	13,468	14,000	13,904	14,000
GENERAL PLAN FEE	12,800	19,113	25,000	51,602	53,000
ZONING & SUBDIVISION FEES	75,000	72,662	85,000	52,618	54,000
ENVIRONMENTAL REVIEW FEE	20,000	21,177	15,000	17,139	18,000
PLANNING FEES	0	0	0	0	0
SALES OF REPORTS, MAPS & PUB	419	404	500	98	100
ATTORNEY SVCS FEE RECOVERY	21,000	36,884	1,000	0	35,000
CONTRACT PLANNING FEE/REIMB	19,520	46,181	0	0	50,000
PLAN CHECK FEES	26,909	14,841	14,000	11,575	12,000
MISC-DEPARTMENT REIMB	62,000	40,999	16,000	23,801	174,000
Charges for Services	254,103	265,729	170,500	170,737	410,100
MISCELLANEOUS	18,470	11,881	12,000	9,175	9,500
PRIOR YEAR ADJ REVENUE	0	4,896	0	-7,898	0
Other Revenue	18,470	16,777	12,000	1,277	9,500
Total	272,573	282,506	182,500	172,013	419,600

CITY OF SANTA PAULA
GENERAL FUND REVENUE - BY DEPARTMENT

REVENUE TYPE	Budget	Actual	Budget	Estimated	Proposed
	2009-2010	2009-2010	2010-2011	2010-2011	2011-2012
Police Department					
CRIMINAL FINES	71,964	99,011	70,000	44,009	45,000
VEHICLE CODE FINES	46,367	121,319	105,000	40,772	41,800
ADMIN CITATION FINES	50	200	200	0	0
Fees, Fines & Permits	118,381	220,530	175,200	84,780	86,800
POST REIMBURSEMENT	6,879	6,394	5,000	0	0
STATE MANDATED COSTS	0	477	0	330	300
STATE REIMB-FIRE MUTUAL AIDE	0	0	0	13,393	13,400
PROP 172-1/2 CENT SALES TAX	148,000	120,779	105,000	118,748	119,000
Intergovernmental	154,879	127,651	110,000	132,470	132,700
SALES OF REPORTS, MAPS & PUB	3,848	3,933	3,000	2,978	3,000
ANIMAL CONTROL FEES	1,800	92	1,000	473	475
FINGERPRINTS	3,803	4,087	4,500	4,905	5,000
VEHICLE RELEASE/STORAGE CHG	52,000	49,897	48,000	48,855	50,000
SCHOOL RESOURCE OFFICER REIMB	20,000	0	0	0	0
MISCELLANEOUS POLICE SERVICE	1,140	7,671	10,000	1,014	1,050
POLICE FALSE ALARM CHARGES	0	3,310	0	10,350	10,350
FILMING FEES-PERSONNEL REIMB	36,000	34,215	30,000	33,162	33,161
MISC-DEPARTMENT REIMB	4,452	17,854	12,000	6,513	6,500
REIMBURSEMENT FOR DAMAGES	1,808	1,869	500	1,112	1,100
Charges for Services	124,851	122,928	109,000	109,362	110,636
MISCELLANEOUS	0	789	1,000	434	450
CASH OVER/SHORT	0	10	100	-115	0
WORKERS COMP REIMB-4850 PLAN	29,139	97,482	55,000	101,977	102,000
POLICE ADMIN FEE	250	0	0	0	0
CITY DONATIONS	150	1,539	2,000	0	0
Other Revenues	29,539	99,820	58,100	102,295	102,450
Total	427,650	570,928	452,300	428,908	432,586

Public Works Department

PERMIT ISSUANCE, INSPECT/MAP	16,621	17,005	15,000	14,781	15,150
OVERSIZE/OVERWEIGHT PERMITS	7,811	6,696	8,000	5,439	5,600
ADMIN CITATION FINES	0	0	0	0	0
SPECIAL EVENT-SP BEAUTIFUL	1,800	3,100	4,000	100	100
Fees, Fines & Permits	26,232	26,801	27,000	20,320	20,850
SALES OF REPORTS, MAPS & PUB	721	3,563	0	131	131
CONSTRUCTION PLAN CHECKING	15,000	19,749	15,000	24,310	25,000
ENGINEERING FEES	687	0	1,000	0	0
SUBDIVISION MAP APPROVAL	500	3,400	3,000	0	0
STUDIES & INVESTIGATIONS	101	40	100	0	0
FILMING FEES-PERSONNEL REIMB	3,500	841	2,000	2,510	2,500
MISC-DEPARTMENT REIMB	2,500	1,897	500	0	0
LANDSCAPE MAINT - LTF	0	0			
Charges for Services	23,009	29,491	21,600	26,951	27,631
PRIOR YEAR ADJ REVENUE	0	18,082	0	0	0
WORKERS' COMP REIMB-MISC.	0	1,262	2,000	0	0
Other Revenue	0	19,344	2,000	0	0
Total	49,241	75,637	50,600	47,271	48,481

CITY OF SANTA PAULA
GENERAL FUND REVENUE - BY DEPARTMENT

REVENUE TYPE	Budget	Actual	Budget	Estimated	Proposed
	2009-2010	2009-2010	2010-2011	2010-2011	2011-2012
Non-Departmental					
PROPERTY TAXES-SECURED	1,898,000	2,105,561	2,621,934	2,602,691	2,624,000
PROPERTY TAXES-UNSECURED	144,785	15,904	25,000	183,536	184,000
PROP TAXES-SECURED DELINQUENT	30,358	90,331	85,000	78,265	79,000
PROPERTY TX IN LIEU-SALES TX	397,064	452,255	440,000	440,745	445,000
PROPERTY TX IN LIEU OF MVLFF	2,142,000	2,137,072	2,140,000	2,094,527	2,112,000
INTEREST & PENALTIES-TAXES	16,633	20,251	20,000	11,666	11,800
SALES TAX	1,220,000	1,185,467	1,290,000	1,385,230	1,394,000
TRANSIENT OCCUPANCY TAX	86,816	82,354	70,000	56,737	57,000
FRANCHISE FEE TAX	335,000	355,320	360,000	382,020	382,000
COMMERCIAL REFUSE HAULERS	40,000	62,253	40,000	376,719	376,719
BUSINESS LICENSE FEE	118,000	115,496	113,000	114,477	114,477
REAL PROP DEED TRANSFER TAX	56,616	44,559	40,000	37,908	38,000
Taxes	6,485,272	6,666,823	7,244,934	7,764,521	7,817,996
ANIMAL LICENSE FEES	25,048	26,838	25,000	27,152	27,000
BINGO PERMITS	0	50	100	50	50
ADMIN CITATION FINES	586	200	200	240	250
LIEN ADMINISTRATIVE FEE	0	102	200	122	125
Fees, Fines & permits	25,634	27,189	25,500	27,563	27,425
INVESTMENT EARNINGS	45,252	2,951	7,500	435	430
RENTS AND CONCESSIONS	14,550	12,170	15,000	24,438	204,438
RENTS FROM UTILITIES	382,349	327,997	382,350	52,649	219,167
SOUTHDOWN ROYALTY	9,000	19,798	30,411	12,356	12,350
BUS SHELTER RENTALS	9,000	8,896	8,811	6,720	6,700
Investments & Rents	460,151	371,812	444,072	96,597	443,085
MOTOR VEHICLE IN-LIEU	106,738	89,210	48,000	57,250	57,000
PROPERTY TAX PMT IN LIEU	41,670	33,229	45,000	82,178	82,100
STATE MANDATED COSTS	0	0	0	2,320	2,320
HOMEOWNERS PROP TAX RELIEF	21,757	25,902	18,000	15,566	15,500
Intergovernmental Revenues	170,165	148,341	111,000	157,313	156,920
SALES OF REPORTS, MAPS & PUB	66	93	200	0	0
FILMING FEES	0	7,440	5,000	8,410	8,400
MISC-DEPARTMENT REIMB	350	35,878	0	0	0
INSURANCE ADMINISTRATIVE FEE	334	231	200	121	150
RETURNED CHECK CHARGE	4,500	4,023	5,000	3,848	3,848
EMPLOYMENT GARNISHMENT CHARGES	39	231	200	125	125
REIMBURSEMENT FOR DAMAGES	16	150	200	22,150	22,000
LEGAL SETTLEMENT REVENUE	500	422	500	12	0
DISASTER RECOVERY	0	0	0	519	0
WATER SERVICE CHARGES	1,997	0	0	0	0
Charges for Services	7,802	48,468	11,300	35,184	34,523
MISCELLANEOUS	15,000	49,609	25,000	503,118	0
CASH OVER/SHORT	0	502	0	0	0
PRIOR YEAR ADJ REVENUE	0	6,511	0	4,489	0
CITY DONATIONS	150	0	200	1,330	500
SALE OF PROPERTY	0	1,600	5,000	0	0
Other Revenue	15,150	58,222	30,200	508,936	500
TRANSFER FROM MOBILE HOME	0	0	0	0	0
TRANSFER FROM MUSEUM	0	0	0	0	0
TRANSFER FM NPDES STORMWATER	2,154	1,800	6,304	6,304	6,304
TRANS FM-STORMWATER QUALITY	46,436	10,142	37,082	37,082	37,000
TRANSFER FROM GAS TAX FUND	0	0	0	0	0
TRANSFER FROM LTF	0	155,338	0	0	155,000
TRANSFER FROM RDA	99,133	205,511	124,918	124,918	125,000
TRANSFER FROM RDA BOND HOUSING	1,846	584	0	0	150
TRANDFER FROM RDA HOUSING	45,366	39,930	46,876	46,876	46,876
TRANSFER FROM REFUSE FUND	196,426	233,261	185,884	600,884	575,000
TRANSFER FROM SEWER FUND	341,898	412,966	175,923	219,660	219,660
TRANSFER FROM WATER FUND	689,593	358,594	431,895	431,895	431,895
Transfers	1,422,852	1,418,128	1,008,882	1,467,619	1,596,885
Total	\$ 8,587,026	\$ 8,738,983	\$ 8,875,888	\$ 10,057,734	\$ 10,077,334
GENERAL FUND TOTAL	10,130,591	10,317,142	10,123,866	11,376,002	11,646,971

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

REVENUE TYPE	Budget	Actual	Budget	Estimated	Proposed
	2009-2010	2009-2010	2010-2011	2010-2011	2011-2012
PROPERTY TAXES-SECURED	1,898,000	2,105,561	2,621,934	2,602,691	2,624,000
PROPERTY TAXES-UNSECURED	144,785	15,904	25,000	183,536	184,000
PROP TAXES-SECURED DELINQUEN	30,358	90,331	85,000	78,265	79,000
PROPERTY TX IN LIEU-SALES TX	397,064	452,255	440,000	440,745	445,000
PROPERTY TX IN LIEU OF MVLF	2,142,000	2,137,072	2,140,000	2,094,527	2,112,000
INTEREST & PENALTIES-TAXES	16,633	20,251	20,000	11,666	11,800
PROPERTY RELATED	4,628,840	4,821,375	5,331,934	5,411,430	5,455,800
SALES TAX	1,220,000	1,185,467	1,290,000	1,385,230	1,394,000
SALES TAX	1,220,000	1,185,467	1,290,000	1,385,230	1,394,000
FRANCHISE FEE TAX	335,000	355,320	360,000	382,020	382,000
COMMERCIAL REFUSE HAULERS	40,000	62,253	40,000	376,719	376,719
FRANCHISE FEE TAX	375,000	417,573	400,000	758,739	758,719
TRANSIENT OCCUPANCY TAX	86,816	82,354	70,000	56,737	57,000
BUSINESS LICENSE FEE	118,000	115,496	113,000	114,477	114,477
REAL PROP DEED TRANSFER TAX	56,616	44,559	40,000	37,908	38,000
OTHER TAXES	261,432	242,408	223,000	209,122	209,477
Total Taxes	6,485,272	6,666,823	7,244,934	7,764,521	7,817,996
ANIMAL LICENSE FEES	25,048	26,838	25,000	27,152	27,000
BINGO PERMITS	0	50	100	50	50
BUILDING PERMITS	113,396	97,216	84,494	218,041	223,500
MISCELLANEOUS PERMITS	25	0	0	3,146	3,200
ELECTRICAL PERMITS	18,558	16,626	12,000	22,705	23,273
PLUMBING PERMITS	18,485	17,660	16,000	27,042	27,700
MECHANICAL PERMITS	11,207	7,588	7,000	13,665	14,000
DESIGN REVIEW	16,455	13,468	14,000	13,904	14,000
PERMIT ISSUANCE, INSPECT/MAP	16,621	17,005	15,000	14,781	15,150
OVERSIZE/OVERWEIGHT PERMITS	7,811	6,696	8,000	5,439	5,600
HAZMAT PERMITS/CUPA	28,446	29,230	20,000	20,525	20,500
FIRE ANNUAL PERMITS	8,725	16,118	7,000	0	8,700
FIRE NEW CONSTRUCTION	22,417	11,619	12,000	36,058	37,000
MISC CONSTRUCTION PERMITS	3,831	3,216	3,000	8,231	8,400
GRADING PERMITS	5,000	106	200	3,998	4,100
ENERGY PERMITS	6,555	23,142	30,000	4,590	4,700
SPECIAL EVENT PERMITS	1,595	5,250	3,000	4,850	5,000
LICENSES & PERMITS	304,175	291,827	256,794	424,176	441,873
CRIMINAL FINES	71,964	99,011	70,000	44,009	45,000
VEHICLE CODE FINES	46,367	121,319	105,000	40,772	41,800
ADMIN CITATION FINES	3,625	600	400	250	250
ADMIN CITATION FINES	0	0	0	0	0
ADMIN CITATION FINES	50	200	200	0	0
ADMIN CITATION FINES	0	0	0	0	0
ADMIN CITATION FINES	586	200	200	240	250
LIEN ADMINISTRATIVE FEE	0	102	200	122	125
COMM CTR ENDOWMENT INT/DIV	1,686	2,832	2,200	2,405	2,400
FINES & PENALTIES	124,278	224,264	178,200	87,797	89,825

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

REVENUE TYPE	Budget	Actual	Budget	Estimated	Proposed
	2009-2010	2009-2010	2010-2011	2010-2011	2011-2012
INVESTMENT EARNINGS	45,252	2,951	7,500	435	430
RENTS AND CONCESSIONS	42,000	43,675	43,000	28,085	28,000
RENTS AND CONCESSIONS	14,550	12,170	15,000	24,438	204,438
RENTS FROM RAILROAD DEPOT	11,350	3,350	3,350	4,350	4,300
RENTS FROM UTILITIES	382,349	327,997	382,350	52,649	219,167
SOUTHDOWN ROYALTY	9,000	19,798	30,411	12,356	12,350
BUS SHELTER RENTALS	9,000	8,896	8,811	6,720	6,700
INVEST PORTFOLIO MGMT FEE	30,000	0	20,000	0	0
INVESTMENTS & RENTS	543,501	418,837	510,422	129,032	475,385
MOTOR VEHICLE IN-LIEU	106,738	89,210	48,000	57,250	57,000
MOTOR VEHICLE IN-LIEU	106,738	89,210	48,000	57,250	57,000
PROPERTY TAX PMT IN LIEU	41,670	33,229	45,000	82,178	82,100
POST REIMBURSEMENT	6,879	6,394	5,000	0	0
STATE MANDATED COSTS	0	477	0	330	300
STATE MANDATED COSTS	0	0	0	2,320	2,320
STATE REIMB-FIRE MUTUAL AIDE	150,000	24,137	0	8,308	8,300
STATE REIMB-FIRE MUTUAL AIDE	0	0	0	13,393	13,400
PROP 172-1/2 CENT SALES TAX	71,186	65,035	50,000	53,095	53,000
PROP 172-1/2 CENT SALES TAX	148,000	120,779	105,000	118,748	119,000
HOMEOWNERS PROP TAX RELIEF	21,757	25,902	18,000	15,566	15,500
INTERGOVERNMENTAL REVENUES	439,492	275,953	223,000	293,937	293,920
SPECIAL EVENT	6,000	0	3,000	0	0
SPECIAL EVENT	1,000	0	0	0	0
SPECIAL EVENT-SP BEAUTIFUL	1,800	3,100	4,000	100	100
SPEC EVENTS-CITRUS FESTIVAL	12,000	10,200	0	10,671	10,500
RECREATION ADMIN FEE	48,345	28,466	26,000	23,953	24,000
GENERAL PLAN FEE	12,800	19,113	25,000	51,602	53,000
ZONING & SUBDIVISION FEES	75,000	72,662	85,000	52,618	54,000
ENVIRONMENTAL REVIEW FEE	20,000	21,177	15,000	17,139	18,000
PLANNING FEES	0	0	0	0	0
SALES OF REPORTS, MAPS & PUB	1,056	482	434	493	506
SALES OF REPORTS, MAPS & PUB	239	284	300	169	170
SALES OF REPORTS, MAPS & PUB	0	7	0	0	0
SALES OF REPORTS MAPS, & PUB	98	95	100	80	85
SALES OF REPORTS, MAPS & PUB	419	404	500	98	100
SALES OF REPORTS, MAPS & PUB	3,848	3,933	3,000	2,978	3,000
SALES OF REPORTS, MAPS & PUB	721	3,563	0	131	131
SALES OF REPORTS, MAPS & PUB	66	93	200	0	0
ATTORNEY SVCS FEE RECOVERY	21,000	36,884	1,000	0	35,000
CONTRACT PLANNING FEE/REIMB	19,520	46,181	0	0	50,000
PLAN CHECK FEES	50,500	125,284	105,000	54,301	55,600
PLAN CHECK FEES	0	0	0	0	0
PLAN CHECK FEES	26,909	14,841	14,000	11,575	12,000
CONSTRUCTION PLAN CHECKING	15,000	19,749	15,000	24,310	25,000
FAST TRACK PLAN CHECK	2,162	0	0	541	550
INSPECTION FEES	12,752	10,471	5,000	4,909	5,000
FLOOD PERMIT FEE	30	30	100	45	46
ENGINEERING FEES	687	0	1,000	0	0
PLAN FILING FEE	673	1,004	600	927	950
APPLICATION PROCESSING FEE	26,000	25,605	24,500	24,090	24,700
SUBDIVISION MAP APPROVAL	500	3,400	3,000	0	0
ANIMAL CONTROL FEES	1,800	92	1,000	473	475

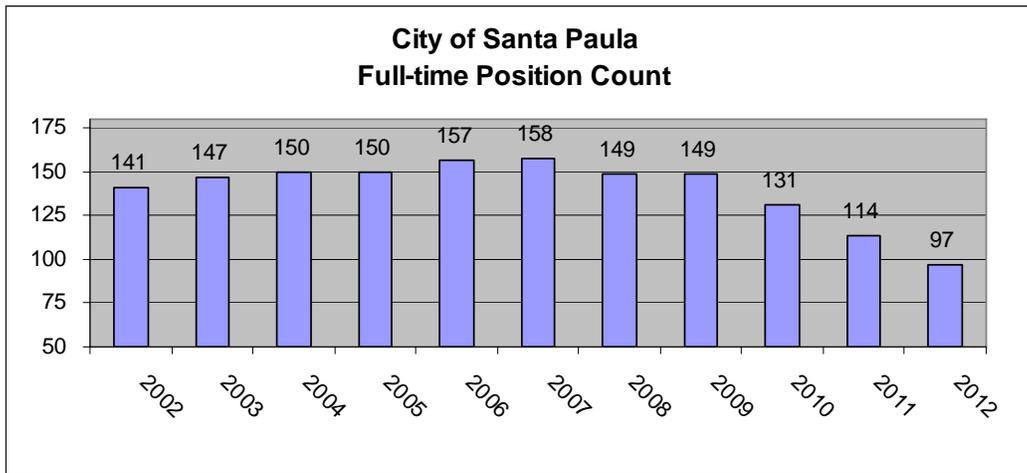
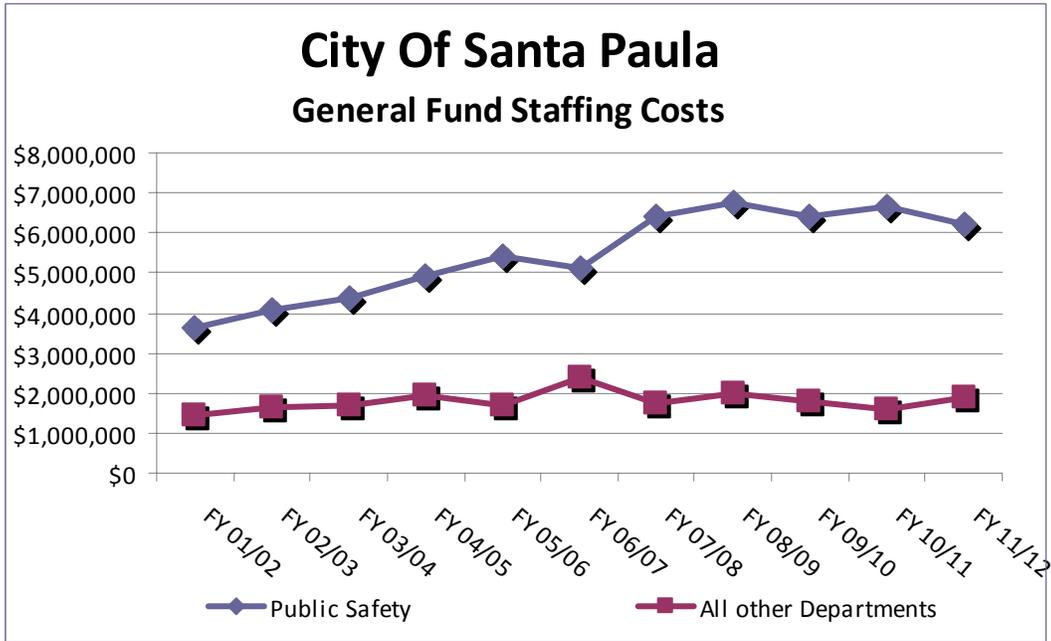
**CITY OF SANTA PAULA
GENERAL FUND REVENUE - BY TYPE**

REVENUE TYPE	Budget	Actual	Budget	Estimated	Proposed
	2009-2010	2009-2010	2010-2011	2010-2011	2011-2012
GRADING PLAN CHECK	604	290	400	2,677	2,700
ON SITE IMPROVEMENT PLAN CK	2,323	660	800	2,613	2,700
STUDIES & INVESTIGATIONS	101	40	100	0	0
FINGERPRINTS	3,803	4,087	4,500	4,905	5,000
VEHICLE RELEASE/STORAGE CHG	52,000	49,897	48,000	48,855	50,000
SCHOOL RESOURCE OFFICER REIM	20,000	0	0	0	0
MISCELLANEOUS POLICE SERVICE	1,140	7,671	10,000	1,014	1,050
WEED ABATEMENT FEES	12	0	0	0	0
FIRE SAFETY INSPECTIONS	5,978	6,600	5,000	6,635	6,800
FIRE SPECIAL SERVICES	422	455	600	0	0
ON SITE IMPROVEMENT FEE	1,661	464	600	2,400	2,400
ACCESSIBILITY REVIEW	1,214	11,853	15,000	16,114	16,500
TECHNOLOGY FEE	7,658	11,059	13,000	18,225	19,000
POLICE FALSE ALARM CHARGES	0	3,310	0	10,350	10,350
FILMING FEES-RECREATION	5,150	0	0	0	0
FILMING FEES	0	7,440	5,000	8,410	8,400
FILMING FEES-PERSONNEL REIMB	8,026	6,020	10,000	4,589	4,600
FILMING FEES-PERSONNEL REIMB	36,000	34,215	30,000	33,162	33,161
FILMING FEES-PERSONNEL REIMB	3,500	841	2,000	2,510	2,500
FACILITIES CLEANUP	3,662	4,983	3,000	3,313	3,400
MISC-DEPARTMENT REIMB	10,227	2,226	200	0	0
MISC-DEPARTMENT REIMB	3,596	150	200	600	600
MISC-DEPARTMENT REIMB	0	474	0	374	350
MISC-DEPARTMENT REIMB	208	0	0	0	0
MISC-DEPARTMENT REIMB	124	2,942	300	180	180
MISC-DEPARTMENT REIMB	62,000	40,999	16,000	23,801	174,000
MISC-DEPARTMENT REIMB	4,452	17,854	12,000	6,513	6,500
MISC-DEPARTMENT REIMB	2,500	1,897	500	0	0
MISC-DEPARTMENT REIMB	350	35,878	0	0	0
CABLE TV ANNOUNCEMENTS	3	10	0	10	10
CPR TRAINING COST REIMB	1,056	346	500	40	100
BUSINESS TAX PROCESSING FEE	7,765	2,520	0	35	0
INSURANCE ADMINISTRATIVE FEE	334	231	200	121	150
RETURNED CHECK CHARGE	4,500	4,023	5,000	3,848	3,848
EMPLOYMENT GARNISHMENT CHAR	39	231	200	125	125
REIMBURSEMENT FOR DAMAGES	738	0	0	0	0
REIMBURSEMENT FOR DAMAGES	1,808	1,869	500	1,112	1,100
REIMBURSEMENT FOR DAMAGES	16	150	200	22,150	22,000
LEGAL SETTLEMENT REVENUE	500	422	500	12	0
DISASTER RECOVERY	0	0	0	519	0
WATER SERVICE CHARGES	1,997	0	0	0	0
UTILITY APPLICATION FEE	11,914	13,065	13,000	9,894	11,000
CHARGES FOR CURRENT SERVICES	628,306	722,294	530,034	516,306	761,437
MISCELLANEOUS	140	273	300	194	200
MISCELLANEOUS	18,470	11,881	12,000	9,175	9,500
MISCELLANEOUS	0	789	1,000	434	450
MISCELLANEOUS	15,000	49,609	25,000	503,118	0
CASH OVER/SHORT	0	0	0	25	0
CASH OVER/SHORT	0	10	100	-115	0
CASH OVER/SHORT	0	502	0	0	0
PRIOR YEAR ADJ REVENUE	0	1,944	0	0	0
PRIOR YEAR ADJ REVENUE	0	4,896	0	-7,898	0
PRIOR YEAR ADJ REVENUE	0	18,082	0	0	0
PRIOR YEAR ADJ REVENUE	0	6,511	0	4,489	0
WORKERS COMP REIMB-4850 PLAN	2,000	0	0	17,750	0

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

REVENUE TYPE	Budget	Actual	Budget	Estimated	Proposed
	2009-2010	2009-2010	2010-2011	2010-2011	2011-2012
WORKERS COMP REIMB-4850 PLAN	29,139	97,482	55,000	101,977	102,000
WORKER'S COMP REIM-MISC	0	0	0	4,886	0
WORKERS' COMP REIMB-MISC.	0	1,262	2,000	0	0
POLICE ADMIN FEE	250	0	0	0	0
CITY DONATIONS	0	1,484	5,000	0	0
CITY DONATIONS	10,678	11,942	16,000	0	0
CITY DONATIONS	150	1,539	2,000	0	0
CITY DONATIONS	150	0	200	1,330	500
SALE OF PROPERTY	0	1,600	5,000	0	0
OTHER REVENUES	75,977	209,807	123,600	635,364	112,650
TRANSFER FROM MOBILE HOME	0	0	0	0	0
TRANSFER FROM MUSEUM	0	0	0	0	0
TRANSFER FM NPDES STORMWATE	2,154	1,800	6,304	6,304	6,304
TRANS FM-STORMWATER QUALITY	46,436	10,142	37,082	37,082	37,000
TRANSFER FROM GAS TAX FUND	0	0	0	0	0
TRANSFER FROM LTF	0	155,338	0	0	155,000
TRANSFER FROM RDA	99,133	205,511	124,918	124,918	125,000
TRANSFER FROM RDA BOND HOUSII	1,846	584	0	0	150
TRANDFER FROM RDA HOUSING	45,366	39,930	46,876	46,876	46,876
TRANSFER FROM REFUSE FUND	196,426	233,261	185,884	600,884	575,000
TRANSFER FROM SEWER FUND	341,898	412,966	175,923	219,660	219,660
TRANSFER FROM WATER FUND	689,593	358,594	431,895	431,895	431,895
TRANSFERS	1,422,852	1,418,128	1,008,882	1,467,619	1,596,885
GENERAL FUND TOTAL	10,130,591	10,317,142	10,123,866	11,376,002	11,646,971

\$ 10,130,591 \$ 10,317,142 \$ 10,123,866 \$ 11,376,002 \$ 11,646,971



SANTA PAULA CITYWIDE SUMMARY

Expenditures	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Salaries	8,759,495	7,887,758	7,165,302	7,319,366	6,580,739	-10.1%
Benefits	4,739,190	4,169,383	3,939,313	4,037,389	3,909,713	-3.2%
Total	13,498,685	12,057,142	11,104,615	11,356,755	10,490,452	-7.6%
Supplies, Services & Maintenance	8,629,551	8,382,377	5,401,868	11,653,780	10,614,906	-8.9%
Transfers, Overhead	2,609,730	3,552,329	6,599,981	7,667,899	6,032,697	0.0%
Total	11,239,280	11,934,706	12,001,849	19,321,679	16,647,603	-13.8%
Capital Outlays	284,468	789,714	444,671	292,108	677,836	0.0%
Citywide Totals	25,022,433	24,781,561	23,551,136	30,970,542	27,815,891	-10.2%
Authorized Employee Count	149	131	114	114	100	
Revenues						
General Fund		10,317,142	10,123,866	11,376,002	11,646,971	2.4%
Special Fund		3,468,955	1,849,908	6,768,166	3,121,706	-53.9%
Enterprise Fund		15,141,249	19,137,704	16,240,613	17,221,256	6.0%
Development Impact Fund		75,141	87,080	242,362	269,650	11.3%
Citywide Totals	0	29,002,487	31,198,558	34,627,143	32,259,583	-6.8%

SANTA PAULA - GENERAL FUND SUMMARY

	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Expenditures						
Salaries	6,166,407	5,932,976	5,394,940	5,854,643	5,236,674	-10.6%
Benefits	3,549,267	3,325,526	3,148,682	3,412,477	3,222,173	-5.6%
Total	9,715,673	9,258,501	8,543,622	9,267,120	8,458,847	-8.7%
Supplies, Services & Maintenance	2,910,301	2,425,296	1,856,897	2,159,913	2,512,867	16.3%
Transfers, Overhead	22,770	0	0	0	22,770	0.0%
Total	2,933,071	2,425,296	1,856,897	2,159,913	2,535,637	17.4%
Capital Outlays	34,227	148,517	158,000	47,264	86,000	0.0%
Total	12,682,972	11,832,314	10,558,519	11,474,297	11,080,484	-3.4%
Revenue & Other Resources						
Taxes	7,397,424	6,666,823	7,244,934	7,764,521	7,817,996	0.7%
Fee, Fines & Permits	507,635	934,928	945,416	641,005	1,007,083	57.1%
Intergovernmental	400,774	365,163	271,000	351,187	350,920	-0.1%
Charges for Services, User Fees	1,237,777	722,294	530,034	516,306	761,437	47.5%
Transfers	1,560,694	1,418,128	1,008,882	1,467,619	1,596,885	8.8%
Other Revenues	(9,018)	209,807	123,600	635,364	112,650	-82.3%
Total Revenues	11,095,286	10,317,143	10,123,866	11,376,002	11,646,971	2.4%
Net GF (Cost)/Benefit	(1,587,686)	(1,515,171)	(434,653)	(98,295)	566,487	-676.3%

SANTA PAULA - GENERAL FUND SUMMARY

Department	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Administration	1,473,716	1,804,989	1,653,067	1,675,026	1,812,203	8.2%
Building & Safety	507,482	297,580	256,940	289,827	253,978	-12.4%
Community Services	1,192,641	873,442	969,000	859,344	735,690	-14.4%
Economic Development	2,108	0	0	0	0	0.0%
Finance	356,163	403,244	374,338	359,723	356,577	-0.9%
Fire	2,274,166	2,033,427	1,930,847	2,109,965	2,019,656	-4.3%
Planning	609,216	512,706	438,152	388,593	511,848	31.7%
Police	5,477,558	5,143,802	4,648,821	5,188,301	4,904,268	-5.5%
Public Works	93,458	472,730	275,685	455,252	205,264	-54.9%
Non-Department Expense	696,465	290,395	11,668	148,265	281,000	89.5%
Total	12,682,972	11,832,314	10,558,519	11,474,297	11,080,484	-3.4%

SANTA PAULA - MISCELLANEOUS APPROPRIATIONS

Department	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Administration	214,120	173,884	152,659	140,550	150,366	7.0%
Building & Safety	367,456	407,703	433,888	293,615	198,952	-32.2%
Community Services	174,654	172,555	49,005	129,190	153,819	19.1%
Economic Development	0	0	0	0	0	0.0%
Finance	450,055	396,302	372,864	310,352	304,175	-2.0%
Fire	38,405	38,286	37,450	30,551	35,889	17.5%
Planning	0	0	0	0	0	0.0%
Police	209,361	114,931	111,476	114,060	37,600	-67.0%
Public Works	10,885,410	11,645,586	11,835,274	18,477,925	15,854,606	-14.2%
Non-Department Expense	0	0	0	0	0	0.0%
Total	12,339,461	12,949,247	12,992,616	19,496,244	16,735,407	-14.2%

*Note- Miscellaneous appropriations are for miscellaneous funds other than the General Fund in Operating Departments

**General Fund
Expenditure Summary By Department & Category**

Department	Actual FY 08/09	Actual FY 09/10	Estimated FY 10/11	Proposed FY 11/12
Administration				
Personnel - Salaries	560,060	579,031	434,646	433,644
Personnel Benefits	277,555	250,305	232,903	245,932
Sub-Total	837,615	829,336	667,549	679,576
Services & Supplies	636,101	975,653	1,007,478	1,132,627
Other/Transfers Out	-	-	-	-
Sub-Total	636,101	975,653	1,007,478	1,132,627
Administration Total	1,473,716	1,804,989	1,675,027	1,812,203
Build. & Safety				
Personnel - Salaries	306,811	162,797	168,778	121,357
	161,680	80,452	77,169	88,531
Sub-Total	468,491	243,249	245,947	209,888
Services & Supplies	38,992	54,331	43,880	44,090
Other/Transfers Out	-	-	-	-
Sub-Total	38,992	54,331	43,880	44,090
Build & Safety Total	507,483	297,580	289,827	253,978
Comm. Services				
Personnel - Salaries	558,036	458,636	448,880	377,504
Personnel Benefits	262,380	197,812	175,424	170,783
Sub-Total	820,416	656,448	624,304	548,287
Services & Supplies	365,625	208,093	200,857	187,403
Capital Equip/Projects	6,600	8,900	34,183	-
Other/Transfers Out	-	-	-	-
Sub-Total	372,225	216,993	235,040	187,403
Comm. Services Total	1,192,641	873,441	859,344	735,690
Finance				
Personnel - Salaries	196,591	230,542	219,249	208,591
Personnel Benefits	91,858	93,532	80,980	95,211
Sub-Total	288,449	324,074	300,229	303,802
Services & Supplies	158,994	79,170	59,495	52,775
Capital Equip/Projects	-	-	-	-
Other/Transfers Out	67,713	-	-	-
Sub-Total	67,713	79,170	59,495	52,775
Finance Total	356,162	403,244	359,724	356,577
Fire				
Personnel - Salaries	1,253,710	1,127,463	1,206,016	1,091,570
Personnel Benefits	787,093	719,397	723,532	734,561
Sub-Total	2,040,803	1,846,860	1,929,548	1,826,131
Services & Supplies	233,363	186,567	180,417	193,525
Capital Equip/Projects	-	-	-	-
Other/Transfers Out	-	-	-	-
Sub-Total	233,363	186,567	180,417	193,525
Fire Total	2,274,166	2,033,427	2,109,965	2,019,656

**General Fund
Expenditure Summary By Department & Category**

Planning

Personnel - Salaries	359,324	288,133	281,735	264,993
Personnel Benefits	124,196	97,661	86,021	97,405
Sub-Total	483,520	385,794	367,756	362,398
Services & Supplies	125,696	126,912	20,838	149,450
Other/Transfers Out	-	-	-	-
Sub-Total	125,696	126,912	20,838	149,450
Planning Total	609,216	512,706	388,594	511,848

Police

Personnel - Salaries	2,912,404	2,829,082	2,859,917	2,635,343
Personnel Benefits	1,827,387	1,735,977	1,885,982	1,738,425
Sub-Total	4,739,791	4,565,059	4,745,899	4,373,768
Services & Supplies	711,575	439,126	432,470	444,500
Capital Equip/Projects	26,191	139,617	9,931	86,000
Other/Transfers Out	-	-	-	-
Sub-Total	737,766	578,743	442,401	530,500
Police Total	5,477,557	5,143,802	5,188,300	4,904,268

Public Works

Personnel - Salaries	19,471	257,297	235,422	103,672
Personnel Benefits	17,117	150,390	150,468	51,325
Sub-Total	36,588	407,681	385,890	154,997
Services & Supplies	34,100	65,049	69,363	27,497
Capital Equip/Projects				
Other/Transfers Out	22,770	-	-	22,770
Sub-Total	56,870	65,049	69,363	50,267
Public Works Total	93,458	472,730	455,253	205,264

Econ Development

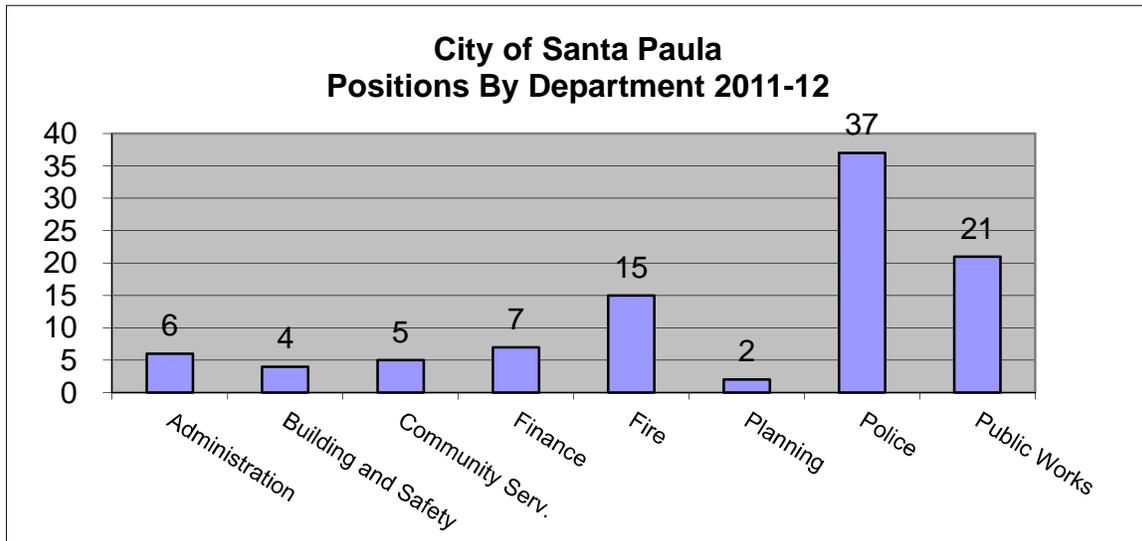
Personnel - Salaries	-	-	-	-
Personnel Benefits	-	-	-	-
Sub-Total	-	-	-	-
Services & Supplies	2,108	-	-	-
Other/Transfers Out				
Sub-Total	2,108	-	-	-
Econ. Devel. Total	2,108	-	-	-

Non-Departmental

Personnel - Salaries				
Personnel Benefits				
Sub-Total	-	-	-	-
Services & Supplies	696,465	290,395	148,265	281,000
Other/Transfers Out				
Sub-Total	696,465	290,395	148,265	281,000
Non-Depart. Total	696,465	290,395	148,265	281,000
Total General Fund	12,682,972	11,832,314	11,474,299	11,080,484

City Of Santa Paula Citywide Full -Time Position Count

Departments	2006	2007	2008	2009	2010	2011	2012
Administration	7	7.5	7.5	6.5	6	6	6
Building and Safety	11	11	11.5	11.5	6	5	4
Community Serv.	6	6	10	10	8	6	5
Finance	11	10	11	10	9	11	7
Fire	14	14	15	15	15	15	15
Planning	8.5	8.5	7.3	6.5	4	2	2
Police	47	47	44	45	43	41	37
Public Works	50	51	42	43	39	28	21
Economic Dev.	2.5	3	1.5	1.5	1	0	0
Total City-wide	157	158	149	149	131	114	97



**CITY OF SANTA PAULA
POSITION CONTROL LISTING
ADOPTED BUDGET - FY 2011-12**

Department	Position	Full-Time	Part-Time	Seasonal	FTE's	Employee Count
ADMINISTRATION	City Manager	1.00			1.00	1.00
	Assistant to the City Manager		0.75		0.75	1.00
	Admin Secretary/Deputy City Clerk	1.00			1.00	1.00
	Human Resources Manager	1.00			1.00	1.00
	Human Resource Specialist	1.00			1.00	1.00
	IT Support Specialist	1.00			1.00	1.00
	Museum Administrator	1.00			1.00	1.00
	Department Total		6.00	0.75		6.75
INSPECTION SERVICES	Administrative Assistant	1.00			1.00	1.00
	Senior Building Inspector	1.00			1.00	1.00
	Building Inspector I / II	2.00	1.00		3.00	4.00
	Department Total		4.00	1.00		5.00
COMMUNITY SERVICES	Community Services Director	1.00			1.00	1.00
	* Recreation Supervisor (<i>Vacant</i>)					
	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		0.50		0.50	1.00
	Facility Attendant		3.50		3.50	7.00
	Park Monitor		1.50		1.50	3.00
	Custodian		0.50		0.50	1.00
	Recreation Coordinator			3.00	3.00	6.00
	Recreation Leader			5.50	5.50	11.00
	Department Total		5.00	6.50	8.50	20.00
FINANCE	Finance Director	1.00			1.00	1.00
	* Assistant Finance Director (<i>Vacant</i>)					
	Accountant		0.75		0.75	1.00
	Senior Accounting Technician	2.00			2.00	2.00
	Accounting Technician	3.00			3.00	3.00
	Customer Service Representative	1.00			1.00	1.00
	Department Total		7.00	0.75		7.75
FIRE	Fire Chief	1.00			1.00	1.00
	Asst. Fire Chief/Fire Prevention Officer	1.00			1.00	1.00
	Fire Captain	6.00			6.00	6.00
	Fire Engineer	6.00			6.00	6.00
	Firefighter	1.00			1.00	1.00
	Department Total		15.00			15.00
PLANNING	Planning Director/EA1 Project Manager	1.00			1.00	1.00
	**Deputy Planning Director	1.00			1.00	1.00
	Assistant Planner		1.00		1.00	2.00
	Department Total		2.00	1.00		3.00

**CITY OF SANTA PAULA
POSITION CONTROL LISTING
ADOPTED BUDGET - FY 2011-12**

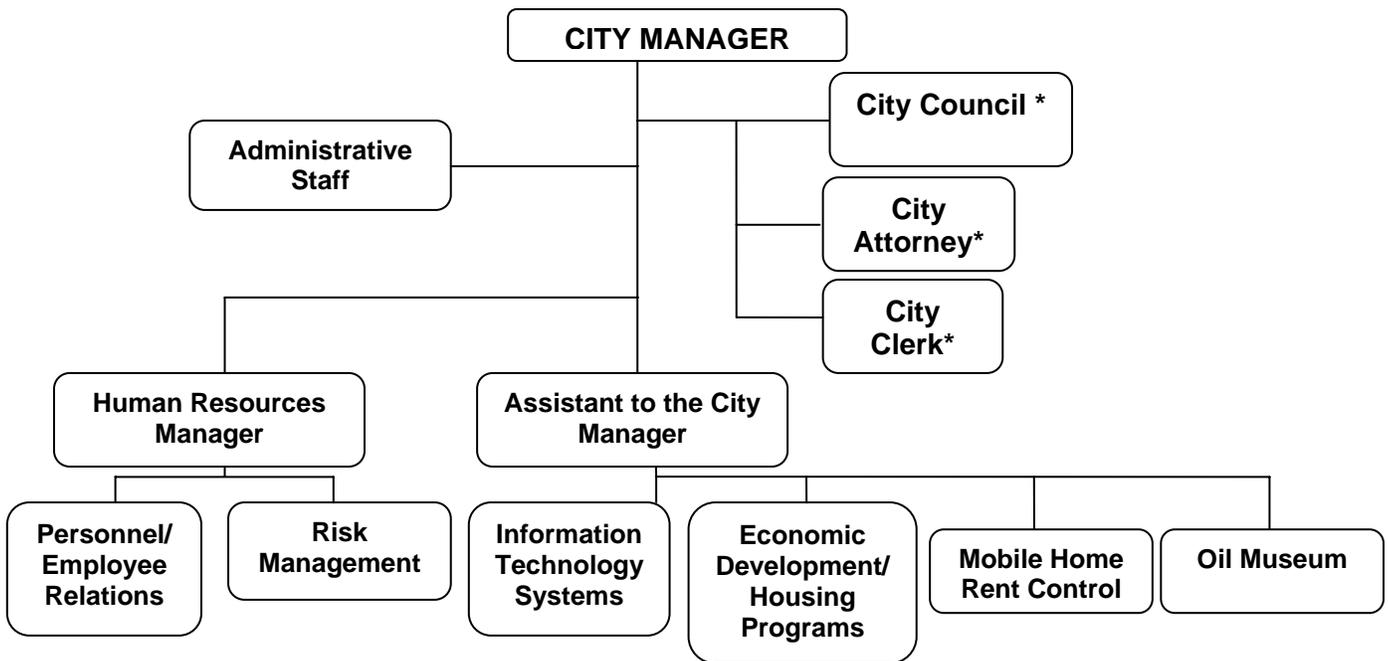
Department	Position	Full-Time	Part-Time	Seasonal	FTE's	Employee Count
POLICE	Police Chief	1.00			1.00	1.00
	Police Lieutenant	1.00			1.00	1.00
	Police Sergeant	5.00			5.00	5.00
	Senior Police Officer	5.00			5.00	5.00
	Police Detective	4.00			4.00	4.00
	Police Officer	11.00			11.00	11.00
	Public Safety Dispatch Supervisor	1.00			1.00	1.00
	Public Safety Dispatch Clerk	5.00			5.00	5.00
	Senior Records Clerk	1.00			1.00	1.00
	Community Services Officer	1.00	2.50		3.50	6.00
	Animal Services Coordinator	1.00			1.00	1.00
	Graffiti Abatement Officer	1.00			1.00	1.00
	Secretary II		0.50		0.50	1.00
	Department Total	37.00	3.00		40.00	43.00
PUBLIC WORKS	Public Works Director	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
	Wastewater Collection Leadworker	1.00			1.00	1.00
	Maintenance Worker I,II	2.00			2.00	2.00
	Equipment Maintenance Leadworker	1.00			1.00	1.00
	Mechanic I/II	2.00			2.00	2.00
	Department Total	21.00			21.00	21.00
Grand Totals:		97.00	13.00	8.50	118.50	139.00

Note:

*Assistant Finance Director & Recreation Supervisor appointed to "Interim" Director positions

ADMINISTRATION DEPARTMENT

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, 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 three Utility Funds and the Redevelopment Agency for Economic Development and Housing functions. Revenues include fees for various services to the public and charges to mobile homes parks for a portion of the costs associated with the administration of the City's Mobile Home Rent Control Ordinance.

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 Redevelopment Agency and Public Financing Authority.

Program Performance Areas:

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

Budget Commentary: Each council member has a separate allocation for business related expenses, including travel and meetings. This year it is recommended that this allocation be reduced twenty percent to \$2,000.

City Clerk

Program Description: The City Clerk's office ensures that the permanent records of the City are maintained; administers local elections; and maintains elections 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 required 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 remains relatively unchanged from 2011. There is no scheduled election in 2011-12. The staff remains with the part-time elected city clerk and an Administrative Assistant/Deputy City Clerk that also shares duties in the City Manager's office.

City Manager's Office

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.

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 has been reduced from two to one full-time position.

Economic Development and Housing functions will continue to be provided through the City Manager's office.

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.
- Provides customer service for both in house and community customers.
- Preserves the City's assets and public service capabilities from loss, destruction or depletion.
- Handles claims and manages insurance premiums, uninsured losses and other risk costs.

- Provides administration of the Citywide Safety Program..

Specific Objectives:

- **City Manager's Office**

- ♦ Complete the preparation of the annual City Budget, including an updated Capital Improvement Plan.
- ♦ Continue to provide leadership in implementation of Development Impact Fees.

- **Personnel and Employee Relations**

- ♦ Oversee ongoing implementation of Personnel Policies and Procedures.
- ♦ Oversee and implement labor agreements for all represented and unrepresented employees.
- ♦ Continue to provide ongoing safety training to City employees.

- **Information Technology Systems**

- ♦ Complete and implement citywide server and computer hardware systems upgrade.
- ♦ Continue to implement a security plan for City computer and hardware systems.
- ♦ Provides general and specialized technical assistance of _ City users.

- **Mobile Home Rent Control**

- ♦ Continue to administer program requirements per the municipal code Section 152.

- **Economic Development/ Housing**

- ♦ Preserve and enhance the economic prosperity of the community and aid business development and retention through the implementation of the city's economic plan.
- ♦ Continue to partner with the Economic Development Collaborative of Ventura County to provide support and resources to businesses to encourage and promote economic development of the community.

Budget Commentary: The ongoing operational costs of the Mobile Home Rent Control Program are funded through fees charged to the Mobile home Parks; additional costs incurred for rent increase applications are funded by fees charged to the applicant. Economic Development and Housing functions will continue to be provided through the City Manager's office during the past 4 years as a result of staff reductions.

Over the last two years staffing costs have been reduced \$70,000. Part-time staffing has been eliminated.

The Risk Management Division is recommended to increase approximately \$190,000 over the 2010-2011 budgeted recommendations. Actual insurance rates were not able to be reduced as anticipated last year. Public liability insurance is the highest area of increase based on actual year-over-year experience.

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: As an internal service the City Attorney office costs are funded through charges to other funds through the overhead cost recovery model. Some legal expenses for specialized areas, such as consultation on water enterprise issues, are charged directly to Departments or, if claim related, are charged separately to the City's risk management joint powers authority.

Non-Departmental

Program Description: The principal function of the Non-Departmental budget is to pay for projects that are not department specific.

Program Performance Areas:

Maintains City facilities and performs tasks that serve all departments.

Specific Objectives:

- Administer Grant Solicitation Program.

Budget Commentary: This is the fourth year for this budget. It was previously called General Government.

California Oil Museum of Santa Paula

Program Description: The California Oil Museum, built in 1890 by the founders of the Union Oil Company and operated by the City since 1993, is a museum of the California oil industry. Exhibits include interactive games, working models, artifacts, photos, displays, and an authentic turn-of-the-century drilling rig housed in a separate building of the Museum. New exhibits on transportation, science, technology, history, and art are presented throughout the year. Guided tours of the restored Union Oil offices on the second floor are given by Museum Tour Docents. The Museum staff includes a full-time Museum Administrator, part-time Facility Attendants, a part-time Custodian, a part-time contract Curator who develops and installs exhibits, and a contract landscape maintenance service. Volunteer staff consists of twelve Key Docents who open and close the Museum, manage the visitor desk, and oversee store sales. Thirty Tour Docents conduct tours and provide visitor desk assistance. The docents provide educational tours for the public, schools, and tourists. Over 100,000 people from all over the world have visited the Museum since 1993.

Program Performance Areas:

- Increase Fund 204 revenues for the Museum
- Seek funding to maintain the museum building and exhibit infrastructure
- Promote tourism activities at the Museum and within the City

Specific Objectives:

- Increase Fund 204 Revenues
- Increase the rate of return on the Museum Endowment to increase revenues
- Increase donor contributions to the Museum Endowment
- Increase the level of corporate membership at the Museum
- Encourage the rental of the Museum for corporate meetings
- Increase museum annual gift revenues
- Continue to make improvements on building maintenance and infrastructure
- Promote and market tour visits to Santa Paula by commercial tour operators, car clubs, and Ventura county schools
- Cross-promote Santa Paula tourism through brochure distribution, Heritage Valley
- Tourism Bureau, Ventura County Museums Association

Budget Commentary: The California Oil Museum is owned by UNOCAL and leased to the City of Santa Paula. Funding for the Museum is provided by City's Redevelopment Agency by means of a sublease agreement between the City and the RDA.

ADMINISTRATION DEPARTMENT SUMMARY

	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Expenditures						
Salaries	632,158	646,827	515,366	495,884	488,050	-1.6%
Benefits	306,953	278,208	233,540	255,852	273,492	6.9%
Total	939,111	925,035	748,905	751,736	761,542	1.3%
Supplies, Services & Maintenance	747,289	1,051,133	910,821	1,060,690	1,201,027	13.2%
Transfers, Overhead and Debt Payments	0	0	0	0	0	0.0%
Total	747,289	1,051,133	910,821	1,060,690	1,201,027	13.2%
Capital Outlays	1,436	2,705	146,000	3,150	0	0.0%
Total	1,687,836	1,978,874	1,805,726	1,815,576	1,962,569	8.1%
Authorized Employee Count	8.5	8	6	6	6	

ADMINISTRATION DEPARTMENT - GENERAL FUND SUMMARY

	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Expenditures						
Salaries	560,060	579,031	443,858	434,646	433,644	-0.2%
Benefits	277,555	250,305	212,652	232,903	245,932	5.6%
Total	837,614	829,336	656,510	667,548	679,576	1.8%
Supplies, Services & Maintenance	634,665	975,653	850,557	1,004,328	1,132,627	12.8%
Transfers, Overhead and Debt Payments	0	0	0	0	0	0.0%
Total	634,665	975,653	850,557	1,004,328	1,132,627	12.8%
Capital Outlays	1,436	0	146,000	3,150	0	0.0%
Total	1,473,716	1,804,989	1,653,067	1,675,026	1,812,203	8.2%
Revenue & Other Resources						
Charges for Services, User Fees	14,365	2,708	634	493	506	2.6%
Total Revenues	14,365	2,708	634	493	506	2.6%
Net GF (Cost)/Benefit	(1,459,351)	(1,802,281)	(1,652,433)	(1,674,533)	(1,811,697)	8.2%

GENERAL ADMINISTRATION

ADMIN-CITY COUNCIL

FUND

100

0501

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*002	Part Time Salaries	18,141	18,076	18,000	17,965	17,100
		Total	18,141	18,076	18,000	17,965	17,100
Employee Paid Benefits							
2	*041	Cafeteria Allowance	58,647	58,739	55,400	61,008	58,686
3	*042	Retirement	1,737	2,343	2,310	2,233	410
4	*xxx	All Other Paid Benefits	2,706	1,347	3,290	1,355	1,910
		Total	63,090	62,429	61,000	64,597	61,006
		Total	81,231	80,506	79,000	82,562	78,106
Services & Supplies							
5	*075	Council Expense - Robinson	1,363	1,808	2,500	2,417	2,000
6	*078	Council Expense - Tovia	2,404	2,737	2,500	2,032	2,000
7	*079	Council Expense - Aguirre	1,952	1,483	2,500	1,255	0
8	*080	Council Expense - Fernandez	12,152	801	2,500	20	2,000
9	*081	Council Expense - Gonzales	1,270	1,234	2,500	0	2,000
10	*082	Council Expense - Cook		0	0	558	2,000
11	*101	Postage	12	0	0	20	0
12	*103	Dues & Subscriptions	9,726	8,134	0	7,415	0
13	*120	Supplies - Office	38	0	0	0	0
14	*150	Recognitions/Awards	40	0	50	0	50
15	*209	Prof/Cont Svcs - Other	173	757	100	0	100
16	*282	Utility - Telephone	0	499	0	896	0
17	*352	Training/Workshops/Meetings	70	0	100	0	100
18	*353	Mileage Reimbursement	0	0	0	0	0
		Total	29,201	17,453	12,750	14,614	10,250
		Total	110,432	97,959	91,750	97,176	88,356

Year-Over-Year Changes

There are no significant changes over the prior year budget.

GENERAL ADMINISTRATION

CITY CLERK

FUND

100

0502

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	29,062	29,988	29,875	29,557	28,134
2	*002	Part Time Salaries	3,750	3,615	0	3,593	3,420
3	*003	Overtime	2,263	1,245	459	1,560	1,500
		Total	35,075	34,848	30,335	34,710	33,054
Employee Paid Benefits							
4	*041	Cafeteria Allowance	6,617	6,615	6,804	6,654	6,585
5	*042	Retirement	2,718	2,957	1,825	2,655	2,967
6	*xxx	All Other Paid Benefits	1,871	1,159	1,415	1,503	1,094
		Total	11,207	10,731	10,044	10,812	10,646
		Total	46,282	45,579	40,379	45,522	43,700
Services & Supplies							
7	*101	Postage	2,131	0	0	13	0
8	*120	Supplies-Office	2,543	800	0	261	0
9	*121	Supplies-Clothing/Uniforms	36	0	0	0	0
10	*129	Supplies-Other	186	0	0	0	0
11	*209	Prof/Contr Svcs-Other	20,861	21,163	20,750	7,414	20,000
12	*230	Legal Advertising	1,335	502	0	145	200
13	*231	Misc. Advertising/Promo	445	0	0	25	0
14	*240	Duplication Charges - Internal	4,445	0	0	0	0
15	*282	Utility - Telephone	288	30	0	0	0
16	*303	Maint-Office Equipment	206	0	215	2,556	0
17	*330	Elections	14,097	0	500	1,139	1,100
18	*352	Training/Workshops/Meetings	679	751	1,000	1,154	1,000
19	*360	Educational Reimbursement	1,500	0	0	0	0
		Total	48,751	23,246	22,465	12,707	22,300
		Total	95,033	68,825	62,844	58,229	66,000

Year-Over-Year Changes

There are no significant changes over the prior year budget.

GENERAL ADMINISTRATION

FUND

100

CITY ATTORNEY

0504

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Services & Supplies							
1	*101	Postage	1	0	0	0	0
2	*203	Prof/Contr Svcs - Legal	107,082	157,670	124,000	149,989	150,000
3	*209	Prof/Contr Svcs - Other	6,595	1,134	0	0	0
4	*282	Utility Phone	52	22	0	0	0
Total			113,729	158,825	124,000	149,989	150,000
Total			113,729	158,825	124,000	149,989	150,000

Year-Over-Year Changes

There are no significant changes over the prior year budget.

GENERAL ADMINISTRATION

CITY MANAGER

FUND

100

0511

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	155,344	251,539	172,632	182,924	173,967
2	*002	Part Time Salaries	0	0	24,703	0	0
3	*003	Overtime Salaries	1,131	622	230	785	750
Total			156,475	252,161	197,564	183,709	174,717
Employee Paid Benefits							
4	*020	Moving Allowance	0	0	0	5,368	0
5	*021	Car Allowance	6,151	5,607	6,594	4,815	4,767
6	*041	Cafeteria Allowance	14,332	19,232	16,497	17,590	17,142
7	*042	Retirement	36,067	38,122	33,916	38,671	48,153
8	*xxx	All Other Paid Benefits	17,616	9,857	17,521	6,969	6,005
Total			74,166	72,817	74,527	73,412	76,067
Total			230,642	324,978	272,091	257,121	250,784
Services & Supplies							
9	*101	Postage	76	992	1,000	70	750
10	*103	Dues & Subscriptions	7,124	19,185	15,000	16,041	24,000
11	*120	Supplies Office	591	1,066	1,000	116	1,900
12	*129	Supplies - Other	1,041	846	1,000	38	750
13	*150	Recognition/Awards	1,484	1,863	1,000	1,209	1,500
14	*171	Minor Equipment - Office	10	0	0	0	0
15	*179	Minor Equipment - Other	31	0	0	5,151	0
16	*205	Prof/Contr Svcs - Personnel	550	363	500	0	500
17	*209	Prof/Contr Svcs - Other	22,005	42,324	15,000	802	11,000
18	*231	Misc. Advertising/Promo	155	144	2,000	150	2,000
19	*240	Duplication Charges - Internal	303	0	0	0	0
20	*282	Utility - Telephone	1,776	490	0	1,371	0
21	*303	Maint - Office Equipment	1,147	0	650	0	0
22	*352	Training/Workshops/Meetings	9,784	6,696	5,000	856	2,000
23	*353	Mileage Reimbursement	0	2,194	0	0	0
Total			46,077	76,163	42,150	25,802	44,400
Total			276,719	401,141	314,241	282,923	295,184

Year-Over-Year Changes

The reduction of approximately \$50,000 from the prior year's budget I is primarily due to the proposed elimination of part -time staffing expenses and employee benefits.

GENERAL ADMINISTRATION

PERSONNEL

FUND

100

0512

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	140,608	107,557	94,527	85,602	92,348
2	*002	Part Time Salaries	2,654	0	0	0	0
3	*003	Over Time Salaries	0	1,363	725	243	300
Total			143,261	108,920	95,251	85,845	92,648
Employee Paid Benefits							
4	*021	Car Allowance	2,778	2,630	2,000	2,297	2,100
5	*041	Cafeteria Allowance	12,031	15,794	11,457	24,581	16,844
6	*042	Retirement	17,835	13,255	13,798	11,209	23,254
7	*xxx	All Other Paid Benefits	11,581	16,349	3,850	3,627	3,841
Total			44,225	48,028	31,105	41,713	46,039
Total			187,486	156,948	126,356	127,558	138,687
Services & Supplies							
8	*101	Postage	375	0	0	92	0
9	*103	Dues & Subscriptions	170	50	0	35	0
10	*120	Supplies Office	1,006	243	0	0	0
11	*121	Supplies - Clothing/Uniform	2	0	0	0	0
12	*129	Supplies - Other	40	411	300	254	0
13	*150	Recognition/Awards	1,170	356	3,000	57	2,000
14	*203	Minor Equipment - Office	40,567	39,184	25,000	36,662	27,000
15	*204	Prof/Contr Svcs - PERS	7,261	36,338	6,100	32,615	35,000
16	*205	Prof/Contr Svcs - Personnel	3,067	3,760	1,500	3,626	3,200
17	*209	Prof/Contr Svcs - Other	3,372	3,029	3,500	3,622	3,600
18	*214	Prof/Contr Svcs - Medical	285	8,033	1,000	130	5,500
19	*231	Misc. Advertising/Promo	32	35	0	0	0
20	*240	Duplication Charges - Internal	1,015	0	0	0	0
21	*282	Utility - Telephone	0	61	0	0	0
22	*352	Training/Workshops/Meetings	322	1,956	3,500	2,006	1,500
23	*353	Mileage Reimbursement	4,306	57	0	0	0
24	*360	Educational Reimbursement	0	1,500	0	1,500	0
Total			62,990	95,015	43,900	80,598	77,800
Total			250,476	251,962	170,256	208,156	216,487

Year-Over-Year Changes

The increase of approximately \$46,200 over the prior year's budget is primarily due to anticipated increases in PERS expenses, and professional service contracts.

GENERAL ADMINISTRATION

RISK MANAGEMENT

FUND

100

0513

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	96,285	87,149	44,828	57,000	60,209
2	*002	Part Time Salaries	0	0	7,411	0	0
3	*003	Overtime	2,101	846	715	268	250
Total			98,385	87,995	52,954	57,269	60,459
Employee Paid Benefits							
4	*021	Car Allowance	3,153	3,102	1,340	3,015	2,809
5	*041	Cafeteria Allowance	14,745	13,368	9,912	10,176	9,607
6	*042	Retirement	15,747	12,220	6,027	7,473	17,258
	*xxx	All Other Paid Benefits	8,469	2,802	1,936	2,783	3,028
Total			42,114	31,492	19,215	23,448	32,702
Total			140,499	119,487	72,169	80,717	93,161
Services & Supplies							
7	*101	Postage	58	0	0	60	0
8	*120	Supplies Office	269	0	0	0	0
9	*209	Prof/Contr Svcs - Other	3,615	3,977	2,000	4,503	4,000
10	*227	Prof/Contr - Temp Personnel	362	0	500	0	0
11	*246	Svcs - Drug & Alcohol Testing	1,140	7,993	0	5,683	0
12	*261	Insurance - Public Liability	187,497	351,752	270,000	464,990	460,000
13	*262	Insurance - Vehicle	3,940	10,571	11,000	12,218	13,000
14	*263	Insurance - Building/Property	6,766	13,978	12,000	11,960	12,000
15	*303	Maint - Office Equipment	0	0	65	0	0
16	*352	Training/Workshops/Meetings	0	30	1,500	3,025	1,500
Total			203,646	388,300	297,065	502,438	490,500
Total			344,145	507,787	369,234	583,154	583,661

Year-Over-Year Changes

The increase of approximately \$214,000 over the prior year's budget is primarily due to anticipated increases in Public Liability Insurance of \$190,000 and retirement expenses.

INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY

FUND

100

0514

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	104,683	72,444	47,112	51,634	52,666
2	*003	Overtime	4,038	4,587	2,642	3,514	3,000
Total			108,722	77,031	49,754	55,148	55,666
Employee Paid Benefits							
3	*021	Car Allowance	665	415	0	0	0
4	*041	Cafeteria Allowance	21,340	13,235	8,780	11,547	10,975
5	*042	Retirement	16,461	7,791	5,245	4,151	5,418
6	*xxx	All Other Paid Benefits	4,287	3,365	2,736	3,223	3,079
Total			42,753	24,807	16,761	18,921	19,472
Total			151,474	101,838	66,515	74,069	75,138
Services & Supplies							
7	*101	Postage	159	0	0	0	0
8	*120	Supplies Office	262	0	0	57	0
9	*126	Supplies - Computer	7,096	5,760	7,000	7,255	7,000
10	*175	Minor Equipment - Computer	19,214	30,530	25,000	23,635	52,000
11	*179	Minor Equipment - Other	922	0	2,500	2,063	25,000
12	*207	Prof/Contr - Computer/Software	57,722	23,894	25,000	2,000	71,303
13	*209	Prof/Contr Svcs - Other	37,245	154,861	244,727	179,690	173,074
14	*240	Duplication Charges - Internal	170	0	0	0	0
15	*241	Printing & Binding - External	37	0	0	0	0
16	*282	Utility - Telephone	2,302	147	0	0	0
17	*302	Maint - Computer Equipment	177	0	0	0	0
18	*303	Maint - Office Equipment	1,071	0	0	0	0
19	*352	Training/Workshops/Meetings	3,172	553	3,000	2,488	8,000
20	*353	Mileage Reimbursement	720	907	1,000	994	1,000
Total			130,270	216,652	308,227	218,181	337,377
Capital Outlays							
21	*610	Equipment - New	1,436	0	146,000	3,150	0
Total			1,436	0	146,000	3,150	0
Total			283,180	318,490	520,742	295,400	412,515

Year-Over-Year Changes

The decrease of approximately \$108,000 over the prior year's budget is primarily due to reductions in professional service agreements and capitla expenses.

GENERAL ADMINISTRATION

MOBILE HOME RENT REVIEW

FUND

201

0509

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	3,735	3,125	0	2,107	3,162
2	*002	Part Time Salaries	0	0	2,470	0	0
3	*003	Overtime	0	0	0	0	0
Total			3,735	3,125	2,470	2,107	3,162
Employee Paid Benefits							
4	*021	Car Allowance	208	177	162	111	142
5	*041	Cafeteria Allowance	547	517	477	345	528
6	*042	Retirement	847	711	496	432	953
7	*xxx	All Other Paid Benefits	114	155	115	258	173
Total			1,715	1,560	1,250	1,147	1,796
Total			5,451	4,684	3,720	3,254	4,958
Services & Supplies							
8	*101	Postage	148	0	0	0	0
9	*203	Prof/Contr Svcs - Legal	41,799	0	0	0	0
10	*209	Prof/Contr Svcs - Other	150	0	0	0	0
11	*240	Duplication Charges - Internal	1	0	0	0	0
Total			42,098	0	0	0	0
Transfers - Out & Overhead							
12	*755	Overhead Due General Fund	0	0	0	0	0
Total			0	0	0	0	0
Total			5,452	4,684	3,720	3,254	4,958

Year-Over-Year Changes

There are no significant changes over the prior year budget.

GENERAL ADMINISTRATION

CALIFORNIA OIL MUSEUM - GRANT

FUND

204

1504

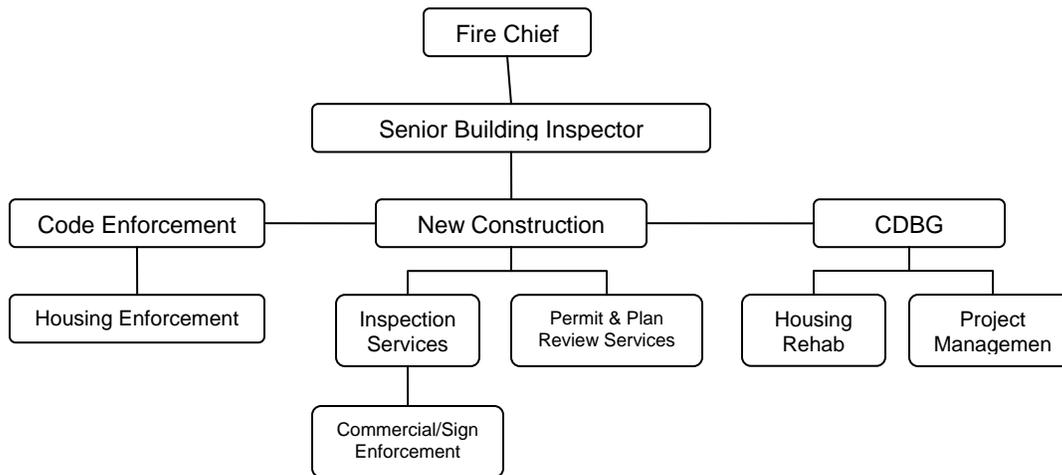
Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	57,467	53,447	53,338	50,084	40,982
2	*002	Part Time Salaries	10,819	10,417	15,564	9,005	10,162
3	*003	Overtime	77	808	135	41	100
Total			68,363	64,671	69,037	59,131	51,244
Employee Paid Benefits							
4	*021	Car Allowance	4,046	4,037	3,269	3,823	3,600
5	*041	Cafeteria Allowance	11,511	11,573	9,198	10,913	10,293
6	*042	Retirement	7,170	6,394	5,218	5,218	5,012
7	*xxx	All Other Paid Benefits	4,956	4,340	1,953	1,848	6,859
Total			27,683	26,343	19,638	21,803	25,764
Total			96,046	91,015	88,675	80,934	77,008
Services & Supplies							
8	*101	Postage	3,673	1,019	3,000	1,769	2,000
9	*103	Dues & Subscriptions	349	196	675	140	500
10	*120	Supplies Office	730	929	2,975	931	1,000
11	*128	Inventory - Store Merchandise	6,445	2,992	600	1,340	600
12	*129	Supplies - Other	3,161	700	2,000	299	500
13	*130	Inventory - Paseo Store	100	0	0	0	0
14	*171	Minor Equipment - Office	674	166	300	0	0
15	*202	Svc - Landscape Maintenance	2,475	1,725	2,725	300	2,700
16	*209	Prof/Contr Svcs - Other	4,842	1,329	2,500	1,511	500
17	*210	Svcs - Fund Raising/Grant Writing	989	29	2,000	538	500
18	*211	Museum Rotating Exhibits	9,062	15,175	12,000	3,507	12,000
19	*212	Prof/Contr Svcs - Training, Etc.	16,206	12,870	8,771	29,000	30,000
20	*231	Misc. Advertising/Promo	4,166	6,264	3,000	2,769	3,000
21	*240	Duplication Charges - Internal	8	197	618	0	0
22	*241	Printing & Binding - External	99	0	0	0	0
23	*280	Utility - Electric	11,524	13,740	16,000	11,100	12,000
24	*281	Utility - Gas	195	306	500	300	500
25	*282	Utility - Telephone	2,483	1,598	0	1,500	1,000
26	*301	Maint - Bldgs. & Improvements	1,547	16,245	2,000	1,358	1,000
27	*303	Prof/Contr - Computer/Software	202	0	0	0	0
28	*350	Maint - Office Equipment	1,529	0	300	0	300
29	*352	Training/Workshops/Meetings	67	0	300	0	300
Total			70,526	75,480	60,264	56,362	68,400
Capital Outlay							
30	*610	Equipment New	0	2,705	0	0	0
Total			0	2,705	0	0	0
Total			166,572	169,200	148,939	137,296	145,408

Year-Over-Year Changes

There are no significant changes over the prior year budget.

FIRE DEPARTMENT BUILDING & SAFETY

Department Description: To provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within the City, without creating or otherwise establishing or designating any particular class or group of persons who would or should be especially protected or benefited by these standards or by the regulation imposed.



Budget Commentary: The division is comprised of three program areas: Code Enforcement, New Construction and CDBG project management. The Inspection Services has distributed labor within the three program areas as follows:

- **Code Enforcement**
 - *The Housing Code Enforcement Program* includes 15% of the Senior Building Inspector, 90% of Building Inspectors I for field inspection duties and code enforcement activities, 10% of Building Inspector I, and 20% of an Administrative Assistant for code enforcement counter activities.
- **New Construction**
 - *New Construction* includes 70% of senior Building Inspector for plan review activities and field inspection duties, 60% of Building Inspectors I for the office counter, permit fee calculations and plan review activities, and 75% of an Administrative Assistant for counter and permit activities.
 - *The Commercial/Sign Code Enforcement Program* includes 5% of a Senior Building Inspector, 10% of a Building Inspector I, and 5% of an Administrative Assistant.

**FIRE DEPARTMENT
BUILDING & SAFETY**

- **CDBG**
 - *The Housing Rehabilitation Program* includes 5% of a Senior Building Inspector, 15% of a Building Inspector I for field inspection duties and housing rehab activities.
 - *CDBG Project Management* includes 5% of a Senior Building Inspector and 15% of Building Inspector I to maintain the program in compliance with the HUD requirements and 10% of an accountant for CDBG project management activities.

Overall, the division has strived to maintain the current budget level within the general fund and implement the CDBG projects including housing code enforcement and housing rehabilitation and project management within the funding levels authorized.

**FIRE DEPARTMENT
BUILDING & SAFETY**

New Construction

Program Description: To provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within the city, without creating or otherwise establishing or designating any particular class or group of persons who will or should be especially protected or benefited by these standards or by the regulation imposed.

Program Performance Areas

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

Goals and Specific Objectives: To continue to 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 six hours per week of sign code enforcement.
- 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.

**FIRE DEPARTMENT
BUILDING & SAFETY**

Housing Code Enforcement

Program Description: To provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the use and occupancy, location and maintenance of all buildings and structures within the City, without creating or otherwise establishing or designating any particular class or group of persons who will or should be especially protected or benefited by these standards or by the regulation imposed.

Program Performance Areas

- The Inspection Services Division is responsible for the enforcement of minimum housing standards, minimum health standards relating to building construction. Code enforcement includes investigation of alleged violations, written correspondence with parties involved, and meeting with those responsible to resolve the violations and, in some cases, issuing citations and preparing documents for the courts.

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

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

Budget Commentary: The code enforcement program will maintain the current staffing level as approved in Project Clean & Safe. The budget includes training for code enforcement activities and a leased vehicle for the program.

**FIRE DEPARTMENT
BUILDING & SAFETY**

Housing Rehabilitation

Housing Rehabilitation

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

Program Performance Areas

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

Goals and Specific Objectives: To maintain the Housing Rehab Program by assisting households assisted and type of programs.

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

Budget Commentary: The City has decreased the amount of CDBG funding available for the Housing Rehabilitation Program so the allocation of staff has been reduced which changes the distribution of labor.

**FIRE DEPARTMENT
BUILDING & SAFETY**

CDBG Project Management

CDBG Project Management

Program Description: This budget contains funds for the management and administration of projects funded by Community Development Block Grant.

Program Performance Areas

- The program provides management and administration of projects funded by Community Development Block Grant program in compliance with the HUD requirements. Functions include the oversight of all projects meeting with County program staff to assure compliance, complete required documents and monitoring of the projects.

Goals and Specific Objectives: To maintain the program in compliance with the HUD requirements.

- Comply with HUD regulations.

BUILDING & SAFETY DEPARTMENT SUMMARY

	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Expenditures						
Salaries	438,485	271,848	273,591	248,800	241,836	-2.8%
Benefits	213,147	120,646	105,200	100,262	100,154	-0.1%
Total	651,632	392,494	378,791	349,062	341,990	-2.0%
Supplies, Services & Maintenance	223,307	312,788	200,429	234,380	110,940	-52.7%
Transfers, Overhead and Debt	0	0	0	0	0	0.0%
Total	223,307	312,788	200,429	234,380	110,940	-52.7%
Capital Outlays	0	0	111,608	0	0	0.0%
Total	874,939	705,283	690,828	583,443	452,930	-22.4%
Authorized Employee Count	8.5	5.0	5.0	5.0	5.0	

BUILDING & SAFETY DEPARTMENT - GENERAL FUND SUMMARY

	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Expenditures						
Salaries	306,811	162,797	158,262	168,778	121,357	-28.1%
Benefits	161,680	80,452	63,944	77,169	88,531	14.7%
Total	468,491	243,249	222,206	245,947	209,888	-14.7%
Supplies, Services & Maintenance	38,992	54,331	34,734	43,880	44,090	0.5%
Transfers, Overhead & Debt	0	0	0	0	0	0.0%
Total	38,992	54,331	34,734	43,880	44,090	0.5%
Capital Outlays	0	0	0	0	0	0.0%
Total	507,482	297,580	256,940	289,827	253,978	-12.4%
Revenue & Other Resources						
Fee, Fines & Permits	160,740	166,153	153,094	301,668	309,123	2.5%
Charges for Services, User Fees	96,720	187,155	165,500	127,610	130,916	2.6%
Other Revenues	230	273	300	5,080	200	-96.1%
Total Revenues	257,690	353,581	318,894	434,358	440,239	1.4%
Net GF (Cost)/Benefit	(249,793)	56,001	61,954	144,531	186,261	28.9%

BUILDING AND SAFETY

BUILDING

FUND

100

1001

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	259,853	148,240	122,939	134,422	94,277
2	*003	Overtime	2,389	1,223	2,200	1,121	1,100
Total			262,242	149,463	125,139	135,544	95,377
Employee Paid Benefits							
3	*021	Car Allowance	3,543	0	0	0	0
4	*041	Cafeteria Allowance	42,903	27,335	27,660	33,886	30,731
5	*042	Retirement	51,359	23,461	15,108	21,438	21,769
6	*xxx	All Other Paid Benefits	20,021	15,501	8,129	8,991	10,947
Total			117,825	66,298	50,897	64,315	63,447
Total			380,067	215,761	176,036	199,859	158,824
Services & Supplies							
7	*101	Postage	182	59	494	0	490
8	*103	Dues & Subscriptions	515	624	250	-65	250
9	*120	Supplies Office	1,095	983	1,000	557	1,000
10	*121	Supplies - Clothing/Uniform	1,682	500	500	0	500
11	*124	Supplies - Safety	95	82	100	0	200
12	*126	Supplies - Computer	95	0	0	0	0
13	*129	Supplies - Other	534	563	500	503	500
14	*171	Minor Equipment - Office	0	72	250	62	250
15	*209	Prof/Contr Svcs - Other	16,058	47,446	26,500	37,978	35,000
16	*214	Prof/Contr Svcs - Medical	303	0	200	0	200
17	*240	Duplication Charges - Internal	3,618	0	0	0	0
18	*241	Printing & Binding - External	983	67	190	15	150
19	*262	Insurance-Vehicle	130	336	700	389	700
20	*282	Utility - Telephone	1,158	254	0	182	0
21	*301	Maint - Bldgs. & Improvements	55	37	500	0	500
22	*303	Maint - Office Equipment	394	0	350	0	350
23	*304	Maint - Vehicles, Equipment	312	256	500	98	500
24	*305	Maint - Vehicle Fuel	3,473	2,804	2,000	2,917	3,000
25	*352	Training/Workshops/Meetings	809	175	500	190	500
26	*360	Educational Reimbursement	1,766	0	200	1,055	0
27	*370	Lease/Rental	5,722	0	0	0	0
Total			38,979	54,259	34,734	43,880	44,090
Total			419,046	270,020	210,770	243,739	202,914

Year-Over-Year Changes

The decrease of approximately \$7,000 over the prior year's budget is primarily due to reduction in staffing costs.

BUILDING AND SAFETY

HOUSING CODE ENFORCEMENT

FUND

100

1002

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	44,443	13,334	33,123	33,235	25,980
2	*003	Overtime	125	0	0	0	0
Total			44,568	13,334	33,123	33,235	25,980
Employee Paid Benefits							
3	*021	Car Allowance	3,304	0	0	0	0
4	*041	Cafeteria Allowance	27,279	8,825	7,792	6,711	10,975
5	*042	Retirement	8,723	3,694	3,284	4,366	9,898
6	*xxx	All Other Paid Benefits	4,549	1,635	1,971	1,777	4,211
Total			43,855	14,154	13,047	12,854	25,084
Total			88,423	27,488	46,170	46,088	51,064
Services & Supplies							
7	*129	Supplies - Other	13	72	0	0	0
Total			13	72	0	0	0
Total			88,436	27,560	46,170	46,088	51,064

Year-Over-Year Changes

There are no significant changes over the prior year budget.

BUILDING AND SAFETY

CDBG-HOUSING CODE ENFORCEMENT

FUND

450

1002

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	101,464	87,272	101,331	59,959	72,500
2	*002	Part Time Salaries	0	10,449	13,998	20,063	26,479
3	*003	Overtime	1,243	0	0	0	0
		Total	102,707	97,720	115,329	80,022	98,979
Employee Paid Benefits							
4	*021	Car Allowance	275	0	0	0	0
5	*041	Cafeteria Allowance	18,552	18,792	18,428	11,981	4,390
6	*042	Retirement	15,323	12,093	15,014	6,956	4,151
7	*xxx	All Other Paid Benefits	4,532	4,499	7,814	4,156	3,082
		Total	38,683	35,384	41,256	23,093	11,623
		Total	141,390	133,104	156,585	103,115	110,602
Services & Supplies							
8	*101	Postage	406	117	500	295	300
9	*103	Dues & Subscriptions	150	0	0	50	100
10	*120	Supplies Office	208	142	300	478	500
11	*121	Supplies - Clothing/Uniform	598	1,066	1,000	373	1,000
12	*124	Supplies - Safety	0	82	600	0	0
13	*126	Supplies - Computer	0	0	0	0	0
14	*129	Supplies - Other	104	201	0	668	600
15	*175	Minor Equipment - Computer	0	16	0	0	0
16	*209	Prof/Contr Svcs - Other	799	770	1,000	630	1,000
17	*227	Prof/Contr - Temp Personnel	0	0	0	1,348	1,200
18	*231	Misc. Advertising/Promo	0	18	0	0	0
19	*240	Duplication Charges - Internal	696	0	0	0	0
20	*261	Insurance - Public Liability	0	778	700	700	0
21	*262	Insurance-Vehicle	109	216	450	500	500
22	*282	Utility - Telephone	289	156	150	139	150
23	*303	Maint - Office Equipment	28	0	0	0	0
24	*304	Maint - Vehicles, Equipment	158	61	1,000	0	1,000
25	*305	Maint - Vehicle Fuel	928	1,054	1,500	1,204	1,500
26	*352	Training/Workshops/Meetings	0	1,635	1,600	190	1,600
27	*360	Educational Reimbursement	0	0	400	0	0
28	*370	Lease/Rental	0	5,722	7,500	5,722	0
		Total	4,472	12,034	16,700	12,297	9,450
		Total	145,861	145,138	173,285	115,412	120,052

Year-Over-Year Changes

The reduction of approximately \$52,000 from the prior year's budget is primarily the result of proposed staffing cost reductions of \$46,000

BUILDING AND SAFETY

CDBG-HOUSING REHAB

FUND

450

1003

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	17,109	4,952	0	0	21,500
		Total	17,109	4,952	0	0	21,500
Employee Paid Benefits							
2	*041	Cafeteria Allowance	3,318	1,229	0	0	0
3	*042	Retirement	2,882	767	0	0	0
4	*xxx	All Other Paid Benefits	768	280	0	0	0
		Total	6,969	2,276	0	0	0
		Total	24,078	7,228	0	0	21,500
Services & Supplies							
5	*101	Postage	69	19	0	0	0
6	*120	Supplies Office	102	69	0	42	100
7	*129	Supplies - Other	17	0	0	0	0
8	*240	Duplication Charges - Internal	696	394	0	0	0
9	*261	Insurance - Public Liability		1,717	1,350	2,320	3,200
10	*262	Insurance-Vehicle	19	72	150	83	150
11	*282	Utility - Telephone	256	1,062	250	1,091	1,000
12	*303	Maint - Office Equipment	19	0	50	0	200
13	*304	Maint - Vehicles, Equipment	96	32	500	14	500
14	*305	Maint - Vehicle Fuel	1,300	1,022	750	538	750
15	*352	Training/Workshops/Meetings	947	0	1,500	0	1,500
16	*502	Contributions - Other Agencies	0	32,700	0	800	0
17	*540	Housing Rehab Loan					
		Total	80,402	33,570	50,000	44,000	50,000
		Total	83,923	70,656	54,550	48,888	57,400
		Total	108,001	77,884	54,550	48,888	78,900

Year-Over-Year Changes

The increase of approximately \$23,350 over the prior year's budget is primarily due to shifting cost of staff from the General Fund to the CDBG fund to administer housing loans. This reduces expenses in the General Fund.

BUILDING AND SAFETY

CDBG ADMINISTRATION

FUND

450

1004

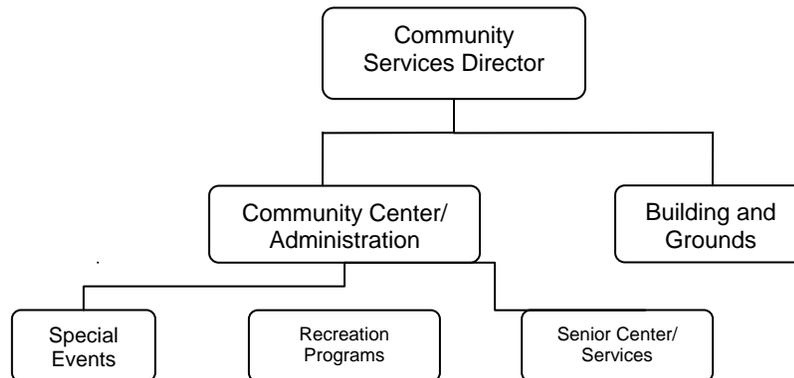
Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	11,859	6,379	0	0	0
2	*003	Over Time Salaries	0		0	0	0
Total			11,859	6,379	0	0	0
Employee Paid Benefits							
3	*041	Cafeteria Allowance	4,499	1,883	0	0	0
4	*042	Retirement	1,061	525	0	0	0
5	*xxx	All Other Paid Benefits	255	126	0	0	0
Total			5,815	2,535	0	0	0
Total			17,674	8,913	0	0	0
Services & Supplies							
6	*120	Supplies Office	141	26	0	0	0
7	*129	Supplies - Other	0	0	0	0	0
8	*203	Prof/Contr Svc - Legal	9,577	78	0	0	0
9	*563	Boys & Girls Club Improv 05/06	0	0	0	644	0
10	*303	Maint - Office Equipment	1	0	0	0	0
11	*550	Boys & Girls Club Las Piedras	2,500	6,750	0	0	0
12	*551	CASP - Food Pantry	7,508	5,052	5,052	0	0
13	*552	Interface - Family Services	4,908	5,000	0	0	0
14	*556	Comm Human Concerns - Grant/Loan	2,591	5,052	0	0	0
15	*559	Comm Human Concerns - Legal	1,470	0	0	0	0
16	*561	Blanchard Library ADA Upgrade	62,162	0	0	0	0
17	*563	Boys & Girls Club Improv 05/06	2,561	109,343	84,341	0	0
18	*564	El Concilio	0	5,052	0	0	0
19	*565	City's Impact Power Source	2,500	4,697	5,052	0	0
20	*569	Brain Injury Center	0	5,052	0	0	0
21	*571	Harding Park Rec Center 07/08	0	29,666	0	33,154	0
22	*572	Recreation Park Improv 07/08	0	0	0	65,000	0
23	*573	B&G Club Harvard Fac Upg 09/10	0	0	0	30,517	0
Total			95,920	175,767	94,445	129,315	0
Capital Outlays							
24	*660	Mill Park Restrooms	0	0	111,608	0	0
Total			0	0	111,608	0	0
Total			113,594	184,681	206,053	129,315	0

Year-Over-Year Changes

The decrease of approximately \$129,315 over the prior year's budget is primarily due to the County taking over the administrative staffing and public service program.

COMMUNITY SERVICES DEPARTMENT

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 and buildings including 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.

Budget Commentary: The Community Services Department provides a variety of activities throughout the year. The FY 2011/2012 budget funds these activities for the community and all its citizens. Staff will continue to monitor the cable franchise leases and rental payments on George Harding Park property. Also will continue to act as City liaison and provide leadership to the Recreation Commission, and Commission on Aging.

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, which includes daily Senior Nutrition Lunch Program. Funding is provided from participants' donations and Ventura County Area Agency on Aging grant for our senior nutrition coordinator and partial funding for our Senior Coordinator. The Center also provides health related programs, service referrals and a variety of activities for senior citizens. 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.
- Continue to solicit donations for the Community Center Endowment Fund.
- Continue to monitor utility costs implementing cost saving measures.

Specific Objectives

- To coordinate and schedule activities at the Community Center and Cultural Arts Multipurpose Facility.
- Devise and produce a Web site and brochure of Community Center rental options.
- 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: 45% of the Director, 40% of the Recreation Supervisor, 60% of the Customer Services Representative and part-time facility attendants. An estimated \$40,000 in Community Center rental revenue will be generated in FY 2011-2012. With a full time custodian being eliminated in the 2010-11 budget, janitorial and maintenance services has been provided by evening part time facility attendants. To make up the difference full time staff has created a daily maintenance sheet for the facility attendants to follow. Several of these tasks have been stretched over a longer period of time such as minor maintenance repairs, carry floor care and outside landscaping.

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, Yoga, Youth Summer Camps, Carnivals and Senior Center. The Community Services Staff acts as a liaison to the Recreation Commission & Commission on Aging.

Program Performance Areas:

- Offer youth and adult residents of Santa Paula new, culturally diverse and challenging, as well as traditional recreation opportunities on a year around basis.
- Continue 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.

Specific Objectives

- To monitor Harding Park Master Plan and rental agreements.
- Enhance the City's website to include all of our recreation programs.
- To continue to collaborate with all School Districts to share the use of facilities to maximize community resources without duplication of services.
- To coordinate all special events and cultural activities and develop a yearly calendar of events.
- To utilize the Isbell Gymnasium for youth activities.

Budget Commentary: Additional classes and managing the beginning stages of Phase II of the Rehabilitation of Harding Park Master Plan will be an added responsibility for 2011-2012. The Budget includes an allocation of 45% of the Community Services Director, 60% of one Recreation Supervisor, 40% of the Customer Service Representative, a part time Senior Coordinator, Recreation Leaders and Recreation Coordinators.

Recreation programs generate an estimated \$78,000 in revenue from fees and charges for classes, sports leagues, donations and lighting rentals. Due to budget constraints, the Recreation Program part time budget was trimmed to \$40,000. Recreation Programs such as summer camp will be downsized from prior years. Last year, the camp had approximately 260 participants at two sites and 20 recreation leaders and coordinators funded by the general fund. In order to be 100% cost recovery this year there will only be one site with an estimated of 140 participants and only 7 recreation leaders and coordinators funded by the general fund. In addition, our special events such as the Halloween Carnival and Come see Santa will depend on volunteers and donations. In

addition, user fees for youth sports programs such as Youth Basketball and T-Ball will be increased.

Cable Television

Program Description: Cable Television provides 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.
- Provide ongoing administration of the City's Franchise Agreement with Time Warner.
- Provide additional services involving franchise transfers and administration of consultant contracts as directed.

Specific Objectives

- Continue to us Second Audio Program (SAP) on Channel 10
- Complete a review of Government Channel services provided on Channel 10, and implement any changes identified.
- Monitor Cable Franchise Agreement with Time Warner.
- Continue charging a fee for personal announcements on Channel 10.

Budget Commentary: The Cable department provides for 5% of the Director's salary. The City has provided access to the public and nonprofit organizations to submit appropriate personal and community announcements and to provide public information (State, County, City and School District) 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 help support this activity and \$33,000 in user subscriber fees supports the program.

Santa Paula Railroad Depot

Program Description: The Depot has been the home to the Santa Paula Chamber of Commerce and the Society of the Arts for the past 15 years. The Community Services Department uses the facility for internal use only, due to budget constraints. The Train Depot is no longer available to the public. Adjacent to the Train Depot, the Railroad Plaza includes a Gazebo, the warning monument, police monument, farm worker monument, granite ball, four public rest rooms and linear park areas and open space.

Program Performance Areas

- The Railroad Depot facility will be safe, clean and efficiently maintained.
- Upon completion of the interior improvements, pursue lease/rental agreement for the vacant living space above the Depot.

Specific Program Goals

- Assist the City Manager with written agreements with the Chamber of Commerce and the Art Society.
- To use the facility for City sponsored events.
- Continue to oversee the tenants at the Train Depot, Chamber of Commerce and Santa Paula Art Society.

Budget Commentary: Five percent (5 %) of the Director's position is charged to the Railroad Depot Budget.

Buildings and Grounds Program Maintenance

Program Description: To provide maintenance, operation and improvement for public buildings and grounds, as well as other City owned properties, including the Oak Street property and the properties in Airport Runway Protection Zone (5 lots).

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.
- **Improvements:** To provide for public park improvements and additions.

Specific Objectives:

General Site Element

- Perform litter pick-up and empty all litter receptacles 7 days per 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

- Trim all shrubs 2 times per year (Spring and Fall)
- Remove weeds from all planter beds on a monthly basis in order to maintain beds in a weed free condition, and utilize mulch, whenever possible, to control weed re-growth and conserve water
- Fertilize all planter beds once annually
- Inspect all trees in public parks and grounds once per year, and perform any necessary pruning, in order to maintain trees in safe and healthy condition
- Inspect all eucalyptus trees in Fagan Barranca Park, and remove all hazardous limbs from trees

Pest Control Element

- Perform control of rodents in grounds areas monthly, utilizing pest control contractor
- Apply herbicide to weeds in planter beds, along fence lines, along athletic field lines, and around sprinkler heads 4 times per year, utilizing herbicide contractor
- Apply herbicide to vacant City-owned properties (Oak Street lot, 5 lots in Airport Runway Protection Zone) quarterly, utilizing herbicide contractor
- Apply broadleaf control herbicide to all turf areas annually, utilizing herbicide contractor
- Inspect all trees in public parks and grounds once per year for pests, and perform any necessary pest control, utilizing pest control contractor

Risk Management Element

- Inspect park and playground areas quarterly, document conditions and schedule repairs
- Respond, within 60 minutes, seven days per week, to reported safety hazards in grounds and children's play areas, marking hazards or taking areas out of service
- Inspect all other reported problems within 24 hours of notice, and contact reporting party with results of inspection, within 72 hours

Systems Element

- Inspect all irrigation circuits twice monthly, May through November
- Repair all irrigation system leaks & malfunctions within 48 hours of discovery of problem or notice
- Inspect all athletic field lighting and security lighting monthly, and perform any needed repairs

Turf Element

- Mow turf weekly as outlined in the Landscape Maintenance Schedule at the Civic Center; Veterans Park; Ebell Park; Railroad Plaza, Monument and MBF Tree Park; Mill Park; Obergon Park and Community Center; mow turf every week. Gateway areas will be completed as needed.
- 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

Administration/Supervision

- Establish and implement work order system for all routine and requested tasks
- Coordinate with Community Services Department and Recreation Commission regarding preparation for scheduled athletic and parks events and activities
- Establish weekly maintenance schedule which emphasizes appearance of parks for weekend use
- Establish annual maintenance schedule which coordinates with athletic league use
- Establish system to document corrective measures taken in response to routine safety inspections
- Review water usage for all turf and landscape areas, and propose changes to irrigation systems and practices to conserve water and lower water bills
- Establish a program for monthly monitoring of contract rodent control performance and herbicide control performance
- Upgrade record keeping and employee training to comply with all pesticide regulations

Budget Commentary:

- This program is entirely funded by the General Fund.
- Capital expenditures for public parks are included in the Capital Improvement Plan Program budget. For FY 2011-12 this includes Harding Park Master Plan Phase II and Las Piedras Park soccer field and basketball courts.
- Eliminated Weekend Park Custodian to clean parks restrooms and pick up trash.

- Buildings and Grounds has only 3 full time employees. They do their best to maintain and operate 8 parks and 6 city owned buildings.
- Without a Full time Custodian, Janitorial Services at City owned buildings (City Hall, Community Development, & Police Station) are provided by part time Facility Attendants at an estimated savings of \$20,000. The coverage varies at each of the following city buildings: City Hall, Engineering and Community Development buildings are cleaned twice a week and the Police Department is cleaned three times a week.

COMMUNITY SERVICES DEPARTMENT SUMMARY

Expenditures	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Salaries	589,107	508,677	574,808	474,034	406,178	-14.3%
Benefits	265,644	204,406	173,938	179,205	173,397	-3.2%
Total	854,751	713,083	748,746	653,239	579,575	-11.3%
Supplies, Services & Maintenance	505,944	324,014	269,259	301,113	309,934	2.9%
Transfers, Overhead and Debt	0	0	0	0	0	0.0%
Total	505,944	324,014	269,259	301,113	309,934	2.9%
Capital Outlays	6,600	8,900	0	34,183	0	-100.0%
Total	1,367,295	1,045,997	1,018,005	988,534	889,509	-10.0%
Authorized Employee Count	8.0	8.0	6.0	6.0	6.0	

COMMUNITY SERVICES DEPARTMENT - GENERAL FUND SUMMARY

Expenditures	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Salaries	558,036	458,636	551,598	448,880	377,504	-15.9%
Benefits	262,380	197,812	169,449	175,424	170,783	-2.6%
Total	820,416	656,448	721,047	624,303	548,287	-12.2%
Supplies, Services & Maintenance	365,625	208,093	247,953	200,857	187,403	-6.7%
Transfers, Overhead and Debt	0	0	0	0	0	0.0%
Total	365,625	208,093	247,953	200,857	187,403	-6.7%
Capital Outlays	6,600	8,900	0	34,183	0	-100.0%
Total	1,192,641	873,442	969,000	859,344	735,690	-14.4%
Revenue & Other Resources						
Fees, Fines & Permits	81,262	93,773	80,550	74,313	74,200	-0.2%
Charges for Services, User Fees	6,753	5,467	3,000	3,697	3,760	1.7%
Other Revenues	477	3,428	5,000	25	0	-100.0%
Total Revenues	88,492	102,668	88,550	78,035	77,960	-0.1%
Net GF (Cost)/Benefit	1,104,149	770,774	880,450	781,309	657,730	-15.8%

COMMUNITY SERVICES

COMMUNITY CENTER

FUND 100

1501

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	106,419	75,223	74,245	77,181	35,521
2	*002	Part Time Salaries	40,492	33,821	46,143	36,638	41,803
3	*003	Overtime	1,411	1,399	1,230	575	550
		Total	148,323	110,443	121,618	114,394	77,874
Employee Paid Benefits							
4	*021	Car Allowance	1,690	1,687	3,024	1,696	0
5	*041	Cafeteria Allowance	37,295	15,953	16,353	16,486	10,975
6	*042	Retirement	18,947	14,030	10,124	13,389	6,313
7	*xxx	All Other Paid Benefits	16,845	8,962	8,642	8,756	6,835
		Total	74,778	40,632	38,143	40,327	24,123
		Total	223,100	151,075	159,761	154,721	101,997
Services & Supplies							
8	*101	Postage	192	449	1,000	9	1,000
9	*103	Dues & Subscriptions	678	50	0	0	0
10	*120	Supplies Office	986	1,302	945	1,419	945
11	*123	Supplies - Shop & Field	3,308	1,156	3,000	2,780	4,000
12	*124	Supplies - Safety	185	0	0	0	0
13	*171	Minor Equipment - Office	356	0	0	0	0
14	*209	Prof/Contr Svcs - Other	7,318	4,344	4,600	2,408	4,600
15	*240	Duplication Charges - Internal	3,486	0	0	0	0
16	*280	Utility - Electric	16,330	0	0	0	0
17	*281	Utility - Gas	0	0	0	0	0
18	*282	Utility - Telephone	1,510	433	0	426	0
19	*301	Maint - Bldgs. & Improvements	9,736	3,571	6,000	3,330	6,000
20	*303	Maint - Office Equipment	407	0	0	0	0
21	*352	Training/Workshops/Meetings	503	723	1,000	889	0
22	*360	Educational Reimbursement	870	0	0	213	0
		Total	45,864	12,027	16,545	11,474	16,545
		Total	268,964	163,103	176,306	166,195	118,542

Year-Over-Year Changes

The decrease of \$57,754 over the prior year's budget is primarily due to a proposed decrease in staffing costs. Overall staffing costs have been reduced \$150,000 since 2008-09

COMMUNITY SERVICES

RECREATION & LEISURE SERVICES

FUND 100

1502

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	95,578	95,445	94,504	103,940	77,785
2	*002	Part Time Salaries	98,311	61,571	195,583	76,667	76,372
3	*003	Overtime	3,737	1,604	2,073	529	550
		Total	197,627	158,620	292,160	181,136	154,707
Employee Paid Benefits							
4	*021	Car Allowance	1,691	1,687	0	2,019	4,200
5	*041	Cafeteria Allowance	25,760	15,268	13,778	16,250	11,737
6	*042	Retirement	25,364	22,391	28,141	22,557	28,534
7	*xxx	All Other Paid Benefits	13,357	23,872	18,340	15,013	18,152
		Total	66,173	63,219	60,259	55,840	62,623
		Total	263,799	221,840	352,419	236,975	217,330
Services & Supplies							
8	*101	Postage	1,242	0	0	0	0
9	*120	Supplies Office	905	270	945	448	945
10	*123	Supplies - Shop & Field	5,600	6,671	7,000	5,493	6,000
11	*156	Special Event	16,853	16,938	15,000	5,095	3,000
12	*157	Special Event - Citrus Festival	7,239	7,198	0	3,544	0
13	*171	Minor Equipment - Office	3,551	0	0	1,003	0
14	*175	Minor Equipment - Computer	354	0	0	0	0
15	*209	Prof/Contr Svcs - Other	3,255	2,488	6,300	1,945	2,000
16	*230	Legal Advertising	0	140	0	0	0
17	*240	Duplication Charges - Internal	3,653	0	0	0	0
18	*280	Utility - Electric	1,085	0	0	0	0
19	*282	Utility - Telephone	1,499	47	0	0	0
20	*303	Maint - Office Equipment	202	0	230	0	230
21	*304	Maint - Vehicles, Equipment	50	283	500	346	500
22	*305	Maint - Vehicle Fuel	1,508	1,220	1,000	677	1,200
23	*352	Training/Workshops/Meetings	945	64	0	0	0
		Total	47,942	35,318	30,975	18,551	13,875
		Total	311,741	257,158	383,394	255,526	231,205

Year-Over-Year Changes

The decrease of approximately \$150,000 over the prior year's budget is primarily due to a proposed decrease in part-time staffing costs of \$120,000 and the reduction of special event expenses of \$12,000.

COMMUNITY SERVICES

RAILROAD DEPOT

FUND

100

1503

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	4,969	4,959	4,933	5,000	0
2	*003	Overtime	0	0	0	0	0
		Total	4,969	4,959	4,933	5,000	0
Employee Paid Benefits							
3	*021	Car Allowance	211	211	0	210	0
4	*041	Cafeteria Allowance	553	616	0	610	0
5	*042	Retirement	1,218	1,107	1,700	1,072	0
6	*xxx	All Other Paid Benefits	349	301	603	300	0
		Total	2,331	2,235	2,303	2,192	0
		Total	7,300	7,194	7,236	7,192	0
Services & Supplies							
7	*120	Supplies Office	0	0	0	0	0
8	*121	Supplies - Clothing/Uniform	0	0	0	0	0
9	*123	Supplies - Shop & Field	0	0	0	0	0
10	*124	Supplies - Safety	0	0	0	0	0
11	*173	Minor Equipment - Shop & Field	0	0	0	0	0
12	*209	Prof/Contr Svcs - Other	0	0	0	0	0
13	*226	Prof/Contr Svcs - Janitorial	0	0	0	0	0
14	*227	Prof/Contr - Temp Personnel	0	0	0	0	0
15	*280	Utility - Electric	764	0	0	0	0
16	*281	Utility - Gas	0	0	0	0	0
17	*282	Utility - Telephone	0	0	0	0	0
18	*301	Maint - Bldgs. & Improvements	0	0	0	0	0
19	*305	Maint - Vehicle Fuel	0	0	0	0	0
20	*307	Equipment Maintenance Charges	0	0	0	0	0
21	*352	Training/Workshops/Meetings	0	0	0	0	0
		Total	764	0	0	0	0
		Total	8,065	7,194	7,236	7,192	0

Year-Over-Year Changes

The decrease of approximately \$7,000 over the prior year's budget is primarily due to a proposed decrease in staffing costs of \$7,000.

COMMUNITY SERVICES

COMM SVCS-BLDG MAINT

FUND

100

1531

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	102,301	109,381	73,105	76,963	73,235
2	*002	Part Time Salaries	0	6,731	4,957	14,967	14,700
3	*003	Overtime	4,725	6,003	5,185	6,483	6,700
		Total	107,026	122,115	83,247	98,413	94,635
Employee Paid Benefits							
4	*041	Cafeteria Allowance	30,319	29,748	20,000	20,207	19,207
5	*042	Retirement	15,916	15,256	9,269	12,658	16,148
6	*xxx	All Other Paid Benefits	18,704	16,512	15,237	15,792	18,787
		Total	64,939	61,517	44,506	48,658	54,142
		Total	171,966	183,633	127,753	147,070	148,777
Services & Supplies							
7	*121	Supplies - Clothing/Uniform	722	1,470	1,700	1,101	1,701
8	*123	Supplies - Shop & Field	42,726	14,829	40,000	20,757	37,500
9	*124	Supplies - Safety	400	77	0	25	0
10	*173	Minor Equipment - Shop & Field	2,631	0	2,500	0	2,500
11	*209	Prof/Contr Svcs - Other	8,095	4,700	6,000	6,021	6,000
12	*226	Prof/Contr Svcs - Janitorial	9,072	4,669	0	4,596	0
13	*227	Prof/Contr - Temp Personnel	23,755	0	0	1,212	0
14	*280	Utility - Electric	22,563	0	0	0	0
15	*281	Utility - Gas	6,480	0	0	0	0
16	*282	Utility - Telephone	1,711	90	0	-	0
17	*301	Maint - Bldgs. & Improvements	10,880	3,901	10,000	10,762	10,000
18	*304	Maint - Vehicles Equipment	0	0	500	0	0
19	*305	Maint - Vehicle Fuel	5,191	5,512	3,000	3,931	3,000
20	*307	Equipment Maintenance Charges	5,960	5,093	4,777	4,868	4,777
21	*352	Training/Workshops/Meetings	160	849	850	130	850
		Total	140,347	41,189	69,327	53,403	66,328
Capital Outlays							
22	*610	Equipment New	6,600	0	0	34,183	0
23	*630	Improv - Other than Bldgs.-New	0	8,900	0	0	0
		Total	6,600	8,900	0	34,183	0
		Total	318,913	233,722	197,080	234,656	215,105

Year-Over-Year Changes

The increase of approximately \$18,000 over the prior year's budget is primarily due to a proposed increase in part-time staffing of \$10,000 and retirement \$7,000.

COMMUNITY SERVICES

COMM SVCS-GRNS MAINT

FUND 100

1532

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	95,563	57,475	47,878	48,225	48,688
2	*002	Part Time Salaries	0	0	0	0	0
3	*003	Overtime	4,529	5,024	1,762	1,713	1,600
		Total	100,091	62,498	49,640	49,938	50,288
Employee Paid Benefits							
4	*041	Cafeteria Allowance	24,124	14,698	10,975	14,434	13,719
5	*042	Retirement	15,433	8,534	7,289	7,740	10,391
6	*xxx	All Other Paid Benefits	14,603	6,977	5,974	6,233	5,785
		Total	54,160	30,209	24,238	28,407	29,895
		Total	154,251	92,707	73,878	78,345	80,183
Services & Supplies							
7	*101	Postage	45	0	0	0	0
8	*121	Supplies - Clothing/Uniform	1,159	736	1,000	489	1,000
9	*123	Supplies - Shop & Field	13,409	19,634	14,000	19,081	16,500
10	*124	Supplies - Safety	1,185	155	0	100	0
11	*156	Santa Paula Beautiful	8,457	3,649	10,000	1,665	10,000
12	*173	Minor Equipment - Shop & Field	3,848	-	0	0	0
13	*202	Svc - Landscape Maintenance	29,087	31,845	38,000	29,440	38,000
14	*209	Prof/Contr Svcs - Other	19,042	10,654	8,155	15,157	8,155
15	*223	Prof/Contr Svcs Tree - Trimming	8,894	7,165	10,000	5,231	10,000
16	*227	Prof/Contr - Temp Personnel	1,137	22,102	34,000	27,059	0
17	*280	Utility - Electric	20,056	0	0	0	0
18	*282	Utility - Telephone	464	17	0	0	0
19	*287	Landfill Fees	442	0	0	0	0
20	*301	Maint - Bldgs. & Improvements	5,281	6,442	0	1,447	0
21	*304	Maint - Vehicles Equipment	27	42	500	0	500
22	*305	Maint - Vehicle Fuel	7,390	7,534	6,000	8,538	6,000
23	*307	Equipment Maintenance Charges	10,543	9,010	8,451	8,612	0
24	*352	Training/Workshops/Meetings	240	574	1,000	611	500
		Total	130,708	119,558	131,106	117,430	90,655
		Total	284,958	212,265	204,984	195,775	170,838

Year-Over-Year Changes

The decrease of approximately \$34,000 over the prior year's budget is primarily due to a proposed decrease in temporary personnel of \$34,000

COMMUNITY SERVICES

FUND

103

CABLE TELEVISION

1505

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	4,969	4,959	4,933	4,158	4,000
		Total	4,969	4,959	4,933	4,158	4,000
Employee Paid Benefits							
2	*021	Car Allowance	211	211	210	212	0
3	*041	Cafeteria Allowance	553	616	549	617	0
4	*042	Retirement	1,219	1,107	1,077	1,072	0
5	*xxx	All Other Paid Benefits	348	301	467	303	0
		Total	2,331	2,235	2,303	2,204	0
		Total	7,300	7,194	7,236	6,362	4,000
Services & Supplies							
6	*123	Supplies - Shop & Field	2,186	0	5,000	0	5,000
7	*209	Prof/Contr Svcs - Other	11,937	8,838	16,000	7,398	16,000
		Total	14,123	8,838	21,000	7,398	21,000
		Total	21,423	16,032	28,236	13,759	25,000

Year-Over-Year Changes

There are no significant changes over the prior year budget.

COMMUNITY SERVICES

RECREATION PROGRAM

FUND

115

1502

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
		Services & Supplies					
1	*181	Recreation Programs	122,269	94,955	0	86,208	93,000
2	*182	Senior Activities	0	140	0	0	0
		Total	122,269	95,095	0	86,208	93,000
		Total	122,269	95,095	0	86,208	93,000

Year-Over-Year Changes

The increase of approximately \$93,000 over the prior year's budget is primarily due to each year the budget is developed from fee revenues. Expense only occurs as revenues are created.

COMMUNITY SERVICES

COMM SVCS-REC & LEISURE

FUND

405

1502

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	0	0	0	300	0
2	*002	Part Time Salaries	22,646	16,346	11,549	13,050	17,028
3	*003	Overtime	0		0	0	0
Total			22,646	16,346	11,549	13,350	17,028
Employee Paid Benefits							
4	*041	Cafeteria Allowance	0	0	0	0	0
5	*042	Retirement	574	704	488	658	1,713
6	*xxx	All Other Paid Benefits	240	318	308	195	429
Total			813	1,022	796	853	2,142
Total			23,460	17,368	12,345	14,203	19,170
Services & Supplies							
7	*123	Supplies - Shop & Field	3,927	11,988	306	6,550	8,531
8	*175	Minor Equipment - Computer	0	0	0	0	0
9	*209	Prof/Contr Svcs - Other	0	0	0	100	0
Total			3,927	11,988	306	6,650	8,531
Total			27,387	29,355	12,651	20,853	27,701

Year-Over-Year Changes

The increase of approximately \$15,000 over the prior year's budget is primarily due to proposed increased part time staffing costs and additional shop and field supplies.

COMMUNITY SERVICES

FUND

450

CDBG RECREATION-SENIOR

1502

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*002	Part Time Salaries	3,457	6,826	6,728	7,646	7,646
Total			3,457	6,826	6,728	7,646	7,646
Employee Paid Benefits							
2	*041	Cafeteria Allowance	0	0	0	0	0
3	*042	Retirement	112	122	1,079	563	359
4	*xxx	All Other Paid Benefits	7	125	311	161	113
Total			119	247	1,390	724	472
Total			3,576	7,073	8,118	8,370	8,118

Year-Over-Year Changes

There are no significant changes over the prior year budget.

COMMUNITY SERVICES

RECREATION PROGRAMS

FUND

555

1502

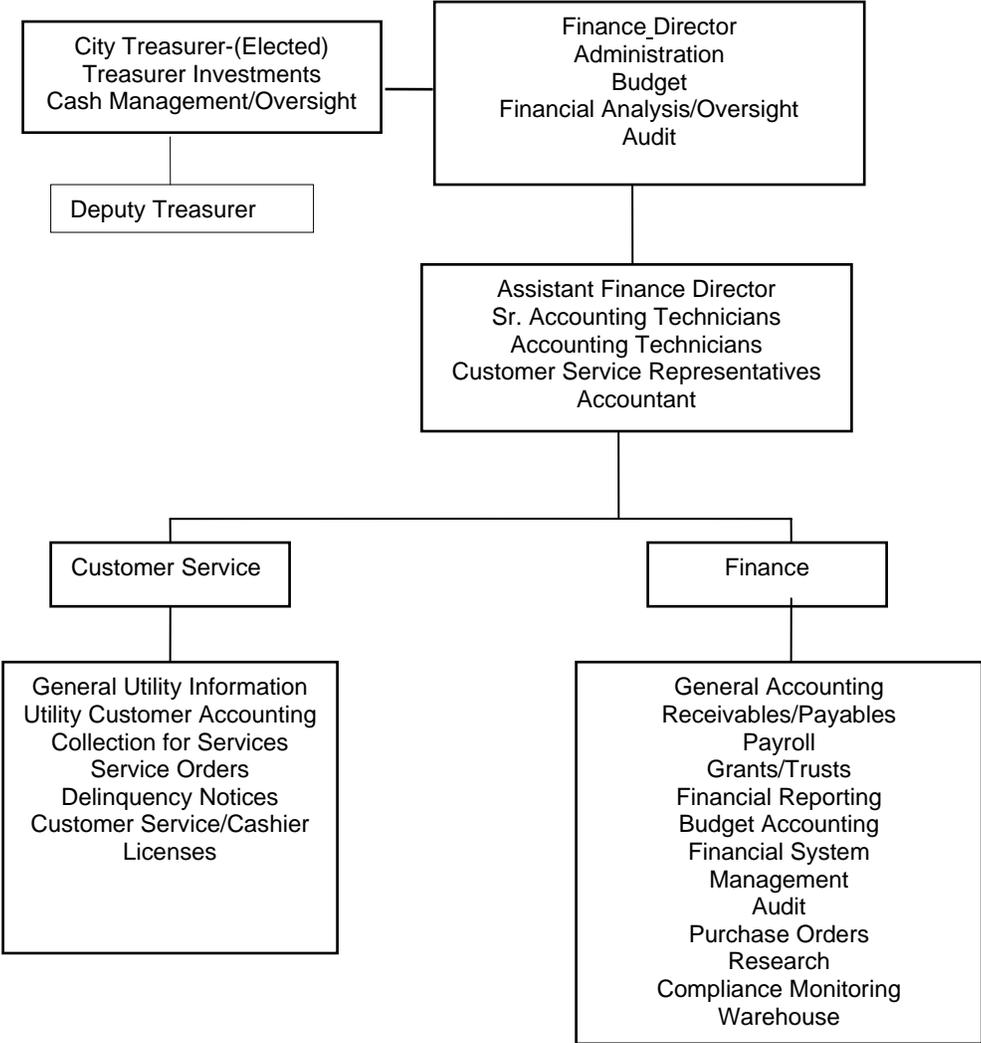
Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	0	981	0	0	0
2	*002	Part Time Salaries	0	20,929	0	0	0
Total			0	21,910	0	0	0
Employee Paid Benefits							
3	*041	Cafeteria Allowance	0	0	0	0	0
4	*042	Retirement	0	1,483	0	0	0
5	*xxx	All Other Paid Benefits	0	1,607	0	0	0
Total			0	3,090	0	0	0
Total			0	25,000	0	0	0

Year-Over-Year Changes

This budget is reported for historical purposes only. There is no change from the prior year's budget.

FINANCIAL SERVICES DEPARTMENT

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 primary goal of Financial Services is to provide accurate, reliable and timely financial information to the City Council, City Manager, City Departments and outside agencies using recognized professional standards.

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 stay within the appropriate guidelines and regulations. The Customer Service Division provides centralized accounting for customer billing, licensing and collection activities. In addition, customer service personnel in this division often provide general information and referrals for customer service throughout the City.

Department Goals: 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. Specific goals and objectives for this budget year are shown in the narratives in each division.

Budget Commentary: The Customer Service budget was divided into a general fund and a utility customer service budget. The utility customer service budget will be reported under the water fund with transfers from the wastewater. The General Fund portion of Customer Service is separate and includes processing of business and animal licenses, as well as other miscellaneous revenue collections.

As a result of staff reductions over recent years the department is not providing an adequate level of service and is not meeting its traditional goals. The following is a sample of items that are no longer being done or that have significant delays resulting in loss of revenue.

- Quarterly Treasury & Budget reports to the Council have not been provided since March 2011
- Finance is unable to reconcile monthly revenues and expenditures in a timely fashion,
- Budget adjustments are not routinely implemented to maintain a balanced budget throughout the year.
- Billings have been delayed for cost recovery items.
- Collection of past due accounts is minimal resulting in lost revenues. This has not changed, the City's past due accounts are minimal and it's due more to tenants leaving than collections.

City Treasurer Program

Program Description: The City Treasurer oversees and handles the investment program of the City. Goals of the 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 and Redevelopment Agency 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 quarterly 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, (Interim Finance Director), and two Deputy Treasurers, (Accounting Technician & Human Resources Manager). The elected position was voted at the November 2008 election.

Finance Program

Program Description: The Finance Program provides coordination and direction of the financial operations of the City. This includes directing, monitoring, and controlling the establishment and maintenance of 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 Part time Accountant and the Interim Finance Director.

Purchasing has also been consolidated with the Finance Program and facilitates procurement of goods and services for all departments by processing requisitions or preparing purchase orders over \$1,999 for supplies and services, and by assisting in the development and preparation of bid specifications and procedures. Purchasing oversees encumbrance and payment processing for all major contracts and projects to ensure compliance and consistency with regulations and guidelines. The program provides research and advice to departments requiring information on products, vendors, services and prices. In addition, the program maintains contracts and maintenance schedules for fuel, uniforms, laundry, and landscaping. Purchasing also assists departments in resolving disputes with vendors or manufacturers. This function is staffed by an accounting technician at times, but purchasing has been decentralized and shifted to the departments. Finance is here to assist when needed.

Program Performance Areas:

- Ensure proper accounting for the receipt and disbursement of all moneys of the City and Redevelopment Agency.
- Provide accurate and timely financial and economic information in a form appropriately understood by the reviewer when requested by the departments, the public, other agencies and quarterly for the City Council
- Maintain accurate, complete and appropriate records using recognized professional standards and guidelines.
- Ensure compliance with financial reporting requirements for the City. Including:
 - City Budget
 - Comprehensive Annual Financial Report.
 - State Reports
 - Road report
 - Financial
 - RDA
 - 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.

Due to limited funding, the department is unable to send its staff to important training related to taxation, accounting, etc. Most staff are improving their skills only through self-supported training programs.

Specific Objectives:

- Revise and adopt formal financial management policies and procedures, which with current staffing levels needs to be done for cross training necessity.
- Develop department procedures consistent with adopted policies.
- Document procedures for the Accounts Payable and General Ledger systems and related accounting activities.
- Grants management is becoming extremely cumbersome with new regulations and reporting requirements. With Finance's limited staffing levels it is more difficult to obtain and manage any additional grant funding,

Budget Commentary: This program includes personnel costs for 75% of the Finance Director, 75% Vacant Assistant Finance Director, 90% of three Accounting Technicians, and 5% of two Customer Service Representatives.

The Services and Supplies category includes funding for mandatory independent audit services.

Customer Service Program

Program Description: The Customer Service Program provides coordination and processing for customer billing, collection activity and meter reading. In addition, this division provides services for business licenses, animal licenses, processing permits and miscellaneous collections for the City. The program handles the establishment of services, collection and accounting responsibilities required for the City's enterprise utility operations: Sewer and Water. As primarily an internal service program, utility related customer billing costs are funded through charges to the enterprise funds for services. Personnel in this program are often a front line contact with the public. They handle customer requests, inquiries and complaints.

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 the Sr. Accounting Technician for accounts receivable process and write procedures.
 - Train backup for the Utility Billing System with written procedures.

Budget Commentary: This division includes Utility Billing and General Fund revenue collection activities. This division is broken down into two funding sources: General Fund and Enterprise Funds. Personnel budgeted in this division include two Customer Services Representatives, and a Sr. Accounting Technician. Also included is 25% of the Finance Director, Vacant 25% of the Assistant Finance Director, 100% of the Senior Accounting Technician and 92.5% of two Customer Service Representatives.

The Customer Service budget has been divided into Utility Customer service which will be reported under the Water fund with transfers from the Wastewater Fund. The General Fund portion of Customer Service is separate and includes processing business and animal licenses, accounts receivable and miscellaneous City revenue.

In the Customer Service - Utility Service budget, services and supplies include expenses for postage for utility and collection billings. This budget includes the estimated costs for the outsourcing of printing the utility bills and shut off notices.

FINANCE DEPARTMENT SUMMARY

	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted	% Change
Expenditures						
Salaries	446,588	442,210	389,177	384,483	336,208	-12.6%
Benefits	200,636	181,685	168,376	146,593	164,444	12.2%
Total	647,224	623,895	557,553	531,076	500,652	-5.7%
Supplies, Services & Maintenance	158,994	175,651	189,649	139,000	160,100	15.2%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0.0%
Total	158,994	175,651	189,649	139,000	160,100	15.2%
Capital Outlays	0	0	0	0	0	0.0%
Total	0	0	0	0	0	0.0%
Total	806,218	799,546	747,202	670,076	660,752	-1.4%
Authorized Employee Count	10.0	8.0	8.0	8.0	8.0	

FINANCE DEPARTMENT - GENERAL FUND SUMMARY

	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted	% Change
Expenditures						
Salaries	196,591	230,542	220,327	219,249	208,591	-4.9%
Benefits	91,858	93,532	95,287	80,980	95,211	17.6%
Total	288,450	324,074	315,614	300,229	303,802	1.2%
Supplies, Services & Maintenance	67,713	79,170	58,724	59,495	52,775	-11.3%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0.0%
Total	67,713	79,170	58,724	59,495	52,775	-11.3%
Capital Outlays	0	0	0	0	0	0.0%
Total	0	0	0	0	0	0.0%
Total	356,163	403,244	374,338	359,723	356,577	-0.9%
Revenue & Other Resources						
Fees, Fines & Permits	0	0	20,000	0	0	0.0%
Charges for Services, User Fees	22,173	15,592	13,000	9,829	11,000	11.9%
Other Revenues	0	0	0	0	0	0.0%
Total Revenues	22,173	15,592	33,000	9,829	11,000	11.9%
Net GF (Cost)/Benefit	333,990	387,652	341,338	349,894	345,577	-1.2%

FINANCIAL SERVICES

CITY TREASURER

FUND 100

2001

Line	Budget Account	Personnel Services	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	0	0	0	0	0
2	*002	Part Time Salaries	3,610	3,615	0	3,593	3,420
		Overtime	0	0	0	0	0
		Total	3,610	3,615	0	3,593	3,420
Employee Paid Benefits							
3	*041	Cafeteria Allowance	0	0	0	0	0
4	*042	Personnel Contribution	0	0	0	0	0
5	*xxx	All Other Paid Benefits	31	25	0	0	87
		Total	31	25	0	0	87
		Total	3,641	3,640	0	3,593	3,507
Services & Supplies							
6	*101	Postage	66	0	0	0	0
7	*103	Dues & Subscriptions	0	155	0	0	0
8	*120	Supplies Office	108	0	0	0	0
9	*209	Prof/Contr Svcs - Other	2,036	0	0	0	0
		Total	2,211	155	0	0	0
		Total	5,851	3,795	0	3,593	3,507

Year-Over-Year Changes

The increase of approximately \$3,500 over the prior year's budget is primarily due to the proposed increase in part-time staffing.

FINANCIAL SERVICES

FINANCE OPERATIONS

FUND 100

2002

Line	Budget Account	Personnel Services	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	149,791	224,466	218,029	213,708	203,471
2	*002	Part Time Salaries	0		0	0	0
3	*003	Overtime	1,016	2,461	2,298	1,948	1,700
		Total	150,808	226,926	220,327	215,656	205,171
Employee Paid Benefits							
4	*021	Car Allowance	1,691	1,687	2,142	2,084	3,150
5	*041	Cafeteria Allowance	39,208	53,006	71,469	44,156	49,411
6	*042	Personnel Contribution	24,618	31,897	17,407	28,515	35,166
7	*xxx	All Other Paid Benefits	7,233	6,917	4,269	6,225	7,397
		Total	72,750	93,507	95,287	80,980	95,124
		Total	223,558	320,434	315,614	296,636	300,295
Services & Supplies							
8	*101	Postage	3,931	572	2,000	52	75
9	*103	Dues & Subscriptions	1,703	1,093	741	678	600
10	*120	Supplies Office	3,737	2,516	5,368	2,245	2,000
11	*129	Supplies - Other	0	289	0	0	0
12	*171	Minor Equipment - Office				396	400
13	*175	Minor Equipment - Computer	0	1,371	0	0	0
14	*179	Minor Equipment - Other	32	0	0	0	0
15	*201	Prof/Contr Svcs - Financial	29,050	39,704	33,000	27,133	33,000
16	*205	Prof/Contr Svcs - Personnel	0	0	5,000	0	0
17	*209	Prof/Contr Svcs - Other	1,789	8,958	0	6,575	5,000
18	*227	Prof/Contr - Temp Personnel	4,598	10,006	6,000	16,956	9,000
19	*230	Legal Advertising	0	610	0	0	0
20	*231	Misc Advertising/Promo	0	230	1,000	0	1,000
21	*240	Duplication Charges - Internal	1,533	0	0	0	0
22	*241	Printing & Binding - External	1,902	280	1,615	1,095	1,500
23	*282	Utility - Telephone	331	292	0	209	0
24	*301	Maint - Bldgs & Improvements	0	11,300	0	2,200	0
25	*303	Maint - Office Equipment	32	0	200	0	0
26	*352	Training/Workshops/Meetings	1,992	48	1,800	54	0
27	*353	Mileage Reimbursement	0	246	200	231	200
28	*360	Educational Reimbursement	1,500	1,500	1,800	1,671	0
		Total	52,129	79,015	58,724	59,495	52,775
		Total	275,687	399,449	374,338	356,130	353,070

Year-Over-Year Changes

The decrease of approximately \$21,000 over the prior year's budget is primarily due to the proposed decrease in staffign costs and benefits.

FINANCIAL SERVICES

CUSTOMER SERVICE

FUND 100

2003

Line	Budget Account	Personnel Services	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	41,469	0	0	0	0
2	*002	Part Time Salaries	0	0	0	0	0
3	*003	Overtime	704	0	0	0	0
		Total	42,173	0	0	0	0
Employee Paid Benefits							
4	*041	Cafeteria Allowance	10,128	0	0	0	0
5	*042	Personnel Contribution	7,199	0	0	0	0
6	*xxx	All Other Paid Benefits	1,750	0	0	0	0
		Total	19,077	0	0	0	0
		Total	61,250	0	0	0	0
Services & Supplies							
7	*101	Postage	1,584	0	0	0	0
8	*103	Dues & Subscriptions	120	0	0	0	0
9	*120	Supplies Office	208	0	0	0	0
10	*129	Supplies - Other	227	0	0	0	0
11	*201	Prof/Contr Svcs - Financial	8,316	0	0	0	0
12	*209	Prof/Contr Svcs - Other	339	0	0	0	0
13	*240	Duplication Charges - Internal	899	0	0	0	0
14	*282	Utility - Telephone	224	0	0	0	0
15	*352	Training/Workshops/Meetings	1,297	0	0	0	0
16	*353	Mileage Reimbursement	160	0	0	0	0
		Total	13,374	0	0	0	0
		Total	74,625	0	0	0	0

Year-Over-Year Changes

This budget unit is reported for historical purpose only.
 There are no significant changes to the prior year's budget.

FINANCIAL SERVICES

FUND

281

VISTA BUS PASSES

2003

Line	Budget Account	Personnel Services	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	3,088	3,103	2,905	1,593	1,659
2	*002	Part Time Salaries	0		0	0	0
3	*003	Overtime	0		38	0	0
Total			3,088	3,103	2,943	1,593	1,659
Employee Paid Benefits							
4	*041	Cafeteria Allowance	886	882	878	402	549
5	*042	Personnel Contribution	526	497	509	260	354
6	*xxx	All Other Paid Benefits	84	86	92	34	64
Total			1,496	1,465	1,479	697	967
Total			4,584	4,568	4,422	2,289	2,626
Total			4,584	4,568	4,422	2,289	2,626

Year-Over-Year Changes

The decrease of approximately \$1,800 over the prior year's budget is primarily due to a proposed forty-three percent reduction of staffing costs.

FINANCIAL SERVICES

CUSTOMER SERVICES - UTILITIES

FUND 620

2005

Line	Budget Account	Personnel Services	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	243,640	207,038	164,649	161,708	124,458
2	*002	Part Time Salaries	0		0	0	0
3	*003	Overtime	3,269	1,526	1,258	1,933	1,500
Total			246,909	208,565	165,907	163,641	125,958
Employee Paid Benefits							
4	*021	Car Allowance	2,114	2,108.91	1,722	1,716	1,050
5	*041	Cafeteria Allowance	53,106	45,978.72	38,706	32,924	34,214
6	*042	Personnel Contribution	40,111	32,776.48	25,881	25,426	28,403
7	*xxx	All Other Paid Benefits	11,951	5,824	5,301	4,850	4,599
Total			107,282	86,688	71,610	64,917	68,266
Total			354,191	295,253	237,517	228,557	194,224
Services & Supplies							
8	*101	Postage	41,584	44,734.80	93,000	36,826	50,000
9	*120	Supplies Office	570	87.75	3,225	105	150
10	*129	Supplies - Other	0	0	0	0	0
11	*171	Minor Equipment - Office	327	0	0	942	0
12	*175	Minor Equipment - Computer	0		0	0	0
13	*179	Minor Equipment - Other	31		0	0	0
14	*201	Prof/Contr Svcs - Financial	27,858	29,091.76	23,000	15,613	23,000
15	*205	Prof/Contr Svcs Personnel	0	0.00	0	160	175
16	*209	Prof/Contr Svcs - Other	20,655	22,463.74	7,800	13,246	25,000
17	*227	Prof/Contr - Temp Personnel	0		1,000	12,613	9,000
18	*282	Utility - Telephone	256	103.45	1,900	0	0
19	*352	Training/Workshops/Meetings	0		1,000	0	0
Total			91,280	96,482	130,925	79,505	107,325
Total			445,471	391,734	368,442	308,063	301,549

Year-Over-Year Changes

The decrease of approximately \$67,000 over the prior year's budget is primarily due to a proposed staff reduction of approximately \$40,000 and reduction in postage costs of \$43,000 related to the transfer of Solid Waste services to the private sector and the elimination of billing.

FIRE DEPARTMENT

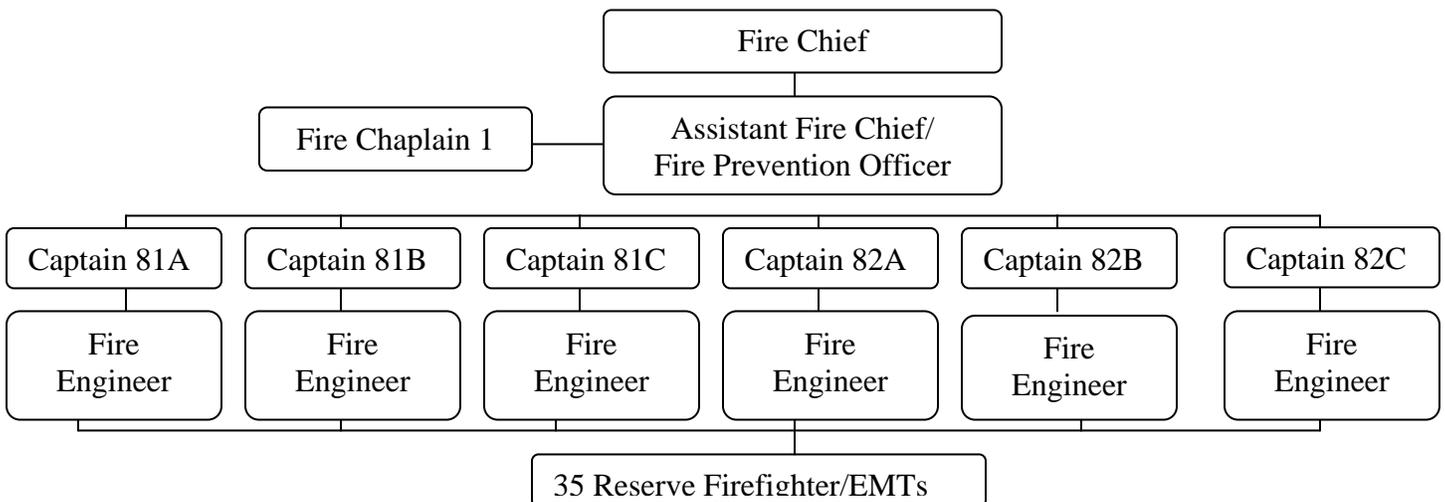
Department Description: The Santa Paula Fire Department is a combination, full-time/reserve department providing fire suppression and emergency medical services, as well as fire prevention and business hazardous materials regulation functions within the City. The fifteen full-time personnel are the Fire Chief, Assistant Chief, six Captains, six Engineers and one Firefighter, all of whom are also Emergency Medical Technicians. There are up to 35 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 2002 Ferrera pumper, a 1986 Ford Pierce Pumper with a 50' "Telesquirt" aerial ladder and monitor. Station 82 houses a 2008 Ferrera pumper, a 1991 Beck 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. The Public Works Department's Equipment Maintenance Division provides mechanics' services.

Routine fire, medical and other calls are handled by the two on-duty Engine Companies on a rotating 24-hour-shift system. Engine 81 responds out of Station 81 with a full-time Captain, Engineer and Reserve Firefighter/EMT, and Engine 82 responds out of Station 82 with a full-time Captain, Engineer and Reserve Firefighter/EMT. All available personnel are dispatched to major emergencies. Station 82's crew is also responsible for responding to mutual 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 the District on a fee-for-service basis for hazardous materials responses requiring more than the City's own resources, and for continuing EMT training.

The Santa Paula Fire Department Organizational Chart is show below:



Department Goals:

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

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

Reserve Firefighter/EMT program has been in effect since February 1, 2005. Up to 35 Reserve Firefighter/EMT's volunteer to provide a minimum of two additional personnel per shift at Stations 81 and 82. Each Reserve Firefighter EMT is committed to serving a minimum of three 24-hour shifts per month. This has provided the City with a second fire engine staffed around the clock. As of this time, the program appears successful but not ideal. The next personnel step, depending on future funding, will be to provide 5 full-time Firefighter positions for Stations 81 and 82.

In late 2005, Council authorized the creation of a special one-year position for a Fire Captain to serve as City Emergency Preparedness Coordinator. This 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. This Fire Captain's engine company position was backfilled by the temporary promotion. Since that time Captain 81 B has continued to handle these duties.

Fire Administration Program

Program Description: The Chief, who reports directly to the City Manager, administers The Fire Department. The Assistant Fire Chief assists in the administration of the department. The program includes minor expenses of the volunteer Fire Chaplain.

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, semi-monthly engine company drills, emergency medical training, DMV Class B Firefighter Restricted driver license program, participation in mutual aid training and California Fire Academy classes.
- Operations: The Fire Chief acts as Incident Commander at major fire emergencies.
- City Management Team: The Fire Chief assists the City Manager and other Management Team members with a variety of special and long-term projects that cross department lines.
- Emergency Preparedness: Under the general direction of the City Manager, the Fire Department has assumed primary responsibility for coordination of emergency preparedness for the City. This includes the special one-year assignment of a Fire Captain to serve as Emergency Preparedness Coordinator, the budget and expenses for whom are in the Fire Prevention Program.

Specific Objectives

- 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 Program

Program Description: under the general supervision of the Fire Chief, the Assistant Fire Chief/Fire Prevention Officer conducts the day-to-day fire prevention activities. These duties include plan checking, fire code enforcement and inspections, fire cause investigation, and public education. The Assistant Chief assigns the on-duty engine companies to conduct school and business inspections, weed abatement enforcement, public education and other related duties. The Fire Department is a Participating Agency in the local Certified Unified Program Agency that is responsible for business hazardous materials inventory and emergency plans. The Assistant Chief is responsible for managing this program. The special position for a Fire Captain to serve as City Emergency Preparedness Coordinator is assigned to this budget program. This 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.

Performance Areas

- *Plan Checking* - Plans for development and new construction are received and checked for compliance with the California Fire Code and other applicable regulations.
- *Fire Code Enforcement and Inspections* -This includes investigation of complaints about fire code violations, regular inspections of businesses, schools and public assembly buildings, and conducting the annual summer weed abatement inspection and enforcement program.
- *Fire Cause Investigation* - The causes of fires are investigated and arson fire investigations are coordinated and prepared for prosecution when a suspect can be identified.
- *Public Education* - Children and others are taught fire safety through station tours and school presentations. Fire safety advice and literature is provided to adults upon request.
- *Hazardous Materials* - Approximately 80 businesses in Santa Paula are subject to this program, which includes emergency plans and inspections.
- *Emergency Preparedness Coordinator* - This assignment by a Fire Captain 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

- 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 Uniform 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.
- To make sure that business hazardous materials are properly inventoried and that each business has an emergency plan for dealing with hazardous materials incidents.
- To reduce the potential for hazardous materials emergency incidents by working with affected businesses and with County Environmental Health Agency through the Certified Unified Program Agency to encourage the reduction of hazardous materials inventories, where appropriate, and encourage safe storage, handling and transportation of these materials.
- To continue implementation of a computerized network between the Fire Department and the Environmental Health Agency to facilitate the transfer between agencies of information concerning the hazardous materials inventories and plans.
- The Emergency Preparedness Coordinator (Fire Captain on special assignment) will:
 - update and coordinate City emergency planning
 - develop and train CERT teams
 - implement a Citizen Corps program
 - acquire and implement an emergency AM radio system
 - represent the City in area-wide emergency planning groups and activities, and perform other assignments as needed.

Budget Commentary: The budget includes personnel costs for the Assistant Fire Chief and related expenses associated with this program, plus the remaining personnel costs and expenses for the special assignment of a Fire Captain to work as City Emergency Preparedness Coordinator.

Fire Operations Program

Program Description: The third program is called “Fire Operations”. This includes the salaries, benefits and expenses of the 13 full-time line fire personnel, the expenses for the 35 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 2010 the Department was dispatched to approximately 2,200 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 and 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 Services buildings.
- Provide these services without injury to our personnel or other citizens.
- Respond safely and effectively to an estimated 2,500 annual emergency calls.
- Arrive on scene within 5 minutes of being dispatched 90 percent of the time.

Budget Commentary: This budget includes funds to staff Station 81 and 82 with a full time Fire Captain, and Engineer along with one fulltime Firefighter each shift 24-7. The next phase of staffing Stations 81 and 82, depending on future funding, will be to add five new Firefighters.

FIRE DEPARTMENT SUMMARY

Expenditures	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Salaries	1,264,349	1,138,086	1,063,677	1,209,484	1,094,270	-9.5%
Benefits	787,093	719,432	700,577	723,762	734,600	1.5%
Total	2,051,442	1,857,518	1,764,254	1,933,246	1,828,870	-5.4%
Supplies, Services & Maintenance	261,129	214,195	204,043	207,269	226,675	9.4%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0.0%
Total	261,129	214,195	204,043	207,269	226,675	9.4%
Capital Outlays	0	0	0	0	0	0.0%
Total	0	0	0	0	0	0.0%
Total	2,312,571	2,071,713	1,968,297	2,140,516	2,055,545	-4.0%
Authorized Employee Count	13.0	14.0	15.0	15.0	15.0	

FIRE DEPARTMENT - GENERAL FUND SUMMARY

Expenditures	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Salaries	1,253,710	1,127,463	1,063,677	1,206,016	1,091,570	-9.5%
Benefits	787,093	719,397	700,577	723,532	734,561	1.5%
Total	2,040,803	1,846,860	1,764,254	1,929,547	1,826,131	-5.4%
Supplies, Services & Maintenance	233,363	186,567	166,593	180,417	193,525	7.3%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0.0%
Total	233,363	186,567	166,593	180,417	193,525	7.3%
Capital Outlays	0	0	0	0	0	0.0%
Total	0	0	0	0	0	0.0%
Total	2,274,166	2,033,427	1,930,847	2,109,965	2,019,656	-4.3%
Revenue & Other Resources						
Fees, Fines & Permits	51,752	56,967	39,000	56,583	66,200	17.0%
Intergovernmental Revenues	265,653	89,172	50,000	61,403	61,300	-0.2%
Charges for Services, User Fees	15,874	16,458	16,500	11,523	11,765	2.1%
Other Revenues	1,741	11,942	16,000	17,750	0	-100.0%
Total Revenues	335,020	174,539	121,500	147,259	139,265	-5.4%
Net GF (Cost)/Benefit	1,939,146	1,858,888	1,809,347	1,962,706	1,880,391	-4.2%

**FIRE
FUND**

100

ADMINISTRATION & PREVENTION

2501

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	185,924	196,847	196,181	195,753	180,802
2	*003	Overtime	16,053	732	732	693	700
		Total	201,976	197,579	196,913	196,445	181,502
Employee Paid Benefits							
3	*041	Cafeteria Allowance	21,835	22,660	21,007	22,903	22,031
4	*042	Retirement	85,129	80,666	74,666	73,885	82,464
5	*xxx	All Other Paid Benefits	23,469	19,812	25,495	13,628	27,204
		Total	130,433	123,138	121,168	110,416	131,699
		Total	332,409	320,717	318,081	306,861	313,201
Services & Supplies							
6	*101	Postage	95	107	238	12	200
7	*103	Dues & Subscriptions	1,038	200	1,425	0	1,425
8	*120	Supplies Office	812	108	475	65	500
9	*121	Supplies Clothing/Uniform	5,248	530	500	311	1,000
10	*123	Supplies - Shop & Field	270	0	0	0	0
11	*124	Supplies - Safety	25	0	0	0	0
12	*209	Prof/Contr Svcs - Other	300	345	2,000	300	2,000
13	*213	Prof/Contr Svcs - Weed Abatement		0	0	0	0
14	*214	Prof/Contr Svcs - Medical	76	0	0	0	0
15	*240	Duplication Charges	244	0	0	0	0
16	*241	Printing & Binding	0	0	0	30	0
17	*282	Utility - Telephone	875	700	0	753	800
18	*303	Maint - Office Equipment	11	0	305	0	0
19	*305	Maint - Vehicle Fuel	2,800	1,962	2,700	2,842	2,700
20	*352	Training/Workshops/Meetings	741	35	4,100	1,516	4,000
		Total	12,535	3,987	11,743	5,829	12,625
		Total	344,944	324,704	329,824	312,690	325,826

Year-Over-Year Changes

There are no significant changes over the prior year budget.

FIRE		100		OPERATIONS			
FUND				2504			
Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	862,531	785,715	758,098	817,339	730,068
2	*002	Part Time Salaries	4,489	2,687	0	129	0
3	*003	Overtime	184,714	141,482	108,667	192,103	180,000
Total			1,051,734	929,884	866,764	1,009,570	910,068
Employee Paid Benefits							
4	*041	Cafeteria Allowance	149,285	152,327	139,202	168,627	163,763
5	*042	Retirement	364,327	324,561	303,148	312,794	323,336
6	*xxx	All Other Paid Benefits	143,047	119,370	137,059	131,694	115,763
Total			656,660	596,259	579,409	613,116	602,862
Total			1,708,394	1,526,143	1,446,173	1,622,686	1,512,930
Services & Supplies							
7	*120	Supplies Office	102	1,007	0	20	200
8	*122	Supplies - Medical	199	3,613	5,000	1,914	5,000
9	*123	Supplies - Shop & Field	9,206	16,580	4,300	5,795	5,000
10	*124	Supplies - Safety	9,422	4,740	4,000	3,129	7,500
11	*129	Supplies - Other	560	88	0	1,212	1,500
12	*175	Minor Equipment - Computer	915	1,458	50	0	0
13	*179	Minor Equipment - Other	352	126	1,000	872	1,000
14	*209	Prof/Contr Svcs - Other	1,907	391	0	0	0
15	*212	Prof/Contr Svcs - Train EMT	3,227	0	1,000	0	1,000
16	*214	Prof/Contr Svcs - Medical	10,311	0	0	148	200
17	*219	Svcs - Ventura County Fire	9,201	7,440	5,000	7,354	6,000
18	*240	Duplication Charges - Internal	56	0	0	0	0
19	*241	Printing & Binding - External	0	1,286	0	0	0
20	*245	Svcs - Uniform Cleaning	48	0	0	0	0
21	*280	Utility - Electric	9,472	0	0	0	0
22	*282	Utility - Telephone	4,752	202	0	0	0
23	*301	Maint - Bldgs & Improvements	787	2,271	2,000	3,065	7,500
24	*304	Maint - Vehicles, Equipment	14,395	2,274	2,500	11,717	10,000
25	*305	Maint - Vehicle Fuel	15,952	13,755	12,000	14,436	13,000
26	*307	Equipment Main. Charges	62,369	53,306	40,000	51,280	35,000
27	*321	Reserve Officer Expenses	29,725	37,851	40,000	35,778	50,000
28	*352	Training/Workshops/Meetings	1,628	0	1,000	1,859	2,000
29	*355	CPR Training Costs	287	520	0	0	0
30	*360	Educational Reimbursement	457	175	1,000	511	0
31	*370	Lease/Rental	35,498	35,498	36,000	35,498	36,000
Total			220,828	182,580	154,850	174,588	180,900
Total			1,929,221	1,708,723	1,601,023	1,797,274	1,693,830

Year-Over-Year Changes

The increase of approximately \$91,000 over the prior year's budget is primarily due to proposed increase in overtime time staffing cost of \$72,000 and increases reserve officer expenses of \$10,000.

**FIRE
FUND**

313

**PREVENTION - HOMLAND SECURITY
2502**

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Services & Supplies							
1	*120	Supplies Office	358	0	0	0	0
2	*123	Supplies - Shop & Field	0	0	0	0	0
3	*129	Supplies - Training	328	129	0	129	500
4	*241	Printing & Binding - External	762	1,117	12,000	1,117	10,000
5	*309	Maint - Minor Equipment	405	1,121	450	606	1,200
Total			1,853	2,368	12,450	1,852	11,700
Total			1,853	2,368	12,450	1,852	11,700

Year-Over-Year Changes

There are no significant changes over the prior year budget.

FIRE
FUND

313

OPERATIONS - HOMELAND SECURITY
2504

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	0	1,392.17	0	892	0
2	*002	Part Time Salaries	0	598.19	0	0	2,700
3	*003	Overtime	10,639	8,632.66	0	2,577	0
Total			10,639	10,623	0	3,468	2,700
Employee Paid Benefits							
4	*041	Cafeteria Allowance	0	0	0	0	0
5	*042	Retirement	0	24	0	66	0
6	*xxx	All Other Paid Benefits	0	11	0	165	39
Total			0	35	0	231	39
Total			10,639	10,658	0	3,699	2,739
Services & Supplies							
7	*179	Minor Equipment - Other	235	0	0	0	0
8	*352	Training/Workshops/Meetings	678	0	0	0	200
Total			914	0	0	0	200
Total			11,552	10,658	0	3,699	2,939

Year-Over-Year Changes

There are no significant changes over the prior year budget.

**FIRE
FUND**

450

**CDBG OPERATIONS
2504**

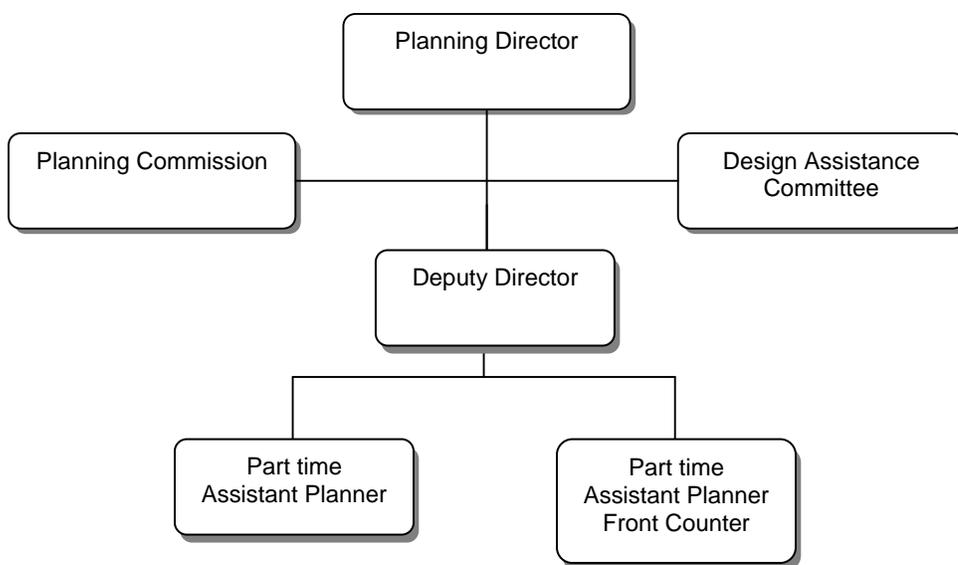
Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Services & Supplies							
1	*610	Equipment - New	25,000	25,260	25,000	25,000	21,250
		Total	25,000	25,260	25,000	25,000	21,250
		Total	25,000	25,260	25,000	25,000	21,250

Year-Over-Year Changes

There are no significant changes over the prior year budget.

PLANNING DEPARTMENT

Department Description: The Planning Department is responsible for the physical design and well being of the community. The department provides professional planning analysis and recommendations on planning matters, related policies and future plans for the City, including new development proposals and compliance with State mandated laws. The department consists of a Director, Deputy Director, and two part time Assistant Planners.



Department Goals: Promote the City in its efforts to improve the physical and social environment while preserving our natural, historic and cultural resources; promote the highest and best use of all property in the City; promote 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.

Budget Commentary: The Department staff has decreased from eight full time and one half time in FY 2008-09 to two full time staff (Planning Director and Deputy Director) and two part time Assistant Planners beginning in FY 2010-11. The Department lacks designated administrative support staff, therefore planners also complete all required administrative responsibilities.

The department has four general performance 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; 2) current planning, including permit processing, zoning and environmental reviews; 3) special projects; and 4) planning administration.

The decrease in staffing reflects the economic conditions locally and statewide. However, staff has noticed a continued increase in workload due to several factors including: the Department taking over the processing new business licenses from the Finance Department, increased public information inquiries, implementation of the East Area 1 Specific Plan, on-going planning processes for annexation of East Area 2, applications for several hillside subdivisions with related annexation, and increased inquiries regarding economic development opportunities. With the diminishing number of planning staff available to deliver services, the remaining planning staff continues to carry a larger workload.

Therefore, workload remains consistent in terms of development project reviews, State mandated environmental documentation, long term planning studies, and responses to public information requests.

The Department relies on contract planners on an as needed basis and uses current planning department staff for most general departmental functions thus allowing the department to apply applicant fees to project administration in-house.

Ongoing long-term planning efforts include: continued updating of the Development Code, State mandated update of the Housing Element and subsequent revisions to other General Plan elements, continued staff support for code enforcement and support to other City Departments.

Staff continues the coordinating with several SCAG programs which will continue into the next fiscal year (COMPASS, RHNA and the RTP).

The department's budget is funded through the General Fund. The Department's resources are largely supported by fee revenues, which include fees collected for services provided by the Planning Department.

Year-Over Year Adjustment:

Professional contract and services are being reduced by approximately \$8,000.

Advanced/Long-Range Planning Program

Program Description: This area includes development, updates and compliance with the City General Plan, 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).
- ◆ Continue revisions relating to clean-up of the Development Code (such as correcting map errors, text consolidations) and revisions as may be required by new land use case law or state legislation.
- ◆ Coordination and completion of the Housing Element Update to be completed during 2011.
- ◆ Continue implementation of the Housing Element and Housing Element Programs.
- ◆ Report on progress of Housing Element implementation to the City Council and to the California Department of Housing and Community Development.
- ◆ Continue implementation of the Inclusionary Housing Ordinance (IHO).
- ◆ Project management, coordination and implementation of Specific Plans for East Area 1 and the Airpark.
- ◆ On going participation with NPDES land use regulations.
- ◆ Coordination with SCAG for updated RHNA and the RTP.
- ◆ Implementation of the Annexation Guidelines.
- ◆ Continue coordination with Federal Government for 2011 Census.

Current Planning Activities

Program Description: To assist public and development community with development proposals, ensure compliance with required regulations, environmental requirements, process home occupation permit requests, Business Licenses, sign permits and other discretionary and ministerial requests.

Program Performance Areas:

- ◆ Provide planning assistance at the public counter and answer planning phone calls and emails. A high level of public service is provided with service in both English and Spanish. Department policy is to respond to inquiries within 24 hours.
- ◆ Review and approve development projects that may impact the City, and conduct environmental reviews on 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 ranging from mixed use redevelopment of several infill and under-utilized commercial properties, new single-family subdivisions, new multi-family housing projects, and many other projects.
- ◆ 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.
- ◆ 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 the CEQA, local land use and building code requirements and applicable conditions of approval.
- ◆ Expediently process discretionary and ministerial permits within established timetables, and as guided by customer service objectives.
- ◆ Coordinate, review and approve Home Occupation requests, Business Licenses, Sign permits.
- ◆ Review and comment on the annual Capital Improvement Program 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.
- ◆ Continue providing planning information and support to city departments such as Public Works Department, Inspection Services and Fire Department pertaining to development proposals.

Special Projects

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

Program Performance Areas:

- ◆ Process Development Code updates as necessary to facilitate economic development.
- ◆ Implementation of East Area 1 Specific Plan.
- ◆ Process annexation for East Area 2.
- ◆ Process entitlements for portions of West Area 2 and other specific plans.
- ◆ Provide assistance to other departments when needed (Bike Trail).
- ◆ Process individual annexation applications as may become necessary.
- ◆ Continue implementation of the sign inventory and required follow up per the Sign Ordinance.

Department Administration

Project 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.
- ◆ Utilize Geographical Information System (GIS) technology to provide planning information to the public. Staff continues providing general plan and zoning maps to the public, keeps maps current, and provides custom maps for report exhibits using the City's GIS system.
- ◆ Providing 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.
- ◆ 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.
- ◆ 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-Hetzberg 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.
- ◆ 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

	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Expenditures						
Salaries	359,324	288,133	272,759	281,735	264,993	-5.9%
Benefits	124,196	97,661	92,443	86,021	97,405	13.2%
Total	483,520	385,794	365,202	367,756	362,398	-1.5%
Supplies, Services & Maintenance	125,696	126,912	72,950	20,838	149,450	617.2%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0.0%
Total	125,696	126,912	72,950	20,838	149,450	617.2%
Capital Outlays	0	0	0	0	0	0%
Total	0	0	0	0	0	0%
Total	609,216	512,706	438,152	388,593	511,848	31.7%
Authorized Employee Count	6.5	4.0	4.0	4.0	4.0	
Revenue & Other Resources						
Charges for Services, User Fees	279,403	265,729	170,500	170,737	410,100	140.2%
Other Revenues	7,866	16,777	12,000	1,277	9,500	643.9%
Total Revenues	287,269	282,506	182,500	172,014	419,600	143.9%
Net GF (Cost)/Benefit	321,947	230,200	255,652	216,579	92,248	-57.4%

Note; Planning is only funded using General Fund resources

PLANNING

FUND

100

PLANNING

3001

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	356,794	286,919	193,924	280,985	186,162
2	*002	Part Time Salaries	1,958	1,214	78,835	750	78,831
3	*003	Overtime	572	0	0	0	0
Total			359,324	288,133	272,759	281,735	264,993
Employee Paid Benefits							
4	*021	Car Allowance	4,228	4,218	3,612	4,240	4,200
5	*041	Cafeteria Allowance	52,125	37,147	40,073	30,082	30,909
6	*042	Retirement	58,681	47,541	40,598	43,323	52,878
7	*xxx	All Other Paid Benefits	9,162	8,755	8,160	8,376	9,418
Total			124,196	97,661	92,443	86,021	97,405
Total			483,520	385,794	365,202	367,756	362,398
Services & Supplies							
8	*101	Postage	1,260	166	500	0	0
9	*103	Dues & Subscriptions	657	836	800	685	800
10	*120	Supplies Office	1,079	230	500	190	400
11	*129	Supplies - Other	116	51	150	0	0
12	*150	Recognition - Awards	0	0	0	0	50
13	*171	Minor Equipment - Office	1,015	1	400	0	0
14	*175	Minor Equipment - Computer	0	72	0	0	0
15	*203	Prof/Contr Svcs - Legal	25,733	16,835	15,000	4,489	12,000
16	*209	Prof/Contr Svcs - Other	217	0	10,000	2,560	6,000
17	*215	Prof/Contr Svcs - Planning	38,239	22,180	40,000	0	27,000
18	*227	Prof/Contr Svcs - Temp Personnel	0	0	0	11,537	15,000
19	*230	Legal Advertising	889	2,318	2,500	869	1,500
20	*232	Prof Svcs - Contract Planning	49,884	83,065	0	0	85,000
21	*240	Duplication Charges - Internal	3,872	0	0	0	0
22	*241	Printing & Binding - External	37	765	1,000	30	400
23	*282	Utility - Telephone	1,472	359	0	257	0
24	*301	Maint - Bldgs. & Improvements	14	0	0	0	0
25	*303	Maint - Office Equipment	31	0	100	0	0
26	*352	Training/Workshops/Meetings	730	35	1,000	220	500
27	*354	Planning Commission Expenses	450	0	1,000	0	800
Total			125,696	126,912	72,950	20,838	149,450
Total			609,216	512,706	438,152	388,593	511,848

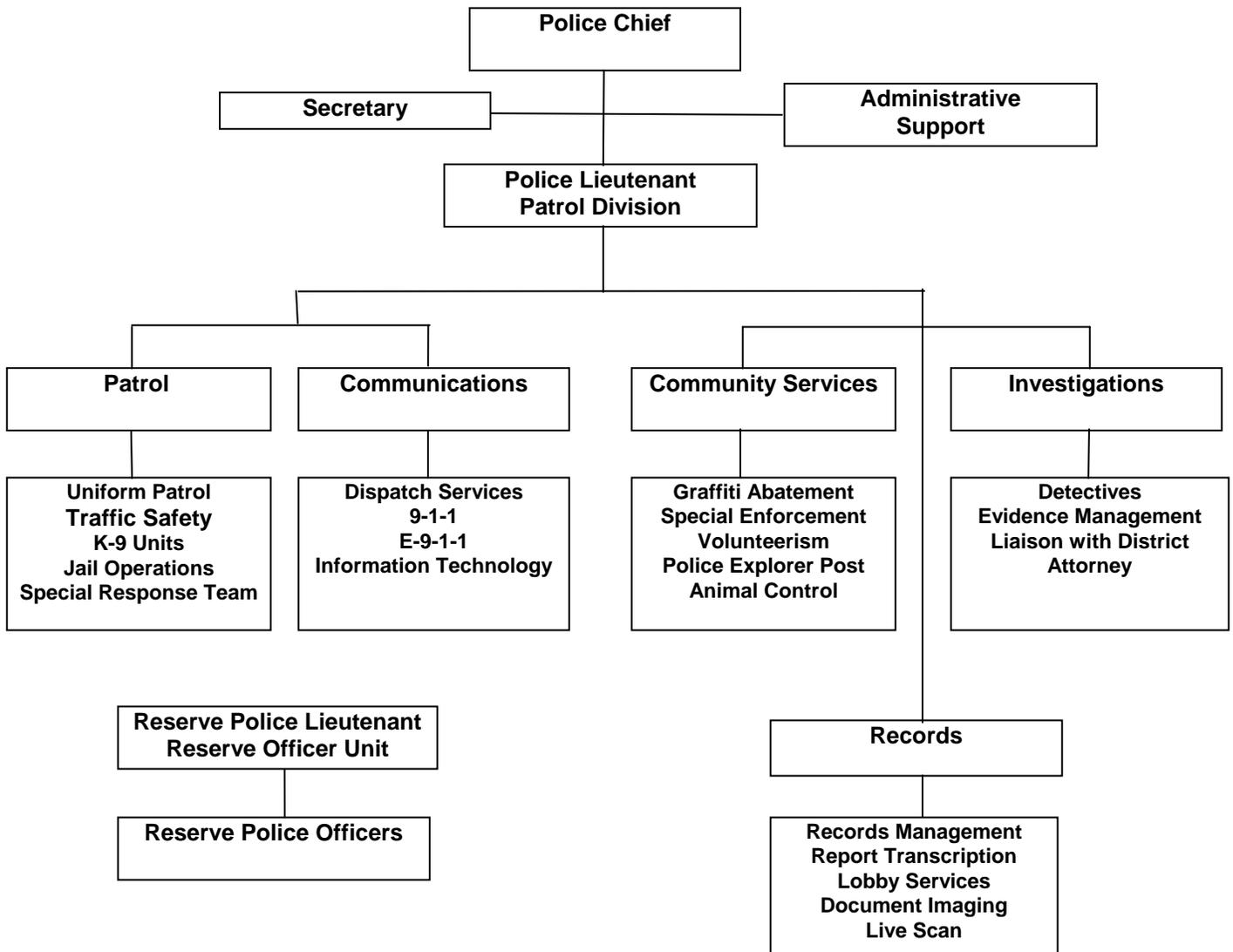
Year-Over-Year Changes

The increase of approximately \$73,700 over the prior year's budget is primarily due to proposed increases in contract planning costs. These costs will be reimbursed by the project proponent. Additionally proposed increases in full-time staffing will be offset by a corresponding reduction in part-time staffing costs.

POLICE DEPARTMENT

Department Description: The Police Department is responsible for 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. The agency will need to be reorganized in light of the loss of four police positions in past fiscal years, followed by the loss of a Police Lieutenant and a Detective at the end of FY 10/11. The below Organizational Chart suggests a probable new view of agency operations, while recognizing additional changes during FY 11/12 are forthcoming (i.e., the loss of an additional Police Lieutenant).

A separate Reserve Officer Unit lead by a Reserve Lieutenant provides support to all police operations and is answerable to the Chief of Police.



Department Goals

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 - A new long-range Master Plan for the agency was adopted midway through FY 10/11. Work will go forward in adopting those identified goals and objectives
- Personnel - Prepare for potential operational changes due to the anticipated loss of additional personnel
- Citizens Patrol - Expand the use of this program by adding more personnel, expanding their duties (to include parking enforcement)
- Facility Improvements – Review the current facility and study the possibility of additional upgrades and improvements.
- Mobile Data Terminals (MDT) - Get the California Law Enforcement Telecommunications System (CLETS) operational on the MDT's in the vehicles
- Parolee Issues - Identify specific methods to respond to inmate releases, implement methods to respond to those issues
- Traffic Safety Issues - Expand these types of services to include adding Neighborhood Watch areas, increased involvement in National Night Out, additional programs in this service area.
- Quality of Life - Actively enforce quality of life issue with specific emphasis on downtown issues, motorcycle noise, street vendors, etc.

Budget Commentary: The Police Department anticipates a reduction of requests in our budget for 2011/2012 as compared to the 2010/11 FY budget, due to uncertainties in the economy.

The department receives its operational funding from the General Fund and does not generate much in the way of revenues. The department receives reimbursement from the State of California for POST (Police Officer Standards and Training) for specifically authorized reimbursable training. Due to the state's financial situation, the reimbursement program has been modified significantly which has reduced our ability to seek reimbursements at past levels. POST is the regulating agency that oversees Police Officer training and requires each Officer to attend 24 hours of training every 24 months. Because of funding concerns, training has been significantly impacted for all sworn and support personnel.

The department does receive additional funding revenue in the way of grants for services. The Bureau of Justice Assistance (BJA), COPS, Justice Assistance Grants (JAG) and other programs pay for all or portions of several programs. The city also participates in the Federal Bullet Proof Vest Grant which potentially pays for 50% for bullet proof vests for both full-time Officers and Reserve Police Officers with the department. All indications from the State and Federal Governments are that the funding for these programs will be continued for at least an additional year.

Police Administration

Program Description: The Police Administration is made up of the Police Chief and one part-time Secretary. The Police Chief serves as the Department's General Manager. The secretary provides support to this program area. The position of full-time Secretary was eliminated from the budget as a cost-savings measure with some of those duties being transferred to a Records Clerk. 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 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

- Continue with the on-going review and adoption of policies and procedures to ensure they meet National Accreditation standards; update directives as needed.
- Review department operations and consider options on how to reorganize in light of the loss of one police manager in July 2011 with the anticipated loss of a second manager in December 2011
- Continue to formally meet with department supervisors on a monthly basis to mentor supervisors, expand the concept of team management and decision-making, and ensure accountability is occurring in all department operations.
- Continue to meet with the Santa Paula Police Officers Association Executive Board to answer questions and receive input.

Budget Commentary: Increases in Professional Services is due to the loss of a Police Lieutenant. A number of non-police related tasks once carried out by this position will be assigned to a contract employee (\$27,000). In addition, the anticipated loss of State VLF Funds (Vehicle License Fee) we will lose funding for several programs we participate in with other law enforcement agencies (both County and other Cities). It was necessary to have increases of \$14,000 to cover that loss of state funding.

Patrol Program

Program Description: The Patrol Division was supervised by a Police Lieutenant responsible for uniformed field services such as roving patrol in marked police units, foot patrol, bicycle patrol, and K-9 teams. This Lieutenant's duties will be modified to allow him to oversee all sworn personnel. Duties currently carried out by both Lieutenants will be analyzed and will likely be assigned to an administrative support role. While how this will be achieved has yet to be identified, the approach will likely be either contracted services or identifying an Administrative Support position to carry out these lesser duties.

The Patrol Division is currently deployed with four sergeants, four senior officers and 13 police officers. Three officers are assigned as K-9 handlers. The Police Reserve Unit has an authorized strength of 30 officers that is a critical element in providing support to patrol services. In FY 10/11 the position of "Technical Reserve Officer" was created with an initial strength of 10 positions. It was envisioned this position would provide police support functions to further free up sworn personnel.

Budget constraints have reduced our three full-time Community Service Officers to one full-time and two part-time positions (the two part-time positions carry Evidence Management functions within the Investigations Unit). This has severely impacted our ability to provide support services to patrol operations.

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.

Specific Objectives:

- Review all current calls for service and the method we document complaints. We will attempt to identify calls that we will no longer respond to or have a reduced level of service (i.e., on-line reporting of calls, etc.).

Budget Commentary: The Patrol Division is funded by the General Fund, supplemented by the Bureau of Justice Assistance Grant (JAG) which provides limited funding to support the Special Response Team, Gang/Graffiti and Citizens Patrol.

Investigations Program

Program Description: The Investigations Unit is made up of one sergeant and four detectives. In addition, one officer is assigned to this unit to carry out gang investigations and related activities. They 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, etc.). Three part-time Community Service Officers are also assigned to specialized support areas (Court Liaison-1 and Evidence Management -2).

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. Establish and maintain a good working relationship with local law enforcement agencies.

Specific Objectives

- In the last quarter of FY 10/11 we began a slow process to replace investigators and rotate them back to Patrol. The first investigator has already returned with additional rotations coming in quarterly intervals.
- Identify specialized training for the new investigators as they take on their new assignments.
- Review Evidence Management efforts and identify improvements for facility security as well as improved records management techniques. Identify an additional off-site storage area to address the overflow of evidence currently being maintained within the facility.
- Continue to maintain and expand our good working relationship with the District Attorney's office; identify methods in which we can improve paper flow and communications.

Budget Commentary: The Investigations Unit is funded entirely by the General Fund. Up until FY 09/10 one detective position was funded through a grant program that allowed for gang enforcement and related criminal investigations. With the loss of that funding we lost one full-time officer. It was determined that this position was too valuable to lose, so one Patrol Officer position was eliminated.

Dispatch and Communication Program

Program Description: Dispatch and Communications is under the supervision of the Dispatch Supervisor. Six full-time dispatchers staff this unit, part-time/on-call dispatchers are authorized to supplement the full-time staff but there are currently no employees in these positions.

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.
- Expand the Communications policies and procedures manual to ensure those documents will meet the requirements of National Accreditation.
- Oversee the planned upgrades to the Dispatch Center that are being funded through Verizon/State grant funding sources.

Budget Commentary: Dispatch and Communications is funded entirely by the General Fund.

Records Services Program

Program Description: The Records Unit is supervised by a Records Supervisor. At one time this Unit also had four part-time Clerk Typists. This unit has been reduced to two part-time clerks. Some of this loss of time (40 hours) is made up of volunteers providing support. These volunteers are a combination of high school interns, college interns, Police Explorer Scouts, and Citizens Patrol and other volunteers. As a result of the loss of staffing we have reduced our lobby counter hours as well as match the days we are closed to 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. These individuals are the first people a community member will contact at the front counter of the Police Department. They have all have been trained in good customer service techniques.

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

Performance Areas: The Records Unit is also 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.

Specific Objectives:

- Train a volunteer(s) on how to accurately compile the Uniform Crime Reports (UCR) that are mandatory submissions to State and Federal agencies.
- 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 state and federal agencies in electronic form.
- Research methods in which to use the police database to provide statistical analysis of crime and traffic trends.

Budget Commentary: The level of work in the Records Unit is based on the production of police officers, the needs of the public, and the demands of the District Attorney and the Courts. Calls for Service and other measures of productivity are up for all these groups, all of which add to the workload of the Records Unit. Records Services is funded by the General Fund with the exception of two part-time employees that are funded through an on-going COPS grant.

Custody and Jail Services Program

Program Description: Custody and Jail services currently fall under the direction of the Patrol Division Lieutenant. This program is responsible for the legal and safe custody of all persons arrested and booked into the jail facility. Because of the loss of the Support Services Lieutenant this oversight will likely be transferred to a non-sworn, support employee or contract worker. There is an expectation that the Patrol supervisors will assist in its operation.

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 officers of the department 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:

- Update jail policy manual as needed and ensure it meets Accreditation standards.
- Investigate establishing a Booking Officer program by using the newly established “Technical reserve Officer” during high activity periods (typically weekend evenings) to ensure patrol personnel are able to remain on the street.
- Continue providing state mandated training for officers related to temporary holding facility.
- Investigate alternatives on how we oversee this area, moving it from the Patrol Lieutenant to a non-sworn entity.

Budget Commentary: This program is funded entirely by the General Fund.

Animal Regulation Program

Program Description: Animal Regulation, while having its own department budget, is supervised in the Police Department by the Patrol Division Lieutenant and is staffed by one full-time Animal Control Officer. We will be reviewing who may supervise this position in the future in light of the reorganization of other units of the police department.

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 Ventura County Shelter. Enforce City leash laws and dog license ordinances. Abate vicious and nuisance animals.

Specific Objectives:

- Conduct major research and provide a plan to construct and operate our own Animal control facility.
- Recruit and train a new part-time ACO; establish a licensing program that will also fully fund this position
- Following the establishment of a City facility, implement new policies and procedures (including a new fee schedule) for the management of this facility
- Provide training to the ACO(s) in new and current animal control practices and updates on new laws.
- Implement planning on how to manage animal calls and housing needs for animals during a major disaster or other similar large-scale emergencies

Budget Commentary: Animal Regulation services are funded entirely by the General Fund.

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

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

In addition, we also use ARC of Ventura County volunteers to do graffiti abatement once a week in the downtown area (using cleaning supplies provided by the Downtown Merchants Association).

The graffiti abatement employee will secure waivers from public and private entities to remove or attempt to keep graffiti off of 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.

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.

Funding for this program is regularly threatened for elimination as the State of California attempts to balance its own budget.

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

AB 1913 - PROBATION - COUNTY OF VENTURA GRANT PROGRAM
--

Program Description: Funding is no longer provided for a “Gang Violence Suppression” (GVS) program. Up until this fiscal year one police officer was fully funded. As a result of funding ending, the Santa Paula Police Department lost a full-time police officer.

Budget Commentary: This program is no longer funded.

End notes: There are approximately \$140,000 in proposed increases.

- Professional service: \$27,000 & 14,000
- Fuel \$12,000
- Equipment maintenance \$6,000
- New equipment \$85,000
- Animal control \$15,000
- Utilities \$3,000
- Supplies \$4,000

POLICE DEPARTMENT SUMMARY

Expenditures	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Salaries	3,015,593	2,886,095	2,588,828	2,904,965	2,639,343	-9.1%
Benefits	1,858,140	1,742,357	1,749,972	1,891,708	1,738,425	-8.1%
Total	4,873,733	4,628,452	4,338,800	4,796,673	4,377,768	-8.7%
Supplies, Services & Maintenance	786,994	490,664	409,497	495,757	478,100	-3.6%
Transfers, Overhead and Debt Payments	0	0	0	0	0	0%
Total	786,994	490,664	409,497	495,757	478,100	-3.6%
Capital Outlays	26,191	139,617	12,000	9,931	86,000	100.0%
Total	26,191	139,617	12,000	9,931	86,000	100.0%
Total	5,686,918	5,258,733	4,760,297	5,302,361	4,941,868	-6.8%
Authorized Employee Count	44.0	49.0	46.0	46.0	46.0	

POLICE DEPARTMENT - GENERAL FUND SUMMARY

Expenditures	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Salaries	2,912,404	2,829,082	2,504,951	2,859,917	2,635,343	-7.9%
Benefits	1,827,387	1,735,977	1,745,649	1,885,982	1,738,425	-7.8%
Total	4,739,791	4,565,059	4,250,600	4,745,899	4,373,768	-7.8%
Supplies, Services & Maintenance	711,575	439,126	386,221	432,470	444,500	2.8%
Transfers, Overhead and Debt Payments	0	0	0	0	0	0%
Total	711,575	439,126	386,221	432,470	444,500	2.8%
Capital Outlays	26,191	139,617	12,000	9,931	86,000	100.0%
Total	26,191	139,617	12,000	9,931	86,000	100.0%
Total	5,477,558	5,143,802	4,648,821	5,188,301	4,904,268	-5.5%
Revenue & Other Resources						
Fee, Fines & Permits	163,665	220,530	175,200	84,780	86,800	2.4%
Intergovernmental Charges	135,121	127,651	110,000	132,470	132,700	0.2%
Charges for Services, User Fees	134,550	122,928	109,000	109,362	110,636	1.2%
Other Revenues	2,832	99,820	58,100	102,295	102,450	0.2%
Total Revenues	436,167	570,929	452,300	428,907	432,586	0.9%
Net GF (Cost)/Benefit	5,041,390	4,572,873	4,196,521	4,759,394	4,471,682	-6.0%

POLICE
FUND

100

ADMINISTRATION
4501

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	137,999	133,889	133,185	132,915	122,729
2	*002	Part Time Salaries	340	2,067	26,620	0	20,119
3	*003	Overtime	1,053	0	0	0	0
Total			139,392	135,956	159,805	132,915	142,848
Employee Paid Benefits							
4	*041	Cafeteria Allowance	11,159	12,319	11,737	12,349	17,773
5	*042	Retirement	75,316	56,735	55,922	57,593	61,151
6	*xxx	All Other Paid Benefits	18,155	16,119	20,072	14,995	19,757
Total			104,630	85,174	87,731	84,937	98,681
Total			244,022	221,130	247,536	217,852	241,529
Services & Supplies							
7	*101	Postage	10,060	1,195	1,500	37	250
8	*103	Dues & Subscriptions	280	400	400	380	200
9	*120	Supplies Office	5,853	3,375	3,000	2,807	3,000
10	*121	Supplies - Clothing/Uniform	790	0	1,760	355	500
11	*129	Supplies - Other	824	45	0	13	0
12	*150	Recognition/Awards	108	149	0	0	0
13	*203	Prof/Contr Svcs - Legal	26,871	5,566	600	5,928	600
14	*209	Prof/Contr Svcs - Other	5,444	4,369	2,500	1,565	27,500
15	*214	Prof/Contr Svcs - Medical	858	1,475	500	0	500
16	*216	Prof/Contr Svcs - Polygraph	2,825	390	1,000	630	1,000
17	*217	Prof/Contr Svcs - Gen Invest	12,814	5,627	3,000	3,092	3,000
18	*218	Prof/Contr Svcs - Psychological	5,025	1,875	500	750	1,000
19	*230	Legal Advertising	0	645	200	292	300
20	*231	Misc. Advertising/Promo	144	106	200	0	0
21	*240	Duplication Charges - Internal	11,270	5,896	0	0	0
22	*241	Printing & Binding - External	628	3,853	1,300	2,212	1,800
23	*280	Utility - Electric	24,035	0	0	0	0
24	*282	Utility - Telephone	6,899	6,652	0	8,933	0
25	*301	Maint - Bldgs.' & Improvements	840	3,942	3,000	1,067	3,000
26	*302	Maint - Computer Equipment	0	0	500	0	500
27	*303	Maint - Office Equipment	674	132	600	92	300
28	*304	Maint - Vehicles, Equipment	135	193	500	129	600
29	*305	Maint - Vehicle Fuel	4,366	5,085	3,000	3,938	1,000
30	*307	Equipment Maintenance Charges	458	160	150	104	150
31	*352	Training/Workshops/Meetings	2,981	4,707	3,000	940	3,000
Total			124,182	55,837	27,210	33,264	48,200
Total			368,204	276,966	274,746	251,116	289,729

Year-Over-Year Changes

The increase of approximately \$25,000 over the prior year's budget is primarily due to the proposed increases in Professional Services.

POLICE
FUND

100

PATROL
4502

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	1,580,120	1,609,849	1,547,034	1,648,636	1,502,400
2	*002	Part Time Salaries	13,999	19,732	0	53,940	51,572
3	*003	Overtime	317,677	274,224	158,402	264,730	250,000
		Total	1,911,796	1,903,805	1,705,436	1,967,306	1,803,972
Employee Paid Benefits							
4	*021	Car Allowance	0	0	1,939	0	0
5	*041	Cafeteria Allowance	281,554	306,190	291,626	325,704	292,893
6	*042	Retirement	729,293	682,990	671,544	665,008	651,760
7	*xxx	All Other Paid Benefits	243,367	230,591	298,529	232,566	259,272
		Total	1,254,214	1,219,770	1,263,638	1,223,278	1,203,925
		Total	3,166,010	3,123,576	2,969,074	3,190,584	3,007,897
Services & Supplies							
8	*101	Postage	70	9	0	0	0
9	*121	Supplies - Clothing/Uniform	33,250	3,158	8,000	4,075	8,000
10	*123	Supplies - Shop & Field	1,396	895	0	3,114	0
11	*124	Supplies - Safety	6,473	9,555	8,000	7,905	8,000
12	*129	Supplies - Other	6,126	7,197	7,500	7,639	4,500
13	*135	K-9 Expenditures	3,693	18,965	4,000	7,353	4,500
14	*179	Minor Equipment - Other	0	0	0	368	0
15	*207	Prof/Contr - Computer/Software	15,250	0	0	0	0
16	*209	Prof/Contr Svcs - Other	32,665	32,925	11,848	26,061	12,000
17	*212	Prof/Contr Svcs - Training Etc.	200	0	0	0	0
18	*214	Prof/Contr Svcs - Medical	7,250	1,388	500	0	0
19	*241	Printing & Binding - External	1,343	0	0	0	0
20	*251	Svcs - Towing and Storage	1,687	458	1,000	175	400
21	*280	Utility - Electric	2,970	0	0	0	0
22	*282	Utility - Telephone	9,157	0	0	0	0
23	*301	Maint - Bldgs.' & Improvements	440	195	0	0	0
24	*304	Maint - Vehicles, Equipment	10,023	3,517	20,000	5,729	10,000
25	*305	Maint - Vehicle Fuel	68,065	64,916	52,000	65,913	70,000
26	*307	Equipment Maint. Charges	40,772	37,386	16,000	35,881	26,000
27	*321	Reserve Officer Expenses	40,627	29,102	29,800	24,710	28,000
28	*322	Citizen Patrol Expenses	152	0	0	0	1,000
29	*352	Training/Workshops/Meetings	19,619	6,496	13,000	14,561	15,000
30	*353	Mileage Reimbursement	3,818	0	200	0	200
31	*360	Educational Reimbursement	0	3,159	2,500	3,000	0
32	*678	Prior Year Adj-Expenditures	0	1,875	0	0	0
		Total	305,046	221,195	174,348	206,484	187,600
Capital Overlay							
33	*610	Equipment - New	26,191	139,617	12,000	9,931	85,000
		Total	26,191	139,617	12,000	9,931	85,000
		Total	3,497,247	3,484,387	3,155,422	3,406,999	3,280,497

Year-Over-Year Changes

The increase of approximately \$125,000 over the prior year's budget is primarily due to the proposed increases in overtime expenses of approximately \$90,000, Proposed increase in part-time expenses of \$51,600
New equipment of \$85,000 is also recommended.
\$109,908 in severance package expenses is included in full time salaries, and offset by staffing cost reductions.

POLICE
FUND

100

INVESTIGATIONS
4503

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	377,464	358,010	265,468	377,526	280,018
2	*003	Overtime	99,017	68,048	40,362	42,307	39,000
		Total	476,481	426,058	305,830	419,832	319,018
Employee Paid Benefits							
3	*041	Cafeteria Allowance	56,078	57,224	38,764	68,865	50,354
4	*042	Retirement	177,946	153,331	131,932	148,727	121,284
5	*xxx	All Other Paid Benefits	62,952	53,342	53,575	180,221	48,896
		Total	296,976	263,897	224,271	397,814	220,534
		Total	773,457	689,956	530,101	817,646	539,552
Services & Supplies							
6	*120	Supplies Office	241	17	0	0	0
7	*121	Supplies - Clothing/Uniform	5,301	321	8,760	0	1,000
8	*129	Supplies - Other	1,005	271	0	559	0
9	*131	Supplies - Crime Scene	1,701	1,145	1,200	0	1,000
10	*132	Supplies -Evidence Room	3,427	2,408	1,400	414	1,200
11	*217	Prof/Contr Svcs - General Invest	22,856	8,054	5,500	10,335	7,000
12	*241	Printing & Binding - External	46	0	0	0	0
13	*282	Utility - Telephone	3,345	219	0	0	0
14	*304	Maint - Vehicles, Equipment	967	186	1,000	130	250
15	*305	Maint - Vehicle Fuel	4,881	3,617	6,000	4,319	6,000
16	*307	Equipment Maintenance Charges	4,584	4,013	0	3,935	2,000
17	*352	Training/Workshops/Meetings	6,081	2,236	4,500	1,650	4,500
		Total	54,433	22,486	28,360	21,343	22,950
		Total	827,890	712,442	558,461	838,989	562,502

Year-Over-Year Changes

There are no significant changes over the prior year budget.

POLICE
FUND

100

DISPATCH AND COMMUNICATIONS

4504

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	203,535	214,291	208,136	217,533	244,354
2	*003	Overtime	22,477	21,790	12,962	15,115	15,000
Total			226,012	236,081	221,098	232,647	259,354
Employee Paid Benefits							
3	*041	Cafeteria Allowance	51,379	57,224	54,332	75,225	75,531
4	*042	Retirement	44,058	43,098	43,949	44,475	56,485
5	*xxx	All Other Paid Benefits	8,074	8,796	12,883	9,097	16,778
Total			103,511	109,118	111,164	128,797	148,794
Total			329,523	345,199	332,262	361,444	408,148
Services & Supplies							
6	*101	Postage	0	0	0	0	0
7	*121	Supplies - Clothing/Uniform	444	908	1,350	1,326	1,800
8	*209	Prof/Contr Svcs - Other	2,055	0	0	9,359	10,000
9	*219	Svcs - DOJ/NCIC/CI/VSO	19,947	16,960	20,000	22,009	20,000
10	*282	Utility - Telephone	18,885	220	0	0	0
11	*303	Maint - Office Equipment	514	184	1,400	0	200
12	*352	Training/Workshops/Meetings	390	460	500	553	500
Total			42,235	18,732	23,250	33,247	32,500
Total			371,758	363,931	355,512	394,691	440,648

Year-Over-Year Changes

The increase of approximately \$85,100 over the prior year's budget is primarily due to proposed increases in full-time and overtime staffing cost of \$72,000, and \$10,000 in increased professional services.

POLICE
FUND

100

RECORDS SERVICES
4505

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	36,593	37,515	37,357	37,285	35,489
2	*002	Part Time Salaries	17,053	11,315	0	2,923	0
3	*003	Overtime	4,082	2,138	1,872	512	500
Total			57,729	50,968	39,229	40,720	35,989
Employee Paid Benefits							
4	*041	Cafeteria Allowance	11,055	11,026	10,200	11,547	10,975
5	*042	Retirement	8,588	7,746	6,603	6,239	7,574
6	*xxx	All Other Paid Benefits	1,375	1,579	1,383	1,270	1,339
Total			21,018	20,351	18,186	19,055	19,888
Total			78,747	71,319	57,415	59,775	55,877
Services & Supplies							
7	*121	Supplies - Clothing/Uniform	298	150	1,100	741	600
8	*171	Minor Equipment - Office	304	0	0	0	0
9	*303	Maint - Office Equipment	0	0	453	105	400
10	*352	Training/Workshops/Meetings	828	0	750	0	500
Total			1,431	150	2,303	846	1,500
Total			80,178	71,469	59,718	60,622	57,377

Year-Over-Year Changes

There are no significant changes over the prior year budget.

POLICE
FUND

100

CUSTODY AND JAIL
4506

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Services & Supplies							
1	*133	Supplies - Jail Equipment	692	921	600	718	500
Total			692	921	600	718	500
Total			692	921	600	718	500

Year-Over-Year Changes

There are no significant changes over the prior year budget.

POLICE
FUND

100

ANIMAL REGULATION
4507

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted	
Salaries & Wages								
1	*001	Full Time Salaries	39,055	35,240	36,340	37,320	39,312	
2	*002	Part Time Salaries	0	3,061	0	0	0	
3	*003	Overtime	3,211	796	372	810	250	
		Total	42,266	39,097	36,712	38,130	39,562	
Employee Paid Benefits								
4	*041	Cafeteria Allowance	11,007	8,648	10,140	11,547	10,975	
5	*042	Retirement	6,666	3,286	3,240	3,502	4,414	
6	*xxx	All Other Paid Benefits	2,463	2,567	3,185	2,955	4,210	
		Total	20,136	14,501	16,565	18,004	19,599	
		Total	62,402	53,598	53,277	56,134	59,161	5,884
Services & Supplies								
7	*121	Supplies - Clothing/Uniform	590	770	800	391	800	
8	*123	Supplies - Shop & Field	116	184	5,900	451	5,500	
9	*124	Supplies - Safety	178	137	300	0	300	
10	*134	Supplies - Kennel	386	34	4,200	27	4,200	
11	*205	Prof/Contr Svcs - Other	0	0	6,000	0	0	
12	*221	Prof/Contr - Co. Animal Reg	107,863	97,874	60,000	99,857	100,000	
13	*282	Utility - Telephone	1,384	0	0	0	0	
14	*305	Maint - Vehicle Fuel	4,380	3,025	2,000	2,633	2,000	
15	*307	Equipment Maintenance Charges	137	119	250	317	250	
		Total	115,035	102,144	79,450	103,676	113,050	33,600
Capital Outlay								
16	*610	Equipment - New	0	0	0	0	1,000	
		Total	0	0	0	0	1,000	
		Total	177,436	155,742	132,727	159,810	173,211	40,484

Year-Over-Year Changes

The increase of approximately \$40,000 over the prior year's budget is primarily due to increased cost in the county animal control contract.

POLICE
FUND

100

SCHOOL RESOURCE OFFICER
4508

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	18,389	0	0	0	0
2	*003	Overtime	1,507	0	0	0	0
		Total	19,895	0	0	0	0
Employee Paid Benefits							
3	*041	Cafeteria Allowance	0	0	0	0	0
4	*042	Retirement	735	0	0	0	0
5	*xxx	All Other Paid Benefits	1,322	0	0	0	0
		Total	2,057	0	0	0	0
		Total	21,952	0	0	0	0
Services & Supplies							
6	*121	Supplies - Clothing/Uniform	0	0	0	0	0
7	*209	Prof/Contr Svcs - Other	362	0	0	0	0
		Total	362	0	0	0	0
		Total	22,314	0	0	0	0

Year-Over-Year Changes

This budget unit is reported for historical purpose only.
There are no significant changes to the prior year's budget.

POLICE
FUND

100

GRAFFITI REMOVAL
4509

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	36,767	37,118	36,841	28,366	34,600
2	*003	Overtime	2,066	0	0	0	0
		Total	38,833	37,118	36,841	28,366	34,600
Employee Paid Benefits							
3	*041	Cafeteria Allowance	11,048	11,066	10,227	8,803	10,975
4	*042	Retirement	6,245	5,946	5,540	4,396	7,474
5	*xxx	All Other Paid Benefits	7,553	6,153	8,327	898	8,555
		Total	24,846	23,165	24,094	14,097	27,004
		Total	63,679	60,282	60,935	42,463	61,604
Services & Supplies							
6	*123	Supplies - Shop & Field	13,129	13,290	6,000	5,885	10,000
7	*124	Supplies - Safety	947	81	0	0	0
8	*282	Utility - Telephone	53	34	0	0	0
9	*304	Maint - Vehicles, Equipment	64	235	1,000	14	0
10	*305	Maint - Vehicle Fuel	4,351	3,943	3,700	91	3,700
11	*307	Equipment Maintenance Charges	90	79	0	44	500
		Total	18,635	17,662	10,700	6,034	14,200
		Total	82,314	77,944	71,635	48,497	75,804

Year-Over-Year Changes

There are no significant changes over the prior year budget.

POLICE
FUND

100

SLESF - COPS (AB1913) PROBATION
4521

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
		Services & Supplies					
1	*209	Prof/Contr Svcs - Other	49,525	0	40,000	26,860	24,000
		Total	49,525	0	40,000	26,860	24,000
		Total	49,525	0	40,000	26,860	24,000

Year-Over-Year Changes

The decrease of approximately \$16,000 over the prior year's budget is primarily due to changes in grant funding

POLICE
FUND

203

ASSET FORFEITURES
4502

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*003	Overtime	309	0	0	0	0
		Total	309	0	0	0	0
Employee Paid Benefits							
2	*041	Cafeteria Allowance	0	0	0	0	0
3	*042	Retirement	0	0	0	0	0
4	*xxx	All Other Paid Benefits	0	0	0	0	0
		Total	0	0	0	0	0
		Total	309	0	0	0	0
Services & Supplies							
5	*124	Supplies - Safety	10,974	800	0	1,201	0
6	*129	Supplies - Other	0	0	0	812	0
7	*179	Minor Equipment - Other	6,665	0	0	3,584	0
8	*352	Training/Workshops/Meetings	1,783	640	0	3,355	0
		Total	19,422	1,440	0	8,952	0
		Total	19,731	1,440	0	8,952	0

Year-Over-Year Changes

No expenses are budgeted in this budget.
When eligible expenses occur they are offset with available seized asset resources.

POLICE
FUND

303

COPS (COUNTY) PROBATION
4502

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	39,260	0	0	0	0
		Total	39,260	0	0	0	0
Employee Paid Benefits							
2	*041	Cafeteria Allowance	7,379	0	0	0	0
3	*042	Retirement	10,380	0	0	0	0
4	*xxx	All Other Paid Benefits	5,846	0	0	0	0
		Total	23,605	0	0	0	0
		Total	62,865	0	0	0	0
Services & Supplies							
5	*121	Supplies - Clothing/Uniform	135	0	0	0	0
		Total	135	0	0	0	0
		Total	63,000	0	0	0	0

Year-Over-Year Changes

This budget unit is reported for historical purpose only.
There are no significant changes to the prior year's budget.

POLICE
FUND

311

SLESF (AB1913)
4502

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	0	1,152.48	0	0	0
2	*002	Part Time Salaries	31,348	41,144.75	41,401	34,530	0
3	*003	Overtime	0	0	0	0	0
		Total	31,348	42,297	41,401	34,530	0
Employee Paid Benefits							
4	*041	Cafeteria Allowance	0	0	0	0	0
5	*042	Retirement	1,452	2,240.99	1,220	2,469	0
6	*xxx	All Other Paid Benefits	3,271	3,971	3,103	3,166	0
		Total	4,723	6,212	4,323	5,634	0
		Total	36,071	48,509	45,724	40,165	0
Services & Supplies							
7	*209	Prof/Contr Svcs - Other	0	0	0	894	0
8	*212	Prof/Contr - Firearms Training	28,000	17,470.00	0	29,375	31,000
9	*301	Maint - Bldgs.' & Improvement	0	0	0	0	0
		Total	28,000	17,470	0	30,269	31,000
Capital Outlay							
10	*610	Equipment - New	0	0	0	0	0
		Total	0	0	0	0	0
		Total	64,071	65,979	45,724	70,434	31,000

Year-Over-Year Changes

The decrease of approximately \$14,000 from the prior year's budget is primarily due to the proposed elimination of part-time staffing, and increased resources for firearms training.

POLICE
FUND

311

SLESF (AB1913)
4505

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	0	0	0	0	0
2	*002	Part Time Salaries	31,085	14,715.42	42,240	0	0
3	*003	Overtime	0		236	0	0
		Total	31,085	14,715	42,476	0	0
Employee Paid Benefits							
4	*041	Cafeteria Allowance	0	0	0	0	0
5	*042	Retirement	1,748	0	0	0	0
6	*xxx	All Other Paid Benefits	677	168	0	0	0
		Total	2,425	168	0	0	0
		Total	33,510	14,884	42,476	0	0
Services & Supplies							
7	*227	Prof/Contr - Temp Personnel	3,386	0	0	0	0
8	*280	Utility-Electric	0	2,013	0	0	0
9	*282	Utility-Telephone	0	1,774	0	0	0
		Total	3,386	3,788	0	0	0
		Total	36,896	18,672	42,476	0	0

Year-Over-Year Changes

The decrease of approximately \$42,500 from the prior year's budget is primarily due to the proposed elimination of part time staffing.

POLICE
FUND

311

SLESF - COPS (AB1913) PROBATION
4521

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Services & Supplies							
1	*122	Supplies - Medical	129	0	0	0	0
2	*280	Utility - Electric	236	2,013	1,800	2,449	1,800
3	*282	Utility - Telephone	2,129	1,774	800	621	800
4	*301	Maint - Bldgs.' & Improvements	540	0	20,676	10,702	0
Total			3,034	3,787	23,276	13,772	2,600
Total			3,034	3,787	23,276	13,772	2,600

Year-Over-Year Changes

The decrease of approximately \$20,700 from the prior year's budget is primarily due to the proposed elimination of building maintenance programming.

POLICE
FUND

314

OTS - OFFICE OF TRAFFIC SAFETY
4502

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	0	0	0	193	0
2	*003	Overtime	0	0	0	6,458	0
		Total	0	0	0	6,651	0
Employee Paid Benefits							
4	*041	Cafeteria Allowance	0	0	0	0	0
5	*042	Retirement	0	0	0	31	0
6	*xxx	All Other Paid Benefits	0	0	0	3	0
		Total	0	0	0	34	0
		Total	0	0	0	6,685	0
		Total	0	0	0	6,685	0

Year-Over-Year Changes

There are no significant changes over the prior year budget.

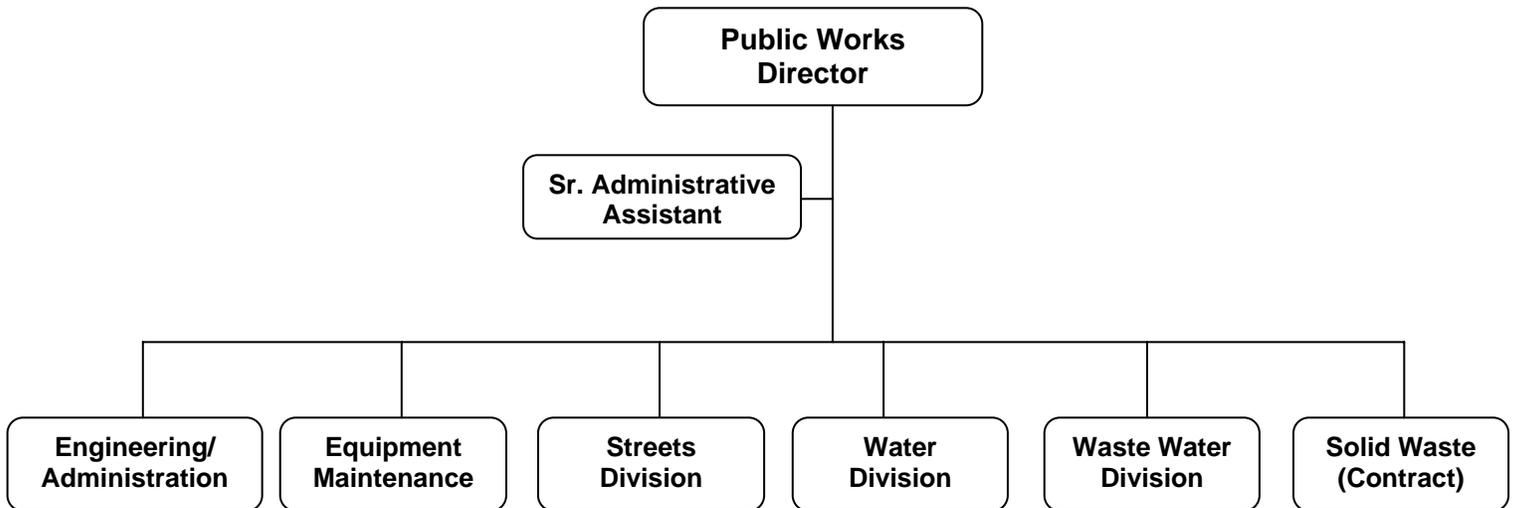
POLICE		410		WEED & SEED			
FUND				4502			
Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	0	0	0	0	0
2	*002	Part Time Salaries	0	0	0	3,866	4,000
3	*003	Overtime	1,186	0	0	0	0
Total			1,186	0	0	3,866	4,000
Employee Paid Benefits							
4	*041	Cafeteria Allowance	0	0	0	0	0
5	*042	Retirement	0	0	0	0	0
6	*xxx	All Other Paid Benefits	0	0	0	58	0
Total			0	0	0	58	0
Services & Supplies							
7	*123	Supplies - Shop & Field	1,445	0	0	0	0
8	*124	Supplies - Safety	2,047	0	0	0	0
9	*179	Minor Equipment - Other	17,951	0	0	0	0
10	*209	Prof/Contr Svcs	0	27,004	0	10,293	0
11	*282	Utility - Telephone	0	(75)	0	0	0
12	*678	Prior Year Adj Expenditures	0	(1,875)	0	0	0
Total			21,442	25,054	0	10,293	0
Total			22,629	25,054	0	14,218	4,000

Year-Over-Year Changes

There are no significant changes over the prior year budget.

PUBLIC WORKS DEPARTMENT

Department Description: The Public Works Department builds, manages and operates the city's public infrastructure, facilities and enterprises. It also provides engineering, construction and maintenance services to other city departments and it provides engineering related regulatory services for land development activities. The Department's services are divided into eight major programs:



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

- Safety
- Reliability
- Timeliness
- Attractiveness
- Cost Effectiveness
- Property Protection
- Asset Protection
- Environmental Protection
- Future Protection

Overall Budget Commentary:

The Public Works Department consists of Administration, Water Operations and Maintenance Division, Equipment Maintenance, Street Maintenance Programs and contracted engineering.

The Public Works Department presently has 20 authorized full-time employees for fiscal year 2011-2012. Public Works Department went from 51 full-time employees to 20 in the last two fiscal years.

General Engineering Program

Program Description: To review, comment on, and issue permits for private land development activities affecting public infrastructure, grading and drainage; and to design and construct general City improvement projects.

Performance Areas:

- Land Development: To review and comment on proposed land development projects; to provide permits and inspection for development affecting city property, grading and drainage.
- Improvements: To provide engineering and construction management services for general city improvement projects, such as buildings, parks, and sports facilities.

Specific Objectives:

- Review all development proposals and provide comments and recommendations for consideration by the Planning Commission and City Council
- Provide a system of plan checking, permits and inspections for development projects affecting public infrastructure, grading and drainage
- Provide general engineering and technical advice to city departments, boards, commissions and the City Council

Budget Commentary:

- Engineering activities are divided into six program areas: general, refuse, stormwater quality, streets, wastewater reclamation, and water. All except general engineering have been included in other programs.
- The General Engineering Program is funded by the General Fund. Approximately 20% of Program cost is recovered through fees for services.
- General City Capital Improvement Projects are included in this program. Project expenditures vary from year to year depending on project funding available.

<p style="text-align: center;">Miscellaneous Funds Equipment Maintenance Program</p>

Program Description: To provide equipment maintenance services for General Fund departments, to provide for the maintenance and operation of the Equipment Maintenance Shop and associated facilities.

Program Performance Areas:

- Maintenance: To provide vehicle and equipment maintenance and record keeping for client departments and divisions, to provide compliant wash rack service to client departments and divisions; to provide surplus vehicle liquidation services for client departments and divisions; to provide maintenance to the Equipment Maintenance Shop and associated facilities.
- Operations: To provide utilities, lighting, air, lubrication, pressure washing, and truck wash rack systems at the Equipment Maintenance Shop.
- Improvements: To provide for additions and expansion of the Equipment Maintenance Shop and associated facilities

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 participating client 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.

Shop and Related Facilities Element

- Maintain Equipment Maintenance Shop building, Welding Shop, outside work and storage area, truck wash rack, oil separator unit, pressure washer unit, and all other equipment maintenance related systems.
- Provide Equipment Maintenance Shop Area storm water quality inspections twice annually (Fall and Winter)

Administration/Supervision Element

- Provide financial paperwork regarding purchases & services on vehicle and equipment maintenance within 24 hours
- Provide surplus vehicle liquidation services, in coordination with the Finance Department
- Establish a program for monthly monitoring of contract vehicle maintenance performance
- Establish a program for monthly monitoring of contract fuel supplier performance
- Develop and manage a Citywide Vehicle Replacement Program

Engineering Element

- Perform preliminary design work to increase Equipment Maintenance Shop effectiveness and to bring facility into compliance with Storm water Quality Management Program's best management practices.

Budget Commentary:

- The Equipment Maintenance Program is budgeted as an Internal Service Fund and is not considered part of the Public Works budget as a whole. There is a line item in each Department's budget (8307) equipment maintenance charges to cover the costs. The fund for this program is 702.
- All client departments' and divisions' operating budgets include a line item for purchasing materials and supplies for vehicles and equipment maintenance.

<p style="text-align: center;">Streets & Storm Drains Program Street Engineering Program</p>
--

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 extensions and widenings, pavement rehabilitation; to provide improved traffic control, safety and drainage; to provide new or replacement landscaping and street trees.

Specific Objectives:

- Provide a Baseline Condition Survey of 25% of all asphalt concrete pavement of all street segments, and document condition (100% in four years)
- Provide a Baseline Condition Survey of 50% of all concrete sidewalks, curbs, and gutters (100% in two years)
- Conduct and provide technical support for Traffic Safety Committee meetings, open to the public, on a monthly basis, to review complaints, 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

<p style="text-align: center;">Streets and Storm Drains Program Streets and Storm Drains Maintenance Program</p>
--

Program Description: To provide maintenance, operations, engineering services, and improvements for the street system, and street 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.

Specific Objectives:

Street Element

- Fill potholes with pothole mix, grind and pave specific trouble area's, installation of approved Traffic Safety speed humps
- Monthly inspection and cleaning of all lighted crosswalk locations
- Pavement markings
- Inspect all reported problems within 48 hours of notice, and contact reporting party with results of inspection, within 72 hours
- Street Maintenance activities utilize approximately 2,100 hours annually

Sidewalk Element

- Removal and replacement of concrete sidewalk sections
- Grinding and repair utilizing ramping where necessary
- Curb painting all school zones yearly
- Graffiti removal
- Inspect all reported problems within 24 hours of notice, and contact reporting party with results of inspection, within 72 hours
- Sidewalk Maintenance activities utilize approximately 1,300 hours annually

Downtown Element

- 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

- Maintenance of downtown lighting system including semi annual inspections, bulb and ballast replacement, maintain inventory of replacement poles and coordinate installation of replacement poles
- Inspect all reported problems within 24 hours of notice, and contact reporting party with results of inspection, within 72 hours
- Downtown Maintenance activities utilize approximately 1,300 hours annually

Trees Element

- Through contract services coordinate street tree pruning through maintenance zones annually to remove highest-hazard trees (diseased or severe sidewalk liability problems)
- Through contract services coordinate street tree pruning through maintenance zones annually so that every street tree within the City is pruned on a rotating schedule every two years.
- Clearance prune all street trees creating street or sidewalk clearance problems, twice annually
- Respond, within 30 minutes, to all requests from dispatch regarding downed trees obstructing or endangering life or property, and perform necessary cutups and removals

Street Landscaping – ROW Maintenance

- Inspect all City-maintained parkways and medians monthly, including irrigation systems
- Mow turf on all City-maintained parkway and medians weekly, and control broadleaf weeds and invasive grasses, and fertilize as needed
- Prune all City-maintained parkways and medians landscaping shrubs twice annually (Spring and Fall), with the exception of Oleanders along railroad R-O-W (once annually in Fall)
- Inspect railroad right-of-way, through city limits, quarterly
- Remove all litter and dumped refuse on railroad right-of-way, quarterly
- Apply herbicides to weeds on railroad right-of-way or mechanically remove, semiannually
- Inspect all reported problems within 48 hours of notice, and contact reporting party with results of inspection, within 72 hours
- ROW Maintenance utilizes approximately 1,300 hours annually

Storm Drainage System Element

- Inspect and document conditions of 10% of all major storm drain systems (100% in 10 years)
- 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
- During storm events, keep all storm drain inlets clear

- Inspect all reported problems within 24 hours of notice, and contact reporting party with results of inspection, within 72 hours
- Storm Drain element utilizes approximately 800 hours annually

Traffic Safety Systems Element

- Inspect all signal lights and document monthly, using contract service
- Re-lamp all incandescent signal lights annually, using contract service
- Respond, within 30 minutes, 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-owned street lighting fixtures within two weeks of initial report
- Forward all information on street lighting repairs needs to Southern California Edison within 72 hours of notice
- Inspect all reported problems within 24 hours of notice, and contact reporting party with results of inspection, within 72 hours
- Traffic safety systems element utilizes approximately 500 hours annually

Administration/Supervision Element

- Establish and implement work order system for all routine and requested tasks
- Establish a program for reporting of regulatory sign problems, utilizing a cooperative effort with the Police Department, Refuse Collection, Water Maintenance, and Street Maintenance Divisions employees to report sign problems
- Establish a program for reporting of street lighting, utilizing Police Department and Street Maintenance Division employees
- Establish a reporting program for street and sidewalk clearances below street trees, utilizing Refuse Collection and Street Maintenance Division's employees
- Establish a program for monthly monitoring of contract landscape maintenance performance
- Establish a program for monthly monitoring of contract street trees maintenance performance
- Establish a program for monthly monitoring of contract traffic signal maintenance performance
- Upgrade equipment, establish procedures, and perform training to allow staff to safely enter storm drain confined spaces

Budget Commentary:

- The Streets & Storm Drains Program includes the following budget sections: Street Maintenance Program, Parking Lots & Events Maintenance Program,

Flood Control Maintenance Program, Stormwater Quality Maintenance Program, Hillsborough District Maintenance Program, and Street Engineering Program.

- Approximately ninety six percent (96%) of the Street Maintenance program is funded by gas tax and local transportation funds received from the State. Only the special events, parking lot and non-street storm drain portions, totaling less than four percent (4%) are funded with General Fund money.
- The Stormwater Quality Maintenance Program, required by federal and state regulations, and the Countywide Stormwater Quality Management Program, is funded by 34% Gas Tax/LTF funds, 33% Refuse Enterprise funds, and 33% Sewer Enterprise funds, as the primary activities are to collect solid and liquid wastes from city streets and storm drains, which would otherwise be washed by stormwater into the Santa Clara River.
- Street and storm drain capital projects are included in the Street Engineering Program budget. Project expenditures vary from year to year depending on project funding available.

<p style="text-align: center;">Streets and Storm Drains Program Parking Lots and Events Maintenance Program</p>
--

Program Description: To provide maintenance, operations, and improvements for the four Historic Downtown Area parking lots, the three park parking lots, the Civic Center and Community Center parking lots, and support for special events.

Program Performance Areas:

- Maintenance: To provide maintenance of asphalt surfaces, traffic control markings and devices, lighting systems, drainage systems, parking lot landscaping and trees; to provide street sweeping, litter and pollution control, and weed control.
- Operations: To provide for operation of lighting systems, irrigation systems, and drainage system; to provide support for special events.
- Improvements: As identified in the Capital Improvement Program, to provide for street widenings, new parking areas, and pavement rehabilitation; to provide improved traffic control, safety and drainage; to provide new or replacement landscaping and street trees.

Specific Objectives:

Asphalt Concrete Pavement Element

- Inspect all reported problems within 48 hours of notice, and contact reporting party with results of inspection, within 72 hours

Landscaping Element

- Remove weeds from parking lot landscaped planters monthly
- Prune parking lot landscaping shrubs twice per year (Spring, Fall)
- Inspect all parking lot landscaping monthly
- Inspect all reported problems within 48 hours of notice, and contact reporting party with results of inspection, within 72 hours

Trees Element

- Prune parking lot landscaping trees every three years (Winter)

Sanitation Element

- Sweep all public parking lots twice weekly
- Sweep all alleys once monthly

Storm Drainage System Cleaning Element

- Inspect and document condition of all alley and parking lot storm drain inlet structures annually (May - October)
- Clean all alley and parking lot storm drain inlet structures annually (May - October)
- Clean all alley and parking lot storm drain inlet grates of debris following major storm events
- Inspect all reported problems within 24 hours of notice, and contact reporting party with results of inspection, within 72 hours

Traffic Safety Systems Element

- Repair/replace all damaged parking lot advisory 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
- Repair all city-owned alley and parking lot lighting fixtures within two weeks of notice
- Install & remove Historic Downtown banners and flags for holidays and special events
- Inspect all reported problems within 24 hours of notice, and contact reporting party with results of inspection, within 72 hours

Weed Control Element

- Remove all weeds from parking lot cracks

Administration/Supervision Element

- Establish and implement work order system for all routine and requested tasks
- Establish a system for quarterly inspections of parking lots.

NPDES Stormwater Quality Management Program

Program Description: To develop and provide administrative oversight to the City's Stormwater Quality Management Program, in compliance with the provisions of the Ventura County Municipal Stormwater NPDES Permit.

Performance Areas:

- Administration: To develop and administer the City's Stormwater Quality Program, in compliance with the requirements of the 27 July 2000 Ventura County Municipal Stormwater NPDES, issued by the California Regional Water Quality Control Board (Regional Board) to the County and the ten cities of Ventura County.
- Engineering: To provide design services for City-funded projects to improve stormwater quality; to provide construction management services for City-funded projects to improve stormwater quality; to participate in developing City Stormwater Quality Design Standards; to review and comment on proposed land development's effects upon stormwater quality; to provide education to the development community regarding stormwater quality; and to provide inspections of projects for compliance with stormwater quality best management practices required in permits.

Specific Objectives:

- Represent the City at all VCSQMP Management Committee meetings.
- Represent the City at all VCSQMP subcommittee meetings: Business/Illicit Discharge, Construction, Co-permittee Facilities Maintenance, Planning and Land Development, and Public Outreach.
- Enforce City's Stormwater Quality ordinances, including prohibition of illicit discharges, illicit connections to storm drain systems, illicit dumping, and spills.
- Establish a public reporting contact phone number, and include it in all public information listings.
- Establish a standard procedure for investigating all reported illicit discharges, illicit connections, illicit dumping, and spills; for reporting incidents to all required agencies; and for record keeping.
- Keep records associated with all program activities; and summarize data in regular and annual reports to Regional Board.
- Prepare and submit annual program budget to the Regional Board.
- Provide stormwater quality educational materials to the general public and school children.
- Implement an industrial/commercial business educational site inspection program, including automotive, food service, and industrial facilities.
- Implement the Ventura Countywide Stormwater Quality Urban Impact Mitigation Plan (SQUIMP), regarding development and significant redevelopment.
- Modify standard procedures for review of proposed development projects to include stormwater best management practices (BMP's) in project approval process, in coordination with Planning Department.

- Require Stormwater Pollution Control Plans (SWPCP's) and Notices of Intent (NOI's) for all applicable private and public projects.
- Inspect all construction sites with SWPCP's at least once during the wet season, and perform follow-up inspections, when necessary. Develop a SWPCP for both the Palm Avenue Yard and Corporation Street Yard.
- Inspect both corporation yards at least once per year, using SWPCP.
- Prohibit the discharge of untreated stormwater runoff from hazardous materials storage areas on City properties.
- Prohibit the discharge of untreated stormwater runoff from repair/maintenance areas on City properties.
- Prohibit the washing of equipment and vehicles at any location other than approved vehicle wash racks on City properties.
- Continue with inspections of all storm drain inlet "Don't Dump -- Drains to River" stencils.
- Direct repainting of stencils found to be deficient.
- Continue with inspections of all storm drain inlets at least once before the wet season.
- Clean any catch basins or inlets that are 40% full of debris or greater.
- Inspect and clean all ditches and channels at least once per year, before the wet season.
- Inspect and clean all retention basins at least once per year, before the wet season.
- Continue with a street sweeping program for the Historic Downtown area and major arterials of not less than 4 times per month.
- Continue with a street sweeping program for all other streets of not less than six times per year.
- Establish a standardized protocol for the routine and non-routine application of pesticides, herbicides, and fertilizers.
- Prohibit pesticide or fertilizer applications on City properties and rights-of-ways during rain events, within one day of a rain event forecasted to be greater than 0.25 inches (except for application of pre emergent herbicides), after a rain event where water is leaching or running, or when water is running off-site.
- Prohibit application of pesticides or herbicides on City properties or rights-of-ways by employees or contractors' employees who are not under the direct supervision of a certified pesticide applicator.
- Establish a program for the routine collection of trash along or in improved open channels within the City.
- Encourage voluntary programs for the collection of trash in natural stream channels.
- Provide stormwater quality engineering and technical advice, along with Planning Department, to city departments, boards, commissions and the City Council.

Budget Commentary:

- The Public Works Department's Utilities Division and Engineering Division staffs, in coordination with Planning Department staff, primarily carry out Stormwater Quality Administration Program activities. Some activities are also carried out by the staff of the Street Maintenance Division, and by ECO Resources (ECO), on behalf of the City, and in coordination with the Public Works Department.

- The Stormwater Quality Administration Program is funded by a benefit assessment on each parcel, collected by the Ventura County Watershed Protection District, on behalf of the City, totaling approximately \$58,500. This benefit assessment has been collected for approximately nine years, and is unlikely to increase, due to Proposition 218 limitations on property-based assessments.
- The benefit assessment also pays approximately \$3,000 per year to the County of Ventura Environmental Health Division staff to conduct stormwater quality inspections on local automotive businesses, in conjunction with its ongoing hazardous waste inspections. The County of Ventura withholds the program costs (approximately \$3,000 per year) prior to disbursements of benefit assessment funds to the City.

Streets and Storm Drains Program Stormwater Quality Maintenance Program
--

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

Program Performance Areas:

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

Specific Objectives:

Emergency Response Element

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

Public Education Element

- Inspect all catch basins for “Do Not Dump: Drains To River” signs, and repaint, if necessary annually
- Install “Do Not Dump” signs at all storm drain outlets along Santa Paula Creek and Santa Clara River

Street Sanitation Element

- Sweep all Historic Downtown Area streets twice weekly (sections of: Ventura St., Yale St., South Alley, Main St., North Alley, Santa Barbara St., Railroad Av., Seventh St., Eighth St., Davis St., Mill St., Tenth St., Ojai St., Eleventh St., Oak St., Twelfth St.)
- Sweep all Commercial Area streets twice weekly (Harvard Bl., Main St., Palm Av.)
- Sweep Highway 150 (within City) once weekly
- Sweep all residential streets and alleys twice monthly
- 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
- Increase sweeping efforts, by utilizing two sweepers, immediately before pending storm events (est. 20 rainfall events per year)
- Pressure wash Historic Downtown Area sidewalks quarterly, using best management practices for surfaces cleaning to minimize impacts on stormwater quality
- Inspect all reported problems within 48 hours of notice, and contact reporting party with results of inspection, within 72 hours

Storm Drainage System Cleaning Element

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

Weed Control Element

- Mechanically remove street weeds or control with herbicide applications on all streets two quarters per year (April/May, September/October), in order to reduce the amount of debris that accumulates in the weeds
- Mechanically remove weeds or control with herbicide applications in all natural storm channels two quarters per year (April/May, September/October), in order to reduce the amount of debris that accumulates in the weeds

Administration/Supervision Element

- Maintain work order system for all routine and requested tasks.
- Establish a system for tracking ongoing street sweeping activities.
- In cooperation with Police Department, improve “No Parking On Sweeping Days” program for problem streets
- Establish a system for determining when more intense sweeper operations are needed ahead of rainfall events
- Maintain record keeping system tracking catch basin, inlet, and open channel maintenance activities
- Establish an ongoing employee training program regarding Stormwater Quality Best Management Practices
- Establish procedures for and train employees regarding safe abatement and proper reporting of hazardous materials spills
- Establish procedures for and train employees regarding safe abatement of and proper reporting of sewer overflows
- Monitor after hours emergency response on call system

<p style="text-align: center;">Streets and Storm Drains Program Flood Control Maintenance Program</p>
--

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 basin facilities that minimizes impact on stormwater quality, and to also require construction and maintenance contractors to perform their work in a like 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 (May - September)
- Repair all damage to debris or retention basin structures (May - September)
- Inspect all reported problems within 24 hours of notice, and contact reporting party 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

<p style="text-align: center;">Streets and Storm Drains Program Hillsborough Open Space District Maintenance Program</p>
--

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.

Specific Objectives:

System Cleaning Element

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

Landscaping and Trees Element

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

Administration/Supervision Element

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

<p style="text-align: center;">Wastewater Reclamation Enterprise Program Wastewater Reclamation Engineering</p>
--

Program Description: To provide wastewater reclamation engineering services.

Program Performance Areas:

- Improvements: To provide collection system and treatment plant improvements as identified in the Capital Improvement Program.

Specific Objectives:

Engineering Element

- Oversee design of new water recycling facility, capable of meeting regulatory requirements.
- Complete the digital global positioning system (GPS) mapping and asset identification of the entire collection system infrastructure.
- Plan for future expansion and treatment needs of the collection system and treatment plant, through a Wastewater Reclamation System Master Plan.
- Continue work on the development and publishing of Department standards for the wastewater reclamation collection system and street engineering programs.
- Continue design of collection system repairs and relining projects.

Budget Commentary:

- This program includes the Wastewater Reclamation Administration and Engineering section, and the new Wastewater Reclamation Operations section.
- The Wastewater Reclamation 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.

<p style="text-align: center;">Wastewater Reclamation Enterprise Program Wastewater Reclamation Operations</p>
--

Program Description: To provide uninterrupted sewage collection and treatment; to provide source control, stormwater quality management, and enforcement to provide engineering services.

Program Performance Areas:

- **Maintenance:** To provide periodic cleaning of the collection system, to provide maintenance of the equipment, systems and structures of the sewer 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

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

Treatment Plant Element

- Provide continuous sewage treatment for City system, in compliance with all applicable standards and regulations.
- Provide regular preventative maintenance of mechanical, electrical, piping and control system at the sewer 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 sewer 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.
- ECO Resources (ECO) is completing its first year of contract operation and maintenance of the City's sewage collection system and treatment plant.
- The Sewer Enterprise is supported entirely by user fees and pays an overhead charge to the General Fund, an internal service transfer for billing services, and a transfer to the Stormwater Quality Maintenance Program.

Water Enterprise Program Water Engineering

Program Description: To provide engineering services for the production, treatment, storage and distribution of water for domestic and industrial use and for fire fighting; to provide water quality monitoring and engineering services.

Program Performance Areas:

- Engineering Services: To provide engineering and administrative services for: the development of water resources; the construction or rehabilitation of water production, treatment, distribution, and storage facilities; and to comply with all applicable water regulations.
- Enforcement: To inspect and test customer back flow prevention devices, to detect and eliminate possible cross connections.

Specific Objectives:

- Complete the digital global positioning system (GPS) mapping and asset identification for all of the water infrastructure
- Plan for future water supply, storage, transmission and distribution needs through a Water System Master Plan
- Provide annual cross connection control inspections and enforcement, ensuring that 100% of customer cross connection control devices are inspected and repaired annually
- Implement improvements as identified in the Capital Improvement Program
- Perform Hazard Assessment for Cross Connection Control Program

Budget Commentary:

- Increased water storage capacity is now the highest priority for capital improvements.
- The Water Enterprise includes budget sections for: Water Engineering, Water Maintenance and Water Operations. Administrative functions have been moved out of the Engineering element, and into the Water Maintenance and Water Operations elements, in order to allow the Engineering Division to concentrate on its core scope of services.
- The Public Works Department 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 Program Water Maintenance

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 fire fighting needs, and that the water remains in compliance with applicable water quality standards.

Program Performance Areas:

- Maintenance: To provide for maintenance of the reservoirs, pipes, valves, hydrants, blowoffs, 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; to provide meter reading.
- 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 lockoffs and unlocks to delinquent customers once per month
- Investigate all reported standard priority distribution system problems within 2 hours

Distribution System Element

- Repair all significant main line leaks, restoring water to affected customers within 4 hours
- Repair all major service line leaks, restoring water to affected customers within 4 hours
- Perform repairs to mains and services, when possible, without completely shutting isolation valves, in order to keep customers in water and minimize contamination problems
- Replace all leaking galvanized steel service lines with polyethylene or copper
- Exercise 10% of the distribution system valves annually (100% in 10 years)
- Repair or replace all damaged distribution system valves within three months of notice
- Inspect and exercise 10% of the fire hydrants (shut down, inspection, and exercising of all outlets)

- Take deficient fire hydrants out of service, within 6 hours of notice or discovery, and make repairs within 72 hours
- Install or upgrade 3 blowoffs
- Inspect and perform maintenance on 10% of all distribution system air/vac valves
- Install or upgrade 2 distribution system air/vac valves
- Test and perform needed maintenance on all cross-connection control devices for water enterprise facilities annually
- Coordinate the inspection and repairs of all City owned cross-connection control devices annually

Emergency Response Element

- Respond, within 15 minutes, to all requests regarding serious system water leaks
- Respond, within 30 minutes, to all daytime and after hours requests regarding water distribution

Meters Element

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

Reservoirs Element

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

Buildings and Improved Properties Element

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

Unimproved Properties and Easements Element

- 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, 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:

- Increased water storage capacity is now the highest priority for capital improvements.
- The Water Enterprise includes budget sections for: Water Engineering, Water Maintenance and Water Operations. Administrative functions have been moved out of the Engineering element, and into the Water Maintenance and Water Operations elements, in order to allow the Engineering Division to concentrate on its core scope of services.
- The Financial Services Department Customer Service Division performs utility billing as an internal service, and the Equipment Maintenance Division performs vehicle and equipment maintenance as an internal service.
- The Water Enterprise is supported entirely by user fees and pays an overhead charge to the General Fund.

<p style="text-align: center;">Water Enterprise Program Water Operations</p>

Program Description: To provide for the production, treatment, storage and distribution of water for domestic and industrial use and for fire fighting; and to provide water quality monitoring and engineering services.

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:

Emergency Preparedness

- Establish a regular emergency generator exercising & testing program
- Retrofit all production sites for emergency generators
- Establish a routine emergency generator maintenance program
- Install battery back up units at five (5) remote control locations

Production and Pumping Facilities & Equipment Element

- Test all pump/motor assemblies for energy efficiency annually
- Inspect all electrical switch gear, cabling, and motors annually and perform any needed maintenance
- Test all production meters annually
- Monitor the production, storage, treatment and distribution system to identify deficiencies and capacity needs

Water Quality Element

- 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

Supervision Element

- Establish and implement work order system for all routine and requested tasks
- Establish a program for monthly monitoring of contract electrical maintenance and repair performance, on Water Enterprise-owned equipment
- Establish a program for monthly monitoring of contract control equipment and software maintenance and upgrade performance, on Water Enterprise-owned systems

Budget Commentary:

- Increased water storage capacity is now the highest priority for capital improvements.
- The Water Enterprise includes budget sections for: Water Engineering, Water Maintenance and Water Operations. Administrative functions have been moved out of the Engineering element, and into the Water Maintenance and Water Operations elements, in order to allow the Engineering Division to concentrate on its core scope of services.
- 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.

PUBLIC WORKS DEPARTMENT SUMMARY

	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Expenditures						
Salaries	2,013,891	1,705,882	1,487,095	1,319,981	1,109,861	-16%
Benefits	983,380	824,989	715,268	653,986	627,796	-4%
Total	2,997,272	2,530,872	2,202,363	1,973,967	1,737,657	-12%
Supplies, Services & Maintenance	5,121,626	5,396,624	3,133,552	9,046,468	7,697,680	-15%
Transfers, Overhead and Debt Payments	2,609,730	3,552,329	6,599,981	7,667,899	6,032,697	-21%
Total	7,731,355	8,948,953	9,733,533	16,714,367	13,730,377	-18%
Capital Outlays	250,241	638,492	175,063	244,844	591,836	142%
Total	250,241	638,492	175,063	244,844	591,836	142%
Total	10,978,868	12,118,316	12,110,959	18,933,178	16,059,870	-15%
Authorized Employee Count	43.0	39.0	28.0	28.0	28.0	

PUBLIC WORKS DEPARTMENT - GENERAL FUND SUMMARY

	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Expenditures						
Salaries	19,471	257,291	179,507	235,422	103,672	-56.0%
Benefits	17,117	150,390	68,681	150,468	51,325	-65.9%
Total	36,588	407,681	248,188	385,890	154,997	-59.8%
Supplies, Services & Maintenance	34,100	65,049	27,497	69,363	27,497	-60.4%
Transfers, Overhead and Debt Payments	22,770	0	0	0	22,770	0.0%
Total	56,870	65,049	27,497	69,363	50,267	-27.5%
Capital Outlays	0	0	0	0	0	0.0%
Total	0	0	0	0	0	0.0%
Total	93,458	472,730	275,685	455,252	205,264	-0.549
Revenue & Other Resources						
Fee, Fines & Permits	26,855	26,801	27,000	20,320	20,850	2.6%
Charges for Services, User Fees	18,087	29,491	21,600	26,951	27,631	2.5%
Other Revenues	(9,592)	19,344	2,000	0	0	0.0%
Total Revenues	35,350	75,636	50,600	47,271	48,481	2.6%
Net GF (Cost)/Benefit	58,108	397,094	225,085	407,981	156,783	-61.6%

PUBLIC WORKS

GENERAL ENGINEERING

FUND

100

5011

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	14,510	165,900	179,141	135,910	103,172
2	*003	Overtime	338	892	366	508	500
Total			14,848	166,792	179,507	136,419	103,672
Employee Paid Benefits							
3	*021	Car Allowance	3	3,934	0	1,142	168
4	*041	Cafeteria Allowance	1,819	38,942	18,929	36,758	21,738
5	*042	Retirement	3,478	22,102	31,426	18,761	21,918
6	*xxx	All Other Paid Benefits	10,241	11,940	18,326	14,679	7,501
Total			15,541	76,918	68,681	71,340	51,325
Total			30,388	243,709	248,188	207,759	154,997
Services & Supplies							
7	*101	Postage	2,500	285	500	75	500
8	*103	Dues & Subscriptions	63	0	0	0	0
9	*120	Supplies Office	4,665	1,971	1,425	1,193	1,425
10	*121	Supplies - Clothing/Uniform	869	0	0	486	0
11	*123	Supplies - Shop & Field	497	1,211	0	696	0
12	*129	Supplies - Other	13	36	0	0	0
13	*150	Recognition/Awards	16	0	0	0	0
14	*175	Minor Equipment - Computer	0	1,374	0	0	0
15	*209	Prof/Contr Svcs - Other	2,869	1,083	100	1,219	100
16	*230	Legal Advertising	180	0	0	0	0
17	*231	Misc. Advertising/Promo	718	0	50	0	50
18	*240	Duplication Charges - Internal	11,299	6,192	0	0	0
19	*241	Printing & Binding - External	398	312	496	0	496
20	*282	Utility - Telephone	288	187	0	202	0
21	*301	Maint - Bldgs. & Improvements	380	0	0	380	0
22	*304	Maint - Vehicles, Equipment	(2,949)	0	300	0	300
23	*309	Maint - Minor Equipment	0	0	50	0	50
24	*352	Training/Workshops/Meetings	1,181	218	400	100	400
Total			22,987	12,869	3,321	4,350	3,321
Transfers - Out & Overhead							
25	*754	Transfer Costs to Gas Tax	22,770	0	0	0	22,770
Total			22,770	0	0	0	22,770
Total			76,145	256,579	251,509	212,109	181,088

Year-Over-Year Changes

The decrease of approximately \$70,400 from the prior year's budget is primarily due to the proposed decreases in staffing.

PUBLIC WORKS

FUND

100

STREETS ENGINEERING

5021

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Employee Paid Benefits							
1	*041	Cafeteria Allowance	0	0	0	0	0
2	*042	Retirement	0	0	0	0	0
3	*xxx	All Other Paid Benefits	0	1,517	0	0	0
		Total	0	1,517	0	0	0
Services & Supplies							
4	*370	Lease/Rental	0	0	0	0	0
		Total	0	0	0	0	0
		Total	0	1,517	0	0	0

Year-Over-Year Changes

There are no significant changes over the prior year budget.

PUBLIC WORKS
FUND

100

STREETS MAINTENANCE
5022

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	0	74,757	0	88,083	0
2	*003	Overtime	0	6,386	0	3,263	0
		Total	0	81,142	0	91,346	0
Employee Paid Benefits							
3	*041	Cafeteria Allowance	0	28,321	0	43,245	0
4	*042	Retirement	0	17,630	0	18,817	0
5	*xxx	All Other Paid Benefits	0	24,092	0	16,077	0
		Total	0	70,043	0	78,140	0
		Total	0	151,186	0	169,485	0
Services & Supplies							
6	*121	Supplies - Clothing/Uniform	0	1,077	618	1,185	618
7	*123	Supplies - Shop & Field	0	6,045	9,987	5,686	9,987
8	*202	Svcs - Landscape Maintenance	0	7,440	0	22,320	0
9	*209	Prof/Contr Svcs - Other	0	33,656	8,620	15,798	8,620
10	*223	Prof/Contr Svcs - Tree Trimming	0	0	0	10,800	0
11	*282	Utility - Telephone	0	80	0	0	0
12	*305	Maint - Vehicle Fuel	0	1,978	0	9,225	0
13	*352	Training/Workshops/Meetings	0	400	400	0	400
		Total	0	50,675	19,626	65,013	19,626
		Total	0	201,861	19,626	234,498	19,626

Year-Over-Year Changes

There are no significant changes over the prior year budget.

PUBLIC WORKS

FUND

100

PARKING LOTS & EVENT

5023

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	3,358	7,714	0	5,976	0
2	*003	Overtime	1,266	1,643	0	1,682	0
		Total	4,624	9,357	0	7,658	0
Employee Paid Benefits							
3	*041	Cafeteria Allowance	396	0	0	0	0
4	*042	Retirement	575	930	0	852	0
5	*xxx	All Other Paid Benefits	606	983	0	136	0
		Total	1,577	1,912	0	988	0
		Total	6,200	11,269	0	8,646	0
Services & Supplies							
6	*123	Supplies - Shop & Field	3,870	1,356	2,000	0	2,000
7	*129	Supplies - Other	282	0	0	0	0
8	*202	Svcs - Landscape Maintenance		79	1,800	0	1,800
9	*209	Prof/Contr Svcs - Other	1,219	0	0	0	0
10	*285	Utility - Street Lighting	4,529	69	0	0	0
11	*370	Lease/Rental	463	0	0	0	0
		Total	10,363	1,504	3,800	0	3,800
		Total	16,563	12,773	3,800	8,646	3,800

Year-Over-Year Changes

There are no significant changes over the prior year budget.

PUBLIC WORKS

FUND

100

5028

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Services & Supplies							
1	*306	Maint - Debris Basin Cleaning	750	0	750	0	750
Total			750	0	750	0	750
Total			750	0	750	0	750

Year-Over-Year Changes

There are no significant changes over the prior year budget.

PUBLIC WORKS
FUND

205

NPDES STORMWATER QUALITY
5027

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	3,779	2,618	5,569	1,805	0
2	*003	Overtime	43	5	0	6	0
		Total	3,822	2,623	5,569	1,811	0
Employee Paid Benefits							
3	*021	Car Allowance	0	0	0	0	0
4	*041	Cafeteria Allowance	873	672	2,338	486	0
5	*042	Retirement	821	427	303	285	0
6	*xxx	All Other Paid Benefits	188	115	77	38	0
		Total	1,882	1,213	2,718	809	0
		Total	5,704	3,836	8,287	2,620	0
Services & Supplies							
7	*101	Postage	43	0	0	0	0
8	*120	Supplies Office	2	0	475	0	475
9	*209	Prof/Contr Svcs - Other	0	0	0	10,626	0
10	*230	Legal Advertising	53	0	0	0	0
11	*231	Misc. Advertising/Promo	961	0	500	0	500
12	*282	Utility - Telephone	59	24	200	0	200
13	*293	Permitting	9,000	9,000	8,500	23,372	8,500
14	*304	Maint - Vehicles, Equipment	14	0	0	0	0
15	*305	Maint - Vehicle Fuel	22	0	0	0	0
16	*352	Training/Workshops/Meetings	0	0	0	1,075	0
		Total	10,154	9,024	9,675	35,073	9,675
Transfers - Out & Overhead							
17	*755	Overhead Due General Fund	6,353	1,800	6,304	5,779	6,304
		Total	6,353	1,800	6,304	5,779	6,304
		Total	22,211	14,661	24,266	43,472	15,979

Year-Over-Year Changes

The decrease of approximately \$9,000 from the prior year's budget is primarily due to the proposed decreases in staffing.

PUBLIC WORKS
FUND

206

STORMWATER PROGRAM
5026

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	71,912	41,926	0	309	0
2	*003	Overtime	3,866	1,938	0	455	0
		Total	75,778	43,863	0	764	0
Employee Paid Benefits							
3	*041	Cafeteria Allowance	18,571	13,269	0	0	0
4	*042	Retirement	17,318	8,354	0	46	0
5	*xxx	All Other Paid Benefits	19,606	11,534	0	7	0
		Total	55,496	33,157	0	53	0
		Total	131,274	77,021	0	817	0
Services & Supplies							
6	*121	Supplies - Clothing/Uniform	295	0	0	0	0
7	*123	Supplies - Shop & Field	4,060	733	2,000	0	2,000
8	*124	Supplies - Safety	504	0	1,000	0	1,000
9	*137	Supplies - Hazardous Cleanup	0	0	1,000	0	1,000
10	*173	Minor Equipment - Shop & Field	935	44	500	0	500
11	*209	Prof/Contr Svcs - Other	23,650	183	19,000	6,546	19,000
12	*214	Prof/Contr Svcs - Medical	65	0	0	0	0
13	*227	Temporary Labor	7,343	0	0	0	0
14	*241	Printing & Binding - External	364	0	0	0	0
15	*250	Prof/Contr Svcs - Hazmat	0	0	1,000	0	1,000
16	*262	Insurance-Vehicle	460	1,201	2,500	1,388	2,500
17	*282	Utility - Telephone	203	0	500	0	500
18	*287	Landfill Fees	4,112	0	12,000	0	12,000
19	*304	Maint - Vehicles, Equipment	10,417	0	20,000	0	20,000
20	*305	Maint - Vehicle Fuel	7,013	223	9,250	406	9,250
21	*307	Equipment Maintenance Charges	22,918	0	0	0	0
22	*352	Training/Workshops/Meetings	30	0	455	0	455
23	*370	Lease/Rental	331	296	0	173	0
		Total	82,700	2,680	69,205	8,513	69,205
Transfers - Out & Overhead							
24	*755	Overhead Due General Fund	32,376	10,142	41,717	23,949	0
		Total	32,376	10,142	41,717	23,949	0
		Total	246,349	89,843	110,922	33,279	69,205

Year-Over-Year Changes

The decrease of approximately \$40,000 from the prior year's budget is primarily due to the proposed elimination of the General Fund overhead.

PUBLIC WORKS
FUND

280

STREET ENGINEERING
5021

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	65,591	23,635	0	3,609	0
2	*003	Overtime	495	100	0	12	0
		Total	66,086	23,734	0	3,621	0
Employee Paid Benefits							
3	*021	Car Allowance	145	57	0	0	0
4	*041	Cafeteria Allowance	9,601	3,403	0	971	0
5	*042	Retirement	8,654	3,541	0	571	0
6	*xxx	All Other Paid Benefits	2,732	503	0	78	0
		Total	21,132	7,504	0	1,620	0
		Total	87,218	31,239	0	5,241	0
Services & Supplies							
7	*101	Postage	2	0	0	0	0
8	*120	Supplies Office	33	0	0	0	0
9	*121	Supplies - Clothing/Uniform	59	0	0	0	0
10	*175	Minor Equipment - Computer	0	0	0	0	0
11	*209	Prof/Contr Svcs - Other	408	0	0	8	0
12	*230	Legal Advertising	912	81	0	0	0
13	*231	Misc. Advertising/Promo	718	0	0	0	0
14	*262	Insurance-Vehicle	22	1,019	0	0	0
15	*280	Utility - Electric	0	0	0	0	0
16	*282	Utility - Telephone	422	57	0	0	0
17	*360	Educational Reimbursement	0	0	0	0	0
18	*361	CASP Costs - Reimbursed	0	0	0	0	0
19	*370	Lease/Rental	1	0	0	0	0
		Total	2,576	1,157	0	8	0
Transfers - Out & Overhead							
20	*755	Overhead Due General Fund	0	0	0	0	0
		Total	0	0	0	0	0
		Total	89,794	32,396	0	5,249	0

Year-Over-Year Changes

There are no significant changes over the prior year budget.

PUBLIC WORKS

STREET MAINTENANCE

FUND

280

5022

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	203,101	11,574	0	9	122,002
2	*003	Overtime	8,012	830	0	0	0
		Total	211,114	12,404	0	9	122,002
Employee Paid Benefits							
3	*041	Cafeteria Allowance	54,834	3,412	0	0	21,950
4	*042	Retirement	37,262	4,553	0	9	26,166
5	*xxx	All Other Paid Benefits	39,658	812	0	0	26,228
		Total	131,755	8,776	0	9	74,344
		Total	342,868	21,180	0	19	196,346
Services & Supplies							
6	*101	Postage	291	58	0	0	0
7	*121	Supplies - Clothing/Uniform	2,873	1,511	0	0	618
8	*123	Supplies - Shop & Field	55,419	349	0	1,803	9,987
9	*124	Supplies - Safety	4,219	738	0	0	0
10	*171	Minor Equipment - Office	97	0	0	0	0
11	*173	Minor Equipment - Shop & Field	24,208	0	0	1,266	346
12	*175	Minor Equipment - Computer	350	0	0	0	0
13	*202	Prof/Contr Svcs - Landscape	47,218	20,465	0	0	0
14	*209	Prof/Contr Svcs - Other	17,461	(2,050)	0	9,794	8,620
15	*214	Prof/Contr Svcs - Medical	1,824	0	0	0	0
16	*222	Prof/Contr Svcs - Signal Maint.	61,292	347	0	17,106	15,000
17	*223	Prof/Contr Svcs - Tree Trimming	38,641	0	0	22,883	22,000
18	*224	Prof/Contr Svcs- Striping Main	100,737	0	0	0	0
19	*225	Prof/Contr Svcs - Signs	2,409	650	0	0	0
20	*227	Prof/Contr - Temp Personnel	8,155	0	0	0	0
21	*241	Printing & Binding - External	27	0	0	0	0
22	*262	Insurance-Vehicle	368	0	0	0	0
23	*282	Utility - Telephone	272	14	0	0	0
24	*285	Utility - Street Lighting	213,422	213,856	0	180,288	159,000
25	*287	Landfill Fees	1,507	0	0	0	0
26	*301	Maint - Bldgs. & Improvements	1,239	0	0	0	0
27	*304	Maint - Vehicles, Equipment	251	0	0	0	0
28	*305	Maint - Vehicle Fuel	15,431	6,251	0	0	0
29	*307	Equipment Maintenance Charges	35,752	15,992	0	0	0
30	*309	Maint - Minor Equipment	1,278	0	0	0	0
31	*352	Training/Workshops/Meetings	980	0	0	0	400
32	*370	Lease/Rental	4,077	11,165	0	1,468	0
33	*678	Prior Year Adj Expenditures	0	15,171	0	(6,732)	0
		Total	639,797	284,518	0	227,876	215,971
Transfers - Out & Overhead							
34	*754	Transfer to Stormwater Quality	89,381	4,559	0	0	0
35	*755	Overhead Due to General Fund	0	0	0	0	0
		Total	89,381	4,559	0	0	0
Capital Outlay							
36	*610	Equipment - New	514	0	0	0	0
		Total	514	0	0	0	0
		Total	1,072,561	310,258	0	227,895	412,317

Year-Over-Year Changes

The increase of approximately \$412,300 from the prior year's budget is primarily due to the proposed reestablishment of street maintenance crews made possible by availability of state gas tax revenues.

PUBLIC WORKS

FUND

281

STREETS, STORMDRAINS - LTF/TDA

5025

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
		Transfers - Out and Overhead					
1	*753	Transfer to LTF/TDA	560,580	341,546	385,065	20,236	385,065
		Total	560,580	341,546	385,065	20,236	385,065
		Total	560,580	341,546	385,065	20,236	385,065

Year-Over-Year Changes

There are no significant changes over the prior year budget.

PUBLIC WORKS

FUND

305

REFUSE COLLECTION

5052

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	0	64	0	0	0
2	*002	Part Time	0	0	0	0	0
3	*003	Overtime	703	508	0	1,096	1,100
		Total	703	572	0	1,096	1,100
Employee Paid Benefits							
4	*041	Cafeteria Allowance	0		0	0	0
5	*042	Retirement	0	8	0	0	0
6	*xxx	All Other Paid Benefits	0	11	1	0	16
		Total	0	19	1	0	16
		Total	703	591	1	1,096	1,116
Services & Supplies							
7	*123	Supplies - Shop & Field	0	489	0	0	0
8	*209	Prof/Contr Svcs - Other	13	173	0	543	0
9	*231	Misc. Advertising/Promo	7,537	3,621	0	977	0
		Total	7,549	4,283	0	1,520	0
		Total	8,253	4,874	1	2,616	1,116

Year-Over-Year Changes

There are no significant changes over the prior year budget.

PUBLIC WORKS
FUND

312

REFUSE COLLECTION
5052

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time	0	66	0	445	0
2	*002	Part Time	0	0	0	0	300
3	*003	Overtime	104	473	0	289	0
Total			104	539	0	734	300
Employee Paid Benefits							
4	*042	Retirement	0	3	0	28	0
5	*xxx	All Other Paid Benefits	0	1	0	9	4
Total			0	3	0	36	4
Total			104	542	0	771	304
Services & Supplies							
6	*173	Minor Equipment - Shop & Field	744	0	0	0	0
7	*209	Prof/Contr Svcs - Other	1,257	1,673	5,000	5,155	5,000
8	*231	Misc. Advertising/Promo	6,588	258	2,800	187	2,800
Total			8,589	1,931	7,800	5,342	7,800
Total			8,694	2,473	7,800	6,112	8,104

Year-Over-Year Changes

There are no significant changes over the prior year budget.

PUBLIC WORKS
FUND

500

STREETS, HILLSBOROUGH OPEN SPACE
5028

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	0	1,658	0	436	0
2	*003	Over Time	0	0	0	803	0
		Total	0	1,658	0	1,240	0
Employee Paid Benefits							
3	*041	Cafeteria Allowance	0		0	0	0
4	*042	Retirement	0	187	0	55	0
5	*xxx	All Other Paid Benefits	0	44	0	8	0
		Total	0	231	0	63	0
		Total	0	1,890	0	1,303	0
Services & Supplies							
6	*202	Prof/Contr Svcs - Landscape	4,033	3,600	4,100	3,600	4,100
7	*209	Prof/Contr Svcs - Other	810	1,308	1,540	2,804	1,540
8	*223	Prof/Contr Svcs - Tree Trimming	4,500	4,500	1,000	1,270	1,000
9	*230	Legal Advertising	70	41	80	0	80
10	*280	Utility - Electric	196	0	500	0	500
		Total	9,609	9,449	7,220	7,674	7,220
		Total	9,609	11,339	7,220	8,977	7,220

Year-Over-Year Changes

There are no significant changes over the prior year budget.

PUBLIC WORKS
FUND

600

REFUSE - ENGINEERING
5051

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	89,627	42,648	29,852	58	0
2	*002	Part Time Salaries	0	0	0	0	0
3	*003	Overtime	3,611	1,468	205	0	0
Total			93,238	44,116	30,057	58	0
Employee Paid Benefits							
4	*021	Car Allowance	0	0	0	0	0
5	*041	Cafeteria Allowance	19,518	8,106	12,493	0	0
6	*042	Retirement	9,775	4,391	329	46	0
7	*xxx	All Other Paid Benefits	9,505	6,791	117	81	0
Total			38,798	19,289	12,939	127	0
Total			132,037	63,405	42,996	185	0
Services & Supplies							
8	*101	Postage	0	36	49	0	0
9	*120	Supplies Office	45	102	138	281	0
10	*121	Supplies - Clothing/Uniform	25	55	75	0	0
11	*123	Supplies - Shop & Field	6	7	0	0	0
12	*203	Prof/Contr Svcs - Legal	3,763	1,768	976	17,740	0
13	*209	Prof/Contr Svcs - Other	26,963	7,544	5,050	27,344	0
14	*227	Prof/Contr - Temp Personnel	0	0	0	0	0
15	*240	Duplication Charges - Internal	18	536	729	0	0
16	*261	Insurance - Public Liability	0	28,532	29,103	51,554	0
17	*262	Insurance-Vehicle	6	5,300	7,207	4,002	0
18	*280	Utility - Electric	0	4,122	3,757	3,374	0
19	*281	Utility - Gas	0	2,321	2,494	2,055	0
20	*282	Utility - Telephone	59	5,777	5,762	5,562	0
Total			30,885	56,098	55,340	111,912	0
Total			162,921	119,503	98,336	112,098	0

Year-Over-Year Changes

The decrease of approximately \$98,300 from the prior year's budget is primarily due to the transfer of operations to a private vendor.

PUBLIC WORKS

REFUSE - COLLECTIONS

FUND

600

5052

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	313,723	368,199	257,600	301,705	0
2	*003	Overtime	20,823	22,896	12,395	23,667	0
		Total	334,546	391,096	269,996	325,372	0
Employee Paid Benefits							
3	*021	Car Allowance	366	143	0	0	0
4	*041	Cafeteria Allowance	77,218	83,521	48,206	59,722	0
5	*042	Retirement	45,131	44,990	39,617	35,480	0
6	*xxx	All Other Paid Benefits	42,653	44,038	54,805	46,189	0
		Total	165,368	172,694	142,628	141,391	0
		Total	499,913	563,790	412,624	466,763	0
Services & Supplies							
7	*101	Postage	105	78	52	60	0
8	*120	Supplies Office	34	218	248	37	0
9	*121	Supplies - Clothing/Uniform	2,829	2,101	2,026	1,587	0
10	*123	Supplies - Shop & Field	67,421	77,589	103,008	33,347	0
11	*124	Supplies - Safety	644	1,844	1,995	1,459	0
12	*171	Minor Equipment - Office	105	0	0	9	0
13	*173	Minor Equipment - Shop & Field	11,409	1,716	0	0	0
14	*202	Svcs - Landscape Maintenance	975	0	0	0	0
15	*205	Prof/Contr Svcs - Personnel	99	0	0	0	0
16	*209	Prof/Contr Svcs - Other	11,416	52,776	31,894	65,692	0
17	*214	Prof/Contr Svcs - Medical	608	0	0	425	0
18	*227	Prof/Contr - Temp Personnel	457	0	0	0	0
19	*231	Misc. Advertising/Promo	7,159	4,960	6,395	643	0
20	*240	Duplication Charges - Internal	0	0	0	0	0
21	*241	Printing & Binding - External	623	239	325	622	0
22	*250	Prof/Contr Svcs - Hazmat	12,722	13,200	5,166	4,912	0
23	*262	Insurance-Vehicle	2,026	0	0	0	0
24	*280	Utility - Electric	0	0	0	0	0
25	*281	Utility - Gas	0	0	0	26,524	0
26	*282	Utility - Telephone	2,436	202	263	36	0
27	*287	Disposal Fees	396,038	416,304	391,274	420,012	0
28	*293	Permitting and Fees	0	0	0	82	0
29	*301	Maint - Bldgs. & Improvements	1,239	0	0	0	0
30	*304	Maint - Vehicles, Equipment	60,327	57,752	54,231	31,405	0
31	*305	Maint - Vehicle Fuel	72,202	75,621	68,428	72,179	0
32	*307	Equipment Maintenance Charges	208,560	206,706	190,954	147,942	0
33	*309	Maint - Minor Equipment	0	0	0	0	0
34	*352	Training/Workshops/Meetings	853	267	363	0	0
35	*370	Lease/Rental	12,343	31,340	140,000	403,376	0
36	*678	Prior Year Adj-Expenditures	0	32,187	0	0	0
		Total	872,630	975,097	996,623	1,210,346	0
Capital Outlay							
37	*610	Equipment - New	0	2,417	0	0	0
		Total	0	2,417	0	0	0
		Total	1,372,543	1,541,304	1,409,247	1,677,110	0

Year-Over-Year Changes

The decrease of approximately \$1,409,200 from the prior year's budget is primarily due to the transfer of operations to a private vendor.

**PUBLIC WORKS
FUND**

600

**Refuse - Overhead
5055**

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Transfers, Overhead and Debt							
1	*750	Transfer Cost to Refuse	0	101,117	160,000	84,009	0
2	*755	Overhead Due to General Fund	0	233,261	185,000	185,074	0
		Total	0	334,378	345,000	269,083	0
Capital Outlay							
3	*7501-675	Depreciation Expense	0	100,938	0	0	0
4	*7501-677	Write Offs/Uncollectibles	0	18,732	0	(7)	0
		Total	0	119,670	0	(7)	0
		Total	0	454,048	345,000	269,075	0

Year-Over-Year Changes

The decrease of approximately \$345,200 from the prior year's budget is primarily due to the transfer of operations to a private vendor.

PUBLIC WORKS
FUND

610

Wastewater - Reclamation Engineering
5061

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	116,943	36,368	67,611	2,930	67,611
2	*003	Overtime	1,134	324	0	0	0
		Total	118,077	36,692	67,611	2,930	67,611
Employee Paid Benefits							
3	*041	Cafeteria Allowance	16,050	4,759	20,309	0	20,309
4	*042	Retirement	13,547	5,038	688	3	688
5	*xxx	All Other Paid Benefits	3,227	2,485	421	43	421
		Total	32,824	12,282	21,418	46	21,418
		Total	150,901	48,974	89,029	2,976	89,029
Services & Supplies							
6	*101	Postage	32	128	174	103	174
7	*120	Supplies - Office	29	21	50	30	50
8	*129	Supplies - Other	63	0	0	0	0
9	*171	Minor Equipment - Office	410	0	0	0	0
10	*202	Svcs - Landscape Maintenance	16,664	0	0	0	0
11	*203	Prof/Contr Svcs - Legal	0	6,125	5,569	1,843	5,569
12	*209	Prof/Contr Svcs - Other	32,609	4,714	6,167	507	6,167
13	*231	Misc. Advertising/Promo	0	26	50	0	50
14	*240	Duplication Charges - Internal	33	268	364	0	364
15	*261	Insurance - Liability	50,232	97,058	98,950	128,579	98,950
16	*280	Utility - Electric	3,106	92,058	83,896	74,952	83,896
17	*281	Utility - Gas	0	127	137	116	137
18	*282	Utility -Telephone	125	1,735	1,727	1,395	1,727
19	*304	Maint - Vehicles, Equipment	610	0	0	0	0
20	*370	Lease/Rental	23,400	14,450	23,400	10,450	23,400
		Total	127,313	216,710	220,485	217,974	220,485
Capital Outlay							
21	*610	Equipment-New	0	0	0	0	0
22	*678	Prior Year Adj Expenditures	0	(9,000)	0	0	0
		Total	0	(9,000)	0	0	0
		Total	278,213	256,684	309,514	220,949	309,514

Year-Over-Year Changes

There are no significant changes over the prior year budget.

PUBLIC WORKS
FUND

610

Wastewater - Reclamation Operations
5063

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	54,651	43,905	150,125	16,407	49,351
2	*003	Overtime	0	1,198	8,953	9,473	8,000
Total			54,651	45,103	159,078	25,880	57,351
Employee Paid Benefits							
3	*021	Car Allowance	1,582	631	0	0	1,848
4	*041	Cafeteria Allowance	4,511	1,793	25,145	0	5,164
5	*042	Retirement	7,645	5,518	34,245	2,579	14,660
6	*xxx	All Other Paid Benefits	3,760	3,728	24,577	2,625	4,593
Total			17,498	11,670	83,967	5,204	26,265
Total			72,149	56,773	243,045	31,084	83,616
Services & Supplies							
7	*101	Postage	99	0	0	0	0
8	*121	Supplies - Clothing & Uniform	0	0	0	78	0
9	*123	Supplies - Shop & Field	2,604	4,405	2,912	3,057	2,912
10	*175	Minor Equipment - Computer	1,106	483	0	0	0
11	*203	Prof/Contr Svcs - Legal	0	41	55	0	55
12	*209	Prof/Contr Svcs - Other	168,583	5,433	4,707	40,633	4,707
13	*227	Prof/Contr - Temp Personnel	0	0	0	0	0
14	*228	Sewer Treatment - O & M Contr	1,438,252	2,374,451	125,000	5,744,593	5,800,000
15	*231	Misc. Advertising/Promo	1,159	0	0	0	0
16	*240	Duplication Charges - Internal	6	0	0	0	0
17	*262	Insurance-Vehicle	18	48	49	27	49
18	*280	Utility - Electric	81,449	0	0	338,907	0
19	*282	Utility - Telephone	650	0	28	0	28
20	*293	Permitting	53,682	21,345	28,306	17,891	28,306
21	*301	Maint - Bldgs. & Improvements	625	255	0	445	0
22	*303	Maint - Office Equipment	395	395	537	0	537
23	*304	Maint - Vehicles, Equipment	0	66	0	14	0
24	*305	Maint - Vehicles Fuel	0	0	0	99	0
25	*352	Training/Workshops/Meetings	2,046	66	89	25	89
26	*353	Mileage Reimbursement	19	0	0	0	0
27	*370	Lease/Rental	329,750	275,389	224,230	0	224,230
Total			2,080,443	2,682,377	385,914	6,145,769	6,060,914
Transfers - Out and Overhead							
28	*505	County - Property Tax	2,645	2,484	3,378	2,478	3,378
Total			2,645	2,484	3,378	2,478	3,378
Capital Outlay							
29	*610	Equipment - New	0	0	0	0	0
Total			0	0	0	0	0
Total			2,155,238	2,741,634	632,336	6,179,332	6,147,908

Year-Over-Year Changes

The increase of approximately \$3,400,000 from fiscal year 2009-10 budget is primarily due to the increased operational expenses of the new wastewater treatment facility.

PUBLIC WORKS

Wastewater - Capital Projects Mgmt.

FUND

610

5064

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	0	800	0	0	0
2	*002	Part Time Salaries	0	0	0	0	0
3	*003	Overtime	0	0	0	0	0
		Total	0	800	0	0	0
Employee Paid Benefits							
4	*041	Cafeteria Allowance	0	0	0	0	0
5	*042	Retirement	0	91	0	0	0
6	*xxx	All Other Paid Benefits	0	14	0	0	0
		Total	0	105	0	0	0
		Total	0	904	0	0	0
		Total	0	1,704	0	0	0

Year-Over-Year Changes

There are no significant changes over the prior year budget.

PUBLIC WORKS
FUND

610

Wastewater - Debt, Notes
5065

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Transfers, Overhead and Debt							
1	*5065-209	Prof/Contr Svcs - Other	0	0	0	5,105	5,200
2	*5065-519	Interest Due on Notes	0	10,300	43,650	0	0
3	*5065-511	Principal Due Bond Holders	0	0	200,000	0	185,000
4	*5065-512	Interest Due Bond Holders	0	254,865	421,029	661,358	696,845
5	*5065-519	Interest Due on Notes	0	10,300	43,650	9,800	10,000
6	*5065-751	Transfer cost to WW Reclaim.	0	101,117	165,000	84,009	104,000
7	*5065-755	Overhead due General Fund	0	412,966	410,000	390,494	219,660
Total			0	789,547	1,283,329	1,150,765	1,220,705
Capital Outlay							
8	*7501-675	Depreciation Expense	0	225,945	0	0	226,000
9	*7501-677	Write Offs/Uncollectibles	0	38,746	0	(4)	100
Total			0	264,690	0	(4)	226,100
Total			0	1,054,237	1,283,329	1,150,761	1,446,805

Year-Over-Year Changes

The increase of approximately \$163,000 from fiscal year 2009-10 budget is primarily due to the increase in depreciation expenses.

PUBLIC WORKS

WATER - ENGINEERING

FUND

620

5071

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	201,549	102,543	73,875	3,767	0
2	*003	Overtime	1,500	385	274	0	0
		Total	203,050	102,928	74,149	3,767	0
Employee Paid Benefits							
3	*021	Car Allowance	2,858	1,435	1,368	0	0
4	*041	Cafeteria Allowance	26,919	9,739	12,212	0	0
5	*042	Retirement	23,367	11,858	9,320	186	0
6	*xxx	All Other Paid Benefits	9,894	6,165	4,480	70	0
		Total	63,037	29,197	27,380	255	0
		Total	266,087	132,125	101,529	4,022	0
Services & Supplies							
7	*101	Postage	49	1,805	2,454	1,595	2,454
8	*103	Dues & Subscriptions	303	940	1,278	0	1,278
9	*120	Supplies Office	75	119	153	119	153
10	*121	Supplies - Clothing/Uniform	117	18	25	67	25
11	*123	Supplies - Shop & Field	716	134	182	0	182
12	*175	Minor Equipment - Computer	0	0	0	0	0
13	*203	Prof/Contr Svcs - Legal	6,125	4,235	4,903	1,513	4,903
14	*209	Prof/Contr Svcs - Other	75,045	8,937	6,612	1,923	6,612
15	*212	Prof/Contr Svcs - Training, Etc.	700	0	0	0	0
16	*230	Legal Advertising	53	70	96	0	96
17	*231	Misc. Advertising/Promo		26	36	0	36
18	*240	Duplication Charges - Internal	92	2,680	3,645	0	3,645
19	*241	Printing & Binding - External	62	172	149	0	149
20	*250	Prof/Contr Svcs - Hazmat	0	0	0	0	0
21	*261	Insurance - Public Liability	46,511	97,010	98,950	128,579	98,950
22	*262	Insurance-Vehicle	110	480	490	272	490
23	*280	Utility - Electric	3,373	339,378	309,288	278,778	309,288
24	*281	Utility - Gas	0	510	548	461	548
25	*282	Utility - Telephone	9,678	13,412	13,228	11,121	13,228
26	*304	Maint - Vehicles, Equipment	41	0	0	0	0
27	*305	Maint - Vehicle Fuel	65	0	0	0	0
28	*352	Training/Workshops/Meetings	355	355	483	0	483
29	*370	Lease/Rental	49,369	40,608	47,460	39,270	47,460
30	*505	County - Property Tax	0	0	0	0	0
		Total	192,840	510,890	489,979	463,697	489,979
Capital Outlay							
31	*610	Equipment - New	0	2,398	0	0	0
		Total	0	2,398	0	0	0
		Total	458,927	645,414	591,508	467,720	489,979

Year-Over-Year Changes

The decrease of approximately \$102,000 from the prior year's budget is primarily due to the reduction of full-time staffing.

PUBLIC WORKS
FUND

620

WATER - MAINTENANCE
5072

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	391,662	386,016	371,907	418,154	441,960
2	*003	Overtime	7,947	20,458	19,635	16,024	15,000
		Total	399,609	406,474	391,542	434,178	456,960
Employee Paid Benefits							
3	*021	Car Allowance	763	301	612	0	1,092
4	*041	Cafeteria Allowance	101,579	100,085	83,541	108,632	112,804
5	*042	Retirement	58,384	53,246	45,960	49,981	83,596
6	*xxx	All Other Paid Benefits	69,698	60,963	79,187	59,933	95,889
		Total	230,424	214,596	209,300	218,546	293,381
		Total	630,033	621,070	600,842	652,724	750,341
Services & Supplies							
7	*101	Postage	135	244	193	53	53
8	*103	Dues & Subscriptions	1,988	4,018	4,214	4,032	4,031
9	*120	Supplies Office	865	0	0	0	0
10	*121	Supplies - Clothing/Uniform	3,251	3,002	2,995	1,857	500
11	*123	Supplies - Shop & Field	23,915	28,128	31,141	10,322	10,321
12	*124	Supplies - Safety	2,527	4,263	4,440	2,443	2,443
13	*129	Supplies - Other	0	0	0	0	0
14	*171	Minor Equipment - Office	664	0	0	0	0
15	*173	Minor Equipment - Shop & Field	16,473	6,262	3,673	3,447	3,447
16	*175	Minor Equipment - Computer	350	483	0	0	0
17	*202	Svcs - Landscape Maintenance	14,612	14,040	13,274	11,770	11,770
18	*207	Prof/Contr - Computer/Software	713	1,244	1,605	760	760
19	*209	Prof/Contr Svcs - Other	44,052	20,111	26,090	29,632	29,632
20	*212	Prof/Contr Svcs - Training, Etc.	99	0	0	869	869
21	*214	Prof/Contr Svcs - Medical	1,653	65	88	420	420
22	*223	Prof/Contr Svcs - Tree Trimming	0	1,268	1,724	0	0
23	*227	Temporary Labor	15,585	0	0	0	0
24	*231	Misc. Advertising/Promo	203	145	(197)	0	0
25	*233	Prof/Contr Svcs - Backflow	0	80	109	1,065	1,065
26	*262	Insurance-Vehicle	654	480	490	272	272
27	*280	Utility - Electric	1,773	0	0	0	0
28	*281	Utility - Gas	465	0	0	0	0
29	*282	Utility - Telephone	7,107	2,888	3,125	1,355	1,355
30	*293	Permitting	0	9,525	5,766	9,010	9,010
31	*301	Maint - Bldgs. & Improvements	919	456	621	215	215
32	*303	Maint - Office Equipment	150	0	0	0	0
33	*304	Maint - Vehicles, Equipment	11,933	2,911	2,931	1,512	1,513
34	*305	Maint - Vehicle Fuel	17,402	19,042	16,505	18,170	18,170
35	*307	Equipment Maintenance Charges	66,464	63,967	58,786	60,666	60,666
36	*309	Maint - Minor Equipment	90	702	12	417	417
37	*310	Maintenance - T&D Mains	8,937	4,807	4,077	1,664	1,664
38	*311	Maintenance - Services	21,063	22,856	18,879	27,804	27,807
39	*312	Maintenance - Hydrants	6,208	369	502	5,621	5,621
30	*313	Maintenance - Meters	10,297	2,527	3,437	175	175
31	*314	Maintenance - Supply Facility	238	0	0	5,295	5,295
32	*316	Maintenance - Storage Facility	392	0	0	0	0
33	*352	Training/Workshops/Meetings	1,545	1,530	1,747	1,734	1,734
34	*370	Lease/Rental	0	1,314	1,787	0	0
35	*505	County - Property Tax	3	0	0	3	3
		Total	282,723	216,726	208,011	200,585	199,228
Capital Outlay							
36	*610	Equipment-New	0	0	0	2,863	2,863
37	*630	Improv-Other Than Bldgs.-New	0	0	0	0	0
38	*678	Prior Year Adj Expenditures	0	21,719	0	0	0
		Total	0	21,719	0	2,863	2,863
		Total	912,756	859,516	808,853	856,172	952,432

Year-Over-Year Changes

The increase of approximately \$143,600 from the prior year's budget is primarily due to the increase of \$150,000 in staffing costs.

PUBLIC WORKS

WATER - OPERATIONS

FUND

620

5073

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	195,210	161,011	147,603	116,584	137,727
2	*003	Overtime	11,387	24,557	5,495	16,358	16,000
		Total	206,597	185,568	153,098	132,942	153,727
Employee Paid Benefits							
3	*021	Car Allowance	763	301	662	0	1,092
4	*041	Cafeteria Allowance	34,643	28,331	19,328	22,376	24,320
5	*042	Retirement	30,829	25,614	19,490	19,011	31,424
6	*xxx	All Other Paid Benefits	26,204	21,490	22,591	19,998	18,995
		Total	92,439	75,737	62,071	61,385	75,831
		Total	299,036	261,305	215,169	194,327	229,558
Services & Supplies							
7	*101	Postage	26	42	57	0	0
8	*103	Dues & Subscriptions	3,715	3,813	5,186	4,336	4,336
9	*120	Supplies Office	311	124	169	363	363
10	*121	Supplies - Clothing/Uniform	1,592	1,204	1,159	2,020	2,020
11	*123	Supplies - Shop & Field	2,611	1,761	1,663	1,119	1,119
12	*124	Supplies - Safety	2,703	686	713	261	260
13	*126	Supplies - Computer	0	0	0	0	0
14	*129	Supplies - Other	629	0	0	0	0
15	*173	Minor Equipment - Shop & Field	5,202	534	6	1,236	1,236
16	*175	Minor Equipment - Computer	573	0	0	0	0
17	*207	Prof/Contr - Computer/Software	840	255	260	317	317
18	*209	Prof/Contr Svcs - Other	34,447	10,155	4,233	1,728	2,048
19	*241	Printing & Binding - External	5,433	6,649	936	2,860	6,142
20	*262	Insurance-Vehicle	451	0	0	0	0
21	*280	Utility - Electric	328,589	0	336,600	0	0
22	*282	Utility - Telephone	1,234	490	462	758	758
23	*293	Permitting	11,505	17,413	21,434	24,366	24,366
24	*301	Maint - Bldgs. & Improvements	128	5	7	0	0
25	*303	Maint - Office Equipment	150	0	0	0	0
26	*304	Maint - Vehicles, Equipment	3,190	116	108	297	297
27	*305	Maint - Vehicle Fuel	6,877	6,152	6,240	15,449	15,449
28	*306	Maintenance - Scada	10,101	3,986	5,149	18,822	18,822
29	*307	Equipment Maintenance Charges	0	0	0	0	0
30	*309	Maint - Minor Equipment	869	309	420	0	0
31	*314	Maintenance - Supply Facility	34,354	48,287	3,902	33,474	40,453
32	*315	Maint.- Booster Pumping Facility	4,859	2,466	3,340	192	192
33	*316	Maintenance - Storage Facility	739	2,941	1,280	0	0
34	*317	Water Treatment - Chemicals	49,445	42,544	42,755	41,272	41,272
35	*318	Water Treatment - Compliance	38,820	26,163	26,486	24,827	24,827
36	*319	Maint - Water Treatment Equip	9,037	6,717	8,103	6,786	6,786
37	*352	Training/Workshops/Meetings	1,167	650	700	732	732
38	*370	Lease/Rental	44,481	42,452	28,642	42,121	42,121
		Total	604,078	225,915	500,013	223,334	233,916
Capital Outlay							
39	*516	Water Replenishment Charge	249,726	236,597	175,063	241,620	362,500
40	*610	Equipment - New	0	0	0	373	373
		Total	249,726	236,597	175,063	241,993	362,873
		Total	1,152,841	723,816	890,245	659,653	826,347

Year-Over-Year Changes

The decrease of approximately \$60,000 from the prior year's budget is primarily due to the decreases in utility electric billing off-set by increases in the water replenishment charges.

PUBLIC WORKS

FUND

620

WATER - DEBT SERVICES & TRANSFERS

5075

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Services & Supplies							
1	*201	Prof/Contr Svcs - Financial	652	593	436	0	436
2	*209	Prof/Contr Svcs - Other	1,960	1,855	2,523	2,390	2,523
Total			2,612	2,448	2,958	2,390	2,958
Transfers - Out & Overhead							
3	*511	Principal Due Bond Holders	0	0	1,200,000	850,000	1,255,000
4	*512	Interest Due Bond Holders	1,238,722	1,684,277	2,840,188	2,340,994	2,653,000
5	*513	Due Park Water	25,000	25,000	25,000	25,000	25,000
6	*514	Adv. Mainline Ext Contracts	0	0	30,000	2,540,290	30,000
7	*755	Overhead Due General Fund	631,902	358,594	440,000	439,325	431,475
Total			1,895,624	2,067,872	4,535,188	6,195,610	4,394,475
Total			1,898,236	2,070,319	4,538,146	6,198,000	4,397,433

Year-Over-Year Changes

The decrease of approximately \$140,700 from the prior year's budget is primarily due to the changes to the debt financing schedule.

PUBLIC WORKS

FUND

702

Equipment Maintenance

5041

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	223,702	148,775	153,906	149,730	146,738
2	*002	Part Time Salaries	0	0	0	0	0
3	*003	Overtime	3,343	1,646	2,582	426	400
		Total	227,045	150,420	156,488	150,155	147,138
Employee Paid Benefits							
5	*041	Cafeteria Allowance	53,870	33,077	28,487	34,640	32,926
6	*042	Retirement	30,487	24,241	25,287	20,843	26,546
7	*xxx	All Other Paid Benefits	31,253	30,808	30,391	18,489	25,740
		Total	115,611	88,125	84,165	73,973	85,212
		Total	342,656	238,546	240,653	224,128	232,350
Services & Supplies							
8	*103	Dues & Subscriptions	2,428	864	2,024	389	2,024
9	*120	Supplies Office	98	0	380	31	380
10	*121	Supplies - Clothing/Uniform	2,705	2,270	0	2,113	0
11	*123	Supplies - Shop & Field	24,561	29,533	20,000	17,699	20,000
12	*124	Supplies - Safety	2,253	1,418	1,500	841	1,500
13	*173	Minor Equipment - Shop & Field	5,761	1,834	3,500	4,203	3,500
14	*175	Minor Equipment - Computer	1,747	0	0	0	0
15	*209	Prof/Contr Svcs - Other	409	208	0	0	0
16	*212	Prof/Contr Svcs - Training, Etc.	0	35	0	0	0
17	*214	Prof/Contr Svcs - Medical	130	0	0	0	0
18	*241	Printing & Binding - External	986	0	0	0	0
19	*250	Prof/Contr Svcs - Hazmat	1,665	178	25,000	44	25,000
20	*280	Utility - Electric	0	0	10,000	0	10,000
21	*281	Utility - Gas	2,112	0	2,348	0	2,348
22	*282	Utility - Telephone	2,419	402	2,600	199	2,600
23	*285	Utility - Street Lighting	5,760	0	5,000	0	5,000
24	*301	Maint - Bldgs. & Improvements	768	0	1,200	163	1,200
25	*304	Maint - Vehicles, Equipment	75,099	92,611	74,280	84,707	74,280
26	*305	Maint - Vehicle Fuel	3,276	3,301	3,500	2,787	3,500
27	*309	Maint - Minor Equipment	817	0	1,000	1,918	1,000
28	*352	Training/Workshops/Meetings	35	(382)	500	0	500
29	*353	Mileage Reimbursement	0	0	0	0	0
		Total	133,029	132,272	152,832	115,094	152,832
		Total	475,685	370,817	393,485	339,221	385,182

Year-Over-Year Changes

There are no significant changes over the prior year budget.

NON DEPARTMENTAL - GENERAL FUND SUMMARY

Expenditures	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Supplies, Services & Maintenance	696,465	290,395	11,668	148,265	281,000	90%
Total	696,465	290,395	11,668	148,265	281,000	90%
<hr/>						
Total	696,465	290,395	11,668	148,265	281,000	90%
<hr/>						
Revenue & Other Resources						
Taxes	7,397,424	6,666,823	7,244,934	7,764,521	7,817,996	1%
Fee, Fines & Permits	23,361	27,189	25,500	27,563	27,425	-1%
Charges for Services, User Fees	649,853	568,621	566,372	289,094	634,528	119%
Transfers	1,560,694	1,418,128	1,008,882	1,467,619	1,596,885	9%
Other Revenues	(12,572)	58,222	30,200	508,936	500	-100%
Total Revenues	9,618,760	8,738,983	8,875,888	10,057,733	10,077,334	0%
Net GF (Cost)/Benefit	(8,922,295)	(8,448,588)	(8,864,220)	(9,909,468)	(9,796,334)	-1%

GENERAL FUND

FUND

100

NON-DEPARTMENTAL

7500

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Services & Supplies							
1	*101	Postage	0	645	0	9,265	9,300
2	*120	Supplies - Office	0	1,968	0	1,799	1,800
3	*125	Supplies - Emerg. Prepared	955	240	0	83	5,000
4	*240	Duplication Charges	0	16,146	2,917	0	0
5	*241	Printing & Binding	0	0	0	1,151	1,100
6	*280	Utility - Electric	0	92,802	2,917	80,671	90,000
7	*281	Utility - Gas	0	6,936	2,917	6,150	6,500
8	*282	Utility - Telephone	0	46,788	2,917	46,761	50,000
9		Contingency	0	0	0	0	115,000
10	*678	Prior Yr Adj Expenditures	695,509	124,869	0	2,384	2,300
Total			696,465	290,395	11,668	148,265	281,000
Total			<u>696,465</u>	<u>290,395</u>	<u>11,668</u>	<u>148,265</u>	<u>281,000</u>

Year-Over-Year Changes

The increase of approximately \$270, from the prior year's budget is primarily due to the change to reporting GF postage, electrical and telephone bills all in this central location as well as, the creation of a GF contingency of \$115,000

CITY OF SANTA PAULA

**PROPOSED
REDEVELOPMENT AGENCY
BUDGET FOR
FISCAL YEAR 2011-12**

REDEVELOPMENT AGENCY

Fred Robinson, Chair
Robert S. Gonzales, Vice Chair
Richard Cook, Director
Ralph J. Fernandez, Director
Jim Tovias, Director

EXECUTIVE DIRECTOR

Jaime Fontes

AGENCY COUNCIL

Karl H. Berger

AGENCY SECRETARY

Judy Rice

AGENCY FINANCE DIRECTOR

Sandra K. Easley

**CITY OF SANTA PAULA
REDEVELOPMENT AGENCY
TABLE OF CONTENTS**

BOARD AND STAFF OFFICIALS	Cover
BUDGET RESOLUTION FOR FISCAL YEAR 2010-11	Following Cover
RDA Department Budget Summary	1
CAPITAL IMPROVEMENT AND SPECIAL PROJECTS	2
FY 2010-11 Budget Sheets	9
Economic Development	18

RESOLUTION NO. 2011-03 (R)

**A RESOLUTION ADOPTING THE 2011-2012 OPERATING BUDGET
FOR THE SANTA PAULA REDEVELOPMENT AGENCY.**

The Board of Directors for the Santa Paula Redevelopment Agency does resolve as follows:

SECTION 1: The Board finds and declares as follows:

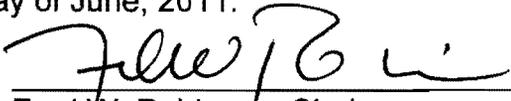
- A. The Board reviewed the proposed Operating Budget ("Budget") for fiscal years 2011-2012 submitted by the Agency's Executive Director;
- B. The Budget is based upon appropriate estimates and financial planning for the Agency's operations, services, and capital improvements;
- C. The Agency conducted a public study session on June 6, 2011 and a public hearing on June 20, 2011;
- D. All procedural requirements for adopting the Agency's budget were fulfilled and the Board was fully informed regarding the Agency's current finances, projected revenue, and financial obligations; and
- E. It is in the public interest for the Board to adopt the Budget as proposed by the Executive Manager.

SECTION 2: ADOPTION. The Agency's Operating Budget for all funds attached to this Resolution, and incorporated by reference, in the amount of \$2,933,992 for fiscal year 2011-2012 is approved and adopted.

SECTION 3: 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 4: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

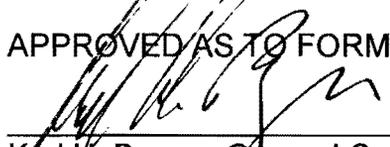
PASSED AND ADOPTED 20th day of June, 2011.


Fred W. Robinson, Chair

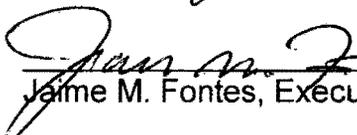
ATTEST:


Judy Rice, Agency Secretary

APPROVED AS TO FORM:


Karl H. Berger, General Counsel

APPROVED AS TO CONTENT:


Jaime M. Fontes, Executive Director



SUMMARY OF ANNUAL BUDGET

The Santa Paula Redevelopment Agency Budget for FY 2011-12 will include five funds: 1. RDA General Project Fund; 2. RDA Housing Set Aside (LMI) Project Fund; 3. RDA General Debt Service Fund; and RDA Housing Set Aside (LMI) Debt Service Fund, and RDA Housing Bond Project Fund. The RDA Bond Project Fund has no remaining funds and is listed only for historical purposes.

- RDA General includes the total of the RDA General Fund and the Debt Service Fund.
- RDA Housing Set Aside includes the operating housing set aside fund, the Housing Debt Service Fund, and the RDA Bond Funds. The RDA Housing Set Aside Fund and Housing Bond Fund may only be used for specific activities, that by law, benefit low or moderate-income residents.
- The Housing Bond Funds are used on projects, certain findings must be made prior to expenditures being charged to the fund. Funds are moved between Debt Service and Project funds primarily because of accounting and financing requirements.
- The Debt Service Funds are used to pay debt service, Trustee fees and any excess tax increment is transferred to the Agency Operating Fund.

CAPITAL IMPROVEMENT AND SPECIAL PROJECTS

The Redevelopment Agency Budget for FY 2011-2012 provides funds for tourism, to continue implementation of the Downtown Improvement Plan, continues providing assistance and financing for local business, and continues the branding/wayfinding projects.

General Redevelopment Agency Projects

Housing Programs

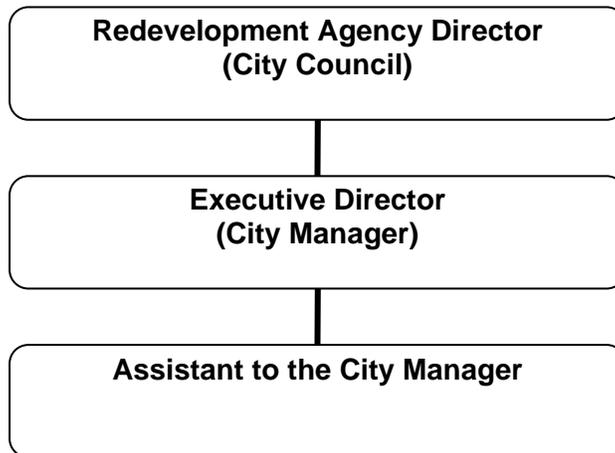
Santa Paula Housing Authority: This program will provide funds to the Santa Paula Housing Authority to construct a new 20 unit development of affordable housing for seniors in Santa Paula within the Redevelopment Agency Project area. **Funding includes a \$105,000 carry over from 2009-10 RDA Bond funds. No additional funding is proposed.**

REDEVELOPMENT AGENCY

Background: The Redevelopment Agency was originally formed in 1989. The Redevelopment Plan for the Santa Paula Redevelopment Project Area was approved by the City Council by Ordinance No. 935, adopted on July 16, 1990. The Project Area covers approximately 1,104 acres in the City representing 36.8% of the City's total area. The Project Area is irregular in shape and covers much of the southern half of the City.

All properties in the Project Area are subject to the Agency's approved development standards and guidelines. Many of the planning and engineering services are provided by the City of Santa Paula. The Agency has identified vacant and underutilized land, building deterioration and sewer and water drainage as areas that need improvement. The Agency/City have responded to these identified concerns by adopting development standards and working with owners and tenants in the Project Area.

The purpose of the Redevelopment Plan is to eliminate the conditions of blight in the Project Area. As outlined in the RDA Plan, the Agency's goal is to eliminate conditions of blight and prevent their recurrence by providing for the planning, development, re-planning, clearance, reconstruction and rehabilitation of the Project Area. The Agency serves to help upgrade the appearance of Santa Paula and improve economic and housing conditions.



Redevelopment Program

Program Description: The Redevelopment Program involves the coordination of both public and private efforts necessary to revitalize and improve the designated redevelopment project areas within the city's sphere of influence. This function includes providing funding assistance services necessary to ensure that redevelopment activities accomplish their stated purposes.

Program Performance Areas: Coordinate and provide administrative assistance to the Redevelopment Agency to ensure compliance with state and federal statutes. Oversee and fund redevelopment planning, economic and administrative services provided by the City of Santa Paula. These services include property management of several city-owned properties and administrative services related to planning, construction, financing and budget matters. Also included is Implementation of housing projects of the Redevelopment Agency as outlined in the Santa Paula Redevelopment and Five-Year Implementation Plan adopted by the Redevelopment agency.

Specific Objectives:

- Management of property owned or acquired by the Agency according to City policy.
- Provide public improvement such as the installation and construction of streets, utilities and other public buildings, facilities, structures and other improvements, which are necessary for the effective redevelopment of the Project Area.
- Pursue grant opportunities that will reduce public and private costs associated with the implementation of Housing and Redevelopment Programs.
- Coordinate with the Economic Development Collaborative of Ventura County to educate and support businesses on available resources for business creation and expansion.
- Coordinate with regional agencies, Ventura College, and local businesses to identify, train employees to fill local positions.

Budget Commentary: The Redevelopment Agency budget includes its operating costs. A separate budget for Debt Service and Transfers provides accounting for principal and interest payments due to bond holders and overhead expenditures for services provided by the City. This year's Redevelopment Agency Budget has been prepared to incorporate all services and project costs provided by the City of Santa Paula.

Housing Program

Affordable Housing: One of the fundamental goals of redevelopment in Santa Paula and California is the production, improvement and preservation of a participating community's supply of housing affordable to very low, low and moderate-income households. This goal is accomplished in part through the expectation of four different, but interrelated requirements imposed on redevelopment agencies by the California Community Redevelopment Law (CCRL.) These requirements are as follows:

- An agency must use at least 20 percent of tax increment revenue to increase, improve and preserve the supply of very low, low, and moderate-income housing in the community (CCRL Section 33334.2);
- An agency must replace, in equal or greater number, very low, low and moderate housing units and bedrooms which are destroyed or removed as a result of a redevelopment project (the "replacement rule" CCRL Section 33413(a));
- An agency must ensure that a fixed percentage of all new or substantially rehabilitated dwelling units developed by an agency are affordable to, and occupied by very low, low, or moderate-income persons and families (the "inclusionary rule", CCRL Section 33413 (b)(1));
- An agency must ensure that a fixed percentage of all new and substantially rehabilitated dwelling units developed within the project area by public or private entities or persons other than the Agency are affordable to, and occupied by very low, low, or moderate-income persons (the "inclusionary rule", CCRL Section 33413(b)(2)).

In compliance with California Community Redevelopment Law, the Agency has developed a series of goals and objects specific to the Santa Paula Redevelopment Project are and which are consistent with the City's General Plan Housing Element. Housing specific goal and related objectives are as follows:

Goal: Increase the supply of very low, low and moderate-income housing opportunities for both ownership and rental markets.

Objectives:

- Provide that at least 15 percent of all new and substantially rehabilitated dwelling units developed within the Project Area, by public or private entities or persons other than the Agency, shall be at affordable housing cost to persons and families of low or moderate income.
- Provide that at least 30 percent of all new and substantially rehabilitated dwelling units developed within the Project Area by the Agency, shall be at affordable housing costs to persons and families of low or moderate-income.
- Develop and implement owner-occupied incentive program(s).
- Increase the number of senior rentals at all income levels.
- Develop and implement a housing replacement plan as needed to comply with California Redevelopment law.

Consistent with the Agency's Implementation Plan and Rehabilitation the budget provides for the planning and/or construction of housing projects within the Redevelopment Project Area. This program will provide for the preservation of residential dwelling units occupied by low and moderate-income households within the

area of benefit or just outside the area. The referred projects will be financed through use of Redevelopment Agency Low and Moderate Housing tax increment funds. Housing assistance to eligible projects determined through an RFP process

Economic Development

Program Description: The principal function of the Economic Development Program is to develop, maintain and implement the Redevelopment Agency's Implementation and Downtown Improvement Plans. The overall goal of the program is to promote and strengthen business, job and economic opportunities within the City of Santa Paula.

Program Performance Areas: Implement the adopted Redevelopment Agency's Implementation Plan. Coordinate projects with the Redevelopment Agency to ensure development of within the Redevelopment Plan Area. Coordinate with regional economic development agencies and programs to support and assist new and existing businesses with financing and resources.

Specific Objectives:

- Preserve and enhance the economic prosperity of the community and aid business development and retention through the implementation of the city's Economic Development/Redevelopment Implementation Plan.
- Through collaborative efforts with county/regional agencies and the Santa Paula Chamber of Commerce, develop promotional materials to increase the visibility of Santa Paula as a site for industrial/retail/commercial expansion or relocation.
- Increase visibility of Santa Paula (Main Street) as a business and tourist focal point.
- Provide a positive business environment that will encourage and promote well-planned economic development and physical growth of the community.
- Continue to apply for appropriate grant and loan funding to update and implement the Agency's Redevelopment Implementation and Downtown Improvement Plans.
- Coordinate with the Economic Development Collaborative of Ventura County to educate and support businesses on available resources for business creation and expansion.
- Coordinate with regional agencies, Ventura College, and local businesses to identify, train employees to fill local positions.

Budget Commentary: The Economic Development program is funded through the Redevelopment Agency. The Redevelopment/Economic Development Department consists of the Assistant to the City Manager position. The primary function of the program is to implement economic development and redevelopment plans and programs. The Department is responsible for the administration of all Redevelopment and Economic Development Programs.

REDEVELOPMENT AGENCY DEPARTMENT SUMMARY

	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Expenditures						
Salaries	144,515	84,091	33,142	50,000	75,000	50.0%
Benefits	43,729	28,865	13,116	23,666	27,954	18.1%
Total	188,244	112,956	46,258	73,666	102,954	39.8%
Supplies, Services & Maintenance	202,956	112,180	103,718	28,742	50,688	76.4%
Transfers, Overhead	390,214	483,523	576,111	182,239	146,800	-19.4%
Debt Service	2,467,148	3,209,653	2,626,370	2,583,154	2,528,550	-2.1%
Capital Outlays	0	0	0	0	105,000	
Total	3,060,318	3,805,356	3,306,199	2,794,136	2,831,038	1.3%
Total	3,248,562	3,918,312	3,352,457	2,867,802	2,933,992	2.3%
Authorized Employee Count						
	2	3	1	1	1	
Revenue & Other Resources						
Taxes	2,967,499	3,575,375	3,525,934	3,261,874	3,288,945	0.8%
Charges for Services, User Fees	68,136	21,951	26,150	12,572	12,485	-0.7%
Transfers	85,402	196,154	66,000	195,511	200,000	2.3%
Revenue From Others	496	20	0	0	0	0.0%
Total Revenues	3,121,533	3,793,500	3,618,084	3,469,957	3,501,430	0.9%
Net GF (Cost)/Benefit	127,029	124,812	(265,627)	(602,155)	(567,438)	-5.8%

Year-Over-Year Changes

For details of year-over-year increases or decreases see individual budget units.

REDEVELOPMENT AGENCY

GENERAL - COMMUNITY SERVICES

FUND

550

1504

Line	Budget Account	Personnel Services	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
		Transfers - Out & Overhead					
1	*370	Lease/Rental	66,000	41,000	41,000	41,000	41,000
		Total	66,000	41,000	41,000	41,000	41,000
		Total	66,000	41,000	41,000	41,000	41,000

Year-Over-Year Changes

REDEVELOPMENT AGENCY

FUND

550

LP STORE FRONT

4521

Line	Budget Account	Personnel Services	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Services & Supplies							
1	*209	Prof/Contr Svc-Other	0	9,023	0	0	0
2	*280	Utility-Electric	0	1,406	0	0	0
3	*289	Utility-Other	0	37	0	0	0
		Total	0	10,466	0	0	0
Transfers - Out & Overhead							
4	*701	Transfer to General Fund	0	0	0	0	0
		Total	0	0	0	0	0
		Total	0	10,466	0	0	0

Year-Over-Year Changes

REDEVELOPMENT AGENCY

FUND

550

GENERAL

5501

Line	Budget Account	Personnel Services	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	57,419	10,691	18,320	8,760	0
2	*002	Part Time Salaries	5,221	4,721	14,822	5,097	0
3	*003	Overtime	2,245	0	0	0	0
		Total	64,885	15,412	33,142	13,857	0
Employee Paid Benefits							
4	*021	Car Allowance	423	422	273	279	0
5	*041	Cafeteria Allowance	7,404	1,232	4,060	795	0
6	*042	Personnel Contribution	10,198	1,806	4,490	1,415	0
7	*xxx	All Other Paid Benefits	2,228	2,150	4,293	4,264	0
		Total	20,253	5,609	13,116	6,753	0
		Total	85,137	21,021	46,258	20,610	0
Services & Supplies							
8	*101	Postage	75	65	380	242	250
9	*103	Dues & Subscriptions	3,072	8,405	9,025	6,000	6,000
10	*120	Supplies Office	1,440	326	475	71	100
11	*123	Supplies - Shop & Field	0	0	0	23	0
12	*203	Prof/Contr Svcs - Legal	10,522	4,393	8,000	1,523	5,000
13	*209	Prof/Contr Svcs - Other	7,602	277	12,000	166	300
14	*215	Prof/Contr Svcs - Planning	2,500	0	0	0	0
15	*229	Prof/Contr - Svcs - Marketing	1,481	823	1,500	0	0
16	*231	Misc. Advertising/Promo	3,764	261	2,200	52	50
17	*240	Duplication Charges - Internal	273	188	190	0	0
18	*280	Utility - Electric	175	4,122	600	3,274	3,500
19	*282	Utility - Telephone	129	1,060	700	871	1,000
20	*301	Maint - Bldgs. & Improvements	1,975	546	16,000	0	0
21	*352	Training/Workshops/Meetings	194	278	4,900	95	0
22	*353	Mileage Reimbursement	243	0	0	0	0
23	*370	Lease/Rental	9,433	3,433	1,716	3,433	3,500
24	*7501-234	Investment Portfolio Admin Fee	0	0	1,200	0	0
		Total	42,878	24,175	58,886	15,750	19,700
Transfers - Out & Overhead							
25	*755	Overhead Due General Fund	224,444	205,511	91,585	94,363	2,800
26	*7501-756	Invest Portfolio Admin Fee	0	0	0	0	0
		Total	224,444	205,511	91,585	94,363	2,800
		Total	352,459	250,707	196,729	130,722	22,500

Year-Over-Year Changes

REDEVELOPMENT AGENCY
FUND

552

DEBT SERVICE
5501

Line	Budget Account	Personnel Services	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Services & Supplies							
1	*201	Prof/Contr Svcs - Financial	6,071	3,973	3,038	3,000	3,038
2	*209	Prof/Contr Svcs - Other	37,658	41,633	5,500	3,906	7,500
		Total	43,730	45,606	8,538	6,906	10,538
Debt Service							
3	*504	RDA SERAF Return	0	777,008	0	159,972	0
4	*511	Principal Due Bond Holders	80,500	84,000	104,000	91,000	112,000
5	*512	Interest Due Bond Holders	146,180	141,100	157,416	136,573	150,840
6	*520	RDA Pass Thru Payments	2,143,319	2,111,075	2,299,600	2,098,934	2,200,000
		Total	2,370,000	3,113,182	2,561,016	2,486,479	2,462,840
Transfers - Out & Overhead							
7	*7501-234	Invest Portfolio Admin Fee	0	0	0	0	0
8	*550	Transfer to RDA	0	0	330,000	0	0
		Total	0	0	330,000	0	0
		Total	2,413,729	3,158,788	2,899,554	2,493,385	2,473,378

Year-Over-Year Changes

REDEVELOPMENT AGENCY

FUND

554

HOUSING BOND

5501

Line	Budget Account	Personnel Services	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Services & Supplies							
1	*209	Prof/Contr Svcs - Other	2,750	11,689	20,000	2,969	10,000
2	*231	Misc. Advertising/Promo	106	0	0	0	0
		Total	2,856	11,689	20,000	2,969	10,000
Capital Outlay							
3	*9160-502	quisition - Land & Improvements	0	0	0	0	105,000
		Total	0	0	0	0	105,000
Transfers - Out & Overhead							
4	*700	Overhead Due General Fund	143	587	0	0	0
5	*7501-234	Invest Portfolio Admin Fee			0	0	0
		Total	143	587	0	0	0
		Total	2,999	12,277	20,000	2,969	115,000

Year-Over-Year Changes

REDEVELOPMENT AGENCY
FUND

555

HSING SET ASIDE 20 PCT. - BUILDINGS
1002

Line	Budget Account	Personnel Services	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	12247	2134	0	598	0
2	*003	Overtime		0	0	0	0
		Total	12247		0	598	0
Employee Paid Benefits							
3	*021	Car Allowance	62	0	0	0	0
4	*041	Cafeteria Allowance	193	0	0	0	0
5	*042	Personnel Contribution	1996	306	0	92	0
6	*xxx	All Other Paid Benefits	427	53	0	11	0
		Total	2679	359	0	103	0
		Total	14926	359	0	701	0
Services & Supplies							
7	*282	Utility - Telephone	0	0	100	0	0
		Total	0	0	100	0	0
Transfers - Out & Overhead							
8	*754	Transfer Costs to Gas Tax	0	0	0	0	0
		Total	0	0	0	0	0
		Total	14926	359	100	701	0

Year-Over-Year Changes

REDEVELOPMENT AGENCY

FUND

555

HOUSING SET - ASIDE

5501

Line	Budget Account	Personnel Services	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	48,000	32,341	0	28,574	31,625
2	*002	Part Time Salaries	18,763	34,806	0	34,732	41,718
3	*003	Overtime	621	1,533	0	1,133	1,100
		Total	67,384	68,679	0	64,438	74,443
Employee Paid Benefits							
4	*021	Car Allowance	2,081	1,774	0	1,419	1,418
5	*041	Cafeteria Allowance	5,529	5,170	0	5,583	5,282
6	*042	Personnel Contribution	11,042	8,607	0	7,232	11,240
7	*xxx	All Other Paid Benefits	2,145	7,346	0	2,577	10,014
		Total	20,797	22,896	0	16,811	27,954
		Total	88,181	91,575	0	81,249	102,397
Services & Supplies							
8	*103	Dues & Subscriptions	3,550	84	1,425	0	0
9	*120	Supplies Office	8	8	0	0	0
10	*179	Minor Equipment - Other	112	0	0	0	0
11	*201	Prof/Contr Svcs - Financial	1,043	1,072	1,600	0	1,600
12	*203	Prof/Contr Svcs - Legal	68,813	2,909	6,000	0	4,000
13	*209	Prof/Contr Svcs - Other	9,415	13,043	4,000	1,203	2,500
14	*240	Duplication Charges - Internal	507	205	570	0	0
15	*282	Utility - Telephone	315	187	600	148	400
16	*303	Maint - Office Equipment	14	0	80	0	0
17	*370	Lease/Rental	1,717	1,725	1,719	1,767	1,750
18	*502	Contributions - Other Agencies	26,500	0	0	0	0
		Total	111,995	19,234	15,994	3,118	10,250
Transfers - Out & Overhead							
19	*557	Transfer to Housing Debt	85,402	196,495	66,000	0	66,000
20	*755	Overhead Due General Fund	14,225	39,930	46,876	46,876	37,000
21	*7501-234	Invest Portfolio Admin Fee	0	0	500	0	0
		Total	99,627	236,425	113,376	46,876	103,000
		Total	299,802	347,234	129,370	131,243	215,647

Year-Over-Year Changes

REDEVELOPMENT AGENCY

HOUSING SET - ASIDE DEBT SVC PROJECTS

FUND

557

5501

Line	Budget Account	Personnel Services	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Services & Supplies							
1	*201	Prof/Contr Svcs - Financial	1,498	1,010	200	0	200
2	*610	Equipment - New	0	0	0	0	0
		Total	1,498	1,010	200	0	200
Debt Service							
3	*511	Principal Due Bond Holders	34,500	36,000	26,000	39,000	28,000
4	*512	Interest Due Bond Holders	62,649	60,471	39,354	57,676	37,710
		Total	97,149	96,471	65,354	96,676	65,710
Transfers - Out & Overhead							
5	*7501-234	Invest Portfolio Admin Fee	0	0	150	0	0
6	*557	Transfer to Housing Debt	0	0	0	0	0
7	*755	Overhead Due General Fund	0	0	0	0	0
		Total	0	0	150	0	0
		Total	0	97,481	65,704	96,676	65,910

Year-Over-Year Changes

ECONOMIC DEVELOPMENT DEPARTMENT SUMMARY

Expenditures	FY 08-09 Actual	FY09-10 Actual	FY 10-11 Budget	FY 10-11 Estimated	FY 11-12 Adopted	% Change
Salaries	0	0	0	0	0	0.0%
Benefits	0	0	0	0	0	0.0%
Total	0	0	0	0	0	0.0%
Supplies, Services & Main.	2,108	0	0	0	0	0.0%
Transfers, Overhead	0	0	0	0	0	0.0%
Debt Service	0	0	0	0	0	0.0%
Capital Outlays	0	0	0	0	0	0.0%
Total	2,108	0	0	0	0	0.0%
Total	2,108	0	0	0	0	0
Authorized Employee Count	0	0	0	0	0	
Revenue & Other Resources						
Charges for Services,						
Revenue From Others						
Total Revenues						
Net GF (Cost)/Benefit						

Year-Over-Year Changes

For details of year-over-year increases or decreases see individual budget units.

ECONOMIC DEVELOPMENT
FUND 320

CALHOME GRANT
5501

Line	Budget Account	Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Budget	FY 10-11 Estimate	FY 11-12 Adopted
Salaries & Wages							
1	*001	Full Time Salaries	0	0	0	0	0
2	*002	Part Time Salaries	0	0	0	0	0
3	*003	Overtime	0	0	0	0	0
		Total	0	0	0	0	0
Employee Paid Benefits							
4	*021	Car Allowance	0	0	0	0	0
5	*041	Cafeteria Allowance	0	0	0	0	0
6	*042	Retirement	0	0	0	0	0
7	*xxx	All Other Paid Benefits	0	0	0	0	0
		All Paid Benefits	0	0	0	0	0
		Total	0	0	0	0	0
		Total	0	0	0	0	0
Services & Supplies							
8	*540	Housing Rehab Loans	2108	0	0	0	0
		Total	2,108	0	0	0	0
		Total	2,108	0	0	0	0

Year-Over-Year Changes

CAPITAL IMPROVEMENT PLAN

CIP Description: The Capital Improvement Plan consists of projects greater than \$40,000 in value and generally financed with specific funds intended only for capital improvements. The engineering and construction of the projects is supervised by the Public Works Department. With only three staff dedicated to this program area, most work is done through contracts with private engineering and construction companies or other agencies such as the County of Ventura.

In the summary report that follows projects are report with the dollars that are to be expended in the 2011-12 fiscal year. I many cases the projects may have had prior design or engineering work completed or may even have had partial construction completed prior to the current fiscal year. In other cases projects may be completed in future years. Following the summary a detail of each project is provided to report complete project activity. The project total cost is provided with each project.

CIP Goals:

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

Budget Summary:

The total resources available to for capital improvements for 2011-2012 are:

Capital Improvement Plan Summary

Street Projects	\$4,131,052
Sewer Projects	\$5,161,733
Water Projects	\$11,721,312
Building & Grounds Projects	\$2,208,038
<hr/>	
Total	\$23,222,135
<hr/>	

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

Capital Improvement Plan

Street Projects: The total new resources available for street projects in 2011-12 is \$4,131,052. All seven street projects are scheduled for completion by year end.

The Railroad Bicycle Trail project is the largest project valued at \$5,308,361. This project has been carried over from prior years, with new funding in 2011-12 for landscaping. The largest new project is a combined paving project for the Sixth Street neighborhood and Bradley neighborhood. These projects will be bid and constructed as one project.

All seven projects are scheduled for completion this fiscal year.

Funds provided by the general fund lease of property to the sewer fund will supply \$3,318,902 or 80.34 percent of the resources for street improvements.

Sewer Projects: The total new resources available for sewer projects in 2011-12 is \$5,146,733. All ten sewer projects are scheduled for completion by year end.

The Harvard Blvd., Sewer Line Replacement project is one of the largest valued at \$1,200,000. This is a new project and will be bid and constructed in FY 2011-12.

Funds provided by the sewer bond proceeds will supply \$1,749,156 or 33.99 percent of the resources for sewer improvements.

Water Projects: The total new resources available for the water projects in 2011-12 is \$11,721,312. All six water projects are schedule for completion by year end.

The new 4.0 MG Reservoir/Main Reservoir project is the largest project valued at \$8,270,327. This project has been carried over from prior years. The largest new project would be the Well #15 design & construction. This project is valued at \$1,500,000 and will be bid and constructed in FY 2011-12.

Funds provided by the water bond proceeds will supply \$9,477,262 or 80.85 percent of the resources for water improvements.

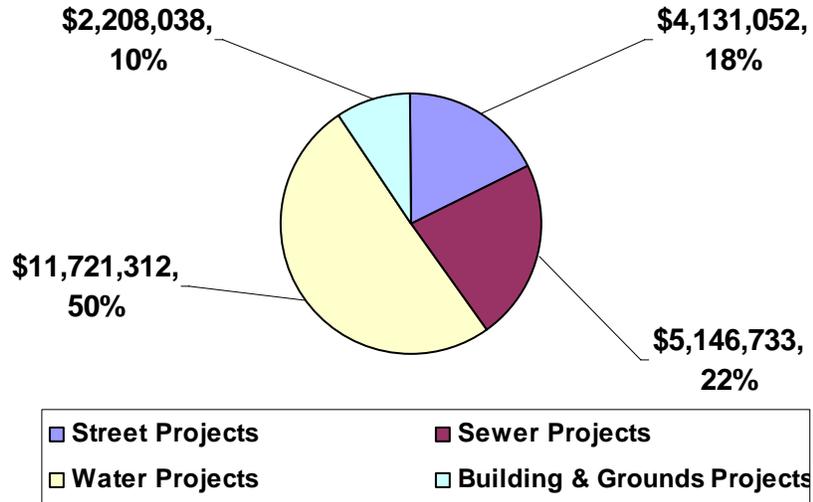
Buildings and Grounds: The total new resources available for the buildings & grounds projects in 2011-12 is \$2,208,038. All six projects are scheduled for completion by year end.

The Las Piedras Park Improvements project is the largest project valued at \$1,060,038. This project has been carried over from the prior year.

Funds provided by the general fund least of property to the sewer fund will supply \$84,328 or 3.82 percent of the resources for buildings & ground improvements.

Capital Improvement Plan 2011- 2012

Total \$ 23,207,135



City of Santa Paula Capital Improvement Program - FY 2011-12

Street Projects

Proj#	Project Description	Funding Source	2011-12 Total
9036	Railroad Bicycle Trail Construction	Local Transportation TDA Fund	\$150,000
		General Fund Lease Proceeds	\$72,653
		Total	\$222,653
9189	Sidewalk Repair and Median Repair Project	Local Transportation TDA Fund	\$20,000
		Traffic Congestion Mgmt.	\$25,000
		Total	\$45,000
9258	Arterial Overlay Project (Phase II)	Federal STP	\$356,000
		General Fund Lease Proceeds	\$47,249
		Total	\$403,249
9275	Peck Road Paving Project (Phase I)	Federal STP	\$211,150
		General Fund Lease Proceeds	\$0
		Total	\$211,150
9282	Zone 7 (Sixth Street Neighborhood) Paving	General Fund Lease Proceeds	\$1,049,000
	Zone 5 (Bradley Neighborhood) Paving		
		Total	\$1,049,000
9283	Zone 8 (Olive Street Neighborhood) Paving	General Fund Lease Proceeds	\$150,000
		Water Enterprise	\$50,000
		Total	\$200,000
9285	Slurry Seal Project	General Fund Lease Proceeds	\$2,000,000
		Total	\$2,000,000
		Total Street Projects	\$4,131,052
		G.F.Lease Proceeds (Fund 100)	\$3,318,902
		TDA (Fund 281)	\$170,000
		Water Enterprise	\$50,000
		Traffic Congestion (Fund 317)	\$25,000
		Federal STP (Fund 401)	\$567,150
		Total Street Resources	\$4,131,052

City of Santa Paula Capital Improvement Program - FY 2011-12

Sewer Projects - Fund 610

Proj#	Project Description	Funding Source	2011-12 Total
9039	Water Recycling Facility Floodwall	Sewer Enterprise Fees	\$285,680
		Total	\$285,680
9213	Manhole Rehab/Replacement Program	Sewer Enterprise Fees	\$312,805
		Total	\$312,805
9214	Inflow Reduction Program-Construction	Sewer Bond Proceeds	\$156,403
		Sewer Enterprise Fees	\$93,597
		Total	\$250,000
9215	Sewer Pipeline Rehabilitation Program	Sewer Bond Proceeds	\$304,825
		Sewer Enterprise Fees	\$245,175
		Total	\$550,000
9216	Lemonwood Lift Station Rehab	Sewer Enterprise Fees	\$345,000
		Total	\$345,000
9241	Water Recycling Facility Mitigation	Sewer Enterprise Fees	\$691,620
		Total	\$691,620
9261	Existing WWTP Demolition	Sewer Bond Proceeds	\$1,237,928
		Total	\$1,237,928
9284	West Side Lift Station Design	Sewer Enterprise Fees	\$223,700
		Total	\$223,700
9286	Harvard Blvd., Sewer Line Replacement	Development Impact Fees	\$1,200,000
		Total	\$1,200,000
9287	Generator	Sewer Bond Proceeds	\$32,500
		Water Enterprise Fees	\$32,500
		Total	\$65,000
Total Sewer Projects			\$5,161,733
Development Impact Fees			\$1,200,000
Sewer Enterprise Fees			\$2,197,577
Sewer Bond Proceeds			\$1,764,156
Total Sewer Resources			\$5,161,733

City of Santa Paula Capital Improvement Program - FY 2011-12

Water Projects - Fund 620

Proj#	Project Description	Funding Source	2011-12 Total
9008	400/600 Zone Booster Station	Water Enterprise Fees	\$352,000
		Water Bond Proceeds	\$870,985
		Total	\$1,222,985
9210	New 4.0 MG Reservoir /Main Reservoir	Water Enterprise Fees	\$1,584,050
		Water Bond Proceeds	\$6,686,277
		Total	\$8,270,327
9233	Teague Tank Demolition	Water Enterprise Fees	\$8,000
		Water Bond Proceeds	\$200,000
		Total	\$208,000
9266	Well #15 Design & Construction	Water Bond Proceeds	\$1,500,000
		Total	\$1,500,000
9267	Well Rehabilitation Program	Water Bond Proceeds	\$220,000
		Total	\$220,000
9271	Meter Replacement Program	Water Enterprise Fees	\$300,000
		Total	\$300,000

Water Projects - Fund 620 Continued

Proj#	Project Description	Funding Source	2011-12 Total
Total Water Projects			\$11,721,312
Water Enterprise Fees			\$2,244,050
Water Bond Proceeds			\$9,477,262
Total Water Resources			\$11,721,312

City of Santa Paula Capital Improvement Program - FY 2011-12

Buildings & Grounds Projects

Proj#	Project Description	Funding Source	2011-12 Total
9103	Las Piedras Park Improvements	Parkland Facilities	\$789,038
		Park & Rec Facilities	\$121,000
		HUD-CDBG	\$150,000
		Total	\$1,060,038
9182	Harding Park Master Plan Phase II	Harding Park Trust	\$600,000
		Total	\$600,000
9281	Mill Park Restroom Project	HUD - CDBG	\$80,000
		Total	\$80,000
9288	Police Department Roof	Law Enforcement	\$35,672
		Bond	\$84,328
		Total	\$120,000
9289	Teague Park Master Plan II	Parkland Facilities	\$70,000
		Federal Grant	\$118,000
		Total	\$188,000
9290	IT Virtualization Project	Development Impact Fees	\$ 160,000
		Total	\$ 160,000
Total Building & Grounds Projects			\$2,208,038
Parks & Rec Facility (Fund 200)			\$121,000
Parkland Facility (Fund 226)			\$859,038
HUD-CDBG (Fund 450)			\$230,000
Harding Park Trust (Fund 202)			\$600,000
Law Enforcement (Fund 221)			\$35,672
General Fund Lease Proceeds (Fund 100)			\$84,328
Development Impact Fees (Fund)			\$160,000
Federal Grant (Fund)			\$118,000
Total Building & Grounds Resources			\$2,208,038

STREETS

CIP NUMBER: 9036	PROJECT TYPE: Streets
PROJECT NAME: Railroad Bicycle Trail	DEPARTMENT: Public Works
PROJECT DESCRIPTION/JUSTIFICATION	
Construction, planting and irrigation of the Santa Paula bike trail/walkway that extends east/west across 2.4 miles. The bike trail/walkway will be constructed within VCTC/Fillmore & Western Railway Right-of Way. The trail begins on the Westside of Santa Paula starting at the Telegraph Rd./Harvard Blvd./ Peck Rd. intersection and extends east, ending at 12th Street. Final stages will include the landscaping. The project is scheduled for completion in FY 2011/12.	

MILESTONE	COST	EXPENDED-TO-DATE
Acquisition /Land Improv.	150,000.00	-
Design	469,446	469,446
Construction	4,287,262	643,379
Planting & Irrigation	551,653	-
Total	\$ 5,458,361	\$ 1,112,825

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	281 Local TDA	-	-	150,000	150,000
	406 CMAQ - Federal	\$ 367,307	\$ 3,364,000		\$ 3,731,307
	315 SR2S - State	\$ -	\$ 399,000		\$ 399,000
	550 RDA	\$ -	\$ 200,000		\$ 200,000
	229 Traffic Impact Fees	\$ 102,139	\$ 248,569		\$ 350,708
	409 TEA Funds	\$ -	\$ 479,000		\$ 479,000
	100 General Fund Lease Proceeds		\$ 75,693	\$ 72,653	\$ 148,346
	Total	\$ 469,446	\$ 4,766,262	\$ 222,653	\$ 5,458,361

CIP NUMBER: 9189	PROJECT TYPE: Streets
PROJECT NAME: Sidewalk Repair and Median Repair Project	DEPARTMENT: Public Works
PROJECT DESCRIPTION/JUSTIFICATION	
As a part of the regular routine maintenance of the City sidewalks and median, sidewalk and median repairs should be performed to repair the sections that are damaged . This should include the locations along Historic Santa Paula Street, from 6th Street to 9th Street. The construction is schedule for completion in FY 2011/12 budget.	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	45,000	-
Total	\$ 45,000	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	281 Local Transportation TDA	\$ -	\$ -	\$ 20,000	\$ 20,000
	281 Traffic Congestion Mgmt. 2928	\$ -	\$ -	\$ 25,000	\$ 25,000
	Total	\$ -	\$ -	\$ 45,000	\$ 45,000

STREETS

CIP NUMBER: 9258	PROJECT TYPE Streets
PROJECT NAME: FY 09/10 Arterial Overlay Project	DEPARTMENT Public Works
PROJECT DESCRIPTION/JUSTIFICATION	
The City is continuing to utilize the limited Federal funding to rehabilitate street paving. The work will include road rehabilitation including overlay and remove/replace on Peck Road from Harvard Blvd., to Santa Barbara Street. The project is scheduled for completion in FY 2011/12 budget.	

MILESTONE	COST	EXPENDED-TO-DATE
Design	24,649	24,649
Construction	378,600	-
Total	\$ 403,249	\$ 24,649

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	401 Federal STP	\$ -	\$ -	\$ 356,000	\$ 356,000
	100 General Fund Lease Proceeds	\$ -	\$ -	\$ 47,249	\$ 47,249
	Total	\$ -	\$ -	\$ 403,249	\$ 403,249

CIP NUMBER: 9275	PROJECT TYPE Streets
PROJECT NAME: Peck Road Paving Project	DEPARTMENT Public Works
PROJECT DESCRIPTION/JUSTIFICATION	
Approximately 60,000 SF of asphalt paving along Peck Road from Harvard Blvd. to Highway 126 overpass. Construction has been completed in FY 2010/11 and final close out payments may occur in FY 2011/12.	

MILESTONE	COST	EXPENDED-TO-DATE
Design		
Construction	399,965	127,628
Total	\$ 399,965	\$ 127,628

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	401 Federal STP	\$ -	\$ 30,858	\$ 211,150	\$ 242,008
	100 General Fund Lease Proceeds	\$ -	\$ 157,957		\$ 157,957
	Total	\$ -	\$ 188,815	\$ 211,150	\$ 399,965

STREETS

CIP NUMBER: 9282	PROJECT TYPE Streets
PROJECT NAME: Zone 5 & 7 Paving	DEPARTMENT Public Works

PROJECT DESCRIPTION/JUSTIFICATION

This project area is included in the Pavement Maintenance Program 10 Year Paving Plan. The paving will include 6th Street and Bradley Street neighborhoods project and will be designed and constructed as a single project. The project is scheduled to be completed in FY 2011/12 budget.

MILESTONE	COST	EXPENDED-TO-DATE
Planning/EIR/ Design	-	20,300
Construction	1,049,000	
	\$ -	\$ 20,300

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	100 General Fund Lease Proceeds		\$ 20,300	\$ 1,049,000	\$ 1,069,300
	Total	\$ -	\$ 20,300	\$ 1,049,000	\$ 1,069,300

CIP NUMBER: 9283	PROJECT TYPE Streets
PROJECT NAME: Zone 8 (Olive Street Neighborhood) Paving	DEPARTMENT Public Works

PROJECT DESCRIPTION/JUSTIFICATION

The project is a combined Streets and Water project. The project area is included in the Pavement Maintenance Program 10 Year Paving Plan. Design will be provided be outsourced and will be funded by Water (25%) and Street (75%). Funding for Construction will be proportion to Streets and Water cost. The project will be completed in FY 2011/12.

MILESTONE	COST	EXPENDED-TO-DATE
Design	23,300	23,300
Construction	-	-
	Total \$ -	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	100 General Fund Lease Proceeds		\$ 17,475	\$ 150,000	\$ 167,475
	620 Water Enterprise		\$ 5,825	\$ 50,000	\$ 55,825
	Total	\$ -	\$ 23,300	\$ 200,000	\$ 223,300

STREETS

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

PROJECT DESCRIPTION/JUSTIFICATION

As a part of regular routine maintenance of the routine maintenance of City streets, slurry sealing should be performed about every five to ten years. This prolongs the life of the pavement and is less expensive than complete replacement. Design will be outsourced. The project completion will be in FY 2011/12.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	2,000,000	-
Total	\$ 2,000,000	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	100 General Fund Lease Proceeds	\$	-	\$ 2,000,000	\$ 2,000,000
	Total	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000

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 a part of its construction, a floodwall is required by FEMA along Peck Rd. The project is scheduled for completion in FY 2011/12.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	285,680	-
Total	\$ 285,680	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	610 Sewer Enterprise Fees	\$ -	\$ -	\$ 285,680	\$ 285,680
	Total	\$ -	\$ -	\$ 285,680	\$ 285,680

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

PROJECT DESCRIPTION/JUSTIFICATION

The existing wastewater collection system is very old in most areas of town. This program will identify specific areas of the rehabilitation once field investigations are complete. The allocated funds will improve approximately 55 manholes. The project is schedule for completion in FY 2011/12.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	312,805	-
Total	\$ 312,805	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	610 Sewer Bond Proceeds	\$ -	\$ -	\$ 312,805	\$ 312,805
	Total	\$ -	\$ -	\$ 312,805	\$ 312,805

Sewer

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

PROJECT DESCRIPTION/JUSTIFICATION

Manholes in the wastewater system will be inspected to identify the areas in need of rehabilitation to reduce inflow into the system. Inflow causes to Water Recycling Facility to require additional capacity because the collection system has areas where storm water can enter. The project is scheduled for completion in FY 2011/12.

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

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	610 Sewer Bond Proceeds	\$ -	\$ -	\$ 156,403	\$ 156,403
	610 Sewer Enterprise Fees	\$ -	\$ -	\$ 93,597	\$ 93,597
	Total	\$ -	\$ -	\$ 250,000	\$ 250,000

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

PROJECT DESCRIPTION/JUSTIFICATION

The City's Wastewater Master Plan identified several pipelines around town that were in need of replacement. In addition, the City's contract operator has also verified through closed circuit television additional areas that need spot repairs. The project is scheduled for completion in FY 2011/12.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	550,000	-
Total	\$ 550,000	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	610 Sewer Enterprise Fees	\$ -	\$ -	\$ 245,175	\$ 245,175
	610 Sewer Bond Proceeds	\$ -	\$ -	\$ 304,825	\$ 304,825
	Total	\$ -	\$ -	\$ 550,000	\$ 550,000

Sewer

CIP NUMBER: 9216	PROJECT TYPE Sewer
PROJECT NAME: Lemonwood Lift Station Rehab	DEPARTMENT Public Works

PROJECT DESCRIPTION/JUSTIFICATION

Both of the City's lift stations are at the end of their useful service lives. The station at Harding Park will be replaced in its entirety. At the Lemonwood Lift Station, pumps and ancillary equipment will be replaced. The rehabilitation will increase the lift station's capacity. Design is schedule for completion in FY 2011-12 scheduled for completion in FY 2011-12.

MILESTONE	COST	EXPENDED-TO-DATE
Planning/EIR/Design	73,710	
Construction	271,290	-
Total	\$ 345,000	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	610 Sewer Bond Proceeds			\$ 345,000	\$ 345,000
	Total	\$ -	\$ -	\$ 345,000	\$ 345,000

CIP NUMBER: 9241	PROJECT TYPE Sewer
PROJECT NAME: Water Recycling Facility Mitigation Project	DEPARTMENT Public Works

PROJECT DESCRIPTION/JUSTIFICATION

The Water Recycling Facility (WRF) is a required project upgrade/replacement to meet the regulatory compliance orders from the Regional Quality Control Board (RWQCB). As part of its construction, environmental mitigation is required.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	691,620	-
Total	\$ 691,620	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	610 Sewer Enterprise Fees		\$ -	\$ 691,620	\$ 691,620
	Total	\$ -	\$ -	\$ 691,620	\$ 691,620

Sewer

CIP NUMBER: 9261	PROJECT TYPE Sewer
PROJECT NAME: Existing WWTP Demolition	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). The existing WWTP is scheduled for demolition. The project is scheduled for completion in FY 2011/12.

MILESTONE	COST	EXPENDED-TO-DATE
Planning/EIR/Design	64,896	
Construction	1,435,104	-
Total	\$ 1,500,000	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	610 Sewer Bond Proceeds		\$ 262,072	\$ 1,237,928	\$ 1,500,000
	Total	\$ -	\$ 262,072	\$ 1,237,928	\$ 1,500,000

CIP NUMBER: 9284	PROJECT TYPE Sewer
PROJECT NAME: West Side Lift Station Design	DEPARTMENT Public Works

PROJECT DESCRIPTION/JUSTIFICATION

As part of development occurring on the west side of town, a new wastewater lift station is necessary. Design will be performed by a consultant. The design portion of the project is scheduled for completion in FY 2011-12.

MILESTONE	COST	EXPENDED-TO-DATE
Planning/EIR/Design	223,700	-
Total	\$ 223,700	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	610 Sewer Enterprise Fees		\$ -	\$ 223,700.00	\$ 223,700.00
	Total	\$ -	\$ -	\$ 223,700.00	\$ 223,700.00

Sewer

CIP NUMBER:	9286	PROJECT TYPE	Sewer
PROJECT NAME:	Harvard Blvd. Sewer Line Replacement	DEPARTMENT	Public Works
PROJECT DESCRIPTION/JUSTIFICATION			
The Harvard Blvd. sewer main is 9,810 LF, approximately 60 years old and in need of replacement. This project could be combined with the Sewer Pipeline Rehab. LAFCO funding/proceeds from Limoneira Company.			

MILESTONE	COST	EXPENDED-TO-DATE
Construction	1,200,000	-
Total	\$ 1,200,000	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	Development Impact Fees	\$	-	\$ 1,200,000	\$ 1,200,000
	Total	\$ -	\$ -	\$ 1,200,000	\$ 1,200,000

CIP NUMBER:	9287	PROJECT TYPE	Sewer
PROJECT NAME:	Generator	DEPARTMENT	Public Works
PROJECT DESCRIPTION/JUSTIFICATION			
The purchase of a new Caterpillar Model XQ100 Diesel Generator.			

MILESTONE	COST	EXPENDED-TO-DATE
Material Costs	65,000	-
Total	\$ 65,000	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	610 Sewer Bond Proceeds	\$ -	\$ -	\$ 32,500	\$ 32,500
	620 Water Enterprise Fees	\$ -	\$ -	\$ 32,500	\$ 32,500
	Total	\$ -	\$ -	\$ 65,000	\$ 65,000

WATER

CIP NUMBER: 9008	PROJECT TYPE Water
PROJECT NAME: 400/600 Zone Booster	DEPARTMENT Public Works

PROJECT DESCRIPTION/JUSTIFICATION

This pump station will ultimately replace the existing 400/600 pump stations. The facility will pump water from the well system to storage facilities at higher elevations and will move water to the portion of the City north along Ojai Road. This project is also called "Terracina Pump Station Design" in the 2005 Water Master Plan. The project is scheduled for completion in FY 2011/12.

MILESTONE	COST	EXPENDED-TO-DATE
Design	312,000	129,015
Construction	1,040,000	-
Total	\$ 1,352,000	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	620 Water Enterprise Fees		\$ -	\$ 352,000	\$ 352,000
	620 Water Bond Proceeds	\$ -	\$ 129,015	\$ 870,985	\$ 1,000,000
	Total	\$ -	\$ 129,015	\$ 1,222,985	\$ 1,352,000

CIP NUMBER: 9210	PROJECT TYPE Water
PROJECT NAME: New 4.0 MG Reservoir /Main Reservoir	DEPARTMENT Public Works

PROJECT DESCRIPTION/JUSTIFICATION

The City of Santa Paula has no redundancy for the existing 4.4 m main reservoir. The main reservoir was constructed in the early 1900's. It has not been taken out of service for maintenance in over 10 years because no back up water supply exists. The Water System Master Plan identified construction of redundant water supply as a needed project. The proposed tank site is on the hill above Steckel Drive on the Gooding property.

MILESTONE	COST	EXPENDED-TO-DATE
Design	318,100	47,773
Construction	8,000,000	-
Total	\$ 8,318,100	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	620 Water Enterprise Fees		-	1,584,050	1,584,050
	620 Water Bond Proceeds	\$ -	\$ 47,773	\$ 6,686,277	\$ 6,734,050
	Total	\$ -	\$ 47,773	\$ 8,270,327	\$ 8,318,100

WATER

CIP NUMBER:	9233	PROJECT TYPE	Water
PROJECT NAME:	Teague Tank Demolition	DEPARTMENT	Public Works

PROJECT DESCRIPTION/JUSTIFICATION

The Teague Tank is an older above ground steel water tank. It was identified in the Water System Master Plan (Boyle 2005) as a tank that had met its useful life and is in need of demolition. Teague Tank will be replaced with the 400 Zone tank.

MILESTONE	COST	EXPENDED-TO-DATE
Design	20,000	-
Construction	188,000	-
Total	\$ 208,000	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	620 Water Bond Proceeds			\$ 200,000	\$ 200,000
	620 Water Enterprise Fees	\$ -	\$ -	\$ 8,000	\$ 8,000
	Total	\$ -	\$ -	\$ 208,000	\$ 208,000

CIP NUMBER:	9266	PROJECT TYPE	Water
PROJECT NAME:	Well #15 Design & Construction	DEPARTMENT	Public Works

PROJECT DESCRIPTION/JUSTIFICATION

The Water System Master Plan (Boyle 2005) indicated that the City is deficient in wells supplying potable water. A supplemental well evaluation report indicated that the City should consider a well site near SP Creek and Highway 126. The project is schedule for completion in FY 2011/12.

MILESTONE	COST	EXPENDED-TO-DATE
Design	318,100	-
Construction	1,190,250	-
Total	\$ 1,508,350	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	620 Water Enterprise Fees	\$ 8,350	\$ -	\$ -	\$ 8,350
	620 Water Bond Proceeds	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000
	Total	\$ 8,350	\$ -	\$ 1,500,000	\$ 1,508,350

WATER

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

PROJECT DESCRIPTION/JUSTIFICATION

The 2005 Water System Master Plan indicated that the City needed to rehabilitate its groundwater wells once every 5 years. Well 14 is a critical well to the City. It was installed in 1999 and this project will rehabilitate the well, which will restore the pumping efficiency. This is for the Design only. The project is scheduled for completion in FY _____.

MILESTONE	COST	EXPENDED-TO-DATE
Planning/EIR/Design	220,000	-
Total	\$ 220,000	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	620 Water Bond Proceeds	\$ -	\$ -	\$ 220,000	\$ 220,000
	Total	\$ -	\$ -	\$ 220,000	\$ 220,000

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

PROJECT DESCRIPTION/JUSTIFICATION

The City has begun the process of switching out the standard manual real water meters for automated meters. This will assist in improving meter reading efficiency and accuracy. Future developers will be required to install AMR's in their projects consistent with the City standards. This project is a multi-year project with an undetermined completion date.

MILESTONE	COST	EXPENDED-TO-DATE
Material Costs	400,000	100,000
Total	\$ 400,000	\$ 100,000

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	620 Water Enterprise Fees	\$ -	\$ 100,000	\$ 300,000	\$ 400,000
	Total	\$ -	\$ 100,000	\$ 300,000	\$ 400,000

Building & Grounds

CIP NUMBER: 9103	PROJECT TYPE
PROJECT NAME: Las Piedras Improvements	DEPARTMENT Building & Ground

PROJECT DESCRIPTION/JUSTIFICATION

Renovation of Las Piedras Park will include regrading and replanting soccer field and two new combination basketball/volleyball courts, new field, court and walkway lighting, new walkways, benches, picnic tables, and bleachers. Landscape and irrigation will also be included

MILESTONE	COST	EXPENDED-TO-DATE
Planning/EIR/Design	21,000	9,334
Construction	1,048,372	
Total	\$ 1,069,372	\$ 9,334

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	200 Park & Rec Fac	\$ -	\$ -	\$ 121,000	\$ 121,000.00
	226 Parkland Facilities	\$ -	\$ 9,334	\$ 789,038	\$ 798,372
	450 HUD-CDBG	\$ -	\$ -	\$ 150,000	\$ 150,000
	Total	\$ -	\$ 9,334	\$ 1,060,038	\$ 1,069,372

CIP NUMBER: 9182	PROJECT TYPE
PROJECT NAME: Harding Park Master Plan Phase II Design	DEPARTMENT Building & Ground

PROJECT DESCRIPTION/JUSTIFICATION

Implementation of the Harding park Master Plan will benefit the community by expanding and better coordination facilities to a wider group of users. The Master Plan is a vision of the finished park. The project is scheduled for completion in FY 2011/12.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	600,000	-
Total	\$ 600,000	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	803 Harding Park Trust	\$ -	\$ -	\$ 600,000	\$ 600,000
	Total	\$ -	\$ -	\$ 600,000	\$ 600,000

Building & Grounds

CIP NUMBER: 9281	PROJECT TYPE
PROJECT NAME: Mill Park Restroom Project	DEPARTMENT Building & Grounds
PROJECT DESCRIPTION/JUSTIFICATION	
Rehab of the Mill Park restrooms will benefit the community by improving the facilities. This project will be is scheduled for completion in FY 2011/12.	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	80,000	-
Total	\$ 80,000	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	450 HUD-CDBG	\$ -	\$ -	\$ 80,000	\$ 80,000
	Total	\$ -	\$ -	\$ 80,000	\$ 80,000

CIP NUMBER: 9288	PROJECT TYPE
PROJECT NAME: Police Department Roof	DEPARTMENT Building & Ground
PROJECT DESCRIPTION/JUSTIFICATION	
Remove old, deteriorating existing roof and replace with new roof.	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	120,000	-
Total	\$ 120,000	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	221 Law Enforcement	\$ -	\$ -	\$ 35,672	\$ 35,672
	Bond	\$ -	\$ -	\$ 84,328	\$ 84,328
	Total	\$ -	\$ -	\$ 120,000	\$ 120,000

Building & Grounds

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

PROJECT DESCRIPTION/JUSTIFICATION

Implementation of the Teague Park Master Plan II will benefit the community by expanding and better coordinating facilities to a wider group of users. The Master Plan is a vision of the finished park. Dependent on Fund Balance. The completion is scheduled for FY 2011/12.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	268,000	-
Total	\$ 268,000	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
226	Parkland Facilities	\$ -	\$ -	\$ 70,000	\$ 70,000
	Federal Grant	\$ -	\$ -	\$ 118,000	\$ 118,000
	Total	\$ -	\$ -	\$ 188,000	\$ 188,000

Buildings and Ground

CIP NUMBER: 9290	PROJECT TYPE
PROJECT NAME: IT Virtualization Project	DEPARTMENT Building & Grounds

PROJECT DESCRIPTION/JUSTIFICATION

The first phase of the system upgrade requires us to replace the storage SAN (storage area network) system. This is the primary data storehouse for **all** city departments critical data and network drives including; Police Records and Dispatch, Fire department, Inspection Services, Planning, Public Works, Finance, Administration, HR, City Clerk, and IT. Our existing storage unit is at its "end of life" and unable to be supported. We need to upgrade this unit to be compatible with current technology so we can move forward with the virtualization project. This project is scheduled for completion in FY 2011/12.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	160,000	-
Total	\$ 160,000	\$ -

FUNDING					
Fund	Fund Name	Prior Expense	FY 10-11	FY 11-12	Project Total Cost
	Development Impact Fees	\$ -	\$ -	\$ 160,000	\$ 160,000
	Total	\$ -	\$ -	\$ 160,000	\$ 160,000

GLOSSARY OF BUDGET TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Division - An organizational subdivision of a department.

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

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

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

Expenditure - The actual spending of funds.

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

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

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

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

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

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

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

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

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

Infrastructure - Facilities on which the continuance and growth of a community depend on such as roads, water lines, sewers, public buildings, parks and so forth.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Classification Plan; approved classifications of classes within the City's Classification Plan; and approved compensation for each class within the City's Classification Plan.

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

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

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

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

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

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

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

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

Section - An organization subdivision of a division or program.

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

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

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

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