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### **GLOSSARY OF BUDGET TERMS**

GL-1

## RESOLUTION NO. 6800

### A RESOLUTION ADOPTING THE 2012-2013 FINAL OPERATING BUDGET FOR THE CITY OF SANTA PAULA AND ADOPTING THE 2012-2013 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 2012-13;
- 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 budget update on April 16, 2012 and adopted process on June 18, 2012;
- 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 June 4, 2012 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 2012-2013 at \$17,114,952.

**SECTION 4: BUDGET APPROPRIATIONS.** Based upon the Budget, the total General Fund operating budget is \$11,207,400. The City Manager, or designee, is authorized to implement the following appropriations for City Departments:

Fund	Department	Appropriation
100	Administration	\$ 1,887,585
100	Building & Safety	\$ 284,257
100	Community Services	\$ 829,309
100	Finance	\$ 367,623
100	Fire	\$ 2,128,625
100	Planning	\$ 535,730
100	Police	\$ 4,661,067
100	Public Works	\$ 233,304
100	Non-Department Expense	\$ 279,900
Total		\$ 11,207,400

**SECTION 5: MISCELLANEOUS APPROPRIATIONS.** The City Manager, or designee, is authorized to implement the following miscellaneous appropriations totaling: \$19,337,317.

Department	Appropriation
Administration	\$ 180,137
Building & Safety	\$ 218,513
Community Services	\$ 696,042
Finance	\$ 320,262
Fire	\$ 16,340
Planning	\$ -
Police	\$ 105,740
Public Works	\$ 17,800,283
Total	\$ 19,337,317

**SECTION 6: CIP APPROPRIATIONS.** Based upon the CIP, a total of \$28,696,373 is appropriated for capital improvement projects for Fiscal Year 2012-2013. The City Manager, or designee, is authorized to implement the CIP with the following funds and amounts

Fund	Project	Appropriation
100	General Fund	\$ 1,152,737
202	Harding Park Improvements	\$ 500,000
218-229	Development Impact Fees	\$ 2,740,000
280	State Gas Tax	\$ 142,517
281	Local Transportation TDA	\$ 20,000
4xx	Federal Grant	\$ 118,000
406	Congestion Management Air Quality	\$ 1,100,000
409	TEA Trans Enhancement Act	\$ 600,000
450	HUD-CDBG	\$ 189,590
610	Sewer	\$ 18,379,482
620	Water	\$ 3,754,047
Total		\$ 28,696,373

**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% 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 2011-2012 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 2011-2012 into the applicable fund operating reserve on June 30, 2012.

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

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

**SECTION 11: CONTRACTING AUTHORITY.**

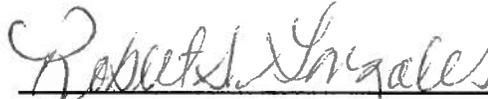
- A. The City Manager, or designee, is authorized to bid and award contracts for the equipment, supplies, and services approved in the Budget.

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

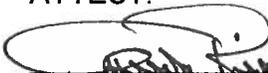
**SECTION 12:** The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City's original resolutions; and make a minute of the adoption of the Resolution in the City Council's records and the minutes of this meeting.

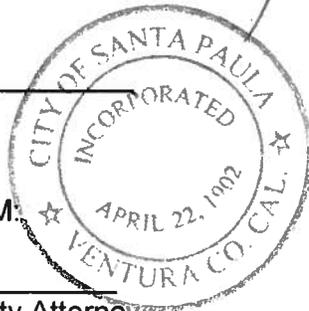
**SECTION 13:** This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED June 18, 2012.

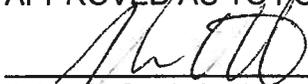
  
\_\_\_\_\_  
Robert S. Gonzales, Mayor

ATTEST:

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



APPROVED AS TO FORM:

  
\_\_\_\_\_  
John C. Cotti, Assistant City Attorney

## MEMORANDUM

To: Honorable Mayor and Members of the City Council

From: Jaime Fontes, City Manager/Executive Director

Subject: Fiscal Year 2012-13 Proposed Budget

Date: June 18, 2012

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**Recommendation:** It is recommended that the City Council (1) adopt Resolution No. 6800 approving the proposed City FY 2012-13 Annual Operating and Capital Improvement Budgets; and (2) take such additional, related, action that may be desirable.

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**General Discussion:** Transmitted for your consideration are the final proposed operating and capital budgets for fiscal year 2012-13. 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. The following budget presentation reflects the City Council's three year plan presented to Council during the fiscal year 10/11 budget updates.

Staff is presenting to the City Council a proposed General Fund Budget that reflects a slight increase in the current cost of services from \$10.8 million in FY 2011-12 to \$11.2 million in 2012-13. A significant portion of the increase is the result of the termination of labor concessions adopted in 2010-11. These concessions were intended to be temporary and the increase restores salaries to previously agreed upon levels. The budget presented does not include recently adopted recreation fee increases and will be updated and amended when the Council considers citywide fee increases in early fall. Additionally, the budget does not yet include updated resource estimates that will likely result from East Area I and II as the annexation process is completed and development begins in 2013-14. Updated budget forecasts will be presented to Council when the annexation application for East Area II and the final recording of East Area I is complete. This is anticipated to occur in October 2012.

The proposed fiscal year 2012-13 citywide budget for all funds is a balanced budget with expenditures of \$30,544,717 and revenues of \$32,901,877. 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. For the third and last year, one-time resources of \$475,000 from stranded costs and the sale of property associated with the privatization of refuse collection will be included in the General Fund. These will be used for on-going stranded costs.

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 2012-13 fiscal year General Fund Operating Budget is a balanced budget with expenditures of \$11,207,400 being financed with total resources of \$11,386,452. This provides for \$64,052 to be added to the current contingencies of \$115,000 creating a contingency of \$179,052 or 1.6% of operating expenses. This will be placed in the Non-

Department Expense budget unit and will be available for emergencies not anticipated in the budget.

The General Fund budget will benefit again in 2012-13 from the privatization of refuse collection. One time revenues included:

- o Stranded costs: \$475,000
- o Sale of Equipment: \$383,875 (estimate)

Ongoing revenues will continue from:

- o Franchise Fees: \$315,000
- o 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 contribute to additional contingency and reserves.

Total General Fund salaries, allowances and benefits proposed for 2012-13 include \$8,539,862 in the General Fund and \$ 2,081,442 in all other city funds. The General Fund increase in staffing costs is anticipated to be \$345,561 in the 2012-13. Increases in salaries are due to the 5% reduction agreed in FY 11-12 MOU concessions to end December 31, 2012. Overall General Fund staffing costs have been reduced \$1,162,822 since the end of 2008-09. That is a 12% reduction. This is despite increases in retirement and health insurance costs as well as the partial restoration of salaries. In all other funds staffing costs were reduced from \$3,783,012 to \$2,081,442 or 45%. A significant portion of the decrease was due to the transfer of refuse collection employees to a private vendor.

The following changes in positions are recommended for FY 2012-2013. In Building and Safety, it is recommended that the two existing unrepresented part-time Building Inspector I positions be converted back to one full-time position. It is intended that a competitive internal recruitment process will follow immediately upon Council approval. This will allow both part-time employees an equal opportunity at gaining full-time employment status, as well as open up an advancement opportunity to any regular full-time employee that may be interested in the position. The part-time employee(s) not selected will be laid off. Also in Building and Safety, the existing position of Senior Building Inspector will be reclassified to Chief Building Official. This reclassification will allow the incumbent to be responsible for all Chief Building Official duties, including more complex plumbing, electrical and mechanical plan reviews and inspections. The current incumbent possesses all required certifications for the reclassified position and no net increase in staffing will result. The recommended actions will increase General Fund salaries and benefits cost by approximately \$43,580 annually. However, both positions are cost neutral as the City will continue to receive CUPA funding, as well as be able to generate additional revenues from increased inspection fees and reduce consultant costs by approximately 35%.

In the Police Department, a recent internal review of the operations has created an opportunity to re-align resources in a more effective manner by funding two part-time police cadet position(s) in the upcoming fiscal year. The funding of these positions would allow the police department to take a more active role in the areas of traffic enforcement and vehicle abatement, while relieving sworn officers from these duties and allowing them to focus on other law enforcement related issues. Funding of these two part-time positions will increase

General Fund salaries and benefits by approximately \$21,498. However, Staff anticipates that these positions will generate approximately \$125,000 in additional revenues to the City.

The City has discussed the proposed recommendations with SEIU Local 721, Mid-Management and Supervisory & Professional Organization and all units are in support of the recommended actions.

**Proposed Staffing Levels**

Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Proposed 2013
173	155.5	140	97	102

A small increase from \$7.5 million to \$8.2 million occurred in general purpose taxes and franchise fees in fiscal year 2011/12. In contrast fiscal year 2012/13 projects a decrease for general purpose taxes of \$245,126. The decrease is as follows: sales tax (\$182,868), property taxes (\$312,319) and other taxes (\$10,777). The exception is the growth in franchise fees of \$260,838 resulting from the success of the privatization of the solid waste services. These changes are highlighted below.

<b>General Tax Revenues</b>	<b>2009-10</b>	<b>2010-11</b>	<b>Estimated 2011-12</b>	<b>Proposed 2012-13</b>
Sales Taxes	1,185,467	1,417,271	1,682,868	1,500,000
Property Taxes	4,821,375	5,114,305	5,536,855	5,224,536
Franchise Fee Tax	417,573	747,087	738,162	999,000
Other Taxes	242,408	230,232	261,777	251,000
<b>Total</b>	<b>\$6,666,823</b>	<b>\$7,508,895</b>	<b>\$8,219,662</b>	<b>7,974,536</b>

Property tax figures are estimates provided by the City's tax consultants and are consistent with actual year to date experience.

Departmental revenues remain relatively unchanged; with a modest increase in General Fund charges for service of only \$33,300. Similarly fines, forfeitures and permits are only expected to increase \$15,944. Additional revenues from traffic enforcement are estimated at \$125,000 due to additional staffing resources provided by the proposed new cadet positions. Transfers from other funds are projected to increase by \$358,972 over 2011-12 based on budgeted CIP projects, but the level is below 2010-11 actuals.

The General Fund resource levels are approximately \$1 million above 2009-10 levels and this slow growth is despite innovative and creative actions by the council in recent years. Unfortunately, the city still relies on one-time funds to shore up the shortfall in ongoing revenues. With the national, state and local economies in relative stagnation and with the continuation of the great recession, anticipated by some to last at least one more if not several more years, Santa Paula still faces serious challenges ahead.

## Continuing State Budget Crisis

According to a report in the Sacramento Bee from late May 2012 the California's budget deficit is likely worse than Gov. Jerry Brown's estimate of \$15.7 billion based on the Legislative Analyst's Office. The Analyst's projection is \$550 million below the governor's and the LAO has warned that Brown's estimate of money available from former redevelopment programs could be overstated by \$900 million. Therefore, the state deficit could be over \$17 billion. The Analyst's Office estimates that the state now has an accumulated deficit of \$7.6 billion -- meaning a hole that exists because the state failed to balance budgets in the past -- as well as a structural imbalance of roughly \$10 billion between revenues and expenditures annually.

At this time last year with optimistic estimates, that clearly did not materialize, the State thought it was facing a \$9.6 billion dollar deficit. Failure at the state level continues to be one of the greatest threats 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 2012-13 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 \$28,696,373.

Capital Improvement Plan Summary	
Street Projects	\$3,125,254
Sewer Projects	\$20,079,482
Water Projects	\$3,754,047
Building & Grounds Projects	\$1,737,590
Total	\$28,696,373

## RDA

In February 2012 RDA's throughout the state were terminated by state statute.

## 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 1.42% and a cost-of-living adjustment factor of 1.0377%, the 2012-13 limit has increased from \$16,262,236 to \$17,114,951.87 for 2012-13. This is a 5.24% 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. Jennifer Rios, Accountant, and Dr. Thomas Gardner, City Consultant. I would also like to thank the entire executive team for their assistance in helping us to reach our fiscal goals of a balanced budget. Thank you all for a job well done.

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## CITY INFORMATION

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

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

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

Santa Paula covers an area of 4.6 square miles and has a population of 29,882, as of January 1, 2012, based on estimates from the State of California. The City of Santa Paula delivers municipal services through six departments: Administration (City Council, City Clerk, City Attorney, City Manager, Personnel, Risk Management, Information Technology, Mobile Home Rent Review and California Oil Museum), Community Services (Community Center, Recreation, Senior Services, Cable Television, Buildings & Grounds Maintenance), Finance (City Treasurer, Utility Billing and Payments, Accounting and Payroll), Fire (Fire Emergency Services, Building-Code Enforcement), Police, Public Works (Streets, Water, Wastewater and Engineering), Wastewater treatment plant operations and solid waste services are provided under contract. Library services in Santa Paula are provided by the Blanchard/Santa Paula Library District and public transit services are provided by the Ventura County Transportation Commission.

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## MISCELLANEOUS STATISTICS

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Date of Incorporation	April 22, 1902
Population	29,882
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	750/Year
Employees	102
Parks	10 (33.65 Acres)
Fire Stations	2
Libraries	1
Museums	4
Schools	11
Hospital/Urgent Care Facility	2
Airport	1
Transit Service Provider	Vista

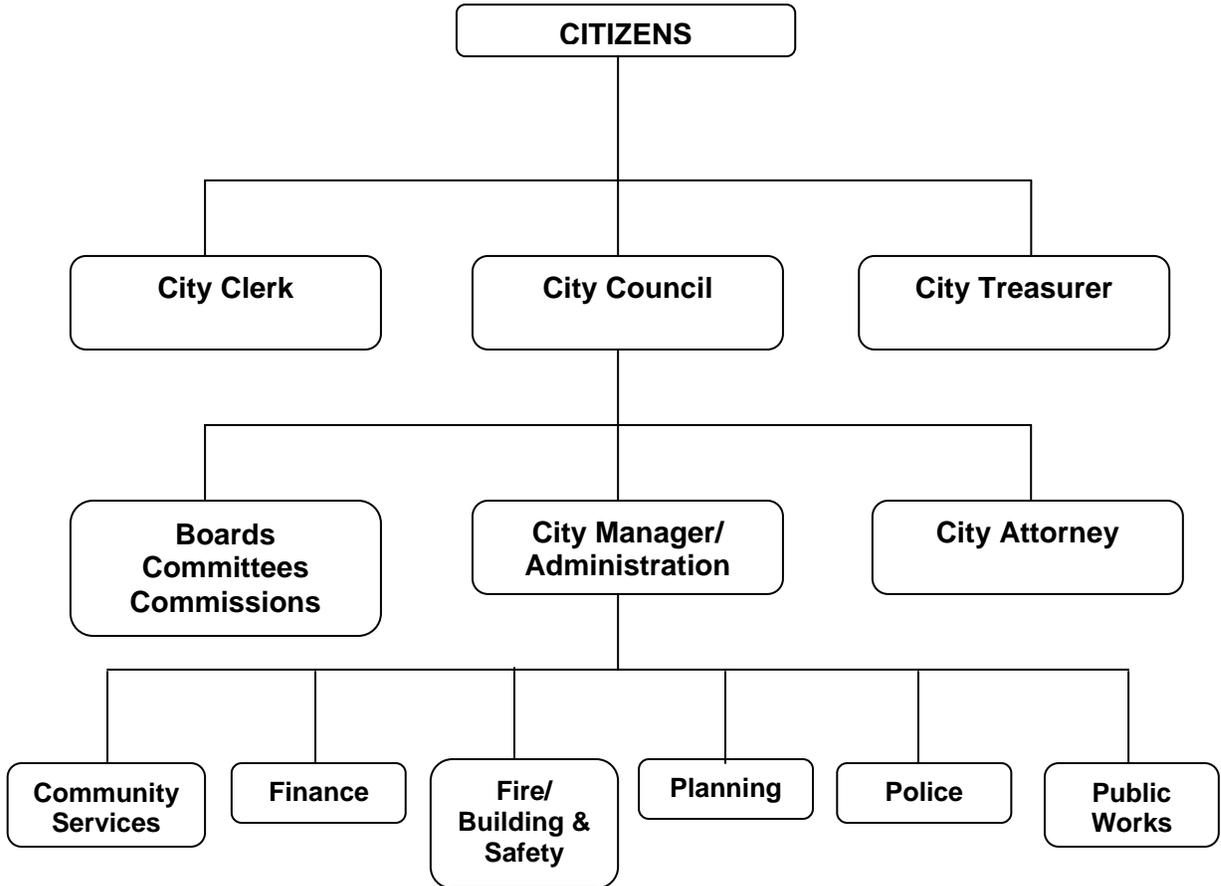
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## City of Santa Paula Organizational Chart

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DEPARTMENT OF  
**FINANCE**

EDMUND G. BROWN JR. ■ GOVERNOR

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

May 2012

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, 2012, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2012-2013. 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 2012-2013 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county and incorporated areas' summed population percentage change. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code, Section 2228 for further information regarding the appropriations limit. 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](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. 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, 2012.**

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

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

ANA J. MATOSANTOS

Director

By:

MICHAEL COHEN

Chief Deputy Director

Enclosures

May 2012

Enclosure I

- 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 2012-2013 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2012-2013	3.77

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2012-2013 appropriation limit.

**2012-2013:**

Per Capita Cost of Living Change = 3.77 percent  
 Population Change = 0.68 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.77 + 100}{100} = 1.0377$

Population converted to a ratio:  $\frac{0.68 + 100}{100} = 1.0068$

Calculation of factor for FY 2012-2013:  $1.0377 \times 1.0068 = 1.0448$

City of Santa Paula Calculations:

$$\frac{3.77 + 100}{100} = 1.0377$$

$$\frac{1.42 + 100}{100} = 1.0142$$

$$1.0377 \times 1.0142 = 1.0524$$

**Enclosure II**  
**Annual Percent Change in Population Minus Exclusions**  
**January 1, 2011 to January 1, 2012 and Total Population, January 1, 2012**

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2011-2012	1-1-11	1-1-12	1-1-2012
Ventura				
Camarillo	0.40	66,140	66,407	66,407
Fillmore	0.40	15,085	15,145	15,145
Moorpark	0.57	34,629	34,826	34,826
Ojai	0.55	7,494	7,535	7,535
Oxnard	0.56	199,265	200,390	200,390
Port Hueneme	0.66	19,438	19,566	21,682
San Buenaventura	0.86	106,192	107,108	107,166
<u>Santa Paula</u>	<u>1.42</u>	<u>29,464</u>	<u>29,882</u>	<u>29,882</u>
Simi Valley	0.47	124,734	125,317	125,317
Thousand Oaks	0.60	127,264	128,031	128,031
Unincorporated	0.57	93,762	94,297	96,589
County Total	0.61	823,467	828,504	832,970

City of Santa Paula Calculations:

Population = 29,882

Growth = 1.42 pct.

Prior year limit = \$16,262,236

Per Capital COL = 1.0377

1.0377 x 1.0142 = 1.0524

\$16,262,236 x 1.0524 = \$17,114,951.87

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

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

Adopted Operating Budget FY 12-13

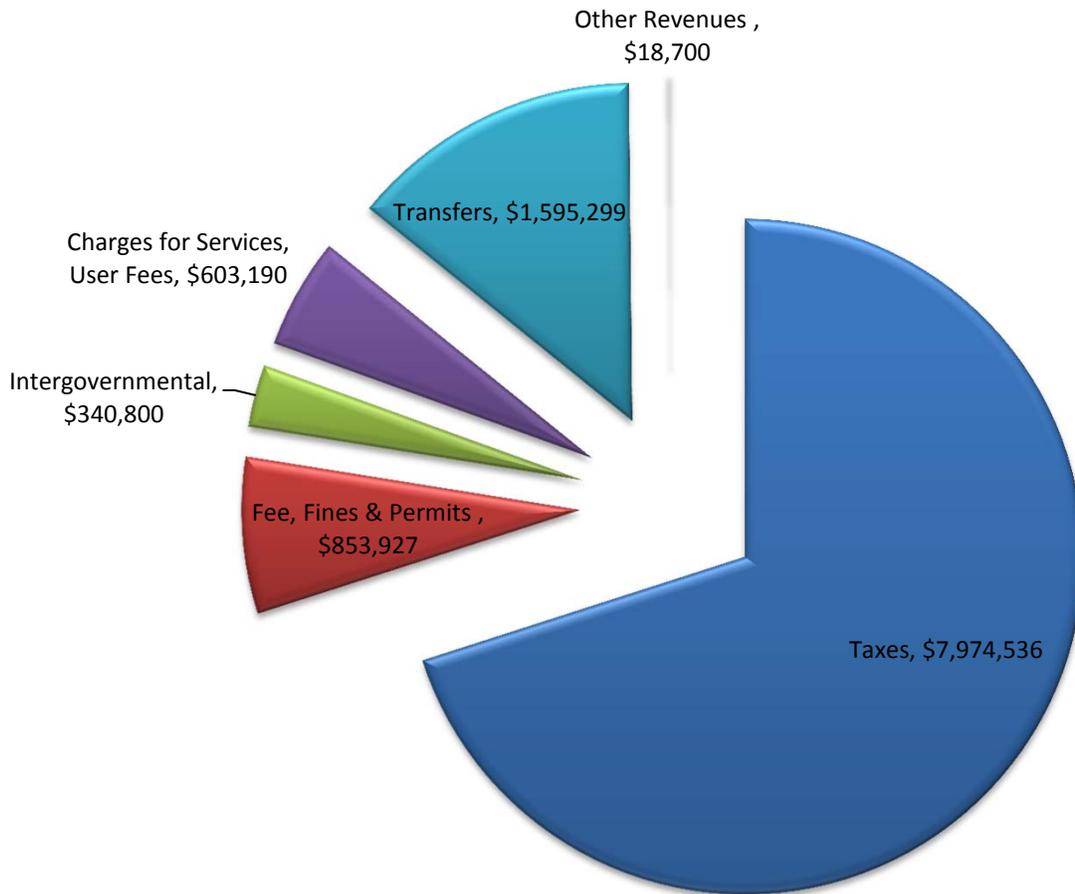
	FY 2010/11 ENDING BAL.	Revenue FY 11/12 Est Yr End	Expenditure FY 11/12 Est Yr End	FY 11/12 Projected Balance	Revenue FY 12/13 Proposed	Expenditures FY 12/13 Proposed	FY 12/13 Projected Balance
<b>GENERAL FUND</b>	1,139,914	11,639,573	10,803,991	1,975,496	11,386,452	11,207,400	2,154,548
<b>SPECIAL FUNDS</b>							
Refuse Reserve Fund	1,624,374	7,141	859,914	771,601	-	801,769	(30,168)
General Fund FEMA Program	8	-	-	8	-	-	8
Cable Television	10,428	31,691	4,890	37,229	32,000	20,000	49,229
General Fund HUD I	69,213	315	-	69,528	325	-	69,853
General Recreation Program	133,378	99,818	69,582	163,614	87,100	87,000	163,714
Parks & Recreation Facility	126,214	460	-	126,674	446	-	127,120
Mobile Home Rent Review	(141,365)	8,500	10,194	(143,059)	8,500	11,538	(146,097)
Harding Park Trust Fund	-	-	-	-	500,000	500,000	0
Asset Forfeiture	8,048	2,220	1,200	9,068	530	800	8,798
CA Oil Museum	(3,031)	145,765	138,321	4,413	168,100	167,924	4,589
NPDES Stormwater Quality	115,881	38,328	24,809	129,400	35,350	27,360	137,390
Stormwater Program	56,363	54,022	26,096	84,289	63,000	79,236	68,053
State Gas Tax	225,070	992,823	491,682	726,211	774,500	526,043	974,668
Local Transportation TDA	297,727	589,113	243,912	642,928	469,218	258,645	853,501
LTF	-	500	-	500	-	-	500
Beverage Container Recycling	7,403	10,017	5,015	12,405	14,020	14,020	12,405
SLESF - COPS (AB1913)	118,076	100,341	100,341	118,076	100,340	100,340	118,076
CA Used Oil Block Grant	17,652	17,017	5,897	28,772	15,060	10,060	33,772
St. Homeland Security Grant	(5,624)	73,854	63,040	5,190	17,240	17,240	5,190
Safe Routes to School	(53,941)	171,108	-	117,167	-	-	117,167
Traffic Cong Mgmt AB 2928	21,795	20,400	42,202	(7)	-	-	(7)
Miscellaneous State Grants	(14,330)	33,579	23,365	(4,116)	-	-	(4,116)
Calhome Grant-Dept of HCD	8,312	-	-	8,312	-	-	8,312
Federal STP	(155,425)	312,105	-	156,680	-	-	156,680
BJA Vest Grant	(2,571)	8,632	3,845	2,216	-	-	2,216
AAA (Area Agcy on Aging)	7,251	28,626	28,003	7,874	50,000	50,259	7,615
(CMAQ) Cong Mgmt/Air Quality	12,422	28,645	-	41,067	-	-	41,067
JAG (Justice Assistance)	(10,251)	-	(429)	(9,822)	-	-	(9,822)
TEA Trans Enhancement Act	(10,440)	410,154	-	399,714	-	-	399,714
HUD-CDBG	19,569	136,118	177,329	(21,642)	233,300	233,082	(21,424)
Hillsborough Open Space	(7,578)	11,244	5,719	(2,053)	10,020	9,387	(1,420)
Corp Yard Facilities Fund	(1,987)	357	95	(1,725)	350	350	(1,725)
Geologic Hazard Abate Dist	88,075	107,631	61,350	134,356	106,400	61,357	179,399
Equipment Maintenance	0	377,884	394,934	(17,050)	421,600	391,600	12,950
Santa Paula Healthcare Authority	123,508	-	60,697	62,811	-	-	62,811
<b>Total Special Funds</b>	<b>2,684,224</b>	<b>3,818,408</b>	<b>2,842,003</b>	<b>3,660,629</b>	<b>3,107,399</b>	<b>3,368,010</b>	<b>3,400,018</b>
<b>ENTERPRISE FUNDS</b>							
Sewer	7,950,304	9,894,949	7,634,234	10,211,019	11,036,450	8,545,650	12,701,819
Water	8,402,156	6,467,305	6,514,717	8,354,744	7,111,686	7,090,450	8,375,980
Water In-Lieu	523,225	2,404	-	525,629	3,500	-	529,129
<b>Total Enterprise Funds</b>	<b>16,875,684</b>	<b>16,364,658</b>	<b>14,148,951</b>	<b>19,091,391</b>	<b>18,151,636</b>	<b>15,636,100</b>	<b>21,606,927</b>
<b>Total All City Funds</b>	<b>20,699,822</b>	<b>31,822,639</b>	<b>27,794,945</b>	<b>24,727,516</b>	<b>32,645,487</b>	<b>30,211,510</b>	<b>27,161,493</b>
<b>REDEVELOPMENT AGENCY</b>							
Capital Project Fund	265,690	5,153	79,885	190,958	-	-	190,958
Debt Service Fund	(243,704)	-	-	(243,704)	-	-	(243,704)
Housing Bond Fund	125,355	-	-	125,355	-	-	125,355
Housing Set-Aside Fund	1,534,105	-	-	1,534,105	-	-	1,534,105
Housing Debt Service Fund	188,458	-	-	188,458	-	-	188,458
<b>Total RDA</b>	<b>1,869,904</b>	<b>5,153</b>	<b>79,885</b>	<b>1,795,172</b>	<b>-</b>	<b>-</b>	<b>1,795,172</b>
<b>TOTAL CITY AND RDA</b>	<b>22,569,726</b>	<b>31,827,792</b>	<b>27,874,830</b>	<b>26,522,688</b>	<b>32,645,487</b>	<b>30,211,510</b>	<b>28,956,665</b>
	<b>FY 2010/11 ENDING BAL.</b>	<b>Revenue FY 11/12 Est Yr End</b>	<b>Expenditure FY 11/12 Est Yr End</b>	<b>FY 11/12 Projected Balance</b>	<b>Revenue FY 12/13 Proposed</b>	<b>Expenditures FY 12/13 Proposed</b>	<b>FY 12/13 Projected Balance</b>
<b>DEVELOPMENT IMPACT FUNDS</b>							
Water Distribution Facilities	198,069	441,795	-	639,864	56,300	-	696,164
Inclusionary Housing Ordinance	509,011	1,574	-	510,585	2,500	-	513,085
Library Expansion Facilities	156,935	113,928	5,191	265,672	13,725	-	279,397
Law Enforcement Facilities	35,712	43,557	-	79,269	9,200	-	88,469
Fire Protection Facilities	10,276	42,943	-	53,219	6,450	-	59,669
Public Meeting Facilities	143,028	112,075	-	255,103	9,650	-	264,753
Air Quality Impact Fee	-	36,646	-	36,646	40	-	36,686
General Government Facilities	183,506	96,572	-	280,078	25,800	-	305,878
Parkland Facilities	864,014	538,895	858,979	543,930	54,000	-	597,930
Sewer Collection Facilities	40,501	74,356	-	114,857	8,050	-	122,907
Storm Drain Facilities	50,379	20,737	-	71,116	10,225	-	81,341
Traffic Impact Fee	81,399	151,344	43,970	188,773	60,450	-	249,223
<b>Total Development Impact Funds</b>	<b>2,272,830</b>	<b>1,674,422</b>	<b>908,140</b>	<b>3,039,112</b>	<b>256,390</b>	<b>-</b>	<b>3,295,502</b>
<b>TOTAL CITY, RDA and DIF</b>	<b>24,842,556</b>	<b>33,502,214</b>	<b>28,782,970</b>	<b>29,561,800</b>	<b>32,901,877</b>	<b>30,211,510</b>	<b>32,252,167</b>

NOTE-DOES NOT INCLUDE CIP EXPENDITURES.

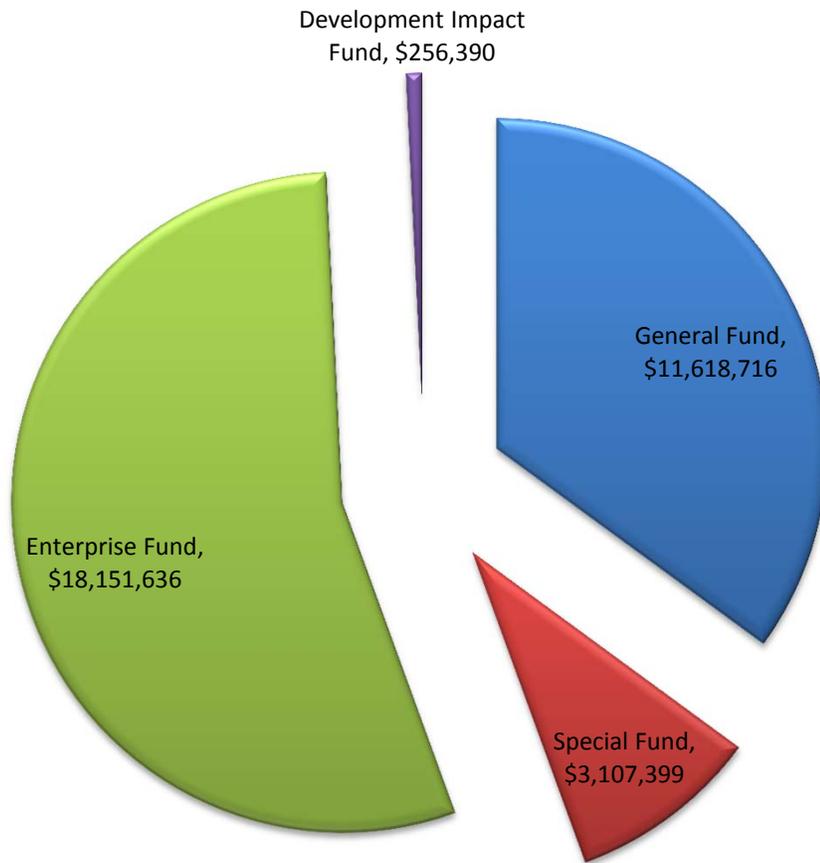
## USE OF RESERVES AND ONE-TIME MONEY

	2010-11	2011-12	2012-13
<b>Transfer of Refuse Services</b>			
Stranded Costs	\$475,000	\$475,000	\$475,000
Sale of Equipment	\$200,000	\$100,000	\$383,875
Total	\$675,000	\$575,000	\$858,875
 <b>East Area 1</b>			
Reimbursement for Services	\$500,000	\$80,000	\$125,000
Total	\$500,000	\$80,000	\$125,000
General Fund Total	\$1,175,000	\$655,000	\$983,875

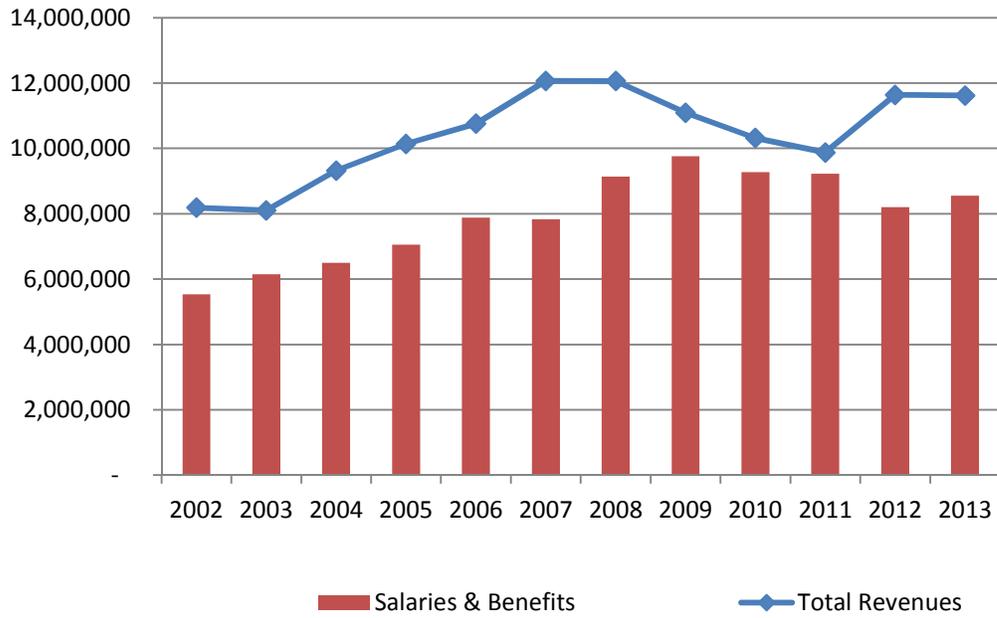
**City of Santa Paula  
General Fund Revenues  
2012-13  
\$11,386,452**



**City of Santa Paula  
Citywide Revenues  
2012-13  
\$33,134,141**



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



**CITY OF SANTA PAULA**  
**GENERAL FUND REVENUE - BY DEPARTMENT** Adopted Operating Budget FY 12-13

REVENUE TYPE	Actual 2009-2010	Actual 2010-2011	Estimated 2011-2012	Proposed 2012-2013
<b>ADMINISTRATION</b>				
SALES OF REPORTS, MAPS & PUB	482	543	506	150
MISC-DEPARTMENT REIMB	2,226	2,294	40	0
CHARGES FOR SERVICES	2,708	2,837	546	150
<b>TOTAL</b>	<b>2,708</b>	<b>2,837</b>	<b>546</b>	<b>150</b>
<b>Building &amp; Safety</b>				
BUILDING PERMITS	97,216	249,488	93,907	100,000
MISCELLANEOUS PERMITS	0	3,146	120	100
ELECTRICAL PERMITS	16,626	26,904	13,162	13,000
PLUMBING PERMITS	17,660	31,850	15,634	17,000
MECHANICAL PERMITS	7,588	15,501	7,530	8,000
MISC CONSTRUCTION PERMITS	3,216	3,963	2,339	2,500
GRADING PERMITS	106	4,398	95	100
ENERGY PERMITS	23,142	8,062	2,337	4,000
ADMIN CITATION FINES	600	250	800	1,500
Fees, Fines & Permits	166,153	343,563	135,924	146,200
SALES OF REPORTS, MAPS & PUB	284	212	389	500
PLAN CHECK FEES	125,284	56,014	45,740	45,000
FAST TRACK PLAN CHECK	0	541	0	0
INSPECTION FEES	10,471	8,019	4,108	5,000
FLOOD PERMIT FEE	30	60	30	30
PLAN FILING FEE	1,004	1,090	458	450
APPLICATION PROCESSING FEE	25,605	29,273	29,136	30,000
GRADING PLAN CHECK	290	3,057	71	100
ON SITE IMPROVEMENT PLAN CK	660	3,033	120	120
ON SITE IMPROVEMENT FEE	464	2,960	160	160
ACCESSIBILITY REVIEW	11,853	18,140	3,267	4,000
TECHNOLOGY FEE	11,059	21,559	7,572	5,700
MISC-DEPARTMENT REIMB	150	600	0	0
Charges for Services	187,155	144,556	91,051	91,060
MISCELLANEOUS	273	473	74	150
WORKER'S COMP REIM-MISC	0	4,886	0	0
Other Revenue	273	5,359	74	150
<b>TOTAL</b>	<b>353,581</b>	<b>493,478</b>	<b>227,049</b>	<b>237,410</b>
<b>Community Services Department</b>				
SPECIAL EVENT PERMITS	5,250	5,750	5,000	5,000
COMM CTR ENDOWMENT INT/DIV	2,832	2,088	1,700	2,200
RENTS AND CONCESSIONS	43,675	34,506	28,000	29,810
RENTS FROM RAILROAD DEPOT	3,350	4,350	0	0
SPECIAL EVENT	0	0	0	0
SPEC EVENTS-CITRUS FESTIVAL	10,200	15,671	10,500	10,500
RECREATION ADMIN FEE	28,466	27,796	24,001	25,200
Fees & Permits	93,773	90,160	69,201	72,710
FILMING FEES-RECREATION	0	0	0	0
FACILITIES CLEANUP	4,983	4,025	3,401	3,400
MISC-DEPARTMENT REIMB	474	1,146	9,493	10,850
CABLE TV ANNOUNCEMENTS	10	115	616	500
Charges For Services	5,467	5,286	13,510	14,750
CASH OVER/SHORT	0	25	0	0
PRIOR YEAR ADJ REVENUE	1,944	0	0	0
CITY DONATIONS	1,484	1,321	1,135	1,000
Other Revenues	3,428	1,346	1,135	1,000
<b>Total</b>	<b>102,668</b>	<b>96,793</b>	<b>83,846</b>	<b>88,460</b>

**CITY OF SANTA PAULA**  
**GENERAL FUND REVENUE - BY DEPARTMENT** Adopted Operating Budget FY 12-13

REVENUE TYPE	Actual	Actual	Estimated	Proposed
	2009-2010	2010-2011	2011-2012	2012-2013
<b>Finance Department</b>				
INVEST PORTFOLIO MGMT FEE	0	0	0	0
Fees, Fines & Permits	0	0	0	0
SALES OF REPORTS, MAPS & PUB	7	42	31	50
MISC-DEPARTMENT REIMB	0	0	0	0
BUSINESS TAX PROCESSING FEE	2,520	35	0	0
UTILITY APPLICATION FEE	13,065	10,935	12,697	12,500
Charges for Services	15,592	11,012	12,728	12,550
<b>Total</b>	<b>15,592</b>	<b>11,012</b>	<b>12,728</b>	<b>12,550</b>

<b>Fire Department</b>				
HAZMAT PERMITS/CUPA	29,230	27,062	23,292	30,000
FIRE ANNUAL PERMITS	16,118	9,035	9,000	8,700
FIRE NEW CONSTRUCTION	11,619	40,280	6,365	16,000
ADMIN CITATION FINES	0	0	0	0
SPECIAL EVENT	0	0	0	0
Fees, Fines & Permits	56,967	76,377	38,657	54,700
STATE REIMB-FIRE MUTUAL AIDE	24,137	8,308	2,416	2,500
PROP 172-1/2 CENT SALES TAX	65,035	68,851	72,140	77,000
Intergovernmental Revenues	89,172	77,160	74,556	79,500
SALES OF REPORTS MAPS, & PUB	95	136	98	250
PLAN CHECK FEES	0	0	0	0
WEED ABATEMENT FEES	0	0	0	0
FIRE SAFETY INSPECTIONS	6,600	6,635	6,055	6,800
FIRE SPECIAL SERVICES	455	185	426	450
FILMING FEES-PERSONNEL REIMB	6,020	5,649	4,600	4,600
MISC-DEPARTMENT REIMB	2,942	240	101	180
CPR TRAINING COST REIMB	346	40	0	100
REIMBURSEMENT FOR DAMAGES	0	0	0	0
Charges for Services	16,458	12,884	11,280	12,380
PRIOR YEAR ADJ REVENUE	0	5,028	0	0
WORKERS COMP REIMB-4850 PLAN	0	17,750	3,665	5,000
CITY DONATIONS	11,942	932	718	700
Other Revenues	11,942	23,710	4,383	5,700
<b>Total</b>	<b>174,539</b>	<b>190,131</b>	<b>128,875</b>	<b>152,280</b>

<b>Planning Department</b>				
DESIGN REVIEW	13,468	14,166	13,736	13,500
GENERAL PLAN FEE	19,113	56,087	19,154	0
ZONING & SUBDIVISION FEES	72,662	60,947	59,004	70,000
ENVIRONMENTAL REVIEW FEE	21,177	18,379	18,308	18,000
PLANNING FEES	0	0	0	0
SALES OF REPORTS, MAPS & PUB	404	98	37	50
ATTORNEY SVCS FEE RECOVERY	36,884	43,124	35,000	35,000
CONTRACT PLANNING FEE/REIMB	46,181	194,584	50,000	50,000
PLAN CHECK FEES	14,841	11,316	13,945	11,000
MISC-DEPARTMENT REIMB	40,999	69,815	95,124	95,200
Charges for Services	265,729	468,516	304,308	292,750
MISCELLANEOUS	11,881	10,608	9,493	7,500
PRIOR YEAR ADJ REVENUE	4,896	(7,898)	(12,052)	0
Other Revenue	16,777	2,710	(2,559)	7,500
<b>Total</b>	<b>282,506</b>	<b>471,226</b>	<b>301,749</b>	<b>300,250</b>

**CITY OF SANTA PAULA**  
**GENERAL FUND REVENUE - BY DEPARTMENT** Adopted Operating Budget FY 12-13

REVENUE TYPE	Actual	Actual	Estimated	Proposed
	2009-2010	2010-2011	2011-2012	2012-2013
<b>Police Department</b>				
CRIMINAL FINES	99,011	74,450	43,351	58,000
VEHICLE CODE FINES	121,319	101,966	65,155	190,000
ADMIN CITATION FINES	200	0	200	0
Fees, Fines & Permits	220,530	176,416	108,706	248,000
POST REIMBURSEMENT	6,394	0	4,401	5,000
STATE MANDATED COSTS	477	330	0	300
STATE REIMB-FIRE MUTUAL AIDE	0	13,393	0	0
PROP 172-1/2 CENT SALES TAX	120,779	127,867	133,973	135,000
Intergovernmental	127,651	141,589	138,374	140,300
SALES OF REPORTS, MAPS & PUB	3,933	3,028	12,719	11,000
ANIMAL CONTROL FEES	92	943	40	150
FINGERPRINTS	4,087	6,928	1,631	4,000
VEHICLE RELEASE/STORAGE CHG	49,897	53,400	55,551	50,000
SCHOOL RESOURCE OFFICER REIMB	0	0	0	0
MISCELLANEOUS POLICE SERVICE	7,671	1,095	1,215	1,000
POLICE FALSE ALARM CHARGES	3,310	14,600	10,420	10,000
FILMING FEES-PERSONNEL REIMB	34,215	32,087	0	35,000
MISC-DEPARTMENT REIMB	17,854	7,270	11,461	11,000
REIMBURSEMENT FOR DAMAGES	1,869	978	483	500
Charges for Services	122,928	120,329	93,519	122,650
MISCELLANEOUS	789	494	66	450
CASH OVER/SHORT	10	(115)	0	0
WORKERS COMP REIMB-4850 PLAN	97,482	102,767	423	500
POLICE ADMIN FEE	0	500	0	0
CITY DONATIONS	1,539	932	1,327	1,300
Other Revenues	99,820	104,577	1,816	2,250
<b>Total</b>	<b>570,928</b>	<b>542,911</b>	<b>342,415</b>	<b>513,200</b>
<b>Public Works Department</b>				
PERMIT ISSUANCE, INSPECT/MAP	17,005	18,656	22,537	20,000
OVERSIZE/OVERWEIGHT PERMITS	6,696	4,916	162	5,000
ADMIN CITATION FINES	0	0	0	0
SPECIAL EVENT-SP BEAUTIFUL	3,100	100	0	0
Fees, Fines & Permits	26,801	23,673	22,699	25,000
SALES OF REPORTS, MAPS & PUB	3,563	291	1,600	500
CONSTRUCTION PLAN CHECKING	19,749	20,310	12,282	20,000
ENGINEERING FEES	0	0	0	0
PLAN FILING FEE	0	0	0	0
SUBDIVISION MAP APPROVAL	3,400	0	0	0
STUDIES & INVESTIGATIONS	40	0	21	0
FILMING FEES-PERSONNEL REIMB	841	3,010	0	2,500
MISC-DEPARTMENT REIMB	1,897	838	1,194	1,300
Charges for Services	29,491	24,449	15,097	24,300
PRIOR YEAR ADJ REVENUE	18,082	(1,198)	0	0
WORKERS' COMP REIMB-MISC.	1,262	0	4,552	0
Other Revenue	19,344	(1,198)	4,552	0
<b>Total</b>	<b>75,637</b>	<b>46,924</b>	<b>42,348</b>	<b>49,300</b>

**CITY OF SANTA PAULA**  
**GENERAL FUND REVENUE - BY DEPARTMENT** Adopted Operating Budget FY 12-13

REVENUE TYPE	Actual 2009-2010	Actual 2010-2011	Estimated 2011-2012	Proposed 2012-2013
<b>Non-Departmental</b>				
PROPERTY TAXES-SECURED	2,105,561	2,377,607	2,795,637	2,567,736
PROPERTY TAXES-UNSECURED	15,904	103,536	(16,946)	18,000
PROP TAXES-SECURED DELINQUENT	90,331	87,933	68,360	40,000
PROPERTY TX IN LIEU-SALES TX	452,255	440,745	505,728	445,000
PROPERTY TX IN LIEU OF MVLF	2,137,072	2,094,527	2,179,366	2,150,000
INTEREST & PENALTIES-TAXES	20,251	9,957	4,710	3,800
SALES TAX	1,185,467	1,417,271	1,682,868	1,500,000
TRANSIENT OCCUPANCY TAX	82,354	73,504	76,527	77,000
FRANCHISE FEE TAX	355,320	374,308	373,162	372,000
COMMERCIAL REFUSE HAULERS	62,253	372,778	365,000	627,000
BUSINESS LICENSE FEE	115,496	110,511	130,588	115,000
REAL PROP DEED TRANSFER TAX	44,559	46,217	54,663	59,000
Taxes	6,666,823	7,508,894	8,219,662	7,974,536
ANIMAL LICENSE FEES	26,838	25,545	24,050	27,000
BINGO PERMITS	50	50	50	50
ADMIN CITATION FINES	200	240	0	250
LIEN ADMINISTRATIVE FEE	102	325	0	200
Fees, Fines & permits	27,189	26,160	24,100	27,500
INVESTMENT EARNINGS	2,951	610	458	1,000
RENTS AND CONCESSIONS	12,170	33,208	107,345	105,000
RENTS FROM UTILITIES	327,997	219,316	183,860	183,667
SOUTHDOWN ROYALTY	19,798	11,499	14,136	12,350
BUS SHELTER RENTALS	8,896	6,720	0	0
Investments & Rents	371,812	271,354	305,799	302,017
MOTOR VEHICLE IN-LIEU	89,210	136,727	14,865	15,000
PROPERTY TAX PMT IN LIEU	33,229	100,586	100,750	90,000
STATE MANDATED COSTS	0	2,320	0	0
HOMEOWNERS PROP TAX RELIEF	25,902	25,131	19,535	16,000
Intergovernmental Revenues	148,341	264,764	135,151	121,000
SALES OF REPORTS, MAPS & PUB	93	5	0	0
FILMING FEES	7,440	9,685	2,455	6,000
MISC-DEPARTMENT REIMB	35,878	66	27	0
INSURANCE ADMINISTRATIVE FEE	4,023	4,191	298	300
RETURNED CHECK CHARGE	231	168	4,092	3,900
EMPLOYMENT GARNISHMENT CHARGES	150	25,368	230	200
REIMBURSEMENT FOR DAMAGES	422	12	0	0
LEGAL SETTLEMENT REVENUE	0	0	0	0
DISASTER RECOVERY	0	0	0	0
WATER SERVICE CHARGES	0	0	0	0
Charges for Services	48,237	39,495	7,103	10,400
MISCELLANEOUS	49,609	533,606	575,868	2,000
CASH OVER/SHORT	502	0	0	0
PRIOR YEAR ADJ REVENUE	6,511	4,489	(3,992)	0
CITY DONATIONS	0	4,367	0	100
SALE OF PROPERTY	1,600	0	0	0
Other Revenue	58,222	542,461	571,876	2,100
TRANSFER FROM MOBILE HOME	0	0	0	0
TRANSFER FROM MUSEUM	0	0	0	0
TRANSFER FM NPDES STORMWATER	1,800	2,063	1,355	3,360
TRANS FM-STORMWATER QUALITY	10,142	5,318	9,689	9,731
TRANSFER FROM GAS TAX FUND	0	66,599	60,849	59,208
TRANSFER FROM LTF	155,338	0	0	21,000
TRANSFER FROM RDA	205,511	94,363	13,433	0
TRANSFER FROM RDA BOND HOUSING	584	148	0	0
TRANDFER FROM RDA HOUSING	39,930	46,876	27,298	0
TRANSFER FROM REFUSE FUND	233,261	268,448	0	475,000
TRANSFER FROM SEWER FUND	412,966	418,173	539,170	500,000
TRANSFER FROM WATER FUND	358,594	808,743	584,533	527,000
Transfers	1,418,128	1,710,732	1,236,327	1,595,299
<b>Total \$</b>	<b>8,738,753</b>	<b>10,363,860</b>	<b>10,500,017</b>	<b>10,032,852</b>

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

Adopted Operating Budget FY 12-13

REVENUE TYPE	Actual	Actual	Estimated	Proposed
	2009-2010	2010-2011	2011-2012	2012-2013
PROPERTY TAXES-SECURED	2,105,561	2,377,607	2,795,637	2,567,736
PROPERTY TAXES-UNSECURED	15,904	103,536	(16,946)	18,000
PROP TAXES-SECURED DELINQUENT	90,331	87,933	68,360	40,000
PROPERTY TX IN LIEU-SALES TX	452,255	440,745	505,728	445,000
PROPERTY TX IN LIEU OF MVLF	2,137,072	2,094,527	2,179,366	2,150,000
INTEREST & PENALTIES-TAXES	20,251	9,957	4,710	3,800
PROPERTY RELATED	4,821,375	5,114,305	5,536,855	5,224,536
SALES TAX	1,185,467	1,417,271	1,682,868	1,500,000
SALES TAX	1,185,467	1,417,271	1,682,868	1,500,000
FRANCHISE FEE TAX	355,320	374,308	373,162	372,000
COMMERCIAL REFUSE HAULERS	62,253	372,778	365,000	627,000
FRANCHISE FEE TAX	417,573	747,087	738,162	999,000
TRANSIENT OCCUPANCY TAX	82,354	73,504	76,527	77,000
BUSINESS LICENSE FEE	115,496	110,511	130,588	115,000
REAL PROP DEED TRANSFER TAX	44,559	46,217	54,663	59,000
OTHER TAXES	242,408	230,232	261,777	251,000
Total Taxes	6,666,823	7,508,894	8,219,662	7,974,536
ANIMAL LICENSE FEES	26,838	25,545	24,050	27,000
BINGO PERMITS	50	50	50	50
BUILDING PERMITS	97,216	249,488	93,907	100,000
MISCELLANEOUS PERMITS	0	3,146	120	100
ELECTRICAL PERMITS	16,626	26,904	13,162	13,000
PLUMBING PERMITS	17,660	31,850	15,634	17,000
MECHANICAL PERMITS	7,588	15,501	7,530	8,000
DESIGN REVIEW	13,468	14,166	13,736	13,500
PERMIT ISSUANCE, INSPECT/MAP	17,005	18,656	22,537	20,000
OVERSIZE/OVERWEIGHT PERMITS	6,696	4,916	162	5,000
HAZMAT PERMITS/CUPA	29,230	27,062	23,292	30,000
FIRE ANNUAL PERMITS	16,118	9,035	9,000	8,700
FIRE NEW CONSTRUCTION	11,619	40,280	6,365	16,000
MISC CONSTRUCTION PERMITS	3,216	3,963	2,339	2,500
GRADING PERMITS	106	4,398	95	100
ENERGY PERMITS	23,142	8,062	2,337	4,000
SPECIAL EVENT PERMITS	5,250	5,750	5,000	5,000
LICENSES & PERMITS	291,827	488,773	239,315	269,950
CRIMINAL FINES	99,011	74,450	43,351	58,000
VEHICLE CODE FINES	121,319	101,966	65,155	190,000
ADMIN CITATION FINES	600	250	800	1,500
ADMIN CITATION FINES	0	0	0	0
ADMIN CITATION FINES	200	0	200	0
ADMIN CITATION FINES	0	0	0	0
ADMIN CITATION FINES	200	240	0	250
LIEN ADMINISTRATIVE FEE	102	325	0	200
COMM CTR ENDOWMENT INT/DIV	2,832	2,088	1,700	2,200
FINES & PENALTIES	224,264	179,319	111,206	252,150
INVESTMENT EARNINGS	2,951	610	458	1,000
RENTS AND CONCESSIONS	43,675	34,506	28,000	29,810
RENTS AND CONCESSIONS	12,170	33,208	107,345	105,000
RENTS FROM RAILROAD DEPOT	3,350	4,350	0	0
RENTS FROM UTILITIES	327,997	219,316	183,860	183,667
SOUTHDOWN ROYALTY	19,798	11,499	14,136	12,350
BUS SHELTER RENTALS	8,896	6,720	0	0
INVEST PORTFOLIO MGMT FEE	0	0	0	0
INVESTMENTS & RENTS	418,837	310,210	333,799	331,827
MOTOR VEHICLE IN-LIEU	89,210	136,727	14,865	15,000
MOTOR VEHICLE IN-LIEU	89,210	136,727	14,865	15,000
PROPERTY TAX PMT IN LIEU	33,229	100,586	100,750	90,000
POST REIMBURSEMENT	6,394	0	4,401	5,000
STATE MANDATED COSTS	477	330	0	300
STATE MANDATED COSTS	0	2,320	0	0
STATE REIMB-FIRE MUTUAL AIDE	24,137	8,308	2,416	2,500
STATE REIMB-FIRE MUTUAL AIDE	0	13,393	0	0
PROP 172-1/2 CENT SALES TAX	65,035	68,851	72,140	77,000
PROP 172-1/2 CENT SALES TAX	120,779	127,867	133,973	135,000
HOMEOWNERS PROP TAX RELIEF	25,902	25,131	19,535	16,000
INTERGOVERNMENTAL REVENUES	275,953	346,786	333,215	325,800

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

Adopted Operating Budget FY 12-13

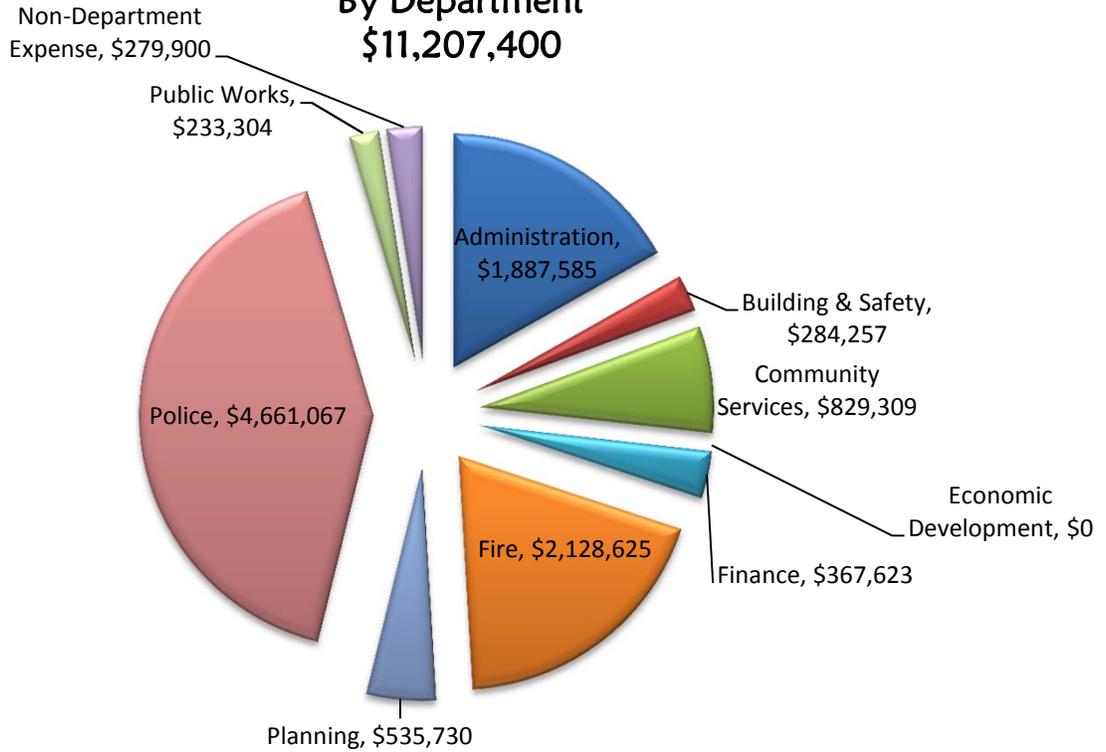
REVENUE TYPE	Actual	Actual	Estimated	Proposed
	2009-2010	2010-2011	2011-2012	2012-2013
SPECIAL EVENT	0	0	0	0
SPECIAL EVENT	0	0	0	0
SPECIAL EVENT-SP BEAUTIFUL	3,100	100	0	0
SPEC EVENTS-CITRUS FESTIVAL	10,200	15,671	10,500	10,500
RECREATION ADMIN FEE	28,466	27,796	24,001	25,200
GENERAL PLAN FEE	19,113	56,087	19,154	18,000
ZONING & SUBDIVISION FEES	72,662	60,947	59,004	70,000
ENVIRONMENTAL REVIEW FEE	21,177	18,379	18,308	18,000
PLANNING FEES	0	0	0	0
SALES OF REPORTS, MAPS & PUB	482	543	506	150
SALES OF REPORTS, MAPS & PUB	284	212	389	500
SALES OF REPORTS, MAPS & PUB	7	42	31	50
SALES OF REPORTS MAPS, & PUB	95	136	98	250
SALES OF REPORTS, MAPS & PUB	404	98	37	50
SALES OF REPORTS, MAPS & PUB	3,933	3,028	12,719	11,000
SALES OF REPORTS, MAPS & PUB	3,563	291	1,600	500
SALES OF REPORTS, MAPS & PUB	93	5	0	0
ATTORNEY SVCS FEE RECOVERY	36,884	43,124	35,000	35,000
CONTRACT PLANNING FEE/REIMB	46,181	194,584	50,000	50,000
PLAN CHECK FEES	125,284	56,014	45,740	45,000
PLAN CHECK FEES	0	0	0	0
PLAN CHECK FEES	14,841	11,316	13,945	11,000
CONSTRUCTION PLAN CHECKING	19,749	20,310	12,282	20,000
FAST TRACK PLAN CHECK	0	541	0	0
INSPECTION FEES	10,471	8,019	4,108	5,000
FLOOD PERMIT FEE	30	60	30	30
ENGINEERING FEES	0	0	0	0
PLAN FILING FEE	1,004	1,090	458	450
APPLICATION PROCESSING FEE	25,605	29,273	29,136	30,000
SUBDIVISION MAP APPROVAL	3,400	0	0	0
ANIMAL CONTROL FEES	92	943	40	150
GRADING PLAN CHECK	290	3,057	71	100
ON SITE IMPROVEMENT PLAN CK	660	3,033	120	120
STUDIES & INVESTIGATIONS	40		21	0
FINGERPRINTS	4,087	6,928	1,631	4,000
VEHICLE RELEASE/STORAGE CHG	49,897	53,400	55,551	50,000
SCHOOL RESOURCE OFFICER REIMB	0	0	0	0
MISCELLANEOUS POLICE SERVICE	7,671	1,095	1,215	1,000
WEED ABATEMENT FEES	0	0	0	0
FIRE SAFETY INSPECTIONS	6,600	6,635	6,055	6,800
FIRE SPECIAL SERVICES	455	185	426	450
ON SITE IMPROVEMENT FEE	464	2,960	160	160
ACCESSIBILITY REVIEW	11,853	18,140	3,267	4,000
TECHNOLOGY FEE	11,059	21,559	7,572	5,700
POLICE FALSE ALARM CHARGES	3,310	14,600	10,420	10,000
FILMING FEES-RECREATION	0	0	0	0
FILMING FEES	7,440	9,685	2,455	6,000
FILMING FEES-PERSONNEL REIMB	6,020	5,649	4,600	4,600
FILMING FEES-PERSONNEL REIMB	34,215	32,087	0	35,000
FILMING FEES-PERSONNEL REIMB	841	3,010	0	2,500
FILMING FEES-PERSONNEL REIMB	0	0	0	0
FACILITIES CLEANUP	4,983	4,025	3,401	3,400
MISC-DEPARTMENT REIMB	2,226	2,294	40	0
MISC-DEPARTMENT REIMB	150	600	0	0
MISC-DEPARTMENT REIMB	474	1,146	9,493	10,850
MISC-DEPARTMENT REIMB	0	0	0	0
MISC-DEPARTMENT REIMB	2,942	240	101	180
MISC-DEPARTMENT REIMB	40,999	69,815	95,124	95,200
MISC-DEPARTMENT REIMB	17,854	7,270	11,461	11,000
MISC-DEPARTMENT REIMB	1,897	838	1,194	1,300
MISC-DEPARTMENT REIMB	35,878	66	27	0
CABLE TV ANNOUNCEMENTS	10	115	616	500
CPR TRAINING COST REIMB	346	40	0	100
BUSINESS TAX PROCESSING FEE	2,520	35	0	0
INSURANCE ADMINISTRATIVE FEE	231	121	298	300
RETURNED CHECK CHARGE	4,023	4,191	4,092	3,900
EMPLOYMENT GARNISHMENT CHARGES	231	168	230	200
REIMBURSEMENT FOR DAMAGES	0	0	0	0
REIMBURSEMENT FOR DAMAGES	1,869	978	483	500
REIMBURSEMENT FOR DAMAGES	150	25,368	0	0
LEGAL SETTLEMENT REVENUE	422	12	0	0
DISASTER RECOVERY	0	519	0	0
WATER SERVICE CHARGES	0	0	0	0
UTILITY APPLICATION FEE	13,065	10,935	12,697	12,500
<b>CHARGES FOR CURRENT SERVICES</b>	<b>722,294</b>	<b>859,405</b>	<b>569,906</b>	<b>603,190</b>

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

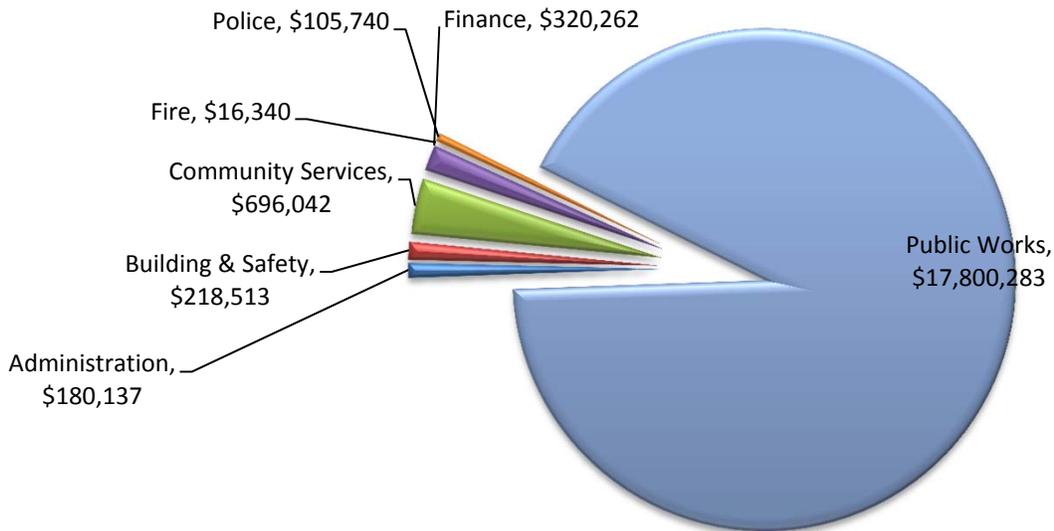
Adopted Operating Budget FY 12-13

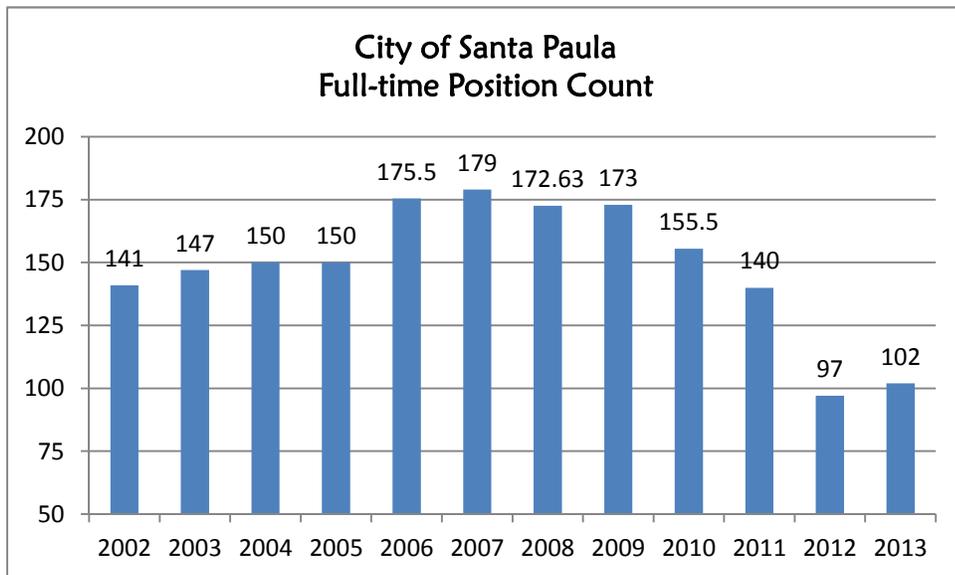
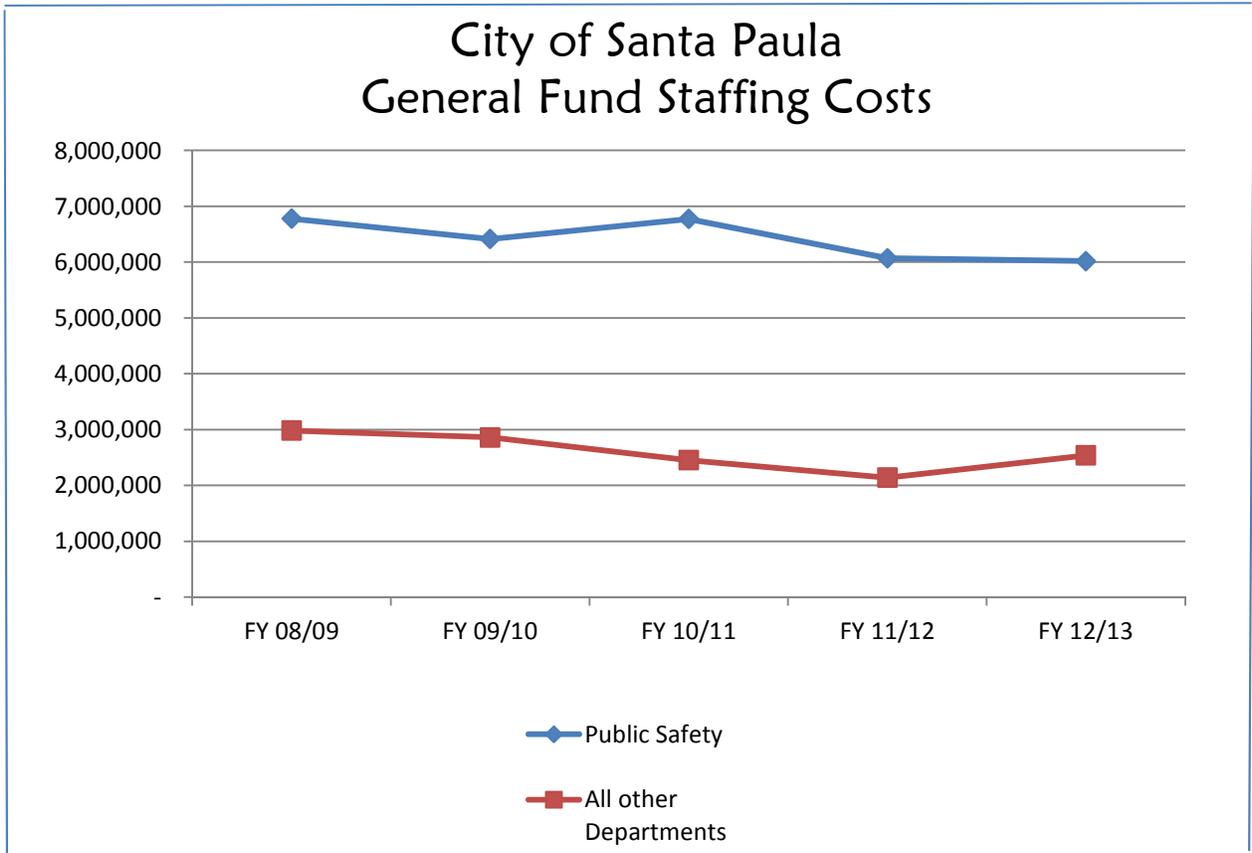
REVENUE TYPE	Actual	Actual	Estimated	Proposed
	2009-2010	2010-2011	2011-2012	2012-2013
MISCELLANEOUS	273	473	74	150
MISCELLANEOUS	11,881	10,608	9,493	7,500
MISCELLANEOUS	789	494	66	450
MISCELLANEOUS	49,609	533,606	575,868	2,000
CASH OVER/SHORT	0	25	0	0
CASH OVER/SHORT	10	(115)	0	0
CASH OVER/SHORT	502		0	0
PRIOR YEAR ADJ REVENUE	1,944		0	0
PRIOR YEAR ADJ REVENUE	0	5,028	0	0
PRIOR YEAR ADJ REVENUE	4,896	(7,898)	(12,052)	0
PRIOR YEAR ADJ REVENUE	0	0	0	0
PRIOR YEAR ADJ REVENUE	18,082	(1,198)	0	0
PRIOR YEAR ADJ REVENUE	6,511	4,489	(3,992)	0
WORKERS COMP REIMB-4850 PLAN	0	17,750	3,665	5,000
WORKERS COMP REIMB-4850 PLAN	97,482	102,767	423	500
WORKER'S COMP REIM-MISC	0	4,886	0	0
WORKERS' COMP REIMB-MISC.	1,262	0	4,552	0
POLICE ADMIN FEE	0	500	0	0
CITY DONATIONS	1,484	1,321	1,135	1,000
CITY DONATIONS	11,942	932	718	700
CITY DONATIONS	1,539	932	1,327	1,300
CITY DONATIONS	0	4,367	0	100
SALE OF PROPERTY	1,600	0	0	0
OTHER REVENUES	209,807	678,966	581,276	18,700
TRANSFER FROM MOBILE HOME	0	0	0	0
TRANSFER FROM MUSEUM	0	0	0	0
TRANSFER FM NPDES STORMWATER	1,800	2,063	1,355	3,360
TRANS FM-STORMWATER QUALITY	10,142	5,318	9,689	9,731
TRANSFER FROM GAS TAX FUND	0	66,599	60,849	59,208
TRANSFER FROM LTF	155,338	0	0	21,000
TRANSFER FROM RDA	205,511	94,363	13,433	0
TRANSFER FROM RDA BOND HOUSING	584	148	0	0
TRANDFER FROM RDA HOUSING	39,930	46,876	27,298	0
TRANSFER FROM REFUSE FUND	233,261	268,448	0	475,000
TRANSFER FROM SEWER FUND	412,966	418,173	539,170	500,000
TRANSFER FROM WATER FUND	358,594	808,743	584,533	527,000
TRANSFERS	1,418,128	1,710,732	1,236,327	1,595,299
GENERAL FUND TOTAL	10,317,142	12,219,812	11,639,572	11,386,452

### City of Santa Paula General Fund Expenditures By Department \$11,207,400



### City of Santa Paula Citywide Expenditures Excluding General Fund By Department \$19,337,317



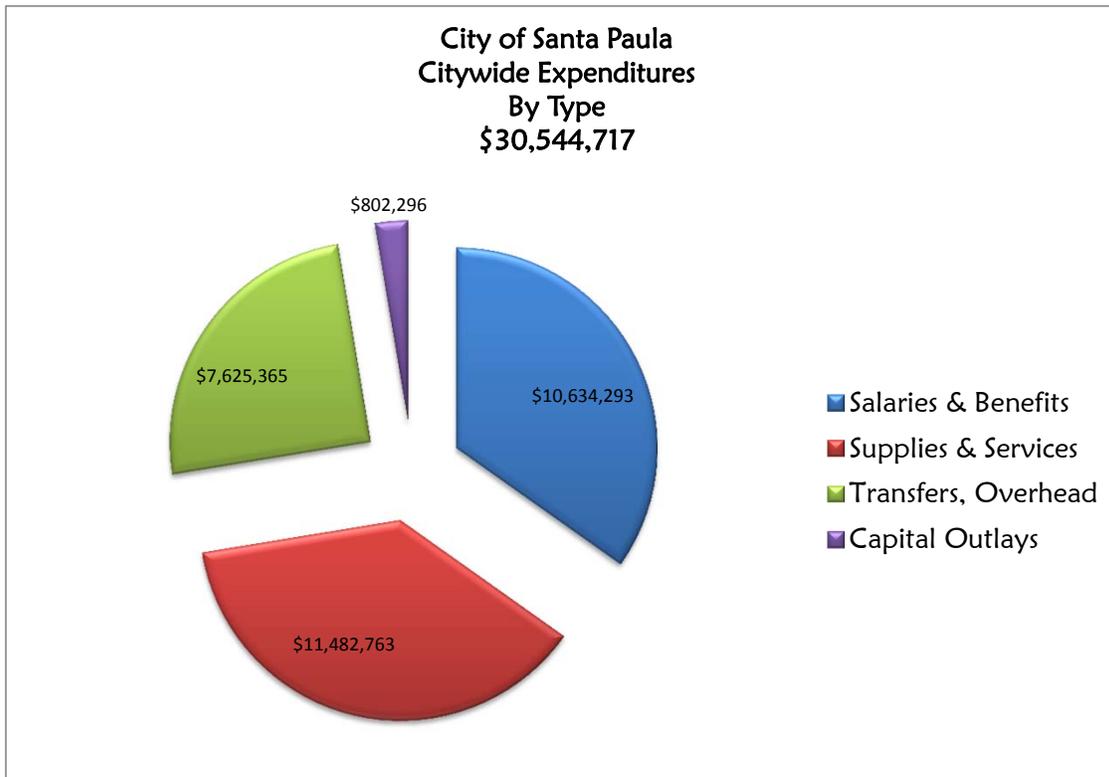


**SANTA PAULA CITYWIDE SUMMARY**

Expenditures	FY 09-10 Actual	FY10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	% Change
Salaries	7,873,042	7,500,043	6,624,176	6,227,673	6,692,062	7.5%
Benefits	4,169,383	4,024,031	3,912,000	3,755,178	3,942,231	5.0%
<b>Total</b>	<b>12,042,425</b>	<b>11,524,074</b>	<b>10,536,176</b>	<b>9,982,851</b>	<b>10,634,293</b>	<b>6.5%</b>
Supplies, Services & Maintenance	8,367,056	11,838,309	10,689,205	10,066,049	11,482,763	14.1%
Transfers, Overhead	3,585,653	5,216,543	6,032,700	7,603,471	7,625,365	0.0%
<b>Total</b>	<b>11,952,709</b>	<b>17,054,852</b>	<b>16,721,905</b>	<b>17,669,520</b>	<b>19,108,128</b>	<b>8.1%</b>
Capital Outlays	823,145	2,334,487	804,086	482,035	802,296	0.0%
<b>Citywide Totals</b>	<b>24,818,279</b>	<b>30,913,413</b>	<b>28,062,167</b>	<b>28,134,406</b>	<b>30,544,717</b>	<b>8.6%</b>

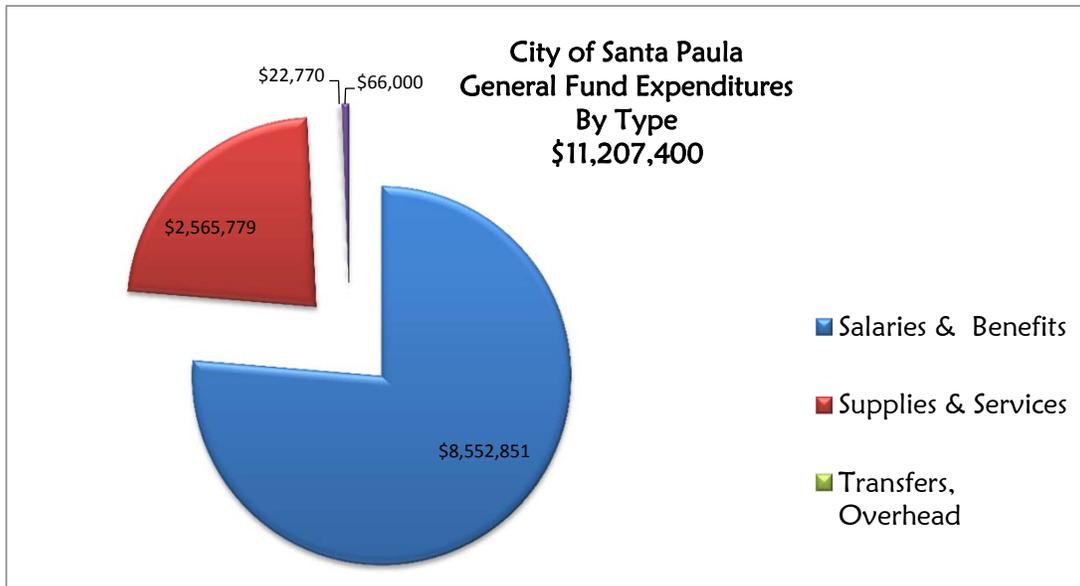
<b>Authorized Employee Count</b>	149	131	114	97	102
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Revenues	FY 09-10 Actual	FY10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	% Change
General Fund	10,317,142	12,219,812	11,646,971	11,639,572	11,618,716	-0.2%
Special Fund	3,468,955	5,154,913	3,121,706	3,818,408	3,107,399	-18.6%
Enterprise Fund	15,141,249	19,268,371	17,221,256	16,369,811	18,151,636	10.9%
Development Impact Fund	75,141	280,342	269,650	1,674,422	256,390	-84.7%
<b>Citywide Totals</b>	<b>29,002,487</b>	<b>36,923,438</b>	<b>32,259,583</b>	<b>33,502,213</b>	<b>33,134,141</b>	<b>-1.1%</b>



**SANTA PAULA - GENERAL FUND SUMMARY**

	FY 09-10 Actual	FY10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	% Change
<b>Expenditures</b>						
Salaries	5,932,976	5,917,310	5,236,674	5,048,165	5,359,862	6.2%
Benefits	3,325,526	3,307,184	3,222,173	3,159,125	3,192,989	1.1%
Total	9,258,501	9,224,495	8,458,847	8,207,290	8,552,851	4.2%
Supplies, Services & Maintenance	2,425,296	2,523,885	2,512,867	2,487,898	2,565,779	3.1%
Transfers, Overhead	0	0	22,770	22,770	22,770	0.0%
Total	2,425,296	2,523,885	2,535,637	2,510,668	2,588,549	3.1%
Capital Outlays	148,517	44,953	88,300	86,040	66,000	0.0%
Total	11,832,314	11,793,332	11,082,784	10,803,998	11,207,400	3.7%
<b>Revenue &amp; Other Resources</b>						
Taxes	6,666,823	7,508,894	7,817,996	8,219,662	7,974,536	-3.0%
Fee, Fines & Permits	934,928	978,302	1,007,083	684,320	853,927	24.8%
Intergovernmental	365,163	483,513	350,920	348,081	340,800	-2.1%
Charges for Services, User Fees	722,294	859,405	761,437	569,906	603,190	5.8%
Transfers	1,418,128	1,710,732	1,596,885	1,236,327	1,595,299	29.0%
Other Revenues	209,807	678,966	112,650	581,276	18,700	-96.8%
Total Revenues	10,317,143	12,219,812	11,646,971	11,639,572	11,386,452	-2.2%
Net GF (Cost)/Benefit	(1,515,171)	426,480	564,187	835,574	179,052	-78.6%



**SANTA PAULA - GENERAL FUND SUMMARY**

Department	FY 09-10 Actual	FY10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	% Change
Administration	1,804,989	1,666,146	1,812,203	1,774,449	1,887,585	6.4%
Building & Safety	297,580	281,561	253,978	214,195	284,257	32.7%
Community Services	873,441	864,983	735,690	733,564	829,309	13.1%
Economic Development	0	0	0	0	0	0.0%
Finance	403,244	382,802	356,577	326,959	367,623	12.4%
Fire	2,033,427	2,161,312	2,019,656	2,019,272	2,128,625	5.4%
Planning	512,706	632,583	511,848	444,740	535,730	20.5%
Police	5,143,802	5,319,503	4,904,268	4,890,197	4,661,067	-4.7%
Public Works	472,730	333,407	205,264	236,940	233,304	-1.5%
Non-Department Expense	290,395	151,035	283,300	163,682	279,900	71.0%
Total	11,832,314	11,793,332	11,082,784	10,803,998	11,207,400	3.7%

**SANTA PAULA - MISCELLANEOUS APPROPRIATIONS**

Department	FY 09-10 Actual	FY10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	% Change
Administration	175,070	138,724	150,366	148,852	180,137	21.0%
Building & Safety	407,702	320,457	198,952	203,363	218,513	7.4%
Community Services	180,942	178,931	153,819	141,541	696,042	391.8%
Economic Development	0	0	0	0	0	0.0%
Finance	396,302	351,663	304,175	226,657	320,262	41.3%
Fire	38,286	34,809	35,889	22,030	16,340	-25.8%
Planning	0	0	0	0	0	0.0%
Police	96,429	157,329	156,556	184,843	105,740	-42.8%
Public Works	11,691,234	17,830,856	15,876,926	16,336,425	17,800,283	9.0%
Non-Department Expense	0	0	0	0	0	0.0%
Total	12,985,965	19,012,769	16,876,683	17,263,711	19,337,317	12.0%

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

General Fund  
Expenditure Summary by Department Category Adopted Operating Budget FY 12-13

	Actual 08/09	Actual 09/10	Actual 10/11	Estimated 11/12	Proposed 12/13
<b>Administration</b>					
Personnel - Salaries	560,059	579,031	441,319	417,694	492,565
Personnel Benefits	287,520	258,367	228,470	205,571	242,274
Sub-Total	847,579	837,398	669,789	623,265	734,839
Services & Supplies	615,782	967,588	993,207	1,151,184	1,152,746
Capital Equip/Projects	1,436		3,150	-	-
Other/Transfers Out					
Sub-Total	617,218	967,588	996,357	1,151,184	1,152,746
Administration Total	<b>1,464,797</b>	<b>1,804,986</b>	<b>1,666,146</b>	<b>1,774,449</b>	<b>1,887,585</b>
<b>Build. &amp; Safety</b>					
Personnel - Salaries	306,810	162,797	164,956	107,705	169,272
Personnel Benefits	161,680	80,452	67,722	57,977	76,974
Sub-Total	468,490	243,249	232,678	165,682	246,246
Services & Supplies	40,328	54,331	48,884	48,513	38,011
Capital Equip/Projects	-	-	-	-	
Other/Transfers Out	-	-	-	-	
Sub-Total	40,328	54,331	48,884	48,513	38,011
Build & Safety Total	<b>508,818</b>	<b>297,580</b>	<b>281,562</b>	<b>214,195</b>	<b>284,257</b>
<b>Community Services</b>					
Personnel - Salaries	558,036	458,636	435,174	374,729	450,554
Personnel Benefits	262,381	197,812	169,728	165,488	191,923
Sub-Total	820,417	656,448	604,902	540,217	642,477
Services & Supplies	366,596	207,913	225,898	193,347	186,832
Capital Equip/Projects	6,600	8,900	34,183		
Other/Transfers Out					
Sub-Total	373,196	216,813	260,081	193,347	186,832
Comm. Services Total	<b>1,193,613</b>	<b>873,261</b>	<b>864,983</b>	<b>733,564</b>	<b>829,309</b>
<b>Finance</b>					
Personnel - Salaries	226,124	230,542	217,195	181,988	236,449
Personnel Benefits	101,229	93,532	81,929	85,317	89,576
Sub-Total	327,353	324,074	299,124	267,305	326,025
Services & Supplies	69,619	79,170	83,678	59,654	41,598
Capital Equip/Projects					
Other/Transfers Out					
Sub-Total	69,619	79,170	83,678	59,654	41,598
Finance Total	<b>396,972</b>	<b>403,244</b>	<b>382,802</b>	<b>326,959</b>	<b>367,623</b>

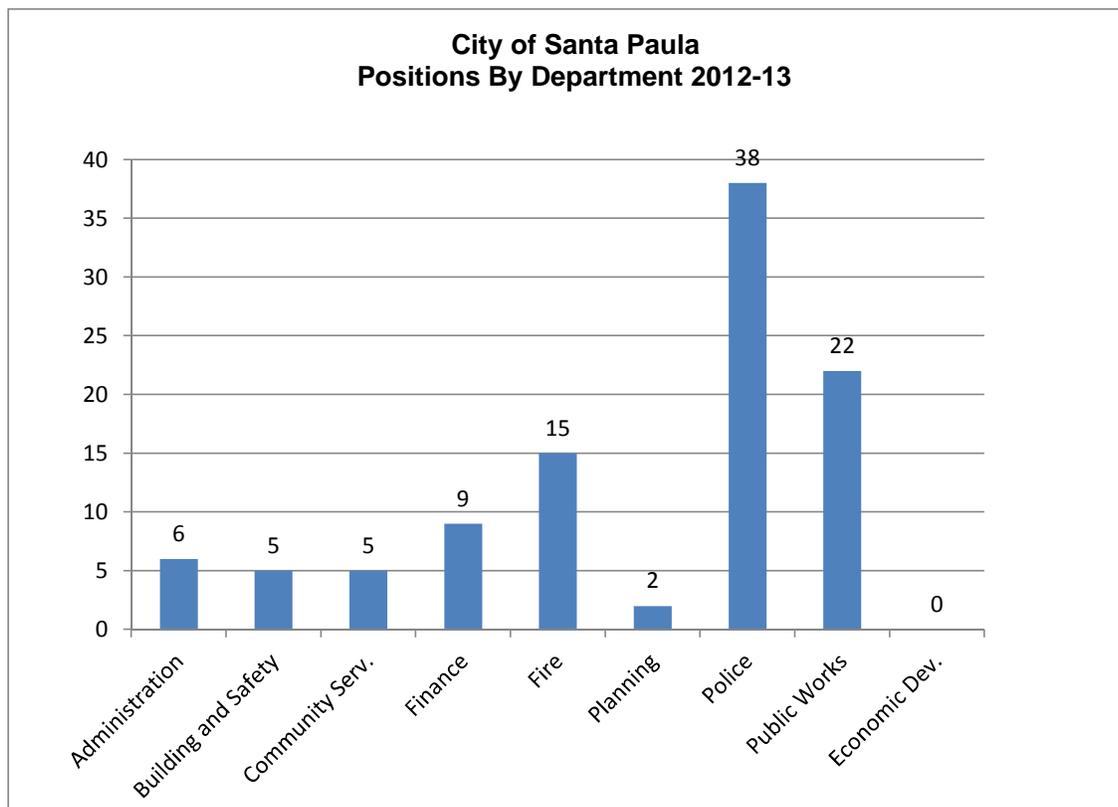
General Fund  
Expenditure Summary by Department Category Adopted Operating Budget FY 12-13

	Actual 08/09	Actual 09/10	Actual 10/11	Estimated 11/12	Proposed 12/13
<b>Fire</b>					
Personnel - Salaries	1,253,710	1,127,463	1,222,291	1,075,615	1,132,460
Personnel Benefits	787,093	719,397	749,998	748,364	772,591
Sub-Total	2,040,803	1,846,860	1,972,289	1,823,979	1,905,051
Services & Supplies	233,903	187,355	189,023	195,293	223,574
Capital Equip/Projects					
Other/Transfers Out					
Sub-Total	233,903	187,355	189,023	195,293	223,574
<b>Fire Total</b>	<b>2,274,706</b>	<b>2,034,215</b>	<b>2,161,312</b>	<b>2,019,272</b>	<b>2,128,625</b>
<b>Planning</b>					
Personnel - Salaries	359,324	288,133	285,814	250,505	276,518
Personnel Benefits	124,196	97,661	87,702	86,654	109,842
Sub-Total	483,520	385,794	373,516	337,159	386,360
Services & Supplies	125,696	126,912	259,067	107,581	149,370
Capital Equip/Projects					
Other/Transfers Out					
Sub-Total	125,696	126,912	259,067	107,581	149,370
<b>Planning Total</b>	<b>609,216</b>	<b>512,706</b>	<b>632,583</b>	<b>444,740</b>	<b>535,730</b>
<b>Police</b>					
Personnel - Salaries	2,909,617	2,829,083	2,956,486	2,523,095	2,475,631
Personnel Benefits	1,827,387	1,735,977	1,841,768	1,721,054	1,634,698
Sub-Total	4,737,004	4,565,060	4,798,254	4,244,149	4,110,329
Services & Supplies	712,474	439,125	511,318	560,008	484,738
Capital Equip/Projects	26,191	139,617	9,931	86,040	66,000
Other/Transfers Out					
Sub-Total	738,665	578,742	521,249	646,048	550,738
<b>Police Total</b>	<b>5,475,670</b>	<b>5,143,802</b>	<b>5,319,503</b>	<b>4,890,197</b>	<b>4,661,067</b>
<b>Public Works</b>					
Personnel - Salaries	19,471	262,524	194,076	116,834	126,413
Personnel Benefits	17,117	150,390	79,866	88,700	75,111
Sub-Total	36,588	412,914	273,942	205,534	201,524
Services & Supplies	34,180	65,047	59,464	8,636	9,010
Capital Equip/Projects				22,770	22,770
Other/Transfers Out	22,770	-			
Sub-Total	56,950	65,047	59,464	31,406	31,780
<b>Public Works Total</b>	<b>93,538</b>	<b>477,961</b>	<b>333,406</b>	<b>236,940</b>	<b>233,304</b>
<b>Non-Departmental</b>					
Personnel - Salaries	-	-	-	-	-
Personnel Benefits	-	-	-	-	-
Sub-Total	-	-	-	-	-
Services & Supplies	955	165,526	153,346	163,382	279,900
Capital Equip/Projects	12,615	10,402	(2,312)	-	
Other/Transfers Out	(695,509)	124,960			
Sub-Total	(681,939)	300,888	151,034	163,382	279,900
<b>Non-Depart. Total</b>	<b>(681,939)</b>	<b>300,888</b>	<b>151,034</b>	<b>163,382</b>	<b>279,900</b>
<b>Total General Fund</b>	<b>11,335,394</b>	<b>11,848,643</b>	<b>11,793,331</b>	<b>10,803,698</b>	<b>11,207,400</b>

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**CITY OF SANTA PAULA  
Citywide Position Count**

Departments	Full Time Positions							
	2006	2007	2008	2009	2010	2011	2012	2013
Administration	6	6.5	8	8.5	6	6.5	6	6
Building and Safety	8.5	11	11.5	11.5	6	6	4	5
Community Serv.	28	28	30	28	29.5	27	5	5
Finance	11	10	10	10	8	10	7	9
Fire	14	14	14.5	15	15	15	15	15
Planning	8.5	8.5	7.3	6.5	4	4	2	2
Police	47	47	48	49	47	43.5	37	38
Public Works	50	51	41.83	43	39	28	21	22
Economic Dev.	2.5	3	1.5	1.5	1	0	0	0
<b>Total City-wide</b>	<b>175.5</b>	<b>179</b>	<b>172.63</b>	<b>173</b>	<b>155.5</b>	<b>140</b>	<b>97</b>	<b>102</b>



CITY OF SANTA PAULA  
**POSITION CONTROL LISTING**  
**ADOPTED BUDGET - FY 2012-13**

Adopted Operating Budget FY 12-13

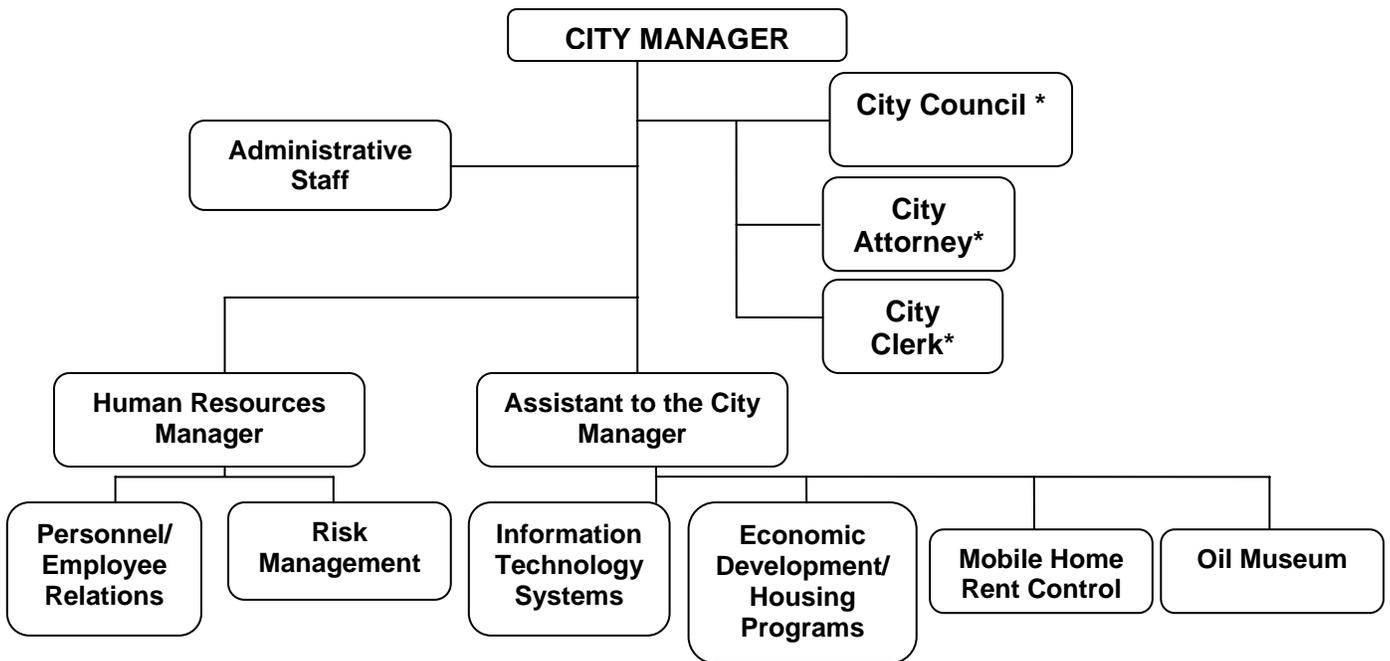
Department	Position	Full-Time	Part-Time	Seasonal	FTE's	Employee Count	
<b>ADMINISTRATION</b>	City Manager	1.00			1.00	1.00	
	Assistant to the City Manager		0.75		0.75	1.00	
	Admin Secretary/Deputy City Clerk	1.00			1.00	1.00	
	Human Resources Manager	1.00			1.00	1.00	
	Human Resource Specialist	1.00			1.00	1.00	
	IT Support Specialist	1.00			1.00	1.00	
	Museum Administrator	1.00			1.00	1.00	
	<b>Department Total</b>	<b>6.00</b>	<b>0.75</b>	<b>0.00</b>	<b>6.75</b>	<b>7.00</b>	
<b>INSPECTION SERVICES</b>	Administrative Assistant	1.00			1.00	1.00	
	Building Inspector I / II	3.00			3.00	3.00	
	Chief Building Inspector	1.00			1.00	1.00	
	Senior Building Inspector (Unfunded)				-		
	<b>Department Total</b>	<b>5.00</b>	<b>0.00</b>		<b>5.00</b>	<b>5.00</b>	
<b>COMMUNITY SERVICES</b>	Community Services Director	1.00			1.00	1.00	
	* Recreation Supervisor (Vacant)		1.00		1.00	1.00	
	Customer Service Representative	1.00			1.00	1.00	
	Facility Maintenance Leadworker	1.00			1.00	1.00	
	Facility Maintenance Worker I/II	2.00			2.00	2.00	
	Senior Coordinator		0.50		0.50	1.00	
	Nutrition Coordinator		0.65		0.65	1.00	
	Facility Attendant		3.50		3.50	9.00	
	Park Monitor		1.50		1.50	3.00	
	Custodian		0.50		0.50	1.00	
	Recreation Coordinator			2.00	2.00	4.00	
	Recreation Leader			3.50	3.50	7.00	
	<b>Department Total</b>	<b>5.00</b>	<b>7.65</b>	<b>5.50</b>	<b>18.15</b>	<b>32.00</b>	
	<b>FINANCE</b>	Finance Director	1.00			1.00	1.00
		* Assistant Finance Director (Vacant)				0.00	
Accountant		1.00			1.00	1.00	
Senior Accounting Technician		2.00			2.00	2.00	
Accounting Technician		3.00			3.00	3.00	
Customer Service Representative		2.00			2.00	2.00	
<b>Department Total</b>	<b>9.00</b>	<b>0.00</b>		<b>9.00</b>	<b>9.00</b>		
<b>FIRE</b>	Fire Chief	1.00			1.00	1.00	
	Asst. Fire Chief/Fire Prevention Officer	1.00			1.00	1.00	
	Fire Captain	6.00			6.00	6.00	
	Fire Engineer	6.00			6.00	6.00	
	Firefighter	1.00			1.00	1.00	
	<b>Department Total</b>	<b>15.00</b>			<b>15.00</b>	<b>15.00</b>	
<b>PLANNING</b>	Planning Director/EA1 Project Manager	1.00			1.00	1.00	
	**Deputy Planning Director	1.00			1.00	1.00	
	Assistant Planner		1.50		1.00	2.00	
	<b>Department Total</b>	<b>2.00</b>	<b>1.50</b>		<b>3.00</b>	<b>4.00</b>	
<b>POLICE</b>	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	12.00			12.00	12.00	
	Public Safety Dispatch Supervisor	1.00			1.00	1.00	
	Public Safety Dispatch Clerk	5.00			5.00	5.00	
	Senior Records Clerk	1.00			1.00	1.00	
	Community Services Officer	1.00	2.50		3.50	6.00	
	Animal Services Coordinator	1.00			1.00	1.00	
	Graffiti Abatement Officer	1.00			1.00	1.00	
	Police Cadet		1.00		1.00	2.00	
	Secretary II		0.50		0.50	1.00	
	<b>Department Total</b>	<b>38.00</b>	<b>4.00</b>		<b>42.00</b>	<b>46.00</b>	
	<b>PUBLIC WORKS</b>	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		3.00			3.00	3.00	
Equipment Maintenance Leadworker		1.00			1.00	1.00	
Mechanic I/II		2.00			2.00	2.00	
<b>Department Total</b>		<b>22.00</b>			<b>22.00</b>	<b>22.00</b>	
<b>Grand Totals:</b>			<b>102.00</b>	<b>13.90</b>	<b>5.50</b>	<b>120.90</b>	<b>140.00</b>

Note:

\*Assistant Finance Director, Recreation Supervisor & Public Works Director appointed to "Interim" Director positions  
 \*\* Deputy Planning Director will be appointed "Interim" Planning Director during term of EA1 project

## 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, and 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 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.

<b>City Council</b>
---------------------

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

**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.

<b>City Clerk</b>
-------------------

**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 has increased due to a scheduled election in 2012-13. 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.

<b>City Manager's Office</b>
------------------------------

**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 City-wide 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 three years staffing costs have been reduced \$70,000. Part-time staffing has been eliminated.

The Risk Management Division is recommended to increase approximately \$37,209 over the 2012-2013 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.

<b>City Attorney</b>
----------------------

**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.

<b>Non-Departmental</b>
-------------------------

**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.

<b>California Oil Museum of Santa Paula</b>
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**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 the City by means of a sublease agreement between the City.

**ADMINISTRATION DEPARTMENT SUMMARY**

	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	% Change
<b>Expenditures</b>						
Salaries	646,827	504,709	488,050	468,436	549,865	17.4%
Benefits	278,208	256,501	273,492	230,333	269,536	17.0%
Total	925,035	761,211	761,542	698,769	819,401	17.3%
Supplies, Services & Maintenance	1,051,133	1,057,619	1,201,027	1,224,195	1,247,646	1.9%
Transfers, Overhead and Debt Payments	1,186	861	0	337	675	0.0%
Total	1,052,319	1,058,481	1,201,027	1,224,532	1,248,321	1.9%
Capital Outlays	2,705	(14,821)	0	0	0	0.0%
Total	1,980,059	1,804,870	1,962,569	1,923,301	2,067,722	7.5%
<b>Authorized Employee Count</b>	6	6.5	6.75	6.75	7	

**ADMINISTRATION DEPARTMENT - GENERAL FUND SUMMARY**

	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	% Change
<b>Expenditures</b>						
Salaries	579,031	441,319	433,644	417,694	492,565	17.9%
Benefits	250,305	228,470	245,932	205,571	242,274	17.9%
Total	829,336	669,789	679,576	623,265	734,839	17.9%
Supplies, Services & Maintenance	975,653	993,207	1,132,627	1,151,184	1,152,746	0.1%
Transfers, Overhead and Debt Payments	0	0	0	0	0	0.0%
Total	975,653	993,207	1,132,627	1,151,184	1,152,746	0.1%
Capital Outlays	0	3,150	0	0	0	0.0%
Total	1,804,989	1,666,146	1,812,203	1,774,449	1,887,585	6.4%
<b>Revenue &amp; Other Resources</b>						
Charges for Services, User Fees	2,708	2,837	506	546	150	-72.5%
Total Revenues	2,708	2,837	506	546	150	-72.5%
Net GF (Cost)/Benefit	(1,802,281)	(1,663,309)	(1,811,697)	(1,773,903)	(1,887,435)	6.4%

**NON DEPARTMENTAL - GENERAL FUND SUMMARY**

	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	% Change
<b>Expenditures</b>						
Supplies, Services & Maintenance	290,395	153,346	281,000	163,682	279,900	71%
Total	290,395	153,346	281,000	163,682	279,900	71%
Capital Outlays	0	(2,312)	2,300	0	0	0.0%
Total	0	(2,312)	2,300	0	0	#DIV/0!
Total	290,395	151,035	283,300	163,682	279,900	71%
<b>Revenue &amp; Other Resources</b>						
Taxes	6,666,823	7,508,894	7,817,996	8,219,662	8,206,800	0%
Fee, Fines & Permits	27,189	26,160	27,425	24,100	27,200	13%
Charges for Services, User Fees	568,621	576,253	634,528	448,052	433,417	-3%
Transfers	1,418,128	1,710,732	1,596,885	1,236,327	1,825,596	48%
Other Revenues	58,222	542,461	500	571,876	2,100	-100%
Total Revenues	8,738,983	10,364,500	10,077,334	10,500,017	10,495,113	0%
Net GF (Cost)/Benefit	(8,448,588)	(10,213,465)	(9,794,034)	(10,336,335)	(10,215,213)	-1%

**GENERAL ADMINISTRATION**  
FUND

100

**ADMIN-CITY COUNCIL**  
0501

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	0501	*002 Part Time Salaries	18,076	17,968	17,100	15,884	17,550
Total			18,076	17,968	17,100	15,884	17,550
<b>Employee Paid Benefits</b>							
2	0501	*041 Cafeteria Allowance	58,739	58,570	58,686	51,502	56,926
3	0501	*042 Retirement	2,343	2,117	410	2,492	1,783
4	0501	*xxx All Other Paid Benefits	1,347	1,216	1,910	1,819	443
Total			62,429	61,903	61,006	55,813	59,152
Total			80,506	79,871	78,106	71,697	76,702
<b>Services &amp; Supplies</b>							
5	0501	*075 Council Expense - Robinson	1,808	2,540	2,000	0	2,000
6	0501	*078 Council Expense - Tovas	2,737	2,564	2,000	262	2,000
7	0501	*079 Council Expense - Aguirre	1,483	0	0	0	0
8	0501	*080 Council Expense - Fernandez	801	93	2,000	445	2,000
9	0501	*081 Council Expense - Gonzales	1,234	0	2,000	0	2,000
10	0501	*082 Council Expense - Cook	0	558	2,000	1,356	2,000
11	0501	*101 Postage	0	20	0	0	0
12	0501	*103 Dues & Subscriptions	8,134	7,415	0	7,033	7,500
13	0501	*120 Supplies - Office	0	0	0	0	0
14	0501	*150 Recognitions/Awards	0	0	50	0	50
15	0501	*209 Prof/Cont Svcs - Other	757	0	100	0	100
16	0501	*282 Utility - Telephone	499	889	0	426	0
17	0501	*352 Training/Workshops/Meetings	0	0	100	43	100
18	0501	*353 Mileage Reimbursement	0	0	0	0	0
Total			17,453	14,079	10,250	9,565	17,750
Total			97,959	93,950	88,356	81,262	94,452

**Year-Over-Year Changes**

Increase in salaries is due to the 5% reduction agreed in FY11-12 MOU concessions to end December 31, 2012. There is also a \$7,500 increase in supplies that was not budgeted for FY 11-12 that is need to for Dues & Subscriptions.

**GENERAL ADMINISTRATION**  
FUND

100

**CITY CLERK**  
0502

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	0502 *001	Full Time Salaries	29,988	29,467	28,134	26,380	28,875
2	0502 *002	Part Time Salaries	3,615	3,604	3,420	3,204	3,510
3	0502 *003	Overtime	1,245	1,896	1,500	1,802	1,500
		Total	34,848	34,967	33,054	31,386	33,885
<b>Employee Paid Benefits</b>							
4	0502 *041	Cafeteria Allowance	6,615	6,604	6,585	6,136	6,585
5	0502 *042	Retirement	2,957	2,904	2,967	3,025	2,956
6	0502 *xxx	All Other Paid Benefits	1,159	1,217	1,094	1,180	1,286
		Total	10,731	10,725	10,646	10,341	10,827
		Total	45,579	45,692	43,700	41,727	44,712
<b>Services &amp; Supplies</b>							
7	0502 *101	Postage	0	13	0	0	0
8	0502 *120	Supplies-Office	800	261	0	542	550
9	0502 *121	Supplies-Clothing/Uniforms	0	0	0	0	0
10	0502 *129	Supplies-Other	0	0	0	0	0
11	0502 *209	Prof/Contr Svcs-Other	21,163	9,081	20,000	2,258	2,000
12	0502 *230	Legal Advertising	502	338	200	0	200
13	0502 *231	Misc. Advertising/Promo	0	25	0	0	0
14	0502 *240	Duplication Charges - Internal	0	0	0	0	0
15	0502 *282	Utility - Telephone	30	0	0	0	0
16	0502 *303	Maint-Office Equipment	0	0	0	0	0
17	0502 *330	Elections	0	1,660	1,100	0	15,000
18	0502 *352	Training/Workshops/Meetings	751	1,319	1,000	906	1,000
19	0502 *360	Educational Reimbursement	0	0	0	0	0
		Total	23,246	12,698	22,300	3,706	18,750
		Total	68,825	58,390	66,000	45,433	63,462

**Year-Over-Year Changes**

Elections are scheduled for FY 2012-13 and need an increase of \$13,900.

**GENERAL ADMINISTRATION**  
FUND

100

**CITY ATTORNEY**  
0504

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Services &amp; Supplies</b>							
1	0504 *101	Postage	0	0	0	0	0
2	0504 *203	Prof/Contr Svcs - Legal	157,670	108,688	150,000	114,399	125,000
3	0504 *209	Prof/Contr Svcs - Other	1,134		0	0	0
4	0504 *282	Utility Phone	22		0	0	0
Total			158,825	108,688	150,000	114,399	125,000
<b>Capital Outlays</b>							
5	0504 *678	Prior Year Adj-Expenditures	0	(17,971)	0	0	0
Total			0	(17,971)	0	0	0
Total			158,825	90,717	150,000	114,399	125,000

**Year-Over-Year Changes**

There is a decrease of \$25,000 for FY 12-13 for Attorney fees.

**GENERAL ADMINISTRATION**  
FUND

100

**CITY MANAGER**  
0511

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	0511 *001	Full Time Salaries	251,539	188,734	173,967	176,844	219,862
2	0511 *002	Part Time Salaries	0	0	0	0	0
3	0511 *003	Overtime Salaries	622	948	750	900	900
Total			252,161	189,682	174,717	177,744	220,762
<b>Employee Paid Benefits</b>							
4	0511 *020	Moving Allowance	0	5,368	0	0	0
5	0511 *021	Car Allowance	5,607	4,782	4,767	4,466	6,185
6	0511 *041	Cafeteria Allowance	19,232	16,880	17,142	15,972	22,425
7	0511 *042	Retirement	38,122	41,228	48,153	31,383	44,580
8	0511 *xxx	All Other Paid Benefits	9,857	5,135	6,005	6,004	7,592
Total			72,817	73,392	76,067	57,825	80,782
Total			324,978	263,074	250,784	235,569	301,544
<b>Services &amp; Supplies</b>							
9	0511 *101	Postage	992	70	750	0	0
10	0511 *103	Dues & Subscriptions	19,185	16,909	24,000	19,106	24,150
11	0511 *120	Supplies Office	1,066	116	1,900	1,801	1,900
12	0511 *129	Supplies - Other	846	52	750	0	750
13	0511 *150	Recognition/Awards	1,863	1,427	1,500	1,500	1,500
14	0511 *171	Minor Equipment - Office	0	0	0	0	0
15	0511 *179	Minor Equipment - Other	0	5,151	0	0	0
16	0511 *205	Prof/Contr Svcs - Personnel	363	159	500	0	500
17	0511 *209	Prof/Contr Svcs - Other	42,324	6,562	11,000	7,934	11,000
18	0511 *231	Misc. Advertising/Promo	144	55	2,000	0	2,000
19	0511 *240	Duplication Charges - Internal	0	0	0	0	0
20	0511 *282	Utility - Telephone	490	1,697	0	891	1,500
21	0511 *303	Maint - Office Equipment	0	0	0	0	0
22	0511 *352	Training/Workshops/Meetings	6,696	1,038	2,000	331	2,000
23	0511 *353	Mileage Reimbursement	2,194	0	0	0	0
Total			76,163	33,235	44,400	31,563	45,300
Total			401,141	296,310	295,184	267,132	346,844

**Year-Over-Year Changes**

Due to recent dissolution of all Redevelopment Agencies in the State of California, all staff salaries by RDA will be paid transferred to the General Fund, the Assistant City Manager salary is being transferred from RDA to Admin-City Manager General Fund.

**GENERAL ADMINISTRATION**

**PERSONNEL**

FUND

100

0512

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	0512 *001	Full Time Salaries	107,557	85,855	92,348	84,142	95,272
2	0512 *002	Part Time Salaries	0	0	0	0	0
3	0512 *003	Over Time Salaries	1,363	442	300	296	300
		Total	108,920	86,297	92,648	84,438	95,572
<b>Employee Paid Benefits</b>							
4	0512 *021	Car Allowance	2,630	2,040	2,100	1,968	2,100
5	0512 *041	Cafeteria Allowance	15,794	21,009	16,844	15,692	16,844
6	0512 *042	Retirement	13,255	13,655	23,254	16,732	20,912
7	0512 *xxx	All Other Paid Benefits	16,349	3,183	3,841	3,421	3,445
		Total	48,028	39,886	46,039	37,813	43,301
		Total	156,948	126,183	138,687	122,251	138,873
<b>Services &amp; Supplies</b>							
8	0512 *101	Postage	0	92	0	0	0
9	0512 *103	Dues & Subscriptions	50	85	0	39	550
10	0512 *120	Supplies Office	243	0	0	0	0
11	0512 *121	Supplies - Clothing/Uniform	0	0	0	0	0
12	0512 *129	Supplies - Other	411	254	0	0	0
13	0512 *150	Recognition/Awards	356	73	2,000	1,898	2,000
14	0512 *203	Prof/Contr Svcs - Legal	39,184	34,240	27,000	17,496	25,000
15	0512 *204	Prof/Contr Svcs - PERS	36,338	41,378	35,000	37,634	38,000
16	0512 *205	Prof/Contr Svcs - Personnel	3,760	3,851	3,200	3,900	2,500
17	0512 *209	Prof/Contr Svcs - Other	3,029	3,622	3,600	10,129	5,200
18	0512 *214	Prof/Contr Svcs - Medical	8,033	130	5,500	1,125	2,500
19	0512 *231	Misc. Advertising/Promo	35	0	0	0	0
20	0512 *240	Duplication Charges - Internal	0	0	0	0	0
21	0512 *282	Utility - Telephone	61	0	0	0	0
22	0512 *352	Training/Workshops/Meetings	1,956	2,024	1,500	1,074	1,500
23	0512 *353	Mileage Reimbursement	57	0	0	0	0
24	0512 *360	Educational Reimbursement	1,500	1,500	0	0	0
		Total	95,015	87,249	77,800	73,295	77,250
		Total	251,962	213,432	216,487	195,546	216,123

**Year-Over-Year Changes**

No significant year over year changes.

**GENERAL ADMINISTRATION**  
FUND

100

**RISK MANAGEMENT**  
0513

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	0513 *001	Full Time Salaries	87,149	57,185	60,209	55,300	63,692
2	0513 *002	Part Time Salaries	0	0	0	0	0
3	0513 *003	Overtime	846	316	250	250	250
Total			87,995	57,501	60,459	55,550	63,942
<b>Employee Paid Benefits</b>							
4	0513 *021	Car Allowance	3,102	2,753	2,809	2,632	2,809
5	0513 *041	Cafeteria Allowance	13,368	9,244	9,607	8,950	9,607
6	0513 *042	Retirement	12,220	9,975	17,258	11,325	13,389
7	0513 *xxx	All Other Paid Benefits	2,802	2,447	3,028	2,879	2,804
Total			31,492	24,419	32,702	25,786	28,609
Total			119,487	81,920	93,161	81,336	92,551
<b>Services &amp; Supplies</b>							
8	0513 *101	Postage	0	114	0	0	0
9	0513 *120	Supplies Office	0	0	0	0	0
10	0513 *209	Prof/Contr Svcs - Other	3,977	4,491	4,000	5,813	2,000
11	0513 *227	Prof/Contr - Temp Personnel	0	0	0	0	0
12	0513 *246	Svcs - Drug & Alcohol Testing	7,993	5,623	0	925	7,500
13	0513 *261	Insurance - Public Liability	351,752	465,186	460,000	523,228	471,819
14	0513 *262	Insurance - Vehicle	10,571	12,218	13,000	22,490	22,500
15	0513 *263	Insurance - Building/Property	13,978	11,960	12,000	25,623	26,000
16	0513 *303	Maint - Office Equipment	0	0	0	0	0
17	0513 *352	Training/Workshops/Meetings	30	3,118	1,500	1,128	1,500
Total			388,300	502,709	490,500	579,207	531,319
Total			507,787	584,629	583,661	660,543	623,870

**Year-Over-Year Changes**

There are increases to Insurance Public Liability and Vehicle Insurance to do FY 11-12 increased actual costs.

**INFORMATION TECHNOLOGY**  
FUND

100

**INFORMATION TECHNOLOGY**  
0514

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	0514 *001	Full Time Salaries	72,444	51,475	52,666	45,964	53,854
2	0514 *003	Overtime	4,587	3,430	3,000	6,728	7,000
Total			77,031	54,905	55,666	52,692	60,854
<b>Employee Paid Benefits</b>							
3	0514 *021	Car Allowance	415	0	0	0	0
4	0514 *041	Cafeteria Allowance	13,235	11,007	10,975	10,226	10,975
5	0514 *042	Retirement	7,791	4,570	5,418	4,931	5,514
6	0514 *xxx	All Other Paid Benefits	3,365	2,566	3,079	2,836	3,114
Total			24,807	18,144	19,472	17,993	19,603
Total			101,838	73,049	75,138	70,685	80,457
<b>Services &amp; Supplies</b>							
7	0514 *101	Postage	0	0	0	49	0
8	0514 *120	Supplies Office	0	57	0	0	0
9	0514 *126	Supplies - Computer	5,760	9,494	7,000	9,019	7,000
10	0514 *175	Minor Equipment - Computer	30,530	20,749	52,000	51,956	52,000
11	0514 *179	Minor Equipment - Other	0	3,086	25,000	25,029	25,000
12	0514 *207	Prof/Contr - Computer/Software	23,894	8,106	71,303	71,303	71,303
13	0514 *209	Prof/Contr Svcs - Other	154,861	189,398	173,074	173,074	173,074
14	0514 *240	Duplication Charges - Internal	0	0	0	0	0
15	0514 *241	Printing & Binding - External	0	0	0	0	0
16	0514 *282	Utility - Telephone	147	0	0	0	0
17	0514 *302	Maint - Computer Equipment	0	0	0	0	0
18	0514 *303	Maint - Office Equipment	0	0	0	0	0
19	0514 *352	Training/Workshops/Meetings	553	2,860	8,000	8,000	8,000
20	0514 *353	Mileage Reimbursement	907	800	1,000	1,019	1,000
Total			216,652	234,550	337,377	339,449	337,377
<b>Capital Outlays</b>							
21	0514 *610	Equipment - New	0	3,150	0	0	0
Total			0	3,150	0	0	0
Total			318,490	310,748	412,515	410,134	417,834

**Year-Over-Year Changes**

Slight increase in salaries is due to the 5% reduction agreed in FY11-12 MOU concessions to end December 31, 2012.

GENERAL FUND			NON-DEPARTMENTAL					
FUND			100	7500				
Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	
<b>Capital Outlay</b>								
1	7500 *677	Write Offs/Uncollectables		73	0	0	0	
2	7500 *678	Prior Year Adj Expenditures		(2,384)	2,300	0	0	
Total			0	(2,312)	2,300	0	0	
Total			0	(2,312)	2,300	0	0	

**Year-Over-Year Changes**

No significant year over year changes.

GENERAL FUND			NON-DEPARTMENTAL ADMIN					
FUND			100	7501				
Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	
<b>Services &amp; Supplies</b>								
1	7501 *101	Postage	645	4,320	9,300	5,015	9,300	
2	7501 *120	Supplies - Office	1,968	1,799	1,800	3,169	3,000	
3	7501 *125	Supplies - Emerg. Prepared	240	579	5,000	19	5,000	
4	7501 *209	Prof/Contr Svcs-Other	0	(148)	0	12,200	0	
5	7501 *240	Duplication Charges	16,146	0	0	0	0	
6	7501 *241	Printing & Binding	0	1,151	1,100	0	1,100	
7	7501 *280	Utility - Electric	92,802	85,931	90,000	87,642	90,000	
8	7501 *281	Utility - Gas	6,936	6,377	6,500	6,707	6,500	
9	7501 *282	Utility - Telephone	46,788	50,953	50,000	48,930	50,000	
10	7500 *678	Prior Year Adj Expenditures	124,869	2,384	2,300	0	0	
11	7501 *720	Contingency	0	0	115,000	0	115,000	
Total			290,395	153,346	281,000	163,682	279,900	
Total			290,395	153,346	281,000	163,682	279,900	

**Year-Over-Year Changes**

No significant year over year changes

**GENERAL ADMINISTRATION**  
FUND

201

**MOBILE HOME RENT REVIEW**  
0509

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	0509 *001	Full Time Salaries	3,125	2,933	3,162	3,118	3,602
2	0509 *002	Part Time Salaries	0	0	0	0	0
3	0509 *003	Overtime	0	0	0	0	0
Total			3,125	2,933	3,162	3,118	3,602
<b>Employee Paid Benefits</b>							
4	0509 *021	Car Allowance	177	143	142	132	142
5	0509 *041	Cafeteria Allowance	517	451	528	492	528
6	0509 *042	Retirement	711	693	953	642	1,100
7	0509 *xxx	All Other Paid Benefits	155	132	173	170	166
Total			1,560	1,419	1,796	1,436	1,936
Total			4,684	4,352	4,958	4,554	5,538
<b>Services &amp; Supplies</b>							
8	0509 *101	Postage	0	0	0	0	0
9	0509 *203	Prof/Contr Svcs - Legal	0	175	0	5,640	6,000
10	0509 *209	Prof/Contr Svcs - Other	0	25	0	0	0
11	0509 *240	Duplication Charges - Internal	0	0	0	0	0
Total			0	200	0	5,640	6,000
<b>Transfers - Out &amp; Overhead</b>							
12	0509 *755	Overhead Due General Fund	0	0	0	0	0
Total			0	0	0	0	0
Total			4,684	4,552	4,958	10,194	11,538

**Year-Over-Year Changes**

There is an increase of \$6,000 due to legal fees being paid for appeals by Mobile Home Rent Review.

**GENERAL ADMINISTRATION**  
FUND

204

**CALIFORNIA OIL MUSUEM - GRANT**  
1504

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	1504	*001 Full Time Salaries	53,447	51,145	40,982	38,368	42,061
2	1504	*002 Part Time Salaries	10,417	9,271	10,162	9,200	11,537
3	1504	*003 Overtime	808	41	100	56	100
Total			64,671	60,458	51,244	47,624	53,698
<b>Employee Paid Benefits</b>							
4	1504	*021 Car Allowance	4,037	3,937	3,600	3,372	3,600
5	1504	*041 Cafeteria Allowance	11,573	11,265	10,293	9,590	10,293
6	1504	*042 Retirement	6,394	6,259	5,012	3,599	4,767
7	1504	*xxx All Other Paid Benefits	4,340	5,151	6,859	6,765	6,666
Total			26,343	26,612	25,764	23,326	25,326
Total			91,015	87,070	77,008	70,950	79,024
<b>Services &amp; Supplies</b>							
8	1504	*101 Postage	1,019	1,769	2,000	0	2,000
9	1504	*103 Dues & Subscriptions	196	140	500	210	500
10	1504	*120 Supplies Office	929	996	1,000	0	1,000
11	1504	*128 Inventory - Store Merchandise	2,992	1,337	600	2,056	600
12	1504	*129 Supplies - Other	700	299	500	500	500
13	1504	*130 Inventory - Paseo Store	0	0	0	0	0
14	1504	*171 Minor Equipment - Office	166	0	0	0	0
15	1504	*202 Svc - Landscape Maintenance	1,725	300	2,700	0	2,700
16	1504	*209 Prof/Contr Svcs - Other	1,329	1,815	500	3,643	500
17	1504	*210 Svcs - Fund Raising/Grant Writing	29	538	500	361	500
18	1504	*211 Museum Rotating Exhibits	15,175	4,358	12,000	7,672	12,000
19	1504	*212 Prof/Contr Svcs - Training, Etc.	12,870	34,709	30,000	35,754	50,000
20	1504	*231 Misc. Advertising/Promo	6,264	2,919	3,000	2,250	3,000
21	1504	*240 Duplication Charges - Internal	197	0	0	0	0
22	1504	*241 Printing & Binding - External	0	0	0	0	0
23	1504	*280 Utility - Electric	13,740	11,827	12,000	12,094	12,000
24	1504	*281 Utility - Gas	306	281	500	307	500
25	1504	*282 Utility - Telephone	1,598	1,448	1,000	1,341	1,500
26	1504	*301 Maint - Bldgs. & Improvements	16,245	1,476	1,000	1,183	1,000
27	1504	*303 Prof/Contr - Computer/Software	0	0	0	0	0
28	1504	*350 Maint - Office Equipment	0	0	300	0	300
29	1504	*352 Training/Workshops/Meetings	0	0	300	0	300
Total			75,480	64,212	68,400	67,371	88,900
<b>Capital Outlay</b>							
30	1504	*610 Equipment New	2,705	0	0	0	0
Total			2,705	0	0	0	0
Total			169,200	151,282	145,408	138,321	167,924

**Year-Over-Year Changes**

There is an increase salaries due to the 5% reduction agreed in FY 11-12 MOU concessions to end December 31, 2012. Also, there is an increase of \$20,000 for Prof/Contr Svcs that is being paid for by Grants.

**ADMINISTRATION**  
FUND

802

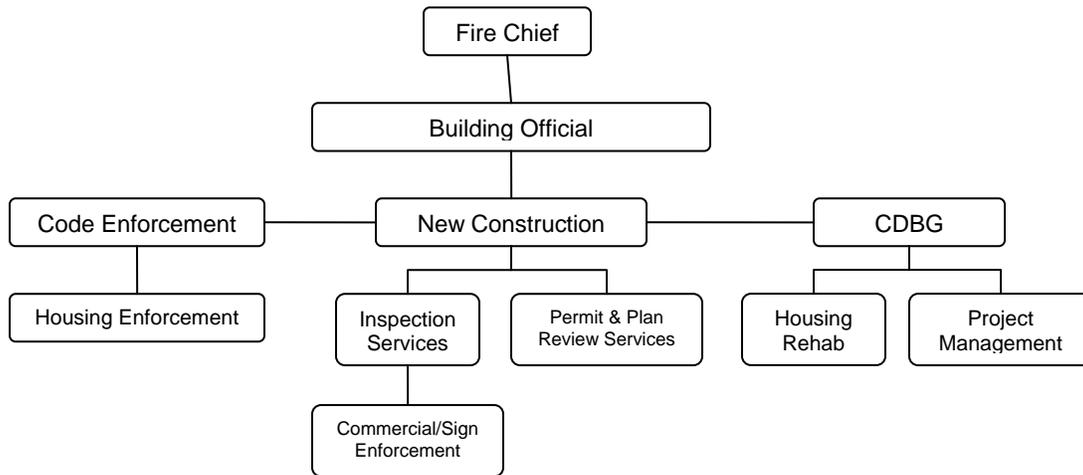
**CA OIL MUSEUM**  
1504

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Transfers, Overhead and Debt Payments</b>							
1	1504 *502	General Portion of Endow Int	1,186	861	0	337	675
Total			1,186	861	0	337	675
Total			1,186	861	0	337	675

**Year-Over-Year Changes**

No significant year over year changes

**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 Building Official, 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 75% of Building Official 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 the Building Official, 10% of a Building Inspector I, and 5% of an Administrative Assistant.

- **CDBG**
  - *The Housing Rehabilitation Program* includes 5% of a Building Official, 15% of a Building Inspector I for field inspection duties and housing rehab activities.
  - *CDBG Project Management* includes 5% of a 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.

## 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.

## 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.

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<b>Housing Rehabilitation</b>
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**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.

**BUILDING & SAFETY DEPARTMENT SUMMARY**

	<b>FY 09-10 Actual</b>	<b>FY 10-11 Actual</b>	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimated</b>	<b>FY 12-13 Adopted</b>	<b>% Change</b>
<b>Expenditures</b>						
Salaries	271,847	257,938	241,836	207,975	265,249	27.5%
Benefits	120,646	99,448	100,154	90,617	122,388	35.1%
Total	392,493	357,386	341,990	298,592	387,637	29.8%
Supplies, Services & Maintenance	312,788	244,632	110,940	118,966	115,133	-3.2%
Transfers, Overhead and Debt	0	0	0	0	0	0.0%
Total	312,788	244,632	110,940	118,966	115,133	-3.2%
Capital Outlays	0	0	0	0	0	0.0%
Total	705,282	602,019	452,930	417,558	502,770	20.4%
<b>Authorized Employee Count</b>	6.0	5.0	5.0	5.0	5.0	

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

	<b>FY 09-10 Actual</b>	<b>FY 10-11 Actual</b>	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimated</b>	<b>FY 12-13 Adopted</b>	<b>% Change</b>
<b>Expenditures</b>						
Salaries	162,797	164,956	121,357	107,705	169,272	57.2%
Benefits	80,452	67,722	88,531	57,977	76,974	32.8%
Total	243,249	232,678	209,888	165,682	246,246	48.6%
Supplies, Services & Maintenance	54,331	48,884	44,090	48,513	38,011	-21.6%
Transfers, Overhead & Debt	0	0	0	0	0	0.0%
Total	54,331	48,884	44,090	48,513	38,011	-21.6%
Capital Outlays	0	0	0	0	0	0.0%
Total	297,580	281,561	253,978	214,195	284,257	32.7%
<b>Revenue &amp; Other Resources</b>						
Fee, Fines & Permits	166,153	343,563	309,123	135,924	146,200	7.6%
Charges for Services, User Fees	187,155	144,556	130,916	91,051	91,060	0.0%
Other Revenues	273	5,359	200	74	150	102.7%
Total Revenues	353,581	493,478	440,239	227,049	237,410	4.6%
Net GF (Cost)/Benefit	56,001	211,917	186,261	12,854	(46,847)	-464.5%

BUILDING AND SAFETY				BUILDING			
FUND				100			
Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	1001	*001 Full Time Salaries	148,240	137,372	94,277	69,205	143,675
2	1001	*003 Overtime	1,223	1,121	1,100	747	1,100
Total			149,463	138,493	95,377	69,952	144,775
<b>Employee Paid Benefits</b>							
3	1001	*021 Car Allowance	0	0	0	0	0
4	1001	*041 Cafeteria Allowance	27,335	26,408	30,731	16,766	30,824
5	1001	*042 Retirement	23,461	21,355	21,769	13,279	21,212
6	1001	*xxx All Other Paid Benefits	15,501	8,574	10,947	10,460	10,764
Total			66,298	56,338	63,447	40,505	62,800
Total			215,761	194,831	158,824	110,457	207,575
<b>Services &amp; Supplies</b>							
7	1001	*101 Postage	59	0	490	0	0
8	1001	*103 Dues & Subscriptions	624	135	250	0	125
9	1001	*120 Supplies Office	983	1,395	1,000	964	1,000
10	1001	*121 Supplies - Clothing/Uniform	500	0	500	500	500
11	1001	*124 Supplies - Safety	82	0	200	200	0
12	1001	*126 Supplies - Computer	0	0	0	0	0
13	1001	*129 Supplies - Other	563	503	500	16	550
14	1001	*171 Minor Equipment - Office	72	62	250	17	50
15	1001	*209 Prof/Contr Svcs - Other	47,446	34,466	35,000	34,938	22,854
16	1001	*214 Prof/Contr Svcs - Medical	0	0	200	0	0
17	1001	*240 Duplication Charges - Internal	0	0	0	0	0
18	1001	*241 Printing & Binding - External	67	15	150	145	150
19	1001	*262 Insurance-Vehicle	336	389	700	1,211	700
20	1001	*282 Utility - Telephone	254	241	0	230	0
21	1001	*301 Maint - Bldgs. & Improvements	37	0	500	0	500
22	1001	*303 Maint - Office Equipment	0	0	350	0	350
23	1001	*304 Maint - Vehicles, Equipment	256	98	500	0	500
24	1001	*305 Maint - Vehicle Fuel	2,804	2,684	3,000	3,061	3,000
25	1001	*307 Equipment Maintenance Charges	0	7,651	0	7,231	7,232
26	1001	*352 Training/Workshops/Meetings	175	190	500	0	500
27	1001	*360 Educational Reimbursement	0	1,055	0	0	0
28	1001	*370 Lease/Rental	0	0	0	0	0
Total			54,259	48,884	44,090	48,513	38,011
Total			270,020	243,714	202,914	158,970	245,586

**Year-Over-Year Changes**

There is an increase in salaries \$48,751 due to 5% reduction agreed in FY 11-12 MOU concessions to end December 31, 2012. Senior Building Supervisor changing to a Chief Building Official and eliminating 2 part time Building Inspectors to 1 full time. The increase for the Building Official will take on contracted out Plan check from consultants. The full time Building Inspector will be covered by generating CUPA Grant revenue that has been declining due to the low staffing levels.

BUILDING AND SAFETY				HOUSING CODE ENFORCEMENT				
FUND				100	1002			
Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	
<b>Salaries &amp; Wages</b>								
1	1002 *001	Full Time Salaries	13,334	26,463	25,980	37,473	24,497	
2	1002 *003	Overtime	0	0	0	280	0	
Total			13,334	26,463	25,980	37,753	24,497	
<b>Employee Paid Benefits</b>								
3	1002 *021	Car Allowance	0	0	0	0	0	
4	1002 *041	Cafeteria Allowance	8,825	3,982	10,975	5,624	5,702	
5	1002 *042	Retirement	3,694	5,117	9,898	7,131	6,244	
6	1002 *xxx	All Other Paid Benefits	1,635	2,285	4,211	4,717	2,228	
Total			14,154	11,384	25,084	17,472	14,174	
Total			27,488	37,847	51,064	55,225	38,671	
<b>Services &amp; Supplies</b>								
7	1002 *129	Supplies - Other	72	0	0	0	0	
Total			72	0	0	0	0	
Total			27,560	37,847	51,064	55,225	38,671	

**Year-Over-Year Changes**

Decrease due to Building Official being appropriated to other departments.

**BUILDING AND SAFETY**

**CDBG-HOUSING CODE ENFORCEMENT**

FUND

450

1002

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	1002 *001	Full Time Salaries	87,272	67,657	72,500	60,238	75,555
2	1002 *002	Part Time Salaries	10,449	23,167	26,479	21,822	0
3	1002 *003	Overtime	0	0	0	0	0
Total			97,720	90,825	98,979	82,060	75,555
<b>Employee Paid Benefits</b>							
4	1002 *021	Car Allowance	0	0	0	0	0
5	1002 *041	Cafeteria Allowance	18,792	16,532	4,390	13,634	14,119
6	1002 *042	Retirement	12,093	10,363	4,151	8,608	14,480
7	1002 *xxx	All Other Paid Benefits	4,499	3,951	3,082	2,850	5,957
Total			35,384	30,845	11,623	25,092	34,556
Total			133,104	121,670	110,602	107,152	110,111
<b>Services &amp; Supplies</b>							
8	1002 *101	Postage	117	295	300	0	300
9	1002 *103	Dues & Subscriptions	0	50	100	0	0
10	1002 *120	Supplies Office	142	629	500	64	100
11	1002 *121	Supplies - Clothing/Uniform	1,066	692	1,000	1,252	1,200
12	1002 *124	Supplies - Safety	82	0	0	0	0
13	1002 *126	Supplies - Computer	0	0	0	0	0
14	1002 *129	Supplies - Other	201	668	600	22	600
15	1002 *175	Minor Equipment - Computer	16	0	0	0	0
16	1002 *209	Prof/Contr Svcs - Other	770	910	1,000	700	1,000
17	1002 *227	Prof/Contr - Temp Personnel	0	1,432	1,200	0	1,000
18	1002 *231	Misc. Advertising/Promo	18	0	0	0	0
19	1002 *240	Duplication Charges - Internal	0	0	0	0	0
20	1002 *261	Insurance - Public Liability	778	0	0	0	0
21	1002 *262	Insurance-Vehicle	216	250	500	3,288	3,200
22	1002 *282	Utility - Telephone	156	161	150	154	160
23	1002 *303	Maint - Office Equipment	0	0	0	0	0
24	1002 *304	Maint - Vehicles, Equipment	61	0	1,000	0	0
25	1002 *305	Maint - Vehicle Fuel	1,054	1,251	1,500	1,523	1,600
26	1002 *352	Training/Workshops/Meetings	1,635	190	1,600	0	500
27	1002 *360	Educational Reimbursement	0	0	0	0	0
28	1002 *370	Lease/Rental	5,722	5,722	0	0	0
Total			12,034	12,251	9,450	7,003	9,660
Total			145,138	133,921	120,052	114,155	119,771

**Year-Over-Year Changes**

Decrease due to eliminated 2 part time positions for one full time Building Inspector.

**BUILDING AND SAFETY**  
FUND

450

**CDBG-HOUSING REHAB**  
1003

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	1003 *001	Full Time Salaries	4,952	2,157	21,500	18,210	20,422
		Total	4,952	2,157	21,500	18,210	20,422
<b>Employee Paid Benefits</b>							
2	1003 *041	Cafeteria Allowance	1,229	640	0	4,938	5,264
3	1003 *042	Retirement	767	196	0	2,308	5,206
4	1003 *xxx	All Other Paid Benefits	280	45	0	302	388
		Total	2,276	881	0	7,548	10,858
		Total	7,228	3,038	21,500	25,758	31,280
<b>Services &amp; Supplies</b>							
5	1003 *101	Postage	19	0	0	0	0
6	1003 *120	Supplies Office	69	42	100	32	100
7	1003 *129	Supplies - Other	0	0	0	0	0
8	1003 *240	Duplication Charges - Internal	394	0	0	0	0
9	1003 *261	Insurance - Public Liability	1,717	2,320	3,200	3,640	3,282
10	1003 *262	Insurance-Vehicle	72	83	150	520	530
11	1003 *282	Utility - Telephone	1,062	1,316	1,000	1,236	1,300
12	1003 *303	Maint - Office Equipment	0	0	200	0	0
13	1003 *304	Maint - Vehicles, Equipment	32	14	500	0	0
14	1003 *305	Maint - Vehicle Fuel	1,022	670	750	572	750
15	1003 *352	Training/Workshops/Meetings	0	0	1,500	0	1,500
16	1003 *502	Contributions - Other Agencies	32,700	800	0	7,450	10,000
17	1003 *540	Housing Rehab Loan	33,570	44,000	50,000	50,000	50,000
		Total	70,656	49,246	57,400	63,450	67,462
		Total	77,884	52,284	78,900	89,208	98,742

**Year-Over-Year Changes**

Increase due to \$10,000 in salary & benefits due to 5% reduction agreed in FY 11-12 MOU concessions to end December 31, 2012 and previously last ye

**BUILDING AND SAFETY**

**CDBG ADMINISTRATION**

FUND

450

1004

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	1004 *001	Full Time Salaries	6,378	0	0	0	0
2	1004 *003	Over Time Salaries	0		0	0	0
		Total	6,378	0	0	0	0
<b>Employee Paid Benefits</b>							
3	1004 *041	Cafeteria Allowance	1,883		0	0	0
4	1004 *042	Retirement	525		0	0	0
5	1004 *xxx	All Other Paid Benefits	126	0	0	0	0
		Total	2,535	0	0	0	0
		Total	8,912	0	0	0	0
<b>Services &amp; Supplies</b>							
6	1004 *120	Supplies Office	26	0	0	0	0
7	1004 *129	Supplies - Other	0	0	0	0	0
8	1004 *203	Prof/Contr Svcs - Legal	78	0	0	0	0
9	1004 *303	Maint - Office Equipment	0	0	0	0	0
10	1004 *550	Boys & Girls Club Las Piedras	6,750	0	0	0	0
11	1004 *551	CASP - Food Pantry	5,052	0	0	0	0
12	1004 *552	Interface - Family Services	5,000	0	0	0	0
13	1004 *556	Comm Human Concerns - Grant/Loan	5,052	0	0	0	0
14	1004 *559	Comm Human Concerns - Legal	0	0	0	0	0
15	1004 *561	Blanchard Library ADA Upgrade	0	0	0	0	0
16	1004 *563	Boys & Girls Club Improv 05/06	109,343	644	0	0	0
17	1004 *564	El Concilio	5,052	0	0	0	0
18	1004 *565	City's Impact Power Source	4,697	0	0	0	0
19	1004 *569	Brain Injury Center	5,052	0	0	0	0
20	1004 *571	Harding Park Rec Center 07/08	29,666	33,154	0	0	0
21	1004 *572	Recreation Park Improv 07/08	0	65,000	0	0	0
22	1004 *573	B&G Club Harvard Fac Upg 09/10	0	35,454	0	0	0
		Total	175,767	134,252	0	0	0
<b>Capital Outlays</b>							
24	1004 *660	Mill Park Restrooms	0		0	0	0
		Total	0	0	0	0	0
		Total	184,680	134,253	0	0	0

**Year-Over-Year Changes**

CDBG Administration is no longer available.

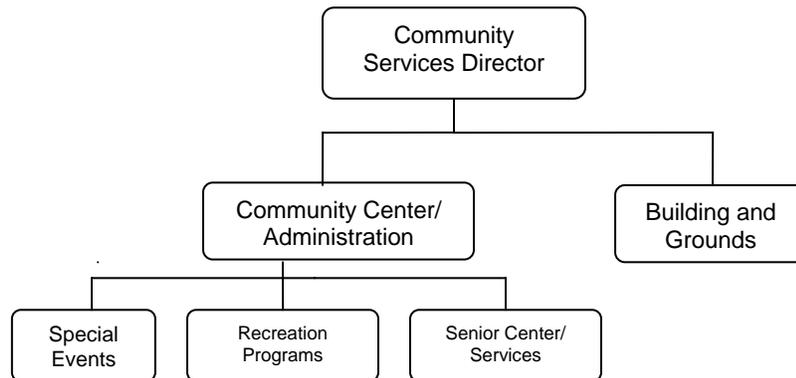
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## COMMUNITY SERVICES DEPARTMENT

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**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 2012/2013 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.

<b>Community Center Program</b>
---------------------------------

**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 2012-2013. Evening part-time facility attendants have been providing janitorial and maintenance services, since the full time custodian position was eliminated in the 2010-11 budget. Several of these tasks have been stretched over a longer period of time such as minor maintenance repairs, 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, Tennis, Yoga, Youth Summer Camps, Carnivals and Senior Center. The Community Services Staff acts as a liaison to the Recreation Commission & Commission on Aging.

**Program Performance Areas:**

- Offer youth and adult residents of Santa Paula new, culturally diverse and challenging, as well as traditional recreation opportunities on a year around basis.
- 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 2012-2013. 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. These recreation programs will continue to strive to be 100 % cost recovery. For example, programs such as summer camp will continue to have one site with an estimate of 140 participants and only 7 recreation leaders and coordinators compared to 2010/2011 fiscal year when the summer camp had 2 sites with an estimate of 260 participants and 20 recreation leaders and coordinators . 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.

<b>Cable Television</b>
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**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 use 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 and non-profit organizations 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.

<b>Santa Paula Railroad Depot</b>
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**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 Santa Paula 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:** Due to budget constraints the Train Depot is no longer available to the public.

<b>Buildings and Grounds Program Maintenance</b>
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**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 at 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 2012-13 this includes Harding Park Master Plan Phase II.
- Currently the City counts 3 full time Building and Grounds 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**

	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	% Change
<b>Expenditures</b>						
Salaries	508,677	464,430	406,178	401,881	480,695	19.6%
Benefits	204,406	173,711	173,397	167,756	194,159	15.7%
Total	713,082	638,141	579,575	569,637	674,854	18.5%
Supplies, Services & Maintenance	329,569	369,502	309,934	297,131	348,832	17.4%
Transfers, Overhead and Debt	2,832	2,088	0	8,337	501,665	0.0%
Total	332,401	371,590	309,934	305,468	850,497	178.4%
Capital Outlays	8,900	34,183	0	0	0	#DIV/0!
Total	1,054,384	1,043,914	889,509	875,105	1,525,351	74.3%
<b>Authorized Employee Count</b>	29.5	27.0	20.0	20.0	21.15	

**COMMUNITY SERVICES DEPARTMENT - GENERAL FUND SUMMARY**

	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	% Change
<b>Expenditures</b>						
Salaries	458,636	435,174	377,504	374,729	450,554	20.2%
Benefits	197,812	169,728	170,783	165,488	191,923	16.0%
Total	656,448	604,902	548,287	540,217	642,477	18.9%
Supplies, Services & Maintenance	208,093	225,898	187,403	193,347	186,832	-3.4%
Transfers, Overhead and Debt	0	0	0	0	0	0.0%
Total	208,093	225,898	187,403	193,347	186,832	-3.4%
Capital Outlays	8,900	34,183	0	0	0	#DIV/0!
Total	873,441	864,983	735,690	733,564	829,309	13.1%
<b>Revenue &amp; Other Resources</b>						
Fees, Fines & Permits	93,773	90,160	74,200	69,201	74,710	8.0%
Charges for Services, User Fees	5,467	5,286	3,760	13,510	4,250	-68.5%
Other Revenues	3,428	1,346	0	1,135	1,000	-11.9%
Total Revenues	102,668	96,792	77,960	83,846	79,960	-4.6%
Net GF (Cost)/Benefit	770,773	768,191	657,730	649,718	749,349	15.3%

**COMMUNITY SERVICES**

**COMMUNITY CENTER**

COMMUNITY SERVICES			COMMUNITY CENTER				
FUND			100		1501		
Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	1501 *001	Full Time Salaries	75,223	72,181	35,521	33,746	36,870
2	1501 *002	Part Time Salaries	33,821	37,391	41,803	36,197	94,184
3	1501 *003	Overtime	1,399	628	550	1,834	550
		Total	110,443	110,199	77,874	71,777	131,604
<b>Employee Paid Benefits</b>							
4	1501 *021	Car Allowance	1,687	1,308	0	0	0
5	1501 *041	Cafeteria Allowance	15,953	14,773	10,975	10,225	10,975
6	1501 *042	Retirement	14,030	13,063	6,313	6,561	9,350
7	*xxx	All Other Paid Benefits	8,962	8,702	6,835	8,880	16,631
		Total	40,632	37,846	24,123	25,666	36,956
		Total	151,075	148,045	101,997	97,443	168,560
<b>Services &amp; Supplies</b>							
8	1501 *101	Postage	449	9	1,000	0	0
9	1501 *103	Dues & Subscriptions	50	50	0	0	0
10	1501 *120	Supplies Office	1,302	1,419	945	722	945
11	1501 *123	Supplies - Shop & Field	1,156	2,884	4,000	4,021	4,000
12	1501 *124	Supplies - Safety	0	0	0	0	0
13	1501 *171	Minor Equipment - Office	0	0	0	0	0
14	1501 *209	Prof/Contr Svcs - Other	4,344	3,181	4,600	4,512	4,600
15	1501 *240	Duplication Charges - Internal	0	0	0	0	0
16	1501 *280	Utility - Electric	0	0	0	0	0
17	1501 *281	Utility - Gas	0	0	0	0	0
18	1501 *282	Utility - Telephone	433	525	0	502	0
19	1501 *301	Maint - Bldgs. & Improvements	3,571	3,540	6,000	411	6,000
20	1501 *303	Maint - Office Equipment	0	0	0	0	0
21	1501 *352	Training/Workshops/Meetings	723	1,049	0	0	0
22	1501 *360	Educational Reimbursement	0	213	0	0	0
		Total	12,027	12,869	16,545	10,168	15,545
		Total	163,103	160,914	118,542	107,611	184,105

**Year-Over-Year Changes**

Increase in Part time staff salaries of \$43,209 are due to recent dissolution of all Redevelopment Agencies in the State of California.  
 3 Part time Park Monitors formally from RDA will be paid transferred to the General Fund.  
 Increase of \$10,000 for Part time salaries is for Recreation Supervisor that will be offset by increased Revenue fees.

**COMMUNITY SERVICES**

**RECREATION & LEISURE SERVICES**

FUND

100

1502

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	1502	*001 Full Time Salaries	95,445	94,551	77,785	76,044	84,144
2	1502	*002 Part Time Salaries	61,571	76,534	76,372	81,047	72,786
3	1502	*003 Overtime	1,604	529	550	207	550
		Total	158,620	171,615	154,707	157,298	157,480
<b>Employee Paid Benefits</b>							
4	1502	*021 Car Allowance	1,687	2,572	4,200	3,935	4,200
5	1502	*041 Cafeteria Allowance	15,268	14,062	11,737	7,263	11,737
6	1502	*042 Retirement	22,391	25,352	28,534	29,201	32,968
7	1502	*xxx All Other Paid Benefits	23,872	15,128	18,152	17,531	10,994
		Total	63,219	57,114	62,623	57,930	59,899
		Total	221,840	228,729	217,330	215,228	217,379
<b>Services &amp; Supplies</b>							
8	1502	*101 Postage	0	0	0	0	0
9	1502	*120 Supplies Office	270	516	945	677	700
10	1502	*123 Supplies - Shop & Field	6,671	6,129	6,000	5,953	5,584
11	1502	*156 Special Event	16,938	4,745	3,000	3,030	2,584
12	1502	*157 Special Event - Citrus Festival	7,198	3,544	0	499	0
13	1502	*171 Minor Equipment - Office	0	1,003	0	0	0
14	1502	*175 Minor Equipment - Computer	0	0	0	0	0
15	1502	*209 Prof/Contr Svcs - Other	2,488	2,427	2,000	2,022	2,000
16	1502	*230 Legal Advertising	140	37	0	115	0
17	1502	*240 Duplication Charges - Internal	0	0	0	0	0
18	1502	*280 Utility - Electric	0	0	0	0	0
19	1502	*282 Utility - Telephone	47	0	0	0	0
20	1502	*303 Maint - Office Equipment	0	0	230	0	0
21	1502	*304 Maint - Vehicles, Equipment	283	357	500	0	0
22	1502	*305 Maint - Vehicle Fuel	1,220	958	1,200	732	750
23	1502	*352 Training/Workshops/Meetings	64	0	0	0	0
		Total	35,318	19,716	13,875	13,028	11,618
		Total	257,158	248,445	231,205	228,256	228,997

**Year-Over-Year Changes**

No significant year over year changes.

**COMMUNITY SERVICES**

**RAILROAD DEPOT**

FUND 100

1503

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	1503 *001	Full Time Salaries	4,959	3,950	0	0	0
2	1503 *003	Overtime	0	0	0	0	0
		Total	4,959	3,950	0	0	0
<b>Employee Paid Benefits</b>							
3	1503 *021	Car Allowance	211	164	0	0	0
4	1503 *041	Cafeteria Allowance	616	471	0	0	0
5	1503 *042	Retirement	1,107	969	0	0	0
6	1503 *xxx	All Other Paid Benefits	301	248	0	0	0
		Total	2,235	1,851	0	0	0
		Total	7,194	5,800	0	0	0
<b>Services &amp; Supplies</b>							
7	1503 *120	Supplies Office	0	0	0	0	0
8	1503 *121	Supplies - Clothing/Uniform	0	0	0	0	0
9	1503 *123	Supplies - Shop & Field	0	0	0	0	0
10	1503 *124	Supplies - Safety	0	0	0	0	0
11	1503 *173	Minor Equipment - Shop & Field	0	0	0	0	0
12	1503 *209	Prof/Contr Svcs - Other	0	0	0	0	0
13	1503 *226	Prof/Contr Svcs - Janitorial	0	0	0	0	0
14	1503 *227	Prof/Contr - Temp Personnel	0	0	0	0	0
15	1503 *280	Utility - Electric	0	0	0	0	0
16	1503 *281	Utility - Gas	0	0	0	0	0
17	1503 *282	Utility - Telephone	0	0	0	0	0
18	1503 *301	Maint - Bldgs. & Improvements	0	0	0	0	0
19	1503 *305	Maint - Vehicle Fuel	0	0	0	0	0
20	1503 *307	Equipment Maintenance Charges	0	0	0	0	0
21	1503 *352	Training/Workshops/Meetings	0	0	0	0	0
		Total	0	0	0	0	0
		Total	7,194	5,800	0	0	0

**Year-Over-Year Changes**

Due to budget constraints the Train Depot is no longer available to the public.

**COMMUNITY SERVICES**

**COMM SVCS-BLDG MAINT**

FUND 100

1531

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	1531 *001	Full Time Salaries	109,381	76,574	73,235	66,283	79,550
2	1531 *002	Part Time Salaries	6,731	15,562	14,700	15,522	14,316
3	1531 *003	Overtime	6,003	6,852	6,700	16,275	15,000
		Total	122,115	98,988	94,635	98,080	108,866
<b>Employee Paid Benefits</b>							
4	1531 *041	Cafeteria Allowance	29,748	19,263	19,207	17,894	19,206
5	1531 *042	Retirement	15,256	13,845	16,148	16,605	20,850
6	1531 *xxx	All Other Paid Benefits	16,512	12,998	18,787	17,593	18,903
		Total	61,517	46,106	54,142	52,092	58,959
		Total	183,633	145,094	148,777	150,172	167,825
<b>Services &amp; Supplies</b>							
7	1531 *121	Supplies - Clothing/Uniform	1,470	1,748	1,701	903	1,700
8	1531 *123	Supplies - Shop & Field	14,829	21,562	37,500	37,659	36,500
9	1531 *124	Supplies - Safety	77	25	0	0	0
10	1531 *173	Minor Equipment - Shop & Field	0	0	2,500	0	2,500
11	1531 *209	Prof/Contr Svcs - Other	4,700	5,643	6,000	5,801	6,000
12	1531 *226	Prof/Contr Svcs - Janitorial	4,669	5,161	0	2,529	0
13	1531 *227	Prof/Contr - Temp Personnel	0	1,212	0	0	0
14	1531 *280	Utility - Electric	0	0	0	0	0
15	1531 *281	Utility - Gas	0	0	0	0	0
16	1531 *282	Utility - Telephone	90	0	0	0	0
17	1531 *301	Maint - Bldgs. & Improvements	3,901	27,802	10,000	11,379	10,000
18	1531 *304	Maint - Vehicles Equipment	0	0	0	0	0
19	1531 *305	Maint - Vehicle Fuel	5,512	2,975	3,000	917	3,000
20	1531 *307	Equipment Maintenance Charges	5,093	5,077	4,777	4,799	5,424
21	1531 *352	Training/Workshops/Meetings	849	365	850	850	850
		Total	41,189	71,570	66,328	64,837	65,974
<b>Capital Outlays</b>							
22	1531 *610	Equipment New	0	34,183	0	0	0
23	1531 *630	Improv - Other than Bldgs.-New	8,900	0	0	0	0
		Total	8,900	34,183	0	0	0
		Total	233,722	250,846	215,105	215,009	233,799

**Year-Over-Year Changes**

There is an increase in salaries & benefits \$19,048 due to 5% reduction agreed in FY 11-12 MOU concessions to end December 31, 2012.

**COMMUNITY SERVICES**

**COMM SVCS-GRNS MAINT**

FUND

100

1532

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	1532 *001	Full Time Salaries	57,475	48,729	48,688	45,243	50,104
2	1532 *002	Part Time Salaries	0	0	0	0	0
3	1532 *003	Overtime	5,024	1,693	1,600	2,331	2,500
		Total	62,498	50,422	50,288	47,574	52,604
<b>Employee Paid Benefits</b>							
4	1532 *041	Cafeteria Allowance	14,698	13,759	13,719	12,782	13,719
5	1532 *042	Retirement	8,534	8,444	10,391	10,242	12,772
6	1532 *xxx	All Other Paid Benefits	6,977	4,608	5,785	6,776	9,618
		Total	30,209	26,812	29,895	29,800	36,109
		Total	92,707	77,234	80,183	77,374	88,713
<b>Services &amp; Supplies</b>							
7	1532 *101	Postage	0	0	0	0	0
8	1532 *121	Supplies - Clothing/Uniform	736	840	1,000	964	1,000
9	1532 *123	Supplies - Shop & Field	19,634	20,175	16,500	16,624	16,500
10	1532 *124	Supplies - Safety	155	100	0	100	0
11	1532 *156	Santa Paula Beautiful	3,649	1,777	10,000	10,029	-
12	1532 *173	Minor Equipment - Shop & Field	-	-	0	0	0
13	1532 *202	Svc - Landscape Maintenance	31,845	35,240	38,000	34,620	38,000
14	1532 *209	Prof/Contr Svcs - Other	10,654	16,743	8,155	13,720	11,155
15	1532 *223	Prof/Contr Svcs Tree - Trimming	7,165	5,724	10,000	10,000	10,000
16	1532 *227	Prof/Contr - Temp Personnel	22,102	20,294	0	-	0
17	1532 *280	Utility - Electric	0	0	0	0	0
18	1532 *282	Utility - Telephone	17	-	0	0	0
19	1532 *287	Landfill Fees	0	0	0	0	0
20	1532 *301	Maint - Bldgs. & Improvements	6,442	2,062	0	972	1,000
21	1532 *304	Maint - Vehicles Equipment	42	-	500	81	500
22	1532 *305	Maint - Vehicle Fuel	7,534	9,142	6,000	9,540	6,000
23	1532 *307	Equipment Maintenance Charges	9,010	8,752	0	8,164	9,040
24	1532 *352	Training/Workshops/Meetings	574	894	500	500	500
		Total	119,558	121,742	90,655	105,314	93,695
		Total	212,265	198,976	170,838	182,688	182,408

**Year-Over-Year Changes**

There is an increase in salaries & benefits \$8,530 due to 5% reduction agreed in FY 11-12 MOU concessions to end December 31, 2012,

**COMMUNITY SERVICES**

FUND 103

**CABLE TELEVISION**

1505

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	1505 *001	Full Time Salaries	4,959	4,013	4,000	0	4,000
		Total	4,959	4,013	4,000	0	4,000
<b>Employee Paid Benefits</b>							
2	1505 *021	Car Allowance	211	164	0	0	0
3	1505 *041	Cafeteria Allowance	616	471	0	0	0
4	1505 *042	Retirement	1,107	969	0	0	0
5	1505 *xxx	All Other Paid Benefits	301	248	0	0	0
		Total	2,235	1,851	0	0	0
		Total	7,194	5,864	4,000	0	4,000
<b>Services &amp; Supplies</b>							
6	1505 *123	Supplies - Shop & Field	0	0	5,000	5	0
7	1505 *209	Prof/Contr Svcs - Other	8,838	8,650	16,000	4,885	16,000
		Total	8,838	8,650	21,000	4,890	16,000
		Total	16,032	14,514	25,000	4,890	20,000

**Year-Over-Year Changes**

No significant year over year changes.

**COMMUNITY SERVICES**

FUND 115

**RECREATION PROGRAM**

1502

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Services &amp; Supplies</b>							
1	1501 *123	Supplies-Shop & Field	0	0	0	28	0
2	1502 *181	Recreation Programs	94,955	92,777	93,000	69,554	87,000
3	1502 *182	Senior Activities	140	0	0	0	0
		Total	95,095	92,777	93,000	69,582	87,000
		Total	95,095	92,777	93,000	69,582	87,000

**Year-Over-Year Changes**

No significant year over year changes.

**COMMUNITY SERVICES**

FUND 305

**BEV CONTAINER RECYCLING**

1531/1532

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	1531 *001	Full Time Salaries	0	0	0	1,028	0
Total			0	0	0	1,028	0
<b>Services &amp; Supplies</b>							
2	1532 *179	Minor Equipment	0	30,938	0	3,986	13,000
Total			0	30,938	0	3,986	13,000
Total			0	30,938	0	5,014	13,000

**Year-Over-Year Changes**

Funded Grant program expected to receive more donations and County requires money from donations spent first.

**COMMUNITY SERVICES**

FUND 405

**COMM SVCS-REC & LEISURE**

1502

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	1502 *001	Full Time Salaries	0	416	0	488	0
2	1502 *002	Part Time Salaries	16,346	17,375	17,028	17,990	18,495
3	1502 *003	Overtime	0	0	0	0	0
Total			16,346	17,791	17,028	18,478	18,495
<b>Employee Paid Benefits</b>							
4	1502 *041	Cafeteria Allowance	0	0	0	0	0
5	1502 *042	Retirement	704	1,090	1,713	1,334	1,334
6	1502 *xxx	All Other Paid Benefits	318	361	429	462	430
Total			1,022	1,451	2,142	1,796	1,764
Total			17,368	19,243	19,170	20,274	20,259
<b>Services &amp; Supplies</b>							
7	1502 *123	Supplies - Shop & Field	11,988	9,671	8,531	7,730	30,000
8	1502 *175	Minor Equipment - Computer	0	0	0	0	0
9	1502 *209	Prof/Contr Svcs - Other	0	100	0	0	0
Total			11,988	9,771	8,531	7,730	30,000
Total			29,355	29,013	27,701	28,004	50,259

**Year-Over-Year Changes**

Funded Grant program expected to receive more grant funding.

**COMMUNITY SERVICES**

**CDBG RECREATION-SENIOR**

FUND 450

1502

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	1502 *002	Part Time Salaries	6,826	7,452	7,646	7,646	7,646
Total			6,826	7,452	7,646	7,646	7,646
<b>Employee Paid Benefits</b>							
2	1502 *041	Cafeteria Allowance	0	0	0	0	0
3	1502 *042	Retirement	122	573	359	359	359
4	1502 *xxx	All Other Paid Benefits	125	107	113	113	113
Total			247	680	472	472	472
Total			7,073	8,132	8,118	8,118	8,118

**Year-Over-Year Changes**

No significant year over year changes.

**COMMUNITY SERVICES**

**RECREATION PROGRAMS**

FUND 555

1502

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	1502 *001	Full Time Salaries	981	-	0	0	0
2	1502 *002	Part Time Salaries	20,929	0	0	0	0
Total			21,910	0	0	0	0
<b>Employee Paid Benefits</b>							
3	1502 *041	Cafeteria Allowance	0	0	0	0	0
4	1502 *042	Retirement	1,483	0	0	0	0
5	1502 *xxx	All Other Paid Benefits	1,607	0	0	0	0
Total			3,090	0	0	0	0
Total			25,000	0	0	0	0

**Year-Over-Year Changes**

RDA program no longer available.

**COMMUNITY SERVICES**

**COMMUNITY CENTER**

FUND 801

1501

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Transfers, Overhead and Debt</b>							
1	1501 *525	General Portion of Enwo Int	2,832	2,088	0	827	1,665
Total			2,832	2,088	0	827	1,665
Total			2,832	2,088	0	827	1,665

**Year-Over-Year Changes**

No significant year over year changes.

**COMMUNITY SERVICES**

**HARDING PARK TRUST**

FUND 803

1532

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Services &amp; Supplies</b>							
1	1532 *123	Supplies - Shop & Field	0	0	0	5,067	5,000
2	1532 *209	Prof/Contr Svcs - Other	0	0	0	10,999	11,000
3	1532 *301	Maint - Bldg & Improvements	5,555	1,468	0	1,530	0
Total			5,555	1,468	0	17,596	16,000
<b>Transfers - Out &amp; Overhead</b>							
4	1532 *702	Transfer to Harding Park	0	0	0	7,510	500,000
Total			0	0	0	7,510	500,000
Total			5,555	1,468	0	25,106	516,000

**Year-Over-Year Changes**

Harding Park Project with approved funds transferred to Fund 202, Harding Park Improvements.

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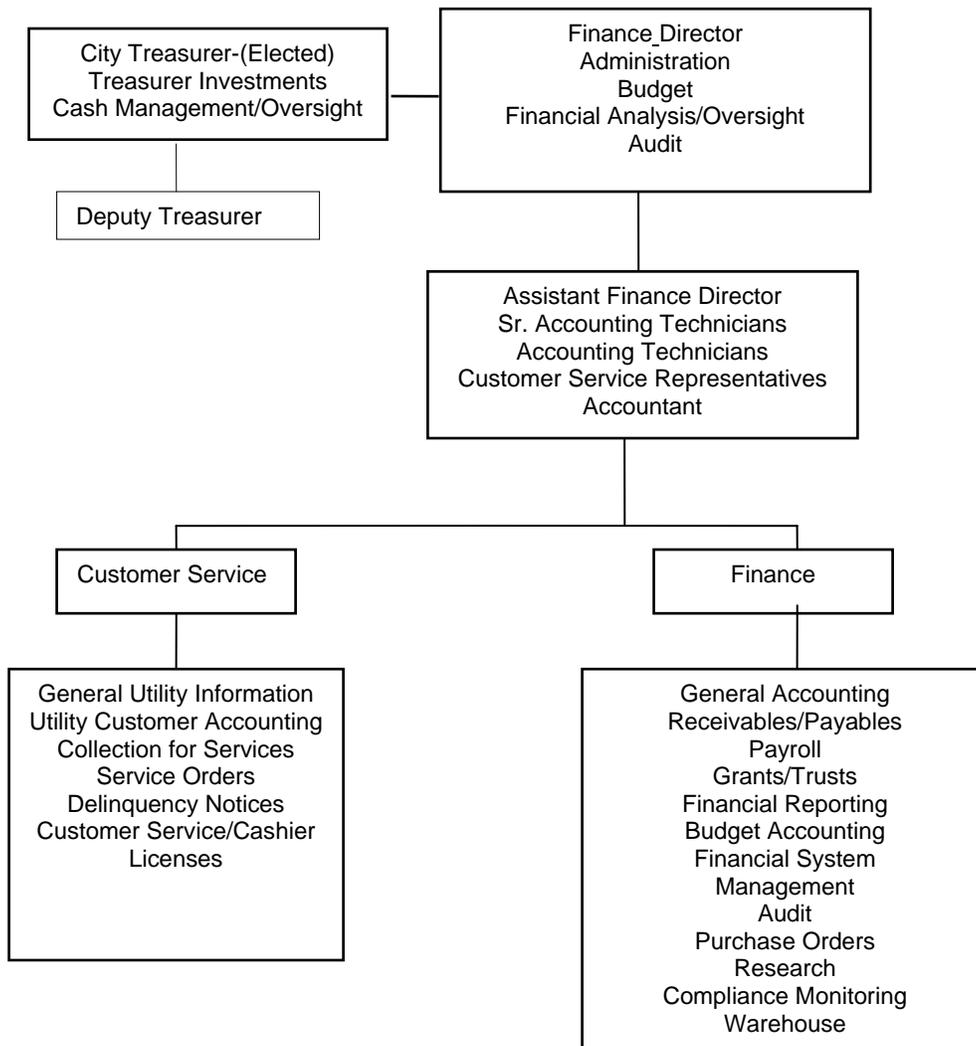
## FINANCIAL SERVICES DEPARTMENT

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**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 fund. 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 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, (Accountant & Human Resources Manager). The elected position was voted at the November 2008 election and the office is up for re-election in November 2012.

## 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 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.
- 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
    - 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**

<b>Expenditures</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Actual</b>	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimated</b>	<b>FY 12-13 Adopted</b>	<b>% Change</b>
Salaries	442,210	382,602	336,208	275,404	368,598	33.8%
Benefits	181,685	147,164	164,444	126,588	159,689	26.1%
<b>Total</b>	<b>623,895</b>	<b>529,766</b>	<b>500,652</b>	<b>401,992</b>	<b>528,287</b>	<b>31.4%</b>
Supplies, Services & Maintenance	175,651	204,699	160,100	151,624	159,598	5.3%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0.0%
<b>Total</b>	<b>175,651</b>	<b>204,699</b>	<b>160,100</b>	<b>151,624</b>	<b>159,598</b>	<b>5.3%</b>
Capital Outlays	0	0	0	0	0	0.0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Total</b>	<b>799,546</b>	<b>734,465</b>	<b>660,752</b>	<b>553,616</b>	<b>687,885</b>	<b>24.3%</b>
<b>Authorized Employee Count</b>	<b>8.0</b>	<b>10.0</b>	<b>7.75</b>	<b>7.75</b>	<b>9.0</b>	

**FINANCE DEPARTMENT - GENERAL FUND SUMMARY**

<b>Expenditures</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Actual</b>	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimated</b>	<b>FY 12-13 Adopted</b>	<b>% Change</b>
Salaries	230,542	217,195	208,591	181,988	236,449	29.9%
Benefits	93,532	81,929	95,211	85,317	89,576	5.0%
<b>Total</b>	<b>324,074</b>	<b>299,124</b>	<b>303,802</b>	<b>267,305</b>	<b>326,025</b>	<b>22.0%</b>
Supplies, Services & Maintenance	79,170	83,678	52,775	59,654	41,598	-30.3%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0.0%
<b>Total</b>	<b>79,170</b>	<b>83,678</b>	<b>52,775</b>	<b>59,654</b>	<b>41,598</b>	<b>-30.3%</b>
Capital Outlays	0	0	0	0	0	0.0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Total</b>	<b>403,244</b>	<b>382,802</b>	<b>356,577</b>	<b>326,959</b>	<b>367,623</b>	<b>12.4%</b>
<b>Revenue &amp; Other Resources</b>						
Fees, Fines & Permits	0	0	0	0	0	0.0%
Charges for Services, User Fees	15,592	11,012	11,000	12,697	12,550	-1.2%
Other Revenues	0	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>15,592</b>	<b>11,012</b>	<b>11,000</b>	<b>12,697</b>	<b>12,550</b>	<b>-1.2%</b>
<b>Net GF (Cost)/Benefit</b>	<b>387,652</b>	<b>371,790</b>	<b>345,577</b>	<b>314,262</b>	<b>355,073</b>	<b>13.0%</b>

**FINANCIAL SERVICES**

**CITY TREASURER**

FUND

100

2001

Line	Budget Account	Personnel Services	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	2001	*001 Full Time Salaries	0	0	0	0	0
2	2001	*002 Part Time Salaries	3,615	3,583	3,420	3,204	3,510
		Overtime	0	0	0	0	0
		Total	3,615	3,583	3,420	3,204	3,510
<b>Employee Paid Benefits</b>							
3	2001	*041 Cafeteria Allowance	0	0	0	0	0
4	2001	*042 Retirement	0	0	0	0	0
5	2001	*xxx All Other Paid Benefits	25	25	87	37	89
		Total	25	25	87	37	89
		Total	3,640	3,609	3,507	3,241	3,599
<b>Services &amp; Supplies</b>							
6	2001	*101 Postage	0	0	0	0	0
7	2001	*103 Dues & Subscriptions	155	155	0	0	0
8	2001	*120 Supplies Office	0	0	0	0	0
9	2001	*209 Prof/Contr Svcs - Other	0	41	0	0	0
		Total	155	196	0	0	0
		Total	3,795	3,805	3,507	3,241	3,599

**Year-Over-Year Changes**

No significant year over year changes.

**FINANCIAL SERVICES**

**FINANCE OPERATIONS**

FUND

100

2002

Line	Budget Account	Personnel Services	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	2002 *001	Full Time Salaries	224,466	211,631	203,471	178,663	232,439
2	2002 *002	Part Time Salaries	0	0	0	0	0
3	2002 *003	Overtime	2,461	1,981	1,700	121	500
Total			226,926	213,611	205,171	178,784	232,939
<b>Employee Paid Benefits</b>							
4	2002 *021	Car Allowance	1,687	2,062	3,150	2,951	3,150
5	2002 *041	Cafeteria Allowance	53,006	43,928	49,411	44,181	38,574
6	2002 *042	Retirement	31,897	30,206	35,166	32,213	40,841
7	2002 *xxx	All Other Paid Benefits	6,917	5,709	7,397	5,935	6,922
Total			93,507	81,904	95,124	85,280	89,487
Total			320,434	295,516	300,295	264,064	322,426
<b>Services &amp; Supplies</b>							
8	2002 *101	Postage	572	52	75	0	0
9	2002 *103	Dues & Subscriptions	1,093	748	600	710	600
10	2002 *120	Supplies Office	2,516	2,811	2,000	1,714	2,000
11	2002 *129	Supplies - Other	289	0	0	0	0
12	2002 *171	Minor Equipment - Office	0	396	400	0	0
13	2002 *175	Minor Equipment - Computer	1,371	0	0	0	0
14	2002 *179	Minor Equipment - Other	0	0	0	0	0
15	2002 *201	Prof/Contr Svcs - Financial	39,704	36,262	33,000	32,914	33,000
16	2002 *205	Prof/Contr Svcs - Personnel	0	0	0	0	0
17	2002 *209	Prof/Contr Svcs - Other	8,958	25,151	5,000	13,158	5,000
18	2002 *227	Prof/Contr - Temp Personnel	10,006	12,512	9,000	9,000	0
19	2002 *230	Legal Advertising	610	37	0	261	250
20	2002 *231	Misc Advertising/Promo	230	0	1,000	0	0
21	2002 *240	Duplication Charges - Internal	0	0	0	0	0
22	2002 *241	Printing & Binding - External	280	1,095	1,500	1,385	548
23	2002 *282	Utility - Telephone	292	277	0	264	0
24	2002 *301	Maint - Bldgs & Improvements	11,300	2,200	0	0	0
25	2002 *303	Maint - Office Equipment	0	0	0	0	0
26	2002 *352	Training/Workshops/Meetings	48	54	0	0	0
27	2002 *353	Mileage Reimbursement	246	218	200	248	200
28	2002 *360	Educational Reimbursement	1,500	1,671	0	0	0
Total			79,015	83,482	52,775	59,654	41,598
Total			399,449	378,997	353,070	323,718	364,024

**Year-Over-Year Changes**

There is an increase in salaries & benefits of \$22,131 due to 5% reduction agreed in FY 11-12 MOU concessions to end December 31, 2012 and part time Accountant that going back to full time that was approved FY 11-12.

**FINANCIAL SERVICES**

FUND

281

**VISTA BUS PASSES**

2003

Line	Budget Account	Personnel Services	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	2003 *001	Full Time Salaries	3,103	1,797	1,659	842	1,720
2	2003 *002	Part Time Salaries	0	0	0	0	0
3	2003 *003	Overtime	0	51	0	0	0
Total			3,103	1,848	1,659	842	1,720
<b>Employee Paid Benefits</b>							
4	2003 *041	Cafeteria Allowance	882	457	549	256	548
5	2003 *042	Retirement	497	310	354	130	325
6	2003 *xxx	All Other Paid Benefits	86	50	64	44	52
Total			1,465	817	967	430	925
Total			4,568	2,665	2,626	1,272	2,645
Total			4,568	2,665	2,626	1,272	2,645

**Year-Over-Year Changes**

No significant year over year changes.

**FINANCIAL SERVICES**

**CUSTOMER SERVICES - UTILITIES**

FUND

620

2005

Line	Budget Account	Personnel Services	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	2005 *001	Full Time Salaries	207,038	161,575	124,458	90,376	128,429
2	2005 *002	Part Time Salaries	0	0	0	0	0
3	2005 *003	Overtime	1,526	1,985	1,500	2,198	2,000
Total			208,565	163,560	125,958	92,574	130,429
<b>Employee Paid Benefits</b>							
4	2005 *021	Car Allowance	2,109	1,709	1,050	984	1,050
5	2005 *041	Cafeteria Allowance	45,979	31,623	34,214	21,428	34,213
6	2005 *042	Retirement	32,776	26,851	28,403	14,902	30,112
7	2005 *xxx	All Other Paid Benefits	5,824	4,234	4,599	3,527	3,813
Total			86,688	64,418	68,266	40,841	69,188
Total			295,253	227,977	194,224	133,415	199,617
<b>Services &amp; Supplies</b>							
8	2005 *101	Postage	44,735	42,243	50,000	21,870	45,000
9	2005 *120	Supplies Office	88	165	150	0	0
10	2005 *129	Supplies - Other	0	0	0	0	0
11	2005 *171	Minor Equipment - Office	0	942	0	0	0
12	2005 *175	Minor Equipment - Computer	0	0	0	0	0
13	2005 *179	Minor Equipment - Other	0	0	0	0	0
14	2005 *201	Prof/Contr Svcs - Financial	29,092	23,560	23,000	8,604	23,000
15	2005 *205	Prof/Contr Svcs Personnel	0	160	175	370	0
16	2005 *209	Prof/Contr Svcs - Other	22,464	34,530	25,000	39,964	50,000
17	2005 *227	Prof/Contr - Temp Personnel	0	19,421	9,000	21,162	0
18	2005 *282	Utility - Telephone	103	0	0	0	0
19	2005 *352	Training/Workshops/Meetings	0	0	0	0	0
Total			96,482	121,021	107,325	91,970	118,000
Total			391,734	348,998	301,549	225,385	317,617

**Year-Over-Year Changes**

There is an increase in salaries & benefits of \$5,393 due to 5% reduction agreed in FY 11-12 MOU concessions to end December 31, 2012. There is an increase for Fy 12-13 from the Actual FY 11-12 due to Customer Representative being hired that was postponed prior year. Also, there is an increase in Prof/Contr Svcs-Other that is for the processing fee per credit card transaction. Credit Card transactions have been increasing over the years.

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## FIRE DEPARTMENT

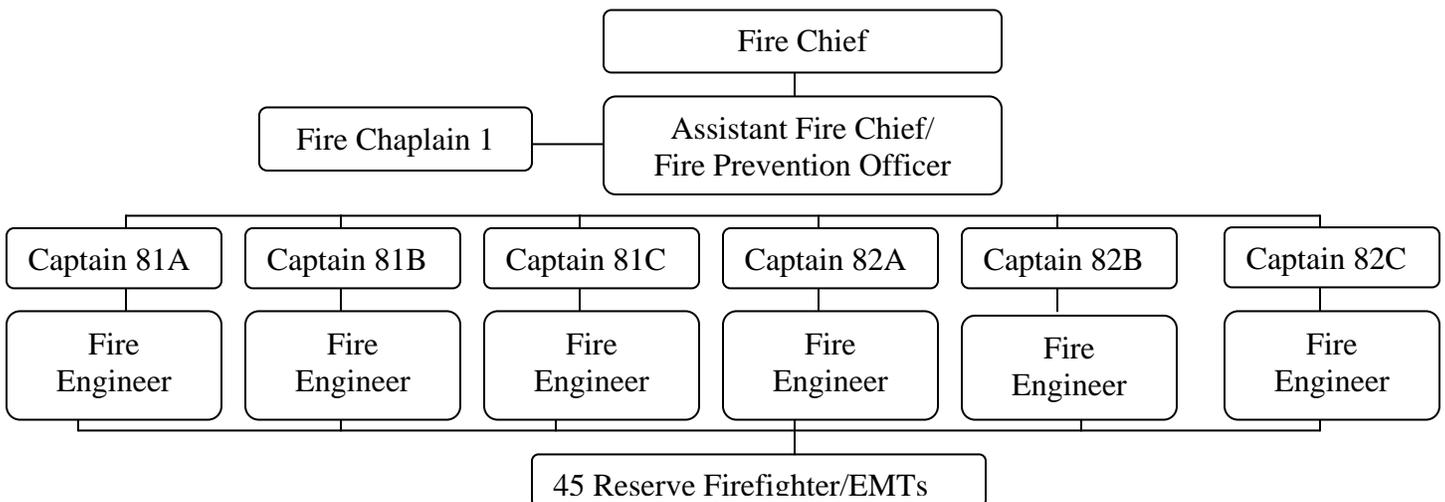
**Department Description:** The Santa Paula Fire Department is a combination, full-time/reserve department providing fire suppression and emergency medical services, as well as fire prevention and business hazardous materials regulation functions within the City. The fifteen full-time personnel are the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

Administration and Prevention offices are at the Community Development Building Annex. Fire Stations 81 and 82 house most of the department's equipment. Station 81 houses a 2002 Ferrera pumper, a 1992 Pierce Pumper, a 1986 Ford Pierce Pumper with a 50' "Telesquirt" aerial ladder and monitor. Station 82 houses a 2008 Ferrera 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 45 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.

<b>Fire Administration Program</b>
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**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.

<b>Fire Prevention Program</b>
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**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.

<b>Fire Operations Program</b>
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**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 45 Reserve Firefighter/EMTs, the maintenance and operation of the two fire stations, the fire engines, light and air unit, mass casualty trailer, support vehicles and all other equipment and supplies.

In 2012 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**

	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	% Change
<b>Expenditures</b>						
Salaries	1,138,086	1,225,925	1,094,270	1,077,696	1,140,262	5.8%
Benefits	719,432	750,079	734,600	748,364	775,280	3.6%
Total	1,857,518	1,976,004	1,828,870	1,826,060	1,915,542	4.9%
Supplies, Services & Maintenance	188,935	195,118	205,425	194,390	229,423	18.0%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0.0%
Total	188,935	195,118	205,425	194,390	229,423	18.0%
Capital Outlays	25,260	25,000	21,250	20,852	0	0.0%
Total	25,260	25,000	21,250	20,852	0	0.0%
<b>Total</b>	<b>2,071,713</b>	<b>2,196,121</b>	<b>2,055,545</b>	<b>2,041,302</b>	<b>2,144,965</b>	<b>5.1%</b>
<b>Authorized Employee Count</b>	14.0	15.0	15.0	15.0	15.0	

**FIRE DEPARTMENT - GENERAL FUND SUMMARY**

	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	% Change
<b>Expenditures</b>						
Salaries	1,127,463	1,222,291	1,091,570	1,075,615	1,132,460	5.3%
Benefits	719,397	749,998	734,561	748,364	772,591	3.2%
Total	1,846,860	1,972,289	1,826,131	1,823,979	1,905,051	4.4%
Supplies, Services & Maintenance	186,567	189,023	193,525	195,293	223,574	14.5%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0.0%
Total	186,567	189,023	193,525	195,293	223,574	14.5%
Capital Outlays	0	0	0	0	0	0.0%
Total	0	0	0	0	0	0.0%
<b>Total</b>	<b>2,033,427</b>	<b>2,161,312</b>	<b>2,019,656</b>	<b>2,019,272</b>	<b>2,128,625</b>	<b>5.4%</b>
<b>Revenue &amp; Other Resources</b>						
Fees, Fines & Permits	56,967	76,377	66,200	38,657	51,700	33.7%
Intergovernmental Revenues	89,172	77,160	61,300	74,556	79,500	6.6%
Charges for Services, User Fees	16,458	12,884	11,765	11,280	12,380	9.8%
Other Revenues	11,942	23,710	0	4,383	5,700	30.0%
Total Revenues	174,539	190,131	139,265	128,876	149,280	15.8%
Net GF (Cost)/Benefit	1,858,888	1,971,181	1,880,391	1,890,396	1,979,345	4.7%

FIRE FUND			ADMINISTRATION & PREVENTION				
			100	2501			
Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	2501 *001	Full Time Salaries	196,847	195,763	180,802	173,553	181,741
2	2501 *003	Overtime	732	693	700	3,691	700
		Total	197,579	196,455	181,502	177,244	182,441
<b>Employee Paid Benefits</b>							
3	2501 *041	Cafeteria Allowance	22,660	20,904	22,031	11,005	21,529
4	2501 *042	Retirement	80,666	80,386	82,464	81,751	82,574
5	2501 *xxx	All Other Paid Benefits	19,812	19,743	27,204	25,511	23,293
		Total	123,138	121,033	131,699	118,267	127,396
		Total	320,717	317,489	313,201	295,511	309,837
<b>Services &amp; Supplies</b>							
6	2501 *101	Postage	107	12	200	0	0
7	2501 *103	Dues & Subscriptions	200	0	1,425	1,400	1,400
8	2501 *120	Supplies Office	108	65	500	471	500
9	2501 *121	Supplies Clothing/Uniform	530	775	1,000	1,007	1,000
10	2501 *123	Supplies - Shop & Field	0	0	0	197	250
11	2501 *124	Supplies - Safety	0	0	0	0	0
12	2501 *209	Prof/Contr Svcs - Other	345	300	2,000	1,995	2,000
13	2501 *213	Prof/Contr Svcs - Weed Abatemen	0	0	0	0	0
14	2501 *214	Prof/Contr Svcs - Medical	0	0	0	0	0
15	2501 *240	Duplication Charges	0	0	0	0	0
16	2501 *241	Printing & Binding	0	30	0	48	0
17	2501 *282	Utility - Telephone	700	974	800	410	0
18	2501 *303	Maint - Office Equipment	0	0	0	0	0
19	2501 *305	Maint - Vehicle Fuel	1,962	2,909	2,700	2,973	3,000
20	2501 *352	Training/Workshops/Meetings	35	1,516	4,000	2,400	2,400
		Total	3,987	6,581	12,625	10,901	10,550
		Total	324,704	324,070	325,826	306,412	320,387

**Year-Over-Year Changes**

There has been a slight decrease of \$5,439 due to decrease benefits and decrease in training/workshops/meetings.

FIRE FUND			OPERATIONS				
			100		2504		
Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	2504 *001	Full Time Salaries	785,715	825,585	730,068	719,658	770,019
2	2504 *002	Part Time Salaries	2,687	129	0	0	0
3	2504 *003	Overtime	141,482	200,122	180,000	178,713	180,000
		Total	929,884	1,025,836	910,068	898,371	950,019
<b>Employee Paid Benefits</b>							
4	2504 *041	Cafeteria Allowance	152,327	160,576	163,763	154,352	178,120
5	2504 *042	Retirement	324,561	334,761	323,336	342,273	340,749
6	2504 *xxx	All Other Paid Benefits	119,370	133,628	115,763	133,472	126,326
		Total	596,259	628,964	602,862	630,097	645,195
		Total	1,526,143	1,654,800	1,512,930	1,528,468	1,595,214
<b>Services &amp; Supplies</b>							
7	2504 *120	Supplies Office	1,007	20	200	0	200
8	2504 *122	Supplies - Medical	3,613	4,021	5,000	5,015	5,000
9	2504 *123	Supplies - Shop & Field	16,580	6,003	5,000	5,032	7,000
10	2504 *124	Supplies - Safety	4,740	4,150	7,500	7,325	10,000
11	2504 *129	Supplies - Other	88	1,238	1,500	1,481	1,500
12	2504 *175	Minor Equipment - Computer	1,458	0	0	0	0
13	2504 *179	Minor Equipment - Other	126	872	1,000	1,000	1,000
14	2504 *209	Prof/Contr Svcs - Other	391	0	0	0	0
15	2504 *212	Prof/Contr Svcs - Train EMT	0	0	1,000	1,000	1,000
16	2504 *214	Prof/Contr Svcs - Medical	0	148	200	200	200
17	2504 *219	Svcs - Ventura County Fire	7,440	7,231	6,000	6,000	6,000
18	2504 *240	Duplication Charges - Internal	0	0	0	0	0
19	2504 *241	Printing & Binding - External	1,286	0	0	0	0
20	2504 *245	Svcs - Uniform Cleaning	0	0	0	0	0
21	2504 *280	Utility - Electric	0	0	0	0	0
22	2504 *282	Utility - Telephone	202	0	0	0	0
23	2504 *301	Maint - Bldgs & Improvements	2,271	3,950	7,500	7,424	7,500
24	2504 *304	Maint - Vehicles, Equipment	2,274	12,269	10,000	3,919	10,000
25	2504 *305	Maint - Vehicle Fuel	13,755	16,198	13,000	16,172	16,000
26	2504 *307	Equipment Main. Charges	53,306	46,298	35,000	52,238	50,624
27	2504 *321	Reserve Officer Expenses	37,851	41,528	50,000	38,840	60,000
28	2504 *352	Training/Workshops/Meetings	0	2,207	2,000	2,071	2,000
29	2504 *355	CPR Training Costs	520	0	0	0	0
30	2504 *360	Educational Reimbursement	175	811	0	0	0
31	2504 *370	Lease/Rental	35,498	35,498	36,000	35,498	35,000
32	2504 *678	Prior Year Adj Expenditures	0	0	0	1,177	0
		Total	182,580	182,442	180,900	184,392	213,024
		Total	1,708,723	1,837,242	1,693,830	1,712,860	1,808,238

**Year-Over-Year Changes**

There is an increase in salaries & benefits \$82,284 due to 5% reduction agreed in FY 11-12 MOU concessions to end December 31, 2012. There has been increase in fuel costs, vehicle maintenance costs and reserve officer expenses.

FIRE FUND			PREVENTION & OPERATIONS - HOMELAND SECURITY				
			313		2504		
Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	2504 *001	Full Time Salaries	1,392.17	891.85	0	0	0
2	2504 *002	Part Time Salaries	598.19	0	2,700	0	0
3	2504 *003	Overtime	8,632.66	2,741.75	0	2,081	4,000
Total			10,623	3,634	2,700	2,081	4,000
<b>Employee Paid Benefits</b>							
4	2504 *041	Cafeteria Allowance	0	0	0	0	0
5	2504 *042	Retirement	24	66	0	0	0
6	2504 *xxx	All Other Paid Benefits	11	15	39	0	40
Total			35	81	39	0	40
Total			10,658	3,714	2,739	2,081	4,040
<b>Services &amp; Supplies</b>							
	2502 *120	Supplies Office	0	0	0	0	0
	2502 *123	Supplies - Shop & Field	0	0	0	0	0
	2502 *129	Supplies - Training	129	129	500	86	500
	2502 *241	Printing & Binding - External	1,117	1,117	10,000	188	1,500
	2502 *309	Maint - Minor Equipment	1,121	1,121	1,200	0	1,000
7	2504 *120	Supplies Office	0	3,577	0	0	0
8	2504 *179	Minor Equipment - Other	0	0	0	0	0
9	2504 *352	Training/Workshops/Meetings	0	150	200	0	200
10	2504 *678	Prior Year Adj-Expenditures	0	0	0	(1,177)	0
Total			2,368	6,095	11,900	(903)	3,200
Total			13,026	9,809	14,639	1,178	7,240

**Year-Over-Year Changes**

Budgeted reflectes late federal grant allocations. No specific amount expected in FY 12-13.

FIRE FUND			CDBG OPERATIONS				
			450		2501		
Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	2501 *001	Full Time Salaries	0	0	0	0	3,802
		Total	0	0	0	0	3,802
<b>Employee Paid Benefits</b>							
2	2501 *041	Cafeteria Allowance	0	0	0	0	502
3	2501 *042	Retirement	0	0	0	0	1,682
4	2501 *043	All Other Paid Benefits	0	0	0	0	465
		Total	0	0	0	0	2,649
<b>Capital Outlay</b>							
5	2504 *610	Equipment - New	25,260	25,000	21,250	20,852	0
		Total	25,260	25,000	21,250	20,852	0
		Total	25,260	25,000	21,250	20,852	6,451

**Year-Over-Year Changes**

Assistant Fire Chief works with Code Enforcement and is reimbursed by CDBG Grant since FY 11-12, now being appropriated to the correct account.

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## PLANNING DEPARTMENT

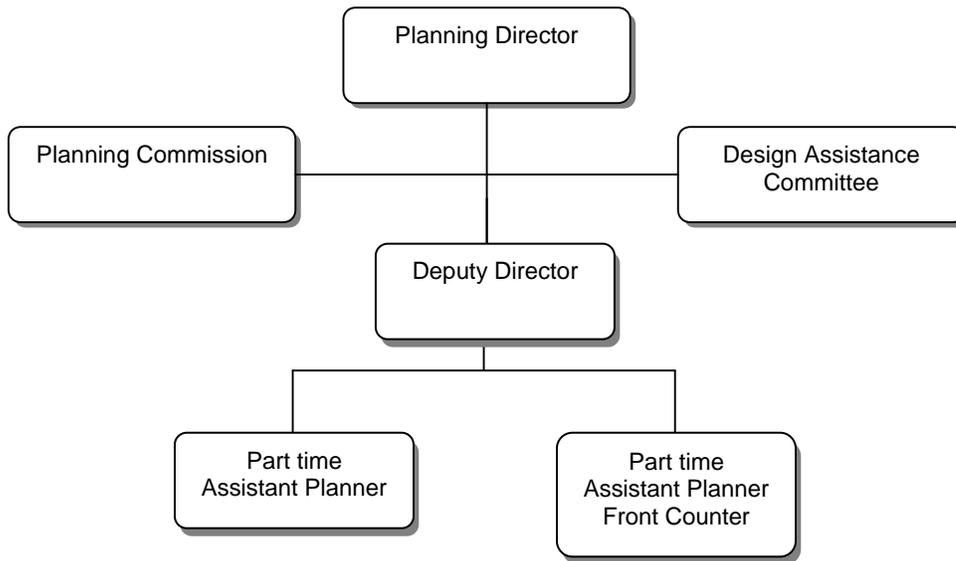
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**Department Description:** The Planning Department is responsible for the current and future land use design and environmental planning of the community. The Department manages the development of the General Plan and provides professional planning analysis and recommendations on planning matters, related policies and future development plans for the City. The Department reviews development proposals for compliance with State mandated laws and coordinates development activity with other City Departments.

The department consists of a Director, Deputy Director, 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. Administrative staff was eliminated in FY 2009-2010. The Department lacks designated administrative support staff, therefore planners continue to complete all required administrative responsibilities, thus providing less time to perform planning 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 and specific plans; 2) current planning, including permit processing of development requests and required environmental reviews, business licenses, home occupations, signs, and zoning compliance (code enforcement); 3) special projects; and 4) planning administration, permit tracking.

The decrease in staffing reflects the economic conditions locally and statewide. However, there is a noticeable increase in workload due to several factors including: the Department taking over the processing and follow up with 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. Additionally, the existing planning staff continues to complete administrative duties whereby reducing the amount of time they can spend on processing development requests.

During the upcoming year, staff will be implementing the certified 2008-2014 Housing Element programs, related required ordinance updates and complete work on the 2013-2021 Housing Element update. With the diminishing number of planning staff available to deliver services, the remaining planning staff continues to carry a greater workload.

The overall 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 2013-2021 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:***

The General Plan implementation fee will be taken out of general fund and placed in deposit fiscal year accounts for state mandated General Plan Updates.

<b>Advanced/Long-Range Planning Program</b>
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**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 2013.
- ◆ Implementation of the 2008-2012 Housing Element and related 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.
- ◆ Project management, coordination and completion of the East Gateway project (East Area 2).
- ◆ On going participation with NPDES land use regulations.
- ◆ Coordination with SCAG for updated RHNA and the RTP.
- ◆ Implementation of the Annexation Guidelines.
- ◆ Environmental review for the Downtown Implementation Plan.

<b>Current Planning Activities</b>
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**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. Manage and coordinate development proposals among city departments.

**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 and Temporary Use 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, coordination and support to city departments such as Public Works Department, Inspection Services and Fire Department pertaining to development proposals.
- ◆ Continue providing GIS support to City Departments.

<b>Special Projects</b>
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**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.
- ◆ Process individual annexation applications as may become necessary.
- ◆ Continue implementation of the sign inventory and required follow up per the Sign Ordinance.

<b>Department Administration</b>
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**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 and City Departments, 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**

<b>Expenditures</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Actual</b>	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimated</b>	<b>FY 12-13 Adopted</b>	<b>% Change</b>
Salaries	288,133	285,814	264,993	250,505	276,518	10.4%
Benefits	97,661	87,702	97,405	86,654	109,842	26.8%
<b>Total</b>	<b>385,794</b>	<b>373,516</b>	<b>362,398</b>	<b>337,159</b>	<b>386,360</b>	<b>14.6%</b>
Supplies, Services & Maintenance	126,912	259,067	149,450	107,581	149,370	38.8%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0.0%
<b>Total</b>	<b>126,912</b>	<b>259,067</b>	<b>149,450</b>	<b>107,581</b>	<b>149,370</b>	<b>38.8%</b>
Capital Outlays	0	0	0	0	0	0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total</b>	<b>512,706</b>	<b>632,583</b>	<b>511,848</b>	<b>444,740</b>	<b>535,730</b>	<b>20.5%</b>
<b>Authorized Employee Count</b>	<b>4.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	
<b>Revenue &amp; Other Resources</b>						
Charges for Services, User Fees	265,729	468,516	410,100	304,308	310,750	2.1%
Other Revenues	16,777	2,710	9,500	(2,559)	7,500	-393.1%
<b>Total Revenues</b>	<b>282,506</b>	<b>471,226</b>	<b>419,600</b>	<b>301,749</b>	<b>318,250</b>	<b>5.5%</b>
<b>Net GF (Cost)/Benefit</b>	<b>230,200</b>	<b>161,357</b>	<b>92,248</b>	<b>142,991</b>	<b>217,480</b>	<b>52.1%</b>

Note: Planning is only funded using General Fund resources

PLANNING			PLANNING				
FUND			100		3001		
Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	3001 *001	Full Time Salaries	286,919	284,840	186,162	250,106	194,576
2	3001 *002	Part Time Salaries	1,214	914	78,831	372	81,892
3	3001 *003	Overtime	0	60	0	27	50
Total			288,133	285,814	264,993	250,505	276,518
<b>Employee Paid Benefits</b>							
4	3001 *021	Car Allowance	4,218	4,211	4,200	3,935	4,200
5	3001 *041	Cafeteria Allowance	37,147	28,111	30,909	21,899	37,085
6	3001 *042	Retirement	47,541	47,400	52,878	51,829	59,581
7	3001 *xxx	All Other Paid Benefits	8,755	7,980	9,418	8,991	8,976
Total			97,661	87,702	97,405	86,654	109,842
Total			385,794	373,516	362,398	337,159	386,360
<b>Services &amp; Supplies</b>							
8	3001 *101	Postage	166	0	0	0	0
9	3001 *103	Dues & Subscriptions	836	685	800	800	800
10	3001 *120	Supplies Office	230	190	400	398	420
11	3001 *129	Supplies - Other	51	0	0	0	0
12	3001 *150	Recognition - Awards	0	0	50	0	50
13	3001 *171	Minor Equipment - Office	1	0	0	0	0
14	3001 *175	Minor Equipment - Computer	72	0	0	0	0
15	3001 *203	Prof/Contr Svcs - Legal	16,835	4,743	12,000	9,953	10,000
16	3001 *209	Prof/Contr Svcs - Other	0	1,360	6,000	0	20,000
17	3001 *215	Prof/Contr Svcs - Planning	22,180	0	27,000	0	27,000
18	3001 *227	Prof/Contr Svcs - Temp Personnel	0	12,714	15,000	9,718	0
19	3001 *230	Legal Advertising	2,318	1,076	1,500	1,386	1,500
20	3001 *232	Prof Svcs - Contract Planning	83,065	237,708	85,000	85,000	88,000
21	3001 *240	Duplication Charges - Internal	0	0	0	0	0
22	3001 *241	Printing & Binding - External	765	30	400	0	300
23	3001 *282	Utility - Telephone	359	340	0	326	0
24	3001 *301	Maint - Bldgs. & Improvements	0	0	0	0	0
25	3001 *303	Maint - Office Equipment	0	0	0	0	0
26	3001 *352	Training/Workshops/Meetings	35	220	500	0	500
27	3001 *354	Planning Commission Expenses	0	0	800	0	800
Total			126,912	259,067	149,450	107,581	149,370
Total			512,706	632,583	511,848	444,740	535,730

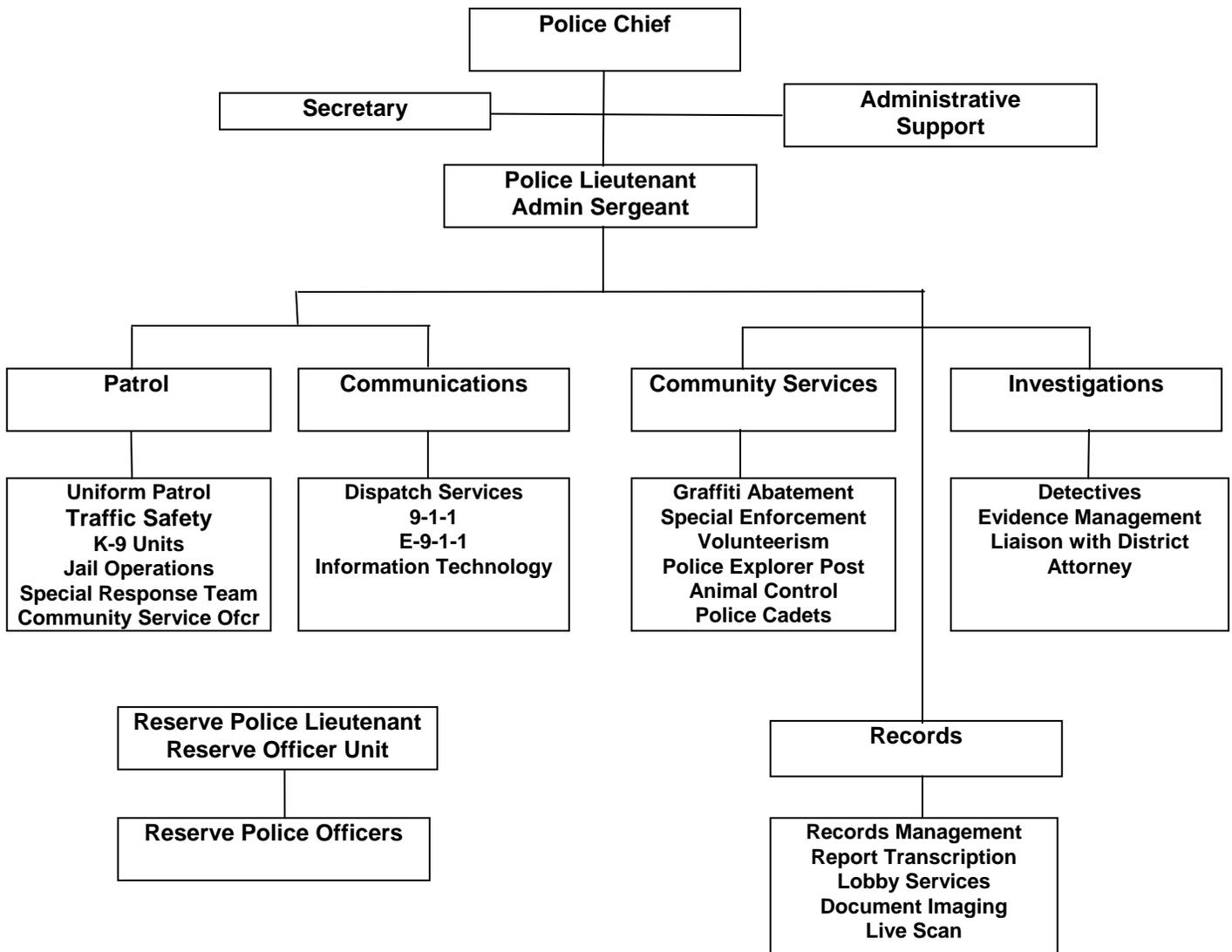
**Year-Over-Year Changes**

The General Plan Implementation fee will be taken out of the General Fund and placed in deposit fiscal year accounts for state mandated General Plan Updates. Also, the 2013-2021 Housing Element Update will be completed during FY 12-13. There is an increase in salaries \$11,525 due to 5% reduction agreed in FY 11-12 MOU concessions to end December 31, 2012.

## 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 the two 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 12/13 are forthcoming.

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 Police Cadet Program, Neighborhood Watch, increased involvement in National Night Out, additional programs in this service area.
- Quality of Life - Actively enforce quality of life 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 2012/2013 as compared to the 2011/2012 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. Training for specialized units will take priority.

The department does receive additional funding revenue in the way of grants for services. The Bureau of Justice Assistance (BJA), COPS, 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.

<b>Police Administration</b>
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**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. But due to recent staffing shortages in records and increased duties of the secretary, this position should be reconsidered for full time once again. Administration supervises all department personnel, sets policy and defines procedures for police operations, develops and implements programs, and oversees all operational areas of the agency.

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

**Specific Objectives**

- Review department operations and consider options on how to reorganize in light of the loss of one a Police Lieutenant in July 2011 and the second Lieutenant in December 2011. Identifying key part time positions and consider to increasing work hours or converting to full time position.
- 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.

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.

<b>Patrol Program</b>
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**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. Since the loss of the Lieutenant's position, the supervision will fall under the four Patrol Sergeants.

The Patrol Division is currently deployed with four sergeants, four senior officers and 11 full time police officers. Three officers are assigned as K-9 handlers. In FY 10/11 the Police Reserve Unit has an authorized strength of 30 officers that is a critical element in providing support to patrol services. 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, municipal and state 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.).
- Explore the possibility of hiring two Police Cadets and create a traffic enforcement detail with the Motor Officer. Traffic enforcement to include vehicle abatement, vehicle tows, street sweeper and all parking enforcement.

**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.

<b>Investigations Program</b>
-------------------------------

**Program Description:** The Investigations Unit is made up of one sergeant and four detectives. 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 (1 for Court Liaison and 2 for Evidence Management). The full time Community Service Officer currently divides time with patrol. While assigned to Investigations, the duties performed are, sex registrants and compliance checks, probation and drug offender registrations, and other duties as needed within the unit.

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

**Specific Objectives**

- In the last quarter of FY 11/12 personnel assigned to detectives were rotated back to patrol. New personnel from patrol were then assigned to replace those detectives that were rotated out. Specialized training for the new detectives is on going to assist each one in the performance of their duties.
- 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.
- Explore the implementation of a Special Enforcement detail for gang, narcotics and graffiti enforcement. This will be done once staffing levels for patrol are appropriate. In addition, explore the idea of assigning an officer to the Ventura County Narcotic Task Force. This will enable us to conduct more in depth narcotic investigations.

**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.

<b>Dispatch and Communication Program</b>
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**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.
- The planned upgrades to the Dispatch Center that are being funded through Verizon/State grant funding sources have been completed and the new dispatch center is now in operation.
- Research other work schedules to properly staff the dispatch center 24 hours with adequate staffing.

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

<b>Records Services Program</b>
---------------------------------

**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.

<b>Custody and Jail Services Program</b>
--

**Program Description:** 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 support employee or on Duty Watch Commander with the Interim Chief of Police overseeing this program.

**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 state mandated 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.

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

<b>Animal Regulation Program</b>
----------------------------------

**Program Description:** Animal Regulation, while having its own department budget, is supervised in the Police Department currently by the Interim Chief of Police 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 newly established animal shelter within the City of Santa Paula, SPARC. Enforce City leash laws and dog license ordinances. Abate vicious and nuisance animals.

**Specific Objectives:**

- During FY 11/12 research was begun to provide a plan to construct and operate our own Animal control facility in the City. This has been completed and is now in operation, called SPARC.
- 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, this had been accomplished through SPARC.

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

<b>Graffiti Removal Program</b>
---------------------------------

**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.

<b>SLESF - COPS Grant Program</b>
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**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 FY 11-12 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.

**POLICE DEPARTMENT SUMMARY**

	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	% Change
<b>Expenditures</b>						
Salaries	2,871,380	3,013,966	2,682,780	2,566,849	2,512,514	-2.1%
Benefits	1,742,357	1,849,187	1,740,712	1,724,596	1,637,495	-5.1%
Total	4,613,736	4,863,153	4,423,492	4,291,445	4,150,009	-3.3%
Supplies, Services & Maintenance	486,877	567,237	551,332	674,190	550,798	-18.3%
Transfers, Overhead and Debt Payments	0	0	0	0	0	0%
Total	486,877	567,237	551,332	674,190	550,798	-18.3%
Capital Outlays	139,617	46,442	86,000	109,405	66,000	100.0%
Total	139,617	46,442	86,000	109,405	66,000	100.0%
<b>Total</b>	<b>5,240,231</b>	<b>5,476,832</b>	<b>5,060,824</b>	<b>5,075,040</b>	<b>4,766,807</b>	<b>-6.1%</b>
<b>Authorized Employee Count</b>	47.0	43.5	40.0	40.0	39.0	

**POLICE DEPARTMENT - GENERAL FUND SUMMARY**

	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	% Change
<b>Expenditures</b>						
Salaries	2,829,082	2,956,486	2,635,343	2,523,095	2,475,631	-1.9%
Benefits	1,735,977	1,841,768	1,738,425	1,721,054	1,634,698	-5.0%
Total	4,565,059	4,798,254	4,373,768	4,244,149	4,110,329	-3.2%
Supplies, Services & Maintenance	439,126	511,318	444,500	560,008	484,738	-13.4%
Transfers, Overhead and Debt Payments	0	0	0	0	0	0%
Total	439,126	511,318	444,500	560,008	484,738	-13.4%
Capital Outlays	139,617	9,931	86,000	86,040	66,000	100.0%
Total	139,617	9,931	86,000	86,040	66,000	100.0%
<b>Total</b>	<b>5,143,802</b>	<b>5,319,503</b>	<b>4,904,268</b>	<b>4,890,197</b>	<b>4,661,067</b>	<b>-4.7%</b>
<b>Revenue &amp; Other Resources</b>						
Fee, Fines & Permits	220,530	176,416	86,800	108,706	123,000	13.1%
Intergovernmental Charges	127,651	141,589	132,700	138,374	140,300	1.4%
Charges for Services, User Fees	122,928	120,329	110,636	93,519	122,650	31.1%
Other Revenues	99,820	104,577	102,450	1,816	2,250	23.9%
Total Revenues	570,929	542,911	432,586	342,415	388,200	13.4%
Net GF (Cost)/Benefit	4,572,873	4,776,592	4,471,682	4,547,782	4,272,867	-6.0%

**POLICE**  
FUND

100

**ADMINISTRATION**  
4501

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	4501 *001	Full Time Salaries	133,889	133,512	122,729	121,040	125,959
2	4501 *002	Part Time Salaries	2,067	0	20,119	0	22,752
3	4501 *003	Overtime	0	0	0	0	0
Total			135,956	133,512	142,848	121,040	148,711
<b>Employee Paid Benefits</b>							
4	4501 *041	Cafeteria Allowance	12,319	11,054	17,773	4,917	17,773
5	4501 *042	Retirement	56,735	56,541	61,151	59,277	63,831
6	4501 *xxx	All Other Paid Benefits	16,119	14,910	19,757	19,264	18,396
Total			85,174	82,505	98,681	83,458	100,000
Total			221,130	216,016	241,529	204,498	248,711
<b>Services &amp; Supplies</b>							
7	4501 *101	Postage	1,195	37	250	350	0
8	4501 *103	Dues & Subscriptions	400	380	200	380	200
9	4501 *120	Supplies Office	3,375	3,102	3,000	2,969	3,000
10	4501 *121	Supplies - Clothing/Uniform	0	694	500	458	500
11	4501 *129	Supplies - Other	45	413	0	766	0
12	4501 *150	Recognition/Awards	149	0	0	0	0
13	4501 *203	Prof/Contr Svcs - Legal	5,566	8,153	600	8,398	600
14	4501 *209	Prof/Contr Svcs - Other	4,369	2,660	27,500	16,997	27,500
15	4501 *214	Prof/Contr Svcs - Medical	1,475	0	500	250	500
16	4501 *216	Prof/Contr Svcs - Polygraph	390	630	1,000	500	1,000
17	4501 *217	Prof/Contr Svcs - Gen Invest	5,627	7,034	3,000	5,424	3,000
18	4501 *218	Prof/Contr Svcs - Psychological	1,875	1,125	1,000	1,875	1,000
19	4501 *230	Legal Advertising	645	389	300	37	300
20	4501 *231	Misc. Advertising/Promo	106	0	0	0	0
21	4501 *240	Duplication Charges - Internal	5,896	0	0	0	0
22	4501 *241	Printing & Binding - External	3,853	2,212	1,800	430	1,800
23	4501 *280	Utility - Electric	0	0	0	0	0
24	4501 *282	Utility - Telephone	6,652	9,373	0	8,048	0
25	4501 *301	Maint - Bldgs.' & Improvements	3,942	2,529	3,000	1,682	3,000
26	4501 *302	Maint - Computer Equipment	0	0	500	0	0
27	4501 *303	Maint - Office Equipment	132	92	300	0	300
28	4501 *304	Maint - Vehicles, Equipment	193	140	600	0	200
29	4501 *305	Maint - Vehicle Fuel	5,085	3,571	1,000	3,007	1,000
30	4501 *307	Equipment Maintenance Charges	160	3,818	150	8,664	9,040
31	4501 *352	Training/Workshops/Meetings	4,707	1,585	3,000	3,000	3,000
Total			55,837	47,936	48,200	63,235	55,940
Total			276,966	263,952	289,729	267,733	304,651

**Year-Over-Year Changes**

There is an increase in salaries \$7,182 due to 5% reduction agreed in FY 11-12 MOU concessions to end December 31, 2012.

POLICE			PATROL				
FUND			100		4502		
Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	4502 *001	Full Time Salaries	1,609,849	1,670,373	1,502,400	1,430,754	1,378,558
2	4502 *002	Part Time Salaries	19,732	41,909	51,572	42,023	32,609
3	4502 *003	Overtime	274,224	301,965	250,000	271,127	250,000
		Total	1,903,805	2,014,247	1,803,972	1,743,904	1,661,167
<b>Employee Paid Benefits</b>							
4	4502 *021	Car Allowance	0	0	0	0	0
5	4502 *041	Cafeteria Allowance	306,190	313,200	292,893	288,519	298,532
6	4502 *042	Retirement	682,990	717,204	651,760	648,758	577,421
7	4502 *xxx	All Other Paid Benefits	230,591	242,263	259,272	261,139	217,935
		Total	1,219,770	1,272,666	1,203,925	1,198,416	1,093,888
		Total	3,123,576	3,286,913	3,007,897	2,942,320	2,755,055
<b>Services &amp; Supplies</b>							
8	4502 *101	Postage	9	0	0	0	0
9	4502 *121	Supplies - Clothing/Uniform	3,158	6,727	8,000	7,987	8,000
10	4502 *123	Supplies - Shop & Field	895	4,447	0	16,549	9,000
11	4502 *124	Supplies - Safety	9,555	7,905	8,000	2,375	8,000
12	4502 *129	Supplies - Other	7,197	7,657	4,500	3,418	4,500
13	4502 *135	K-9 Expenditures	18,965	6,992	4,500	13,924	4,500
14	4502 *179	Minor Equipment - Other	0	368	0	0	0
15	4502 *207	Prof/Contr - Computer/Software	0	0	0	0	0
16	4502 *209	Prof/Contr Svcs - Other	32,925	28,364	12,000	31,013	12,000
17	4502 *212	Prof/Contr Svcs - Training Etc.	0	0	0	0	0
18	4502 *214	Prof/Contr Svcs - Medical	1,388	0	0	240	0
19	4502 *241	Printing & Binding - External	0	0	0	0	0
20	4502 *251	Svcs - Towing and Storage	458	995	400	620	400
21	4502 *280	Utility - Electric	0	0	0	0	0
22	4502 *282	Utility - Telephone	0	0	0	0	0
23	4502 *301	Maint - Bldgs.' & Improvements	195	0	0	0	0
24	4502 *304	Maint - Vehicles, Equipment	3,517	4,972	10,000	1,053	1,000
25	4502 *305	Maint - Vehicle Fuel	64,916	76,184	70,000	82,225	70,000
26	4502 *307	Equipment Maint. Charges	37,386	58,134	26,000	86,642	90,400
27	4502 *321	Reserve Officer Expenses	29,102	25,250	28,000	13,583	28,000
28	4502 *322	Citizen Patrol Expenses	0	0	1,000	0	1,000
29	4502 *352	Training/Workshops/Meetings	6,496	17,113	15,000	9,283	15,000
30	4502 *353	Mileage Reimbursement	0	0	200	0	200
31	4502 *360	Educational Reimbursement	3,159	3,000	0	1,377	0
32	4502 *678	Prior Year Adj-Expenditures	1,875	0	0	0	0
		Total	221,195	248,108	187,600	270,289	252,000
<b>Capital Overlay</b>							
33	4502 *610	Equipment - New	139,617	9,931	85,000	86,040	65,000
		Total	139,617	9,931	85,000	86,040	65,000
		Total	3,484,387	3,544,952	3,280,497	3,298,649	3,072,055

**Year-Over-Year Changes**

There is a decrease of \$266,168 in salaries and benefits due to eliminated positions.

POLICE			INVESTIGATIONS				
FUND			100		4503		
Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	4503 *001	Full Time Salaries	358,010	401,144	280,018	246,222	249,289
2	4503 *003	Overtime	68,048	49,612	39,000	53,198	39,000
		Total	426,058	450,756	319,018	299,420	288,289
<b>Employee Paid Benefits</b>							
3	4503 *041	Cafeteria Allowance	57,224	77,929	50,354	47,472	54,806
4	4503 *042	Retirement	153,331	160,506	121,284	120,230	115,301
5	4503 *xxx	All Other Paid Benefits	53,342	58,552	48,896	58,221	46,924
		Total	263,897	296,988	220,534	225,923	217,031
		Total	689,956	747,744	539,552	525,343	505,320
<b>Services &amp; Supplies</b>							
6	4503 *120	Supplies Office	17	0	0	0	0
7	4503 *121	Supplies - Clothing/Uniform	321	0	1,000	0	1,000
8	4503 *129	Supplies - Other	271	559	0	182	0
9	4503 *131	Supplies - Crime Scene	1,145	452	1,000	682	1,000
10	4503 *132	Supplies -Evidence Room	2,408	414	1,200	1,142	1,200
11	4503 *217	Prof/Contr Svcs - General Invest	8,054	8,257	7,000	9,607	7,000
12	4503 *241	Printing & Binding - External	0	0	0	0	0
13	4503 *282	Utility - Telephone	219	0	0	0	0
14	4503 *304	Maint - Vehicles, Equipment	186	100	250	140	250
15	4503 *305	Maint - Vehicle Fuel	3,617	4,850	6,000	5,430	6,000
16	4503 *307	Equipment Maintenance Charges	4,013	5,966	2,000	8,664	9,040
17	4503 *352	Training/Workshops/Meetings	2,236	1,706	4,500	6,000	4,500
18	4503 *353	Mileage Reimbursement	0	0	0	23	0
		Total	22,486	22,304	22,950	31,870	29,990
		Total	712,442	770,048	562,502	557,213	535,310

**Year-Over-Year Changes**

There is a decrease of \$34,232 in salaries and benefits due to The Gang Violence Protection Grant no longer being available. Staffing has been reduced by 1 detective and currently there is a vacant Sergeant that will be filled in the near future.

POLICE FUND			DISPATCH AND COMMUNICATIONS					
			100	4504				
Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	
<b>Salaries &amp; Wages</b>								
1	4504 *001	Full Time Salaries	214,291	225,282	244,354	228,576	250,742	
2	4504 *003	Overtime	21,790	17,904	15,000	29,306	15,000	
Total			236,081	243,186	259,354	257,882	265,742	
<b>Employee Paid Benefits</b>								
3	4504 *041	Cafeteria Allowance	57,224	71,511	75,531	71,156	82,209	
4	4504 *042	Retirement	43,098	48,850	56,485	55,524	64,990	
5	4504 *xxx	All Other Paid Benefits	8,796	9,058	16,778	16,284	8,722	
Total			109,118	129,419	148,794	142,964	155,921	
Total			345,199	372,604	408,148	400,846	421,663	
<b>Services &amp; Supplies</b>								
6	4504 *101	Postage	0	0	0	0	0	
7	4504 *121	Supplies - Clothing/Uniform	908	1,326	1,800	1,183	1,800	
8	4504 *209	Prof/Contr Svcs - Other	0	9,359	10,000	9,944	10,000	
9	4504 *219	Svcs - DOJ/NCIC/CI/VSO	16,960	39,928	20,000	20,000	20,000	
10	4504 *282	Utility - Telephone	220	78	0	0	0	
11	4504 *303	Maint - Office Equipment	184	1,058	200	0	200	
12	4504 *352	Training/Workshops/Meetings	460	553	500	0	500	
Total			18,732	52,302	32,500	31,127	32,500	
<b>Capital Outlay</b>								
13	4504 *610	Equipment-New	0	15,539	0	0	0	
Total			0	15,539	0	0	0	
Total			363,931	440,446	440,648	431,973	454,163	

**Year-Over-Year Changes**

There is an increase in salaries \$13,515 due to 5% reduction agreed in FY 11-12 MOU concessions to end December 31, 2012.

**POLICE**  
FUND

100

**RECORDS SERVICES**  
4505

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	4505 *001	Full Time Salaries	37,515	37,170	35,489	33,276	36,423
2	4505 *002	Part Time Salaries	11,315	2,923	0	0	0
3	4505 *003	Overtime	2,138	512	500	54	500
Total			50,968	40,605	35,989	33,330	36,923
<b>Employee Paid Benefits</b>							
4	4505 *041	Cafeteria Allowance	11,026	11,007	10,975	10,225	10,975
5	4505 *042	Retirement	7,746	6,762	7,574	7,552	9,284
6	4505 *xxx	All Other Paid Benefits	1,579	1,136	1,339	8,208	1,581
Total			20,351	18,906	19,888	25,985	21,840
Total			71,319	59,511	55,877	59,315	58,763
<b>Services &amp; Supplies</b>							
7	4505 *121	Supplies - Clothing/Uniform	150	991	600	1,153	600
8	4505 *171	Minor Equipment - Office	0	0	0	0	0
9	4505 *303	Maint - Office Equipment	0	105	400	0	400
10	4505 *352	Training/Workshops/Meetings	0	0	500	1,200	500
Total			150	1,096	1,500	2,353	1,500
Total			71,469	60,607	57,377	61,668	60,263

**Year-Over-Year Changes**

There is an increase in salaries \$2,886 due to 5% reduction agreed in FY 11-12 MOU concessions to end December 31, 2012.

**POLICE**  
FUND

100

**CUSTODY AND JAIL**  
4506

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Services &amp; Supplies</b>							
1	4506 *133	Supplies - Jail Equipment	921	804	500	0	500
Total			921	804	500	0	500
Total			921	804	500	0	500

**Year-Over-Year Changes**

No significant year over year changes.

**POLICE**  
FUND

100

**ANIMAL REGULATION**  
4507

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	4507 *001	Full Time Salaries	35,240	37,539	39,312	33,988	39,039
2	4507 *002	Part Time Salaries	3,061	0	0	0	0
3	4507 *003	Overtime	796	390	250	1,254	250
		Total	39,097	37,929	39,562	35,242	39,289
<b>Employee Paid Benefits</b>							
4	4507 *041	Cafeteria Allowance	8,648	11,007	10,975	10,134	10,975
5	4507 *042	Retirement	3,286	3,820	4,414	3,998	4,387
6	4507 *xxx	All Other Paid Benefits	2,567	3,026	4,210	4,371	3,895
		Total	14,501	17,854	19,599	18,503	19,257
		Total	53,598	55,783	59,161	53,745	58,546
<b>Services &amp; Supplies</b>							
7	4507 *121	Supplies - Clothing/Uniform	770	417	800	231	800
8	4507 *123	Supplies - Shop & Field	184	509	5,500	5,153	5,500
9	4507 *124	Supplies - Safety	137	0	300	0	300
10	4507 *134	Supplies - Kennel	34	27	4,200	0	4,200
11	4507 *209	Prof/Contr Svcs - Other	0	65	0	0	0
13	4507 *221	Prof/Contr - Kennel	97,874	100,694	100,000	105,534	60,000
14	4507 *282	Utility - Telephone	0	0	0	0	0
15	4507 *305	Maint - Vehicle Fuel	3,025	2,962	2,000	2,770	2,000
16	4507 *307	Equipment Maintenance Charges	119	439	250	866	904
		Total	102,144	105,113	113,050	114,554	73,704
<b>Capital Outlay</b>							
17	4507 *610	Equipment - New	0	0	1,000	0	1,000
		Total	0	0	1,000	0	1,000
		Total	155,742	160,896	173,211	168,299	133,250

**Year-Over-Year Changes**

The City is no longer contracting with the County for Animal regulations and services. The City now has the Santa Paula Animal Rescue Center (SPARC) that will do our own kennel for Animal regulations and services.

**POLICE**  
FUND

100

**GRAFFITI REMOVAL**  
4509

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	4509 *001	Full Time Salaries	37,118	36,251	34,600	32,277	35,510
2	4509 *003	Overtime	0	0	0	0	0
Total			37,118	36,251	34,600	32,277	35,510
<b>Employee Paid Benefits</b>							
3	4509 *041	Cafeteria Allowance	11,066	11,007	10,975	10,225	10,975
4	4509 *042	Retirement	5,946	6,303	7,474	7,220	9,052
5	4509 *xxx	All Other Paid Benefits	6,153	6,122	8,555	8,360	6,734
Total			23,165	23,432	27,004	25,805	26,761
Total			60,282	59,683	61,604	58,082	62,271
<b>Services &amp; Supplies</b>							
6	4509 *123	Supplies - Shop & Field	13,290	7,041	10,000	10,076	10,000
7	4509 *124	Supplies - Safety	81	0	0	0	0
8	4509 *282	Utility - Telephone	34	0	0	0	0
9	4509 *304	Maint - Vehicles, Equipment	235	14	0	0	0
10	4509 *305	Maint - Vehicle Fuel	3,943	229	3,700	88	3,700
11	4509 *307	Equipment Maintenance Charges	79	417	500	866	904
Total			17,662	7,701	14,200	11,030	14,604
Total			77,944	67,384	75,804	69,112	76,875

**Year-Over-Year Changes**

No significant year over year changes.

**POLICE**  
FUND

100

**SLESF - COPS (AB1913) STORE FRONT**  
4521

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Services &amp; Supplies</b>							
1	4521 *209	Prof/Contr Svcs - Other	0	25,953	24,000	35,550	24,000
Total			0	25,953	24,000	35,550	24,000
Total			0	25,953	24,000	35,550	24,000

**Year-Over-Year Changes**

General Fund portion of the Store Front Program  
No significant year over year changes.

**POLICE**  
FUND

203

**ASSET FORFEITURES-PATROL**  
4502

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	4502 *003	Overtime	0	0	0	0	0
Total			0	0	0	0	0
<b>Employee Paid Benefits</b>							
2	4502 *041	Cafeteria Allowance	0	0	0	0	0
3	4502 *042	Retirement	0	0	0	0	0
4	4502 *xxx	All Other Paid Benefits	0	0	0	0	0
Total			0	0	0	0	0
<b>Services &amp; Supplies</b>							
5	4502 *124	Supplies - Safety	800	1,201	0	1,200	800
6	4502 *129	Supplies - Other	0	812	0	0	0
7	4502 *179	Minor Equipment - Other	0	3,595	0	0	0
8	4502 *352	Training/Workshops/Meetings	640	3,355	0	0	0
Total			1,440	8,963	0	1,200	800
Total			1,440	8,963	0	1,200	800

**Year-Over-Year Changes**

No significant year over year changes.

**POLICE**  
FUND

311

**SLESF (AB1913) - PATROL**  
4502

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	4502 *001	Full Time Salaries	1,152	1,153	0	0	0
2	4502 *002	Part Time Salaries	41,145	45,558	43,437	43,360	36,483
3	4502 *003	Overtime	0	252	0	394	400
Total			42,297	46,963	43,437	43,754	36,883
<b>Employee Paid Benefits</b>							
4	4502 *041	Cafeteria Allowance	0	0	0	0	0
5	4502 *042	Retirement	2,241	3,049	1,829	2,858	1,816
6	4502 *xxx	All Other Paid Benefits	3,971	3,573	458	684	981
Total			6,212	6,623	2,287	3,542	2,797
Total			48,509	53,586	45,724	47,296	39,680
<b>Services &amp; Supplies</b>							
7	4502 *209	Prof/Contr Svcs - Other	0	894	0	0	0
8	4502 *212	Prof/Contr - Firearms Training	17,470	27,570	31,000	24,630	31,000
9	4502 *301	Maint - Bldgs.' & Improvement	0	3,815	20,676	23,074	24,260
Total			17,470	32,279	51,676	47,704	55,260
<b>Capital Outlay</b>							
10	4502 *610	Equipment - New	0	0	0	0	0
Total			0	0	0	0	0
Total			65,979	85,864	97,400	95,000	94,940

**Year-Over-Year Changes**

No significant year over year changes.

**POLICE**  
FUND

311

**SLESF - COPS (AB1913) POLICE STORE FRONT**  
4521

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Services &amp; Supplies</b>							
1	4521 *122	Supplies - Medical	0	0	0	0	0
2	4521 *280	Utility - Electric	2,013	1,683	1,800	3,088	3,000
3	4521 *282	Utility - Telephone	1,774	889	800	1,116	1,200
4	4521 *301	Maint - Bldgs.' & Improvements	0	10,702	0	1,138	1,200
Total			3,787	13,275	2,600	5,342	5,400
Total			3,787	13,275	2,600	5,342	5,400

**Year-Over-Year Changes**

No significant year over year changes.

**POLICE**  
FUND

313

**ST HOMELAND SECURITY GRANT-PATROL**  
4502

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Services &amp; Supplies</b>							
1	4502 *173	Minor Equipment-Shop & Field	0	0	55,156	55,637	10,000
2	4502 *352	Training-Workshops-Meetings	0	4,613	0	6,225	0
Total			0	4,613	55,156	61,862	10,000
Total			0	4,613	55,156	61,862	10,000

**Year-Over-Year Changes**

County Grant is in the renewal process and will have a budget amendment pending County notification.

**POLICE**  
FUND

403

**BJA VEST GRANT**  
4502

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Services &amp; Supplies</b>							
1	4502 *124	Supplies Safety	0	0	0	3,845	0
Total			0	0	0	3,845	0
Total			0	0	0	3,845	0

**Year-Over-Year Changes**

This program is still active and the application is in process. The Budget will be amended if grant is approved.

POLICE			WEED & SEED				
FUND			410		4502		
Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	4502 *001	Full Time Salaries	0	0	0	0	0
2	4502 *002	Part Time Salaries	0	0	4,000	0	0
3	4502 *003	Overtime	0	3,867	0	0	0
Total			0	3,867	4,000	0	0
<b>Employee Paid Benefits</b>							
4	4502 *041	Cafeteria Allowance	0	0	0	0	0
5	4502 *042	Retirement	0	0	0	0	0
6	4502 *xxx	All Other Paid Benefits	0	0	0	0	0
Total			0	0	0	0	0
Total			0	3,867	4,000	0	0
<b>Services &amp; Supplies</b>							
7	4502 *123	Supplies - Shop & Field	0	0	0	0	0
8	4502 *124	Supplies - Safety	0	0	0	0	0
9	4502 *179	Minor Equipment - Other	0	0	0	0	0
10	4502 *209	Prof/Contr Svcs	27,004	0	0	0	0
11	4502 *282	Utility - Telephone	(75)	0	0	0	0
12	4502 *678	Prior Year Adj Expenditures	(1,875)	0	0	0	0
Total			25,054	0	0	0	0
Total			25,054	3,867	4,000	0	0

**Year-Over-Year Changes**

Grant funds no longer available.

POLICE			COMM POLICE - LAS PIEDRAS				
FUND			410		4521		
Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Services &amp; Supplies</b>							
1	4521 *209	Prof//Contr Svcs-Other	0	10,064	0	0	0
Total			0	10,064	0	0	0
Total			0	10,064	0	0	0

**Year-Over-Year Changes**

Grant Funds no longer available.

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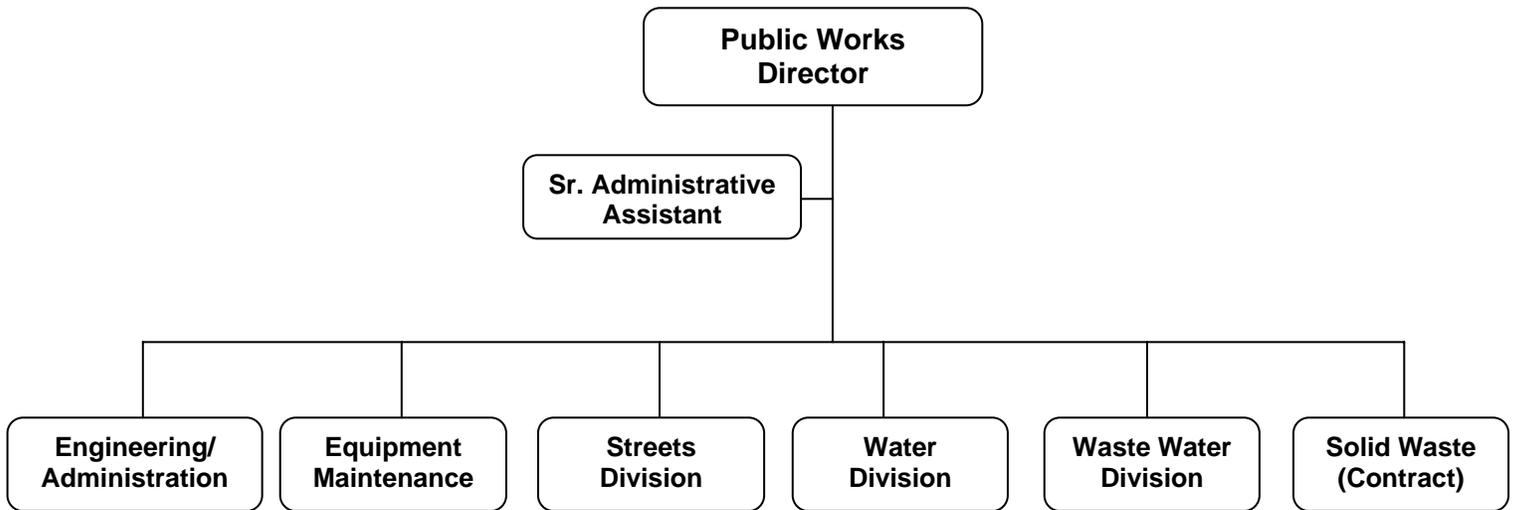
## PUBLIC WORKS DEPARTMENT

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**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 21 authorized full-time employees for fiscal year 2012-2013. Public Works Department went from 51 full-time employees to 20 in the prior two fiscal years.

<b>General Engineering Program</b>
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**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><b>Miscellaneous Funds</b>  <b>Equipment Maintenance Program</b></p>
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**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 (307) 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.

**Streets & Storm Drains Program  
Street Engineering Program**

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

**Program Performance Areas:**

- Improvements: As identified in the Capital Improvement Program, to provide for street 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

<b>Streets and Storm Drains Program</b> <b>Streets and Storm Drains Maintenance Program</b>
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**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><b>Streets and Storm Drains Program</b>  <b>Parking Lots and Events Maintenance Program</b></p>
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**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.

<b>NPDES Stormwater Quality Management Program</b>
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**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

**Streets and Storm Drains Program  
Flood Control Maintenance Program**

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

**Program Performance Areas:**

- Maintenance: To inspect, clean, and maintain debris and retention basin facilities in a manner that minimizes impact to stormwater quality.
- Operations: To operate debris and retention basin facilities in a manner that maximizes their effectiveness, and minimizes impact to stormwater quality.
- Improvements: To design and construct improvements to debris and retention 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

**Streets and Storm Drains Program  
Hillsborough Open Space District Maintenance Program**

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

***Program Performance Areas:***

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

***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;"><b>Wastewater Reclamation Enterprise Program Wastewater Reclamation Engineering</b></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.

<b>Wastewater Reclamation Enterprise Program</b> <b>Wastewater Reclamation Operations</b>
--

**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.

<b>Water Enterprise Program Water Engineering</b>
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**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.

<b>Water Enterprise Program Water Maintenance</b>
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**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, blow offs, air release valves, meters, and other distribution system facilities; to maintain the Palm Avenue Yard, all Water Enterprise owned buildings, properties, and easements; to replace meters as their performance and accuracy declines.
- Customer Service: To provide turn-on and turn-off for new customers; 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 lock offs and unlocks to delinquent customers once per month
- Investigate all reported standard priority distribution system problems within 2 hours

**Distribution System Element**

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

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

**Emergency Response Element**

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

<b>Water Enterprise Program</b> <b>Water Operations</b>
--

**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 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	% Change
<b>Expenditures</b>						
Salaries	1,705,882	1,364,659	1,109,861	978,927	1,098,361	12%
Benefits	824,989	660,238	627,796	580,270	673,842	16%
Total	2,530,872	2,024,897	1,737,657	1,559,197	1,772,203	14%
Supplies, Services & Maintenance	5,404,795	8,787,089	7,719,997	7,134,255	8,402,063	18%
Transfers, Overhead and Debt Payments	3,581,635	5,213,594	6,032,700	7,594,797	7,123,025	-6%
Total	8,986,430	14,000,683	13,752,697	14,729,052	15,525,088	5%
Capital Outlays	646,663	2,138,683	591,836	285,116	736,296	158%
Total	646,663	2,138,683	591,836	285,116	736,296	158%
Total	12,163,964	18,164,263	16,082,190	16,573,365	18,033,587	9%
<b>Authorized Employee Count</b>	39.0	28.0	21.0	21.0	21.0	

## PUBLIC WORKS DEPARTMENT - GENERAL FUND SUMMARY

	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted	% Change
<b>Expenditures</b>						
Salaries	257,291	194,076	103,672	116,834	126,413	8.2%
Benefits	150,390	79,866	51,325	88,700	75,111	-15.3%
Total	407,681	273,942	154,997	205,534	201,524	-2.0%
Supplies, Services & Maintenance	65,049	59,464	27,497	8,636	9,010	4.3%
Transfers, Overhead and Debt Payments	0	0	22,770	22,770	22,770	0.0%
Total	65,049	59,464	50,267	31,406	31,780	1.2%
Capital Outlays	0	0	0	0	0	0.0%
Total	0	0	0	0	0	0.0%
Total	472,730	333,407	205,264	236,940	233,304	-0.0153
<b>Revenue &amp; Other Resources</b>						
Fee, Fines & Permits	26,801	23,673	20,850	22,699	25,000	10.1%
Charges for Services, User Fees	29,491	24,449	21,600	15,097	24,300	61.0%
Other Revenues	19,344	(1,198)	2,000	4,552	0	0.0%
Total Revenues	75,636	46,924	44,450	42,348	49,300	16.4%
Net GF (Cost)/Benefit	397,094	286,483	160,814	194,592	184,004	-5.4%

**PUBLIC WORKS**

**GENERAL ENGINEERING**

FUND 100

5011

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5011 *001	Full Time Salaries	165,900	161,925	103,172	114,832	125,113
2	5011 *003	Overtime	892	875	500	1,191	500
Total			166,792	162,800	103,672	116,023	125,613
<b>Employee Paid Benefits</b>							
3	5011 *021	Car Allowance	3,934	1,252	168	446	4,200
4	5011 *041	Cafeteria Allowance	38,942	37,753	21,738	27,061	33,417
5	5011 *042	Retirement	22,102	24,954	21,918	51,563	28,795
6	5011 *xxx	All Other Paid Benefits	11,940	14,574	7,501	9,581	8,653
Total			76,918	78,533	51,325	88,651	75,065
Total			243,709	241,333	154,997	204,674	200,678
<b>Services &amp; Supplies</b>							
7	5011 *101	Postage	285	75	500	131	0
8	5011 *103	Dues & Subscriptions	0	0	0	50	50
9	5011 *120	Supplies Office	1,971	1,589	1,425	378	750
10	5011 *121	Supplies - Clothing/Uniform	0	486	0	3,271	3,300
11	5011 *123	Supplies - Shop & Field	1,211	696	0	0	0
12	5011 *129	Supplies - Other	36	0	0	0	0
13	5011 *150	Recognition/Awards	0	0	0	0	0
14	5011 *175	Minor Equipment - Computer	1,374	0	0	0	0
15	5011 *209	Prof/Contr Svcs - Other	1,083	1,219	100	0	100
16	5011 *230	Legal Advertising	0	0	0	0	0
17	5011 *231	Misc. Advertising/Promo	0	0	50	0	0
18	5011 *240	Duplication Charges - Internal	6,192	0	0	0	0
19	5011 *241	Printing & Binding - External	312	0	496	0	0
20	5011 *282	Utility - Telephone	187	267	0	256	260
21	5011 *301	Maint - Bldgs. & Improvements	0	380	0	0	0
22	5011 *304	Maint - Vehicles, Equipment	0	0	300	0	0
23	5011 *309	Maint - Minor Equipment	0	0	50	0	0
24	5011 *352	Training/Workshops/Meetings	218	100	400	0	0
Total			12,869	4,812	3,321	4,086	4,460
<b>Transfers - Out &amp; Overhead</b>							
25	5011 *754	Transfer Costs to Gas Tax	0	0	22,770	22,770	22,770
Total			0	0	22,770	22,770	22,770
Total			256,579	246,144	181,088	231,530	227,908

**Year-Over-Year Changes**

There is an increase in salaries due to 5% reduction agreed in FY 11-12 MOU concessions to end December 31, 2012. Also, partial salary for Public Works Director is appropriated to this department.

**PUBLIC WORKS**

FUND 100

**STREETS ENGINEERING**

5021

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Employee Paid Benefits</b>							
1	5021 *041	Cafeteria Allowance	0	0	0	0	0
2	5021 *042	Retirement	0	0	0	0	0
3	5021 *xxx	All Other Paid Benefits	1,517	0	0	0	0
Total			1,517	0	0	0	0
<b>Services &amp; Supplies</b>							
4	5021 *370	Lease/Rental	0	0	0	0	0
Total			0	0	0	0	0
Total			1,517	0	0	0	0

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

FUND 100

**STREETS MAINTENANCE**

5022

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5022 *001	Full Time Salaries	74,757	24,926	0	0	0
2	5022 *003	Overtime	6,386	0	0	0	0
Total			81,142	24,926	0	0	0
<b>Employee Paid Benefits</b>							
3	5022 *041	Cafeteria Allowance	28,321	0	0	0	0
4	5022 *042	Retirement	17,630	0	0	0	0
5	5022 *xxx	All Other Paid Benefits	24,092	0	0	3	0
Total			70,043	0	0	3	0
Total			151,186	24,926	0	3	0
<b>Services &amp; Supplies</b>							
6	5022 *121	Supplies - Clothing/Uniform	1,077	0	618	0	0
7	5022 *123	Supplies - Shop & Field	6,045	0	9,987	0	0
8	5022 *202	Svcs - Landscape Maintenance	7,440	0	0	0	0
9	5022 *209	Prof/Contr Svcs - Other	33,656	54,653	8,620	0	0
10	5022 *223	Prof/Contr Svcs - Tree Trimming	0	10,800	0	0	0
11	5022 *282	Utility - Telephone	80	(10,800)	0	0	0
12	5022 *305	Maint - Vehicle Fuel	1,978	0	0	0	0
13	5022 *352	Training/Workshops/Meetings	400	0	400	0	0
Total			50,675	54,653	19,626	0	0
Total			201,861	79,578	19,626	3	0

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**PARKING LOTS & EVENT**

FUND 100

5023

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5023 *001	Full Time Salaries	7,714	4,869	0	215	200
2	5023 *003	Overtime	1,643	1,482	0	596	600
Total			9,357	6,350	0	811	800
<b>Employee Paid Benefits</b>							
3	5023 *041	Cafeteria Allowance	0	0	0	0	0
4	5023 *042	Retirement	930	573	0	40	40
5	5023 *xxx	All Other Paid Benefits	983	761	0	6	6
Total			1,912	1,334	0	46	46
Total			11,269	7,684	0	857	846
<b>Services &amp; Supplies</b>							
6	5023 *123	Supplies - Shop & Field	1,356	0	2,000	2,000	2,000
7	5023 *129	Supplies - Other	0	0	0	0	0
8	5023 *202	Svcs - Landscape Maintenance	79	0	1,800	1,800	1,800
9	5023 *209	Prof/Contr Svcs - Other	0	0	0	0	0
10	5023 *285	Utility - Street Lighting	69	0	0	0	0
11	5023 *370	Lease/Rental	0	0	0	0	0
Total			1,504	0	3,800	3,800	3,800
Total			12,773	7,684	3,800	4,657	4,646

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**PARKING LOT & EVENTS**

FUND 100

5028

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Services &amp; Supplies</b>							
1	5028 *306	Maint - Debris Basin Cleaning	0	0	750	750	750
Total			0	0	750	750	750
Total			0	0	750	750	750

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**NPDES STORMWATER QUALITY**

FUND

205

5027

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5027 *001	Full Time Salaries	2,618	2,049	0	0	0
2	5027 *003	Overtime	5	6	0	0	0
		Total	2,623	2,056	0	0	0
<b>Employee Paid Benefits</b>							
3	5027 *021	Car Allowance	0	0	0	0	0
4	5027 *041	Cafeteria Allowance	672	486	0	0	0
5	5027 *042	Retirement	427	306	0	0	0
6	5027 *xxx	All Other Paid Benefits	115	50	0	0	0
		Total	1,213	842	0	0	0
		Total	3,836	2,898	0	0	0
<b>Services &amp; Supplies</b>							
7	5027 *101	Postage	0	0	0	0	0
8	5027 *120	Supplies Office	0	0	475	0	0
9	5027 *209	Prof/Contr Svcs - Other	0	10,639	0	0	0
10	5027 *230	Legal Advertising	0	0	0	0	0
11	5027 *231	Misc. Advertising/Promo	0	0	500	0	0
12	5027 *282	Utility - Telephone	24	0	200	0	0
13	5027 *293	Permitting	9,000	23,372	8,500	24,131	24,000
14	5027 *304	Maint - Vehicles, Equipment	0	0	0	0	0
15	5027 *305	Maint - Vehicle Fuel	0	0	0	0	0
16	5027 *352	Training/Workshops/Meetings	0	1,075	0	0	0
		Total	9,024	35,085	9,675	24,131	24,000
<b>Transfers - Out &amp; Overhead</b>							
17	5027 *755	Overhead Due General Fund	1,800	5,318	6,304	678	3,360
		Total	1,800	5,318	6,304	678	3,360
		Total	14,661	43,301	15,979	24,809	27,360

**Year-Over-Year Changes**

Increased permitting of \$15,500 is due to NPDES State requirements: State water resources control annual permit of \$12,131 and Milner-Villa Consulting to process the permit of \$6,147.

**PUBLIC WORKS**

**STORMWATER PROGRAM**

FUND

206

5026

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5026 *001	Full Time Salaries	41,926	2,398	0	0	0
2	5026 *003	Overtime	1,938	650	0	0	0
		Total	43,863	3,048	0	0	0
<b>Employee Paid Benefits</b>							
3	5026 *041	Cafeteria Allowance	13,269	0	0	0	0
4	5026 *042	Retirement	8,354	46	0	0	0
5	5026 *xxx	All Other Paid Benefits	11,534	98	0	0	0
		Total	33,157	144	0	0	0
		Total	77,021	3,191	0	0	0
<b>Services &amp; Supplies</b>							
6	5026 *121	Supplies - Clothing/Uniform	0	0	0	0	0
7	5026 *123	Supplies - Shop & Field	733	0	2,000	0	2,000
8	5026 *124	Supplies - Safety	0	0	1,000	0	1,000
9	5026 *137	Supplies - Hazardous Cleanup	0	0	1,000	0	1,000
10	5026 *173	Minor Equipment - Shop & Field	44	0	500	0	500
11	5026 *209	Prof/Contr Svcs - Other	183	9,481	19,000	10,000	19,000
12	5026 *214	Prof/Contr Svcs - Medical	0	0	0	0	0
13	5026 *227	Temporary Labor	0	0	0	0	0
14	5026 *241	Printing & Binding - External	0	0	0	0	0
15	5026 *250	Prof/Contr Svcs - Hazmat	0	0	1,000	0	1,000
16	5026 *262	Insurance-Vehicle	1,201	1,388	2,500	4,325	2,500
17	5026 *282	Utility - Telephone	0	0	500	0	500
18	5026 *287	Landfill Fees	0	0	12,000	0	12,000
19	5026 *304	Maint - Vehicles, Equipment	0	0	20,000	0	20,000
20	5026 *305	Maint - Vehicle Fuel	223	383	9,250	1,780	9,250
21	5026 *307	Equipment Maintenance Charges	0	0	0	0	0
22	5026 *352	Training/Workshops/Meetings	0	0	455	0	455
23	5026 *370	Lease/Rental	296	296	0	298	300
24	5026 *678	Prior Year Adj-Expenditures	0	0	0	3	0
		Total	2,680	11,548	69,205	16,406	69,505
<b>Transfers - Out &amp; Overhead</b>							
25	5026 *755	Overhead Due General Fund	10,142	2,063	0	9,690	9,731
		Total	10,142	2,063	0	9,690	9,731
		Total	89,843	16,803	69,205	26,096	79,236

**Year-Over-Year Changes**

Increase in overhead due to available funds for FY 12-13.

**PUBLIC WORKS**  
FUND

280

**STREET ENGINEERING**  
5021

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5021 *001	Full Time Salaries	23,635	3,609	0	3,920	4,321
2	5021 *003	Overtime	100	12	0	0	0
		Total	23,734	3,621	0	3,920	4,321
<b>Employee Paid Benefits</b>							
3	5021 *021	Car Allowance	57	0	0	156	168
4	5021 *041	Cafeteria Allowance	3,403	972	0	430	469
5	5021 *042	Retirement	3,541	612	0	0	1,404
6	5021 *xxx	All Other Paid Benefits	503	102	0	46	359
		Total	7,504	1,686	0	632	2,400
		Total	31,239	5,308	0	4,552	6,721
<b>Services &amp; Supplies</b>							
7	5021 *101	Postage	0	0	0	0	0
8	5021 *120	Supplies Office	0	0	0	0	0
9	5021 *121	Supplies - Clothing/Uniform	0	0	0	250	0
10	5021 *175	Minor Equipment - Computer	0	0	0	0	0
11	5021 *209	Prof/Contr Svcs - Other	0	11	0	76	0
12	5021 *230	Legal Advertising	81	0	0	0	0
13	5021 *231	Misc. Advertising/Promo	0	0	0	0	0
14	5021 *262	Insurance-Vehicle	1,019	0	0	0	0
15	5021 *280	Utility - Electric	0	0	0	0	0
16	5021 *282	Utility - Telephone	57	0	0	0	0
17	5021 *360	Educational Reimbursement	0	0	0	0	0
18	5021 *361	CASP Costs - Reimbursed	0	0	0	0	0
19	5021 *370	Lease/Rental	0	0	0	0	0
		Total	1,157	11	0	326	0
<b>Transfers - Out &amp; Overhead</b>							
20	5021 *755	Overhead Due General Fund	0	0	0	0	0
		Total	0	0	0	0	0
		Total	32,396	5,318	0	4,878	6,721

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**STREET MAINTENANCE**

FUND 280

5022

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5022 *001	Full Time Salaries	11,574	74,998	122,002	63,066	90,220
2	5022 *002	Part Time Salaries	0	0	0	19,152	0
2	5022 *003	Overtime	830	3,852	0	7,822	5,000
		<b>Total</b>	<b>12,404</b>	<b>78,850</b>	<b>122,002</b>	<b>90,040</b>	<b>95,220</b>
<b>Employee Paid Benefits</b>							
3	5022 *041	Cafeteria Allowance	3,412	25,497	21,950	14,962	32,926
4	5022 *042	Retirement	4,553	14,927	26,166	10,450	22,997
5	5022 *xxx	All Other Paid Benefits	812	19,474	26,228	32,999	17,472
		<b>Total</b>	<b>8,776</b>	<b>59,899</b>	<b>74,344</b>	<b>58,411</b>	<b>73,395</b>
		<b>Total</b>	<b>21,180</b>	<b>138,748</b>	<b>196,346</b>	<b>148,451</b>	<b>168,615</b>
<b>Services &amp; Supplies</b>							
6	5022 *101	Postage	58	0	0	0	0
7	5022 *121	Supplies - Clothing/Uniform	1,511	1,784	618	1,134	1,500
8	5022 *123	Supplies - Shop & Field	349	8,050	9,987	7,995	8,000
9	5022 *124	Supplies - Safety	738	29	0	0	0
10	5022 *171	Minor Equipment - Office	0	0	0	0	0
11	5022 *173	Minor Equipment - Shop & Field	0	1,266	346	0	0
12	5022 *175	Minor Equipment - Computer	0	0	0	0	0
13	5022 *202	Prof/Contr Svcs - Landscape	20,465	22,320	22,320	19,600	20,000
14	5022 *209	Prof/Contr Svcs - Other	(2,050)	41,853	8,620	25,001	25,000
15	5022 *214	Prof/Contr Svcs - Medical	0	0	0	0	0
16	5022 *222	Prof/Contr Svcs - Signal Maint.	347	18,606	19,000	19,000	19,000
17	5022 *223	Prof/Contr Svcs - Tree Trimming	0	23,359	18,000	6,167	18,000
18	5022 *224	Prof/Contr Svcs- Striping Main	0	0	0	0	0
19	5022 *225	Prof/Contr Svcs - Signs	650	0	0	0	0
20	5022 *227	Prof/Contr - Temp Personnel	0	0	0	0	0
21	5022 *241	Printing & Binding - External	0	0	0	0	0
22	5022 *262	Insurance-Vehicle	0	0	0	0	0
23	5022 *282	Utility - Telephone	14	10,800	0	232	0
24	5022 *285	Utility - Street Lighting	213,856	214,077	159,000	189,124	190,000
25	5022 *287	Landfill Fees	0	0	0	0	0
26	5022 *301	Maint - Bldgs. & Improvements	0	0	0	0	0
27	5022 *304	Maint - Vehicles, Equipment	0	0	0	0	0
28	5022 *305	Maint - Vehicle Fuel	6,251	9,614	0	7,156	7,500
29	5022 *307	Equipment Maintenance Charges	15,992	0	0	0	0
30	5022 *309	Maint - Minor Equipment	0	0	0	0	0
31	5022 *352	Training/Workshops/Meetings	0	0	400	0	0
32	5022 *370	Lease/Rental	11,165	2,516	0	2,516	2,500
33	5022 *678	Prior Year Adj Expenditures	15,171	(6,732)	0	0	0
		<b>Total</b>	<b>284,518</b>	<b>347,541</b>	<b>238,291</b>	<b>277,925</b>	<b>291,500</b>
<b>Transfers - Out &amp; Overhead</b>							
34	5022 *754	Transfer to Stormwater Quality	4,559	0	0	0	0
35	5022 *755	Overhead Due to General Fund	0	66,599	0	60,425	59,208
		<b>Total</b>	<b>4,559</b>	<b>66,599</b>	<b>0</b>	<b>60,425</b>	<b>59,208</b>
<b>Capital Outlay</b>							
36	5022 *610	Equipment - New	0	0	0	0	0
		<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>Total</b>	<b>310,258</b>	<b>552,888</b>	<b>434,637</b>	<b>486,801</b>	<b>519,323</b>

**Year-Over-Year Changes**

Increase due Gas tax revenues increasing to have available funds.

**PUBLIC WORKS**

**STREETS, STORMDRAINS - LTF/TDA**

FUND 281

5025

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Transfers - Out and Overhead</b>							
1	5025 *753	Transfer to LTF/TDA	341,546		385,065	242,640	256,000
Total			341,546	0	385,065	242,640	256,000
Total			341,546	0	385,065	242,640	256,000

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**REFUSE COLLECTION**

FUND 305

5052

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5052 *001	Full Time Salaries	64	38	0	0	0
2	5052 *002	Part Time	0	0	0	0	0
3	5052 *003	Overtime	508	1,096	1,100	0	1,020
Total			572	1,134	1,100	0	1,020
<b>Employee Paid Benefits</b>							
4	5052 *041	Cafeteria Allowance	0	0	0	0	0
5	5052 *042	Retirement	8	4	0	0	0
6	5052 *xxx	All Other Paid Benefits	11	102	16	0	0
Total			19	106	16	0	0
Total			591	1,240	1,116	0	1,020
<b>Services &amp; Supplies</b>							
7	5052 *123	Supplies - Shop & Field	489	0	0	0	0
8	5052 *209	Prof/Contr Svcs - Other	173	543	0	0	0
9	5052 *231	Misc. Advertising/Promo	3,621	977	0	0	0
Total			4,283	1,520	0	0	0
Total			4,874	2,760	1,116	0	1,020

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**PW GENERAL ENGINEERING**

FUND 312

5011

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5011 *001	Full Time	0	0	0	114	0
2	5011 *002	Part Time	0	0	0	1,152	1,060
3	5011 *003	Overtime	0	0	0	0	0
Total			0	0	0	1,266	1,060
<b>Employee Paid Benefits</b>							
4	5011 *042	Retirement	0	0	0	10	0
5	5011 *xxx	All Other Paid Benefits	0	0	0	2	0
Total			0	0	0	12	0
Total			0	0	0	1,278	1,060
<b>Services &amp; Supplies</b>							
6	5011 *173	Minor Equipment - Shop & Field	0	0	0	0	0
7	5011 *209	Prof/Contr Svcs - Other	0	0	0	0	0
8	5011 *231	Misc. Advertising/Promo	0	0	0	0	0
Total			0	0	0	0	0
Total			0	0	0	1,278	1,060

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**STORMWATER PROGRAM**

FUND 312

5026

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Services &amp; Supplies</b>							
1	5026 *209	Prof/Contr Svcs - Other	0	7,000	0	1,786	2,000
Total			0	7,000	0	1,786	2,000
Total			0	7,000	0	1,786	2,000

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**REFUSE COLLECTION**

FUND 312

5052

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5052 *001	Full Time	66	637	0	83	0
2	5052 *002	Part Time	0	0	300	0	0
3	5052 *003	Overtime	473	289	0	0	0
Total			539	926	300	83	0
<b>Employee Paid Benefits</b>							
4	5052 *042	Retirement	3	49	0	9	0
5	5052 *xxx	All Other Paid Benefits	1	17	4	2	0
Total			3	66	4	11	0
Total			542	993	304	94	0
<b>Services &amp; Supplies</b>							
6	5052 *173	Minor Equipment - Shop & Field	0	0	0	0	0
7	5052 *209	Prof/Contr Svcs - Other	1,673	1,883	5,000	2,342	4,500
8	5052 *231	Misc. Advertising/Promo	258	384	2,800	397	2,500
Total			1,931	2,267	7,800	2,739	7,000
Total			2,473	3,260	8,104	2,833	7,000

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**TRAFFIC CONG MGMT AB 2928**

FUND 317

5022

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Services &amp; Supplies</b>							
1	5022 *123	Supplies-Shop & Field	8,171	117,252	0	32,138	0
2	5022 *209	Prof/Contr Svcs - Other	0	74,419	0	0	0
			8,171	191,671	0	32,138	0
3	5022 *660	Improv Other than Bldgs - Rehab	0	17,930	0	10,064	0
Total			0	17,930	0	10,064	0
Total			8,171	209,601	0	42,202	0

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**STREETS, HILLSBOROUGH OPEN SPACE**

FUND

500

5028

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5028 *001	Full Time Salaries	1,658	501	0	42	0
2	5028 *003	Over Time	0	803	0	0	0
		Total	1,658	1,304	0	42	0
<b>Employee Paid Benefits</b>							
3	5028 *041	Cafeteria Allowance	0	0	0	0	0
4	5028 *042	Retirement	187	62	0	6	0
5	5028 *xxx	All Other Paid Benefits	44	137	0	0	0
		Total	231	199	0	6	0
		Total	1,890	1,503	0	48	0
<b>Services &amp; Supplies</b>							
6	5028 *202	Prof/Contr Svcs - Landscape	3,600	3,600	4,100	4,500	3,600
7	5028 *209	Prof/Contr Svcs - Other	1,308	1,060	1,540	1,170	1,080
8	5028 *223	Prof/Contr Svcs - Tree Trimming	4,500	1,270	1,000	0	2,500
9	5028 *230	Legal Advertising	41	43	80	0	40
10	5028 *280	Utility - Electric	0	1,824	500	0	2,167
		Total	9,449	7,797	7,220	5,670	9,387
		Total	11,339	9,300	7,220	5,718	9,387

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**NON-DEPARTMENTAL**

FUND 501

7501

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Transfers, Overhead and Debt</b>							
1	7501 *519	Interest Due on Notes	515	630	0	95	350
Total			515	630	0	95	350
Total			515	630	0	95	350

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**GHAD-GEO HAZ ABATE DIST**

FUND 503

5029

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Services &amp; Supplies</b>							
1	5029 *203	Prof/Contr Svcs - Legal	0	0	0	193	200
Total			0	0	0	193	200
<b>Transfers, Overhead and Debt</b>							
2	5029 *517	Advanced Payments	0	0	0	61,157	61,157
Total			0	0	0	61,157	61,157
Total			0	0	0	61,350	61,357

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**REFUSE - ENGINEERING**

FUND

600

5051

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5051 *001	Full Time Salaries	42,648	58	0	0	0
2	5051 *002	Part Time Salaries	0	0	0	0	0
3	5051 *003	Overtime	1,468	0	0	0	0
		Total	44,116	58	0	0	0
<b>Employee Paid Benefits</b>							
4	5051 *021	Car Allowance	0	0	0	0	0
5	5051 *041	Cafeteria Allowance	8,106	0	0	0	0
6	5051 *042	Retirement	4,391	46	0	0	0
7	5051 *xxx	All Other Paid Benefits	6,791	81	0	0	0
		Total	19,289	127	0	0	0
		Total	63,405	185	0	0	0
<b>Services &amp; Supplies</b>							
8	5051 *101	Postage	36	0	0	0	0
9	5051 *120	Supplies Office	102	281	0	0	0
10	5051 *121	Supplies - Clothing/Uniform	55	0	0	0	0
11	5051 *123	Supplies - Shop & Field	7	0	0	0	0
12	5051 *203	Prof/Contr Svcs - Legal	1,768	22,908	0	3,186	2,000
13	5051 *209	Prof/Contr Svcs - Other	7,544	19,801	0	2,246	1,500
14	5051 *227	Prof/Contr - Temp Personnel	0	0	0	0	0
15	5051 *240	Duplication Charges - Internal	536	0	0	0	0
16	5051 *261	Insurance - Public Liability	28,532	51,554	0	58,640	52,878
17	5051 *262	Insurance-Vehicle	5,300	4,002	0	0	0
18	5051 *280	Utility - Electric	4,122	3,548	0	3,656	2,800
19	5051 *281	Utility - Gas	2,321	2,134	0	1,476	1,900
20	5051 *282	Utility - Telephone	5,777	6,060	0	5,694	4,800
		Total	56,098	110,289	0	74,898	65,878
		Total	119,503	110,474	0	74,898	65,878

**Year-Over-Year Changes**

Stranded costs for contracting Refuse will end FY 13-14.

**PUBLIC WORKS**

**REFUSE - COLLECTIONS**

FUND 600

5052

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5052 *001	Full Time Salaries	368,199	308,913	0	14,274	6,482
2	5052 *003	Overtime	22,896	26,529	0	598	600
		Total	391,096	335,442	0	14,872	7,082
<b>Employee Paid Benefits</b>							
3	5052 *021	Car Allowance	143	0	0	0	0
4	5052 *041	Cafeteria Allowance	83,521	62,995	0	0	0
5	5052 *042	Retirement	44,990	39,394	0	56	2,106
6	5052 *xxx	All Other Paid Benefits	44,038	42,963	0	29,184	30,123
		Total	172,694	145,352	0	29,240	32,229
		Total	563,790	480,794	0	44,112	39,311
<b>Services &amp; Supplies</b>							
7	5052 *101	Postage	78	60	0	0	0
8	5052 *103	Dues & Subscriptions	0	90	0	0	0
9	5052 *120	Supplies Office	218	85	0	0	0
10	5052 *121	Supplies - Clothing/Uniform	2,101	1,926	0	948	500
11	5052 *123	Supplies - Shop & Field	77,589	28,566	0	146	100
12	5052 *124	Supplies - Safety	1,844	1,658	0	0	0
13	5052 *171	Minor Equipment - Office	0	9	0	0	0
14	5052 *173	Minor Equipment - Shop & Field	1,716	0	0	0	0
15	5052 *202	Svcs - Landscape Maintenance	0	0	0	0	0
16	5052 *205	Prof/Contr Svcs - Personnel	0	0	0	0	0
17	5052 *209	Prof/Contr Svcs - Other	52,776	85,176	0	31,889	35,000
18	5052 *214	Prof/Contr Svcs - Medical	0	425	0	0	0
19	5052 *227	Prof/Contr - Temp Personnel	0	0	0	0	0
20	5052 *231	Misc. Advertising/Promo	4,960	864	0	340	0
21	5052 *240	Duplication Charges - Internal	0	0	0	0	0
22	5052 *241	Printing & Binding - External	239	622	0	0	0
23	5052 *250	Prof/Contr Svcs - Hazmat	13,200	9,483	0	7,058	4,500
24	5052 *262	Insurance-Vehicle	0	0	0	0	0
25	5052 *280	Utility - Electric	0	0	0	0	0
26	5052 *281	Utility - Gas	0	26,524	0	0	0
27	5052 *282	Utility - Telephone	202	44	0	30	0
28	5052 *287	Disposal Fees	416,304	493,488	0	1,886	0
29	5052 *293	Permitting and Fees	0	82	0	0	0
30	5052 *301	Maint - Bldgs. & Improvements	0	0	0	0	0
31	5052 *304	Maint - Vehicles, Equipment	57,752	42,962	0	0	0
32	5052 *305	Maint - Vehicle Fuel	75,621	75,841	0	10,622	0
33	5052 *307	Equipment Maintenance Charges	206,706	157,688	0	111,940	106,480
34	5052 *309	Maint - Minor Equipment	0	0	0	0	0
35	5052 *352	Training/Workshops/Meetings	267	79	0	0	0
36	5052 *370	Lease/Rental	31,340	47,355	0	42,334	0
37	5052 *678	Prior Year Adj-Expenditures	32,187	0	0	0	0
		Total	975,097	973,027	0	207,193	146,580
<b>Capital Outlay</b>							
38	5052 *610	Equipment - New	2,417	55,565	0	0	0
		Total	2,417	55,565	0	0	0
		Total	1,541,304	1,509,387	0	251,305	185,891

**Year-Over-Year Changes**

Stranded costs for contracting Refuse will end FY 13-14.  
Unemployment of \$30,000

**PUBLIC WORKS**

FUND 600

**Refuse - Overhead**

5055

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Transfers, Overhead and Debt</b>							
1	5055 *750	Transfer Cost to Refuse	101,117	92,089	0	58,710	75,000
2	5055 *755	Overhead Due to General Fund	233,261	268,448	0	475,000	475,000
Total			334,378	360,538	0	533,710	550,000
<b>Capital Outlay</b>							
3	7501 *675	Depreciation Expense	100,938	24,131	0	0	0
4	7501 *677	Write Offs/Uncollectibles	18,732	7,715	0	0	0
5	7501 *679	Loss on Sale/Capital Assets	0	508,900	0	0	0
Total			119,670	540,745	0	0	0
Total			454,048	901,283	0	533,710	550,000

**Year-Over-Year Changes**

Stranded costs for contracting Refuse will end FY 13-14.

**PUBLIC WORKS**

FUND 610

**Wastewater - Reclamation Engineering**

5061

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5061 *001	Full Time Salaries	36,368	64	67,611	0	0
2	5061 *003	Overtime	324	0	0	0	0
Total			36,692	64	67,611	0	0
<b>Employee Paid Benefits</b>							
3	5061 *041	Cafeteria Allowance	4,759	0	20,309	0	0
4	5061 *042	Retirement	5,038	3	688	0	0
5	5061 *xxx	All Other Paid Benefits	2,485	43	421	0	0
Total			12,282	46	21,418	0	0
Total			48,974	110	89,029	0	0
<b>Services &amp; Supplies</b>							
6	5061 *101	Postage	128	103	174	0	174
7	5061 *120	Supplies Office	21	30	50	0	50
8	5061 *129	Supplies - Other	0	0	0	0	0
9	5061 *171	Minor Equipment - Office	0	0	0	0	0
10	5061 *202	Svcs - Landscape Maintenance	0	0	0	0	0
11	5061 *203	Prof/Contr Svcs - Legal	6,125	2,380	5,569	20,226	5,600
12	5061 *209	Prof/Contr Svcs - Other	4,714	1,106	6,167	1,432	6,167
13	5061 *230	Legal Adverstising	0	0	0	64	0
14	5061 *231	Misc. Advertising/Promo	26	0	50	0	50
15	5061 *240	Duplication Charges - Internal	268	0	364	0	364
16	5061 *261	Insurance - Liability	97,058	128,579	98,950	112,551	101,493
17	5061 *280	Utility - Electric	92,058	79,239	83,896	81,658	83,896
18	5061 *281	Utility - Gas	127	117	137	82	137
19	5061 *282	Utility -Telephone	1,735	1,814	1,727	1,716	1,727
20	5061 *304	Maint - Vehicles, Equipment	0	0	0	0	0
	5061 *352	Training/Workshops/Meetings	0	0	0	26	0
21	5061 *370	Lease/Rental	14,450	11,400	23,400	13,300	23,400
Total			216,710	224,767	220,485	231,055	223,058
<b>Capital Outlay</b>							
22	5061 *610	Equipment-New	0	0	0	0	0
23	5061 *678	Prior Year Adj Expenditures	(9,000)	0	0	0	0
Total			(9,000)	0	0	0	0
Total			256,684	224,876	309,514	231,055	223,058

**Year-Over-Year Changes**

Decrease due to Public Works Director salary moved to Wastewater Reclamation Operations.

**PUBLIC WORKS**  
FUND

610

**Wastewater - Reclamation Operations**  
5063

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5063 *001	Full Time Salaries	43,905	16,677	49,351	58,704	96,574
2	5063 *003	Overtime	1,198	9,617	8,000	2,386	0
		Total	45,103	26,293	57,351	61,090	96,574
<b>Employee Paid Benefits</b>							
3	5063 *021	Car Allowance	631	0	1,848	1,706	
4	5063 *041	Cafeteria Allowance	1,793	0	5,164	4,734	5,164
5	5063 *042	Retirement	5,518	3,019	14,660	692	15,444
6	5063 *xxx	All Other Paid Benefits	3,728	3,643	4,593	4,442	3,418
		Total	11,670	6,661	26,265	11,574	24,026
		Total	56,773	32,955	83,616	72,664	120,600
<b>Services &amp; Supplies</b>							
7	5063 *101	Postage	0	0	0	0	0
8	5063 *121	Supplies - Clothing & Uniform	0	78	0	0	0
9	5063 *123	Supplies - Shop & Field	4,405	4,039	2,912	0	2,912
10	5063 *175	Minor Equipment - Computer	483	0	0	0	0
11	5063 *203	Prof/Contr Svcs - Legal	41	40,611	55	1,440	55
12	5063 *209	Prof/Contr Svcs - Other	5,433	37,826	4,707	76,172	4,707
13	5063 *227	Prof/Contr - Temp Personnel	0	0	0	0	0
14	5063 *228	Sewer Treatment - O & M Contr	2,374,451	5,038,139	5,800,000	4,651,112	5,800,000
15	5063 *231	Misc. Advertising/Promo	0	0	0	0	0
16	5063 *240	Duplication Charges - Internal	0	0	0	0	0
17	5063 *262	Insurance-Vehicle	48	27	49	85	49
18	5063 *280	Utility - Electric	0	401,436	0	394,264	400,000
19	5063 *282	Utility - Telephone	0	0	28	0	28
20	5063 *293	Permitting	21,345	18,423	28,306	52,744	28,306
21	5063 *301	Maint - Bldgs. & Improvements	255	445	0	0	0
22	5063 *303	Maint - Office Equipment	395	0	537	0	537
23	5063 *304	Maint - Vehicles, Equipment	66	14	0	0	0
24	5063 *305	Maint - Vehicles Fuel	0	99	0	602	600
25	5063 *307	Equipment Maintenance Charges	0	2,237		5,598	5,424
26	5063 *352	Training/Workshops/Meetings	66	25	89	0	89
27	5063 *353	Mileage Reimbursement	0	0	0	0	0
28	5063 *370	Lease/Rental	275,389	166,667	224,230	0	224,230
		Total	2,682,377	5,710,067	6,060,914	5,182,017	6,466,938
<b>Transfers - Out and Overhead</b>							
29	*505	County - Property Tax	2,484	2,478	3,378	569,570	25,000
		Total	2,484	2,478	3,378	569,570	25,000
<b>Capital Outlay</b>							
30	*610	Equipment - New	0	(171,046)	0	0	0
		Total	0	(171,046)	0	0	0
		Total	2,741,634	5,574,454	6,147,908	5,824,251	6,612,538

**Year-Over-Year Changes**

Increase due to Public Works Director salary moved from Reclamation Engineering.

**PUBLIC WORKS**

**Wastewater - Capital Projects Mgmt.**

FUND 610

5064

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5064 *001	Full Time Salaries	800	0	0	0	0
2	5064 *002	Part Time Salaries	0	0	0	0	0
3	5064 *003	Overtime	0	0	0	0	0
Total			800	0	0	0	0
<b>Employee Paid Benefits</b>							
4	5064 *041	Cafeteria Allowance	0	0	0	0	0
5	5064 *042	Retirement	91	0	0	0	0
6	5064 *xxx	All Other Paid Benefits	14	0	0	0	0
Total			105	0	0	0	0
Total			904	0	0	0	0
Total			1,704	0	0	0	0

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**Wastewater - Debt, Notes**

FUND 610

5065

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Transfers, Overhead and Debt</b>							
1	5065 *209	Prof/Contr Svcs - Other	0	5,105	5,200	3,000	5,200
2	5065 *511	Principal Due Bond Holders	0	0	185,000	0	195,000
3	5065 *512	Interest Due Bond Holders	254,865	696,322	696,845	696,845	689,295
4	5065 *519	Interest Due on Notes	10,300	12,600	10,000	10,000	10,000
5	5065 *751	Transfer cost to WW Reclaim.	101,117	92,089	104,000	104,000	75,000
6	5065 *755	Overhead due General Fund	412,966	418,173	219,660	539,170	500,000
Total			779,247	1,224,289	1,220,705	1,353,015	1,474,495
<b>Capital Outlay</b>							
7	7501 *675	Depreciation Expense	225,945	1,106,672	226,000	226,000	226,000
8	7501 *676	Unamortized Charge-Bond	0	9,460	0	0	9,460
9	7501 *677	Write Offs/Uncollectibles	38,746	22,594	100	(86)	100
Total			264,690	1,138,726	226,100	225,914	235,560
Total			1,043,937	2,363,015	1,446,805	1,578,929	1,710,055

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**WATER - ENGINEERING**

FUND 620

5071

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5071 *001	Full Time Salaries	102,543	3,767	0	0	0
2	5071 *003	Overtime	385	0	0	0	0
		Total	102,928	3,767	0	0	0
<b>Employee Paid Benefits</b>							
3	5071 *021	Car Allowance	1,435	0	0	0	0
4	5071 *041	Cafeteria Allowance	9,739	0	0	0	0
5	5071 *042	Retirement	11,858	186	0	0	0
6	5071 *xxx	All Other Paid Benefits	6,165	93	0	0	0
		Total	29,197	279	0	0	0
		Total	132,125	4,046	0	0	0
<b>Services &amp; Supplies</b>							
7	5071 *101	Postage	1,805	1,595	2,454	0	2,454
8	5071 *103	Dues & Subscriptions	940	0	1,278	0	1,278
9	5071 *120	Supplies Office	119	119	153	0	153
10	5071 *121	Supplies - Clothing/Uniform	18	67	25	0	25
11	5071 *123	Supplies - Shop & Field	134	0	182	0	182
12	5071 *175	Minor Equipment - Computer	0	0	0	0	0
13	5071 *203	Prof/Contr Svcs - Legal	4,235	1,628	4,903	9,460	4,903
14	5071 *209	Prof/Contr Svcs - Other	8,937	3,132	6,612	4,482	6,612
15	5071 *212	Prof/Contr Svcs - Training, Etc.	0	0	0	0	0
16	5071 *230	Legal Advertising	70	0	96	0	96
17	5071 *231	Misc. Advertising/Promo	26	0	36	0	36
18	5071 *240	Duplication Charges - Internal	2,680	0	3,645	0	3,645
19	5071 *241	Printing & Binding - External	172	60	149	0	149
20	5071 *250	Prof/Contr Svcs - Hazmat	0	0	0	0	0
21	5071 *261	Insurance - Public Liability	97,010	128,579	98,950	112,551	101,493
22	5071 *262	Insurance-Vehicle	480	272	490	848	490
23	5071 *280	Utility - Electric	339,378	310,509	309,288	305,520	309,288
24	5071 *281	Utility - Gas	510	469	548	362	548
25	5071 *282	Utility - Telephone	13,412	14,448	13,228	13,801	13,228
26	5071 *304	Maint - Vehicles, Equipment	0	0	0	0	0
27	5071 *305	Maint - Vehicle Fuel	0	0	0	0	0
28	5071 *352	Training/Workshops/Meetings	355	0	483	160	483
29	5071 *370	Lease/Rental	40,608	42,833	47,460	37,678	47,460
		Total	510,890	503,711	489,979	484,862	492,522
<b>Capital Outlay</b>							
30	5071 *610	Equipment - New	2,398	0	0	0	0
		Total	2,398	0	0	0	0
		Total	645,414	507,757	489,979	484,862	492,522

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

FUND

620

5072

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5072	*001 Full Time Salaries	386,016	400,160	441,960	358,790	401,683
2	5072	*003 Overtime	20,458	17,723	15,000	13,818	15,000
Total			406,474	417,884	456,960	372,608	416,683
<b>Employee Paid Benefits</b>							
3	5072	*021 Car Allowance	301	0	1,092	814	882
4	5072	*041 Cafeteria Allowance	100,085	107,754	112,804	94,286	101,242
5	5072	*042 Retirement	53,246	61,005	83,596	46,718	93,129
6	5072	*xxx All Other Paid Benefits	60,963	62,567	95,889	97,669	74,157
Total			214,596	231,325	293,381	239,487	269,410
Total			621,070	649,209	750,341	612,095	686,093
<b>Services &amp; Supplies</b>							
7	5072	*101 Postage	244	53	53	0	53
8	5072	*103 Dues & Subscriptions	4,018	4,296	4,031	1,223	4,031
9	5072	*120 Supplies Office	0	0	0	34	0
10	5072	*121 Supplies - Clothing/Uniform	3,002	2,033	500	1,116	500
11	5072	*123 Supplies - Shop & Field	28,128	12,091	10,321	13,006	10,321
12	5072	*124 Supplies - Safety	4,263	2,470	2,443	2,922	2,443
13	5072	*129 Supplies - Other	0	0	0	0	0
14	5072	*171 Minor Equipment - Office	0	0	0	0	0
15	5072	*173 Minor Equipment - Shop & Field	6,262	4,694	3,447	6,478	3,447
16	5072	*175 Minor Equipment - Computer	483	0	0	0	0
17	5072	*202 Svcs - Landscape Maintenance	14,040	12,840	11,770	18,540	12,840
18	5072	*207 Prof/Contr - Computer/Software	1,244	823	760	253	760
19	5072	*209 Prof/Contr Svcs - Other	20,111	33,668	29,632	25,986	29,632
20	5072	*212 Prof/Contr Svcs - Training, Etc.	0	869	869	0	869
21	5072	*214 Prof/Contr Svcs - Medical	65	420	420	0	420
22	5072	*223 Prof/Contr Svcs - Tree Trimming	1,268	120	0	0	0
23	5072	*227 Temporary Labor	0	0	0	0	0
24	5072	*231 Misc. Advertising/Promo	145	0	0	0	0
25	5072	*233 Prof/Contr Svcs - Backflow	80	985	1,065	815	1,065
26	5072	*262 Insurance-Vehicle	480	272	272	471	272
27	5072	*280 Utility - Electric	0	0	0	0	0
28	5072	*281 Utility - Gas	0	0	0	0	0
29	5072	*282 Utility - Telephone	2,888	1,523	1,355	748	1,355
30	5072	*293 Permitting	9,525	11,652	9,010	10,570	9,010
31	5072	*301 Maint - Bldgs. & Improvements	456	215	215	0	215
32	5072	*303 Maint - Office Equipment	0	0	0	0	0
33	5072	*304 Maint - Vehicles, Equipment	2,911	1,538	1,513	0	1,513
34	5072	*305 Maint - Vehicle Fuel	19,042	22,302	18,170	23,098	18,170
35	5072	*307 Equipment Maintenance Charges	63,967	62,514	60,666	79,607	65,088
36	5072	*309 Maint - Minor Equipment	702	798	417	188	417
37	5072	*310 Maintenance - T&D Mains	4,807	6,259	1,664	5,282	1,664
38	5072	*311 Maintenance - Services	22,856	31,474	27,807	59,854	27,807
39	5072	*312 Maintenance - Hydrants	369	4,621	5,621	7,216	5,621
30	5072	*313 Maintenance - Meters	2,527	212	175	2,267	175
31	5072	*314 Maintenance - Supply Facility	0	5,378	5,295	0	5,295
32	5072	*316 Maintenance - Storage Facility	0	0	0	3,503	0
33	5072	*352 Training/Workshops/Meetings	1,530	1,807	1,734	950	1,734
34	5072	*370 Lease/Rental	1,314	172	0	0	0
Total			216,726	226,100	199,225	264,127	204,717
<b>Transfers - Out and Overhead</b>							
35	5072	*505 County - Property Tax	0	3	3	3	3
			0	3	3	3	3
<b>Capital Outlay</b>							
36	5072	*610 Equipment-New	0	2,863	2,863	17,000	2,863
37	5072	*630 Improv-Other Than Bldgs.-New	0	0	0	0	0
38	5072	*678 Prior Year Adj Expenditures	21,719	0	0	0	0
Total			21,719	2,863	2,863	17,000	2,863
Total			859,516	878,176	952,432	893,225	893,676

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**WATER - OPERATIONS**

FUND

620

5073

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5073	*001 Full Time Salaries	161,011	122,206	137,727	159,438	182,971
2	5073	*003 Overtime	24,557	19,857	16,000	21,878	16,000
Total			185,568	142,064	153,727	181,316	198,971
<b>Employee Paid Benefits</b>							
3	5073	*021 Car Allowance	301	0	1,092	814	882
4	5073	*041 Cafeteria Allowance	28,331	23,077	24,320	32,300	34,708
5	5073	*042 Retirement	25,614	21,068	31,424	19,408	40,980
6	5073	*xxx All Other Paid Benefits	21,490	15,202	18,995	6,100	33,011
Total			75,737	59,347	75,831	58,622	109,581
Total			261,305	201,411	229,558	239,938	308,552
<b>Services &amp; Supplies</b>							
7	5073	*101 Postage	42	0	0	0	0
8	5073	*103 Dues & Subscriptions	3,813	4,466	4,336	893	4,336
9	5073	*120 Supplies Office	124	363	363	50	363
10	5073	*121 Supplies - Clothing/Uniform	1,204	2,535	2,020	3,054	2,020
11	5073	*123 Supplies - Shop & Field	1,761	979	1,119	468	1,119
12	5073	*124 Supplies - Safety	686	283	260	194	260
13	5073	*126 Supplies - Computer	0	0	0	0	0
14	5073	*129 Supplies - Other	0	0	0	0	0
15	5073	*173 Minor Equipment - Shop & Field	534	1,562	1,236	720	1,236
16	5073	*175 Minor Equipment - Computer	0	0	0	0	0
17	5073	*207 Prof/Contr - Computer/Software	255	574	317	506	317
18	5073	*209 Prof/Contr Svcs - Other	10,155	1,808	2,048	9,610	2,048
19	5073	*241 Printing & Binding - External	6,649	6,171	6,142	0	6,142
20	5073	*262 Insurance-Vehicle	0	0	0	0	0
21	5073	*280 Utility - Electric	0	0	0	0	0
22	5073	*282 Utility - Telephone	490	908	758	598	758
23	5073	*293 Permitting	17,413	24,676	24,366	13,893	24,366
24	5073	*301 Maint - Bldgs. & Improvements	5	0	0	0	0
25	5073	*303 Maint - Office Equipment	0	0	0	0	0
26	5073	*304 Maint - Vehicles, Equipment	116	320	297	576	297
27	5073	*305 Maint - Vehicle Fuel	6,152	18,981	15,449	7,714	15,449
28	5073	*306 Maintenance - Scada	3,986	18,822	18,822	15,395	18,822
29	5073	*307 Equipment Maintenance Charges	0	0	0	0	0
30	5073	*309 Maint - Minor Equipment	309	0	0	58	0
31	5073	*314 Maintenance - Supply Facility	48,287	34,729	40,453	15,557	40,453
32	5073	*315 Maint.- Booster Pumping Facility	2,466	201	192	270	192
33	5073	*316 Maintenance - Storage Facility	2,941	40	0	353	0
34	5073	*317 Water Treatment - Chemicals	42,544	47,201	41,272	42,469	41,272
35	5073	*318 Water Treatment - Compliance	26,163	27,906	24,827	24,466	24,827
36	5073	*319 Maint - Water Treatment Equip	6,717	7,212	6,786	6,790	6,786
37	5073	*352 Training/Workshops/Meetings	650	980	732	150	732
38	5073	*370 Lease/Rental	42,452	42,121	42,121	11,866	42,121
Total			225,915	242,839	233,916	155,650	233,916
<b>Capital Outlay</b>							
39	5073	*516 Water Replenishment Charge	236,597	361,856	362,500	0	497,500
40	5073	*610 Equipment - New	0	373	373	0	373
Total			236,597	362,229	362,873	0	497,873
Total			723,816	806,479	826,347	395,588	1,040,341

**Year-Over-Year Changes**

There is an increase in salaries \$78,994 due to 5% reduction agreed in FY 11-12 MOU concessions to end December 31, 2012.

**PUBLIC WORKS**

**WATER - DEBT SERVICES & TRANSFERS**

FUND

620

5075

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Services &amp; Supplies</b>							
1	5075 *201	Prof/Contr Svcs - Financial	593	473	436	0	436
2	5075 *209	Prof/Contr Svcs - Other	1,855	2,390	2,523	0	2,523
Total			2,448	2,863	2,958	0	2,959
<b>Transfers - Out &amp; Overhead</b>							
3	5075 *511	Principal Due Bond Holders	0	0	1,255,000	1,255,000	1,295,000
4	5075 *512	Interest Due Bond Holders	1,684,277	2,519,331	2,653,000	2,653,000	2,615,350
5	5075 *513	Due Park Water	25,000	25,000	25,000	50,000	25,000
6	5075 *514	Adv. Mainline Ext Contracts	0	0	30,000	0	0
7	5075 *755	Overhead Due General Fund	358,594	808,743	431,475	584,533	527,000
8	7501 *676	Unamortized Charge-Bond	39,091	198,601	0	198,601	198,601
9	7501 *677	Write Offs/Uncollectibles	0	0	0	(90)	0
Total			2,106,963	3,551,675	4,394,475	4,741,044	4,660,951
Total			2,109,411	3,554,538	4,397,433	4,741,044	4,663,910

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**Equipment Maintenance**

FUND 702

5041

Line	Budget Account	Account Description	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Adopted
<b>Salaries &amp; Wages</b>							
1	5041 *001	Full Time Salaries	148,775	153,646	146,738	135,536	150,617
2	5041 *002	Part Time Salaries	0	0	0	0	0
3	5041 *003	Overtime	1,646	426	400	1,320	400
		<b>Total</b>	<b>150,420</b>	<b>154,072</b>	<b>147,138</b>	<b>136,856</b>	<b>151,017</b>
<b>Employee Paid Benefits</b>							
5	5041 *041	Cafeteria Allowance	33,077	33,022	32,926	30,528	32,926
6	5041 *042	Retirement	24,241	22,695	26,546	18,042	31,601
7	5041 *xxx	All Other Paid Benefits	30,808	18,575	25,740	45,005	23,163
		<b>Total</b>	<b>88,125</b>	<b>74,292</b>	<b>85,212</b>	<b>93,575</b>	<b>87,690</b>
		<b>Total</b>	<b>238,546</b>	<b>228,364</b>	<b>232,350</b>	<b>230,431</b>	<b>238,707</b>
<b>Services &amp; Supplies</b>							
8	5041 *103	Dues & Subscriptions	864	389	2,024	2,000	2,024
9	5041 *120	Supplies Office	0	31	380	380	380
10	5041 *121	Supplies - Clothing/Uniform	2,270	2,453	0	620	0
11	5041 *123	Supplies - Shop & Field	29,533	20,537	20,000	19,972	20,000
12	5041 *124	Supplies - Safety	1,418	1,315	1,500	1,500	1,500
13	5041 *173	Minor Equipment - Shop & Field	1,834	4,289	3,500	3,495	3,500
14	5041 *175	Minor Equipment - Computer	0	0	0	0	0
15	5041 *209	Prof/Contr Svcs - Other	208	0	0	90	61
16	5041 *212	Prof/Contr Svcs - Training, Etc.	35	0	0	0	0
17	5041 *214	Prof/Contr Svcs - Medical	0	0	0	0	0
18	5041 *241	Printing & Binding - External	0	0	0	0	0
19	5041 *250	Prof/Contr Svcs - Hazmat	178	174	25,000	25,000	25,000
20	5041 *280	Utility - Electric	0	0	10,000	0	10,000
21	5041 *281	Utility - Gas	0	0	2,348	0	2,348
22	5041 *282	Utility - Telephone	402	237	2,600	228	2,600
23	5041 *285	Utility - Street Lighting	0	0	5,000	0	5,000
24	5041 *301	Maint - Bldgs. & Improvements	0	163	1,200	2,350	1,200
25	5041 *304	Maint - Vehicles, Equipment	92,611	91,857	74,280	105,368	74,280
26	5041 *305	Maint - Vehicle Fuel	3,301	3,271	3,500	3,500	3,500
27	5041 *309	Maint - Minor Equipment	0	4,806	1,000	0	1,000
28	5041 *352	Training/Workshops/Meetings	(382)	0	500	0	500
29	5041 *353	Mileage Reimbursement	0	0	0	0	0
		<b>Total</b>	<b>132,272</b>	<b>129,523</b>	<b>152,832</b>	<b>164,503</b>	<b>152,893</b>
		<b>Total</b>	<b>370,817</b>	<b>357,886</b>	<b>385,182</b>	<b>394,934</b>	<b>391,600</b>

**Year-Over-Year Changes**

There is an increase in salaries \$6,357 due to 5% reduction agreed in FY 11-12 MOU concessions to end December 31, 2012.

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## CAPITAL IMPROVEMENT PLAN

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**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 2012-13 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 2012-2013 are:

<b>Capital Improvement Plan Summary</b>	
<b>Street Projects</b>	<b>\$3,125,254</b>
<b>Sewer Projects</b>	<b>\$20,079,482</b>
<b>Water Projects</b>	<b>\$3,754,047</b>
<b>Building &amp; Grounds Projects</b>	<b>\$1,737,590</b>
<b>Total</b>	<b>\$28,696,373</b>

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

<b>Capital Improvement Plan</b>
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**Street Projects:** The total new resources available for street projects in 2012-13 is \$3,125,254. All six street projects are scheduled for completion by year end.

Funds provided by the general fund lease of property to the sewer fund will supply \$1,152,737 or 36.88 percent of the resources for street improvements.

**Sewer Projects:** The total new resources available for sewer projects in 2012-13 is \$28,696,373. All ten sewer projects are scheduled for completion by year end.

The Recycled Water Distribution System project is one of the largest valued at \$14,647,240. This is a new project and will be bid and constructed in FY 2012-13.

Funds provided by the sewer bond proceeds will supply \$2,306,403 or 11.48 percent of the resources for sewer improvements.

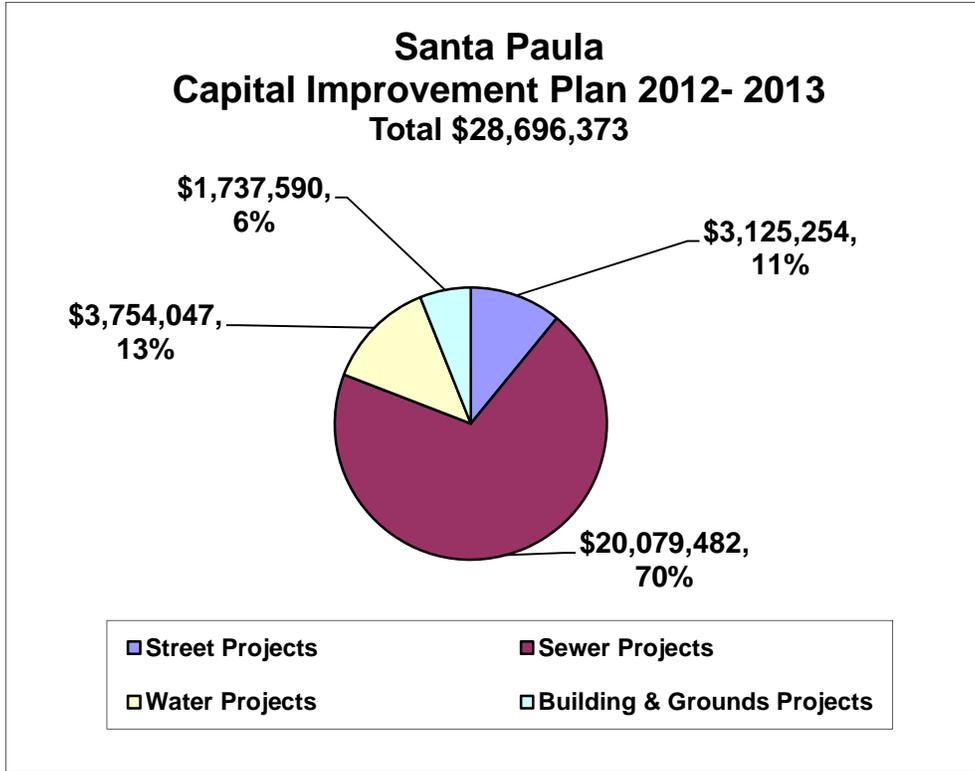
**Water Projects:** The total new resources available for the water projects in 2012-13 is \$3,754,047. All twelve water projects are schedule for completion by year end.

The 400/600 Zone Booster Station project is the largest project valued at \$1,102,492. 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 2012-13.

Funds provided by the water bond proceeds will supply \$3,244,047 or 86.41 percent of the resources for water improvements.

**Buildings and Grounds:** The total new resources available for the buildings & grounds projects for FY 2012-13 is \$1,737,590. All seven projects are scheduled for completion by year end.

The Harding Park Master Plan Phase II project is one the largest project valued at \$500,000. This project is scheduled to be completed in FY 2012-13.



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<b>City of Santa Paula Capital Improvement Program - FY 2012-13</b>
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**Street Projects**

<b>Proj#</b>	<b>Project Description</b>	<b>Funding Source</b>	<b>2011-12 Total</b>
9273	10th Street Enhancement Project - New	TE/STIP State Transportation Improvement	\$600,000
		General Fund Lease Proceeds	\$77,737
		<b>Total</b>	<b>\$677,737</b>
9285	Slurry Seal Project-New	General Fund Lease Proceeds	\$750,000
		<b>Total</b>	<b>\$750,000</b>
9294	Sidewalk Repair Program - New	Local Transportation TDA	\$20,000
		<b>Total</b>	<b>\$20,000</b>
9295	Railroad Bicycle Trail Construction Phase II - New	Congestion Management Air Quality (CMAQ)	\$1,100,000
		State Gas Tax	\$142,517
		<b>Total</b>	<b>\$1,242,517</b>
9296	Steckel Dr./Anacapa Terrace Street Paving - New	General Fund Lease Proceeds	\$325,000
		<b>Total</b>	<b>\$325,000</b>
9297	Lighted Crosswalks Project-New	Traffic Impact Fees	\$110,000
		<b>Total</b>	<b>\$110,000</b>
<b>Total Street Projects</b>			<b>\$3,125,254</b>
G.F.Lease Proceeds (Fund 100)			\$1,152,737
Traffic Impact Fees (Fund 229)			\$110,000
State Gas Tax ( Fund 280)			\$142,517
Local TDA (Fund 281)			\$20,000
Congestion Management Air Quality (Fund 406)			\$1,100,000
TEA Trans Enhancement Act (409)			\$600,000
<b>Total Street Resources</b>			<b>\$3,125,254</b>

<b>City of Santa Paula Capital Improvement Program - FY 2012-13</b>
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**Sewer Projects - Fund 610**

Proj#	Project Description	Funding Source	2011-12 Total
9039	Water Recycling Facility Floodwall - New	Sewer Enterprise Fees	\$285,680
		<b>Total</b>	<b>\$285,680</b>
9213	Manhole Rehab/Replacement Program - Continue	Sewer Enterprise Fees	\$303,975
		<b>Total</b>	<b>\$303,975</b>
9214	Inflow Reduction Program-Construction- New	Sewer Bond Proceeds	\$156,403
		Sewer Enterprise Fees	\$93,597
		<b>Total</b>	<b>\$250,000</b>
9215	Sewer Pipeline Rehabilitation Program- Continue	Sewer Bond Proceeds	\$650,000
		Sewer Enterprise Fees	\$245,000
		<b>Total</b>	<b>\$895,000</b>
9216	Lemonwood Lift Station Rehab - Continue	Sewer Enterprise Fees	\$324,771
		<b>Total</b>	<b>\$324,771</b>
9241	Water Recycling Facility Mitigation - Continue	Sewer Enterprise Fees	\$172,816
		<b>Total</b>	<b>\$172,816</b>
9262	Existing WWTP Demolition - Continue	Sewer Bond Proceeds	\$1,500,000
		<b>Total</b>	<b>\$1,500,000</b>
9227	Recycled Water Distribution System - New	Sewer Enterprise Fees	\$14,647,240
		<b>Total</b>	<b>\$14,647,240</b>
9286	Harvard Blvd., Sewer Line Replacement- New	Development Impact Fees	\$1,200,000
		<b>Total</b>	<b>\$1,200,000</b>
9298	Foothill/Hardison/Cameron Storm Drain Project - New	Development Impact Fees	\$500,000
		<b>Total</b>	<b>\$500,000</b>
<b>Total Sewer Projects</b>			<b>\$20,079,482</b>
Development Impact Fees (Fund 227)			\$1,700,000
Sewer Enterprise Fees( Fund 610)			\$16,073,079
Sewer Bond Proceeds (Fund 610)			\$2,306,403
<b>Total Sewer Resources</b>			<b>\$20,079,482</b>

<b>City of Santa Paula Capital Improvement Program - FY 2012-13</b>
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**Water Projects - Fund 620**

Proj#	Project Description	Funding Source	2011-12 Total
9008	400/600 Zone Booster Station - Continue	Water Enterprise Fees	\$352,000
		Water Bond Proceeds	\$750,492
		<b>Total</b>	<b>\$1,102,492</b>
9108	Water Main Replacement Project- Continue	Water Bond Proceeds	\$400,000
		<b>Total</b>	<b>\$400,000</b>
9233	Teague Tank Demolition - Continue	Water Enterprise Fees	\$8,000
		Water Bond Proceeds	\$193,555
		<b>Total</b>	<b>\$201,555</b>
9236	Cross Town Pipeline-New	Water Enterprises Fees	\$75,000
		<b>Total</b>	<b>\$75,000</b>
9266	Well #15 Design & Construction - Continue	Water Bond Proceeds	\$1,500,000
		<b>Total</b>	<b>\$1,500,000</b>
9267	Well Rehabilitation Program - Continue	Water Bond Proceeds	\$400,000
		<b>Total</b>	<b>\$400,000</b>
9271	Meter Replacement Program - Continue	Water Enterprise Fees	\$150,000
		<b>Total</b>	<b>\$150,000</b>
9299	Mesa Tank Rehabilitation/Replacement- New	Water Enterprise Fees	\$100,000
		<b>Total</b>	<b>\$100,000</b>
9300	Scada Land Line to Radio Conversion- New	Water Enterprise Fees	\$75,000
		<b>Total</b>	<b>\$75,000</b>
9301	GIS/GPS Asset Management Program- New	Water Enterprise Fees	\$300,000
		<b>Total</b>	<b>\$300,000</b>
9302	Filter Media Replacement-New	Water Enterprise Fees	\$176,737
		<b>Total</b>	<b>\$176,737</b>
9303	Emergency Generator Cable Connection Upgrade - New	Water Enterprise Fees	\$10,000
		<b>Total</b>	<b>\$10,000</b>
<b>Total Water Projects</b>			<b>\$3,754,047</b>
Water Enterprise Fees (Fund 620)			\$510,000
Water Bond Proceeds (Fund 620)			\$3,244,047
<b>Total Water Resources</b>			<b>\$3,754,047</b>

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**Buildings & Grounds Projects**

<b>Proj#</b>	<b>Project Description</b>	<b>Funding Source</b>	<b>2011-12 Total</b>
9182	Harding Park Master Plan Phase II - New	Harding Park Trust	\$500,000
		<b>Total</b>	<b>\$500,000</b>
9281	Mill Park Restroom Project - New	CDBG	\$80,000
		<b>Total</b>	<b>\$80,000</b>
9290	IT Virtualization Project - New	Development Impact Fees	\$ 160,000
		<b>Total</b>	<b>160,000</b>
9289	Teague Park Master Plan II -New	Parkland Facility	\$ 70,000
		Federal Grant	\$ 118,000
		<b>Total \$</b>	<b>188,000</b>
9304	Station 81 & 82 Expansion - New	CDBG	\$109,590
		Development Impact Fees	\$0
		<b>Total</b>	<b>\$109,590</b>
9305	City Building Roofs - New	Development Impact Fees	\$ 200,000
		<b>Total \$</b>	<b>200,000</b>
9306	Playground Upgrade at Various Parks - New	Development Impact Fees	\$ 500,000
		<b>Total \$</b>	<b>500,000</b>
<b>Total Building &amp; Grounds Projects</b>			<b>\$1,737,590</b>
Parkland Facility (Fund 226)			\$70,000
HUD-CDBG (Fund 450)			\$189,590
Harding Park Trust (Fund 202)			\$500,000
Development Impact Fees (Fund 226)			\$860,000
Federal Grant (Fund 4XX)			\$118,000
<b>Total Building &amp; Grounds Resources</b>			<b>\$1,737,590</b>

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**STREETS**

<b>CIP NUMBER:</b> 9273	<b>PROJECT TYPE</b> Streets
<b>PROJECT NAME:</b> 10th Street Enhancement Project	<b>DEPARTMENT</b> Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION - Pending Grant Approval</b>	
In Santa Paula, Route 150 (Tenth Street) from Santa Paula to Hwy 150 Landscape/Aesthetic Enhancements and Bicycle/Pedestrian Amenities and Improvements. This project is scheduled to be completed in FY 12-13	

MILESTONE	COST	EXPENDED-TO-DATE
Design		
Construction	677,737	-
<b>Total</b>	<b>\$ 677,737</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
409	TE/STIP State Trans. Improv.	\$ -	\$ -	\$ 600,000	\$ 600,000
100	General Fund Lease Proceeds	\$ -		\$ 77,737	\$ 77,737
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 677,737</b>	<b>\$ 677,737</b>

<b>CIP NUMBER:</b> 9285	<b>PROJECT TYPE</b> Streets
<b>PROJECT NAME:</b> Slurry Seal Project	<b>DEPARTMENT</b> Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION</b>	
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
Design	-	-
Construction	750,000	-
<b>Total</b>	<b>\$ 750,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
100	General Fund Lease Proceeds		\$ -	\$ 750,000	\$ 750,000
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**STREETS**

<b>CIP NUMBER:</b>	9294	<b>PROJECT TYPE</b>	Streets
<b>PROJECT NAME:</b>	Sidewalk Repair Program - New	<b>DEPARTMENT</b>	Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION - Pending Grant Approval</b>			
As a part of the regular routine maintenance of the City sidewalks and median, sidewalk and median repairs should be performed to repair sections that are damaged. This should include various street within the City limits.			

MILESTONE	COST	EXPENDED-TO-DATE
Construction	20,000	-
<b>Total</b>	<b>\$ 20,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
281	Local Transportation TDA	\$ -	\$ -	\$ 20,000	\$ 20,000
		\$ -	\$ -	\$ -	\$ -
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>

<b>CIP NUMBER:</b>	9295	<b>PROJECT TYPE</b>	Streets
<b>PROJECT NAME:</b>	Bike Trail Improvement Project	<b>DEPARTMENT</b>	Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION - Pending Grant Approval</b>			
Improvements to Santa Paula Bike Trail from Peck Road to Santa Paula Creek at various locations including Bike/Pedestrian improvements at 16 adjacent Intersections and the construction of one rest area shade structure.			

MILESTONE	COST	EXPENDED-TO-DATE
Acquisition /Land Improv.	-	-
Design	-	-
Construction	1,242,517	-
<b>Total</b>	<b>\$ 1,242,517</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
406	CMAQ - Federal	\$ -	\$ -	\$ 1,100,000	\$ 1,100,000
280	State Gas Tax	\$ -	\$ -	\$ 142,517	\$ 142,517
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,242,517</b>	<b>\$ 1,242,517</b>

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**STREETS**

<b>CIP NUMBER:</b> 9296	<b>PROJECT TYPE</b> Streets
<b>PROJECT NAME:</b> Steckel Drive/Anacapa Terrace Street Paving	<b>DEPARTMENT</b> Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION - Pending Grant Approval</b>	
Repave Steckel Drive north of Santa Paula Street and Anacapa Terrace between Atmore and Steckel Drive upon completion of the 4.0 MG Tank Project.	

MILESTONE	COST	EXPENDED-TO-DATE
Design		
Construction	325,000	-
<b>Total</b>	<b>\$ 325,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
100	General Fund Lease Proceed	\$ -	\$ -	\$ 325,000	\$ 325,000
		\$ -	\$ -	\$ -	\$ -
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 325,000</b>	<b>\$ 325,000</b>

<b>CIP NUMBER:</b> 9297	<b>PROJECT TYPE</b> Streets
<b>PROJECT NAME:</b> Lighted Crosswalks Project	<b>DEPARTMENT</b> Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION</b>	
Repair and Rehabilitate all City lighted crosswalks due to deficiencies in electrical lighting design.	

MILESTONE	COST	EXPENDED-TO-DATE
Design		-
Construction	110,000	-
<b>Total</b>	<b>\$ 110,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
229	Traffic Impact Fees	\$ -	\$ -	\$ 110,000	\$ 110,000
		\$ -	\$ -	\$ -	\$ -
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**Sewer**

<b>CIP NUMBER:</b> 9039	<b>PROJECT TYPE</b> Sewer
<b>PROJECT NAME:</b> Water Recycling Facility Floodwall	<b>DEPARTMENT</b> Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION</b>	
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 2012/13	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	285,680	-
<b>Total</b>	<b>\$ 285,680</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	610 Sewer Enterprise Fees	\$ -	\$ -	\$ 285,680	\$ 285,680
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 285,680</b>	<b>\$ 285,680</b>

<b>CIP NUMBER:</b> 9213	<b>PROJECT TYPE</b> Sewer
<b>PROJECT NAME:</b> Manhole Rehab/Replacement Program	<b>DEPARTMENT</b> Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION</b>	
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 2012/13.	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	312,805	-
<b>Total</b>	<b>\$ 312,805</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY-12-13	Project Total Cost
	610 Sewer Bond Proceeds	\$ -	\$ 8,830.00	\$ 303,975	\$ 312,805
	<b>Total</b>	<b>\$ -</b>	<b>\$ 8,830.00</b>	<b>\$ 303,975</b>	<b>\$ 312,805</b>

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**Sewer**

<b>CIP NUMBER:</b> 9214	<b>PROJECT TYPE</b> Sewer
<b>PROJECT NAME:</b> Inflow Reduction Program - Construction	<b>DEPARTMENT</b> 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 2012/13.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	250,000	-
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
610	Sewer Bond Proceeds	\$ -	\$ -	\$ 156,403	\$ 156,403
610	Sewer Enterprise Fees	\$ -	\$ -	\$ 93,597	\$ 93,597
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>

<b>CIP NUMBER:</b> 9215	<b>PROJECT TYPE</b> Sewer
<b>PROJECT NAME:</b> Sewer Pipeline Rehabilitation Program	<b>DEPARTMENT</b> 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 an ongoing project.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	917,400	-
<b>Total</b>	<b>\$ 917,400</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
610	Sewer Enterprise Fees	\$ -	\$ -	\$ 245,000	\$ 245,000
610	Sewer Bond Proceeds	\$ -	\$ 22,400	\$ 650,000	\$ 672,400
	<b>Total</b>	<b>\$ -</b>	<b>\$ 22,400</b>	<b>\$ 895,000</b>	<b>\$ 917,400</b>

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**Sewer**

<b>CIP NUMBER:</b> 9216	<b>PROJECT TYPE</b> Sewer
<b>PROJECT NAME:</b> Lemonwood & Harding Park Lift Station Rehat	<b>DEPARTMENT</b> 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 2012-13.

MILESTONE	COST	EXPENDED-TO-DATE
Planning/ Design	73,710	20229
Construction	271,290	-
<b>Total</b>	<b>\$ 345,000</b>	<b>\$ 20,229</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	610 Sewer Enterprise Fees	\$ -	\$ 20,229	\$ 324,771	\$ 345,000
	<b>Total</b>	<b>\$ -</b>	<b>\$ 20,229</b>	<b>\$ 324,771</b>	<b>\$ 345,000</b>

<b>CIP NUMBER:</b> 9241	<b>PROJECT TYPE</b> Sewer
<b>PROJECT NAME:</b> Water Recycling Facility Mitigation Project	<b>DEPARTMENT</b> 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	363,481	190,665
<b>Total</b>	<b>\$ 363,481</b>	<b>\$ 190,665</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	610 Sewer Enterprise Fees	\$ -	\$ 190,665	\$ 172,816	\$ 363,481
	<b>Total</b>	<b>\$ -</b>	<b>\$ 190,665</b>	<b>\$ 172,816</b>	<b>\$ 363,481</b>

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**Sewer**

<b>CIP NUMBER:</b> 9262	<b>PROJECT TYPE</b> Sewer
<b>PROJECT NAME:</b> Existing WWTP Demolition	<b>DEPARTMENT</b> 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 2011/13.

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

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	610 Sewer Bond Proceeds	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>

<b>CIP NUMBER:</b> 9227	<b>PROJECT TYPE</b> Sewer
<b>PROJECT NAME:</b> Recycled Water Distribution System	<b>DEPARTMENT</b> Public Works

**PROJECT DESCRIPTION/JUSTIFICATION**

The recycled water distribution system is intended to use the new WRF effluent for irrigation at locations throughout town. The design portion of the project is scheduled for completion in FY 2011-12.

MILESTONE	COST	EXPENDED-TO-DATE
Planning/EIR/ Design	1,130,000	
Construction	13,517,240	-
<b>Total</b>	<b>\$ 14,647,240</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	610 Sewer Enterprise Fees	\$ -	\$ -	\$ 14,647,240	\$ 14,647,240
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**Sewer**

<b>CIP NUMBER:</b>	9286	<b>PROJECT TYPE</b>	Sewer
<b>PROJECT NAME:</b>	Harvard Blvd. Sewer Line Replacement	<b>DEPARTMENT</b>	Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION</b>			
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	-
<b>Total</b>	<b>\$ 1,200,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	227 Development Impact Fees	\$ -	\$ -	\$ 1,200,000	\$ 1,200,000
	Total	\$ -	\$ -	\$ 1,200,000	\$ 1,200,000

<b>CIP NUMBER:</b>	9298	<b>PROJECT TYPE</b>	Sewer
<b>PROJECT NAME:</b>	Foothill/Hardison/Cameron Storm Drain Project	<b>DEPARTMENT</b>	Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION</b>			
Installation of a retaining wall and catch basin to reduce the amount of water runoff that is accumulating in the drainage area on Foothill/Cameron storm drain.			

MILESTONE	COST	EXPENDED-TO-DATE
Construction	500,000	-
<b>Total</b>	<b>\$ 500,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	227 Development Impact Fees	\$ -	\$ -	\$ 500,000	\$ 500,000
	Total	\$ -	\$ -	\$ 500,000	\$ 500,000

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**WATER**

<b>CIP NUMBER:</b> 9008	<b>PROJECT TYPE</b> Water
<b>PROJECT NAME:</b> 400/600 Zone Booster	<b>DEPARTMENT</b> 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. This would include the Fuchsia Tank Water Line. The project is scheduled for completion in FY 2012/13.

MILESTONE	COST	EXPENDED-TO-DATE
Design	312,000	249,508
Construction	1,040,000	-
<b>Total</b>	<b>\$ 1,352,000</b>	<b>\$ 249,508</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	620 Water Enterprise Fees	\$ -	\$ -	\$ 352,000	\$ 352,000
	620 Water Bond Proceeds	\$ -	\$ 249,508	\$ 750,492	\$ 1,000,000
	<b>Total</b>	<b>\$ -</b>	<b>\$ 249,508</b>	<b>\$ 1,102,492</b>	<b>\$ 1,352,000</b>

<b>CIP NUMBER:</b> 9108	<b>PROJECT TYPE</b> Water
<b>PROJECT NAME:</b> Water Main Replacement Program	<b>DEPARTMENT</b> Public Works

**PROJECT DESCRIPTION/JUSTIFICATION**

The City has several miles of older two-inch steel mainlines that should be upgraded to six or eight inch C-900 PVC pipe to provide better volume and fire protection. Two previous replacement projects have been performed (Phase I & II). This program is designed to upgrade existing water mains due to the aged and undersized condition.

MILESTONE	COST	EXPENDED-TO-DATE
Design	-	-
Construction	400,000	-
<b>Total</b>	<b>\$ 400,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	620 Water Enterprise Fees	\$ -	\$ -	\$ -	\$ -
	620 Water Bond Proceeds	\$ -	\$ -	\$ 400,000	\$ 400,000
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**WATER**

<b>CIP NUMBER:</b> 9233	<b>PROJECT TYPE</b> Water
<b>PROJECT NAME:</b> Teague Tank Demolition	<b>DEPARTMENT</b> 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	6,445
Construction	188,000	-
<b>Total</b>	<b>\$ 208,000</b>	<b>\$ 6,445</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	620 Water Bond Proceeds	\$ -	\$ 6,445	\$ 193,555	\$ 200,000
	620 Water Enterprise Fees	\$ -	\$ -	\$ 8,000	\$ 8,000
	Total	\$ -	\$ 6,445	\$ 201,555	\$ 208,000

<b>CIP NUMBER:</b> 9236	<b>PROJECT TYPE</b> Water
<b>PROJECT NAME:</b> Cross Town Pipeline	<b>DEPARTMENT</b> Public Works

**PROJECT DESCRIPTION/JUSTIFICATION**

To improve pumping and circulation efficiency, the City designed a cross town pipeline from Steckel Water Conditional Facility to the main reservoir.

MILESTONE	COST	EXPENDED-TO-DATE
Design	75,000	-
Construction	-	-
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	620 Water Enterprise Fees	\$ -	\$ -	\$ 75,000	\$ 75,000
		\$ -	\$ -	\$ -	\$ -
	Total	\$ -	\$ -	\$ 75,000	\$ 75,000

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**WATER**

<b>CIP NUMBER:</b> 9266	<b>PROJECT TYPE</b> Water
<b>PROJECT NAME:</b> Well #15 Design & Construction	<b>DEPARTMENT</b> 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	8,759
Construction	1,190,250	-
<b>Total</b>	<b>\$ 1,508,350</b>	<b>\$ 8,759</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	620 Water Enterprise Fees	\$ 8,350	\$ 409	\$ -	\$ 8,759
	620 Water Bond Proceeds	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000
	Total	\$ 8,350	\$ -	\$ 1,500,000	\$ 1,508,350

<b>CIP NUMBER:</b> 9267	<b>PROJECT TYPE</b> Water
<b>PROJECT NAME:</b> Well Rehabilitation Program	<b>DEPARTMENT</b> Public Works

**PROJECT DESCRIPTION/JUSTIFICATION**

The 2005 Water System Master Plan indicated that the City needed to rehabilitate its groundwater wells once every 5 years. Well 13 is currently being rehabilitated. It was installed in 1998 and this project will rehabilitate the well, which will restore the pumping efficiency. The project is scheduled for completion in FY 2012-13.

MILESTONE	COST	EXPENDED-TO-DATE
Planning/EIR/Design		
Construction	400,000	-
<b>Total</b>	<b>\$ 400,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	620 Water Bond Proceeds	\$ -	\$ -	\$ 400,000	\$ 400,000
	Total	\$ -	\$ -	\$ 400,000	\$ 400,000

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**WATER**

<b>CIP NUMBER:</b> 9271	<b>PROJECT TYPE</b> Water
<b>PROJECT NAME:</b> Meter Replacement Program	<b>DEPARTMENT</b> Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION</b>	
<p>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.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Material Costs	333,609	100,000
<b>Total</b>	<b>\$ 333,609</b>	<b>\$ 100,000</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	620 Water Enterprise Fees	\$ -	\$ 183,609	\$ 150,000	\$ 333,609
	Total	\$ -	\$ 183,609	\$ 150,000	\$ 333,609

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

MILESTONE	COST	EXPENDED-TO-DATE
Design/Study	100,000	100,000
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	620 Water Enterprise Fees	\$ -	\$ -	\$ 100,000	\$ 100,000
	Total	\$ -	\$ -	\$ 100,000	\$ 100,000

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**WATER**

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

MILESTONE	COST	EXPENDED-TO-DATE
Construction	75,000	-
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	620 Water Enterprise Fees	\$ -	\$ -	\$ 75,000	\$ 75,000
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>

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

MILESTONE	COST	EXPENDED-TO-DATE
Construction	200,000	100,000
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 100,000</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	620 Water Enterprise Fees	\$ -	\$ -	\$ 300,000	\$ 300,000
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**WATER**

<b>CIP NUMBER:</b> 9302	<b>PROJECT TYPE</b> Water
<b>PROJECT NAME:</b> Filter Media Replacement Steckel Treatment Fa	<b>DEPARTMENT</b> Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION</b>	
The media life span is 10 years and we are at 12 years and beginning to see short filter runs and high differential pressures that cause more frequent backwashing. There are three filters that need to be replaced.	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	176,737	-
<b>Total</b>	<b>\$ 176,737</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	620 Water Enterprise Fees	\$ -	\$ -	\$ 176,737	\$ 176,737
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 176,737</b>	<b>\$ 176,737</b>

<b>CIP NUMBER:</b> 9303	<b>PROJECT TYPE</b> Water
<b>PROJEC</b> Emergency Generator Cable Connection Upgrade	<b>DEPARTMENT</b> Public Works
<b>PROJECT DESCRIPTION/JUSTIFICATION</b>	
Upgrade emergency generator connectors at the Steckel Treatment Facility to Cam-Loc to allow standardization with connections at other water facilities.	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	10,000	-
<b>Total</b>	<b>\$ 10,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	620 Water Enterprise Fees	\$ -	\$ -	\$ 10,000	\$ 10,000
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**BUILDINGS & GROUNDS**

<b>CIP NUMBER:</b>	9182	<b>PROJECT TYPE</b>	
<b>PROJECT NAME:</b>	Harding Park Master Plan Phase II Design	<b>DEPARTMENT</b>	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 2012/13.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	500,000	-
<b>Total</b>	<b>\$ 500,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	803 Harding Park Trust	\$ -	\$ -	\$ 500,000	\$ 500,000
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>

<b>CIP NUMBER:</b>	9281	<b>PROJECT TYPE</b>	
<b>PROJECT NAME:</b>	Mill Park Restroom Project	<b>DEPARTMENT</b>	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 2012-13.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	80,000	-
<b>Total</b>	<b>\$ 80,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	450 HUD-CDBG	\$ -	\$ -	\$ 80,000	\$ 80,000
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**BUILDINGS & GROUNDS**

<b>CIP NUMBER:</b> 9289	<b>PROJECT TYPE</b>
<b>PROJECT NAME:</b> Teague Park Master Plan II	<b>DEPARTMENT</b> Building & Grounds
<b>PROJECT DESCRIPTION/JUSTIFICATION</b>	
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 2012-13.	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	268,000	-
<b>Total</b>	<b>\$ 268,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	226 Parkland Facilities	\$ -	\$ -	\$ 70,000	\$ 70,000
	4XX Federal Grant	\$ -	\$ -	\$ 118,000	\$ 118,000
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 188,000</b>	<b>\$ 188,000</b>

<b>CIP NUMBER:</b> 9290	<b>PROJECT TYPE</b>
<b>PROJECT NAME:</b> IT Virtualization Project	<b>DEPARTMENT</b> Building & Grounds
<b>PROJECT DESCRIPTION/JUSTIFICATION</b>	
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 <i>all</i> 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 2012/13.	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	160,000	-
<b>Total</b>	<b>\$ 160,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	226 Development Impact Fees	\$ -	\$ -	\$ 160,000	\$ 160,000
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160,000</b>	<b>\$ 160,000</b>

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**BUILDINGS & GROUNDS**

<b>CIP NUMBER:</b> 9304	<b>PROJECT TYPE</b>
<b>PROJECT NAME:</b> Station 81 & 82 Expansion	<b>DEPARTMENT</b> Building & Grounds

**PROJECT DESCRIPTION/JUSTIFICATION**

Fire Station 81 & 82 is in need of expansion of engine bay and crew living quarters. The engine equipment is presently being part/stored outside.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	109,590	-
<b>Total</b>	<b>\$ 109,590</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
450	CDBG	\$ -	\$ -	\$ 109,590	\$ 109,590
	226 Development Impact Fees	\$ -	\$ -		\$ -
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 109,590</b>	<b>\$ 109,590</b>

<b>CIP NUMBER:</b> 9305	<b>PROJECT TYPE</b>
<b>PROJECT NAME:</b> City Building Roofs	<b>DEPARTMENT</b> Building & Grounds

**PROJECT DESCRIPTION/JUSTIFICATION**

Inspect, evaluate and repair all City building roofs.

MILESTONE	COST	EXPENDED-TO-DATE
Construction	200,000	-
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	226 Development Impact Fees	\$ -	\$ -	\$ 200,000	\$ 200,000
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>

**City of Santa Paula Capital Improvement Program - FY 2012-13**

**BUILDINGS & GROUNDS**

<b>CIP NUMBER:</b>	9306	<b>PROJECT TYPE</b>	
<b>PROJECT NAME:</b>	Playground Upgrade at Various Parks	<b>DEPARTMENT</b>	Building & Grounds
<b>PROJECT DESCRIPTION/JUSTIFICATION</b>			
Upgrading the existing playground equipment at numerous parks is required to meet playground safety standards.			

MILESTONE	COST	EXPENDED-TO-DATE
Construction	500,000	-
<b>Total</b>	<b>\$ 500,000</b>	<b>\$ -</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 11-12	FY 12-13	Project Total Cost
	226 Development Impact Fees	\$ -	\$ -	\$ 500,000	\$ 500,000
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>

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## GLOSSARY OF BUDGET TERMS

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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.