

**CITY OF SANTA PAULA  
ADOPTED BUDGET  
FOR  
FISCAL YEAR 2013-14**



# **CITY OF SANTA PAULA ADOPTED BUDGET FOR FISCAL YEAR 2013-14**

## **CITY COUNCIL**

Mayor Ralph J. Fernandez  
Vice Mayor Richard C. Cook  
Councilmember Robert S. Gonzales  
Councilmember Martin F. Hernandez  
Councilmember James Tovias

## **CITY MANAGER**

Jaime M. Fontes

## **CITY ATTORNEY**

John C. Cotti

## **CITY CLERK**

Judy Rice

## **CITY TREASURER**

Sandra K. Easley

## **DEPARTMENT HEADS**

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

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**RESOLUTION NO. 6838**

**A RESOLUTION ADOPTING THE 2013-2014 FINAL OPERATING BUDGET FOR THE CITY OF SANTA PAULA AND ADOPTING THE 2013-2014 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 2013-14;
- 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 workshop to receive public input on June 3, 2013;
- 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 2013-2014 at \$17,849,059.

**SECTION 4: BUDGET APPROPRIATIONS.** Based upon the Budget, the total General Fund operating budget is \$12,092,801. The City Manager, or designee, is authorized to implement the following appropriations for City Departments:

| Fund  | Department             | Appropriation |
|-------|------------------------|---------------|
| 100   | Administration         | \$ 2,167,355  |
| 100   | Building & Safety      | \$ 333,000    |
| 100   | Community Services     | \$ 883,121    |
| 100   | Finance                | \$ 484,512    |
| 100   | Fire                   | \$ 2,241,415  |
| 100   | Planning               | \$ 613,323    |
| 100   | Police                 | \$ 4,870,266  |
| 100   | Public Works           | \$ 225,609    |
| 100   | Non-Department Expense | \$ 274,200    |
| Total |                        | \$ 12,092,801 |

:

**SECTION 5: MISCELLANEOUS APPROPRIATIONS.** The City Manager, or designee, is authorized to implement the following miscellaneous appropriations totaling: \$21,227,662.

| Department         | Appropriation |
|--------------------|---------------|
| Administration     | \$ 175,646    |
| Building & Safety  | \$ 197,176    |
| Community Services | \$ 203,627    |
| Finance            | \$ 339,756    |
| Fire               | \$ 453,867    |
| Planning           | \$ -          |
| Police             | \$ 103,352    |
| Public Works       | \$ 19,754,238 |
| Total              | \$ 21,227,662 |

**SECTION 6: CIP APPROPRIATIONS.** Based upon the CIP, a total of \$19,477,297 is appropriated for capital improvement projects for Fiscal Year 2013-2014. The City Manager, or designee, is authorized to implement the CIP with the following funds and amounts

| Fund    | Project                           | Appropriation    |
|---------|-----------------------------------|------------------|
| 100     | General Fund                      | \$ 1,202,737.00  |
| 202     | Harding Park Improvements         | \$ 53,354.00     |
| 205     | NPDES Storm Water Quality         | \$ 51,500.00     |
| 206     | Storm Water Program               | \$ 67,500.00     |
| 218-229 | Development Impact Fees           | \$ 1,876,000.00  |
| XXX     | TBD (FUND XXX)                    | \$ 840,000.00    |
| 280     | State Gas Tax                     | \$ -             |
| 281     | Local Transportation TDA          | \$ 402,468.00    |
| 4XX     | Federal Grant                     | \$ 118,000.00    |
| 406     | Congestion Management Air Quality | \$ 1,100,000.00  |
| 409     | TEA Trans Enhancement Act         | \$ 600,000.00    |
| 450     | HUD-CDBG                          | \$ 206,113.00    |
| 610     | Sewer                             | \$ 2,989,053.00  |
| 620     | Water                             | \$ 9,970,572.00  |
| Total   |                                   | \$ 19,477,297.00 |

**SECTION 7:**

**SECTION 8: 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 9: 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 2012-2013 for the Budget and CIP.

**SECTION 10: FUND OPERATING RESERVES.** The City Manager, or designee, may appropriate any remaining revenues at the close of Fiscal Year 2012-2013 into the applicable fund operating reserve on June 30, 2013.

**SECTION 11: 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 12: 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 13:** 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 14:** This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED June 17, 2013.

\_\_\_\_\_  
Ralph J. Fernandez, Mayor

ATTEST:

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

APPROVED AS TO FORM:

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

***For the Regular City Council Meeting of June 17, 2013***

**MEMORANDUM**

To: Honorable Mayor and Members of the City Council  
From: Jaime Fontes, City Manager  
Subject: Fiscal Year 2013-14 Proposed Budget  
Date: June 17, 2013

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**Recommendation:** It is recommended that the City Council (1) adopt Resolution No.6838 approving the proposed Fiscal Year 2013-14 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 proposed operating and capital budgets for fiscal year 2013-14. The 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.

On April 1, 2013, staff presented the Council with the Fiscal Year 2012-13 Mid-Year Budget Report. Based upon the revenues through the first half of the year and best estimates for the remainder of the year, it was anticipated that total year end revenues for the General Fund would be approximately \$11,175,943. This was \$210,509 below original budget estimates, mostly due to reduced rents from Public Works sewer property that is being sold instead of leased and from shortfalls in anticipated revenues from the East Area 1 & 2 projects that have not yet developed. However, building activity was expected to pick up by mid-summer, with activity moving along by early fall and spring of next fiscal year. Year-end operating expenses were anticipated at \$10,340,384. This was \$867,016 or 7.75% below original budgeted estimates. Saving came from salary saving of vacant positions throughout the city, delays in anticipated professional contracts related to development, which should move forward in 2013-14, and unexpended contingency funds.

Since the mid-year update several significant items have arisen that have changed some of these assumptions both for the ending balance in 2012-13 and for 2013-14.

- A One-time payment of \$423,000 Prop 1-A from the State of California is expected to help offset losses mentioned above.
- Approximately \$350,000 in increased fees and permits from Building Inspection and Planning activity came in as anticipated projects came on line. This helps to confirm estimates of similar fees in 2013-14 and beyond as the building industry improves.
- A tentative agreement has been reached to sell the former wastewater facility site for an estimated \$1.5 to \$1.6 million which will provide additional one-time funds, for one-time projects.

- Notification from CalPERS that rate increases due to amortization and smoothing policy changes will impact the budget significantly in 2015-16. According to CalPERS the rate increase will be most significant in 2015-16 when changed actuarial policies will take effect. Increases are projected at an average of 2.39%, 1.22% and 12-20% for each of the next three years (FY 2015/16 is unknown but anticipated to be high).
- Notification from JPIA of a general liability insurance increase of \$2.558 million to be paid over 10 years at \$267,374 annually.

Staff is presenting to the City Council a proposed General Fund Budget that reflects an increase to the current cost of services from \$11.2 million in 2012-13 to \$12.0 million in 2013-14. A significant portion of the increase reflects the cost increases in salary and benefits based on complete restoration of the 5% concessions adopted in 2009-10. In 2012-13 the concessions were restored at mid-year. These concessions were intended to be temporary and restored salaries to previous levels. On the revenue side, the budget has begun to include updated resource estimates that will likely result from East Area I and II and other projects moving forward.

The proposed fiscal year 2013-14 citywide budget for all funds includes expenditures of \$33,320,842 and revenues of \$36,820,275. 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 past three years, one-time resources associated with the privatization of refuse collection have helped balance the budget by providing resources for stranded costs. This year the sale of the former wastewater property on Corporation Street will provide a similar source for one-time items and will also provide resources to increase the General Fund Reserve from \$ 1.1million to approximately \$1.8 million.

Excess revenues in special funds are reserved as required by the special funds for future specific use. In the Enterprise Funds, resources are set aside for future capital investments.

The proposed 2013-14 fiscal year General Fund Operating Budget is a balanced budget with expenditures of \$12,092,801 being financed with total resources of \$12,836,825. This provides for an estimated General Fund Reserve of \$1.8 million or 14.9% of operating expenses.

This year a modest increase in property related taxes of \$123,080 is expected and a relatively small increase in sales taxes of \$48,555. Our projections are coordinated with HDL, our Property and Sales Tax consultants and are consistent with past experience. Anticipated changes are highlighted below.

Table -1  
 General Fund Tax Revenues

|                   | 2010-11   | 2011-12   | 2012-13   | Prop. 2013-14 |
|-------------------|-----------|-----------|-----------|---------------|
| Sales Tax         | 1,417,271 | 1,581,390 | 1,571,445 | 1,620,000     |
| Property Taxes    | 5,114,305 | 5,677,056 | 5,415,720 | 5,538,800     |
| Franchise Fee Tax | 747,087   | 661,793   | 633,210   | 665,000       |
| Other Taxes       | 230,232   | 249,180   | 246,571   | 245,000       |
| Totals            | 7,508,895 | 8,169,419 | 7,866,946 | 8,068,800     |

Departmental revenues are anticipated to be higher due to building activity. This will be primarily in Building Inspection and Planning with a smaller amount in Public Works for inspections. Fine revenues in the Police department were down in 2012-13 but they are expected to recover when vacant staff positions are filled and the new cadet program is running for a full year. All other department revenues are expected to remain relatively unchanged. Transfers from other funds are expected to remain at the same levels as 2012-13.

In short, the General Fund resource levels are only approximately \$1.2 million above 2012-13 levels and this slow growth is despite innovative and creative actions by the Council in recent years. Projections for 2014-15 and 2015-16 illustrate improvement in Property Taxes and Sales Taxes resulting from the annexation of East Area I.

Total General Fund salaries and benefits proposed for 2013-14 include \$8,965,456 in the General Fund and \$ 2,786,200 in all other city funds. The General Fund increase in staffing costs is anticipated to be \$394,612. This includes the full year restoration of staffing costs which was reduced by 5% since the end of Fiscal Year 2010-11. In all other funds staffing costs were increased from \$2,314,100 to \$2,786,200 or 20%.

The proposed Budget provides for no additional changes in positions except for the 5 new grant funded firefighter positions. These positions were added during FY 2012-13 and are funded through a Federal grant. The success of the program and the fact that Santa Paula has received much positive attention in regards to this grant leads us to believe that it will be renewed for additional years after the current grant period ends.

**Use of One-Time Funds:** The General Fund budget will benefit from the sale of surplus property collection generating revenues of between \$1.5 and \$1.6 million. The City also undertook an assessment of needs study to inventory needs that have been accrued during the past several years due to the serious cut-backs in resources. In evaluating what might be addressed this upcoming year the following criteria was established to help set priorities for the use of funds.

- 1) Use one-time monies for one-time items
- 2) Insure financial stability by increasing reserves
- 3) Facilitate increased revenue production
- 4) Maintain critical equipment

Based on the evaluation and the limited availability of funds, it is recommended that these resources be allocated as follows;

- Approximately \$700,000 to increase the General Fund Reserves
- \$267,000 to support an unexpected increase in insurance premiums
- \$25,000 to fund overhead fee study to insure proper billing of utilities and continuation of fee revenue
- \$35,000 to fund a new City wide fee study to validate and insure continuation of accurate and fair fees for city services.
- \$43,500 to replace two police patrol cars

The allocation of these one-time resources will help to balance the current budget. Increased insurance premiums will continue for the next ten years but would normally be considered ongoing expenses. There were however, no other resources available to cover such a large unexpected expense. This is the one exception to the one-time money principle. The 2013-14 proposed budget is balanced, therefore additional new items will require reallocations to existing programming.

**Anticipating New Growth:** Much is anticipated from the East Area development. The Fiscal Analysis performed by Stanley R. Hoffman Associates of East Area I, which is largely residential, illustrates that projected net cumulative benefit (revenues in excess of service costs) for the first four years will be a modest \$336,000, however, we are only anticipating an additional \$100,000 for Fiscal year 2013-14. For the next three years, the fiscal analysis illustrates a deficit each year as fire, police and other city service costs increase above property and sales taxes and other receipts. Fortunately, any shortfall of service costs within the development area can be recovered from a set-aside fund of \$2.0 million provided by the developer. Surplus revenues from the area that can be used city wide become significant in years eight through ten when the benefit grows from \$210,000 to approximately \$715,000 annually. The cumulative benefit for these last three years is estimated at \$1.4 million (Hoffman Memorandum (3-4-2011, pg. 3). These estimates will vary depending on the speed at which development actually occurs and the city's ability to keep service costs low. With an upbeat economy the benefit may come sooner.

Additionally, the annexation areas east of Santa Paula include significant commercial uses in the East Gateway Specific Plan area (a portion of which is already in the City) and the East Gateway Annexation Area (soon to be annexed) Analysis performed by Stanley R. Hoffman Associates of these areas did not include a year over year net benefit summary and instead looked at the scenarios of permissible retail commercial and business park uses, and project benefit is based on fully realized and completed projects. The retail commercial scenario has a potential of generating a net benefit of as much as \$1.0 million annually and the business park scenario has the potential of generating a net benefit of up to \$524,000 annually (Hoffman, East Gateway Project Fiscal Impact Analysis, Tables 2). This is greatly dependent on the economy and the willingness of investors to relocate into the area, so it is less predictable in terms of anticipating the years that these funds might be available and in what amounts. Far less net benefit could be the reality for years to come if projects take longer to be developed.

### **Three-Year Sustainability Plan**

A summary of major revenues and significant expenditures are reported in the Three-Year Sustainability Plan. These are reported as increases or decreases from the base figure in the budget. The 2013-14 expenditure plan is balanced with a combination of on-going revenues and one-time resources. Ongoing operation expenses will require an augmentation of one time resources primarily to cover increased insurance premiums that will continue for the next ten years. For this presentation these expenses are listed below as one-time, partly because they will be funded with those resources this year. In future years it is uncertain as to the resources that might be available to cover these expenses. In 2014-15 and 2015-16 additional increases in PERS annual contributions will also require significant increases in revenues to meet those ongoing obligations. In 2013-14 the budget is cash balanced, in the out years, assuming Federal funds are available for the SAFER positions to continue, most operating costs should be funded with ongoing revenues. The shortfall comes from General fund dollars to support the General Plan update above what is available from accumulated fees, and the insurance premiums.

Due to lack of resources only four items have been identified from the needs assessment process: these include the upgrade of the City's financial system, the fee study and overhead study to insure revenues will keep coming in and will possibly need to be increased, the state mandated general plan update and two replacement vehicles each year for the police department. Until resources become available from the East Area development or there is a more robust economic recovery, other items identified will have to wait.

### **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 2013-14 are summarized in the following attachment. The summary review provides a brief overview of appropriations needed for this fiscal year. In total there are 9 street projects, 7 sewer projects, 17 water projects and 13 facility projects totaling \$19,477,297. Proceeds from the sale of bonds (2010 Series A) will be used for street projects. These appear as expenses in the General Fund, and are funded through reimbursements from the bond proceeds. No General fund operating revenues are used for capital.

Table -3

| <b>Capital Improvement Plan Summary</b> |            |
|---|------------|
| Street Projects                         | 3,549,205  |
| Sewer Projects                          | 4,189,053  |
| Water Projects                          | 9,970,572  |
| Building & Grounds Projects             | 1,768,467  |
| Total                                   | 19,477,297 |

### **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 .24% and a cost-of- living adjustment factor of 1.0512%, the 2013-14 limit is increased from \$16,838,735 to \$17,849,059 for 2013-14. This is a 5.12 % increase.

### **Acknowledgement**

This document represents the continuation of an extraordinary joint effort from staff, employees and the Council to maintain the lowest costs possible while still providing core services to our community. This approach reflects the City’s continued commitment for future fiscal sustainability and is in keeping with stated City Council policies and the fiscal realities, as we understand them.

The proposed budget has been developed and assembled by the City’s budget team under the direction of Ms. Sandra Easley, Finance Director, Ms. Jennifer 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.

## 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 29,953, as of January 1, 2013, based on estimates from the State of California. The square miles will change slightly with the recent annexation of property to the East of Santa Paula. The City of Santa Paula delivers municipal services through six departments: Administration (City Council, City Clerk, City Attorney, City Manager, Personnel, Risk Management, Information Technology, Mobile Home Rent Review and California Oil Museum), Community Services (Community Center, Recreation, Senior Services, Cable Television, Buildings & Grounds Maintenance), Finance (City Treasurer, Utility Billing and Payments, Accounting and Payroll), Fire (Fire Emergency Services, Building-Code Enforcement), Police, Public Works (Streets, Water, Wastewater and Engineering), Wastewater treatment plant operations and solid waste services are provided under contract. Library services in Santa Paula are provided by the Blanchard/Santa Paula Library District and public transit services are provided by the Ventura County Transportation Commission.

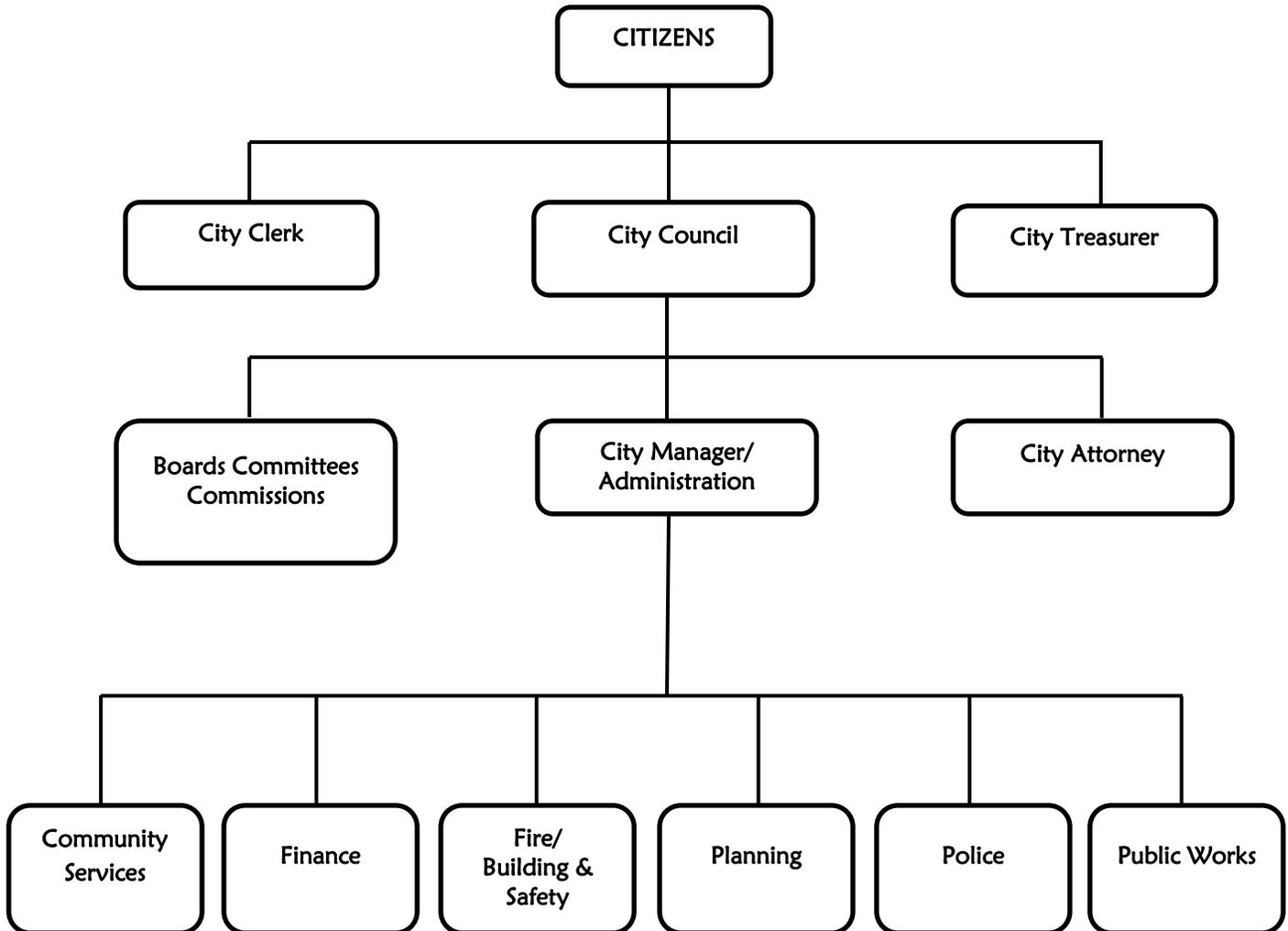
## MISCELLANEOUS STATISTICS

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|                               |                      |
|-------------------------------|----------------------|
| Date of Incorporation         | April 22, 1902       |
| Population                    | 29,953               |
| 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                |

# CITY OF SANTA PAULA ORGANIZATIONAL CHART

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May 2013

Dear Fiscal Officer:

**Subject: Price and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, mandates the Department of 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, 2013, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2013-14. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2013-14 appropriations limit. Attachment B provides city and unincorporated county population percentage change. Attachment C provides population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

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

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

**Population Certification**

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2013.**

**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

Attachment

May 2013

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2013-14 appropriation limit is:

Per Capita Personal Income

| Fiscal Year (FY) | Percentage change over prior year |
|------------------|-----------------------------------|
| 2013-14          | 5.12                              |

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2013-14 appropriation limit.

**2013-14:**

Per Capita Cost of Living Change = 5.12 percent  
 Population Change = 0.79 percent

Per Capita Cost of Living converted to a ratio:  $\frac{5.12 + 100}{100} = 1.0512$

Population converted to a ratio:  $\frac{0.79 + 100}{100} = 1.0079$

Calculation of factor for FY 2013-14:  $1.0512 \times 1.0079 = 1.0595$

City of Santa Paula Calculations:  
 $1.0512 \times 1.0079 = 1.06$   
 Population = 29,953  
 Growth = .24%  
 Prior Year Limit = \$17,114,952  
 F/Y 11/12 Adj = (276,217)  
 Prior Yr Limit should have been = \$16,838,735  
 Per Capita COL = 1.0512  
 $1.0512 \times 1.0079 = 1.06$   
 $\$16,838,735 \times 1.06 = \underline{\underline{\$17,849,059}}$

Fiscal Year 2013-14

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2012 to January 1, 2013 and Total Population, January 1, 2013**

| County<br>City     | <u>Percent Change</u> | <u>--- Population Minus Exclusions ---</u> |               | <u>Total</u>  |
|--------------------|-----------------------|--|---------------|---------------|
|                    | 2012-2013             | 1-1-12                                     | 1-1-13        | 1-1-2013      |
| Ventura            |                       |  |               |               |
| Camarillo          | 0.51                  | 66,094                                     | 66,428        | 66,428        |
| Fillmore           | 0.67                  | 15,074                                     | 15,175        | 15,175        |
| Moorpark           | 0.70                  | 34,660                                     | 34,904        | 34,904        |
| Ojai               | 0.64                  | 7,500                                      | 7,548         | 7,548         |
| Oxnard             | 0.71                  | 199,446                                    | 200,855       | 200,855       |
| Port Hueneme       | 1.06                  | 19,466                                     | 19,673        | 22,024        |
| San Buenaventura   | 1.53                  | 106,608                                    | 108,234       | 108,294       |
| <b>Santa Paula</b> | <b>0.71</b>           | <b>29,741</b>                              | <b>29,953</b> | <b>29,953</b> |
| Simi Valley        | 0.67                  | 124,725                                    | 125,558       | 125,558       |
| Thousand Oaks      | 0.56                  | 127,431                                    | 128,143       | 128,143       |
| Unincorporated     | 0.35                  | 93,854                                     | 94,181        | 96,554        |
| County Total       | 0.73                  | 824,599                                    | 830,652       | 835,436       |

\*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

|                                       | FY 2011/12                | FY 2011/12<br>Reserved<br>Bond | Revenue<br>F/Y 12/13               | Expenditure<br>F/Y 12/13               | F/Y 12/13<br>Projected            | Revenue<br>F/Y 13/14             | Expenditures<br>F/Y 13/14             | F/Y 13/14<br>Projected            |
|---------------------------------------|---------------------------|--------------------------------|------------------------------------|--|-----------------------------------|----------------------------------|---------------------------------------|-----------------------------------|
|                                       | ENDING BAL.               | Proceeds                       | Est Yr End                         | Est Yr End                             | Balance                           | Proposed                         | Proposed                              | Unreserved                        |
| <b>GENERAL FUND</b>                   | 4,335,940                 | (4,827,362)                    | 11,629,693                         | 11,366,456                             | (228,184)                         | 12,836,825                       | 12,092,801                            | 515,840                           |
| <b>SPECIAL FUNDS</b>                  |                           |                                |                                    |  |                                   |                                  |                                       |                                   |
| Refuse Reserve Fund                   | 477,371                   | -                              | 121                                | 477,492                                | (0)                               | -                                | -                                     | (0)                               |
| General Fund FEMA Program             | 8                         | -                              | -                                  | -                                      | 8                                 | -                                | -                                     | 8                                 |
| Cable Television                      | 36,637                    | -                              | 34,161                             | 7,725                                  | 63,073                            | 32,000                           | 15,451                                | 79,622                            |
| General Fund HUD I                    | 69,452                    | -                              | 210                                | -                                      | 69,663                            | 200                              | -                                     | 69,863                            |
| General Recreation Program            | 150,595                   | -                              | 107,712                            | 91,839                                 | 166,468                           | 103,400                          | 95,000                                | 174,868                           |
| Parks & Recreation Facility           | 126,020                   | -                              | 1,025                              | -                                      | 127,045                           | 1,000                            | -                                     | 128,045                           |
| Mobile Home Rent Review               | (143,862)                 | -                              | 11,718                             | 18,986                                 | (151,130)                         | 8,500                            | 8,500                                 | (151,130)                         |
| Harding Park Trust Fund               | -                         | -                              | 403,648                            | 619,851                                | (216,204)                         | -                                | -                                     | (216,204)                         |
| Asset Forfeiture                      | 7,885                     | -                              | 25                                 | 800                                    | 7,109                             | 530                              | 530                                   | 7,109                             |
| CA Oil Museum                         | 10,480                    | -                              | 150,271                            | 150,271                                | 10,480                            | 168,128                          | 166,582                               | 12,026                            |
| NPDES Stormwater Quality              | 107,574                   | -                              | 39,760                             | 59,003                                 | 88,331                            | 39,250                           | 58,731                                | 68,850                            |
| Stormwater Program                    | 41,974                    | -                              | 128,041                            | 27,863                                 | 142,152                           | 61,100                           | 75,324                                | 127,928                           |
| State Gas Tax                         | 780,332                   | -                              | 844,753                            | 562,724                                | 1,062,361                         | 1,044,563                        | 708,767                               | 1,398,157                         |
| Local Transportation TDA              | 467,165                   | -                              | 500,881                            | 318,748                                | 649,298                           | 500,640                          | 319,204                               | 830,734                           |
| Local Trans Funds Article 3           | 5,675                     | -                              | 2,624                              | -                                      | 8,299                             | 2,507                            | -                                     | 10,806                            |
| Beverage Container Recycling          | 16,193                    | -                              | 9,627                              | 6,571                                  | 19,248                            | 14,045                           | 14,000                                | 19,293                            |
| SLESF - COPS (AB1913)                 | 124,392                   | -                              | 100,347                            | 96,220                                 | 128,519                           | 100,340                          | 100,322                               | 128,537                           |
| CA Used Oil Block Grant               | 23,714                    | -                              | 8,661                              | 4,747                                  | 27,628                            | 9,065                            | 9,600                                 | 27,093                            |
| St. Homeland Security Grant           | (8,020)                   | -                              | 7,686                              | 5,099                                  | (5,434)                           | 7,000                            | 7,000                                 | (5,434)                           |
| Misc State Grants                     | -                         | -                              | -                                  | 581                                    | (581)                             | -                                | -                                     | (581)                             |
| Calhome Grant-Dept of HCD             | 8,312                     | -                              | 5,000                              | -                                      | 13,312                            | -                                | -                                     | 13,312                            |
| Federal STP                           | (42,554)                  | -                              | 307,179                            | 264,626                                | (1)                               | -                                | -                                     | (1)                               |
| BJA Vest Grant                        | (8,632)                   | -                              | -                                  | 4,985                                  | (13,617)                          | 5,000                            | 5,000                                 | (13,617)                          |
| AAA (Area Agcy on Aging)              | 8,051                     | -                              | 34,311                             | 29,949                                 | 12,412                            | 34,000                           | 33,066                                | 13,346                            |
| (CMAQ) Cong Mgmt/Air Quality          | 84                        | -                              | -                                  | 84                                     | -                                 | 1,100,000                        | 1,100,000                             | 0                                 |
| Fire Grants (Federal)                 | -                         | -                              | 319,112                            | 319,112                                | -                                 | 445,866                          | 445,866                               | 0                                 |
| JAG (Justice Assistance)              | -                         | -                              | 990                                | 990                                    | -                                 | -                                | -                                     | 0                                 |
| TEA Trans Enhancement Act             | 3                         | -                              | 333                                | 597                                    | (261)                             | 600,000                          | 600,000                               | (261)                             |
| HUD-CDBG                              | (14,998)                  | -                              | 280,708                            | 294,287                                | (28,577)                          | 319,600                          | 318,038                               | (27,014)                          |
| Hillsborough Open Space               | (3,840)                   | -                              | 10,263                             | 6,879                                  | (457)                             | 10,306                           | 9,440                                 | 409                               |
| Corp Yard Facilities Fund             | (1,993)                   | -                              | 328                                | 328                                    | (1,993)                           | 350                              | 350                                   | (1,993)                           |
| Geologic Hazard Abate Dist            | 132,926                   | -                              | 106,276                            | 54,272                                 | 184,929                           | 106,310                          | 111,157                               | 180,082                           |
| Equipment Maintenance                 | 0                         | -                              | 400,646                            | 393,025                                | 7,621                             | 290,399                          | 426,521                               | (128,500)                         |
| <b>Total Special Funds</b>            | <b>2,370,944</b>          | <b>-</b>                       | <b>3,816,416</b>                   | <b>3,817,655</b>                       | <b>2,369,705</b>                  | <b>5,004,099</b>                 | <b>4,628,448</b>                      | <b>2,745,356</b>                  |
| <b>ENTERPRISE FUNDS</b>               |                           |                                |                                    |  |                                   |                                  |                                       |                                   |
| Sewer                                 | 16,261,842                | (5,313,785)                    | 10,756,569                         | 10,913,674                             | 16,104,737                        | 10,703,400                       | 10,593,096                            | 16,215,041                        |
| Water                                 | 16,557,777                | (26,494,432)                   | 7,772,549                          | 9,707,080                              | 14,623,246                        | 7,847,921                        | 7,766,252                             | 14,704,915                        |
| Water In-Lieu                         | 530,852                   | -                              | 107,505                            | -                                      | 638,358                           | 102,000                          | -                                     | 740,358                           |
| <b>Total Enterprise Funds</b>         | <b>33,350,471</b>         | <b>(31,808,217)</b>            | <b>18,636,623</b>                  | <b>20,620,753</b>                      | <b>31,366,341</b>                 | <b>18,653,321</b>                | <b>18,359,349</b>                     | <b>31,660,313</b>                 |
| <b>Total All City Funds</b>           | <b>40,057,356</b>         | <b>(36,635,579)</b>            | <b>34,082,733</b>                  | <b>35,804,864</b>                      | <b>33,507,862</b>                 | <b>36,494,245</b>                | <b>35,080,598</b>                     | <b>34,921,510</b>                 |
|                                       | FY 2010/11<br>ENDING BAL. |                                | Revenue<br>F/Y 11/12<br>Est Yr End | Expenditure<br>F/Y 11/12<br>Est Yr End | F/Y 11/12<br>Projected<br>Balance | Revenue<br>F/Y 12/13<br>Proposed | Expenditures<br>F/Y 12/13<br>Proposed | F/Y 12/13<br>Projected<br>Balance |
| <b>DEVELOPMENT IMPACT FUNDS</b>       |                           |                                |                                    |  |                                   |                                  |                                       |                                   |
| Water Distribution Facilities         | 702,898                   | -                              | 39,411                             | -                                      | 742,309                           | 57,000                           | -                                     | 799,309                           |
| Inclusionary Housing Ordinance        | 41,668                    | -                              | 96                                 | 10,000                                 | 31,764                            | 100                              | 10,000                                | 21,864                            |
| Library Expansion Facilities          | 282,730                   | -                              | 26,552                             | 9,628                                  | 299,654                           | 13,850                           | 10,000                                | 303,504                           |
| Law Enforcement Facilities            | 45,241                    | -                              | 1,659                              | -                                      | 46,900                            | 9,150                            | -                                     | 56,050                            |
| Fire Protection Facilities            | 53,627                    | -                              | 8,013                              | 9,891                                  | 51,749                            | 7,150                            | -                                     | 58,899                            |
| Public Meeting Facilities             | 271,911                   | -                              | 23,165                             | -                                      | 295,076                           | 10,800                           | -                                     | 305,876                           |
| Air Quality Impact Fee                | 40,341                    | -                              | (36,516)                           | -                                      | 3,824                             | 100                              | -                                     | 3,924                             |
| General Government Facilities         | 180,835                   | -                              | 20,946                             | 3,947                                  | 197,833                           | 25,550                           | -                                     | 223,383                           |
| Parkland Facilities                   | 1,127,251                 | -                              | 95,928                             | 184,020                                | 1,039,158                         | 103,100                          | -                                     | 1,142,258                         |
| Sewer Collection Facilities           | 125,175                   | -                              | 8,066                              | 13,000                                 | 120,241                           | 8,150                            | -                                     | 128,391                           |
| Storm Drain Facilities                | 85,355                    | -                              | 34,708                             | -                                      | 120,063                           | 30,280                           | -                                     | 150,343                           |
| Traffic Impact Fee                    | 296,565                   | -                              | 47,774                             | 10,049                                 | 334,289                           | 60,800                           | -                                     | 395,089                           |
| <b>Total Development Impact Funds</b> | <b>3,253,595</b>          | <b>-</b>                       | <b>269,802</b>                     | <b>240,535</b>                         | <b>3,282,861</b>                  | <b>326,030</b>                   | <b>20,000</b>                         | <b>3,588,891</b>                  |
| <b>TOTAL CITY, and DIF</b>            | <b>43,310,951</b>         | <b>(36,635,579)</b>            | <b>34,352,534</b>                  | <b>36,045,399</b>                      | <b>36,790,724</b>                 | <b>36,820,275</b>                | <b>35,100,598</b>                     | <b>38,510,401</b>                 |

**NOTE-DOES INCLUDE CIP EXPENDITURES.**

General Fund - Three Year Sustainability Plan  
 6-3-13 - FINAL

| Revenue and Expenses                                | Three Year Sustainability            |                        |                        | Projected<br>Total  |
|---|--------------------------------------|------------------------|------------------------|---------------------|
|   | Proposed<br>F/Y 13-14                | Projected<br>F/Y 14-15 | Projected<br>F/Y 15-16 |                     |
|   | Increased/(Decreases) Revenues/Costs |                        |                        | Increase (Decrease) |
| <b>On-going Revenues</b>                            |                                      |                        |                        |                     |
| Property Taxes Increases                            | 123,081                              | 125,543                | 128,054                | 376,678             |
| Sales Taxes Increases                               | 28,555                               | 128,555                | 128,555                | 285,665             |
| Franchises  | 31,790                               | 33,790                 | 33,790                 | 99,370              |
| Fees, Fine & Permits                                | 54,687                               | 90,087                 | 167,937                | 312,711             |
| Intergovernmental Grants                            | 356,250                              | 498,750                | 523,688                | 1,378,688           |
| Investments & Rents                                 | 27,323                               | 28,343                 | 28,973                 | 84,639              |
| Charges for Services                                | 64,805                               | 26,075                 | 165,370                | 256,250             |
| Transfers- No Increase (New study to be completed)  | -                                    | -                      | -                      | -                   |
| Net Benefit from East Area Development              | 80,000                               | 80,000                 | 150,000                | 310,000             |
| <b>Total On-Going Revenues</b>                      | <b>766,491</b>                       | <b>1,011,143</b>       | <b>1,326,367</b>       | <b>3,104,001</b>    |
| <b>Use of On-Going Revenues</b>                     |                                      |                        |                        |                     |
| Employee Sal. & Ben. Cost Increase                  | 394,612                              | 394,612                | 394,612                | 1,183,836           |
| PERS Rate Increase                                  | 199,402                              | 201,834                | 238,164                | 639,400             |
| Back fill Safer-Grant                               | 356,250                              | 498,750                | 523,688                | 1,378,688           |
| New Staff Positions                                 | -                                    | -                      | -                      | -                   |
| <b>Total Use of On-Going Revenues</b>               | <b>950,264</b>                       | <b>1,095,196</b>       | <b>1,156,464</b>       | <b>3,201,924</b>    |
| Balanced/(Out of Balance)                           | (183,773)                            | (84,053)               | 169,903                | (97,923)            |
| <b>One-time Revenues</b>                            |                                      |                        |                        |                     |
| Sale of Property                                    | 1,600,000                            | -                      | -                      | 1,600,000           |
| Development Process Permits & Fees*                 | 425,000                              | 490,000                | 490,000                | 1,405,000           |
| General Plan Fee                                    | 100,800                              | 55,000                 | 55,000                 | 210,800             |
| Other Resources                                     | -                                    | -                      | -                      | -                   |
| <b>Total One-Time Revenues</b>                      | <b>2,125,800</b>                     | <b>545,000</b>         | <b>545,000</b>         | <b>3,215,800</b>    |
| <b>Use of One-time Resources</b>                    |                                      |                        |                        |                     |
| Increase GF Reserves                                | 700,000                              | -                      | -                      | 700,000             |
| Update of Financial Management System               | -                                    | -                      | 100,000                | 100,000             |
| JPIA Insurance Increase                             | 267,000                              | 267,000                | 267,000                | 801,000             |
| Citywide Development & Other Fee Study              | 45,000                               | -                      | -                      | 45,000              |
| Overhead Rate Study                                 | 30,000                               | -                      | -                      | 30,000              |
| General Plan-Update                                 | 100,800                              | 150,000                | 150,000                | 400,800             |
| Planning Temp. Staff/Contracts (Planners & Admin)** | 265,000                              | 265,000                | 265,000                | 795,000             |
| Bld.Safety Temp. Staff/Contracts (Inspectors)**     | -                                    | 65,000                 | 65,000                 | 130,000             |
| PW Temp. Staff/Contracts (Inspectors)**             | 160,000                              | 160,000                | 160,000                | 480,000             |
| Replace police units                                | 43,500                               | 43,500                 | 43,500                 | 130,500             |
| <b>Subtotal Use of One-Time Revenues</b>            | <b>1,611,300</b>                     | <b>950,500</b>         | <b>1,050,500</b>       | <b>3,612,300</b>    |
| Balanced/(Out of Balance)                           | 514,500                              | (405,500)              | (505,500)              | (396,500)           |

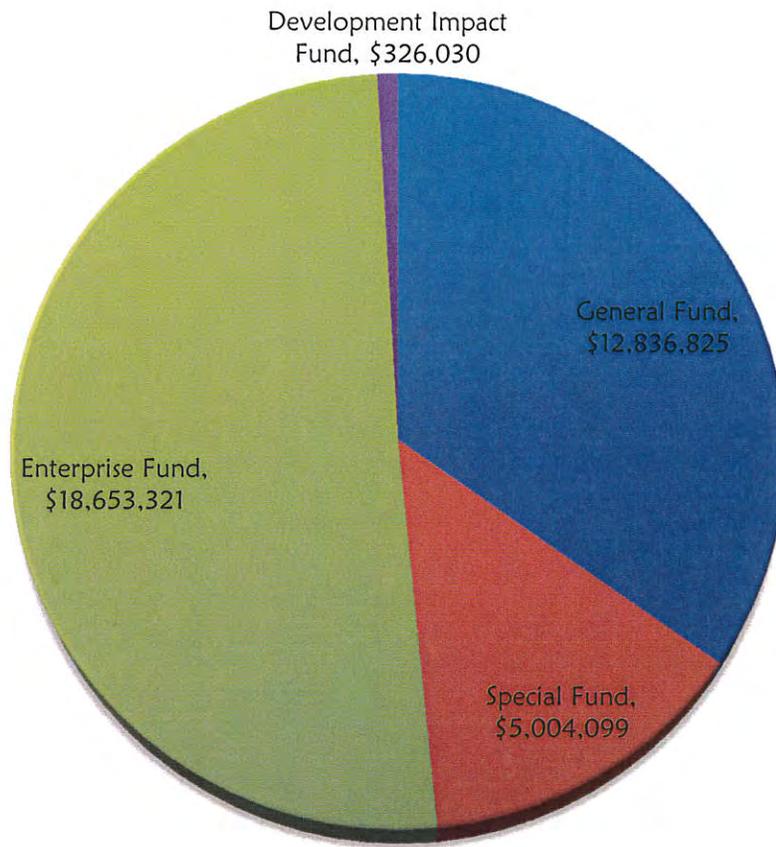
Notes:

\*Fees equal temp. staff/contract services to process development

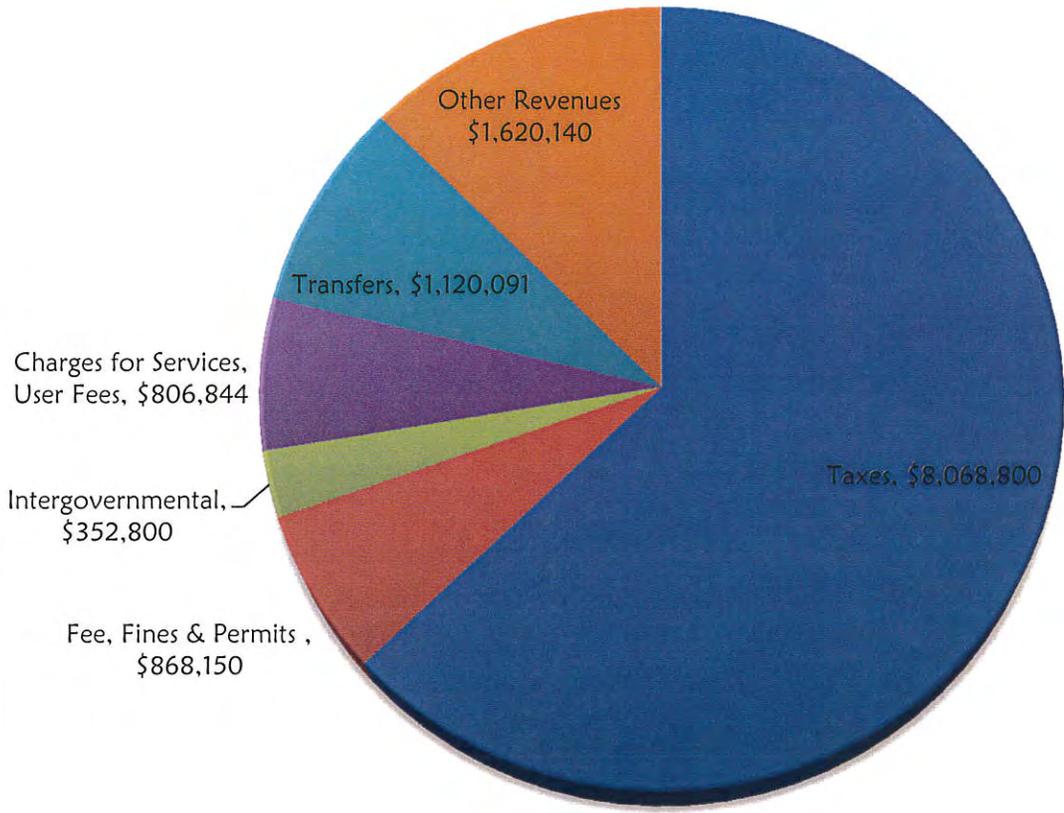
\*\* These are offset with an equal amount of Devl, Fees and Permits

There is a possibility the Federal SAFER grant continuing

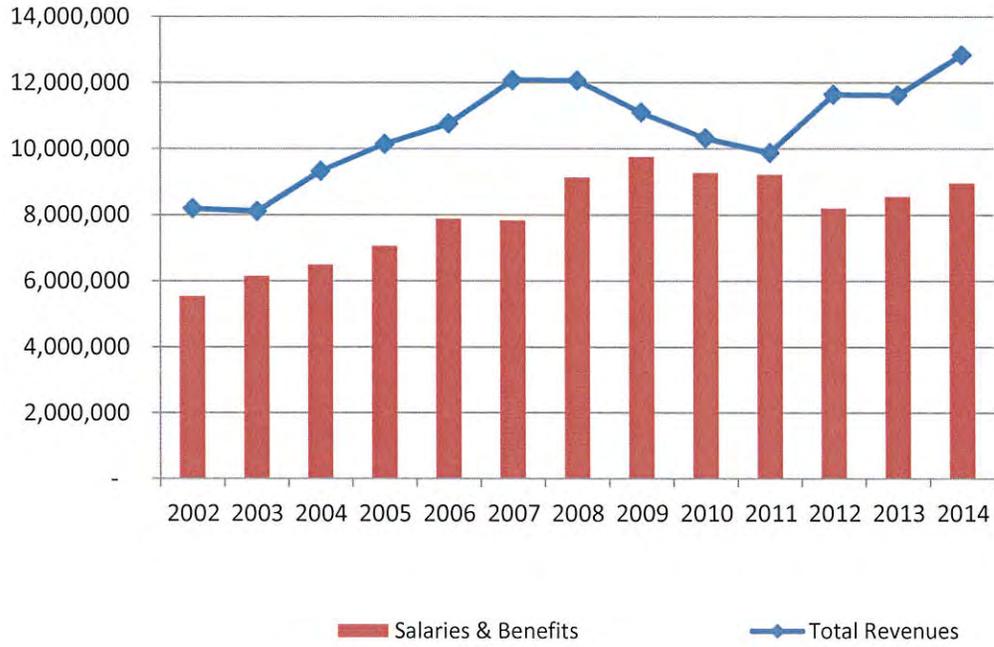
City of Santa Paula  
Citywide Revenues  
2013-14  
\$36,820,275



### City of Santa Paula General Fund Revenues 2013-14 \$12,836,825



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



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

| REVENUE TYPE                            | Actual<br>2009-2010 | Budget<br>2010-2011 | Actual<br>2011-2012 | Estimated<br>2012-2013 | Proposed<br>2013-2014 |
|---|---------------------|---------------------|---------------------|------------------------|-----------------------|
| <b>ADMINISTRATION DEPARTMENT</b>        |                     |                     |                     |                        |                       |
| FINES & FORFEITURES                     | 0                   | 0                   | 0                   | 40                     | 0                     |
| SALES OF REPORTS, MAPS & PUB            | 482                 | 434                 | 120                 | 26                     | 150                   |
| MISC-DEPARTMENT REIMB                   | 2,226               | 200                 | 1,560               | 5,372                  | 5,500                 |
| CHARGES FOR SERVICES                    | 2,708               | 634                 | 1,680               | 5,438                  | 5,650                 |
| <b>TOTAL</b>                            | <b>2,708</b>        | <b>634</b>          | <b>1,680</b>        | <b>5,438</b>           | <b>5,650</b>          |
| <b>BUILDING &amp; SAFETY DEPARTMENT</b> |                     |                     |                     |                        |                       |
| BUILDING PERMITS                        | 97,216              | 84,494              | 86,932              | 176,487                | 177,000               |
| MISCELLANEOUS PERMITS                   | 0                   | 0                   | 120                 | 360                    | 500                   |
| ELECTRICAL PERMITS                      | 16,626              | 12,000              | 13,668              | 23,228                 | 22,100                |
| PLUMBING PERMITS                        | 17,660              | 16,000              | 15,431              | 36,600                 | 26,200                |
| MECHANICAL PERMITS                      | 7,588               | 7,000               | 6,850               | 12,264                 | 12,000                |
| MISC CONSTRUCTION PERMITS               | 3,216               | 3,000               | 2,710               | 3,750                  | 3,000                 |
| GRADING PERMITS                         | 106                 | 200                 | 95                  | 1,002                  | 2,750                 |
| ENERGY PERMITS                          | 23,142              | 30,000              | 5,131               | 22,248                 | 20,900                |
| ADMIN CITATION FINES                    | 600                 | 400                 | 2,550               | 1,150                  | 1,500                 |
| Fees, Fines & Permits                   | 166,153             | 153,094             | 133,486             | 277,089                | 265,950               |
| SALES OF REPORTS, MAPS & PUB            | 284                 | 300                 | 528                 | 1,287                  | 500                   |
| PLAN CHECK FEES                         | 125,284             | 105,000             | 53,114              | 55,944                 | 102,800               |
| FAST TRACK PLAN CHECK                   | 0                   | 0                   | 427                 | 72                     | 0                     |
| INSPECTION FEES                         | 10,471              | 5,000               | 6,333               | 5,773                  | 8,000                 |
| FLOOD PERMIT FEE                        | 30                  | 100                 | 30                  | 15                     | 50                    |
| PLAN FILING FEE                         | 1,004               | 600                 | 556                 | 1,008                  | 1,825                 |
| APPLICATION PROCESSING FEE              | 25,605              | 24,500              | 26,786              | 23,430                 | 25,240                |
| GRADING PLAN CHECK                      | 290                 | 400                 | 71                  | 752                    | 1,065                 |
| ON SITE IMPROVEMENT PLAN CK             | 660                 | 800                 | 120                 | 544                    | 1,025                 |
| ON SITE IMPROVEMENT FEE                 | 464                 | 600                 | 160                 | 725                    | 1,700                 |
| ACCESSIBILITY REVIEW                    | 11,853              | 15,000              | 4,980               | 4,169                  | 10,267                |
| TECHNOLOGY FEE                          | 11,059              | 13,000              | 7,035               | 22,035                 | 24,057                |
| MISC-DEPARTMENT REIMB                   | 150                 | 200                 | 526                 | 0                      | 0                     |
| Charges for Services                    | 187,155             | 165,500             | 100,665             | 115,754                | 176,529               |
| MISCELLANEOUS                           | 273                 | 300                 | 332                 | 1,903                  | 400                   |
| WORKER'S COMP REIM-MISC                 | 0                   | 0                   | 0                   | 0                      | 0                     |
| Other Revenue                           | 273                 | 300                 | 332                 | 1,903                  | 400                   |
| <b>TOTAL</b>                            | <b>353,581</b>      | <b>318,894</b>      | <b>234,484</b>      | <b>394,746</b>         | <b>442,879</b>        |
| <b>COMMUNITY SERVICES DEPARTMENT</b>    |                     |                     |                     |                        |                       |
| SPECIAL EVENT PERMITS                   | 5,250               | 3,000               | 6,400               | 3,000                  | 3,000                 |
| COMM CTR ENDOWMENT INT/DIV              | 2,832               | 2,200               | 1,621               | 1,527                  | 1,500                 |
| RENTS AND CONCESSIONS                   | 43,675              | 43,000              | 35,418              | 29,170                 | 29,500                |
| RENTS FROM RAILROAD DEPOT               | 3,350               | 3,350               | 1,500               | 2,850                  | 2,500                 |
| SPECIAL EVENT                           | 0                   | 3,000               | 0                   | 0                      | 0                     |
| SPEC EVENTS-CITRUS FESTIVAL             | 10,200              | 0                   | 10,465              | 7,175                  | 7,000                 |
| RECREATION ADMIN FEE                    | 28,466              | 26,000              | 29,997              | 26,452                 | 26,000                |
| Fees & Permits                          | 93,773              | 80,550              | 85,402              | 70,174                 | 69,500                |
| FILMING FEES-RECREATION                 | 0                   | 0                   | 0                   | 0                      | 0                     |
| FACILITIES CLEANUP                      | 4,983               | 3,000               | 4,465               | 3,120                  | 3,400                 |
| MISC-DEPARTMENT REIMB                   | 474                 | 0                   | 21,015              | 37,892                 | 38,000                |
| CABLE TV ANNOUNCEMENTS                  | 10                  | 0                   | 566                 | 270                    | 300                   |
| REIMBURSEMENT FOR DAMAGES               | 0                   | 0                   | 124                 | 0                      | 0                     |
| PARK & FIELD USER FEES                  | 0                   | 0                   | 0                   | 18,624                 | 13,500                |
| Charges For Services                    | 5,467               | 3,000               | 26,170              | 59,905                 | 55,200                |
| CASH OVER/SHORT                         | 0                   | 0                   | 0                   | 0                      | 0                     |
| PRIOR YEAR ADJ REVENUE                  | 1,944               | 0                   | (642)               | 0                      | 0                     |
| WORKERS COMP REIMB - MISC               | 0                   | 0                   | 0                   | 26,738                 | 0                     |
| CITY DONATIONS                          | 1,484               | 5,000               | 2,249               | 1,364                  | 1,840                 |
| Other Revenues                          | 3,428               | 5,000               | 1,607               | 28,102                 | 1,840                 |
| <b>Total</b>                            | <b>102,668</b>      | <b>88,550</b>       | <b>113,180</b>      | <b>158,181</b>         | <b>126,540</b>        |

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

| REVENUE TYPE                 | Actual<br>2009-2010 | Budget<br>2010-2011 | Actual<br>2011-2012 | Estimated<br>2012-2013 | Proposed<br>2013-2014 |
|------------------------------|---------------------|---------------------|---------------------|------------------------|-----------------------|
| <b>FINANCE DEPARTMENT</b>    |                     |                     |                     |                        |                       |
| INVEST PORTFOLIO MGMT FEE    | 0                   | 20,000              | 0                   | 0                      | 0                     |
| Fees, Fines & Permits        | 0                   | 20,000              | 0                   | 0                      | 0                     |
| SALES OF REPORTS, MAPS & PUB | 7                   | 0                   | 59                  | 109                    | 100                   |
| MISC-DEPARTMENT REIMB        | 0                   | 0                   | 1,082               | 5,515                  | 5,500                 |
| BUSINESS TAX PROCESSING FEE  | 2,520               | 0                   | 0                   | 0                      | 0                     |
| UTILITY APPLICATION FEE      | 13,065              | 13,000              | 12,143              | 11,910                 | 12,000                |
| Charges for Services         | 15,592              | 13,000              | 13,284              | 17,534                 | 17,600                |
| <b>Total</b>                 | <b>15,592</b>       | <b>33,000</b>       | <b>13,284</b>       | <b>17,534</b>          | <b>17,600</b>         |
| <b>FIRE DEPARTMENT</b>       |                     |                     |                     |                        |                       |
| HAZMAT PERMITS/CUPA          | 29,230              | 20,000              | 31,162              | 41,048                 | 41,000                |
| FIRE ANNUAL PERMITS          | 16,118              | 7,000               | 9,034               | 9,000                  | 9,000                 |
| FIRE NEW CONSTRUCTION        | 11,619              | 12,000              | 15,910              | 21,902                 | 25,000                |
| ADMIN CITATION FINES         | 0                   | 0                   | 0                   | 0                      | 0                     |
| SPECIAL EVENT                | 0                   | 0                   | 0                   | 0                      | 0                     |
| Fees, Fines & Permits        | 56,967              | 39,000              | 56,106              | 71,950                 | 75,000                |
| STATE REIMB-FIRE MUTUAL AIDE | 24,137              | 0                   | 2,416               | 0                      | 2,500                 |
| PROP 172-1/2 CENT SALES TAX  | 65,035              | 50,000              | 74,970              | 82,243                 | 77,000                |
| Intergovernmental Revenues   | 89,172              | 50,000              | 77,386              | 82,243                 | 79,500                |
| SALES OF REPORTS MAPS, & PUB | 95                  | 100                 | 179                 | 368                    | 250                   |
| PLAN CHECK FEES              | 0                   | 0                   | 0                   | 0                      | 0                     |
| WEED ABATEMENT FEES          | 0                   | 0                   | 0                   | 0                      | 0                     |
| FIRE SAFETY INSPECTIONS      | 6,600               | 5,000               | 7,358               | 7,391                  | 8,482                 |
| FIRE SPECIAL SERVICES        | 455                 | 600                 | 426                 | 55                     | 55                    |
| FILMING FEES-PERSONNEL REIMB | 6,020               | 10,000              | 6,641               | 6,708                  | 4,600                 |
| MISC-DEPARTMENT REIMB        | 2,942               | 300                 | 101                 | 465                    | 200                   |
| CPR TRAINING COST REIMB      | 346                 | 500                 | 0                   | 0                      | 100                   |
| REIMBURSEMENT FOR DAMAGES    | 0                   | 0                   | 369                 | 0                      | 0                     |
| Charges for Services         | 16,458              | 16,500              | 15,074              | 14,986                 | 13,687                |
| PRIOR YEAR ADJ REVENUE       | 0                   | 0                   | 0                   | 0                      | 0                     |
| WORKERS COMP REIMB-4850 PLAN | 0                   | 0                   | 13,724              | 22,169                 | 5,000                 |
| CITY DONATIONS               | 11,942              | 16,000              | 1,138               | 761                    | 800                   |
| Other Revenues               | 11,942              | 16,000              | 14,861              | 22,930                 | 5,800                 |
| <b>Total</b>                 | <b>174,539</b>      | <b>121,500</b>      | <b>163,427</b>      | <b>192,109</b>         | <b>173,987</b>        |
| <b>PLANNING DEPARTMENT</b>   |                     |                     |                     |                        |                       |
| DESIGN REVIEW                | 13,468              | 14,000              | 13,188              | 10,048                 | 13,000                |
| GENERAL PLAN FEE             | 19,113              | 25,000              | 13,874              | 0                      | 0                     |
| ZONING & SUBDIVISION FEES    | 72,662              | 85,000              | 105,026             | 92,495                 | 75,000                |
| ENVIRONMENTAL REVIEW FEE     | 21,177              | 15,000              | 26,452              | 9,429                  | 20,000                |
| PLANNING FEES                | 0                   | 0                   | 0                   | 0                      | 0                     |
| SALES OF REPORTS, MAPS & PUB | 404                 | 500                 | 38                  | 16                     | 50                    |
| ATTORNEY SVCS FEE RECOVERY   | 36,884              | 1,000               | 29,468              | 9,000                  | 10,000                |
| CONTRACT PLANNING FEE/REIMB  | 46,181              | 0                   | 154,504             | 117,325                | 115,000               |
| PLAN CHECK FEES              | 14,841              | 14,000              | 16,945              | 11,240                 | 18,528                |
| MISC-DEPARTMENT REIMB        | 40,999              | 16,000              | 70,991              | 113,148                | 135,000               |
| Charges for Services         | 265,729             | 170,500             | 430,486             | 362,702                | 386,578               |
| MISCELLANEOUS                | 11,881              | 12,000              | 18,515              | 8,382                  | 8,300                 |
| PRIOR YEAR ADJ REVENUE       | 4,896               | 0                   | (12,052)            | 1,064                  | 0                     |
| Other Revenue                | 16,777              | 12,000              | 6,463               | 9,446                  | 8,300                 |
| <b>Total</b>                 | <b>282,506</b>      | <b>182,500</b>      | <b>436,949</b>      | <b>372,148</b>         | <b>394,878</b>        |

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

| REVENUE TYPE                   | Actual<br>2009-2010 | Budget<br>2010-2011 | Actual<br>2011-2012 | Estimated<br>2012-2013 | Proposed<br>2013-2014 |
|--------------------------------|---------------------|---------------------|---------------------|------------------------|-----------------------|
| <b>POLICE DEPARTMENT</b>       |                     |                     |                     |                        |                       |
| CRIMINAL FINES                 | 99,011              | 70,000              | 54,592              | 41,057                 | 40,000                |
| VEHICLE CODE FINES             | 121,319             | 105,000             | 68,390              | 144,369                | 190,000               |
| ADMIN CITATION FINES           | 200                 | 200                 | 300                 | 0                      | 0                     |
| Fees, Fines & Permits          | 220,530             | 175,200             | 123,282             | 185,425                | 230,000               |
| POST REIMBURSEMENT             | 6,394               | 5,000               | 7,506               | 12,350                 | 15,000                |
| STATE MANDATED COSTS           | 477                 | 0                   | 320                 | 238                    | 300                   |
| STATE REIMB-FIRE MUTUAL AIDE   | 0                   | 0                   | 0                   | 0                      | 0                     |
| PROP 172-1/2 CENT SALES TAX    | 120,779             | 105,000             | 139,230             | 135,165                | 135,000               |
| Intergovernmental              | 127,651             | 110,000             | 147,055             | 147,753                | 150,300               |
| SALES OF REPORTS, MAPS & PUB   | 3,933               | 3,000               | 12,828              | 6,250                  | 10,800                |
| ANIMAL CONTROL FEES            | 92                  | 1,000               | 235                 | 325                    | 300                   |
| FINGERPRINTS                   | 4,087               | 4,500               | 2,345               | 1,482                  | 2,000                 |
| VEHICLE RELEASE/STORAGE CHG    | 49,897              | 48,000              | 40,696              | 31,809                 | 32,000                |
| SCHOOL RESOURCE OFFICER REIMB  | 0                   | 0                   | 0                   | 0                      | 0                     |
| MISCELLANEOUS POLICE SERVICE   | 7,671               | 10,000              | 1,031               | 1,496                  | 1,500                 |
| POLICE FALSE ALARM CHARGES     | 3,310               | 0                   | 11,295              | 280                    | 300                   |
| FILMING FEES-PERSONNEL REIMB   | 34,215              | 30,000              | 30,824              | 25,586                 | 30,000                |
| MISC-DEPARTMENT REIMB          | 17,854              | 12,000              | 22,579              | 13,448                 | 13,500                |
| REIMBURSEMENT FOR DAMAGES      | 1,869               | 500                 | 513                 | 6,829                  | 500                   |
| Charges for Services           | 122,928             | 109,000             | 122,346             | 87,504                 | 90,900                |
| MISCELLANEOUS                  | 789                 | 1,000               | 574                 | 142                    | 450                   |
| CASH OVER/SHORT                | 10                  | 100                 | 2                   | (121)                  | 0                     |
| PRIOR YEAR ADJ REVENUE         | 0                   | 0                   | (97,984)            | 0                      | 0                     |
| WORKERS COMP REIMB-4850 PLAN   | 97,482              | 55,000              | 785                 | 17,871                 | 0                     |
| WORKERS COMPE REIMB-MISC.      | 0                   | 0                   | 0                   | 14,231                 | 0                     |
| POLICE ADMIN FEE               | 0                   | 0                   | 0                   | 0                      | 0                     |
| CITY DONATIONS                 | 1,539               | 2,000               | 1,759               | 1,390                  | 1,300                 |
| Other Revenues                 | 99,820              | 58,100              | (94,865)            | 33,512                 | 1,750                 |
| <b>Total</b>                   | <b>570,928</b>      | <b>452,300</b>      | <b>297,817</b>      | <b>454,194</b>         | <b>472,950</b>        |
| <b>PUBLIC WORKS DEPARTMENT</b> |                     |                     |                     |                        |                       |
| PERMIT ISSUANCE, INSPECT/MAP   | 17,005              | 15,000              | 26,360              | 26,258                 | 25,000                |
| OVERSIZE/OVERWEIGHT PERMITS    | 6,696               | 8,000               | 1,774               | 5,581                  | 5,600                 |
| HAZARDOUS MATERIAL PERMITS     | 0                   | 0                   | 0                   | 17,441                 | 34,000                |
| ADMIN CITATION FINES           | 0                   | 0                   | 0                   | 0                      | 0                     |
| SPECIAL EVENT-SP BEAUTIFUL     | 3,100               | 4,000               | 0                   | 0                      | 0                     |
| Fees, Fines & Permits          | 26,801              | 27,000              | 28,134              | 49,279                 | 64,600                |
| SALES OF REPORTS, MAPS & PUB   | 3,563               | 0                   | 1,304               | 0                      | 500                   |
| CONSTRUCTION PLAN CHECKING     | 19,749              | 15,000              | 29,144              | 28,481                 | 25,000                |
| ENGINEERING FEES               | 0                   | 1,000               | 0                   | 0                      | 0                     |
| PLAN FILING FEE                | 0                   | 0                   | 0                   | 0                      | 0                     |
| SUBDIVISION MAP APPROVAL       | 3,400               | 3,000               | 400                 | 2,300                  | 2,300                 |
| STUDIES & INVESTIGATIONS       | 40                  | 100                 | 146                 | 274                    | 250                   |
| FILMING FEES-PERSONNEL REIMB   | 841                 | 2,000               | 3,875               | 1,330                  | 500                   |
| MISC-DEPARTMENT REIMB          | 1,897               | 500                 | 1,729               | 620                    | 1,000                 |
| Charges for Services           | 29,491              | 21,600              | 36,598              | 33,005                 | 29,550                |
| PRIOR YEAR ADJ REVENUE         | 18,082              | 0                   | 0                   | 0                      | 0                     |
| WORKERS' COMP REIMB-MISC.      | 1,262               | 2,000               | 19,084              | 0                      | 0                     |
| Other Revenue                  | 19,344              | 2,000               | 19,084              | 0                      | 0                     |
| <b>Total</b>                   | <b>75,637</b>       | <b>50,600</b>       | <b>83,816</b>       | <b>82,284</b>          | <b>94,150</b>         |

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

| REVENUE TYPE                   | Actual              | Budget              | Actual            | Estimated        | Proposed          |
|--------------------------------|---------------------|---------------------|-------------------|------------------|-------------------|
|                                | 2009-2010           | 2010-2011           | 2011-2012         | 2012-2013        | 2013-2014         |
| <b>NON-DEPARTMENTAL</b>        |                     |                     |                   |                  |                   |
| PROPERTY TAXES-SECURED         | 2,105,561           | 2,621,934           | 2,933,586         | 2,626,251        | 2,730,000         |
| PROPERTY TAXES-UNSECURED       | 15,904              | 25,000              | 17,957            | 22,052           | 22,000            |
| PROP TAXES-SECURED DELINQUENT  | 90,331              | 85,000              | 36,378            | 35,330           | 35,000            |
| PROPERTY TX IN LIEU-SALES TX   | 452,255             | 440,000             | 505,728           | 543,921          | 550,000           |
| PROPERTY TX IN LIEU OF MVLF    | 2,137,072           | 2,140,000           | 2,179,366         | 2,186,312        | 2,200,000         |
| INTEREST & PENALTIES-TAXES     | 20,251              | 20,000              | 4,041             | 1,853            | 1,800             |
| SALES TAX                      | 1,185,467           | 1,290,000           | 1,581,390         | 1,571,445        | 1,620,000         |
| TRANSIENT OCCUPANCY TAX        | 82,354              | 70,000              | 82,864            | 89,777           | 85,000            |
| FRANCHISE FEE TAX              | 355,320             | 360,000             | 376,793           | 374,682          | 373,000           |
| COMMERCIAL REFUSE HAULERS      | 62,253              | 40,000              | 285,000           | 258,529          | 292,000           |
| BUSINESS LICENSE FEE           | 115,496             | 113,000             | 119,112           | 121,009          | 120,000           |
| REAL PROP DEED TRANSFER TAX    | 44,559              | 40,000              | 47,205            | 35,786           | 40,000            |
| Taxes                          | 6,666,823           | 7,244,934           | 8,169,419         | 7,866,946        | 8,068,800         |
| ANIMAL LICENSE FEES            | 26,838              | 25,000              | 23,590            | 27,277           | 27,000            |
| BINGO PERMITS                  | 50                  | 100                 | 50                | 0                | 50                |
| ADMIN CITATION FINES           | 200                 | 200                 | 0                 | 0                | 250               |
| LIEN ADMINISTRATIVE FEE        | 102                 | 200                 | 0                 | 455              | 400               |
| Fees, Fines & permits          | 27,189              | 25,500              | 23,640            | 27,732           | 27,700            |
| INVESTMENT EARNINGS            | 2,951               | 7,500               | 4,293             | 1,384            | 1,200             |
| RENTS AND CONCESSIONS          | 12,170              | 15,000              | 108,908           | 95,610           | 123,600           |
| RENTS FROM UTILITIES           | 327,997             | 382,350             | 17,193            | 17,193           | 17,100            |
| SOUTHDOWN ROYALTY              | 19,798              | 30,411              | 13,270            | 13,843           | 13,500            |
| BUS SHELTER RENTALS            | 8,896               | 8,811               | 0                 | 0                | 0                 |
| Investments & Rents            | 371,812             | 444,072             | 143,664           | 128,030          | 155,400           |
| MOTOR VEHICLE IN-LIEU          | 89,210              | 48,000              | 14,865            | 15,403           | 15,000            |
| PROPERTY TAX PMT IN LIEU       | 33,229              | 45,000              | 88,877            | 90,033           | 82,000            |
| STATE MANDATED COSTS           | 0                   | 0                   | 0                 | 0                | 0                 |
| HOMEOWNERS PROP TAX RELIEF     | 25,902              | 18,000              | 26,047            | 27,994           | 26,000            |
| Intergovernmental Revenues     | 148,341             | 111,000             | 129,789           | 133,430          | 123,000           |
| SALES OF REPORTS, MAPS & PUB   | 93                  | 200                 | 0                 | 4                | 0                 |
| 2% DEVELOPER IMPACT ADMIN FEE  | 0                   | 0                   | 0                 | 433              | 1,000             |
| PROP 1A-DUE FROM 6/30/10       | 0                   | 0                   | 0                 | 422,955          | 0                 |
| FILMING FEES                   | 7,440               | 5,000               | 5,800             | 7,720            | 6,000             |
| MISC-DEPARTMENT REIMB          | 35,878              | 0                   | (464)             | 9,241            | 0                 |
| INSURANCE ADMINISTRATIVE FEE   | 4,023               | 5,000               | 356               | 100              | 0                 |
| RETURNED CHECK CHARGE          | 231                 | 200                 | 3,727             | 3,876            | 3,900             |
| EMPLOYMENT GARNISHMENT CHARGES | 150                 | 200                 | 256               | 243              | 250               |
| REIMBURSEMENT FOR DAMAGES      | 422                 | 500                 | 0                 | 0                | 0                 |
| LEGAL SETTLEMENT REVENUE       | 0                   | 0                   | 0                 | 54               | 0                 |
| DISASTER RECOVERY              | 0                   | 0                   | 0                 | 0                | 0                 |
| WATER SERVICE CHARGES          | 0                   | 0                   | 0                 | 0                | 0                 |
| Charges for Services           | 48,237              | 11,100              | 9,675             | 444,626          | 11,150            |
| MISCELLANEOUS                  | 49,609              | 25,000              | 1,917             | 3,534            | 2,000             |
| CASH OVER/SHORT                | 502                 | 0                   | 5                 | 0                | 0                 |
| PRIOR YEAR ADJ REVENUE         | 6,511               | 0                   | (4,017)           | (603)            | 0                 |
| CITY DONATIONS                 | 0                   | 200                 | 20                | 65               | 50                |
| SALE OF PROPERTY               | 1,600               | 5,000               | 93,430            | 0                | 1,600,000         |
| Other Revenue                  | 58,222              | 30,200              | 91,356            | 2,996            | 1,602,050         |
| TRANSFER FROM MOBILE HOME      | 0                   | 0                   | 0                 | 0                | 0                 |
| TRANSFER FROM MUSEUM           | 0                   | 0                   | 0                 | 0                | 0                 |
| TRANSFER FM NPDES STORMWATER   | 1,800               | 6,304               | 1,355             | 3,360            | 3,360             |
| TRANS FM-STORMWATER QUALITY    | 10,142              | 37,082              | 9,689             | 9,731            | 9,731             |
| TRANSFER FROM GAS TAX FUND     | 0                   | 0                   | 60,849            | 59,208           | 59,000            |
| TRANSFER FROM LTF              | 155,338             | 0                   | 0                 | 0                | 21,000            |
| TRANSFER FROM RDA              | 205,511             | 124,918             | 50,230            | 0                | 0                 |
| TRANSFER FROM RDA BOND HOUSING | 584                 | 0                   | 0                 | 0                | 0                 |
| TRANDFER FROM RDA HOUSING      | 39,930              | 46,876              | 27,298            | 0                | 0                 |
| TRANSFER FROM REFUSE FUND      | 233,261             | 185,884             | 575,000           | 250,000          | 0                 |
| TRANSFER FROM SEWER FUND       | 412,966             | 175,923             | 539,170           | 500,000          | 500,000           |
| TRANSFER FROM WATER FUND       | 358,594             | 431,895             | 584,533           | 527,000          | 527,000           |
| Transfers                      | 1,418,128           | 1,008,882           | 1,848,124         | 1,349,299        | 1,120,091         |
| <b>Total</b>                   | <b>\$ 8,738,753</b> | <b>\$ 8,875,688</b> | <b>10,415,668</b> | <b>9,953,058</b> | <b>11,108,191</b> |

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

| REVENUE TYPE                      | Actual           | Actual           | Actual           | Estimated        | Proposed         |
|-----------------------------------|------------------|------------------|------------------|------------------|------------------|
|                                   | 2009-2010        | 2010-2011        | 2011-2012        | 2012-2013        | 2013-2014        |
| PROPERTY TAXES-SECURED            | 2,105,561        | 2,377,607        | 2,933,586        | 2,626,251        | 2730000          |
| PROPERTY TAXES-UNSECURED          | 15,904           | 103,536          | 17,957           | 22,052           | 22000            |
| PROP TAXES-SECURED DELINQUENT     | 90,331           | 87,933           | 36,378           | 35,330           | 35000            |
| PROPERTY TX IN LIEU-SALES TX      | 452,255          | 440,745          | 505,728          | 543,921          | 550000           |
| PROPERTY TX IN LIEU OF MVLF       | 2,137,072        | 2,094,527        | 2,179,366        | 2,186,312        | 2200000          |
| INTEREST & PENALTIES-TAXES        | 20,251           | 9,957            | 4,040            | 1,853            | 1800             |
| <b>PROPERTY RELATED</b>           | <b>4,821,375</b> | <b>5,114,305</b> | <b>5,677,056</b> | <b>5,415,720</b> | <b>5,538,800</b> |
| SALES TAX                         | 1,185,467        | 1,417,271        | 1,581,390        | 1,571,445        | 1,620,000        |
| <b>SALES TAX</b>                  | <b>1,185,467</b> | <b>1,417,271</b> | <b>1,581,390</b> | <b>1,571,445</b> | <b>1,620,000</b> |
| FRANCHISE FEE TAX                 | 355,320          | 374,308          | 376,793          | 374,682          | 373,000          |
| COMMERCIAL REFUSE HAULERS         | 62,253           | 372,778          | 285,000          | 258,529          | 292,000          |
| <b>FRANCHISE FEE TAX</b>          | <b>417,573</b>   | <b>747,087</b>   | <b>661,793</b>   | <b>633,210</b>   | <b>665,000</b>   |
| TRANSIENT OCCUPANCY TAX           | 82,354           | 73,504           | 82,864           | 89,777           | 85,000           |
| BUSINESS LICENSE FEE              | 115,496          | 110,511          | 119,112          | 121,009          | 120,000          |
| REAL PROP DEED TRANSFER TAX       | 44,559           | 46,217           | 47,205           | 35,786           | 40,000           |
| <b>OTHER TAXES</b>                | <b>242,408</b>   | <b>230,232</b>   | <b>249,180</b>   | <b>246,571</b>   | <b>245,000</b>   |
| <b>Total Taxes</b>                | <b>6,666,823</b> | <b>7,508,894</b> | <b>8,169,419</b> | <b>7,866,946</b> | <b>8,068,800</b> |
| ANIMAL LICENSE FEES               | 26,838           | 25,545           | 23,590           | 27,277           | 27,000           |
| BINGO PERMITS                     | 50               | 50               | 50               | 0                | 50               |
| BUILDING PERMITS                  | 97,216           | 249,488          | 86,932           | 176,487          | 177,000          |
| MISCELLANEOUS PERMITS             | 0                | 3,146            | 120              | 360              | 500              |
| ELECTRICAL PERMITS                | 16,626           | 26,904           | 13,668           | 23,228           | 22,100           |
| PLUMBING PERMITS                  | 17,660           | 31,850           | 15,431           | 36,600           | 26,200           |
| MECHANICAL PERMITS                | 7,588            | 15,501           | 6,850            | 12,264           | 12,000           |
| DESIGN REVIEW                     | 13,468           | 14,166           | 13,188           | 10,048           | 13,000           |
| PERMIT ISSUANCE, INSPECT/MAP      | 17,005           | 18,656           | 26,360           | 26,258           | 25,000           |
| OVERSIZE/OVERWEIGHT PERMITS       | 6,696            | 4,916            | 1,774            | 5,581            | 5,600            |
| HAZMAT PERMITS/CUPA               | 29,230           | 27,062           | 31,161           | 41,048           | 41,000           |
| HAZARDOUS MATERIAL PERMITS        | 0                | 0                | 0                | 17,440           | 34,000           |
| FIRE ANNUAL PERMITS               | 16,118           | 9,035            | 9,034            | 9,000            | 9,000            |
| FIRE NEW CONSTRUCTION             | 11,619           | 40,280           | 15,910           | 21,902           | 25,000           |
| MISC CONSTRUCTION PERMITS         | 3,216            | 3,963            | 2,710            | 3,750            | 3,000            |
| GRADING PERMITS                   | 106              | 4,398            | 95               | 1,002            | 2,750            |
| ENERGY PERMITS                    | 23,142           | 8,062            | 5,131            | 22,248           | 20,900           |
| SPECIAL EVENT PERMITS             | 5,250            | 5,750            | 6,400            | 3,000            | 3,000            |
| <b>LICENSES &amp; PERMITS</b>     | <b>291,827</b>   | <b>488,773</b>   | <b>258,404</b>   | <b>437,493</b>   | <b>447,100</b>   |
| CRIMINAL FINES                    | 99,011           | 74,450           | 54,592           | 41,057           | 40000            |
| VEHICLE CODE FINES                | 121,319          | 101,966          | 68,390           | 144,369          | 190000           |
| ADMIN CITATION FINES              | 600              | 250              | 2,550            | 1,150            | 1500             |
| ADMIN CITATION FINES              | 0                | 0                | 0                | 0                | 0                |
| ADMIN CITATION FINES              | 200              | 0                | 300              | 0                | 0                |
| ADMIN CITATION FINES              | 0                | 0                | 0                | 0                | 0                |
| ADMIN CITATION FINES              | 200              | 240              | 0                | 0                | 250              |
| LIEN ADMINISTRATIVE FEE           | 102              | 325              | 0                | 455              | 400              |
| FINES & FORFEITURES               | 0                | 0                | 0                | 40               | 0                |
| <b>FINES &amp; PENALTIES</b>      | <b>221,432</b>   | <b>177,231</b>   | <b>125,832</b>   | <b>187,070</b>   | <b>232,150</b>   |
| COMM CTR ENDOWMENT INT/DIV        | 2,832            | 2,088            | 1,621            | 1,527            | 1,500            |
| INVESTMENT EARNINGS               | 2,951            | 610              | 4,293            | 1,384            | 1200             |
| RENTS AND CONCESSIONS             | 43,675           | 34,506           | 35,418           | 29,170           | 29500            |
| RENTS AND CONCESSIONS             | 12,170           | 33,208           | 108,908          | 95,610           | 123600           |
| RENTS FROM RAILROAD DEPOT         | 3,350            | 4,350            | 1,500            | 2,850            | 2500             |
| RENTS FROM UTILITIES              | 327,997          | 219,316          | 17,193           | 17,193           | 17100            |
| SOUTHDOWN ROYALTY                 | 19,798           | 11,499           | 13,270           | 13,843           | 13500            |
| BUS SHELTER RENTALS               | 8,896            | 6,720            | 0                | 0                | 0                |
| INVEST PORTFOLIO MGMT FEE         | 0                | 0                | 0                | 0                | 0                |
| <b>INVESTMENTS &amp; RENTS</b>    | <b>421,669</b>   | <b>312,298</b>   | <b>182,204</b>   | <b>161,577</b>   | <b>188,900</b>   |
| MOTOR VEHICLE IN-LIEU             | 89,210           | 136,727          | 14,865           | 15,403           | 15,000           |
| <b>MOTOR VEHICLE IN-LIEU</b>      | <b>89,210</b>    | <b>136,727</b>   | <b>14,865</b>    | <b>15,403</b>    | <b>15,000</b>    |
| PROPERTY TAX PMT IN LIEU          | 33,229           | 100,586          | 88,877           | 90,033           | 82000            |
| POST REIMBURSEMENT                | 6,394            | 0                | 7,506            | 12,350           | 15000            |
| STATE MANDATED COSTS              | 477              | 330              | 320              | 238              | 300              |
| STATE MANDATED COSTS              | 0                | 2,320            | 0                | 0                | 0                |
| STATE REIMB-FIRE MUTUAL AIDE      | 24,137           | 8,308            | 2,416            | 0                | 2500             |
| STATE REIMB-FIRE MUTUAL AIDE      | 0                | 13,393           | 0                | 0                | 0                |
| PROP 172-1/2 CENT SALES TAX       | 65,035           | 68,851           | 74,970           | 82,243           | 77000            |
| PROP 172-1/2 CENT SALES TAX       | 120,779          | 127,867          | 139,230          | 135,165          | 135000           |
| HOMEOWNERS PROP TAX RELIEF        | 25,902           | 25,131           | 26,047           | 27,994           | 26000            |
| <b>INTERGOVERNMENTAL REVENUES</b> | <b>275,953</b>   | <b>346,786</b>   | <b>339,364</b>   | <b>348,022</b>   | <b>337,800</b>   |

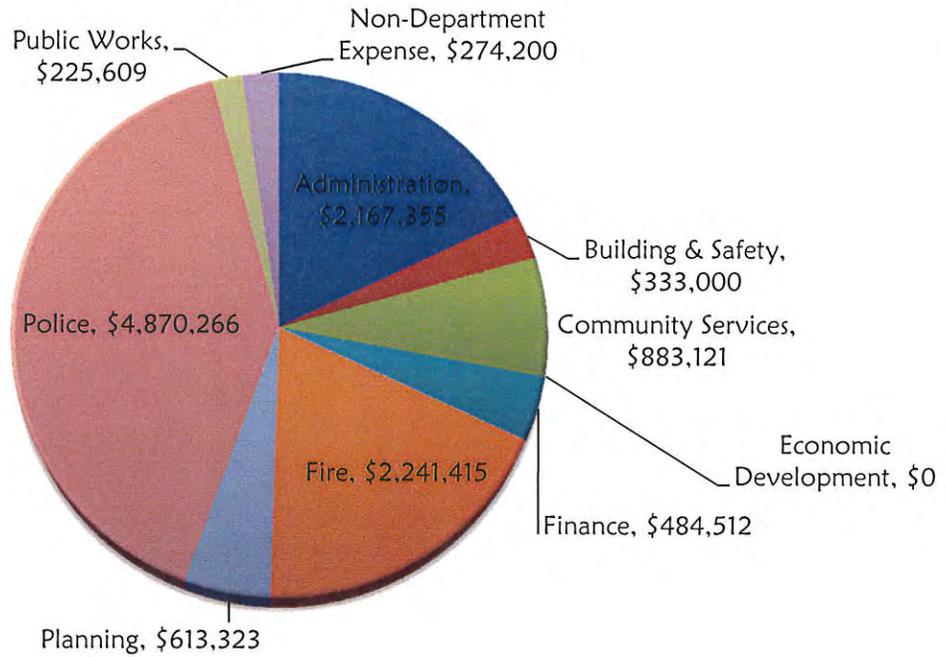
## CITY OF SANTA PAULA GENERAL FUND REVENUE - BY TYPE

| REVENUE TYPE                  | Actual    | Actual    | Actual    | Estimated | Proposed  |
|-------------------------------|-----------|-----------|-----------|-----------|-----------|
|                               | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 | 2013-2014 |
| SPECIAL EVENT                 | 0         | 0         | 0         | 0         | 0         |
| SPECIAL EVENT                 | 0         | 0         | 0         | 0         | 0         |
| SPECIAL EVENT-SP BEAUTIFUL    | 3,100     | 100       | 0         | 0         | 0         |
| SPEC EVENTS-CITRUS FESTIVAL   | 10,200    | 15,671    | 10,465    | 7,175     | 7,000     |
| RECREATION ADMIN FEE          | 28,466    | 27,796    | 29,997    | 26,452    | 26,000    |
| GENERAL PLAN FEE              | 19,113    | 56,087    | 13,874    | 0         | 0         |
| ZONING & SUBDIVISION FEES     | 72,662    | 60,947    | 105,026   | 92,495    | 75,000    |
| ENVIRONMENTAL REVIEW FEE      | 21,177    | 18,379    | 26,452    | 9,429     | 20,000    |
| PLANNING FEES                 | 0         | 0         | 0         | 0         | 0         |
| SALES OF REPORTS, MAPS & PUB  | 482       | 543       | 120       | 26        | 150       |
| SALES OF REPORTS, MAPS & PUB  | 284       | 212       | 528       | 1,287     | 500       |
| SALES OF REPORTS, MAPS & PUB  | 7         | 42        | 59        | 109       | 100       |
| SALES OF REPORTS MAPS, & PUB  | 95        | 136       | 179       | 368       | 250       |
| SALES OF REPORTS, MAPS & PUB  | 404       | 98        | 38        | 16        | 50        |
| SALES OF REPORTS, MAPS & PUB  | 3,933     | 3,028     | 12,828    | 6,250     | 10,800    |
| SALES OF REPORTS, MAPS & PUB  | 3,563     | 291       | 1,304     | 0         | 500       |
| SALES OF REPORTS, MAPS & PUB  | 93        | 5         | 0         | 4         | 0         |
| ATTORNEY SVCS FEE RECOVERY    | 36,884    | 43,124    | 29,468    | 9,000     | 10,000    |
| CONTRACT PLANNING FEE/REIMB   | 46,181    | 194,584   | 154,504   | 117,325   | 115,000   |
| PLAN CHECK FEES               | 125,284   | 56,014    | 53,114    | 55,944    | 102,800   |
| PLAN CHECK FEES               | 0         | 0         | 0         | 0         | 0         |
| PLAN CHECK FEES               | 14,841    | 11,316    | 16,945    | 11,240    | 18,528    |
| CONSTRUCTION PLAN CHECKING    | 19,749    | 20,310    | 29,144    | 28,481    | 25,000    |
| FAST TRACK PLAN CHECK         | 0         | 541       | 427       | 72        | 0         |
| INSPECTION FEES               | 10,471    | 8,019     | 6,333     | 5,773     | 8,000     |
| FLOOD PERMIT FEE              | 30        | 60        | 30        | 15        | 50        |
| ENGINEERING FEES              | 0         | 0         | 0         | 0         | 0         |
| PLAN FILING FEE               | 1,004     | 1,090     | 556       | 1,008     | 1,825     |
| APPLICATION PROCESSING FEE    | 25,605    | 29,273    | 26,786    | 23,430    | 25,240    |
| SUBDIVISION MAP APPROVAL      | 3,400     | 0         | 400       | 2,300     | 2,300     |
| ANIMAL CONTROL FEES           | 92        | 943       | 235       | 325       | 300       |
| GRADING PLAN CHECK            | 290       | 3,057     | 71        | 752       | 1,065     |
| ON SITE IMPROVEMENT PLAN CK   | 660       | 3,033     | 120       | 544       | 1,025     |
| STUDIES & INVESTIGATIONS      | 40        |           | 146       | 274       | 250       |
| FINGERPRINTS                  | 4,087     | 6,928     | 2,345     | 1,482     | 2,000     |
| VEHICLE RELEASE/STORAGE CHG   | 49,897    | 53,400    | 40,696    | 31,809    | 32,000    |
| SCHOOL RESOURCE OFFICER REIMB | 0         | 0         | 0         | 0         | 0         |
| MISCELLANEOUS POLICE SERVICE  | 7,671     | 1,095     | 1,031     | 1,496     | 1,500     |
| WEED ABATEMENT FEES           | 0         | 0         | 0         | 0         | 0         |
| FIRE SAFETY INSPECTIONS       | 6,600     | 6,635     | 7,358     | 7,391     | 8,482     |
| FIRE SPECIAL SERVICES         | 455       | 185       | 426       | 55        | 55        |
| ON SITE IMPROVEMENT FEE       | 464       | 2,960     | 160       | 725       | 1,700     |
| ACCESSIBILITY REVIEW          | 11,853    | 18,140    | 4,980     | 4,169     | 10,267    |
| TECHNOLOGY FEE                | 11,059    | 21,559    | 7,035     | 22,035    | 24,057    |
| POLICE FALSE ALARM CHARGES    | 3,310     | 14,600    | 11,295    | 280       | 300       |
| 2% DEVELOPER IMPACT ADMIN FEE | 0         | 0         | 0         | 433       | 1,000     |
| PROP 1A - DUE FROM 6/30/10    | 0         | 0         | 0         | 422,955   | 0         |
| FILMING FEES-RECREATION       | 0         | 0         | 0         | 0         | 0         |
| FILMING FEES                  | 7,440     | 9,685     | 5,800     | 7,720     | 6,000     |
| FILMING FEES-PERSONNEL REIMB  | 6,020     | 5,649     | 6,641     | 6,708     | 4,600     |
| FILMING FEES-PERSONNEL REIMB  | 34,215    | 32,087    | 30,824    | 25,586    | 30,000    |
| FILMING FEES-PERSONNEL REIMB  | 841       | 3,010     | 3,875     | 1,330     | 500       |
| FILMING FEES-PERSONNEL REIMB  | 0         | 0         | 0         | 0         | 0         |

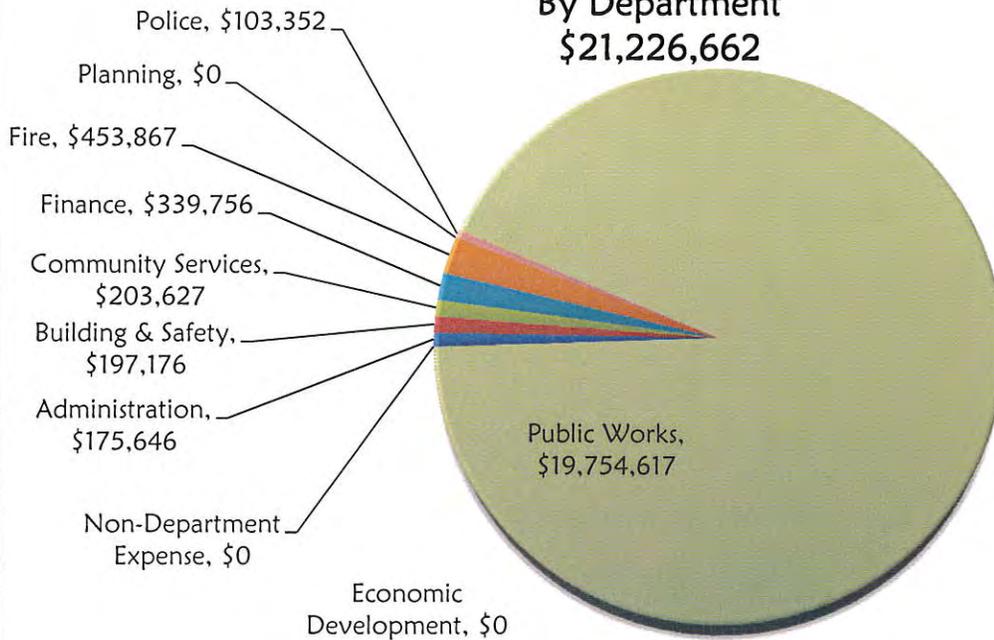
## CITY OF SANTA PAULA GENERAL FUND REVENUE - BY TYPE

| REVENUE TYPE                        | Actual            | Actual            | Actual            | Estimated         | Proposed          |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                                     | 2009-2010         | 2010-2011         | 2011-2012         | 2012-2013         | 2013-2014         |
| FACILITIES CLEANUP                  | 4,983             | 4,025             | 4,465             | 3,120             | 3,400             |
| MISC-DEPARTMENT REIMB               | 2,226             | 2,294             | 1,560             | 5,372             | 5,500             |
| MISC-DEPARTMENT REIMB               | 150               | 600               | 526               | 0                 | 0                 |
| MISC-DEPARTMENT REIMB               | 474               | 1,146             | 21,015            | 37,892            | 38,000            |
| MISC-DEPARTMENT REIMB               | 0                 | 0                 | 1,082             | 5,515             | 5,500             |
| MISC-DEPARTMENT REIMB               | 2,942             | 240               | 101               | 465               | 200               |
| MISC-DEPARTMENT REIMB               | 40,999            | 69,815            | 70,991            | 113,148           | 135,000           |
| MISC-DEPARTMENT REIMB               | 17,854            | 7,270             | 22,579            | 13,448            | 13,500            |
| MISC-DEPARTMENT REIMB               | 1,897             | 838               | 1,729             | 620               | 1,000             |
| MISC-DEPARTMENT REIMB               | 35,878            | 66                | (464)             | 9,241             | 0                 |
| CABLE TV ANNOUNCEMENTS              | 10                | 115               | 566               | 270               | 300               |
| CPR TRAINING COST REIMB             | 346               | 40                | 0                 | 0                 | 100               |
| BUSINESS TAX PROCESSING FEE         | 2,520             | 35                | 0                 | 0                 | 0                 |
| INSURANCE ADMINISTRATIVE FEE        | 231               | 121               | 356               | 100               | 0                 |
| RETURNED CHECK CHARGE               | 4,023             | 4,191             | 3,727             | 3,876             | 3,900             |
| EMPLOYMENT GARNISHMENT CHARGES      | 231               | 168               | 256               | 243               | 250               |
| REIMBURSEMENT FOR DAMAGES           | 0                 | 0                 | 124               | 0                 | 0                 |
| REIMBURSEMENT FOR DAMAGES           | 0                 | 0                 | 369               | 0                 | 0                 |
| REIMBURSEMENT FOR DAMAGES           | 1,869             | 978               | 513               | 6,829             | 500               |
| REIMBURSEMENT FOR DAMAGES           | 150               | 25,368            | 0                 | 0                 | 0                 |
| LEGAL SETTLEMENT REVENUE            | 422               | 12                | 0                 | 54                | 0                 |
| DISASTER RECOVERY                   | 0                 | 519               | 0                 | 0                 | 0                 |
| WATER SERVICE CHARGES               | 0                 | 0                 | 0                 | 0                 | 0                 |
| UTILITY APPLICATION FEE             | 13,065            | 10,935            | 12,143            | 11,910            | 12,000            |
| PARK 7 FIELD USER FEES              | 0                 | 0                 | 0                 | 18,624            | 13,500            |
| <b>CHARGES FOR CURRENT SERVICES</b> | <b>722,294</b>    | <b>859,405</b>    | <b>783,252</b>    | <b>1,164,994</b>  | <b>806,844</b>    |
| MISCELLANEOUS                       | 273               | 473               | 0                 | 1,903             | 400               |
| MISCELLANEOUS                       | 11,881            | 10,608            | 18,515            | 8,382             | 8300              |
| MISCELLANEOUS                       | 789               | 494               | 574               | 142               | 450               |
| MISCELLANEOUS                       | 49,609            | 533,606           | 1,917             | 3,534             | 2000              |
| CASH OVER/SHORT                     | 0                 | 25                | 0                 | 0                 | 0                 |
| CASH OVER/SHORT                     | 10                | (115)             | 2                 | (121)             | 0                 |
| CASH OVER/SHORT                     | 502               |                   | 5                 | 0                 | 0                 |
| PRIOR YEAR ADJ REVENUE              | 1,944             |                   | (642)             | 0                 | 0                 |
| PRIOR YEAR ADJ REVENUE              | 0                 | 5,028             | 0                 | 0                 | 0                 |
| PRIOR YEAR ADJ REVENUE              | 4,896             | (7,898)           | (12,052)          | 1,064             | 0                 |
| PRIOR YEAR ADJ REVENUE              | 0                 | 0                 | (97,984)          | 0                 | 0                 |
| PRIOR YEAR ADJ REVENUE              | 18,082            | (1,198)           | 0                 | 0                 | 0                 |
| PRIOR YEAR ADJ REVENUE              | 6,511             | 4,489             | (4,017)           | (603)             | 0                 |
| WORKERS COMP REIMB-4850 PLAN        | 0                 | 17,750            | 13,724            | 22,169            | 5000              |
| WORKERS COMP REIMB-4850 PLAN        | 97,482            | 102,767           | 785               | 17,871            | 0                 |
| WORKER'S COMP REIM-MISC             | 0                 | 4,886             | 0                 | 0                 | 0                 |
| WORKER'S COMP REIM-MISC             | 0                 | 0                 | 0                 | 26,738            | 0                 |
| WORKER'S COMP REIM-MISC             | 0                 | 0                 | 0                 | 14,231            | 0                 |
| WORKERS' COMP REIMB-MISC.           | 1,262             | 0                 | 19,084            | 0                 | 0                 |
| POLICE ADMIN FEE                    | 0                 | 500               | 0                 | 0                 | 0                 |
| CITY DONATIONS                      | 1,484             | 1,321             | 2,249             | 1,364             | 1840              |
| CITY DONATIONS                      | 11,942            | 932               | 1,138             | 761               | 800               |
| CITY DONATIONS                      | 1,539             | 932               | 1,759             | 1,390             | 1300              |
| CITY DONATIONS                      | 0                 | 4,367             | 20                | 65                | 50                |
| SALE OF PROPERTY                    | 1,600             | 0                 | 93,430            | 0                 | 1,600,000         |
| <b>OTHER REVENUES</b>               | <b>209,807</b>    | <b>678,966</b>    | <b>38,507</b>     | <b>98,889</b>     | <b>1,620,140</b>  |
| TRANSFER FROM MOBILE HOME           | 0                 | 0                 | 0                 | 0                 | 0                 |
| TRANSFER FROM MUSEUM                | 0                 | 0                 | 0                 | 0                 | 0                 |
| TRANSFER FM NPDES STORMWATER        | 1,800             | 2,063             | 1,355             | 3,360             | 3,360             |
| TRANS FM-STORMWATER QUALITY         | 10,142            | 5,318             | 9,689             | 9,731             | 9,731             |
| TRANSFER FROM GAS TAX FUND          | 0                 | 66,599            | 60,849            | 59,208            | 59,000            |
| TRANSFER FROM LTF                   | 155,338           | 0                 | 0                 | 0                 | 21,000            |
| TRANSFER FROM RDA                   | 205,511           | 94,363            | 50,230            | 0                 | 0                 |
| TRANSFER FROM RDA BOND HOUSING      | 584               | 148               | 0                 | 0                 | 0                 |
| TRANDFER FROM RDA HOUSING           | 39,930            | 46,876            | 27,298            | 0                 | 0                 |
| TRANSFER FROM REFUSE FUND           | 233,261           | 268,448           | 575,000           | 250,000           | 0                 |
| TRANSFER FROM SEWER FUND            | 412,966           | 418,173           | 539,170           | 500,000           | 500,000           |
| TRANSFER FROM WATER FUND            | 358,594           | 808,743           | 584,533           | 527,000           | 527,000           |
| <b>TRANSFERS</b>                    | <b>1,418,128</b>  | <b>1,710,732</b>  | <b>1,848,124</b>  | <b>1,349,299</b>  | <b>1,120,091</b>  |
| <b>GENERAL FUND TOTAL</b>           | <b>10,317,142</b> | <b>12,219,812</b> | <b>11,759,972</b> | <b>11,629,694</b> | <b>12,836,825</b> |

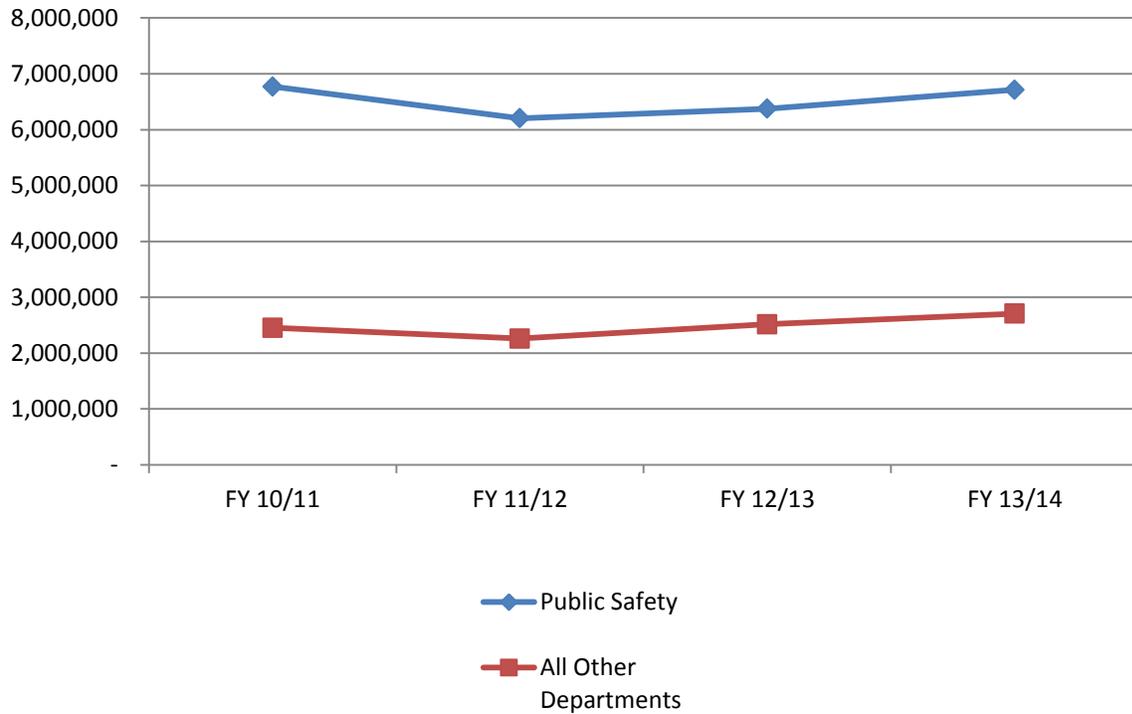
### City of Santa Paula General Fund Expenditures By Department \$12,092,801



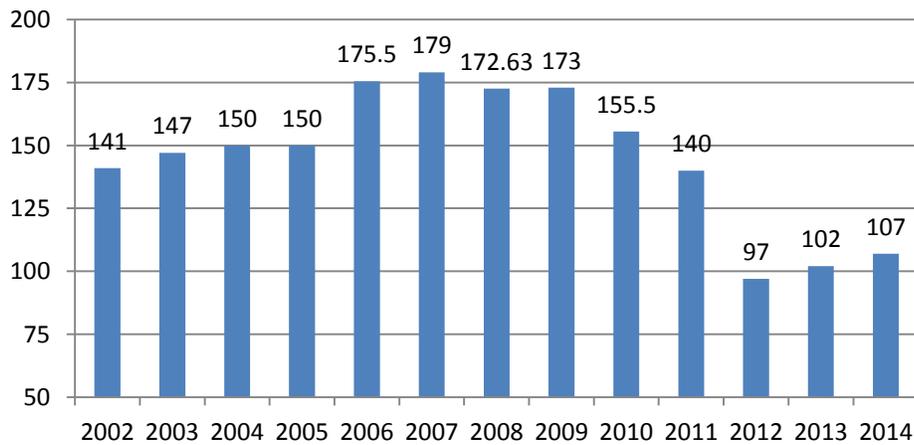
### City of Santa Paula Citywide Expenditures Excluding General Fund By Department \$21,226,662



### City of Santa Paula General Fund Staffing Costs



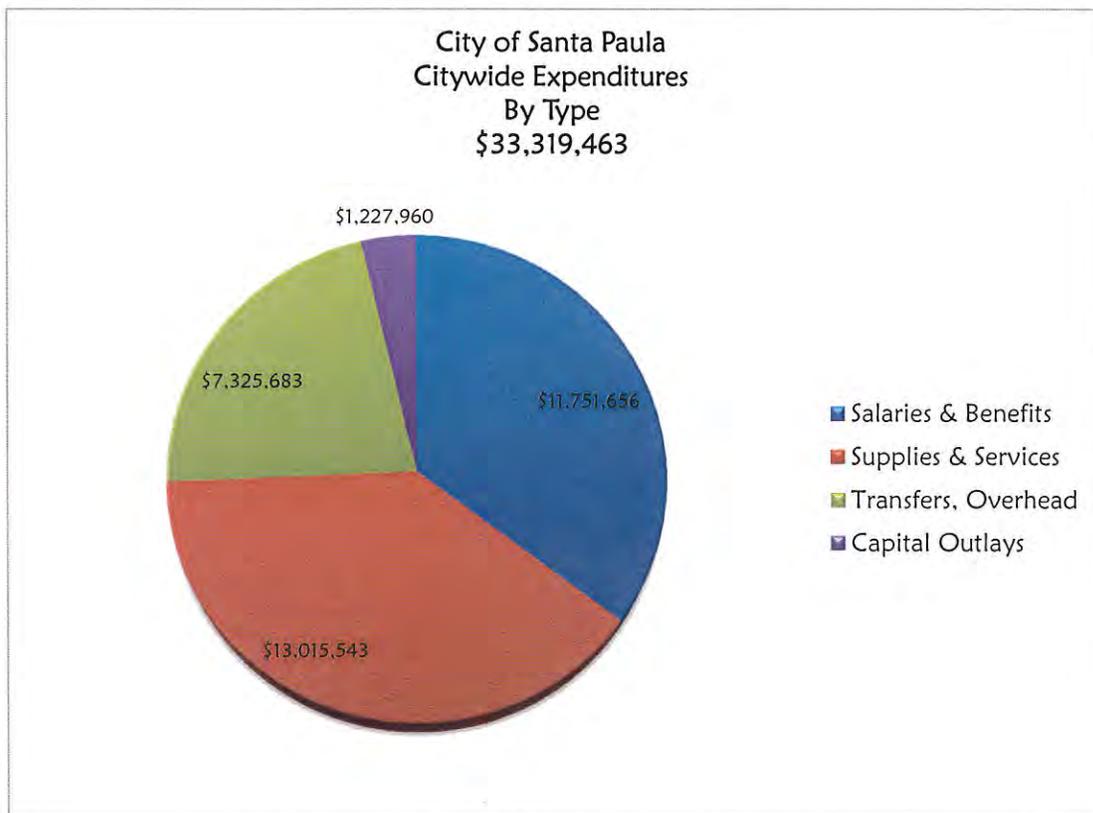
### City of Santa Paula Full-time Position Count



**SANTA PAULA CITYWIDE SUMMARY**

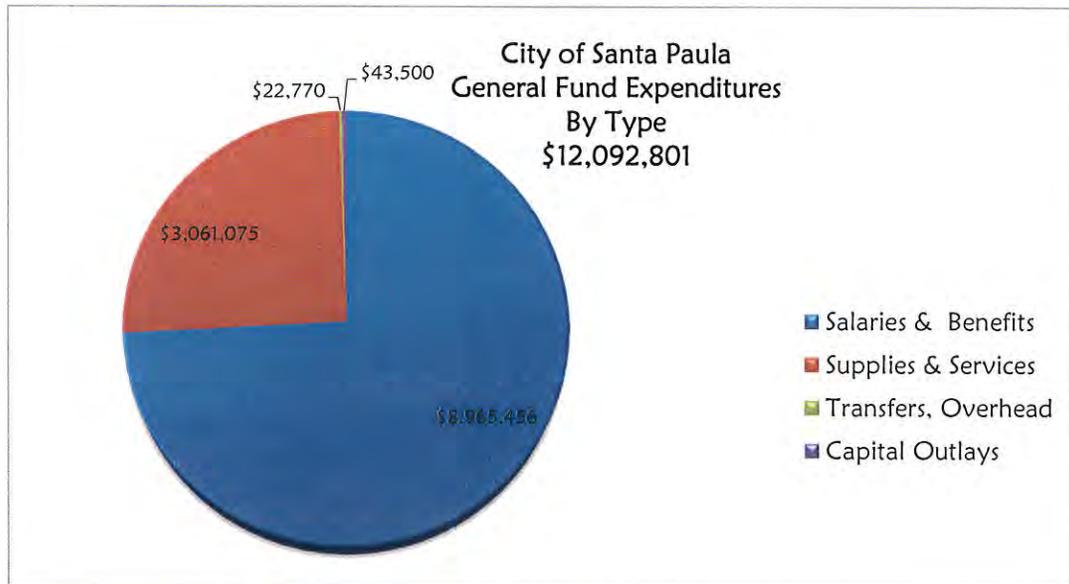
|                                  | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change |
|----------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|-------------|
| <b>Expenditures</b>              |                    |                    |                    |                       |                     |             |
| Salaries                         | 7,500,043          | 6,624,176          | 6,692,062          | 6,776,977             | 7,267,496           | 7.2%        |
| Benefits                         | 4,024,031          | 3,912,000          | 3,942,231          | 4,107,967             | 4,484,160           | 9.2%        |
| Total                            | 11,524,074         | 10,536,176         | 10,634,293         | 10,884,944            | 11,751,656          | 8.0%        |
| Supplies, Services & Maintenance | 11,838,309         | 10,689,205         | 11,482,763         | 12,067,662            | 13,015,543          | 7.9%        |
| Transfers, Overhead              | 5,578,400          | 6,395,200          | 8,122,865          | 7,870,392             | 7,325,683           | 0.0%        |
| Total                            | 17,416,709         | 17,084,405         | 19,605,628         | 19,938,054            | 20,341,226          | 2.0%        |
| Capital Outlays                  | 1,972,630          | 441,586            | 304,796            | 1,272,285             | 1,227,960           | 0.0%        |
| Citywide Totals                  | 30,913,413         | 28,062,167         | 30,544,717         | 32,095,283            | 33,320,842          | 3.8%        |
| <b>Authorized Employee Count</b> | 131                | 114                | 102                | 97                    | 102                 |             |

|                         | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change |
|-------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|-------------|
| <b>Revenues</b>         |                    |                    |                    |                       |                     |             |
| General Fund            | 12,219,812         | 11,646,971         | 11,386,452         | 11,629,693            | 12,836,825          | 10.4%       |
| Special Fund            | 5,154,913          | 3,121,706          | 3,107,399          | 3,816,416             | 5,004,099           | 31.1%       |
| Enterprise Fund         | 19,268,371         | 17,221,256         | 18,151,636         | 18,636,623            | 18,653,321          | 0.1%        |
| Development Impact Fund | 280,342            | 269,650            | 256,390            | 269,802               | 326,030             | 20.8%       |
| Citywide Totals         | 36,923,438         | 32,259,583         | 32,901,877         | 34,352,534            | 36,820,275          | 7.2%        |



**SANTA PAULA - GENERAL FUND SUMMARY**

|   | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change  |
|---|--------------------|--------------------|--------------------|-----------------------|---------------------|--------------|
| <b>Expenditures</b>                         |                    |                    |                    |                       |                     |              |
| Salaries                                    | 5,917,310          | 5,236,674          | 5,359,862          | 5,303,914             | 5,540,029           | 4.5%         |
| Benefits                                    | 3,307,184          | 3,222,173          | 3,192,989          | 3,266,930             | 3,425,427           | 4.9%         |
| <b>Total</b>                                | <b>9,224,495</b>   | <b>8,458,847</b>   | <b>8,552,851</b>   | <b>8,570,844</b>      | <b>8,965,456</b>    | <b>4.6%</b>  |
| <b>Supplies, Services &amp; Maintenance</b> |                    |                    |                    |                       |                     |              |
| Supplies, Services & Maintenance            | 2,523,885          | 2,512,867          | 2,565,779          | 2,430,531             | 3,061,075           | 25.9%        |
| Transfers, Overhead                         | 0                  | 22,770             | 22,770             | 22,770                | 22,770              | 0.0%         |
| <b>Total</b>                                | <b>2,523,885</b>   | <b>2,535,637</b>   | <b>2,588,549</b>   | <b>2,453,301</b>      | <b>3,083,845</b>    | <b>25.7%</b> |
| <b>Capital Outlays</b>                      |                    |                    |                    |                       |                     |              |
| Capital Outlays                             | 44,953             | 88,300             | 66,000             | 64,601                | 43,500              | 0.0%         |
| <b>Total</b>                                | <b>11,793,332</b>  | <b>11,082,784</b>  | <b>11,207,400</b>  | <b>11,088,746</b>     | <b>12,092,801</b>   | <b>9.1%</b>  |
| <b>Revenue &amp; Other Resources</b>        |                    |                    |                    |                       |                     |              |
| Taxes                                       | 7,508,894          | 7,817,996          | 7,974,536          | 7,866,946             | 8,068,800           | 2.6%         |
| Fee, Fines & Permits                        | 978,302            | 1,007,083          | 853,927            | 786,140               | 868,150             | 10.4%        |
| Intergovernmental                           | 483,513            | 350,920            | 340,800            | 363,426               | 352,800             | -2.9%        |
| Charges for Services, User Fees             | 859,405            | 761,437            | 603,190            | 1,164,994             | 806,844             | -30.7%       |
| Transfers                                   | 1,710,732          | 1,596,885          | 1,595,299          | 1,349,299             | 1,120,091           | -17.0%       |
| Other Revenues                              | 678,966            | 112,650            | 18,700             | 98,889                | 1,620,140           | 1538.3%      |
| <b>Total Revenues</b>                       | <b>12,219,812</b>  | <b>11,646,971</b>  | <b>11,386,452</b>  | <b>11,629,694</b>     | <b>12,836,825</b>   | <b>10.4%</b> |
| <b>Net GF (Cost)/Benefit</b>                | <b>426,480</b>     | <b>564,187</b>     | <b>179,052</b>     | <b>540,948</b>        | <b>744,024</b>      | <b>37.5%</b> |



**SANTA PAULA - GENERAL FUND SUMMARY**

| Department             | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | % Change    |
|------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|-------------|
| Administration         | 1,666,146          | 1,812,203          | 1,887,585          | 1,890,021             | 2,167,355           | 14.7%       |
| Building & Safety      | 281,561            | 253,978            | 284,257            | 246,552               | 333,000             | 35.1%       |
| Community Services     | 864,983            | 735,690            | 829,309            | 813,534               | 883,121             | 8.6%        |
| Economic Development   | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%        |
| Finance                | 382,802            | 356,577            | 367,623            | 413,015               | 484,512             | 17.3%       |
| Fire                   | 2,161,312          | 2,019,656          | 2,128,625          | 2,113,006             | 2,241,415           | 6.1%        |
| Planning               | 632,583            | 511,848            | 535,730            | 522,657               | 613,323             | 17.3%       |
| Police                 | 5,319,503          | 4,904,268          | 4,661,067          | 4,705,591             | 4,870,266           | 3.5%        |
| Public Works           | 333,407            | 205,264            | 233,304            | 237,278               | 225,609             | -4.9%       |
| Non-Department Expense | 151,035            | 283,300            | 279,900            | 147,093               | 274,200             | 86.4%       |
| <b>Total</b>           | <b>11,793,332</b>  | <b>11,082,784</b>  | <b>11,207,400</b>  | <b>11,088,746</b>     | <b>12,092,801</b>   | <b>9.1%</b> |

**SANTA PAULA - MISCELLANEOUS APPROPRIATIONS**

| Department             | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | % Change    |
|------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|-------------|
| Administration         | 138,724            | 150,366            | 180,137            | 169,838               | 175,646             | 3.4%        |
| Building & Safety      | 320,457            | 198,952            | 218,513            | 139,156               | 197,176             | 41.7%       |
| Community Services     | 178,931            | 153,819            | 696,042            | 577,933               | 203,627             | -64.8%      |
| Economic Development   | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%        |
| Finance                | 351,663            | 304,175            | 320,262            | 297,776               | 339,756             | 14.1%       |
| Fire                   | 34,809             | 35,889             | 16,340             | 324,211               | 453,867             | 40.0%       |
| Planning               | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%        |
| Police                 | 157,329            | 156,556            | 105,740            | 119,706               | 103,352             | -13.7%      |
| Public Works           | 17,830,856         | 15,876,926         | 17,800,283         | 19,377,914            | 19,754,617          | 1.9%        |
| Non-Department Expense | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%        |
| <b>Total</b>           | <b>19,012,769</b>  | <b>16,876,683</b>  | <b>19,337,317</b>  | <b>21,006,535</b>     | <b>21,228,041</b>   | <b>1.1%</b> |

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

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

|                                 | <b>Actual<br/>09/10</b> | <b>Actual<br/>10/11</b> | <b>Actual<br/>11/12</b> | <b>Estimated<br/>12/13</b> | <b>Proposed<br/>13/14</b> |
|---------------------------------|-------------------------|-------------------------|-------------------------|----------------------------|---------------------------|
| <b>Administration</b>           |                         |                         |                         |                            |                           |
| Personnel - Salaries            | 579,031                 | 441,319                 | 433,644                 | 520,011                    | 492,479                   |
| Personnel Benefits              | 258,367                 | 228,470                 | 245,932                 | 237,184                    | 245,099                   |
| Sub-Total                       | 837,398                 | 669,789                 | 679,576                 | 757,195                    | 737,578                   |
| Services & Supplies             | 967,588                 | 993,207                 | 1,132,627               | 1,132,825                  | 1,429,777                 |
| Capital Equip/Projects          | 0                       | 3,150                   | 0                       | 0                          | 0                         |
| Other/Transfers Out             | 0                       | 0                       | 0                       | 0                          | 0                         |
| Sub-Total                       | 967,588                 | 996,357                 | 1,132,627               | 1,132,825                  | 1,429,777                 |
| <b>Administration Total</b>     | <b>1,804,986</b>        | <b>1,666,146</b>        | <b>1,812,203</b>        | <b>1,890,020</b>           | <b>2,167,355</b>          |
| <b>Build. &amp; Safety</b>      |                         |                         |                         |                            |                           |
| Personnel - Salaries            | 162,797                 | 164,956                 | 121,357                 | 135,296                    | 173,436                   |
| Personnel Benefits              | 80,452                  | 67,722                  | 88,531                  | 82,230                     | 118,445                   |
| Sub-Total                       | 243,249                 | 232,678                 | 209,888                 | 217,526                    | 291,881                   |
| Services & Supplies             | 54,331                  | 48,884                  | 44,090                  | 29,026                     | 41,119                    |
| Capital Equip/Projects          | 0                       | 0                       | 0                       | 0                          | 0                         |
| Other/Transfers Out             | 0                       | 0                       | 0                       | 0                          | 0                         |
| Sub-Total                       | 54,331                  | 48,884                  | 44,090                  | 29,026                     | 41,119                    |
| <b>Build &amp; Safety Total</b> | <b>297,580</b>          | <b>281,562</b>          | <b>253,978</b>          | <b>246,552</b>             | <b>333,000</b>            |
| <b>Community Services</b>       |                         |                         |                         |                            |                           |
| Personnel - Salaries            | 458,636                 | 435,174                 | 377,504                 | 445,740                    | 507,464                   |
| Personnel Benefits              | 197,812                 | 169,728                 | 170,783                 | 195,877                    | 191,582                   |
| Sub-Total                       | 656,448                 | 604,902                 | 548,287                 | 641,617                    | 699,046                   |
| Services & Supplies             | 207,913                 | 225,898                 | 187,403                 | 171,917                    | 184,075                   |
| Capital Equip/Projects          | 8,900                   | 34,183                  | 0                       | 0                          | 0                         |
| Other/Transfers Out             | 0                       | 0                       | 0                       | 0                          | 0                         |
| Sub-Total                       | 216,813                 | 260,081                 | 187,403                 | 171,917                    | 184,075                   |
| <b>Comm. Services Total</b>     | <b>873,261</b>          | <b>864,983</b>          | <b>735,690</b>          | <b>813,534</b>             | <b>883,121</b>            |
| <b>Finance</b>                  |                         |                         |                         |                            |                           |
| Personnel - Salaries            | 230,542                 | 217,195                 | 208,591                 | 233,540                    | 255,726                   |
| Personnel Benefits              | 93,532                  | 81,929                  | 95,211                  | 103,713                    | 114,086                   |
| Sub-Total                       | 324,074                 | 299,124                 | 303,802                 | 337,253                    | 369,812                   |
| Services & Supplies             | 79,170                  | 83,678                  | 52,775                  | 75,761                     | 114,700                   |
| Capital Equip/Projects          | 0                       | 0                       | 0                       | 0                          | 0                         |
| Other/Transfers Out             | 0                       | 0                       | 0                       | 0                          | 0                         |
| Sub-Total                       | 79,170                  | 83,678                  | 52,775                  | 75,761                     | 114,700                   |
| <b>Finance Total</b>            | <b>403,244</b>          | <b>382,802</b>          | <b>356,577</b>          | <b>413,014</b>             | <b>484,512</b>            |

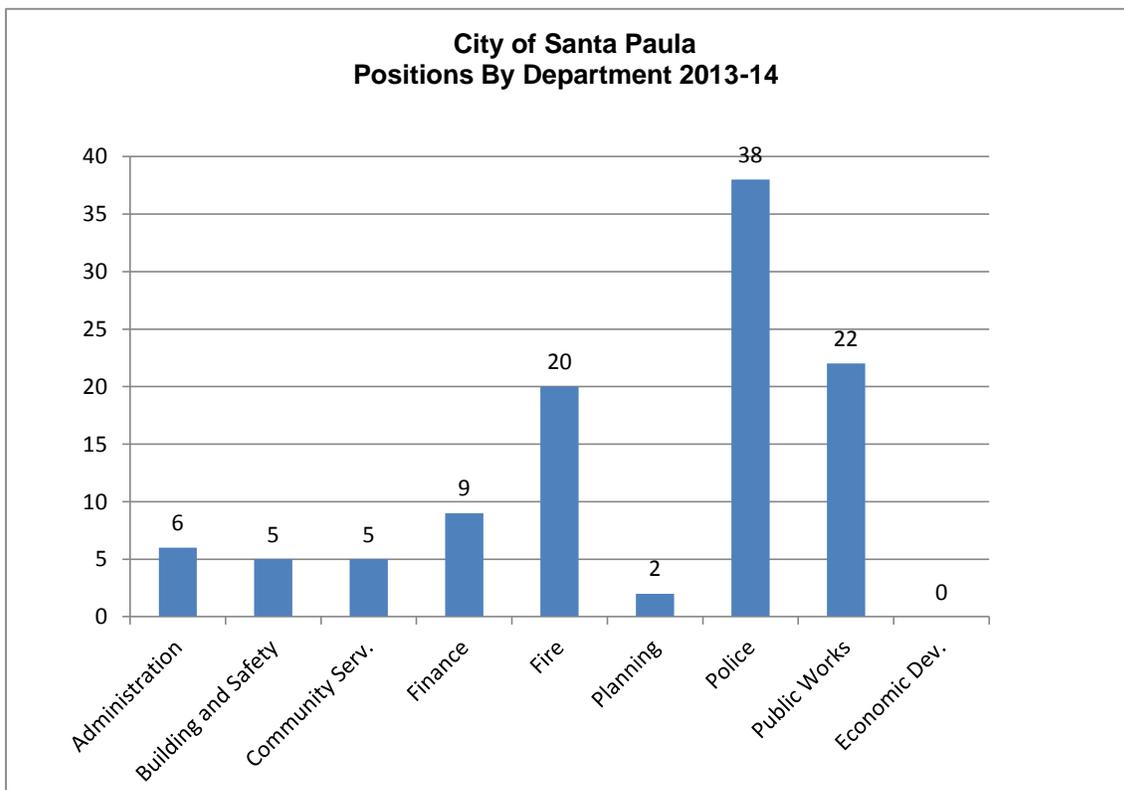
General Fund

Expenditure Summary by Department Category

|                           | Actual<br>09/10   | Actual<br>10/11   | Actual<br>11/12   | Estimated<br>12/13 | Proposed<br>13/14 |
|---------------------------|-------------------|-------------------|-------------------|--------------------|-------------------|
| <b>Fire</b>               |                   |                   |                   |                    |                   |
| Personnel - Salaries      | 1,127,463         | 1,222,291         | 1,094,270         | 1,309,856          | 1,415,762         |
| Personnel Benefits        | 719,397           | 749,998           | 734,600           | 963,833            | 1,028,906         |
| Sub-Total                 | 1,846,860         | 1,972,289         | 1,828,870         | 2,273,689          | 2,444,668         |
| Services & Supplies       | 187,355           | 189,023           | 205,425           | 163,528            | 250,614           |
| Capital Equip/Projects    | 0                 | 0                 | 21,250            | 0                  | 0                 |
| Other/Transfers Out       | 0                 | 0                 | 0                 | 0                  | 0                 |
| Sub-Total                 | 187,355           | 189,023           | 226,675           | 163,528            | 250,614           |
| <b>Fire Total</b>         | <b>2,034,215</b>  | <b>2,161,312</b>  | <b>2,055,545</b>  | <b>2,437,217</b>   | <b>2,695,282</b>  |
| <b>Planning</b>           |                   |                   |                   |                    |                   |
| Personnel - Salaries      | 288,133           | 285,814           | 264,993           | 257,403            | 291,369           |
| Personnel Benefits        | 97,661            | 87,702            | 97,405            | 101,812            | 119,404           |
| Sub-Total                 | 385,794           | 373,516           | 362,398           | 359,215            | 410,773           |
| Services & Supplies       | 126,912           | 259,067           | 149,450           | 163,442            | 202,550           |
| Capital Equip/Projects    | 0                 | 0                 | 0                 | 0                  | 0                 |
| Other/Transfers Out       | 0                 | 0                 | 0                 | 0                  | 0                 |
| Sub-Total                 | 126,912           | 259,067           | 149,450           | 163,442            | 202,550           |
| <b>Planning Total</b>     | <b>512,706</b>    | <b>632,583</b>    | <b>511,848</b>    | <b>522,657</b>     | <b>613,323</b>    |
| <b>Police</b>             |                   |                   |                   |                    |                   |
| Personnel - Salaries      | 2,829,083         | 2,956,486         | 2,635,343         | 2,439,389          | 2,511,217         |
| Personnel Benefits        | 1,735,977         | 1,841,768         | 1,738,425         | 1,662,725          | 1,758,019         |
| Sub-Total                 | 4,565,060         | 4,798,254         | 4,373,768         | 4,102,114          | 4,269,236         |
| Services & Supplies       | 439,125           | 511,318           | 444,500           | 538,873            | 557,530           |
| Capital Equip/Projects    | 139,617           | 9,931             | 86,000            | 64,603             | 43,500            |
| Other/Transfers Out       | 0                 | 0                 | 0                 | 0                  | 0                 |
| Sub-Total                 | 578,742           | 521,249           | 530,500           | 603,476            | 601,030           |
| <b>Police Total</b>       | <b>5,143,802</b>  | <b>5,319,503</b>  | <b>4,904,268</b>  | <b>4,705,590</b>   | <b>4,870,266</b>  |
| <b>Public Works</b>       |                   |                   |                   |                    |                   |
| Personnel - Salaries      | 262,524           | 194,076           | 103,672           | 137,279            | 135,114           |
| Personnel Benefits        | 150,390           | 79,866            | 51,325            | 65,917             | 61,215            |
| Sub-Total                 | 412,914           | 273,942           | 154,997           | 203,196            | 196,329           |
| Services & Supplies       | 65,047            | 59,464            | 27,497            | 11,313             | 6,510             |
| Capital Equip/Projects    | 0                 | 0                 | 0                 | 0                  | 0                 |
| Other/Transfers Out       | 0                 | 0                 | 22,770            | 22,770             | 22,770            |
| Sub-Total                 | 65,047            | 59,464            | 50,267            | 34,083             | 29,280            |
| <b>Public Works Total</b> | <b>477,961</b>    | <b>333,406</b>    | <b>205,264</b>    | <b>237,279</b>     | <b>225,609</b>    |
| <b>Non-Departmental</b>   |                   |                   |                   |                    |                   |
| Personnel - Salaries      | 0                 | 0                 | 0                 | 0                  | 0                 |
| Personnel Benefits        | 0                 | 0                 | 0                 | 0                  | 0                 |
| Sub-Total                 | 0                 | 0                 | 0                 | 0                  | 0                 |
| Services & Supplies       | 165,526           | 153,346           | 281,000           | 147,095            | 274,200           |
| Capital Equip/Projects    | 10,402            | (2,312)           | 2,300             | 3                  | 0                 |
| Other/Transfers Out       | 124,960           | 0                 | 0                 | 0                  | 0                 |
| Sub-Total                 | 300,888           | 151,034           | 283,300           | 147,098            | 274,200           |
| <b>Non-Depart. Total</b>  | <b>300,888</b>    | <b>151,034</b>    | <b>283,300</b>    | <b>147,098</b>     | <b>274,200</b>    |
| <b>Total General Fund</b> | <b>11,848,643</b> | <b>11,793,331</b> | <b>11,118,673</b> | <b>11,412,961</b>  | <b>12,546,668</b> |

**CITY OF SANTA PAULA  
 Citywide Position Count**

| Departments            | Full Time Positions |            |               |            |              |            |           |            |            |  |
|------------------------|---------------------|------------|---------------|------------|--------------|------------|-----------|------------|------------|--|
|                        | 2006                | 2007       | 2008          | 2009       | 2010         | 2011       | 2012      | 2013       | 2014       |  |
| Administration         | 6                   | 6.5        | 8             | 8.5        | 6            | 6.5        | 6         | 6          | 6          |  |
| Building and Safety    | 8.5                 | 11         | 11.5          | 11.5       | 6            | 6          | 4         | 5          | 5          |  |
| Community Serv.        | 28                  | 28         | 30            | 28         | 29.5         | 27         | 5         | 5          | 5          |  |
| Finance                | 11                  | 10         | 10            | 10         | 8            | 10         | 7         | 9          | 9          |  |
| Fire                   | 14                  | 14         | 14.5          | 15         | 15           | 15         | 15        | 15         | 20         |  |
| Planning               | 8.5                 | 8.5        | 7.3           | 6.5        | 4            | 4          | 2         | 2          | 2          |  |
| Police                 | 47                  | 47         | 48            | 49         | 47           | 43.5       | 37        | 38         | 38         |  |
| Public Works           | 50                  | 51         | 41.83         | 43         | 39           | 28         | 21        | 22         | 22         |  |
| Economic Dev.          | 2.5                 | 3          | 1.5           | 1.5        | 1            | 0          | 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> | <b>107</b> |  |



**CITY OF SANTA PAULA  
 POSITION CONTROL LISTING  
 ADOPTED BUDGET - FY 2013-14**

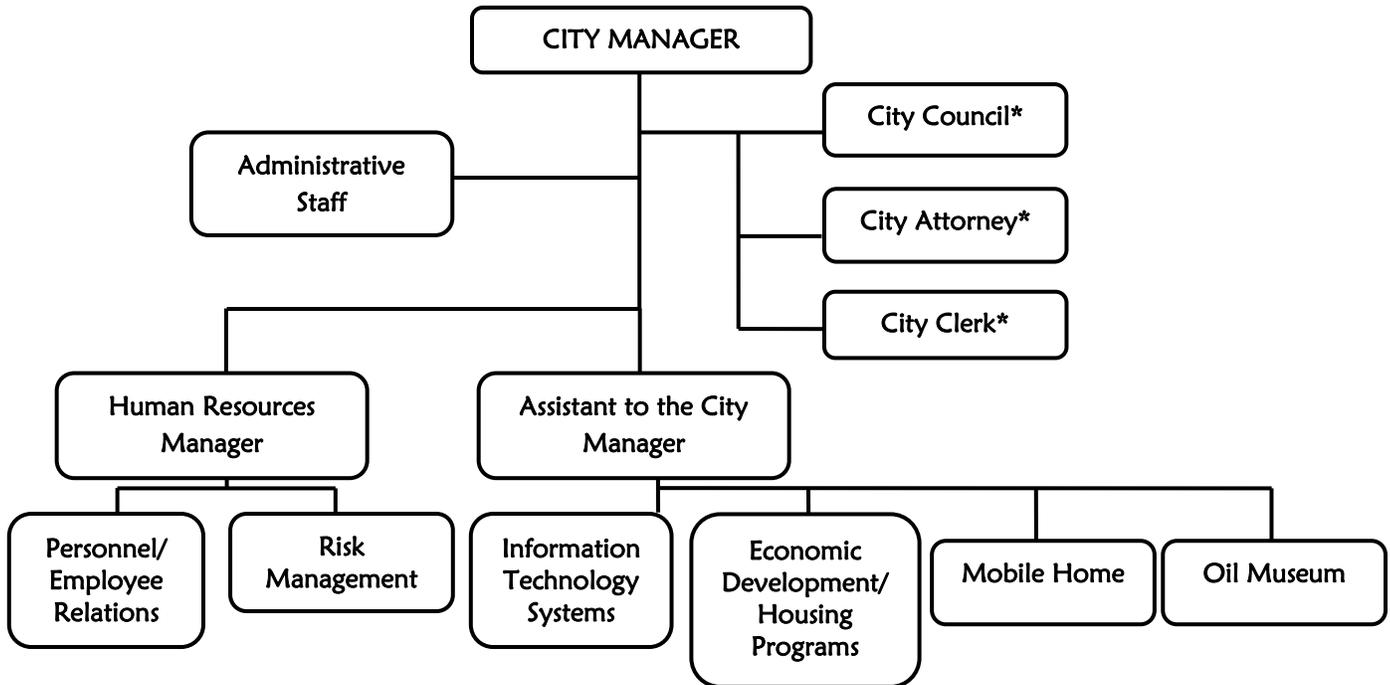
| Department                            | Position                                 | Full-Time               | Part-Time    | Seasonal    | FTE's         | Employee Count |              |
|---------------------------------------|--|-------------------------|--------------|-------------|---------------|----------------|--------------|
| <b>ADMINISTRATION</b>                 | City Manager                             | 1.00                    |              |             | 1.00          | 1.00           |              |
|                                       | Assistant to the City Manager            |                         | 0.33         |             | 0.33          | 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>0.33</b>  | <b>0.00</b> | <b>6.33</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          | 8.00           |              |
|                                       | Park Monitor                             |                         | 1.50         |             | 1.50          | 3.00           |              |
|                                       | Custodian                                |                         | 0.50         |             | 0.50          | 1.00           |              |
|                                       | Recreation Coordinator                   |                         |              | 2.00        | 2.00          | 4.00           |              |
|                                       | Recreation Leader                        |                         |              | 2.50        | 2.50          | 5.00           |              |
|                                       |  | <b>Department Total</b> | <b>5.00</b>  | <b>7.65</b> | <b>4.50</b>   | <b>17.15</b>   | <b>29.00</b> |
|                                       | <b>FINANCE</b>                           | Finance Director        | 1.00         |             |               | 1.00           | 1.00         |
| * Assistant Finance Director (Vacant) |  |                         |              |             | 0.00          |                |              |
| Accountant                            |  | 1.00                    |              |             | 1.00          | 1.00           |              |
| Senior Accounting Technician          |  | 2.00                    |              |             | 2.00          | 2.00           |              |
| Accounting Technician                 |  | 3.00                    |              |             | 3.00          | 3.00           |              |
| Customer Service Representative       |  | 2.00                    |              |             | 2.00          | 2.00           |              |
|                                       | <b>Department Total</b>                  | <b>9.00</b>             | <b>0.00</b>  |             | <b>9.00</b>   | <b>9.00</b>    |              |
| <b>FIRE</b>                           | Fire Chief                               | 1.00                    |              |             | 1.00          | 1.00           |              |
|                                       | Asst. Fire Chief/Fire Prevention Officer | 1.00                    |              |             | 1.00          | 1.00           |              |
|                                       | Fire Captain                             | 6.00                    |              |             | 6.00          | 6.00           |              |
|                                       | Fire Engineer                            | 6.00                    |              |             | 6.00          | 6.00           |              |
|                                       | Firefighter                              | 6.00                    |              |             | 6.00          | 6.00           |              |
|                                       |  | <b>Department Total</b> | <b>20.00</b> |             |               | <b>20.00</b>   | <b>20.00</b> |
| <b>PLANNING</b>                       | Planning Director/EA1 Project Manager    | 1.00                    |              |             | 1.00          | 1.00           |              |
|                                       | **Deputy Planning Director               | 1.00                    |              |             | 1.00          | 1.00           |              |
|                                       | Assistant Planner                        |                         | 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>107.00</b>           | <b>13.48</b> | <b>4.50</b> | <b>124.48</b> | <b>142.00</b>  |              |

**Note:**

\*Community Services Director & 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, and City Clerk's offices.



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

**Budget Commentary:** The Administration Department provides direct and indirect services and staff support to all operating Departments within the City. As such, the majority of costs are supported by the General Fund, with some indirect charges to the 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.

## ADMINISTRATION DEPARTMENT

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| City Council |
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**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.

## ADMINISTRATION DEPARTMENT

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| <b>City Clerk</b> |
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**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 varies every year as there are elections bi-annually. The staff remains with an elected City Clerk and an Administrative Assistant/Deputy City Clerk that shares duties in the City Manager's office.

## ADMINISTRATION DEPARTMENT

### City Manager's Office

***Program Description:*** The City Manager's Office is responsible for the implementation of City Council policy by directing and coordinating the operations of the City by providing leadership and direction to City departments in the administration of their operations, and is responsible for providing direct support to the City Council in developing legislative and executive policy.

Personnel/Employee Relations is responsible for the recruitment, compensation, and training of City personnel; maintenance of all City personnel records; employee benefits administration; and general oversight of 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.
- Coordinate information provided for Public Records Requests.

## ADMINISTRATION DEPARTMENT

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- Serves as contact person for for both in house and community customers.
- Preserves the City's assets and public service capabilities from loss, destruction or depletion.
- Administers claims and manages insurance premiums, uninsured losses and other risk costs.
- Provides administration of the Citywide Safety Program.

### *Specific Objectives:*

- **City Manager's Office**
  - ◆ Complete the preparation of the annual City Budget, including an updated Capital Improvement Plan.
  - ◆ Will supervise completion of citywide fee study., and overhead rate study
- **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.

## ADMINISTRATION DEPARTMENT

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Temporary funding of planning staff has ended and moved back to planning. The Risk Management Division is recommended to increase approximately \$233,181 for the 2013-2014 budget 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 the CJPIA retrospective deposit of \$2,558,853 plus interest to be paid over a 10 year period.

## ADMINISTRATION DEPARTMENT

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| <b>City Attorney</b> |
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***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. This is a maintenance budget with no significant changes over 2012-13.

## ADMINISTRATION DEPARTMENT

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

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

***Budget Commentary:*** This is a maintenance budget, which is only slightly below prior year with contingencies remaining at \$115,000

## ADMINISTRATION DEPARTMENT

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### California Oil Museum of Santa Paula

***Program Description:*** The California Oil Museum, built in 1890 by the founders of the Union Oil Company and operated by the City since 1993, is a museum of the California oil industry. Exhibits include interactive games, working models, artifacts, photos, displays, and an authentic turn-of-the-century drilling rig housed in a separate building of the Museum. New exhibits on transportation, science, technology, history, and art are presented throughout the year. Guided tours of the restored Union Oil offices on the second floor are given by Museum Tour Docents. The Museum staff includes a full-time Museum Administrator and a part-time Custodian. Grant funded positions include a part-time Museum Educator, a part-time Education Assistant, part-time front desk visitor services associates and on-call school tour guides. Volunteer staff consists of ten Key and Tour Docents who open and close the Museum, manage the visitor desk and oversee store sales. Approximately 10,000 visitors come to the Museum each year. The Museum's Education Program, which began in 2007 and is fully grant funded, has grown from 500 students in the first year to over 3000 students in 2013.

***Program Performance Areas:***

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

***Specific Objectives:***

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

**Budget Commentary:** The California Oil Museum is owned by Chevron and leased to the City of Santa Paula. Funding for the Museum is provided through both corporation and private grants and donations.

**ADMINISTRATION DEPARTMENT SUMMARY**

|                                       | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change  |
|---------------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|--------------|
| <b>Expenditures</b>                   |                    |                    |                    |                       |                     |              |
| Salaries                              | 504,709            | 488,050            | 549,865            | 568,148               | 542,439             | -4.5%        |
| Benefits                              | 256,501            | 273,492            | 269,536            | 261,856               | 270,712             | 3.4%         |
| <b>Total</b>                          | <b>761,211</b>     | <b>761,542</b>     | <b>819,401</b>     | <b>830,004</b>        | <b>813,151</b>      | <b>-2.0%</b> |
| Supplies, Services & Maintenance      | 1,057,619          | 1,201,027          | 1,247,646          | 1,229,274             | 1,529,287           | 24.4%        |
| Transfers, Overhead and Debt Payments | 861                | 0                  | 675                | 581                   | 563                 | 0.0%         |
| <b>Total</b>                          | <b>1,058,481</b>   | <b>1,201,027</b>   | <b>1,248,321</b>   | <b>1,229,855</b>      | <b>1,529,850</b>    | <b>24.4%</b> |
| Capital Outlays                       | (14,821)           | 0                  | 0                  | 0                     | 0                   | 0.0%         |
| <b>Total</b>                          | <b>1,804,870</b>   | <b>1,962,569</b>   | <b>2,067,722</b>   | <b>2,059,859</b>      | <b>2,343,001</b>    | <b>13.7%</b> |
| Authorized Employee Count             | 6.5                | 6.75               | 7                  | 7                     | 7                   |              |

**ADMINISTRATION DEPARTMENT - GENERAL FUND SUMMARY**

|                                       | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change  |
|---------------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|--------------|
| <b>Expenditures</b>                   |                    |                    |                    |                       |                     |              |
| Salaries                              | 441,319            | 433,644            | 492,565            | 520,011               | 492,479             | -5.3%        |
| Benefits                              | 228,470            | 245,932            | 242,274            | 237,184               | 245,099             | 3.3%         |
| <b>Total</b>                          | <b>669,789</b>     | <b>679,576</b>     | <b>734,839</b>     | <b>757,195</b>        | <b>737,578</b>      | <b>-2.6%</b> |
| Supplies, Services & Maintenance      | 993,207            | 1,132,627          | 1,152,746          | 1,132,825             | 1,429,777           | 26.2%        |
| Transfers, Overhead and Debt Payments | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%         |
| <b>Total</b>                          | <b>993,207</b>     | <b>1,132,627</b>   | <b>1,152,746</b>   | <b>1,132,825</b>      | <b>1,429,777</b>    | <b>26.2%</b> |
| Capital Outlays                       | 3,150              | 0                  | 0                  | 0                     | 0                   | 0.0%         |
| <b>Total</b>                          | <b>1,666,146</b>   | <b>1,812,203</b>   | <b>1,887,585</b>   | <b>1,890,021</b>      | <b>2,167,355</b>    | <b>14.7%</b> |
| <b>Revenue &amp; Other Resources</b>  |                    |                    |                    |                       |                     |              |
| Charges for Services, User Fees       | 2,837              | 506                | 150                | 5,438                 | 5,650               | 3.9%         |
| <b>Total Revenues</b>                 | <b>2,837</b>       | <b>506</b>         | <b>150</b>         | <b>5,438</b>          | <b>5,650</b>        | <b>3.9%</b>  |
| <b>Net GF (Cost)/Benefit</b>          | <b>(1,663,309)</b> | <b>(1,811,697)</b> | <b>(1,887,435)</b> | <b>(1,884,583)</b>    | <b>(2,161,705)</b>  | <b>14.7%</b> |

**NON DEPARTMENTAL - GENERAL FUND SUMMARY**

|                                      | FY 10-11<br>Actual  | FY 11-12<br>Actual | FY 12-13<br>Budget  | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change    |
|--------------------------------------|---------------------|--------------------|---------------------|-----------------------|---------------------|----------------|
| <b>Expenditures</b>                  |                     |                    |                     |                       |                     |                |
| Supplies, Services & Maintenance     | 153,346             | 281,000            | 279,900             | 147,095               | 274,200             | 86%            |
| <b>Total</b>                         | <b>153,346</b>      | <b>281,000</b>     | <b>279,900</b>      | <b>147,095</b>        | <b>274,200</b>      | <b>86%</b>     |
| Capital Outlays                      | (2,312)             | 2,300              | 0                   | (3)                   | 0                   | 0.0%           |
| <b>Total</b>                         | <b>(2,312)</b>      | <b>2,300</b>       | <b>0</b>            | <b>(3)</b>            | <b>0</b>            | <b>-100.0%</b> |
| <b>Total</b>                         | <b>151,035</b>      | <b>283,300</b>     | <b>279,900</b>      | <b>147,093</b>        | <b>274,200</b>      | <b>86%</b>     |
| <b>Revenue &amp; Other Resources</b> |                     |                    |                     |                       |                     |                |
| Taxes                                | 7,508,894           | 7,817,996          | 8,206,800           | 7,866,946             | 7,968,800           | 1%             |
| Fee, Fines & Permits                 | 26,160              | 27,425             | 27,200              | 27,732                | 27,700              | 0%             |
| Charges for Services, User Fees      | 576,253             | 634,528            | 433,417             | 444,626               | 11,150              | -97%           |
| Transfers                            | 1,710,732           | 1,596,885          | 1,825,596           | 1,349,299             | 1,120,091           | -17%           |
| Other Revenues                       | 542,461             | 500                | 2,100               | 2,996                 | 1,602,050           | 53373%         |
| <b>Total Revenues</b>                | <b>10,364,500</b>   | <b>10,077,334</b>  | <b>10,495,113</b>   | <b>9,691,599</b>      | <b>10,729,791</b>   | <b>11%</b>     |
| <b>Net GF (Cost)/Benefit</b>         | <b>(10,213,465)</b> | <b>(9,794,034)</b> | <b>(10,215,213)</b> | <b>(9,544,506)</b>    | <b>(10,455,591)</b> | <b>10%</b>     |

GENERAL ADMINISTRATION

ADMIN-CITY COUNCIL

| FUND                           |                |                             | 100             | 0501            |                 |                    |                  |        |
|--------------------------------|----------------|-----------------------------|-----------------|-----------------|-----------------|--------------------|------------------|--------|
| Line                           | Budget Account | Account Description         | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |        |
| <b>Salaries &amp; Wages</b>    |                |                             |                 |                 |                 |                    |                  |        |
| 1                              | 0501 *002      | Part Time Salaries          | 17,968          | 17,100          | 17,550          | 19,031             | 18,000           |        |
|                                |                |                             | Total           | 17,968          | 17,100          | 17,550             | 19,031           | 18,000 |
| <b>Employee Paid Benefits</b>  |                |                             |                 |                 |                 |                    |                  |        |
| 2                              | 0501 *041      | Cafeteria Allowance         | 58,570          | 58,686          | 56,926          | 54,514             | 58,686           |        |
| 3                              | 0501 *042      | Retirement                  | 2,117           | 410             | 1,783           | 1,914              | 1,840            |        |
| 4                              | 0501 *xxx      | All Other Paid Benefits     | 1,216           | 1,910           | 443             | 1,329              | 1,305            |        |
|                                |                |                             | Total           | 61,903          | 61,006          | 59,152             | 57,756           | 61,831 |
|                                |                |                             | Total           | 79,871          | 78,106          | 76,702             | 76,788           | 79,831 |
| <b>Services &amp; Supplies</b> |                |                             |                 |                 |                 |                    |                  |        |
| 5                              | 0501 *075      | Council Expense - Robinson  | 2,540           | 2,000           | 2,000           | 0                  | 0                |        |
| 6                              | 0502 *076      | Council Expense - Hernandez | 0               | 0               | 0               | 1,756              | 2,000            |        |
| 6                              | 0501 *078      | Council Expense - Tovas     | 2,564           | 2,000           | 2,000           | 1,770              | 2,000            |        |
| 8                              | 0501 *080      | Council Expense - Fernandez | 93              | 2,000           | 2,000           | 839                | 2,000            |        |
| 9                              | 0501 *081      | Council Expense - Gonzales  | 0               | 2,000           | 2,000           | 73                 | 2,000            |        |
| 10                             | 0501 *082      | Council Expense - Cook      | 558             | 2,000           | 2,000           | 1,065              | 2,000            |        |
| 11                             | 0501 *101      | Postage                     | 20              | 0               | 0               | 57                 | 0                |        |
| 12                             | 0501 *103      | Dues & Subscriptions        | 7,415           | 0               | 7,500           | 14,956             | 7,500            |        |
| 13                             | 0501 *120      | Supplies - Office           | 0               | 0               | 0               | 114                | 0                |        |
| 14                             | 0501 *150      | Recognitions/Awards         | 0               | 50              | 50              | 107                | 50               |        |
| 15                             | 0501 *209      | Prof/Cont Svcs - Other      | 0               | 100             | 100             | 106                | 100              |        |
| 16                             | 0501 *282      | Utility - Telephone         | 889             | 0               | 0               | 0                  | 0                |        |
| 17                             | 0501 *352      | Training/Workshops/Meetings | 0               | 100             | 100             | 100                | 100              |        |
| 18                             | 0501 *353      | Mileage Reimbursement       | 0               | 0               | 0               | 0                  | 0                |        |
|                                |                |                             | Total           | 14,079          | 10,250          | 17,750             | 20,944           | 17,750 |
|                                |                |                             | Total           | 93,950          | 88,356          | 94,452             | 97,732           | 97,581 |

Year-Over-Year Changes

No significant year over year changes.

GENERAL ADMINISTRATION

CITY CLERK

FUND 100

0502

| Line                           | Budget Account | Account Description            | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|--------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>    |                |                                |                 |                 |                 |                    |                  |
| 1                              | 0502 *001      | Full Time Salaries             | 29,467          | 28,134          | 28,875          | 21,496             | 26,814           |
| 2                              | 0502 *002      | Part Time Salaries             | 3,604           | 3,420           | 3,510           | 5,955              | 3,600            |
| 3                              | 0502 *003      | Overtime                       | 1,896           | 1,500           | 1,500           | 1,627              | 1,600            |
| Total                          |                |                                | 34,967          | 33,054          | 33,885          | 29,078             | 32,014           |
| <b>Employee Paid Benefits</b>  |                |                                |                 |                 |                 |                    |                  |
| 4                              | 0502 *041      | Cafeteria Allowance            | 6,604           | 6,585           | 6,585           | 5,213              | 6,585            |
| 5                              | 0502 *042      | Retirement                     | 2,904           | 2,967           | 2,956           | 5,035              | 7,677            |
| 6                              | 0502 *xxx      | All Other Paid Benefits        | 1,217           | 1,094           | 1,286           | 1,077              | 1,348            |
| Total                          |                |                                | 10,725          | 10,646          | 10,827          | 11,326             | 15,610           |
| Total                          |                |                                | 45,692          | 43,700          | 44,712          | 40,404             | 47,624           |
| <b>Services &amp; Supplies</b> |                |                                |                 |                 |                 |                    |                  |
| 7                              | 0502 *101      | Postage                        | 13              | 0               | 0               | 51                 | 0                |
| 8                              | 0502 *120      | Supplies-Office                | 261             | 0               | 550             | 251                | 0                |
| 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          | 9,081           | 20,000          | 2,000           | 2,000              | 2,000            |
| 12                             | 0502 *230      | Legal Advertising              | 338             | 200             | 200             | 766                | 1,000            |
| 13                             | 0502 *231      | Misc. Advertising/Promo        | 25              | 0               | 0               | 648                | 0                |
| 14                             | 0502 *240      | Duplication Charges - Internal | 0               | 0               | 0               | 0                  | 0                |
| 15                             | 0502 *282      | Utility - Telephone            | 0               | 0               | 0               | 0                  | 0                |
| 16                             | 0502 *303      | Maint-Office Equipment         | 0               | 0               | 0               | 0                  | 0                |
| 17                             | 0502 *330      | Elections                      | 1,660           | 1,100           | 15,000          | 6,270              | 0                |
| 18                             | 0502 *352      | Training/Workshops/Meetings    | 1,319           | 1,000           | 1,000           | 1,102              | 1,000            |
| 19                             | 0502 *360      | Educational Reimbursement      | 0               | 0               | 0               | 0                  | 0                |
| Total                          |                |                                | 12,698          | 22,300          | 18,750          | 11,088             | 4,000            |
| Total                          |                |                                | 58,390          | 66,000          | 63,462          | 51,492             | 51,624           |

Year-Over-Year Changes

No significant year over year changes.

GENERAL ADMINISTRATION

CITY ATTORNEY

FUND 100

0504

| Line                           | Budget Account | Account Description         | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|-----------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Services &amp; Supplies</b> |                |                             |                 |                 |                 |                    |                  |
| 1                              | 0504 *101      | Postage                     | 0               | 0               | 0               | 0                  | 0                |
| 2                              | 0504 *203      | Prof/Contr Svcs - Legal     | 108,688         | 150,000         | 125,000         | 140,745            | 150,000          |
| 3                              | 0504 *209      | Prof/Contr Svcs - Other     | 0               | 0               | 0               | 15                 | 0                |
| 4                              | 0504 *282      | Utility Phone               | 0               | 0               | 0               | 0                  | 0                |
| Total                          |                |                             | 108,688         | 150,000         | 125,000         | 140,760            | 150,000          |
| <b>Capital Outlays</b>         |                |                             |                 |                 |                 |                    |                  |
| 5                              | 0504 *678      | Prior Year Adj-Expenditures | (17,971)        | 0               | 0               | 0                  | 0                |
| Total                          |                |                             | (17,971)        | 0               | 0               | 0                  | 0                |
| Total                          |                |                             | 90,717          | 150,000         | 125,000         | 140,760            | 150,000          |

Year-Over-Year Changes

No significant year over year changes.

GENERAL ADMINISTRATION

CITY MANAGER

| FUND                           |                |                                | 100             | 0511            |                 |                    |                  |
|--------------------------------|----------------|--------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| Line                           | Budget Account | Account Description            | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| <b>Salaries &amp; Wages</b>    |                |                                |                 |                 |                 |                    |                  |
| 1                              | 0511 *001      | Full Time Salaries             | 188,734         | 173,967         | 219,862         | 260,844            | 216,354          |
| 2                              | 0511 *002      | Part Time Salaries             | 0               | 0               | 0               | 0                  | 0                |
| 3                              | 0511 *003      | Overtime Salaries              | 948             | 750             | 900             | 819                | 900              |
| Total                          |                |                                | 189,682         | 174,717         | 220,762         | 261,663            | 217,254          |
| <b>Employee Paid Benefits</b>  |                |                                |                 |                 |                 |                    |                  |
| 4                              | 0511 *020      | Moving Allowance               | 5,368           | 0               | 0               | 0                  | 0                |
| 5                              | 0511 *021      | Car Allowance                  | 4,782           | 4,767           | 6,185           | 7,945              | 6,893            |
| 6                              | 0511 *041      | Cafeteria Allowance            | 16,880          | 17,142          | 22,425          | 24,203             | 25,065           |
| 7                              | 0511 *042      | Retirement                     | 41,228          | 48,153          | 44,580          | 44,777             | 44,416           |
| 8                              | 0511 *xxx      | All Other Paid Benefits        | 5,135           | 6,005           | 7,592           | 7,796              | 8,173            |
| Total                          |                |                                | 73,392          | 76,067          | 80,782          | 84,721             | 84,547           |
| Total                          |                |                                | 263,074         | 250,784         | 301,544         | 346,384            | 301,801          |
| <b>Services &amp; Supplies</b> |                |                                |                 |                 |                 |                    |                  |
| 9                              | 0511 *101      | Postage                        | 70              | 750             | 0               | 0                  | 0                |
| 10                             | 0511 *103      | Dues & Subscriptions           | 16,909          | 24,000          | 24,150          | 18,415             | 24,150           |
| 11                             | 0511 *120      | Supplies Office                | 116             | 1,900           | 1,900           | 1,866              | 2,150            |
| 12                             | 0511 *129      | Supplies - Other               | 52              | 750             | 750             | 97                 | 100              |
| 13                             | 0511 *150      | Recognition/Awards             | 1,427           | 1,500           | 1,500           | 2,760              | 1,500            |
| 14                             | 0511 *171      | Minor Equipment - Office       | 0               | 0               | 0               | 0                  | 0                |
| 15                             | 0511 *179      | Minor Equipment - Other        | 5,151           | 0               | 0               | 0                  | 0                |
| 16                             | 0511 *205      | Prof/Contr Svcs - Personnel    | 159             | 500             | 500             | 906                | 500              |
| 17                             | 0511 *209      | Prof/Contr Svcs - Other        | 6,562           | 11,000          | 11,000          | 21,627             | 21,000           |
| 18                             | 0511 *231      | Misc. Advertising/Promo        | 55              | 2,000           | 2,000           | 3,712              | 2,000            |
| 19                             | 0511 *240      | Duplication Charges - Internal | 0               | 0               | 0               | 0                  | 0                |
| 20                             | 0511 *282      | Utility - Telephone            | 1,697           | 0               | 1,500           | 99                 | 0                |
| 21                             | 0511 *303      | Maint - Office Equipment       | 0               | 0               | 0               | 0                  | 0                |
| 22                             | 0511 *352      | Training/Workshops/Meetings    | 1,038           | 2,000           | 2,000           | 5,254              | 2,000            |
| 23                             | 0511 *353      | Mileage Reimbursement          | 0               | 0               | 0               | 0                  | 0                |
| Total                          |                |                                | 33,235          | 44,400          | 45,300          | 54,735             | 53,400           |
| Total                          |                |                                | 296,310         | 295,184         | 346,844         | 401,120            | 355,201          |

Year-Over-Year Changes

There is an increase of \$8,357 due to an increase in professional/contract services.

GENERAL ADMINISTRATION

PERSONNEL

| FUND                           |                |                                | 100             | 0512            |                 |                    |                  |
|--------------------------------|----------------|--------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| Line                           | Budget Account | Account Description            | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| <b>Salaries &amp; Wages</b>    |                |                                |                 |                 |                 |                    |                  |
| 1                              | 0512 *001      | Full Time Salaries             | 85,855          | 92,348          | 95,272          | 94,728             | 102,778          |
| 2                              | 0512 *002      | Part Time Salaries             | 0               | 0               | 0               | 0                  | 0                |
| 3                              | 0512 *003      | Over Time Salaries             | 442             | 300             | 300             | 733                | 900              |
| Total                          |                |                                | 86,297          | 92,648          | 95,572          | 95,461             | 103,678          |
| <b>Employee Paid Benefits</b>  |                |                                |                 |                 |                 |                    |                  |
| 4                              | 0512 *021      | Car Allowance                  | 2,040           | 2,100           | 2,100           | 2,100              | 2,100            |
| 5                              | 0512 *041      | Cafeteria Allowance            | 21,009          | 16,844          | 16,844          | 16,844             | 16,844           |
| 6                              | 0512 *042      | Retirement                     | 13,655          | 23,254          | 20,912          | 20,329             | 21,650           |
| 7                              | 0512 *xxx      | All Other Paid Benefits        | 3,183           | 3,841           | 3,445           | 4,025              | 4,542            |
| Total                          |                |                                | 39,886          | 46,039          | 43,301          | 43,297             | 45,136           |
| Total                          |                |                                | 126,183         | 138,687         | 138,873         | 138,758            | 148,814          |
| <b>Services &amp; Supplies</b> |                |                                |                 |                 |                 |                    |                  |
| 8                              | 0512 *101      | Postage                        | 92              | 0               | 0               | 0                  | 0                |
| 9                              | 0512 *103      | Dues & Subscriptions           | 85              | 0               | 550             | 335                | 450              |
| 10                             | 0512 *120      | Supplies Office                | 0               | 0               | 0               | 0                  | 0                |
| 11                             | 0512 *121      | Supplies - Clothing/Uniform    | 0               | 0               | 0               | 0                  | 0                |
| 12                             | 0512 *129      | Supplies - Other               | 254             | 0               | 0               | 69                 | 0                |
| 13                             | 0512 *150      | Recognition/Awards             | 73              | 2,000           | 2,000           | 2,563              | 2,500            |
| 14                             | 0512 *203      | Prof/Contr Svcs - Legal        | 34,240          | 27,000          | 25,000          | 14,363             | 20,000           |
| 15                             | 0512 *204      | Prof/Contr Svcs - PERS         | 41,378          | 35,000          | 38,000          | 37,716             | 38,000           |
| 16                             | 0512 *205      | Prof/Contr Svcs - Personnel    | 3,851           | 3,200           | 2,500           | 1,500              | 1,500            |
| 17                             | 0512 *209      | Prof/Contr Svcs - Other        | 3,622           | 3,600           | 5,200           | 8,448              | 8,500            |
| 18                             | 0512 *214      | Prof/Contr Svcs - Medical      | 130             | 5,500           | 2,500           | 65                 | 2,000            |
| 19                             | 0512 *231      | Misc. Advertising/Promo        | 0               | 0               | 0               | 0                  | 0                |
| 20                             | 0512 *240      | Duplication Charges - Internal | 0               | 0               | 0               | 0                  | 0                |
| 21                             | 0512 *282      | Utility - Telephone            | 0               | 0               | 0               | 0                  | 0                |
| 22                             | 0512 *352      | Training/Workshops/Meetings    | 2,024           | 1,500           | 1,500           | 1,746              | 2,000            |
| 23                             | 0512 *353      | Mileage Reimbursement          | 0               | 0               | 0               | 0                  | 0                |
| 24                             | 0512 *360      | Educational Reimbursement      | 1,500           | 0               | 0               | 0                  | 1,500            |
| Total                          |                |                                | 87,249          | 77,800          | 77,250          | 66,806             | 76,450           |
| Total                          |                |                                | 213,432         | 216,487         | 216,123         | 205,564            | 225,264          |

Year-Over-Year Changes

Increases to salaries are due to the cost of no furloughs this fiscal year.

GENERAL ADMINISTRATION

RISK MANAGEMENT

| GENERAL ADMINISTRATION |                |                               | RISK MANAGEMENT |                 |                 |                    |                  |  |
|------------------------|----------------|-------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|--|
| FUND                   |                |                               | 100             | 0513            |                 |                    |                  |  |
| Line                   | Budget Account | Account Description           | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |  |
| Salaries & Wages       |                |                               |                 |                 |                 |                    |                  |  |
| 1                      | 0513 *001      | Full Time Salaries            | 57,185          | 60,209          | 63,692          | 47,200             | 48,610           |  |
| 2                      | 0513 *002      | Part Time Salaries            | 0               | 0               | 0               | 0                  | 0                |  |
| 3                      | 0513 *003      | Overtime                      | 316             | 250             | 250             | 0                  | 0                |  |
|                        |                | Total                         | 57,501          | 60,459          | 63,942          | 47,200             | 48,610           |  |
| Employee Paid Benefits |                |                               |                 |                 |                 |                    |                  |  |
| 4                      | 0513 *021      | Car Allowance                 | 2,753           | 2,809           | 2,809           | 2,155              | 2,100            |  |
| 5                      | 0513 *041      | Cafeteria Allowance           | 9,244           | 9,607           | 9,607           | 6,958              | 6,966            |  |
| 6                      | 0513 *042      | Retirement                    | 9,975           | 17,258          | 13,389          | 9,182              | 6,432            |  |
| 7                      | 0513 *xxx      | All Other Paid Benefits       | 2,447           | 3,028           | 2,804           | 2,262              | 2,242            |  |
|                        |                | Total                         | 24,419          | 32,702          | 28,609          | 20,557             | 17,740           |  |
|                        |                | Total                         | 81,920          | 93,161          | 92,551          | 67,756             | 66,350           |  |
| Services & Supplies    |                |                               |                 |                 |                 |                    |                  |  |
| 8                      | 0513 *101      | Postage                       | 114             | 0               | 0               | 0                  | 0                |  |
| 9                      | 0513 *120      | Supplies Office               | 0               | 0               | 0               | 0                  | 0                |  |
| 10                     | 0513 *209      | Prof/Contr Svcs - Other       | 4,491           | 4,000           | 2,000           | 0                  | 0                |  |
| 11                     | 0513 *227      | Prof/Contr - Temp Personnel   | 0               | 0               | 0               | 0                  | 0                |  |
| 12                     | 0513 *246      | Svcs - Drug & Alcohol Testing | 5,623           | 0               | 7,500           | 3,785              | 7,500            |  |
| 13                     | 0513 *261      | Insurance - Public Liability  | 465,186         | 460,000         | 471,819         | 471,819            | 729,500          |  |
| 14                     | 0513 *262      | Insurance - Vehicle           | 12,218          | 13,000          | 22,500          | 12,570             | 13,000           |  |
| 15                     | 0513 *263      | Insurance - Building/Property | 11,960          | 12,000          | 26,000          | 13,277             | 13,000           |  |
| 16                     | 0513 *303      | Maint - Office Equipment      | 0               | 0               | 0               | 0                  | 0                |  |
| 17                     | 0513 *352      | Training/Workshops/Meetings   | 3,118           | 1,500           | 1,500           | 1,353              | 1,500            |  |
|                        |                | Total                         | 502,709         | 490,500         | 531,319         | 502,804            | 764,500          |  |
|                        |                | Total                         | 584,629         | 583,661         | 623,870         | 570,561            | 830,850          |  |

Year-Over-Year Changes

Increase in Insurance liability of \$257,681 is due to a Retrospective Deposit needed to be paid by the City. The amount of \$2,558,000 will be paid over the course of a 10 year period annually to JPIA.

| INFORMATION TECHNOLOGY         |                |                                |                 | INFORMATION TECHNOLOGY |                 |                    |                  |
|--------------------------------|----------------|--------------------------------|-----------------|------------------------|-----------------|--------------------|------------------|
| FUND 100                       |                |                                |                 | 0514                   |                 |                    |                  |
| Line                           | Budget Account | Account Description            | FY 10-11 Actual | FY 11-12 Actual        | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| <b>Salaries &amp; Wages</b>    |                |                                |                 |                        |                 |                    |                  |
| 1                              | 0514 *001      | Full Time Salaries             | 51,475          | 52,666                 | 53,854          | 53,487             | 57,923           |
| 2                              | 0514 *003      | Overtime                       | 3,430           | 3,000                  | 7,000           | 14,090             | 15,000           |
| Total                          |                |                                | 54,905          | 55,666                 | 60,854          | 67,577             | 72,923           |
| <b>Employee Paid Benefits</b>  |                |                                |                 |                        |                 |                    |                  |
| 3                              | 0514 *021      | Car Allowance                  | 0               | 0                      | 0               | 0                  | 0                |
| 4                              | 0514 *041      | Cafeteria Allowance            | 11,007          | 10,975                 | 10,975          | 10,975             | 10,975           |
| 5                              | 0514 *042      | Retirement                     | 4,570           | 5,418                  | 5,514           | 5,684              | 6,173            |
| 6                              | 0514 *xxx      | All Other Paid Benefits        | 2,566           | 3,079                  | 3,114           | 2,869              | 3,087            |
| Total                          |                |                                | 18,144          | 19,472                 | 19,603          | 19,528             | 20,235           |
| Total                          |                |                                | 73,049          | 75,138                 | 80,457          | 87,105             | 93,158           |
| <b>Services &amp; Supplies</b> |                |                                |                 |                        |                 |                    |                  |
| 7                              | 0514 *101      | Postage                        | 0               | 0                      | 0               | 79                 | 0                |
| 8                              | 0514 *120      | Supplies Office                | 57              | 0                      | 0               | 0                  | 0                |
| 9                              | 0514 *126      | Supplies - Computer            | 9,494           | 7,000                  | 7,000           | 19,480             | 7,000            |
| 10                             | 0514 *175      | Minor Equipment - Computer     | 20,749          | 52,000                 | 52,000          | 50,177             | 54,000           |
| 11                             | 0514 *179      | Minor Equipment - Other        | 3,086           | 25,000                 | 25,000          | 17,705             | 25,000           |
| 12                             | 0514 *207      | Prof/Contr - Computer/Software | 8,106           | 71,303                 | 71,303          | 70,388             | 71,177           |
| 13                             | 0514 *209      | Prof/Contr Svcs - Other        | 189,398         | 173,074                | 173,074         | 176,226            | 176,300          |
| 14                             | 0514 *240      | Duplication Charges - Internal | 0               | 0                      | 0               | 0                  | 21,000           |
| 15                             | 0514 *241      | Printing & Binding - External  | 0               | 0                      | 0               | 0                  | 0                |
| 16                             | 0514 *282      | Utility - Telephone            | 0               | 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    | 2,860           | 8,000                  | 8,000           | 270                | 8,000            |
| 20                             | 0514 *353      | Mileage Reimbursement          | 800             | 1,000                  | 1,000           | 1,364              | 1,200            |
| Total                          |                |                                | 234,550         | 337,377                | 337,377         | 335,688            | 363,677          |
| <b>Capital Outlays</b>         |                |                                |                 |                        |                 |                    |                  |
| 21                             | 0514 *610      | Equipment - New                | 3,150           | 0                      | 0               | 0                  | 0                |
| Total                          |                |                                | 3,150           | 0                      | 0               | 0                  | 0                |
| Total                          |                |                                | 310,748         | 412,515                | 417,834         | 422,793            | 456,835          |

**Year-Over-Year Changes**

Increase of \$39,000 is due to continue clean up of consolidating costs that IT is responsible for that was mistakenly in Dispatch & Communications. IT is responsible for the paying for Citywide software contracts.

| GENERAL FUND   |                |                             | NON-DEPARTMENTAL |                 |                 |                    |                  |
|----------------|----------------|-----------------------------|------------------|-----------------|-----------------|--------------------|------------------|
| FUND           |                |                             | 100              |                 | 7500            |                    |                  |
| Line           | Budget Account | Account Description         | FY 10-11 Actual  | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| Capital Outlay |                |                             |                  |                 |                 |                    |                  |
| 1              | 7500 *677      | Write Offs/Uncollectables   | 73               | 0               | 0               | -3                 | 0                |
| 2              | 7500 *678      | Prior Year Adj Expenditures | (2,384)          | 2,300           | 0               | 0                  | 0                |
| Total          |                |                             | (2,312)          | 2,300           | 0               | -3                 | 0                |
| Total          |                |                             | (2,312)          | 2,300           | 0               | -3                 | 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 10-11 Actual        | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| Services & Supplies |                |                             |                        |                 |                 |                    |                  |
| 1                   | 7501 *101      | Postage                     | 4,320                  | 9,300           | 9,300           | (18)               | 9,300            |
| 2                   | 7501 *120      | Supplies - Office           | 1,799                  | 1,800           | 3,000           | 1,895              | 2,000            |
| 3                   | 7501 *125      | Supplies - Emerg. Prepared  | 579                    | 5,000           | 5,000           | 0                  | 5,000            |
| 4                   | 7502 *199      | Suspense - Expenditure      | 0                      | 0               | 0               | 363                | 0                |
| 5                   | 7501 *209      | Prof/Contr Svcs-Other       | (148)                  | 0               | 0               | 7,420              | 0                |
| 6                   | 7501 *240      | Duplication Charges         | 0                      | 0               | 0               | 0                  | 0                |
| 7                   | 7501 *241      | Printing & Binding          | 1,151                  | 1,100           | 1,100           | 0                  | 1,100            |
| 8                   | 7501 *280      | Utility - Electric          | 85,931                 | 90,000          | 90,000          | 77,081             | 80,000           |
| 9                   | 7501 *281      | Utility - Gas               | 6,377                  | 6,500           | 6,500           | 6,750              | 6,800            |
| 10                  | 7501 *282      | Utility - Telephone         | 50,953                 | 50,000          | 50,000          | 53,604             | 55,000           |
| 11                  | 7500 *678      | Prior Year Adj Expenditures | 2,384                  | 2,300           | 0               | 0                  | 0                |
| 12                  | 7501 *720      | Contingency                 | 0                      | 115,000         | 115,000         | 0                  | 115,000          |
| Total               |                |                             | 153,346                | 281,000         | 279,900         | 147,095            | 274,200          |
| Total               |                |                             | 153,346                | 281,000         | 279,900         | 147,095            | 274,200          |

Year-Over-Year Changes

No significant year over year changes.

GENERAL ADMINISTRATION

MOBILE HOME RENT REVIEW

| FUND                                  |                |                                | 201             | 0509            |                 |                    |                  |  |
|---------------------------------------|----------------|--------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|--|
| Line                                  | Budget Account | Account Description            | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |  |
| <b>Salaries &amp; Wages</b>           |                |                                |                 |                 |                 |                    |                  |  |
| 1                                     | 0509 *001      | Full Time Salaries             | 2,933           | 3,162           | 3,602           | 795                | 1,515            |  |
| 2                                     | 0509 *002      | Part Time Salaries             | 0               | 0               | 0               | 0                  | 0                |  |
| 3                                     | 0509 *003      | Overtime                       | 0               | 0               | 0               | 0                  | 0                |  |
|                                       |                | Total                          | 2,933           | 3,162           | 3,602           | 795                | 1,515            |  |
| <b>Employee Paid Benefits</b>         |                |                                |                 |                 |                 |                    |                  |  |
| 4                                     | 0509 *021      | Car Allowance                  | 143             | 142             | 142             | 11                 | 142              |  |
| 5                                     | 0509 *041      | Cafeteria Allowance            | 451             | 528             | 528             | 44                 | 528              |  |
| 6                                     | 0509 *042      | Retirement                     | 693             | 953             | 1,100           | 342                | 540              |  |
| 7                                     | 0509 *xxx      | All Other Paid Benefits        | 132             | 173             | 166             | 48                 | 116              |  |
|                                       |                | Total                          | 1,419           | 1,796           | 1,936           | 445                | 1,326            |  |
|                                       |                | Total                          | 4,352           | 4,958           | 5,538           | 1,239              | 2,841            |  |
| <b>Services &amp; Supplies</b>        |                |                                |                 |                 |                 |                    |                  |  |
| 8                                     | 0509 *101      | Postage                        | 0               | 0               | 0               | 202                | 0                |  |
| 9                                     | 0509 *203      | Prof/Contr Svcs - Legal        | 175             | 0               | 6,000           | 1,528              | 0                |  |
| 10                                    | 0509 *209      | Prof/Contr Svcs - Other        | 25              | 0               | 0               | 16,018             | 5,660            |  |
| 11                                    | 0509 *240      | Duplication Charges - Internal | 0               | 0               | 0               | 0                  | 0                |  |
|                                       |                | Total                          | 200             | 0               | 6,000           | 17,747             | 5,660            |  |
| <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                          | 4,552           | 4,958           | 11,538          | 18,986             | 8,501            |  |

Year-Over-Year Changes

No significant year over year changes.

GENERAL ADMINISTRATION

CALIFORNIA OIL MUSUEM - GRANT

| FUND                   |                |                                   | 204             | 1504            |                 |                    |                  |  |
|------------------------|----------------|-----------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|--|
| Line                   | Budget Account | Account Description               | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |  |
| Salaries & Wages       |                |                                   |                 |                 |                 |                    |                  |  |
| 1                      | 1504 *001      | Full Time Salaries                | 51,145          | 40,982          | 42,061          | 42,061             | 43,409           |  |
| 2                      | 1504 *002      | Part Time Salaries                | 9,271           | 10,162          | 11,537          | 5,252              | 4,936            |  |
| 3                      | 1504 *003      | Overtime                          | 41              | 100             | 100             | 30                 | 100              |  |
|                        |                | Total                             | 60,458          | 51,244          | 53,698          | 47,343             | 48,445           |  |
| Employee Paid Benefits |                |                                   |                 |                 |                 |                    |                  |  |
| 4                      | 1504 *021      | Car Allowance                     | 3,937           | 3,600           | 3,600           | 3,600              | 3,600            |  |
| 5                      | 1504 *041      | Cafeteria Allowance               | 11,265          | 10,293          | 10,293          | 9,864              | 10,293           |  |
| 6                      | 1504 *042      | Retirement                        | 6,259           | 5,012           | 4,767           | 4,543              | 4,910            |  |
| 7                      | 1504 *xxx      | All Other Paid Benefits           | 5,151           | 6,859           | 6,666           | 6,219              | 5,484            |  |
|                        |                | Total                             | 26,612          | 25,764          | 25,326          | 24,226             | 24,287           |  |
|                        |                | Total                             | 87,070          | 77,008          | 79,024          | 71,569             | 72,732           |  |
| Services & Supplies    |                |                                   |                 |                 |                 |                    |                  |  |
| 8                      | 1504 *101      | Postage                           | 1,769           | 2,000           | 2,000           | 0                  | 0                |  |
| 9                      | 1504 *103      | Dues & Subscriptions              | 140             | 500             | 500             | 152                | 150              |  |
| 10                     | 1504 *120      | Supplies Office                   | 996             | 1,000           | 1,000           | 489                | 500              |  |
| 11                     | 1504 *128      | Inventory - Store Merchandise     | 1,337           | 600             | 600             | 5,031              | 5,000            |  |
| 12                     | 1504 *129      | Supplies - Other                  | 299             | 500             | 500             | 590                | 600              |  |
| 13                     | 1504 *130      | Inventory - Paseo Store           | 0               | 0               | 0               | 0                  | 0                |  |
| 14                     | 1504 *171      | Minor Equipment - Office          | 0               | 0               | 0               | 0                  | 0                |  |
| 15                     | 1504 *202      | Svc - Landscape Maintenance       | 300             | 2,700           | 2,700           | 0                  | 2,100            |  |
| 16                     | 1504 *209      | Prof/Contr Svcs - Other           | 1,815           | 500             | 500             | 4,993              | 2,900            |  |
| 17                     | 1504 *210      | Svcs - Fund Raising/Grant Writing | 538             | 500             | 500             | 282                | 300              |  |
| 18                     | 1504 *211      | Museum Rotating Exhibits          | 4,358           | 12,000          | 12,000          | 4,721              | 12,000           |  |
| 19                     | 1504 *212      | Prof/Contr Svcs - Training, Etc.  | 34,709          | 30,000          | 50,000          | 44,650             | 50,000           |  |
| 20                     | 1504 *231      | Misc. Advertising/Promo           | 2,919           | 3,000           | 3,000           | 5,000              | 5,000            |  |
| 21                     | 1504 *240      | Duplication Charges - Internal    | 0               | 0               | 0               | 0                  | 0                |  |
| 22                     | 1504 *241      | Printing & Binding - External     | 0               | 0               | 0               | 0                  | 0                |  |
| 23                     | 1504 *280      | Utility - Electric                | 11,827          | 12,000          | 12,000          | 10,558             | 12,000           |  |
| 24                     | 1504 *281      | Utility - Gas                     | 281             | 500             | 500             | 299                | 500              |  |
| 25                     | 1504 *282      | Utility - Telephone               | 1,448           | 1,000           | 1,500           | 1,330              | 1,500            |  |
| 26                     | 1504 *301      | Maint - Bldgs. & Improvements     | 1,476           | 1,000           | 1,000           | 571                | 1,000            |  |
| 27                     | 1504 *303      | Prof/Contr - Computer/Software    | 0               | 0               | 0               | 0                  | 0                |  |
| 28                     | 1504 *350      | Maint - Office Equipment          | 0               | 300             | 300             | 0                  | 0                |  |
| 29                     | 1504 *352      | Training/Workshops/Meetings       | 0               | 300             | 300             | 35                 | 300              |  |
|                        |                | Total                             | 64,212          | 68,400          | 88,900          | 78,702             | 93,850           |  |
| Capital Outlay         |                |                                   |                 |                 |                 |                    |                  |  |
| 30                     | 1504 *610      | Equipment New                     | 0               | 0               | 0               | 0                  | 0                |  |
|                        |                | Total                             | 0               | 0               | 0               | 0                  | 0                |  |
|                        |                | Total                             | 151,282         | 145,408         | 167,924         | 150,271            | 166,582          |  |

Year-Over-Year Changes

No significant year over year changes.

ADMINISTRATION  
 FUND

802

CA OIL MUSEUM  
 1504

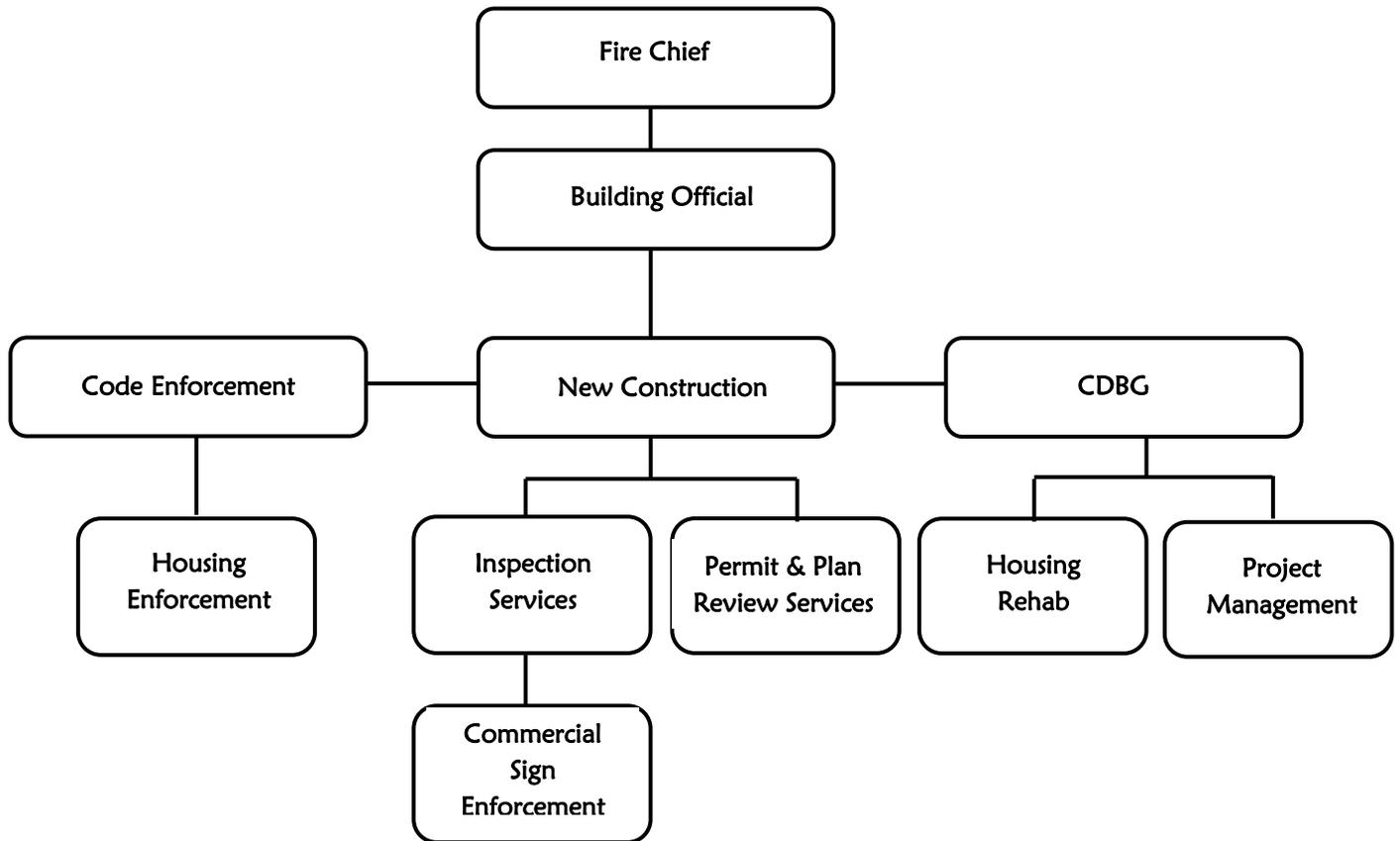
| Line                                  | Budget Account | Account Description          | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|---------------------------------------|----------------|------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| Transfers, Overhead and Debt Payments |                |                              |                 |                 |                 |                    |                  |
| 1                                     | 1504 *502      | General Portion of Endow Int | 861             | 0               | 675             | 581                | 563              |
|                                       |                | Total                        | 861             | 0               | 675             | 581                | 563              |
|                                       |                | Total                        | 861             | 0               | 675             | 581                | 563              |

Year-Over-Year Changes

No significant year over year changes.

## BUILDING & SAFETY DEPARTMENT

**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.



## BUILDING & SAFETY DEPARTMENT

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**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, 50% Building Inspectors II and 50% of Building Inspector I for field inspection duties and code enforcement activities, 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.

## BUILDING & SAFETY DEPARTMENT

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### 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.

## BUILDING & SAFETY DEPARTMENT

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### 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.

## BUILDING & SAFETY DEPARTMENT

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### Housing Rehabilitation

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

**Program Performance Areas**

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

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

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

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

**BUILDING & SAFETY DEPARTMENT SUMMARY**

|                                  | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change  |
|----------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|--------------|
| <b>Expenditures</b>              |                    |                    |                    |                       |                     |              |
| Salaries                         | 257,938            | 241,836            | 265,249            | 216,692               | 265,334             | 22.4%        |
| Benefits                         | 99,448             | 100,154            | 122,388            | 120,954               | 177,968             | 47.1%        |
| <b>Total</b>                     | <b>357,386</b>     | <b>341,990</b>     | <b>387,637</b>     | <b>337,646</b>        | <b>443,302</b>      | <b>31.3%</b> |
| Supplies, Services & Maintenance | 244,632            | 110,940            | 115,133            | 48,063                | 86,874              | 80.8%        |
| Transfers, Overhead and Debt     | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%         |
| <b>Total</b>                     | <b>244,632</b>     | <b>110,940</b>     | <b>115,133</b>     | <b>48,063</b>         | <b>86,874</b>       | <b>80.8%</b> |
| Capital Outlays                  | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%         |
| <b>Total</b>                     | <b>602,019</b>     | <b>452,930</b>     | <b>502,770</b>     | <b>385,708</b>        | <b>530,176</b>      | <b>37.5%</b> |
| <b>Authorized Employee Count</b> | <b>5.0</b>         | <b>5.0</b>         | <b>5.0</b>         | <b>5.0</b>            | <b>5.0</b>          |              |

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

|                                      | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change   |
|--------------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|---------------|
| <b>Expenditures</b>                  |                    |                    |                    |                       |                     |               |
| Salaries                             | 164,956            | 121,357            | 169,272            | 135,296               | 173,436             | 28.2%         |
| Benefits                             | 67,722             | 88,531             | 76,974             | 82,230                | 118,445             | 44.0%         |
| <b>Total</b>                         | <b>232,678</b>     | <b>209,888</b>     | <b>246,246</b>     | <b>217,525</b>        | <b>291,881</b>      | <b>34.2%</b>  |
| Supplies, Services & Maintenance     | 48,884             | 44,090             | 38,011             | 29,026                | 41,119              | 41.7%         |
| Transfers, Overhead & Debt           | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%          |
| <b>Total</b>                         | <b>48,884</b>      | <b>44,090</b>      | <b>38,011</b>      | <b>29,026</b>         | <b>41,119</b>       | <b>41.7%</b>  |
| Capital Outlays                      | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%          |
| <b>Total</b>                         | <b>281,561</b>     | <b>253,978</b>     | <b>284,257</b>     | <b>246,552</b>        | <b>333,000</b>      | <b>35.1%</b>  |
| <b>Revenue &amp; Other Resources</b> |                    |                    |                    |                       |                     |               |
| Fee, Fines & Permits                 | 343,563            | 309,123            | 146,200            | 277,089               | 265,950             | -4.0%         |
| Charges for Services, User Fees      | 144,556            | 130,916            | 91,060             | 115,754               | 176,529             | 52.5%         |
| Other Revenues                       | 5,359              | 200                | 150                | 1,903                 | 400                 | -79.0%        |
| <b>Total Revenues</b>                | <b>493,478</b>     | <b>440,239</b>     | <b>237,410</b>     | <b>394,746</b>        | <b>442,879</b>      | <b>12.2%</b>  |
| <b>Net GF (Cost)/Benefit</b>         | <b>211,917</b>     | <b>186,261</b>     | <b>(46,847)</b>    | <b>148,194</b>        | <b>109,879</b>      | <b>-25.9%</b> |

| BUILDING AND SAFETY            |                |                                | BUILDING           |                    |                    |                       |                     |
|--------------------------------|----------------|--------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|
| FUND                           |                |                                | 100                |                    | 1001               |                       |                     |
| Line                           | Budget Account | Account Description            | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |
| <b>Salaries &amp; Wages</b>    |                |                                |                    |                    |                    |                       |                     |
| 1                              | 1001 *001      | Full Time Salaries             | 137,372            | 94,277             | 143,675            | 128,009               | 139,886             |
| 2                              | 1001 *003      | Overtime                       | 1,121              | 1,100              | 1,100              | 163                   | 500                 |
|                                |                | <b>Total</b>                   | <b>138,493</b>     | <b>95,377</b>      | <b>144,775</b>     | <b>128,171</b>        | <b>140,386</b>      |
| <b>Employee Paid Benefits</b>  |                |                                |                    |                    |                    |                       |                     |
| 3                              | 1001 *021      | Car Allowance                  | 0                  | 0                  | 0                  | 0                     | 0                   |
| 4                              | 1001 *041      | Cafeteria Allowance            | 26,408             | 30,731             | 30,824             | 32,585                | 26,976              |
| 5                              | 1001 *042      | Retirement                     | 21,355             | 21,769             | 21,212             | 26,107                | 52,480              |
| 6                              | 1001 *xxx      | All Other Paid Benefits        | 8,574              | 10,947             | 10,764             | 10,320                | 13,213              |
|                                |                | <b>Total</b>                   | <b>56,338</b>      | <b>63,447</b>      | <b>62,800</b>      | <b>69,012</b>         | <b>92,669</b>       |
|                                |                | <b>Total</b>                   | <b>194,831</b>     | <b>158,824</b>     | <b>207,575</b>     | <b>197,183</b>        | <b>233,055</b>      |
| <b>Services &amp; Supplies</b> |                |                                |                    |                    |                    |                       |                     |
| 7                              | 1001 *101      | Postage                        | 0                  | 490                | 0                  | 0                     | 0                   |
| 8                              | 1001 *103      | Dues & Subscriptions           | 135                | 250                | 125                | 175                   | 125                 |
| 9                              | 1001 *120      | Supplies Office                | 1,395              | 1,000              | 1,000              | 939                   | 1,000               |
| 10                             | 1001 *121      | Supplies - Clothing/Uniform    | 0                  | 500                | 500                | 193                   | 300                 |
| 11                             | 1001 *124      | Supplies - Safety              | 0                  | 200                | 0                  | 0                     | 0                   |
| 12                             | 1001 *126      | Supplies - Computer            | 0                  | 0                  | 0                  | 0                     | 0                   |
| 13                             | 1001 *129      | Supplies - Other               | 503                | 500                | 550                | 593                   | 600                 |
| 14                             | 1001 *171      | Minor Equipment - Office       | 62                 | 250                | 50                 | 0                     | 0                   |
| 15                             | 1001 *209      | Prof/Contr Svcs - Other        | 34,466             | 35,000             | 22,854             | 14,776                | 21,836              |
| 16                             | 1001 *214      | Prof/Contr Svcs - Medical      | 0                  | 200                | 0                  | 0                     | 0                   |
| 17                             | 1001 *240      | Duplication Charges - Internal | 0                  | 0                  | 0                  | 0                     | 0                   |
| 18                             | 1001 *241      | Printing & Binding - External  | 15                 | 150                | 150                | 327                   | 250                 |
| 19                             | 1001 *262      | Insurance-Vehicle              | 389                | 700                | 700                | 391                   | 400                 |
| 20                             | 1001 *282      | Utility - Telephone            | 241                | 0                  | 0                  | 0                     | 0                   |
| 21                             | 1001 *301      | Maint - Bldgs. & Improvements  | 0                  | 500                | 500                | 0                     | 0                   |
| 22                             | 1001 *303      | Maint - Office Equipment       | 0                  | 350                | 350                | 0                     | 0                   |
| 23                             | 1001 *304      | Maint - Vehicles, Equipment    | 98                 | 500                | 500                | 17                    | 300                 |
| 24                             | 1001 *305      | Maint - Vehicle Fuel           | 2,684              | 3,000              | 3,000              | 3,636                 | 4,000               |
| 25                             | 1001 *307      | Equipment Maintenance Charges  | 7,651              | 0                  | 7,232              | 7,837                 | 10,608              |
| 26                             | 1001 *352      | Training/Workshops/Meetings    | 190                | 500                | 500                | 143                   | 200                 |
| 27                             | 1001 *360      | Educational Reimbursement      | 1,055              | 0                  | 0                  | 0                     | 1,500               |
| 28                             | 1001 *370      | Lease/Rental                   | 0                  | 0                  | 0                  | 0                     | 0                   |
|                                |                | <b>Total</b>                   | <b>48,884</b>      | <b>44,090</b>      | <b>38,011</b>      | <b>29,026</b>         | <b>41,119</b>       |
|                                |                | <b>Total</b>                   | <b>243,714</b>     | <b>202,914</b>     | <b>245,586</b>     | <b>226,210</b>        | <b>274,174</b>      |

**Year-Over-Year Changes**

There is an increase of \$28,500 in benefits due to increased rates for retirement.

| BUILDING AND SAFETY    |                |                         | HOUSING CODE ENFORCEMENT |                    |                    |                       |                     |  |
|------------------------|----------------|-------------------------|--------------------------|--------------------|--------------------|-----------------------|---------------------|--|
| FUND                   |                |                         | 100                      | 1002               |                    |                       |                     |  |
| Line                   | Budget Account | Account Description     | FY 10-11<br>Actual       | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |  |
| Salaries & Wages       |                |                         |                          |                    |                    |                       |                     |  |
| 1                      | 1002 *001      | Full Time Salaries      | 26,463                   | 25,980             | 24,497             | 6,468                 | 32,350              |  |
| 2                      | 1002 *003      | Overtime                | 0                        | 0                  | 0                  | 657                   | 700                 |  |
| Total                  |                |                         | 26,463                   | 25,980             | 24,497             | 7,124                 | 33,050              |  |
| Employee Paid Benefits |                |                         |                          |                    |                    |                       |                     |  |
| 3                      | 1002 *021      | Car Allowance           | 0                        | 0                  | 0                  | 0                     | 0                   |  |
| 4                      | 1002 *041      | Cafeteria Allowance     | 3,982                    | 10,975             | 5,702              | 6,545                 | 6,256               |  |
| 5                      | 1002 *042      | Retirement              | 5,117                    | 9,898              | 6,244              | 4,155                 | 16,411              |  |
| 6                      | 1002 *xxx      | All Other Paid Benefits | 2,285                    | 4,211              | 2,228              | 2,518                 | 3,109               |  |
| Total                  |                |                         | 11,384                   | 25,084             | 14,174             | 13,218                | 25,776              |  |
| Total                  |                |                         | 37,847                   | 51,064             | 38,671             | 20,342                | 58,826              |  |
| Services & Supplies    |                |                         |                          |                    |                    |                       |                     |  |
| 7                      | 1002 *129      | Supplies - Other        | 0                        | 0                  | 0                  | 0                     | 0                   |  |
| Total                  |                |                         | 0                        | 0                  | 0                  | 0                     | 0                   |  |
| Total                  |                |                         | 37,847                   | 51,064             | 38,671             | 20,342                | 58,826              |  |

Year-Over-Year Changes

An increase of \$20,155 in salaries is due to properly coding the Building Official to Commercial Code Enforcement. There is no overall increase in the General Fund since there was a decrease in the Building & Safety department.

BUILDING AND SAFETY

CDBG-HOUSING CODE ENFORCEMENT

| FUND                   |                |                                | 450             | 1002            |                 |                    |                  |  |
|------------------------|----------------|--------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|--|
| Line                   | Budget Account | Account Description            | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |  |
| Salaries & Wages       |                |                                |                 |                 |                 |                    |                  |  |
| 1                      | 1002 *001      | Full Time Salaries             | 67,657          | 72,500          | 75,555          | 61,569             | 74,608           |  |
| 2                      | 1002 *002      | Part Time Salaries             | 23,167          | 26,479          | 0               | 5,780              | 0                |  |
| 3                      | 1002 *003      | Overtime                       | 0               | 0               | 0               | 159                | 0                |  |
| Total                  |                |                                | 90,825          | 98,979          | 75,555          | 67,508             | 74,608           |  |
| Employee Paid Benefits |                |                                |                 |                 |                 |                    |                  |  |
| 4                      | 1002 *021      | Car Allowance                  | 0               | 0               | 0               | 0                  | 0                |  |
| 5                      | 1002 *041      | Cafeteria Allowance            | 16,532          | 4,390           | 14,119          | 11,270             | 18,744           |  |
| 6                      | 1002 *042      | Retirement                     | 10,363          | 4,151           | 14,480          | 15,295             | 24,003           |  |
| 7                      | 1002 *xxx      | All Other Paid Benefits        | 3,951           | 3,082           | 5,957           | 5,574              | 6,146            |  |
| Total                  |                |                                | 30,845          | 11,623          | 34,556          | 32,139             | 48,893           |  |
| Total                  |                |                                | 121,670         | 110,602         | 110,111         | 99,647             | 123,501          |  |
| Services & Supplies    |                |                                |                 |                 |                 |                    |                  |  |
| 8                      | 1002 *101      | Postage                        | 295             | 300             | 300             | 0                  | 0                |  |
| 9                      | 1002 *103      | Dues & Subscriptions           | 50              | 100             | 0               | 0                  | 0                |  |
| 10                     | 1002 *120      | Supplies Office                | 629             | 500             | 100             | 67                 | 75               |  |
| 11                     | 1002 *121      | Supplies - Clothing/Uniform    | 692             | 1,000           | 1,200           | 978                | 1,000            |  |
| 12                     | 1002 *124      | Supplies - Safety              | 0               | 0               | 0               | 0                  | 0                |  |
| 13                     | 1002 *126      | Supplies - Computer            | 0               | 0               | 0               | 0                  | 0                |  |
| 14                     | 1002 *129      | Supplies - Other               | 668             | 600             | 600             | 291                | 300              |  |
| 15                     | 1002 *175      | Minor Equipment - Computer     | 0               | 0               | 0               | 0                  | 0                |  |
| 16                     | 1002 *209      | Prof/Contr Svcs - Other        | 910             | 1,000           | 1,000           | 630                | 650              |  |
| 17                     | 1002 *227      | Prof/Contr - Temp Personnel    | 1,432           | 1,200           | 1,000           | 0                  | 0                |  |
| 18                     | 1002 *231      | Misc. Advertising/Promo        | 0               | 0               | 0               | 0                  | 0                |  |
| 19                     | 1002 *240      | Duplication Charges - Internal | 0               | 0               | 0               | 0                  | 0                |  |
| 20                     | 1002 *261      | Insurance - Public Liability   | 0               | 0               | 0               | 0                  | 0                |  |
| 21                     | 1002 *262      | Insurance-Vehicle              | 250             | 500             | 3,200           | 1,788              | 1,800            |  |
| 22                     | 1002 *282      | Utility - Telephone            | 161             | 150             | 160             | 146                | 150              |  |
| 23                     | 1002 *303      | Maint - Office Equipment       | 0               | 0               | 0               | 0                  | 0                |  |
| 24                     | 1002 *304      | Maint - Vehicles, Equipment    | 0               | 1,000           | 0               | 0                  | 0                |  |
| 25                     | 1002 *305      | Maint - Vehicle Fuel           | 1,251           | 1,500           | 1,600           | 1,540              | 1,600            |  |
| 26                     | 1002 *352      | Training/Workshops/Meetings    | 190             | 1,600           | 500             | 50                 | 100              |  |
| 27                     | 1002 *360      | Educational Reimbursement      | 0               | 0               | 0               | 0                  | 0                |  |
| 28                     | 1002 *370      | Lease/Rental                   | 5,722           | 0               | 0               | 0                  | 0                |  |
| Total                  |                |                                | 12,251          | 9,450           | 9,660           | 5,489              | 5,675            |  |
| Total                  |                |                                | 133,921         | 120,052         | 119,771         | 105,136            | 129,176          |  |

Year-Over-Year Changes

This is a Federal Grant and an increase cost of \$9,405. In FY 12-13 an additional Inspector was hired with part of the salary that is covered by the grant.

**BUILDING AND SAFETY**

**CDBG-HOUSING REHAB**

| FUND                           |                |                                | 450             | 1003            |                 |                    |                  |  |
|--------------------------------|----------------|--------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|--|
| Line                           | Budget Account | Account Description            | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |  |
| <b>Salaries &amp; Wages</b>    |                |                                |                 |                 |                 |                    |                  |  |
| 1                              | 1003 *001      | Full Time Salaries             | 2,157           | 21,500          | 20,422          | 13,888             | 17,290           |  |
| Total                          |                |                                | 2,157           | 21,500          | 20,422          | 13,888             | 17,290           |  |
| <b>Employee Paid Benefits</b>  |                |                                |                 |                 |                 |                    |                  |  |
| 2                              | 1003 *041      | Cafeteria Allowance            | 640             | 0               | 5,264           | 3,097              | 4,414            |  |
| 3                              | 1003 *042      | Retirement                     | 196             | 0               | 5,206           | 2,807              | 5,134            |  |
| 4                              | 1003 *xxx      | All Other Paid Benefits        | 45              | 0               | 388             | 681                | 1,082            |  |
| Total                          |                |                                | 881             | 0               | 10,858          | 6,585              | 10,630           |  |
| Total                          |                |                                | 3,038           | 21,500          | 31,280          | 20,473             | 27,920           |  |
| <b>Services &amp; Supplies</b> |                |                                |                 |                 |                 |                    |                  |  |
| 5                              | 1003 *101      | Postage                        | 0               | 0               | 0               | 0                  | 0                |  |
| 6                              | 1003 *120      | Supplies Office                | 42              | 100             | 100             | 9                  | 0                |  |
| 7                              | 1003 *129      | Supplies - Other               | 0               | 0               | 0               | 0                  | 0                |  |
| 8                              | 1003 *240      | Duplication Charges - Internal | 0               | 0               | 0               | 0                  | 0                |  |
| 9                              | 1003 *261      | Insurance - Public Liability   | 2,320           | 3,200           | 3,282           | 3,282              | 3,300            |  |
| 10                             | 1003 *262      | Insurance-Vehicle              | 83              | 150             | 530             | 296                | 300              |  |
| 11                             | 1003 *282      | Utility - Telephone            | 1,316           | 1,000           | 1,300           | 1,230              | 1,250            |  |
| 12                             | 1003 *303      | Maint - Office Equipment       | 0               | 200             | 0               | 0                  |                  |  |
| 13                             | 1003 *304      | Maint - Vehicles, Equipment    | 14              | 500             | 0               | 0                  |                  |  |
| 14                             | 1003 *305      | Maint - Vehicle Fuel           | 670             | 750             | 750             | 730                | 730              |  |
| 15                             | 1003 *352      | Training/Workshops/Meetings    | 0               | 1,500           | 1,500           | 0                  | 1,500            |  |
| 16                             | 1003 *502      | Contributions - Other Agencies | 800             | 0               | 10,000          | 8,000              | 8,000            |  |
| 17                             | 1003 *540      | Housing Rehab Loan             | 44,000          | 50,000          | 50,000          | 0                  | 25,000           |  |
| Total                          |                |                                | 49,246          | 57,400          | 67,462          | 13,548             | 40,080           |  |
| Total                          |                |                                | 52,284          | 78,900          | 98,742          | 34,021             | 68,000           |  |

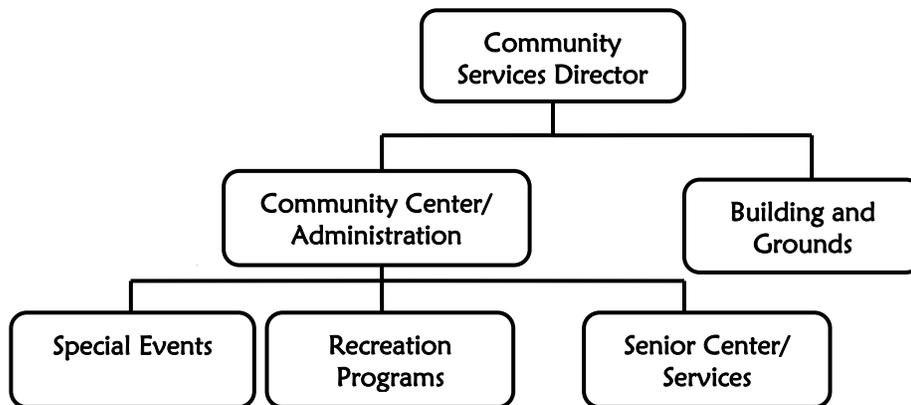
**Year-Over-Year Changes**

A decrease of \$30,000 for FY 13-14. Only one Housing Rehab Loan is expected of \$25,000.

## 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 (including the bike trail) 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 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 the community and with an improved quality of life with opportunities for positive recreational and leisure activities for all ages and to insure safe and healthy recreational facilities through maintenance and repairs.

**Budget Commentary:** The Community Services Department provides a variety of activities throughout the year. The FY 2013/2014 budget funds these activities for the community and all its citizens. Staff will continue to act as City liaison and provide leadership to the Recreation Commission, and Commission on Aging.

## COMMUNITY SERVICES DEPARTMENT

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### Community Center Program

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

**Program Performance Areas:**

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

**Specific Objectives**

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

**Budget Commentary:** Staffing allocated to the Community Center Program includes: 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 2013-2014. Senior grants from the Ventura Area on Aging and CBDG is provided for the Senior Nutrition Program and Senior Center programs and referrals. City is seeking additional CBDG funding for the Senior Coordinator position.

## COMMUNITY SERVICES DEPARTMENT

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### 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.
- Summer Camp at Glen City School will continue to provide recreation program for 140 participant between the ages Of six to thirteen

**Specific Objectives**

- To collaborate with the newly created Unified School District 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.

**Budget Commentary:** Staffing allocated to the Recreation and Leisure Services Division includes 45% of the Community Services Director, 60% of one Recreation Supervisor, 40% of the Customer Service Representative, a part time Senior Coordinator,(7) Recreation Leaders and (4)Recreation Coordinators.

Recreation programs generate an estimated \$80,000 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. In addition, our special events such as the Halloween Carnival and Come see Santa will depend on volunteers and donations. The 2013-14 budget is a maintenance budget consistent with the previous year.

## COMMUNITY SERVICES DEPARTMENT

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### Cable Television

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

#### **Program Performance Areas**

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

#### **Specific Objectives**

- Continue to televise City Council Meetings and up to 4 community wide special events
- Complete a review of Government Channel services provided on Channel 10, and implement any changes identified.

**Budget Commentary:** The City has provided access to the public and nonprofit organizations public information on meetings, agendas, public hearing, and City events on the government channels electronic bulletin board. This service has been provided to the public for a fee. Franchise fees help in user subscriber fees supports the program, there is no cost to the General Fund. This is a maintenance budget with no major changes in 2013-14

## COMMUNITY SERVICES DEPARTMENT

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### Santa Paula Railroad Depot

**Program Description:** The Depot has been the home to the Santa Paula Chamber of Commerce and the Society of the Arts for the past 15 years. The Community Services Department uses the facility for internal use only, due to budget constraints. The Train Depot is no longer available to the public. Adjacent to the Train Depot, the Railroad Plaza includes a Gazebo, the Warning Monument, Police Monument, Farm Worker Monument, Granite Ball, four public rest rooms and linear park areas and open space.

#### Program Performance Areas

- Minor maintenance is provided by the Building 1531 budget.

#### Specific Program Goals

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

**Budget Commentary:** Due to budget constraints the Train Depot is no longer available to the public. This budget will be eliminated in 2014-15 to because it is so small and because its maintenance is included in the routine citywide building maintain program which is funded in budget unit Buildings & Grounds Maintenance.

## COMMUNITY SERVICES DEPARTMENT

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### Buildings and Grounds Program Maintenance

**Program Description:** To provide maintenance, operation and improvement for public buildings and grounds, as well as other City owned properties.

**Performance Areas:**

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

**Specific Objectives:**

**General Site Element**

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

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**Landscaping and Trees Element**

- Periodically remove weeds from all planter beds and in conjunction with removing weeds utilize mulch, whenever possible, to control weed re-growth and conserve water.
- Fertilize all planter beds once annually.
- Periodically Inspect all trees and shrubs in public parks and grounds and perform any necessary pruning, in order to maintain trees and shrubs safe and healthy condition.
- Perform pest control contract services to eradicate rodents, and insects on trees, shrubs and turf.

## COMMUNITY SERVICES DEPARTMENT

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### ***Building Maintenance***

Janitorial Services at city owned buildings (City Hall, Community Development, Police Station and Engineering building) are performed by part-time facility attendants 2 times a week with the Police Station being performed 3 times a week.

### ***Turf Element***

To maintain turf for both active and passive recreational areas staff mow turf weekly at the Civic Center; Veterans Park; Ebell Park; Railroad Plaza; Mill Park; Obergon Park and Community Center. Turf is also fertilized bi-monthly. For the athletic fields maintenance includes aerating at least once annually. During May through October, special events severely compact the turf.

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

The Community Services Building and Grounds division is entirely funded by the General Fund. Capital expenditures for public parks are included in the Capital Improvement Plan Program budget. For FY 2013-14 this includes Playground Upgrade at Various Parks. Currently the City has 3 full time building and grounds employees who maintain and operate 8 parks 6 city owned buildings and the new bike trail added this year.

**COMMUNITY SERVICES DEPARTMENT SUMMARY**

|                                  | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change   |
|----------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|---------------|
| <b>Expenditures</b>              |                    |                    |                    |                       |                     |               |
| Salaries                         | 464,430            | 406,178            | 480,695            | 473,240               | 544,893             | 15.1%         |
| Benefits                         | 173,711            | 173,397            | 194,159            | 199,665               | 197,430             | -1.1%         |
| <b>Total</b>                     | <b>638,141</b>     | <b>579,575</b>     | <b>674,854</b>     | <b>672,905</b>        | <b>742,323</b>      | <b>10.3%</b>  |
| Supplies, Services & Maintenance | 369,502            | 309,934            | 348,832            | 314,803               | 343,075             | 9.0%          |
| Transfers, Overhead and Debt     | 2,088              | 0                  | 501,665            | 403,758               | 1,350               | 0.0%          |
| <b>Total</b>                     | <b>371,590</b>     | <b>309,934</b>     | <b>850,497</b>     | <b>718,562</b>        | <b>344,425</b>      | <b>-52.1%</b> |
| Capital Outlays                  | 34,183             | 0                  | 0                  | 0                     | 0                   | 0%            |
| <b>Total</b>                     | <b>1,043,914</b>   | <b>889,509</b>     | <b>1,525,351</b>   | <b>1,391,467</b>      | <b>1,086,748</b>    | <b>-21.9%</b> |
| Authorized Employee Count        | 27.0               | 20.0               | 21.15              | 21.15                 | 29.00               |               |

**COMMUNITY SERVICES DEPARTMENT - GENERAL FUND SUMMARY**

|                                      | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change   |
|--------------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|---------------|
| <b>Expenditures</b>                  |                    |                    |                    |                       |                     |               |
| Salaries                             | 435,174            | 377,504            | 450,554            | 445,740               | 507,464             | 13.8%         |
| Benefits                             | 169,728            | 170,783            | 191,923            | 195,877               | 191,582             | -2.2%         |
| <b>Total</b>                         | <b>604,902</b>     | <b>548,287</b>     | <b>642,477</b>     | <b>641,617</b>        | <b>699,046</b>      | <b>9.0%</b>   |
| Supplies, Services & Maintenance     | 225,898            | 187,403            | 186,832            | 171,917               | 184,075             | 7.1%          |
| Transfers, Overhead and Debt         | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%          |
| <b>Total</b>                         | <b>225,898</b>     | <b>187,403</b>     | <b>186,832</b>     | <b>171,917</b>        | <b>184,075</b>      | <b>7.1%</b>   |
| Capital Outlays                      | 34,183             | 0                  | 0                  | 0                     | 0                   | 0.0%          |
| <b>Total</b>                         | <b>864,983</b>     | <b>735,690</b>     | <b>829,309</b>     | <b>813,534</b>        | <b>883,121</b>      | <b>8.6%</b>   |
| <b>Revenue &amp; Other Resources</b> |                    |                    |                    |                       |                     |               |
| Fees, Fines & Permits                | 90,160             | 74,200             | 74,710             | 70,174                | 69,500              | -1.0%         |
| Charges for Services, User Fees      | 5,286              | 3,760              | 4,250              | 59,905                | 55,200              | -7.9%         |
| Other Revenues                       | 1,346              | 0                  | 1,000              | 28,102                | 1,840               | -93.5%        |
| <b>Total Revenues</b>                | <b>96,792</b>      | <b>77,960</b>      | <b>79,960</b>      | <b>158,181</b>        | <b>126,540</b>      | <b>-20.0%</b> |
| <b>Net GF (Cost)/Benefit</b>         | <b>(768,191)</b>   | <b>(657,730)</b>   | <b>(749,349)</b>   | <b>(655,353)</b>      | <b>(756,581)</b>    | <b>15.4%</b>  |

COMMUNITY SERVICES

COMMUNITY CENTER

| FUND                           |                |                                | 100             |                 |                 | 1501               |                  |
|--------------------------------|----------------|--------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| Line                           | Budget Account | Account Description            | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| <b>Salaries &amp; Wages</b>    |                |                                |                 |                 |                 |                    |                  |
| 1                              | 1501 *001      | Full Time Salaries             | 72,181          | 35,521          | 36,870          | 38,609             | 34,019           |
| 2                              | 1501 *002      | Part Time Salaries             | 37,391          | 41,803          | 94,184          | 64,630             | 101,628          |
| 3                              | 1501 *003      | Overtime                       | 628             | 550             | 550             | 2,002              | 2,000            |
| Total                          |                |                                | 110,199         | 77,874          | 131,604         | 105,242            | 137,647          |
| <b>Employee Paid Benefits</b>  |                |                                |                 |                 |                 |                    |                  |
| 4                              | 1501 *021      | Car Allowance                  | 1,308           | 0               | 0               | 0                  | 0                |
| 5                              | 1501 *041      | Cafeteria Allowance            | 14,773          | 10,975          | 10,975          | 10,975             | 9,878            |
| 6                              | 1501 *042      | Retirement                     | 13,063          | 6,313           | 9,350           | 7,630              | 9,526            |
| 7                              | 1501 *xxx      | All Other Paid Benefits        | 8,702           | 6,835           | 16,631          | 16,010             | 17,644           |
| Total                          |                |                                | 37,846          | 24,123          | 36,956          | 34,615             | 37,048           |
| Total                          |                |                                | 148,045         | 101,997         | 168,560         | 139,857            | 174,695          |
| <b>Services &amp; Supplies</b> |                |                                |                 |                 |                 |                    |                  |
| 8                              | 1501 *101      | Postage                        | 9               | 1,000           | 0               | 0                  | 0                |
| 9                              | 1501 *103      | Dues & Subscriptions           | 50              | 0               | 0               | 0                  | 0                |
| 10                             | 1501 *120      | Supplies Office                | 1,419           | 945             | 945             | 894                | 900              |
| 11                             | 1501 *123      | Supplies - Shop & Field        | 2,884           | 4,000           | 4,000           | 3,982              | 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        | 3,181           | 4,600           | 4,600           | 4,718              | 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            | 525             | 0               | 0               | 0                  | 0                |
| 19                             | 1501 *301      | Maint - Bldgs. & Improvements  | 3,540           | 6,000           | 6,000           | 6,652              | 6,045            |
| 20                             | 1501 *303      | Maint - Office Equipment       | 0               | 0               | 0               | 0                  | 0                |
| 21                             | 1501 *352      | Training/Workshops/Meetings    | 1,049           | 0               | 0               | 35                 | 0                |
| 22                             | 1501 *360      | Educational Reimbursement      | 213             | 0               | 0               | 0                  | 0                |
| Total                          |                |                                | 12,869          | 16,545          | 15,545          | 16,280             | 15,545           |
| Total                          |                |                                | 160,914         | 118,542         | 184,105         | 156,137            | 190,240          |

Year-Over-Year Changes

An increase of \$6,135 is due to increase Part Time salaries.

COMMUNITY SERVICES

RECREATION & LEISURE SERVICES

| FUND                           |                |                                 | 100             |                 |                 | 1502               |                  |
|--------------------------------|----------------|---------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| Line                           | Budget Account | Account Description             | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| <b>Salaries &amp; Wages</b>    |                |                                 |                 |                 |                 |                    |                  |
| 1                              | 1502 *001      | Full Time Salaries              | 94,551          | 77,785          | 84,144          | 86,252             | 93,197           |
| 2                              | 1502 *002      | Part Time Salaries              | 76,534          | 76,372          | 72,786          | 71,621             | 76,806           |
| 3                              | 1502 *003      | Overtime                        | 529             | 550             | 550             | 0                  | 500              |
| Total                          |                |                                 | 171,615         | 154,707         | 157,480         | 157,873            | 170,503          |
| <b>Employee Paid Benefits</b>  |                |                                 |                 |                 |                 |                    |                  |
| 4                              | 1502 *021      | Car Allowance                   | 2,572           | 4,200           | 4,200           | 4,200              | 4,200            |
| 5                              | 1502 *041      | Cafeteria Allowance             | 14,062          | 11,737          | 11,737          | 9,670              | 11,737           |
| 6                              | 1502 *042      | Retirement                      | 25,352          | 28,534          | 32,968          | 33,747             | 35,794           |
| 7                              | 1502 *xxx      | All Other Paid Benefits         | 15,128          | 18,152          | 10,994          | 18,912             | 18,496           |
| Total                          |                |                                 | 57,114          | 62,623          | 59,899          | 66,529             | 70,227           |
| Total                          |                |                                 | 228,729         | 217,330         | 217,379         | 224,402            | 240,730          |
| <b>Services &amp; Supplies</b> |                |                                 |                 |                 |                 |                    |                  |
| 8                              | 1502 *101      | Postage                         | 0               | 0               | 0               | 0                  | 0                |
| 9                              | 1502 *120      | Supplies Office                 | 516             | 945             | 700             | 664                | 700              |
| 10                             | 1502 *123      | Supplies - Shop & Field         | 6,129           | 6,000           | 5,584           | 4,648              | 6,300            |
| 11                             | 1502 *156      | Special Event                   | 4,745           | 3,000           | 2,584           | 1,772              | 1,930            |
| 12                             | 1502 *157      | Special Event - Citrus Festival | 3,544           | 0               | 0               | 130                | 0                |
| 13                             | 1502 *171      | Minor Equipment - Office        | 1,003           | 0               | 0               | 0                  | 0                |
| 14                             | 1502 *175      | Minor Equipment - Computer      | 0               | 0               | 0               | 0                  | 0                |
| 15                             | 1502 *209      | Prof/Contr Svcs - Other         | 2,427           | 2,000           | 2,000           | 0                  | 0                |
| 16                             | 1502 *230      | Legal Advertising               | 37              | 0               | 0               | 0                  | 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             | 0               | 0               | 0               | 0                  | 0                |
| 20                             | 1502 *303      | Maint - Office Equipment        | 0               | 230             | 0               | 0                  | 0                |
| 21                             | 1502 *304      | Maint - Vehicles, Equipment     | 357             | 500             | 0               | 7                  | 0                |
| 22                             | 1502 *305      | Maint - Vehicle Fuel            | 958             | 1,200           | 750             | 2,457              | 2,600            |
| 23                             | 1502 *352      | Training/Workshops/Meetings     | 0               | 0               | 0               | 0                  | 0                |
| Total                          |                |                                 | 19,716          | 13,875          | 11,618          | 9,678              | 11,530           |
| Total                          |                |                                 | 248,445         | 231,205         | 228,997         | 234,080            | 252,260          |

Year-Over-Year Changes

There is an increase of \$23,251 in salaries and benefits.

COMMUNITY SERVICES

RAILROAD DEPOT

| FUND 100                       |                |                                | 1503               |                    |                    |                       |                     |
|--------------------------------|----------------|--------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|
| Line                           | Budget Account | Account Description            | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |
| <b>Salaries &amp; Wages</b>    |                |                                |                    |                    |                    |                       |                     |
| 1                              | 1503 *001      | Full Time Salaries             | 3,950              | 0                  | 0                  | 0                     | 0                   |
| 2                              | 1503 *003      | Overtime                       | 0                  | 0                  | 0                  | 0                     | 0                   |
| Total                          |                |                                | 3,950              | 0                  | 0                  | 0                     | 0                   |
| <b>Employee Paid Benefits</b>  |                |                                |                    |                    |                    |                       |                     |
| 3                              | 1503 *021      | Car Allowance                  | 164                | 0                  | 0                  | 0                     | 0                   |
| 4                              | 1503 *041      | Cafeteria Allowance            | 471                | 0                  | 0                  | 0                     | 0                   |
| 5                              | 1503 *042      | Retirement                     | 969                | 0                  | 0                  | 0                     | 0                   |
| 6                              | 1503 *xxx      | All Other Paid Benefits        | 248                | 0                  | 0                  | 0                     | 0                   |
| Total                          |                |                                | 1,851              | 0                  | 0                  | 0                     | 0                   |
| Total                          |                |                                | 5,800              | 0                  | 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                          |                |                                | 5,800              | 0                  | 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 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |  |
| Salaries & Wages       |                |                                |                    |                    |                    |                       |                     |  |
| 1                      | 1531 *001      | Full Time Salaries             | 76,574             | 73,235             | 79,550             | 82,947                | 117,262             |  |
| 2                      | 1531 *002      | Part Time Salaries             | 15,562             | 14,700             | 14,316             | 29,931                | 18,381              |  |
| 3                      | 1531 *003      | Overtime                       | 6,852              | 6,700              | 15,000             | 7,564                 | 8,000               |  |
|                        |                | Total                          | 98,988             | 94,635             | 108,866            | 120,441               | 143,643             |  |
| Employee Paid Benefits |                |                                |                    |                    |                    |                       |                     |  |
| 3                      | 1531 *021      | Car Allowance                  | 0                  | 0                  | 0                  | 109                   | 0                   |  |
| 4                      | 1531 *041      | Cafeteria Allowance            | 19,263             | 19,207             | 19,206             | 24,083                | 10,975              |  |
| 5                      | 1531 *042      | Retirement                     | 13,845             | 16,148             | 20,850             | 17,766                | 17,121              |  |
| 6                      | 1531 *xxx      | All Other Paid Benefits        | 12,998             | 18,787             | 18,903             | 17,536                | 23,763              |  |
|                        |                | Total                          | 46,106             | 54,142             | 58,959             | 59,493                | 51,859              |  |
|                        |                | Total                          | 145,094            | 148,777            | 167,825            | 179,934               | 195,502             |  |
| Services & Supplies    |                |                                |                    |                    |                    |                       |                     |  |
| 7                      | 1531 *120      | Supplies - Office              | 0                  | 0                  | 0                  | 98                    | 100                 |  |
| 8                      | 1531 *121      | Supplies - Clothing/Uniform    | 1,748              | 1,701              | 1,700              | 365                   | 1,000               |  |
| 9                      | 1531 *123      | Supplies - Shop & Field        | 21,562             | 37,500             | 36,500             | 23,718                | 25,000              |  |
| 10                     | 1531 *124      | Supplies - Safety              | 25                 | 0                  | 0                  | 0                     | 0                   |  |
| 11                     | 1531 *173      | Minor Equipment - Shop & Field | 0                  | 2,500              | 2,500              | 0                     | 2,300               |  |
| 12                     | 1531 *209      | Prof/Contr Svcs - Other        | 5,643              | 6,000              | 6,000              | 4,525                 | 4,600               |  |
| 13                     | 1531 *226      | Prof/Contr Svcs - Janitorial   | 5,161              | 0                  | 0                  | 4,232                 | 4,300               |  |
| 14                     | 1531 *227      | Prof/Contr - Temp Personnel    | 1,212              | 0                  | 0                  | 0                     | 0                   |  |
| 15                     | 1531 *280      | Utility - Electric             | 0                  | 0                  | 0                  | 0                     | 0                   |  |
| 16                     | 1531 *281      | Utility - Gas                  | 0                  | 0                  | 0                  | 0                     | 0                   |  |
| 17                     | 1531 *282      | Utility - Telephone            | 0                  | 0                  | 0                  | 0                     | 0                   |  |
| 18                     | 1531 *301      | Maint - Bldgs. & Improvements  | 27,802             | 10,000             | 10,000             | 8,789                 | 10,000              |  |
| 19                     | 1531 *304      | Maint - Vehicles Equipment     | 0                  | 0                  | 0                  | 0                     | 0                   |  |
| 20                     | 1531 *305      | Maint - Vehicle Fuel           | 2,975              | 3,000              | 3,000              | 3,806                 | 3,800               |  |
| 21                     | 1531 *307      | Equipment Maintenance Charges  | 5,077              | 4,777              | 5,424              | 5,728                 | 8,486               |  |
| 22                     | 1531 *352      | Training/Workshops/Meetings    | 365                | 850                | 850                | 23                    | 200                 |  |
|                        |                | Total                          | 71,570             | 66,328             | 65,974             | 51,284                | 59,786              |  |
| Capital Outlays        |                |                                |                    |                    |                    |                       |                     |  |
| 23                     | 1531 *610      | Equipment New                  | 34,183             | 0                  | 0                  | 0                     | 0                   |  |
| 24                     | 1531 *630      | Improv - Other than Bldgs.-New | 0                  | 0                  | 0                  | 0                     | 0                   |  |
|                        |                | Total                          | 34,183             | 0                  | 0                  | 0                     | 0                   |  |
|                        |                | Total                          | 250,846            | 215,105            | 233,799            | 231,219               | 255,288             |  |

Year-Over-Year Changes

There is an increase of \$27,677 in salaries and benefits and a decrease in supplies of \$6,188.

COMMUNITY SERVICES

COMM SVCS-GRNS MAINT

| FUND                   |                |                                 | 100                | 1532               |                    |                       |                     |  |
|------------------------|----------------|---------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|--|
| Line                   | Budget Account | Account Description             | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |  |
| Salaries & Wages       |                |                                 |                    |                    |                    |                       |                     |  |
| 1                      | 1532 *001      | Full Time Salaries              | 48,729             | 48,688             | 50,104             | 60,527                | 53,671              |  |
| 2                      | 1532 *002      | Part Time Salaries              | 0                  | 0                  | 0                  | 0                     | 0                   |  |
| 3                      | 1532 *003      | Overtime                        | 1,693              | 1,600              | 2,500              | 1,657                 | 2,000               |  |
| Total                  |                |                                 | 50,422             | 50,288             | 52,604             | 62,184                | 55,671              |  |
| Employee Paid Benefits |                |                                 |                    |                    |                    |                       |                     |  |
| 4                      | 1532 *041      | Cafeteria Allowance             | 13,759             | 13,719             | 13,719             | 12,871                | 10,975              |  |
| 5                      | 1532 *042      | Retirement                      | 8,444              | 10,391             | 12,772             | 12,654                | 15,729              |  |
| 6                      | 1532 *xxx      | All Other Paid Benefits         | 4,608              | 5,785              | 9,618              | 9,715                 | 5,744               |  |
| Total                  |                |                                 | 26,812             | 29,895             | 36,109             | 35,240                | 32,448              |  |
| Total                  |                |                                 | 77,234             | 80,183             | 88,713             | 97,423                | 88,119              |  |
| Services & Supplies    |                |                                 |                    |                    |                    |                       |                     |  |
| 7                      | 1532 *101      | Postage                         | 0                  | 0                  | 0                  | 0                     | 0                   |  |
| 8                      | 1532 *103      | Dues & Subscriptions            | 0                  | 0                  | 0                  | 40                    | 0                   |  |
| 9                      | 1532 *121      | Supplies - Clothing/Uniform     | 840                | 1,000              | 1,000              | 745                   | 750                 |  |
| 10                     | 1532 *123      | Supplies - Shop & Field         | 20,175             | 16,500             | 16,500             | 23,516                | 25,000              |  |
| 11                     | 1532 *124      | Supplies - Safety               | 100                | 0                  | 0                  | 0                     | 0                   |  |
| 12                     | 1532 *156      | Santa Paula Beautiful           | 1,777              | 10,000             | 0                  | 154                   | 0                   |  |
| 13                     | 1532 *173      | Minor Equipment - Shop & Field  | 0                  | 0                  | 0                  | 0                     | 0                   |  |
| 14                     | 1532 *202      | Svc - Landscape Maintenance     | 35,240             | 38,000             | 38,000             | 27,168                | 30,000              |  |
| 15                     | 1532 *209      | Prof/Contr Svcs - Other         | 16,743             | 8,155              | 11,155             | 13,506                | 11,155              |  |
| 16                     | 1532 *223      | Prof/Contr Svcs Tree - Trimming | 5,724              | 10,000             | 10,000             | 626                   | 8,920               |  |
| 17                     | 1532 *227      | Prof/Contr - Temp Personnel     | 20,294             | 0                  | 0                  | 0                     | 0                   |  |
| 18                     | 1532 *280      | Utility - Electric              | 0                  | 0                  | 0                  | 0                     | 0                   |  |
| 19                     | 1532 *282      | Utility - Telephone             | 0                  | 0                  | 0                  | 0                     | 0                   |  |
| 20                     | 1532 *287      | Landfill Fees                   | 0                  | 0                  | 0                  | 0                     | 0                   |  |
| 21                     | 1532 *301      | Maint - Bldgs. & Improvements   | 2,062              | 0                  | 1,000              | 12,773                | 2,500               |  |
| 22                     | 1532 *304      | Maint - Vehicles Equipment      | 0                  | 500                | 500                | 266                   | 300                 |  |
| 23                     | 1532 *305      | Maint - Vehicle Fuel            | 9,142              | 6,000              | 6,000              | 6,909                 | 6,420               |  |
| 24                     | 1532 *307      | Equipment Maintenance Charges   | 8,752              | 0                  | 9,040              | 8,547                 | 11,669              |  |
| 25                     | 1532 *352      | Training/Workshops/Meetings     | 894                | 500                | 500                | 424                   | 500                 |  |
| Total                  |                |                                 | 121,742            | 90,655             | 93,695             | 94,674                | 97,214              |  |
| Total                  |                |                                 | 198,976            | 170,838            | 182,408            | 192,097               | 185,333             |  |

Year-Over-Year Changes

No significant year over year changes.

| COMMUNITY SERVICES     |                |                         | CABLE TELEVISION |                 |                 |                    |                  |
|------------------------|----------------|-------------------------|------------------|-----------------|-----------------|--------------------|------------------|
| FUND                   |                |                         | 103              |                 | 1505            |                    |                  |
| Line                   | Budget Account | Account Description     | FY 10-11 Actual  | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| Salaries & Wages       |                |                         |                  |                 |                 |                    |                  |
| 1                      | 1505 *001      | Full Time Salaries      | 4,013            | 4,000           | 4,000           | 350                | 3,780            |
| Total                  |                |                         | 4,013            | 4,000           | 4,000           | 350                | 3,780            |
| Employee Paid Benefits |                |                         |                  |                 |                 |                    |                  |
| 2                      | 1505 *021      | Car Allowance           | 164              | 0               | 0               | 0                  | 0                |
| 3                      | 1505 *041      | Cafeteria Allowance     | 471              | 0               | 0               | 0                  | 1,098            |
| 4                      | 1505 *042      | Retirement              | 969              | 0               | 0               | 31                 | 445              |
| 5                      | 1505 *xxx      | All Other Paid Benefits | 248              | 0               | 0               | 6                  | 128              |
| Total                  |                |                         | 1,851            | 0               | 0               | 37                 | 1,671            |
| Total                  |                |                         | 5,864            | 4,000           | 4,000           | 387                | 5,451            |
| Services & Supplies    |                |                         |                  |                 |                 |                    |                  |
| 6                      | 1505 *123      | Supplies - Shop & Field | 0                | 5,000           | 0               | 335                | 0                |
| 7                      | 1505 *209      | Prof/Contr Svcs - Other | 8,650            | 16,000          | 16,000          | 7,000              | 10,000           |
| Total                  |                |                         | 8,650            | 21,000          | 16,000          | 7,335              | 10,000           |
| Total                  |                |                         | 14,514           | 25,000          | 20,000          | 7,722              | 15,451           |

Year-Over-Year Changes

No significant year over year changes.

| COMMUNITY SERVICES  |                |                       | RECREATION PROGRAM |                 |                 |                    |                  |
|---------------------|----------------|-----------------------|--------------------|-----------------|-----------------|--------------------|------------------|
| FUND                |                |                       | 115                |                 | 1502            |                    |                  |
| Line                | Budget Account | Account Description   | FY 10-11 Actual    | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| Services & Supplies |                |                       |                    |                 |                 |                    |                  |
| 1                   | 1501 *123      | Supplies-Shop & Field | 0                  | 0               | 0               | (35)               | 0                |
| 2                   | 1502 *181      | Recreation Programs   | 92,777             | 93,000          | 87,000          | 91,874             | 95,000           |
| 3                   | 1502 *182      | Senior Activities     | 0                  | 0               | 0               | 0                  | 0                |
| Total               |                |                       | 92,777             | 93,000          | 87,000          | 91,839             | 95,000           |
| Total               |                |                       | 92,777             | 93,000          | 87,000          | 91,839             | 95,000           |

Year-Over-Year Changes

No significant year over year changes.

| COMMUNITY SERVICES             |                |                         | BEV CONTAINER RECYCLING |                 |                 |                    |                  |
|--------------------------------|----------------|-------------------------|-------------------------|-----------------|-----------------|--------------------|------------------|
| FUND                           |                |                         | 305                     |                 | 1531/1532       |                    |                  |
| Line                           | Budget Account | Account Description     | FY 10-11 Actual         | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| <b>Salaries &amp; Wages</b>    |                |                         |                         |                 |                 |                    |                  |
| 1                              | 1532 *001      | Full Time Salaries      | 0                       | 0               | 0               | 155                | 0                |
| 2                              | 1532 *003      | Overtime                | 0                       | 0               | 0               | 0                  | 900              |
| Total                          |                |                         | 0                       | 0               | 0               | 155                | 900              |
| <b>Employee Paid Benefits</b>  |                |                         |                         |                 |                 |                    |                  |
| 3                              | 1532 *021      | Car Allowance           | 0                       | 0               | 0               | 0                  | 0                |
| 4                              | 1532 *041      | Cafeteria Allowance     | 0                       | 0               | 0               | 0                  | 0                |
| 5                              | 1532 *042      | Retirement              | 0                       | 0               | 0               | 14                 | 0                |
| 6                              | 1532 *xxx      | All Other Paid Benefits | 0                       | 0               | 0               | 3                  | 0                |
| Total                          |                |                         | 0                       | 0               | 0               | 17                 | 0                |
| Total                          |                |                         | 0                       | 0               | 0               | 171                | 900              |
| <b>Services &amp; Supplies</b> |                |                         |                         |                 |                 |                    |                  |
| 7                              | 1532 *179      | Minor Equipment         | 30,938                  | 0               | 13,000          | 6,314              | 13,000           |
| Total                          |                |                         | 30,938                  | 0               | 13,000          | 6,314              | 13,000           |
| Total                          |                |                         | 30,938                  | 0               | 13,000          | 6,485              | 13,900           |

**Year-Over-Year Changes**

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

| COMMUNITY SERVICES             |                |                            | COMM SVCS-REC & LEISURE |                 |                 |                    |                  |
|--------------------------------|----------------|----------------------------|-------------------------|-----------------|-----------------|--------------------|------------------|
| FUND                           |                |                            | 405                     |                 | 1502            |                    |                  |
| Line                           | Budget Account | Account Description        | FY 10-11 Actual         | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| <b>Salaries &amp; Wages</b>    |                |                            |                         |                 |                 |                    |                  |
| 1                              | 1502 *001      | Full Time Salaries         | 416                     | 0               | 0               | 460                | 0                |
| 2                              | 1502 *002      | Part Time Salaries         | 17,375                  | 17,028          | 18,495          | 20,765             | 20,358           |
| 3                              | 1502 *003      | Overtime                   | 0                       | 0               | 0               | 0                  | 0                |
| Total                          |                |                            | 17,791                  | 17,028          | 18,495          | 21,225             | 20,358           |
| <b>Employee Paid Benefits</b>  |                |                            |                         |                 |                 |                    |                  |
| 4                              | 1502 *041      | Cafeteria Allowance        | 0                       | 0               | 0               | 0                  | 0                |
| 5                              | 1502 *042      | Retirement                 | 1,090                   | 1,713           | 1,334           | 2,379              | 2,195            |
| 6                              | 1502 *xxx      | All Other Paid Benefits    | 361                     | 429             | 430             | 581                | 513              |
| Total                          |                |                            | 1,451                   | 2,142           | 1,764           | 2,960              | 2,708            |
| Total                          |                |                            | 19,243                  | 19,170          | 20,259          | 24,185             | 23,066           |
| <b>Services &amp; Supplies</b> |                |                            |                         |                 |                 |                    |                  |
| 7                              | 1502 *123      | Supplies - Shop & Field    | 9,671                   | 8,531           | 30,000          | 5,764              | 10,000           |
| 8                              | 1502 *175      | Minor Equipment - Computer | 0                       | 0               | 0               | 0                  | 0                |
| 9                              | 1502 *209      | Prof/Contr Svcs - Other    | 100                     | 0               | 0               | 0                  | 0                |
| Total                          |                |                            | 9,771                   | 8,531           | 30,000          | 5,764              | 10,000           |
| Total                          |                |                            | 29,013                  | 27,701          | 50,259          | 29,949             | 33,066           |

**Year-Over-Year Changes**

Funded Grant program expected to receive more grant funding.

COMMUNITY SERVICES

CDBG RECREATION-SENIOR

| COMMUNITY SERVICES     |                |                         | CDBG RECREATION-SENIOR |                    |                    |                       |                     |  |
|------------------------|----------------|-------------------------|------------------------|--------------------|--------------------|-----------------------|---------------------|--|
| FUND                   |                |                         | 450                    | 1502               |                    |                       |                     |  |
| Line                   | Budget Account | Account Description     | FY 10-11<br>Actual     | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |  |
| Salaries & Wages       |                |                         |                        |                    |                    |                       |                     |  |
| 1                      | 1502 *002      | Part Time Salaries      | 7,452                  | 7,646              | 7,646              | 5,770                 | 12,391              |  |
|                        |                | Total                   | 7,452                  | 7,646              | 7,646              | 5,770                 | 12,391              |  |
| Employee Paid Benefits |                |                         |                        |                    |                    |                       |                     |  |
| 2                      | 1502 *041      | Cafeteria Allowance     | 0                      | 0                  | 0                  | 0                     | 0                   |  |
| 3                      | 1502 *042      | Retirement              | 573                    | 359                | 359                | 636                   | 1,336               |  |
| 4                      | 1502 *xxx      | All Other Paid Benefits | 107                    | 113                | 113                | 139                   | 133                 |  |
|                        |                | Total                   | 680                    | 472                | 472                | 775                   | 1,469               |  |
|                        |                | Total                   | 8,132                  | 8,118              | 8,118              | 6,545                 | 13,860              |  |

Year-Over-Year Changes

No significant year over year changes.

COMMUNITY SERVICES

COMMUNITY CENTER

| COMMUNITY SERVICES           |                |                                  | COMMUNITY CENTER |                 |                 |                    |                  |
|------------------------------|----------------|----------------------------------|------------------|-----------------|-----------------|--------------------|------------------|
| FUND                         |                |                                  | 801              |                 | 1501            |                    |                  |
| Line                         | Budget Account | Account Description              | FY 10-11 Actual  | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| Transfers, Overhead and Debt |                |                                  |                  |                 |                 |                    |                  |
| 1                            | 1501           | *525 General Portion of Enwo Int | 2,088            | 0               | 1,665           | 1,431              | 1,350            |
| Total                        |                |                                  | 2,088            | 0               | 1,665           | 1,431              | 1,350            |
| Total                        |                |                                  | 2,088            | 0               | 1,665           | 1,431              | 1,350            |

Year-Over-Year Changes

No significant year over year changes.

COMMUNITY SERVICES

HARDING PARK TRUST

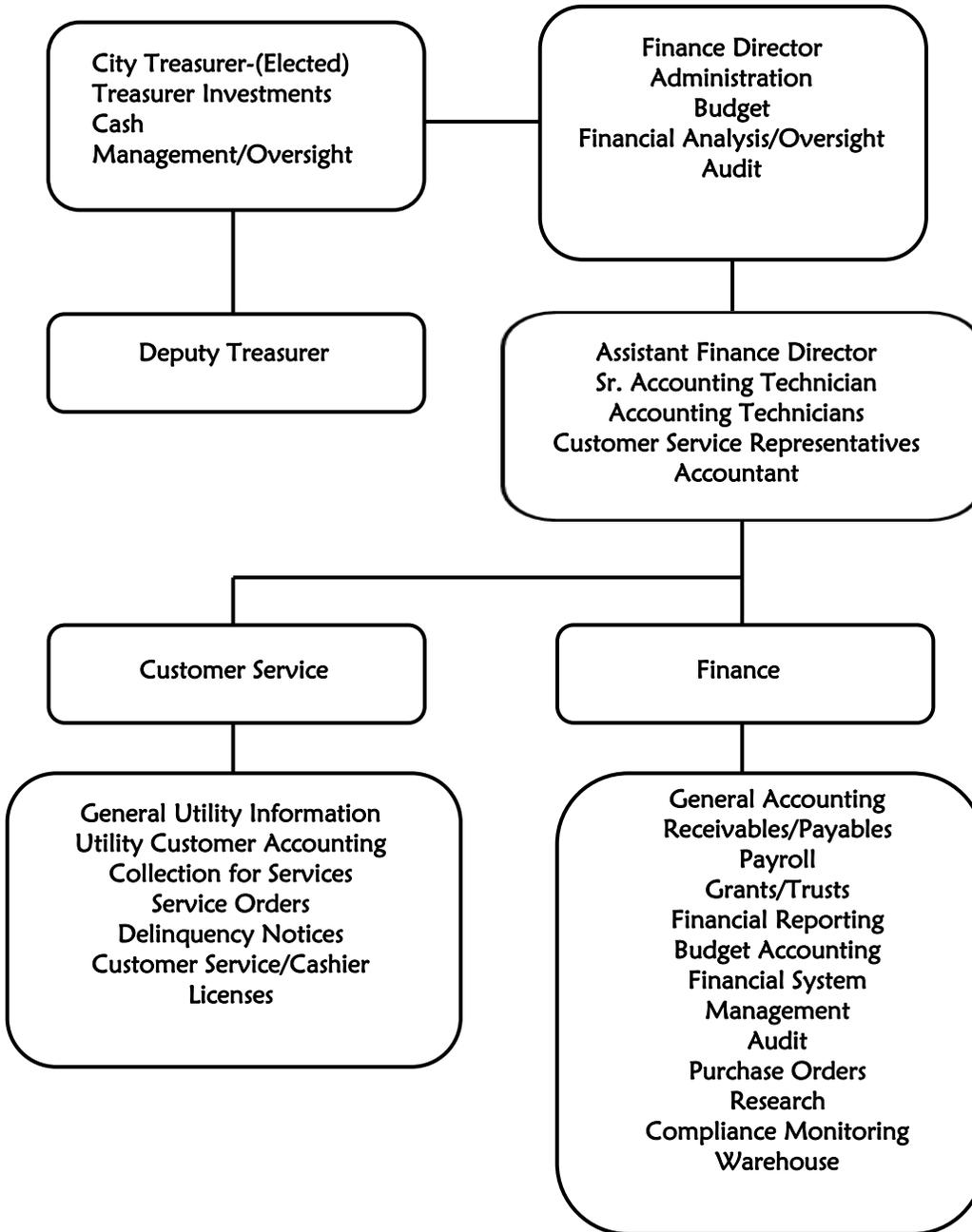
| COMMUNITY SERVICES         |                |                                  | HARDING PARK TRUST |                 |                 |                    |                  |
|----------------------------|----------------|----------------------------------|--------------------|-----------------|-----------------|--------------------|------------------|
| FUND                       |                |                                  | 803                |                 | 1532            |                    |                  |
| Line                       | Budget Account | Account Description              | FY 10-11 Actual    | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| Services & Supplies        |                |                                  |                    |                 |                 |                    |                  |
| 1                          | 1532           | *123 Supplies - Shop & Field     | 0                  | 0               | 5,000           | 15,394             | 15,000           |
| 2                          | 1532           | *209 Prof/Contr Svcs - Other     | 0                  | 0               | 11,000          | 16,239             | 16,000           |
| 3                          | 1532           | *301 Maint - Bldg & Improvements | 1,468              | 0               | 0               | 0                  |                  |
| Total                      |                |                                  | 1,468              | 0               | 16,000          | 31,634             | 31,000           |
| Transfers - Out & Overhead |                |                                  |                    |                 |                 |                    |                  |
| 4                          | 1532           | *702 Transfer to Harding Park    | 0                  | 0               | 500,000         | 402,328            | 0                |
|                            |                |                                  | 0                  | 0               | 500,000         | 402,328            | 0                |
| Total                      |                |                                  | 1,468              | 0               | 516,000         | 433,961            | 31,000           |

Year-Over-Year Changes

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

FINANCE DEPARTMENT

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



## FINANCE DEPARTMENT

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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 using recognized professional standards. 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 are being provided annually.
- 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 which should become more efficient with billing now that the vacant Accounting Technician (Accounts Receivable) has been filled.
- Council has been receiving a mid-year report instead of quarterly reports.

The replacement of the vacant Accounting Technician occurred mid-year of this past fiscal year and therefore, collections of past due accounts (business and animal licenses as well as other accounts) has been fruitful and is expected to be even more successful during next fiscal year when the position will have been filled for an entire fiscal year.

## FINANCE DEPARTMENT

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### 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, (Finance Director), and two Deputy Treasurers, (Accountant & Human Resources Manager). The elected position was voted at the November 2012 election and the office is up for re-election in November 2016.

## FINANCE DEPARTMENT

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### 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 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

## FINANCE DEPARTMENT

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- 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, 90% of three Accounting Technicians, and 5% of two Customer Service Representatives.

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

## FINANCE DEPARTMENT

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### 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.
  - Write procedures for the accounts receivable process
  - 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, 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.

## FINANCE DEPARTMENT

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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 outsourcing the printing of utility bills and shut off notices.

FINANCE DEPARTMENT SUMMARY

| Expenditures                        | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change  |
|-------------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|--------------|
| Salaries                            | 382,602            | 336,208            | 368,598            | 364,816               | 392,388             | 7.6%         |
| Benefits                            | 147,164            | 164,444            | 159,689            | 161,622               | 189,180             | 17.1%        |
| Total                               | 529,766            | 500,652            | 528,287            | 526,438               | 581,568             | 10.5%        |
| Supplies, Services & Maintenance    | 204,699            | 160,100            | 159,598            | 184,352               | 242,700             | 31.7%        |
| Transfers, Overhead & Debt Payments | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%         |
| Total                               | 204,699            | 160,100            | 159,598            | 184,352               | 242,700             | 31.7%        |
| Capital Outlays                     | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%         |
| Total                               | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%         |
| <b>Total</b>                        | <b>734,465</b>     | <b>660,752</b>     | <b>687,885</b>     | <b>710,790</b>        | <b>824,268</b>      | <b>16.0%</b> |
| Authorized Employee Count           | 10.0               | 7.75               | 9.00               | 9.00                  | 9.0                 |              |

FINANCE DEPARTMENT - GENERAL FUND SUMMARY

| Expenditures                        | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change  |
|-------------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|--------------|
| Salaries                            | 217,195            | 208,591            | 236,449            | 233,540               | 255,726             | 9.5%         |
| Benefits                            | 81,929             | 95,211             | 89,576             | 103,713               | 114,086             | 10.0%        |
| Total                               | 299,124            | 303,802            | 326,025            | 337,254               | 369,812             | 9.7%         |
| Supplies, Services & Maintenance    | 83,678             | 52,775             | 41,598             | 75,761                | 114,700             | 51.4%        |
| Transfers, Overhead & Debt Payments | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%         |
| Total                               | 83,678             | 52,775             | 41,598             | 75,761                | 114,700             | 51.4%        |
| Capital Outlays                     | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%         |
| Total                               | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%         |
| <b>Total</b>                        | <b>382,802</b>     | <b>356,577</b>     | <b>367,623</b>     | <b>413,015</b>        | <b>484,512</b>      | <b>17.3%</b> |
| Revenue & Other Resources           |                    |                    |                    |                       |                     |              |
| Fees, Fines & Permits               | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%         |
| Charges for Services, User Fees     | 11,012             | 11,000             | 12,550             | 17,534                | 17,600              | 0.4%         |
| Other Revenues                      | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%         |
| Total Revenues                      | 11,012             | 11,000             | 12,550             | 17,534                | 17,600              | 0.4%         |
| Net GF (Cost)/Benefit               | (371,790)          | (345,577)          | (355,073)          | (395,481)             | (466,912)           | 18.1%        |

FINANCIAL SERVICES  
 FUND

100

CITY TREASURER  
 2001

| Line                   | Budget Account | Personnel Services      | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|------------------------|----------------|-------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| Salaries & Wages       |                |                         |                 |                 |                 |                    |                  |
| 1                      | 2001 *001      | Full Time Salaries      | 0               | 0               | 0               | 0                  | 0                |
| 2                      | 2001 *002      | Part Time Salaries      | 3,583           | 3,420           | 3,510           | 3,509              | 3,600            |
|                        |                | Overtime                | 0               | 0               | 0               | 0                  | 0                |
|                        |                | Total                   | 3,583           | 3,420           | 3,510           | 3,509              | 3,600            |
| Employee Paid Benefits |                |                         |                 |                 |                 |                    |                  |
| 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              | 87              | 89              | 41                 | 91               |
|                        |                | Total                   | 25              | 87              | 89              | 41                 | 91               |
|                        |                | Total                   | 3,609           | 3,507           | 3,599           | 3,550              | 3,691            |
| Services & Supplies    |                |                         |                 |                 |                 |                    |                  |
| 6                      | 2001 *101      | Postage                 | 0               | 0               | 0               | 0                  | 0                |
| 7                      | 2001 *103      | Dues & Subscriptions    | 155             | 0               | 0               | 0                  | 0                |
| 8                      | 2001 *120      | Supplies Office         | 0               | 0               | 0               | 0                  | 0                |
| 9                      | 2001 *209      | Prof/Contr Svcs - Other | 41              | 0               | 0               | 0                  | 0                |
|                        |                | Total                   | 196             | 0               | 0               | 0                  | 0                |
|                        |                | Total                   | 3,805           | 3,507           | 3,599           | 3,550              | 3,691            |

Year-Over-Year Changes

No significant year over year changes.

FINANCIAL SERVICES  
 FUND

100

FINANCE OPERATIONS  
 2002

| Line                           | Budget Account | Personnel Services             | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|--------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>    |                |                                |                 |                 |                 |                    |                  |
| 1                              | 2002 *001      | Full Time Salaries             | 211,631         | 203,471         | 232,439         | 229,624            | 251,626          |
| 2                              | 2002 *002      | Part Time Salaries             | 0               | 0               | 0               | 0                  | 0                |
| 3                              | 2002 *003      | Overtime                       | 1,981           | 1,700           | 500             | 407                | 500              |
|                                |                | Total                          | 213,611         | 205,171         | 232,939         | 230,032            | 252,126          |
| <b>Employee Paid Benefits</b>  |                |                                |                 |                 |                 |                    |                  |
| 4                              | 2002 *021      | Car Allowance                  | 2,062           | 3,150           | 3,150           | 3,150              | 3,150            |
| 5                              | 2002 *041      | Cafeteria Allowance            | 43,928          | 49,411          | 38,574          | 53,455             | 55,448           |
| 6                              | 2002 *042      | Retirement                     | 30,206          | 35,166          | 40,841          | 40,350             | 46,194           |
| 7                              | 2002 *xxx      | All Other Paid Benefits        | 5,709           | 7,397           | 6,922           | 6,717              | 9,203            |
|                                |                | Total                          | 81,904          | 95,124          | 89,487          | 103,672            | 113,995          |
|                                |                | Total                          | 295,516         | 300,295         | 322,426         | 333,704            | 366,121          |
| <b>Services &amp; Supplies</b> |                |                                |                 |                 |                 |                    |                  |
| 8                              | 2002 *101      | Postage                        | 52              | 75              | 0               | 0                  | 0                |
| 9                              | 2002 *103      | Dues & Subscriptions           | 748             | 600             | 600             | 503                | 500              |
| 10                             | 2002 *120      | Supplies Office                | 2,811           | 2,000           | 2,000           | 1,553              | 1,600            |
| 11                             | 2002 *129      | Supplies - Other               | 0               | 0               | 0               | 269                | 250              |
| 12                             | 2002 *171      | Minor Equipment - Office       | 396             | 400             | 0               | 252                | 250              |
| 13                             | 2002 *175      | Minor Equipment - Computer     | 0               | 0               | 0               | 0                  | 0                |
| 14                             | 2002 *179      | Minor Equipment - Other        | 0               | 0               | 0               | 0                  | 0                |
| 15                             | 2002 *201      | Prof/Contr Svcs - Financial    | 36,262          | 33,000          | 33,000          | 35,457             | 30,000           |
| 16                             | 2002 *205      | Prof/Contr Svcs - Personnel    | 0               | 0               | 0               | 0                  | 0                |
| 17                             | 2002 *209      | Prof/Contr Svcs - Other        | 25,151          | 5,000           | 5,000           | 14,964             | 80,000           |
| 18                             | 2002 *227      | Prof/Contr - Temp Personnel    | 12,512          | 9,000           | 0               | 18,526             | 0                |
| 19                             | 2002 *230      | Legal Advertising              | 37              | 0               | 250             | 2,241              | 250              |
| 20                             | 2002 *231      | Misc Advertising/Promo         | 0               | 1,000           | 0               | 0                  | 0                |
| 21                             | 2002 *240      | Duplication Charges - Internal | 0               | 0               | 0               | 0                  | 0                |
| 22                             | 2002 *241      | Printing & Binding - External  | 1,095           | 1,500           | 548             | 1,548              | 1,550            |
| 23                             | 2002 *282      | Utility - Telephone            | 277             | 0               | 0               | 0                  | 0                |
| 24                             | 2002 *301      | Maint - Bldgs & Improvements   | 2,200           | 0               | 0               | 0                  | 0                |
| 25                             | 2002 *303      | Maint - Office Equipment       | 0               | 0               | 0               | 0                  | 0                |
| 26                             | 2002 *352      | Training/Workshops/Meetings    | 54              | 0               | 0               | 249                | 100              |
| 27                             | 2002 *353      | Mileage Reimbursement          | 218             | 200             | 200             | 199                | 200              |
| 28                             | 2002 *360      | Educational Reimbursement      | 1,671           | 0               | 0               | 0                  | 0                |
|                                |                | Total                          | 83,482          | 52,775          | 41,598          | 75,761             | 114,700          |
|                                |                | Total                          | 378,997         | 353,070         | 364,024         | 409,465            | 480,821          |

**Year-Over-Year Changes**

The increase of \$75,000 in Prof/Contract Services is for the Fee and Overhead Study for the City

FINANCIAL SERVICES  
 FUND

281

VISTA BUS PASSES  
 2003

| Line                   | Budget Account | Personnel Services      | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|------------------------|----------------|-------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| Salaries & Wages       |                |                         |                 |                 |                 |                    |                  |
| 1                      | 2003 *001      | Full Time Salaries      | 1,797           | 1,659           | 1,720           | 1,718              | 1,804            |
| 2                      | 2003 *002      | Part Time Salaries      | 0               | 0               | 0               | 0                  | 0                |
| 3                      | 2003 *003      | Overtime                | 51              | 0               | 0               | 0                  | 0                |
| Total                  |                |                         | 1,848           | 1,659           | 1,720           | 1,718              | 1,804            |
| Employee Paid Benefits |                |                         |                 |                 |                 |                    |                  |
| 4                      | 2003 *041      | Cafeteria Allowance     | 457             | 549             | 548             | 263                | 549              |
| 5                      | 2003 *042      | Retirement              | 310             | 354             | 325             | 301                | 376              |
| 6                      | 2003 *xxx      | All Other Paid Benefits | 50              | 64              | 52              | 43                 | 61               |
| Total                  |                |                         | 817             | 967             | 925             | 607                | 986              |
| Total                  |                |                         | 2,665           | 2,626           | 2,645           | 2,325              | 2,790            |
| Total                  |                |                         | 2,665           | 2,626           | 2,645           | 2,325              | 2,790            |

Year-Over-Year Changes

No significant year over year changes.

FINANCIAL SERVICES  
 FUND

620

CUSTOMER SERVICES - UTILITIES  
 2005

| Line                           | Budget Account | Personnel Services          | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|-----------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>    |                |                             |                 |                 |                 |                    |                  |
| 1                              | 2005 *001      | Full Time Salaries          | 161,575         | 124,458         | 128,429         | 128,235            | 132,858          |
| 2                              | 2005 *002      | Part Time Salaries          | 0               | 0               | 0               | 0                  | 0                |
| 3                              | 2005 *003      | Overtime                    | 1,985           | 1,500           | 2,000           | 1,323              | 2,000            |
| Total                          |                |                             | 163,560         | 125,958         | 130,429         | 129,558            | 134,858          |
| <b>Employee Paid Benefits</b>  |                |                             |                 |                 |                 |                    |                  |
| 4                              | 2005 *021      | Car Allowance               | 1,709           | 1,050           | 1,050           | 1,010              | 1,050            |
| 5                              | 2005 *041      | Cafeteria Allowance         | 31,623          | 34,214          | 34,213          | 23,504             | 33,665           |
| 6                              | 2005 *042      | Retirement                  | 26,851          | 28,403          | 30,112          | 29,179             | 34,650           |
| 7                              | 2005 *xxx      | All Other Paid Benefits     | 4,234           | 4,599           | 3,813           | 3,609              | 4,743            |
| Total                          |                |                             | 64,418          | 68,266          | 69,188          | 57,301             | 74,108           |
| Total                          |                |                             | 227,977         | 194,224         | 199,617         | 186,859            | 208,966          |
| <b>Services &amp; Supplies</b> |                |                             |                 |                 |                 |                    |                  |
| 8                              | 2005 *101      | Postage                     | 42,243          | 50,000          | 45,000          | 27,896             | 45,000           |
| 9                              | 2005 *120      | Supplies Office             | 165             | 150             | 0               | 71                 | 0                |
| 10                             | 2005 *129      | Supplies - Other            | 0               | 0               | 0               | 0                  | 0                |
| 11                             | 2005 *171      | Minor Equipment - Office    | 942             | 0               | 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 | 23,560          | 23,000          | 23,000          | 32,866             | 33,000           |
| 15                             | 2005 *205      | Prof/Contr Svcs Personnel   | 160             | 175             | 0               | 0                  | 0                |
| 16                             | 2005 *209      | Prof/Contr Svcs - Other     | 34,530          | 25,000          | 50,000          | 47,759             | 50,000           |
| 17                             | 2005 *227      | Prof/Contr - Temp Personnel | 19,421          | 9,000           | 0               | 0                  | 0                |
| 18                             | 2005 *282      | Utility - Telephone         | 0               | 0               | 0               | 0                  | 0                |
| 19                             | 2005 *352      | Training/Workshops/Meetings | 0               | 0               | 0               | 0                  | 0                |
| Total                          |                |                             | 121,021         | 107,325         | 118,000         | 108,591            | 128,000          |
| Total                          |                |                             | 348,998         | 301,549         | 317,617         | 295,451            | 336,966          |

**Year-Over-Year Changes**

Increases to salaries of \$9,000 due to the cost of no furloughs this fiscal year.  
 There is \$10,000 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.

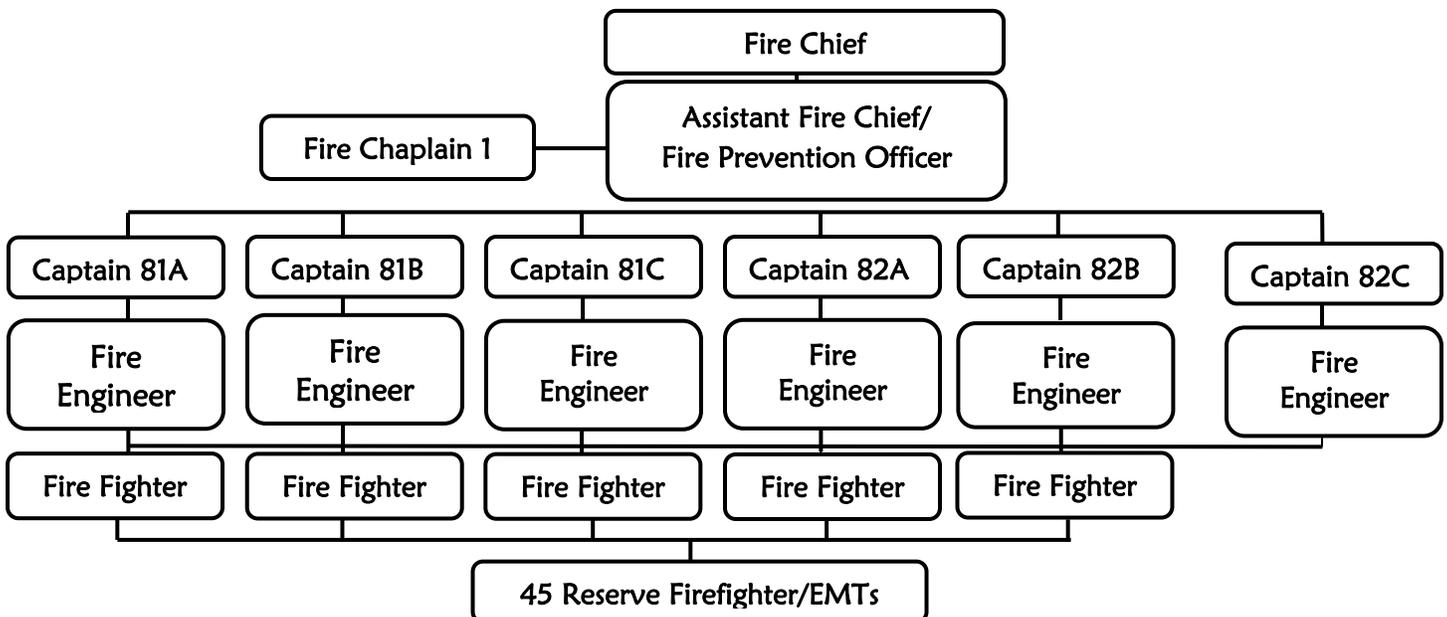
# FIRE DEPARTMENT

**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 twenty full-time personnel are the Fire Chief, Assistant Chief, six Captains, six Engineers and six Firefighters, all of whom are also Emergency Medical Technicians. There are up to 45 Reserve Firefighter/EMTs and one volunteer Fire Chaplain.

Administration and Prevention offices are at the Community Development Building Annex. Fire Stations 81 and 82 house most of the department's equipment. Station 81 houses a 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, firefighter and a Reserve Firefighter/EMT, and Engine 82 responds out of Station 82 with a full-time Captain, Engineer, firefighter and a 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.



## FIRE DEPARTMENT

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### *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 two 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.

This past year with the award of a SAFER Grant the department has hire 5 additional full time firefighters which had been a goal for the last eight years. This has proven successful and we now have four people on an engine on most days. The volunteer now serves as the fourth firefighter making our engines much more efficient for firefighting.

In late 2005, Council authorized the creation of a special one-year position for a Fire Captain to serve as City Emergency Preparedness Coordinator. This includes responsibility for most emergency planning for the City, creation of CERT Teams, updating existing and creating needed emergency plans, implementing an AM emergency radio broadcast system, and other assignments. This Fire Captain's engine company position was backfilled by the temporary promotion. Since that time Captain 81 B has continued to handle these duties.

## FIRE DEPARTMENT

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### Fire Administration Program

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

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

- **Financial:** Financial functions include planning the next fiscal year's department budget, ongoing review and approval of expenditures, review and approval of employee time sheets, reviewing revenue for specific fire department services.
- **Personnel:** Personnel functions include scheduling, supervision and performance review.
- **Training:** A variety of training programs are coordinated. These include basic training for new personnel, advanced training for senior personnel, semi-monthly engine company drills, emergency medical training, DMV Class B Firefighter Restricted driver license program, participation in mutual aid training and California Fire Academy classes.
- **Operations:** The Fire Chief acts as Incident Commander at major fire emergencies.
- **City Management Team:** The Fire Chief assists the City Manager and other Management Team members with a variety of special and long-term projects that cross department lines.
- **Emergency Preparedness:** Under the general direction of the City Manager, the Fire Department has assumed primary responsibility for coordination of emergency preparedness for the City. This has been accomplished with one Fire Captain taking on the duties as Emergency Preparedness Coordinator, the budget and expenses for whom are in the Fire Prevention Program.

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

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

## FIRE DEPARTMENT

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### Fire Prevention Program

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

#### Performance Areas

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

#### Specific Objectives

- To save property and lives by minimizing the number of uncontrolled and illegal fires through an effective fire prevention program, and by minimizing the destructive effect of fires through an effective plan-checking program that enforces the Uniform Fire Code.

## FIRE DEPARTMENT

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- To provide a high level of customer satisfaction with the professional conduct of the plan checking and enforcement functions.
- To conduct an equitable and comprehensive program utilizing the on-duty engine companies under the supervision of the Assistant Fire Chief to include the following:
  - Identification of all occupancies and properties to be inspected.
  - Establishment of regular periodic inspection schedules.
  - Establish daily, weekly, monthly and yearly inspection goals.
- To make sure that business hazardous materials are properly inventoried and that each business has an emergency plan for dealing with hazardous materials incidents.
- To reduce the potential for hazardous materials emergency incidents by working with affected businesses and with County Environmental Health Agency through the Certified Unified Program Agency to encourage the reduction of hazardous materials inventories, where appropriate, and encourage safe storage, handling and transportation of these materials.
- To continue implementation of a computerized network between the Fire Department and the Environmental Health Agency to facilitate the transfer between agencies of information concerning the hazardous materials inventories and plans.
- The Emergency Preparedness Coordinator (Fire Captain on special assignment) will:
  - update and coordinate City emergency planning
  - develop and train CERT teams
  - implement a Citizen Corps program
  - acquire and implement an emergency AM radio system
  - represent the City in area-wide emergency planning groups and activities, and perform other assignments as needed.

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

## FIRE DEPARTMENT

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### Fire Operations Program

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

In 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, firefighter who work 48 hours shifts. The reserve/firefighter works on a 24 hour shifts which are assigned monthly. 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, Engineer, firefighter along with one fulltime Firefighter each shift 24

**FIRE DEPARTMENT SUMMARY**

| Expenditures                        | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change  |
|-------------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|--------------|
| Salaries                            | 1,225,925          | 1,094,270          | 1,140,262          | 1,309,856             | 1,415,762           | 8.1%         |
| Benefits                            | 750,079            | 734,600            | 775,280            | 963,833               | 1,028,906           | 6.8%         |
| Total                               | 1,976,004          | 1,828,870          | 1,915,542          | 2,273,689             | 2,444,668           | 7.5%         |
| Supplies, Services & Maintenance    | 195,118            | 205,425            | 229,423            | 163,528               | 250,614             | 53.3%        |
| Transfers, Overhead & Debt Payments | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%         |
| Total                               | 195,118            | 205,425            | 229,423            | 163,528               | 250,614             | 53.3%        |
| Capital Outlays                     | 25,000             | 21,250             | 0                  | 0                     | 0                   | 0.0%         |
| Total                               | 25,000             | 21,250             | 0                  | 0                     | 0                   | 0.0%         |
| <b>Total</b>                        | <b>2,196,121</b>   | <b>2,055,545</b>   | <b>2,144,965</b>   | <b>2,437,217</b>      | <b>2,695,282</b>    | <b>10.6%</b> |
| Authorized Employee Count           | 15.0               | 15.0               | 15.0               | 20.0                  | 20.0                |              |

**FIRE DEPARTMENT - GENERAL FUND SUMMARY**

| Expenditures                         | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change |
|--------------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|-------------|
| Salaries                             | 1,222,291          | 1,091,570          | 1,132,460          | 1,135,256             | 1,173,224           | 3.3%        |
| Benefits                             | 749,998            | 734,561            | 772,591            | 817,471               | 817,577             | 0.0%        |
| Total                                | 1,972,289          | 1,826,131          | 1,905,051          | 1,952,727             | 1,990,801           | 1.9%        |
| Supplies, Services & Maintenance     | 189,023            | 193,525            | 223,574            | 160,278               | 250,614             | 56.4%       |
| Transfers, Overhead & Debt Payments  | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%        |
| Total                                | 189,023            | 193,525            | 223,574            | 160,278               | 250,614             | 56.4%       |
| Capital Outlays                      | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%        |
| Total                                | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%        |
| <b>Total</b>                         | <b>2,161,312</b>   | <b>2,019,656</b>   | <b>2,128,625</b>   | <b>2,113,006</b>      | <b>2,241,415</b>    | <b>6.1%</b> |
| <b>Revenue &amp; Other Resources</b> |                    |                    |                    |                       |                     |             |
| Fees, Fines & Permits                | 76,377             | 66,200             | 51,700             | 71,950                | 75,000              | 4.2%        |
| Intergovernmental Revenues           | 77,160             | 61,300             | 79,500             | 82,243                | 79,500              | -3.3%       |
| Charges for Services, User Fees      | 12,884             | 11,765             | 12,380             | 14,986                | 13,687              | -8.7%       |
| Other Revenues                       | 23,710             | 0                  | 5,700              | 22,930                | 5,800               | -74.7%      |
| Total Revenues                       | 190,131            | 139,265            | 149,280            | 192,109               | 173,987             | -9.4%       |
| Net GF (Cost)/Benefit                | (1,971,181)        | (1,880,391)        | (1,979,345)        | (1,920,897)           | (2,067,428)         | 7.6%        |

| FIRE FUND              |                |                                | ADMINISTRATION & PREVENTION |                 |                 |                    |                  |
|------------------------|----------------|--------------------------------|-----------------------------|-----------------|-----------------|--------------------|------------------|
|                        |                |                                | 100                         | 2501            |                 |                    |                  |
| Line                   | Budget Account | Account Description            | FY 10-11 Actual             | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| Salaries & Wages       |                |                                |                             |                 |                 |                    |                  |
| 1                      | 2501 *001      | Full Time Salaries             | 195,763                     | 180,802         | 181,741         | 185,243            | 191,809          |
| 2                      | 2501 *003      | Overtime                       | 693                         | 700             | 700             | 0                  | 250              |
|                        |                | Total                          | 196,455                     | 181,502         | 182,441         | 185,243            | 192,059          |
| Employee Paid Benefits |                |                                |                             |                 |                 |                    |                  |
| 3                      | 2501 *041      | Cafeteria Allowance            | 20,904                      | 22,031          | 21,529          | 15,626             | 22,031           |
| 4                      | 2501 *042      | Retirement                     | 80,386                      | 82,464          | 82,574          | 84,186             | 90,242           |
| 5                      | 2501 *xxx      | All Other Paid Benefits        | 19,743                      | 27,204          | 23,293          | 23,224             | 25,897           |
|                        |                | Total                          | 121,033                     | 131,699         | 127,396         | 123,036            | 138,170          |
|                        |                | Total                          | 317,489                     | 313,201         | 309,837         | 308,279            | 330,229          |
| Services & Supplies    |                |                                |                             |                 |                 |                    |                  |
| 6                      | 2501 *101      | Postage                        | 12                          | 200             | 0               | 0                  | 0                |
| 7                      | 2501 *103      | Dues & Subscriptions           | 0                           | 1,425           | 1,400           | 0                  | 1,400            |
| 8                      | 2501 *120      | Supplies Office                | 65                          | 500             | 500             | 65                 | 500              |
| 9                      | 2501 *121      | Supplies Clothing/Uniform      | 775                         | 1,000           | 1,000           | 911                | 500              |
| 10                     | 2501 *123      | Supplies - Shop & Field        | 0                           | 0               | 250             | 0                  | 250              |
| 11                     | 2501 *124      | Supplies - Safety              | 0                           | 0               | 0               | 0                  | 0                |
| 12                     | 2501 *129      | Supplies - Other               | 0                           | 0               | 0               | 0                  | 1,650            |
| 13                     | 2501 *209      | Prof/Contr Svcs - Other        | 300                         | 2,000           | 2,000           | 848                | 850              |
| 14                     | 2501 *213      | Prof/Contr Svcs - Weed Abateme | 0                           | 0               | 0               | 0                  | 0                |
| 15                     | 2501 *214      | Prof/Contr Svcs - Medical      | 0                           | 0               | 0               | 0                  | 0                |
| 16                     | 2501 *240      | Duplication Charges            | 0                           | 0               | 0               | 0                  | 0                |
| 17                     | 2501 *241      | Printing & Binding             | 30                          | 0               | 0               | 0                  | 0                |
| 18                     | 2501 *282      | Utility - Telephone            | 974                         | 800             | 0               | 0                  | 0                |
| 19                     | 2501 *303      | Maint - Office Equipment       | 0                           | 0               | 0               | 0                  | 0                |
| 20                     | 2501 *305      | Maint - Vehicle Fuel           | 2,909                       | 2,700           | 3,000           | 1,005              | 3,000            |
| 21                     | 2501 *352      | Training/Workshops/Meetings    | 1,516                       | 4,000           | 2,400           | 635                | 2,400            |
|                        |                | Total                          | 6,581                       | 12,625          | 10,550          | 3,465              | 10,550           |
|                        |                | Total                          | 324,070                     | 325,826         | 320,387         | 311,743            | 340,779          |

**Year-Over-Year Changes**

There is a \$10,000 increase in retirement due to increased rates.

| FIRE                           |                |                                | OPERATIONS      |                 |                 |                    |                  |
|--------------------------------|----------------|--------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| FUND                           |                |                                | 2504            |                 |                 |                    |                  |
|                                |                |                                | 100             |                 |                 |                    |                  |
| Line                           | Budget Account | Account Description            | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| <b>Salaries &amp; Wages</b>    |                |                                |                 |                 |                 |                    |                  |
| 1                              | 2504 *001      | Full Time Salaries             | 825,585         | 730,068         | 770,019         | 782,008            | 801,165          |
| 2                              | 2504 *002      | Part Time Salaries             | 129             | 0               | 0               | 1,609              | 0                |
| 3                              | 2504 *003      | Overtime                       | 200,122         | 180,000         | 180,000         | 166,397            | 180,000          |
|                                |                | Total                          | 1,025,836       | 910,068         | 950,019         | 950,013            | 981,165          |
| <b>Employee Paid Benefits</b>  |                |                                |                 |                 |                 |                    |                  |
| 4                              | 2504 *041      | Cafeteria Allowance            | 160,576         | 163,763         | 178,120         | 172,547            | 182,763          |
| 5                              | 2504 *042      | Retirement                     | 334,761         | 323,336         | 340,749         | 354,754            | 365,404          |
| 6                              | 2504 *xxx      | All Other Paid Benefits        | 133,628         | 115,763         | 126,326         | 167,135            | 131,240          |
|                                |                | Total                          | 628,964         | 602,862         | 645,195         | 694,436            | 679,407          |
|                                |                | Total                          | 1,654,800       | 1,512,930       | 1,595,214       | 1,644,449          | 1,660,572        |
| <b>Services &amp; Supplies</b> |                |                                |                 |                 |                 |                    |                  |
| 7                              | 2504 *120      | Supplies Office                | 20              | 200             | 200             | 66                 | 200              |
| 8                              | 2504 *122      | Supplies - Medical             | 4,021           | 5,000           | 5,000           | 8,585              | 10,000           |
| 9                              | 2504 *123      | Supplies - Shop & Field        | 6,003           | 5,000           | 7,000           | 7,972              | 8,000            |
| 10                             | 2504 *124      | Supplies - Safety              | 4,150           | 7,500           | 10,000          | 286                | 30,000           |
| 11                             | 2504 *129      | Supplies - Other               | 1,238           | 1,500           | 1,500           | 55                 | 0                |
| 12                             | 2504 *175      | Minor Equipment - Computer     | 0               | 0               | 0               | 0                  | 0                |
| 13                             | 2504 *179      | Minor Equipment - Other        | 872             | 1,000           | 1,000           | 352                | 1,000            |
| 14                             | 2504 *209      | Prof/Contr Svcs - Other        | 0               | 0               | 0               | 0                  | 0                |
| 15                             | 2504 *212      | Prof/Contr Svcs - Train EMT    | 0               | 1,000           | 1,000           | 550                | 2,000            |
| 16                             | 2504 *214      | Prof/Contr Svcs - Medical      | 148             | 200             | 200             | 0                  | 0                |
| 17                             | 2504 *219      | Svcs - Ventura County Fire     | 7,231           | 6,000           | 6,000           | 2,830              | 4,000            |
| 18                             | 2504 *240      | Duplication Charges - Internal | 0               | 0               | 0               | 0                  | 0                |
| 19                             | 2504 *241      | Printing & Binding - External  | 0               | 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            | 0               | 0               | 0               | 0                  | 0                |
| 23                             | 2504 *301      | Maint - Bldgs & Improvements   | 3,950           | 7,500           | 7,500           | 53                 | 7,500            |
| 24                             | 2504 *304      | Maint - Vehicles, Equipment    | 12,269          | 10,000          | 10,000          | 4,420              | 10,000           |
| 25                             | 2504 *305      | Maint - Vehicle Fuel           | 16,198          | 13,000          | 16,000          | 19,732             | 20,000           |
| 26                             | 2504 *307      | Equipment Main. Charges        | 46,298          | 35,000          | 50,624          | 54,763             | 84,864           |
| 27                             | 2504 *321      | Reserve Officer Expenses       | 41,528          | 50,000          | 60,000          | 35,031             | 60,000           |
| 28                             | 2504 *352      | Training/Workshops/Meetings    | 2,207           | 2,000           | 2,000           | 11,002             | 2,500            |
| 29                             | 2504 *355      | CPR Training Costs             | 0               | 0               | 0               | 0                  | 0                |
| 30                             | 2504 *360      | Educational Reimbursement      | 811             | 0               | 0               | 0                  | 0                |
| 31                             | 2504 *370      | Lease/Rental                   | 35,498          | 36,000          | 35,000          | 11,229             | 0                |
| 32                             | 2504 *678      | Prior Year Adj Expenditures    | 0               | 0               | 0               | -115               | 0                |
|                                |                | Total                          | 182,442         | 180,900         | 213,024         | 156,813            | 240,064          |
|                                |                | Total                          | 1,837,242       | 1,693,830       | 1,808,238       | 1,801,262          | 1,900,636        |

**Year-Over-Year Changes**

There is a \$30,000 increase in salaries due to the cost of no furloughs this fiscal year.  
 An additional increase of \$34,000 in cafeteria benefits for auto increase and retirement rate increases.  
 An increase of in \$34,000 for equipment maintenance to maintain the 2 Fire Engines.

| FIRE FUND                      |                |                               | PREVENTION & OPERATIONS - HOMELAND SECURITY |                 |                 |                    |                  |
|--------------------------------|----------------|-------------------------------|---|-----------------|-----------------|--------------------|------------------|
|                                |                |                               | 313   |                 | 2502/2504       |                    |                  |
| Line                           | Budget Account | Account Description           | FY 10-11 Actual                             | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| <b>Salaries &amp; Wages</b>    |                |                               |   |                 |                 |                    |                  |
| 1                              | 2504 *001      | Full Time Salaries            | 892   | 0               | 0               | 0                  | 0                |
| 2                              | 2504 *002      | Part Time Salaries            | 0   | 2,700           | 0               | 88                 | 0                |
| 3                              | 2504 *003      | Overtime                      | 2,742                                       | 0               | 4,000           | 1,751              | 4,000            |
| Total                          |                |                               | 3,634                                       | 2,700           | 4,000           | 1,839              | 4,000            |
| <b>Employee Paid Benefits</b>  |                |                               |   |                 |                 |                    |                  |
| 4                              | 2504 *041      | Cafeteria Allowance           | 0   | 0               | 0               | 0                  | 0                |
| 5                              | 2504 *042      | Retirement                    | 66  | 0               | 0               | 9                  | 0                |
| 6                              | 2504 *xxx      | All Other Paid Benefits       | 15  | 39              | 40              | 2                  | 0                |
| Total                          |                |                               | 81  | 39              | 40              | 11                 | 0                |
| Total                          |                |                               | 3,714                                       | 2,739           | 4,040           | 1,849              | 4,000            |
| <b>Services &amp; Supplies</b> |                |                               |   |                 |                 |                    |                  |
| 7                              | 2502 *120      | Supplies Office               | 0   | 0               | 0               | 0                  | 0                |
| 8                              | 2502 *123      | Supplies - Shop & Field       | 0   | 0               | 0               | 0                  | 0                |
| 9                              | 2502 *129      | Supplies - Training           | 129   | 500             | 500             | 261                | 0                |
| 10                             | 2502 *241      | Printing & Binding - External | 1,117                                       | 10,000          | 1,500           | 1,442              | 0                |
| 11                             | 2502 *309      | Maint - Minor Equipment       | 1,121                                       | 1,200           | 1,000           | 0                  | 0                |
| 12                             | 2504 *120      | Supplies Office               | 3,577                                       | 0               | 0               | 0                  | 0                |
| 13                             | 2504 *179      | Minor Equipment - Other       | 0   | 0               | 0               | 1,547              | 0                |
| 14                             | 2504 *352      | Training/Workshops/Meetings   | 150   | 200             | 200             | 0                  | 0                |
| 15                             | 2504 *678      | Prior Year Adj-Expenditures   | 0   | 0               | 0               | 0                  | 0                |
| Total                          |                |                               | 6,095                                       | 11,900          | 3,200           | 3,250              | 0                |
| Total                          |                |                               | 9,809                                       | 14,639          | 7,240           | 5,099              | 4,000            |

Year-Over-Year Changes

Federal Grant funded. No significant year over year changes.

| FIRE FUND                     |                |                         | SAFER GRANT - FEDERAL |                 |                 |                    |                  |
|-------------------------------|----------------|-------------------------|-----------------------|-----------------|-----------------|--------------------|------------------|
|                               |                |                         | 407                   |                 | 2504            |                    |                  |
| Line                          | Budget Account | Account Description     | FY 10-11 Actual       | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| <b>Salaries &amp; Wages</b>   |                |                         |                       |                 |                 |                    |                  |
| 1                             | 2501 *001      | Full Time Salaries      | 0                     | 0               | 0               | 172,761            | 234,536          |
| Total                         |                |                         | 0                     | 0               | 0               | 172,761            | 234,536          |
| <b>Employee Paid Benefits</b> |                |                         |                       |                 |                 |                    |                  |
| 2                             | 2501 *041      | Cafeteria Allowance     | 0                     | 0               | 0               | 54,169             | 70,293           |
| 3                             | 2501 *042      | Retirement              | 0                     | 0               | 0               | 73,282             | 111,585          |
| 4                             | 2501 *043      | All Other Paid Benefits | 0                     | 0               | 0               | 18,900             | 29,451           |
| Total                         |                |                         | 0                     | 0               | 0               | 146,351            | 211,329          |
| Total                         |                |                         | 0                     | 0               | 0               | 319,112            | 445,865          |

Year-Over-Year Changes

A Federal Grant to fund 5 new firefighters

| FIRE FUND              |                |                         | CDBG OPERATIONS |                 |                 |                    |                  |
|------------------------|----------------|-------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
|                        |                |                         | 450             |                 | 2501            |                    |                  |
| Line                   | Budget Account | Account Description     | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| Salaries & Wages       |                |                         |                 |                 |                 |                    |                  |
| 1                      | 2501 *001      | Full Time Salaries      | 0               | 0               | 3,802           | 0                  | 4,002            |
|                        |                | Total                   | 0               | 0               | 3,802           | 0                  | 4,002            |
| Employee Paid Benefits |                |                         |                 |                 |                 |                    |                  |
| 2                      | 2501 *041      | Cafeteria Allowance     | 0               | 0               | 502             | 0                  | 0                |
| 3                      | 2501 *042      | Retirement              | 0               | 0               | 1,682           | 0                  | 0                |
| 4                      | 2501 *043      | All Other Paid Benefits | 0               | 0               | 465             | 0                  | 0                |
|                        |                | Total                   | 0               | 0               | 2,649           | 0                  | 0                |
| Capital Outlay         |                |                         |                 |                 |                 |                    |                  |
| 5                      | 2504 *610      | Equipment - New         | 25,000          | 21,250          | 0               | 0                  | 0                |
|                        |                | Total                   | 25,000          | 21,250          | 0               | 0                  | 0                |
|                        |                | Total                   | 25,000          | 21,250          | 6,451           | 0                  | 4,002            |

**Year-Over-Year Changes**

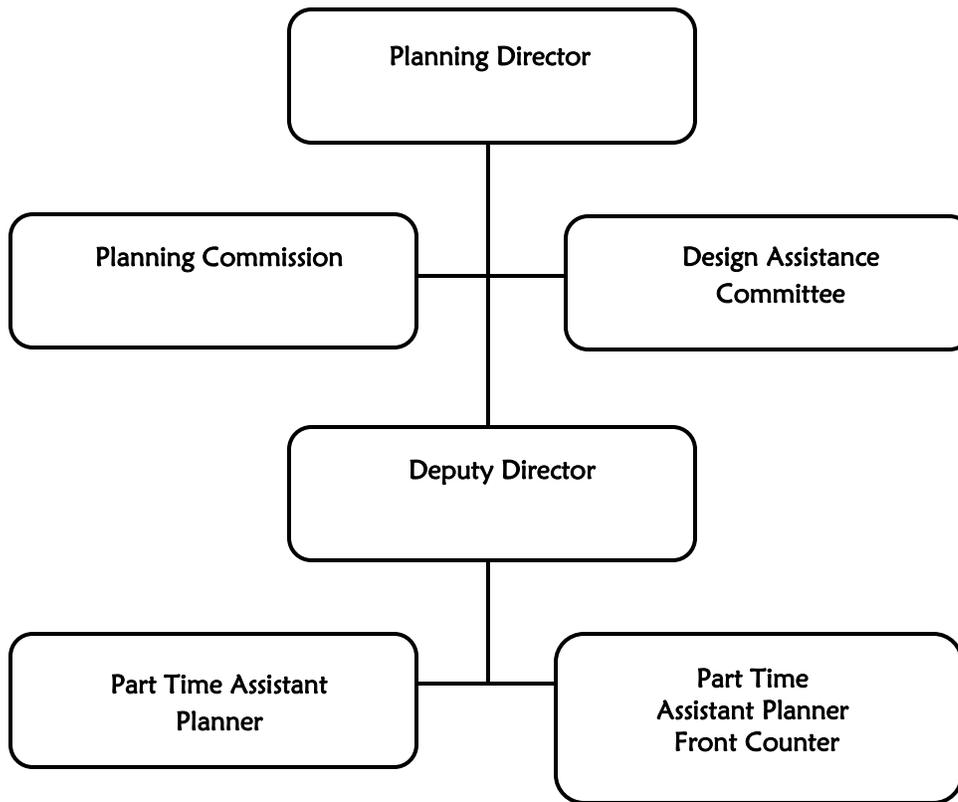
No significant year over year changes.

## PLANNING DEPARTMENT

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

The department consists of a Director, Deputy Director, and two part time Assistant Planners.



## PLANNING DEPARTMENT

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

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

**Budget Commentary:** Since FY 2010-11, Department staffing has remained at two full time staff (Planning Director and Deputy Director) and two part time Assistant Planners with no designated Administrative support staff which was eliminated in FY 2009-10. Therefore planners continue to complete all required administrative responsibilities, thus providing less time to perform planning responsibilities. The decrease in staffing reflects the economic conditions locally and statewide.

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. There is also noticeable increase in workload due to the Department taking over the processing and follow up with new business licenses from the Finance Department and code enforcement staff support.

During the upcoming year, staff will continue implementation of the certified 2008-2014 Housing Element programs, complete work on the 2013-2021 Housing Element update and post certification implementation. The Department also anticipates implementing the East Area 1 Specific Plan, East Gateway project/annexations which may require aid/funding of contract planners, completing the processing for several hillside subdivisions with related annexation. Post annexation of East Area 2 will require staff support (temporary/contract) to integrate property files from the County into the city system. Staff will also be processing CalPipe 2 and continue working with potential affordable housing developers. Another specific plan has been submitted which will probably be handled by planning consultants due to the current departmental staffing levels.

Ongoing long-term planning efforts include for the upcoming year:

- Continued updating of the Development Code
- Complete State mandated update of the 2013-2021 Housing Element and any subsequent required revisions to other General Plan elements
- Begin a comprehensive General Plan update which may include land planning for Fagan and Adams Canyons

## PLANNING DEPARTMENT

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- Continued staff support for code enforcement and support to other City Departments.
- If funded, the department may begin integration of two downtown plans for future implementation.

With the current staff the Department continues to rely 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.

Staff will continue 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. However, Departmental resources are largely supported by revenue collected through the fees charged, which include fees collected for services provided by the Planning Department. These fees collected for services by the Planning Department account for approximately 65% of the costs to operate the 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. It is anticipated that during the upcoming fiscal year these funds will be used to begin a General Plan update.

**PLANNING DEPARTMENT - GENERAL FUND SUMMARY**

| Expenditures                         | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change  |
|--------------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|--------------|
| Salaries                             | 285,814            | 264,993            | 276,518            | 257,403               | 291,369             | 13.2%        |
| Benefits                             | 87,702             | 97,405             | 109,842            | 101,812               | 119,404             | 17.3%        |
| <b>Total</b>                         | <b>373,516</b>     | <b>362,398</b>     | <b>386,360</b>     | <b>359,215</b>        | <b>410,773</b>      | <b>14.4%</b> |
| Supplies, Services & Maintenance     | 259,067            | 149,450            | 149,370            | 163,442               | 202,550             | 23.9%        |
| Transfers, Overhead & Debt Payments  | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%         |
| <b>Total</b>                         | <b>259,067</b>     | <b>149,450</b>     | <b>149,370</b>     | <b>163,442</b>        | <b>202,550</b>      | <b>23.9%</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>632,583</b>     | <b>511,848</b>     | <b>535,730</b>     | <b>522,657</b>        | <b>613,323</b>      | <b>17.3%</b> |
| Authorized Employee Count            | 3.0                | 3.0                | 3.0                | 3.0                   | 4.0                 |              |
| <b>Revenue &amp; Other Resources</b> |                    |                    |                    |                       |                     |              |
| Charges for Services, User Fees      | 468,516            | 410,100            | 310,750            | 362,702               | 386,578             | 6.6%         |
| Other Revenues                       | 2,710              | 9,500              | 7,500              | 9,446                 | 8,300               | -12.1%       |
| <b>Total Revenues</b>                | <b>471,226</b>     | <b>419,600</b>     | <b>318,250</b>     | <b>372,148</b>        | <b>394,878</b>      | <b>6.1%</b>  |
| <b>Net GF (Cost)/Benefit</b>         | <b>(161,357)</b>   | <b>(92,248)</b>    | <b>(217,480)</b>   | <b>(150,509)</b>      | <b>(218,445)</b>    | <b>45.1%</b> |

Note: Planning is only funded using General Fund resources

| PLANNING<br>FUND               |                |                                  | 100                |                    | PLANNING<br>3001   |                       |                     |
|--------------------------------|----------------|----------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|
| Line                           | Budget Account | Account Description              | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |
| <b>Salaries &amp; Wages</b>    |                |                                  |                    |                    |                    |                       |                     |
| 1                              | 3001 *001      | Full Time Salaries               | 284,840            | 186,162            | 194,576            | 193,444               | 203,693             |
| 2                              | 3001 *002      | Part Time Salaries               | 914                | 78,831             | 81,892             | 63,959                | 87,576              |
| 3                              | 3001 *003      | Overtime                         | 60                 | 0                  | 50                 | 0                     | 100                 |
| Total                          |                |                                  | 285,814            | 264,993            | 276,518            | 257,403               | 291,369             |
| <b>Employee Paid Benefits</b>  |                |                                  |                    |                    |                    |                       |                     |
| 4                              | 3001 *021      | Car Allowance                    | 4,211              | 4,200              | 4,200              | 4,200                 | 4,200               |
| 5                              | 3001 *041      | Cafeteria Allowance              | 28,111             | 30,909             | 37,085             | 28,335                | 38,304              |
| 6                              | 3001 *042      | Retirement                       | 47,400             | 52,878             | 59,581             | 60,821                | 67,109              |
| 7                              | 3001 *xxx      | All Other Paid Benefits          | 7,980              | 9,418              | 8,976              | 8,456                 | 9,791               |
| Total                          |                |                                  | 87,702             | 97,405             | 109,842            | 101,812               | 119,404             |
| Total                          |                |                                  | 373,516            | 362,398            | 386,360            | 359,215               | 410,773             |
| <b>Services &amp; Supplies</b> |                |                                  |                    |                    |                    |                       |                     |
| 8                              | 3001 *101      | Postage                          | 0                  | 0                  | 0                  | 0                     | 0                   |
| 9                              | 3001 *103      | Dues & Subscriptions             | 685                | 800                | 800                | 585                   | 750                 |
| 10                             | 3001 *120      | Supplies Office                  | 190                | 400                | 420                | 346                   | 400                 |
| 11                             | 3001 *129      | Supplies - Other                 | 0                  | 0                  | 0                  | 0                     | 0                   |
| 12                             | 3001 *150      | Recognition - Awards             | 0                  | 50                 | 50                 | 0                     | 50                  |
| 13                             | 3001 *171      | Minor Equipment - Office         | 0                  | 0                  | 0                  | 0                     | 0                   |
| 14                             | 3001 *175      | Minor Equipment - Computer       | 0                  | 0                  | 0                  | 0                     | 0                   |
| 15                             | 3001 *203      | Prof/Contr Svcs - Legal          | 4,743              | 12,000             | 10,000             | 24,943                | 10,000              |
| 16                             | 3001 *209      | Prof/Contr Svcs - Other          | 1,360              | 6,000              | 20,000             | 9,765                 | 18,000              |
| 17                             | 3001 *215      | Prof/Contr Svcs - Planning       | 0                  | 27,000             | 27,000             | 0                     | 27,000              |
| 18                             | 3001 *227      | Prof/Contr Svcs - Temp Personnel | 12,714             | 15,000             | 0                  | 0                     | 16,000              |
| 19                             | 3001 *230      | Legal Advertising                | 1,076              | 1,500              | 1,500              | 1,285                 | 1,400               |
| 20                             | 3001 *232      | Prof Svcs - Contract Planning    | 237,708            | 85,000             | 88,000             | 126,076               | 125,000             |
| 21                             | 3001 *240      | Duplication Charges - Internal   | 0                  | 0                  | 0                  | 0                     | 0                   |
| 22                             | 3001 *241      | Printing & Binding - External    | 30                 | 400                | 300                | 16                    | 150                 |
| 23                             | 3001 *282      | Utility - Telephone              | 340                | 0                  | 0                  | 0                     | 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      | 220                | 500                | 500                | 426                   | 3,000               |
| 27                             | 3001 *354      | Planning Commission Expenses     | 0                  | 800                | 800                | 0                     | 800                 |
| Total                          |                |                                  | 259,067            | 149,450            | 149,370            | 163,442               | 202,550             |
| Total                          |                |                                  | 632,583            | 511,848            | 535,730            | 522,657               | 613,323             |

#### Year-Over-Year Changes

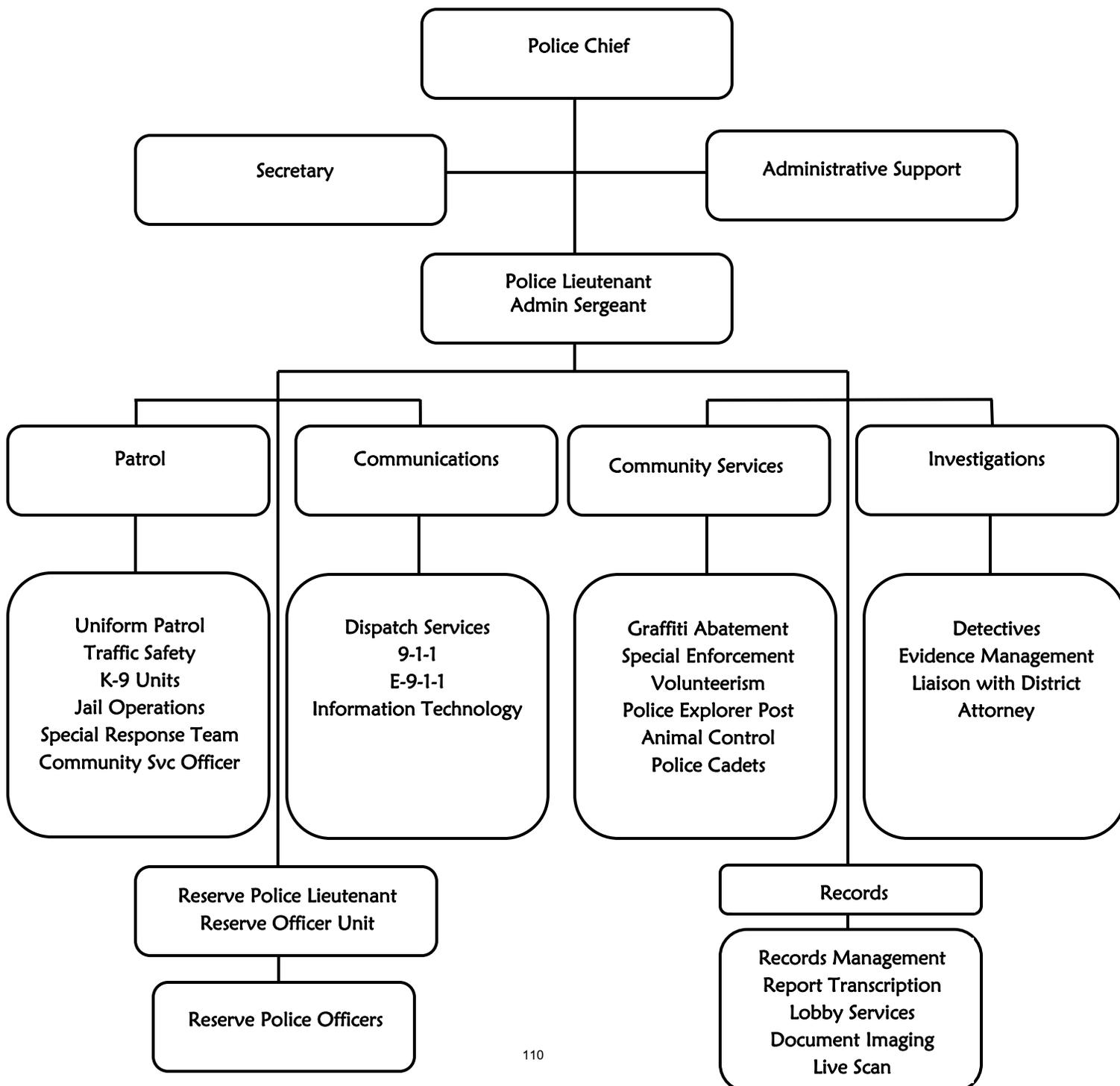
There is a \$21,413 in salaries and benefits due to the cost of no furloughs and retirement rate increases.

Increase of \$37,000 in contractual services are due to repartition of East Area projects which are reimbursed as revenue.

# 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. Currently, there is an ongoing recruitment process for full time officers to fill all funded vacant positions. The below Organizational Chart suggests a probable new view of agency operations, while recognizing additional changes during FY 13/14 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.



## POLICE DEPARTMENT

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### *Department Goals*

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

- Crime Analysis – continue to utilize volunteer assistance to compile and identify crime trends within the city, so that we can identify objectives to better combat the crimes identified.
- Strategic Plan – Create a new Master Plan for the agency that will identify goals and objectives for FY 13/14. Once, identified work to adopting and implementing those identified goals and objectives
- Personnel - Prepare for potential operational changes due to the recent loss personnel and to continue with the ongoing recruitment process until all vacant funded positions are filled
- Citizens Patrol - Expand the use of this program by adding more personnel, expanding their duties and to explore other options and areas where they can be better utilize.
- Facility Improvements – Review the current facility, conduct an assessment to study the needed upgrades and improvements
- Mobile Data Terminals (MDT) - Complete the California Law Enforcement Telecommunications System (CLETS) operational on the MDT's in the vehicles, either with lap tops or the new tablet system
- Other additional Issues - Expand the types of services to include increasing Police Cadet Program, Neighborhood Watch, increased involvement in National Night Out, and other additional programs in this service area
- Quality of Life - Actively identify and enforce quality of life issues affecting the community as a whole
- Work closely with SPARC personnel in improving their facilities and addressing all issues brought forth
- To provide quality professional police services to the City of Santa Paula
- Training – provide continuous training education to all personnel within all units of the Police Departments.

***Budget Commentary:*** The Police Department anticipates the budget requests to remain nearly the same as 2012/2013 for fiscal budget year 2013/2014. There are areas with slight requests higher. These particular areas were identified as being over the budget in 2012/2013.

The department receives its operational funding from the General Fund and generates a small portion in revenues in comparison to other departments. The department receives reimbursement from the State of California for POST (Police Officer Standards and Training) for specifically authorized reimbursable training. POST is the regulating agency that oversees Police Officer training and requires each Officer to attend 24 hours of training every 24 months. Training opportunities for all personnel should be identified and offered. Training for specialized units will take priority.

## POLICE DEPARTMENT

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The department does receive additional funding revenue from 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.

With the recent parking enforcement program that recently was implemented, staffed by two Cadets and volunteer Citizen Patrol volunteers, additional income is received from parking enforcement fines. The amounts vary month to month therefore, there is no set amount.

## POLICE DEPARTMENT

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| <b>Police Administration</b> |
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***Program Description:*** The Police Administration currently is made up of the Police Chief and one part-time Administrative Assistant. The Police Chief serves as the Department's General Manager. The administrative assistant provides support to this program area. The position of full-time administrative assistant 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 and an increase in work load in records as well as increased duties of the administrative assistant, 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 better reorganize and staff in light of the current staffing levels. Identify 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.
- Work with Human Resources in the continuance of the officer hiring process until vacant positions are filled.

## POLICE DEPARTMENT

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| <b>Patrol Program</b> |
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**Program Description:** The Patrol Division is 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. The Lieutenant's position is currently vacant with the supervision being performed by four Patrol Sergeants.

The Patrol Division is currently deployed with four sergeants (one acting sergeant), four senior officers (one officer assigned as senior officer) and 6 full time police officers (current ongoing officer recruitment to fill all vacant positions). Three officers are assigned as K-9 handlers.

In FY 12/13 the Police Reserve Unit had an authorized strength of 30 officers, (currently there are 24) that is a critical element in providing support to patrol services as well as other units.

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 with 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:**

- Continue the ongoing officer recruitment process until all vacant positions are filled. This will bring us up to allowed staffing levels.
- Explore the feasibility of increasing further training for all officers in all areas of expertise, to include management and leadership schools for supervisor.
- Implement a mentoring program between Supervisors and Officers.

**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.

## POLICE DEPARTMENT

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### Investigations Program

**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*

- Specialized training for the new detectives is on going to assist each one in the performance of their duties.
- Identify storage area off-site or storage container to address the overflow of evidence currently being maintained within the facility.
- 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.
- Explore the implementation of forming a cold case unit (2 detectives), to investigate old major cases.

**Budget Commentary:** As the budget permits to increase staffing levels, specialized units or specialized assignments will be studied for implementation.

## POLICE DEPARTMENT

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### Dispatch and Communication Program

**Program Description:** Dispatch and Communications is under the supervision of the Dispatch Supervisor. Currently five full-time dispatchers staff this unit. Two part-time/on-call dispatchers have been authorized to supplement the full-time staff and are currently in training.

**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**

- Allow for dispatchers to attend off site continuous training that is offered in different areas pertaining to dispatch.
- Research other work schedules to properly staff the dispatch center 24 hours with adequate staffing, two dispatchers at all times.

## POLICE DEPARTMENT

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### Records Services Program

**Program Description:** The Records Unit consists of a records supervisor and two part-time clerk typists. It is also staffed by volunteers. These volunteers are a combination of high school interns, college interns, Police Explorers, Citizens Patrol and other volunteers. As a result of the loss of staffing we have reduced our lobby counter hours and are closed on the same days as 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 are continuously 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 and are up to date.

**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. This data is completed by the records supervisor as well as a volunteer criminal analyst.

**Specific Objectives:**

- Continue to train a volunteer(s) on how to accurately compile the Uniform Crime Reports (UCR) that are mandatory submissions to State and Federal agencies.
- Continue to review records retention schedules and purge those records that have now been electronically scanned and are part of the Document Imaging system
- Continue providing on-going weekly information to provide statistical analysis of crime and traffic trends department wide

**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. As soon as additional funding is obtained, records staffing should be increased to full time positions. This is a maintenance budget with no significant changes from the prior year.

## POLICE DEPARTMENT

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| <b>Custody and Jail Services Program</b> |
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**Program Description:** This program is responsible for the legal and safe custody of all persons arrested and booked into the jail facility. A Sergeant is currently assigned to the management of this detention facility. In the past year we had numerous inspections by various Law Enforcement entities including the

**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 and up to date compliances as required by law.
- Continue providing state mandated training for officers related to temporary holding facility.
- Equipped the facility as mandated and required by law.

**Budget Commentary:** This program is funded entirely by the General Fund; it is a maintenance budget with no significant changes in 2013-14.

## POLICE DEPARTMENT

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### Animal Regulation Program

**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.
- Explore the possibility to hire and train a new part-time ACO; establish a licensing program that will also fully fund this position.
- Following the establishment of SPARC and a temporary City facility, implement new policies and procedures (including a new fee schedule) to better work together to meet the goals and objectives of this program.
- 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.

## POLICE DEPARTMENT

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| <b>Graffiti Removal Program</b> |
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***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.

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.

## POLICE DEPARTMENT

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| <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).

## POLICE DEPARTMENT

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| <b>AB 1913 - PROBATION - COUNTY OF VENTURA GRANT PROGRAM</b> |
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***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**

| Expenditures                          | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | % Change      |
|---------------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|---------------|
| Salaries                              | 3,013,966          | 2,682,780          | 2,512,514          | 2,475,872             | 2,547,760           | 2.9%          |
| Benefits                              | 1,849,187          | 1,740,712          | 1,637,495          | 1,662,873             | 1,761,688           | 5.9%          |
| <b>Total</b>                          | <b>4,863,153</b>   | <b>4,423,492</b>   | <b>4,150,009</b>   | <b>4,138,745</b>      | <b>4,309,448</b>    | <b>4.1%</b>   |
| Supplies, Services & Maintenance      | 567,237            | 551,332            | 550,798            | 598,583               | 620,670             | 3.7%          |
| Transfers, Overhead and Debt Payments | 0                  | 0                  | 0                  | 0                     | 0                   | 0%            |
| <b>Total</b>                          | <b>567,237</b>     | <b>551,332</b>     | <b>550,798</b>     | <b>598,583</b>        | <b>620,670</b>      | <b>3.7%</b>   |
| Capital Outlays                       | 46,442             | 86,000             | 66,000             | 87,968                | 43,500              | 100.0%        |
| <b>Total</b>                          | <b>46,442</b>      | <b>86,000</b>      | <b>66,000</b>      | <b>87,968</b>         | <b>43,500</b>       | <b>100.0%</b> |
| <b>Total</b>                          | <b>5,476,832</b>   | <b>5,060,824</b>   | <b>4,766,807</b>   | <b>4,825,297</b>      | <b>4,973,618</b>    | <b>3.1%</b>   |
| Authorized Employee Count             | 43.5               | 40.0               | 39.0               | 39.0                  | 46.0                |               |

**POLICE DEPARTMENT - GENERAL FUND SUMMARY**

| Expenditures                          | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | % Change      |
|---------------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|---------------|
| Salaries                              | 2,956,486          | 2,635,343          | 2,475,631          | 2,439,389             | 2,511,217           | 2.9%          |
| Benefits                              | 1,841,768          | 1,738,425          | 1,634,698          | 1,662,725             | 1,758,019           | 5.7%          |
| <b>Total</b>                          | <b>4,798,254</b>   | <b>4,373,768</b>   | <b>4,110,329</b>   | <b>4,102,115</b>      | <b>4,269,236</b>    | <b>4.1%</b>   |
| Supplies, Services & Maintenance      | 511,318            | 444,500            | 484,738            | 538,873               | 557,530             | 3.5%          |
| Transfers, Overhead and Debt Payments | 0                  | 0                  | 0                  | 0                     | 0                   | 0%            |
| <b>Total</b>                          | <b>511,318</b>     | <b>444,500</b>     | <b>484,738</b>     | <b>538,873</b>        | <b>557,530</b>      | <b>3.5%</b>   |
| Capital Outlays                       | 9,931              | 86,000             | 66,000             | 64,603                | 43,500              | 100.0%        |
| <b>Total</b>                          | <b>9,931</b>       | <b>86,000</b>      | <b>66,000</b>      | <b>64,603</b>         | <b>43,500</b>       | <b>100.0%</b> |
| <b>Total</b>                          | <b>5,319,503</b>   | <b>4,904,268</b>   | <b>4,661,067</b>   | <b>4,705,591</b>      | <b>4,870,266</b>    | <b>3.5%</b>   |
| <b>Revenue &amp; Other Resources</b>  |                    |                    |                    |                       |                     |               |
| Fee, Fines & Permits                  | 176,416            | 86,800             | 123,000            | 185,425               | 230,000             | 24.0%         |
| Intergovernmental Charges             | 141,589            | 132,700            | 140,300            | 147,753               | 150,300             | 1.7%          |
| Charges for Services, User Fees       | 120,329            | 110,636            | 122,650            | 87,504                | 90,900              | 3.9%          |
| Other Revenues                        | 104,577            | 102,450            | 2,250              | 33,512                | 1,750               | -94.8%        |
| <b>Total Revenues</b>                 | <b>542,911</b>     | <b>432,586</b>     | <b>388,200</b>     | <b>454,194</b>        | <b>472,950</b>      | <b>4.1%</b>   |
| <b>Net GF (Cost)/Benefit</b>          | <b>(4,776,592)</b> | <b>(4,471,682)</b> | <b>(4,272,867)</b> | <b>(4,251,397)</b>    | <b>(4,397,316)</b>  | <b>3.4%</b>   |

| POLICE                         |                |                                 | ADMINISTRATION     |                    |                    |                       |                     |
|--------------------------------|----------------|---------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|
| FUND                           |                |                                 | 100                |                    |                    | 4501                  |                     |
| Line                           | Budget Account | Account Description             | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |
| <b>Salaries &amp; Wages</b>    |                |                                 |                    |                    |                    |                       |                     |
| 1                              | 4501 *001      | Full Time Salaries              | 133,512            | 122,729            | 125,959            | 120,947               | 125,959             |
| 2                              | 4501 *002      | Part Time Salaries              | 0                  | 20,119             | 22,752             | 25,435                | 29,388              |
| 3                              | 4501 *003      | Overtime                        | 0                  | 0                  | 0                  | 0                     | 0                   |
|                                |                | <b>Total</b>                    | <b>133,512</b>     | <b>142,848</b>     | <b>148,711</b>     | <b>146,381</b>        | <b>155,347</b>      |
| <b>Employee Paid Benefits</b>  |                |                                 |                    |                    |                    |                       |                     |
| 4                              | 4501 *021      | Car Allowance                   | 0                  | 0                  | 0                  | 4,362                 | 4,200               |
| 5                              | 4501 *041      | Cafeteria Allowance             | 11,054             | 17,773             | 17,773             | 17,435                | 20,654              |
| 6                              | 4501 *042      | Retirement                      | 56,541             | 61,151             | 63,831             | 62,099                | 69,896              |
| 7                              | 4501 *xxx      | All Other Paid Benefits         | 14,910             | 19,757             | 18,396             | 43,658                | 25,643              |
|                                |                | <b>Total</b>                    | <b>82,505</b>      | <b>98,681</b>      | <b>100,000</b>     | <b>127,553</b>        | <b>120,393</b>      |
|                                |                | <b>Total</b>                    | <b>216,016</b>     | <b>241,529</b>     | <b>248,711</b>     | <b>273,934</b>        | <b>275,740</b>      |
| <b>Services &amp; Supplies</b> |                |                                 |                    |                    |                    |                       |                     |
| 8                              | 4501 *101      | Postage                         | 37                 | 250                | 0                  | 22                    | 0                   |
| 9                              | 4501 *103      | Dues & Subscriptions            | 380                | 200                | 200                | 125                   | 200                 |
| 10                             | 4501 *120      | Supplies - Office               | 3,102              | 3,000              | 3,000              | 777                   | 1,000               |
| 11                             | 4501 *121      | Supplies - Clothing/Uniform     | 694                | 500                | 500                | 915                   | 1,000               |
| 12                             | 4501 *129      | Supplies - Other                | 413                | 0                  | 0                  | 1,351                 | 1,200               |
| 13                             | 4501 *150      | Recognition/Awards              | 0                  | 0                  | 0                  | 0                     | 0                   |
| 14                             | 4501 *203      | Prof/Contr Svcs - Legal         | 8,153              | 600                | 600                | 1,019                 | 1,000               |
| 15                             | 4501 *209      | Prof/Contr Svcs - Other         | 2,660              | 27,500             | 27,500             | 36,225                | 27,500              |
| 16                             | 4501 *214      | Prof/Contr Svcs - Medical       | 0                  | 500                | 500                | 0                     | 500                 |
| 17                             | 4501 *216      | Prof/Contr Svcs - Polygraph     | 630                | 1,000              | 1,000              | 2,243                 | 3,000               |
| 18                             | 4501 *217      | Prof/Contr Svcs - Gen Invest    | 7,034              | 3,000              | 3,000              | 6,816                 | 3,000               |
| 19                             | 4501 *218      | Prof/Contr Svcs - Psychological | 1,125              | 1,000              | 1,000              | 4,275                 | 3,000               |
| 20                             | 4501 *230      | Legal Advertising               | 389                | 300                | 300                | 28                    | 300                 |
| 21                             | 4501 *231      | Misc. Advertising/Promo         | 0                  | 0                  | 0                  | 2,536                 | 1,200               |
| 22                             | 4501 *240      | Duplication Charges - Internal  | 0                  | 0                  | 0                  | 0                     | 0                   |
| 23                             | 4501 *241      | Printing & Binding - External   | 2,212              | 1,800              | 1,800              | 377                   | 400                 |
| 24                             | 4501 *280      | Utility - Electric              | 0                  | 0                  | 0                  | 0                     | 0                   |
| 25                             | 4501 *282      | Utility - Telephone             | 9,373              | 0                  | 0                  | 7,586                 | 7,500               |
| 26                             | 4501 *301      | Maint - Bldgs.' & Improvements  | 2,529              | 3,000              | 3,000              | 2,025                 | 2,000               |
| 27                             | 4501 *302      | Maint - Computer Equipment      | 0                  | 500                | 0                  | 0                     | 0                   |
| 28                             | 4501 *303      | Maint - Office Equipment        | 92                 | 300                | 300                | 0                     | 0                   |
| 29                             | 4501 *304      | Maint - Vehicles, Equipment     | 140                | 600                | 200                | 16                    | 200                 |
| 30                             | 4501 *305      | Maint - Vehicle Fuel            | 3,571              | 1,000              | 1,000              | 3,582                 | 3,500               |
| 31                             | 4501 *307      | Equipment Maintenance Charges   | 3,818              | 150                | 9,040              | 7,047                 | 10,608              |
| 32                             | 4501 *352      | Training/Workshops/Meetings     | 1,585              | 3,000              | 3,000              | 874                   | 1,500               |
|                                |                | <b>Total</b>                    | <b>47,936</b>      | <b>48,200</b>      | <b>55,940</b>      | <b>77,838</b>         | <b>68,608</b>       |
|                                |                | <b>Total</b>                    | <b>263,952</b>     | <b>289,729</b>     | <b>304,651</b>     | <b>351,772</b>        | <b>344,348</b>      |

Year-Over-Year Changes

There is an increase of \$27,029 in salaries and benefits. There is an increase of \$12,700 in supplies.

| POLICE                         |                |                                 | PATROL           |                  |                  |                    |                  |
|--------------------------------|----------------|---------------------------------|------------------|------------------|------------------|--------------------|------------------|
| FUND                           |                |                                 | 100              |                  | 4502             |                    |                  |
| Line                           | Budget Account | Account Description             | FY 10-11 Actual  | FY 11-12 Actual  | FY 12-13 Budget  | FY 12-13 Estimated | FY 13-14 Adopted |
| <b>Salaries &amp; Wages</b>    |                |                                 |                  |                  |                  |                    |                  |
| 1                              | 4502 *001      | Full Time Salaries              | 1,670,373        | 1,502,400        | 1,378,558        | 1,144,660          | 1,365,052        |
| 2                              | 4502 *002      | Part Time Salaries              | 41,909           | 51,572           | 32,609           | 119,562            | 51,174           |
| 3                              | 4502 *003      | Overtime                        | 301,965          | 250,000          | 250,000          | 372,489            | 250,000          |
|                                |                | <b>Total</b>                    | <b>2,014,247</b> | <b>1,803,972</b> | <b>1,661,167</b> | <b>1,636,710</b>   | <b>1,666,226</b> |
| <b>Employee Paid Benefits</b>  |                |                                 |                  |                  |                  |                    |                  |
| 4                              | 4502 *021      | Car Allowance                   | 0                | 0                | 0                | (162)              | 0                |
| 5                              | 4502 *041      | Cafeteria Allowance             | 313,200          | 292,893          | 298,532          | 257,805            | 302,267          |
| 6                              | 4502 *042      | Retirement                      | 717,204          | 651,760          | 577,421          | 576,173            | 647,437          |
| 7                              | 4502 *xxx      | All Other Paid Benefits         | 242,263          | 259,272          | 217,935          | 292,023            | 216,331          |
|                                |                | <b>Total</b>                    | <b>1,272,666</b> | <b>1,203,925</b> | <b>1,093,888</b> | <b>1,125,839</b>   | <b>1,166,035</b> |
|                                |                | <b>Total</b>                    | <b>3,286,913</b> | <b>3,007,897</b> | <b>2,755,055</b> | <b>2,762,549</b>   | <b>2,832,261</b> |
| <b>Services &amp; Supplies</b> |                |                                 |                  |                  |                  |                    |                  |
| 8                              | 4502 *101      | Postage                         | 0                | 0                | 0                | 0                  | 0                |
| 9                              | 4502 *121      | Supplies - Clothing/Uniform     | 6,727            | 8,000            | 8,000            | 8,145              | 8,000            |
| 10                             | 4502 *123      | Supplies - Shop & Field         | 4,447            | 0                | 9,000            | 16,554             | 15,000           |
| 11                             | 4502 *124      | Supplies - Safety               | 7,905            | 8,000            | 8,000            | 3,743              | 8,000            |
| 12                             | 4502 *129      | Supplies - Other                | 7,657            | 4,500            | 4,500            | 916                | 4,500            |
| 13                             | 4502 *135      | K-9 Expenditures                | 6,992            | 4,500            | 4,500            | 10,547             | 4,500            |
| 14                             | 4502 *179      | Minor Equipment - Other         | 368              | 0                | 0                | 0                  | 0                |
| 15                             | 4502 *207      | Prof/Contr - Computer/Software  | 0                | 0                | 0                | 0                  | 0                |
| 16                             | 4502 *209      | Prof/Contr Svcs - Other         | 28,364           | 12,000           | 12,000           | 44,022             | 45,000           |
| 17                             | 4502 *212      | Prof/Contr Svcs - Training Etc. | 0                | 0                | 0                | 0                  | 0                |
| 18                             | 4502 *214      | Prof/Contr Svcs - Medical       | 0                | 0                | 0                | 745                | 550              |
| 19                             | 4502 *241      | Printing & Binding - External   | 0                | 0                | 0                | 0                  | 0                |
| 20                             | 4502 *251      | Svcs - Towing and Storage       | 995              | 400              | 400              | 4,036              | 1,000            |
| 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   | 0                | 0                | 0                | 0                  | 0                |
| 24                             | 4502 *304      | Maint - Vehicles, Equipment     | 4,972            | 10,000           | 1,000            | 7,650              | 1,000            |
| 25                             | 4502 *305      | Maint - Vehicle Fuel            | 76,184           | 70,000           | 70,000           | 74,458             | 75,000           |
| 26                             | 4502 *307      | Equipment Maint. Charges        | 58,134           | 26,000           | 90,400           | 95,466             | 106,080          |
| 27                             | 4502 *321      | Reserve Officer Expenses        | 25,250           | 28,000           | 28,000           | 27,828             | 28,000           |
| 28                             | 4502 *322      | Citizen Patrol Expenses         | 0                | 1,000            | 1,000            | 44                 | 100              |
| 29                             | 4502 *352      | Training/Workshops/Meetings     | 17,113           | 15,000           | 15,000           | 12,249             | 15,000           |
| 30                             | 4502 *353      | Mileage Reimbursement           | 0                | 200              | 200              | 0                  | 0                |
| 31                             | 4502 *360      | Educational Reimbursement       | 3,000            | 0                | 0                | 0                  | 0                |
| 32                             | 4502 *678      | Prior Year Adj-Expenditures     | 0                | 0                | 0                | 0                  | 0                |
|                                |                | <b>Total</b>                    | <b>248,108</b>   | <b>187,600</b>   | <b>252,000</b>   | <b>306,401</b>     | <b>311,730</b>   |
| <b>Capital Overlay</b>         |                |                                 |                  |                  |                  |                    |                  |
| 33                             | 4502 *610      | Equipment - New                 | 9,931            | 85,000           | 65,000           | 64,603             | 43,500           |
|                                |                | <b>Total</b>                    | <b>9,931</b>     | <b>85,000</b>    | <b>65,000</b>    | <b>64,603</b>      | <b>43,500</b>    |
|                                |                | <b>Total</b>                    | <b>3,544,952</b> | <b>3,280,497</b> | <b>3,072,055</b> | <b>3,133,554</b>   | <b>3,187,491</b> |

**Year-Over-Year Changes**

There is an increase of \$77,206 in benefits due to retirement rate increases. There is an increase of \$33,000 in contractual services due to the tickets service company. The costs increases when written tickets increases.

| POLICE<br>FUND |        |         | 100                              | INVESTIGATIONS<br>4503 |                    |                    |                       |                     |
|----------------|--------|---------|----------------------------------|------------------------|--------------------|--------------------|-----------------------|---------------------|
| Line           | Budget | Account | Account Description              | FY 10-11<br>Actual     | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |
|                |        |         | <b>Salaries &amp; Wages</b>      |                        |                    |                    |                       |                     |
| 1              | 4503   | *001    | Full Time Salaries               | 401,144                | 280,018            | 249,289            | 176,725               | 258,888             |
| 2              | 4503   | *003    | Overtime                         | 49,612                 | 39,000             | 39,000             | 40,005                | 40,000              |
|                |        |         | Total                            | 450,756                | 319,018            | 288,289            | 216,731               | 298,888             |
|                |        |         | <b>Employee Paid Benefits</b>    |                        |                    |                    |                       |                     |
| 3              | 4503   | *041    | Cafeteria Allowance              | 77,929                 | 50,354             | 54,806             | 36,908                | 56,235              |
| 4              | 4503   | *042    | Retirement                       | 160,506                | 121,284            | 115,301            | 91,902                | 126,693             |
| 5              | 4503   | *xxx    | All Other Paid Benefits          | 58,552                 | 48,896             | 46,924             | 52,396                | 46,947              |
|                |        |         | Total                            | 296,988                | 220,534            | 217,031            | 181,206               | 229,875             |
|                |        |         | Total                            | 747,744                | 539,552            | 505,320            | 397,937               | 528,763             |
|                |        |         | <b>Services &amp; Supplies</b>   |                        |                    |                    |                       |                     |
| 7              | 4503   | *103    | Dues & Subscriptions             | 0                      | 0                  | 0                  | 90                    | 100                 |
| 8              | 4503   | *120    | Supplies Office                  | 0                      | 0                  | 0                  | 771                   | 500                 |
| 9              | 4503   | *121    | Supplies - Clothing/Uniform      | 0                      | 1,000              | 1,000              | 0                     | 500                 |
| 10             | 4503   | *129    | Supplies - Other                 | 559                    | 0                  | 0                  | 497                   | 500                 |
| 11             | 4503   | *131    | Supplies - Crime Scene           | 452                    | 1,000              | 1,000              | 75                    | 500                 |
| 12             | 4503   | *132    | Supplies -Evidence Room          | 414                    | 1,200              | 1,200              | 1,304                 | 1,300               |
| 13             | 4503   | *217    | Prof/Contr Svcs - General Invest | 8,257                  | 7,000              | 7,000              | 9,448                 | 9,000               |
| 14             | 4503   | *241    | Printing & Binding - External    | 0                      | 0                  | 0                  | 0                     | 0                   |
| 15             | 4503   | *282    | Utility - Telephone              | 0                      | 0                  | 0                  | 0                     | 0                   |
| 16             | 4503   | *304    | Maint - Vehicles, Equipment      | 100                    | 250                | 250                | 192                   | 250                 |
| 17             | 4503   | *305    | Maint - Vehicle Fuel             | 4,850                  | 6,000              | 6,000              | 4,575                 | 5,000               |
| 18             | 4503   | *307    | Equipment Maintenance Charges    | 5,966                  | 2,000              | 9,040              | 9,447                 | 25,459              |
| 19             | 4503   | *352    | Training/Workshops/Meetings      | 1,706                  | 4,500              | 4,500              | 1,874                 | 2,000               |
| 20             | 4503   | *353    | Mileage Reimbursement            | 0                      | 0                  | 0                  | 0                     | 0                   |
|                |        |         | Total                            | 22,304                 | 22,950             | 29,990             | 28,273                | 45,109              |
|                |        |         | Total                            | 770,048                | 562,502            | 535,310            | 426,210               | 573,872             |

**Year-Over-Year Changes**

There is an increase of \$23,443 in salaries and benefits. An increase of \$15,119 in supplies.

| POLICE<br>FUND                 |                |                             | 100                | DISPATCH AND COMMUNICATIONS<br>4504 |                    |                       |                     |
|--------------------------------|----------------|-----------------------------|--------------------|-------------------------------------|--------------------|-----------------------|---------------------|
| Line                           | Budget Account | Account Description         | FY 10-11<br>Actual | FY 11-12<br>Actual                  | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |
| <b>Salaries &amp; Wages</b>    |                |                             |                    |                                     |                    |                       |                     |
| 1                              | 4504 *001      | Full Time Salaries          | 225,282            | 244,354                             | 250,742            | 269,823               | 260,438             |
| 2                              | 4504 *003      | Overtime                    | 17,904             | 15,000                              | 15,000             | 57,603                | 15,000              |
|                                |                | Total                       | 243,186            | 259,354                             | 265,742            | 327,426               | 275,438             |
| <b>Employee Paid Benefits</b>  |                |                             |                    |                                     |                    |                       |                     |
| 3                              | 4504 *041      | Cafeteria Allowance         | 71,511             | 75,531                              | 82,209             | 79,244                | 84,352              |
| 4                              | 4504 *042      | Retirement                  | 48,850             | 56,485                              | 64,990             | 67,122                | 73,544              |
| 5                              | 4504 *xxx      | All Other Paid Benefits     | 9,058              | 16,778                              | 8,722              | 13,107                | 11,717              |
|                                |                | Total                       | 129,419            | 148,794                             | 155,921            | 159,473               | 169,613             |
|                                |                | Total                       | 372,604            | 408,148                             | 421,663            | 486,899               | 445,051             |
| <b>Services &amp; Supplies</b> |                |                             |                    |                                     |                    |                       |                     |
| 6                              | 4504 *101      | Postage                     | 0                  | 0                                   | 0                  | 0                     | 0                   |
| 7                              | 4504 *121      | Supplies - Clothing/Uniform | 1,326              | 1,800                               | 1,800              | 1,099                 | 1,500               |
| 8                              | 4504 *209      | Prof/Contr Svcs - Other     | 9,359              | 10,000                              | 10,000             | 1,175                 | 2,000               |
| 9                              | 4504 *219      | Svcs - DOJ/NCIC/CI/VSO      | 39,928             | 20,000                              | 20,000             | 700                   | 700                 |
| 10                             | 4504 *282      | Utility - Telephone         | 78                 | 0                                   | 0                  | 0                     | 0                   |
| 11                             | 4504 *303      | Maint - Office Equipment    | 1,058              | 200                                 | 200                | 332                   | 200                 |
| 12                             | 4504 *352      | Training/Workshops/Meetings | 553                | 500                                 | 500                | 1,370                 | 1,000               |
|                                |                | Total                       | 52,302             | 32,500                              | 32,500             | 4,675                 | 5,400               |
| <b>Capital Outlay</b>          |                |                             |                    |                                     |                    |                       |                     |
| 13                             | 4504 *610      | Equipment-New               | 15,539             | 0                                   | 0                  | 0                     | 0                   |
|                                |                | Total                       | 15,539             | 0                                   | 0                  | 0                     | 0                   |
|                                |                | Total                       | 440,446            | 440,648                             | 454,163            | 491,574               | 450,451             |

Year-Over-Year Changes

There is no significant year over year changes.

| POLICE FUND                    |                |                             | RECORDS SERVICES |                 |                 |                    |                  |
|--------------------------------|----------------|-----------------------------|------------------|-----------------|-----------------|--------------------|------------------|
|                                |                |                             | 100              |                 | 4505            |                    |                  |
| Line                           | Budget Account | Account Description         | FY 10-11 Actual  | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| <b>Salaries &amp; Wages</b>    |                |                             |                  |                 |                 |                    |                  |
| 1                              | 4505 *001      | Full Time Salaries          | 37,170           | 35,489          | 36,423          | 36,030             | 37,357           |
| 2                              | 4505 *002      | Part Time Salaries          | 2,923            | 0               | 0               | 0                  | 0                |
| 3                              | 4505 *003      | Overtime                    | 512              | 500             | 500             | 0                  | 500              |
| Total                          |                |                             | 40,605           | 35,989          | 36,923          | 36,030             | 37,857           |
| <b>Employee Paid Benefits</b>  |                |                             |                  |                 |                 |                    |                  |
| 4                              | 4505 *041      | Cafeteria Allowance         | 11,007           | 10,975          | 10,975          | 10,975             | 10,975           |
| 5                              | 4505 *042      | Retirement                  | 6,762            | 7,574           | 9,284           | 9,266              | 11,007           |
| 6                              | 4505 *xxx      | All Other Paid Benefits     | 1,136            | 1,339           | 1,581           | 1,609              | 1,753            |
| Total                          |                |                             | 18,906           | 19,888          | 21,840          | 21,850             | 23,735           |
| Total                          |                |                             | 59,511           | 55,877          | 58,763          | 57,880             | 61,592           |
| <b>Services &amp; Supplies</b> |                |                             |                  |                 |                 |                    |                  |
| 7                              | 4505 *121      | Supplies - Clothing/Uniform | 991              | 600             | 600             | 746                | 800              |
| 8                              | 4505 *129      | Supplies - Other            | 0                | 0               | 0               | 733                | 0                |
| 8                              | 4505 *171      | Minor Equipment - Office    | 0                | 0               | 0               | 0                  | 0                |
| 9                              | 4505 *303      | Maint - Office Equipment    | 105              | 400             | 400             | 64                 | 0                |
| 10                             | 4505 *352      | Training/Workshops/Meetings | 0                | 500             | 500             | 1,866              | 1,000            |
| Total                          |                |                             | 1,096            | 1,500           | 1,500           | 3,409              | 1,800            |
| Total                          |                |                             | 60,607           | 57,377          | 60,263          | 61,289             | 63,392           |

Year-Over-Year Changes

There is no significant year over year changes.

| POLICE FUND                    |                |                           | CUSTODY AND JAIL |                 |                 |                    |                  |
|--------------------------------|----------------|---------------------------|------------------|-----------------|-----------------|--------------------|------------------|
|                                |                |                           | 100              |                 | 4506            |                    |                  |
| Line                           | Budget Account | Account Description       | FY 10-11 Actual  | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| <b>Services &amp; Supplies</b> |                |                           |                  |                 |                 |                    |                  |
| 1                              | 4506 *133      | Supplies - Jail Equipment | 804              | 500             | 500             | 737                | 700              |
| Total                          |                |                           | 804              | 500             | 500             | 737                | 700              |
| Total                          |                |                           | 804              | 500             | 500             | 737                | 700              |

Year-Over-Year Changes

No significant year over year changes.

| POLICE FUND                    |                |                               | ANIMAL REGULATION |                 |                 |                    |                  |
|--------------------------------|----------------|-------------------------------|-------------------|-----------------|-----------------|--------------------|------------------|
|                                |                |                               | 100               | 4507            |                 |                    |                  |
| Line                           | Budget Account | Account Description           | FY 10-11 Actual   | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| <b>Salaries &amp; Wages</b>    |                |                               |                   |                 |                 |                    |                  |
| 1                              | 4507 *001      | Full Time Salaries            | 37,539            | 39,312          | 39,039          | 38,914             | 40,040           |
| 2                              | 4507 *002      | Part Time Salaries            | 0                 | 0               | 0               | 0                  | 0                |
| 3                              | 4507 *003      | Overtime                      | 390               | 250             | 250             | 1,564              | 1,000            |
|                                |                | Total                         | 37,929            | 39,562          | 39,289          | 40,478             | 41,040           |
| <b>Employee Paid Benefits</b>  |                |                               |                   |                 |                 |                    |                  |
| 4                              | 4507 *041      | Cafeteria Allowance           | 11,007            | 10,975          | 10,975          | 10,975             | 10,975           |
| 5                              | 4507 *042      | Retirement                    | 3,820             | 4,414           | 4,387           | 4,414              | 4,773            |
| 6                              | 4507 *xxx      | All Other Paid Benefits       | 3,026             | 4,210           | 3,895           | 4,786              | 3,988            |
|                                |                | Total                         | 17,854            | 19,599          | 19,257          | 20,175             | 19,736           |
|                                |                | Total                         | 55,783            | 59,161          | 58,546          | 60,653             | 60,776           |
| <b>Services &amp; Supplies</b> |                |                               |                   |                 |                 |                    |                  |
| 7                              | 4507 *121      | Supplies - Clothing/Uniform   | 417               | 800             | 800             | 0                  | 0                |
| 8                              | 4507 *123      | Supplies - Shop & Field       | 509               | 5,500           | 5,500           | 191                | 5,500            |
| 9                              | 4507 *124      | Supplies - Safety             | 0                 | 300             | 300             | 0                  | 0                |
| 10                             | 4507 *134      | Supplies - Kennel             | 27                | 4,200           | 4,200           | 0                  | 0                |
| 11                             | 4507 *209      | Prof/Contr Svcs - Other       | 65                | 0               | 0               | 2,135              | 2,000            |
| 13                             | 4507 *221      | Prof/Contr - Kennel           | 100,694           | 100,000         | 60,000          | 62,035             | 76,000           |
| 14                             | 4507 *282      | Utility - Telephone           | 0                 | 0               | 0               | 0                  | 0                |
| 15                             | 4507 *305      | Maint - Vehicle Fuel          | 2,962             | 2,000           | 2,000           | 2,158              | 2,000            |
| 16                             | 4507 *307      | Equipment Maintenance Charges | 439               | 250             | 904             | 965                | 1,061            |
|                                |                | Total                         | 105,113           | 113,050         | 73,704          | 67,484             | 86,561           |
| <b>Capital Outlay</b>          |                |                               |                   |                 |                 |                    |                  |
| 17                             | 4507 *610      | Equipment - New               | 0                 | 1,000           | 1,000           | 0                  | 0                |
|                                |                | Total                         | 0                 | 1,000           | 1,000           | 0                  | 0                |
|                                |                | Total                         | 160,896           | 173,211         | 133,250         | 128,137            | 147,337          |

|                               |
|-------------------------------|
| <b>Year-Over-Year Changes</b> |
|-------------------------------|

Increase in Professional/Contractual services due to SPARC agreement.

| POLICE<br>FUND         |                |                               | 100                | GRAFFITI REMOVAL<br>4509 |                    |                       |                     |
|------------------------|----------------|-------------------------------|--------------------|--------------------------|--------------------|-----------------------|---------------------|
| Line                   | Budget Account | Account Description           | FY 10-11<br>Actual | FY 11-12<br>Actual       | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |
| Salaries & Wages       |                |                               |                    |                          |                    |                       |                     |
| 1                      | 4509 *001      | Full Time Salaries            | 36,251             | 34,600                   | 35,510             | 35,633                | 36,421              |
| 2                      | 4509 *003      | Overtime                      | 0                  | 0                        | 0                  | 0                     | 0                   |
| Total                  |                |                               | 36,251             | 34,600                   | 35,510             | 35,633                | 36,421              |
| Employee Paid Benefits |                |                               |                    |                          |                    |                       |                     |
| 3                      | 4509 *041      | Cafeteria Allowance           | 11,007             | 10,975                   | 10,975             | 10,975                | 10,975              |
| 4                      | 4509 *042      | Retirement                    | 6,303              | 7,474                    | 9,052              | 8,951                 | 10,596              |
| 5                      | 4509 *xxx      | All Other Paid Benefits       | 6,122              | 8,555                    | 6,734              | 6,703                 | 7,061               |
| Total                  |                |                               | 23,432             | 27,004                   | 26,761             | 26,630                | 28,632              |
| Total                  |                |                               | 59,683             | 61,604                   | 62,271             | 62,262                | 65,053              |
| Services & Supplies    |                |                               |                    |                          |                    |                       |                     |
| 6                      | 4509 *123      | Supplies - Shop & Field       | 7,041              | 10,000                   | 10,000             | 9,345                 | 10,000              |
| 7                      | 4509 *124      | Supplies - Safety             | 0                  | 0                        | 0                  | 0                     | 0                   |
| 8                      | 4509 *282      | Utility - Telephone           | 0                  | 0                        | 0                  | 0                     | 0                   |
| 9                      | 4509 *304      | Maint - Vehicles, Equipment   | 14                 | 0                        | 0                  | 0                     | 0                   |
| 10                     | 4509 *305      | Maint - Vehicle Fuel          | 229                | 3,700                    | 3,700              | 7,021                 | 6,500               |
| 11                     | 4509 *307      | Equipment Maintenance Charges | 417                | 500                      | 904                | 930                   | 2,122               |
| Total                  |                |                               | 7,701              | 14,200                   | 14,604             | 17,296                | 18,622              |
| Total                  |                |                               | 67,384             | 75,804                   | 76,875             | 79,558                | 83,675              |

Year-Over-Year Changes

Increase of \$3,000 in salaries to due to the cost of no furloughs. Also an increase of \$3,000 in fuel charges.

| POLICE<br>FUND      |                |                         | 100                | SLESF - COPS (AB1913) STORE FRONT<br>4521 |                    |                       |                     |
|---------------------|----------------|-------------------------|--------------------|---|--------------------|-----------------------|---------------------|
| Line                | Budget Account | Account Description     | FY 10-11<br>Actual | FY 11-12<br>Actual                        | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |
| Services & Supplies |                |                         |                    |   |                    |                       |                     |
| 1                   | 4521 *209      | Prof/Contr Svcs - Other | 25,953             | 24,000                                    | 24,000             | 32,760                | 19,000              |
| Total               |                |                         | 25,953             | 24,000                                    | 24,000             | 32,760                | 19,000              |
| Total               |                |                         | 25,953             | 24,000                                    | 24,000             | 32,760                | 19,000              |

Year-Over-Year Changes

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

| POLICE<br>FUND         |                |                             | 203                | ASSET FORFEITURES-PATROL<br>4502 |                    |                       |                     |
|------------------------|----------------|-----------------------------|--------------------|----------------------------------|--------------------|-----------------------|---------------------|
| Line                   | Budget Account | Account Description         | FY 10-11<br>Actual | FY 11-12<br>Actual               | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |
| Salaries & Wages       |                |                             |                    |                                  |                    |                       |                     |
| 1                      | 4502 *003      | Overtime                    | 0                  | 0                                | 0                  | 0                     | 0                   |
| Total                  |                |                             | 0                  | 0                                | 0                  | 0                     | 0                   |
| Employee Paid Benefits |                |                             |                    |                                  |                    |                       |                     |
| 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                   |
| Services & Supplies    |                |                             |                    |                                  |                    |                       |                     |
| 5                      | 4502 *124      | Supplies - Safety           | 1,201              | 0                                | 800                | 800                   | 530                 |
| 6                      | 4502 *129      | Supplies - Other            | 812                | 0                                | 0                  | 0                     | 0                   |
| 7                      | 4502 *179      | Minor Equipment - Other     | 3,595              | 0                                | 0                  | 0                     | 0                   |
| 8                      | 4502 *352      | Training/Workshops/Meetings | 3,355              | 0                                | 0                  | 0                     | 0                   |
| Total                  |                |                             | 8,963              | 0                                | 800                | 800                   | 530                 |
| Total                  |                |                             | 8,963              | 0                                | 800                | 800                   | 530                 |

Year-Over-Year Changes

No significant year over year changes.

| POLICE<br>FUND         |                |                                | 311                | SLESF (AB1913) - PATROL<br>4502/4505 |                    |                       |                     |
|------------------------|----------------|--------------------------------|--------------------|--------------------------------------|--------------------|-----------------------|---------------------|
| Line                   | Budget Account | Account Description            | FY 10-11<br>Actual | FY 11-12<br>Actual                   | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |
| Salaries & Wages       |                |                                |                    |                                      |                    |                       |                     |
| 1                      | 4502 *001      | Full Time Salaries             | 1,153              | 0                                    | 0                  | 0                     | 0                   |
| 2                      | 4502 *002      | Part Time Salaries             | 45,558             | 43,437                               | 36,483             | 36,483                | 36,543              |
| 3                      | 4502 *003      | Overtime                       | 252                | 0                                    | 400                | 0                     | 0                   |
| Total                  |                |                                | 46,963             | 43,437                               | 36,883             | 36,483                | 36,543              |
| Employee Paid Benefits |                |                                |                    |                                      |                    |                       |                     |
| 4                      | 4502 *041      | Cafeteria Allowance            | 0                  | 0                                    | 0                  | 0                     | 0                   |
| 5                      | 4502 *042      | Retirement                     | 3,049              | 1,829                                | 1,816              | 70                    | 1,713               |
| 6                      | 4502 *xxx      | All Other Paid Benefits        | 3,573              | 458                                  | 981                | 78                    | 1,956               |
| Total                  |                |                                | 6,623              | 2,287                                | 2,797              | 147                   | 3,669               |
| Services & Supplies    |                |                                |                    |                                      |                    |                       |                     |
| 7                      | 4502 *209      | Prof/Contr Svcs - Other        | 894                | 0                                    | 0                  | 0                     | 0                   |
| 8                      | 4502 *212      | Prof/Contr - Firearms Training | 27,570             | 31,000                               | 31,000             | 30,094                | 30,350              |
| 9                      | 4502 *301      | Maint - Bldgs.' & Improvement  | 3,815              | 20,676                               | 24,260             | 24,260                | 24,260              |
| Total                  |                |                                | 32,279             | 51,676                               | 55,260             | 54,354                | 54,610              |
| Capital Outlay         |                |                                |                    |                                      |                    |                       |                     |
| 10                     | 4502 *610      | Equipment - New                | 0                  | 0                                    | 0                  | 0                     | 0                   |
| Total                  |                |                                | 0                  | 0                                    | 0                  | 0                     | 0                   |
| Total                  |                |                                | 85,864             | 97,400                               | 94,940             | 90,985                | 94,822              |

Year-Over-Year Changes

No significant year over year changes.

| POLICE FUND         |                |                                | SLESF - COPS (AB1913) POLICE STORE FRONT |                 |                 |                    |                  |
|---------------------|----------------|--------------------------------|--|-----------------|-----------------|--------------------|------------------|
|                     |                |                                | 311                                      | 4521            |                 |                    |                  |
| Line                | Budget Account | Account Description            | FY 10-11 Actual                          | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| Services & Supplies |                |                                |  |                 |                 |                    |                  |
| 1                   | 4521 *122      | Supplies - Medical             | 0  | 0               | 0               | 0                  | 0                |
| 2                   | 4521 *280      | Utility - Electric             | 1,683                                    | 1,800           | 3,000           | 2,719              | 3,000            |
| 3                   | 4521 *282      | Utility - Telephone            | 889                                      | 800             | 1,200           | 1,316              | 1,300            |
| 4                   | 4521 *301      | Maint - Bldgs.' & Improvements | 10,702                                   | 0               | 1,200           | 1,200              | 1,200            |
| Total               |                |                                | 13,275                                   | 2,600           | 5,400           | 5,235              | 5,500            |
| Total               |                |                                | 13,275                                   | 2,600           | 5,400           | 5,235              | 5,500            |

Year-Over-Year Changes

No significant year over year changes.

| POLICE FUND         |                |                              | ST HOMELAND SECURITY GRANT-PATROL |                 |                 |                    |                  |
|---------------------|----------------|------------------------------|-----------------------------------|-----------------|-----------------|--------------------|------------------|
|                     |                |                              | 313                               | 4502            |                 |                    |                  |
| Line                | Budget Account | Account Description          | FY 10-11 Actual                   | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| Services & Supplies |                |                              |                                   |                 |                 |                    |                  |
| 1                   | 4502 *173      | Minor Equipment-Shop & Field | 0                                 | 55,156          | 10,000          | 0                  | 3,000            |
| 2                   | 4502 *352      | Training-Workshops-Meetings  | 4,613                             | 0               | 0               | 0                  | 0                |
| Total               |                |                              | 4,613                             | 55,156          | 10,000          | 0                  | 3,000            |
| Total               |                |                              | 4,613                             | 55,156          | 10,000          | 0                  | 3,000            |

Year-Over-Year Changes

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

| POLICE FUND         |                |                     | BJA VEST GRANT  |                 |                 |                    |                  |
|---------------------|----------------|---------------------|-----------------|-----------------|-----------------|--------------------|------------------|
|                     |                |                     | 403             | 4502            |                 |                    |                  |
| Line                | Budget Account | Account Description | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| Services & Supplies |                |                     |                 |                 |                 |                    |                  |
| 1                   | 4502 *124      | Supplies Safety     | 0               | 0               | 0               | 4,985              | 5,000            |
| Total               |                |                     | 0               | 0               | 0               | 4,985              | 5,000            |
| Total               |                |                     | 0               | 0               | 0               | 4,985              | 5,000            |

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<br>FUND         |                |                             | 410                |                    | WEED & SEED<br>4502 |                       |                     |
|------------------------|----------------|-----------------------------|--------------------|--------------------|---------------------|-----------------------|---------------------|
| Line                   | Budget Account | Account Description         | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget  | FY 12-13<br>Estimated | FY 13-14<br>Adopted |
| Salaries & Wages       |                |                             |                    |                    |                     |                       |                     |
| 1                      | 4502 *001      | Full Time Salaries          | 0                  | 0                  | 0                   | 0                     | 0                   |
| 2                      | 4502 *002      | Part Time Salaries          | 0                  | 4,000              | 0                   | 0                     | 0                   |
| 3                      | 4502 *003      | Overtime                    | 3,867              | 0                  | 0                   | 0                     | 0                   |
| Total                  |                |                             | 3,867              | 4,000              | 0                   | 0                     | 0                   |
| Employee Paid Benefits |                |                             |                    |                    |                     |                       |                     |
| 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                  |                |                             | 3,867              | 4,000              | 0                   | 0                     | 0                   |
| Services & Supplies    |                |                             |                    |                    |                     |                       |                     |
| 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             | 0                  | 0                  | 0                   | 0                     | 0                   |
| 11                     | 4502 *282      | Utility - Telephone         | 0                  | 0                  | 0                   | 0                     | 0                   |
| 12                     | 4502 *678      | Prior Year Adj Expenditures | 0                  | 0                  | 0                   | 0                     | 0                   |
| Total                  |                |                             | 0                  | 0                  | 0                   | 0                     | 0                   |
| Total                  |                |                             | 3,867              | 4,000              | 0                   | 0                     | 0                   |

Year-Over-Year Changes

Grant funds no longer available.

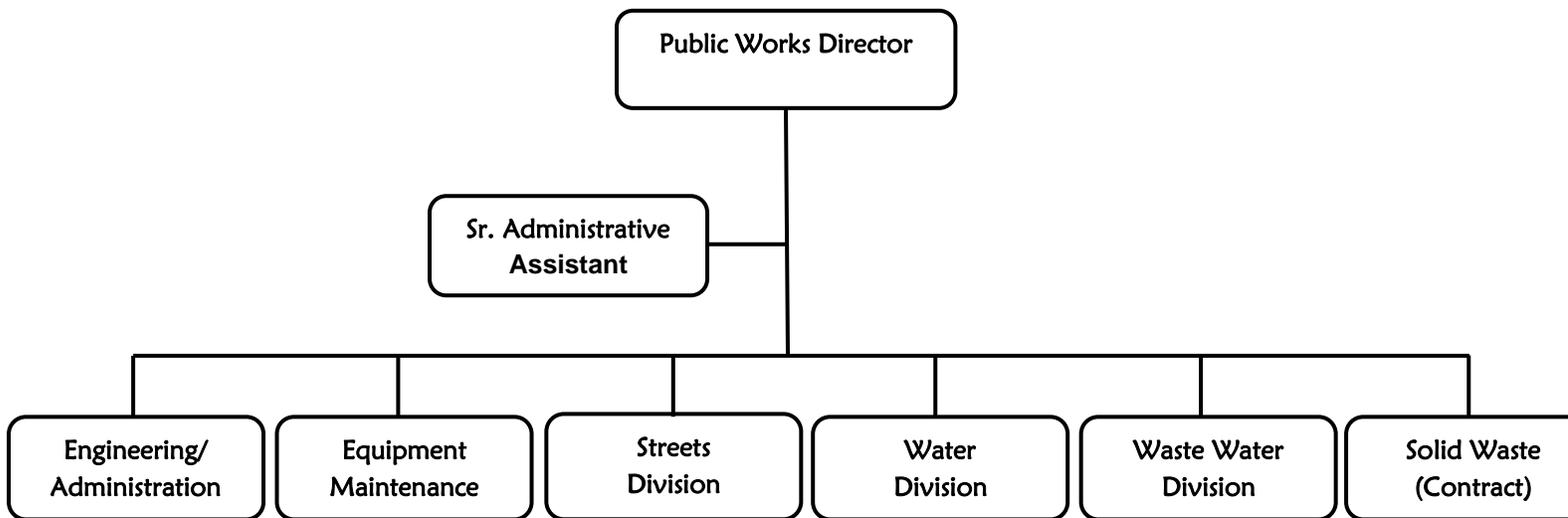
| POLICE<br>FUND      |                |                        | 410                |                    | COMM POLICE - LAS PIEDRAS<br>4521 |                       |                     |
|---------------------|----------------|------------------------|--------------------|--------------------|-----------------------------------|-----------------------|---------------------|
| Line                | Budget Account | Account Description    | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget                | FY 12-13<br>Estimated | FY 13-14<br>Adopted |
| Services & Supplies |                |                        |                    |                    |                                   |                       |                     |
| 1                   | 4521 *209      | Prof//Contr Svcs-Other | 10,064             | 0                  | 0                                 | 0                     | 0                   |
| Total               |                |                        | 10,064             | 0                  | 0                                 | 0                     | 0                   |
| Total               |                |                        | 10,064             | 0                  | 0                                 | 0                     | 0                   |

Year-Over-Year Changes

Grant Funds no longer available.

## PUBLIC WORKS DEPARTMENT

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

**Overall Budget Commentary:**

The Public Works Department budget is funded by General Fund, Water Enterprise, and the Waste Water Enterprise.

## PUBLIC WORKS DEPARTMENT

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### General Engineering Program

***Program Description:*** General Engineering has been contracted for the last three budget cycles. Contract Engineers review all permits for private land development, public infrastructure, grading and plans for 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:***

General Engineering Program is funded by the General Fund and Enterprise Accounts. General City Capital Improvement Projects are included in this program. Project expenditures vary from year to year depending on project funding availability.

## PUBLIC WORKS DEPARTMENT

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| <p><b>Streets &amp; Storm Drains Program</b><br/><b>Street Engineering Program</b></p> |
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**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 widening's, pavement rehabilitation; to provide improved traffic control, safety and drainage; to provide new or replacement landscaping and street trees.

**Specific Objectives:**

- 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

## PUBLIC WORKS DEPARTMENT

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**Streets and Storm Drains Program  
Streets and Storm Drains Maintenance Program  
Parking Lots and Events Maintenance Program**

***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.
- Improvements: Pavement rehabilitation, traffic control, safety, drainage, landscaping and street trees.

***Specific Objectives:***

- Conduct and provide technical support for Traffic Safety Committee meetings, open to the public, on a 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
- 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
- Inspect all reported problems within 48 hours of notice, and contact reporting party with results of inspection, within 72 hours
- Curb painting all school zones as needed
- General cleanup of the downtown transportation corridor including trash collection, pressure washing sidewalks and re-sanding brick pop out areas
- Maintenance of benches, trash receptacles, trees, planters and irrigation system
- Banner installation of pole banners and over the street banners for special events and city functions
- Clearance prune all street trees creating street or sidewalk clearance problems
- Respond to all requests from dispatch regarding downed trees obstructing or endangering life or property, and perform necessary cutups and removals

## PUBLIC WORKS DEPARTMENT

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- 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
- Inspect all signal lights and document monthly, using contract service
- Re-lamp all incandescent signal lights annually, using contract service
- Respond to all requests from dispatch regarding traffic hazards
- Repair/replace all damaged regulatory signs, advisory signs and informational signs within two weeks of initial report
- Remove graffiti from all signs, sign posts, and signal light posts within 24 hours of initial report
- Complete all new sign installations and curb designations, as directed by Traffic Safety Committee
- Repair all city-owned street lighting fixtures as needed
- Forward all information on street lighting repairs needs to Southern California Edison
- Establish and implement work order system for all routine and requested tasks
- Upgrade equipment, establish procedures, and continue safety training
- Remove weeds from parking lot landscaped planters monthly
- Prune parking lot landscaping as needed
- Inspect all parking lot landscaping semi annually
- Sweep all public parking lots and alleys as scheduled
- 

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

The Streets & Storm Drains Program includes the following budget sections: Street Maintenance Program, Parking Lots & Events Maintenance Program, Flood Control Maintenance Program, Storm water 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 storm water Quality Maintenance Program is mandated by federal and state regulations. Street and storm drain capital projects are included in the Capital Improvement Program budget. Projects vary from year to year depending on project funding available.

## PUBLIC WORKS DEPARTMENT

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### NPDES Storm water Quality Management Program

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

***Performance Areas:***

- **Administration:** To develop and administer the City's Storm water Quality Program, in compliance with the requirements of the 2010 Ventura County Municipal Storm water 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 storm water quality; to provide construction management services for City-funded projects to improve storm water quality; to participate in developing City Storm water Quality Design Standards; to review and comment on proposed land development's effects upon storm water quality; to provide education to the development community regarding storm water quality; and to provide inspections of projects for compliance with storm water quality best management practices required in permits.

***Specific Objectives:***

- Represent the City at all VCSQMP Management Committee meetings.
- Enforce City's Storm water Quality ordinances, including prohibition of illicit discharges, illicit connections to storm drain systems, illicit dumping, and spills.
- 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 storm water 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 Storm water Quality Urban Impact Mitigation Plan (SQUIMP), regarding development and significant redevelopment.
- Modify standard procedures for review of proposed development projects to include storm water best management practices (BMP's) in project approval process, in coordination with Planning Department.
- Require Storm water Pollution Control Plans (SWPCP's) and Notices of Intent (NOI's) for all applicable private and public projects.

## PUBLIC WORKS DEPARTMENT

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- Prohibit the discharge of untreated storm water runoff from hazardous materials storage areas on City properties.
- Prohibit the discharge of untreated storm water 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 storm water 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 Storm water 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 Storm water 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. 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 \$5,000 per year to the County of Ventura Environmental Health

## PUBLIC WORKS DEPARTMENT

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Division staff to conduct storm water quality inspections on local automotive businesses, in conjunction with its ongoing hazardous waste inspections.

## PUBLIC WORKS DEPARTMENT

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| <p style="text-align: center;"><b>Streets and Storm Drains Program</b><br/><b>Storm water Quality Maintenance Program</b></p> |
|---|

***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 Storm water Quality Management Plan, in accordance with the Ventura County Municipal Storm water NPDES permit.

***Program Performance Areas:***

- **Maintenance:** To inspect, clean, and maintain storm conveyance facilities in a manner that minimizes impact to storm water quality; and to maintain and to clean roadways and curbed streets of solid and liquid wastes in a manner that minimizes impact to storm water quality.
- **Operations:** To operate storm conveyance facilities in a manner that minimizes impact to storm water quality.
- **Improvements:** To design and construct improvements to storm conveyance facilities and roadways in a manner that minimizes impact on storm water 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***

## PUBLIC WORKS DEPARTMENT

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- 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 Highway 150 per agreement
- Sweep all residential streets and alleys as scheduled
- In coordination with the Police Department, expand “No Parking on Sweeping Days” program to additional streets with heavy on-street parking, in order to maximize the effectiveness of the existing sweeping schedule
- Pressure wash Historic Downtown Area sidewalks 3 times a year, using best management practices for surfaces cleaning to minimize impacts on stormwater quality

### *Storm Drainage System Cleaning Element*

- Inspect and document condition of all storm drain inlet structures annually, ahead of rainy season (September)
- Inspect "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*

## PUBLIC WORKS DEPARTMENT

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| <p><b>Streets and Storm Drains Program<br/>Flood Control Maintenance Program</b></p> |
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**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 Storm water Quality Management Plan, in accordance with the Ventura County Municipal Storm water NPDES permit.

**Program Performance Areas:**

- **Maintenance:** To inspect, clean, and maintain debris and retention basin facilities in a manner that minimizes impact to storm water quality.
- **Operations:** To operate debris and retention basin facilities in a manner that maximizes their effectiveness, and minimizes impact to storm water quality.
- **Improvements:** To design and construct improvements to debris and retention basins facilities that minimizes impact on storm water 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
- Repair all damage to debris or retention basin structures
- 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

## PUBLIC WORKS DEPARTMENT

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| <p style="text-align: center;"><b>Streets and Storm Drains Program<br/>Hillsborough Open Space District Maintenance Program</b></p> |
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**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 storm water quality; to maintain landscaping in District areas.
- **Operations:** To operate retention basin facilities in a manner that maximizes their effectiveness, and minimizes impact to storm water quality; to operate landscape irrigation systems.
- **Improvements:** To design and construct improvements to the District's storm water conveyance facilities that minimizes impact on storm water 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
- Inspect and document condition of all storm drains and storm channels annually, and clean, if necessary
- Repair all damage to debris or retention basin structures
- Inspect all reported problems within 24 hours of notice, and contact reporting party 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

## PUBLIC WORKS DEPARTMENT

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- 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.

## PUBLIC WORKS DEPARTMENT

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| <p><b>Wastewater Reclamation Enterprise Program<br/>Wastewater Reclamation Engineering</b></p> |
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***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 water recycling facility
- Continue 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 Storm water Quality Maintenance Program.

## PUBLIC WORKS DEPARTMENT

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| <p style="text-align: center;"><b>Wastewater Reclamation Enterprise Program<br/>Wastewater Reclamation Operations</b></p> |
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**Program Description:** To provide uninterrupted sewage collection and treatment; to provide source control, storm water quality management, and enforcement to provide engineering services. City Council has approved to contract these services for this fiscal year.

**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 storm water quality.
- **Education:** To educate commercial and industrial customers regarding Storm water 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

## PUBLIC WORKS DEPARTMENT

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- Provide source control, illicit discharge, and pretreatment monitoring, inspection, and enforcement.
- Provide Storm water Quality inspections for food service establishments and provide employee education regarding best management practices for the food service industry.
- Provide Storm water 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. American Water, Inc. will be contract work this fiscal year. 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 Storm water Quality Maintenance Program.

## PUBLIC WORKS DEPARTMENT

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| <p style="text-align: center;"><b>Water Enterprise Program<br/>Water Engineering</b></p> |
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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:***

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.

## PUBLIC WORKS DEPARTMENT

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| <p style="text-align: center;"><b>Water Enterprise Program<br/>Water Maintenance</b></p> |
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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

## PUBLIC WORKS DEPARTMENT

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- 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
- 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

## PUBLIC WORKS DEPARTMENT

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- Inspect all building roofing systems twice per year (May), perform any needed maintenance, and provide information to Engineering and Administration Division regarding needed capital repair projects
- Maintain properties and easements to Fire Department weed abatement standards, utilizing contractor

### *Administration/Supervision Element*

- Establish and implement work order system for all routine and requested tasks
- Coordinate meter reading calendar with shutoff notice calendar, to minimize disruptions to maintenance activities
- Establish system to document corrective measures taken in response to routine safety inspections
- Provide corporation yard storm water quality inspections for the Palm Avenue Yard twice annually (Fall and Winter)
- Establish a program for monthly monitoring of contract landscape maintenance performance, on Water Enterprise-owned sites
- Establish a program for monthly monitoring of contract weed abatement performance, on Water Enterprise-owned sites
- Establish a program for monthly monitoring of contract asphalt concrete paving repairing Water Enterprise trench cuts in City-owned streets
- Investigate the possibility of establishing a leak detection program
- Attain recorded system losses of under 10%
- Investigate the possibility of establishing an in-place testing program, for customer meters 3” and larger

### *Budget Commentary:*

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

## PUBLIC WORKS DEPARTMENT

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

- 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
- Test all pump/motor assemblies for energy efficiency annually
- Inspect all electrical switch gear, cabling, and motors annually and perform any needed maintenance
- Monitor the production, storage, treatment and distribution system to identify deficiencies and capacity needs
- Provide continuous water treatment in compliance with all applicable drinking water standards
- Provide daily monitoring and compliance reporting for applicable drinking water regulations
- Coordinate annual Consumer Confidence Report to all customers

***Budget Commentary:***

The Water Enterprise is supported by enterprise funds and serves over 8,000 customers within and outside City limits.

## PUBLIC WORKS DEPARTMENT

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### Miscellaneous Funds Equipment Maintenance Program

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

**Program Performance Areas:**

- Maintain all City vehicles
- Prepare blanket and field purchase orders
- Maintain parts and supplies
- Generate work orders, run reports and bill departments

**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.

**Budget Commentary:**

The equipment maintenance budget consists of a percentage of all departments to make up its annually operating budget.

PUBLIC WORKS DEPARTMENT SUMMARY

|                                       | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change |
|---------------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|-------------|
| Expenditures                          |                    |                    |                    |                       |                     |             |
| Salaries                              | 1,364,659          | 1,109,861          | 1,098,361          | 1,110,951             | 1,267,551           | 14%         |
| Benefits                              | 660,238            | 627,796            | 673,842            | 635,352               | 738,872             | 16%         |
| Total                                 | 2,024,897          | 1,737,657          | 1,772,203          | 1,746,302             | 2,006,423           | 15%         |
| Supplies, Services & Maintenance      | 8,787,089          | 7,719,997          | 8,402,063          | 9,218,522             | 9,465,573           | 3%          |
| Transfers, Overhead and Debt Payments | 5,575,451          | 6,395,200          | 7,620,525          | 7,466,052             | 7,323,770           | -2%         |
| Total                                 | 14,362,539         | 14,115,197         | 16,022,588         | 16,684,574            | 16,789,343          | 1%          |
| Capital Outlays                       | 1,776,827          | 229,336            | 238,796            | 1,184,316             | 1,184,460           | 0%          |
| Total                                 | 1,776,827          | 229,336            | 238,796            | 1,184,316             | 1,184,460           | 0%          |
| Total                                 | 18,164,263         | 16,082,190         | 18,033,587         | 19,615,193            | 19,980,226          | 2%          |
| Authorized Employee Count             | 28.0               | 21.0               | 21.0               | 21.0                  | 22.0                |             |

PUBLIC WORKS DEPARTMENT - GENERAL FUND SUMMARY

|                                       | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted | %<br>Change |
|---------------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|-------------|
| Expenditures                          |                    |                    |                    |                       |                     |             |
| Salaries                              | 194,076            | 103,672            | 126,413            | 137,279               | 135,114             | -1.6%       |
| Benefits                              | 79,866             | 51,325             | 75,111             | 65,917                | 61,215              | -7.1%       |
| Total                                 | 273,942            | 154,997            | 201,524            | 203,196               | 196,329             | -3.4%       |
| Supplies, Services & Maintenance      | 59,464             | 27,497             | 9,010              | 11,313                | 6,510               | -42.5%      |
| Transfers, Overhead and Debt Payments | 0                  | 22,770             | 22,770             | 22,770                | 22,770              | 0.0%        |
| Total                                 | 59,464             | 50,267             | 31,780             | 34,083                | 29,280              | -14.1%      |
| Capital Outlays                       | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%        |
| Total                                 | 0                  | 0                  | 0                  | 0                     | 0                   | 0.0%        |
| Total                                 | 333,407            | 205,264            | 233,304            | 237,278               | 225,609             | -0.0492     |
| Revenue & Other Resources             |                    |                    |                    |                       |                     |             |
| Fee, Fines & Permits                  | 23,673             | 20,850             | 25,000             | 49,279                | 64,600              | 31.1%       |
| Charges for Services, User Fees       | 24,449             | 21,600             | 24,300             | 33,005                | 29,550              | -10.5%      |
| Other Revenues                        | (1,198)            | 2,000              | 0                  | 0                     | 0                   | 0.0%        |
| Total Revenues                        | 46,924             | 44,450             | 49,300             | 82,284                | 94,150              | 14.4%       |
| Net GF (Cost)/Benefit                 | (286,483)          | (160,814)          | (184,004)          | (154,994)             | (131,459)           | -15.2%      |

**PUBLIC WORKS**  
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**GENERAL ENGINEERING**  
 5011

| Line                                  | Budget Account | Account Description            | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|---------------------------------------|----------------|--------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>           |                |                                |                 |                 |                 |                    |                  |
| 1                                     | 5011 *001      | Full Time Salaries             | 161,925         | 103,172         | 125,113         | 130,442            | 127,218          |
| 2                                     | 5011 *003      | Overtime                       | 875             | 500             | 500             | 4,558              | 5,000            |
|                                       |                | Total                          | 162,800         | 103,672         | 125,613         | 135,000            | 132,218          |
| <b>Employee Paid Benefits</b>         |                |                                |                 |                 |                 |                    |                  |
| 3                                     | 5011 *021      | Car Allowance                  | 1,252           | 168             | 4,200           | 420                | 168              |
| 4                                     | 5011 *041      | Cafeteria Allowance            | 37,753          | 21,738          | 33,417          | 29,959             | 27,226           |
| 5                                     | 5011 *042      | Retirement                     | 24,954          | 21,918          | 28,795          | 27,188             | 26,165           |
| 6                                     | 5011 *xxx      | All Other Paid Benefits        | 14,574          | 7,501           | 8,653           | 7,992              | 7,656            |
|                                       |                | Total                          | 78,533          | 51,325          | 75,065          | 65,559             | 61,215           |
|                                       |                | Total                          | 241,333         | 154,997         | 200,678         | 200,559            | 193,433          |
| <b>Services &amp; Supplies</b>        |                |                                |                 |                 |                 |                    |                  |
| 7                                     | 5011 *101      | Postage                        | 75              | 500             | 0               | 0                  | 0                |
| 8                                     | 5011 *103      | Dues & Subscriptions           | 0               | 0               | 50              | 13                 | 50               |
| 9                                     | 5011 *120      | Supplies Office                | 1,589           | 1,425           | 750             | 194                | 300              |
| 10                                    | 5011 *121      | Supplies - Clothing/Uniform    | 486             | 0               | 3,300           | 0                  | 0                |
| 11                                    | 5011 *123      | Supplies - Shop & Field        | 696             | 0               | 0               | 90                 | 0                |
| 12                                    | 5011 *129      | Supplies - Other               | 0               | 0               | 0               | 36                 | 0                |
| 13                                    | 5011 *150      | Recognition/Awards             | 0               | 0               | 0               | 0                  | 0                |
| 14                                    | 5011 *175      | Minor Equipment - Computer     | 0               | 0               | 0               | 0                  | 0                |
| 15                                    | 5011 *209      | Prof/Contr Svcs - Other        | 1,219           | 100             | 100             | 8,516              | 3,300            |
| 16                                    | 5011 *230      | Legal Advertising              | 0               | 0               | 0               | 1,264              | 0                |
| 17                                    | 5011 *231      | Misc. Advertising/Promo        | 0               | 50              | 0               | 0                  | 100              |
| 18                                    | 5011 *240      | Duplication Charges - Internal | 0               | 0               | 0               | 0                  | 0                |
| 19                                    | 5011 *241      | Printing & Binding - External  | 0               | 496             | 0               | 146                | 0                |
| 20                                    | 5011 *282      | Utility - Telephone            | 267             | 0               | 260             | 400                | 260              |
| 21                                    | 5011 *301      | Maint - Bldgs. & Improvements  | 380             | 0               | 0               | 0                  | 0                |
| 22                                    | 5011 *304      | Maint - Vehicles, Equipment    | 0               | 300             | 0               | 0                  | 0                |
| 23                                    | 5011 *305      | Maint - Vehicle Fuel           | 0               | 0               | 0               | 205                | 0                |
| 24                                    | 5011 *309      | Maint - Minor Equipment        | 0               | 50              | 0               | 0                  | 0                |
| 25                                    | 5011 *352      | Training/Workshops/Meetings    | 100             | 400             | 0               | 115                | 0                |
|                                       |                | Total                          | 4,812           | 3,321           | 4,460           | 10,980             | 4,010            |
| <b>Transfers - Out &amp; Overhead</b> |                |                                |                 |                 |                 |                    |                  |
| 26                                    | 5011 *754      | Transfer Costs to Gas Tax      | 0               | 22,770          | 22,770          | 22,770             | 22,770           |
|                                       |                | Total                          | 0               | 22,770          | 22,770          | 22,770             | 22,770           |
|                                       |                | Total                          | 246,144         | 181,088         | 227,908         | 234,309            | 220,213          |

**Year-Over-Year Changes**

There is a decrease of \$7,000 in salaries.

**PUBLIC WORKS**  
 FUND

100

**STREETS ENGINEERING**  
 5021

| Line                           | Budget Account | Account Description     | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 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 | 0               | 0               | 0               | 0                  | 0                |
|                                |                | Total                   | 0               | 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                   | 0               | 0               | 0               | 0                  | 0                |

**Year-Over-Year Changes**

Gas tax is available for Fund 280 where streets department is being charged.

**PUBLIC WORKS**  
 FUND

100

**STREETS MAINTENANCE**  
 5022

| Line                           | Budget Account | Account Description             | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|---------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>    |                |                                 |                 |                 |                 |                    |                  |
| 1                              | 5022 *001      | Full Time Salaries              | 24,926          | 0               | 0               | 0                  | 0                |
| 2                              | 5022 *003      | Overtime                        | 0               | 0               | 0               | 0                  | 0                |
|                                |                | Total                           | 24,926          | 0               | 0               | 0                  | 0                |
| <b>Employee Paid Benefits</b>  |                |                                 |                 |                 |                 |                    |                  |
| 3                              | 5022 *041      | Cafeteria Allowance             | 0               | 0               | 0               |                    |                  |
| 4                              | 5022 *042      | Retirement                      | 0               | 0               | 0               |                    |                  |
| 5                              | 5022 *xxx      | All Other Paid Benefits         | 0               | 0               | 0               |                    |                  |
|                                |                | Total                           | 0               | 0               | 0               | 0                  | 0                |
|                                |                | Total                           | 24,926          | 0               | 0               | 0                  | 0                |
| <b>Services &amp; Supplies</b> |                |                                 |                 |                 |                 |                    |                  |
| 6                              | 5022 *121      | Supplies - Clothing/Uniform     | 0               | 618             | 0               | 0                  | 0                |
| 7                              | 5022 *123      | Supplies - Shop & Field         | 0               | 9,987           | 0               | 0                  | 0                |
| 8                              | 5022 *202      | Svcs - Landscape Maintenance    | 0               | 0               | 0               | 0                  | 0                |
| 9                              | 5022 *209      | Prof/Contr Svcs - Other         | 54,653          | 8,620           | 0               | 0                  | 0                |
| 10                             | 5022 *223      | Prof/Contr Svcs - Tree Trimming | 10,800          | 0               | 0               | 0                  | 0                |
| 11                             | 5022 *282      | Utility - Telephone             | (10,800)        | 0               | 0               | 0                  | 0                |
| 12                             | 5022 *305      | Maint - Vehicle Fuel            | 0               | 0               | 0               | 0                  | 0                |
| 13                             | 5022 *352      | Training/Workshops/Meetings     | 0               | 400             | 0               | 0                  | 0                |
|                                |                | Total                           | 54,653          | 19,626          | 0               | 0                  | 0                |
|                                |                | Total                           | 79,578          | 19,626          | 0               | 0                  | 0                |

**Year-Over-Year Changes**

Gas tax is available for Fund 280 where streets department is being charged.

**PUBLIC WORKS**  
 FUND

100

**PARKING LOTS & EVENT**  
 5023

| Line                           | Budget Account | Account Description          | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>    |                |                              |                 |                 |                 |                    |                  |
| 1                              | 5023 *001      | Full Time Salaries           | 4,869           | 0               | 200             | 21                 | 200              |
| 2                              | 5023 *002      | Part Time Salaries           | 0               | 0               | 0               | 494                | 0                |
| 3                              | 5023 *003      | Overtime                     | 1,482           | 0               | 600             | 1,763              | 2,696            |
| Total                          |                |                              | 6,350           | 0               | 800             | 2,279              | 2,896            |
| <b>Employee Paid Benefits</b>  |                |                              |                 |                 |                 |                    |                  |
| 4                              | 5023 *041      | Cafeteria Allowance          | 0               | 0               | 0               | 0                  | 0                |
| 5                              | 5023 *042      | Retirement                   | 573             | 0               | 40              | 30                 | 0                |
| 6                              | 5023 *xxx      | All Other Paid Benefits      | 761             | 0               | 6               | 328                | 0                |
| Total                          |                |                              | 1,334           | 0               | 46              | 357                | 0                |
| Total                          |                |                              | 7,684           | 0               | 846             | 2,636              | 2,896            |
| <b>Services &amp; Supplies</b> |                |                              |                 |                 |                 |                    |                  |
| 7                              | 5023 *123      | Supplies - Shop & Field      | 0               | 2,000           | 2,000           | 333                | 1,000            |
| 8                              | 5023 *129      | Supplies - Other             | 0               | 0               | 0               | 0                  | 0                |
| 9                              | 5023 *202      | Svcs - Landscape Maintenance | 0               | 1,800           | 1,800           | 0                  | 1,000            |
| 10                             | 5023 *209      | Prof/Contr Svcs - Other      | 0               | 0               | 0               | 0                  | 0                |
| 11                             | 5023 *285      | Utility - Street Lighting    | 0               | 0               | 0               | 0                  | 0                |
| 12                             | 5023 *370      | Lease/Rental                 | 0               | 0               | 0               | 0                  | 0                |
| Total                          |                |                              | 0               | 3,800           | 3,800           | 333                | 2,000            |
| Total                          |                |                              | 7,684           | 3,800           | 4,646           | 2,969              | 4,896            |

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**  
 FUND

100

**PARKING LOT & EVENTS**  
 5028

| Line                           | Budget Account | Account Description           | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|-------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Services &amp; Supplies</b> |                |                               |                 |                 |                 |                    |                  |
| 1                              | 5028 *306      | Maint - Debris Basin Cleaning | 0               | 750             | 750             | 0                  | 500              |
| Total                          |                |                               | 0               | 750             | 750             | 0                  | 500              |
| Total                          |                |                               | 0               | 750             | 750             | 0                  | 500              |

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**  
 FUND

205

**NPDES STORMWATER QUALITY**

5027

| Line                                  | Budget Account | Account Description         | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |
|---------------------------------------|----------------|-----------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|
| <b>Salaries &amp; Wages</b>           |                |                             |                    |                    |                    |                       |                     |
| 1                                     | 5027 *001      | Full Time Salaries          | 2,049              | 0                  | 0                  | 0                     | 19,450              |
| 2                                     | 5027 *003      | Overtime                    | 6                  | 0                  | 0                  | 1,028                 | 1,000               |
|                                       |                | <b>Total</b>                | <b>2,056</b>       | <b>0</b>           | <b>0</b>           | <b>1,028</b>          | <b>20,450</b>       |
| <b>Employee Paid Benefits</b>         |                |                             |                    |                    |                    |                       |                     |
| 3                                     | 5027 *021      | Car Allowance               | 0                  | 0                  | 0                  | 0                     | 0                   |
| 4                                     | 5027 *041      | Cafeteria Allowance         | 486                | 0                  | 0                  | 0                     | 0                   |
| 5                                     | 5027 *042      | Retirement                  | 306                | 0                  | 0                  | 0                     | 0                   |
| 6                                     | 5027 *xxx      | All Other Paid Benefits     | 50                 | 0                  | 0                  | 207                   | 3,371               |
|                                       |                | <b>Total</b>                | <b>842</b>         | <b>0</b>           | <b>0</b>           | <b>207</b>            | <b>3,371</b>        |
|                                       |                | <b>Total</b>                | <b>2,898</b>       | <b>0</b>           | <b>0</b>           | <b>1,235</b>          | <b>23,821</b>       |
| <b>Services &amp; Supplies</b>        |                |                             |                    |                    |                    |                       |                     |
| 7                                     | 5027 *101      | Postage                     | 0                  | 0                  | 0                  | 0                     | 0                   |
| 8                                     | 5027 *120      | Supplies Office             | 0                  | 475                | 0                  | 0                     |                     |
| 9                                     | 5027 *209      | Prof/Contr Svcs - Other     | 10,639             | 0                  | 0                  | 0                     |                     |
| 10                                    | 5027 *230      | Legal Advertising           | 0                  | 0                  | 0                  | 0                     |                     |
| 11                                    | 5027 *231      | Misc. Advertising/Promo     | 0                  | 500                | 0                  | 0                     |                     |
| 12                                    | 5027 *282      | Utility - Telephone         | 0                  | 200                | 0                  | 0                     |                     |
| 13                                    | 5027 *293      | Permitting                  | 23,372             | 8,500              | 24,000             | 33,541                | 30,000              |
| 14                                    | 5027 *304      | Maint - Vehicles, Equipment | 0                  | 0                  | 0                  | 13,979                | 14,000              |
| 15                                    | 5027 *305      | Maint - Vehicle Fuel        | 0                  | 0                  | 0                  | 6,888                 | 7,000               |
| 16                                    | 5027 *352      | Training/Workshops/Meetings | 1,075              | 0                  | 0                  | 0                     | 0                   |
|                                       |                | <b>Total</b>                | <b>35,085</b>      | <b>9,675</b>       | <b>24,000</b>      | <b>54,408</b>         | <b>51,000</b>       |
| <b>Transfers - Out &amp; Overhead</b> |                |                             |                    |                    |                    |                       |                     |
| 17                                    | 5027 *755      | Overhead Due General Fund   | 5,318              | 6,304              | 3,360              | 3,360                 | 3,360               |
|                                       |                | <b>Total</b>                | <b>5,318</b>       | <b>6,304</b>       | <b>3,360</b>       | <b>3,360</b>          | <b>3,360</b>        |
|                                       |                | <b>Total</b>                | <b>43,301</b>      | <b>15,979</b>      | <b>27,360</b>      | <b>59,003</b>         | <b>78,181</b>       |

**Year-Over-Year Changes**

Increase in salaries to fund 50% part time street sweeper. Also there are increases to Equipment maintenance and fuel to maintain the Street Sweeper.

**PUBLIC WORKS**  
 FUND

206

**STORMWATER PROGRAM**  
 5026

| Line                                  | Budget Account | Account Description            | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|---------------------------------------|----------------|--------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>           |                |                                |                 |                 |                 |                    |                  |
| 1                                     | 5026 *001      | Full Time Salaries             | 2,398           | 0               | 0               | 86                 | 19,450           |
| 2                                     | 5026 *002      | Part Time Salaries             | 0               | 0               | 0               | 9,517              | 0                |
| 3                                     | 5026 *003      | Overtime                       | 650             | 0               | 0               | 1,601              | 0                |
| Total                                 |                |                                | 3,048           | 0               | 0               | 11,203             | 19,450           |
| <b>Employee Paid Benefits</b>         |                |                                |                 |                 |                 |                    |                  |
| 4                                     | 5026 *041      | Cafeteria Allowance            | 0               | 0               | 0               | 0                  | 0                |
| 5                                     | 5026 *042      | Retirement                     | 46              | 0               | 0               | 932                | 0                |
| 6                                     | 5026 *xxx      | All Other Paid Benefits        | 98              | 0               | 0               | 359                | 3,371            |
| Total                                 |                |                                | 144             | 0               | 0               | 1,291              | 3,371            |
| Total                                 |                |                                | 3,191           | 0               | 0               | 12,494             | 22,821           |
| <b>Services &amp; Supplies</b>        |                |                                |                 |                 |                 |                    |                  |
| 7                                     | 5026 *121      | Supplies - Clothing/Uniform    | 0               | 0               | 0               | 0                  | 0                |
| 8                                     | 5026 *123      | Supplies - Shop & Field        | 0               | 2,000           | 2,000           | 20                 | 0                |
| 9                                     | 5026 *124      | Supplies - Safety              | 0               | 1,000           | 1,000           | 0                  | 0                |
| 10                                    | 5026 *137      | Supplies - Hazardous Cleanup   | 0               | 1,000           | 1,000           | 0                  | 0                |
| 11                                    | 5026 *173      | Minor Equipment - Shop & Field | 0               | 500             | 500             | 0                  | 0                |
| 12                                    | 5026 *209      | Prof/Contr Svcs - Other        | 9,481           | 19,000          | 19,000          | 2,383              | 19,000           |
| 13                                    | 5026 *214      | Prof/Contr Svcs - Medical      | 0               | 0               | 0               | 65                 | 0                |
| 14                                    | 5026 *227      | Temporary Labor                | 0               | 0               | 0               | 0                  | 0                |
| 15                                    | 5026 *241      | Printing & Binding - External  | 0               | 0               | 0               | 131                | 0                |
| 16                                    | 5026 *250      | Prof/Contr Svcs - Hazmat       | 0               | 1,000           | 1,000           | 0                  | 0                |
| 17                                    | 5026 *262      | Insurance-Vehicle              | 1,388           | 2,500           | 2,500           | 1,397              | 2,500            |
| 18                                    | 5026 *282      | Utility - Telephone            | 0               | 500             | 500             | 0                  | 0                |
| 19                                    | 5026 *287      | Landfill Fees                  | 0               | 12,000          | 12,000          | 0                  | 0                |
| 20                                    | 5026 *304      | Maint - Vehicles, Equipment    | 0               | 20,000          | 20,000          | 0                  | 0                |
| 21                                    | 5026 *305      | Maint - Vehicle Fuel           | 383             | 9,250           | 9,250           | 1,348              | 2,000            |
| 22                                    | 5026 *307      | Equipment Maintenance Charges  | 0               | 0               | 0               | 0                  | 16,973           |
| 23                                    | 5026 *352      | Training/Workshops/Meetings    | 0               | 455             | 455             | 0                  | 0                |
| 24                                    | 5026 *370      | Lease/Rental                   | 296             | 0               | 300             | 296                | 300              |
| 25                                    | 5026 *678      | Prior Year Adj-Expenditures    | 0               | 0               | 0               | 0                  | 0                |
| Total                                 |                |                                | 11,548          | 69,205          | 69,505          | 5,638              | 40,773           |
| <b>Transfers - Out &amp; Overhead</b> |                |                                |                 |                 |                 |                    |                  |
| 26                                    | 5026 *755      | Overhead Due General Fund      | 2,063           | 0               | 9,731           | 9,731              | 9,731            |
| Total                                 |                |                                | 2,063           | 0               | 9,731           | 9,731              | 9,731            |
| Total                                 |                |                                | 16,803          | 69,205          | 79,236          | 27,863             | 73,325           |

**Year-Over-Year Changes**

Increase in salaries to fund 50% part time street sweeper. Also there are increases to Equipment maintenance and fuel to maintain the Street Sweeper.

PUBLIC WORKS  
 FUND

280

STREET ENGINEERING  
 5021

| Line                                  | Budget Account | Account Description         | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|---------------------------------------|----------------|-----------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>           |                |                             |                 |                 |                 |                    |                  |
| 1                                     | 5021 *001      | Full Time Salaries          | 3,609           | 0               | 4,321           | 4,440              | 14,325           |
| 2                                     | 5021 *003      | Overtime                    | 12              | 0               | 0               | 0                  | 0                |
|                                       |                | Total                       | 3,621           | 0               | 4,321           | 4,440              | 14,325           |
| <b>Employee Paid Benefits</b>         |                |                             |                 |                 |                 |                    |                  |
| 3                                     | 5021 *021      | Car Allowance               | 0               | 0               | 168             | 168                | 504              |
| 4                                     | 5021 *041      | Cafeteria Allowance         | 972             | 0               | 469             | 7,299              | 1,408            |
| 5                                     | 5021 *042      | Retirement                  | 612             | 0               | 1,404           | 2,045              | 5,040            |
| 6                                     | 5021 *xxx      | All Other Paid Benefits     | 102             | 0               | 359             | 881                | 1,184            |
|                                       |                | Total                       | 1,686           | 0               | 2,400           | 10,393             | 8,136            |
|                                       |                | Total                       | 5,308           | 0               | 6,721           | 14,833             | 22,461           |
| <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               | 0                  | 0                |
| 10                                    | 5021 *175      | Minor Equipment - Computer  | 0               | 0               | 0               | 0                  | 0                |
| 11                                    | 5021 *209      | Prof/Contr Svcs - Other     | 11              | 0               | 0               | 921                | 900              |
| 12                                    | 5021 *230      | Legal Advertising           | 0               | 0               | 0               | 0                  | 0                |
| 13                                    | 5021 *231      | Misc. Advertising/Promo     | 0               | 0               | 0               | 0                  | 0                |
| 14                                    | 5021 *262      | Insurance-Vehicle           | 0               | 0               | 0               | 0                  | 0                |
| 15                                    | 5021 *280      | Utility - Electric          | 0               | 0               | 0               | 0                  | 0                |
| 16                                    | 5021 *282      | Utility - Telephone         | 0               | 0               | 0               | 0                  | 0                |
| 17                                    | 5021 *305      | Maint - Vehicle Fuel        | 0               | 0               | 0               | 195                | 200              |
| 18                                    | 5021 *360      | Educational Reimbursement   | 0               | 0               | 0               | 0                  | 0                |
| 19                                    | 5021 *361      | CASP Costs - Reimbursed     | 0               | 0               | 0               | 0                  | 0                |
| 20                                    | 5021 *370      | Lease/Rental                | 0               | 0               | 0               | 0                  | 0                |
|                                       |                | Total                       | 11              | 0               | 0               | 1,116              | 1,100            |
| <b>Transfers - Out &amp; Overhead</b> |                |                             |                 |                 |                 |                    |                  |
| 21                                    | 5021 *755      | Overhead Due General Fund   | 0               | 0               | 0               | 0                  | 0                |
|                                       |                | Total                       | 0               | 0               | 0               | 0                  | 0                |
|                                       |                | Total                       | 5,318           | 0               | 6,721           | 15,949             | 23,561           |

Year-Over-Year Changes

Salary increase to cover Public Works Director.

**PUBLIC WORKS**  
 FUND

280

**STREET MAINTENANCE**  
 5022

| Line                                  | Budget Account | Account Description             | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|---------------------------------------|----------------|---------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>           |                |                                 |                 |                 |                 |                    |                  |
| 1                                     | 5022 *001      | Full Time Salaries              | 74,998          | 122,002         | 90,220          | 75,701             | 125,521          |
| 2                                     | 5022 *002      | Part Time Salaries              | 0               | 0               | 0               | 22,917             | 0                |
| 2                                     | 5022 *003      | Overtime                        | 3,852           | 0               | 5,000           | 14,456             | 15,000           |
|                                       |                | <b>Total</b>                    | <b>78,850</b>   | <b>122,002</b>  | <b>95,220</b>   | <b>113,073</b>     | <b>140,521</b>   |
| <b>Employee Paid Benefits</b>         |                |                                 |                 |                 |                 |                    |                  |
| 3                                     | 5022 *041      | Cafeteria Allowance             | 25,497          | 21,950          | 32,926          | 11,605             | 21,950           |
| 4                                     | 5022 *042      | Retirement                      | 14,927          | 26,166          | 22,997          | 12,490             | 20,107           |
| 5                                     | 5022 *xxx      | All Other Paid Benefits         | 19,474          | 26,228          | 17,472          | 20,284             | 25,332           |
|                                       |                | <b>Total</b>                    | <b>59,899</b>   | <b>74,344</b>   | <b>73,395</b>   | <b>44,379</b>      | <b>67,389</b>    |
|                                       |                | <b>Total</b>                    | <b>138,748</b>  | <b>196,346</b>  | <b>168,615</b>  | <b>157,452</b>     | <b>207,910</b>   |
| <b>Services &amp; Supplies</b>        |                |                                 |                 |                 |                 |                    |                  |
| 6                                     | 5022 *101      | Postage                         | 0               | 0               | 0               | 0                  | 0                |
| 7                                     | 5022 *103      | Dues & Subscriptions            | 0               | 0               | 0               | 40                 | 50               |
| 8                                     | 5022 *121      | Supplies - Clothing/Uniform     | 1,784           | 618             | 1,500           | 613                | 1,500            |
| 9                                     | 5022 *123      | Supplies - Shop & Field         | 8,050           | 9,987           | 8,000           | 16,430             | 16,000           |
| 10                                    | 5022 *124      | Supplies - Safety               | 29              | 0               | 0               | 194                | 200              |
| 11                                    | 5022 *171      | Minor Equipment - Office        | 0               | 0               | 0               | 0                  | 0                |
| 12                                    | 5022 *173      | Minor Equipment - Shop & Field  | 1,266           | 346             | 0               | 0                  | 0                |
| 13                                    | 5022 *175      | Minor Equipment - Computer      | 0               | 0               | 0               | 0                  | 0                |
| 14                                    | 5022 *202      | Prof/Contr Svcs - Landscape     | 22,320          | 22,320          | 20,000          | 20,460             | 20,000           |
| 15                                    | 5022 *209      | Prof/Contr Svcs - Other         | 41,853          | 8,620           | 25,000          | 34,966             | 35,000           |
| 16                                    | 5022 *214      | Prof/Contr Svcs - Medical       | 0               | 0               | 0               | 0                  | 0                |
| 17                                    | 5022 *222      | Prof/Contr Svcs - Signal Maint. | 18,606          | 19,000          | 19,000          | 19,546             | 19,500           |
| 18                                    | 5022 *223      | Prof/Contr Svcs - Tree Trimming | 23,359          | 18,000          | 18,000          | 5,598              | 30,000           |
| 19                                    | 5022 *224      | Prof/Contr Svcs- Striping Main  | 0               | 0               | 0               | 0                  | 0                |
| 20                                    | 5022 *225      | Prof/Contr Svcs - Signs         | 0               | 0               | 0               | 0                  | 0                |
| 21                                    | 5022 *227      | Prof/Contr - Temp Personnel     | 0               | 0               | 0               | 0                  | 0                |
| 22                                    | 5022 *241      | Printing & Binding - External   | 0               | 0               | 0               | 0                  | 0                |
| 23                                    | 5022 *262      | Insurance-Vehicle               | 0               | 0               | 0               | 0                  | 0                |
| 24                                    | 5022 *282      | Utility - Telephone             | 10,800          | 0               | 0               | 150                | 0                |
| 25                                    | 5022 *285      | Utility - Street Lighting       | 214,077         | 159,000         | 190,000         | 219,936            | 220,000          |
| 26                                    | 5022 *287      | Landfill Fees                   | 0               | 0               | 0               | 0                  | 0                |
| 27                                    | 5022 *301      | Maint - Bldgs. & Improvements   | 0               | 0               | 0               | 840                | 840              |
| 28                                    | 5022 *304      | Maint - Vehicles, Equipment     | 0               | 0               | 0               | 0                  | 0                |
| 29                                    | 5022 *305      | Maint - Vehicle Fuel            | 9,614           | 0               | 7,500           | 8,492              | 8,500            |
| 30                                    | 5022 *307      | Equipment Maintenance Charges   | 0               | 0               | 0               | 0                  | 63,648           |
| 31                                    | 5022 *309      | Maint - Minor Equipment         | 0               | 0               | 0               | 0                  | 0                |
| 32                                    | 5022 *352      | Training/Workshops/Meetings     | 0               | 400             | 0               | 336                | 350              |
| 33                                    | 5022 *370      | Lease/Rental                    | 2,516           | 0               | 2,500           | 2,516              | 2,500            |
| 34                                    | 5022 *678      | Prior Year Adj Expenditures     | (6,732)         | 0               | 0               | 0                  | 0                |
|                                       |                | <b>Total</b>                    | <b>347,541</b>  | <b>238,291</b>  | <b>291,500</b>  | <b>330,115</b>     | <b>418,088</b>   |
| <b>Transfers - Out &amp; Overhead</b> |                |                                 |                 |                 |                 |                    |                  |
| 35                                    | 5022 *754      | Transfer to Stormwater Quality  | 0               | 0               | 0               | 0                  | 0                |
| 36                                    | 5022 *755      | Overhead Due to General Fund    | 66,599          | 0               | 59,208          | 59,208             | 59,208           |
|                                       |                | <b>Total</b>                    | <b>66,599</b>   | <b>0</b>        | <b>59,208</b>   | <b>59,208</b>      | <b>59,208</b>    |
| <b>Capital Outlay</b>                 |                |                                 |                 |                 |                 |                    |                  |
| 37                                    | 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>552,888</b>  | <b>434,637</b>  | <b>519,323</b>  | <b>546,776</b>     | <b>685,206</b>   |

**Year-Over-Year Changes**

An increase in salaries to fund staff to maintain streets. Also, and increase of \$63,000 in equipment maintenance.

**PUBLIC WORKS**  
 FUND

281

**STREET MAINTENANCE**  
 5022

| Line                           | Budget Account | Account Description     | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|-------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Services &amp; Supplies</b> |                |                         |                 |                 |                 |                    |                  |
| 1                              | 5022 *209      | Prof/Contr Svcs - Other | 0               | 0               | 0               | 32,008             | 30,000           |
| Total                          |                |                         | 0               | 0               | 0               | 32,008             | 30,000           |
| Total                          |                |                         | 0               | 0               | 0               | 32,008             | 30,000           |

**Year-Over-Year Changes**

Increase of \$30,000 for contract services for stripe painting streets

**PUBLIC WORKS**  
 FUND

281

**STREETS, STORMDRAINS - LTF/TDA**  
 5025

| Line                                | Budget Account | Account Description | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|-------------------------------------|----------------|---------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Transfers - Out and Overhead</b> |                |                     |                 |                 |                 |                    |                  |
| 1                                   | 5025 *753      | Transfer to LTF/TDA |                 | 385,065         | 256,000         | 284,415            | 284,414          |
| Total                               |                |                     | 0               | 385,065         | 256,000         | 284,415            | 284,414          |
| Total                               |                |                     | 0               | 385,065         | 256,000         | 284,415            | 284,414          |

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**  
 FUND

305

**REFUSE COLLECTION**  
 5052

| Line                           | Budget Account | Account Description     | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|-------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>    |                |                         |                 |                 |                 |                    |                  |
| 1                              | 5052 *001      | Full Time Salaries      | 38              | 0               | 0               | 0                  | 0                |
| 2                              | 5052 *002      | Part Time               | 0               | 0               | 0               | 0                  | 0                |
| 3                              | 5052 *003      | Overtime                | 1,096           | 1,100           | 1,020           | 0                  | 0                |
| Total                          |                |                         | 1,134           | 1,100           | 1,020           | 0                  | 0                |
| <b>Employee Paid Benefits</b>  |                |                         |                 |                 |                 |                    |                  |
| 4                              | 5052 *041      | Cafeteria Allowance     | 0               | 0               | 0               | 0                  | 0                |
| 5                              | 5052 *042      | Retirement              | 4               | 0               | 0               | 0                  | 0                |
| 6                              | 5052 *xxx      | All Other Paid Benefits | 102             | 16              | 0               | 0                  | 0                |
| Total                          |                |                         | 106             | 16              | 0               | 0                  | 0                |
| Total                          |                |                         | 1,240           | 1,116           | 1,020           | 0                  | 0                |
| <b>Services &amp; Supplies</b> |                |                         |                 |                 |                 |                    |                  |
| 7                              | 5052 *123      | Supplies - Shop & Field | 0               | 0               | 0               | 0                  | 0                |
| 8                              | 5052 *209      | Prof/Contr Svcs - Other | 543             | 0               | 0               | 86                 | 100              |
| 9                              | 5052 *231      | Misc. Advertising/Promo | 977             | 0               | 0               | 0                  | 0                |
| Total                          |                |                         | 1,520           | 0               | 0               | 86                 | 100              |
| Total                          |                |                         | 2,760           | 1,116           | 1,020           | 86                 | 100              |

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**  
 FUND

312

**PW GENERAL ENGINEERING**  
 5011

| Line                           | Budget Account | Account Description            | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|--------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>    |                |                                |                 |                 |                 |                    |                  |
| 1                              | 5011 *001      | Full Time                      | 0               | 0               | 0               | 0                  | 379              |
| 2                              | 5011 *002      | Part Time                      | 0               | 0               | 1,060           | 0                  | 0                |
| 3                              | 5011 *003      | Overtime                       | 0               | 0               | 0               | 890                | 1,000            |
| Total                          |                |                                | 0               | 0               | 1,060           | 890                | 1,379            |
| <b>Employee Paid Benefits</b>  |                |                                |                 |                 |                 |                    |                  |
| 4                              | 5011 *042      | Retirement                     | 0               | 0               | 0               | 38                 | 0                |
| 5                              | 5011 *xxx      | All Other Paid Benefits        | 0               | 0               | 0               | 6                  | 0                |
| Total                          |                |                                | 0               | 0               | 0               | 44                 | 0                |
| Total                          |                |                                | 0               | 0               | 1,060           | 934                | 1,379            |
| <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               | 1,060           | 934                | 1,379            |

Year-Over-Year Changes

No significant year over year changes.

**PUBLIC WORKS**  
 FUND

312

**STORMWATER PROGRAM**  
 5026

| Line                           | Budget Account | Account Description     | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|-------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Services &amp; Supplies</b> |                |                         |                 |                 |                 |                    |                  |
| 1                              | 5026 *209      | Prof/Contr Svcs - Other | 7,000           | 0               | 2,000           | 0                  | 2,000            |
| Total                          |                |                         | 7,000           | 0               | 2,000           | 0                  | 2,000            |
| Total                          |                |                         | 7,000           | 0               | 2,000           | 0                  | 2,000            |

Year-Over-Year Changes

No significant year over year changes.

**PUBLIC WORKS**  
 FUND

312

**REFUSE COLLECTION**  
 5052

| Line                           | Budget Account | Account Description            | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|--------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>    |                |                                |                 |                 |                 |                    |                  |
| 1                              | 5052 *001      | Full Time                      | 637             | 0               | 0               | 0                  | 0                |
| 2                              | 5052 *002      | Part Time                      | 0               | 300             | 0               | 0                  | 0                |
| 3                              | 5052 *003      | Overtime                       | 289             | 0               | 0               | 0                  | 0                |
| Total                          |                |                                | 926             | 300             | 0               | 0                  | 0                |
| <b>Employee Paid Benefits</b>  |                |                                |                 |                 |                 |                    |                  |
| 4                              | 5052 *042      | Retirement                     | 49              | 0               | 0               | 0                  | 0                |
| 5                              | 5052 *xxx      | All Other Paid Benefits        | 17              | 4               | 0               | 34                 | 0                |
| Total                          |                |                                | 66              | 4               | 0               | 34                 | 0                |
| Total                          |                |                                | 993             | 304             | 0               | 34                 | 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        | 1,883           | 5,000           | 4,500           | 1,234              | 4,500            |
| 8                              | 5052 *231      | Misc. Advertising/Promo        | 384             | 2,800           | 2,500           | 2,166              | 2,100            |
| Total                          |                |                                | 2,267           | 7,800           | 7,000           | 3,400              | 6,600            |
| Total                          |                |                                | 3,260           | 8,104           | 7,000           | 3,434              | 6,600            |

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**  
 FUND

317

**TRAFFIC CONG MGMT AB 2928**  
 5022

| Line                           | Budget Account | Account Description             | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|---------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Services &amp; Supplies</b> |                |                                 |                 |                 |                 |                    |                  |
| 1                              | 5022 *123      | Supplies-Shop & Field           | 117,252         | 0               | 0               | 0                  | 0                |
| 2                              | 5022 *209      | Prof/Contr Svcs - Other         | 74,419          | 0               | 0               | 0                  | 0                |
|                                |                |                                 | 191,671         | 0               | 0               | 0                  | 0                |
| 3                              | 5022 *660      | Improv Other than Bldgs - Rehab | 17,930          | 0               | 0               | 0                  | 0                |
| Total                          |                |                                 | 17,930          | 0               | 0               | 0                  | 0                |
| Total                          |                |                                 | 209,601         | 0               | 0               | 0                  | 0                |

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**  
 FUND

500

**STREETS, HILLSBOROUGH OPEN SPACE**

5028

| Line                           | Budget Account | Account Description             | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |
|--------------------------------|----------------|---------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|
| <b>Salaries &amp; Wages</b>    |                |                                 |                    |                    |                    |                       |                     |
| 1                              | 5028 *001      | Full Time Salaries              | 501                | 0                  | 0                  | 0                     | 0                   |
| 2                              | 5028 *003      | Over Time                       | 803                | 0                  | 0                  | 0                     | 0                   |
|                                |                | Total                           | 1,304              | 0                  | 0                  | 0                     | 0                   |
| <b>Employee Paid Benefits</b>  |                |                                 |                    |                    |                    |                       |                     |
| 3                              | 5028 *041      | Cafeteria Allowance             | 0                  | 0                  | 0                  | 0                     | 0                   |
| 4                              | 5028 *042      | Retirement                      | 62                 | 0                  | 0                  | 0                     | 0                   |
| 5                              | 5028 *xxx      | All Other Paid Benefits         | 137                | 0                  | 0                  | 0                     | 0                   |
|                                |                | Total                           | 199                | 0                  | 0                  | 0                     | 0                   |
|                                |                | Total                           | 1,503              | 0                  | 0                  | 0                     | 0                   |
| <b>Services &amp; Supplies</b> |                |                                 |                    |                    |                    |                       |                     |
| 6                              | 5028 *202      | Prof/Contr Svcs - Landscape     | 3,600              | 4,100              | 3,600              | 3,600                 | 3,600               |
| 7                              | 5028 *209      | Prof/Contr Svcs - Other         | 1,060              | 1,540              | 1,080              | 900                   | 900                 |
| 8                              | 5028 *223      | Prof/Contr Svcs - Tree Trimming | 1,270              | 1,000              | 2,500              | 0                     | 2,500               |
| 9                              | 5028 *230      | Legal Advertising               | 43                 | 80                 | 40                 | 0                     | 40                  |
| 10                             | 5028 *280      | Utility - Electric              | 1,824              | 500                | 2,167              | 2,379                 | 2,400               |
|                                |                | Total                           | 7,797              | 7,220              | 9,387              | 6,879                 | 9,440               |
|                                |                | Total                           | 9,300              | 7,220              | 9,387              | 6,879                 | 9,440               |

Year-Over-Year Changes

No significant year over year changes.

**PUBLIC WORKS**  
 FUND

501

**NON-DEPARTMENTAL**  
 7501

| Line                         | Budget Account | Account Description   | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|------------------------------|----------------|-----------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| Transfers, Overhead and Debt |                |                       |                 |                 |                 |                    |                  |
| 1                            | 7501 *519      | Interest Due on Notes | 630             | 0               | 350             | 328                | 350              |
| Total                        |                |                       | 630             | 0               | 350             | 328                | 350              |
| Total                        |                |                       | 630             | 0               | 350             | 328                | 350              |

Year-Over-Year Changes

No significant year over year changes.

**PUBLIC WORKS**  
 FUND

503

**GHAD-GEO HAZ ABATE DIST**  
 5029

| Line                         | Budget Account | Account Description     | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|------------------------------|----------------|-------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| Services & Supplies          |                |                         |                 |                 |                 |                    |                  |
| 1                            | 5029 *203      | Prof/Contr Svcs - Legal | 0               | 0               | 200             | 0                  | 50,000           |
| Total                        |                |                         | 0               | 0               | 200             | 0                  | 50,000           |
| Transfers, Overhead and Debt |                |                         |                 |                 |                 |                    |                  |
| 2                            | 5029 *517      | Advanced Payments       | 0               | 0               | 61,157          | 54,272             | 61,157           |
| Total                        |                |                         | 0               | 0               | 61,157          | 54,272             | 61,157           |
| Total                        |                |                         | 0               | 0               | 61,357          | 54,272             | 111,157          |

Year-Over-Year Changes

An increase of \$50,000 in contract services for GHAD.

**PUBLIC WORKS**  
 FUND

600

**REFUSE - ENGINEERING**  
 5051

| Line                           | Budget Account | Account Description            | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|--------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>    |                |                                |                 |                 |                 |                    |                  |
| 1                              | 5051 *001      | Full Time Salaries             | 58              | 0               | 0               | 0                  | 0                |
| 2                              | 5051 *002      | Part Time Salaries             | 0               | 0               | 0               | 0                  | 0                |
| 3                              | 5051 *003      | Overtime                       | 0               | 0               | 0               | 0                  | 0                |
|                                |                | Total                          | 58              | 0               | 0               | 0                  | 0                |
| <b>Employee Paid Benefits</b>  |                |                                |                 |                 |                 |                    |                  |
| 4                              | 5051 *021      | Car Allowance                  | 0               | 0               | 0               | 0                  | 0                |
| 5                              | 5051 *041      | Cafeteria Allowance            | 0               | 0               | 0               | 0                  | 0                |
| 6                              | 5051 *042      | Retirement                     | 46              | 0               | 0               | 0                  | 0                |
| 7                              | 5051 *xxx      | All Other Paid Benefits        | 81              | 0               | 0               | 0                  | 0                |
|                                |                | Total                          | 127             | 0               | 0               | 0                  | 0                |
|                                |                | Total                          | 185             | 0               | 0               | 0                  | 0                |
| <b>Services &amp; Supplies</b> |                |                                |                 |                 |                 |                    |                  |
| 8                              | 5051 *101      | Postage                        | 0               | 0               | 0               | 0                  | 0                |
| 9                              | 5051 *120      | Supplies Office                | 281             | 0               | 0               | 0                  | 0                |
| 10                             | 5051 *121      | Supplies - Clothing/Uniform    | 0               | 0               | 0               | 0                  | 0                |
| 11                             | 5051 *123      | Supplies - Shop & Field        | 0               | 0               | 0               | 0                  | 0                |
| 12                             | 5051 *203      | Prof/Contr Svcs - Legal        | 22,908          | 0               | 2,000           | 0                  | 0                |
| 13                             | 5051 *209      | Prof/Contr Svcs - Other        | 19,801          | 0               | 1,500           | 0                  | 0                |
| 14                             | 5051 *227      | Prof/Contr - Temp Personnel    | 0               | 0               | 0               | 0                  | 0                |
| 15                             | 5051 *240      | Duplication Charges - Internal | 0               | 0               | 0               | 0                  | 0                |
| 16                             | 5051 *261      | Insurance - Public Liability   | 51,554          | 0               | 52,878          | 52,878             | 0                |
| 17                             | 5051 *262      | Insurance-Vehicle              | 4,002           | 0               | 0               | 0                  | 0                |
| 18                             | 5051 *280      | Utility - Electric             | 3,548           | 0               | 2,800           | 3,134              | 0                |
| 19                             | 5051 *281      | Utility - Gas                  | 2,134           | 0               | 1,900           | 2,260              | 0                |
| 20                             | 5051 *282      | Utility - Telephone            | 6,060           | 0               | 4,800           | 5,703              | 0                |
|                                |                | Total                          | 110,289         | 0               | 65,878          | 63,975             | 0                |
|                                |                | Total                          | 110,474         | 0               | 65,878          | 63,975             | 0                |

**Year-Over-Year Changes**

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

**PUBLIC WORKS**  
 FUND

600

**REFUSE - COLLECTIONS**  
 5052

| Line                           | Budget Account | Account Description            | FY 10-11 Actual  | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|--------------------------------|------------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>    |                |                                |                  |                 |                 |                    |                  |
| 1                              | 5052 *001      | Full Time Salaries             | 308,913          | 0               | 6,482           | 23,389             | 0                |
| 2                              | 5052 *003      | Overtime                       | 26,529           | 0               | 600             | 181                | 0                |
|                                |                | <b>Total</b>                   | <b>335,442</b>   | <b>0</b>        | <b>7,082</b>    | <b>23,570</b>      | <b>0</b>         |
| <b>Employee Paid Benefits</b>  |                |                                |                  |                 |                 |                    |                  |
| 3                              | 5052 *021      | Car Allowance                  | 0                | 0               | 0               | 0                  | 0                |
| 4                              | 5052 *041      | Cafeteria Allowance            | 62,995           | 0               | 0               | 0                  | 0                |
| 5                              | 5052 *042      | Retirement                     | 39,394           | 0               | 2,106           | 0                  | 0                |
| 6                              | 5052 *xxx      | All Other Paid Benefits        | 42,963           | 0               | 30,123          | 7,440              | 0                |
|                                |                | <b>Total</b>                   | <b>145,352</b>   | <b>0</b>        | <b>32,229</b>   | <b>7,440</b>       | <b>0</b>         |
|                                |                | <b>Total</b>                   | <b>480,794</b>   | <b>0</b>        | <b>39,311</b>   | <b>31,010</b>      | <b>0</b>         |
| <b>Services &amp; Supplies</b> |                |                                |                  |                 |                 |                    |                  |
| 7                              | 5052 *101      | Postage                        | 60               | 0               | 0               | 0                  | 0                |
| 8                              | 5052 *103      | Dues & Subscriptions           | 90               | 0               | 0               | 0                  | 0                |
| 9                              | 5052 *120      | Supplies Office                | 85               | 0               | 0               | 0                  | 0                |
| 10                             | 5052 *121      | Supplies - Clothing/Uniform    | 1,926            | 0               | 500             | 0                  | 0                |
| 11                             | 5052 *123      | Supplies - Shop & Field        | 28,566           | 0               | 100             | 0                  | 0                |
| 12                             | 5052 *124      | Supplies - Safety              | 1,658            | 0               | 0               | 0                  | 0                |
| 13                             | 5052 *171      | Minor Equipment - Office       | 9                | 0               | 0               | 0                  | 0                |
| 14                             | 5052 *173      | Minor Equipment - Shop & Field | 0                | 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        | 85,176           | 0               | 35,000          | 15,941             | 0                |
| 18                             | 5052 *214      | Prof/Contr Svcs - Medical      | 425              | 0               | 0               | 0                  | 0                |
| 19                             | 5052 *227      | Prof/Contr - Temp Personnel    | 0                | 0               | 0               | 0                  | 0                |
| 20                             | 5052 *231      | Misc. Advertising/Promo        | 864              | 0               | 0               | 0                  | 0                |
| 21                             | 5052 *240      | Duplication Charges - Internal | 0                | 0               | 0               | 0                  | 0                |
| 22                             | 5052 *241      | Printing & Binding - External  | 622              | 0               | 0               | 0                  | 0                |
| 23                             | 5052 *250      | Prof/Contr Svcs - Hazmat       | 9,483            | 0               | 4,500           | 4,785              | 0                |
| 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                  | 26,524           | 0               | 0               | 0                  | 0                |
| 27                             | 5052 *282      | Utility - Telephone            | 44               | 0               | 0               | 28                 | 0                |
| 28                             | 5052 *287      | Disposal Fees                  | 493,488          | 0               | 0               | 728                | 0                |
| 29                             | 5052 *293      | Permitting and Fees            | 82               | 0               | 0               | 0                  | 0                |
| 30                             | 5052 *301      | Maint - Bldgs. & Improvements  | 0                | 0               | 0               | 0                  | 0                |
| 31                             | 5052 *304      | Maint - Vehicles, Equipment    | 42,962           | 0               | 0               | 0                  | 0                |
| 32                             | 5052 *305      | Maint - Vehicle Fuel           | 75,841           | 0               | 0               | 1,065              | 0                |
| 33                             | 5052 *307      | Equipment Maintenance Charges  | 157,688          | 0               | 106,480         | 117,564            | 0                |
| 34                             | 5052 *309      | Maint - Minor Equipment        | 0                | 0               | 0               | 0                  | 0                |
| 35                             | 5052 *352      | Training/Workshops/Meetings    | 79               | 0               | 0               | 756                | 0                |
| 36                             | 5052 *370      | Lease/Rental                   | 47,355           | 0               | 0               | 2,516              | 0                |
| 37                             | 5052 *678      | Prior Year Adj-Expenditures    | 0                | 0               | 0               | 0                  | 0                |
|                                |                | <b>Total</b>                   | <b>973,027</b>   | <b>0</b>        | <b>146,580</b>  | <b>143,383</b>     | <b>0</b>         |
| <b>Capital Outlay</b>          |                |                                |                  |                 |                 |                    |                  |
| 40                             | 5052 *610      | Equipment - New                | 55,565           | 0               | 0               | 0                  | 0                |
|                                |                | <b>Total</b>                   | <b>55,565</b>    | <b>0</b>        | <b>0</b>        | <b>0</b>           | <b>0</b>         |
|                                |                | <b>Total</b>                   | <b>1,509,387</b> | <b>0</b>        | <b>185,891</b>  | <b>174,393</b>     | <b>0</b>         |

**Year-Over-Year Changes**

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

PUBLIC WORKS  
 FUND 600

Refuse - Overhead  
 5055

| Line                                | Budget Account | Account Description          | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|-------------------------------------|----------------|------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Transfers, Overhead and Debt</b> |                |                              |                 |                 |                 |                    |                  |
| 1                                   | 5055 *750      | Transfer Cost to Refuse      | 92,089          | 0               | 75,000          | 72,458             | 0                |
| 2                                   | 5055 *755      | Overhead Due to General Fund | 268,448         | 0               | 475,000         | 166,861            | 0                |
| Total                               |                |                              | 360,538         | 0               | 550,000         | 239,319            | 0                |
| <b>Capital Outlay</b>               |                |                              |                 |                 |                 |                    |                  |
| 3                                   | 7501 *675      | Depreciation Expense         | 24,131          | 0               | 0               | 0                  | 0                |
| 4                                   | 7501 *677      | Write Offs/Uncollectibles    | 7,715           | 0               | 0               | (195)              | 0                |
| 5                                   | 7501 *679      | Loss on Sale/Capital Assets  | 508,900         | 0               | 0               | 0                  | 0                |
| Total                               |                |                              | 540,745         | 0               | 0               | (195)              | 0                |
| Total                               |                |                              | 901,283         | 0               | 550,000         | 239,124            | 0                |

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 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|--------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>    |                |                                |                 |                 |                 |                    |                  |
| 1                              | 5061 *001      | Full Time Salaries             | 64              | 67,611          | 0               | 0                  | 0                |
| 2                              | 5061 *003      | Overtime                       | 0               | 0               | 0               | 0                  | 0                |
| Total                          |                |                                | 64              | 67,611          | 0               | 0                  | 0                |
| <b>Employee Paid Benefits</b>  |                |                                |                 |                 |                 |                    |                  |
| 3                              | 5061 *041      | Cafeteria Allowance            | 0               | 20,309          | 0               | 0                  | 0                |
| 4                              | 5061 *042      | Retirement                     | 3               | 688             | 0               | 0                  | 0                |
| 5                              | 5061 *xxx      | All Other Paid Benefits        | 43              | 421             | 0               | 0                  | 0                |
| Total                          |                |                                | 46              | 21,418          | 0               | 0                  | 0                |
| Total                          |                |                                | 110             | 89,029          | 0               | 0                  | 0                |
| <b>Services &amp; Supplies</b> |                |                                |                 |                 |                 |                    |                  |
| 6                              | 5061 *101      | Postage                        | 103             | 174             | 174             | 0                  | 0                |
| 7                              | 5061 *120      | Supplies Office                | 30              | 50              | 50              | 0                  | 0                |
| 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        | 2,380           | 5,569           | 5,600           | 29,603             | 40,000           |
| 12                             | 5061 *209      | Prof/Contr Svcs - Other        | 1,106           | 6,167           | 6,167           | 5,838              | 6,000            |
| 13                             | 5061 *230      | Legal Advertising              | 0               | 0               | 0               | 0                  | 0                |
| 14                             | 5061 *231      | Misc. Advertising/Promo        | 0               | 50              | 50              | 0                  | 0                |
| 15                             | 5061 *240      | Duplication Charges - Internal | 0               | 364             | 364             | 0                  | 0                |
| 16                             | 5061 *261      | Insurance - Liability          | 128,579         | 98,950          | 101,493         | 101,493            | 141,097          |
| 17                             | 5061 *280      | Utility - Electric             | 79,239          | 83,896          | 83,896          | 70,614             | 70,500           |
| 18                             | 5061 *281      | Utility - Gas                  | 117             | 137             | 137             | 124                | 125              |
| 19                             | 5061 *282      | Utility -Telephone             | 1,814           | 1,727           | 1,727           | 1,685              | 1,700            |
| 20                             | 5061 *304      | Maint - Vehicles, Equipment    | 0               | 0               | 0               | 0                  | 0                |
| 21                             | 5061 *305      | Maint - Vehicle Fuel           | 0               | 0               | 0               | 195                | 200              |
| 22                             | 5061 *352      | Training/Workshops/Meetings    | 0               | 0               | 0               | 0                  | 0                |
| 23                             | 5061 *370      | Lease/Rental                   | 11,400          | 23,400          | 23,400          | 9,371              | 9,400            |
| Total                          |                |                                | 224,767         | 220,485         | 223,058         | 218,923            | 269,022          |
| <b>Capital Outlay</b>          |                |                                |                 |                 |                 |                    |                  |
| 24                             | 5061 *610      | Equipment-New                  | 0               | 0               | 0               | 0                  | 0                |
| 25                             | 5061 *678      | Prior Year Adj Expenditures    | 0               | 0               | 0               | 0                  | 0                |
| Total                          |                |                                | 0               | 0               | 0               | 0                  | 0                |
| Total                          |                |                                | 224,876         | 309,514         | 223,058         | 218,923            | 269,022          |

Year-Over-Year Changes

There is an increase of Legal contract services of \$35,000 and an increase of \$41,000 in insurance liability.

PUBLIC WORKS  
 FUND

610

Wastewater - Reclamation Operations  
 5063

| Line                                | Budget | Account | Account Description            | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |
|-------------------------------------|--------|---------|--------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|
| <b>Salaries &amp; Wages</b>         |        |         |                                |                    |                    |                    |                       |                     |
| 1                                   | 5063   | *001    | Full Time Salaries             | 16,677             | 49,351             | 96,574             | 64,641                | 50,138              |
|                                     | 5063   | *002    | Part Time Salaries             | 0                  | 0                  | 0                  | 382                   | 0                   |
| 2                                   | 5063   | *003    | Overtime                       | 9,617              | 8,000              | 0                  | 7,661                 | 8,000               |
|                                     |        |         | <b>Total</b>                   | <b>26,293</b>      | <b>57,351</b>      | <b>96,574</b>      | <b>72,684</b>         | <b>58,138</b>       |
| <b>Employee Paid Benefits</b>       |        |         |                                |                    |                    |                    |                       |                     |
| 3                                   | 5063   | *021    | Car Allowance                  | 0                  | 1,848              | 0                  | 1,777                 | 1,764               |
| 4                                   | 5063   | *041    | Cafeteria Allowance            | 0                  | 5,164              | 5,164              | 4,949                 | 4,930               |
| 5                                   | 5063   | *042    | Retirement                     | 3,019              | 14,660             | 15,444             | 18,918                | 17,638              |
| 6                                   | 5063   | *xxx    | All Other Paid Benefits        | 3,643              | 4,593              | 3,418              | 9,238                 | 6,107               |
|                                     |        |         | <b>Total</b>                   | <b>6,661</b>       | <b>26,265</b>      | <b>24,026</b>      | <b>34,882</b>         | <b>30,439</b>       |
|                                     |        |         | <b>Total</b>                   | <b>32,955</b>      | <b>83,616</b>      | <b>120,600</b>     | <b>107,565</b>        | <b>88,577</b>       |
| <b>Services &amp; Supplies</b>      |        |         |                                |                    |                    |                    |                       |                     |
| 7                                   | 5063   | *101    | Postage                        | 0                  | 0                  | 0                  | 0                     | 0                   |
| 8                                   | 5063   | *121    | Supplies - Clothing & Uniform  | 78                 | 0                  | 0                  | 0                     | 0                   |
| 9                                   | 5063   | *123    | Supplies - Shop & Field        | 4,039              | 2,912              | 2,912              | 19                    | 2,900               |
| 10                                  | 5063   | *175    | Minor Equipment - Computer     | 0                  | 0                  | 0                  | 0                     | 0                   |
| 11                                  | 5063   | *203    | Prof/Contr Svcs - Legal        | 40,611             | 55                 | 55                 | 0                     | 0                   |
| 12                                  | 5063   | *209    | Prof/Contr Svcs - Other        | 37,826             | 4,707              | 4,707              | 110,334               | 230,000             |
| 13                                  | 5063   | *227    | Prof/Contr - Temp Personnel    | 0                  | 0                  | 0                  | 0                     | 0                   |
| 14                                  | 5063   | *228    | Sewer Treatment - O & M Contr  | 5,038,139          | 5,800,000          | 5,800,000          | 6,808,103             | 6,800,000           |
| 15                                  | 5063   | *231    | Misc. Advertising/Promo        | 0                  | 0                  | 0                  | 95                    | 0                   |
| 16                                  | 5063   | *240    | Duplication Charges - Internal | 0                  | 0                  | 0                  | 0                     | 0                   |
| 17                                  | 5063   | *262    | Insurance-Vehicle              | 27                 | 49                 | 49                 | 27                    | 50                  |
| 18                                  | 5063   | *280    | Utility - Electric             | 401,436            | 0                  | 400,000            | 393,720               | 400,000             |
| 19                                  | 5063   | *281    | Utility - Gas                  | 0                  | 0                  | 0                  | 101                   | 100                 |
| 20                                  | 5063   | *282    | Utility - Telephone            | 0                  | 28                 | 28                 | 0                     | 0                   |
| 21                                  | 5063   | *293    | Permitting                     | 18,423             | 28,306             | 28,306             | 29,608                | 30,000              |
| 22                                  | 5063   | *301    | Maint - Bldgs. & Improvements  | 445                | 0                  | 0                  | 0                     | 0                   |
| 23                                  | 5063   | *303    | Maint - Office Equipment       | 0                  | 537                | 537                | 0                     | 0                   |
| 24                                  | 5063   | *304    | Maint - Vehicles, Equipment    | 14                 | 0                  | 0                  | 0                     | 0                   |
| 25                                  | 5063   | *305    | Maint - Vehicles Fuel          | 99                 | 0                  | 600                | 843                   | 900                 |
| 26                                  | 5063   | *307    | Equipment Maintenance Charges  | 2,237              | 0                  | 5,424              | 5,578                 | 6,365               |
| 27                                  | 5063   | *352    | Training/Workshops/Meetings    | 25                 | 89                 | 89                 | 720                   | 720                 |
| 28                                  | 5063   | *353    | Mileage Reimbursement          | 0                  | 0                  | 0                  | 0                     | 0                   |
| 29                                  | 5063   | *370    | Lease/Rental                   | 166,667            | 224,230            | 224,230            | 0                     | 0                   |
|                                     |        |         | <b>Total</b>                   | <b>5,710,067</b>   | <b>6,060,914</b>   | <b>6,466,938</b>   | <b>7,349,148</b>      | <b>7,471,035</b>    |
| <b>Transfers - Out and Overhead</b> |        |         |                                |                    |                    |                    |                       |                     |
| 30                                  |        | *505    | County - Property Tax          | 2,478              | 3,378              | 25,000             | 14,292                | 15,000              |
|                                     |        |         | <b>Total</b>                   | <b>2,478</b>       | <b>3,378</b>       | <b>25,000</b>      | <b>14,292</b>         | <b>15,000</b>       |
| <b>Capital Outlay</b>               |        |         |                                |                    |                    |                    |                       |                     |
| 31                                  |        | *610    | Equipment - New                | (171,046)          | 0                  | 0                  | 0                     | 0                   |
|                                     |        |         | <b>Total</b>                   | <b>(171,046)</b>   | <b>0</b>           | <b>0</b>           | <b>0</b>              | <b>0</b>            |
|                                     |        |         | <b>Total</b>                   | <b>5,574,454</b>   | <b>6,147,908</b>   | <b>6,612,538</b>   | <b>7,471,005</b>      | <b>7,574,612</b>    |

Year-Over-Year Changes

A million dollar increase to due Sewer Treatment Plant payment increase.

**PUBLIC WORKS**  
 FUND

610

**Wastewater - Capital Projects Mgmt.**  
 5064

| Line                          | Budget Account | Account Description     | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|-------------------------------|----------------|-------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>   |                |                         |                 |                 |                 |                    |                  |
| 1                             | 5064 *001      | Full Time Salaries      | 0               | 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                         |                |                         | 0               | 0               | 0               | 0                  | 0                |
| <b>Employee Paid Benefits</b> |                |                         |                 |                 |                 |                    |                  |
| 4                             | 5064 *041      | Cafeteria Allowance     | 0               | 0               | 0               | 0                  | 0                |
| 5                             | 5064 *042      | Retirement              | 0               | 0               | 0               | 0                  | 0                |
| 6                             | 5064 *xxx      | All Other Paid Benefits | 0               | 0               | 0               | 0                  | 0                |
| Total                         |                |                         | 0               | 0               | 0               | 0                  | 0                |
| Total                         |                |                         | 0               | 0               | 0               | 0                  | 0                |
| Total                         |                |                         | 0               | 0               | 0               | 0                  | 0                |

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**  
 FUND

610

**Wastewater - Debt, Notes**  
 5065

| Line                                | Budget Account | Account Description          | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|-------------------------------------|----------------|------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Transfers, Overhead and Debt</b> |                |                              |                 |                 |                 |                    |                  |
| 1                                   | 5065 *209      | Prof/Contr Svcs - Other      | 5,105           | 5,200           | 5,200           | 5,204              | 5,200            |
| 2                                   | 5065 *511      | Principal Due Bond Holders   | 0               | 185,000         | 195,000         | 195,000            | 200,000          |
| 3                                   | 5065 *512      | Interest Due Bond Holders    | 696,322         | 696,845         | 689,295         | 689,295            | 681,320          |
| 4                                   | 5065 *519      | Interest Due on Notes        | 12,600          | 10,000          | 10,000          | 4,950              | 10,000           |
| 5                                   | 5065 *751      | Transfer cost to WW Reclaim. | 92,089          | 104,000         | 75,000          | 72,293             | 168,482          |
| 6                                   | 5065 *755      | Overhead due General Fund    | 418,173         | 219,660         | 500,000         | 500,000            | 500,000          |
| Total                               |                |                              | 1,224,289       | 1,220,705       | 1,474,495       | 1,466,742          | 1,565,002        |
| <b>Capital Outlay</b>               |                |                              |                 |                 |                 |                    |                  |
| 7                                   | 7501 *675      | Depreciation Expense         | 1,106,672       | 226,000         | 226,000         | 1,173,065          | 1,173,000        |
| 8                                   | 7501 *676      | Unamortized Charge-Bond      | 9,460           | 0               | 9,460           | 9,460              | 9,460            |
| 9                                   | 7501 *677      | Write Offs/Uncollectibles    | 22,594          | 100             | 100             | 1,987              | 2,000            |
| Total                               |                |                              | 1,138,726       | 226,100         | 235,560         | 1,184,512          | 1,184,460        |
| Total                               |                |                              | 2,363,015       | 1,446,805       | 1,710,055       | 2,651,254          | 2,749,462        |

**Year-Over-Year Changes**

There is a \$90,000 increase in Debt and an increase of \$948,900 in Capital Outlay due to an increase of Depreciation Expense.

**PUBLIC WORKS**  
 FUND

620

**WATER - ENGINEERING**  
 5071

| Line                           | Budget Account | Account Description              | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|----------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>    |                |                                  |                 |                 |                 |                    |                  |
| 1                              | 5071 *001      | Full Time Salaries               | 3,767           | 0               | 0               | 0                  | 0                |
| 2                              | 5071 *003      | Overtime                         | 0               | 0               | 0               | 0                  | 0                |
|                                |                | Total                            | 3,767           | 0               | 0               | 0                  | 0                |
| <b>Employee Paid Benefits</b>  |                |                                  |                 |                 |                 |                    |                  |
| 3                              | 5071 *021      | Car Allowance                    | 0               | 0               | 0               | 0                  | 0                |
| 4                              | 5071 *041      | Cafeteria Allowance              | 0               | 0               | 0               | 0                  | 0                |
| 5                              | 5071 *042      | Retirement                       | 186             | 0               | 0               | 0                  | 0                |
| 6                              | 5071 *xxx      | All Other Paid Benefits          | 93              | 0               | 0               | 0                  | 0                |
|                                |                | Total                            | 279             | 0               | 0               | 0                  | 0                |
|                                |                | Total                            | 4,046           | 0               | 0               | 0                  | 0                |
| <b>Services &amp; Supplies</b> |                |                                  |                 |                 |                 |                    |                  |
| 7                              | 5071 *101      | Postage                          | 1,595           | 2,454           | 2,454           | 0                  | 0                |
| 8                              | 5071 *103      | Dues & Subscriptions             | 0               | 1,278           | 1,278           | 0                  | 0                |
| 9                              | 5071 *120      | Supplies Office                  | 119             | 153             | 153             | 10                 | 0                |
| 10                             | 5071 *121      | Supplies - Clothing/Uniform      | 67              | 25              | 25              | 0                  | 0                |
| 11                             | 5071 *123      | Supplies - Shop & Field          | 0               | 182             | 182             | 0                  | 0                |
| 12                             | 5071 *175      | Minor Equipment - Computer       | 0               | 0               | 0               | 0                  | 0                |
| 13                             | 5071 *203      | Prof/Contr Svcs - Legal          | 1,628           | 4,903           | 4,903           | 17                 | 500              |
| 14                             | 5071 *209      | Prof/Contr Svcs - Other          | 3,132           | 6,612           | 6,612           | 4,748              | 5,500            |
| 15                             | 5071 *212      | Prof/Contr Svcs - Training, Etc. | 0               | 0               | 0               | 0                  | 0                |
| 16                             | 5071 *230      | Legal Advertising                | 0               | 96              | 96              | 0                  | 0                |
| 17                             | 5071 *231      | Misc. Advertising/Promo          | 0               | 36              | 36              | 0                  | 0                |
| 18                             | 5071 *240      | Duplication Charges - Internal   | 0               | 3,645           | 3,645           | 0                  | 0                |
| 19                             | 5071 *241      | Printing & Binding - External    | 60              | 149             | 149             | 0                  | 0                |
| 20                             | 5071 *250      | Prof/Contr Svcs - Hazmat         | 0               | 0               | 0               | 0                  | 0                |
| 21                             | 5071 *261      | Insurance - Public Liability     | 128,579         | 98,950          | 101,493         | 101,493            | 141,097          |
| 22                             | 5071 *262      | Insurance-Vehicle                | 272             | 490             | 490             | 274                | 300              |
| 23                             | 5071 *280      | Utility - Electric               | 310,509         | 309,288         | 309,288         | 250,823            | 300,000          |
| 24                             | 5071 *281      | Utility - Gas                    | 469             | 548             | 548             | 555                | 575              |
| 25                             | 5071 *282      | Utility - Telephone              | 14,448          | 13,228          | 13,228          | 13,266             | 13,500           |
| 26                             | 5071 *304      | Maint - Vehicles, Equipment      | 0               | 0               | 0               | 0                  | 0                |
| 27                             | 5071 *305      | Maint - Vehicle Fuel             | 0               | 0               | 0               | 288                | 300              |
| 28                             | 5071 *352      | Training/Workshops/Meetings      | 0               | 483             | 483             | 0                  | 0                |
| 29                             | 5071 *370      | Lease/Rental                     | 42,833          | 47,460          | 47,460          | 40,438             | 47,000           |
|                                |                | Total                            | 503,711         | 489,979         | 492,522         | 411,913            | 508,772          |
| <b>Capital Outlay</b>          |                |                                  |                 |                 |                 |                    |                  |
| 30                             | 5071 *610      | Equipment - New                  |                 | 0               | 0               | 0                  | 0                |
|                                |                | Total                            | 0               | 0               | 0               | 0                  | 0                |
|                                |                | Total                            | 507,757         | 489,979         | 492,522         | 411,913            | 508,772          |

**Year-Over-Year Changes**

There is an increase of \$40,000 in insurance liability.

**PUBLIC WORKS**

**WATER - MAINTENANCE**

| FUND                                |                |                                     | 620             |                 |                 | 5072               |                  |
|-------------------------------------|----------------|-------------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| Line                                | Budget Account | Account Description                 | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
| <b>Salaries &amp; Wages</b>         |                |                                     |                 |                 |                 |                    |                  |
| 1                                   | 5072 *001      | Full Time Salaries                  | 400,160         | 441,960         | 401,683         | 385,889            | 485,418          |
| 2                                   | 5072 *003      | Overtime                            | 17,723          | 15,000          | 15,000          | 19,056             | 20,000           |
|                                     |                | <b>Total</b>                        | <b>417,884</b>  | <b>456,960</b>  | <b>416,683</b>  | <b>404,945</b>     | <b>505,418</b>   |
| <b>Employee Paid Benefits</b>       |                |                                     |                 |                 |                 |                    |                  |
| 3                                   | 5072 *021      | Car Allowance                       | 0               | 1,092           | 882             | 848                | 882              |
| 4                                   | 5072 *041      | Cafeteria Allowance                 | 107,754         | 112,804         | 101,242         | 96,538             | 115,300          |
| 5                                   | 5072 *042      | Retirement                          | 61,005          | 83,596          | 93,129          | 90,279             | 143,331          |
| 6                                   | 5072 *xxx      | All Other Paid Benefits             | 62,567          | 95,889          | 74,157          | 85,752             | 89,151           |
|                                     |                | <b>Total</b>                        | <b>231,325</b>  | <b>293,381</b>  | <b>269,410</b>  | <b>273,417</b>     | <b>348,664</b>   |
|                                     |                | <b>Total</b>                        | <b>649,209</b>  | <b>750,341</b>  | <b>686,093</b>  | <b>678,362</b>     | <b>854,082</b>   |
| <b>Services &amp; Supplies</b>      |                |                                     |                 |                 |                 |                    |                  |
| 7                                   | 5072 *101      | Postage                             | 53              | 53              | 53              | 377                | 400              |
| 8                                   | 5072 *103      | Dues & Subscriptions                | 4,296           | 4,031           | 4,031           | 2,508              | 2,700            |
| 9                                   | 5072 *120      | Supplies Office                     | 0               | 0               | 0               | 0                  | 0                |
| 10                                  | 5072 *121      | Supplies - Clothing/Uniform         | 2,033           | 500             | 500             | 503                | 500              |
| 11                                  | 5072 *123      | Supplies - Shop & Field             | 12,091          | 10,321          | 10,321          | 12,689             | 12,700           |
| 12                                  | 5072 *124      | Supplies - Safety                   | 2,470           | 2,443           | 2,443           | 2,590              | 2,600            |
| 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      | 4,694           | 3,447           | 3,447           | 12,181             | 12,200           |
| 16                                  | 5072 *175      | Minor Equipment - Computer          | 0               | 0               | 0               | 0                  | 0                |
| 17                                  | 5072 *202      | Svcs - Landscape Maintenance        | 12,840          | 11,770          | 12,840          | 12,840             | 12,840           |
| 18                                  | 5072 *207      | Prof/Contr - Computer/Software      | 823             | 760             | 760             | 2,190              | 2,200            |
| 19                                  | 5072 *209      | Prof/Contr Svcs - Other             | 33,668          | 29,632          | 29,632          | 18,506             | 18,500           |
| 20                                  | 5072 *212      | Prof/Contr Svcs - Training, Etc.    | 869             | 869             | 869             | 0                  | 0                |
| 21                                  | 5072 *214      | Prof/Contr Svcs - Medical           | 420             | 420             | 420             | 350                | 350              |
| 22                                  | 5072 *223      | Prof/Contr Svcs - Tree Trimming     | 120             | 0               | 0               | 0                  | 0                |
| 23                                  | 5072 *227      | Temporary Labor                     | 0               | 0               | 0               | 0                  | 0                |
| 24                                  | 5072 *231      | Misc. Advertising/Promo             | 0               | 0               | 0               | 0                  | 0                |
| 25                                  | 5072 *233      | Prof/Contr Svcs - Backflow          | 985             | 1,065           | 1,065           | 12,595             | 12,600           |
| 26                                  | 5072 *262      | Insurance-Vehicle                   | 272             | 272             | 272             | 152                | 175              |
| 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                 | 1,523           | 1,355           | 1,355           | 2,628              | 2,650            |
| 30                                  | 5072 *293      | Permitting                          | 11,652          | 9,010           | 9,010           | 8,495              | 8,495            |
| 31                                  | 5072 *301      | Maint - Bldgs. & Improvements       | 215             | 215             | 215             | 877                | 900              |
| 32                                  | 5072 *303      | Maint - Office Equipment            | 0               | 0               | 0               | 0                  | 0                |
| 33                                  | 5072 *304      | Maint - Vehicles, Equipment         | 1,538           | 1,513           | 1,513           | 309                | 300              |
| 34                                  | 5072 *305      | Maint - Vehicle Fuel                | 22,302          | 18,170          | 18,170          | 26,386             | 26,400           |
| 35                                  | 5072 *307      | Equipment Maintenance Charges       | 62,514          | 60,666          | 65,088          | 67,239             | 76,378           |
| 36                                  | 5072 *309      | Maint - Minor Equipment             | 798             | 417             | 417             | 1,979              | 2,000            |
| 37                                  | 5072 *310      | Maintenance - T&D Mains             | 6,259           | 1,664           | 1,664           | 11,804             | 11,800           |
| 38                                  | 5072 *311      | Maintenance - Services              | 31,474          | 27,807          | 27,807          | 66,773             | 66,800           |
| 39                                  | 5072 *312      | Maintenance - Hydrants              | 4,621           | 5,621           | 5,621           | 4,780              | 5,000            |
| 40                                  | 5072 *313      | Maintenance - Meters                | 212             | 175             | 175             | 0                  | 0                |
| 41                                  | 5072 *314      | Maintenance - Supply Facility       | 5,378           | 5,295           | 5,295           | 3,776              | 4,000            |
| 42                                  | 5072 *315      | Maintenance - Booster Pumping Facil | 0               | 0               | 0               | 555                | 555              |
| 43                                  | 5072 *316      | Maintenance - Storage Facility      | 0               | 0               | 0               | 3,988              | 4,000            |
| 44                                  | 5072 *352      | Training/Workshops/Meetings         | 1,807           | 1,734           | 1,734           | 1,510              | 1,550            |
| 45                                  | 5072 *370      | Lease/Rental                        | 172             | 0               | 0               | 564                | 600              |
|                                     |                | <b>Total</b>                        | <b>226,100</b>  | <b>199,225</b>  | <b>204,717</b>  | <b>279,142</b>     | <b>289,193</b>   |
| <b>Transfers - Out and Overhead</b> |                |                                     |                 |                 |                 |                    |                  |
| 46                                  | 5072 *505      | County - Property Tax               | 3               | 3               | 3               | 26                 | 27               |
|                                     |                | <b>Total</b>                        | <b>3</b>        | <b>3</b>        | <b>3</b>        | <b>26</b>          | <b>27</b>        |
| <b>Capital Outlay</b>               |                |                                     |                 |                 |                 |                    |                  |
| 47                                  | 5072 *610      | Equipment-New                       | 2,863           | 2,863           | 2,863           | 0                  | 0                |
| 48                                  | 5072 *630      | Improv-Other Than Bldgs.-New        | 0               | 0               | 0               | 0                  | 0                |
| 49                                  | 5072 *678      | Prior Year Adj Expenditures         | 0               | 0               | 0               | 0                  | 0                |
|                                     |                | <b>Total</b>                        | <b>2,863</b>    | <b>2,863</b>    | <b>2,863</b>    | <b>0</b>           | <b>0</b>         |
|                                     |                | <b>Total</b>                        | <b>878,176</b>  | <b>952,432</b>  | <b>893,676</b>  | <b>957,530</b>     | <b>1,143,302</b> |

**Year-Over-Year Changes**

There is a \$50,000 increase in retirement due to rate increases. Also, an increase in \$84,500 in equipment and maintenance services.

**PUBLIC WORKS**  
 FUND

620

**WATER - OPERATIONS**  
 5073

| Line                                | Budget Account | Account Description                   | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|-------------------------------------|----------------|---------------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>         |                |                                       |                 |                 |                 |                    |                  |
| 1                                   | 5073           | *001 Full Time Salaries               | 122,206         | 137,727         | 182,971         | 176,458            | 190,293          |
| 2                                   | 5073           | *003 Overtime                         | 19,857          | 16,000          | 16,000          | 24,782             | 25,000           |
| Total                               |                |                                       | 142,064         | 153,727         | 198,971         | 201,239            | 215,293          |
| <b>Employee Paid Benefits</b>       |                |                                       |                 |                 |                 |                    |                  |
| 3                                   | 5073           | *021 Car Allowance                    | 0               | 1,092           | 882             | 1,781              | 882              |
| 4                                   | 5073           | *041 Cafeteria Allowance              | 23,077          | 24,320          | 34,708          | 34,436             | 34,709           |
| 5                                   | 5073           | *042 Retirement                       | 21,068          | 31,424          | 40,980          | 43,345             | 47,893           |
| 6                                   | 5073           | *xxx All Other Paid Benefits          | 15,202          | 18,995          | 33,011          | 31,681             | 33,085           |
| Total                               |                |                                       | 59,347          | 75,831          | 109,581         | 111,243            | 116,569          |
| Total                               |                |                                       | 201,411         | 229,558         | 308,552         | 312,482            | 331,862          |
| <b>Services &amp; Supplies</b>      |                |                                       |                 |                 |                 |                    |                  |
| 7                                   | 5073           | *101 Postage                          | 0               | 0               | 0               | 0                  | 0                |
| 8                                   | 5073           | *103 Dues & Subscriptions             | 4,466           | 4,336           | 4,336           | 4,435              | 4,450            |
| 9                                   | 5073           | *120 Supplies Office                  | 363             | 363             | 363             | 45                 | 50               |
| 10                                  | 5073           | *121 Supplies - Clothing/Uniform      | 2,535           | 2,020           | 2,020           | 1,724              | 1,750            |
| 11                                  | 5073           | *123 Supplies - Shop & Field          | 979             | 1,119           | 1,119           | 601                | 600              |
| 12                                  | 5073           | *124 Supplies - Safety                | 283             | 260             | 260             | 696                | 700              |
| 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   | 1,562           | 1,236           | 1,236           | 3,787              | 3,800            |
| 16                                  | 5073           | *175 Minor Equipment - Computer       | 0               | 0               | 0               | 0                  | 0                |
| 17                                  | 5073           | *207 Prof/Contr - Computer/Software   | 574             | 317             | 317             | 0                  | 0                |
| 18                                  | 5073           | *209 Prof/Contr Svcs - Other          | 1,808           | 2,048           | 2,048           | 9,938              | 10,000           |
| 19                                  | 5073           | *241 Printing & Binding - External    | 6,171           | 6,142           | 6,142           | 5,611              | 5,600            |
| 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              | 908             | 758             | 758             | 447                | 450              |
| 23                                  | 5073           | *293 Permitting                       | 24,676          | 24,366          | 24,366          | 19,331             | 20,000           |
| 24                                  | 5073           | *301 Maint - Bldgs. & Improvements    | 0               | 0               | 0               | 0                  | 0                |
| 25                                  | 5073           | *303 Maint - Office Equipment         | 0               | 0               | 0               | 0                  | 0                |
| 26                                  | 5073           | *304 Maint - Vehicles, Equipment      | 320             | 297             | 297             | 0                  | 0                |
| 27                                  | 5073           | *305 Maint - Vehicle Fuel             | 18,981          | 15,449          | 15,449          | 8,251              | 8,300            |
| 28                                  | 5073           | *306 Maintenance - Scada              | 18,822          | 18,822          | 18,822          | 14,141             | 14,500           |
| 29                                  | 5073           | *307 Equipment Maintenance Charges    | 0               | 0               | 0               | 0                  | 0                |
| 30                                  | 5073           | *309 Maint - Minor Equipment          | 0               | 0               | 0               | 0                  | 0                |
| 31                                  | 5073           | *314 Maintenance - Supply Facility    | 34,729          | 40,453          | 40,453          | 6,507              | 6,600            |
| 32                                  | 5073           | *315 Maint.- Booster Pumping Facility | 201             | 192             | 192             | 2,230              | 2,300            |
| 33                                  | 5073           | *316 Maintenance - Storage Facility   | 40              | 0               | 0               | 1,429              | 1,500            |
| 34                                  | 5073           | *317 Water Treatment - Chemicals      | 47,201          | 41,272          | 41,272          | 27,852             | 28,000           |
| 35                                  | 5073           | *318 Water Treatment - Compliance     | 27,906          | 24,827          | 24,827          | 16,838             | 17,000           |
| 36                                  | 5073           | *319 Maint - Water Treatment Equip    | 7,212           | 6,786           | 6,786           | 2,413              | 2,450            |
| 37                                  | 5073           | *352 Training/Workshops/Meetings      | 980             | 732             | 732             | 898                | 900              |
| 38                                  | 5073           | *370 Lease/Rental                     | 42,121          | 42,121          | 42,121          | 10,876             | 10,900           |
| Total                               |                |                                       | 242,839         | 233,916         | 233,916         | 138,052            | 139,850          |
| <b>Transfers - Out and Overhead</b> |                |                                       |                 |                 |                 |                    |                  |
| 39                                  | 5073           | *516 Water Replenishment Charge       | 361,856         | 362,500         | 497,500         | 601,621            | 601,650          |
| Total                               |                |                                       | 361,856         | 362,500         | 497,500         | 601,621            | 601,650          |
| <b>Capital Outlay</b>               |                |                                       |                 |                 |                 |                    |                  |
| 40                                  | 5073           | *610 Equipment - New                  | 373             | 373             | 373             | 0                  | 0                |
| Total                               |                |                                       | 373             | 373             | 373             | 0                  | 0                |
| Total                               |                |                                       | 806,479         | 826,347         | 1,040,341       | 1,052,155          | 1,073,362        |

**Year-Over-Year Changes**

There is an increase of \$23,310 in salaries and benefits. An increase for Water Replenishment Charge of \$104,150.

**PUBLIC WORKS**  
 FUND

620

**WATER - DEBT SERVICES & TRANSFERS**  
 5075

| Line                       | Budget Account | Account Description         | FY 10-11<br>Actual | FY 11-12<br>Actual | FY 12-13<br>Budget | FY 12-13<br>Estimated | FY 13-14<br>Adopted |
|----------------------------|----------------|-----------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|
| Services & Supplies        |                |                             |                    |                    |                    |                       |                     |
| 1                          | 5075 *201      | Prof/Contr Svcs - Financial | 473                | 436                | 436                | 313                   | 325                 |
| 2                          | 5075 *209      | Prof/Contr Svcs - Other     | 2,390              | 2,523              | 2,523              | 2,341                 | 2,350               |
| 3                          | 7501 *305      | Maint - Vehicle Fuel        | 0                  | 0                  | 0                  | 51                    | 75                  |
| Total                      |                |                             | 2,863              | 2,958              | 2,959              | 2,705                 | 2,750               |
| Transfers - Out & Overhead |                |                             |                    |                    |                    |                       |                     |
| 4                          | 5075 *511      | Principal Due Bond Holders  | 0                  | 1,255,000          | 1,295,000          | 1,295,000             | 1,325,000           |
| 5                          | 5075 *512      | Interest Due Bond Holders   | 2,519,331          | 2,653,000          | 2,615,350          | 2,615,344             | 2,576,500           |
| 6                          | 5075 *513      | Due Park Water              | 25,000             | 25,000             | 25,000             | 73,000                | 73,000              |
| 7                          | 5075 *514      | Adv. Mainline Ext Contracts | 0                  | 30,000             | 0                  | 0                     | 0                   |
| 8                          | 5075 *755      | Overhead Due General Fund   | 808,743            | 431,475            | 527,000            | 527,000               | 527,000             |
| 9                          | 7501 *676      | Unamortized Charge-Bond     | 198,601            | 0                  | 198,601            | 198,601               | 198,601             |
| 10                         | 7501 *677      | Write Offs/Uncollectibles   | 0                  | 0                  | 0                  | 1,024                 | 1,000               |
| Total                      |                |                             | 3,551,675          | 4,394,475          | 4,660,951          | 4,709,968             | 4,701,101           |
| Total                      |                |                             | 3,554,538          | 4,397,433          | 4,663,910          | 4,712,673             | 4,703,851           |

Year-Over-Year Changes

There is a \$100,000 increase for the Principal Bond payment.

**PUBLIC WORKS**  
 FUND

702

**Equipment Maintenance**  
 5041

| Line                           | Budget Account | Account Description              | FY 10-11 Actual | FY 11-12 Actual | FY 12-13 Budget | FY 12-13 Estimated | FY 13-14 Adopted |
|--------------------------------|----------------|----------------------------------|-----------------|-----------------|-----------------|--------------------|------------------|
| <b>Salaries &amp; Wages</b>    |                |                                  |                 |                 |                 |                    |                  |
| 1                              | 5041 *001      | Full Time Salaries               | 153,646         | 146,738         | 150,617         | 139,430            | 156,463          |
| 2                              | 5041 *002      | Part Time Salaries               | 0               | 0               | 0               | 0                  | 0                |
| 3                              | 5041 *003      | Overtime                         | 426             | 400             | 400             | 1,170              | 1,000            |
| Total                          |                |                                  | 154,072         | 147,138         | 151,017         | 140,601            | 157,463          |
| <b>Employee Paid Benefits</b>  |                |                                  |                 |                 |                 |                    |                  |
| 5                              | 5041 *041      | Cafeteria Allowance              | 33,022          | 32,926          | 32,926          | 29,400             | 32,926           |
| 6                              | 5041 *042      | Retirement                       | 22,695          | 26,546          | 31,601          | 29,088             | 37,045           |
| 7                              | 5041 *xxx      | All Other Paid Benefits          | 18,575          | 25,740          | 23,163          | 27,617             | 29,747           |
| Total                          |                |                                  | 74,292          | 85,212          | 87,690          | 86,105             | 99,718           |
| Total                          |                |                                  | 228,364         | 232,350         | 238,707         | 226,706            | 257,181          |
| <b>Services &amp; Supplies</b> |                |                                  |                 |                 |                 |                    |                  |
| 8                              | 5041 *103      | Dues & Subscriptions             | 389             | 2,024           | 2,024           | 304                | 350              |
| 9                              | 5041 *120      | Supplies Office                  | 31              | 380             | 380             | 71                 | 100              |
| 10                             | 5041 *121      | Supplies - Clothing/Uniform      | 2,453           | 0               | 0               | 525                | 500              |
| 11                             | 5041 *123      | Supplies - Shop & Field          | 20,537          | 20,000          | 20,000          | 19,573             | 20,000           |
| 12                             | 5041 *124      | Supplies - Safety                | 1,315           | 1,500           | 1,500           | 1,078              | 1,100            |
| 13                             | 5041 *173      | Minor Equipment - Shop & Field   | 4,289           | 3,500           | 3,500           | 3,218              | 4,500            |
| 14                             | 5041 *175      | Minor Equipment - Computer       | 0               | 0               | 0               | 0                  | 0                |
| 15                             | 5041 *209      | Prof/Contr Svcs - Other          | 0               | 0               | 61              | 2,003              | 2,000            |
| 16                             | 5041 *212      | Prof/Contr Svcs - Training, Etc. | 0               | 0               | 0               | 0                  | 0                |
| 17                             | 5041 *214      | Prof/Contr Svcs - Medical        | 0               | 0               | 0               | 65                 | 0                |
| 18                             | 5041 *241      | Printing & Binding - External    | 0               | 0               | 0               | 0                  | 0                |
| 19                             | 5041 *250      | Prof/Contr Svcs - Hazmat         | 174             | 25,000          | 25,000          | 304                | 350              |
| 20                             | 5041 *280      | Utility - Electric               | 0               | 10,000          | 10,000          | 0                  | 0                |
| 21                             | 5041 *281      | Utility - Gas                    | 0               | 2,348           | 2,348           | 0                  | 0                |
| 22                             | 5041 *282      | Utility - Telephone              | 237             | 2,600           | 2,600           | 209                | 225              |
| 23                             | 5041 *285      | Utility - Street Lighting        | 0               | 5,000           | 5,000           | 0                  | 0                |
| 24                             | 5041 *301      | Maint - Bldgs. & Improvements    | 163             | 1,200           | 1,200           | 187                | 1,200            |
| 25                             | 5041 *304      | Maint - Vehicles, Equipment      | 91,857          | 74,280          | 74,280          | 137,777            | 138,000          |
| 26                             | 5041 *305      | Maint - Vehicle Fuel             | 3,271           | 3,500           | 3,500           | 716                | 725              |
| 27                             | 5041 *309      | Maint - Minor Equipment          | 4,806           | 1,000           | 1,000           | 287                | 290              |
| 28                             | 5041 *352      | Training/Workshops/Meetings      | 0               | 500             | 500             | 0                  | 0                |
| 29                             | 5041 *353      | Mileage Reimbursement            | 0               | 0               | 0               | 0                  | 0                |
| Total                          |                |                                  | 129,523         | 152,832         | 152,893         | 166,319            | 169,340          |
| Total                          |                |                                  | 357,886         | 385,182         | 391,600         | 393,025            | 426,521          |

**Year-Over-Year Changes**

There is an increase in salaries of \$18,474 due to the cost of no furloughs this fiscal year and retirement rate increases.  
 There is an increase of \$63,720 of equipment maintenance charges.

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## CAPITAL IMPROVEMENT PLAN

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***CIP Description:*** The Capital Improvement Plan consists of design, engineering and construction 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 members 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. The proposed projects include four none construction projects that support CIP project planning or management:

- Storm Drain Master Plan
- GIS/CPS Asset Management Program
- Harding Park Master Plan Phase II
- IT Virtualization Project

In the summary report that follows, projects are reported with the dollars that are to be expended in the 2013-14 fiscal year. In many cases the projects may have had prior design or engineering work completed or may even have had partial construction completed prior to the upcoming fiscal year. In other cases, projects may be completed in future years. Following the summary pages a detail report of each project is provided. The total project cost as well as a detailed description.

Projects Completed in 2012-13 include:

- Santa Paula Branch Line Trail Project
- 6<sup>th</sup>, Bradley and Olive Street Improvement Project
- Las Piedras Park Renovation Project
- Arterial Paving Project Phase II
- Lemonwood & Harding Park Lift Station Rehab

***CIP Goals:***

- To engineer and construct the projects approved by council within the upcoming fiscal year.
- To utilize all trusts, state or federal funds and bonds within the time frames specified to insure that Santa Paula does not lose 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,

***Budget Summary:***

The total resources available to for capital improvements for FY 2013-2014 are:

|   |
|---|
| <b>Capital Improvement Plan Summary</b> |
|---|

|                             |              |
|-----------------------------|--------------|
| Street Projects             | \$3,549,205  |
| Sewer Projects              | \$4,189,053  |
| Water Projects              | \$9,970,572  |
| <hr/>                       |              |
| Building & Grounds Projects | \$1,768,467  |
| <hr/>                       |              |
| Total                       | \$19,477,297 |
| <hr/>                       |              |
| <hr/>                       |              |

Projects are funded with bonds, grants, and dedicated revenue for Capital Improvements. The General fund (Fund 100) Street related project will be reimbursed from the 2010A Bond proceeds.

No general purpose tax revenue will be used to fund Capital Improvement Projects in the General fund.

|                                 |
|---------------------------------|
| <b>Capital Improvement Plan</b> |
|---------------------------------|

**Street Projects:** The total new resources available for street projects in FY 2013-14 are \$3,549,205. All nine street projects are scheduled for completion by year end.

Funds provided by the general fund lease of property to the sewer fund will supply \$1,202,737 or 33.89% of the resources for street improvements.

The Storm Drain Master Plan Phase II and the Foothill/Hardison/Cameron Storm Drain Projects are included in the nine street projects and are valued at \$244,000.

**Sewer Projects:** The total new resources available for sewer projects in FY 2013-14 are \$4,189,053. All six sewer projects are scheduled for completion by year end.

The Harvard Blvd., Sewer Line Replacement project is one of the largest valued at \$1,200,000. This is a new project and will be bid and constructed in FY 2013-14.

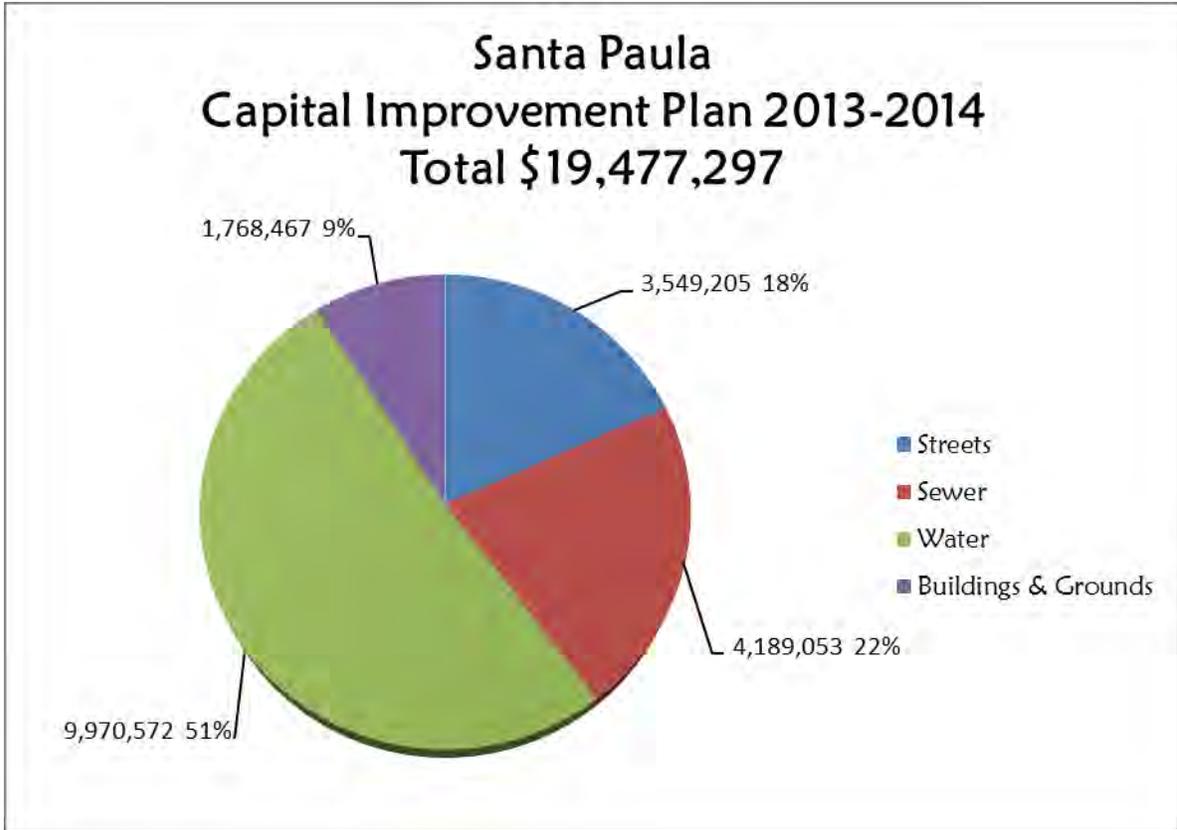
Funds provided by the sewer bond proceeds will supply \$1,110,378 or 26.50% of the resources for sewer improvements.

**Water Projects:** The total new resources available for the water projects in FY 2013-14 are \$9,970,572. All seventeen of the water projects are schedule for completion by year end.

The 600 Zone Booster Station project is one of the largest project valued at \$1,058,573. 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 \$1,507,941 and will be bid and constructed in FY 2013-14.

Funds provided by the water bond proceeds will supply \$7,580,128 or 76% of the resources for water improvements.

**Buildings and Grounds:** The total new resources available for the buildings & grounds projects for FY 2013-14 are \$1,768,467. All eleven projects are scheduled for completion by year end.



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| City of Santa Paula Capital Improvement Program - FY 2013-14 |
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## STREET PROJECTS

| Proj#  | Project Description                                 | Funding Source                           | 2013-14 Total |
|--|---|--|---------------|
| 9253   | Storm Drain Master Plan Phase II-New                | NPDES Storm Water/Storm Water Program    | 37,500        |
|  |   | Storm Water Program                      | 37,500        |
|  |   | Total                                    | 75,000        |
| 9255   | Traffic Signal Controller Replacement-New           | Local Transportation TDA                 | 100,000       |
|  |   |  | 100,000       |
| 9273   | 10th Street Enhancement Project - New               | TE/STIP State Transportation Improvement | 600,000       |
|  |   | 2010A Series Bond Proceeds               | 77,737        |
|  |   | Total                                    | 677,737       |
| 9285   | Slurry Seal and Pavement Overlay Project-New        | 2010A Series Bond Proceeds               | 800,000       |
|  |   | Total                                    | 800,000       |
| 9294   | Sidewalk Repair Program - New                       | Local Transportation TDA                 | 60,000        |
|  |   | Total                                    | 60,000        |
| 9295   | Railroad Bicycle Trail Construction Phase II - New  | Congestion Management Air Quality (CMAQ) | 1,100,000     |
|  |   | Local TDA                                | 142,517       |
|  |   | Total                                    | 1,242,517     |
| 9296   | Steckel Dr./Anacapa Terrace Street Paving - New     | 2010A Series Bond Proceeds               | 325,000       |
|  |   | Total                                    | 325,000       |
| 9297   | Lighted Crosswalks Project-New                      | Local Transportation TDA                 | 99,951        |
|  |   | Total                                    | 99,951        |
| 9298   | Foothill/Hardison/Cameron Storm Drain Project - New | Sewer Collection Facility                | 125,000       |
|  |   | NPDES Storm Water                        | 14,000        |
|  |   | Storm Water Program                      | 30,000        |
|  |   | Total                                    | 169,000       |
| Total Street Projects                        |   |  | 3,549,205     |
| 2010A Series Bond Proceeds (Fund 100)        |   |  | 1,202,737     |
| NPDES Storm water Quality (Fund 205)         |   |  | 51,500        |
| Storm water Program (Fund 206)               |   |  | 67,500        |
| Sewer Collection Facility (Fund 227)         |   |  | 125,000       |
| Local TDA (Fund 281)                         |   |  | 402,468       |
| Congestion Management Air Quality (Fund 406) |   |  | 1,100,000     |
| TEA Trans Enhancement Act (409)              |   |  | 600,000       |
| Total Street Resources                       |   |  | 3,549,205     |

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| City of Santa Paula Capital Improvement Program - FY 2013-14 |
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## SEWER PROJECTS

| Prodi#                               | Project Description                                | Funding Source            | 2013-14 Total    |
|--------------------------------------|--|---------------------------|------------------|
| 9039                                 | Water Recycling Facility Floodwall -<br>New        | Sewer Enterprise Fees     | 285,680          |
|                                      |  | Total                     | 285,680          |
| 9213                                 | Manhole Rehab/Replacement Program -<br>Continue    | Sewer Bond Proceeds       | 303,975          |
|                                      |  | Total                     | 303,975          |
| 9214                                 | Inflow Reduction Program-Construction-<br>New      | Sewer Bond Proceeds       | 156,403          |
|                                      |  | Sewer Enterprise Fees     | 93,597           |
|                                      |  | Total                     | 250,000          |
| 9215                                 | Sewer Pipeline Rehabilitation Program-<br>Continue | Sewer Bond Proceeds       | 650,000          |
|                                      |  | Sewer Enterprise Fees     | 245,000          |
|                                      |  | Total                     | 895,000          |
| 9227                                 | Recycled Water Distribution System -<br>New        | Sewer Enterprise Fees     | 1,130,000        |
|                                      |  | Total                     | 1,130,000        |
| 9286                                 | Harvard Blvd., Sewer Line Replacement-<br>New      | Sewer Collection Facility | 1,200,000        |
|                                      |  | Total                     | 1,200,000        |
| 9311                                 | Water Recycling Facility Mitigation -<br>Continue  | Sewer Enterprise Fees     | 124,398          |
|                                      |  | Total                     | 124,398          |
| <b>Total Sewer Projects</b>          |  |                           | <b>4,189,053</b> |
| Sewer Collection Facility (Fund 227) |  |                           | 1,200,000        |
| Sewer Enterprise Fees( Fund 610)     |  |                           | 1,878,675        |
| Sewer Bond Proceeds (Fund 610)       |  |                           | 1,110,378        |
| <b>Total Sewer Resources</b>         |  |                           | <b>4,189,053</b> |

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| City of Santa Paula Capital Improvement Program - FY 2013-14 |
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## WATER PROJECTS

| Proj# | Project Description                                    | Funding Source        | 2013-14 Total |
|-------|--|-----------------------|---------------|
| 9008  | 600 Zone Booster Station -<br>Continue                 | Water Enterprise Fees | 352,000       |
|       |  | Water Bond Proceeds   | 706,573       |
|       |  | Total                 | 1,058,573     |
| 9108  | Water Main Replacement Project-<br>Continue            | Water Bond Proceeds   | 2,000,000     |
|       |  | Total                 | 2,000,000     |
| 9198  | Case Tank/Cherry Hill Slope Repair-<br>New             | Water Bond Proceeds   | 480,000       |
|       |  | Water Enterprise Fees | 114,670       |
|       |  | Total                 | 594,670       |
| 9209  | New Well 16-New  | Water Enterprise Fees | 318,016       |
|       |  | Total                 | 318,016       |
| 9233  | Teague Tank Demolition - Continue                      | Water Enterprise Fees | 8,000         |
|       |  | Water Bond Proceeds   | 193,555       |
|       |  | Total                 | 201,555       |
| 9234  | Canyon Booster Pump Station - New                      | Water Enterprise Fees | 123,710       |
|       |  | Total                 | 123,710       |
| 9236  | Cross Town Pipeline - New                              | Water Enterprise Fees | 227,197       |
|       |  | Water Bond Proceeds   | 2,250,000     |
|       |  | Total                 | 2,477,197     |
| 9266  | Well #15 Design & Construction -<br>Continue           | Water Enterprise Fees | 7,941         |
|       |  | Water Bond Proceeds   | 1,500,000     |
|       |  | Total                 | 1,507,941     |
| 9267  | Well Rehabilitation Program - Continue                 | Water Bond Proceeds   | 300,000       |
|       |  | Total                 | 300,000       |
| 9269  | New 400 Zone Tank Site Design and<br>Acquisition - New | Water Enterprise Fees | 265,850       |
|       |  | Total                 | 265,850       |
| 9271  | Meter Replacement Program - Continue                   | Water Enterprise Fees | 250,000       |
|       |  | Total                 | 250,000       |
| 9299  | Mesa Tank Rehabilitation/Replacement-<br>New           | Water Enterprise Fees | 100,000       |
|       |  | Total                 | 100,000       |
| 9300  | Scada Land Line to Radio Conversion-<br>New            | Water Enterprise Fees | 113,060       |
|       |  | Total                 | 113,060       |

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| City of Santa Paula Capital Improvement Program - FY 2013-14 |
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## WATER PROJECTS

| Proj#                            | Project Description                                   | Funding Source        | 2013-14 Total |
|----------------------------------|---|-----------------------|---------------|
| 9301                             | GIS/GPS Asset Management Program-<br>New              | Water Enterprise Fees | 300,000       |
|                                  |   | Total                 | 300,000       |
| 9302                             | Filter Media Replacement-New                          | Water Enterprise Fees | 200,000       |
|                                  |   | Total                 | 200,000       |
| 9303                             | Emergency Generator Cable Connection<br>Upgrade - New | Water Enterprise Fees | 10,000        |
|                                  |   | Total                 | 10,000        |
| 9307                             | Main Reservoir 4MG Main Reservoir<br>200 Zone - New   | Water Bond Proceeds   | 150,000       |
|                                  |   | Total                 | 150,000       |
| Total Water Projects             |   |                       | 9,970,572     |
| Water Enterprise Fees (Fund 620) |   |                       | 2,390,444     |
| Water Bond Proceeds (Fund 620)   |   |                       | 7,580,128     |
| Total Water Resources            |   |                       | 9,970,572     |

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| City of Santa Paula Capital Improvement Program - FY 2013-14 |
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## BUILDINGS &amp; GROUNDS PROJECTS

| Proj# | Project Description  | Funding Source                | 2013-14 Total |
|-------|--|-------------------------------|---------------|
| 9182  | Harding Park Master Plan Phase II - Continue                   | Harding Park Trust            | 53,354        |
|       |  | Total                         | 53,354        |
| 9281  | Mill Park Restroom Project - New                               | Parkland Facility             | 210,000       |
|       |  | Total                         | 210,000       |
| 9290  | IT Virtualization Project - Continue                           | General Government Facilities | 60,000        |
|       |  | Total                         | 60,000        |
| 9289  | Teague Park Master Plan II -New                                | Parkland Facility             | 70,000        |
|       |  | Federal Grant                 | 118,000       |
|       |  | Total                         | 188,000       |
| 9304  | Station 81 & 82 Expansion - New                                | CDBG                          | 131,113       |
|       |  | Fire Protection Facility      | 75,000        |
|       |  | Total                         | 206,113       |
| 9305  | City Building Roofs - New                                      | TBD                           | 100,000       |
|       |  | Total                         | 100,000       |
| 9308  | Veterans Park Restroom Rehab Project - New                     | CDBG                          | 75,000        |
|       |  | TBD                           | 90,000        |
|       |  | Total                         | 165,000       |
| 9309  | Police Department Front Counter Safety Enclosure Project - New | Law Enforcement Facility      | 26,000        |
|       |  | Total                         | 26,000        |
| 9310  | Fagan Barranca Rehabilitation - New                            | TBD                           | 400,000       |
|       |  | Total                         | 400,000       |
| 9312  | City Buildings/Flooring Rehabilitation- New                    | TBD                           | 50,000        |
|       |  | Public Meeting Facilities     | 50,000        |
|       |  | Total                         | 100,000       |
| 9313  | Community Center Meeting Room-New                              | Public Meeting Facilities     | 30,000        |
|       |  | Total                         | 30,000        |
| 9314  | Corporation Yard Improvement Project - New                     | TBA                           | 200,000       |
|       |  | Total                         | 200,000       |
| 9315  | Security Cameras for Park Facilities                           | Parkland Facilities           | 30,000        |
|       |  | Total                         | 30,000        |

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| City of Santa Paula Capital Improvement Program - FY 2013-14 |
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**BUILDINGS & GROUNDS PROJECTS**

|  |           |
|--|-----------|
| Total Building & Grounds Projects        | 1,768,467 |
| Harding Park Trust (Fund 202)            | 53,354    |
| Law Enforcement Facility (Fund 221)      | 26,000    |
| Fire Protection Facility (Fund 222)      | 75,000    |
| Public Meeting Facilities (Fund 223)     | 80,000    |
| General Government Facilities (Fund 225) | 60,000    |
| Parkland Facility (Fund 226)             | 310,000   |
| HUD-CDBG (Fund 450)                      | 206,113   |
| Federal Grant (Fund 4XX)                 | 118,000   |
| TBD (FundXXX)                            | 840,000   |
| Total Building & Grounds Resources       | 1,768,467 |

City of Santa Paula Capital Improvement Program - FY 2013-14

STREETS

|  |  |
|--|--|
| CIP NUMBER: 9253                               | PROJECT TYPE NPDES/Storm Water Program |
| PROJECT NAME: Storm Drain Master Plan Phase II | DEPARTMENT Public Works                |

PROJECT DESCRIPTION/JUSTIFICATION -

The City of Santa Paula recently completed the first phase of the Storm Drain Master Plan which analyzed the entire City. The Master Plan identified areas requiring additional analysis which were outside the scope of work for the first phase. The Phase II project intends to focus on these areas.

| MILESTONE     | COST   | EXPENDED-TO-DATE |
|---------------|--------|------------------|
| Planning/EIR/ |        |                  |
| Design        | 75,000 |                  |
| Construction  | -      | -                |
| Total         | 75,000 | -                |

FUNDING

| Fund | Fund Name                 | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|------|---------------------------|---------------|----------|----------|--------------------|
| 205  | NPDES Storm water Quality | -             | -        | 37,500   | 37,500             |
| 206  | Storm water Program       | -             | -        | 37,500   | 37,500             |
|      | Total                     | -             | -        | 75,000   | 75,000             |

|   |                         |
|---|-------------------------|
| CIP NUMBER: 9255                                    | PROJECT TYPE Streets    |
| PROJECT NAME: Traffic Signal Controller Replacement | DEPARTMENT Public Works |

PROJECT DESCRIPTION/JUSTIFICATION

The City of Santa Paula has antiquated traffic signal controller technology. Upgrades are needed to take advantage of current technology.

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Design       | -       | -                |
| Construction | 100,000 | -                |
| Total        | 100,000 | -                |

FUNDING

| Fund | Fund Name                | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|------|--------------------------|---------------|----------|----------|--------------------|
| 281  | Local Transportation TDA | -             | -        | 100,000  | 100,000            |
|      | Total                    | -             | -        | 100,000  | 100,000            |

City of Santa Paula Capital Improvement Program - FY 2013-14

STREETS

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

PROJECT DESCRIPTION/JUSTIFICATION

This project is focused along 0.6 miles of State Highway 150 (10th Street) which connects Hwy 126 to Santa Paula St. and intersects a 31 master planned Bicycle Trail connection Ventura to Santa Clarita. The goal of this project is to enhance this major transportation and pedestrian roadway through the enhancement of landscape/hardscape improvements, artistic elements, sidewalk/crossing safety improvement, and inclusion of bicycle path and storage area. RFP to be released in FY 2013-14.

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Design       |         |                  |
| Construction | 677,737 | -                |
| Total        | 677,737 | -                |

FUNDING

| Fund | Fund Name                    | Prior Expense | FY 12-13 | FY 13-14   | Project Total Cost |
|------|------------------------------|---------------|----------|------------|--------------------|
| 409  | TE/STIP State Trans. Improv. | \$ -          | \$ -     | \$ 600,000 | \$ 600,000         |
| 100  | 2010A Series Bond Proceeds   | \$ -          |          | \$ 77,737  | \$ 77,737          |
|      | Total                        | \$ -          | \$ -     | \$ 677,737 | \$ 677,737         |

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

PROJECT DESCRIPTION/JUSTIFICATION

As a part of regular routine maintenance of the City streets, slurry sealing and asphalt pavement overlaying 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 coordinated by City staff. The project will completion will be in FY 2013-14.

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

FUNDING

| Fund | Fund Name                  | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|------|----------------------------|---------------|----------|----------|--------------------|
| 100  | 2010A Series Bond Proceeds |               | -        | 800,000  | 800,000            |
|      | Total                      | -             | -        | 800,000  | 800,000            |

City of Santa Paula Capital Improvement Program - FY 2013-14

**STREETS**

|   |                         |
|---|-------------------------|
| CIP NUMBER: 9294                                | PROJECT TYPE Streets    |
| PROJECT NAME: Sidewalk Repair Program -Continue | DEPARTMENT Public Works |

**PROJECT DESCRIPTION/JUSTIFICATION -**

As a part of the regular routine maintenance of the City sidewalks and median, sidewalk and median repairs should be performed to repair sections that are damaged. This should include various street within the City limits

| MILESTONE    | COST          | EXPENDED-TO-DATE |
|--------------|---------------|------------------|
| Construction | 78,930        | 18,930           |
| <b>Total</b> | <b>78,930</b> | <b>18,930</b>    |

**FUNDING**

| Fund | Fund Name                | Prior Expense | FY 12-13      | FY 13-14      | Project Total Cost |
|------|--------------------------|---------------|---------------|---------------|--------------------|
| 281  | Local Transportation TDA | -             | 18,930        | 60,000        | 78,930             |
|      | <b>Total</b>             | <b>-</b>      | <b>18,930</b> | <b>60,000</b> | <b>78,930</b>      |

|  |                         |
|--|-------------------------|
| CIP NUMBER: 9295                             | PROJECT TYPE Streets    |
| PROJECT NAME: Bike Trail Improvement Project | DEPARTMENT Public Works |

**PROJECT DESCRIPTION/JUSTIFICATION - Pending Grant Approval**

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/<br>Land Improv./<br>Design | -                | -                |
| Construction                            | 1,242,517        | -                |
| <b>Total</b>                            | <b>1,242,517</b> | <b>-</b>         |

**FUNDING**

| Fund | Fund Name      | Prior Expense | FY 12-13 | FY-13-14         | Project Total Cost |
|------|----------------|---------------|----------|------------------|--------------------|
| 406  | CMAQ - Federal | -             | -        | 1,100,000        | 1,100,000          |
| 281  | Local TDA      | -             | -        | 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 13-14

STREETS

|   |   |              |              |
|---|---|--------------|--------------|
| CIP NUMBER:   | 9296  | PROJECT TYPE | Streets      |
| PROJECT NAME:   | Steckel Drive/Anacapa Terrace Street Paving | DEPARTMENT   | Public Works |
| PROJECT DESCRIPTION/JUSTIFICATION - Pending Grant Approval<br>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 | -                |
| Total        | 325,000 | -                |

| FUNDING |                                |               |          |          |                    |
|---------|--------------------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name                      | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|         | 100 2010A Series Bond Proceeds | -             | -        | 325,000  | 325,000            |
| Total   |                                | -             | -        | 325,000  | 325,000            |

|   |                            |              |              |
|---|----------------------------|--------------|--------------|
| CIP NUMBER:   | 9297                       | PROJECT TYPE | Streets      |
| PROJECT NAME:   | Lighted Crosswalks Project | DEPARTMENT   | Public Works |
| PROJECT DESCRIPTION/JUSTIFICATION<br>Repair and Rehabilitate all City lighted crosswalks due to deficiencies in electrical lighting design. Parts for some of the current crosswalks are no longer available. |                            |              |              |

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Design       |         | -                |
| Construction | 110,000 | 10,049           |
| Total        | 110,000 | 10,049           |

| FUNDING |                              |               |          |          |                    |
|---------|------------------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name                    | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|         | 281 Local Transportation TDA | -             | 10,049   | 99,951   | 110,000            |
| Total   |                              | -             | 10,049   | 99,951   | 110,000            |

City of Santa Paula Capital Improvement Program - FY 13-14

STREETS

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

**PROJECT DESCRIPTION/JUSTIFICATION**

This project will include surface damage improvements at the northwest end of Foothill Road. This area experiences mud flows on a frequent basis during minor and major storm events. These surface mud flows are a nuisance to residential homeowners in the area and result in expensive cleanup work for the City.

The primary purpose of this project is to evaluate drainage issues in the area and produce a realistic and cost-effective solution to address the mud flow issues.

| MILESTONE    | COST           | EXPENDED-TO-DATE |
|--------------|----------------|------------------|
| Design       | 30,000         |                  |
| Construction | 139,000        | -                |
| <b>Total</b> | <b>169,000</b> | <b>-</b>         |

**FUNDING**

| Fund         | Fund Name                   | Prior Expense | FY 12-13 | FY 13-14       | Project Total Cost |
|--------------|-----------------------------|---------------|----------|----------------|--------------------|
| 205          | NPDES Storm Water Quality   | -             | -        | 14,000         | 14,000             |
| 206          | Storm water Program         | -             | -        | 30,000         | 30,000             |
| 227          | Sewer Collection Facilities | -             | -        | 125,000        | 125,000            |
| <b>Total</b> |                             | -             | -        | <b>169,000</b> | <b>169,000</b>     |

City of Santa Paula Capital Improvement Program - FY 2013-14

SEWER

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

PROJECT DESCRIPTION/JUSTIFICATION

The Water Recycling Facility (WRF) was a required project upgrade/replacement to meet the regulatory compliance orders from the Regional Water Quality Control Board (RWQCB). As a part of its construction, a floodwall is required by FEMA along Peck Rd. The project is scheduled for completion in FY 2013-14

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Construction | 285,680 | -                |
| Total        | 285,680 | -                |

FUNDING

| Fund | Fund Name             | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|------|-----------------------|---------------|----------|----------|--------------------|
| 610  | Sewer Enterprise Fees | -             | -        | 285,680  | 285,680            |
|      | Total                 | -             | -        | 285,680  | 285,680            |

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

PROJECT DESCRIPTION/JUSTIFICATION

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

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Construction | 313,955 | 9,980            |
| Total        | 313,955 | 9,980            |

FUNDING

| Fund | Fund Name           | Prior Expense | FY 12-13 | FY-13-14 | Project Total Cost |
|------|---------------------|---------------|----------|----------|--------------------|
| 610  | Sewer Bond Proceeds | 8,830         | 1,150    | 303,975  | 313,955            |
|      | Total               | 8,830         | 1,150    | 303,975  | 313,955            |

City of Santa Paula Capital Improvement Program - FY 2013-14

SEWER

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

**PROJECT DESCRIPTION/JUSTIFICATION**

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

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

| FUNDING |                       |               |          |                |                    |
|---------|-----------------------|---------------|----------|----------------|--------------------|
| Fund    | Fund Name             | Prior Expense | FY 12-13 | FY 13-14       | 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>     |

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

**PROJECT DESCRIPTION/JUSTIFICATION**

The City's Wastewater Master Plan identified several pipelines around town that were in need of replacement. Some in need of attention are McKeveatt Heights, 7th Street from Harvard Blvd. to Virginia Terrace. In addition, the City's contracted operator has also verified through closed circuit television additional areas that need spot repair. CIP project 9215 is used for the annual funding. Therefore, only current funding is available.

| MILESTONE    | COST           | EXPENDED-TO-DATE |
|--------------|----------------|------------------|
| Construction | 895,000        | -                |
| <b>Total</b> | <b>895,000</b> | <b>-</b>         |

| FUNDING |                       |               |          |                |                    |
|---------|-----------------------|---------------|----------|----------------|--------------------|
| Fund    | Fund Name             | Prior Expense | FY 12-13 | FY-13-14       | Project Total Cost |
| 610     | Sewer Enterprise Fees | -             | -        | 245,000        | 245,000            |
| 610     | Sewer Bond Proceeds   | -             | -        | 650,000        | 650,000            |
|         | <b>Total</b>          | <b>-</b>      | <b>-</b> | <b>895,000</b> | <b>895,000</b>     |

City of Santa Paula Capital Improvement Program - FY 2013-14

SEWER

|   |                         |
|---|-------------------------|
| CIP NUMBER: 9227  | PROJECT TYPE Sewer      |
| PROJECT NAME: Recycled Water Distribution System  | DEPARTMENT Public Works |
| <p><b>PROJECT DESCRIPTION/JUSTIFICATION</b><br/>                 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 2013-14.</p> |                         |

| MILESTONE           | COST      | EXPENDED-TO-DATE |
|---------------------|-----------|------------------|
| Planning/EIR/Design | 1,130,000 |                  |
| Construction        | -         | -                |
| Total               | 1,130,000 | -                |

| FUNDING |                           |               |          |           |                    |
|---------|---------------------------|---------------|----------|-----------|--------------------|
| Fund    | Fund Name                 | Prior Expense | FY 12-13 | FY 13-14  | Project Total Cost |
|         | 610 Sewer Enterprise Fees | -             | -        | 1,130,000 | 1,130,000          |
|         | Total                     | -             | -        | -         | -                  |

|   |                         |
|---|-------------------------|
| CIP NUMBER: 9286  | PROJECT TYPE Sewer      |
| PROJECT NAME: Harvard Blvd. Sewer Line Replacement  | DEPARTMENT Public Works |
| <p><b>PROJECT DESCRIPTION/JUSTIFICATION</b><br/>                 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 may be applied.</p> |                         |

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

| FUNDING |                                 |               |          |           |                    |
|---------|---------------------------------|---------------|----------|-----------|--------------------|
| Fund    | Fund Name                       | Prior Expense | FY 12-13 | FY 13-14  | Project Total Cost |
|         | 227 Sewer Collection Facilities | -             | -        | 1,200,000 | 1,200,000          |
|         | Total                           | -             | -        | 1,200,000 | 1,200,000          |

City of Santa Paula Capital Improvement Program - FY 2013-14

SEWER

|   |                         |
|---|-------------------------|
| CIP NUMBER: 9311  | PROJECT TYPE Sewer      |
| PROJECT NAME: Water Recycling Facility Mitigation Project | DEPARTMENT Public Works |

PROJECT DESCRIPTION/JUSTIFICATION

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

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Construction | 462,941 | 338,543          |
| Total        | 462,941 | 338,543          |

| FUNDING |                       |               |          |          |                    |
|---------|-----------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name             | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
| 610     | Sewer Enterprise Fees | 190,665       | 147,878  | 124,398  | 462,941            |
|         | Total                 | 190,665       | 147,878  | 124,398  | 462,941            |

City of Santa Paula Capital Improvement Program - FY 2013-14

WATER

|                                |                         |
|--------------------------------|-------------------------|
| CIP NUMBER: 9008               | PROJECT TYPE Water      |
| PROJECT NAME: 600 Zone Booster | DEPARTMENT Public Works |

PROJECT DESCRIPTION/JUSTIFICATION

This pump station will ultimately replace the existing 400/600 pump stations. The facility will pump water from the 200 zone into the 600 zone. This project is also called "Terracina Pump Station Design" in the 2005 Water Master Plan. Project went out to bid fiscal year 2012-13. Construction should begin FY 2013-14.

| MILESTONE    | COST      | EXPENDED-TO-DATE |
|--------------|-----------|------------------|
| Design       | 312,000   | 293,427          |
| Construction | 1,040,000 | -                |
| Total        | 1,352,000 | 293,427          |

FUNDING

| Fund | Fund Name             | Prior Expense | FY 12-13 | FY 13-14  | Project Total Cost |
|------|-----------------------|---------------|----------|-----------|--------------------|
| 620  | Water Enterprise Fees | -             | -        | 352,000   | 352,000            |
| 620  | Water Bond Proceeds   | 249,508       | 43,919   | 706,573   | 1,000,000          |
|      | Total                 | 249,508       | 43,919   | 1,058,573 | 1,352,000          |

|  |                         |
|--|-------------------------|
| CIP NUMBER: 9108                             | PROJECT TYPE Water      |
| PROJECT NAME: Water Main Replacement Program | DEPARTMENT 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 | 2,000,000 | -                |
| Total        | 2,000,000 | -                |

FUNDING

| Fund | Fund Name           | Prior Expense | FY 12-13 | FY 13-14  | Project Total Cost |
|------|---------------------|---------------|----------|-----------|--------------------|
| 620  | Water Bond Proceeds | -             | -        | 2,000,000 | 2,000,000          |
|      | Total               | -             | -        | 2,000,000 | 2,000,000          |

City of Santa Paula Capital Improvement Program - FY 2013-14

WATER

|  |                         |
|--|-------------------------|
| CIP NUMBER: 9198                                 | PROJECT TYPE Water      |
| PROJECT NAME: Case Tank/Cherry Hill Slope Repair | DEPARTMENT Public Works |

PROJECT DESCRIPTION/JUSTIFICATION

Both tank sites are located in Santa Paula Canyon. Cherry Hill Tank is in the 400 Zone and Case Tank is in the 900 Zone. Both tanks have large earthen cut slopes above them. When it rains, the slopes experience heavy erosion. This project will design and install concrete slope protection behind the tanks.

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Design       | 59,467  | -                |
| Construction | 535,203 | -                |
| Total        | 594,670 | -                |

FUNDING

| Fund | Fund Name             | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|------|-----------------------|---------------|----------|----------|--------------------|
| 620  | Water Bond Proceeds   |               |          | 480,000  | 480,000            |
| 620  | Water Enterprise Fees | -             | -        | 114,670  | 114,670            |
|      | Total                 | -             | -        | 594,670  | 594,670            |

|                            |                         |
|----------------------------|-------------------------|
| CIP NUMBER: 9209           | PROJECT TYPE Water      |
| PROJECT NAME: New Well #16 | DEPARTMENT Public Works |

PROJECT DESCRIPTION/JUSTIFICATION

The Water System Master Plan (Boyle 2005) indicated that the City is deficient in well supplying potable water. A supplemental well evaluation report indicated that the City should consider well sites in three different locations. Design will be performed by a Consultant.

| MILESTONE               | COST    | EXPENDED-TO-DATE |
|-------------------------|---------|------------------|
| Design/EIR/<br>Planning | 318,016 | -                |
| Right of Way            |         | -                |
| Construction            |         | -                |
| Total                   | 318,016 | -                |

FUNDING

| Fund | Fund Name             | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|------|-----------------------|---------------|----------|----------|--------------------|
| 620  | Water Enterprise Fees | -             | -        | 318,016  | 318,016            |
|      | Total                 | -             | -        | 318,016  | 318,016            |

City of Santa Paula Capital Improvement Program - FY 2013-14

WATER

|   |                         |
|---|-------------------------|
| CIP NUMBER: 9233  | PROJECT TYPE Water      |
| PROJECT NAME: Teague Tank Demolition  | DEPARTMENT Public Works |
| PROJECT DESCRIPTION/JUSTIFICATION   |                         |
| The Teague Tank is an older above ground steel water tank. It was identified in the Water System Master Plan (Boyle 2005) as a tank that had met its useful life and is in need of demolition. Teague Tank will be replaced with the 400 Zone tank. |                         |

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Design       | 20,000  | 6,445            |
| Construction | 188,000 | -                |
| Total        | 208,000 | 6,445            |

| FUNDING |                       |               |          |          |                    |
|---------|-----------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name             | Prior Expense | FY 12-13 | FY 13-14 | 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            |

|  |                         |
|--|-------------------------|
| CIP NUMBER: 9234   | PROJECT TYPE Water      |
| PROJECT NAME: Canyon Booster Pump Station  | DEPARTMENT Public Works |
| PROJECT DESCRIPTION/JUSTIFICATION  |                         |
| The 2005 Water System Master Plan identified deficiencies in the City water system. The Canyon Booster Pump Station has no redundancy and the pump is not adequately sized. The design will be to add another and make minor piping modifications. |                         |

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

| FUNDING |                       |               |          |          |                    |
|---------|-----------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name             | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
| 620     | Water Enterprise Fees | -             | -        | 123,710  | 123,710            |
| Total   |                       | -             | -        | 123,710  | 123,710            |

City of Santa Paula Capital Improvement Program - FY 2013-14

WATER

|   |                         |
|---|-------------------------|
| CIP NUMBER: 9236  | PROJECT TYPE Water      |
| PROJECT NAME: Cross Town Pipeline   | DEPARTMENT Public Works |
| PROJECT DESCRIPTION/JUSTIFICATION   |                         |
| To improve pumping and circulation efficiency, the City designed a cross town pipeline from Steckel Water Conditional Facility to the main reservoir. The design will be put out to bid FY 2013-14. |                         |

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

| FUNDING |                       |               |          |           |                    |
|---------|-----------------------|---------------|----------|-----------|--------------------|
| Fund    | Fund Name             | Prior Expense | FY 12-13 | FY 13-14  | Project Total Cost |
| 620     | Water Enterprise Fees | -             | 22,803   | 227,197   | 250,000            |
| 620     | Water Bond Proceeds   | -             | -        | 2,250,000 | 2,250,000          |
| Total   |                       | -             | 22,803   | 2,477,197 | 2,500,000          |

|  |                         |
|--|-------------------------|
| CIP NUMBER: 9266   | PROJECT TYPE Water      |
| PROJECT NAME: Well #15 Design & Construction   | DEPARTMENT Public Works |
| PROJECT DESCRIPTION/JUSTIFICATION  |                         |
| The Water System Master Plan (Boyle 2005) indicated that the City is deficient in wells supplying potable water. A supplemental well evaluation report indicated that the City should consider a well site near Santa Paula Creek and Highway 126. The project is schedule for completion in FY 2013-14. |                         |

| MILESTONE    | COST      | EXPENDED-TO-DATE |
|--------------|-----------|------------------|
| Design       | 318,100   | 409              |
| Construction | 1,190,250 | -                |
| Total        | 1,508,350 | 409              |

| FUNDING |                       |               |          |           |                    |
|---------|-----------------------|---------------|----------|-----------|--------------------|
| Fund    | Fund Name             | Prior Expense | FY 12-13 | FY 13-14  | Project Total Cost |
| 620     | Water Enterprise Fees | -             | -        | 7,941     | 7,941              |
| 620     | Water Bond Proceeds   | -             | 409      | 1,500,000 | 1,500,409          |
| Total   |                       | -             | 409      | 1,507,941 | 1,508,350          |

City of Santa Paula Capital Improvement Program - FY 2013-14

WATER

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

PROJECT DESCRIPTION/JUSTIFICATION

The 2005 Water System Master Plan indicated that the City needed to rehabilitate its groundwater wells once every 5 years. Well 12 is scheduled for rehabilitation in FY 2013-14. It was drilled in 1990. The last complete rehab was in 2006. This program will rehabilitate the well, which will restore the pumping efficiency.

| MILESTONE     | COST    | EXPENDED-TO-DATE |
|---------------|---------|------------------|
| Planning/EIR/ |         |                  |
| Design        | 4,969   |                  |
| Construction  | 305,580 | -                |
| Total         | 310,549 | -                |

FUNDING

| Fund | Fund Name           | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|------|---------------------|---------------|----------|----------|--------------------|
| 620  | Water Bond Proceeds | -             | 10,549   | 300,000  | 310,549            |
|      | Total               | -             | 10,549   | 300,000  | 310,549            |

|   |                         |
|---|-------------------------|
| CIP NUMBER: 9269  | PROJECT TYPE Water      |
| PROJECT NAME: New 400 Zone Tank Site Design and Acquisition | DEPARTMENT Public Works |

PROJECT DESCRIPTION/JUSTIFICATION

The water System Master Plan (Boyle 2005) identified the 400 Zone as a pressure zone needing storage redundancy and supplemental storage. Teague tank is now out of service and is scheduled to be demolished. The Master Plan identified the Cherry Hill Tank site as a location for an additional tank. This phase is for Design only.

| MILESTONE     | COST    | EXPENDED-TO-DATE |
|---------------|---------|------------------|
| Planning/EIR/ |         |                  |
| Design        | 265,850 |                  |
| Construction  | -       | -                |
| Total         | 265,850 | -                |

FUNDING

| Fund | Fund Name        | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|------|------------------|---------------|----------|----------|--------------------|
| 620  | Water Enterprise | -             | -        | 265,850  | 265,850            |
|      | Total            | -             | -        | 265,850  | 265,850            |

City of Santa Paula Capital Improvement Program - FY 2013-14

WATER

|  |                         |
|--|-------------------------|
| CIP NUMBER: 9271   | PROJECT TYPE Water      |
| PROJECT NAME: Meter Replacement Program  | DEPARTMENT Public Works |
| <p><b>PROJECT DESCRIPTION/JUSTIFICATION</b><br/>                 The City continues the process of switching out the standard manual real water meters for automated meters. This will assist in improving meter reading efficiency and accuracy. Future developers will be required to install 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 | 400,192 | 150,192          |
| Total          | 400,192 | 150,192          |

| FUNDING |                           |               |          |          |                    |
|---------|---------------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name                 | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|         | 620 Water Enterprise Fees | -             | 150,192  | 250,000  | 400,192            |
|         | Total                     | -             | 150,192  | 250,000  | 400,192            |

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

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

| FUNDING |                           |               |          |          |                    |
|---------|---------------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name                 | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|         | 620 Water Enterprise Fees | -             | -        | 100,000  | 100,000            |
|         | Total                     | -             | -        | 100,000  | 100,000            |

City of Santa Paula Capital Improvement Program - FY 2013-14

WATER

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

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Construction | 150,000 | 36,940           |
| Total        | 150,000 | 36,940           |

| FUNDING |                       |               |          |          |                    |
|---------|-----------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name             | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
| 620     | Water Enterprise Fees | -             | 36,940   | 113,060  | 150,000            |
|         | Total                 | -             | 36,940   | 113,060  | 150,000            |

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

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Construction | 300,000 | -                |
| Total        | 300,000 | -                |

| FUNDING |                       |               |          |          |                    |
|---------|-----------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name             | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
| 620     | Water Enterprise Fees | -             | -        | 300,000  | 300,000            |
|         | Total                 | -             | -        | 300,000  | 300,000            |

City of Santa Paula Capital Improvement Program - FY 2013-14

WATER

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

PROJECT DESCRIPTION/JUSTIFICATION

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

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Construction | 200,000 | -                |
| Total        | 200,000 | -                |

FUNDING

| Fund | Fund Name             | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|------|-----------------------|---------------|----------|----------|--------------------|
| 620  | Water Enterprise Fees | -             | -        | 200,000  | 200,000            |
|      | Total                 | -             | -        | 200,000  | 200,000            |

|  |                         |
|--|-------------------------|
| CIP NUMBER: 9303   | PROJECT TYPE Water      |
| PROJECT NAME: Emergency Generator Cable Connection Upgrade | DEPARTMENT Public Works |

PROJECT DESCRIPTION/JUSTIFICATION

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 | -                |
| Total        | 10,000 | -                |

FUNDING

| Fund | Fund Name             | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|------|-----------------------|---------------|----------|----------|--------------------|
| 620  | Water Enterprise Fees | -             | -        | 10,000   | 10,000             |
|      | Total                 | -             | -        | 10,000   | 10,000             |

City of Santa Paula Capital Improvement Program - FY 2013-14

WATER

|  |                         |
|--|-------------------------|
| CIP NUMBER: 9307   | PROJECT TYPE Water      |
| PROJECT NAME: Main Reservoir 4.0 MG Tank Main Reservoir 200 Zone | DEPARTMENT Public Works |

PROJECT DESCRIPTION/JUSTIFICATION

The City' main reservoir is very old and in need of repair. The City has constructed a new 4.0 MG tank so that the main reservoir can be taken offline and rehabilitated or replaced. The first phase of the project involves the design of improvements and environmental planning that will take place in fiscal year 2013-2014.

| MILESTONE     | COST    | EXPENDED-TO-DATE |
|---------------|---------|------------------|
| Planning/EIR/ | 150,000 | -                |
| Design        |         |                  |
| Construction  | -       | -                |
| Total         | 150,000 | -                |

FUNDING

| Fund | Fund Name           | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|------|---------------------|---------------|----------|----------|--------------------|
| 620  | Water Bond Proceeds | \$ -          | -        | 150,000  | 150,000            |
|      | Total               | \$ -          | -        | 150,000  | 150,000            |

City of Santa Paula Capital Improvement Program - FY 2013-14

BUILDINGS & GROUNDS

|   |                              |
|---|------------------------------|
| CIP NUMBER: 9182  | PROJECT TYPE                 |
| PROJECT NAME: Harding Park Master Plan Phase II Design  | DEPARTMENT Building & Ground |
| PROJECT DESCRIPTION/JUSTIFICATION   |                              |
| Implementation of the Harding park Master Plan will benefit the community by expanding and better 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 2013-14. |                              |

| MILESTONE    | COST   | EXPENDED-TO-DATE |
|--------------|--------|------------------|
| Construction | 53,354 | -                |
| Total        | 53,354 | -                |

| FUNDING |                           |               |          |          |                    |
|---------|---------------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name                 | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
| 202     | Harding Park Improvements | -             | -        | 53,354   | 53,354             |
| Total   |                           | -             | -        | 53,354   | 53,354             |

|  |                               |
|--|-------------------------------|
| CIP NUMBER: 9281   | PROJECT TYPE                  |
| PROJECT NAME: Mill Park Restroom Project   | DEPARTMENT Building & Grounds |
| PROJECT DESCRIPTION/JUSTIFICATION  |                               |
| Replacement of the Mill Park restrooms will benefit the community by improving the faculties. This project will is scheduled for completion in FY 2013-14. |                               |

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Construction | 210,000 | -                |
| Total        | 210,000 | -                |

| FUNDING |                   |               |          |          |                    |
|---------|-------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name         | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
| 226     | Parkland Facility | -             | -        | 210,000  | 210,000            |
| Total   |                   | -             | -        | 210,000  | 210,000            |

City of Santa Paula Capital Improvement Program - FY 2013-14

BUILDINGS & GROUNDS

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

PROJECT DESCRIPTION/JUSTIFICATION

Phase II - Police Mainframe server. The existing AS400 server for all police systems and records is close to its "end of life" and energy efficient unit.

Phase III- Virtual desktops. Final phase would complete the Citywide IT upgrades by implementing the last energy and high performance computer desktop technology called "virtual desktops".

Virtual desktops will greatly reduce energy, repair, and staff time costs by using 80% less power, limited equipment to set up, no parts to fix and centralizing the management of the systems at the server not the desktop. This phase would replace 20-50 of the existing 110 desktops across the City with virtual desktops. These new systems would utilize the new server infrastructure already in place from the upgrades in Phase I.

| MILESTONE    | COST   | EXPENDED-TO-DATE |
|--------------|--------|------------------|
| Construction | 60,000 | -                |
| Total        | 60,000 | -                |

| FUNDING |                                   |               |          |          |                    |
|---------|-----------------------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name                         | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|         | 226 General Government Facilities | -             | -        | 60,000   | 60,000             |
|         | Total                             | -             | -        | 60,000   | 60,000             |

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

PROJECT DESCRIPTION/JUSTIFICATION

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

The completion is scheduled for FY 2013-14.

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Construction | 268,000 | -                |
| Total        | 268,000 | -                |

| FUNDING |                         |               |          |          |                    |
|---------|-------------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name               | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|         | 226 Parkland Facilities | -             | -        | 70,000   | 70,000             |
|         | 4XX Federal Grant       | -             | -        | 118,000  | 118,000            |
|         | Total                   | -             | -        | 188,000  | 188,000            |

City of Santa Paula Capital Improvement Program - FY 2013-14

BUILDINGS & GROUNDS

|  |                               |
|--|-------------------------------|
| CIP NUMBER: 9304   | PROJECT TYPE                  |
| PROJECT NAME: Station 81 & 82 Expansion  | DEPARTMENT Building & Grounds |
| <p><b>PROJECT DESCRIPTION/JUSTIFICATION</b><br/>                 The perimeter of Fire Station #81 is open and unprotected. Pedestrian and vehicles are able to move freely around the station grounds. Fire Station #81 Improvement Plan Project will consist of construction of new fencing/gate/access control, relocation and replacement of existing generator.<br/>                 The Fire Station #82 Expansion Project will consist of 459 sq. ft. addition and minor interior remodel to existing building. Fire Station #82 Expansion will be performed FY 2013-14 and the work for Station #81 will be performed in future years.</p> |                               |

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Construction | 206,113 | -                |
| Total        | 206,113 | -                |

| FUNDING |                          |               |          |          |                    |
|---------|--------------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name                | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
| 450     | CDBG                     | -             | -        | 131,113  | 131,113            |
| 222     | Fire Protection Facility | -             | -        | 75,000   | 75,000             |
| Total   |                          | -             | -        | 206,113  | 206,113            |

|   |                               |
|---|-------------------------------|
| CIP NUMBER: 9305  | PROJECT TYPE                  |
| PROJECT NAME: City Building Roofs   | DEPARTMENT Building & Grounds |
| <p><b>PROJECT DESCRIPTION/JUSTIFICATION</b><br/>                 Inspection, evaluate and repair all City roofs. This includes City Hall Complex, Community Center (all buildings), Community Development, Fire Stations, Mill Street (Public Works Department), Oil Museum, and the Police Department.</p> |                               |

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Construction | 100,000 | -                |
| Total        | 100,000 | -                |

| FUNDING |           |               |          |          |                    |
|---------|-----------|---------------|----------|----------|--------------------|
| Fund    | Fund Name | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
| XXX     | TBD       | -             | -        | -        | 100,000            |
| Total   |           | -             | -        | -        | 100,000            |

City of Santa Paula Capital Improvement Program - FY 2013-14

BUILDINGS & GROUNDS

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

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

| FUNDING |           |               |          |          |                    |
|---------|-----------|---------------|----------|----------|--------------------|
| Fund    | Fund Name | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
| XXX     | TBD       |               |          | -        | 90,000             |
|         | 450 CDBG  | -             | -        | 75,000   | 75,000             |
|         | Total     | -             | -        | 75,000   | 165,000            |

|   |                               |
|---|-------------------------------|
| CIP NUMBER: 9309  | PROJECT TYPE                  |
| PROJECT NAME: Police Dept. Front Counter Safety Enclosure Proj.   | DEPARTMENT Building & Grounds |
| PROJECT DESCRIPTION/JUSTIFICATION   |                               |
| The Police Department Front Counter Safety Enclosure Project will consist of ADA improvements and installation of bullet resistant polycarbonate level 2 safety enclosure to the front counter. |                               |

| MILESTONE    | COST   | EXPENDED-TO-DATE |
|--------------|--------|------------------|
| Construction | 26,000 | -                |
| Total        | 26,000 | -                |

| FUNDING |                              |               |          |          |                    |
|---------|------------------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name                    | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
|         | 221 Law Enforcement Facility | -             | -        | 26,000   |                    |
|         | Total                        | -             | -        | 26,000   | -                  |

City of Santa Paula Capital Improvement Program - FY 2013-14

BUILDINGS & GROUNDS

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

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Construction | 400,000 | -                |
| Total        | 400,000 | -                |

| FUNDING |           |               |          |          |                    |
|---------|-----------|---------------|----------|----------|--------------------|
| Fund    | Fund Name | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
| XXX     | TBD       | -             | -        | -        | 400,000            |
| Total   |           | -             | -        | -        | 400,000            |

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

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Construction | 100,000 | -                |
| Total        | 100,000 | -                |

| FUNDING |                                   |               |          |          |                    |
|---------|-----------------------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name                         | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
| XXX     | TBD                               | -             | -        | -        | 50,000             |
|         | 225 General Government Facilities | -             | -        | 50,000   | 50,000             |
| Total   |                                   | -             | -        | 50,000   | 100,000            |

City of Santa Paula Capital Improvement Program - FY 2013-14

BUILDINGS & GROUNDS

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

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

| FUNDING |                           |               |          |          |                    |
|---------|---------------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name                 | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
| 226     | Public Meeting Facilities | -             | -        | 30,000   | 30,000             |
| Total   |                           | -             | -        | 30,000   | 30,000             |

|   |                               |
|---|-------------------------------|
| CIP NUMBER: 9314  | PROJECT TYPE                  |
| PROJECT NAME: Corporation Yard Improvements Project   | DEPARTMENT Building & Grounds |
| PROJECT DESCRIPTION/JUSTIFICATION   |                               |
| The upgrades to the mobile offices at the Corporation Yard and improvements to the streets and the mechanics bay. |                               |

| MILESTONE    | COST    | EXPENDED-TO-DATE |
|--------------|---------|------------------|
| Construction | 200,000 | -                |
| Total        | 200,000 | -                |

| FUNDING |           |               |          |          |                    |
|---------|-----------|---------------|----------|----------|--------------------|
| Fund    | Fund Name | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
| XXX     | TBD       | -             | -        | -        | 200,000            |
| Total   |           | -             | -        | -        | 200,000            |

City of Santa Paula Capital Improvement Program - FY 2013-14

BUILDINGS & GROUNDS

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

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

| FUNDING |                           |               |          |          |                    |
|---------|---------------------------|---------------|----------|----------|--------------------|
| Fund    | Fund Name                 | Prior Expense | FY 12-13 | FY 13-14 | Project Total Cost |
| 223     | Public Meeting Facilities | -             | -        | 30,000   | 30,000             |
|         | Total                     | -             | -        | 30,000   | 30,000             |

# 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.

# GLOSSARY OF BUDGET TERMS

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**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

# GLOSSARY OF BUDGET TERMS

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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.

# GLOSSARY OF BUDGET TERMS

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**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.