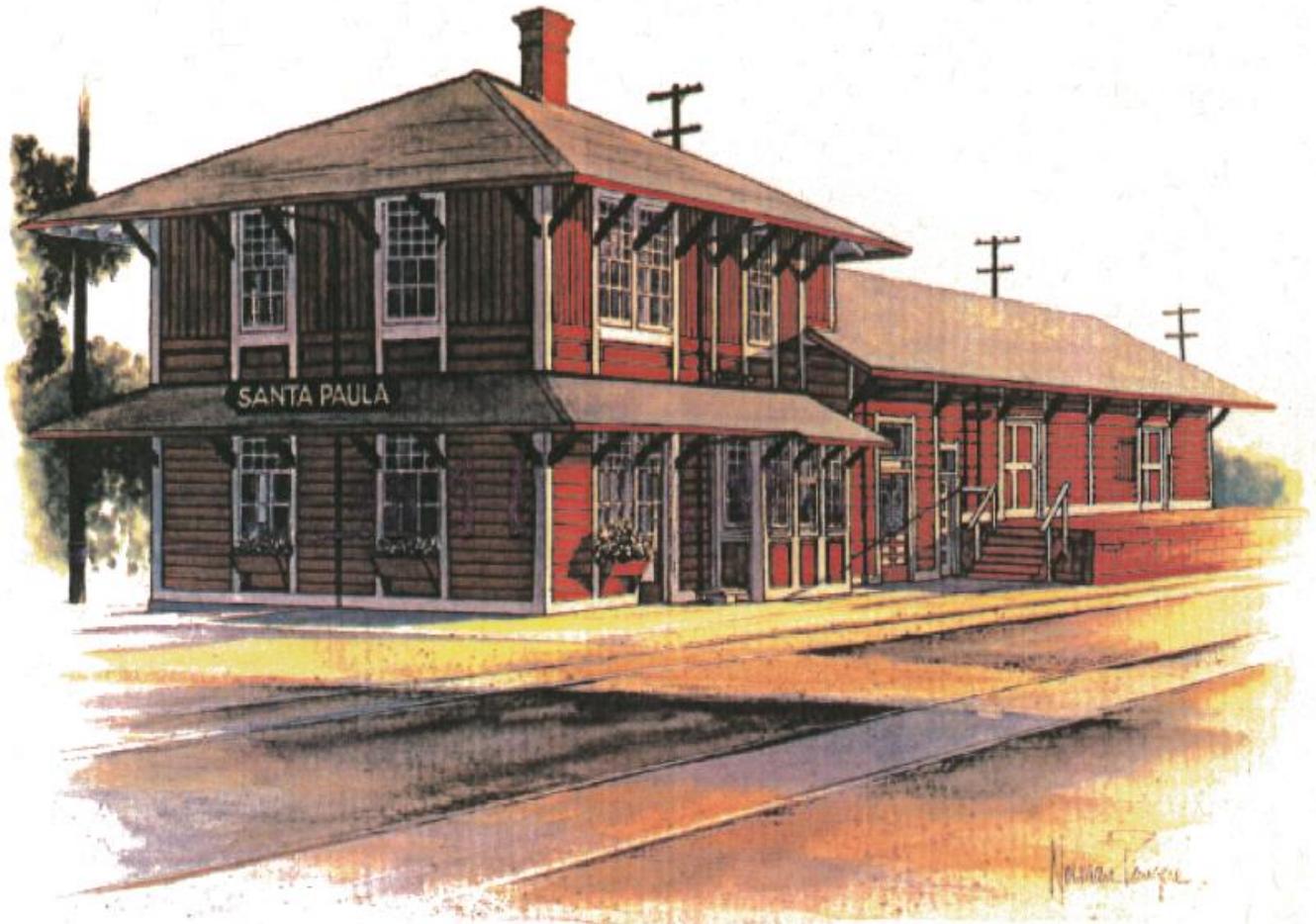


**CITY OF SANTA PAULA  
ADOPTED BUDGET  
FOR  
FISCAL YEAR 2014-15**



# **CITY OF SANTA PAULA ADOPTED BUDGET FOR FISCAL YEAR 2014-15**

## **CITY COUNCIL**

Mayor Richard "Rick" Cook

Vice Mayor Jim Tovias

Councilmember Ralph Fernandez

Councilmember Robert S. Gonzales

Councilmember Martin F. Hernandez

## **CITY MANAGER**

Jaime M. Fontes

## **ASSISTANT CITY ATTORNEY**

John C. Cotti

## **CITY CLERK**

Judy Rice

## **CITY TREASURER**

Sandra K. Easley

## **DEPARTMENT HEADS**

Interim Public Works Director Brian Yanez

Police Chief Steven M. McLean

Planning Director Janna Minsk

Finance Director Sandra K. Easley

Fire Chief Richard Araiza

Interim Community Services Director Ed Mount

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***For the Regular City Council Meeting of June 2, 2014***

**MEMORANDUM**

To: Honorable Mayor and Members of the City Council  
From: Jaime Fontes, City Manager  
Subject: Fiscal Year 2014-15 Proposed Budget  
Date: May 28, 2014

---

**Recommendation:** It is recommended that the City Council (1) Receive the 2014/2015 capital and operating budgets for review (2) conduct a public budget workshop to accept public input and comment; and (3) schedule June 16, 2014 for consideration of the final budget .

---

**General Discussion:** Transmitted for your consideration are the proposed operating and capital budgets for fiscal year 2014-15. 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 February 18, 2014 staff presented the Council with the Fiscal Year 2013-14 Mid-Year Budget Report. Based upon the revenues through the first half of the year and best estimates for the remainder of the year, it was anticipated that total year end revenues for the General Fund would be approximately \$13,433,049. This was \$596,224 above original budget estimates, mostly due to increases in Property related taxes and other taxes which offset other under-performing resources. Year-end operating expenses were anticipated at \$12,148,446. This is \$1,818 or 100% of the original budgeted estimates. Salary expenses were anticipated to be over budget by approximately \$300,000 mostly due to overtime related to staff shortages.

Since the mid-year update, a significant item has arisen that has changed the expected for the ending balance in 2013-14.

- Our recent gas tax audit was an overview of five years from 2007 to 2012 and resulted in a correction that is now required for an over expenditure reflected in the gas tax financial statement of fund balance made back in 2009. In that year, expenses that we now know were ineligible were financed with gas tax funding. This resulted in a requirement that the General Fund reimburse the Gas Tax fund \$374,566. The adjustment was dealt with in Fiscal Year 2009/10 by allowing the Gas Tax to accumulate funding for continued street work.

Staff is presenting to the City Council a proposed General Fund Budget that reflects an increase to the current cost of services from \$12.2 million in 2013-14 to \$12.59 million in 2014-15. A significant portion of the increase reflects the cost increases in salary and benefits. The expenditures do not include the General Fund matching of the \$250,000

Limoneira Grant as the spending plan has not been finalized. Nor does it include an amount set aside for current labor negotiations.

The proposed fiscal year 2014-15 citywide Budget for all funds includes expenditures of \$34,565,177 and revenues of \$35,406,258. 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. This is the first time since the recession that the budget is not using major one-time resources. Excess revenues in special funds are reserved as required by the special funds for future specific use.

The proposed 2014-15 fiscal year General Fund Operating Budget is a balanced budget with expenditures of \$12,596,327 being financed with total resources of \$13,069,829. This provides for an estimated General Fund Reserve of \$1.8 million or 14.3% of operating expenses. A standard benchmark is 10%.

This year includes increases in property related taxes of approximately \$430,000 and sales taxes of \$92,506. 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

	2011-12	2012-13	Estimated 2013-14	Proposed 2013-14
Sales Tax	1,581,390	1,628,819	1,723,799	1,816,305
Property Taxes	5,677,056	6,129,022	6,599,577	7,029,567
Franchise Fee Tax	661,793	630,551	771,250	849,212
Other Taxes	249,180	272,929	293,664	281,000
Totals	8,169,419	8,661,321	9,388,290	9,976,084

Fees, Fines & Permits were up for all departments in 2013-14 except Building and Safety. Building Activity is expected to increase slightly in the upcoming year. Charges for Services were down in almost every department during 2013-14. Public Works showed a large increase in Charges for Services due to new fees and billing for construction services. Filming related revenues were up during the current fiscal year as there were 16 film shoots. All other revenues are expected to remain relatively unchanged. Transfers from other funds are expected to remain at the same levels as 2013-14. There were one-time moneys received by the General Fund during 2013-14 for the sale of the old Wastewater Treatment Plant Site with \$700,000 being transferred to the General Fund reserve.

In short, the General Fund resource levels are approximately \$500,000 above 2013-14 levels taking into account the above mentioned one-time moneys for the sale of the Plant (\$1.5 million).

Total General Fund Salaries and Benefits proposed for 2014-15 include \$9,360,396 with \$2,919,057 in all other city funds. The General Fund increase in staffing costs is anticipated

to be \$394,940. In all other funds staffing costs were increased from \$2,786,200 to \$2,919,057 or 4.8%.

The proposed Budget provides for 5 additional changes in positions and 1 reclassification.

1) Non-General Fund Positions:

- a) Regulatory Compliance Specialist to insure compliance with State Regulatory reporting. This will be funded with various funding sources. This position is essential to the City's Federal, State and Local compliance requirements and will insure that we do not run afoul of these regulations and risk fines and penalties.
- b) Part time Building Inspector to assist with Code Enforcement. This will be funded with CDBG grant funds.
- c) Capital Projects Engineer to assist with citywide and public engineering services. This position will be funded with project funds and/or permit and developer fees and is in major part revenue neutral.

2) General Fund Positions

- a) Revenue neutral Accounting Technician – Citywide Accounts Receivable Collection.
- b) Part Time Secretary for the Planning Department – Currently the City has a part time secretary through a temporary agency and will show a savings with adding this as a City position.

3) Reclassify Wastewater Leadworker to Street Maintenance Leadworker to better reflect the duties performed by this individual.

**Use of One-Time Funds:** The City will be continuing an assessment of needs study to inventory needs that 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 stabilizing and maintaining the current reserve levels.
- 3) Facilitate increased revenue production
- 4) Maintain critical equipment

Based on last year's evaluation, it is recommended that the following allocations be continued into the Fiscal Year 14/15 Budget as follows;

- \$45,000 to fund a new City wide fee study to validate and insure continuation of accurate and fair fees for city services.
- \$87,000 to replace two police patrol cars
- \$400,800 General Plan update
- \$100,000 Update Financial Management System

The 2014-15 proposed Budget is balanced, therefore additional new items will require reallocations to existing programing.

Anticipating New Growth: Much is anticipated from the East Area development. For the next three years, the fiscal analysis updated and presented to the Council in March illustrates the East Area development funds city services to the area. However, the projected surpluses are not enough to fund the General fund obligation to expanded fire and park services benefiting

the remainder of the city. During this next year a fire staffing plan and parks development plan will need to be put into place which will balance future expansion with revenues through 2020. Surplus revenues from the area can be used city wide. The amount available will depend on the ability to keep the new fire station and park expansion projects cost effective and the actual build out of the development. Based on the most updated estimates some property taxes will be forthcoming in 2014-15 with only minor other revenues. No significant city services other than those to support the development itself are anticipated. Increases in fire and police services are anticipated in 2016-17 when portions of both the residential and commercial phases are completed. Full city services are not anticipated until 2017-18 when both fire facilities and park facilities are completed.

A critical period from 2017-18 through 2019- 2020 will exist when new revenues from the East Area will most likely not provide the city with sufficient resources to fund expanded park and fire facilities benefiting citywide residents. Based upon current city practices the shortfall during this period could be as much as \$2,000,000. Therefore it is critical that plans for alternative services levels, as discussed in March, and plans for saving surpluses over the next three years be in place by the end of this fiscal year.

In the short term, the project is greatly dependent on the continued economy growth of the region and the willingness of investors to relocate into the area. The estimates are the best available at this time, and may be subject to minor or significant variance as time goes by. City management will seek to update the Council again during its mid-year reporting

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

A summary of major revenues and significant expenditures are reported in the Five-Year Sustainability Plan. These are reported as increases or decreases from the base figure in the budget. The 2014-15 expenditure plan is balanced with a combination of on-going revenues and one-time resources carried over from the sale of the plant. Maintaining a balanced budget over the next five year period has a number of critical challenges.

- 1) The City was able to lower the cost of the increase in insurance premiums for the first three years but will need to allocate additional funds for the remaining seven years due to the retrospective deposit amount of \$2,262,061.
- 2) In 2015-16 and 2016-17, additional increases in PERS annual contributions will require significant increases in revenues to meet the changes in state policy. Some estimates are that PERS rates will increase by 50% over the next five years.
- 3) Citywide General Fund resources of \$750,000 over the next three years will need to be available to match the Limoneira Police grant.
- 4) Fire Station and park staffing plans need to reduce projected operational costs to provide enhanced services in the East Area in 2016-17 and through 2020 or until new resources are generated.
- 5) Any new staffing or salary and benefit increases need to be supported with on-going revenues.

The 2014-15 the budget is cash balanced and on-going expenses are balanced with on-going resources, notwithstanding the future challenges noted above. . At this time there is

an assumption that Federal funds will continue to be available for the SAFER positions. There is a potential shortfall of onetime funds available to support the General Plan update. This will depend on the progress of the project.

Due to lack of resources only three items will be continued from the 2013/14 budget that had been identified from the needs assessment process, including the upgrade of the City's financial system, the fee study to insure recovery of costs associated with City services; 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, a new utility rate study is underway to reevaluate the current rate structure. This new rate study will take into account the deferred maintenance projects and increased commitments for capital improvements. As the systems age there are substantial repairs and replacement projects that have to be undertaken.

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

The Capital Improvement Projects funded for 2014-15 are summarized in the following attachment. The summary review provides a brief overview of appropriations needed for this fiscal year. In total there are 12 street projects, 8 sewer projects, 18 water projects and 13 buildings and grounds projects totaling \$29,441,868. 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 - 2

<b>Capital Improvement Plan Summary</b>	
Street Projects	9,522,622
Sewer Projects	5,985,534
Water Projects	11,400,576
Building & Grounds Projects	2,533,136
<b>Total</b>	<b>29,441,868</b>

### **Gann Appropriations Limit**

Originally established by Proposition 4 in 1979, the "Gann Limit" sets a maximum limit on the amount state and local agencies can spend. The limit grows annually based on a population and cost-of-living adjustment factors. The State Department of Finance provides critical data

related to this calculation, usually in May of each year. Based upon a growth factor of 1.65% and a cost-of-living adjustment factor of .9977%, the 2014-15 limit is increased from \$17,849,059 to \$18,027,550. This is a 1% 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 Alarcon, Accountant, and Dr. Thomas Gardner, City Consultant. I would also like to thank the entire executive team for their assistance in helping us to reach our fiscal goals of a balanced budget. Thank you all for a job well done.

**RESOLUTION NO. 6889**

**A RESOLUTION ADOPTING THE 2014-2015 FINAL OPERATING BUDGET FOR THE CITY OF SANTA PAULA AND ADOPTING THE 2014-2015 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 2014-15;
- 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 2, 2014;
- 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 May 27, 2014 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 2014-2015 at \$18,871,006.

**SECTION 4: BUDGET APPROPRIATIONS.** Based upon the Budget, the total General Fund operating budget is \$12,825,830. The City Manager, or designee, is authorized to implement the following appropriations for City Departments:

Fund	Department	Appropriation
100	Administration	\$ 2,116,971
100	Building & Safety	\$ 272,264
100	Community Services	\$ 912,835
100	Finance	\$ 540,151
100	Fire	\$ 2,573,770
100	Planning	\$ 599,695
100	Police	\$ 5,230,149
100	Public Works	\$ 288,795
100	Non-Department Expense	\$ 291,200
Total		\$ 12,825,830

:

**SECTION 5: MISCELLANEOUS APPROPRIATIONS.** The City Manager, or designee, is authorized to implement the following miscellaneous appropriations totaling: \$21,765,547.

Department	Appropriation
Administration	\$ 214,890
Building & Safety	\$ 190,660
Community Services	\$ 277,282
Finance	\$ 388,711
Fire	\$ 220,965
Planning	\$ -
Police	\$ 80,632
Public Works	\$ 20,392,407
Total	\$ 21,765,547

**SECTION 6: CIP APPROPRIATIONS.** Based upon the CIP, a total of \$20,048,332 is appropriated for capital improvement projects for Fiscal Year 2014-15. The City Manager, or designee, is authorized to implement the CIP with the following funds and amounts

Fund	Project	Appropriation
100	General Fund (Bond Proceeds)	\$ 1,185,612
202	Harding Park Trust	\$ 53,354
205	NPDES Storm Water Quality	\$ 14,000
206	Storm Water Program	\$ 30,000
218-229	Development Impact Fees	\$ 2,434,507
XXX	Building & Grounds projects TBD	\$ 790,000
281	Local Transportation TDA	\$ 302,431
4XX	Federal Grant	\$ 118,000
406	Congestion Management Air Quality	\$ 1,100,000
409	TEA Trans Enhancement Act	\$ 592,561
450	HUD-CDBG	\$ 147,687
610	Sewer	\$ 3,127,304
XXX	Sewer Projects TBD	\$ 1,660,836
620	Water	\$ 8,492,040
Total		\$ 20,048,332

**SECTION 7: OVERHEAD.** The City Manager, or designee, is authorized to use the Cost Allocation Model prepared by Revenue & Cost Specialists, LLC using a 14% overhead rate.

**SECTION 8: REAPPROPRIATION.** The City Manager, or designee, is authorized to reappropriate any unused appropriations for capital projects, special projects, and grant programs at the close of Fiscal Year 2013-2014 for the Budget and CIP.

**SECTION 9: FUND OPERATING RESERVES.** The City Manager, or designee, may appropriate any remaining revenues at the close of Fiscal Year 2013-2014 into the applicable fund operating reserve on June 30, 2014.

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

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

restricted so long as funding is available in the appropriation unit as a whole.

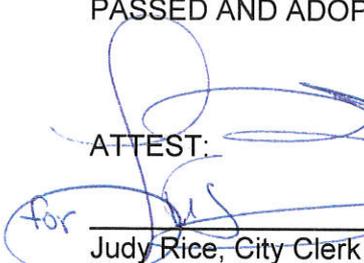
**SECTION 11: CONTRACTING AUTHORITY.**

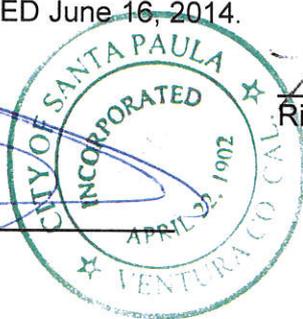
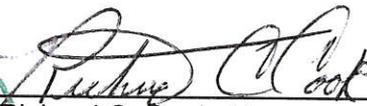
- A. The City Manager, or designee, is authorized to bid and award contracts for the equipment, supplies, and services approved in the Budget.
- B. In accordance with the Santa Paula Municipal Code ("SPMC"), the City Manager is authorized to execute all contracts awarded for equipment, supplies, and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

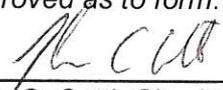
**SECTION 12:** The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City's original resolutions; and make a minute of the adoption of the Resolution in the City Council's records and the minutes of this meeting.

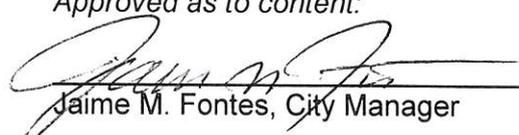
**SECTION 13:** This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED June 16, 2014.

ATTEST:  Judy Rice, City Clerk

  Richard C. Cook, Mayor

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

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

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

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

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

Santa Paula covers an area of 4.6 square miles and has a population of 29,979, as of January 1, 2014, based on estimates from the State of California. The square miles will change slightly with the recent annexation of property to the East of Santa Paula. The City of Santa Paula delivers municipal services through six departments: Administration (City Council, City Clerk, City Attorney, City Manager, Personnel, Risk Management, Information Technology, Mobile Home Rent Review and California Oil Museum), Community Services (Community Center, Recreation, Senior Services, Cable Television, Buildings & Grounds Maintenance), Finance (City Treasurer, Utility Billing and Payments, Accounting and Payroll), Fire (Fire Emergency Services, Building-Code Enforcement), Police, Public Works (Streets, Water, Wastewater and Engineering), Wastewater treatment plant operations and solid waste services are provided under contract. Library services in Santa Paula are provided by the Blanchard/Santa Paula Library District and public transit services are provided by the Ventura County Transportation Commission.

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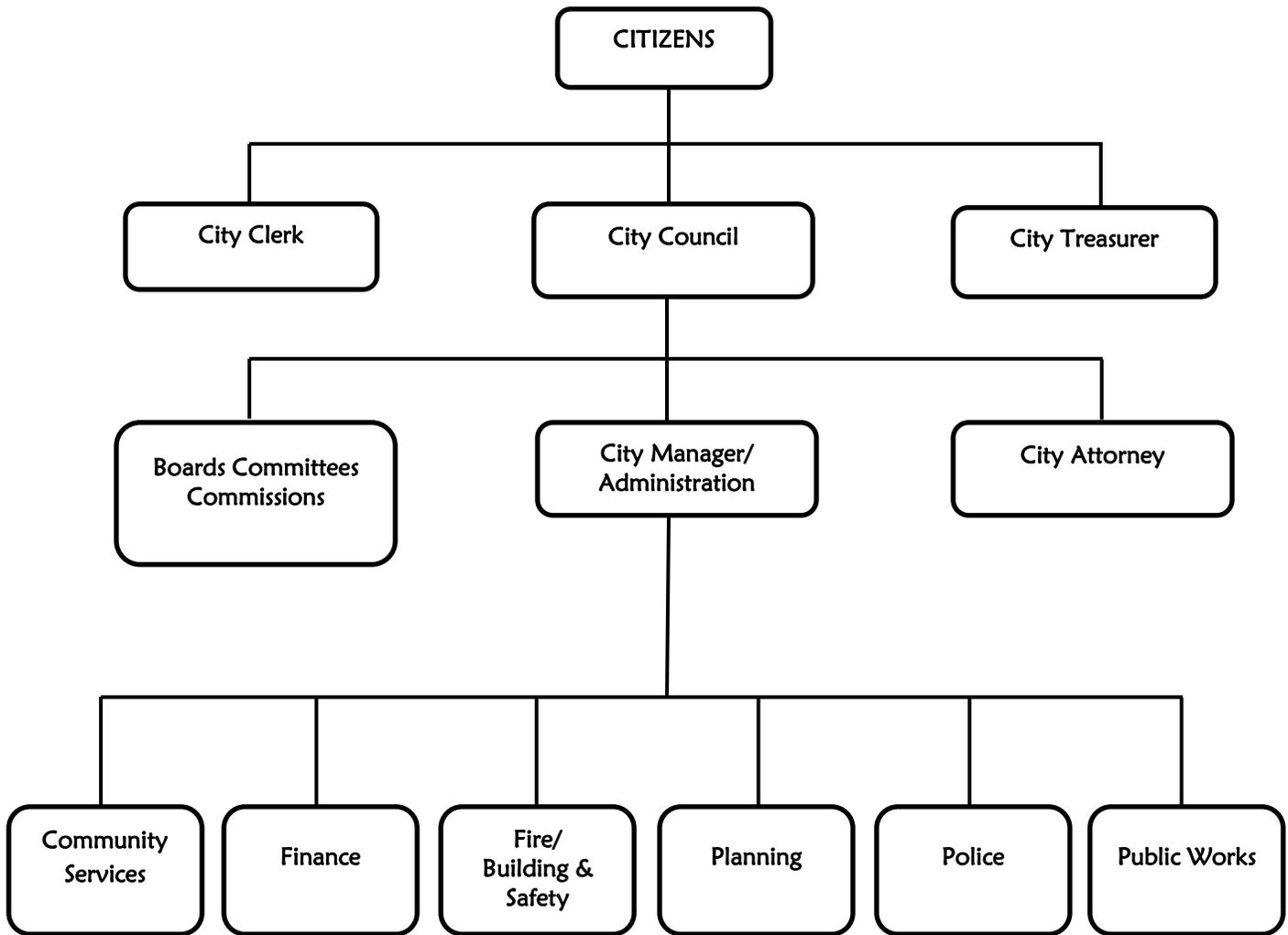
**MISCELLANEOUS STATISTICS**

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Date of Incorporation	April 22, 1902
Population	29,979
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 **2014**

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May 2014

Dear Fiscal Officer:

**Subject: Price and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2014, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2014-15. 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 2014-15 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, 2014.**

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

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

MICHAEL COHEN  
Director  
By:

KEELY M. BOSLER  
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2014-15 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2014-15	-0.23

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2014-15 appropriation limit.

**2014-15:**

Per Capita Cost of Living Change = -0.23 percent  
 Population Change = 0.95 percent

Per Capita Cost of Living converted to a ratio:  $\frac{-0.23 + 100}{100} = 0.9977$

Population converted to a ratio:  $\frac{0.95 + 100}{100} = 1.0095$

Calculation of factor for FY 2014-15:  $0.9977 \times 1.0095 = 1.0072$

City of Santa Paula Calculations:  
 $.9977 \times 1.0156 = 1.0133$   
 Population = 30,448  
 Growth = 1.56%  
 Per Capita COL = .9977  
 $.9977 \times 1.0156 = 1.0156$   
 $\$18,581,140 \times 1.0156 = \$18,871,006$

**Attachment B  
Annual Percent Change in Population Minus Exclusions\*  
January 1, 2013 to January 1, 2014 and Total Population, January 1, 2014**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2013-2014	1-1-13	1-1-14	1-1-2014
Ventura				
Camarillo	0.40	66,485	66,752	66,752
Fillmore	0.99	15,188	15,339	15,339
Moorpark	0.68	34,934	35,172	35,172
Ojai	0.53	7,554	7,594	7,594
Oxnard	1.30	201,029	203,645	203,645
Port Hueneme	1.35	19,692	19,957	22,399
San Buenaventura	0.53	108,327	108,903	108,961
<b>Santa Paula</b>	<b>1.56</b>	<b>29,979</b>	<b>30,448</b>	<b>30,448</b>
Simi Valley	0.51	125,667	126,305	126,305
Thousand Oaks	0.61	128,252	129,039	129,039
Unincorporated	0.51	94,262	94,742	97,313
County Total	0.79	831,369	837,896	842,967

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

**ESTIMATED FUND BALANCES**

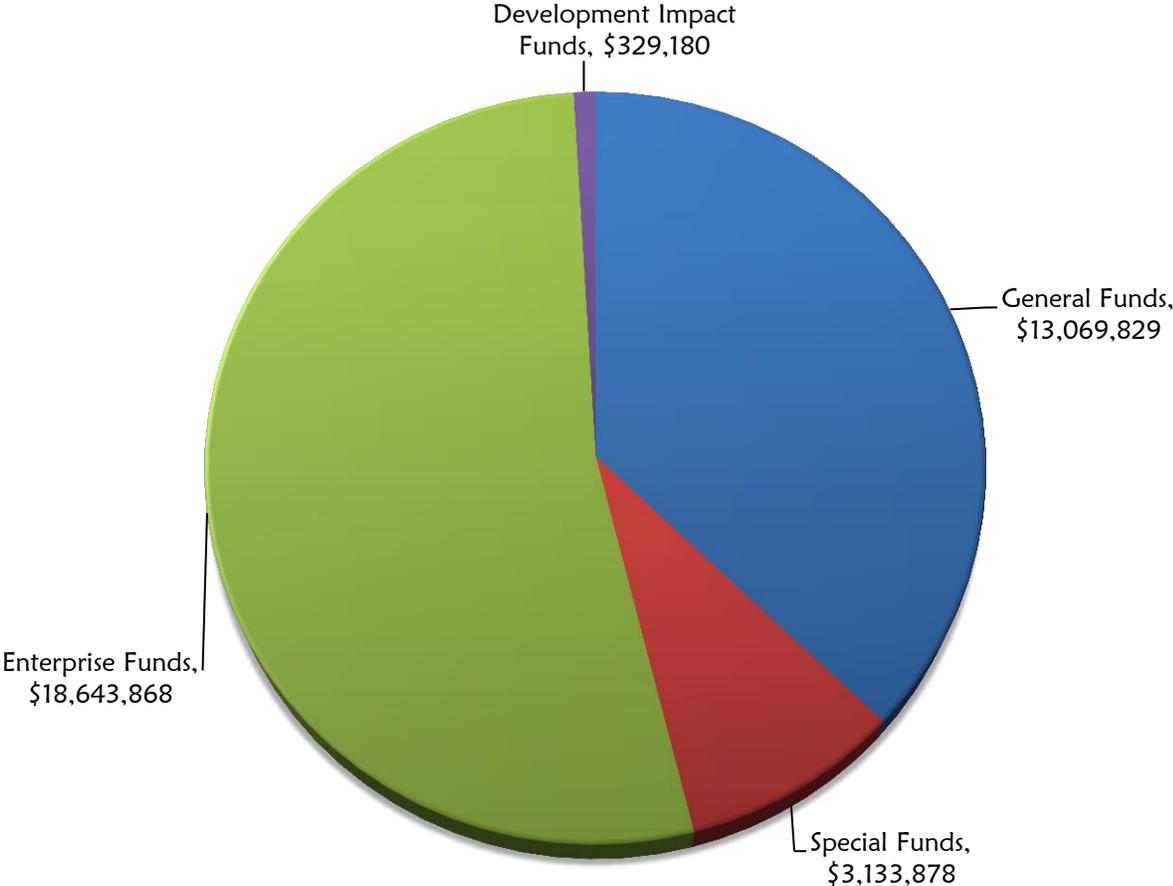
	FY 2012/13	FY 2012/13	Revenue	Expenditure	FY 13/14	Revenue	Expenditures	Increase/	FY 14/15
	ENDING BAL.	Reserves & Bond Proceeds	F/Y 13/14	F/Y 13/14	Projected	F/Y 14/15	F/Y 14/15	(Decrease)	Projected
			Est Yr End	Est Yr End	Balance	Proposed	Proposed		
<b>100/101 GENERAL FUND</b>	5,035,940	(5,009,194)	13,363,446	(12,748,844)	641,348	13,069,829	(12,825,830)	243,999	885,348 *
<b>SPECIAL FUNDS</b>									
600 Refuse Reserve Fund	5,433	-	-	(2,615)	2,818	-	-	-	2,818
102 General Fund FEMA Program	8	-	-	-	8	-	-	-	8
103 Cable Television	63,099	-	32,674	(14,724)	81,049	32,000	(23,442)	8,558	89,607
112 General Fund HUD I	69,648	-	168	-	69,816	175	-	175	69,991
115 General Recreation Program	162,382	-	93,545	(88,789)	167,137	102,400	(95,000)	7,400	174,537
200 Parks & Recreation Facility	126,376	-	306	(3,360)	123,322	150	-	150	123,472
201 Mobile Home Rent Review	(178,103)	-	10,878	(4,798)	(172,022)	11,000	(5,000)	6,000	(166,022)
202 Harding Park Trust Fund	(1,231)	-	1,231	-	0	-	-	-	0
203 Asset Forfeiture	7,106	-	1,964	(2,316)	6,754	1,030	(2,300)	(1,270)	5,484
204 CA Oil Museum	(8,200)	-	201,225	(197,778)	(4,753)	209,656	(209,656)	-	(4,753)
205 NPDES Stormwater Quality	58,219	-	41,465	(61,605)	38,079	39,250	(82,121)	(42,871)	(4,792)
206 Stormwater Program	107,656	-	139,795	(43,929)	203,522	61,100	(100,921)	(39,821)	163,700
280 State Gas Tax	1,207,885	-	1,746,372	(663,787)	2,290,470	955,786	(899,086)	56,700	2,347,170
281 Local Transportation TDA	546,634	-	478,424	(372,772)	652,286	605,533	(347,266)	258,267	910,553
282 Local Trans Funds Article 3	1,447	-	2	-	1,449	-	-	-	1,449
305 Beverage Container Recycling	22,586	-	27	(8,982)	13,631	14,045	(14,000)	45	13,676
311 SLESF - COPS (AB1913)	116,061	-	100,136	(76,194)	140,003	100,150	(73,327)	26,823	166,825
312 CA Used Oil Block Grant	18,496	-	8,665	(3,205)	23,957	9,065	(9,065)	-	23,957
313 St. Homeland Security Grant	-	-	-	(25,806)	(25,806)	-	-	-	(25,806)
319 Misc State Grants	-	-	-	-	-	-	-	-	0
320 Calhome Grant-Dept of HCD	8,312	-	-	-	8,312	-	-	-	8,312
401 Federal STP	-	-	-	-	-	-	-	-	0
403 BJA Vest Grant	(28,386)	-	-	(1,879)	(30,265)	5,000	(5,000)	-	(30,265)
405 AAA (Area Agcy on Aging)	11,923	-	20,388	(23,374)	8,937	34,000	(34,000)	-	8,937
406 (CMAQ) Cong Mgmt/Air Quality	-	-	-	-	-	-	-	-	0
407 Fire Grants (Federal)	(337,705)	-	727,337	(389,631)	0	220,965	(220,965)	(0)	(0)
408 JAG (Justice Assistance)	-	-	22,014	(9,084)	12,930	-	-	-	12,930
409 TEA Trans Enhancement Act	(261)	-	4,787	-	4,526	-	-	-	4,526
450 HUD-CDBG	(20,413)	-	125,115	(61,968)	42,734	319,600	(210,644)	108,956	151,690
500 Hillsborough Open Space	(318)	-	8,122	(5,717)	2,087	10,306	(9,440)	866	2,953
501 Corp Yard Facilities Fund	(1,993)	-	130	(130)	(1,993)	350	(350)	-	(1,993)
503 Geologic Hazard Abate Dist	160,863	-	105,314	(60,227)	205,950	106,310	(213,330)	(107,020)	98,930
702 Equipment Maintenance	(7,403)	-	334,319	(315,362)	11,554	296,007	(440,636)	(144,629)	(133,075)
<b>Total Special Funds</b>	<b>2,110,121</b>	<b>-</b>	<b>4,204,400</b>	<b>(2,438,030)</b>	<b>3,876,491</b>	<b>3,133,878</b>	<b>(2,995,550)</b>	<b>138,328</b>	<b>4,014,818</b>
<b>ENTERPRISE FUNDS</b>									
610 Sewer	16,261,842	(3,808,159)	9,299,820	(10,692,000)	11,061,503	10,692,000	(10,772,766)	(80,766)	10,980,738
620 Water	16,557,777	(19,154,628)	6,919,447	(7,849,868)	(3,527,271)	7,849,868	(7,915,031)	(65,163)	(3,592,435)
621 Water In-Lieu	530,852	-	101,016	(102,000)	529,868	102,000	-	102,000	631,868
<b>Total Enterprise Funds</b>	<b>33,350,471</b>	<b>(22,962,787)</b>	<b>16,320,284</b>	<b>(18,643,868)</b>	<b>8,064,100</b>	<b>18,643,868</b>	<b>(18,687,797)</b>	<b>(43,929)</b>	<b>8,020,172</b>
<b>Total All City Funds</b>	<b>40,496,532</b>	<b>(27,971,981)</b>	<b>33,888,130</b>	<b>(33,830,742)</b>	<b>12,581,939</b>	<b>34,847,575</b>	<b>(34,509,177)</b>	<b>338,398</b>	<b>12,920,337.76</b>
	<b>FY 2010/11</b>		<b>Revenue</b>	<b>Expenditure</b>	<b>FY 13/14</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Increase/</b>	<b>FY 14/15</b>
	<b>ENDING BAL.</b>		<b>F/Y 13/14</b>	<b>F/Y 13/14</b>	<b>Projected</b>	<b>F/Y 14/15</b>	<b>F/Y 14/15</b>	<b>(Decrease)</b>	<b>Projected</b>
			<b>Est Yr End</b>	<b>Est Yr End</b>	<b>Balance</b>	<b>Proposed</b>	<b>Proposed</b>		<b>Balance</b>
<b>DEVELOPMENT IMPACT FUNDS</b>									
218 Water Distribution Facilities	743,468	-	6,485	-	749,953	57,000	-	57,000	806,953
219 Inclusionary Housing Ordinance	31,757	-	59	-	31,816	100	(10,000)	(9,900)	21,916
220 Library Expansion Facilities	297,287	-	16,225	(93,419)	220,093	13,850	(10,000)	3,850	223,943
221 Law Enforcement Facilities	49,745	-	6,410	-	56,155	9,150	(45,000)	(35,850)	20,305
222 Fire Protection Facilities	54,250	-	5,178	-	59,428	7,150	-	7,150	66,578
223 Public Meeting Facilities	300,944	-	13,769	-	314,713	10,800	-	10,800	325,513
224 Air Quality Impact Fee	3,799	-	9	-	3,808	100	-	100	3,908
225 General Government Facilities	206,713	-	13,946	-	220,659	25,550	-	25,550	246,209
226 Parkland Facilities	1,098,073	-	-	-	1,098,073	103,100	-	103,100	1,201,173
227 Sewer Collection Facilities	122,918	-	1,070	-	123,988	11,300	-	11,300	135,288
228 Storm Drain Facilities	121,739	-	1,359	-	123,098	30,280	-	30,280	153,378
229 Traffic Impact Fee	393,925	-	49,681	-	443,606	60,800	-	60,800	504,406
<b>Total Development Impact Funds</b>	<b>3,424,618</b>	<b>-</b>	<b>114,191</b>	<b>(93,419)</b>	<b>3,445,390</b>	<b>329,180</b>	<b>(65,000)</b>	<b>264,180</b>	<b>3,709,570</b>
<b>TOTAL CITY, and DIF</b>	<b>43,921,150</b>	<b>(27,971,981)</b>	<b>34,002,321</b>	<b>(33,924,161)</b>	<b>16,027,330</b>	<b>35,176,755</b>	<b>(34,574,177)</b>	<b>602,578</b>	<b>16,629,908</b>

**NOTE-DOES INCLUDE CIP EXPENDITURES.**

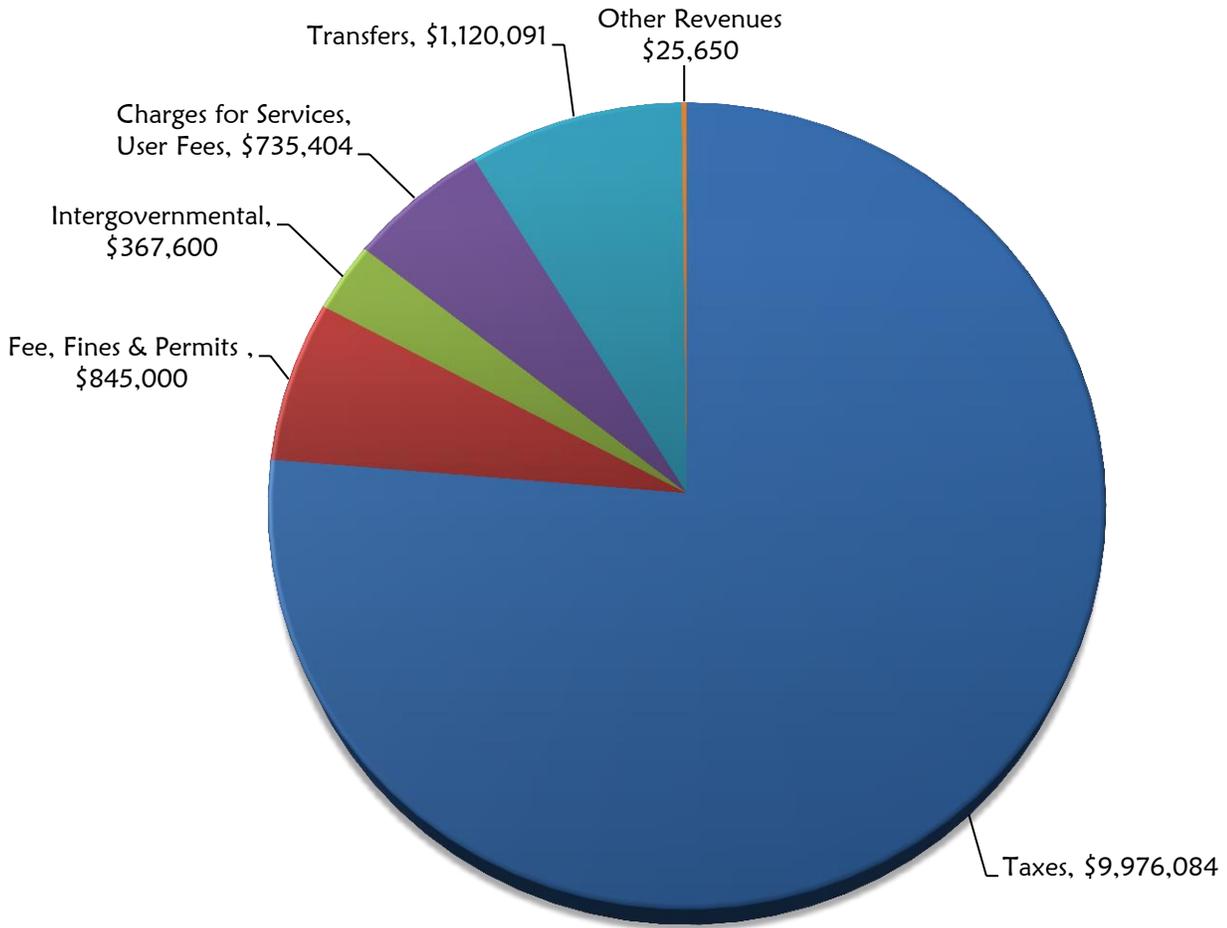
\*Reserved \$408,381

<b>General Fund - Five - Year Sustainability Plan</b>					
	Proposed Budget	Projected			
ONGOING REVENUES	F/Y 14-15	F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
Property Tax Increases	1,490,767	1,532,508	1,580,016	1,628,997	1,679,496
Sales Taxes Increases	196,305	201,802	207,452	213,261	219,232
Franchises Fees	184,212	189,370	195,240	201,293	207,533
Fees, Fine & On-going Permits	(75,650)	(60,650)	(45,650)	(25,650)	(5,650)
Intergovernmental Grants	498,750	523,688	549,872	577,365	606,234
Investments & Rents	48,000	48,000	48,000	48,000	48,000
Charges for Services	(71,440)	(56,440)	(41,440)	(21,440)	(1,440)
Benefit from East Area Dev.	34,508	716,644	743,991	1,123,579	1,303,238
<b>TOTAL ONGOING REVENUES</b>	<b>2,305,452</b>	<b>3,094,921</b>	<b>3,237,482</b>	<b>3,745,405</b>	<b>4,056,642</b>
ONGOING EXPENSES	F/Y 14-15	F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
Employee Sal. & Ben. Cost Increase	394,940	582,015	706,000	756,132	809,824
PERS Rate Increase	387,768	576,134	764,501	952,867	1,141,233
Staffing SAFER-Grant	498,750	523,688	549,872	577,365	606,234
JPIA Increased Expenses	0	0	153,822	153,822	153,822
GF Contr. to Limoniera Police Grant	250,000	250,000	250,000	0	0
GF New Fire Station Staff Positions	0	0	129,800	129,800	129,800
GF Support of New East Area Park	0	0	66,500	66,500	66,500
<b>TOTAL ONGOING EXPENSES</b>	<b>1,531,458</b>	<b>1,931,837</b>	<b>2,620,494</b>	<b>2,636,486</b>	<b>2,907,413</b>
Ongoing Rev/Exp. Surplus/(Deficit)	773,994	1,163,085	616,987	1,108,918	1,149,229
	Pro. Budget	Projected			
ONE-TIME REVENUES	F/Y 14-15	F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
Dev. Process Permits & Fees *	265,000	490,000	0	0	0
General Plan Fee	245,200	75,000	0	0	0
Limoneira Grant for Police Officers	250,000	250,000	250,000	0	0
<b>TOTAL ONE-TIME REVENUES</b>	<b>760,200</b>	<b>815,000</b>	<b>250,000</b>	<b>0</b>	<b>0</b>
ONE-TIME EXPENSES					
Update of Financial Man. System	100,000	0	0	0	0
Citywide Dev. & Other Fee Study	45,000	0	0	0	0
Overhead Rate Study	7,500	0	0	0	0
General Plan-Update	245,200	187,500	0	0	0
Planning Temp. Staff/Contracts **	265,000	265,000	0	0	0
Bld.Safety Temp. Staff/Contracts **	0	65,000	65,000	0	0
PW Temp. Staff/Contracts **	0	160,000	160,000	0	0
Limoneira Grant for Officers	250,000	250,000	250,000	0	0
Replace Police Units	87,000	87,000	87,000	87,000	87,000
Replace Fire Engine/Vehicle	70,000	70,000	70,000	70,000	70,000
Subtotal Use of One-Time Revenues	1,069,700	1,084,500	632,000	157,000	157,000
One-Time Rev/Expenses Surplus/(Deficit)	(309,500)	(269,500)	(382,000)	(157,000)	(157,000)
<b>COMBINED BALANCE/(OUT OF BALANCE)</b>	<b>464,494</b>	<b>893,585</b>	<b>234,987</b>	<b>951,918</b>	<b>992,229</b>
Notes:					
*Fees equal temp. staff/contract services to process development					
** These are offset with an equal amount of Devl, Fees and Permits					

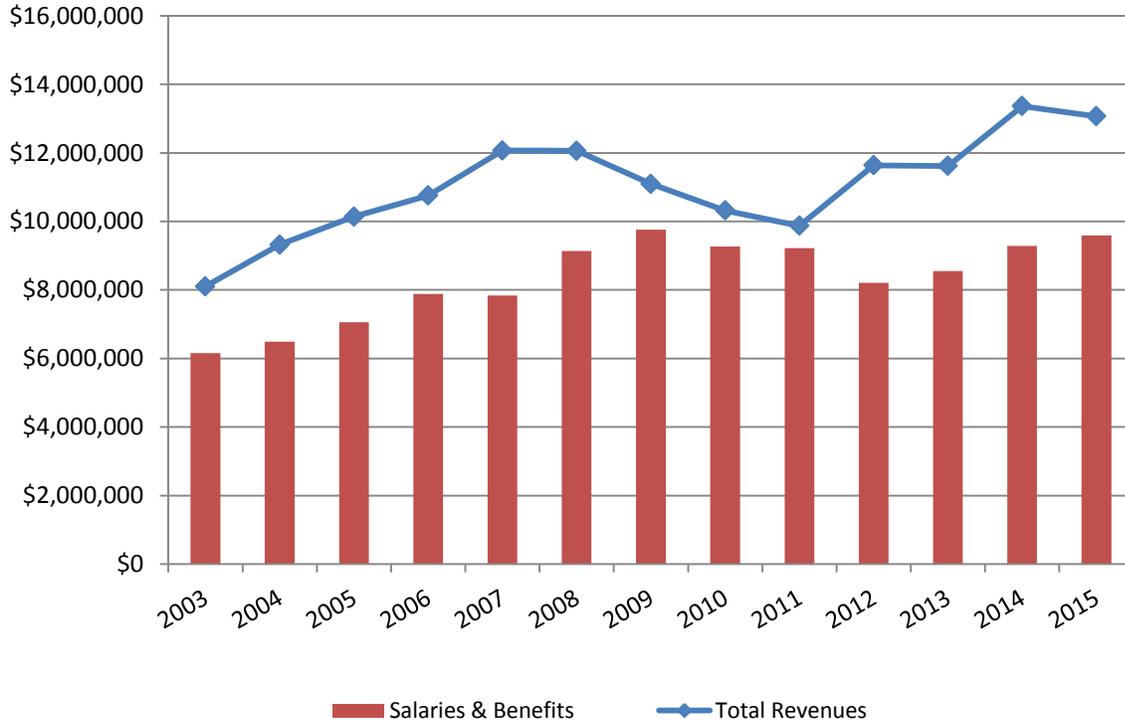
**City of Santa Paula  
Citywide Revenues  
2014-15  
\$35,176,755**



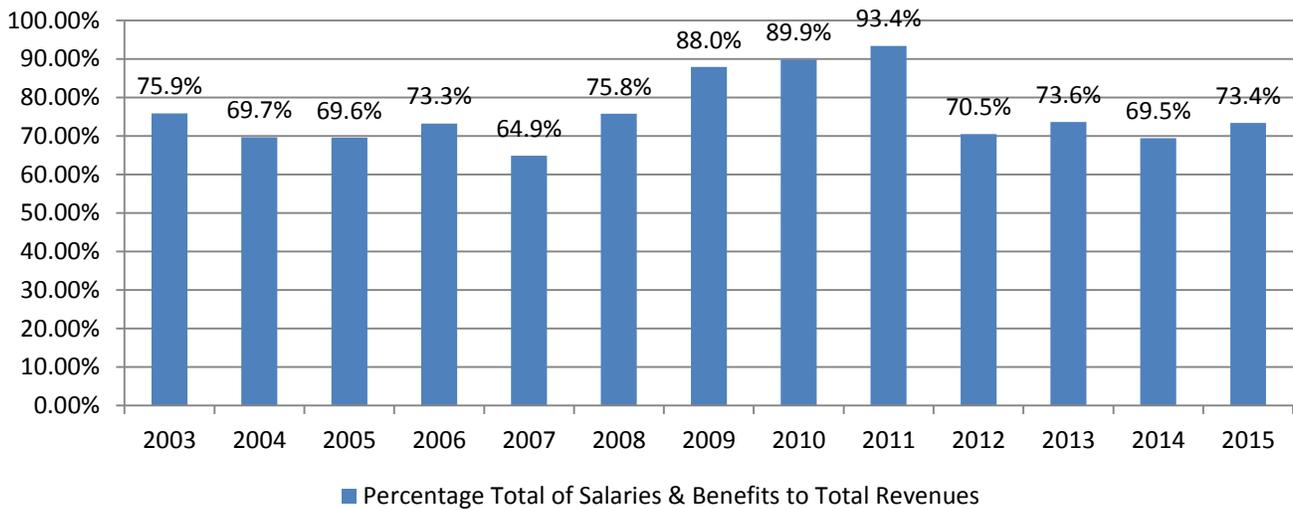
**City of Santa Paula  
General Fund Revenues  
2014-15  
\$13,069,829**



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



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



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

REVENUE TYPE	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Estimated 2013-2014	Budget 2014-2015
<b>ADMINISTRATION DEPARTMENT</b>					
FINES & FORFEITURES	0	0	40	0	0
SALES OF REPORTS, MAPS & PUB	543	120	26	25	50
MISC-DEPARTMENT REIMB	2,294	1,560	6,252	2,619	2,500
CHARGES FOR SERVICES	2,837	1,680	6,318	2,644	2,550
<b>TOTAL</b>	<b>2,837</b>	<b>1,680</b>	<b>6,318</b>	<b>2,644</b>	<b>2,550</b>
<b>BUILDING &amp; SAFETY DEPARTMENT</b>					
BUILDING PERMITS	249,488	86,932	166,631	115,713	110,000
MISCELLANEOUS PERMITS	3,146	120	1,531	525	500
ELECTRICAL PERMITS	26,904	13,668	23,038	23,893	22,100
PLUMBING PERMITS	31,850	15,431	34,155	23,721	26,200
MECHANICAL PERMITS	15,501	6,850	11,810	8,733	12,000
MISC CONSTRUCTION PERMITS	3,963	2,710	4,100	4,047	3,000
GRADING PERMITS	4,398	95	1,002	1,247	2,750
ENERGY PERMITS	8,062	5,131	18,647	8,888	20,900
ADMIN CITATION FINES	250	2,550	1,650	5,050	4,500
Fees, Fines & Permits	343,563	133,486	262,565	191,817	201,950
SALES OF REPORTS, MAPS & PUB	212	528	1,304	464	500
PLAN CHECK FEES	56,014	53,114	58,319	45,800	50,000
FAST TRACK PLAN CHECK	541	427	72	2,084	2,000
INSPECTION FEES	8,019	6,333	7,671	5,089	8,000
FLOOD PERMIT FEE	60	30	15	15	50
PLAN FILING FEE	1,090	556	1,016	817	1,825
APPLICATION PROCESSING FEE	29,273	26,786	24,836	30,104	30,000
GRADING PLAN CHECK	3,057	71	752	854	1,065
ON SITE IMPROVEMENT PLAN CK	3,033	120	544	545	1,025
INVESTIGATION/PROCESSING FEE	0	0	0	1,453	1,500
ON SITE IMPROVEMENT FEE	2,960	160	725	460	1,700
ACCESSIBILITY REVIEW	18,140	4,980	4,146	5,630	10,267
TECHNOLOGY FEE	21,559	7,035	19,329	11,624	24,057
MISC-DEPARTMENT REIMB	600	526	0	0	0
Charges for Services	144,556	100,665	118,729	104,939	131,989
MISCELLANEOUS	473	332	2,031	28,437	400
WORKER'S COMP REIM-MISC	4,886	0	0	0	0
Other Revenue	5,359	332	2,031	28,437	400
<b>TOTAL</b>	<b>493,478</b>	<b>234,484</b>	<b>383,325</b>	<b>325,193</b>	<b>334,339</b>
<b>COMMUNITY SERVICES DEPARTMENT</b>					
SPECIAL EVENT PERMITS	5,750	6,400	2,000	2,340	3,000
COMM CTR ENDOWMENT INT/DIV	2,088	1,621	1,330	888	1,200
RENTS AND CONCESSIONS	34,506	35,418	27,210	25,397	27,500
RENTS FROM RAILROAD DEPOT	4,350	1,500	3,350	5,500	2,500
SPECIAL EVENT	0	0	0	1,752	0
SPEC EVENTS-CITRUS FESTIVAL	15,671	10,465	4,625	5,800	0
RECREATION ADMIN FEE	27,796	29,997	27,636	26,922	26,000
Fees & Permits	90,160	85,402	66,151	68,599	60,200
FILMING FEES-RECREATION	0	0	0	0	0
FACILITIES CLEANUP	4,025	4,465	3,379	2,763	3,000
MISC-DEPARTMENT REIMB	1,146	21,015	44,305	11,944	20,000
CABLE TV ANNOUNCEMENTS	115	566	295	215	300
REIMBURSEMENT FOR DAMAGES	0	124	0	0	0
PARK & FIELD USER FEES	0	0	16,087	33,627	30,000
Charges For Services	5,286	26,170	64,065	48,549	53,300
CASH OVER/SHORT	25	0	0	0	0
PRIOR YEAR ADJ REVENUE	0	(642)	0	0	0
WORKERS COMP REIMB - MISC	0	0	33,177	43,989	0
CITY DONATIONS	1,321	2,249	1,364	3,732	3,700
Other Revenues	1,346	1,607	34,541	47,721	3,700
<b>Total</b>	<b>96,793</b>	<b>113,180</b>	<b>164,757</b>	<b>164,868</b>	<b>117,200</b>

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

REVENUE TYPE	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Estimated 2013-2014	Budget 2014-2015
<b>FINANCE DEPARTMENT</b>					
INVEST PORTFOLIO MGMT FEE	0	0	0	0	0
Fees, Fines & Permits	0	0	0	0	0
SALES OF REPORTS, MAPS & PUB	42	59	134	101	100
MISC-DEPARTMENT REIMB	0	1,082	6,390	4,356	4,500
BUSINESS TAX PROCESSING FEE	35	0	0	0	0
UTILITY APPLICATION FEE	10,935	12,143	12,581	11,870	12,000
Charges for Services	11,012	13,284	19,105	16,327	16,600
<b>Total</b>	<b>11,012</b>	<b>13,284</b>	<b>19,105</b>	<b>16,327</b>	<b>16,600</b>
<b>FIRE DEPARTMENT</b>					
HAZMAT PERMITS/CUPA	27,062	31,162	26,262	36,806	36,000
FIRE ANNUAL PERMITS	9,035	9,034	10,028	10,000	10,000
FIRE NEW CONSTRUCTION	40,280	15,910	27,287	21,281	21,500
ADMIN CITATION FINES	0	0	0	0	0
SPECIAL EVENT	0	0	0	0	0
Fees, Fines & Permits	76,377	56,106	63,577	68,087	67,500
STATE REIMB-FIRE MUTUAL AIDE	8,308	2,416	21,507	2,500	2,500
PROP 172-1/2 CENT SALES TAX	68,851	74,970	79,568	82,307	85,000
Intergovernmental Revenues	77,160	77,386	101,075	84,807	87,500
SALES OF REPORTS MAPS, & PUB	136	179	328	475	250
PLAN CHECK FEES	0	0	0	0	0
WEED ABATEMENT FEES	0	0	0	0	0
FIRE SAFETY INSPECTIONS	6,635	7,358	6,692	5,989	5,000
FIRE SPECIAL SERVICES	185	426	55	0	55
FILMING FEES-PERSONNEL REIMB	5,649	6,641	7,410	10,823	7,500
MISC-DEPARTMENT REIMB	240	101	465	0	200
CPR TRAINING COST REIMB	40	0	0	0	100
REIMBURSEMENT FOR DAMAGES	0	369	0	0	0
Charges for Services	12,884	15,074	14,950	17,286	13,105
PRIOR YEAR ADJ REVENUE	5,028	0	0	0	0
WORKERS COMP REIMB-4850 PLAN	17,750	13,724	40,657	89,195	5,000
CITY DONATIONS	932	1,138	761	1,682	1,600
Other Revenues	23,710	14,861	41,418	90,877	6,600
<b>Total</b>	<b>190,131</b>	<b>163,427</b>	<b>221,020</b>	<b>261,056</b>	<b>174,705</b>
<b>PLANNING DEPARTMENT</b>					
DESIGN REVIEW	14,166	13,188	12,747	19,337	16,000
GENERAL PLAN FEE	56,087	13,874	0	0	0
ZONING & SUBDIVISION FEES	60,947	105,026	111,679	99,646	85,000
ENVIRONMENTAL REVIEW FEE	18,379	26,452	8,901	14,637	18,000
PLANNING FEES	0	0	0	0	0
SALES OF REPORTS, MAPS & PUB	98	38	16	91	60
ATTORNEY SVCS FEE RECOVERY	43,124	29,468	85,079	10,000	10,000
CONTRACT PLANNING FEE/REIMB	194,584	154,504	70,890	115,000	115,000
PLAN CHECK FEES	11,316	16,945	10,177	20,742	25,000
MISC-DEPARTMENT REIMB	69,815	70,991	98,039	14,687	40,000
Charges for Services	468,516	430,486	397,527	294,140	309,060
MISCELLANEOUS	10,608	18,515	10,902	13,263	10,000
PRIOR YEAR ADJ REVENUE	(7,898)	(12,052)	1,177	0	0
Other Revenue	2,710	6,463	12,079	13,263	10,000
<b>Total</b>	<b>471,226</b>	<b>436,949</b>	<b>409,607</b>	<b>307,403</b>	<b>319,060</b>

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

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
<b>POLICE DEPARTMENT</b>					
CRIMINAL FINES	74,450	54,592	38,270	34,879	40,000
VEHICLE CODE FINES	101,966	68,390	148,332	189,000	190,000
ADMIN CITATION FINES	0	300	0	0	0
Fees, Fines & Permits	176,416	123,282	186,602	223,879	230,000
POST REIMBURSEMENT	0	7,506	17,223	19,570	25,000
STATE MANDATED COSTS	330	320	238	192	300
STATE REIMB-FIRE MUTUAL AIDE	13,393	0	0	0	0
PROP 172-1/2 CENT SALES TAX	127,867	139,230	147,769	147,778	155,000
Intergovernmental	141,589	147,055	165,229	167,539	180,300
SALES OF REPORTS, MAPS & PUB	3,028	12,828	6,890	6,392	10,000
ANIMAL CONTROL FEES	943	235	305	450	400
FINGERPRINTS	6,928	2,345	1,616	634	1,000
VEHICLE RELEASE/STORAGE CHG	53,400	40,696	29,509	18,193	30,000
SCHOOL RESOURCE OFFICER REIMB	0	0	0	0	0
MISCELLANEOUS POLICE SERVICE	1,095	1,031	2,457	4,841	5,000
POLICE FALSE ALARM CHARGES	14,600	11,295	5,758	18,514	5,000
FILMING FEES-PERSONNEL REIMB	32,087	30,824	29,832	40,072	45,000
MISC-DEPARTMENT REIMB	7,270	22,579	28,571	14,473	15,000
REIMBURSEMENT FOR DAMAGES	978	513	6,887	320	500
Charges for Services	120,329	122,346	111,826	103,889	111,900
MISCELLANEOUS	494	574	142	362	450
CASH OVER/SHORT	(115)	2	(39)	12	0
PRIOR YEAR ADJ REVENUE	0	(97,984)	0	0	0
WORKERS COMP REIMB-4850 PLAN	102,767	785	17,871	9,731	1,000
WORKERS COMPE REIMB-MISC.	0	0	14,231	18,143	0
POLICE ADMIN FEE	500	0	0	0	0
CITY DONATIONS	932	1,759	1,515	1,432	1,500
Other Revenues	104,577	(94,865)	33,719	29,680	2,950
<b>Total</b>	<b>542,911</b>	<b>297,817</b>	<b>497,376</b>	<b>524,987</b>	<b>525,150</b>
<b>PUBLIC WORKS DEPARTMENT</b>					
PERMIT ISSUANCE, INSPECT/MAP	18,656	26,360	27,777	23,152	25,000
OVERSIZE/OVERWEIGHT PERMITS	4,916	1,774	5,954	4,380	5,600
HAZARDOUS MATERIAL PERMITS	0	0	23,169	34,866	34,000
ADMIN CITATION FINES	0	0	0	100	0
SPECIAL EVENT-SP BEAUTIFUL	100	0	0	0	0
Fees, Fines & Permits	23,673	28,134	56,900	62,498	64,600
SALES OF REPORTS, MAPS & PUB	291	1,304	10	420	500
CONSTRUCTION PLAN CHECKING	20,310	29,144	29,622	61,162	60,000
ENGINEERING FEES	0	0	0	0	0
PLAN FILING FEE	0	0	0	0	0
SUBDIVISION MAP APPROVAL	0	400	2,300	0	2,300
STUDIES & INVESTIGATIONS	0	146	344	23	250
FILMING FEES-PERSONNEL REIMB	3,010	3,875	1,480	3,450	500
MISC-DEPARTMENT REIMB	838	1,729	11,973	7,862	7,000
Charges for Services	24,449	36,598	45,729	72,917	70,550
PRIOR YEAR ADJ REVENUE	(1,198)	0	0	0	0
WORKERS' COMP REIMB-MISC.	0	19,084	0	1,073	0
Other Revenue	(1,198)	19,084	0	1,073	0
<b>Total</b>	<b>46,924</b>	<b>83,816</b>	<b>102,629</b>	<b>136,488</b>	<b>135,150</b>

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

REVENUE TYPE	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Estimated 2013-2014	Budget 2014-2015
<b>NON-DEPARTMENTAL</b>					
PROPERTY TAXES-SECURED	2,377,607	2,933,586	3,270,114	3,661,328	4,066,400
PROPERTY TAXES-UNSECURED	103,536	17,957	22,052	33,829	33,000
PROP TAXES-SECURED DELINQUENT	87,933	36,378	77,153	65,090	65,000
PROPERTY TX IN LIEU-SALES TX	440,745	505,728	543,921	589,118	613,367
PROPERTY TX IN LIEU OF MVLF	2,094,527	2,179,366	2,186,312	2,247,754	2,250,000
INTEREST & PENALTIES-TAXES	9,957	4,041	29,470	2,459	1,800
SALES TAX	1,417,271	1,581,390	1,628,819	1,723,799	1,816,305
TRANSIENT OCCUPANCY TAX	73,504	82,864	96,534	95,052	85,000
FRANCHISE FEE TAX	374,308	376,793	373,348	375,899	454,212
COMMERCIAL REFUSE HAULERS	372,778	285,000	257,203	395,351	395,000
BUSINESS LICENSE FEE	110,511	119,112	122,589	126,800	125,000
REAL PROP DEED TRANSFER TAX	46,217	47,205	53,806	71,813	71,000
Taxes	7,508,894	8,169,419	8,661,321	9,388,290	9,976,084
ANIMAL LICENSE FEES	25,545	23,590	24,229	16,445	20,000
BINGO PERMITS	50	50	0	0	0
ADMIN CITATION FINES	240	0	0	0	0
LIEN ADMINISTRATIVE FEE	325	0	545	461	550
Fees, Fines & permits	26,160	23,640	24,775	16,906	20,550
INVESTMENT EARNINGS	610	4,293	2,892	2,283	2,800
RENTS AND CONCESSIONS	33,208	108,908	103,051	108,499	171,600
RENTS FROM UTILITIES	219,316	17,193	17,193	17,193	17,100
SOUTHDOWN ROYALTY	11,499	13,270	13,843	18,179	18,700
BUS SHELTER RENTALS	6,720	0	0	0	0
Investments & Rents	271,354	143,664	136,980	146,154	210,200
MOTOR VEHICLE IN-LIEU	136,727	14,865	15,403	12,748	12,700
PROPERTY TAX PMT IN LIEU	100,586	88,877	58,033	67,151	67,100
STATE MANDATED COSTS	2,320	0	0	0	0
HOMEOWNERS PROP TAX RELIEF	25,131	26,047	21,844	20,105	20,000
Intergovernmental Revenues	264,764	129,789	95,280	100,004	99,800
SALES OF REPORTS, MAPS & PUB	5	0	4	0	0
2% DEVELOPER IMPACT ADMIN FEE	0	0	433	0	1,000
FILMING FEES	9,685	5,800	8,420	12,400	11,000
MISC-DEPARTMENT REIMB	66	(464)	21,463	0	0
INSURANCE ADMINISTRATIVE FEE	4,191	356	0	0	0
RETURNED CHECK CHARGE	168	3,727	3,826	3,899	4,100
EMPLOYMENT GARNISHMENT CHARGES	25,368	256	234	234	250
REIMBURSEMENT FOR DAMAGES	12	0	0	0	0
LEGAL SETTLEMENT REVENUE	0	0	54	0	0
DISASTER RECOVERY	0	0	0	0	0
WATER SERVICE CHARGES	0	0	0	0	0
Charges for Services	39,495	9,675	34,434	16,533	16,350
MISCELLANEOUS	533,606	1,917	3,934	1,375	2,000
CASH OVER/SHORT		5	0	0	0
PRIOR YEAR ADJ REVENUE	4,489	(4,017)	(603)	0	0
CITY DONATIONS	4,367	20	55	0	0
SALE OF PROPERTY	0	93,430	0	1,551,188	0
Other Revenue	542,461	91,356	3,386	1,552,564	2,000
TRANSFER FROM MOBILE HOME	0	0	0	0	0
TRANSFER FROM MUSEUM	0	0	0	0	0
TRANSFER FM NPDES STORMWATER	2,063	1,355	3,360	3,360	3,360
TRANS FM-STORMWATER QUALITY	5,318	9,689	9,731	9,731	9,731
TRANSFER FROM GAS TAX FUND	66,599	60,849	59,208	59,208	59,000
TRANSFER FROM LTF	0	0	0	4,731	21,000
TRANSFER FROM RDA	94,363	50,230	0	0	0
TRANSFER FROM RDA BOND HOUSING	148	0	0	0	0
TRANDFER FROM RDA HOUSING	46,876	27,298	0	0	0
TRANSFER FROM REFUSE FUND	268,448	575,000	161,005	0	0
TRANSFER FROM SEWER FUND	418,173	539,170	500,000	500,000	500,000
TRANSFER FROM WATER FUND	808,743	584,533	527,000	527,000	527,000
TRANSFER TO RESERVES	0	0	0	(700,000)	0
Transfers	1,710,732	1,848,124	1,260,304	404,030	1,120,091
<b>Total</b>	<b>10,363,860</b>	<b>10,415,668</b>	<b>10,216,478</b>	<b>11,624,481</b>	<b>11,445,075</b>
<b>GENERAL FUND TOTAL</b>	<b>12,219,172</b>	<b>11,760,305</b>	<b>12,020,614</b>	<b>13,363,447</b>	<b>13,069,829</b>

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

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
PROPERTY TAXES-SECURED	2,377,607	2,933,586	3,270,114	3,661,328	4,066,400
PROPERTY TAXES-UNSECURED	103,536	17,957	22,052	33,829	33,000
PROP TAXES-SECURED DELINQUENT	87,933	36,378	77,153	65,090	65,000
PROPERTY TX IN LIEU-SALES TX	440,745	505,728	543,921	589,118	613,367
PROPERTY TX IN LIEU OF MVLFF	2,094,527	2,179,366	2,186,312	2,247,754	2,250,000
INTEREST & PENALTIES-TAXES	9,957	4,040	29,470	2,459	1,800
<b>PROPERTY RELATED</b>	<b>5,114,305</b>	<b>5,677,056</b>	<b>6,129,022</b>	<b>6,599,577</b>	<b>7,029,567</b>
SALES TAX	1,417,271	1,581,390	1,628,819	1,723,799	1,816,305
<b>SALES TAX</b>	<b>1,417,271</b>	<b>1,581,390</b>	<b>1,628,819</b>	<b>1,723,799</b>	<b>1,816,305</b>
FRANCHISE FEE TAX	374,308	376,793	373,348	375,899	454,212
COMMERCIAL REFUSE HAULERS	372,778	285,000	257,203	395,351	395,000
<b>FRANCHISE FEE TAX</b>	<b>747,087</b>	<b>661,793</b>	<b>630,551</b>	<b>771,250</b>	<b>849,212</b>
TRANSIENT OCCUPANCY TAX	73,504	82,864	96,534	95,052	85,000
BUSINESS LICENSE FEE	110,511	119,112	122,589	126,800	125,000
REAL PROP DEED TRANSFER TAX	46,217	47,205	53,806	71,813	71,000
<b>OTHER TAXES</b>	<b>230,232</b>	<b>249,180</b>	<b>272,929</b>	<b>293,664</b>	<b>281,000</b>
<b>Total Taxes</b>	<b>7,508,894</b>	<b>8,169,419</b>	<b>8,661,321</b>	<b>9,388,290</b>	<b>9,976,084</b>
ANIMAL LICENSE FEES	25,545	23,590	24,229	16,445	20,000
BINGO PERMITS	50	50	0	0	0
BUILDING PERMITS	249,488	86,932	166,631	115,713	110,000
MISCELLANEOUS PERMITS	3,146	120	1,531	525	500
ELECTRICAL PERMITS	26,904	13,668	23,038	23,893	22,100
PLUMBING PERMITS	31,850	15,431	34,155	23,721	26,200
MECHANICAL PERMITS	15,501	6,850	11,810	8,733	12,000
DESIGN REVIEW	14,166	13,188	12,747	19,337	16,000
PERMIT ISSUANCE, INSPECT/MAP	18,656	26,360	27,777	23,152	25,000
OVERSIZE/OVERWEIGHT PERMITS	4,916	1,774	5,954	4,380	5,600
HAZMAT PERMITS/CUPA	27,062	31,161	26,262	36,806	36,000
HAZARDOUS MATERIAL PERMITS	0	0	23,169	34,866	34,000
FIRE ANNUAL PERMITS	9,035	9,034	10,028	10,000	10,000
FIRE NEW CONSTRUCTION	40,280	15,910	27,287	21,281	21,500
MISC CONSTRUCTION PERMITS	3,963	2,710	4,100	4,047	3,000
GRADING PERMITS	4,398	95	1,002	1,247	2,750
ENERGY PERMITS	8,062	5,131	18,647	8,888	20,900
SPECIAL EVENT PERMITS	5,750	6,400	2,000	2,340	3,000
<b>LICENSES &amp; PERMITS</b>	<b>488,773</b>	<b>258,404</b>	<b>420,368</b>	<b>355,373</b>	<b>368,550</b>
CRIMINAL FINES	74,450	54,592	38,270	34,879	40,000
VEHICLE CODE FINES	101,966	68,390	148,332	189,000	190,000
ADMIN CITATION FINES	250	2,550	1,650	5,050	4,500
ADMIN CITATION FINES	0	0	0	0	0
ADMIN CITATION FINES	0	300	0	0	0
ADMIN CITATION FINES	0	0	0	100	0
ADMIN CITATION FINES	240	0	0	0	0
LIEN ADMINISTRATIVE FEE	325	0	545	461	550
FINES & FORFEITURES	0	0	40	0	0
<b>FINES &amp; PENALTIES</b>	<b>177,231</b>	<b>125,832</b>	<b>188,838</b>	<b>229,490</b>	<b>235,050</b>
COMM CTR ENDOWMENT INT/DIV	2,088	1,621	1,330	888	1,200
INVESTMENT EARNINGS	610	4,293	2,892	2,283	2,800
RENTS AND CONCESSIONS	34,506	35,418	27,210	25,397	27,500
RENTS AND CONCESSIONS	33,208	108,908	103,051	108,499	171,600
RENTS FROM RAILROAD DEPOT	4,350	1,500	3,350	5,500	2,500
RENTS FROM UTILITIES	219,316	17,193	17,193	17,193	17,100
SOUTHDOWN ROYALTY	11,499	13,270	13,843	18,179	18,700
BUS SHELTER RENTALS	6,720	0	0	0	0
INVEST PORTFOLIO MGMT FEE	0	0	0	0	0
<b>INVESTMENTS &amp; RENTS</b>	<b>312,298</b>	<b>182,204</b>	<b>168,870</b>	<b>177,939</b>	<b>241,400</b>
MOTOR VEHICLE IN-LIEU	136,727	14,865	15,403	12,748	12,700
<b>MOTOR VEHICLE IN-LIEU</b>	<b>136,727</b>	<b>14,865</b>	<b>15,403</b>	<b>12,748</b>	<b>12,700</b>
PROPERTY TAX PMT IN LIEU	100,586	88,877	58,033	67,151	67,100
POST REIMBURSEMENT	0	7,506	17,223	19,570	25,000
STATE MANDATED COSTS	330	320	238	192	300
STATE MANDATED COSTS	2,320	0	0	0	0
STATE REIMB-FIRE MUTUAL AIDE	8,308	2,416	21,507	2,500	2,500
STATE REIMB-FIRE MUTUAL AIDE	13,393	0	0	0	0
PROP 172-1/2 CENT SALES TAX	68,851	74,970	79,568	82,307	85,000
PROP 172-1/2 CENT SALES TAX	127,867	139,230	147,769	147,778	155,000
HOMEOWNERS PROP TAX RELIEF	25,131	26,047	21,844	20,105	20,000
<b>INTERGOVERNMENTAL REVENUES</b>	<b>346,786</b>	<b>339,364</b>	<b>346,181</b>	<b>339,602</b>	<b>354,900</b>

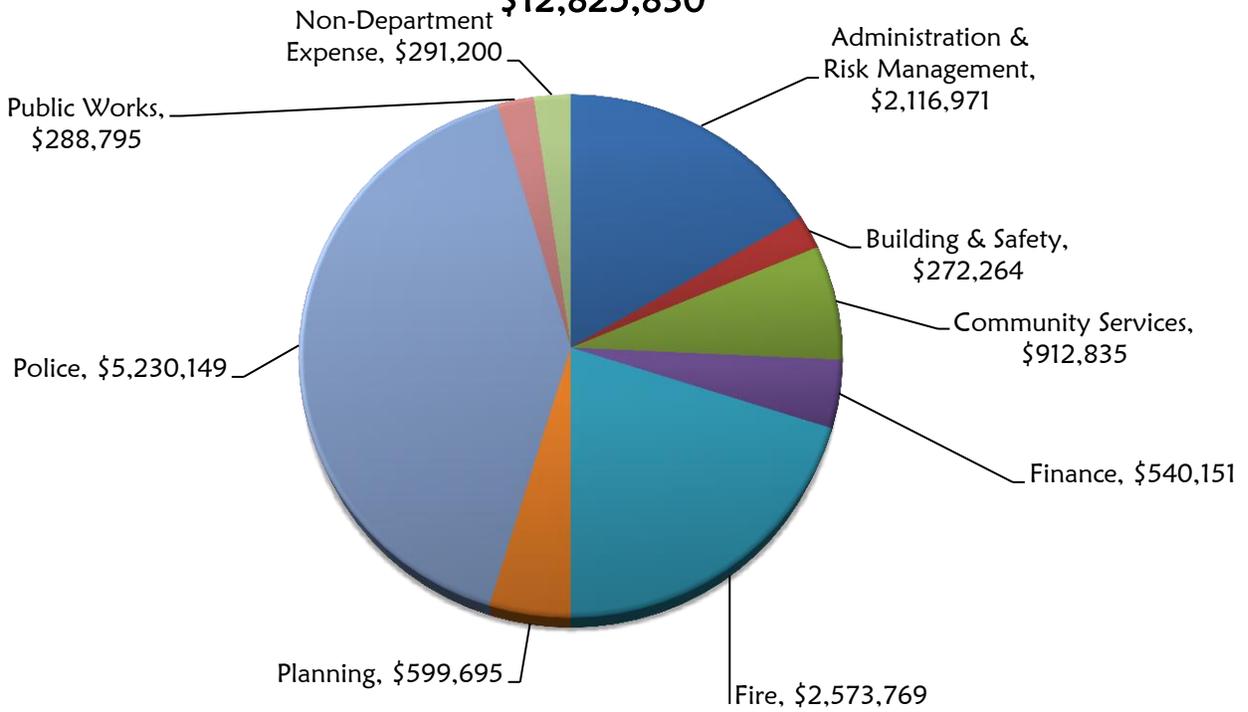
**CITY OF SANTA PAULA  
GENERAL FUND REVENUE - BY TYPE**

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
SPECIAL EVENT	0	0	0	1,752	0
SPECIAL EVENT	0	0	0	0	0
SPECIAL EVENT-SP BEAUTIFUL	100	0	0	0	0
SPEC EVENTS-CITRUS FESTIVAL	15,671	10,465	4,625	5,800	0
RECREATION ADMIN FEE	27,796	29,997	27,636	26,922	26,000
GENERAL PLAN FEE	56,087	13,874	0	0	0
ZONING & SUBDIVISION FEES	60,947	105,026	111,679	99,646	85,000
ENVIRONMENTAL REVIEW FEE	18,379	26,452	8,901	14,637	18,000
PLANNING FEES	0	0	0	0	0
SALES OF REPORTS, MAPS & PUB	543	120	26	25	50
SALES OF REPORTS, MAPS & PUB	212	528	1,304	464	500
SALES OF REPORTS, MAPS & PUB	42	59	134	101	100
SALES OF REPORTS MAPS, & PUB	136	179	328	475	250
SALES OF REPORTS, MAPS & PUB	98	38	16	91	60
SALES OF REPORTS, MAPS & PUB	3,028	12,828	6,890	6,392	10,000
SALES OF REPORTS, MAPS & PUB	291	1,304	10	420	500
SALES OF REPORTS, MAPS & PUB	5	0	4	0	0
ATTORNEY SVCS FEE RECOVERY	43,124	29,468	85,079	10,000	10,000
CONTRACT PLANNING FEE/REIMB	194,584	154,504	70,890	115,000	115,000
PLAN CHECK FEES	56,014	53,114	58,319	45,800	50,000
PLAN CHECK FEES	0	0	0	0	0
PLAN CHECK FEES	11,316	16,945	10,177	20,742	25,000
CONSTRUCTION PLAN CHECKING	20,310	29,144	29,622	61,162	60,000
FAST TRACK PLAN CHECK	541	427	72	2,084	2,000
INSPECTION FEES	8,019	6,333	7,671	5,089	8,000
FLOOD PERMIT FEE	60	30	15	15	50
ENGINEERING FEES	0	0	0	0	0
PLAN FILING FEE	1,090	556	1,016	817	1,825
APPLICATION PROCESSING FEE	29,273	26,786	24,836	30,104	30,000
SUBDIVISION MAP APPROVAL	0	400	2,300	0	2,300
ANIMAL CONTROL FEES	943	235	305	450	400
GRADING PLAN CHECK	3,057	71	752	854	1,065
ON SITE IMPROVEMENT PLAN CK	3,033	120	544	545	1,025
INVESTIGATIONS/PROCESSING FEE	0	0	0	1,453	1,500
STUDIES & INVESTIGATIONS	0	146	344	23	250
FINGERPRINTS	6,928	2,345	1,616	634	1,000
VEHICLE RELEASE/STORAGE CHG	53,400	40,696	29,509	18,193	30,000
SCHOOL RESOURCE OFFICER REIMB	0	0	0	0	0
MISCELLANEOUS POLICE SERVICE	1,095	1,031	2,457	4,841	5,000
WEED ABATEMENT FEES	0	0	0	0	0
FIRE SAFETY INSPECTIONS	6,635	7,358	6,692	5,989	5,000
FIRE SPECIAL SERVICES	185	426	55	0	55
ON SITE IMPROVEMENT FEE	2,960	160	725	460	1,700
ACCESSIBILITY REVIEW	18,140	4,980	4,146	5,630	10,267
TECHNOLOGY FEE	21,559	7,035	19,329	11,624	24,057
POLICE FALSE ALARM CHARGES	14,600	11,295	5,758	18,514	5,000
2% DEVELOPER IMPACT ADMIN FEE	0	0	433	0	1,000
PROP 1A - DUE FROM 6/30/10	0	0	0	0	0
FILMING FEES-RECREATION	0	0	0	0	0
FILMING FEES	9,685	5,800	8,420	12,400	11,000
FILMING FEES-PERSONNEL REIMB	5,649	6,641	7,410	10,823	7,500
FILMING FEES-PERSONNEL REIMB	32,087	30,824	29,832	40,072	45,000
FILMING FEES-PERSONNEL REIMB	3,010	3,875	1,480	3,450	500
FILMING FEES-PERSONNEL REIMB	0	0	0	0	0

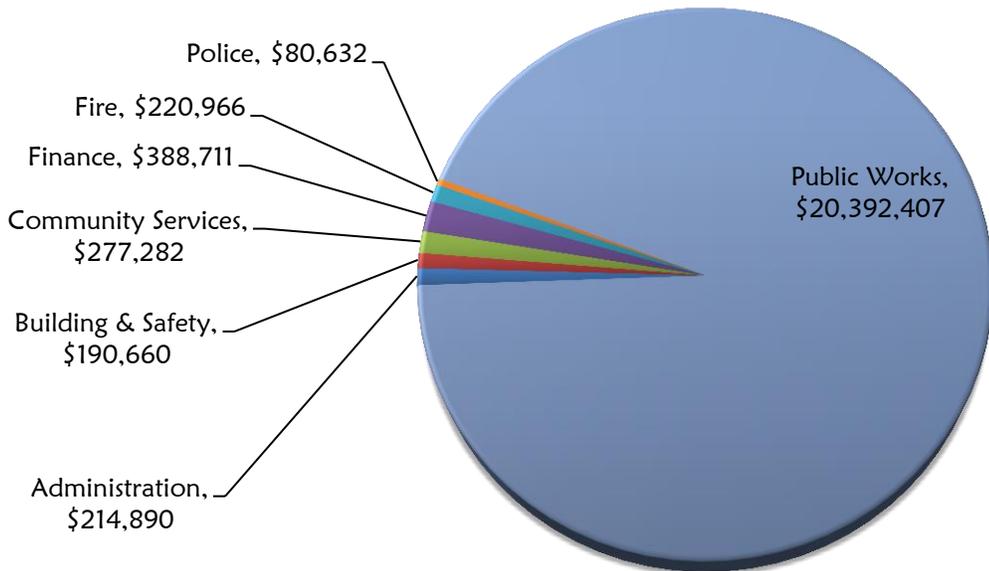
**CITY OF SANTA PAULA**  
**GENERAL FUND REVENUE - BY TYPE**

REVENUE TYPE	Actual	Actual	Actual	Estimated	Budget
	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
FACILITIES CLEANUP	4,025	4,465	3,379	2,763	3,000
MISC-DEPARTMENT REIMB	2,294	1,560	6,252	2,619	2,500
MISC-DEPARTMENT REIMB	600	526	0	0	0
MISC-DEPARTMENT REIMB	1,146	21,015	44,305	11,944	20,000
MISC-DEPARTMENT REIMB	0	1,082	6,390	4,356	4,500
MISC-DEPARTMENT REIMB	240	101	465	0	200
MISC-DEPARTMENT REIMB	69,815	70,991	98,039	14,687	40,000
MISC-DEPARTMENT REIMB	7,270	22,579	28,571	14,473	15,000
MISC-DEPARTMENT REIMB	838	1,729	11,973	7,862	7,000
MISC-DEPARTMENT REIMB	66	(464)	21,463	0	0
CABLE TV ANNOUNCEMENTS	115	566	295	215	300
CPR TRAINING COST REIMB	40	0	0	0	100
BUSINESS TAX PROCESSING FEE	35	0	0	0	0
INSURANCE ADMINISTRATIVE FEE	121	356	0	0	0
RETURNED CHECK CHARGE	4,191	3,727	3,826	3,899	4,100
EMPLOYMENT GARNISHMENT CHARGES	168	256	234	234	250
REIMBURSEMENT FOR DAMAGES	0	124	0	0	0
REIMBURSEMENT FOR DAMAGES	0	369	0	0	0
REIMBURSEMENT FOR DAMAGES	978	513	0	0	500
REIMBURSEMENT FOR DAMAGES	25,368	0	6,887	320	0
LEGAL SETTLEMENT REVENUE	12	0	54	0	0
DISASTER RECOVERY	519	0	0	0	0
WATER SERVICE CHARGES	0	0	0	0	0
UTILITY APPLICATION FEE	10,935	12,143	12,581	11,870	12,000
PARK 7 FIELD USER FEES	0	0	16,087	33,627	30,000
<b>CHARGES FOR CURRENT SERVICES</b>	<b>859,405</b>	<b>783,252</b>	<b>832,156</b>	<b>692,360</b>	<b>735,404</b>
MISCELLANEOUS	473	0	2,031	28,437	400
MISCELLANEOUS	10,608	18,515	10,902	13,263	10,000
MISCELLANEOUS	494	574	142	362	450
MISCELLANEOUS	533,606	1,917	3,934	1,375	2,000
CASH OVER/SHORT	25	0	0	0	0
CASH OVER/SHORT	(115)	2	(39)	12	0
CASH OVER/SHORT	0	5	0	0	0
PRIOR YEAR ADJ REVENUE	0	(642)	0	0	0
PRIOR YEAR ADJ REVENUE	5,028	0	0	0	0
PRIOR YEAR ADJ REVENUE	(7,898)	(12,052)	1,177	0	0
PRIOR YEAR ADJ REVENUE	0	(97,984)	0	0	0
PRIOR YEAR ADJ REVENUE	(1,198)	0	0	0	0
PRIOR YEAR ADJ REVENUE	4,489	(4,017)	(603)	0	0
WORKERS COMP REIMB-4850 PLAN	17,750	13,724	40,657	89,195	5,000
WORKERS COMP REIMB-4850 PLAN	102,767	785	17,871	9,731	1,000
WORKER'S COMP REIM-MISC	4,886	0	0	0	0
WORKER'S COMP REIM-MISC	0	0	33,177	43,989	0
WORKER'S COMP REIM-MISC	0	0	14,231	18,143	0
WORKERS' COMP REIMB-MISC.	0	19,084	0	1,073	0
POLICE ADMIN FEE	500	0	0	0	0
CITY DONATIONS	1,321	2,249	1,364	3,732	3,700
CITY DONATIONS	932	1,138	761	1,682	1,600
CITY DONATIONS	932	1,759	1,515	1,432	1,500
CITY DONATIONS	4,367	20	55	0	0
SALE OF PROPERTY	0	93,430	0	1,551,188	0
<b>OTHER REVENUES</b>	<b>678,966</b>	<b>38,507</b>	<b>127,174</b>	<b>1,763,614</b>	<b>25,650</b>
TRANSFER FROM MOBILE HOME	0	0	0	0	0
TRANSFER FROM MUSEUM	0	0	0	0	0
TRANSFER FM NPDES STORMWATER	2,063	1,355	3,360	3,360	3,360
TRANS FM-STORMWATER QUALITY	5,318	9,689	9,731	9,731	9,731
TRANSFER FROM GAS TAX FUND	66,599	60,849	59,208	59,208	59,000
TRANSFER FROM LTF	0	0	0	4,731	21,000
TRANSFER FROM RDA	94,363	50,230	0	0	0
TRANSFER FROM RDA BOND HOUSING	148	0	0	0	0
TRANDFER FROM RDA HOUSING	46,876	27,298	0	0	0
TRANSFER FROM REFUSE FUND	268,448	575,000	161,005	0	0
TRANSFER FROM SEWER FUND	418,173	539,170	500,000	500,000	500,000
TRANSFER FROM WATER FUND	808,743	584,533	527,000	527,000	527,000
TRANSFER TO RESERVES	0	0	0	(700,000)	0
<b>TRANSFERS</b>	<b>1,710,732</b>	<b>1,848,124</b>	<b>1,260,304</b>	<b>404,030</b>	<b>1,120,091</b>
<b>GENERAL FUND TOTAL</b>	<b>12,219,812</b>	<b>11,759,972</b>	<b>12,020,614</b>	<b>13,363,446</b>	<b>13,069,829</b>

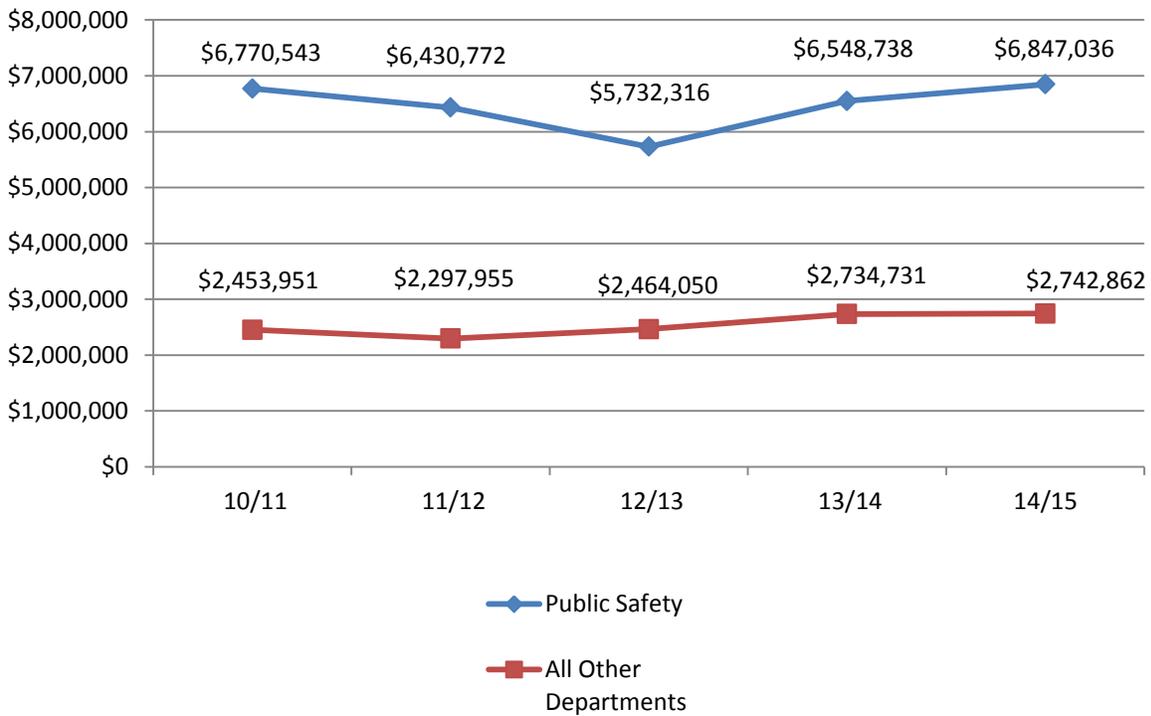
**City of Santa Paula  
General Fund Expenditures  
By Department  
\$12,825,830**



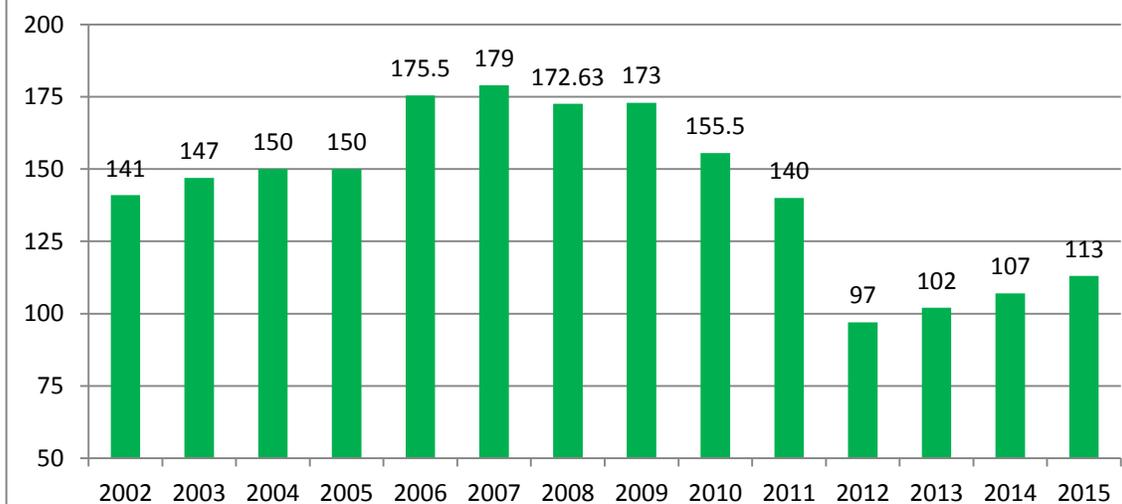
**City of Santa Paula  
Citywide Expenditures Excluding General Fund  
By Department  
\$21,765,548**



## City of Santa Paula General Fund Staffing Costs

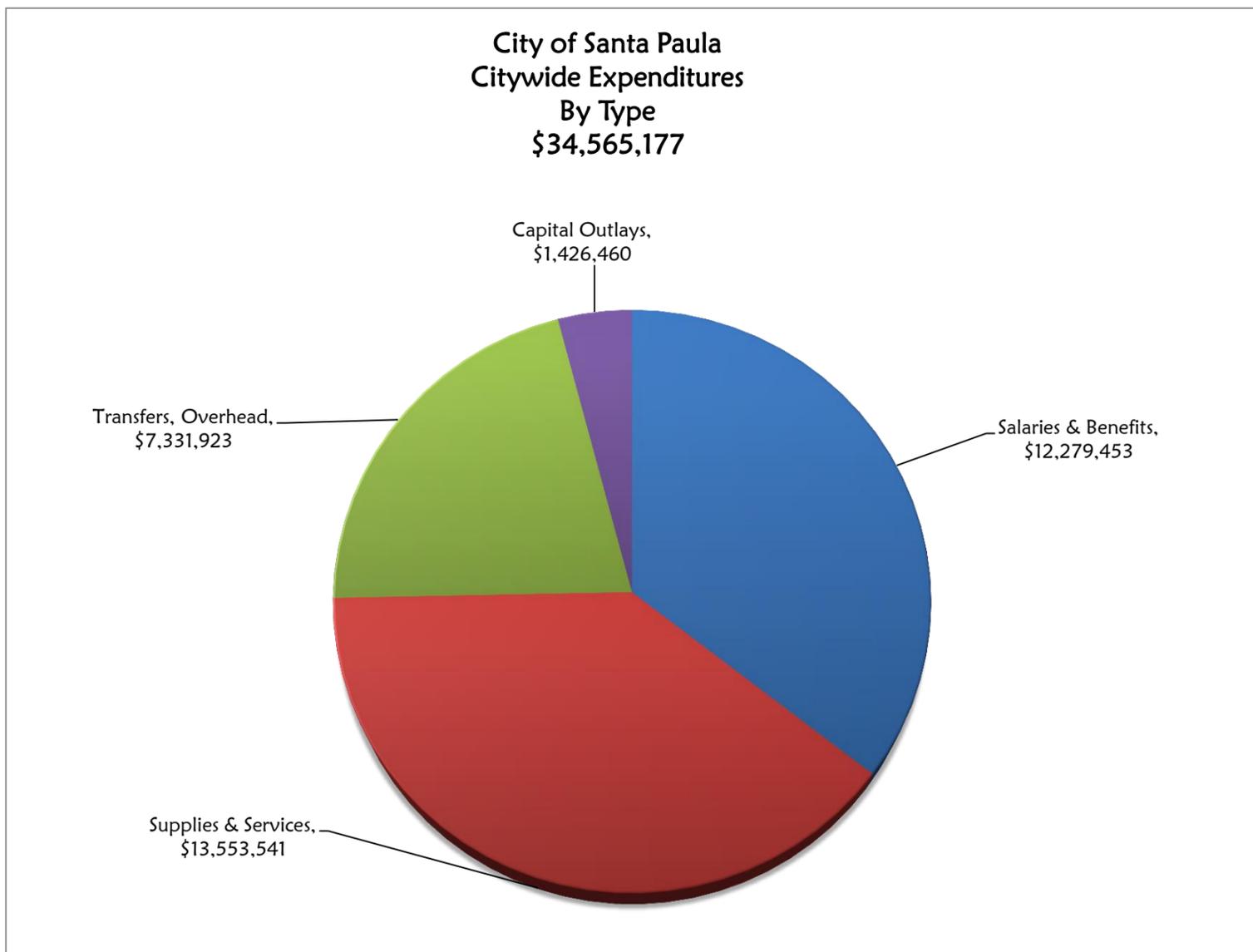


## City of Santa Paula Full-time Position Count



**SANTA PAULA CITYWIDE SUMMARY**

	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	% Change
<b>Expenditures</b>							
Salaries	7,500,100	6,595,784	6,843,221	7,299,595	7,223,486	7,609,524	5.3%
Benefits	4,024,236	4,022,575	3,746,141	4,486,187	4,165,848	4,669,929	12.1%
<b>Total</b>	<b>11,524,335</b>	<b>10,618,359</b>	<b>10,589,361</b>	<b>11,785,782</b>	<b>11,389,334</b>	<b>12,279,453</b>	<b>7.8%</b>
Supplies, Services & Maintenance	11,663,119	7,397,128	7,564,004	13,021,133	11,379,761	13,553,541	19.1%
Transfers, Overhead	6,203,700	14,248,444	10,224,650	7,325,683	5,781,974	7,331,923	0.0%
<b>Total</b>	<b>17,866,819</b>	<b>21,645,573</b>	<b>17,788,654</b>	<b>20,346,816</b>	<b>17,161,734</b>	<b>20,885,464</b>	<b>21.7%</b>
Capital Outlays	2,179,645	2,068,489	1,282,131	2,434,852	1,286,678	1,426,460	0.0%
<b>Citywide Totals</b>	<b>31,570,799</b>	<b>34,332,421</b>	<b>29,660,147</b>	<b>34,567,450</b>	<b>29,837,746</b>	<b>34,565,177</b>	<b>15.8%</b>
<b>Authorized Employee Count</b>							
	131	114	102	107	107	113	
<b>Revenues</b>							
General Funds	12,219,812	11,646,971	12,020,614	12,836,825	13,363,446	13,069,829	-2.2%
Special Funds	5,154,913	3,121,706	3,244,087	5,004,099	3,992,402	3,133,878	-21.5%
Enterprise Funds	19,268,371	17,221,256	19,741,981	18,653,321	16,320,284	18,643,868	14.2%
Development Impact Funds	280,342	269,650	504,930	326,030	114,191	329,180	188.3%
<b>Citywide Totals</b>	<b>36,923,438</b>	<b>32,259,583</b>	<b>35,511,611</b>	<b>36,820,275</b>	<b>33,790,323</b>	<b>35,176,755</b>	<b>4.1%</b>

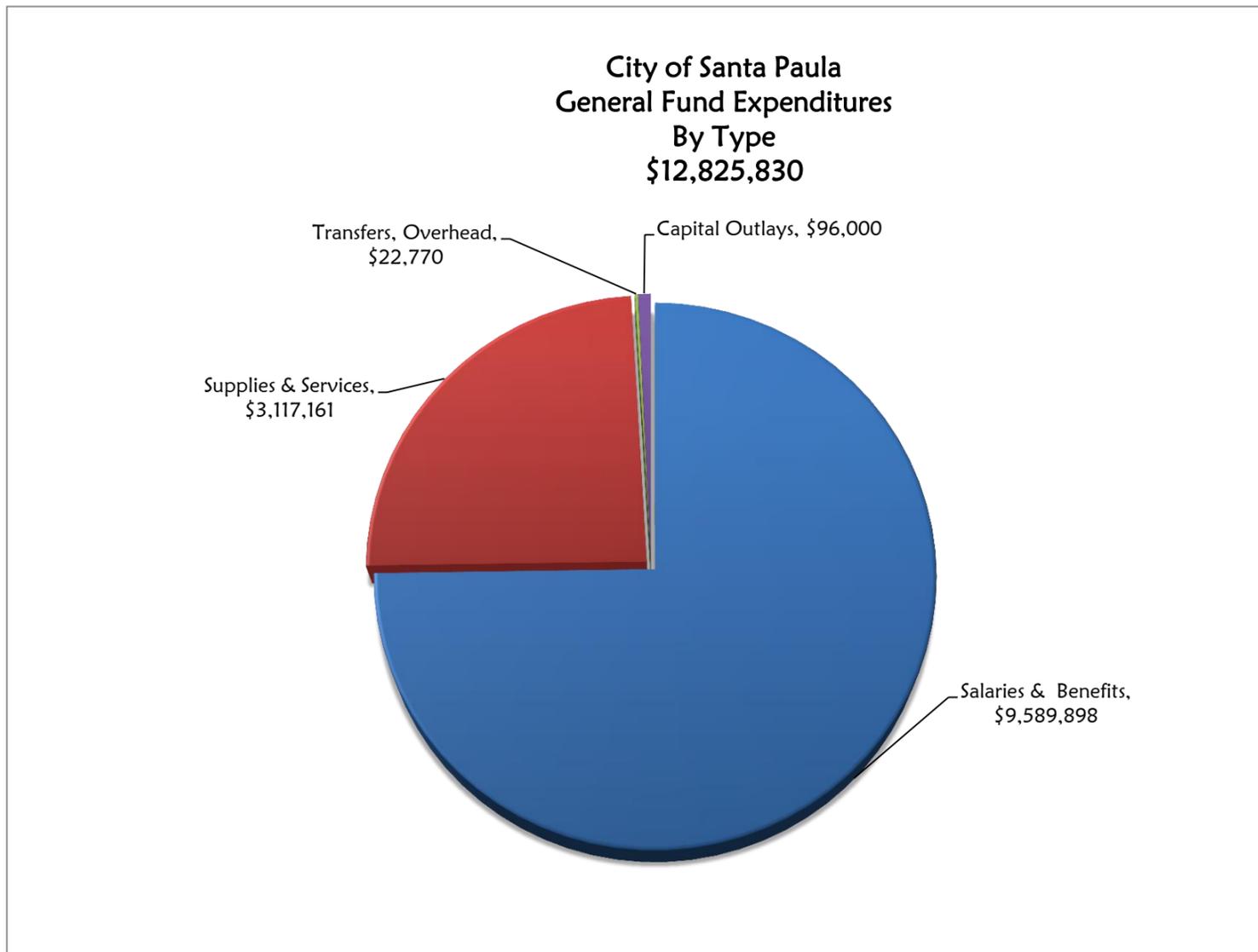


**SANTA PAULA - GENERAL FUND SUMMARY**

	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	% Change
<b>Expenditures</b>							
Salaries	5,917,310	5,297,973	5,313,653	5,540,029	5,883,889	5,896,500	0.2%
Benefits	3,307,184	3,430,754	2,882,713	3,425,427	3,399,577	3,693,398	8.6%
<b>Total</b>	<b>9,224,495</b>	<b>8,728,726</b>	<b>8,196,366</b>	<b>8,965,456</b>	<b>9,283,465</b>	<b>9,589,898</b>	<b>3.3%</b>
Supplies, Services & Maintenance	2,504,785	2,573,238	2,741,566	3,061,165	2,977,308	3,117,161	4.7%
Transfers, Overhead	0	22,770	22,770	22,770	397,336	22,770	0.0%
<b>Total</b>	<b>2,504,785</b>	<b>2,596,008</b>	<b>2,764,336</b>	<b>3,083,935</b>	<b>3,374,644</b>	<b>3,139,931</b>	<b>-7.0%</b>
Capital Outlays	210,437	737,351	56,562	1,250,392	90,735	96,000	0.0%
<b>Total</b>	<b>11,939,717</b>	<b>12,062,085</b>	<b>11,017,265</b>	<b>13,299,783</b>	<b>12,748,843</b>	<b>12,825,830</b>	<b>0.6%</b>

**Revenue & Other Resources**

Taxes	7,508,894	8,169,419	8,661,321	8,068,800	9,388,290	9,976,084	6.3%
Fee, Fines & Permits	978,302	566,440	778,076	868,150	762,802	845,000	10.8%
Intergovernmental	483,513	354,230	361,584	352,800	352,350	367,600	4.3%
Charges for Services, User Fees	859,405	783,252	832,156	806,844	692,360	735,404	6.2%
Transfers	1,710,732	1,848,124	1,260,304	1,120,091	404,030	1,120,091	177.2%
Other Revenues	678,966	38,507	127,174	1,620,140	1,763,614	25,650	-98.5%
<b>Total Revenues</b>	<b>12,219,812</b>	<b>11,759,972</b>	<b>12,020,615</b>	<b>12,836,825</b>	<b>13,363,446</b>	<b>13,069,829</b>	<b>-2.2%</b>
<b>Net GF (Cost)/Benefit</b>	<b>280,095</b>	<b>(302,113)</b>	<b>1,003,350</b>	<b>(462,958)</b>	<b>614,603</b>	<b>243,999</b>	<b>-60.3%</b>



**SANTA PAULA - GENERAL FUND SUMMARY**

Department	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	% Change
Administration & Risk Manag	1,649,431	1,839,131	1,895,285	2,167,355	2,140,578	2,116,971	-2.4%
Building & Safety	281,561	207,554	261,136	333,000	442,520	272,264	-13.7%
Community Services	864,983	681,376	843,530	883,121	883,141	912,835	3.4%
Finance	382,802	370,969	423,779	484,512	437,285	540,151	12.7%
Fire	2,161,312	2,114,122	2,163,797	2,241,505	2,308,879	2,573,769	14.4%
Planning	632,583	593,573	573,107	613,323	572,780	599,695	-2.4%
Police	5,335,041	5,330,163	4,447,622	4,870,266	5,147,814	5,230,149	7.0%
Public Works	483,352	775,900	233,956	1,432,501	647,902	288,795	-176.5%
Non-Department Expense	148,651	149,298	175,054	274,200	167,945	291,200	10.1%
Total	11,939,717	12,062,085	11,017,265	13,299,783	12,748,843	12,825,830	-3.7%

**SANTA PAULA - MISCELLANEOUS APPROPRIATIONS**

Department	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	% Change
Administration	154,383	167,166	217,717	175,646	202,811	214,890	6.0%
Building & Safety	320,457	212,472	140,352	197,176	25,819	190,660	638.5%
Community Services	164,048	214,461	747,210	204,527	249,941	277,282	10.9%
Finance	351,663	297,368	321,733	339,756	278,356	388,711	39.6%
Fire	45,295	2,392	347,626	453,867	415,438	220,966	-46.8%
Police	167,957	163,446	105,227	142,078	112,837	80,632	-28.5%
Public Works	18,319,967	21,108,048	16,763,014	19,754,617	15,803,700	20,392,407	29.0%
Total	19,523,770	22,165,353	18,642,880	21,267,667	17,088,902	21,765,548	27.4%

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

General Fund  
Expenditure Summary by Department Category

	Actual 10/11	Actual 11/12	Actual 12/13	Estimated 13/14	Budget 14/15
<b>Administration</b>					
Personnel - Salaries	441,319	454,678	468,817	482,830	494,916
Personnel Benefits	228,470	249,518	235,392	254,713	260,518
Sub-Total	669,789	704,196	704,209	737,543	755,434
Services & Supplies	976,492	1,134,936	1,191,076	1,403,036	1,361,537
Capital Equip/Projects	3,150	0	0	0	0
Other/Transfers Out	0	0	0	0	0
Sub-Total	979,642	1,134,936	1,191,076	1,403,036	1,361,537
<b>Administration Total</b>	<b>1,649,431</b>	<b>1,839,132</b>	<b>1,895,285</b>	<b>2,140,579</b>	<b>2,116,971</b>
<b>Build. &amp; Safety</b>					
Personnel - Salaries	164,956	109,313	137,447	244,512	138,740
Personnel Benefits	67,722	66,087	92,393	131,393	88,438
Sub-Total	232,678	175,400	229,840	375,905	227,178
Services & Supplies	48,884	32,153	31,296	44,030	45,086
Capital Equip/Projects	0	0	0	22,585	0
Other/Transfers Out	0	0	0	0	0
Sub-Total	48,884	32,153	31,296	66,615	45,086
<b>Build &amp; Safety Total</b>	<b>281,562</b>	<b>207,553</b>	<b>261,136</b>	<b>442,520</b>	<b>272,264</b>
<b>Community Services</b>					
Personnel - Salaries	435,174	375,791	450,467	481,684	508,060
Personnel Benefits	169,728	154,756	191,443	192,457	202,479
Sub-Total	604,902	530,547	641,910	674,141	710,539
Services & Supplies	225,898	150,829	201,620	207,251	193,296
Capital Equip/Projects	34,183	0	0	1,750	9,000
Other/Transfers Out	0	0	0	0	0
Sub-Total	260,081	150,829	201,620	209,001	202,296
<b>Comm. Services Total</b>	<b>864,983</b>	<b>681,376</b>	<b>843,530</b>	<b>883,142</b>	<b>912,835</b>
<b>Finance</b>					
Personnel - Salaries	217,195	199,258	238,814	251,578	275,021
Personnel Benefits	81,929	102,786	94,908	113,895	125,580
Sub-Total	299,124	302,044	333,722	365,473	400,601
Services & Supplies	83,678	68,925	90,056	71,812	139,550
Capital Equip/Projects	0	0	0	0	0
Other/Transfers Out	0	0	0	0	0
Sub-Total	83,678	68,925	90,056	71,812	139,550
<b>Finance Total</b>	<b>382,802</b>	<b>370,969</b>	<b>423,778</b>	<b>437,285</b>	<b>540,151</b>

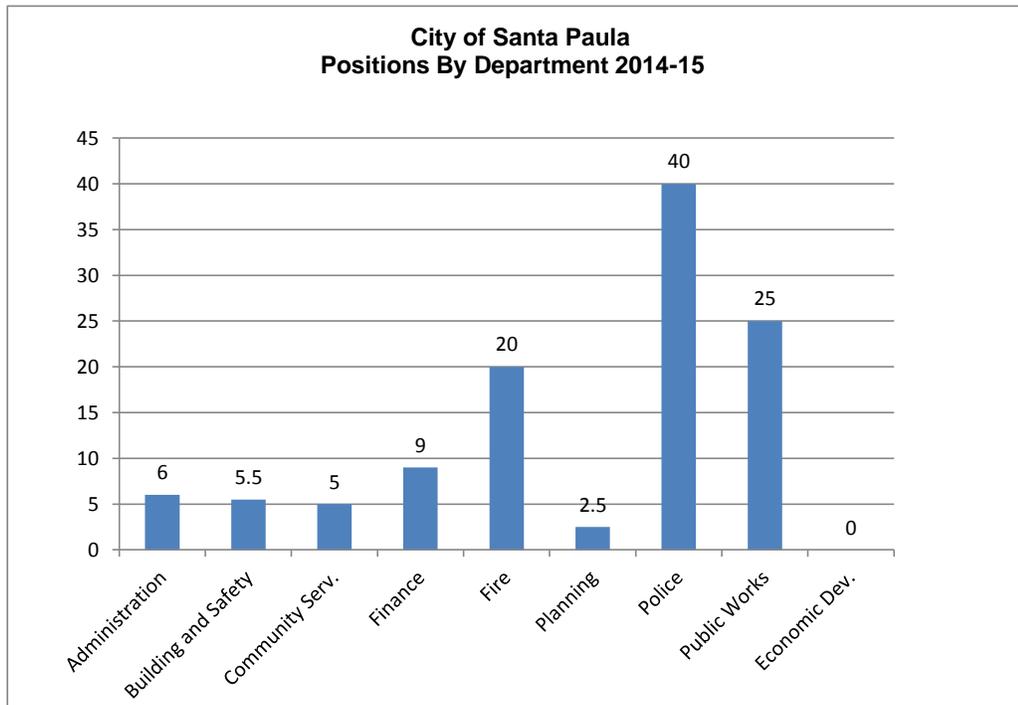
General Fund  
Expenditure Summary by Department Category

	Actual 10/11	Actual 11/12	Actual 12/13	Estimated 13/14	Budget 14/15
<b>Fire</b>					
Personnel - Salaries	1,222,291	1,153,107	1,146,532	1,264,359	1,305,431
Personnel Benefits	749,998	738,201	814,844	856,370	982,453
Sub-Total	1,972,289	1,891,308	1,961,376	2,120,729	2,287,884
Services & Supplies	189,023	198,285	198,333	188,150	285,885
Capital Equip/Projects	0	24,528	4,087	0	0
Other/Transfers Out	0	0	0	0	0
Sub-Total	189,023	222,813	202,420	188,150	285,885
<b>Fire Total</b>	<b>2,161,312</b>	<b>2,114,121</b>	<b>2,163,796</b>	<b>2,308,879</b>	<b>2,573,769</b>
<b>Planning</b>					
Personnel - Salaries	285,814	266,651	265,722	277,505	299,243
Personnel Benefits	87,702	107,337	96,843	108,178	122,452
Sub-Total	373,516	373,988	362,565	385,683	421,695
Services & Supplies	259,067	219,585	210,543	187,097	178,000
Capital Equip/Projects	0	0	0	0	0
Other/Transfers Out	0	0	0	0	0
Sub-Total	259,067	219,585	210,543	187,097	178,000
<b>Planning Total</b>	<b>632,583</b>	<b>593,573</b>	<b>573,108</b>	<b>572,780</b>	<b>599,695</b>
<b>Police</b>					
Personnel - Salaries	2,956,486	2,613,110	2,478,071	2,757,793	2,720,720
Personnel Benefits	1,841,768	1,926,354	1,292,869	1,670,216	1,838,432
Sub-Total	4,798,254	4,539,464	3,770,940	4,428,009	4,559,152
Services & Supplies	511,318	640,523	628,457	676,305	583,997
Capital Equip/Projects	25,470	180,176	45,224	43,500	87,000
Other/Transfers Out	0	0	0	0	0
Sub-Total	536,788	820,699	673,681	719,805	670,997
<b>Police Total</b>	<b>5,335,042</b>	<b>5,360,163</b>	<b>4,444,621</b>	<b>5,147,814</b>	<b>5,230,149</b>
<b>Public Works</b>					
Personnel - Salaries	194,076	126,064	127,783	123,629	154,369
Personnel Benefits	79,866	85,716	64,021	72,357	73,046
Sub-Total	273,942	211,780	191,804	195,986	227,415
Services & Supplies	59,464	8,721	15,129	31,681	38,610
Capital Equip/Projects	149,946	532,629	4,253	22,899	0
Other/Transfers Out	0	22,770	22,770	397,336	22,770
Sub-Total	209,410	564,120	42,152	451,916	61,380
<b>Public Works Total</b>	<b>483,352</b>	<b>775,900</b>	<b>233,956</b>	<b>647,902</b>	<b>288,795</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	150,962	149,281	175,057	167,945	291,200
Capital Equip/Projects	(2,312)	17	(3)	0	0
Other/Transfers Out	0	0	0	0	0
Sub-Total	148,650	149,298	175,054	167,945	291,200
<b>Non-Depart. Total</b>	<b>148,650</b>	<b>149,298</b>	<b>175,054</b>	<b>167,945</b>	<b>291,200</b>
<b>Total General Fund</b>	<b>11,939,717</b>	<b>12,092,085</b>	<b>11,014,264</b>	<b>12,748,846</b>	<b>12,825,829</b>

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**CITY OF SANTA PAULA  
Citywide Position Count**

Departments	Full Time Positions									
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Administration	6	6.5	8	8.5	6	6.5	6	6	6	6
Building and Safety	8.5	11	11.5	11.5	6	6	4	5	5	5.5
Community Serv.	28	28	30	28	29.5	27	5	5	5	5
Finance	11	10	10	10	8	10	7	9	9	9
Fire	14	14	14.5	15	15	15	15	15	20	20
Planning	8.5	8.5	7.3	6.5	4	4	2	2	2	2.5
Police	47	47	48	49	47	43.5	37	38	38	40
Public Works	50	51	41.83	43	39	28	21	22	22	25
Economic Dev.	2.5	3	1.5	1.5	1	0	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>	<b>113</b>



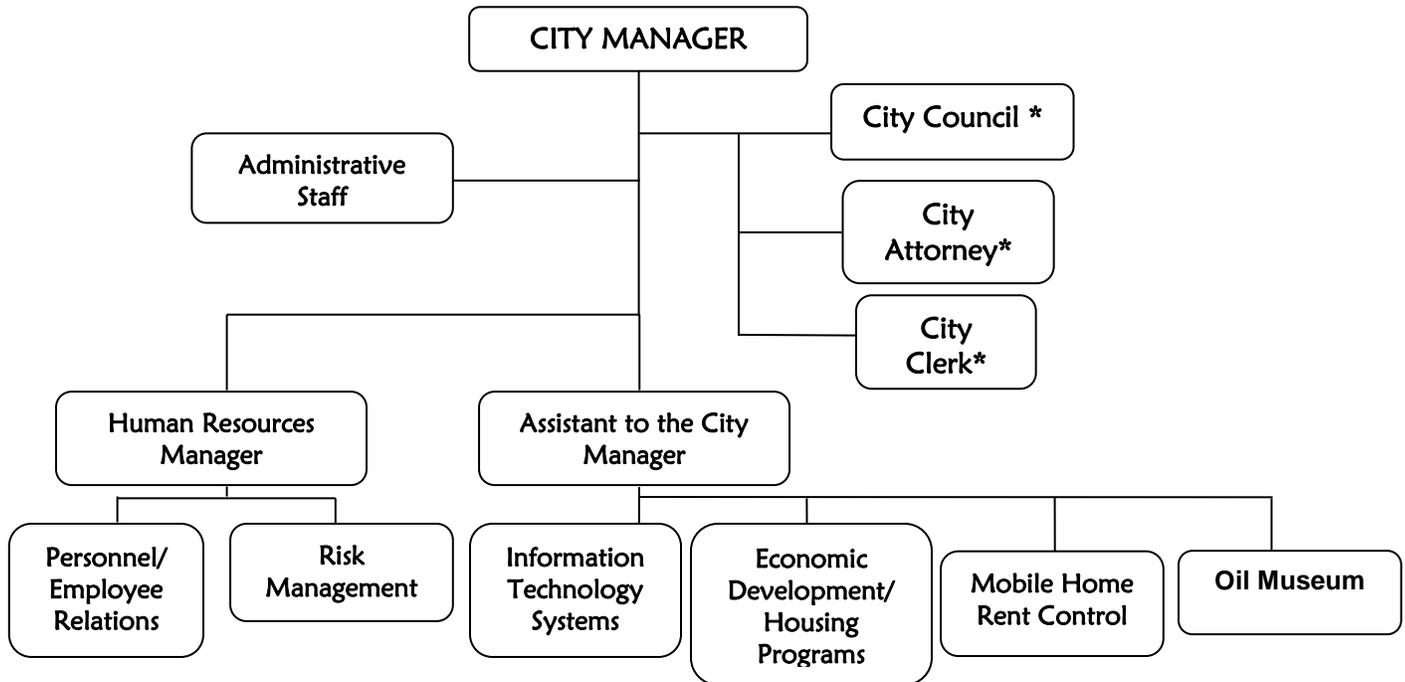
CITY OF SANTA PAULA  
POSITION CONTROL LISTING  
ADOPTED BUDGET - FY 2014-15

Department	Position	Full-Time	Part-Time	Seasonal	FTE's	Employee Count	
<b>ADMINISTRATION</b>	City Manager	1.00			1.00	1.00	
	Assistant to the City Manager	1.00	0.00		1.00	1.00	
	Admin Secretary/Deputy City Clerk	1.00			1.00	1.00	
	Human Resources Manager	1.00			1.00	1.00	
	Human Resource Specialist	1.00			1.00	1.00	
	IT Support Specialist	1.00			1.00	1.00	
	Museum Administrator	1.00			1.00	1.00	
	<b>Department Total</b>	<b>7.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>	<b>7.00</b>	
<b>INSPECTION SERVICES</b>	Administrative Assistant	1.00			1.00	1.00	
	Building Inspector I / II	3.00	0.50		3.50	3.50	
	Chief Building Inspector	1.00			1.00	1.00	
	Senior Building Inspector (Unfunded)				-	-	
	<b>Department Total</b>	<b>5.00</b>	<b>0.50</b>		<b>5.50</b>	<b>5.50</b>	
<b>COMMUNITY SERVICES</b>	Community Services Director	1.00			1.00	1.00	
	* Recreation Supervisor ( <i>Vacant</i> )		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 ( <i>Vacant</i> )					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	
	Secretary II		0.50		0.50	0.50	
	<b>Department Total</b>	<b>2.00</b>	<b>1.50</b>		<b>3.50</b>	<b>4.50</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	14.00			14.00	14.00	
	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>40.00</b>	<b>4.00</b>		<b>44.00</b>	<b>48.00</b>	
<b>PUBLIC WORKS</b>	Public Works Director	1.00			1.00	1.00	
	Capital Projects Engineer	1.00			1.00	1.00	
	Regulatory Specialist	1.00			1.00	1.00	
	Accounting Technician	1.00			1.00	1.00	
	Senior Administrative Assistant	1.00			1.00	1.00	
	Engineering Technician, Senior	1.00			1.00	1.00	
	Water Supervisor	1.00			1.00	1.00	
	Water Distribution Leadworker	1.00			1.00	1.00	
	Water Distribution Worker I, II, III	8.00			8.00	8.00	
	Water System Operator I, II	2.00			2.00	2.00	
	Street Maintenance Leadworker	1.00			1.00	1.00	
	Maintenance Worker I,II	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>25.00</b>			<b>25.00</b>	<b>25.00</b>	
<b>Grand Totals:</b>		<b>113.00</b>	<b>13.65</b>	<b>4.50</b>	<b>131.15</b>	<b>148.00</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

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



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

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

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

City Council
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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 and the Santa Paula Utility Authority.

***Program Performance Areas:***

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

***Budget Commentary:*** Each council member has a separate allocation for business related expenses, including travel and meetings. There are significant changes in either budgeted expenses or revenues for FY2014-15.

**City Clerk**

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

***Program Performance Areas:***

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

***Specific Objectives:***

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

***Budget Commentary:*** The City Clerk's budget varies every year as there are elections bi-annually. In 2014-15 there is funding included from the upcoming election of \$6,200. Staff remains with an elected City Clerk and an Administrative Assistant/Deputy City Clerk that share duties in the City Manager's office. There are no other significant changes in either budgeted expenses or revenues for 2014-15.

**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. The City Manager's office includes separate budgets for the City Manager, Personnel, Risk Management, Information Technology, Non-Department Administration, Mobile Home Rent Review and the California Oil Museum.

Personnel/Employee Relations is responsible for the recruitment, compensation, and training of City personnel; maintenance of all City personnel records; employee benefits administration; and general oversight of 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 with assistance from a consultant.

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

***Program Performance Areas:***

- Recommends the annual City Budget and Capital Improvement Program to the City Council, and supervises all revenues, expenditures and purchases of the City.
- Keeps the City Council advised of the City's financial condition and recommends measures and actions to the Council, which are felt necessary for efficient City operation.
- Continually strives to adapt and respond to changing demands by actively seeking new ways to improve the effectiveness, efficiency and quality of overall City services.
- Oversees Personnel/Employee Relations, Risk Management, Information Technology Systems, Mobile Home Rent Control Program, Economic Development and Housing programs.
- Coordinate with and providing support to the City Council, City Clerk and City Attorney.
- Coordinates and is responsible for the contents of the City Council agenda.

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

***Specific Objectives:***

- **City Manager's Office**
  - ◆ Prepare of the annual City Budget and Capital Improvement Plan.
  - ◆ Supervise completion of the Citywide fee study.
- **Personnel and Employee Relations**
  - ◆ Oversee ongoing implementation of Personnel Policies and Procedures.
  - ◆ Oversee and implement all labor agreements.
  - ◆ Continue to provide ongoing safety training to City employees.
- **Information Technology Systems**
  - ◆ Complete citywide server and computer hardware systems upgrade.
  - ◆ Implement the security plan for City computer and hardware systems.
  - ◆ Provide general and specialized technical assistance of City users.
  - ◆ Update the City website for improved connectivity for both City and Community users.
- **Mobile Home Rent Control**
  - ◆ Administer program requirements per the municipal code.
- **Economic Development/ Housing**
  - ◆ Aid business development and retention through the implementation of the city's economic plan.
  - ◆ Continue partnership with the Economic Development Collaborative of Ventura County to provide support and resources to businesses.

***Budget Commentary:*** Due to the settlement with the JPIA general liability insurance will be decrease for the next three years, savings of \$120,000 in 2014-15. IT costs for software contracts have increased over the last two budgeted cycles by approximately by \$45,000. The Mobile Home Rent Control Program continue to be funded through fees charged to the Mobile home Parks and applications for rent increase.

**City Attorney**

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

***Program Performance Areas:***

- Serves as legal advisor to the City Council, City Manager and Department Heads.
- Reviews legal documents and contracts as required.
- Prosecutes violations of municipal ordinances.

***Budget Commentary:*** The base expenses of legal services have remained relatively unchanged since 2009-10. The services are provided through a contract which was bid out in 2012. Some legal expenses for specialized areas, such as consultation on water enterprise issues, are charged directly to Departments or, if claim related, are charged separately to the City's risk management joint powers authority. There are no significant changes in either budgeted expenses or revenues for 2014-15.

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

***Budget Commentary:*** This is a maintenance budget; however utilities cost are projected to approximately \$7,000 higher than last year. Contingencies remain budgeted at \$115,000. There were no drawdowns from contingencies in 2013-14 so no new resources are necessary to maintain this level.

**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 Facility Attendant, a part-time contract Curator who develops and installs exhibits, other part-time contract staffing and a contract landscape maintenance service. Volunteer staff consists of twelve Key Docents who open and close the Museum, manage the visitor desk, and oversee store sales. The docents conduct tours and provide visitor desk assistance. The docents provide educational tours for the public, schools, and tourists. Over 100,000 people from all over the world have visited the Museum since 1993.

**Program Performance Areas:**

- 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 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	% Change
<b>Expenditures</b>							
Salaries	504,709	509,559	516,945	542,439	530,254	543,055	2.4%
Benefits	256,501	276,582	260,213	270,712	279,384	285,555	2.2%
Total	761,211	786,142	777,158	813,151	809,639	828,610	2.3%
Supplies, Services & Maintenance	1,038,592	1,220,155	1,335,307	1,529,287	1,533,515	1,503,017	-2.0%
Transfers, Overhead and Debt Payments	861	0	537	563	235	234	0.0%
Total	1,039,453	1,220,155	1,335,844	1,529,850	1,533,750	1,503,251	-2.0%
Capital Outlays	3,150	0	0	0	0	0	0.0%
Total	1,803,814	2,006,297	2,113,002	2,343,001	2,343,389	2,331,861	-0.5%
<b>Authorized Employee Count</b>	6.5	6.75	7	7	7	7	

**ADMINISTRATION DEPARTMENT - GENERAL FUND SUMMARY**

	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	% Change
<b>Expenditures</b>							
Salaries	441,319	454,678	468,817	492,479	482,830	494,916	2.5%
Benefits	228,470	249,518	235,392	245,099	254,713	260,518	2.3%
Total	669,789	704,195	704,209	737,578	737,542	755,434	2.4%
Supplies, Services & Maintenance	976,492	1,134,936	1,191,076	1,429,777	1,403,036	1,361,537	-3.0%
Transfers, Overhead and Debt Payments	0	0	0	0	0	0	0.0%
Total	976,492	1,134,936	1,191,076	1,429,777	1,403,036	1,361,537	-3.0%
Capital Outlays	3,150	0	0	0	0	0	0.0%
Total	1,649,431	1,839,131	1,895,285	2,167,355	2,140,578	2,116,971	-1.1%
<b>Revenue &amp; Other Resources</b>							
Charges for Services, User Fees	2,837	1,680	6,318	5,650	2,644	2,550	-3.6%
Total Revenues	2,837	1,680	6,318	5,650	2,644	2,550	-3.6%
Net GF (Cost)/Benefit	(1,646,594)	(1,837,451)	(1,888,967)	(2,161,705)	(2,137,934)	(2,114,421)	-1.1%

**NON DEPARTMENTAL - GENERAL FUND SUMMARY**

	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	% Change
<b>Expenditures</b>							
Supplies, Services & Maintenance	150,962	149,281	175,057	274,200	167,945	291,200	73%
Total	150,962	149,281	175,057	274,200	167,945	291,200	73%
Capital Outlays	(2,312)	17	(3)	0	0	0	0.0%
Total	(2,312)	17	(3)	0	0	0	#DIV/0!
Total	148,651	149,298	175,054	274,200	167,945	291,200	73%
<b>Revenue &amp; Other Resources</b>							
Taxes	7,508,894	8,169,419	8,661,321	8,068,800	9,388,290	9,976,084	6%
Fee, Fines & Permits	26,160	23,640	24,775	27,700	16,906	20,550	22%
Intergovernmental	264,764	129,789	95,280	108,000	100,004	99,800	0%
Investments & Rents	271,354	143,664	136,980		146,154	210,200	44%
Charges for Services, User Fees	39,495	9,675	34,434	34,434	16,533	16,350	-1%
Transfers	1,710,732	1,848,124	1,260,304	1,120,091	404,030	1,120,091	177%
Other Revenues	542,461	91,356	3,386	1,602,050	1,552,564	2,000	-100%
Total Revenues	10,363,860	10,415,667	10,216,480	10,961,075	11,624,481	11,445,075	-2%
Net GF (Cost)/Benefit	(10,215,209)	(10,266,369)	(10,041,425)	(10,686,875)	(11,456,536)	(11,153,875)	-3%

**GENERAL ADMINISTRATION**

**ADMIN-CITY COUNCIL**

FUND			100			0501		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	0501 *002	Part Time Salaries	17,968	17,053	19,031	18,000	18,080	18,000
		Total	17,968	17,053	19,031	18,000	18,080	18,000
<b>Employee Paid Benefits</b>								
2	0501 *041	Cafeteria Allowance	58,570	55,632	56,959	58,686	58,686	58,686
3	0501 *042	Retirement	2,117	1,722	1,838	1,840	1,849	1,840
4	0501 *xxx	All Other Paid Benefits	1,216	2,435	2,278	1,305	3,029	3,393
		Total	61,903	59,789	61,075	61,831	63,564	63,919
		Total	79,871	76,842	80,106	79,831	81,644	81,919
<b>Services &amp; Supplies</b>								
5	0501 *075	Council Expense - Robinson	2,540	654	0	0	0	0
6	0502 *076	Council Expense - Hernandez	0	0	1,810	2,000	984	2,000
6	0501 *078	Council Expense - Tovas	2,564	829	1,663	2,000	2,000	2,000
7	0501 *079	Council Expense - Aguirre	1,255	0	0	0	0	0
8	0501 *080	Council Expense - Fernandez	93	893	988	2,000	772	2,000
9	0501 *081	Council Expense - Gonzales	0	442	73	2,000	500	2,000
10	0501 *082	Council Expense - Cook	558	1,872	1,065	2,000	2,085	2,000
11	0501 *101	Postage	20	0	57	0	0	0
12	0501 *103	Dues & Subscriptions	7,415	7,033	14,956	7,500	8,614	8,600
13	0501 *120	Supplies - Office	0	0	114	0	105	0
14	0501 *150	Recognitions/Awards	0	16	107	50	0	0
15	0501 *209	Prof/Cont Svcs - Other	0	0	106	100	3,208	500
16	0501 *282	Utility - Telephone	889	624	0	0	0	0
17	0501 *352	Training/Workshops/Meetings	0	43	60	100	74	100
18	0501 *353	Mileage Reimbursement	0	0	0	0	0	0
		Total	15,334	12,406	20,999	17,750	18,343	19,200
		Total	95,205	89,248	101,106	97,581	99,987	101,119

**Year-Over-Year Changes**

No significant year over year changes.

**GENERAL ADMINISTRATION**

**CITY CLERK**

FUND 100			0502				0502	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	0502 *001	Full Time Salaries	29,467	28,339	21,496	26,814	25,851	28,062
2	0502 *002	Part Time Salaries	3,604	3,444	5,955	3,600	3,462	3,600
3	0502 *003	Overtime	1,896	911	1,790	1,600	1,632	1,600
		Total	34,967	32,694	29,241	32,014	30,944	33,262
<b>Employee Paid Benefits</b>								
4	0502 *041	Cafeteria Allowance	6,604	6,635	5,213	6,585	6,585	6,585
5	0502 *042	Retirement	2,904	2,955	4,792	7,677	7,630	8,310
6	0502 *xxx	All Other Paid Benefits	1,217	3,524	1,077	1,348	1,227	1,350
		Total	10,725	13,113	11,082	15,610	15,443	16,245
		Total	45,692	45,807	40,323	47,624	46,387	49,507
<b>Services &amp; Supplies</b>								
7	0502 *101	Postage	13	0	51	0	0	0
8	0502 *120	Supplies-Office	261	714	371	0	204	200
9	0502 *121	Supplies-Clothing/Uniforms	0	0	0	0	0	0
10	0502 *129	Supplies-Other	0	0	0	0	32	0
11	0502 *209	Prof/Contr Svcs-Other	9,081	2,760	1,964	2,000	3,731	3,500
12	0502 *230	Legal Advertising	338	1,555	839	1,000	1,055	1,200
13	0502 *231	Misc. Advertising/Promo	25	0	648	0	0	0
14	0502 *240	Duplication Charges - Internal	0	0	0	0	0	0
15	0502 *282	Utility - Telephone	0	0	0	0	0	0
16	0502 *303	Maint-Office Equipment	0	0	0	0	0	0
17	0502 *330	Elections	1,660	0	6,232	0	0	6,200
18	0502 *352	Training/Workshops/Meetings	1,319	1,738	1,152	1,000	1,714	1,500
19	0502 *360	Educational Reimbursement	0	0	0	0	0	0
		Total	12,698	6,767	11,258	4,000	6,736	12,600
		Total	58,390	52,574	51,581	51,624	53,123	62,107

**Year-Over-Year Changes**

Elections are schedule for this fiscal year.

**GENERAL ADMINISTRATION**

**CITY ATTORNEY**

FUND 100			0504				0504	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Services &amp; Supplies</b>								
1	0504 *101	Postage	0	0	0	0	0	0
2	0504 *120	Supplies - Office	0	0	0	0	638	0
3	0504 *203	Prof/Contr Svcs - Legal	108,688	135,745	158,905	150,000	179,055	150,000
4	0504 *209	Prof/Contr Svcs - Other	0	0	15	0	0	0
5	0504 *282	Utility Phone	0	0	0	0	0	0
6	0504 *678	Prior Year Adj-Expenditures	(17,971)	0	0	0	0	0
		Total	90,717	135,745	158,920	150,000	179,693	150,000
<b>Capital Outlays</b>								
		Total	0	0	0	0	0	0
		Total	90,717	135,745	158,920	150,000	179,693	150,000

**Year-Over-Year Changes**

No significant year over year changes.

**GENERAL ADMINISTRATION**

**CITY MANAGER**

FUND			100	0511			0511	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	0511 *001	Full Time Salaries	188,734	195,418	208,455	216,354	208,830	215,769
2	0511 *002	Part Time Salaries	0	0	0	0	0	0
3	0511 *003	Overtime Salaries	948	456	851	900	856	900
		Total	189,682	195,874	209,306	217,254	209,686	216,669
<b>Employee Paid Benefits</b>								
4	0511 *020	Moving Allowance	5,368	0	0	0	0	0
5	0511 *021	Car Allowance	4,782	5,127	7,945	6,893	8,235	8,235
6	0511 *041	Cafeteria Allowance	16,880	18,592	24,203	25,065	23,246	20,898
7	0511 *042	Retirement	41,228	33,305	40,687	44,416	44,439	47,314
8	0511 *xxx	All Other Paid Benefits	5,135	20,245	7,636	8,173	12,678	12,955
		Total	73,392	77,269	80,471	84,547	88,598	89,402
		Total	263,074	273,143	289,777	301,801	298,284	306,071
<b>Services &amp; Supplies</b>								
9	0511 *101	Postage	70	26	0	0	0	0
10	0511 *103	Dues & Subscriptions	16,909	24,866	22,239	24,150	25,139	25,000
11	0511 *120	Supplies Office	116	1,029	2,275	2,150	1,969	2,000
12	0511 *129	Supplies - Other	52	0	232	100	86	100
13	0511 *150	Recognition/Awards	1,427	1,820	2,853	1,500	2,061	2,000
14	0511 *171	Minor Equipment - Office	0	0	0	0	0	0
15	0511 *179	Minor Equipment - Other	5,151	0	0	0	0	0
16	0511 *205	Prof/Contr Svcs - Personnel	159	350	906	500	0	500
17	0511 *209	Prof/Contr Svcs - Other	6,562	9,459	26,430	21,000	21,663	21,700
18	0511 *231	Misc. Advertising/Promo	55	263	3,712	2,000	0	2,000
19	0511 *240	Duplication Charges - Internal	0	0	0	0	0	0
20	0511 *282	Utility - Telephone	1,697	1,220	99	0	0	0
21	0511 *303	Maint - Office Equipment	0	0	0	0	0	0
22	0511 *352	Training/Workshops/Meetings	1,038	882	5,576	2,000	704	2,000
23	0511 *353	Mileage Reimbursement	0	0	0	0	0	0
5	0504 *678	Prior Year Adj-Expenditures	0	0	3,209	0	0	0
		Total	33,235	39,915	67,531	53,400	51,622	55,300
		Total	296,310	313,058	357,308	355,201	349,906	361,371

**Year-Over-Year Changes**

There is an increase in benefits due to an increase in retirement.

**GENERAL ADMINISTRATION**

**PERSONNEL**

FUND			100			0512			0512	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget		
<b>Salaries &amp; Wages</b>										
1	0512 *001	Full Time Salaries	85,855	89,146	95,425	102,778	102,716	105,027		
2	0512 *002	Part Time Salaries	0	0	0	0	0	0		
3	0512 *003	Over Time Salaries	442	171	658	900	539	900		
		Total	86,297	89,317	96,083	103,678	103,255	105,927		
<b>Employee Paid Benefits</b>										
4	0512 *021	Car Allowance	2,040	2,115	2,100	2,100	2,100	2,100		
5	0512 *041	Cafeteria Allowance	21,009	16,970	16,808	16,844	16,528	16,844		
6	0512 *042	Retirement	13,655	17,086	20,384	21,650	23,458	25,930		
7	0512 *xxx	All Other Paid Benefits	3,183	9,741	3,972	4,542	4,198	4,447		
		Total	39,886	45,911	43,264	45,136	46,285	49,321		
		Total	126,183	135,228	139,348	148,814	149,540	155,248		
<b>Services &amp; Supplies</b>										
8	0512 *101	Postage	92	21	0	0	0	0		
9	0512 *103	Dues & Subscriptions	85	149	335	450	335	450		
10	0512 *120	Supplies Office	0	0	297	0	274	200		
11	0512 *121	Supplies - Clothing/Uniform	0	0	0	0	0	0		
12	0512 *129	Supplies - Other	254	0	69	0	0	0		
13	0512 *150	Recognition/Awards	73	1,898	2,563	2,500	2,560	2,500		
14	0512 *203	Prof/Contr Svcs - Legal	34,240	16,439	20,792	20,000	13,694	20,000		
15	0512 *204	Prof/Contr Svcs - PERS	41,378	34,266	34,785	38,000	37,335	38,000		
16	0512 *205	Prof/Contr Svcs - Personnel	3,851	3,055	5,125	1,500	-3	1,500		
17	0512 *209	Prof/Contr Svcs - Other	3,622	16,170	12,195	8,500	7,257	17,500		
18	0512 *214	Prof/Contr Svcs - Medical	130	631	65	2,000	1,493	2,000		
19	0512 *231	Misc. Advertising/Promo	0	0	0	0	0	0		
20	0512 *240	Duplication Charges - Internal	0	0	0	0	0	0		
21	0512 *282	Utility - Telephone	0	0	0	0	0	0		
22	0512 *352	Training/Workshops/Meetings	2,024	1,237	1,636	2,000	1,445	2,000		
23	0512 *353	Mileage Reimbursement	0	0	0	0	0	0		
24	0512 *360	Educational Reimbursement	1,500	0	0	1,500	0	1,500		
		Total	87,249	73,865	77,863	76,450	64,389	85,650		
		Total	213,432	209,093	217,211	225,264	213,929	240,898		

**Year-Over-Year Changes**

This year includes Recruitment Software through NeoGov with an annual recurring cost of \$3,925 and \$5,000 on time set up cost

**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 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	0513 *001	Full Time Salaries	57,185	59,625	47,266	48,610	48,453	48,796
2	0513 *002	Part Time Salaries	0	0	0	0	0	0
3	0513 *003	Overtime	316	152	5	0	0	0
		Total	57,501	59,777	47,271	48,610	48,454	48,796
<b>Employee Paid Benefits</b>								
4	0513 *021	Car Allowance	2,753	2,828	2,155	2,100	2,100	2,100
5	0513 *041	Cafeteria Allowance	9,244	9,679	6,958	6,966	6,966	6,966
6	0513 *042	Retirement	9,975	11,526	8,761	6,432	9,127	9,567
7	0513 *xxx	All Other Paid Benefits	2,447	6,977	2,104	2,242	2,103	2,212
		Total	24,419	31,010	19,977	17,740	20,296	20,845
		Total	81,920	90,787	67,248	66,350	68,750	69,641
<b>Services &amp; Supplies</b>								
8	0513 *101	Postage	114	0	0	0	0	0
9	0513 *120	Supplies Office	0	0	0	0	0	0
10	0513 *209	Prof/Contr Svcs - Other	4,491	4,902	0	0	2,560	0
11	0513 *227	Prof/Contr - Temp Personnel	0	0	0	0	0	0
12	0513 *246	Svcs - Drug & Alcohol Testing	5,623	2,018	5,150	7,500	3,710	7,500
13	0513 *261	Insurance - Public Liability	465,186	523,159	473,015	729,500	735,215	615,000
14	0513 *262	Insurance - Vehicle	12,218	11,245	12,570	13,000	10,438	13,000
15	0513 *263	Insurance - Building/Property	11,960	12,812	13,277	13,000	12,819	13,000
16	0513 *303	Maint - Office Equipment	0	0	0	0	0	0
17	0513 *352	Training/Workshops/Meetings	3,118	685	1,604	1,500	1,734	1,500
		Total	502,709	554,820	505,615	764,500	766,476	650,000
		Total	584,629	645,607	572,863	830,850	835,226	719,641

**Year-Over-Year Changes**

There is a decrease of \$111,209 due to less Public Insurance liability.

**INFORMATION TECHNOLOGY**

**INFORMATION TECHNOLOGY**

FUND 100			0514			0514		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	0514 *001	Full Time Salaries	51,475	50,322	53,999	57,923	57,510	57,262
2	0514 *003	Overtime	3,430	9,641	13,884	15,000	14,901	15,000
Total			54,905	59,963	67,884	72,923	72,411	72,262
<b>Employee Paid Benefits</b>								
3	0514 *021	Car Allowance	0	0	0	0	0	0
4	0514 *041	Cafeteria Allowance	11,007	11,058	10,975	10,975	10,975	10,975
5	0514 *042	Retirement	4,570	4,994	5,511	6,173	6,399	6,642
6	0514 *xxx	All Other Paid Benefits	2,566	6,374	3,037	3,087	3,152	3,169
Total			18,144	22,426	19,523	20,235	20,527	20,786
Total			73,049	82,389	87,406	93,158	92,938	93,048
<b>Services &amp; Supplies</b>								
7	0514 *101	Postage	0	146	79	0	638	700
*	0514 *103	Dues & Subscriptions	0	0	0	0	85	100
8	0514 *120	Supplies Office	57	0	0	0	0	0
9	0514 *126	Supplies - Computer	9,494	5,244	19,689	7,000	8,444	8,500
10	0514 *175	Minor Equipment - Computer	20,749	63,849	55,050	54,000	55,041	55,000
11	0514 *179	Minor Equipment - Other	3,086	14,615	20,461	25,000	29,584	30,000
12	0514 *207	Prof/Contr - Computer/Software	8,106	45,475	48,255	71,177	42,960	88,000
13	0514 *209	Prof/Contr Svcs - Other	189,398	180,141	203,572	176,300	175,262	176,287
14	0514 *240	Duplication Charges - Internal	0	0	0	21,000	0	21,000
15	0514 *241	Printing & Binding - External	0	0	0	0	0	0
16	0514 *282	Utility - Telephone	0	0	0	0	0	0
17	0514 *302	Maint - Computer Equipment	0	0	0	0	0	0
18	0514 *303	Maint - Office Equipment	0	0	0	0	0	0
19	0514 *352	Training/Workshops/Meetings	2,860	1,110	490	8,000	3,441	8,000
20	0514 *353	Mileage Reimbursement	800	839	1,293	1,200	321	1,200
Total			234,550	311,418	348,890	363,677	315,776	388,787
<b>Capital Outlays</b>								
21	0514 *610	Equipment - New	3,150	0	0	0	0	0
Total			3,150	0	0	0	0	0
Total			310,748	393,807	436,296	456,835	408,714	481,835

**Year-Over-Year Changes**

There is a \$25,000 increase due to a Computer software update that is needed Citywide.

**GENERAL FUND**

**NON-DEPARTMENTAL**

FUND 100			7500			7500		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Services &amp; Supplies</b>								
1	7500 *677	Write Offs/Uncollectables	73	17	-3	0	0	0
2	7500 *678	Prior Year Adj Expenditures	(2,384)	0	0	0	0	0
Total			(2,312)	17	-3	0	0	0
Total			(2,312)	17	-3	0	0	0

**Year-Over-Year Changes**

No significant year over year changes.

**GENERAL FUND**

**NON-DEPARTMENTAL ADMIN**

FUND			100	7501			7501		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Services &amp; Supplies</b>									
1	7501 *101	Postage	4,320	(3)	7,482	9,300	7,491	7,500	
2	7501 *120	Supplies - Office	1,799	2,617	2,698	2,000	2,397	2,500	
3	7501 *125	Supplies - Emerg. Prepared	579	19	0	5,000	4,878	5,000	
4	7501 *209	Prof/Contr Svcs-Other	(148)	10,125	7,420	0	8,270	8,300	
5	7501 *240	Duplication Charges	0	0	0	0	0	0	
6	7501 *241	Printing & Binding	1,151	1,299	0	1,100	0	1,100	
7	7501 *280	Utility - Electric	85,931	77,858	88,388	80,000	88,268	95,000	
8	7501 *281	Utility - Gas	6,377	6,543	6,757	6,800	8,496	7,800	
9	7501 *282	Utility - Telephone	50,953	49,654	58,244	55,000	48,146	49,000	
10	7501 *720	Contingency	0	0	0	115,000	0	115,000	
11	7502 *199	Suspense - Expenditure	0	1,170	4,069	0	0	0	
Total			150,962	149,281	175,057	274,200	167,945	291,200	
Total			150,962	149,281	175,057	274,200	167,945	291,200	

**Year-Over-Year Changes**

There is a \$15,000 increase in electric utility.

**GENERAL ADMINISTRATION**

**MOBILE HOME RENT REVIEW**

FUND			201	0509			0509		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	0509 *001	Full Time Salaries	2,933	3,449	795	1,515	0	0	
2	0509 *002	Part Time Salaries	0	0	0	0	0	0	
3	0509 *003	Overtime	0	0	0	0	0	0	
Total			2,933	3,449	795	1,515	0	0	
<b>Employee Paid Benefits</b>									
4	0509 *021	Car Allowance	143	142	11	142	0	0	
5	0509 *041	Cafeteria Allowance	451	532	44	528	0	0	
6	0509 *042	Retirement	693	954	267	540	0	0	
7	0509 *xxx	All Other Paid Benefits	132	401	27	116	0	0	
Total			1,419	2,029	350	1,326	0	0	
Total			4,352	5,477	1,144	2,841	0	0	
<b>Services &amp; Supplies</b>									
8	0509 *101	Postage	0	0	223	0	0	0	
9	0509 *203	Prof/Contr Svcs - Legal	175	5,640	7,350	0	1,873	2,500	
10	0509 *209	Prof/Contr Svcs - Other	25	0	37,422	5,660	2,925	2,500	
11	0509 *240	Duplication Charges - Internal	0	0	0	0	0	0	
Total			200	5,640	44,995	5,660	4,798	5,000	
<b>Transfers - Out &amp; Overhead</b>									
12	0509 *755	Overhead Due General Fund	0	0	0	0	0	0	
Total			0	0	0	0	0	0	
Total			4,552	11,118	46,139	8,501	4,798	5,000	

**Year-Over-Year Changes**

There is a \$3,500 decrease due to no salaries and benefits.

**GENERAL ADMINISTRATION**

**CALIFORNIA OIL MUSEUM - GRANT**

FUND 204			1504			1504		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	1504 *001	Full Time Salaries	51,145	41,251	42,061	43,409	43,332	43,139
2	1504 *002	Part Time Salaries	9,271	10,153	5,243	4,936	4,093	5,000
3	1504 *003	Overtime	41	28	30	100	0	0
Total			60,458	51,433	47,334	48,445	47,425	48,139
<b>Employee Paid Benefits</b>								
4	1504 *021	Car Allowance	3,937	3,625	3,600	3,600	3,636	3,600
5	1504 *041	Cafeteria Allowance	11,265	10,371	10,691	10,293	10,975	10,975
6	1504 *042	Retirement	6,259	4,492	4,519	4,910	4,940	5,004
7	1504 *xxx	All Other Paid Benefits	5,151	6,549	5,661	5,484	5,120	5,458
Total			26,612	25,036	24,472	24,287	24,672	25,037
Total			87,070	76,469	71,805	72,732	72,097	73,176
<b>Services &amp; Supplies</b>								
8	1504 *101	Postage	1,769	0	0	0	0	0
9	1504 *103	Dues & Subscriptions	140	255	327	150	349	350
10	1504 *120	Supplies Office	996	768	506	500	604	475
11	1504 *128	Inventory - Store Merchandise	1,337	7,088	3,724	5,000	3,558	4,700
12	1504 *129	Supplies - Other	299	1,229	689	600	403	350
13	1504 *130	Inventory - Paseo Store	0	0	0	0	0	0
14	1504 *171	Minor Equipment - Office	0	0	0	0	0	0
15	1504 *202	Svc - Landscape Maintenance	300	0	0	2,100	734	1,300
16	1504 *209	Prof/Contr Svcs - Other	1,815	4,369	5,310	2,900	2,578	4,200
17	1504 *210	Svcs - Fund Raising/Grant Writing	538	592	366	300	1,151	1,150
18	1504 *211	Museum Rotating Exhibits	4,358	6,415	6,303	12,000	13,313	12,000
19	1504 *212	Prof/Contr Svcs - Training, Etc.	34,709	42,674	58,719	50,000	73,033	85,080
20	1504 *231	Misc. Advertising/Promo	2,919	1,677	6,625	5,000	8,207	7,800
21	1504 *240	Duplication Charges - Internal	0	0	0	0	0	0
22	1504 *241	Printing & Binding - External	0	0	0	0	0	0
23	1504 *280	Utility - Electric	11,827	11,125	12,159	12,000	11,994	13,700
24	1504 *281	Utility - Gas	281	277	322	500	956	800
25	1504 *282	Utility - Telephone	1,448	1,376	1,442	1,500	1,252	1,200
26	1504 *301	Maint - Bldgs. & Improvements	1,476	1,718	2,711	1,000	7,212	3,000
27	1504 *303	Prof/Contr - Computer/Software	0	0	0	0	175	175
28	1504 *350	Maint - Office Equipment	0	0	0	0	0	0
29	1504 *352	Training/Workshops/Meetings	0	0	35	300	163	200
Total			64,212	79,562	99,239	93,850	125,682	136,480
<b>Capital Outlay</b>								
30	1504 *610	Equipment New	0	0	0	0	0	0
Total			0	0	0	0	0	0
Total			151,282	156,031	171,044	166,582	197,778	209,656

**Year-Over-Year Changes**

There is a \$43,074 increase services and supplies due to a higher expected revenue.

**ADMINISTRATION**

**CA OIL MUSEUM**

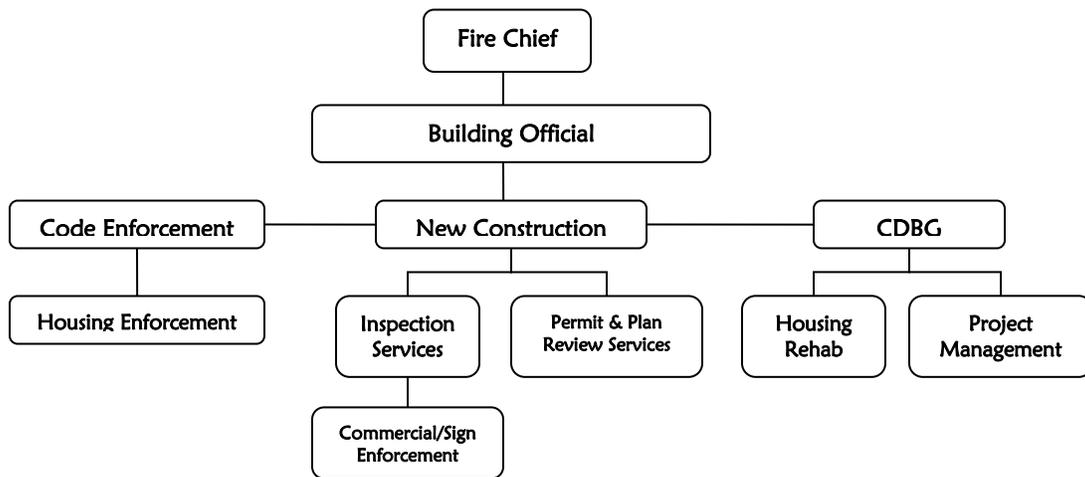
FUND 802			1504			1504		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Transfers, Overhead and Debt Payments</b>								
1	1504 *502	General Portion of Endow Int	861	0	537	563	235	234
Total			861	0	537	563	235	234
Total			861	0	537	563	235	234

**Year-Over-Year Changes**

No significant year over year changes.

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



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

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

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

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

### **INSPECTOR DUTIES**

All inspector duties are handled by staff within the Building and Safety division of the Fire Department. Personnel include four fulltime inspectors, one full time administrative secretary and a part time code enforcement inspector. All staff is funded by the General fund, CDBG or code enforcement revenue.

## New Construction

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

### **Program Performance Areas**

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

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

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

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

## Housing Code Enforcement

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

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

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

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

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

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

**BUILDING & SAFETY DEPARTMENT SUMMARY**

	<b>FY 10-11 Actual</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Budget</b>	<b>FY 13-14 Estimated</b>	<b>FY 14-15 Budget</b>	<b>% Change</b>
<b>Expenditures</b>							
Salaries	257,938	210,755	220,176	265,334	268,453	224,055	-16.5%
Benefits	99,448	109,565	130,312	177,968	144,297	135,422	-6.2%
Total	357,386	320,320	350,488	443,302	412,750	359,477	-12.9%
Supplies, Services & Maintenance	244,632	99,706	51,000	86,874	55,588	103,447	86.1%
Transfers, Overhead and Debt	0	0	0	0	0	0	0.0%
Total	244,632	99,706	51,000	86,874	55,588	103,447	86.1%
Capital Outlays	0	0	0	0	0	0	0.0%
Total	602,019	420,026	401,488	530,176	468,338	462,924	-1.2%
<b>Authorized Employee Count</b>	5.0	5.0	5.0	5.0	5.0	5.5	

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

	<b>FY 10-11 Actual</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Budget</b>	<b>FY 13-14 Estimated</b>	<b>FY 14-15 Budget</b>	<b>% Change</b>
<b>Expenditures</b>							
Salaries	164,956	109,313	137,447	173,436	244,512	138,740	-43.3%
Benefits	67,722	66,087	92,393	118,445	131,393	88,438	-32.7%
Total	232,678	175,401	229,840	291,881	375,905	227,178	-39.6%
Supplies, Services & Maintenance	48,884	32,153	31,296	41,119	44,030	45,086	2.4%
Transfers, Overhead & Debt	0	0	0	0	0	0	0.0%
Total	48,884	32,153	31,296	41,119	44,030	45,086	2.4%
Capital Outlays	0	0	0	0	22,585	0	0.0%
Total	281,561	207,554	261,136	333,000	442,520	272,264	-38.5%
<b>Revenue &amp; Other Resources</b>							
Fee, Fines & Permits	343,563	133,486	262,565	265,950	191,817	201,950	5.3%
Charges for Services, User Fees	144,556	100,665	118,729	176,529	104,939	131,989	25.8%
Other Revenues	5,359	332	2,031	400	28,437	400	-98.6%
Total Revenues	493,478	234,483	383,325	442,879	325,193	334,339	2.8%
Net GF (Cost)/Benefit	211,917	26,929	122,189	109,879	(117,327)	62,075	-152.9%

**BUILDING AND SAFETY**

**BUILDING**

FUND			100			1001		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	1001	*001	137,372	74,152	130,108	139,886	210,655	123,744
2	1001	*003						
		Overtime	1,121	608	163	500	491	500
		<b>Total</b>	<b>138,493</b>	<b>74,760</b>	<b>130,271</b>	<b>140,386</b>	<b>211,146</b>	<b>124,244</b>
<b>Employee Paid Benefits</b>								
3	1001	*021	0	0	0	0	0	0
4	1001	*041	26,408	23,593	38,407	26,976	39,422	29,159
5	1001	*042	21,355	14,999	26,858	52,480	51,619	43,621
6	1001	*xxx	8,574	9,768	11,973	13,213	16,087	11,247
		<b>Total</b>	<b>56,338</b>	<b>48,361</b>	<b>77,238</b>	<b>92,669</b>	<b>107,128</b>	<b>84,027</b>
		<b>Total</b>	<b>194,831</b>	<b>123,121</b>	<b>207,509</b>	<b>233,055</b>	<b>318,274</b>	<b>208,271</b>
<b>Services &amp; Supplies</b>								
7	1001	*101	0	0	0	0	41	0
8	1001	*103	135	125	175	125	605	300
9	1001	*120	1,395	990	943	1,000	2,984	2,500
10	1001	*121	0	0	386	300	523	500
11	1001	*124	0	4	0	0	0	0
12	1001	*126	0	0	0	0	0	0
13	1001	*129	503	524	618	600	1,613	1,600
14	1001	*171	62	17	53	0	0	0
15	1001	*209	34,466	17,342	15,994	21,836	25,902	25,000
16	1001	*214	0	0	0	0	0	0
17	1001	*240	0	0	0	0	0	0
18	1001	*241	15	369	327	250	45	100
19	1001	*262	389	606	391	400	321	321
20	1001	*282	241	169	12	0	0	0
21	1001	*301	0	0	90	0	0	0
22	1001	*303	0	0	0	0	0	0
23	1001	*304	98	37	17	300	0	300
24	1001	*305	2,684	4,660	3,899	4,000	3,526	4,000
25	1001	*307	7,651	7,311	7,477	10,608	7,696	8,265
26	1001	*352	190	0	913	200	774	2,000
27	1001	*360	1,055	0	0	1,500	0	200
28	1001	*370	0	0	0	0	0	0
		<b>Total</b>	<b>48,884</b>	<b>32,153</b>	<b>31,296</b>	<b>41,119</b>	<b>44,030</b>	<b>45,086</b>
<b>Capital Outlays</b>								
29	1001	*610	0	0	0	0	22,585	0
		<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,585</b>	<b>0</b>
		<b>Total</b>	<b>243,714</b>	<b>155,274</b>	<b>238,805</b>	<b>274,174</b>	<b>384,889</b>	<b>253,357</b>

**Year-Over-Year Changes**

No significant year over year changes.

**BUILDING AND SAFETY**

**HOUSING CODE ENFORCEMENT**

FUND 100			1002					1002	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	1002	*001 Full Time Salaries	26,463	34,413	6,447	32,350	33,209	13,796	
2	1002	*003 Overtime	0	140	730	700	157	700	
Total			26,463	34,553	7,176	33,050	33,366	14,496	
<b>Employee Paid Benefits</b>									
3	1002	*021 Car Allowance	0	0	0	0	0	0	
4	1002	*041 Cafeteria Allowance	3,982	6,439	6,537	6,256	8,696	1,071	
5	1002	*042 Retirement	5,117	6,825	4,069	16,411	11,485	2,808	
6	1002	*xxx All Other Paid Benefits	2,285	4,464	4,550	3,109	4,084	532	
Total			11,384	17,727	15,155	25,776	24,265	4,411	
Total			37,847	52,280	22,331	58,826	57,631	18,907	
<b>Services &amp; Supplies</b>									
7	1002	*129 Supplies - Other	0	0	0	0	0	0	
Total			0	0	0	0	0	0	
Total			37,847	52,280	22,331	58,826	57,631	18,907	

**Year-Over-Year Changes**

There is a \$39,919 decrease. Inspector is being distributed between Building and CDBG Code Enforcement.

**BUILDING AND SAFETY**

**CDBG-HOUSING CODE ENFORCEMENT**

FUND 450			1002					1002	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	1002	*001 Full Time Salaries	67,657	62,939	62,839	74,608	21,236	67,054	
2	1002	*002 Part Time Salaries	23,167	20,752	5,780	0	0	18,261	
3	1002	*003 Overtime	0	0	159	0	0	0	
Total			90,825	83,691	68,778	74,608	21,236	85,315	
<b>Employee Paid Benefits</b>									
4	1002	*021 Car Allowance	0	0	0	0	0	0	
5	1002	*041 Cafeteria Allowance	16,532	14,118	12,314	18,744	3,438	15,866	
6	1002	*042 Retirement	10,363	11,571	14,959	24,003	6,596	26,663	
7	1002	*xxx All Other Paid Benefits	3,951	8,345	3,814	6,146	1,347	4,455	
Total			30,845	34,034	31,088	48,893	11,380	46,984	
Total			121,670	117,725	99,866	123,501	32,616	132,299	
<b>Services &amp; Supplies</b>									
8	1002	*101 Postage	295	0	0	0	0	0	
9	1002	*103 Dues & Subscriptions	50	0	0	0	0	0	
10	1002	*120 Supplies Office	629	108	198	75	415	75	
11	1002	*121 Supplies - Clothing/Uniform	692	626	1,028	1,000	517	1,000	
12	1002	*124 Supplies - Safety	0	0	0	0	0	0	
13	1002	*126 Supplies - Computer	0	0	0	0	0	0	
14	1002	*129 Supplies - Other	668	502	291	300	223	300	
15	1002	*175 Minor Equipment - Computer	0	0	0	0	0	0	
16	1002	*209 Prof/Contr Svcs - Other	910	840	770	650	2,024	650	
17	1002	*227 Prof/Contr - Temp Personnel	1,432	0	0	0	0	0	
18	1002	*231 Misc. Advertising/Promo	0	0	0	0	0	0	
19	1002	*240 Duplication Charges - Internal	0	0	0	0	0	0	
20	1002	*261 Insurance - Public Liability	0	0	0	0	0	0	
21	1002	*262 Insurance-Vehicle	250	822	1,788	1,800	1,445	2,800	
22	1002	*282 Utility - Telephone	161	138	146	150	111	1,686	
23	1002	*303 Maint - Office Equipment	0	0	0	0	0	150	
24	1002	*304 Maint - Vehicles, Equipment	0	0	0	0	0	0	
25	1002	*305 Maint - Vehicle Fuel	1,251	1,394	1,526	1,600	1,141	1,600	
26	1002	*352 Training/Workshops/Meetings	190	0	205	100	570	100	
27	1002	*360 Educational Reimbursement	0	0	0	0	0	0	
28	1002	*370 Lease/Rental	5,722	0	0	0	0	0	
Total			12,251	4,431	5,952	5,675	6,446	8,361	
Total			133,921	122,155	105,818	129,176	39,062	140,660	

**Year-Over-Year Changes**

There is a \$11,484 due to a part time inspector to inspect for Building Code violations.

**BUILDING AND SAFETY**

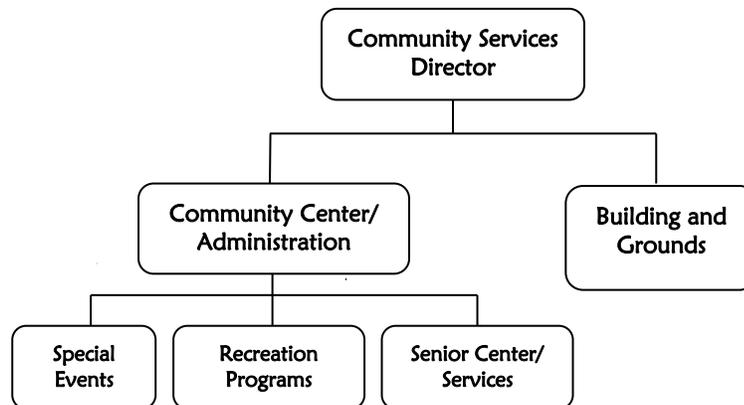
**CDBG-HOUSING REHAB**

FUND			450	1003			1003	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	1003	*001 Full Time Salaries	2,157	17,434	13,950	17,290	2,705	0
2	1003	*003 Over Time Salaries	0	316	0	0	0	0
Total			2,157	17,751	13,950	17,290	2,705	0
<b>Employee Paid Benefits</b>								
2	1003	*041 Cafeteria Allowance	640	4,795	3,526	4,414	696	0
3	1003	*042 Retirement	196	2,938	2,850	5,134	699	0
4	1003	*xxx All Other Paid Benefits	45	1,711	455	1,082	129	0
Total			881	9,444	6,832	10,630	1,524	0
Total			3,038	27,195	20,782	27,920	4,229	0
<b>Services &amp; Supplies</b>								
5	1003	*101 Postage	0	0	0	0	0	0
6	1003	*120 Supplies Office	42	35	75	0	138	0
7	1003	*129 Supplies - Other	0	0	0	0	0	0
8	1003	*240 Duplication Charges - Internal	0	0	0	0	0	0
9	1003	*261 Insurance - Public Liability	2,320	3,640	3,282	3,300	3,326	0
10	1003	*262 Insurance-Vehicle	83	130	296	300	241	0
11	1003	*282 Utility - Telephone	1,316	1,263	1,313	1,250	811	0
12	1003	*303 Maint - Office Equipment	0	0	0	0	0	0
13	1003	*304 Maint - Vehicles, Equipment	14	0	0	0	0	0
14	1003	*305 Maint - Vehicle Fuel	670	604	786	730	597	0
15	1003	*352 Training/Workshops/Meetings	0	0	0	1,500	0	0
16	1003	*502 Contributions - Other Agencies	800	7,450	8,000	8,000	0	0
17	1003	*540 Housing Rehab Loan	44,000	50,000	0	25,000	0	50,000
Total			49,246	63,122	13,752	40,080	5,112	50,000
Total			52,284	90,317	34,534	68,000	9,342	50,000

**Year-Over-Year Changes**

There is a decrease because no salaries and benefits are being charged to Housing Rehab.

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



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

**Budget Commentary:** The Community Services Department provides a variety of activities throughout the year. The FY 2014/2015 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 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 2014-2015. 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. There are no significant changes from prior year.

**Recreation and Leisure Services**

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

**Program Performance Areas:**

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

**Specific Objectives**

- Collaborate with the Unified School District to share the use of facilities to maximize community resources without duplication of services.
- Coordinate all special events and cultural activities and develop a yearly calendar of events.

**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 resources are accounted for in the General Recreation Program Fund (Fund 115). These recreation programs are 100 % cost recovery and are funded without General Fund contributions. In addition, our special events such as the Halloween Carnival and Come see Santa will depend on volunteers and donations. The 2014-15 budget is a maintenance budget consistent with the previous year.

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

**Program Performance Areas**

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

**Specific Objectives**

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

**Budget Commentary:** The City has provided access to the public and nonprofit organizations public information on meetings, agendas, public hearing, and City events on the government channels electronic bulletin board. This service has been provided to the public for a fee. Franchise fees help in user subscriber fees supports the program. There is no cost to the general fund. Service and supplies have increased in 2013-14 and are increased for the current year by approximately \$8,000 due to landscaping contractual services.

**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.

**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. The program includes two separate budgets for these activities.

**Performance Areas:**

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

**Specific Objectives:****General Site Element**

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

**Landscaping and Trees Element**

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

**Building Maintenance**

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

**Turf Element**

- Mow turf weekly as outlined in the Landscape Maintenance Schedule at the Civic Center; Veterans Park; Ebell Park; Railroad Plaza; Mill Park; Obergon Park and Community Center.

- Fertilize all turf areas bi-monthly.
- Aerate all turf on athletic fields at least once annually, May through October, and following special events which have severely compacted turf.

***Budget Commentary:***

- The Community Services Building and Grounds division is funded by the General Fund with some reimbursement from the Citywide overhead charge. Staffing has remained stable since 2010 in both budget units with only minor increases due to PERS retirement rate.
- Currently there are 3 full time Building and Grounds employees. They maintain and operate 8 parks 6 city owned buildings and the bike trail added and expanded in recent years. A small increase in service and supplies is included in this year's budget. The overall budget has remained the same since 2010-11 with increases in permanent staffing costs offset by the elimination of temporary personnel.

**COMMUNITY SERVICES DEPARTMENT SUMMARY**

	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	% Change
<b>Expenditures</b>							
Salaries	464,487	404,608	478,457	545,793	509,597	551,143	8.2%
Benefits	173,716	159,794	194,990	197,430	195,950	208,764	6.5%
Total	638,203	564,402	673,446	743,223	705,547	759,907	7.7%
Supplies, Services & Maintenance	354,556	282,204	356,723	343,075	423,967	420,625	-0.8%
Transfers, Overhead and Debt	2,088	49,231	560,571	1,350	1,819	585	0.0%
Total	356,644	331,435	917,294	344,425	425,786	421,210	-1.1%
Capital Outlays	34,183	0	0	0	1,750	9,000	0%
Total	1,029,030	895,837	1,590,740	1,087,648	1,133,083	1,190,117	5.0%
<b>Authorized Employee Count</b>	27.0	20.0	20.0	29.00	29.00	29.00	

**COMMUNITY SERVICES DEPARTMENT - GENERAL FUND SUMMARY**

	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	% Change
<b>Expenditures</b>							
Salaries	435,174	375,791	450,467	507,464	481,684	508,060	5.5%
Benefits	169,728	154,756	191,443	191,582	192,457	202,479	5.2%
Total	604,902	530,547	641,910	699,046	674,140	710,539	5.4%
Supplies, Services & Maintenance	225,898	150,829	201,620	184,075	207,251	193,296	-6.7%
Transfers, Overhead and Debt	0	0	0	0	0	0	0.0%
Total	225,898	150,829	201,620	184,075	207,251	193,296	-6.7%
Capital Outlays	34,183	0	0	0	1,750	9,000	0.0%
Total	864,983	681,376	843,530	883,121	883,141	912,835	3.4%
<b>Revenue &amp; Other Resources</b>							
Fees, Fines & Permits	90,160	85,402	66,151	69,500	68,599	60,200	-12.2%
Charges for Services, User Fees	5,286	26,170	64,065	55,200	48,549	53,300	9.8%
Other Revenues	1,346	1,607	34,541	1,840	47,721	3,700	-92.2%
Total Revenues	96,792	113,179	164,757	126,540	164,869	117,200	-28.9%
Net GF (Cost)/Benefit	(768,191)	(568,197)	(678,773)	(756,581)	(718,272)	(795,635)	10.8%

**COMMUNITY SERVICES**

**COMMUNITY CENTER**

FUND			100	1501			1501	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	1501	*001 Full Time Salaries	72,181	36,291	38,903	34,019	42,324	34,019
2	1501	*002 Part Time Salaries	37,391	36,564	67,896	101,628	94,779	103,787
3	1501	*003 Overtime	628	945	2,020	2,000	1,743	2,000
Total			110,199	73,800	108,819	137,647	138,847	139,806
<b>Employee Paid Benefits</b>								
4	1501	*021 Car Allowance	1,308	0	0	0	0	0
5	1501	*041 Cafeteria Allowance	14,773	11,058	10,975	9,878	10,975	9,878
6	1501	*042 Retirement	13,063	5,891	7,550	9,526	9,346	9,002
7	1501	*xxx All Other Paid Benefits	8,702	8,372	13,802	17,644	13,484	17,283
Total			37,846	25,320	32,327	37,048	33,805	36,163
Total			148,045	99,120	141,146	174,695	172,651	175,969
<b>Services &amp; Supplies</b>								
8	1501	*101 Postage	9	0	0	0	0	0
9	1501	*103 Dues & Subscriptions	50	0	0	0	0	0
10	1501	*120 Supplies Office	1,419	998	1,082	900	974	900
11	1501	*123 Supplies - Shop & Field	2,884	3,913	4,239	4,000	4,634	4,100
12	1501	*124 Supplies - Safety	0	0	0	0	0	0
13	1501	*171 Minor Equipment - Office	0	0	0	0	0	0
14	1501	*209 Prof/Contr Svcs - Other	3,181	2,119	5,225	4,600	5,912	4,600
15	1501	*240 Duplication Charges - Internal	0	0	0	0	0	0
16	1501	*280 Utility - Electric	0	0	0	0	0	0
17	1501	*281 Utility - Gas	0	0	0	0	0	0
18	1501	*282 Utility - Telephone	525	368	0	0	0	0
19	1501	*301 Maint - Bldgs. & Improvements	3,540	4,415	4,380	6,045	7,700	6,046
20	1501	*303 Maint - Office Equipment	0	0	0	0	0	0
21	1501	*352 Training/Workshops/Meetings	1,049	0	35	0	0	0
22	1501	*360 Educational Reimbursement	213	0	0	0	0	0
Total			12,869	11,813	14,961	15,545	19,220	15,646
Total			160,914	110,934	156,107	190,240	191,871	191,615

**Year-Over-Year Changes**

No significant year over year changes.

**COMMUNITY SERVICES**

**RECREATION & LEISURE SERVICES**

FUND

100

1502

1502

Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	1502	*001 Full Time Salaries	94,551	82,587	86,252	93,197	96,230	95,063
2	1502	*002 Part Time Salaries	76,534	65,229	71,668	76,806	62,232	77,288
3	1502	*003 Overtime	529	103	0	500	0	500
Total			171,615	147,920	157,920	170,503	158,461	172,851
<b>Employee Paid Benefits</b>								
4	1502	*021 Car Allowance	2,572	4,229	4,200	4,200	4,200	4,200
5	1502	*041 Cafeteria Allowance	14,062	7,694	9,670	11,737	11,737	11,737
6	1502	*042 Retirement	25,352	27,443	33,243	35,794	36,419	39,127
7	1502	*xxx All Other Paid Benefits	15,128	15,951	16,401	18,496	13,721	12,985
Total			57,114	55,317	63,514	70,227	66,077	68,049
Total			228,729	203,237	221,434	240,730	224,538	240,900
<b>Services &amp; Supplies</b>								
8	1502	*101 Postage	0	0	0	0	0	0
9	1502	*120 Supplies Office	516	747	514	700	845	700
10	1502	*123 Supplies - Shop & Field	6,129	1,636	6,047	6,300	5,808	6,300
11	1502	*156 Special Event	4,745	671	2,447	1,930	2,478	1,930
12	1502	*157 Special Event - Citrus Festival	3,544	499	130	0	1,389	0
13	1502	*171 Minor Equipment - Office	1,003	122	1,588	0	0	0
14	1502	*175 Minor Equipment - Computer	0	0	0	0	0	0
15	1502	*209 Prof/Contr Svcs - Other	2,427	0	0	0	1,130	0
16	1502	*230 Legal Advertising	37	179	0	0	0	0
17	1502	*240 Duplication Charges - Internal	0	0	0	0	0	0
18	1502	*280 Utility - Electric	0	0	0	0	0	0
19	1502	*282 Utility - Telephone	0	0	0	0	0	0
20	1502	*303 Maint - Office Equipment	0	0	0	0	0	0
21	1502	*304 Maint - Vehicles, Equipment	357	46	17	0	10	0
22	1502	*305 Maint - Vehicle Fuel	958	536	2,388	2,600	840	2,600
23	1502	*352 Training/Workshops/Meetings	0	35	0	0	0	0
Total			19,716	4,470	13,132	11,530	12,501	11,530
Total			248,445	207,707	234,566	252,260	237,039	252,430

**Year-Over-Year Changes**

No significant year over year changes.

**COMMUNITY SERVICES**

**RAILROAD DEPOT**

FUND			100	1503			1503	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	1503 *001	Full Time Salaries	3,950	0	0	0	0	0
2	1503 *003	Overtime	0	0	0	0	0	0
Total			3,950	0	0	0	0	0
<b>Employee Paid Benefits</b>								
3	1503 *021	Car Allowance	164	0	0	0	0	0
4	1503 *041	Cafeteria Allowance	471	0	0	0	0	0
5	1503 *042	Retirement	969	0	0	0	0	0
6	1503 *xxx	All Other Paid Benefits	248	0	0	0	0	0
Total			1,851	0	0	0	0	0
Total			5,800	0	0	0	0	0
<b>Services &amp; Supplies</b>								
7	1503 *120	Supplies Office	0	0	0	0	0	0
8	1503 *121	Supplies - Clothing/Uniform	0	0	0	0	0	0
9	1503 *123	Supplies - Shop & Field	0	0	0	0	0	0
10	1503 *124	Supplies - Safety	0	0	0	0	0	0
11	1503 *173	Minor Equipment - Shop & Field	0	0	0	0	0	0
12	1503 *209	Prof/Contr Svcs - Other	0	0	0	0	0	0
13	1503 *226	Prof/Contr Svcs - Janitorial	0	0	0	0	0	0
14	1503 *227	Prof/Contr - Temp Personnel	0	0	0	0	0	0
15	1503 *280	Utility - Electric	0	0	0	0	0	0
16	1503 *281	Utility - Gas	0	0	0	0	0	0
17	1503 *282	Utility - Telephone	0	0	0	0	0	0
18	1503 *301	Maint - Bldgs. & Improvements	0	0	0	0	0	0
19	1503 *305	Maint - Vehicle Fuel	0	0	0	0	0	0
20	1503 *307	Equipment Maintenance Charges	0	0	0	0	0	0
21	1503 *352	Training/Workshops/Meetings	0	0	0	0	0	0
Total			0	0	0	0	0	0
Total			5,800	0	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			1531	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	1531 *001	Full Time Salaries	76,574	72,428	82,807	117,262	96,706	108,400
2	1531 *002	Part Time Salaries	15,562	17,338	29,013	18,381	19,527	23,283
3	1531 *003	Overtime	6,852	14,248	7,982	8,000	5,089	8,000
		Total	98,988	104,014	119,802	143,643	121,322	139,683
<b>Employee Paid Benefits</b>								
3	1531 *021	Car Allowance	0	0	109	0	0	0
4	1531 *041	Cafeteria Allowance	19,263	19,322	20,310	10,975	18,749	19,207
5	1531 *042	Retirement	13,845	16,012	18,030	17,121	16,544	17,421
6	1531 *xxx	All Other Paid Benefits	12,998	8,698	22,773	23,763	20,951	24,327
		Total	46,106	44,031	61,221	51,859	56,244	60,955
		Total	145,094	148,045	181,023	195,502	177,566	200,638
<b>Services &amp; Supplies</b>								
7	1531 *120	Supplies - Office	0	0	98	100	0	0
8	1531 *121	Supplies - Clothing/Uniform	1,748	697	465	1,000	1,015	1,000
9	1531 *123	Supplies - Shop & Field	21,562	25,451	30,354	25,000	28,818	26,000
10	1531 *124	Supplies - Safety	25	0	0	0	0	0
11	1531 *173	Minor Equipment - Shop & Field	0	226	0	2,300	0	2,300
12	1531 *209	Prof/Contr Svcs - Other	5,643	4,391	6,488	4,600	6,633	4,600
13	1531 *226	Prof/Contr Svcs - Janitorial	5,161	6,005	5,514	4,300	4,634	4,300
14	1531 *227	Prof/Contr - Temp Personnel	1,212	0	0	0	0	0
15	1531 *280	Utility - Electric	0	0	0	0	0	0
16	1531 *281	Utility - Gas	0	0	0	0	0	0
17	1531 *282	Utility - Telephone	0	0	0	0	0	0
18	1531 *301	Maint - Bldgs. & Improvements	27,802	3,299	8,492	10,000	16,878	10,000
19	1531 *304	Maint - Vehicles Equipment	0	871	0	0	0	0
20	1531 *305	Maint - Vehicle Fuel	2,975	756	4,062	3,800	3,522	3,800
21	1531 *307	Equipment Maintenance Charges	5,077	5,483	5,608	8,486	5,771	6,199
22	1531 *352	Training/Workshops/Meetings	365	0	23	200	0	200
		Total	71,570	47,180	61,104	59,786	67,272	58,399
<b>Capital Outlays</b>								
23	1531 *610	Equipment New	34,183	0	7,321	0	1,750	9,000
24	1531 *630	Improv - Other than Bldgs.-New	0	0	0	0	0	0
		Total	34,183	0	7,321	0	1,750	9,000
		Total	250,846	195,225	249,449	255,288	246,588	268,037

**Year-Over-Year Changes**

Will be purchasing a forklift with Streets department and Equipment Maintenance department. No significant year over year changes.

COMMUNITY SERVICES

COMM SVCS-GRNS MAINT

FUND

100

1532

1532

Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	1532	*001 Full Time Salaries	48,729	47,869	62,292	53,671	61,571	53,720
2	1532	*002 Part Time Salaries	0	0	0	0	0	0
3	1532	*003 Overtime	1,693	2,189	1,634	2,000	1,483	2,000
		Total	50,422	50,058	63,927	55,671	63,054	55,720
<b>Employee Paid Benefits</b>								
4	1532	*041 Cafeteria Allowance	13,759	13,812	13,729	10,975	13,719	13,719
5	1532	*042 Retirement	8,444	10,181	12,823	15,729	16,021	16,170
6	1532	*xxx All Other Paid Benefits	4,608	6,093	7,829	5,744	6,591	7,423
		Total	26,812	30,087	34,380	32,448	36,332	37,312
		Total	77,234	80,145	98,307	88,119	99,385	93,032
<b>Services &amp; Supplies</b>								
7	1532	*101 Postage	0	0	83	0	0	0
8	1532	*103 Dues & Subscriptions	0	0	40	0	0	0
9	1532	*121 Supplies - Clothing/Uniform	840	112	645	750	366	750
10	1532	*123 Supplies - Shop & Field	20,175	18,676	26,578	25,000	30,058	27,000
11	1532	*124 Supplies - Safety	100	200	0	0	0	0
12	1532	*156 Santa Paula Beautiful	1,777	129	154	0	0	0
13	1532	*173 Minor Equipment - Shop & Field	0	0	0	0	0	0
14	1532	*202 Svc - Landscape Maintenance	35,240	28,950	35,583	30,000	30,471	35,000
15	1532	*209 Prof/Contr Svcs - Other	16,743	16,946	15,680	11,155	20,206	15,000
16	1532	*223 Prof/Contr Svcs Tree - Trimming	5,724	910	3,483	8,920	5,236	8,920
17	1532	*227 Prof/Contr - Temp Personnel	20,294	0	0	0	0	0
18	1532	*280 Utility - Electric	0	0	0	0	0	0
19	1532	*282 Utility - Telephone	0	0	0	0	0	0
20	1532	*287 Landfill Fees	0	0	0	0	0	0
21	1532	*301 Maint - Bldgs. & Improvements	2,062	2,467	12,773	2,500	5,934	3,500
22	1532	*304 Maint - Vehicles Equipment	0	81	291	300	180	300
23	1532	*305 Maint - Vehicle Fuel	9,142	9,416	7,343	6,420	5,942	6,420
24	1532	*307 Equipment Maintenance Charges	8,752	9,139	9,346	11,669	9,612	10,331
25	1532	*352 Training/Workshops/Meetings	894	340	424	500	255	500
		Total	121,742	87,366	112,423	97,214	108,259	107,721
		Total	198,976	167,511	210,729	185,333	207,644	200,753

Year-Over-Year Changes

There is a \$15,000 increase to services and supplies.

**COMMUNITY SERVICES**

**CABLE TELEVISION**

FUND			103	1505			1505	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	1505 *001	Full Time Salaries	4,013	214	304	3,780	0	3,780
Total			4,013	214	304	3,780	0	3,780
<b>Employee Paid Benefits</b>								
2	1505 *021	Car Allowance	164	0	0	0	0	0
3	1505 *041	Cafeteria Allowance	471	0	0	1,098	0	1,098
4	1505 *042	Retirement	969	18	21	445	5	476
5	1505 *xxx	All Other Paid Benefits	248	21	6	128	1	88
Total			1,851	39	27	1,671	6	1,662
Total			5,864	253	331	5,451	6	5,442
<b>Services &amp; Supplies</b>								
6	1505 *123	Supplies - Shop & Field	0	5	335	0	7,148	8,000
7	1505 *209	Prof/Contr Svcs - Other	8,650	6,085	7,000	10,000	7,570	10,000
Total			8,650	6,090	7,335	10,000	14,718	18,000
Total			14,514	6,343	7,666	15,451	14,724	23,442

**Year-Over-Year Changes**

There is an \$8,000 increase to services and supplies.

**COMMUNITY SERVICES**

**RECREATION PROGRAM**

FUND			115	1502			1502	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Services &amp; Supplies</b>								
1	1501 *123	Supplies-Shop & Field	0	274	(35)	0	0	0
2	1502 *181	Recreation Programs	92,777	87,133	95,439	95,000	88,789	95,000
3	1502 *182	Senior Activities	0	0	0	0	0	0
Total			92,777	87,407	95,404	95,000	88,789	95,000
Total			92,777	87,407	95,404	95,000	88,789	95,000

**Year-Over-Year Changes**

No significant year over year changes.

**COMMUNITY SERVICES**

**RECREATION PROGRAM**

FUND			200	1532			1532	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Services &amp; Supplies</b>								
1	1532 *209	Prof/Contr Svcs - Other	0	0	0	0	3,360	0
Total			0	0	0	0	3,360	0
Total			0	0	0	0	3,360	0

**Year-Over-Year Changes**

No significant year over year changes.

**COMMUNITY SERVICES**

**BEV CONTAINER RECYCLING**

FUND

305

1531

1531

Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	1531 *001	Full Time Salaries	57	552	0	0	0	0
2	1531 *003	Overtime	0	0	0	900	0	900
Total			57	552	0	900	0	900
<b>Employee Paid Benefits</b>								
3	1531 *021	Car Allowance	0	0	0	0	0	0
4	1531 *041	Cafeteria Allowance	0	0	0	0	0	0
5	1531 *042	Retirement	4	3	0	0	0	0
6	1531 *xxx	All Other Paid Benefits	1	11	0	0	0	0
Total			5	14	0	0	0	0
Total			62	566	0	900	0	900
Total			62	566	0	900	0	900

**Year-Over-Year Changes**

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

**COMMUNITY SERVICES**

**BEV CONTAINER RECYCLING**

FUND

305

1532

1532

Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	1532 *001	Full Time Salaries	0	85	171	0	66	0
2	1532 *003	Overtime	0	0	0	900	0	0
Total			0	85	171	900	66	0
<b>Employee Paid Benefits</b>								
3	1532 *021	Car Allowance	0	0	0	0	0	0
4	1532 *041	Cafeteria Allowance	0	0	0	0	0	0
5	1532 *042	Retirement	0	7	12	0	8	0
6	1532 *xxx	All Other Paid Benefits	0	2	3	0	2	0
Total			0	9	15	0	10	0
Total			0	94	185	900	77	0
<b>Services &amp; Supplies</b>								
7	1532 *179	Minor Equipment	0	9,079	6,314	13,000	8,905	13,000
Total			0	9,079	6,314	13,000	8,905	13,000
Total			0	9,173	6,500	13,900	8,982	13,000

**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			1502	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	1502 *001	Full Time Salaries	416	524	460	0	40	0
2	1502 *002	Part Time Salaries	17,375	20,151	20,630	20,358	15,243	20,358
3	1502 *003	Overtime	0	0	0	0	0	0
Total			17,791	20,674	21,090	20,358	15,283	20,358
<b>Employee Paid Benefits</b>								
4	1502 *041	Cafeteria Allowance	0	0	0	0	0	0
5	1502 *042	Retirement	1,090	2,049	2,300	2,195	1,573	2,195
6	1502 *xxx	All Other Paid Benefits	361	1,989	442	513	666	489
Total			1,451	4,039	2,742	2,708	2,239	2,684
Total			19,243	24,713	23,832	23,066	17,522	23,042
<b>Services &amp; Supplies</b>								
7	1502 *123	Supplies - Shop & Field	9,671	8,626	6,984	10,000	5,852	10,958
8	1502 *175	Minor Equipment - Computer	0	0	0	0	0	0
9	1502 *209	Prof/Contr Svcs - Other	100	0	0	0	0	0
Total			9,771	8,626	6,984	10,000	5,852	10,958
Total			29,013	33,339	30,816	33,066	23,374	34,000

**Year-Over-Year Changes**

Funded Grant program expected to receive more grant funding.

**COMMUNITY SERVICES**

**CDBG RECREATION-SENIOR**

FUND			450	1502			1502	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	1502 *002	Part Time Salaries	7,452	7,290	6,425	12,391	12,378	18,045
Total			7,452	7,290	6,425	12,391	12,378	18,045
<b>Employee Paid Benefits</b>								
2	1502 *041	Cafeteria Allowance	0	0	0	0	0	0
3	1502 *042	Retirement	573	724	649	1,336	559	722
4	1502 *xxx	All Other Paid Benefits	107	215	113	133	627	1,217
Total			680	938	762	1,469	1,186	1,939
Total			8,132	8,228	7,188	13,860	13,564	19,984

**Year-Over-Year Changes**

There is an \$6,000 increase in salaries.

**COMMUNITY SERVICES**

FUND

801

**COMMUNITY CENTER**

1501

1501

Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Transfers, Overhead and Debt</b>									
1	1501	*525	General Portion of Enwo Int	2,088	1,621	1,330	1,350	588	585
			Total	2,088	1,621	1,330	1,350	588	585
			Total	2,088	1,621	1,330	1,350	588	585

**Year-Over-Year Changes**

No significant year over year changes.

**COMMUNITY SERVICES**

FUND

803

**HARDING PARK TRUST**

1532

1532

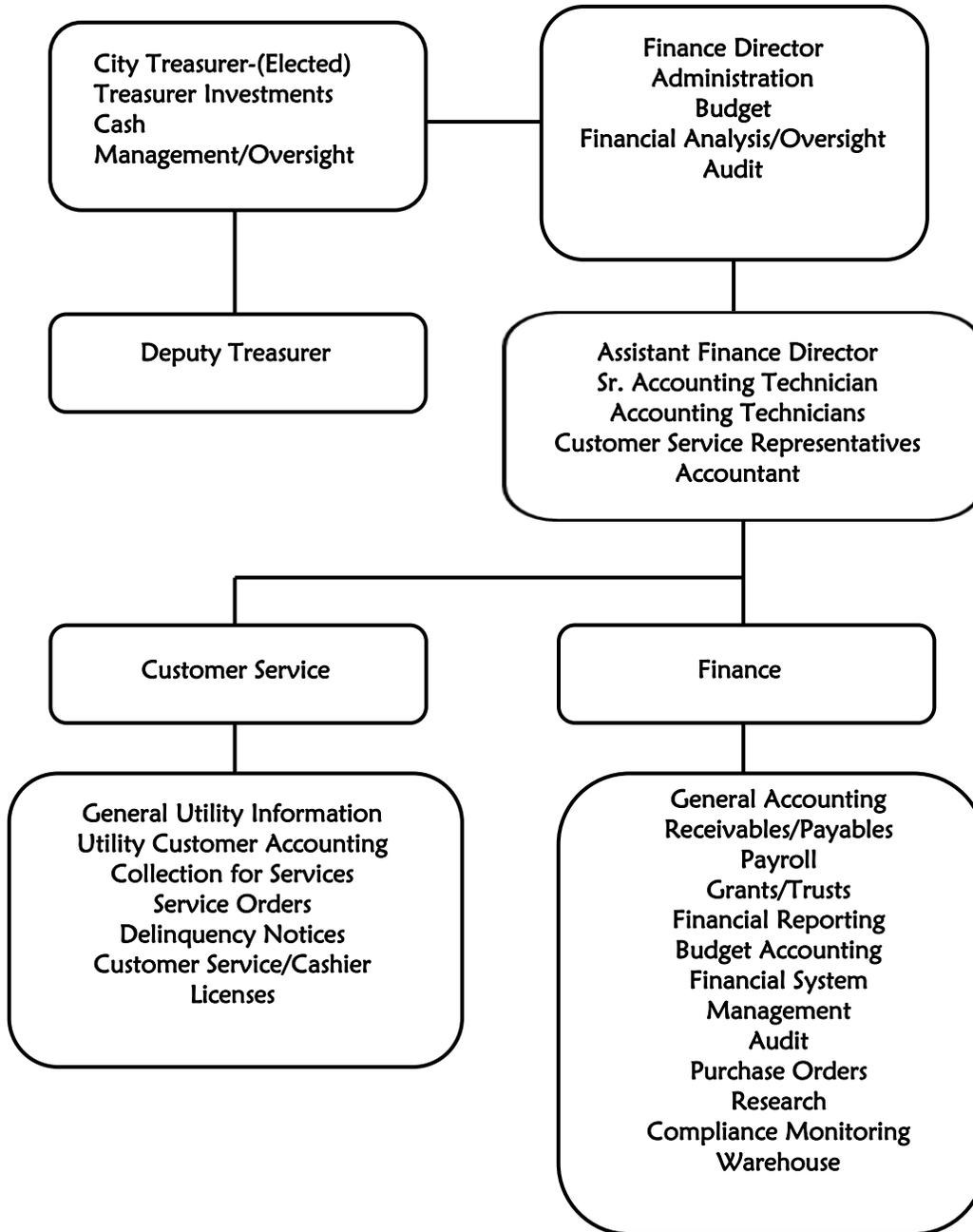
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	1502	*001	Full Time Salares	0	0	0	0	186	0
			Total	0	0	0	0	186	0
<b>Employee Paid Benefits</b>									
2	1502	*041	Cafeteria Allowance	0	0	0	0	0	0
3	1502	*042	Retirement	0	0	0	0	50	0
4	1502	*xxx	All Other Paid Benefits	0	0	0	0	3	0
			Total	0	0	0	0	52	0
			Total	0	0	0	0	238	0
<b>Services &amp; Supplies</b>									
1	1532	*123	Supplies - Shop & Field	12,090	8,049	20,152	15,000	5,826	15,000
	1532	*203	Prof/Contr Svcs - Legal	0	0	0	0	0	16,000
2	1532	*209	Prof/Contr Svcs - Other	3,903	10,594	18,915	16,000	89,266	59,371
3	1532	*301	Maint - Bldg & Improvements	1,468	1,530	0	0	0	0
			Total	17,461	20,173	39,067	31,000	95,092	90,371
<b>Transfers - Out &amp; Overhead</b>									
4	1532	*702	Transfer to Harding Park	0	47,610	559,240	0	1,231	0
			Total	0	47,610	559,240	0	1,231	0
			Total	17,461	67,783	598,307	31,000	96,561	90,371

**Year-Over-Year Changes**

Harding Park Project with approved funds transferred to Fund 202, Harding Park Improvements. There is an \$59,371 increase to Services and supplies.

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



The 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.
- Council has been receiving a mid-year report instead of quarterly reports.

The Department is asking to add an Accounting Technician position to work on the collections of past due accounts (business and animal licenses as well as other accounts).

**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 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
    - 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.
- Work with other Departments and/or a collection agency to be more effective in collecting outstanding amounts due to the City.

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

The Department is asking to add an Accounting Technician position to work on the collections of past due accounts (business, animal licenses as well as developer accounts).

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

The overall budget remains under the 2010-11 fiscal year levels and is only changed by the staffing request for the current year.

## 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.

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

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

**FINANCE DEPARTMENT SUMMARY**

<b>Expenditures</b>	<b>FY 10-11 Actual</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Budget</b>	<b>FY 13-14 Estimated</b>	<b>FY 14-15 Budget</b>	<b>% Change</b>
Salaries	382,602	313,836	372,293	392,388	364,527	413,785	13.5%
Benefits	147,164	161,418	164,495	189,180	176,261	202,527	14.9%
<b>Total</b>	<b>529,766</b>	<b>475,254</b>	<b>536,788</b>	<b>581,568</b>	<b>540,788</b>	<b>616,312</b>	<b>14.0%</b>
Supplies, Services & Maintenance	204,699	193,084	208,724	242,700	174,853	267,550	53.0%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>204,699</b>	<b>193,084</b>	<b>208,724</b>	<b>242,700</b>	<b>174,853</b>	<b>267,550</b>	<b>53.0%</b>
Capital Outlays	0	0	0	0	0	45,000	0.0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,000</b>	<b>0.0%</b>
<b>Total</b>	<b>734,465</b>	<b>668,337</b>	<b>745,512</b>	<b>824,268</b>	<b>715,641</b>	<b>928,862</b>	<b>29.8%</b>
<b>Authorized Employee Count</b>	10.0	7.75	7.75	9.0	9.00	9.0	

**FINANCE DEPARTMENT - GENERAL FUND SUMMARY**

<b>Expenditures</b>	<b>FY 10-11 Actual</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Budget</b>	<b>FY 13-14 Estimated</b>	<b>FY 14-15 Budget</b>	<b>% Change</b>
Salaries	217,195	199,258	238,814	255,726	251,578	275,021	9.3%
Benefits	81,929	102,786	94,908	114,086	113,895	125,580	10.3%
<b>Total</b>	<b>299,124</b>	<b>302,044</b>	<b>333,723</b>	<b>369,812</b>	<b>365,473</b>	<b>400,601</b>	<b>9.6%</b>
Supplies, Services & Maintenance	83,678	68,925	90,056	114,700	71,812	139,550	94.3%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>83,678</b>	<b>68,925</b>	<b>90,056</b>	<b>114,700</b>	<b>71,812</b>	<b>139,550</b>	<b>94.3%</b>
Capital Outlays	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Total</b>	<b>382,802</b>	<b>370,969</b>	<b>423,779</b>	<b>484,512</b>	<b>437,285</b>	<b>540,151</b>	<b>23.5%</b>
<b>Revenue &amp; Other Resources</b>							
Fees, Fines & Permits	0	0	0	0	0	0	0.0%
Charges for Services, User Fees	11,012	13,284	19,105	17,600	16,327	16,600	1.7%
Other Revenues	0	0	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>11,012</b>	<b>13,284</b>	<b>19,105</b>	<b>17,600</b>	<b>16,327</b>	<b>16,600</b>	<b>1.7%</b>
<b>Net GF (Cost)/Benefit</b>	<b>(371,790)</b>	<b>(357,685)</b>	<b>(404,674)</b>	<b>(466,912)</b>	<b>(420,958)</b>	<b>(523,551)</b>	<b>24.4%</b>

**FINANCIAL SERVICES**

**CITY TREASURER**

FUND			100			2001		2001	
Line	Budget Account	Personnel Services	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	2001 *001	Full Time Salaries	0	0	0	0	0	0	
2	2001 *002	Part Time Salaries	3,583	3,444	3,510	3,600	3,600	3,600	
3	2001 *003	Overtime	0	0	0	0	0	0	
		Total	3,583	3,444	3,510	3,600	3,600	3,600	
<b>Employee Paid Benefits</b>									
4	2001 *041	Cafeteria Allowance	0	0	0	0	0	0	
5	2001 *042	Retirement	0	0	0	0	0	0	
6	2001 *xxx	All Other Paid Benefits	25	0	47	91	98	86	
		Total	25	0	47	91	98	86	
		Total	3,609	3,444	3,557	3,691	3,698	3,686	
<b>Services &amp; Supplies</b>									
7	2001 *101	Postage	0	0		0	0	0	
8	2001 *103	Dues & Subscriptions	155	155	155	0	0	0	
9	2001 *120	Supplies Office	0	0	0	0	0	0	
10	2001 *209	Prof/Contr Svcs - Other	41	0	0	0	0	0	
		Total	196	155	155	0	0	0	
		Total	3,805	3,599	3,712	3,691	3,698	3,686	

**Year-Over-Year Changes**

No significant year over year changes.

**FINANCIAL SERVICES**

**FINANCE OPERATIONS**

FUND			100	2002			2002		
Line	Budget Account	Personnel Services	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	2002	*001	Full Time Salaries	211,631	195,251	234,965	251,626	247,367	270,721
2	2002	*002	Part Time Salaries	0	0	0	0	0	0
3	2002	*003	Overtime	1,981	563	340	500	611	700
			Total	213,611	195,814	235,304	252,126	247,978	271,421
<b>Employee Paid Benefits</b>									
4	2002	*021	Car Allowance	2,062	3,172	3,150	3,150	3,150	3,150
5	2002	*041	Cafeteria Allowance	43,928	46,896	44,269	55,448	55,997	60,935
6	2002	*042	Retirement	30,206	33,441	40,659	46,194	47,186	51,871
7	2002	*xxx	All Other Paid Benefits	5,709	19,278	6,783	9,203	7,465	9,538
			Total	81,904	102,786	94,861	113,995	113,797	125,494
			Total	295,516	298,600	330,166	366,121	361,775	396,915
<b>Services &amp; Supplies</b>									
8	2002	*101	Postage	52	50	0	0	0	0
9	2002	*103	Dues & Subscriptions	748	651	491	500	493	500
10	2002	*120	Supplies Office	2,811	1,237	1,481	1,600	1,220	1,500
11	2002	*129	Supplies - Other	0	0	269	250	306	350
12	2002	*171	Minor Equipment - Office	396	0	252	250	0	250
13	2002	*175	Minor Equipment - Comp	0	0	0	0	0	0
14	2002	*179	Minor Equipment - Other	0	0	0	0	0	0
15	2002	*201	Prof/Contr Svcs - Fin.	36,262	30,193	39,139	30,000	41,452	45,000
16	2002	*205	Prof/Contr Svcs - Pers.	0	66	0	0	0	0
17	2002	*209	Prof/Contr Svcs - Other	25,151	18,221	23,948	80,000	11,944	80,000
18	2002	*227	Prof/Contr - Temp Pers.	12,512	17,360	18,526	0	12,745	10,000
19	2002	*230	Legal Advertising	37	261	2,349	250	253	250
20	2002	*231	Misc Advertising/Promo	0	0	0	0	0	0
21	2002	*240	Duplication Charges - Int	0	0	0	0	0	0
22	2002	*241	Printing & Binding - Ext	1,095	282	1,548	1,550	492	500
23	2002	*282	Utility - Telephone	277	194	0	0	0	0
24	2002	*301	Maint - Bldgs & Improv	2,200	0	0	0	0	0
25	2002	*303	Maint - Office Equipment	0	0	0	0	0	0
26	2002	*352	Training/Workshops/Mtg	54	35	249	100	1,408	1,000
27	2002	*353	Mileage Reimbursement	218	221	149	200	0	200
28	2002	*360	Educational Reimb	1,671	0	1,500	0	1,500	0
			Total	83,482	68,770	89,901	114,700	71,812	139,550
			Total	378,997	367,370	420,067	480,821	433,587	536,465

**Year-Over-Year Changes**

There is an overall increase of \$55,644.00

**FINANCIAL SERVICES**

**VISTA BUS PASSES**

FUND

281

2003

2003

Line	Budget Account	Personnel Services	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	2003	*001	Full Time Salaries	1,797	1,217	1,732	1,804	1,870	1,846
2	2003	*002	Part Time Salaries	0	0	0	0	0	0
3	2003	*003	Overtime	51	0	0	0	0	0
			Total	1,848	1,217	1,732	1,804	1,870	1,846
<b>Employee Paid Benefits</b>									
4	2003	*041	Cafeteria Allowance	457	276	274	549	526	549
5	2003	*042	Retirement	310	214	299	376	441	398
6	2003	*xxx	All Other Paid Benefits	50	120	36	61	57	59
			Total	817	610	610	986	1,024	1,006
			Total	2,665	1,827	2,341	2,790	2,894	2,852
			Total	2,665	1,827	2,341	2,790	2,894	2,852

**Year-Over-Year Changes**

No significant year over year changes.

**FINANCIAL SERVICES**

**CUSTOMER SERVICES - UTILITIES**

FUND 620

2005 2005

Line	Budget Account	Personnel Services	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	2005	*001 Full Time Salaries	161,575	110,542	130,403	132,858	110,323	134,918
2	2005	*002 Part Time Salaries	0	0	0	0	0	0
3	2005	*003 Overtime	1,985	2,819	1,343	2,000	756	2,000
Total			163,560	113,361	131,746	134,858	111,079	136,918
<b>Employee Paid Benefits</b>								
4	2005	*021 Car Allowance	1,709	1,057	1,050	1,050	848	1,050
5	2005	*041 Cafeteria Allowance	31,623	23,127	35,216	33,665	27,680	33,665
6	2005	*042 Retirement	26,851	22,957	29,197	34,650	29,647	36,571
7	2005	*xxx All Other Paid Benefits	4,234	10,879	3,514	4,743	3,167	4,655
Total			64,418	58,021	68,978	74,108	61,342	75,941
Total			227,977	171,382	200,724	208,966	172,421	212,859
<b>Services &amp; Supplies</b>								
8	2005	*101 Postage	42,243	32,656	33,790	45,000	30,365	45,000
9	2005	*120 Supplies Office	165	149	71	0	245	0
10	2005	*129 Supplies - Other	0	0	0	0	0	0
11	2005	*171 Minor Equipment - Office	942	0	0	0	0	0
12	2005	*175 Minor Equipment - Comp	0	0	0	0	0	0
13	2005	*179 Minor Equipment - Other	0	0	0	0	0	0
14	2005	*201 Prof/Contr Svcs - Financial	23,560	22,607	30,269	33,000	28,115	33,000
15	2005	*205 Prof/Contr Svcs Personnel	160	264	0	0	0	0
16	2005	*209 Prof/Contr Svcs - Other	34,530	49,400	54,538	50,000	44,316	50,000
17	2005	*227 Prof/Contr - Temp Pers	19,421	19,083	0	0	0	0
18	2005	*282 Utility - Telephone	0	0	0	0	0	0
19	2005	*352 Training/Workshops/Mtg	0	0	0	0	0	0
Total			121,021	124,159	118,668	128,000	103,040	128,000
<b>Capital Outlay</b>								
20	5073	*610 Equipment - New	0	0	0	0	0	45,000
Total			0	0	0	0	0	45,000
Total			348,998	295,541	319,392	336,966	275,461	385,859

**Year-Over-Year Changes**

Will be replacing Truck # 284 Customer service for \$45,000. This vehicle has the highest mileage in the fleet at 130,500 miles. Staff to look at gas efficiency.

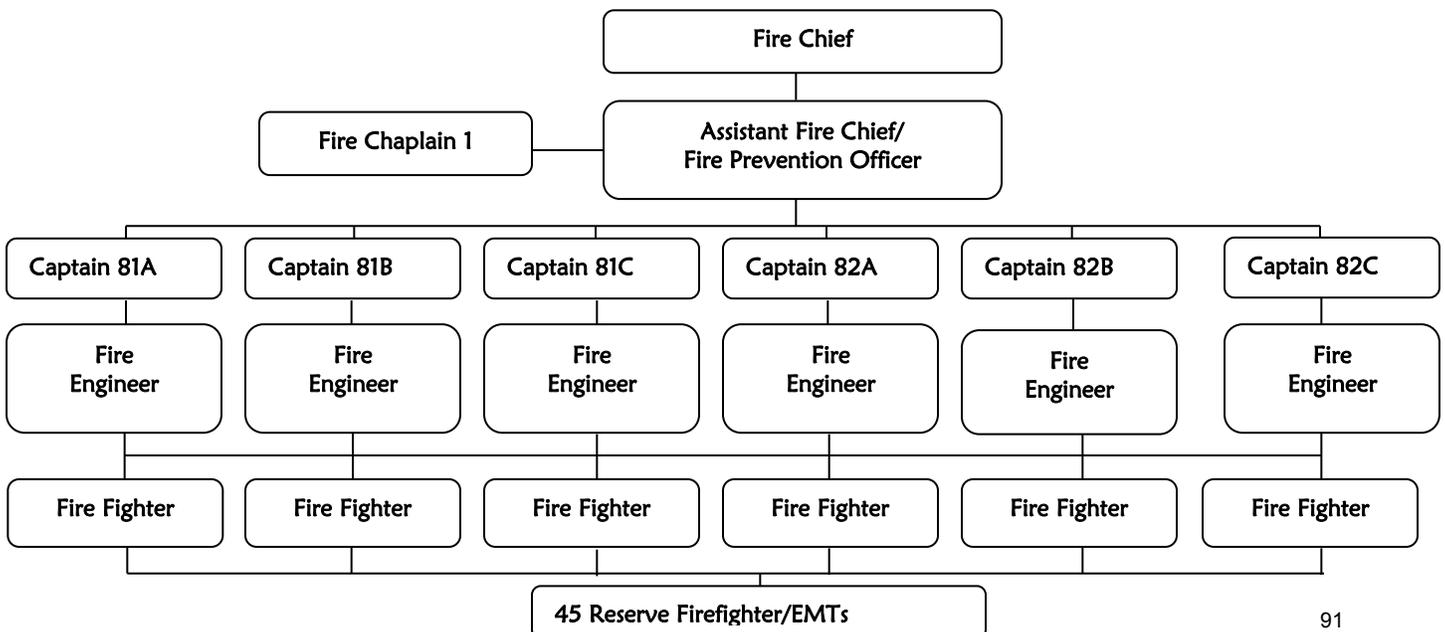
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**Department Description:** The Santa Paula Fire Department is a combination, full-time/reserve department providing fire suppression and emergency medical services, as well as fire prevention and business hazardous materials regulation functions within 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 and a 1992 Pierce Pumper. 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/EMT, and Engine 82 responds out of Station 82 with a full-time Captain, Engineer Firefighter/EMT, reserves supplement both stations on an available need and serve as the fourth firefighter. All available personnel are dispatched to major emergencies. Station 82's crew is also responsible for responding to 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.



***Department Goals:***

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

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

For the last two years with the funding from a SAFER grant we have had five additional full time firefighters added to our staffing at both stations. This has enabled the department to at times man a full complement of four personnel on each engine. The 2012 Safer grant is due to expire in September of 2014 and we are currently looking for additional funding as a way to maintain the current staffing levels. The Reserve Firefighter/EMT program has been in effect since February 1, 2005. Up to 45 Reserve Firefighter/EMT's volunteer to provide additional personnel per shift at Stations 81 and 82. Each Reserve Firefighter EMT is committed to serving a minimum of two 24-hour shifts per month. This has provided the City with a second fire engine staffed around the clock. As of this time, the program appears successful but not ideal. The next personnel step, depending on future funding, will be to provide 5 full-time Firefighter positions for Stations 81 and 82.

Captain 82 C has recently taken over as City Emergency Preparedness Coordinator with the retirement of our former 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.

**Fire Administration Program**

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

***Performance Areas***

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

***Specific Objectives***

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

## Fire Prevention Program

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

### Performance Areas

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

### Specific Objectives

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

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

**Budget Commentary:** The budget includes personnel costs for the Assistant Fire Chief and related expenses associated with this program, plus the remaining personnel costs and expenses for the special assignment of a Fire Captain to work as City Emergency Preparedness Coordinator. The budget is unchanged from prior year, with the exception of increases due to the PERS rate increases.

## 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 2013 the Department was dispatched to approximately 2,500 incidents of all kinds, of which approximately two thirds were emergency medical calls. All full time personnel and all reserves are certified Emergency Medical Technicians.

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

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

### **Performance Areas**

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

### **Specific Objectives**

- Continue a training program to certify Fire Captains and Engineers as Fire Prevention Officers.
- Maintain CPR, EMT-D, Class B/Firefighter DMV License certifications.
- Implement a public access defibrillator program for City Hall and the Community 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 and firefighter along with one reserve Firefighter each shift 24-7. The 2014-15 includes funding for the lease purchase of a new fire engine to be

funded over ten years. This expense was in the department's budget through 2012 and will be used again to purchase new equipment.

## FIRE DEPARTMENT SUMMARY

Expenditures	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	% Change
Salaries	1,225,925	1,158,789	1,321,132	1,415,762	1,491,295	1,421,430	-4.7%
Benefits	750,079	738,312	963,645	1,028,906	1,019,990	1,087,420	6.6%
<b>Total</b>	<b>1,976,004</b>	<b>1,897,101</b>	<b>2,284,776</b>	<b>2,444,668</b>	<b>2,511,285</b>	<b>2,508,850</b>	<b>-0.1%</b>
Supplies, Services & Maintenance	195,118	198,561	210,491	250,704	190,806	285,885	49.8%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>195,118</b>	<b>198,561</b>	<b>210,491</b>	<b>250,704</b>	<b>190,806</b>	<b>285,885</b>	<b>49.8%</b>
Capital Outlays	35,486	20,852	16,155	0	22,226	0	0.0%
<b>Total</b>	<b>35,486</b>	<b>20,852</b>	<b>16,155</b>	<b>0</b>	<b>22,226</b>	<b>0</b>	<b>0.0%</b>
<b>Total</b>	<b>2,206,607</b>	<b>2,116,514</b>	<b>2,511,422</b>	<b>2,695,372</b>	<b>2,724,317</b>	<b>2,794,735</b>	<b>2.6%</b>
<b>Authorized Employee Count</b>	<b>15.0</b>	<b>15.0</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	

## FIRE DEPARTMENT - GENERAL FUND SUMMARY

Expenditures	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	% Change
Salaries	1,222,291	1,153,107	1,146,532	1,173,224	1,264,359	1,305,431	3.2%
Benefits	749,998	738,201	814,844	817,577	856,370	982,453	14.7%
<b>Total</b>	<b>1,972,289</b>	<b>1,891,308</b>	<b>1,961,377</b>	<b>1,990,801</b>	<b>2,120,729</b>	<b>2,287,884</b>	<b>7.9%</b>
Supplies, Services & Maintenance	189,023	198,285	198,333	250,704	188,150	285,885	51.9%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>189,023</b>	<b>198,285</b>	<b>198,333</b>	<b>250,704</b>	<b>188,150</b>	<b>285,885</b>	<b>51.9%</b>
Capital Outlays	0	24,528	4,087	0	0	0	0.0%
<b>Total</b>	<b>0</b>	<b>24,528</b>	<b>4,087</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Total</b>	<b>2,161,312</b>	<b>2,114,122</b>	<b>2,163,797</b>	<b>2,241,505</b>	<b>2,308,879</b>	<b>2,573,769</b>	<b>11.5%</b>
<b>Revenue &amp; Other Resources</b>							
Fees, Fines & Permits	76,377	56,106	63,577	75,000	68,087	67,500	-0.9%
Intergovernmental Revenues	77,160	77,386	101,075	79,500	84,807	87,500	3.2%
Charges for Services, User Fees	12,884	15,074	14,950	13,687	17,286	13,105	-24.2%
Other Revenues	23,710	14,861	41,418	5,800	90,877	6,600	-92.7%
<b>Total Revenues</b>	<b>190,131</b>	<b>163,427</b>	<b>221,020</b>	<b>173,987</b>	<b>261,057</b>	<b>174,705</b>	<b>-33.1%</b>
<b>Net GF (Cost)/Benefit</b>	<b>(1,971,181)</b>	<b>(1,950,695)</b>	<b>(1,942,777)</b>	<b>(2,067,518)</b>	<b>(2,047,822)</b>	<b>(2,399,064)</b>	<b>17.2%</b>

FIRE FUND			ADMINISTRATION & PREVENTION					
			100			2501		2501
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	2501 *001	Full Time Salaries	195,763	186,595	186,820	191,809	187,607	221,088
2	2501 *003	Overtime	693	1,845	0	250	0	250
		Total	196,455	188,440	186,820	192,059	187,607	221,338
<b>Employee Paid Benefits</b>								
3	2501 *041	Cafeteria Allowance	20,904	11,608	16,914	22,031	22,455	22,712
4	2501 *042	Retirement	80,386	83,157	84,079	90,242	88,777	106,570
5	2501 *xxx	All Other Paid Benefits	19,743	19,889	21,864	25,897	22,683	27,288
		Total	121,033	114,654	122,856	138,170	133,915	156,570
		Total	317,489	303,095	309,677	330,229	321,521	377,908
<b>Services &amp; Supplies</b>								0
6	2501 *101	Postage	12	32	0	0	0	0
7	2501 *103	Dues & Subscriptions	0	200	0	1,400	0	1,400
8	2501 *120	Supplies Office	65	105	161	500	230	500
9	2501 *121	Supplies Clothing/Uniform	775	179	1,404	500	600	1,000
10	2501 *123	Supplies - Shop & Field	0	197	0	250	0	250
11	2501 *124	Supplies - Safety	0	0	0	0	0	0
12	2501 *129	Supplies - Other	0	0	0	1,650	104	1,650
13	2501 *209	Prof/Contr Svcs - Other	300	769	894	850	1,003	850
14	2501 *213	Prof/Contr Svcs - Weed Abateme	0	0	0	0	0	0
15	2501 *214	Prof/Contr Svcs - Medical	0	0	0	0	0	0
16	2501 *240	Duplication Charges	0	0	0	0	0	0
17	2501 *241	Printing & Binding	30	71	0	0	0	0
18	2501 *282	Utility - Telephone	974	282	0	0	0	0
19	2501 *301	Maint - Bldgs & Improvments	0	0	90	90	0	0
20	2501 *303	Maint - Office Equipment	0	0	0	0	0	0
21	2501 *305	Maint - Vehicle Fuel	2,909	2,868	983	3,000	1,003	3,000
22	2501 *352	Training/Workshops/Meetings	1,516	1,675	2,329	2,400	591	2,400
		Total	6,581	6,378	5,862	10,640	3,532	11,050
		Total	324,070	309,472	315,538	340,869	325,053	388,958

**Year-Over-Year Changes**

There is a \$48,089 increase in retirement.

FIRE FUND			100			2504			OPERATIONS 2504		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget			
<b>Salaries &amp; Wages</b>											
1	2504 *001	Full Time Salaries	825,585	778,889	785,145	801,165	794,306	904,093			
2	2504 *002	Part Time Salaries	129	2,291	2,374	0	60,392	0			
3	2504 *003	Overtime	200,122	183,487	172,192	180,000	222,054	180,000			
		Total	1,025,836	964,667	959,712	981,165	1,076,752	1,084,093			
<b>Employee Paid Benefits</b>											
4	2504 *041	Cafeteria Allowance	160,576	168,772	172,547	182,763	171,256	217,910			
5	2504 *042	Retirement	334,761	346,391	354,507	365,404	392,630	427,230			
6	2504 *xxx	All Other Paid Benefits	133,628	108,383	164,935	131,240	158,569	180,743			
		Total	628,964	623,546	691,988	679,407	722,455	825,883			
		Total	1,654,800	1,588,213	1,651,700	1,660,572	1,799,207	1,909,976			
<b>Services &amp; Supplies</b>											
7	2504 *120	Supplies Office	20	51	66	200	201	200			
8	2504 *122	Supplies - Medical	4,021	7,324	9,389	10,000	11,277	10,000			
9	2504 *123	Supplies - Shop & Field	6,003	6,998	16,733	8,000	7,306	8,000			
10	2504 *124	Supplies - Safety	4,150	6,389	14,647	30,000	31,348	50,000			
11	2504 *129	Supplies - Other	1,238	340	2,414	0	0	0			
12	2504 *171	Minor Equipment - Office	0	0	53		1,773	0			
13	2504 *175	Minor Equipment - Computer	0	0		0	0	0			
14	2504 *179	Minor Equipment - Other	872	830	7,262	1,000	4,697	2,000			
15	2504 *209	Prof/Contr Svcs - Other	0	0	0	0	34	0			
16	2504 *212	Prof/Contr Svcs - Train EMT	0	0	550	2,000	550	4,000			
17	2504 *214	Prof/Contr Svcs - Medical	148	0	0	0	142	4,000			
18	2504 *219	Svcs - Ventura County Fire	7,231	2,085	2,830	4,000	2,871	4,000			
19	2504 *240	Duplication Charges - Internal	0	0	0	0	0	0			
20	2504 *241	Printing & Binding - External	0	170	0	0	303	0			
21	2504 *245	Svcs - Uniform Cleaning	0	0	60	0	0	0			
22	2504 *280	Utility - Electric	0	0	0	0	0	0			
23	2504 *282	Utility - Telephone	0	18	0	0	0	0			
24	2504 *301	Maint - Bldgs & Improvements	3,950	4,994	5,893	7,500	5,363	7,500			
25	2504 *304	Maint - Vehicles, Equipment	12,269	6,537	4,420	10,000	10,366	12,000			
26	2504 *305	Maint - Vehicle Fuel	16,198	17,923	20,408	20,000	21,209	20,000			
27	2504 *307	Equipment Main. Charges	46,298	51,809	52,337	84,864	53,971	57,853			
28	2504 *321	Reserve Officer Expenses	41,528	48,199	34,631	60,000	28,287	60,000			
29	2504 *352	Training/Workshops/Meetings	2,207	923	6,852	2,500	3,152	2,500			
30	2504 *355	CPR Training Costs	0	0	0	0	0	0			
31	2504 *360	Educational Reimbursement	811	0	2,812	0	1,770	0			
32	2504 *370	Lease/Rental	35,498	35,498	11,229	0	0	32,782			
33	2504 *678	Prior Year Adj Expenditures	0	1,819	-115	0	0	0			
		Total	182,442	191,908	192,471	240,064	184,619	274,835			
<b>Capital Outlay</b>											
3	2504 *610	Equipment - New	0	24,528	4,087	0	0	0			
		Total	0	24,528	4,087	0	0	0			
		Total	1,837,242	1,804,650	1,848,258	1,900,636	1,983,826	2,184,811			

**Year-Over-Year Changes**

There is an increase of \$21,891 in salaries and benefits. There is an increase of \$32,782 to lease rental. FY 14-15 Fire is expected to purchase a new fire engine with an annual payment.

FIRE FUND			PREVENTION & OPERATIONS - HOMELAND SECURITY					
			313			2502/2504		2502/2504
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	2504 *001	Full Time Salaries	892	0	0	0	0	0
2	2504 *002	Part Time Salaries	0	1,090	88	0	0	0
3	2504 *003	Overtime	2,742	4,592	1,751	4,000	925	0
Total			3,634	5,682	1,838	4,000	925	0
<b>Employee Paid Benefits</b>								
4	2504 *041	Cafeteria Allowance	0	0	0	0	0	0
5	2504 *042	Retirement	66	94	9	0	0	0
6	2504 *xxx	All Other Paid Benefits	15	17	2	0	0	0
Total			81	111	11	0	0	0
Total			3,714	5,793	1,849	4,000	925	0
<b>Services &amp; Supplies</b>								
7	2502 *120	Supplies Office	0	0	0	0	0	0
8	2502 *123	Supplies - Shop & Field	0	0	0	0	0	0
9	2502 *129	Supplies - Training	129	86	261	0	0	0
10	2502 *241	Printing & Binding - External	1,117	1,592	1,442	0	0	0
11	2502 *309	Maint - Minor Equipment	1,121	0	0	0	0	0
12	2504 *120	Supplies Office	3,577	0	0	0	0	0
	2504 *125	Supplies - Emergency Prep	0	0	0	0	1,952	0
13	2504 *179	Minor Equipment - Other	0	417	1,547	0	704	0
14	2504 *352	Training/Workshops/Meetings	150	0	0	0	0	0
15	2504 *678	Prior Year Adj-Expenditures	0	(1,819)	0	0	0	0
Total			6,095	275	3,250	0	2,656	0
<b>Capital Outlay</b>								
16	2504 *610	Equipment - New	10,486	0	0	0	22,226	0
Total			10,486	0	0	0	22,226	0
Total			20,295	6,068	5,099	4,000	25,806	0

**Year-Over-Year Changes**

Federal Grant funded. No significant year over year changes.

FIRE FUND			MISC STATE GRANT FIRE OPERATIONS					
			319			2504		2504
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Services &amp; Supplies</b>								
1	2504 *123	Supplies - Shop & Field	0	0	318.56	0	0	0
2	2504 *124	Supplies - Training	0	0	3,908.30	0	0	0
3	2504 *209	Printing & Binding - External	0	0	4,681.44	0	0	0
Total			0	0	8,908	0	0	0
Total			0	0	8,908	0	0	0

**Year-Over-Year Changes**

No significant year over year changes.

FIRE FUND			407		2504			SAFER GRANT - FEDERAL	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	2501 *001	Full Time Salaries	0	0	172,761	234,536	226,011	115,999	
		Total	0	0	172,761	234,536	226,011	115,999	
<b>Employee Paid Benefits</b>									
2	2501 *041	Cafeteria Allowance	0	0	54,169	70,293	45,892	35,146	
3	2501 *042	Retirement	0	0	72,824	111,585	97,087	55,979	
4	2501 *043	All Other Paid Benefits	0	0	21,796	29,451	20,641	13,842	
		Total	0	0	148,789	211,329	163,620	104,967	
<b>Capital Outlay</b>									
5	2504 *610	Equipment - New	0	0	16,155	0	0	0	
		Total	0	0	16,155	0	0	0	
		Total	0	0	337,706	445,865	389,631	220,966	

**Year-Over-Year Changes**

A Federal Grant to fund 5 new firefighters

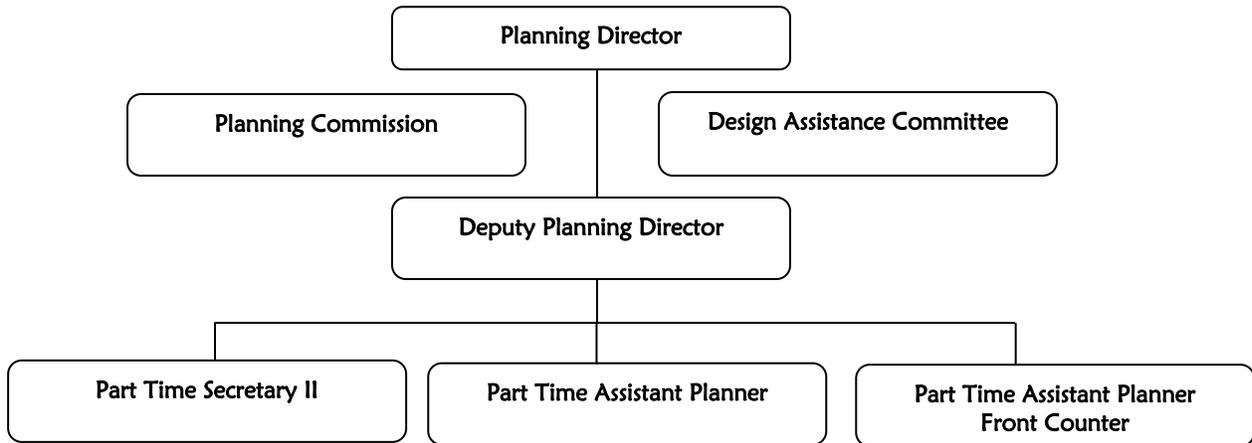
FIRE FUND			450		2501			CDBG OPERATIONS	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	2501 *001	Full Time Salaries	0	0	0	4,002	0	-	
		Total	0	0	0	4,002	0	0	
<b>Employee Paid Benefits</b>									
2	2501 *041	Cafeteria Allowance	0	0	0	0	0	0	
3	2501 *042	Retirement	0	0	0	0	0	0	
4	2501 *043	All Other Paid Benefits	0	0	0	0	0	0	
		Total	0	0	0	0	0	0	
<b>Capital Outlay</b>									
5	2504 *610	Equipment - New	25,000	20,852	0	0	0	0	
		Total	25,000	20,852	0	0	0	0	
		Total	25,000	20,852	0	4,002	0	0	

**Year-Over-Year Changes**

There will be no charges to CDBG for Fire.

**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, one part time Secretary II, and two part time Assistant Planners.



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

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

**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.

Due to improving economic conditions locally, statewide and nationally, the overall workload has increased in terms of development project reviews, State mandated environmental documentation, long term planning studies, responses to public

information requests, coordinating development with city departments and assistance with city initiated projects and city leased properties. There continues to be a noticeable increase in workload due to the Department taking over the processing and follow up with new business licenses from the Finance Department and providing staff support for code enforcement activities/research to other departments.

During the upcoming year, staff will continue implementation of the certified 2013-2021 Housing Element programs. The Department currently is processing several major development proposals which include: amendments and a subdivision map for the East Area 1 Specific Plan, Calpipe 2, Williams Homes residential subdivision (Hardison site), Santa Paula West Specific Plan and a hillside residential subdivision requiring annexation. The implementation of the East Area 1 Specific Plan, East Gateway project/annexations will require aid/funding of contract planners. Post annexation of East Area 2 continues to require staff support (temporary/contract) to integrate property files from the County into the city system and complete research for property owners within this area. Staff will also continue processing several industrial projects and continue working with potential affordable housing developers. As, additional development projects are submitted, some will probably be handled by planning consultants/contract planners due to the current departmental staffing levels.

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

- Continue updating of the Development Code in response to State law and proposed revisions
- Implementation of the 2013-2021 Housing Element, its programs and any subsequent required revisions to other General Plan elements
- Continue coordinating land plan activities with land owners in both Fagan and Adams Canyons.
- Begin a comprehensive General Plan update, community outreach efforts
- Continue 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 staffing levels, the Department continues to rely on contract planners on an as needed basis and uses existing 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 53% of the costs to operate the Department.

Due to an increase in providing Planning staff support to other City Departments for services such as: code enforcement research and related zoning information, city lease program research and inquiries, annual CIP staff report to Planning Commission, land use entitlements for the Corporation Yard and Palm Yard and special projects (Todd Road Jail, LAFCo Sphere of Influence study and Development Code updates) Planning Department revenue generated by collection of fees has decreased, since fees are not collected to provide these services. Additionally, staff continues to spend time on several other non-fee generating projects including the recently certified Housing Element update and subsequent implementation, required Land Use and Safety Element updates per State law and ongoing participation with SCAG's RTP.

*Year-Over Year Adjustment:*

The General Plan implementation fee has been placed in a deposit account that accounts for state mandated General Plan Updates and is no longer in the General Fund. It is anticipated that during the upcoming fiscal year these funds will be used to begin a General Plan update. A part time Secretary II will replace the temporary part time Secretary that will save in minor costs to the department.

Advanced/Long-Range Planning Program

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

**Program Performance Areas:**

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

Current Planning Activities

**Program Description:** To assist public and development community with development proposals, ensure compliance with required state and local regulations, environmental requirements, process home occupation permit requests, Business Licenses, sign permits and other discretionary and ministerial requests. Manage and coordinate development proposals among city departments. Assist city staff with City initiated projects and research city leased sites for potential tenants.

**Program Performance Areas:**

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

- ◆ Coordinate research and provide information to individuals interested in leasing city owned sites.

<b>Special Projects</b>
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**Program Description:** To provide planning services for the processing and implementation for special projects/projects with high visibility and enhance the community.

**Program Performance Areas:**

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

Department Administration

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

**Program Performance Areas:**

- ◆ Review and provide comments on planning related legislation that could impact the City.
- ◆ Provide planning assistance to the City Council, Planning Commission, Design Assistance Committee, and Historic Preservation Commission. Planning staff attends meetings of these bodies, provide written and verbal reports and minutes of meetings, and prepare meeting agendas and public notices in accordance with state and local laws.
- ◆ Supervise and train the personnel of the department as necessary to sustain a keen awareness of current laws and requirements for CEQA, the Permit Streamlining Act, Subdivision Map Act, Cortese-Knox-Hetzberg Act, planning and zoning case law, and other laws and regulations pertaining to land use regulation.
- ◆ Supervise and train the personnel of the department as necessary to maintain the highest quality customer service.
- ◆ Oversee administration of multiply contracts for planning services.
- ◆ Utilize Geographical Information System (GIS) technology to provide planning information to the public. Staff continues providing general plan and zoning maps to the public and City Departments, keeps maps current, and provides custom maps for report exhibits using the City's GIS system
- ◆ Participation on regional planning agencies and boards. Staff also works closely with the City/County Planning Association, SCAG and other special committees.
- ◆ Maintain Planning Department fee schedule and update as necessary.
- ◆ Update the Planning Department website and public handout materials, as warranted.
- ◆ Maintain the Department's file tracking system in Microsoft Access.

**PLANNING DEPARTMENT - GENERAL FUND SUMMARY**

<b>Expenditures</b>	<b>FY 10-11 Actual</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Budget</b>	<b>FY 13-14 Estimated</b>	<b>FY 14-15 Budget</b>	<b>% Change</b>
Salaries	285,814	266,651	265,722	291,369	277,505	299,243	7.8%
Benefits	87,702	107,337	96,843	119,404	108,178	122,452	13.2%
<b>Total</b>	<b>373,516</b>	<b>373,988</b>	<b>362,564</b>	<b>410,773</b>	<b>385,683</b>	<b>421,695</b>	<b>9.3%</b>
Supplies, Services & Maintenance	259,067	219,585	210,543	202,550	187,097	178,000	-4.9%
Transfers, Overhead & Debt Payments	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>259,067</b>	<b>219,585</b>	<b>210,543</b>	<b>202,550</b>	<b>187,097</b>	<b>178,000</b>	<b>-4.9%</b>
Capital Outlays	0	0	0	0	0	0	0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total</b>	<b>632,583</b>	<b>593,573</b>	<b>573,107</b>	<b>613,323</b>	<b>572,780</b>	<b>599,695</b>	<b>4.7%</b>
<b>Authorized Employee Count</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.5</b>	
<b>Revenue &amp; Other Resources</b>							
Charges for Services, User Fees	468,516	430,486	397,527	386,578	294,140	309,060	5.1%
Other Revenues	2,710	6,463	12,079	8,300	13,263	10,000	-24.6%
<b>Total Revenues</b>	<b>471,226</b>	<b>436,949</b>	<b>409,606</b>	<b>394,878</b>	<b>307,403</b>	<b>319,060</b>	<b>3.8%</b>
<b>Net GF (Cost)/Benefit</b>	<b>(161,357)</b>	<b>(156,624)</b>	<b>(163,501)</b>	<b>(218,445)</b>	<b>(265,377)</b>	<b>(280,635)</b>	<b>5.7%</b>

Note: Planning is only funded using General Fund resources

**PLANNING**

**PLANNING**

FUND			100	3001			3001		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	3001 *001	Full Time Salaries	284,840	185,640	200,398	203,693	207,693	200,552	
2	3001 *002	Part Time Salaries	914	80,998	65,324	87,576	69,659	98,541	
3	3001 *003	Overtime	60	13	0	100	154	150	
		Total	285,814	266,651	265,722	291,369	277,505	299,243	
<b>Employee Paid Benefits</b>									
4	3001 *021	Car Allowance	4,211	4,229	4,200	4,200	4,200	4,200	
5	3001 *041	Cafeteria Allowance	28,111	23,681	26,418	38,304	29,274	38,586	
6	3001 *042	Retirement	47,400	51,805	57,836	67,109	66,409	70,065	
7	3001 *xxx	All Other Paid Benefits	7,980	27,622	8,389	9,791	8,294	9,601	
		Total	87,702	107,337	96,843	119,404	108,178	122,452	
		Total	373,516	373,988	362,564	410,773	385,683	421,695	
<b>Services &amp; Supplies</b>									
8	3001 *101	Postage	0	0	0	0	0	0	
9	3001 *103	Dues & Subscriptions	685	570	490	750	820	750	
10	3001 *120	Supplies Office	190	207	482	400	771	400	
11	3001 *129	Supplies - Other	0	0	0	0	0	0	
12	3001 *150	Recognition - Awards	0	0	0	50	0	50	
13	3001 *171	Minor Equipment - Office	0	0	53	0	0	0	
14	3001 *175	Minor Equipment - Computer	0	0	0	0	0	0	
15	3001 *203	Prof/Contr Svcs - Legal	4,743	19,793	26,845	10,000	8,734	8,500	
16	3001 *209	Prof/Contr Svcs - Other	1,360	0	24,535	18,000	255	10,000	
17	3001 *215	Prof/Contr Svcs - Planning	0	0	0	27,000	27,120	27,000	
18	3001 *227	Prof/Contr Svcs - Temp Personnel	12,714	11,909	0	16,000	21,739	1,000	
19	3001 *230	Legal Advertising	1,076	1,380	1,637	1,400	1,446	1,400	
20	3001 *232	Prof Svcs - Contract Planning	237,708	183,972	155,969	125,000	125,000	125,000	
21	3001 *240	Duplication Charges - Internal	0	0	0	0	0	0	
22	3001 *241	Printing & Binding - External	30	38	16	150	0	100	
23	3001 *282	Utility - Telephone	340	239	0	0	0	0	
24	3001 *301	Maint - Bldgs. & Improvements	0	0	90	0	0	0	
25	3001 *303	Maint - Office Equipment	0	0	0	0	0	0	
26	3001 *352	Training/Workshops/Meetings	220	35	426	3,000	1,213	3,000	
27	3001 *354	Planning Commission Expenses	0	50	0	800	0	800	
28	3001 678	Prior Year Adj Expenditures		1,393	0	0	0	0	
		Total	259,067	219,585	210,543	202,550	187,097	178,000	
		Total	632,583	593,573	573,107	613,323	572,780	599,695	

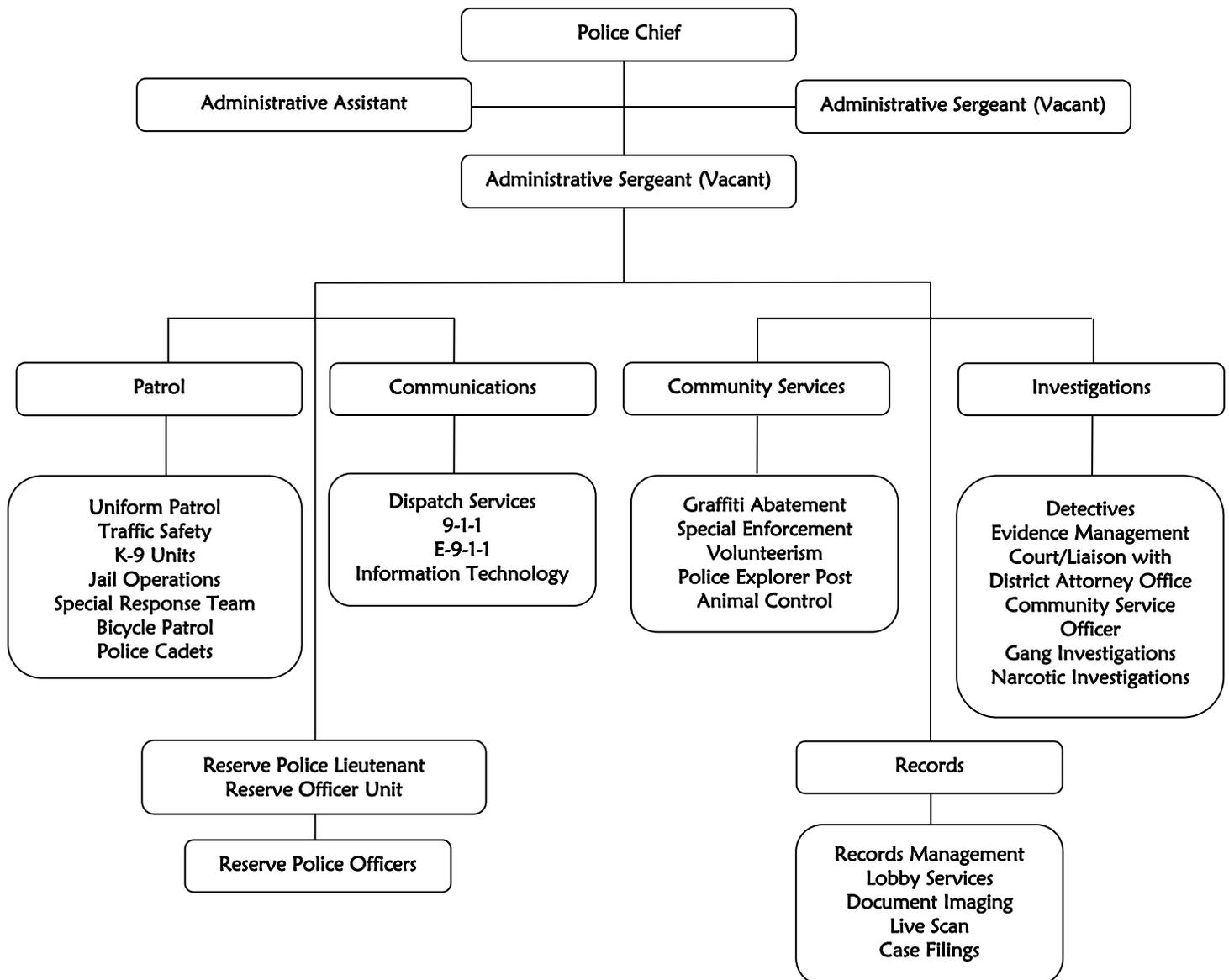
**Year-Over-Year Changes**

There is \$13,628 decrease. Instead of paying for temp services will be hiring for a part time Secretary II.

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**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 of Santa Paula. On July 1<sup>st</sup>, 2013, the City of Santa Paula appointed Steven L. McLean as full time Chief of Police, taking over for Interim Chief Ismael Cordero, who now has been appointed to the rank of Commander. Additionally, one lateral Officer and five entry level Officers were hired during 2013 which brought the Department’s staffing to 28 sworn Officers. Below is the current Organizational Chart of the Police Department operations.

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



### *Department Goals*

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

- Crime Analysis – Utilizing volunteer support, will expand our use of statistics in analyzing crime trends
- Strategic Plan - A new Master Plan for the agency will be prepared to adopted to go forward in adopting those identified goals and objectives
- Personnel - Prepare to fully staff Patrol and Investigations units with additional experienced personnel as deemed necessary as newly trained Officers are deployed alone
- Citizens Patrol - Expand the use of this program by adding more personnel, and continue utilizing volunteer manpower to assist with duties such as parking enforcement, special events and other duties that are suitable for volunteers
- Facility Improvements – Review the current facility and study the possibility of additional upgrades and improvements.
- Mobile Data Terminals (MDT) - Get the California Law Enforcement Telecommunications System (CLETS) operational on the MDT's in the vehicles
- Parolee Issues – Continue to identify specific methods to respond to inmate releases, implement methods to respond to those issues
- Traffic Safety Issues - Expand these types of services to include adding Police Cadet Program, Neighborhood Watch, increased involvement in National Night Out, additional programs in this service area.
- Quality of Life - Actively enforce quality of life issue with specific emphasis on downtown issues, motorcycle noise, street vendors, etc.
- A gang enforcement unit was established, they will continue to combat gang related crimes, identify gang members and gang groups, investigate all gang related crimes and suppress gang activity within the City
- An Officer was assigned to the Ventura County Narcotic Task Force during the past year to conduct all narcotic investigations within the City and surrounding areas

***Budget Commentary:*** The Police Department wide budget of \$5.3 million for 2014-15 is an increase of \$298,437 over the 2013-14 budget. This is a 6% increase primarily due to staffing and benefits cost increase and \$43,500 in capital expenditures for a police unit. This will partially be offset with anticipated new grant funds of \$30,000 above the prior year. This new grant funding will be used for staffing costs.

The department receives its operational funding from the General Fund and has generated approximately \$500,000 annually from a combination of fines, fees and permits, user charges and grants to support the General Fund. Additionally, approximately \$100,000 in SLESF grants is available for stores, dispatch and patrol. The department also 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 is a major goal for the department personnel and it is anticipated that the budget in this area will be increased.

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

The Police Department has been receiving AB109 funds since July 2012. The funds are allocated to assist with enforcement and compliance of the new parole program PROS. The funds are distributed based on the number of PROS that are release to the community. These funds are administered by Ventura Police Department and are not part of the General Fund Budget for the department.

Police Administration
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**Program Description:** The Police Administration consists of the Chief of Police, Commander and a part-time Secretary. The Chief of Police serves as the Department's General Manager and is overall in charge. The Police Commander serves under the Chief of Police and is in charge of the everyday operations of the Police Department as well as all divisions. The Secretary provides support to this program area. The position of full-time Secretary was eliminated from the budget years ago as a cost-savings measure with some of those duties being transferred to a Records Clerk. But due to recent staffing shortages in records and increased duties of the Secretary, this position should be reconsidered for full time once again. Administration supervises all department personnel, sets policy and defines procedures for police operations, develops and implements programs, and oversees all operational areas of the agency.

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

**Specific Objectives**

- A recent review of all divisions and units of the Police Department was conducted by an outside entity, review of the final document should be completed and recommendations should be considered and implemented if required. Identifying key part time positions and consider increasing work hours or converting some part time positions to full time.
- Identifying staffing levels in Patrol, Investigations and all support units and set minimum staffing levels for all.
- Continue to formally meet with department supervisors on a monthly basis to mentor supervisors, expand the concept of team management and decision-making, and ensure accountability is occurring in all department operations.
- Continue to meet with the Santa Paula Police Officers Association Executive Board to answer questions and receive input.

**Budget Commentary:** The Administration Budget anticipates an increase of \$113,898 due to full time staffing and benefits cost increases.

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

The Patrol Division is currently deployed with four sergeants, four senior officers and 13 full time police officers. Two officers are assigned as K-9 handlers. The Reserve Police Unit is currently staffed by 19 Reserve Officers. The Police Reserve Unit has an authorized strength of 30 officers and is a critical element in providing support to patrol services. An ongoing recruitment to fill the reserve vacancies is in progress.

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). The full time position has been reassigned to the Investigations Unit. This has severely impacted our ability to provide support services to patrol operations.

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

**Specific Objectives:**

- Review all current calls for service and the method we document complaints. We will attempt to identify calls that we will no longer respond to or have a reduced level of service (i.e., on-line reporting of calls, etc.).
- Fully staffing all shifts with new minimum levels.
- Continue to enforce parking violations utilizing Police Cadets and Citizen Patrol volunteers.

**Budget Commentary:** The Patrol Division is funded by the General Fund and supplemented by the Bureau of Justice Assistance Grant (JAG) \$10,000 which provides limited funding to support the Special Response Team, Gang/Graffiti and Citizens Patrol. From budget to budget the anticipated increase in 2014-15 is approximately \$242,210 due to primarily to fully funded positions and a new vehicle.

**Investigations Program**

**Program Description:** The Investigations Unit (Major Crimes) is made up of one Acting Sergeant and two Detectives. Additionally, two Officers are assigned as Gang Officers and one Officer is assigned to narcotic investigations. They all have specialized training that allows for the investigation of all major crimes, crime scene processing and specialized areas (i.e., white collar crime, computer and fraud crime, sex crimes, etc.). The Gang Officers are assigned to identify, suppress gang related activities and conduct all gang related investigations. The Narcotic Officer is assigned to the Ventura County Narcotic Task Force responsible for all narcotic related investigations. Three part-time Community Service Officers are also assigned to specialized support areas (1 as Court Liaison and 2 as Evidence Management). A CSO is assigned full time to the Investigations Unit, the duties performed are, sex registrants and compliance checks, probation and drug offender registrations, and other duties as needed within the unit.

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

**Specific Objectives**

- It is anticipated to fully staff the Investigations Unit with three additional full time Detectives. Specialized training for the new and current Detectives will be ongoing to assist each in the performance and responsibilities of their duties.
- Review Evidence Management efforts and identify improvements for facility security as well as improved records management techniques. Identify an additional off-site storage area to address the overflow of evidence currently being maintained within the facility.
- Continue to maintain and expand our good working relationship with the District Attorney's office; identify methods in which we can improve paper flow and communications.

**Budget Commentary:** The Investigations Unit is funded entirely by the General Fund. AB109 funds will supplement with the investigations of gang related serious habitual offenders. This budget is a maintenance budget with no significant changes from prior year.

**Dispatch and Communication Program**

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

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

**Specific Objectives**

- Research and implement various communications and computer upgrades to the Dispatch Area using State 9-1-1 funding that is available.
- Continue to research other work schedules to properly staff the dispatch center 24 hours with adequate staffing.

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

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**Records Services Program**

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**Program Description:** The Records Unit is supervised by a Records Supervisor. At one time this Unit also had four part-time Clerk Typists. This unit has been reduced to a Records Supervisor and two part-time CSOs. Some of this loss of time (40 hours) is made up of volunteers providing support. These volunteers are a combination of high school interns, college interns, Police Explorer Scouts, and Citizens Patrol and other volunteers. As a result of the loss of staffing we have reduced our lobby counter hours as well to match the days we are closed to the City Hall schedule

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

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

**Performance Areas:** The Records Unit is also responsible for compiling the statistical data on criminal activity in the city, as well as annually reporting crime data to the Department of Justice, FBI and DMV.

**Specific Objectives:**

- Continue to provide weekly crime data/statistics to assist in identifying crimes, trends, locations and times
- Review records retention schedules and purge those records that have now been electronically scanned and are part of the Document Imaging system
- Work with our current police software provider to compile and provide the monthly statistics submitted to State and Federal agencies in an electronic format.
- Research methods to better utilize the police database to provide statistical analysis of crime and traffic trends.

**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 Court. Calls for Service and other measures of productivity are up for all these groups, all of which add to the workload of the Records Unit. Records Services is funded by the General Fund with the exception of two part-time employees that are funded through an on-going COPS grant. This budget is a maintenance budget with no significant changes from prior year.

Custody and Jail Services Program
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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. It is managed by a Sr. Officer as a collateral duty with day to day responsibilities of the Patrol Watch Commander.

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

***Specific Objectives:***

- Update jail policy manual as needed and ensure it meets state mandated standards.
- Continue providing state mandated training for officers related to temporary holding facility.

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

<b>Animal Regulation Program</b>
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***Program Description:*** Animal Regulation, while having its own department budget, is supervised by the Police Commander and is staffed by one full-time Animal Control Officer.

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

***Specific Objectives:***

- During FY 11/12 research was begun to provide a plan to construct and operate our own Animal control facility in the City. This has been completed and is now in operation, called SPARC.
- Recruit and train a new part-time ACO, establish a licensing program that will also fully fund this position.
- Following the establishment of a City facility, implement new policies and procedures (including a new fee schedule) for the management of this facility.
- Provide training to the ACO(s) in new and current animal control practices and updates on new laws.
- Implement planning on how to manage animal calls and housing needs for animals during a major disaster or other similar large-scale emergencies, this had been accomplished through SPARC.

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

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

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

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

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

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

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

**SLESF - COPS Grant Program**

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

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

**POLICE DEPARTMENT SUMMARY**

<b>Expenditures</b>	<b>FY 10-11 Actual</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Budget</b>	<b>FY 13-14 Estimated</b>	<b>FY 14-15 Budget</b>	<b>% Change</b>
Salaries	3,013,966	2,662,517	2,527,174	2,578,959	2,799,498	2,775,526	-0.9%
Benefits	1,849,187	1,930,464	1,294,072	1,763,715	1,673,763	1,842,753	10.1%
<b>Total</b>	<b>4,863,153</b>	<b>4,592,981</b>	<b>3,821,246</b>	<b>4,342,674</b>	<b>4,473,261</b>	<b>4,618,279</b>	<b>3.2%</b>
Supplies, Services & Maintenance	583,582	716,153	683,379	626,170	720,525	605,497	-16.0%
Transfers, Overhead and Debt Payments	0	0	0	0	0	5	0%
<b>Total</b>	<b>583,582</b>	<b>716,153</b>	<b>683,379</b>	<b>626,170</b>	<b>720,525</b>	<b>605,502</b>	<b>-16.0%</b>
Capital Outlays	56,263	184,475	48,224	43,500	66,865	87,000	100.0%
<b>Total</b>	<b>56,263</b>	<b>184,475</b>	<b>48,224</b>	<b>43,500</b>	<b>66,865</b>	<b>87,000</b>	<b>100.0%</b>
<b>Total</b>	<b>5,502,998</b>	<b>5,493,609</b>	<b>4,552,849</b>	<b>5,012,344</b>	<b>5,260,651</b>	<b>5,310,781</b>	<b>1.0%</b>
<b>Authorized Employee Count</b>	43.5	46.0	46.0	46.0	46.0	48.0	

**POLICE DEPARTMENT - GENERAL FUND SUMMARY**

<b>Expenditures</b>	<b>FY 10-11 Actual</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Budget</b>	<b>FY 13-14 Estimated</b>	<b>FY 14-15 Budget</b>	<b>% Change</b>
Salaries	2,956,486	2,613,110	2,478,071	2,511,217	2,757,793	2,720,720	7.6%
Benefits	1,841,768	1,926,354	1,292,869	1,758,019	1,670,216	1,838,432	4.8%
<b>Total</b>	<b>4,798,254</b>	<b>4,539,464</b>	<b>3,770,940</b>	<b>4,269,236</b>	<b>4,428,009</b>	<b>4,559,152</b>	<b>6.5%</b>
Supplies, Services & Maintenance	511,318	610,523	628,457	557,530	676,305	583,997	3.9%
Transfers, Overhead and Debt Payments	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>511,318</b>	<b>610,523</b>	<b>628,457</b>	<b>557,530</b>	<b>676,305</b>	<b>583,997</b>	<b>3.9%</b>
Capital Outlays	25,470	180,176	48,224	43,500	43,500	87,000	100.0%
<b>Total</b>	<b>25,470</b>	<b>180,176</b>	<b>48,224</b>	<b>43,500</b>	<b>43,500</b>	<b>87,000</b>	<b>100.0%</b>
<b>Total</b>	<b>5,335,041</b>	<b>5,330,163</b>	<b>4,447,622</b>	<b>4,870,266</b>	<b>5,147,814</b>	<b>5,230,149</b>	<b>7.0%</b>
<b>Revenue &amp; Other Resources</b>							
Fee, Fines & Permits	176,416	123,282	186,602	230,000	223,879	230,000	2.7%
Intergovernmental Charges	141,589	147,055	165,229	150,300	167,539	180,300	7.6%
Charges for Services, User Fees	120,329	122,346	111,826	90,900	103,889	111,900	7.7%
Other Revenues	104,577	(94,865)	33,719	1,750	29,680	2,950	-90.1%
<b>Total Revenues</b>	<b>542,911</b>	<b>297,818</b>	<b>497,376</b>	<b>472,950</b>	<b>524,987</b>	<b>525,150</b>	<b>0.0%</b>
<b>Net GF (Cost)/Benefit</b>	<b>(4,792,130)</b>	<b>(5,032,345)</b>	<b>(3,950,246)</b>	<b>(4,397,316)</b>	<b>(4,622,827)</b>	<b>(4,704,999)</b>	<b>1.8%</b>

**POLICE**

**ADMINISTRATION**

POLICE			ADMINISTRATION					
FUND			100			4501		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	4501 *001	Full Time Salaries	133,512	142,109	121,745	125,959	225,730	217,584
2	4501 *002	Part Time Salaries	0	4,693	25,539	29,388	27,371	29,388
3	4501 *003	Overtime	0	0	0	0	8,009	1,000
Total			133,512	146,801	147,284	155,347	261,110	247,972
<b>Employee Paid Benefits</b>								
4	4501 *021	Car Allowance	0	681	4,362	4,200	162	0
5	4501 *041	Cafeteria Allowance	11,054	6,434	17,435	20,654	31,078	31,630
6	4501 *042	Retirement	56,541	59,045	60,213	69,896	81,318	74,478
7	4501 *xxx	All Other Paid Benefits	14,910	32,207	17,857	25,643	33,361	35,558
Total			82,505	98,367	99,867	120,393	145,918	141,666
Total			216,016	245,169	247,150	275,740	407,028	389,638
<b>Services &amp; Supplies</b>								
8	4501 *101	Postage	37	333	77	0	156	150
9	4501 *103	Dues & Subscriptions	380	380	125	200	380	380
10	4501 *120	Supplies Office	3,102	3,348	1,442	1,000	1,157	1,100
11	4501 *121	Supplies - Clothing/Uniform	694	451	1,148	1,000	1,179	1,200
12	4501 *129	Supplies - Other	413	1,377	1,351	1,200	4,478	1,000
13	4501 *150	Recognition/Awards	0	0	0	0	167	200
14	4501 *203	Prof/Contr Svcs - Legal	8,153	7,052	1,019	1,000	8,228	5,000
15	4501 *209	Prof/Contr Svcs - Other	2,660	38,749	45,240	27,500	65,682	27,500
16	4501 *214	Prof/Contr Svcs - Medical	0	0	0	500	260	280
17	4501 *216	Prof/Contr Svcs - Polygraph	630	250	2,243	3,000	2,600	3,000
18	4501 *217	Prof/Contr Svcs - Gen Invest	7,034	7,815	11,006	3,000	21,769	3,000
19	4501 *218	Prof/Contr Svcs - Psychological	1,125	2,250	4,275	3,000	19,756	3,000
20	4501 *230	Legal Advertising	389	101	28	300	881	1,000
21	4501 *231	Misc. Advertising/Promo	0	1,792	2,536	1,200	400	400
22	4501 *240	Duplication Charges - Internal	0	0	0	0	0	0
23	4501 *241	Printing & Binding - External	2,212	1,679	654	400	2,774	1,500
24	4501 *280	Utility - Electric	0	0	0	0	0	0
25	4501 *282	Utility - Telephone	9,373	8,951	8,270	7,500	8,414	7,500
26	4501 *301	Maint - Bldgs.' & Improvements	2,529	1,856	2,660	2,000	2,595	2,500
27	4501 *302	Maint - Computer Equipment	0	0	0	0	0	0
28	4501 *303	Maint - Office Equipment	92	0	0	0	0	0
29	4501 *304	Maint - Vehicles, Equipment	140	0	40	200	200	200
30	4501 *305	Maint - Vehicle Fuel	3,571	3,072	4,377	3,500	4,289	4,500
31	4501 *307	Equipment Maintenance Charges	3,818	9,139	9,346	10,608	9,620	10,331
32	4501 *352	Training/Workshops/Meetings	1,585	1,447	1,410	1,500	6,506	4,500
Total			47,936	90,042	97,244	68,608	161,491	78,241
Total			263,952	335,211	344,395	344,348	568,519	467,879

**Year-Over-Year Changes**

There is \$113,898 increase in salaries and benefits. There is \$10,000 increase in services and supplies.

POLICE			100				4502		PATROL	
FUND			100				4502		4502	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget		
<b>Salaries &amp; Wages</b>										
1	4502 *001	Full Time Salaries	1,670,373	1,428,467	1,135,778	1,365,052	1,197,797	1,491,825		
2	4502 *002	Part Time Salaries	41,909	52,722	113,514	51,174	57,012	53,626		
3	4502 *003	Overtime	301,965	277,264	402,490	250,000	437,409	250,000		
		Total	2,014,247	1,758,453	1,651,781	1,666,226	1,692,218	1,795,451		
<b>Employee Paid Benefits</b>										
4	4502 *021	Car Allowance	0	727	-162	0	0	0		
5	4502 *041	Cafeteria Allowance	313,200	303,081	256,009	302,267	286,992	320,091		
6	4502 *042	Retirement	717,204	609,032	553,623	647,437	569,719	637,651		
7	4502 *xxx	All Other Paid Benefits	242,263	415,295	42,443	216,331	231,682	265,699		
		Total	1,272,666	1,328,135	851,913	1,166,035	1,088,393	1,223,441		
		Total	3,286,913	3,086,588	2,503,694	2,832,261	2,780,611	3,018,892		
<b>Services &amp; Supplies</b>										
8	4502 *101	Postage	0	0	0	0	0	0		
9	4502 *121	Supplies - Clothing/Uniform	6,727	7,154	23,499	8,000	12,117	8,000		
10	4502 *123	Supplies - Shop & Field	4,447	23,673	16,659	15,000	37,340	15,000		
11	4502 *124	Supplies - Safety	7,905	3,493	23,110	8,000	34,590	8,000		
12	4502 *129	Supplies - Other	7,657	5,902	1,572	4,500	905	4,500		
13	4502 *135	K-9 Expenditures	6,992	13,471	12,139	4,500	6,490	5,500		
14	4502 *173	Minor Equipment - Shop & Field	0	0	0	0	25	0		
15	4502 *179	Minor Equipment - Other	368	0	0	0	0	0		
16	4502 *207	Prof/Contr - Computer/Software	0	0	0	0	0	0		
17	4502 *209	Prof/Contr Svcs - Other	28,364	23,187	46,455	45,000	20,962	45,000		
18	4502 *212	Prof/Contr Svcs - Training Etc.	0	0	0	0	0	0		
19	4502 *214	Prof/Contr Svcs - Medical	0	240	760	550	178	200		
20	4502 *230	Legal Advertising	0	0	0	0	273	300		
21	4502 *241	Printing & Binding - External	0	0	0	0	0	0		
22	4502 *251	Svcs - Towing and Storage	995	1,230	5,066	1,000	1,413	1,000		
23	4502 *280	Utility - Electric	0	0	0	0	0	0		
24	4502 *282	Utility - Telephone	0	0	0	0	0	0		
25	4502 *301	Maint - Bldgs.' & Improvements	0	0	0	0	616	0		
26	4502 *304	Maint - Vehicles, Equipment	4,972	3,025	10,509	1,000	11,820	1,000		
27	4502 *305	Maint - Vehicle Fuel	76,184	83,904	77,429	75,000	78,624	80,000		
28	4502 *307	Equipment Maint. Charges	58,134	91,389	93,460	106,080	96,120	103,309		
29	4502 *321	Reserve Officer Expenses	25,250	18,855	24,828	28,000	25,810	28,000		
30	4502 *322	Citizen Patrol Expenses	0	0	524	100	0	1,000		
31	4502 *352	Training/Workshops/Meetings	17,113	12,285	19,980	15,000	18,095	20,000		
32	4502 *353	Mileage Reimbursement	0	0	0	0	0	0		
33	4502 *360	Educational Reimbursement	3,000	1,377	0	0	2,530	3,000		
34	4502 *678	Prior Year Adj-Expenditures	0	-626	0	0	0	0		
		Total	248,108	288,560	355,989	311,730	347,908	323,809		
<b>Capital Overlay</b>										
35	4502 *610	Equipment - New	9,931	146,991	48,224	43,500	43,500	87,000		
		Total	9,931	146,991	48,224	43,500	43,500	87,000		
		Total	3,544,952	3,522,139	2,907,907	3,187,491	3,172,019	3,429,701		

**Year-Over-Year Changes**

There is an \$186,631 salaries and benefits increase due to 2 new Police personnel being hired.

POLICE			INVESTIGATIONS					
FUND			100			4503		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	4503 *001	Full Time Salaries	401,144	270,825	182,566	258,888	237,672	257,999
2	4503 *002	Part Time Salaries	0	0	0	0	139	0
3	4503 *003	Overtime	49,612	50,645	49,438	40,000	91,004	40,000
Total			450,756	321,470	232,004	298,888	328,816	297,999
<b>Employee Paid Benefits</b>								
4	4503 *041	Cafeteria Allowance	77,929	50,492	38,481	56,235	47,011	56,235
5	4503 *042	Retirement	160,506	123,898	87,696	126,693	117,226	120,072
6	4503 *xxx	All Other Paid Benefits	58,552	98,463	-12,272	46,947	43,612	49,384
Total			296,988	272,853	113,904	229,875	207,849	225,691
Total			747,744	594,323	345,908	528,763	536,665	523,690
<b>Services &amp; Supplies</b>								
7	4503 *103	Dues & Subscriptions	0	0	331	100	1,552	1,500
8	4503 *120	Supplies Office	0	0	1,057	500	4,401	2,500
9	4503 *121	Supplies - Clothing/Uniform	0	0	444	500	1,689	1,500
10	4503 *129	Supplies - Other	559	338	497	500	689	750
11	4503 *131	Supplies - Crime Scene	452	567	1,198	500	450	500
12	4503 *132	Supplies -Evidence Room	414	1,175	1,510	1,300	1,098	1,100
13	4503 *217	Prof/Contr Svcs - General Invest	8,257	18,894	12,369	9,000	11,443	11,500
14	4503 *241	Printing & Binding - External	0	0	0	0	0	0
15	4503 *282	Utility - Telephone	0	0	0	0	0	0
16	4503 *304	Maint - Vehicles, Equipment	100	140	164	250	80	100
17	4503 *305	Maint - Vehicle Fuel	4,850	5,786	4,164	5,000	2,647	3,000
18	4503 *307	Equipment Maintenance Charges	5,966	9,139	9,346	25,459	9,622	10,331
19	4503 *352	Training/Workshops/Meetings	1,706	10,226	2,023	2,000	11,406	12,000
20	4503 *353	Mileage Reimbursement	0	23	0	0	42	0
Total			22,304	46,288	33,104	45,109	45,118	44,781
Total			770,048	640,611	379,012	573,872	581,783	568,471

**Year-Over-Year Changes**

There is a decrease of \$5,401 in salaries and benefits.

POLICE			DISPATCH AND COMMUNICATIONS						
FUND			100			4504		4504	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	4504 *001	Full Time Salaries	225,282	246,039	267,202	260,438	264,475	247,927	
2	4504 *002	Part Time Salaries	0	0	6,172	0	13,827	0	
3	4504 *003	Overtime	17,904	29,820	59,519	15,000	75,964	15,000	
		Total	243,186	275,858	332,893	275,438	354,266	262,927	
<b>Employee Paid Benefits</b>									
4	4504 *041	Cafeteria Allowance	71,511	77,853	77,565	84,352	74,001	84,352	
5	4504 *042	Retirement	48,850	56,054	67,097	73,544	62,374	72,485	
6	4504 *xxx	All Other Paid Benefits	9,058	26,093	12,861	11,717	18,711	16,085	
		Total	129,419	160,000	157,523	169,613	155,086	172,922	
		Total	372,604	435,858	490,416	445,051	509,353	435,849	
<b>Services &amp; Supplies</b>									
7	4504 *101	Postage	0	0	0	0	0	0	
8	4504 *103	Dues & Subscriptions	0	75	0	0	0	100	
9	4504 *121	Supplies - Clothing/Uniform	1,326	1,183	2,463	1,500	767	1,000	
10	4504 *209	Prof/Contr Svcs - Other	9,359	939	2,170	2,000	547	2,000	
11	4504 *214	Prof/Contr Svcs - Medical	0	0	113	0	113	250	
12	4504 *219	Svcs - DOJ/NCIC/CI/VSO	39,928	621	0	700	0	700	
13	4504 *231	Misc Advertising/Promo	0	0	0	0	85	150	
14	4504 *282	Utility - Telephone	78	0	0	0	0	0	
15	4504 *303	Maint - Office Equipment	1,058	43	332	200	72	200	
16	4504 *352	Training/Workshops/Meetings	553	0	1,794	1,000	346	1,000	
		Total	52,302	2,861	6,871	5,400	1,930	5,400	
<b>Capital Outlay</b>									
17	4504 *610	Equipment-New	15,539	33,185	0	0	0	0	
		Total	15,539	33,185	0	0	0	0	
		Total	440,446	471,904	497,287	450,451	511,282	441,249	

**Year-Over-Year Changes**

There is a decrease of \$9,202 in salaries and benefits.

POLICE			RECORDS SERVICES					
FUND			100			4505		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	4505 *001	Full Time Salaries	37,170	35,748	36,700	37,357	37,377	37,833
2	4505 *002	Part Time Salaries	2,923	0	0	0	4,089	0
3	4505 *003	Overtime	512	552	512	500	1,131	500
		Total	40,605	36,300	37,211	37,857	42,597	38,333
<b>Employee Paid Benefits</b>								
4	4505 *041	Cafeteria Allowance	11,007	11,058	10,975	10,975	10,975	10,975
5	4505 *042	Retirement	6,762	7,639	9,268	11,007	11,241	11,388
6	4505 *xxx	All Other Paid Benefits	1,136	5,952	1,602	1,753	1,682	1,721
		Total	18,906	24,648	21,845	23,735	23,898	24,084
		Total	59,511	60,948	59,057	61,592	66,495	62,417
<b>Services &amp; Supplies</b>								
7	4505 *121	Supplies - Clothing/Uniform	991	1,153	746	800	1,158	1,200
8	4505 *129	Supplies - Other	0	0	733	0	394	500
8	4505 *171	Minor Equipment - Office	0	0	0	0	0	0
9	4505 *303	Maint - Office Equipment	105	401	64	0	0	0
10	4505 *352	Training/Workshops/Meetings	0	1,775	2,693	1,000	2,043	2,500
		Total	1,096	3,329	4,237	1,800	3,595	4,200
		Total	60,607	64,277	63,293	63,392	70,090	66,617

**Year-Over-Year Changes**

There is no significant year over year changes.

POLICE			CUSTODY AND JAIL					
FUND			100			4506		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Services &amp; Supplies</b>								
1	4506 *133	Supplies - Jail Equipment	804	151	929	700	592	1,500
		Total	804	151	929	700	592	1,500
		Total	804	151	929	700	592	1,500

**Year-Over-Year Changes**

No significant year over year changes.

POLICE			ANIMAL REGULATION					
FUND			100			4507		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	4507 *001	Full Time Salaries	37,539	37,780	39,200	40,040	40,810	40,517
2	4507 *002	Part Time Salaries	0	0	0	0	0	0
3	4507 *003	Overtime	390	1,696	1,700	1,000	1,503	1,000
		Total	37,929	39,476	40,900	41,040	42,313	41,517
<b>Employee Paid Benefits</b>								
4	4507 *041	Cafeteria Allowance	11,007	11,012	10,975	10,975	10,975	10,975
5	4507 *042	Retirement	3,820	4,186	4,415	4,773	4,948	5,105
6	4507 *xxx	All Other Paid Benefits	3,026	4,870	4,506	3,988	4,115	4,589
		Total	17,854	20,067	19,896	19,736	20,038	20,669
		Total	55,783	59,543	60,795	60,776	62,351	62,186
<b>Services &amp; Supplies</b>								
7	4507 *121	Supplies - Clothing/Uniform	417	336	0	0	182	500
8	4507 *123	Supplies - Shop & Field	509	253	224	5,500	103	5,500
9	4507 *124	Supplies - Safety	0	62	0	0	0	0
10	4507 *134	Supplies - Kennel	27	0	0	0	0	0
11	4507 *209	Prof/Contr Svcs - Other	65	19,000	2,135	2,000	4,245	2,500
13	4507 *221	Prof/Contr - Kennel	100,694	110,094	72,751	76,000	69,000	76,000
14	4507 *282	Utility - Telephone	0	0	0	0	0	0
15	4507 *305	Maint - Vehicle Fuel	2,962	2,785	2,285	2,000	2,212	3,000
16	4507 *307	Equipment Maintenance Charges	439	914	935	1,061	961	1,033
		Total	105,113	133,444	78,329	86,561	76,704	88,533
<b>Capital Outlay</b>								
17	4507 *610	Equipment - New	0	0	0	0	0	0
		Total	0	0	0	0	0	0
		Total	160,896	192,987	139,125	147,337	139,055	150,719

**Year-Over-Year Changes**

No significant year over year changes.

POLICE			GRAFFITI REMOVAL					
FUND			100			4509		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	4509 *001	Full Time Salaries	36,251	34,699	35,919	36,421	36,421	36,421
2	4509 *003	Overtime	0	53	80	0	53	100
		Total	36,251	34,752	35,998	36,421	36,474	36,521
<b>Employee Paid Benefits</b>								
3	4509 *041	Cafeteria Allowance	11,007	11,052	10,975	10,975	10,975	10,975
4	4509 *042	Retirement	6,303	7,305	8,951	10,596	10,953	10,963
5	4509 *xxx	All Other Paid Benefits	6,122	3,925	7,994	7,061	7,105	8,021
		Total	23,432	22,282	27,921	28,632	29,033	29,959
		Total	59,683	57,035	63,919	65,053	65,507	66,480
<b>Services &amp; Supplies</b>								
6	4509 *123	Supplies - Shop & Field	7,041	8,652	10,802	10,000	6,690	10,000
7	4509 *124	Supplies - Safety	0	0	0	0	0	0
8	4509 *282	Utility - Telephone	0	0	0	0	0	0
9	4509 *304	Maint - Vehicles, Equipment	14	0	0	0	0	0
10	4509 *305	Maint - Vehicle Fuel	229	205	7,754	6,500	8,289	7,500
11	4509 *307	Equipment Maintenance Charges	417	914	935	2,122	961	1,033
		Total	7,701	9,771	19,491	18,622	15,939	18,533
		Total	67,384	66,806	83,410	83,675	81,446	85,013

**Year-Over-Year Changes**

No significant year over year changes.

POLICE			SLESF - COPS (AB1913) STORE FRONT					
FUND			100	4521			4521	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Services &amp; Supplies</b>								
1	4521 *209	Prof/Contr Svcs - Other	25,953	36,078	32,263	19,000	23,028	19,000
Total			25,953	36,078	32,263	19,000	23,028	19,000
Total			25,953	36,078	32,263	19,000	23,028	19,000

**Year-Over-Year Changes**

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

POLICE			ASSET FORFEITURES-PATROL					
FUND			203	4502			4502	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	4502 *003	Overtime	0	0	0	0	0	0
Total			0	0	0	0	0	0
<b>Employee Paid Benefits</b>								
2	4502 *041	Cafeteria Allowance	0	0	0	0	0	0
3	4502 *042	Retirement	0	0	0	0	0	0
4	4502 *xxx	All Other Paid Benefits	0	0	0	0	0	0
Total			0	0	0	0	0	0
Total			0	0	0	0	0	0
<b>Services &amp; Supplies</b>								
5	4502 *124	Supplies - Safety	1,201	800	800	530	816	800
6	4502 *129	Supplies - Other	812	0	0	0	0	0
7	4502 *179	Minor Equipment - Other	3,595	0	0	0	1,500	0
8	4502 *352	Training/Workshops/Meetings	3,355	1,607	0	0	0	1,500
Total			8,963	2,407	800	530	2,316	2,300
Total			8,963	2,407	800	530	2,316	2,300

**Year-Over-Year Changes**

No significant year over year changes.

POLICE			COPS (COUNTY) PROBATION					
FUND			303	4502			4502	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Budget	FY 12-13 Actual	FY 12-13 Proposed	FY 11-12 Estimated	FY 12-13 Proposed
<b>Salaries &amp; Wages</b>								
1	4502 *001	Full Time Salaries	0	0	0	0	0	0
Total			0	0	0	0	0	0
<b>Employee Paid Benefits</b>								
2	4502 *041	Cafeteria Allowance	0	0	0	0	0	0
3	4502 *042	Retirement	0	0	0	0	0	0
4	4502 *xxx	All Other Paid Benefits	0	0	0	0	0	0
Total			0	0	0	0	0	0
Total			0	0	0	0	0	0
<b>Services &amp; Supplies</b>								
5	4502 *121	Supplies - Clothing/Uniform	0	0	0	0	0	0
Total			0	0	0	0	0	0
Total			0	0	0	0	0	0

**Year-Over-Year Changes**

No significant year over year changes.

POLICE			311				SLESF (AB1913)		
FUND			4501				4501		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Budget	FY 12-13 Actual	FY 12-13 Proposed	FY 11-12 Estimated	FY 12-13 Proposed	
<b>Services &amp; Supplies</b>									
1	4501 *501	Administrative Reimb-Cops	500	0	0	0	0	0	
Total			500	0	0	0	0	0	
Total			500	0	0	0	0	0	

**Year-Over-Year Changes**

POLICE			311				SLESF (AB1913) - PATROL		
FUND			4502				4502		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	4502 *001	Full Time Salaries	1,153	301	0	0	0	0	
2	4502 *002	Part Time Salaries	45,558	48,874	23,381	36,543	23,607	23,607	
3	4502 *003	Overtime	252	231	0	0	0	0	
Total			46,963	49,407	23,381	36,543	23,607	23,607	
<b>Employee Paid Benefits</b>									
4	4502 *041	Cafeteria Allowance	0	0	0	0	0	0	
5	4502 *042	Retirement	3,049	2,408	685	1,713	1,112	1,112	
6	4502 *xxx	All Other Paid Benefits	3,573	866	-135	1,956	1,183	1,183	
Total			6,623	3,273	550	3,669	2,295	2,295	
Total			53,586	52,680	23,930	40,212	25,902	25,902	
<b>Services &amp; Supplies</b>									
7	4502 *179	Minor Equipment - Other	0	0	0	0	0	10,000	
7	4502 *209	Prof/Contr Svcs - Other	894	0	0	0	0	0	
8	4502 *212	Prof/Contr - Firearms Training	27,570	24,110	29,004	30,350	29,220	0	
9	4502 *301	Maint - Bldgs.' & Improvement	3,815	12,533	0	24,260	0	0	
Total			32,279	36,643	29,004	54,610	29,220	10,000	
<b>Capital Outlay</b>									
10	4502 *610	Equipment - New	0	0	0	0	0	0	
Total			0	0	0	0	0	0	
Total			85,864	89,323	52,935	94,822	55,122	35,902	

**Year-Over-Year Changes**

Grant funded. There is a decrease \$14,310 in salaries and benefits. There is a \$44,610 in services and supplies.

POLICE			311				SLESF (AB1913) - DISPATCH & COMMUNICATIONS		
FUND			4505				4505		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	4505 *001	Full Time Salaries	0	0	0	0	0	0	
2	4505 *002	Part Time Salaries	0	0	24,732	31,199	18,098	31,199	
3	4505 *003	Overtime	0	0	989	0	0	0	
Total			0	0	25,722	31,199	18,098	31,199	
<b>Employee Paid Benefits</b>									
4	4505 *041	Cafeteria Allowance	0	0	0	0	0	0	
5	4505 *042	Retirement	0	0	0	1,229	706	1,229	
6	4505 *xxx	All Other Paid Benefits	763	837	654	797	546	797	
Total			763	837	654	2,027	1,252	2,026	
Total			763	837	26,375	33,226	19,351	33,225	
Total			763	837	26,375	33,226	19,351	33,225	

**Year-Over-Year Changes**

Grant funded. No significant year over year changes.

POLICE FUND			SLESF - COPS (AB1913) POLICE STORE FRONT						
			311			4521		4521	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Services &amp; Supplies</b>									
1	4521 *122	Supplies - Medical	0	0	0	0	0	0	
2	4521 *280	Utility - Electric	1,683	2,620	2,895	3,000	1,343	3,000	
3	4521 *282	Utility - Telephone	889	699	1,479	1,300	378	0	
4	4521 *301	Maint - Bldgs. & Improvements	10,702	569	0	1,200	0	1,200	
Total			13,275	3,888	4,374	5,500	1,722	4,200	
Total			13,275	3,888	4,374	5,500	1,722	4,200	

**Year-Over-Year Changes**

Grant funded. No significant year over year changes.

POLICE FUND			ST HOMELAND SECURITY GRANT-PATROL						
			313			4502		4502	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Services &amp; Supplies</b>									
1	4502 *173	Minor Equipment-Shop & Field	0	55,637	0	3,000	0	0	
2	4502 *352	Training-Workshops-Meetings	4,613	0	0	0	0	0	
3	4502 *678	Prior Year Adj-Expenditures		626	0	0	0	0	
Total			4,613	56,263	0	3,000	0	0	
<b>Capital Outlay</b>									
4	4502 *610	Equipment - New	0	15,456	0	0	0	0	
Total			0	15,456	0	0	0	0	
Total			4,613	71,718	0	3,000	0	0	

**Year-Over-Year Changes**

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

POLICE FUND			ST HOMELAND SECURITY GRANT-PATROL						
			313			4504		4504	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Capital Outlay</b>									
1	4504 *610	Equipment-New	10,486	0	0	0	0	0	
Total			10,486	0	0	0	0	0	
Total			10,486	0	0	0	0	0	

**Year-Over-Year Changes**

Grant funded. No significant year over year changes.

POLICE FUND			OTS - OFFICE OF TRAFFIC SAFETY						
			314			4502		4502	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	4502 *001	Full Time Salaries	193	0	0	0	0	0	
2	4502 *003	Overtime	6,458	0	0	0	0	0	
Total			6,651	0	0	0	0	0	
<b>Employee Paid Benefits</b>									
4	4502 *041	Cafeteria Allowance	0	0	0	0	0	0	
5	4502 *042	Retirement	31	0	0	0	0	0	
6	4502 *xxx	All Other Paid Benefits	3	0	0	0	0	0	
Total			34	0	0	0	0	0	
Total			6,685	0	0	0	0	0	

**Year-Over-Year Changes**

Grant no longer available.

POLICE FUND			MISC STATE GRANTS						
			319			4504		4504	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Capital Outlay</b>									
1	4504 *610	Equipment-New	10,486	(11,157)	0	0	23,365	0	
Total			10,486	(11,157)	0	0	23,365	0	
Total			10,486	(11,157)	0	0	23,365	0	

**Year-Over-Year Changes**

Grant funded. No significant year over year changes.

POLICE FUND			BJA VEST GRANT						
			403			4502		4502	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Services &amp; Supplies</b>									
1	4502 *124	Supplies Safety	2,571	6,062	19,753	5,000	1,879	5,000	
Total			2,571	6,062	19,753	5,000	1,879	5,000	
Total			2,571	6,062	19,753	5,000	1,879	5,000	

**Year-Over-Year Changes**

Grant funded. No significant year over year changes.

POLICE FUND			JAG(JUSTICE ASSISTANCE)						
			408			4502		4502	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Services &amp; Supplies</b>									
1	4502 *124	Supplies-Safety	0	(429)	990	0	9,084	0	
2	4502 *352	Training/Workshops/Meetings	0	797	0	0	0	0	
Total			0	368	990	0	9,084	0	
<b>Capital Outlay</b>									
3	4504 *610	Equipment-New	9,822	0	0	0	0	0	
Total			9,822	0	0	0	0	0	
Total			9,822	368	990	0	9,084	0	

**Year-Over-Year Changes**

Grant funded. No significant year over year changes.

POLICE			410			WEED & SEED		
FUND			4502			4502		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	4502 *001	Full Time Salaries	0	0	0	0	0	0
2	4502 *002	Part Time Salaries	0	0	0	0	0	0
3	4502 *003	Overtime	3,867	0	0	0	0	0
Total			3,867	0	0	0	0	0
<b>Employee Paid Benefits</b>								
4	4502 *041	Cafeteria Allowance	0	0	0	0	0	0
5	4502 *042	Retirement	0	0	0	0	0	0
6	4502 *xxx	All Other Paid Benefits	0	0	0	0	0	0
Total			0	0	0	0	0	0
Total			3,867	0	0	0	0	0
<b>Services &amp; Supplies</b>								
7	4502 *123	Supplies - Shop & Field	0	0	0	0	0	0
8	4502 *124	Supplies - Safety	0	0	0	0	0	0
9	4502 *179	Minor Equipment - Other	0	0	0	0	0	0
10	4502 *209	Prof/Contr Svcs	0	0	0	0	0	0
11	4502 *282	Utility - Telephone	0	0	0	0	0	0
12	4502 *678	Prior Year Adj Expenditures	0	0	0	0	0	0
Total			0	0	0	0	0	0
Total			3,867	0	0	0	0	0

**Year-Over-Year Changes**

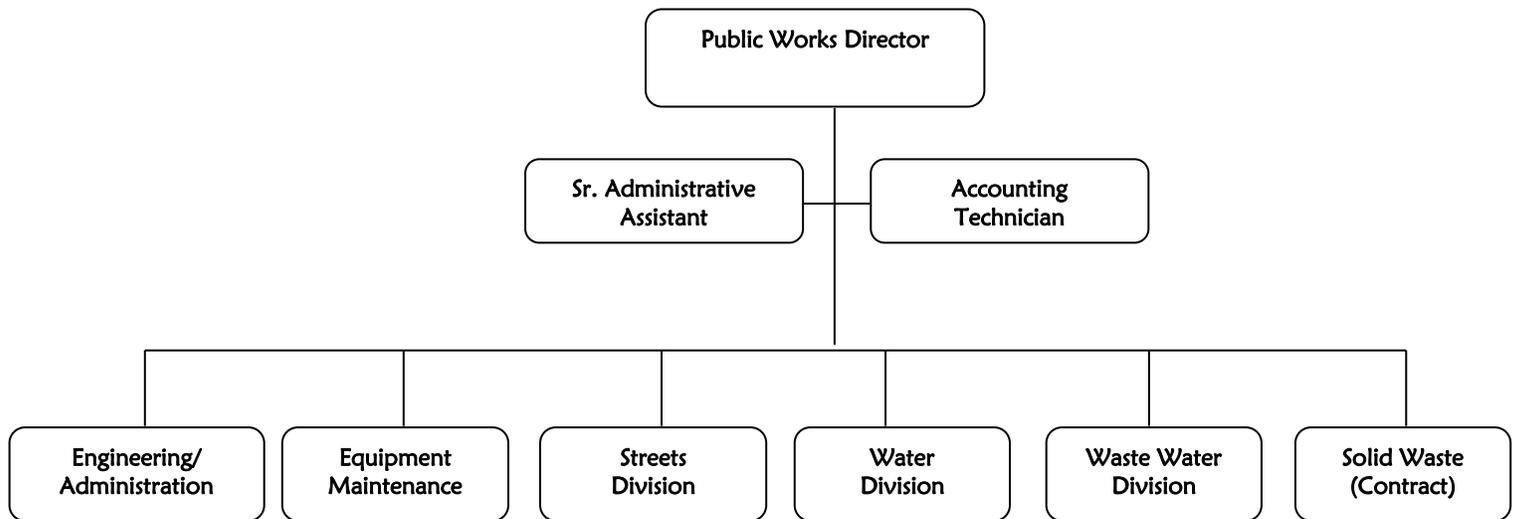
Grant funds no longer available.

POLICE			410			COMM POLICE - LAS PIEDRAS		
FUND			4521			4521		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Services &amp; Supplies</b>								
1	4521 *209	Prof//Contr Svcs-Other	10,064	0	0	0	0	0
Total			10,064	0	0	0	0	0
Total			10,064	0	0	0	0	0

**Year-Over-Year Changes**

Grant Funds no longer available.

**Department Description:** The Public Works Department consists of Administration, Engineering, Water, Waste Water, Equipment Maintenance and Streets. The Department of Public Works is a highly trained, flexible and responsive organization dedicated to responding effectively to the challenges of changing conditions including governmental regulations, customer demands and uncontrollable economic conditions. We are responsible for the maintenance and repair of water infrastructure, sewer, streets, storm water systems, trees, sidewalks, parking lots, vehicles and equipment, signs and signals, municipal parking, bus shelters, street lights, and providing the community with potable water. We administer the following contracted services: refuse/recycling collection and sewer collection maintenance. Our mission is to make the City of Santa Paula the safest, prosperous and most attractive community in Ventura County. The Department's services are divided into mine 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 the Water Enterprise, Waste Water Enterprise, street funds and the General Fund. Public works accounts for over \$20 million of the City's citywide budget of just over \$34 million. \$18.6 million of the Public Works funding is through enterprise activities supporting water and sewer services.

**General Engineering Program**

***Program Description:*** General Engineering has been contracted for the last four 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. There is an increase in salaries and benefits of \$31,000 and an increase in contractual services of \$32,000.

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

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

***Program Performance Areas:***

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

***Specific Objectives:***

- 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.

**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 areas, installation of approved Traffic Safety speed humps.
- Monthly inspection and cleaning of all lighted crosswalk locations.
- Inspect all reported problems within 48 hours of notice, and contact reporting party with results of inspection, within 72 hours.
- Curb painting all school zones as needed.
- General cleanup of the downtown transportation corridor including trash collection, pressure washing sidewalks and re-sanding brick pop out areas.
- Maintenance of benches, trash receptacles, trees, planters and irrigation system.
- Banner installation of pole banners and over the street banners for special events and city functions.
- 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.
- 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, Stormwater Quality Maintenance Program, Hillsborough District Maintenance Program, and Street Engineering Program. Approximately ninety six percent (96%) of the Street Maintenance program is funded by gas tax and local transportation funds received from the State. Only the special events, parking lot and non-street storm drain portions, totaling less than four percent (4%) are funded with General Fund money. The 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.

**NPDES Stormwater Quality Management Program**

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

***Performance Areas:***

- **Administration:** To develop and administer the City's Stormwater Quality Program, in compliance with the requirements of the 2010 Ventura County Municipal Stormwater NPDES, issued by the California Regional Water Quality Control Board (Regional Board) to the County and the ten cities of Ventura County.
- **Engineering:** To provide design services for City-funded projects to improve Stormwater quality; to provide construction management services for City-funded projects to improve Stormwater quality; to participate in developing City Stormwater Quality Design Standards; to review and comment on proposed land development's effects upon Stormwater quality; to provide education to the development community regarding Stormwater quality; and to provide inspections of projects for compliance with Stormwater quality best management practices required in permits.

***Specific Objectives:***

- Represent the City at all VCSQMP Management Committee meetings.
- Enforce City's Stormwater 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 Stormwater quality educational materials to the general public and school children.
- Implement an industrial/commercial business educational site inspection program, including automotive, food service, and industrial facilities.
- Implement the Ventura Countywide Stormwater Quality Urban Impact Mitigation Plan (SQUIMP), regarding development and significant redevelopment.
- Modify standard procedures for review of proposed development projects to include Stormwater best management practices (BMP's) in project approval process, in coordination with Planning Department.
- Require Stormwater Pollution Control Plans (SWPCP's) and Notices of Intent (NOI's) for all applicable private and public projects.

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

***Budget Commentary:***

The Public Works Department’s Utilities Division and Engineering Division staffs, in coordination with Planning Department staff, primarily carry out Stormwater Quality Administration Program activities. Some activities are also carried out by the staff of the Street Maintenance Division, and by American Water Inc., on behalf of the City, and in coordination with the Public Works Department. The Stormwater Quality Administration Program is funded by a benefit assessment on each parcel, collected by the Ventura County Watershed Protection District, on behalf of the City. 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

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

**Streets and Storm Drains Program  
Stormwater Quality Maintenance Program**

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

***Program Performance Areas:***

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

***Specific Objectives:***

***Emergency Response Element***

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

***Public Education Element***

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

***Street Sanitation Element***

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

***Storm Drainage System Cleaning Element***

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

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

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

***Program Performance Areas:***

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

***Specific Objectives:***

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

- Inspect and document condition of all debris and retention basins twice per year (September, May).
- Clean all debris and retention basins annually.
- 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.

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

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

***Program Performance Areas:***

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

***Specific Objectives:***

***System Cleaning Element***

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

***Landscaping and Trees Element***

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

***Administration/Supervision Element***

- Establish and implement work order system for all routine and requested tasks.

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

**Wastewater Reclamation Enterprise Program  
Wastewater Reclamation Engineering**

**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 Stormwater Quality Maintenance Program.

**Wastewater Reclamation Enterprise Program  
Wastewater Reclamation Operations**

***Program Description:*** To provide uninterrupted sewage collection and treatment; to provide source control, Stormwater 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 Stormwater quality.
- **Education:** To educate commercial and industrial customers regarding Stormwater Quality Management Program best management practices.
- **Billing:** To provide for monthly billing and collection of all accounts (an internal service provided by the Financial Services Department, Billing Division).

***Specific Objectives:******Collection System Element***

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

***Treatment Plant Element***

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

***Administration Element***

- Establish and implement work order system for all routine and requested tasks.

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

***Budget Commentary:***

This program includes the Sewer Administration and Engineering section, and the new Sewer Operations section. American Water, Inc. is the contractor 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 Stormwater Quality Maintenance Program.

**Water Enterprise Program  
Water Engineering**

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

***Program Performance Areas:***

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

***Specific Objectives:***

- Complete the digital global positioning system (GPS) mapping and asset identification for the entire 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.

**Water Enterprise Program  
Water Maintenance**

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

***Program Performance Areas:***

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

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

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

***Distribution System Element***

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

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

**Emergency Response Element**

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

***Meters Element***

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

***Reservoirs Element***

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

***Buildings and Improved Properties Element***

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

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

***Administration/Supervision Element***

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

***Budget Commentary:***

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

**Water Enterprise Program  
Water Operations**

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

***Budget Commentary:***

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

**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**

<b>Expenditures</b>	<b>FY 10-11 Actual</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Budget</b>	<b>FY 13-14 Estimated</b>	<b>FY 14-15 Budget</b>	<b>% Change</b>
Salaries	1,364,659	1,069,069	1,141,324	1,267,551	982,357	1,381,287	41%
Benefits	660,438	539,102	641,570	738,872	568,024	785,036	38%
<b>Total</b>	<b>2,025,096</b>	<b>1,608,172</b>	<b>1,782,894</b>	<b>2,006,423</b>	<b>1,550,381</b>	<b>2,166,323</b>	<b>40%</b>
Supplies, Services & Maintenance	8,631,910	4,318,401	4,332,781	9,465,573	7,925,464	9,898,320	25%
Transfers, Overhead and Debt Payments	6,200,750	14,199,213	9,663,542	7,323,770	5,779,919	7,331,099	27%
<b>Total</b>	<b>14,832,661</b>	<b>18,517,614</b>	<b>13,996,324</b>	<b>16,789,343</b>	<b>13,705,384</b>	<b>17,229,419</b>	<b>26%</b>
Capital Outlays	1,945,563	1,758,162	1,217,752	2,391,352	1,195,837	1,285,460	7%
<b>Total</b>	<b>1,945,563</b>	<b>1,758,162</b>	<b>1,217,752</b>	<b>2,391,352</b>	<b>1,195,837</b>	<b>1,285,460</b>	<b>7%</b>
<b>Total</b>	<b>18,803,319</b>	<b>21,883,948</b>	<b>16,996,970</b>	<b>21,187,118</b>	<b>16,451,602</b>	<b>20,681,202</b>	<b>26%</b>
<b>Authorized Employee Count</b>	28.0	21.0	22.0	22.0	21.0	25.0	

**PUBLIC WORKS DEPARTMENT - GENERAL FUND SUMMARY**

<b>Expenditures</b>	<b>FY 10-11 Actual</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Actual</b>	<b>FY 13-14 Budget</b>	<b>FY 13-14 Estimated</b>	<b>FY 14-15 Budget</b>	<b>% Change</b>
Salaries	194,076	126,064	127,783	135,114	123,629	154,369	24.9%
Benefits	79,866	85,716	64,021	61,215	72,357	73,046	1.0%
<b>Total</b>	<b>273,942</b>	<b>211,779</b>	<b>191,803</b>	<b>196,329</b>	<b>195,985</b>	<b>227,415</b>	<b>16.0%</b>
Supplies, Services & Maintenance	59,464	8,721	15,129	6,510	31,681	38,610	21.9%
Transfers, Overhead and Debt Payments	0	22,770	22,770	22,770	397,336	22,770	0.0%
<b>Total</b>	<b>59,464</b>	<b>31,491</b>	<b>37,899</b>	<b>29,280</b>	<b>429,017</b>	<b>61,380</b>	<b>-85.7%</b>
Capital Outlays	149,946	532,629	4,253	1,206,892	22,899	0	0.0%
<b>Total</b>	<b>149,946</b>	<b>532,629</b>	<b>4,253</b>	<b>1,206,892</b>	<b>22,899</b>	<b>0</b>	<b>0.0%</b>
<b>Total</b>	<b>483,352</b>	<b>775,900</b>	<b>233,956</b>	<b>1,432,501</b>	<b>647,902</b>	<b>288,795</b>	<b>-0.5543</b>
<b>Revenue &amp; Other Resources</b>							
Fee, Fines & Permits	23,673	28,134	56,900	64,600	62,498	64,600	3.4%
Charges for Services, User Fees	24,449	36,598	45,729	29,550	72,917	70,550	-3.2%
Other Revenues	(1,198)	19,084	0	0	1,073	0	0.0%
<b>Total Revenues</b>	<b>46,924</b>	<b>83,816</b>	<b>102,629</b>	<b>94,150</b>	<b>136,488</b>	<b>135,150</b>	<b>-1.0%</b>
<b>Net GF (Cost)/Benefit</b>	<b>(436,428)</b>	<b>(692,084)</b>	<b>(131,327)</b>	<b>(1,338,351)</b>	<b>(511,414)</b>	<b>(153,645)</b>	<b>-70.0%</b>

**PUBLIC WORKS**

**GENERAL ENGINEERING**

FUND			100	5011			5011	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5011 *001	Full Time Salaries	161,925	122,403	121,531	127,218	118,497	146,469
2	5011 *003	Overtime	875	2,926	3,973	5,000	1,624	5,000
Total			162,800	125,329	125,504	132,218	120,120	151,469
<b>Employee Paid Benefits</b>								
3	5011 *021	Car Allowance	1,252	449	420	168	420	168
4	5011 *041	Cafeteria Allowance	37,753	29,171	28,816	27,226	36,844	33,395
5	5011 *042	Retirement	24,954	37,303	25,842	26,165	26,544	30,408
6	5011 *xxx	All Other Paid Benefits	14,574	18,729	8,565	7,656	8,096	9,075
Total			78,533	85,653	63,642	61,215	71,905	73,046
Total			241,333	210,982	189,146	193,433	192,025	224,515
<b>Services &amp; Supplies</b>								
7	5011 *101	Postage	75	119	61	0	0	0
8	5011 *103	Dues & Subscriptions	0	50	13	50	13	50
9	5011 *120	Supplies Office	1,589	320	115	300	0	300
10	5011 *121	Supplies - Clothing/Uniform	486	0	0	0	0	0
11	5011 *123	Supplies - Shop & Field	696	0	90	0	0	0
12	5011 *129	Supplies - Other	0	0	36	0	0	0
13	5011 *150	Recognition/Awards	0	0	0	0	0	0
14	5011 *175	Minor Equipment - Computer	0	0	0	0	0	0
15	5011 *209	Prof/Contr Svcs - Other	1,219	5,416	11,543	3,300	31,277	35,000
16	5011 *230	Legal Advertising	0	852	1,264	0	0	0
17	5011 *231	Misc. Advertising/Promo	0	0	0	100	0	100
18	5011 *240	Duplication Charges - Internal	0	0	0	0	0	0
19	5011 *241	Printing & Binding - External	0	0	146	0	0	0
20	5011 *282	Utility - Telephone	267	262	400	260	0	260
21	5011 *301	Maint - Bldgs. & Improvements	380	1,667	810	0	0	0
22	5011 *304	Maint - Vehicles, Equipment	0	0	0	0	0	0
23	5011 *305	Maint - Vehicle Fuel	0	0	204	0	354	350
24	5011 *309	Maint - Minor Equipment	0	0	0	0	0	0
25	5011 *352	Training/Workshops/Meetings	100	35	115	0	38	50
Total			4,812	8,721	14,797	4,010	31,681	36,110
<b>Transfers - Out &amp; Overhead</b>								
26	5011 *754	Transfer Costs to Gas Tax	0	22,770	22,770	22,770	397,336	22,770
Total			0	22,770	22,770	22,770	397,336	22,770
Total			246,144	242,473	226,713	220,213	621,042	283,395

**Year-Over-Year Changes**

There is an increase of \$31,082 in salaries and benefits. There is an increase of \$32,100 in services and supplies.

**PUBLIC WORKS**

**STREETS ENGINEERING**

FUND			100	5021			5021	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Employee Paid Benefits</b>								
1	5021 *041	Cafeteria Allowance	0	0	0	0	0	0
2	5021 *042	Retirement	0	0	0	0	0	0
3	5021 *xxx	All Other Paid Benefits	0	0	0	0	0	0
Total			0	0	0	0	0	0
<b>Services &amp; Supplies</b>								
4	5021 *370	Lease/Rental	0	0	0	0	0	0
Total			0	0	0	0	0	0
Total			0	0	0	0	0	0

**Year-Over-Year Changes**

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

**PUBLIC WORKS**

**STREETS MAINTENANCE**

FUND

100

5022

5022

Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5022 *001	Full Time Salaries	24,926	0	0	0	0	0
2	5022 *003	Overtime	0	0	0	0	0	0
		Total	24,926	0	0	0	0	0
<b>Employee Paid Benefits</b>								
3	5022 *041	Cafeteria Allowance	0	0	0	0	0	0
4	5022 *042	Retirement	0	0	0	0	0	0
5	5022 *xxx	All Other Paid Benefits	0	0	0	0	(0)	0
		Total	0	0	0	0	(0)	0
		Total	24,926	0	0	0	(0)	0
<b>Services &amp; Supplies</b>								
6	5022 *121	Supplies - Clothing/Uniform	0	0	0	0	0	0
7	5022 *123	Supplies - Shop & Field	0	0	0	0	0	0
8	5022 *202	Svcs - Landscape Maintenance	0	0	0	0	0	0
9	5022 *209	Prof/Contr Svcs - Other	54,653	0	0	0	0	0
10	5022 *223	Prof/Contr Svcs - Tree Trimming	10,800	0	0	0	0	0
11	5022 *282	Utility - Telephone	(10,800)	0	0	0	0	0
12	5022 *305	Maint - Vehicle Fuel	0	0	0	0	0	0
13	5022 *352	Training/Workshops/Meetings	0	0	0	0	0	0
		Total	54,653	0	0	0	0	0
		Total	79,578	0	0	0	(0)	0

**Year-Over-Year Changes**

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

**PUBLIC WORKS**

**PARKING LOTS & EVENT**

FUND			100			5023		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5023 *001	Full Time Salaries	4,869	139	21	200	183	200
2	5023 *002	Part Time Salaries	0	0	494	0	55	0
3	5023 *003	Overtime	1,482	596	1,763	2,696	3,271	2,700
Total			6,350	735	2,279	2,896	3,509	2,900
<b>Employee Paid Benefits</b>								
4	5023 *041	Cafeteria Allowance	0	0	0	0	0	0
5	5023 *042	Retirement	573	40	30	0	34	0
6	5023 *xxx	All Other Paid Benefits	761	23	349	0	418	0
Total			1,334	63	378	0	452	0
Total			7,684	797	2,657	2,896	3,960	2,900
<b>Services &amp; Supplies</b>								
7	5023 *123	Supplies - Shop & Field	0	0	333	1,000	0	1,000
8	5023 *129	Supplies - Other	0	0	0	0	0	0
9	5023 *202	Svcs - Landscape Maintenance	0	0	0	1,000	0	1,000
10	5023 *209	Prof/Contr Svcs - Other	0	0	0	0	0	0
11	5023 *285	Utility - Street Lighting	0	0	0	0	0	0
12	5023 *370	Lease/Rental	0	0	0	0	0	0
Total			0	0	333	2,000	0	2,000
Total			7,684	797	2,990	4,896	3,960	4,900

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**PARKING LOT & EVENTS**

FUND			100			5028		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Services &amp; Supplies</b>								
1	5028 *306	Maint - Debris Basin Cleaning	0	0	0	500	0	500
Total			0	0	0	500	0	500
Total			0	0	0	500	0	500

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**CENTRAL BIKE TRAIL**

FUND			100			9036		9036	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	9036 *001	Full Time Salaries	355	2,809	0	0	0	0	
2	9036 *002	Part Time Salaries	0	0	0	0	0	0	
3	9036 *003	Overtime	0	0	0	0	0	0	
		Total	355	2,809	0	0	0	0	
<b>Employee Paid Benefits</b>									
4	9036 *041	Cafeteria Allowance	0	0	0	0	0	0	
5	9036 *042	Retirement	12	261	0	0	0	0	
6	9036 *xxx	All Other Paid Benefits	2	56	0	0	0	0	
		Total	15	317	0	0	0	0	
		Total	370	3,126	0	0	0	0	
<b>Services &amp; Supplies</b>									
7	9036 *231	Misc Advertising/Promo	70	0	0	0	0	0	
8	9036 *241	Printing & Binding-External	4,673	0	0	0	0	0	
9	9036 *290	Svcs - Design/Study	30,260	(200)	0	0	0	0	
10	9036 *293	Permitting	433	582	0	0	0	0	
11	9036 *295	Project - Misc Svcs	70,022	185,565	3,437	0	0	0	
12	9036 *606	Acquisition-Land/Improvement	42,678	0	0	0	0	0	
13	9036 *660	Improv Other than Bldgs - Rehab	1,440	328,434	(84)	0	0	0	
14	9036 *678	Prior Year Adj Expenditures	0	0	0	4,155	(4,155)	0	
15	9036 *704	Tranfer Costs Traffic Impact	0	5,963	0	0	0	0	
16	9036 *706	Transfer Costs-State Grants	0	9,159	0	0	0	0	
		Total	149,576	529,503	3,353	4,155	(4,155)	0	
		Total	149,946	532,629	3,353	4,155	(4,155)	0	

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**10TH STREET ENHANCEMENT PROJECT**

FUND			100			9273		9273	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	9273 *001	Full Time Salaries	0	0	0	0	645	0	
2	9273 *002	Part Time Salaries	0	0	0	0	0	0	
3	9273 *003	Overtime	0	0	0	0	0	0	
		Total	0	0	0	0	645	0	
<b>Employee Paid Benefits</b>									
4	9273 *041	Cafeteria Allowance	0	0	0	0	0	0	
5	9273 *042	Retirement	0	0	0	0	150	0	
6	9273 *xxx	All Other Paid Benefits	0	0	0	0	12	0	
		Total	0	0	0	0	162	0	
		Total	0	0	0	0	807	0	
<b>Capital Outlay</b>									
13	9273 *660	Improv Other than Bldgs-Rehab	0	0	0	77,737	0	0	
		Total	0	0	0	77,737	0	0	
		Total	0	0	0	77,737	807	0	

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**SLURRY SEAL PROJECT**

FUND 100			9285					
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	9285 *001	Full Time Salaries	0	0	0	0	90	0
2	9285 *002	Part Time Salaries	0	0	0	0	0	0
3	9285 *003	Overtime	0	0	0	0	0	0
		Total	0	0	0	0	90	0
<b>Employee Paid Benefits</b>								
4	9285 *041	Cafeteria Allowance	0	0	0	0	0	0
5	9285 *042	Retirement	0	0	0	0	21	0
6	9285 *xxx	All Other Paid Benefits	0	0	0	0	2	0
		Total	0	0	0	0	23	0
		Total	0	0	0	0	113	0
<b>Services &amp; Supplies</b>								
7	9285 *123	Supplies - Shop & Field	0	0	0	0	0	0
8	9285 *129	Supplies - Other	0	0	0	0	0	0
9	9285 *202	Svcs - Landscape Maintenance	0	0	0	0	0	0
10	9285 *209	Prof/Contr Svcs - Other	0	0	0	0	0	0
11	9285 *285	Utility - Street Lighting	0	0	0	0	0	0
12	9285 *290	Svcs-Design/Study	0	0	0	0	26,135	0
13	9285 *295	Project-Misc Svcs	0	0	900	0	0	0
14	9285 *660	Improv Other than Bldgs-Rehab	0	0	0	800,000	0	0
		Total	0	0	900	800,000	26,135	0
		Total	0	0	900	800,000	26,247	0

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**STECKEL/ANACAPA PAVING**

FUND 100			9296					
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	9273 *001	Full Time Salaries	0	0	0	0	0	0
2	9273 *002	Part Time Salaries	0	0	0	0	0	0
3	9273 *003	Overtime	0	0	0	0	0	0
		Total	0	0	0	0	0	0
<b>Employee Paid Benefits</b>								
4	9273 *041	Cafeteria Allowance	0	0	0	0	0	0
5	9273 *042	Retirement	0	0	0	0	0	0
6	9273 *xxx	All Other Paid Benefits	0	0	0	0	0	0
		Total	0	0	0	0	0	0
		Total	0	0	0	0	0	0
<b>Services &amp; Supplies</b>								
12	9273 *290	Svcs-Design/Study	0	0	0	0	0	0
		*295 Project-Misc Svcs	0	0	0	0	0	0
13	9273 *660	Improv Other than Bldgs-Rehab	0	0	0	325,000	0	0
		Total	0	0	0	325,000	0	0
		Total	0	0	0	325,000	0	0

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**NPDES STORMWATER QUALITY**

FUND

205

5027

5027

Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5027 *001	Full Time Salaries	2,049	25,316	25,712	19,450	20,884	26,329
2	5027 *003	Overtime	6	289	1,348	1,000	0	1,000
		Total	2,056	25,605	27,060	20,450	20,884	27,329
<b>Employee Paid Benefits</b>								
3	5027 *021	Car Allowance	0	0	0	0	0	0
4	5027 *041	Cafeteria Allowance	486	0	0	0	0	0
5	5027 *042	Retirement	306	73	0	0	136	0
6	5027 *xxx	All Other Paid Benefits	50	253	4,615	3,371	4,700	432
		Total	842	326	4,615	3,371	4,836	432
		Total	2,898	25,932	31,675	23,821	25,721	27,761
<b>Services &amp; Supplies</b>								
7	5027 *101	Postage	0	0	0	0	41	0
8	5027 *120	Supplies Office	0	0	0	0	0	0
9	5027 *209	Prof/Contr Svcs - Other	10,639	0	0	0	0	0
10	5027 *230	Legal Advertising	0	57	0	0	0	0
11	5027 *231	Misc. Advertising/Promo	0	0	74	0	0	0
12	5027 *282	Utility - Telephone	0	0	0	0	0	0
13	5027 *293	Permitting	23,372	20,958	32,107	30,000	21,989	30,000
14	5027 *304	Maint - Vehicles, Equipment	0	0	15,290	14,000	2,822	14,000
15	5027 *305	Maint - Vehicle Fuel	0	0	8,491	7,000	8,472	7,000
16	5027 *352	Training/Workshops/Meetings	1,075	0	0	0	0	0
		Total	35,085	21,015	55,961	51,000	33,324	51,000
<b>Transfers - Out &amp; Overhead</b>								
17	5027 *755	Overhead Due General Fund	5,318	1,355	3,360	3,360	3,360	3,360
		Total	5,318	1,355	3,360	3,360	3,360	3,360
		Total	43,301	48,302	90,996	78,181	62,405	82,121

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**STORMWATER PROGRAM**

FUND			206			5026		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5026 *001	Full Time Salaries	2,398	0	86	19,450	15	16,432
2	5026 *002	Part Time Salaries	0	0	11,373	0	19,498	18,987
3	5026 *003	Overtime	650	0	1,321	0	0	2,000
		Total	3,048	0	12,779	19,450	19,513	37,419
<b>Employee Paid Benefits</b>								
4	5026 *041	Cafeteria Allowance	0	0	0	0	0	6,281
5	5026 *042	Retirement	46	0	991	0	1,936	4,108
6	5026 *xxx	All Other Paid Benefits	98	0	465	3,371	500	1,102
		Total	144	0	1,456	3,371	2,436	11,491
		Total	3,191	0	14,236	22,821	21,949	48,910
<b>Services &amp; Supplies</b>								
7	5026 *121	Supplies - Clothing/Uniform	0	0	0	0	0	0
8	5026 *123	Supplies - Shop & Field	0	0	20	0	0	2,000
9	5026 *124	Supplies - Safety	0	0	0	0	0	0
10	5026 *137	Supplies - Hazardous Cleanup	0	0	0	0	0	0
11	5026 *173	Minor Equipment - Shop & Field	0	0	0	0	0	0
12	5026 *209	Prof/Contr Svcs - Other	9,481	2,860	3,863	19,000	8,658	19,000
13	5026 *214	Prof/Contr Svcs - Medical	0	0	65	0	0	0
14	5026 *227	Temporary Labor	0	0	0	0	0	0
15	5026 *241	Printing & Binding - External	0	0	131	0	0	0
16	5026 *250	Prof/Contr Svcs - Hazmat	0	0	0	0	0	0
17	5026 *262	Insurance-Vehicle	1,388	2,163	1,397	2,500	2,007	2,007
18	5026 *282	Utility - Telephone	0	0	0	0	0	0
19	5026 *287	Landfill Fees	0	0	0	0	0	0
20	5026 *304	Maint - Vehicles, Equipment	0	0	0	0	0	0
21	5026 *305	Maint - Vehicle Fuel	383	1,438	1,307	2,000	1,023	2,000
22	5026 *307	Equipment Maintenance Charges	0	0	0	16,973	0	16,973
23	5026 *352	Training/Workshops/Meetings	0	0	0	0	0	0
24	5026 *370	Lease/Rental	296	296	296	300	561	300
25	5026 *678	Prior Year Adj-Expenditures	0	3	0	0	0	0
		Total	11,548	6,759	7,078	40,773	12,249	42,280
<b>Transfers - Out &amp; Overhead</b>								
26	5026 *755	Overhead Due General Fund	2,063	9,689	9,731	9,731	9,731	9,731
		Total	2,063	9,689	9,731	9,731	9,731	9,731
		Total	16,803	16,448	31,044	73,325	43,929	100,921

**Year-Over-Year Changes**

There is an increase for part time salaries.

**PUBLIC WORKS**  
FUND

280

5021

**STREET ENGINEERING**  
5021

Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5021	*001 Full Time Salaries	3,609	4,290	4,555	14,325	6,881	53,753
2	5021	*003 Overtime	12	0	219	0	0	0
Total			3,621	4,290	4,774	14,325	6,881	53,753
<b>Employee Paid Benefits</b>								
3	5021	*021 Car Allowance	0	168	168	504	162	504
4	5021	*041 Cafeteria Allowance	972	469	7,786	1,408	(86)	6,896
5	5021	*042 Retirement	612	653	2,021	5,040	2,874	9,796
6	5021	*xxx All Other Paid Benefits	102	284	1,419	1,184	1,850	4,808
Total			1,686	1,574	11,395	8,136	4,800	22,004
Total			5,308	5,863	16,169	22,461	11,681	75,757
<b>Services &amp; Supplies</b>								
7	5021	*101 Postage	0	0	0	0	0	0
8	5021	*120 Supplies Office	0	0	0	0	287	0
9	5021	*121 Supplies - Clothing/Uniform	0	125	0	0	0	0
10	5021	*171 Minor Equipment - Office	0	0	0	0	107	0
11	5021	*175 Minor Equipment - Computer	0	0	0	0	0	0
12	5021	*209 Prof/Contr Svcs - Other	11	388	2,549	900	845	900
13	5021	*230 Legal Advertising	0	0	0	0	0	0
14	5021	*231 Misc. Advertising/Promo	0	0	0	0	0	0
15	5021	*262 Insurance-Vehicle	0	0	0	0	0	0
16	5021	*280 Utility - Electric	0	0	0	0	0	0
17	5021	*282 Utility - Telephone	0	0	0	0	0	0
18	5021	*305 Maint - Vehicle Fuel	0	0	204	200	155	200
19	5021	*360 Educational Reimbursement	0	0	0	0	0	0
20	5021	*361 CASP Costs - Reimbursed	0	0	0	0	0	0
21	5021	*370 Lease/Rental	0	0	0	0	0	0
Total			11	513	2,753	1,100	1,395	1,100
<b>Transfers - Out &amp; Overhead</b>								
22	5021	*755 Overhead Due General Fund	0	0	0	0	0	0
Total			0	0	0	0	0	0
Total			5,318	6,377	18,922	23,561	13,076	76,857

**Year-Over-Year Changes**

Salary increase to cover Public Works Director.

**PUBLIC WORKS**

**STREET MAINTENANCE**

FUND			280	5022			5022	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5022 *001	Full Time Salaries	74,998	26,050	74,254	125,521	84,052	136,702
2	5022 *002	Part Time Salaries	0	38,324	25,545	0	17,137	0
2	5022 *003	Overtime	3,852	11,795	17,102	15,000	26,774	15,000
		Total	78,850	76,169	116,901	140,521	127,963	151,702
<b>Employee Paid Benefits</b>								
3	5022 *041	Cafeteria Allowance	25,497	13,426	13,797	21,950	20,579	32,926
4	5022 *042	Retirement	14,927	9,071	13,955	20,107	16,223	23,856
5	5022 *xxx	All Other Paid Benefits	19,474	11,690	20,645	25,332	25,564	30,928
		Total	59,899	34,187	48,397	67,389	62,365	87,710
		Total	138,748	110,356	165,298	207,910	190,328	239,412
<b>Services &amp; Supplies</b>								
6	5022 *101	Postage	0	0	0	0	0	0
7	5022 *103	Dues & Subscriptions	0	0	40	50	0	50
8	5022 *121	Supplies - Clothing/Uniform	1,784	782	861	1,500	567	1,500
9	5022 *123	Supplies - Shop & Field	8,050	19,173	21,089	16,000	26,306	30,000
10	5022 *124	Supplies - Safety	29	0	194	200	396	200
11	5022 *171	Minor Equipment - Office	0	0	0	0	0	0
12	5022 *173	Minor Equipment - Shop & Field	1,266	0	0	0	0	0
13	5022 *175	Minor Equipment - Computer	0	0	0	0	0	0
14	5022 *202	Prof/Contr Svcs - Landscape	22,320	22,620	20,460	20,000	6,060	20,000
15	5022 *209	Prof/Contr Svcs - Other	41,853	56,759	35,861	35,000	3,157	35,000
16	5022 *214	Prof/Contr Svcs - Medical	0	0	65	0	0	0
17	5022 *222	Prof/Contr Svcs - Signal Maint.	18,606	28,158	21,058	19,500	49,744	40,000
18	5022 *223	Prof/Contr Svcs - Tree Trimming	23,359	12,197	15,753	30,000	8,184	30,000
19	5022 *224	Prof/Contr Svcs- Striping Main	0	0	0	0	0	0
20	5022 *225	Prof/Contr Svcs - Signs	0	0	0	0	0	0
21	5022 *227	Prof/Contr - Temp Personnel	0	0	0	0	0	0
22	5022 *241	Printing & Binding - External	0	0	104	0	0	0
23	5022 *262	Insurance-Vehicle	0	0	0	0	0	0
24	5022 *282	Utility - Telephone	10,800	232	150	0	0	0
25	5022 *285	Utility - Street Lighting	214,077	196,353	238,387	220,000	198,259	220,000
26	5022 *287	Landfill Fees	0	0	0	0	0	0
27	5022 *301	Maint - Bldgs. & Improvements	0	0	840	840	0	840
28	5022 *304	Maint - Vehicles, Equipment	0	0	0	0	0	0
29	5022 *305	Maint - Vehicle Fuel	9,614	9,631	10,858	8,500	8,983	8,500
30	5022 *307	Equipment Maintenance Charges	0	0	0	63,648	94,223	123,971
31	5022 *309	Maint - Minor Equipment	0	0	0	0	0	0
32	5022 *352	Training/Workshops/Meetings	0	0	336	350	527	550
33	5022 *370	Lease/Rental	2,516	2,692	2,695	2,500	4,767	4,000
34	5022 *678	Prior Year Adj Expenditures	(6,732)	177	0	0	0	0
		Total	347,541	348,775	368,749	418,088	401,175	514,611
<b>Transfers - Out &amp; Overhead</b>								
35	5022 *754	Transfer to Stormwater Quality	0	0	0	0	0	0
36	5022 *755	Overhead Due to General Fund	66,599	60,849	59,208	59,208	59,208	59,208
		Total	66,599	60,849	59,208	59,208	59,208	59,208
<b>Capital Outlay</b>								
37	5022 *610	Equipment - New	0	0	0	0	0	9,000
		Total	0	0	0	0	0	9,000
		Total	552,888	519,980	593,255	685,206	650,711	822,231

**Year-Over-Year Changes**

There is an \$69,323 increase to Equipment maintenance charges. Will be purchasing a forklift with Buildings & Grounds & Water Department.

**PUBLIC WORKS**

**STREET MAINTENANCE**

FUND			281	5022			5022	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Services &amp; Supplies</b>								
1	5022 *209	Prof/Contr Svcs - Other	17,947	0	39,873	30,000	41,125	60,000
Total			17,947	0	39,873	30,000	41,125	60,000
Total			17,947	0	39,873	30,000	41,125	60,000

**Year-Over-Year Changes**

Increase of \$30,000 for contract services for streets.

**PUBLIC WORKS**

**STREETS, STORMDRAINS - LTF/TDA**

FUND			281	5025			5025	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Transfers - Out and Overhead</b>								
1	5025 *753	Transfer to LTF/TDA	0	192,695	314,279	284,414	328,753	284,414
Total			0	192,695	314,279	284,414	328,753	284,414
Total			0	192,695	314,279	284,414	328,753	284,414

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**REFUSE COLLECTION**

FUND			305	5052			5052	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5052 *001	Full Time Salaries	38	0	0	0	0	0
2	5052 *002	Part Time	0	0	0	0	0	0
3	5052 *003	Overtime	1,096	111	0	0	0	0
Total			1,134	111	0	0	0	0
<b>Employee Paid Benefits</b>								
4	5052 *041	Cafeteria Allowance	0	0	0	0	0	0
5	5052 *042	Retirement	4	0	0	0	0	0
6	5052 *xxx	All Other Paid Benefits	102	0	0	0	0	0
Total			106	0	0	0	0	0
Total			1,240	111	0	0	0	0
<b>Services &amp; Supplies</b>								
7	5052 *123	Supplies - Shop & Field	0	0	0	0	0	0
8	5052 *209	Prof/Contr Svcs - Other	543	0	526	100	0	100
9	5052 *231	Misc. Advertising/Promo	977	0	0	0	0	0
Total			1,520	0	526	100	0	100
Total			2,760	111	526	100	0	100

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**PW GENERAL ENGINEERING**

FUND			312	5011			5011	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5011 *001	Full Time	0	171	521	379	90	0
2	5011 *002	Part Time	0	0	0	0	0	0
3	5011 *003	Overtime	0	576	890	1,000	160	250
Total			0	747	1,411	1,379	250	250
<b>Employee Paid Benefits</b>								
4	5011 *042	Retirement	0	15	48	0	13	13
5	5011 *xxx	All Other Paid Benefits	0	3	8	0	2	2
Total			0	18	56	0	15	15
Total			0	765	1,467	1,379	265	265
<b>Services &amp; Supplies</b>								
6	5011 *173	Minor Equipment - Shop & Field	0	0	0	0	0	0
7	5011 *209	Prof/Contr Svcs - Other	0	0	0	0	0	0
8	5011 *231	Misc. Advertising/Promo	0	0	0	0	0	0
Total			0	0	0	0	0	0
Total			0	765	1,467	1,379	265	265

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**STORMWATER PROGRAM**

FUND			312	5026			5026	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Services &amp; Supplies</b>								
1	5026 *209	Prof/Contr Svcs - Other	7,000	886	0	2,000	1,296	2,000
Total			7,000	886	0	2,000	1,296	2,000
Total			7,000	886	0	2,000	1,296	2,000

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**REFUSE COLLECTION**

FUND			312	5052			5052	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5052 *001	Full Time	637	102	0	0	0	0
2	5052 *002	Part Time	0	0	0	0	0	0
3	5052 *003	Overtime	289	312	0	0	0	0
Total			926	413	0	0	0	0
<b>Employee Paid Benefits</b>								
4	5052 *042	Retirement	49	11	0	0	0	0
5	5052 *xxx	All Other Paid Benefits	17	27	73	0	0	0
Total			66	38	73	0	0	0
Total			993	452	73	0	0	0
<b>Services &amp; Supplies</b>								
6	5052 *173	Minor Equipment - Shop & Field	0	0	7,906	0	106	200
7	5052 *209	Prof/Contr Svcs - Other	1,883	1,113	2,248	4,500	947	4,500
8	5052 *231	Misc. Advertising/Promo	384	394	2,166	2,100	590	2,100
Total			2,267	1,507	12,320	6,600	1,643	6,800
Total			3,260	1,958	12,393	6,600	1,643	6,800

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**TRAFFIC CONG MGMT AB 2928**

FUND			317	5022			5022	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Services &amp; Supplies</b>								
1	5022 *123	Supplies-Shop & Field	117,252	11,733	0	0	0	0
2	5022 *222	Prof/Contr Svcs - Signal Maint	860	0	0	0	0	0
3	5022 *209	Prof/Contr Svcs - Other	74,419	0	0	0	0	0
Total			192,531	11,733	0	0	0	0
<b>Capital Outlay</b>								
4	5022 *660	Improv Other than Bldgs - Rehab	17,930	10,064	0	0	0	0
Total			17,930	10,064	0	0	0	0
Total			210,461	21,797	0	0	0	0

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

FUND

500

**STREETS, HILLSBOROUGH OPEN SPACE**

5028

5028

Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5028	*001 Full Time Salaries	501	21	0	0	30	0
2	5028	*003 Over Time	803	0	0	0	0	0
Total			1,304	21	0	0	30	0
<b>Employee Paid Benefits</b>								
3	5028	*041 Cafeteria Allowance	0	0	0	0	0	0
4	5028	*042 Retirement	62	3	0	0	7	0
5	5028	*xxx All Other Paid Benefits	137	0	0	0	1	0
Total			199	4	0	0	8	0
Total			1,503	25	0	0	38	0
<b>Services &amp; Supplies</b>								
6	5028	*202 Prof/Contr Svcs - Landscape	3,600	3,300	3,600	3,600	2,400	3,600
7	5028	*209 Prof/Contr Svcs - Other	1,060	1,080	1,080	900	540	900
8	5028	*223 Prof/Contr Svcs - Tree Trimming	1,270	0	0	2,500	0	2,500
9	5028	*230 Legal Advertising	43	43	55	40	0	40
10	5028	*280 Utility - Electric	1,824	2,207	2,379	2,400	2,738	2,400
Total			7,797	6,630	7,115	9,440	5,678	9,440
Total			9,300	6,655	7,115	9,440	5,716	9,440

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**NON-DEPARTMENTAL**

FUND			501			7501		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Transfers, Overhead and Debt</b>								
1	7501 *519	Interest Due on Notes	630	375	298	350	130	350
		Total	630	375	298	350	130	350
		Total	630	375	298	350	130	350

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**GHAD-GEO HAZ ABATE DIST**

FUND			503			5029		
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5028 *001	Full Time Salaries	0	0	0	0	30	0
2	5028 *003	Over Time	0	0	0	0	0	0
		Total	0	0	0	0	30	0
<b>Employee Paid Benefits</b>								
3	5028 *041	Cafeteria Allowance	0	0	0	0	0	0
4	5028 *042	Retirement	62	3	0	0	7	0
5	5028 *xxx	All Other Paid Benefits	137	0	0	0	0	0
		Total	199	4	0	0	7	0
		Total	199	4	0	0	37	0
<b>Services &amp; Supplies</b>								
6	5029 *203	Prof/Contr Svcs - Legal	18	193	0	50,000	193	0
7	5029 *209	Prof/Conts Svcs - Other	0	0	24,000	0	8,000	65,000
8	5029 *230	Legal Advertising	43	43	55	0	0	0
9	5029 *301	Maint - Bldings & Improvments	0	0	0	0	0	100,000
		Total	61	236	24,055	50,000	8,193	165,000
<b>Transfers, Overhead and Debt</b>								
10	5029 *517	Advanced Payments	123,795	61,157	54,272	61,157	51,998	48,330
		Total	123,795	61,157	54,272	61,157	51,998	48,330
		Total	124,055	61,396	78,328	111,157	60,227	213,330

**Year-Over-Year Changes**

An increase of \$100,000 in building maintenance and improvements for GHAD.

**PUBLIC WORKS**

**REFUSE - ENGINEERING**

FUND			600	5051			5051	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5051 *001	Full Time Salaries	58	0	0	0	0	0
2	5051 *002	Part Time Salaries	0	0	0	0	0	0
3	5051 *003	Overtime	0	0	0	0	0	0
		Total	58	0	0	0	0	0
<b>Employee Paid Benefits</b>								
4	5051 *021	Car Allowance	0	0	0	0	0	0
5	5051 *041	Cafeteria Allowance	0	0	0	0	0	0
6	5051 *042	Retirement	46	0	0	0	0	0
7	5051 *xxx	All Other Paid Benefits	81	0	0	0	0	0
		Total	127	0	0	0	0	0
		Total	185	0	0	0	0	0
<b>Services &amp; Supplies</b>								
8	5051 *101	Postage	0	0	0	0	0	0
9	5051 *120	Supplies Office	281	0	0	0	0	0
10	5051 *121	Supplies - Clothing/Uniform	0	0	0	0	0	0
11	5051 *123	Supplies - Shop & Field	0	0	0	0	0	0
12	5051 *203	Prof/Contr Svcs - Legal	22,908	0	0	0	0	0
13	5051 *209	Prof/Contr Svcs - Other	19,801	0	0	0	0	0
14	5051 *227	Prof/Contr - Temp Personnel	0	0	0	0	0	0
15	5051 *240	Duplication Charges - Internal	0	0	0	0	0	0
16	5051 *261	Insurance - Public Liability	51,554	0	0	0	0	0
17	5051 *262	Insurance-Vehicle	4,002	0	0	0	0	0
18	5051 *280	Utility - Electric	3,548	0	0	0	0	0
19	5051 *281	Utility - Gas	2,134	0	0	0	0	0
20	5051 *282	Utility - Telephone	6,060	0	0	0	0	0
		Total	110,289	0	0	0	0	0
		Total	110,474	0	0	0	0	0

**Year-Over-Year Changes**

Refuse was contracted out. No longer have a refuse department.

**PUBLIC WORKS**

**REFUSE - COLLECTIONS**

FUND			600	5052				5052	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	5052 *001	Full Time Salaries	308,913	0	0	0	0	0	
2	5052 *003	Overtime	26,529	0	0	0	0	0	
		Total	335,442	0	0	0	0	0	
<b>Employee Paid Benefits</b>									
3	5052 *021	Car Allowance	0	0	0	0	0	0	
4	5052 *041	Cafeteria Allowance	62,995	0	0	0	0	0	
5	5052 *042	Retirement	39,394	0	0	0	0	0	
6	5052 *xxx	All Other Paid Benefits	42,963	0	0	0	0	0	
		Total	145,352	0	0	0	0	0	
		Total	480,794	0	0	0	0	0	
<b>Services &amp; Supplies</b>									
7	5052 *101	Postage	60	0	0	0	0	0	
8	5052 *103	Dues & Subscriptions	90	0	0	0	0	0	
9	5052 *120	Supplies Office	85	0	0	0	0	0	
10	5052 *121	Supplies - Clothing/Uniform	1,926	0	0	0	0	0	
11	5052 *123	Supplies - Shop & Field	28,566	0	0	0	0	0	
12	5052 *124	Supplies - Safety	1,658	0	0	0	0	0	
13	5052 *171	Minor Equipment - Office	9	0	0	0	0	0	
14	5052 *173	Minor Equipment - Shop & Field	0	0	0	0	0	0	
15	5052 *202	Svcs - Landscape Maintenance	0	0	0	0	0	0	
16	5052 *205	Prof/Contr Svcs - Personnel	0	0	0	0	0	0	
17	5052 *209	Prof/Contr Svcs - Other	85,176	0	0	0	0	0	
18	5052 *214	Prof/Contr Svcs - Medical	425	0	0	0	0	0	
19	5052 *227	Prof/Contr - Temp Personnel	0	0	0	0	0	0	
20	5052 *231	Misc. Advertising/Promo	864	0	0	0	0	0	
21	5052 *240	Duplication Charges - Internal	0	0	0	0	0	0	
22	5052 *241	Printing & Binding - External	622	0	0	0	0	0	
23	5052 *250	Prof/Contr Svcs - Hazmat	9,483	0	0	0	0	0	
24	5052 *262	Insurance-Vehicle	0	0	0	0	0	0	
25	5052 *280	Utility - Electric	0	0	0	0	0	0	
26	5052 *281	Utility - Gas	26,524	0	0	0	0	0	
27	5052 *282	Utility - Telephone	44	0	0	0	0	0	
28	5052 *287	Disposal Fees	493,488	0	0	0	0	0	
29	5052 *293	Permitting and Fees	82	0	0	0	0	0	
30	5052 *301	Maint - Bldgs. & Improvements	0	0	0	0	0	0	
31	5052 *304	Maint - Vehicles, Equipment	42,962	0	0	0	0	0	
32	5052 *305	Maint - Vehicle Fuel	75,841	0	0	0	0	0	
33	5052 *307	Equipment Maintenance Charges	157,688	0	0	0	0	0	
34	5052 *309	Maint - Minor Equipment	0	0	0	0	0	0	
35	5052 *352	Training/Workshops/Meetings	79	0	0	0	0	0	
36	5052 *370	Lease/Rental	47,355	0	0	0	0	0	
37	5052 *678	Prior Year Adj-Expenditures	0	0	0	0	0	0	
		Total	973,027	0	0	0	0	0	
<b>Capital Outlay</b>									
40	5052 *610	Equipment - New	55,565	0	0	0	0	0	
		Total	55,565	0	0	0	0	0	
		Total	1,509,387	0	0	0	0	0	

**Year-Over-Year Changes**

Refuse was contracted out. No longer have a refuse department.

**PUBLIC WORKS**

**Refuse - Overhead**

FUND 600 5055 5055

Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Transfers, Overhead and Debt</b>								
1	5055 *750	Transfer Cost to Refuse	92,089	0	0	0	0	0
2	5055 *755	Overhead Due to General Fund	268,448	0	0	0	0	0
Total			360,538	0	0	0	0	0
<b>Capital Outlay</b>								
3	7501 *675	Depreciation Expense	24,131	0	0	0	0	0
4	7501 *677	Write Offs/Uncollectibles	7,715	0	0	0	0	0
5	7501 *679	Loss on Sale/Capital Assets	508,900	0	0	0	0	0
Total			540,745	0	0	0	0	0
Total			901,283	0	0	0	0	0

**Year-Over-Year Changes**

Refuse was contracted out. No longer have a refuse department.

**PUBLIC WORKS**

**Wastewater - Reclamation Engineering**

FUND 610 5061 5061

Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5061 *001	Full Time Salaries	64	0	60	0	1,890	39,790
2	5061 *003	Overtime	0	0	0	0	196	0
Total			64	0	60	0	2,086	39,790
<b>Employee Paid Benefits</b>								
3	5061 *041	Cafeteria Allowance	0	0	0	0	0	5,488
4	5061 *042	Retirement	3	0	0	0	459	4,616
5	5061 *xxx	All Other Paid Benefits	43	0	0	0	112	2,272
Total			46	0	0	0	571	12,376
Total			110	0	60	0	2,657	52,166
<b>Services &amp; Supplies</b>								
6	5061 *101	Postage	103	132	0	0	48	0
7	5061 *120	Supplies Office	30	0	0	0	287	0
8	5061 *129	Supplies - Other	0	0	0	0	0	0
9	5061 *171	Minor Equipment - Office	0	0	0	0	0	0
10	5061 *202	Svcs - Landscape Maintenance	0	0	0	0	0	0
11	5061 *203	Prof/Contr Svcs - Legal	2,380	22,526	94,030	40,000	150,850	40,000
12	5061 *209	Prof/Contr Svcs - Other	1,106	4,549	8,034	6,000	7,590	6,000
13	5061 *230	Legal Adverstising	0	32	37	0	37	0
14	5061 *231	Misc. Advertising/Promo	0	0	537	0	(502)	0
15	5061 *240	Duplication Charges - Internal	0	0	0	0	0	0
16	5061 *261	Insurance - Liability	128,579	112,551	101,493	141,097	142,202	119,000
17	5061 *280	Utility - Electric	79,239	74,536	81,122	70,500	65,800	70,500
18	5061 *281	Utility - Gas	117	115	148	125	706	125
19	5061 *282	Utility -Telephone	1,814	1,738	1,819	1,700	1,134	1,700
20	5061 *301	Maint - Bldgs & Improvement	0	1,667	0	0	0	0
21	5061 *304	Maint - Vehicles, Equipment	0	0	0	0	0	0
22	5061 *305	Maint - Vehicle Fuel	0	0	204	200	155	200
23	5061 *352	Training/Workshops/Meetings	0	27	0	0	167	0
24	5061 *370	Lease/Rental	11,400	6,175	8,896	9,400	4,047	9,400
25	5061 *678	Prior Year Adj Expenditures	0	0	0	0	0	0
Total			224,767	224,048	296,319	269,022	372,523	246,925
<b>Capital Outlay</b>								
24	5061 *610	Equipment-New	0	0	0	0	0	0
Total			0	0	0	0	0	0
Total			224,876	224,048	296,379	269,022	375,180	299,091

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**  
FUND

610

**Wastewater - Reclamation Operations**  
5063 5063

Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5063 *001	Full Time Salaries	16,677	78,501	67,818	50,138	49,872	48,869
	5063 *002	Part Time Salaries	0	0	583	0	2,281	0
2	5063 *003	Overtime	9,617	1,598	9,351	8,000	5,735	8,000
		<b>Total</b>	<b>26,293</b>	<b>80,099</b>	<b>77,751</b>	<b>58,138</b>	<b>57,888</b>	<b>56,869</b>
<b>Employee Paid Benefits</b>								
3	5063 *021	Car Allowance	0	1,848	1,848	1,764	1,493	1,764
4	5063 *041	Cafeteria Allowance	0	5,164	5,164	4,930	4,088	4,930
5	5063 *042	Retirement	3,019	12,277	19,859	17,638	16,894	18,130
6	5063 *xxx	All Other Paid Benefits	3,643	7,180	9,260	6,107	5,430	8,020
		<b>Total</b>	<b>6,661</b>	<b>26,469</b>	<b>36,131</b>	<b>30,439</b>	<b>27,906</b>	<b>32,844</b>
		<b>Total</b>	<b>32,955</b>	<b>106,568</b>	<b>113,882</b>	<b>88,577</b>	<b>85,794</b>	<b>89,713</b>
<b>Services &amp; Supplies</b>								
7	5063 *101	Postage	0	44	0	0	87	0
8	5063 *121	Supplies - Clothing & Uniform	78	0	0	0	0	0
9	5063 *123	Supplies - Shop & Field	4,039	1,401	161	2,900	6,102	2,900
10	5063 *175	Minor Equipment - Computer	0	0	0	0	0	0
11	5063 *203	Prof/Contr Svcs - Legal	40,611	1,440	0	0	700	0
12	5063 *209	Prof/Contr Svcs - Other	37,826	120,146	128,652	230,000	155,342	360,000
13	5063 *227	Prof/Contr - Temp Personnel	0	0	0	0	0	0
14	5063 *228	Sewer Treatment - O & M Contr	5,038,139	2,131,221	1,710,609	6,800,000	5,596,211	6,800,000
15	5063 *231	Misc. Advertising/Promo	0	0	847	0	95	0
16	5063 *240	Duplication Charges - Internal	0	0	0	0	0	0
17	5063 *262	Insurance-Vehicle	27	42	27	50	40	40
18	5063 *280	Utility - Electric	401,436	358,967	433,920	400,000	296,328	400,000
19	5063 *281	Utility - Gas	0	53	87	100	80	100
20	5063 *282	Utility - Telephone	0	0	0	0	0	0
21	5063 *293	Permitting	18,423	66,840	29,608	30,000	35,785	30,000
22	5063 *301	Maint - Bldgs. & Improvements	445	0	0	0	0	0
23	5063 *303	Maint - Office Equipment	0	0	265	0	(265)	0
24	5063 *304	Maint - Vehicles, Equipment	14	0	0	0	0	0
25	5063 *305	Maint - Vehicles Fuel	99	1,096	1,175	900	1,327	900
26	5063 *307	Equipment Maintenance Charges	2,237	5,483	5,608	6,365	4,711	6,199
27	5063 *352	Training/Workshops/Meetings	25	0	720	720	0	720
28	5063 *353	Mileage Reimbursement	0	0	0	0	0	0
29	5063 *370	Lease/Rental	166,667	0	0	0	0	0
32	5063 *678	Prior Year Adj Expenditures	(171,046)	0	0	0	0	0
		<b>Total</b>	<b>5,539,021</b>	<b>2,686,733</b>	<b>2,311,677</b>	<b>7,471,035</b>	<b>6,096,545</b>	<b>7,600,859</b>
<b>Transfers - Out and Overhead</b>								
30	5063 *503	Interest Expense	0	3,454,230	3,568,735	0	0	0
31	5063 *505	County - Property Tax	2,478	36,619	3,292	15,000	27,263	15,000
		<b>Total</b>	<b>2,478</b>	<b>3,490,849</b>	<b>3,572,027</b>	<b>15,000</b>	<b>27,263</b>	<b>15,000</b>
<b>Capital Outlay</b>								
32	5063 *610	Equipment - New	(171,046)	0	0	0	0	0
		<b>Total</b>	<b>(171,046)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>Total</b>	<b>5,403,408</b>	<b>6,284,150</b>	<b>5,997,586</b>	<b>7,574,612</b>	<b>6,209,602</b>	<b>7,705,572</b>

**Year-Over-Year Changes**

There is an \$200,000 increase to services and supplies.

**PUBLIC WORKS**

**Wastewater - Capital Projects Mgmt.**

FUND 610 5064 5064

Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5064 *001	Full Time Salaries	0	0	0	0	0	0
2	5064 *002	Part Time Salaries	0	0	0	0	0	0
3	5064 *003	Overtime	0	0	0	0	0	0
		Total	0	0	0	0	0	0
<b>Employee Paid Benefits</b>								
4	5064 *041	Cafeteria Allowance	0	0	0	0	0	0
5	5064 *042	Retirement	0	0	0	0	0	0
6	5064 *xxx	All Other Paid Benefits	0	0	0	0	0	0
		Total	0	0	0	0	0	0
		Total	0	0	0	0	0	0
		Total	0	0	0	0	0	0

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**Wastewater - Debt, Notes**

FUND 610 5065 5065

Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Transfers, Overhead and Debt</b>								
1	5065 *209	Prof/Contr Svcs - Other	5,105	16,598	5,204	5,200	7,542	7,550
2	5065 *511	Principal Due Bond Holders	0	0	0	200,000	200,000	210,000
3	5065 *512	Interest Due Bond Holders	696,322	700,273	692,546	681,320	397,437	668,666
4	5065 *519	Interest Due on Notes	12,600	7,500	5,950	10,000	2,600	0
5	5065 *751	Transfer cost to WAW Reclaim.	92,089	73,885	75,022	168,482	137,731	170,429
6	5065 *755	Overhead due General Fund	418,173	5,316,948	500,000	500,000	500,000	500,000
		Total	1,224,289	6,115,204	1,278,722	1,565,002	1,245,310	1,556,645
<b>Capital Outlay</b>								
7	7501 *675	Depreciation Expense	1,106,672	1,173,065	1,214,286	1,173,000	1,173,000	1,200,000
8	7501 *676	Unamortized Charge-Bond	9,460	9,460	(174)	9,460	0	9,460
9	7501 *677	Write Offs/Uncollectibles	22,594	2,647	(613)	2,000	(62)	2,000
		Total	1,138,726	1,185,172	1,213,499	1,184,460	1,172,938	1,211,460
		Total	2,363,015	7,300,375	2,492,221	2,749,462	2,418,248	2,768,105

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**WATER - ENGINEERING**

FUND			620	5071			5071	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5071 *001	Full Time Salaries	3,767	0	90	0	788	63,147
2	5071 *003	Overtime	0	0	0	0	0	0
		Total	3,767	0	90	0	788	63,147
<b>Employee Paid Benefits</b>								
3	5071 *021	Car Allowance	0	0	0	0	0	0
4	5071 *041	Cafeteria Allowance	0	0	0	0	0	8,232
5	5071 *042	Retirement	186	0	0	0	207	7,325
6	5071 *xxx	All Other Paid Benefits	93	0	0	0	43	3,990
		Total	279	0	0	0	251	19,547
		Total	4,046	0	90	0	1,038	82,694
<b>Services &amp; Supplies</b>								
7	5071 *101	Postage	1,595	0	0	0	0	0
8	5071 *103	Dues & Subscriptions	0	0	0	0	0	0
9	5071 *120	Supplies Office	119	13	10	0	2,805	0
10	5071 *121	Supplies - Clothing/Uniform	67	0	0	0	0	0
11	5071 *123	Supplies - Shop & Field	0	0	10	0	0	0
12	5071 *129	Supplies - Other	0	0	0	0	32	0
13	5071 *171	Minor Equipment - Office	0	0	0	0	108	0
14	5071 *175	Minor Equipment - Computer	0	0	0	0	0	0
15	5071 *203	Prof/Contr Svcs - Legal	1,628	1,387	17	500	210	500
16	5071 *209	Prof/Contr Svcs - Other	3,132	5,522	6,771	5,500	7,770	5,500
17	5071 *212	Prof/Contr Svcs - Training, Etc.	0	0	0	0	0	0
18	5071 *230	Legal Advertising	0	0	0	0	0	0
19	5071 *231	Misc. Advertising/Promo	0	0	537	0	(502)	0
20	5071 *240	Duplication Charges - Internal	0	0	0	0	0	0
21	5071 *241	Printing & Binding - External	60	0	0	0	0	0
22	5071 *250	Prof/Contr Svcs - Hazmat	0	0	0	0	0	0
23	5071 *261	Insurance - Public Liability	128,579	112,551	101,493	141,097	142,202	119,000
24	5071 *262	Insurance-Vehicle	272	424	274	300	241	241
25	5071 *280	Utility - Electric	310,509	274,781	298,914	300,000	240,659	300,000
26	5071 *281	Utility - Gas	469	461	520	575	1,087	575
27	5071 *282	Utility - Telephone	14,448	13,766	14,386	13,500	9,024	13,500
28	5071 *304	Maint - Vehicles, Equipment	0	0	0	0	0	0
29	5071 *305	Maint - Vehicle Fuel	0	1,667	307	300	232	300
30	5071 *352	Training/Workshops/Meetings	0	80	5	0	0	0
31	5071 *370	Lease/Rental	42,833	38,184	36,004	47,000	26,956	47,000
		Total	503,711	448,837	459,247	508,772	430,825	486,616
<b>Capital Outlay</b>								
32	5071 *610	Equipment - New	0	0	0	0	0	0
		Total	0	0	0	0	0	0
		Total	507,757	448,837	459,337	508,772	431,863	569,310

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

**WATER - MAINTENANCE**

FUND			620	5072			5072	
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Salaries &amp; Wages</b>								
1	5072 *001	Full Time Salaries	400,160	390,255	407,744	485,418	326,814	404,504
2	5072 *003	Overtime	17,723	21,097	19,298	20,000	15,176	20,000
		Total	417,884	411,352	427,042	505,418	341,990	424,504
<b>Employee Paid Benefits</b>								
3	5072 *021	Car Allowance	0	882	882	882	712	882
4	5072 *041	Cafeteria Allowance	107,754	101,982	100,830	115,300	80,150	101,242
5	5072 *042	Retirement	61,005	71,574	90,389	143,331	86,195	109,313
6	5072 *xxx	All Other Paid Benefits	62,567	44,282	88,817	89,151	58,904	85,976
		Total	231,325	218,720	280,918	348,664	225,960	297,413
		Total	649,209	630,073	707,960	854,082	567,950	721,917
<b>Services &amp; Supplies</b>								
7	5072 *101	Postage	53	0	317	400	133	400
8	5072 *103	Dues & Subscriptions	4,296	2,236	2,108	2,700	2,903	2,700
9	5072 *120	Supplies Office	0	460	331	0	312	0
10	5072 *121	Supplies - Clothing/Uniform	2,033	597	353	500	939	500
11	5072 *123	Supplies - Shop & Field	12,091	12,508	16,220	12,700	9,697	12,700
12	5072 *124	Supplies - Safety	2,470	2,321	2,516	2,600	2,088	2,600
13	5072 *129	Supplies - Other	0	0	0	0	0	0
14	5072 *171	Minor Equipment - Office	0	40	0	0	21	0
15	5072 *173	Minor Equipment - Shop & Field	4,694	6,599	15,236	12,200	1,997	12,200
16	5072 *175	Minor Equipment - Computer	0	0	0	0	0	0
17	5072 *202	Svcs - Landscape Maintenance	12,840	15,330	12,840	12,840	2,140	12,840
18	5072 *207	Prof/Contr - Computer/Software	823	379	2,190	2,200	0	2,200
19	5072 *209	Prof/Contr Svcs - Other	33,668	33,679	18,631	18,500	53,980	88,500
20	5072 *212	Prof/Contr Svcs - Training, Etc.	869	0	0	0	1,170	0
21	5072 *214	Prof/Contr Svcs - Medical	420	0	285	350	0	350
22	5072 *223	Prof/Contr Svcs - Tree Trimming	120	40	0	0	2,378	0
23	5072 *227	Temporary Labor	0	0	0	0	0	0
24	5072 *231	Misc. Advertising/Promo	0	0	678	0	0	0
25	5072 *233	Prof/Contr Svcs - Backflow	985	1,255	12,795	12,600	10,628	12,600
26	5072 *262	Insurance-Vehicle	272	235	152	175	141	141
27	5072 *280	Utility - Electric	0	0	0	0	0	0
28	5072 *281	Utility - Gas	0	0	0	0	0	0
29	5072 *282	Utility - Telephone	1,523	2,471	2,977	2,650	2,308	2,650
30	5072 *293	Permitting	11,652	10,780	1,944	8,495	1,025	8,495
31	5072 *301	Maint - Bldgs. & Improvements	215	0	977	900	2,272	900
32	5072 *303	Maint - Office Equipment	0	0	0	0	0	0
33	5072 *304	Maint - Vehicles, Equipment	1,538	117	511	300	6,460	300
34	5072 *305	Maint - Vehicle Fuel	22,302	24,406	29,562	26,400	22,227	26,400
35	5072 *307	Equipment Maintenance Charges	62,514	74,537	67,291	76,378	56,534	74,383
36	5072 *309	Maint - Minor Equipment	798	94	2,141	2,000	1,030	2,000
37	5072 *310	Maintenance - T&D Mains	3,259	6,915	14,826	11,800	1,768	11,800
38	5072 *311	Maintenance - Services	31,474	45,853	70,908	66,800	25,610	66,800
39	5072 *312	Maintenance - Hydrants	4,621	5,674	7,569	5,000	4,618	5,000
40	5072 *313	Maintenance - Meters	212	4,136	0	0	23	0
41	5072 *314	Maintenance - Supply Facility	5,378	0	2,799	4,000	0	4,000
42	5072 *315	Maintenance - Booster Pumping Facil	0	172	555	555	0	555
43	5072 *316	Maintenance - Storage Facility	0	1,753	4,033	4,000	0	4,000
44	5072 *352	Training/Workshops/Meetings	1,807	1,389	1,535	1,550	1,025	2,500
45	5072 *370	Lease/Rental	172	0	564	600	0	3,000
49	5072 *678	Prior Year Adj Expenditures	0	0	0	0	0	600
		Total	223,100	253,976	292,846	289,193	213,428	361,114
<b>Transfers - Out and Overhead</b>								
46	5072 *505	County - Property Tax	3	3	80	27	219	27
			3	3	80	27	219	27
<b>Capital Outlay</b>								
47	5072 *610	Equipment-New	2,863	8,500	0	0	0	65,000
48	5072 *630	Improv-Other Than Bldgs.-New	0	0	0	0	0	0
		Total	2,863	8,500	0	0	0	65,000
		Total	875,176	892,552	1,000,886	1,143,302	781,597	1,148,058

**Year-Over-Year Changes**

There is a \$132,162 decrease in salaries and benefits due to wrong employees being distributed to the wrong department such as an Equipment Maintenance leadworker. Also, Water Department will be replacing Truck # 290 Distribution crew truck, 80,000 miles. Need to replace with a heavier 450 model due to the amount of and equipment needed for jobs. The utility bed is beginning to need a lot of work to keep it in operating condition.

**PUBLIC WORKS**

**WATER - OPERATIONS**

FUND			620	5073			5073		
Line	Budget	Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
			<b>Salaries &amp; Wages</b>						
1	5073	*001	Full Time Salaries	122,206	172,703	176,810	190,293	149,154	188,262
2	5073	*003	Overtime	19,857	23,983	24,526	25,000	17,919	25,000
			Total	142,064	196,686	201,336	215,293	167,073	213,262
			<b>Employee Paid Benefits</b>						
3	5073	*021	Car Allowance	0	882	882	882	712	882
4	5073	*041	Cafeteria Allowance	23,077	34,950	34,835	34,709	28,017	35,390
5	5073	*042	Retirement	21,068	31,643	41,558	47,893	40,914	49,653
6	5073	*xxx	All Other Paid Benefits	15,202	19,590	32,829	33,085	26,726	38,830
			Total	59,347	87,065	110,104	116,569	96,369	124,755
			Total	201,411	283,751	311,439	331,862	263,443	338,017
			<b>Services &amp; Supplies</b>						
7	5073	*101	Postage	0	0	0	0	87	0
8	5073	*103	Dues & Subscriptions	4,466	4,211	4,580	4,450	4,636	4,450
9	5073	*120	Supplies Office	363	61	45	50	96	50
10	5073	*121	Supplies - Clothing/Uniform	2,535	1,540	1,724	1,750	828	1,750
11	5073	*123	Supplies - Shop & Field	979	760	742	600	808	600
12	5073	*124	Supplies - Safety	283	366	699	700	280	700
13	5073	*126	Supplies - Computer	0	0	0	0	0	0
14	5073	*129	Supplies - Other	0	0	0	0	0	0
15	5073	*173	Minor Equipment - Shop & Field	1,562	1,904	4,829	3,800	1,297	3,800
16	5073	*175	Minor Equipment - Computer	0	0	0	0	0	0
17	5073	*207	Prof/Contr - Computer/Software	574	379	0	0	0	0
18	5073	*209	Prof/Contr Svcs - Other	1,808	11,443	9,925	10,000	3,941	10,000
19	5073	*241	Printing & Binding - External	6,171	6,333	9,060	5,600	9,394	5,600
20	5073	*262	Insurance-Vehicle	0	0	0	0	0	0
21	5073	*280	Utility - Electric	0	0	0	0	0	0
22	5073	*282	Utility - Telephone	908	599	598	450	0	450
23	5073	*293	Permitting	24,676	15,062	14,331	20,000	13,495	20,000
24	5073	*301	Maint - Bldgs. & Improvements	0	0	0	0	155	0
25	5073	*303	Maint - Office Equipment	0	0	0	0	0	0
26	5073	*304	Maint - Vehicles, Equipment	320	820	0	0	0	0
27	5073	*305	Maint - Vehicle Fuel	18,981	8,056	8,369	8,300	6,404	8,300
28	5073	*306	Maintenance - Scada	18,822	790	14,141	14,500	9,674	14,500
29	5073	*307	Equipment Maintenance Charges	0	0	0	0	0	0
30	5073	*309	Maint - Minor Equipment	0	58	0	0	0	0
31	5073	*314	Maintenance - Supply Facility	34,729	7,766	8,739	6,600	5,415	6,600
32	5073	*315	Maint.- Booster Pumping Facility	201	2,754	2,230	2,300	2,817	2,300
33	5073	*316	Maintenance - Storage Facility	40	2,388	1,530	1,500	1,378	1,500
34	5073	*317	Water Treatment - Chemicals	47,201	45,683	36,386	28,000	42,398	28,000
35	5073	*318	Water Treatment - Compliance	27,906	23,090	18,910	17,000	24,324	17,000
36	5073	*319	Maint - Water Treatment Equip	7,212	10,252	2,213	2,450	2,395	2,450
37	5073	*352	Training/Workshops/Meetings	980	325	873	900	653	900
38	5073	*370	Lease/Rental	42,121	11,865	11,865	10,900	9,888	10,900
39	5073	*678	Prior Year Adjustments	0	0	121,263	0	0	0
			Total	242,839	156,502	273,053	139,850	140,364	139,850
			<b>Transfers - Out and Overhead</b>						
40	5073	*516	Water Replenishment Charge	361,856	394,895	581,139	601,650	316,518	601,650
			Total	361,856	394,895	581,139	601,650	316,518	601,650
			<b>Capital Outlay</b>						
41	5073	*610	Equipment - New	373	0	0	0	0	0
			Total	373	0	0	0	0	0
			Total	806,479	835,149	1,165,631	1,073,362	720,325	1,079,517

**Year-Over-Year Changes**

No significant year over year changes.

**PUBLIC WORKS**

FUND

620

**WATER - DEBT SERVICES & TRANSFERS**

5075/7501

5075/7501

Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget
<b>Services &amp; Supplies</b>								
1	5075 *201	Prof/Contr Svcs - Financial	473	178	313	325	335	325
2	5075 *209	Prof/Contr Svcs - Other	2,390	(10,544)	(12,447)	2,350	1,820	2,350
3	7501 *305	Maint - Vehicle Fuel	0	0	0	75	0	0
Total			2,863	(10,366)	(12,134)	2,750	2,155	2,675
<b>Transfers - Out &amp; Overhead</b>								
4	5075 *511	Principal Due Bond Holders	0	0	0	1,325,000	1,325,000	1,370,000
5	5075 *512	Interest Due Bond Holders	2,519,331	2,516,049	2,599,163	2,576,500	1,502,952	2,559,938
6	5075 *513	Due Park Water	25,000	73,000	73,000	73,000	73,000	73,000
7	5075 *514	Adv. Mainline Ext Contracts	0	0	0	0	0	0
8	5075 *755	Overhead Due General Fund	808,743	584,533	527,000	527,000	439,167	527,000
9	7501 *305	Maint - Vehicle fuel	0	0	0	0	0	75
10	7501 *675	Depreciation Expense	477,669	475,739	491,312	0	0	0
11	7501 *676	Unamortized Charge-Bond	198,601	198,601	77,557	198,601	0	198,601
12	7501 *677	Write Offs/Uncollectibles	23,836	1,450	(375)	1,000	(26)	1,000
Total			4,053,180	3,849,372	3,767,657	4,701,101	3,340,093	4,729,614
Total			4,056,043	3,839,006	3,755,522	4,703,851	3,342,247	4,732,289

**Year-Over-Year Changes**

There is an \$28,438 increase in Interest Due Bond holders.

**PUBLIC WORKS**

**Equipment Maintenance**

FUND		702		5041		5041			
Line	Budget Account	Account Description	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Estimated	FY 14-15 Budget	
<b>Salaries &amp; Wages</b>									
1	5041	*001	Full Time Salaries	153,646	145,953	142,944	156,463	112,450	157,893
2	5041	*002	Part Time Salaries	0	0	0	0	0	0
3	5041	*003	Overtime	426	1,559	1,394	1,000	902	1,000
			<b>Total</b>	<b>154,072</b>	<b>147,512</b>	<b>144,338</b>	<b>157,463</b>	<b>113,352</b>	<b>158,893</b>
<b>Employee Paid Benefits</b>									
5	5041	*041	Cafeteria Allowance	33,022	33,098	30,278	32,926	23,139	32,926
6	5041	*042	Retirement	22,695	26,317	28,386	37,045	26,993	38,539
7	5041	*xxx	All Other Paid Benefits	18,575	25,566	25,740	29,747	20,012	31,938
			<b>Total</b>	<b>74,292</b>	<b>84,981</b>	<b>84,404</b>	<b>99,718</b>	<b>70,144</b>	<b>103,403</b>
			<b>Total</b>	<b>228,364</b>	<b>232,493</b>	<b>228,742</b>	<b>257,181</b>	<b>183,496</b>	<b>262,296</b>
<b>Services &amp; Supplies</b>									
8	5041	*103	Dues & Subscriptions	389	0	304	350	128	350
9	5041	*120	Supplies Office	31	25	71	100	75	100
10	5041	*121	Supplies - Clothing/Uniform	2,453	620	778	500	2,974	500
11	5041	*123	Supplies - Shop & Field	20,537	22,281	20,799	20,000	17,186	20,000
12	5041	*124	Supplies - Safety	1,315	3,490	1,078	1,100	1,123	1,100
13	5041	*173	Minor Equipment - Shop & Field	4,289	1,802	4,136	4,500	228	4,500
14	5041	*175	Minor Equipment - Computer	0	0	0	0	0	0
15	5041	*209	Prof/Contr Svcs - Other	0	215	1,902	2,000	0	2,000
16	5041	*212	Prof/Contr Svcs - Training, Etc.	0	0	0	0	0	0
17	5041	*214	Prof/Contr Svcs - Medical	0	0	174	0	0	0
18	5041	*241	Printing & Binding - External	0	0	0	0	0	0
19	5041	*250	Prof/Contr Svcs - Hazmat	174	5,488	304	350	2,162	350
20	5041	*280	Utility - Electric	0	0	0	0	0	0
21	5041	*281	Utility - Gas	0	0	0	0	0	0
22	5041	*282	Utility - Telephone	237	202	232	225	164	225
23	5041	*285	Utility - Street Lighting	0	0	0	0	0	0
24	5041	*301	Maint - Bldgs. & Improvements	163	2,912	1,241	1,200	827	1,200
25	5041	*304	Maint - Vehicles, Equipment	91,857	113,366	145,676	138,000	105,340	138,000
26	5041	*305	Maint - Vehicle Fuel	3,271	1,285	867	725	939	725
27	5041	*309	Maint - Minor Equipment	4,806	209	653	290	721	290
28	5041	*352	Training/Workshops/Meetings	0	0	0	0	0	0
29	5041	*353	Mileage Reimbursement	0	0	0	0	0	0
			<b>Total</b>	<b>129,523</b>	<b>151,896</b>	<b>178,215</b>	<b>169,340</b>	<b>131,866</b>	<b>169,340</b>
			<b>Total</b>	<b>357,886</b>	<b>384,389</b>	<b>406,957</b>	<b>426,521</b>	<b>315,362</b>	<b>431,636</b>

**Year-Over-Year Changes**

There is an increase of \$14,115 in salaries and benefits. Will be purchasing a forklift for \$9,000 with Buildings & Grounds Dept and Water Maint. Dept.

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

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

**CIP Goals:**

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

**Budget Summary:**

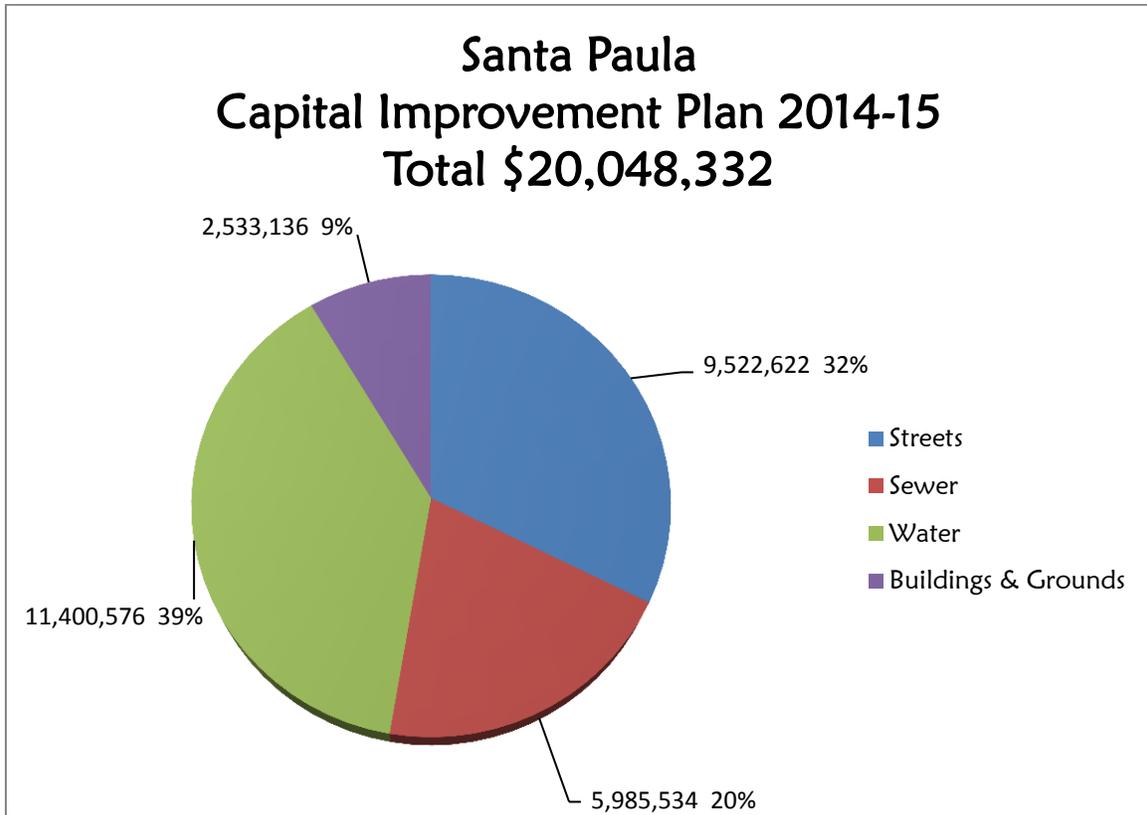
The total resources available to for capital improvements for 2014-15 are:

Capital Improvement Plan Summary	
Street Projects	\$3,347,622
Sewer Projects	\$5,985,534
Water Projects	\$8,492,040
Building & Grounds Projects	\$2,533,136
<b>Total</b>	<b>\$20,048,332</b>

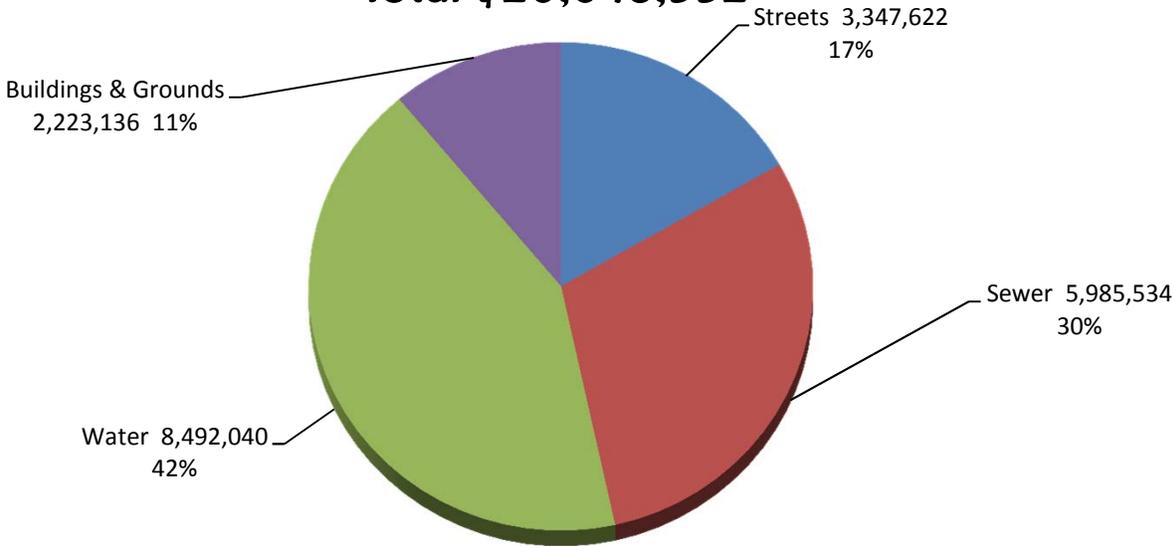
Projects are funded with bonds, grants, and dedicated revenue for Capital Improvements. No general fund, general purpose tax revenue are used to fund Capital Improvement Projects.

There were changes from the proposed Budget to the adopted Budget. Every year before the budget is approved all capital projects must go before the Planning Commission. This year the Capital Improvement Projects that went to Planning Commission had not been approved before the proposed Budget was going to City Council. Therefore, the

proposed budget had all projects the City wished to move forward with. In the approved budget the changes were for those projects which are to begin in FY 14-15, a priority and have the available funds.



**City of Santa Paula  
Capital Improvement Plan 2014-15  
Total \$20,048,332**



**City of Santa Paula Capital Improvement Program - FY 2014-15**

Fund Title	Fund #	Revenue Source	Amount
Building & Grounds Projects	100	General Fund (Buildings & Grounds)	-
Street Projects	100	2010A Series Bond Proceeds (Fund 100)	1,185,612
Street Projects	XXX	TBD (Fund XXX)	-
Building & Grounds Projects	202	Harding Park Trust (Fund 202)	53,354
Storm water	205	NPDES Storm water Quality (Fund 205)	14,000
Storm water	206	Storm water Program (Fund 206)	30,000
Building & Grounds Projects	222	Fire Protection Facility (Fund 222)	56,612
Building & Grounds Projects	223	Public Meeting Facilities	80,000
Building & Grounds Projects	225	General Government Facilities (Fund 225)	110,000
Building & Grounds Projects	226	Parkland Facility (Fund 226)	867,483
Sewer Projects	227	Sewer Collection Fees (Fund 227)	1,320,412
Building & Grounds Projects	280	State Gas Tax (Fund 280)	-
Building & Grounds Projects	XXX	TBD (Fund XXX)	790,000
Street Projects	281	Local TDA (Fund 281)	302,431
Building & Grounds Projects	4xx	Federal Grant (Fund 4xx)	118,000
Street Projects	406	Congestion Management Air Quality (Fund 406)	1,100,000
Street Projects	409	TEA Trans Enhancement Act (Fund 409)	592,561
Building & Grounds Projects	450	HUD-CDBG (Fund 450)	147,687
Sewer Projects	610	Sewer Enterprise Fees( Fund 610)	2,043,017
Sewer Projects	610	Sewer Bond Proceeds (Fund 610)	1,084,287
Sewer Projects	XXX	TBD (Fund XXX)	1,660,836
Water Projects	620	Water Enterprise Fees (Fund 620)	1,652,528
Water Projects	620	Water Bond Proceeds (Fund 620)	6,839,512
Water Projects	XXX	TBD (Fund XXX)	-
			<u>20,048,332</u>

City of Santa Paula Capital Improvement Program - FY 2014-15

STREET PROJECTS

Proj#	Project Description	Funding Source	2014-15 Total
9273	10th Street Enhancement Project	TEA/STIP State Transportation Improvement	592,561
		2010A Series Bond Proceeds	76,884
		Total	669,445
9285	Slurry Seal and Pavement Overlay Project	2010A Series Bond Proceeds	783,728
		Total	783,728
9294	Sidewalk Repair Program	Local Transportation TDA	60,000
		Total	60,000
9295	Railroad Bicycle Trail Construction Phase II	Congestion Management Air Quality (CMAQ)	1,100,000
		Local Transportation TDA	142,480
		Total	1,242,480
9296	Steckel Dr./Anacapa Terrace Street Paving	2010A Series Bond Proceeds	325,000
		Total	325,000
9297	Lighted Crosswalks Project	Local Transportation TDA	99,951
		Total	99,951
9298	Foothill/Hardison/Cameron Storm Drain Project	NPDES Storm Water Quality	14,000
		Storm Water Program	30,000
		Sewer Collection Facilities	123,018
		Total	167,018
<b>Total Street Projects</b>			<b>3,347,622</b>
2010A Series Bond Proceeds (Fund 100)			1,185,612
NPDES Storm Water Quality (Fund 205)			14,000
Storm water Program (Fund 206)			30,000
Sewer Collection Facility (Fund 227)			123,018
Local TDA (Fund 281)			302,431
Congestion Management Air Quality (Fund 406)			1,100,000
TEA Trans Enhancement Act (409)			592,561
TBD			-
<b>Total Street Resources</b>			<b>3,347,622</b>

**City of Santa Paula Capital Improvement Program - FY 2014-15**

**SEWER PROJECTS**

<b>Proj#</b>	<b>Project Description</b>	<b>Funding Source</b>	<b>2014-15 Total</b>
9039	Water Recycling Facility Floodwall -	Sewer Enterprise Fees	281,806
		Total	281,806
9213	Manhole Rehab/Replacement Program -	Sewer Bond Proceeds	300,719
		Total	300,719
9214	Inflow Reduction Program-Construction-	Sewer Bond Proceeds	156,403
		Sewer Enterprise Fees	93,597
		Total	250,000
9215	Sewer Pipeline Rehabilitation Program-	Sewer Bond Proceeds	627,165
		Sewer Enterprise Fees	245,000
		Total	872,165
9227	Recycled Water Distribution System -	Sewer Enterprise Fees	1,130,000
		Total	1,130,000
9286	Harvard Blvd., Sewer Line Replacement- Lemoneira Funding	Sewer Collection Facility	1,197,394
		Total	1,197,394
9311	Water Recycling Facility Mitigation -	Sewer Enterprise Fees	68,914
		Total	68,914
	West Side Lift Station Design	Sewer Enterprise Fees	223,700
		TBD	1,660,836
		Total	1,884,536
<b>Total Sewer Projects</b>			<b>5,985,534</b>
Sewer Collection Facility (Fund 227)			1,197,394
Sewer Enterprise Fees( Fund 610)			2,043,017
Sewer Bond Proceeds (Fund 610)			1,084,287
TBD			1,660,836
<b>Total Sewer Resources</b>			<b>5,985,534</b>

City of Santa Paula Capital Improvement Program - FY 2014-15

WATER PROJECTS

Proj#	Project Description	Funding Source	2014-15 Total
9008	600 Zone Booster Station - Continue	Water Enterprise Fees	352,000
		Water Bond Proceeds	693,093
		Total	1,045,093
9108	Water Main Replacement Project- Continue	Water Bond Proceeds	1,967,939
		Total	1,967,939
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	227,157
		Water Bond Proceeds	2,250,000
		Total	2,477,157
9266	Well #15 Design & Construction - Continue	Water Enterprise Fees	7,941
		Water Bond Proceeds	1,499,591
		Total	1,507,532
9267	Well Rehabilitation Program - Continue	Water Bond Proceeds	235,334
		Total	235,334
9271	Meter Replacement Program - Continue	Water Enterprise Fees	250,000
		Total	250,000
9299	Mesa Tank Rehabilitation/Replacement- New	Water Enterprise Fees	100,000
		Total	100,000
9300	Scada Land Line to Radio Conversion- New	Water Enterprise Fees	89,127
		Total	89,127
9301	GIS/GPS Asset Management Program- New	Water Enterprise Fees	294,593
		Total	294,593
9302	Filter Media Replacement-New	Water Enterprise Fees	200,000
		Total	200,000
<b>Total Water Projects</b>			<b>8,492,040</b>
Water Enterprise Fees (Fund 620)			1,652,528
Water Bond Proceeds (Fund 620)			6,839,512
TBD			-
<b>Total Water Resources</b>			<b>8,492,040</b>

**City of Santa Paula Capital Improvement Program - FY 2014-15**

**BUILDINGS & GROUNDS PROJECTS**

Proj#	Project Description	Funding Source	2014-15 Total
9182	Harding Park Master Plan Phase II -	Harding Park Trust	53,354
		Total	53,354
9290	IT Virtualization Project	General Government Facilities	60,000
		Total	60,000
9289	Teague Park Master Plan II	Parkland Facility	56,483
		Federal Grant	118,000
		Total	174,483
9304	Station 81 & 82 Expansion	CDBG	72,687
		Fire Protection Facility	56,612
		Total	129,299
9308	Veterans Park Restroom Rehab Project	CDBG	75,000
		TBD	90,000
		Total	165,000
9310	Fagan Barranca Rehabilitation	TBD	500,000
		Total	500,000
9312	City Buildings/Flooring Rehabilitation	General Government Facilities	50,000
		Public Meeting Facilities	50,000
		Total	100,000
9313	Community Center Meeting Room	Public Meeting Facilities	30,000
		Total	30,000
9314	Corporation Yard Improvement Project	TBD	200,000
		Total	200,000
9315	Security Cameras for Park Facilities	Parkland Facilities	30,000
		Total	30,000
9306	Playground Upgrades Various Parks	Parkland Facilities	600,000
		Parkland Facilities ( Insurance Claim)	181,000
		Total	781,000
<b>Total Building &amp; Grounds Projects</b>			<b>2,223,136</b>
Harding Park Trust (Fund 202)			53,354
Fire Protection Facility (Fund 222)			56,612
Public Meeting Facilities (Fund 223)			80,000
General Government Facilities (Fund 225)			110,000
Parkland Facility (Fund 226)			867,483
CDBG-HUD (Fund 450)			147,687
Federal Grant (Fund 4XX)			118,000
TBD (FundXXX)			790,000
<b>Total Building &amp; Grounds Resources</b>			<b>2,223,136</b>

City of Santa Paula Capital Improvement Program - FY 2014-15

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 mile 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 fiscal year 2014/2015. Design to be completed by July 2014.

MILESTONE	COST	EXPENDED-TO-DATE
Design		8,292
Construction	677,737	
Total	677,737	8,292

FUNDING

Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
409	TE/STIP State Trans. Improv.		\$ 7,439	\$ 592,561	\$ 600,000
100	2010A Series Bond Proceeds		\$ 853	\$ 76,884	\$ 77,737
	Total		\$ 8,292	\$ 669,445	\$ 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.

MILESTONE	COST	EXPENDED-TO-DATE
Design		-
Construction	800,000	16,272
Total	800,000	16,272

FUNDING

Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
100	2010A Series Bond Proceeds		16,272	783,728	800,000
	Total	-	16,272	783,728	800,000

City of Santa Paula Capital Improvement Program - FY 2014-15

STREETS

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

MILESTONE	COST	EXPENDED-TO-DATE
Construction	78,930	18,930
Total	78,930	18,930

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
281	Local Transportation TDA	18,930	-	60,000	78,930
	Total	18,930	-	60,000	78,930

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/ Land Improv./ Design	-	37
Construction	1,242,517	-
Total	1,242,517	37

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY-14-15	Project Total Cost
406	CMAQ - Federal	-	-	1,100,000	1,100,000
281	Local TDA	-	37	142,480	142,517
	Total	-	37	1,242,480	1,242,517

City of Santa Paula Capital Improvement Program - FY 14-15

STREETS

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

MILESTONE	COST	EXPENDED-TO-DATE
Design		
Construction	325,000	-
Total	<u>325,000</u>	<u>-</u>

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
100	2010A Series Bond Proceeds	-	-	325,000	325,000
	Total	<u>-</u>	<u>-</u>	<u>325,000</u>	<u>325,000</u>

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

MILESTONE	COST	EXPENDED-TO-DATE
Design		
Construction	110,000	-
Total	<u>110,000</u>	<u>-</u>

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
281	Local Transportation TDA	10,049	-	99,951	110,000
	Total	<u>10,049</u>	<u>-</u>	<u>99,951</u>	<u>110,000</u>

City of Santa Paula Capital Improvement Program - FY 14-15

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 drainage improvements at the northwest ends 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-effect solution to address the mud flow issue.

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

FUNDING

Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
205	NPDES Storm Water Quality	-	-	14,000	14,000
206	Storm Water Program	-	-	30,000	30,000
227	Sewer Collection Facilities	-	1,982	123,018	125,000
	Total	-	1,982	167,018	169,000

City of Santa Paula Capital Improvement Program - FY 2014-15

SEWER

CIP NUMBER: 9039	PROJECT TYPE Sewer
PROJECT NAME: Water Recycling Facility Floodwall	DEPARTMENT Public Works
<p><b>PROJECT DESCRIPTION/JUSTIFICATION</b>                  The Water Recycling Facility (WRF) was a required project upgrade/replacement to meet the regulatory compliance orders from the Regional Water Quality Control Board (RWQCB). As part of its construction, a floodwall is required by FEMA along Peck Road. Design will be completed by July 2014</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Design		3,874
Construction	285,680	-
Total	285,680	-

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
	610 Sewer Enterprise Fees	-	3,874	281,806	285,680
	Total	-	3,874	281,806	285,680

CIP NUMBER: 9213	PROJECT TYPE Sewer
PROJECT NAME: Manhole Rehab/Replacement Program	DEPARTMENT Public Works
<p><b>PROJECT DESCRIPTION/JUSTIFICATION</b>                  The existing wastewater collection system is very old in most areas of town. This program will identify specific areas of the rehabilitation once field investigations are complete.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	313,955	13,220
Total	313,955	13,220

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY-14-15	Project Total Cost
	610 Sewer Bond Proceeds	9,980	3,256	300,719	313,955
	Total	9,980	3,256	300,719	313,955

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SEWER

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

PROJECT DESCRIPTION/JUSTIFICATION

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

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

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
610	Sewer Bond Proceeds	-	-	156,403	156,403
610	Sewer Enterprise Fees	-	-	93,597	93,597
	Total	-	-	250,000	250,000

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

PROJECT DESCRIPTION/JUSTIFICATION

The City's Wastewater Master Plan identified several pipelines around town that were in need of replacement. Some in need of attention are McKeveett 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	22,835
Total	895,000	22,835

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY-14-15	Project Total Cost
610	Sewer Enterprise Fees	-	-	245,000	245,000
610	Sewer Bond Proceeds	-	22,835	627,165	650,000
	Total	-	22,835	872,165	895,000

City of Santa Paula Capital Improvement Program - FY 2014-15

SEWER

CIP NUMBER: 9227	PROJECT TYPE Sewer
PROJECT NAME: Recycled Water Distribution System	DEPARTMENT Public Works
PROJECT DESCRIPTION/JUSTIFICATION The recycled water distribution system is intended to use the new WRF effluent for irrigation at locations throughout town.	

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

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
610	Sewer Enterprise Fees	-	-	1,130,000	1,130,000
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>1,130,000</b>	<b>1,130,000</b>

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

MILESTONE	COST	EXPENDED-TO-DATE
Design		1982
Construction	1,200,000	624
<b>Total</b>	<b>1,200,000</b>	<b>2,606</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
227	Sewer Collection Facilities	-	2,606	1,197,394	1,200,000
	<b>Total</b>	<b>-</b>	<b>2,606</b>	<b>1,197,394</b>	<b>1,200,000</b>

City of Santa Paula Capital Improvement Program - FY 2014-15

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	<u>462,941</u>	<u>338,543</u>

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
610	Sewer Enterprise Fees	338,543	55,484	68,914	462,941
	Total	<u>338,543</u>	<u>55,484</u>	<u>68,914</u>	<u>462,941</u>

CIP NUMBER: Undetermined	PROJECT TYPE Wastewater
PROJECT NAME: West Side Lift Station Design	DEPARTMENT Public Works

PROJECT DESCRIPTION/JUSTIFICATION

As part of development occurring on the west side of town, a new wastewater lift station is necessary. Design will be performed by a consultant

MILESTONE	COST	EXPENDED-TO-DATE
Planning/EIR/Desi	223,700	
Right of Way	0	
Construction	1,660,836	
Total	<u>1,884,536</u>	-

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
610	Sewer Enterprise Fee			223,700	223,700
	TBD			1,660,836	1,660,836
	Total	-	-	<u>1,884,536</u>	<u>1,884,536</u>

City of Santa Paula Capital Improvement Program - FY 2014-15

WATER

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

**PROJECT DESCRIPTION/JUSTIFICATION**

This pump station will ultimately replace the existing 600 pump stations. The facility will pump water from the 200 zone into the 600 zone. This project is also called "Terracina Pump Station Design" in the 2005 Water Master Plan. Construction should begin fiscal year 2014/2015. Design will be completed by July 2014.

MILESTONE	COST	EXPENDED-TO-DATE
Design	312,000	306,907
Construction	1,040,000	-
<b>Total</b>	<b>1,352,000</b>	<b>306,907</b>

**FUNDING**

Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
	620 Water Enterprise Fees	-	-	352,000	352,000
	620 Water Bond Proceeds	293,427	13,480	693,093	1,000,000
	<b>Total</b>	<b>293,427</b>	<b>13,480</b>	<b>1,045,093</b>	<b>1,352,000</b>

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	-	16,060
Construction	2,000,000	16,001
<b>Total</b>	<b>2,000,000</b>	<b>32,061</b>

**FUNDING**

Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
	620 Water Bond Proceeds	-	32,061	1,967,939	2,000,000
	<b>Total</b>	<b>-</b>	<b>32,061</b>	<b>1,967,939</b>	<b>2,000,000</b>

City of Santa Paula Capital Improvement Program - FY 2014-15

WATER

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

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 13-14	FY 14-15	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 13-14	FY 14-15	Project Total Cost
620	Water Enterprise Fees	-	-	123,710	123,710
	Total	-	-	123,710	123,710

City of Santa Paula Capital Improvement Program - FY 2014-15

WATER

CIP NUMBER: 9236	PROJECT TYPE Water
PROJECT NAME: Cross Town Pipeline	DEPARTMENT Public Works
<p><b>PROJECT DESCRIPTION/JUSTIFICATION</b>                  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 fiscal year 2014/2015.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Design	250,000	40
Construction	2,250,000	-
Total	<u>2,500,000</u>	<u>-</u>

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
620	Water Enterprise Fees	22,803	40	227,157	227,197
620	Water Bond Proceeds	-	-	2,250,000	2,250,000
	Total	<u>22,803</u>	<u>40</u>	<u>2,477,157</u>	<u>2,500,000</u>

CIP NUMBER: 9266	PROJECT TYPE Water
PROJECT NAME: Well #15 Design & Construction	DEPARTMENT Public Works
<p><b>PROJECT DESCRIPTION/JUSTIFICATION</b>                  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 to begin in fiscal year 2013-14.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Design	318,100	409
Construction	1,190,250	-
Total	<u>1,508,350</u>	<u>409</u>

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
620	Water Enterprise Fees	-		7,941	7,941
620	Water Bond Proceeds	-	409	1,499,591	1,500,000
	Total	<u>-</u>	<u>409</u>	<u>1,507,532</u>	<u>1,507,941</u>

City of Santa Paula Capital Improvement Program - FY 2014-15

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	72,215
Total	310,549	72,215

**FUNDING**

Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
	620 Water Bond Proceeds	10,549	64,666	235,334	310,549
	Total	10,549	64,666	235,334	310,549

City of Santa Paula Capital Improvement Program - FY 2014-15

WATER

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

MILESTONE	COST	EXPENDED-TO-DATE
Material Costs	400,192	270,618
Total	400,192	270,618

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
620	Water Enterprise Fees	-	120,426	250,000	370,426
	Total	-	120,426	250,000	370,426

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

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

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
620	Water Enterprise Fees	-	-	100,000	100,000
	Total	-	-	100,000	100,000

City of Santa Paula Capital Improvement Program - FY 2014-15

WATER

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

MILESTONE	COST	EXPENDED-TO-DATE
Construction	150,000	60,873
<b>Total</b>	<b>150,000</b>	<b>60,873</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
	620 Water Enterprise Fees	36,940	23,933	89,127	150,000
	<b>Total</b>	<b>36,940</b>	<b>23,933</b>	<b>89,127</b>	<b>150,000</b>

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

MILESTONE	COST	EXPENDED-TO-DATE
Construction	300,000	5,407
<b>Total</b>	<b>300,000</b>	<b>5,407</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
	620 Water Enterprise Fees	-	5,407	294,593	300,000
	<b>Total</b>	<b>-</b>	<b>5,407</b>	<b>294,593</b>	<b>300,000</b>

City of Santa Paula Capital Improvement Program - FY 2014-15

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	-
<b>Total</b>	<b>200,000</b>	<b>-</b>

FUNDING

Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
620	Water Enterprise Fees	-	-	200,000	200,000
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>

City of Santa Paula Capital Improvement Program - FY 2014-15

BUILDINGS & GROUNDS

CIP NUMBER: 9182	PROJECT TYPE
PROJECT NAME: Harding Park Master Plan Phase II Design	DEPARTMENT Building & Ground
<p><b>PROJECT DESCRIPTION/JUSTIFICATION</b>                  Implementation of the Harding park Master Plan will benefit the community by expanding and better coordinate facilities to a wider group of users. The Master Plan is a vision of the finished park. The project is scheduled for completion in FY 2013-14.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	53,354	-
<b>Total</b>	<b>53,354</b>	<b>-</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
	202 Harding Park Improvements	-	-	53,354	53,354
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>53,354</b>	<b>53,354</b>

City of Santa Paula Capital Improvement Program - FY 2014-15

BUILDINGS & GROUNDS

CIP NUMBER: 9290	PROJECT TYPE
PROJECT NAME: IT Virtualization Project	DEPARTMENT Building & Grounds
<p><b>PROJECT DESCRIPTION/JUSTIFICATION</b>                  Phase II - Police Mainframe server. The existing AS400 server for all police systems and records is close to its "end of life" and IBM support will be discontinued next year. This would be replaced with a newer high performance 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 be greatly reduced 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 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.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	60,000	-
<b>Total</b>	<b>60,000</b>	<b>-</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
	226 General Government Facilities	-	-	60,000	60,000
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>60,000</b>

CIP NUMBER: 9289	PROJECT TYPE
PROJECT NAME: Teague Park Master Plan II	DEPARTMENT Building & Grounds
<p><b>PROJECT DESCRIPTION/JUSTIFICATION</b>                  Implementation of the Teague Park Master Plan II will benefit the community by expanding and better coordinating facilities to a wider group of users. The Master Plan is a vision of the finished park. Dependent on Fund Balance. The completion is scheduled for FY 2014-15.</p>	

MILESTONE	COST	EXPENDED-TO-DATE
Construction	188,000	-
<b>Total</b>	<b>188,000</b>	<b>-</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
	226 Parkland Facilities	-	13,517	56,483	70,000
	4XX Federal Grant	-	-	118,000	118,000
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>174,483</b>	<b>188,000</b>

City of Santa Paula Capital Improvement Program - FY 2014-15

BUILDINGS & GROUNDS

CIP NUMBER: 9304	PROJECT TYPE
PROJECT NAME: Station 81 & 82 Expansion	DEPARTMENT Building & Grounds
<p><b>PROJECT DESCRIPTION/JUSTIFICATION</b></p> <p>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.</p> <p>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	76,814
<b>Total</b>	<b>206,113</b>	<b>76,814</b>

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
	450 CDBG	-	58,426	72,687	131,113
	222 Fire Protection Facility	-	18,388	56,612	75,000
	<b>Total</b>	-	<b>76,814</b>	<b>129,299</b>	<b>206,113</b>

City of Santa Paula Capital Improvement Program - FY 2014-15

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 13-14	FY 14-15	Project Total Cost
XXX	TBD			90,000	90,000
	450 CDBG	-	-	75,000	75,000
	Total	-	-	165,000	165,000

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

MILESTONE	COST	EXPENDED-TO-DATE
Construction	400,000	
Tree Work	100,000	-
Total	500,000	-

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
XXX	TBD			500,000	500,000
	Total	-	-	500,000	500,000

City of Santa Paula Capital Improvement Program - FY 2014-15

BUILDINGS & GROUNDS

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

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

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
223	General Government Facilities			50,000	50,000
225	General Government Facilities	-	-	50,000	50,000
	Total	-	-	100,000	100,000

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

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

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
226	Public Meeting Facilities			30,000	30,000
	Total	-	-	30,000	30,000

City of Santa Paula Capital Improvement Program - FY 2014-15

BUILDINGS & GROUNDS

CIP NUMBER: 9314	PROJECT TYPE
PROJECT NAME: Corporation Yard Improvements Project	DEPARTMENT Building & Grounds
PROJECT DESCRIPTION/JUSTIFICATION	
The existing mechanics bays were built in the late 1940's. Currently the mechanics are exposed to the elements. The exposure results in loss of productivity and downtime for maintenance of rolling stock. Providing a structure would result in year round safety for maintenance of City and franchise vehicles. Rehabilitate offices, pavement and storage facilities.	

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

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
XXX	TBD	-	-	200,000	200,000
	Total	-	-	200,000	200,000

BUILDINGS & GROUNDS

CIP NUMBER: 9315	PROJECT TYPE
PROJECT NAME: Security Cameras for Park Facilities	DEPARTMENT Building & Grounds
PROJECT DESCRIPTION/JUSTIFICATION	
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 13-14	FY 14-15	Project Total Cost
	226 Parkland Facility	-	-	30,000	30,000
	Total	-	-	30,000	30,000

City of Santa Paula Capital Improvement Program - FY 2014-15

BUILDINGS & GROUNDS

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

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

FUNDING					
Fund	Fund Name	Prior Expense	FY 13-14	FY 14-15	Project Total Cost
	226 Parkland Facility			600,000	600,000
	226 Parkland Facility (Insurance Claim)	-	-	181,000	181,000
	Total	-	-	781,000	781,000

# 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.