

**CITY OF SANTA PAULA  
MEMORANDUM**

To: Honorable Mayor and Members of the City Council  
From: John T. Quinn, Finance Director  
Subject: FY 2008-09 First Quarter Report  
Date: October 15, 2008

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**Recommendation:** It is recommended that the City Council: 1) receive and file the attached Statement of Revenues & Expenditures and supporting schedules; 2) receive and file the City Manager's Phase I Financial Management Plan; and 3) provide other direction to staff as appropriate.

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**General Discussion:** In an effort to keep the Council informed of the City's financial position, staff has developed the attached report. The report is a summary of the revenues & expenditures for the City's most significant funds (i.e. General and Enterprise). It also incorporates an Actual vs Budget comparison to better assess the progress of each fund.

In analyzing the attached report, the following information should to be taken into consideration:

- a. Revenues & expenditures are recorded during the period received or paid. It is only at fiscal year end that accrual entries are made to match the revenues & expenditures to the corresponding period.
- b. The receipt schedule of revenues varies according to the source of funding. For example, most of the property tax payment amounts are received in two increments-January and May each year.
- c. Although most expenditure payments are monthly, there are some quarterly, semi-annual, and even annual payments. Examples include Debt Service payments, Liability Insurance, Worker's Comp, and Audit Fees.

**General Fund Revenue:**

General Fund revenue collections are expected to be weak in some areas such as charges for services and fees and permits. However, the adopted considered that earlier in the year. The second quarter will be where the staff can critically analyze the receipts and determine how close to target the City's General Fund revenue will be.

- **Sales Tax** collected for the first quarter is \$152,881, but does not include other categories that are also part of the overall sales tax figure. After adjustments, it is estimated the sales tax quarterly figure will be \$210,000 or about 15 percent of budget. We are not recommending any action on sales tax until the end of the second quarter when more data will be available to analyze and adjust if necessary.
- **Property Taxes** will be received in January and again in May 2009. We are estimating they will be in line with the budget at this time. The staff is awaiting preliminary information from the county that will assist in our determination of the need for budget adjustments.
- **Other Revenues** are close to target based on information received to date. As mentioned above, it is too early to draw any conclusions about revenue performance for at least two more months.

### General Fund Expenditures:

The first quarter General Fund expenditures are on target overall. At 27.6 percent they are slightly over based on percentage targets, but the spending patterns usually suggest more spending in the early months of the fiscal year.

**General Fund Expenditure Summary  
For First Quarter Ended September 30, 2008**

| Department          | Sum of Budget | Sum of Actual | Actual Pct.<br>of Budget |
|---------------------|---------------|---------------|--------------------------|
| Administration      | 1,501,921     | 454,228       | 30.2%                    |
| Building and Safety | 553,825       | 124,959       | 22.6%                    |
| Community Services  | 1,053,918     | 312,002       | 29.6%                    |
| Finance             | 428,364       | 86,441        | 20.2%                    |
| Fire                | 1,916,975     | 600,838       | 31.3%                    |
| Planning            | 597,583       | 114,967       | 19.2%                    |
| Police              | 5,202,764     | 1,410,310     | 27.1%                    |
| Public Works        | <u>65,735</u> | <u>26,524</u> | <u>40.3%</u>             |
| General Fund Total  | 11,321,085    | 3,130,268     | 27.6%                    |

Overtime is slightly over target in the Administration, Community Services, Police and Fire departments. The fire department overtime will mostly be reimbursed by FEMA for various outside firefighting projects. The others are being reviewed and will be addressed during the second quarter.

### Enterprise Funds:

**Refuse Fund, Sewer Fund and Water Fund** revenues were 22, 24.8 and 24.8 percent of budget respectively. That is near the 25 percent target and is expected to be the same for the remainder of the fiscal year. Similarly, expenditures were 20.6, 23 and 8.9 percent respectively. The water is low due to the budget for water capital projects being included in the expenditure statement. However, a review of operating figures indicates the water operations are about 22 percent of budget if the CIP budget is broken out. In addition, there are

remaining new equipment purchases for the enterprise funds that have not been executed yet.

**Other Funds:**

The special revenue, grants and other funds are on target as of the end of September. Now that the state budget is adopted many of the funds held up during the first quarter are now being received. As in earlier statements above it is too early to draw conclusions about the revenue picture.

**Capital Projects:**

The first quarter Capital Improvement Program update is attached for your review.

**City Manager's Financial Management Plan**

The City Manager has developed a financial management plan for addressing financial issues for the remainder of FY 2008/09. This plan is attached for your review.

**Alternatives:**

1. Receive and file the attached Statement of Revenues & Expenditures and supporting schedules
2. Refer report back to staff for additional review and/or modifications

**Attachments:**

1. First Quarter Budget Reports
2. First Quarter Capital Improvement Program Update
3. City Manager's Phase I Financial Management Plan

**Statement of Revenue**  
**For First quarter Ended September 30, 2008**  
**(Unaudited)**

| Category                                       | Budget     | Actual  | Remaining Budget | Actual Pct. of Budget |
|--|------------|---------|------------------|-----------------------|
| <b>General Fund</b>                            |            |         |                  |                       |
| 1 Charges for Current Services                 | 769,302    | 116,578 | 652,724          | 15.2%                 |
| Fines, Forfeits & Penalties                    | 121,500    | 15,074  | 106,426          | 12.4%                 |
| Interfund Transfers                            | 1,165,002  | 368,593 | 796,409          | 31.6%                 |
| Licenses and Permits                           | 376,342    | 66,007  | 310,335          | 17.5%                 |
| Other Fees                                     | 820,500    | 29,258  | 791,242          | 3.6%                  |
| Other Revenues                                 | 146,265    | (83)    | 146,348          | -0.1%                 |
| Sales Tax                                      | 1,442,000  | 152,881 | 1,289,119        | 10.6%                 |
| Property Related Taxes                         | 5,574,500  | -       | 5,574,500        | 0.0%                  |
| Rev. Use of Money/Property                     | 416,198    | 120,603 | 295,595          | 29.0%                 |
| Revenue From Other Agencies                    | 531,269    | 71,136  | 460,133          | 13.4%                 |
| General Fund Total                             | 11,362,878 | 940,046 | 10,422,832       | 8.3%                  |
| <b>Special Revenue, Grants and Other Funds</b> |            |         |                  |                       |
| 2 Charges for Current Services                 | 383,216    | 140,167 | 243,049          | 36.6%                 |
| Fines, Forfeits & Penalties                    | 10,988     | 324     | 10,664           | 2.9%                  |
| Interfund Transfers                            | 289,486    | 116,825 | 172,661          | 40.4%                 |
| Licenses and Permits                           | 359,002    | 35,638  | 323,364          | 9.9%                  |
| Other Fees                                     | 28,449     | -       | 28,449           | 0.0%                  |
| Other Revenues                                 | 95,742     | 47,863  | 47,879           | 50.0%                 |
| Other Taxes                                    | 20,000     | -       | 20,000           | 0.0%                  |
| Property Related Taxes                         | 5,432      | 68,443  | (63,011)         | 1260.0%               |
| Recreational Services                          | 101,396    | 18,823  | 82,573           | 18.6%                 |
| Rev. Use of Money/Property                     | 69,000     | 10,050  | 58,950           | 14.6%                 |
| Revenue From Other Agencies                    | 1,371,797  | 31,164  | 1,340,633        | 2.3%                  |
| Special Rev/Grants/Other Total                 | 2,734,508  | 469,295 | 2,265,213        | 17.2%                 |
| <b>Gas Tax and Local Transportation Funds</b>  |            |         |                  |                       |
| 3 Charges for Current Services                 | 14,862     | 576     | 14,286           | 3.9%                  |
| Interfund Transfers                            | 714,540    | 129,346 | 585,194          | 18.1%                 |
| Licenses and Permits                           | -          | -       | -                | -                     |
| Other Revenues                                 | 6,483      | 3,182   | 3,301            | 49.1%                 |
| Other Taxes                                    | 898,829    | -       | 898,829          | 0.0%                  |
| Rev. Use of Money/Property                     | 16,000     | -       | 16,000           | 0.0%                  |
| Revenue From Other Agencies                    | 549,500    | 261,293 | 288,207          | 47.6%                 |
| Gas Tax/Local Trans. Funds Total               | 2,200,214  | 394,397 | 1,805,817        | 17.9%                 |
| <b>Community Development Block Grant</b>       |            |         |                  |                       |
| 4 Charges for Current Services                 | 21,008     | 289,176 | (268,168)        | 1376.5%               |
| Other Revenues                                 | 49,415     | 15,649  | 33,766           | 31.7%                 |
| Rev. Use of Money/Property                     | -          | -       | -                | -                     |
| Rev. Use of Money/Property                     | 9,761      | 721     | 9,040            | 7.4%                  |
| Revenue From Other Agencies                    | 230,000    | 21,008  | 208,992          | 9.1%                  |
| CDBG Fund Total                                | 289,176    | 37,379  | 251,797          | 12.9%                 |
| <b>Refuse Enterprise Fund</b>                  |            |         |                  |                       |
| 6 Charges for Current Services                 | 2,300      | 0       | 2,300            | 0.0%                  |
| Licenses and Permits                           | 1,461      | -       | 1,461            | 0.0%                  |
| Other Fees                                     | 45,000     | -       | 45,000           | 0.0%                  |
| Other Revenues                                 | 140,000    | 34,001  | 105,999          | 24.3%                 |
| Refuse Charges                                 | 2,155,239  | 484,964 | 1,670,275        | 22.5%                 |
| Rev. Use of Money/Property                     | 19,500     | -       | 19,500           | 0.0%                  |
| Refuse Enterprise Fund Total                   | 2,363,500  | 518,964 | 1,844,536        | 22.0%                 |

**Statement of Revenue**  
**For First quarter Ended September 30, 2008**  
**(Unaudited)**

| Category                       | Budget           | Actual           | Remaining<br>Budget | Actual Pct.<br>of Budget |
|--------------------------------|------------------|------------------|---------------------|--------------------------|
| <b>Sewer Enterprise Fund</b>   |                  |                  |                     |                          |
| 7 Charges for Current Services | 1,093            | 22               | 1,071               | 2.0%                     |
| Licenses and Permits           | 1,908            | -                | 1,908               | 0.0%                     |
| Property Related Taxes         | -                | -                | -                   |                          |
| Rev. Use of Money/Property     | 103,600          | -                | 103,600             | 0.0%                     |
| Revenue From Other Agencies    | -                | -                | -                   |                          |
| Sewer Charges                  | <u>5,774,500</u> | <u>1,461,288</u> | <u>4,313,212</u>    | <u>25.3%</u>             |
| Sewer Enterprise Fund Total    | 5,881,101        | 1,461,309        | 4,419,792           | 24.8%                    |
| <b>Water Enterprise Fund</b>   |                  |                  |                     |                          |
| 8 Charges for Current Services | 231,607          | 18               | 231,589             | 0.0%                     |
| Interfund Transfers            | 240,000          | 40,855           | 199,145             | 17.0%                    |
| Other Revenues                 | 111,804          | 15               | 111,789             | 0.0%                     |
| Property Related Taxes         | -                | -                | -                   |                          |
| Rev. Use of Money/Property     | 480,000          | -                | 480,000             | 0.0%                     |
| Water Charges                  | <u>6,078,332</u> | <u>1,510,148</u> | <u>4,568,184</u>    | <u>24.8%</u>             |
| Water Fund Total               | <u>7,141,743</u> | <u>1,551,035</u> | <u>5,590,708</u>    | <u>21.7%</u>             |
| City Funds Total               | 31,973,120       | 5,372,425        | 26,600,695          | 16.8%                    |
| <b>RDA Funds</b>               |                  |                  |                     |                          |
| 9 Charges for Current Services | 8,600            | 35               | 8,565               | 0.4%                     |
| Interfund Transfers            | 326,285          | -                | 326,285             | 0.0%                     |
| Property Related Taxes         | 3,451,700        | -                | 3,451,700           | 0.0%                     |
| Rev. Use of Money/Property     | <u>92,104</u>    | <u>919</u>       | <u>91,185</u>       | <u>1.0%</u>              |
| RDA Funds Total                | <u>3,878,689</u> | <u>954</u>       | <u>3,877,735</u>    | <u>0.0%</u>              |
| Total City Funds and RDA Funds | 35,851,809       | 5,373,379        | 30,478,430          | 15.0%                    |

**Statement of Expenditures**  
**For First Quarter Ended September 30, 2008**  
(Unaudited)

| Fund   | Category   | FY 2008-09<br>Annual Budget | FY 2008-09<br>Actual 1st Qtr. | Remaining<br>Budget | 1st Qtr. Pct.<br>of Budget |
|--|--|-----------------------------|-------------------------------|---------------------|----------------------------|
| <b>General Fund</b>                            |  |                             |                               |                     |                            |
| 100  | Salaries   | 5,965,579                   | 1,422,836                     | 4,542,743           | 23.9%                      |
|  | Benefits   | 3,126,856                   | 1,066,506                     | 2,060,350           | 34.1%                      |
|  | Supplies and Services                            | 414,540                     | 98,665                        | 315,875             | 23.8%                      |
|  | Maintenance and Repairs                          | 391,975                     | 132,432                       | 259,543             | 33.8%                      |
|  | Professional Services                            | 1,217,553                   | 368,503                       | 849,050             | 30.3%                      |
|  | Leases/Rentals                                   | 43,742                      | 17,749                        | 25,993              | 40.6%                      |
|  | Other Expenditures                               | 138,070                     | 26,308                        | 111,762             | 19.1%                      |
|  | Transfers Out and Overhead                       | 22,770                      | -                             | 22,770              | 0.0%                       |
|  | <b>General Fund Total</b>                        | <b>11,321,085</b>           | <b>3,133,000</b>              | <b>8,188,085</b>    | <b>27.7%</b>               |
| <b>Gas Tax Fund</b>                            |  |                             |                               |                     |                            |
| 280  | Salaries   | 341,600                     | 70,583                        | 271,017             | 20.7%                      |
|  | Benefits   | 152,542                     | 47,944                        | 104,598             | 31.4%                      |
|  | Supplies and Services                            | 64,997                      | 20,802                        | 44,195              | 32.0%                      |
|  | Maintenance and Repairs                          | 637,716                     | 19,287                        | 618,429             | 3.0%                       |
|  | Professional Services                            | 460,223                     | 67,022                        | 393,201             | 14.6%                      |
|  | Leases/Rentals                                   | 6,000                       | 949                           | 5,051               | 15.8%                      |
|  | Debt/Other Agency Payments                       | -                           | -                             | -                   | -                          |
|  | Other Expenditures                               | 477,770                     | 140                           | 477,630             | 0.0%                       |
|  | Transfers Out and Overhead                       | 282,417                     | 101,612                       | 180,805             | 36.0%                      |
|  | <b>Gas Tax Fund Total</b>                        | <b>2,423,265</b>            | <b>328,340</b>                | <b>2,094,925</b>    | <b>13.5%</b>               |
| <b>Local Transportation Fund</b>               |  |                             |                               |                     |                            |
| 281  | Salaries   | 3,128                       | 652                           | 2,476               | 20.8%                      |
|  | Benefits   | 964                         | 408                           | 556                 | 42.3%                      |
|  | Supplies and Services                            | -                           | -                             | -                   | -                          |
|  | Maintenance and Repairs                          | 72,600                      | -                             | 72,600              | 0.0%                       |
|  | Professional Services                            | -                           | -                             | -                   | -                          |
|  | Other Expenditures                               | 15,000                      | -                             | 15,000              | 0.0%                       |
|  | Transfers Out and Overhead                       | 691,770                     | 129,346                       | 562,424             | 18.7%                      |
|  | <b>Local Transportation Fund Total</b>           | <b>783,462</b>              | <b>130,406</b>                | <b>653,056</b>      | <b>16.6%</b>               |
| <b>Community Development Block Grant Fund</b>  |  |                             |                               |                     |                            |
| 450  | Salaries   | 165,680                     | 33,633                        | 132,047             | 20.3%                      |
|  | Benefits   | 70,237                      | 17,917                        | 52,320              | 25.5%                      |
|  | Supplies and Services                            | 11,150                      | 876                           | 10,274              | 7.9%                       |
|  | Maintenance and Repairs                          | 18,794                      | 1,004                         | 17,790              | 5.3%                       |
|  | Professional Services                            | 3,919                       | 257                           | 3,662               | 6.6%                       |
|  | Leases/Rentals                                   | 7,500                       | -                             | 7,500               | 0.0%                       |
|  | Debt/Other Agency Payments                       | 52,500                      | 6,489                         | 46,011              | 12.4%                      |
|  | Other Expenditures                               | 44,685                      | 5,499                         | 39,186              | 12.3%                      |
|  | <b>CDBG Fund Total</b>                           | <b>374,465</b>              | <b>65,676</b>                 | <b>308,789</b>      | <b>17.5%</b>               |
| <b>Special Revenue, Grants and Other Funds</b> |  |                             |                               |                     |                            |
|  | Salaries   | 487,064                     | 87,361                        | 399,703             | 17.9%                      |
|  | Benefits   | 218,442                     | 59,270                        | 159,172             | 27.1%                      |
|  | Supplies and Services                            | 186,206                     | 87,473                        | 98,733              | 47.0%                      |
|  | Maintenance and Repairs                          | 49,950                      | 39,057                        | 10,893              | 78.2%                      |
|  | Professional Services                            | 204,397                     | 87,622                        | 116,775             | 42.9%                      |
|  | Leases/Rentals                                   | -                           | 74                            | (74)                | -                          |
|  | Debt/Other Agency Payments                       | 500                         | -                             | 500                 | 0.0%                       |
|  | Other Expenditures                               | 3,326,311                   | -                             | 3,326,311           | 0.0%                       |
|  | Transfers Out and Overhead                       | 49,589                      | 11,084                        | 38,506              | 22.4%                      |
|  | <b>Special Revenue, Grants/Other Funds Total</b> | <b>4,522,459</b>            | <b>371,940</b>                | <b>4,150,519</b>    | <b>8.2%</b>                |
| <b>Refuse Enterprise Fund</b>                  |  |                             |                               |                     |                            |
| 600  | Salaries   | 397,259                     | 80,108                        | 317,151             | 20.2%                      |
|  | Benefits   | 182,464                     | 52,314                        | 130,150             | 28.7%                      |

**Statement of Expenditures**  
**For First Quarter Ended September 30, 2008**  
(Unaudited)

| <b>Fund</b>                       | <b>Category</b>                 | <b>FY 2008-09<br/>Annual Budget</b> | <b>FY 2008-09<br/>Actual 1st Qtr.</b> | <b>Remaining<br/>Budget</b> | <b>1st Qtr. Pct.<br/>of Budget</b> |
|-----------------------------------|---------------------------------|-------------------------------------|---------------------------------------|-----------------------------|------------------------------------|
|                                   | Supplies and Services           | 51,470                              | 12,894                                | 38,576                      | 25.1%                              |
|                                   | Maintenance and Repairs         | 323,670                             | 100,610                               | 223,060                     | 31.1%                              |
|                                   | Professional Services           | 445,979                             | 78,045                                | 367,934                     | 17.5%                              |
|                                   | Leases/Rentals                  | -                                   | 629                                   | (629)                       |                                    |
|                                   | Other Expenditures              | 319,715                             | -                                     | 319,715                     | 0.0%                               |
|                                   | Transfers Out and Overhead      | <u>392,730</u>                      | <u>110,003</u>                        | <u>282,727</u>              | <u>28.0%</u>                       |
|                                   | <b>Refuse Fund Total</b>        | <b>2,113,287</b>                    | <b>434,604</b>                        | <b>1,678,683</b>            | <b>20.6%</b>                       |
| <b>Sewer Enterprise Fund</b>      |                                 |                                     |                                       |                             |                                    |
| 610                               | Salaries                        | 226,359                             | 65,243                                | 161,116                     | 28.8%                              |
|                                   | Benefits                        | 55,905                              | 33,287                                | 22,618                      | 59.5%                              |
|                                   | Supplies and Services           | 13,865                              | 506                                   | 13,359                      | 3.6%                               |
|                                   | Maintenance and Repairs         | 1,753,840                           | 395                                   | 1,753,445                   | 0.0%                               |
|                                   | Professional Services           | 1,988,504                           | 685,898                               | 1,302,606                   | 34.5%                              |
|                                   | Leases/Rentals                  | 26,299                              | 88,287                                | (61,988)                    | 335.7%                             |
|                                   | Debt/Other Agency Payments      | 120,000                             | -                                     | 120,000                     | 0.0%                               |
|                                   | Other Expenditures              | 39,670                              | 25,089                                | 14,581                      | 63.2%                              |
|                                   | Transfers Out and Overhead      | <u>382,769</u>                      | <u>159,932</u>                        | <u>222,838</u>              | <u>41.8%</u>                       |
|                                   | <b>Sewer Fund Total</b>         | <b>4,607,211</b>                    | <b>1,058,637</b>                      | <b>3,548,574</b>            | <b>23.0%</b>                       |
| <b>Water Enterprise Fund</b>      |                                 |                                     |                                       |                             |                                    |
| 620                               | Salaries                        | 1,141,991                           | 204,276                               | 937,715                     | 17.9%                              |
|                                   | Benefits                        | 470,823                             | 129,548                               | 341,275                     | 27.5%                              |
|                                   | Supplies and Services           | 122,605                             | 13,751                                | 108,854                     | 11.2%                              |
|                                   | Maintenance and Repairs         | 7,053,939                           | 890,757                               | 6,163,182                   | 12.6%                              |
|                                   | Professional Services           | 4,142,556                           | 202,377                               | 3,940,179                   | 4.9%                               |
|                                   | Leases/Rentals                  | 69,390                              | 20,493                                | 48,897                      | 29.5%                              |
|                                   | Debt/Other Agency Payments      | 2,408,863                           | 103,201                               | 2,305,662                   | 4.3%                               |
|                                   | Other Expenditures              | 3,338,450                           | 22,193                                | 3,316,257                   | 0.7%                               |
|                                   | Transfers Out and Overhead      | <u>431,895</u>                      | <u>120,476</u>                        | <u>311,420</u>              | <u>27.9%</u>                       |
|                                   | <b>Water Fund Total</b>         | <b>19,180,512</b>                   | <b>1,707,071</b>                      | <b>17,473,441</b>           | <b>8.9%</b>                        |
|                                   | <b>Total City Funds</b>         | <b>45,325,746</b>                   | <b>7,229,675</b>                      | <b>38,096,071</b>           | <b>16.0%</b>                       |
| <b>Redevelopment Agency Funds</b> |                                 |                                     |                                       |                             |                                    |
|                                   | Salaries                        | 162,134                             | 30,842                                | 131,292                     | 19.0%                              |
|                                   | Benefits                        | 61,003                              | 14,655                                | 46,348                      | 24.0%                              |
|                                   | Supplies and Services           | 41,120                              | 7,820                                 | 33,300                      | 19.0%                              |
|                                   | Maintenance and Repairs         | 16,200                              | 120                                   | 16,080                      | 0.7%                               |
|                                   | Professional Services           | 118,433                             | 18,201                                | 100,232                     | 15.4%                              |
|                                   | Leases/Rentals                  | 71,000                              | 17,788                                | 53,212                      | 25.1%                              |
|                                   | Debt/Other Agency Payments      | 2,469,785                           | -                                     | 2,469,785                   | 0.0%                               |
|                                   | Other Expenditures              | 205,100                             | -                                     | 205,100                     | 0.0%                               |
|                                   | Transfers Out and Overhead      | <u>475,549</u>                      | <u>23,166</u>                         | <u>452,383</u>              | <u>4.9%</u>                        |
|                                   | <b>RDA Fund Total</b>           | <b>3,620,324</b>                    | <b>112,592</b>                        | <b>3,507,732</b>            | <b>3.1%</b>                        |
|                                   | <b>Total City and RDA Funds</b> | <b>48,946,070</b>                   | <b>7,342,267</b>                      | <b>41,603,803</b>           | <b>15.0%</b>                       |

**FY 2008-09 First Quarter Report**  
**Salaries and Benefits Summary--July 08 through September 08**

|                       | Salaries-Full Time |           | Salaries-Part Time |        | Salaries-Overtime |         | Benefits  |           | Total Salaries and Benefits |           |
|-----------------------|--------------------|-----------|--------------------|--------|-------------------|---------|-----------|-----------|-----------------------------|-----------|
|                       | Budget             | Actual    | Budget             | Actual | Budget            | Actual  | Budget    | Actual    | Budget                      | Actual    |
| <b>GENERAL FUND</b>   | 5,129,492          | 1,115,312 | 249,802            | 80,551 | 586,285           | 226,973 | 3,126,856 | 1,066,506 | 9,092,435                   | 2,489,342 |
| <b>Other Funds</b>    |                    |           |                    |        |                   |         |           |           |                             |           |
| 100                   |                    |           |                    |        |                   |         |           |           |                             |           |
| 103                   | 4,786              | 1,018     | -                  | -      | -                 | -       | 909       | 722       | 5,695                       | 1,740     |
| 201                   | 3,687              | 728       | -                  | -      | -                 | -       | 864       | 446       | 4,551                       | 1,174     |
| 204                   | 64,582             | 10,359    | -                  | 2,826  | -                 | -       | 24,159    | 7,200     | 88,741                      | 20,385    |
| 205                   | 16,234             | 795       | -                  | -      | 297               | 18      | 3,507     | 669       | 20,038                      | 1,482     |
| 206                   | 107,652            | 23,440    | -                  | -      | 7,085             | 1,730   | 47,940    | 19,431    | 162,677                     | 44,601    |
| 280                   | 326,484            | 66,704    | -                  | -      | 15,116            | 3,879   | 152,542   | 47,944    | 494,142                     | 118,527   |
| 281                   | 3,081              | 652       | -                  | -      | 47                | -       | 964       | 408       | 4,092                       | 1,060     |
| 303                   | 16,151             | -         | 26,369             | -      | -                 | -       | 18,458    | -         | 60,978                      | -         |
| 305                   |                    |           |                    |        |                   |         |           |           |                             |           |
| 311                   | 14,683             | -         | 26,096             | 742    | -                 | -       | 17,288    | 1,061     | 58,067                      | 1,802     |
| 312                   | -                  | -         | -                  | -      | -                 | -       | -         | -         | -                           | -         |
| 313                   | -                  | -         | -                  | -      | -                 | -       | -         | -         | -                           | -         |
| 314                   | -                  | -         | -                  | -      | -                 | -       | -         | -         | -                           | -         |
| 405                   | -                  | -         | -                  | 257    | -                 | -       | -         | 29        | -                           | 286       |
| 410                   | -                  | -         | -                  | -      | -                 | -       | -         | 87        | -                           | 1,273     |
| 450                   | 165,192            | 30,074    | -                  | 2,590  | 488               | 969     | 70,237    | 17,917    | 235,917                     | 51,550    |
| 500                   |                    |           |                    |        |                   |         |           |           |                             |           |
| 550                   | 116,235            | 17,624    | -                  | 1,353  | 2,058             | 2,036   | 46,788    | 8,227     | 165,081                     | 29,240    |
| 555                   | 43,841             | 9,830     | -                  | -      | -                 | -       | 14,215    | 6,428     | 58,056                      | 16,257    |
| 600                   | 375,951            | 72,555    | -                  | -      | 21,308            | 7,553   | 182,464   | 52,314    | 579,723                     | 132,422   |
| 610                   | 224,020            | 64,689    | -                  | -      | 2,339             | 554     | 55,905    | 33,287    | 282,264                     | 98,531    |
| 620                   | 1,105,899          | 199,192   | -                  | -      | 36,092            | 5,084   | 470,823   | 129,548   | 1,612,814                   | 333,824   |
| 702                   | 193,383            | 41,568    | -                  | -      | 6,059             | 2,693   | 105,317   | 29,627    | 304,759                     | 73,888    |
| Grand To              | 2,781,861          | 539,227   | 52,465             | 7,768  | 90,889            | 25,703  | 1,212,380 | 355,344   | 4,137,595                   | 928,042   |
| Total All Funds       | 7,911,353          | 1,654,539 | 302,267            | 88,319 | 677,174           | 252,676 | 4,339,236 | 1,421,850 | 13,230,030                  | 3,417,384 |
| Actual Pct. of Budget |                    | 20.9%     |                    | 29.2%  |                   | 37.3%   |           | 29.3%     |                             | 22.4%     |

**FY 2008-09 First Quarter Report  
Overtime Summary--July 08 through September 08**

| Department          | Annual Budget | Quarter Actual | Three Months<br>Pct. of Budget |
|---------------------|---------------|----------------|--------------------------------|
| <b>General Fund</b> |               |                |                                |
| Administration      | \$ 17,998     | \$ 6,738       | 37.4%                          |
| Building and Safety | 6,081         | 2,254          | 37.1%                          |
| Community Services  | 20,588        | 12,266         | 59.6%                          |
| Finance             | 2,252         | 1,046          | 46.4%                          |
| Fire                | 113,406       | 71,474         | 63.0%                          |
| Planning            | 1,556         | 179            | 11.5%                          |
| Police              | 424,239       | 132,025        | 31.1%                          |
| Public Works        | 165           | 990            | <u>600.0%</u>                  |
| Quarter Totals      | 586,285       | 226,972        | 38.7%                          |

| <b>Non-General Funds</b>  |               |                |                                |
|---------------------------|---------------|----------------|--------------------------------|
| Fund                      | Annual Budget | Quarter Actual | Three Months<br>Pct. of Budget |
| NPDES STORMWATER QUALITY  | 297           | 18             | 6.0%                           |
| STORMWATERPROGRAM         | 7,085         | 1,730          | 24.4%                          |
| STATE GAS TAX             | 15,116        | 3,879          | 25.7%                          |
| LOCAL TRANSPORTATION TDA  | 47            | -              | 0.0%                           |
| WEED & SEED GRANT         | -             | 1,186          |                                |
| CDBG GRANT                | 488           | 969            | 198.6%                         |
| RDA GENERAL               | 2,058         | 2,036          | 98.9%                          |
| REFUSE UTILITY            | 21,308        | 7,553          | 35.4%                          |
| SEWER UTILITY             | 2,339         | 554            | 23.7%                          |
| WATER UTILITY             | 36,092        | 5,084          | 14.1%                          |
| PW-EQUIPMENT MAINTENANCE  | 6,059         | 2,693          | 44.4%                          |
| Other Funds Quarter Total | 90,889        | 25,703         | 28.3%                          |
| All Funds Total           | 677,174       | 252,675        | 37.3%                          |

**CITY OF SANTA PAULA  
CAPITAL IMPROVEMENT PROGRAM  
Quarterly Update**

|                                       | Project Name  | Description   | Status  |
|---------------------------------------|---|---|---|
| <b>PUBLIC BUILDINGS</b>               |   |   |   |
| 1                                     | New Corporation Street Yard – Planning & Preliminary Design | The existing Corporation Yard does not meet current staffing and space needs for Public Works Maintenance and Utilities divisions. The new Corporation Yard will be sited with the new Water Recycling Facility.  | Design on hold  |
| <b>PARKS &amp; RECREATION</b>         |   |   |   |
| 1                                     | Central Bicycle Trail – Design & Construction               | Also known as the Santa Paula Branch Line Bike Trail. This project is the Santa Paula portion of a planned 32-mile bike trail from Ventura to Santa Clarita. The alignment is generally along the Southern Pacific Railroad right-of-way. There is an existing portion in Fillmore. The trail is a combination of Class I and Class II bike trail from 8-12 feet wide, extending from Peck Road to Santa Paula Creek. | Caltrans staff is reviewing   |
| 2                                     | Harding Park Master Plan Phase II                           | This project includes preparation of bid packages for the following work: Entry Way, Tom Moore 1 <sup>st</sup> and 3 <sup>rd</sup> base dugouts, Tom Moore Field Grandstand and Concrete Flatwork. This project has been recommended by the Santa Paula Recreation Commission and the Harding Park Advisory Board.  | Scope of Work currently under review.   |
| <b>STREET IMPROVEMENTS PROJECTS</b>   |   |   |   |
| 1                                     | Curb Ramp Installation Project 07/08                        | Project will install approximately 30 handicapped-accessible curb ramps.  | City Council approved project for bid and expected to be finished in Feb 2009.  |
| 2                                     | Paving Rehab Project 07/08                                  | The next arterial street to be repaired will be a portion of Peck Road from Faulkner to Harvard.  | Project is in design.   |
| 3                                     | Overhead School Crossing Lights (5th/Harvard)               | The Public Works Department has applied for grant funding for three additional lighted crosswalks. If the City's application is approved by Caltrans, the City will complete the design and bid the project to install lighted crosswalks on Ventura Street at Oak Street; on Palm Avenue at Ventura Street, and on Santa Paula Street at Sixth Street.   | Project is in design.   |
| 4                                     | Traffic Signal Controller Replacement                       | Preliminary Plan/Study for Route 150 By-Pass on the east side of Santa Paula  | The proposed project did not receive grant funding.   |
| 5                                     | Route 126 @ 10th & @ Palm: Traffic Signals                  | Installation of traffic signal improvements at the Route 126 off-ramps at 10th Street and at Palm.  | Funds have been extended. VCTC is preparing paperwork for CalTrans.   |
| 6                                     | Paving Rehab Project 08/09                                  | The following streets are to be repaired: Streets affected by the waterline Phase 1 Project, Elm St, Lucada, Laurie, Craig, Arthur, and Warren.   | Project is in design.   |
| 7                                     | Sidewalk Repair and Replacement                             | Various locations around town.  | On going.   |
| 8                                     | Street Tree Replacement                                     | Various locations around town.  | City Council needs to approve the updated project scope. Approval request scheduled to go to Council in early Feb 2008. |
| <b>WASTEWATER/STORMDRAIN PROJECTS</b> |   |   |   |
| 1                                     | Waste Water Treatment Plant Improvements                    | Planning, design, environmental and site acquisition work toward the ultimate construction of a new Water Recycling Facility to comply with RWQCB requirements.   | Design at 30% level. Project in construction.   |
| 2                                     | Sewer Pipeline Rehabilitation Program                       | Various locations identified in the Master Plan   | In design.  |
| 3                                     | Manhole Replacement/Rehabilitation Program                  | Various locations around town.  | Staff in process of identifying areas of concern. Project anticipated to be identified by Winter 2009.                  |
| 4                                     | Infiltration Reduction Program                              | Various locations around town.  | Staff & ECO Resources identifying areas needing repair. Anticipated to be designed by Spring 2009.                      |
| 5                                     | Lemonwood Lift Station Rehab & Design                       | Study to investigate the efficiency/layout of the lift station.   | On hold.  |
| 6                                     | Ojai/12th Street Stormdrain Design                          | Design of new storm drain pipe to alleviate flooding.   | Not started yet.  |
| 7                                     | Storm Drain Master Plan II                                  | Analysis of special locations in the city to develop CIP Projects.  | On hold.  |
| <b>WATER PROJECTS</b>                 |   |   |   |
| 1                                     | 400 Zone # 2/600 Zone #1 Booster Station Improvements       | This project entails the construction of a new booster station at the main reservoir on Tenth Street. The existing booster stations are at the end of their economically useful lives. Replacement is necessary to maintain a reliable supply of water in the 400 and 600 pressure zones. This project is on hold until the water master plan is complete.  | Consultant is working on design.  |
| 2                                     | Cherry Hill/Case Tank Slope Repair Construction             | Installation of slope protection measure/behind both tanks  | Design beginning.   |
| 3                                     | New 4.0 MG Tank Design                                      | New tank to provide adequate storage as outlined in the Water Master Plan. Design will be performed by a consultant.  | Consultant is developing.   |
| 4                                     | Water Main Replacement Program Phase III                    | The City has several miles of older two-inch steel mainlines that should be upgraded to eight or ten inch C-900 PVC pipe to provide better volume and fire protection. A consultant will be hired to prepare construction bid packages for the water mainline replacements, then the projects will be constructed.  | Phase I Project complete. Phase II Project is Complete.   |
| 5                                     | Well #11 Rehabilitation & Pumping Equipment Repairs         | Routine well maintenance and rehabilitation to maintain efficiency and longevity of our water production facilities.  | Design has not begun.   |
| 6                                     | Main Reservoir Predisign                                    | Possible replacement scenarios for the eventual facility replacement.   | Not started yet.  |
| 7                                     | Crosstown Pipeline Construction                             | Design of a dedicated transmission main across town from Steckel water conditioning facility to the main reserve.   | Design is 40% complete.   |
| 8                                     | Lemonwood Wellfield Evaluation Study                        | Study to determine optimal site of additional water supply source; additional supply sources are especially needed on the east side of the City. This work may be completed in conjunction with the Fagan Canyon Development work.  | Study is Complete   |

# CITY OF SANTA PAULA

## MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Wally Bobkiewicz, City Manager

DATE: October 15, 2008

SUBJECT: **Financial Management Plan – Phase I**

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With the adoption of the FY 2008/09 budget in June, I warned the City Council of my concerns about the City's financial health in the coming months. Since June, the economy of the United States and around the world has been hit by circumstances even more severe than could have been imagined just a few months ago.

My concern for the fiscal health of the City continues. Therefore I am instituting today Phase I of a Financial Management Plan to allow the City to best manage through these difficult times with the least impact possible to our residents and employees. This plan was developed with input from the City's management team. The components of the Plan:

1. Hiring "Chill": I am slowing down hiring of all positions. Each vacant position to be filled must be justified by the appropriate Department Head in specific terms as to how filling the position contributes to the health, safety or economic development of the community.
2. Expenditure Control: All expenditures over \$1,000.00 will require City Manager approval. I will question each Department Head carefully about each expenditure as to how the expenditure contributes to the health, safety or economic development of the community.
3. Travel and Training: All travel and training will be limited only to those programs reimbursed by others (such as Police Department POST training) or training required for the health and safety of our employees or of the community. Exceptions will be made for those programs already paid for which cancellation would bring a financial loss to the City and extraordinary circumstances as determined by the City Manager.

4. Overtime: All overtime will require the prior approval by a Department Head. The Finance Director has been directed to prepare a citywide overtime report each pay period that will be reviewed by the City Manager to ensure that Department Heads are properly managing their department overtime.
5. "Shop Santa Paula": Each Department Head and supervisor has been directed to review their department's purchases of goods and services to determine that Santa Paula businesses are being used to the maximum extent possible. The City's own spending practices can serve as a small economic stimulus in the community.
6. Use of Consultants: Each Department Head has been directed to review their use of consultants and to curtail their use to the maximum extent possible.
7. Fuel Use and Power Consumption: Each Department Head and supervisor has been directed to be mindful of their department's use of gasoline and power consumption. Better tracking methods for this have been put in place over the last three months and will be monitored by the City Manager's Office and the Finance Department.
8. City Council Financial Reporting: The Finance Director has been directed to prepare a financial update report to the City Council at its second meeting of each month. This report will give a general overview of the City's financial position as of the close of books from the previous month. Full quarterly reports will be given at the second meeting of January and April.
9. Financial Management Plan – Phase II: I will monitor the impacts of Phase I of this Plan through December and return to the City Council in January with Phase II of the Plan to reflect midyear actual revenue and expenditures.