



Administration

Administrative operations include the legislative, chief executive, and finance functions of the City. Included are the elected positions: City Council Members, City Clerk and City Treasurer. The City Manager and City Attorney are appointed by the City Council.


City Council: The City Council consists of four at-large members, elected every four years, and a directly-elected Mayor elected every two years. Voters chose the directly elected Mayor for the first time in the City's history in 2016. The Council is responsible for the legislative functions of the City. Regular meetings are scheduled to be held the second and fourth Tuesday of each month starting at 7 p.m., and the City Council may call for special meetings as needed with a minimum 24 hours notice.

In order to secure greater input regarding issues of community interest and concern, the City Council has created the following bodies: Arts Commission, Historic Preservation Commission, Parks and Recreation Commission, Planning Commission, and the Building Appeals Board. As specific issues are identified, a commission may make a committee to address said issues.

City Treasurer: The City Treasurer is elected to serve a four-year term. The Treasurer's responsibilities include the following: receiving for safekeeping all funds coming into the City treasury; monitoring compliance with laws governing public funds; preparation of monthly investment reports; monitoring cash flow; conducting periodic audits of revenue collections; and review of the annual independent audit. In 2017 the City Treasurer pay was increased to \$350 per month.

City Attorney: The City Attorney advises the City officers in all legal matters pertaining to the business of the City. The City Attorney does not, however, provide advice to the public, even on matters involving the City. The budget funds legal service related to general City activities and for civil litigation in which the City is involved. City Attorney services are provided under a contract with a private law firm. In addition, the budget includes funds for retention of other attorneys when specialized services are needed or a conflict of interest exists.

City Manager: Under the provisions of the Municipal Code, the City Manager is responsible for the administrative functions of the City. With the exception of the City Clerk and City Treasurer—both of whom are elected—each of the City Department Heads report to the City Manager who, in turn, reports to the City Council Members. The Assistant to the City Manager, City Manager Administrative Analyst, and Recreation Manager also report directly to the City Manager. The Assistant to the City Manager handles the City's human resources/personnel and risk management functions, and also serves as the staff liaison to the Arts Commission. Other duties include special projects,



serving as the City's Public Information Officer, and coordinating the City's emergency disaster response plans. The Administrative Analyst coordinates and schedules activities for the City Manager's office and serves as the City Manager's direct clerical assistant. The position also currently manages the Libbey Bowl, and serves as the liaison to the ad-hoc Libbey Bowl committee. The Administrative Analyst is also responsible for managing the City's website and provides clerical support assistance to the City Council. Additionally, the Administrative Analyst is responsible for the execution of Ojai Day and allocates time spent on that project to the Recreation Department.

Finance Department: The Finance Department performs all accounting services for business licensing, payroll, billing and accounts receivable, accounts payable, cash flow, and money management. It also prepares and monitors financial reporting, budgeting, internal control evaluation, as well as prepares monthly Treasurer's Reports and annual financial reports, the federal and state payroll tax returns and annual sales tax returns. Other primary responsibilities are maintaining the accounting records in accordance with generally accepted accounting principles, city policies, as well as applicable State and Federal laws and regulations, governmental accounting standards established by the Government Accounting Standards Board and Financial Accounting Standards Board. All finance staff report to the Finance Director, who reports directly to the City Manager.


City Clerk: The City's Clerk's Office operates under the auspices of an elected City Clerk. Because the City Clerk's position is part-time, the day-to-day responsibilities of the City Clerk's Office are performed by the Deputy City Clerk/Records Manager, under the direction of the City Manager. The essential functions of the City Clerk's Office are election administration; serving as Clerk to the City Council, and managing the City's official records and archives.

Elections administration encompasses the nomination process; the filing of candidates' statements and other reports required by the Fair Political Practices Act; contracting with the County of Ventura for election-day processes including setting up polling places and ballot counting, and certifying election results.

As Clerk to the City Council, the Deputy City Clerk prepares agendas and minutes and processes the resolutions and ordinances adopted by the Council. The Deputy City Clerk verifies legal notices have been posted or published, and completes the necessary arrangements to ensure an effective meeting. The Deputy City Clerk assists all departments in the adherence to the Brown Act (Open Meetings Law). is entrusted with the responsibility of recording the decisions which constitute the building blocks of our representative government.

As Records Manager, the Deputy City Clerk is responsible for the preservation of all official City documents and other records. Responsibilities include administering the California Public Records Act, records retention and destruction, and compliance with the various state laws pertaining to records management.

Building Department: The Building & Safety Department is responsible for processing building permits, plan checks, conducting site and building inspections, monitoring



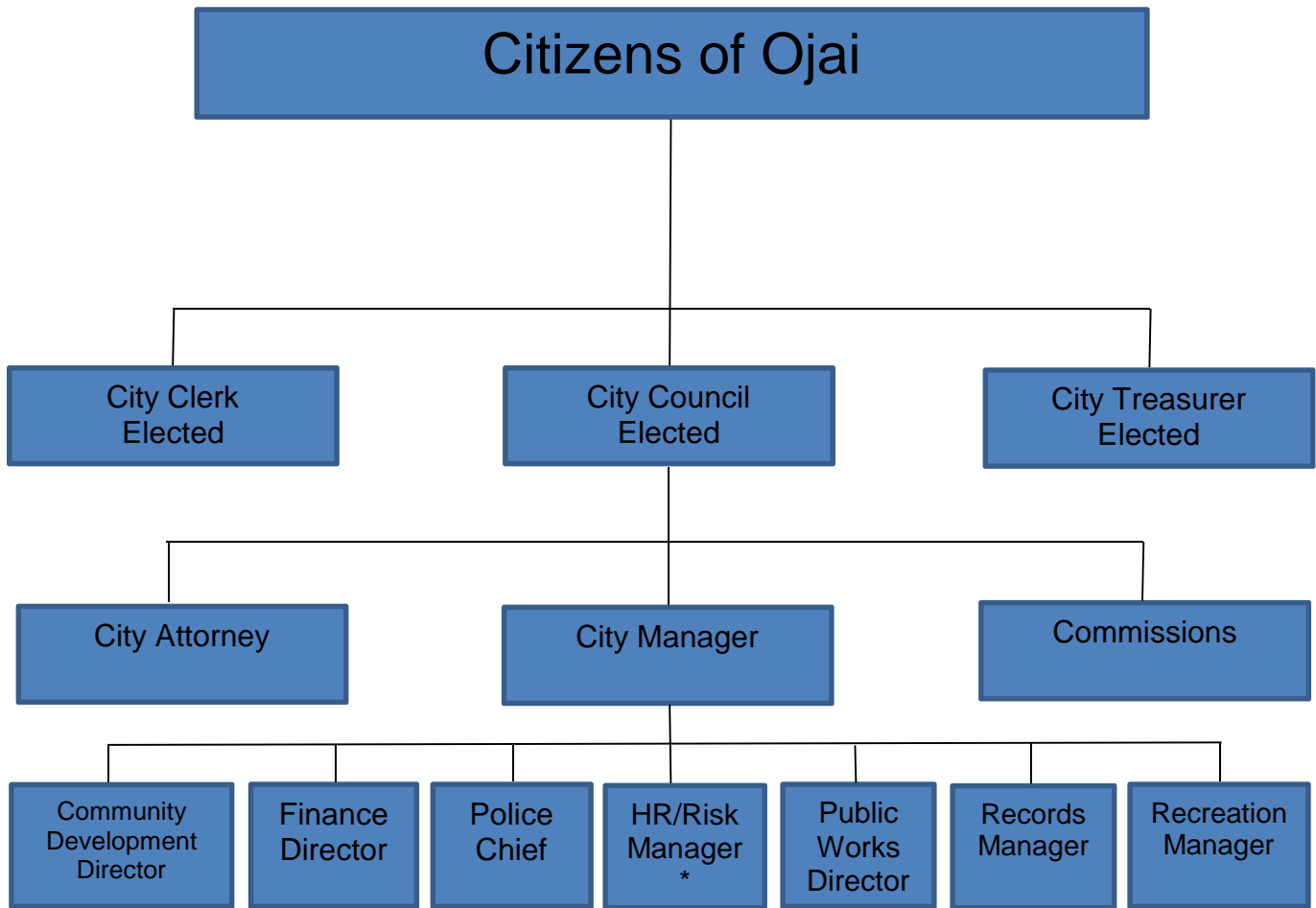
construction activities, and enforcing Ojai's building codes. The Building Official also serves as staff liaison to the Building Appeals Board. The Building Official reports directly to the City Manager.

Code Compliance Division:

The Code Compliance Division is responsible for ensuring compliance with all of the City of Ojai's Municipal Codes. Currently, the City contracts for part-time code compliance services.

Animal Control Services

The department coordinates with Ventura County Animal Services for enforcement of vaccination and licensing requirements; collection of abandoned and stray animals as well as those that are sick, injured, or dead; and enforcement of leash laws, animal nuisance investigations, and enforcement of other pertinent animal control regulations. The contract with Animal Services is coordinated through the City Manager's office.



*Proposed Position

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
<u>General Fund</u>						
<u>City Council Department</u>						
<u>Salaries & Benefits</u>						
010-1101-0013-000	Salaries - Special	28,500	28,500	28,500	28,500	-
010-1101-0021-001	Pers/retirement	3,479	3,750	3,750	2,560	(1,190)
010-1101-0021-002	Social Security	1,346	1,800	1,800	1,767	(33)
010-1101-0021-003	Icma	311	310	310	170	(140)
010-1101-0021-005	Workers Comp Insurance	420	450	450	530	80
010-1101-0021-006	Health Insurance	39,000	40,200	40,200	27,970	(12,230)
010-1101-0021-007	Life Insurance	471	530	530	530	-
010-1101-0021-009	Dental Insurance	3,057	3,670	3,670	2,930	(740)
010-1101-0021-011	Vision Insurance	513	620	620	500	(120)
010-1101-0021-012	Medicare	315	400	400	413	13
010-1101-0021-016	PERS Unfunded Liability	1,767	2,010	2,010	2,733	723
010-1101-0021-106	Health Insr/ret Emp/council	34,970	30,420	30,420	34,460	4,040
Salaries & Benefits Total		114,148	112,660	112,660	103,063	(9,597)
<u>Other Operating Expenditures</u>						
010-1101-0129-000	Bank & Credit Card Stmt Chgs	118	160	160	-	(160)
010-1101-0132-000	Community Outreach	20	-	-	-	-
010-1101-0141-000	Training & Education	5,919	3,500	3,500	3,500	-
010-1101-0141-321	Professional / Membership Dues	111	120	120	120	-
010-1101-0141-370	City Manager/council Meeting	44	250	250	250	-
010-1101-0144-000	Computer Supplies / R & M	3,715	500	500	500	-
010-1101-0145-000	Office Supplies	1,335	1,360	1,360	1,400	40
010-1101-0145-308	Ups/FedEx/ Postage	16	50	50	100	50
010-1101-0146-311	Council Meeting Supplies	1,624	1,400	1,400	1,500	100
010-1101-0147-000	Contract Services	-	-	-	-	-
010-1101-0147-100	Contract Serv / Interpreter	345	500	500	500	-

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
010-1101-0147-314	Contract Serv / Office Machine	2,475	2,500	2,500	2,250	(250)
010-1101-0147-317	Contract Serv/Alarms	746	1,030	1,030	1,000	(30)
010-1101-0155-005	Auto Mileage Reimbursements	125	500	500	500	-
010-1101-0191-000	Electricity	3,125	3,020	3,020	3,020	-
010-1101-0192-000	Natural Gas	485	560	560	560	-
010-1101-0193-000	Water	922	1,000	1,000	260	(740)
010-1101-0193-010	Phone/Alarm Services	-	160	320	160	(160)
010-1101-0194-000	Telephone	172	150	150	2,000	1,850
010-1101-0206-000	<u>EDC-VC & LAFCO</u>	<u>2,694</u>	<u>11,250</u>	<u>11,250</u>	<u>5,000</u>	<u>(6,250)</u>
	<u>Other Operating Expenditures Total</u>	<u>23,992</u>	<u>28,010</u>	<u>28,170</u>	<u>22,620</u>	<u>(5,550)</u>
	<u>Transfer Out to Other Funds</u>					
010-1101-0900-033	<u>Trans to Equi Replacement (33)</u>	<u>5,560</u>	<u>5,560</u>	<u>5,560</u>	<u>4,820</u>	<u>(740)</u>
	<u>Transfer Out to Other Funds</u>	<u>5,560</u>	<u>5,560</u>	<u>5,560</u>	<u>4,820</u>	<u>(740)</u>
1101	<u>City Council Department Total</u>	<u>143,700</u>	<u>146,230</u>	<u>146,390</u>	<u>130,503</u>	<u>(15,887)</u>

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
<u>City Manager Department</u>						
<u>Salaries - Regular</u>						
010-1102-0011-000	Salaries - Regular	347,474	262,470	262,470	284,567	22,097
010-1102-0012-000	Salaries - Part-Time	3,781	-	-	11,224	11,224
010-1102-0014-000	Salaries - It	12,392	-	-	13,280	13,280
010-1102-0021-001	Pers/retirement	34,879	39,050	39,050	45,445	6,395
010-1102-0021-002	Social Security	15,136	14,910	14,910	19,160	4,250
010-1102-0021-003	Icma	6,180	5,000	5,000	6,490	1,490
010-1102-0021-004	Unemployment	513	470	470	720	250
010-1102-0021-005	Workers Comp Insurance	5,530	5,860	5,860	6,610	750
010-1102-0021-006	Health Insurance	25,808	31,970	31,970	23,050	(8,920)
010-1102-0021-007	Life Insurance	384	280	280	310	30
010-1102-0021-008	Disability Insurance	1,258	1,800	1,800	2,120	320
010-1102-0021-009	Dental Insurance	1,449	1,980	1,980	2,170	190
010-1102-0021-011	Vision Insurance	247	340	340	370	30
010-1102-0021-012	Medicare	5,284	3,490	3,490	4,480	990
010-1102-0021-016	PERS Unfunded Liability	40,539	49,980	49,980	50,556	576
010-1102-0021-106	Health Insr/ret Emp/cm	27,777	23,830	23,830	25,150	1,320
<u>Salaries & Benefits Total</u>		528,631	441,430	441,430	495,702	54,272
<u>Other Operating Expenditures</u>						
010-1102-0125-000	Prsnnl-pers Health/adm Fees	2,031	2,000	2,000	2,000	-
010-1102-0125-010	Prsnnl-pre-emplmt Phys Exam	407	100	100	500	400
010-1102-0125-020	Personnel-compliance Posters	63	200	200	200	-
010-1102-0125-100	Partial OPEB Pre-funding	100,000	100,000	100,000	100,000	-
010-1102-0126-001	Ceridian Admin Fee	620	-	-	-	-
010-1102-0127-010	Comm/Emp Recognition & Award	2,984	3,500	3,500	3,500	-
010-1102-0129-000	Bank & Credit Card Stmt Chgs	135	200	200	-	(200)
010-1102-0131-352	Personnel - Advertising	7,482	2,000	2,000	5,000	3,000

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
010-1102-0138-358	Recruitment	51	5,000	5,000	500	(4,500)
010-1102-0141-000	Training & Education	2,482	2,100	2,100	3,000	900
010-1102-0141-321	Professional / Membership Dues	16,396	3,900	3,900	180	(3,720)
010-1102-0141-370	City Manager/council Meeting	26	150	150	150	-
010-1102-0144-000	Computer Supplies / R & M	787	200	200	500	300
010-1102-0145-000	Office Supplies	1,401	920	920	1,350	430
010-1102-0145-308	Ups/FedEx/postage	213	250	250	250	-
010-1102-0146-311	Water/1st Aid/Kitchen Supplies	962	950	950	500	(450)
010-1102-0147-000	Contract Services-General	779	-	-	1,000	1,000
010-1102-0147-301	Contract Services- CD Audit	32,527	-	-	-	-
010-1102-0147-314	Contract Serv / Office Machine	671	690	690	800	110
010-1102-0147-317	Contract Serv/Alarms	591	820	820	900	80
010-1102-0147-320	City Hall Needs Assessment	5,000	-	10,000	-	(10,000)
010-1102-0147-356	Website Contract Svr	956	300	300	300	-
010-1102-0155-005	Auto Mileage Reimbursements	801	900	900	900	-
010-1102-0191-000	Electricity	2,475	2,420	2,420	2,400	(20)
010-1102-0192-000	Natural Gas	384	460	460	450	(10)
010-1102-0193-000	Water	730	800	800	220	(580)
010-1102-0194-000	Telephone	2,439	1,840	1,840	1,800	(40)
010-1102-0194-360	High-speed Internet Services	200	210	210	200	(10)
010-1102-0206-000	VCOG/EDC-VC/LOCC	-	-	-	11,820	11,820
	Other Operating Expenditures Total	183,593	129,910	139,910	138,420	(1,490)
	<u>Transfer Out To Other Funds</u>					
010-1102-0900-033	Trans to Equi Replacement (33)	3,330	3,330	3,330	3,360	30
	Transfer to Other Funds	3,330	3,330	3,330	3,360	30
1102	City Manager Department	715,554	574,670	584,670	637,482	52,812

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
	<u>City Treasurer Department</u>					
	Salaries & Benefits					
010-1103-0013-000	Salaries - Special	900	1,500	1,500	4,200	2,700
010-1103-0021-001	Pers/retirement	129	240	240	669	430
010-1103-0021-002	Social Security	56	100	100	260	160
010-1103-0021-005	Workers Comp Insurance	10	10	10	80	70
010-1103-0021-012	Medicare	13	20	20	60	40
010-1103-0021-016	PERS Unfunded Liability	232	370	370	1,004	620
	Salaries & Benefits Total	1,340	2,240	2,240	6,273	4,020
	<u>Other Operating Expenditures</u>					
010-1103-0141-321	Professional Dues	155	160	160	160	-
	Other Operating Expenditures Total	155	160	160	160	-
1103	City Treasurer Department Total	1,495	2,400	2,400	6,433	4,020

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
<u>Finance Department</u>						
<u>Salaries & Benefits</u>						
010-1104-0011-000	Salaries - Regular	304,902	360,550	360,550	385,437	24,887
010-1104-0014-000	Salaries - It	1,397	-	-	1,900	1,900
010-1104-0021-001	Pers/retirement	39,696	46,510	46,510	49,931	3,421
010-1104-0021-002	Social Security	17,515	22,660	22,660	24,010	1,350
010-1104-0021-003	Icma	6,077	6,200	6,200	6,290	90
010-1104-0021-004	Unemployment	839	840	840	910	70
010-1104-0021-005	Workers Comp Insurance	29,715	3,770	3,770	7,290	3,520
010-1104-0021-006	Health Insurance	56,731	72,020	72,020	73,310	1,290
010-1104-0021-007	Life Insurance	414	510	510	510	-
010-1104-0021-008	Disability Insurance	1,310	2,500	2,500	2,650	150
010-1104-0021-009	Dental Insurance	2,641	3,520	3,520	3,540	20
010-1104-0021-011	Vision Insurance	450	600	600	600	-
010-1104-0021-012	Medicare	4,214	5,300	5,300	5,620	320
010-1104-0021-016	PERS Unfunded Liability	14,805	16,860	16,860	16,670	(190)
010-1104-0021-106	Health Insr/ret Emp/finance	48,348	40,790	40,790	46,300	5,510
010-1104-0021-200	PR Alloc to RDA Successor Agency	(6,180)	-	-	-	-
Total Salaries and Benefits		522,874	582,630	582,630	624,968	42,338
<u>Other Operating Expenditures</u>						
010-1104-0124-000	Housing 20% set-aside	31,241	-	-	-	-
010-1104-0126-001	Ceridian Admin Fee	277	-	-	-	-
010-1104-0126-100	Employee Dishonesty Bond	811	-	-	-	-
010-1104-0129-000	Bank & Credit Card Stmt Chgs	8,599	4,500	4,500	6,000	1,500
010-1104-0133-000	Miscellaneous Exp	4	-	-	-	-
010-1104-0138-000	Fingerprinting Costs	32	30	30	-	(30)
010-1104-0141-000	Training & Education	2,764	5,000	5,000	5,000	-
010-1104-0141-321	Professional / Membership Dues	656	1,000	1,000	1,000	-

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
010-1104-0141-322	Publications	76	500	500	100	(400)
010-1104-0144-000	Computer Supplies / R & M	1,362	2,000	2,000	2,000	-
010-1104-0145-000	Office Supplies	5,467	6,010	6,010	6,000	(10)
010-1104-0145-200	Software License	-	14,500	14,500	14,500	-
010-1104-0145-308	Ups/FedEx/ Postage	3,425	4,000	4,000	4,000	-
010-1104-0146-311	Water/1st Aid/Kitchen Supplies	1,152	1,500	1,500	1,500	-
010-1104-0147-000	Contract Serv	4,857	-	-	-	-
010-1104-0147-300	Contract Serv / Acctg Services	2,926	3,000	3,000	5,000	2,000
010-1104-0147-301	Contract Serv / Audit	19,312	29,000	29,000	29,000	-
010-1104-0147-302	Contract Serv / Parking Cites	133	160	160	150	(10)
010-1104-0147-303	Contract Serv / Maximus (SB 90)	-	2,670	2,670	3,000	330
010-1104-0147-305	Contract Serv / Computer	10,763	-	-	-	-
010-1104-0147-306	Contract Serv / GASB 45	-	6,000	6,000	-	(6,000)
010-1104-0147-307	Contract Serv/ PERS - GASB 68	5,150	2,550	2,550	6,500	3,950
010-1104-0147-308	Contract Serv/ Fee Study	-	-	-	15,000	15,000
010-1104-0147-314	Contract Serv / Office Machine	3,177	3,130	3,130	2,820	(310)
010-1104-0147-317	Contract Serv/Alarms	615	850	850	820	(30)
010-1104-0151-000	Vehicle Repairs and Maint	30	20	20	100	80
010-1104-0153-000	Vehicle Fuel	38	220	220	300	80
010-1104-0154-000	Bad Debt/Returned Checks	1,481	220	-	-	-
010-1104-0155-005	Auto Mileage Reimbursements	127	150	150	200	50
010-1104-0191-000	Electricity	4,300	3,730	3,730	3,800	70
010-1104-0192-000	Natural Gas	400	510	510	500	(10)
010-1104-0193-000	Water	760	1,000	1,000	270	(730)
010-1104-0194-000	Telephone	3,154	2,700	2,700	2,640	(60)
010-1104-0194-360	High-speed Internet Services	359	380	380	370	(10)
Other Operating Expenditures Total		113,449	95,330	95,110	110,570	15,460
<u>Transfer Out To Other Funds</u>						

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
010-1104-0900-033	Trans to Equi Replacement (33) tech	4,450	6,450	6,450	6,810	360
010-1104-0900-033	Trans to Equi Replacement (33) vehicle	-	-	-	-	-
0900	Transfer Out To Other Funds	4,450	6,450	6,450	6,810	360
1104	Finance Department Total	640,773	684,410	684,190	742,348	58,158

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
<u>City Attorney Department</u>						
<u>Other Operating Expenditures</u>						
010-1105-0147-000	Contract Serv / Retainer	(6,747)	144,000	144,000	144,000	-
010-1105-0147-001	General Consulting Services	16,119	3,000	3,000	15,000	12,000
010-1105-0147-002	Attend Special & Comm meetings	7,847	-	-	-	-
010-1105-0147-003	Misdemeanors	6,200	-	-	-	-
010-1105-0147-005	Building Appeals Board	1,972	-	-	-	-
010-1105-0147-022	Cell Tower CUP	110	-	-	-	-
010-1105-0147-029	Historic Prsrvtn Commisssion	7,353	-	-	-	-
010-1105-0147-035	Brown Act Issues	2,674	-	-	-	-
010-1105-0147-038	Venskus Litigation Support	23,158	-	-	-	-
010-1105-0147-040	Golden State Water Issues	552	-	-	-	-
010-1105-0147-050	Medical Marijuana	1,813	-	-	-	-
010-1105-0147-052	Plaza Maint District Issues	74	-	-	-	-
010-1105-0147-102	City Manager Department	8,495	-	-	-	-
010-1105-0147-103	City Council Department	9,986	-	-	-	-
010-1105-0147-104	Finance Department	1,632	-	-	-	-
010-1105-0147-105	Code Enforcement Issues	3,892	-	-	-	-
010-1105-0147-107	City Clerk's Office	6,374	-	-	-	-
010-1105-0147-110	Employee Hndbk&Prsnnl Issues	26,238	-	-	-	-
010-1105-0147-113	Election related issues	1,745	-	-	-	-
010-1105-0147-120	Appeals Board Ord	226	-	-	-	-
010-1105-0147-122	Public Records Request	2,413	-	-	-	-
010-1105-0147-200	Water Well Permit Issues	48	-	-	-	-
010-1105-0147-205	Ojai Valley Wesleyan Lease	16	-	-	-	-
010-1105-0147-210	RDA Successor issue	18	-	-	-	-
010-1105-0147-212	Transit Fund Issues	64	-	-	-	-
010-1105-0147-215	Planning Commission	8,724	-	-	-	-

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
010-1105-0147-250	Skate Park Related Svc	212	-	-	-	-
010-1105-0147-252	Libbey Bowl (Projects&Issues)	1,165	-	-	-	-
010-1105-0147-300	Public Art Ordinance	1,771	-	-	-	-
010-1105-0147-320	Tree Ordinance	16	-	-	-	-
010-1105-0147-336	Zoning Ordinance Update	192	-	-	-	-
010-1105-0147-337	Leaf Blower Ordinance	4,183	-	-	-	-
010-1105-0147-338	Landscape Ordinance Update	453	-	-	-	-
010-1105-0147-340	Taormina Subdivision Issue	368	-	-	-	-
010-1105-0147-343	Housing Element	3,430	-	-	-	-
010-1105-0147-350	Cultural Heritage Program	11,235	-	-	-	-
010-1105-0147-364	Sign Ordinance Issues	2,589	-	-	-	-
010-1105-0147-365	Wireless Ordinance	415	-	-	-	-
010-1105-0147-367	Vacant Property Ordinance	7,408	-	-	-	-
010-1105-0147-370	ST Rental Issues	29,061	-	-	-	-
010-1105-0147-400	1202 E. Ojai Av	62,502	-	-	-	-
010-1105-0147-401	Community Development Dept.	14,728	-	-	-	-
010-1105-0147-402	510 E. Ojai Ave	6,984	-	-	-	-
010-1105-0147-403	723, 731, 733 E Ojai Ave	1,515	-	-	-	-
010-1105-0147-601	Public Works Department	13,851	-	-	-	-
	Other Operating Expenditures Total	293,073	147,000	147,000	159,000	12,000
1105	City Attorney Department Total	293,073	147,000	147,000	159,000	12,000

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
<u>City Clerk/Records Manager</u>						
<u>Salaries and Benefits</u>						
010-1107-0011-000	Salaries - Regular	79,518	85,060	85,060	85,115	55
010-1107-0012-000	Salaries - Part-time	2,425	7,020	7,020	4,200	(2,820)
010-1107-0013-000	Salaries- Special	3,885	4,200	4,200	4,123	(77)
010-1107-0014-000	Salaries - It	6,421	-	-	9,790	9,790
010-1107-0021-001	Pers/retirement	12,009	12,010	12,010	7,088	(4,922)
010-1107-0021-002	Social Security	5,624	5,970	5,970	6,400	430
010-1107-0021-003	Icma	2,119	2,620	2,620	-	(2,620)
010-1107-0021-004	Unemployment	427	390	390	600	210
010-1107-0021-005	Workers Comp Insurance	1,230	1,300	1,300	2,570	1,270
010-1107-0021-006	Health Insurance	12,266	18,870	18,870	12,750	(6,120)
010-1107-0021-007	Life Insurance	110	130	130	240	110
010-1107-0021-008	Disability Insurance	288	580	580	680	100
010-1107-0021-009	Dental Insurance	646	880	880	970	90
010-1107-0021-011	Vision Insurance	110	150	150	160	10
010-1107-0021-012	Medicare	1,315	1,400	1,400	1,500	100
010-1107-0021-016	PERS Unfunded Liability	13,541	15,380	15,380	2,343	(13,037)
010-1107-0021-106	Health Insr/Ret Emp/RcMgr/Clrk	8,355	14,920	14,920	18,140	3,220
<u>Salaries & Benefits Total</u>		<u>150,289</u>	<u>170,880</u>	<u>170,880</u>	<u>156,669</u>	<u>(14,211)</u>
<u>Other Operating Expenditures</u>						
010-1107-0129-000	Bank & Credit Card Stmt Chgs	44	60	60	-	(60)
010-1107-0131-000	Legal Advertising/Notices	6,575	5,500	5,500	5,500	-
010-1107-0131-001	Promotions	18	2,000	2,000	-	(2,000)
010-1107-0131-364	Publication of Ordinances	1,177	3,500	3,500	4,500	1,000
010-1107-0132-000	Elections	310	10,000	10,000	1,000	(9,000)
010-1107-0138-000	Fingerprinting Costs	32	-	-	-	-
010-1107-0141-000	Training & Education	968	1,300	1,300	1,500	200

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
010-1107-0141-321	Professional / Membership Dues	241	300	300	300	-
010-1107-0141-322	Publications	40	-	-	100	100
010-1107-0144-000	Computer Supplies / R & M	405	300	300	300	-
010-1107-0145-000	Office Supplies	1,539	1,530	1,530	1,500	(30)
010-1107-0145-100	Records Request Supplies	211	500	500	-	(500)
010-1107-0145-308	Postage And Shipping Costs	1,200	1,000	1,000	1,000	-
010-1107-0146-311	Water/1st Aid/Kitchen Supplies	197	200	200	200	-
010-1107-0147-304	Contract Serv/ Code Update	-	110	110	1,000	890
010-1107-0147-314	Contract Serv / Office Machine	897	890	890	800	(90)
010-1107-0147-317	Contract Serv/Alarms	114	160	160	150	(10)
010-1107-0148-000	Records Management	1,472	4,000	4,000	4,000	-
010-1107-0148-010	Records Management/CommDevDpt	7,271	7,000	7,000	6,000	(1,000)
010-1107-0148-015	Records Management/Public Works	609	5,000	5,000	4,000	(1,000)
010-1107-0148-100	Records Mgt Office Expenditure	147	500	500	500	-
010-1107-0149-010	Storage Rental	1,081	1,000	1,000	1,000	-
010-1107-0155-005	Auto Mileage Reimbursements	131	250	250	250	-
010-1107-0191-000	Electricity	478	470	470	650	180
010-1107-0192-000	Natural Gas	74	100	100	100	-
010-1107-0193-000	Water	141	160	160	40	(120)
010-1107-0194-000	Telephone	495	430	430	420	(10)
010-1107-0194-360	High-speed Internet Services	60	60	60	60	-
	Other Operating Expenditures Total	25,929	46,320	46,320	34,870	(11,450)
	<u>Equipment</u>					
010-1107-0899-000	Equipment	356	-	-	-	-
010-1107-0899-010	Website Upgrade & Media Outreach	6,750	-	-	-	-
	Equipment Total	7,106	-	-	-	-

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
	<u>Transfer Out To Other Funds</u>					
010-1107-0900-033	Trans to Equi Replacement (33)	1,110	1,110	1,110	960	(150)
	<u>Transfer Out To Other Funds</u>	1,110	1,110	1,110	960	(150)
1107	<u>City Clerk/Records Manager Total</u>	184,434	218,310	218,310	192,499	(25,811)

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
<u>Non-Departmental City-Wide</u>						
<u>Liability Insurance</u>						
010-1110-0126-000	General Liability Ins	333,035	340,000	340,000	151,100	(188,900)
010-1110-0126-001	Ceridian Admin Fee	120	460	460	1,000	540
010-1110-0126-002	Workers Comp Insurance	-	-	-	95,380	95,380
010-1110-0126-100	Employee Dishonesty Bond	-	760	760	760	-
010-1110-0126-998	Workers Comp Ins- Contra	-	-	-	(95,380)	(95,380)
010-1110-0126-999	General Liab Ins - Contra	(183,430)	(12,310)	(12,310)	(18,970)	(6,660)
Liability Insurance Total		149,725	328,910	328,910	133,890	(195,020)
<u>Community Outreach</u>						
010-1110-0132-000	Community Outreach	2,000	-	-	120,000	120,000
010-1110-0132-010	Libbey Bowl Fee Waiver Grants	-	-	-	-	-
010-1110-0132-012	Ojai Valley Green Coalition	51,450	50,000	50,000	-	(50,000)
010-1110-0132-013	Ojai FLOW	31,130	-	-	-	-
010-1110-0132-015	Ojai Museum Operation Support	50,000	75,000	75,000	-	(75,000)
010-1110-0132-016	2-1-1 Ventura County	-	2,000	2,000	1,000	(1,000)
010-1110-0147-001	Libbey Bowl Management	8,528	-	-	-	-
010-1110-0147-010	Libbey Bowl Operations	94	10,000	10,000	10,000	-
010-1110-0202-000	Independence Day Program	3,000	5,000	5,000	3,000	(2,000)
Community Outreach Total		146,202	142,000	142,000	134,000	(8,000)
<u>Transfer Out To Other Funds</u>						
010-1110-0900-031	Trnsf Out/Cap Imprvmt(31) Land	-	-	200,000	-	(200,000)
010-1110-0900-031	Trnsf Out/Cap Imprvmt(31) AB939	-	37,800	37,800	-	(37,800)
010-1110-0900-050	Trnsf Out/street Light(50)	7,810	7,810	7,810	7,810	-
010-1110-0900-052	Trnsf Out/plaza Maint(52)	48,880	50,480	50,480	53,000	2,520
Transfer Out To Other Funds Total		56,690	96,090	296,090	60,810	(235,280)
1110	Non-Departmental City-Wide Total	352,617	567,000	767,000	328,700	(438,300)

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
<u>Arts Commission Department</u>						
<u>Salaries and Benefits</u>						
010-1112-0011-000	Salaries - Regular	8,496	4,340	4,340	5,730	1,390
010-1112-0021-001	Pers/retirement	1,324	690	690	912	222
010-1112-0021-002	Social Security	518	270	270	360	90
010-1112-0021-003	Icma	193	220	220	-	(220)
010-1112-0021-004	Unemployment	12	10	10	20	10
010-1112-0021-005	Workers Comp Insurance	70	70	70	110	40
010-1112-0021-006	Health Insurance	1,202	860	860	710	(150)
010-1112-0021-007	Life Insurance	9	10	10	10	-
010-1112-0021-008	Disability Insurance	-	30	30	40	10
010-1112-0021-009	Dental Insurance	56	40	40	70	30
010-1112-0021-011	Vision Insurance	10	10	10	10	-
010-1112-0021-012	Medicare	122	60	60	80	20
010-1112-0021-016	<u>PERS Unfunded Liability</u>	838	950	950	1,370	420
<u>Salaries & Benefits Total</u>		12,849	7,560	7,560	9,422	1,862

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
	<u>Other Operating Expenditures</u>					
010-1112-0145-308	Postage and Shipping Costs	6	100	100	-	(100)
010-1112-0146-000	Parts & Supplies	128	150	150	150	-
010-1112-0147-314	Contract Serv / Office Machine	6	250	250	250	-
010-1112-0203-001	Arts Grants	-	25,000	25,000	25,000	-
010-1112-0203-002	Arts Acquisitions	2,000	5,000	5,000	3,000	(2,000)
010-1112-0203-003	Artist Student Mentor	-	5,000	5,000	4,000	(1,000)
010-1112-0203-004	Invitational Gallery	-	3,000	3,000	3,000	-
010-1112-0203-005	Awards	65	750	750	750	-
010-1112-0203-006	ARTSOjai Education	925	7,000	7,000	9,600	2,600
010-1112-0203-007	Public Art Committee	-	1,000	1,000	1,000	-
010-1112-0890-000	City Art-Museum	-	5,000	5,000	4,000	(1,000)
	<u>Other Operating Expenditures Total</u>	3,130	52,250	52,250	50,750	(1,500)
1112	<u>Arts Commission Department Total</u>	15,979	59,810	59,810	60,172	362
	<u>Total Administration</u>	2,347,625	2,399,830	2,609,770	2,257,137	(352,646)

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
<u>Building Department</u>						
<u>Salaries and Benefits</u>						
010-1402-0011-000	Salaries - Regular	32,688	32,220	32,220	33,830	1,610
010-1402-0012-000	Salaries - Part Time	7,063	39,780	39,780	-	(39,780)
010-1402-0015-000	Salaries - Overtime	1,376	-	-	-	-
010-1402-0021-001	Pers/retirement	5,008	8,970	8,970	5,485	(3,485)
010-1402-0021-002	Social Security	2,484	4,460	4,460	2,100	(2,360)
010-1402-0021-003	Icma	955	980	980	1,350	370
010-1402-0021-004	Unemployment	95	260	260	90	(170)
010-1402-0021-005	Workers Comp Insurance	7,940	8,420	8,420	640	(7,780)
010-1402-0021-006	Health Insurance	7,655	7,490	7,490	7,730	240
010-1402-0021-007	Life Insurance	53	50	50	50	-
010-1402-0021-008	Disability Insurance	-	220	220	240	20
010-1402-0021-009	Dental Insurance	337	370	370	370	-
010-1402-0021-011	Vision Insurance	57	60	60	60	-
010-1402-0021-012	Medicare	581	1,040	1,040	490	(550)
010-1402-0021-016	PERS Unfunded Liability	4,796	5,450	5,450	8,239	2,789
010-1402-0021-106	Health Ins/Ret Emp/Bldg Dept.	6,566	5,320	5,320	7,700	2,380
Salaries and BenefitsTotal		77,654	115,090	115,090	68,374	(46,716)
<u>Other Operating Expenditures</u>						
010-1402-0138-000	Fingerprinting Costs	64	100	100	100	-
010-1402-0141-000	Training/Education/Seminar	50	-	-	1,000	1,000
010-1402-0141-321	Professional Dues/Memberships	85	-	-	1,000	1,000
010-1402-0141-322	Publications	40	1,500	1,500	-	(1,500)
010-1402-0142-000	Uniform Allowance	-	200	200	-	(200)
010-1402-0145-000	Office Supplies	1,946	2,970	2,970	2,970	-
010-1402-0145-308	Postage And Shipping Costs	-	200	200	200	-
010-1402-0146-311	Water/1st Aid/Kitchen Supplies	-	-	-	1,000	1,000

**CITY OF OJAI
ADOPTED BUDGET
FOR
FY 2017-2018 WITH COMPARISON TO FY 2016-2017**

Account Number	Description	Actual FY15-16	Adopted Budget FY16-17	Final Budget FY16-17	Adopted Budget FY17-18	Change from Prior Year Budget
010-1402-0147-000	Contract Services - Profession	15,425	-	-	10,000	10,000
010-1402-0147-234	CntrctSrv/Inspection	37,500	-	-	-	-
010-1402-0147-235	CntrctSrv/Code Enforcement	12,412	25,000	25,000	78,000	53,000
010-1402-0147-236	Contract Svc/Cd Enf Bowling Alyl	495	-	-	-	-
010-1402-0147-314	Contract Serv/Office Machines	-	-	-	700	700
010-1402-0147-317	Contract Serv/Alarms	-	-	-	600	600
010-1402-0147-332	Contract Serv/Plan Check	226,035	235,000	235,000	160,000	(75,000)
010-1402-0147-334	Cntrct Srv/Inspctn&Cd Enfrmcmt	2,588	-	-	-	-
010-1402-0153-000	Vehicle Fuel	199	300	300	300	-
010-1402-0194-000	Telephone	329	160	160	-	(160)
010-1402-0194-360	High-speed Internet Services	-	-	-	-	-
010-1402-0200-000	Animal Regulations	36,580	58,000	58,000	45,000	(13,000)
	Other Operating Expenditures Total	333,746	323,430	323,430	300,870	(22,560)
	<u>Transfer Out To Other Funds</u>					
010-1402-0900-033	Trans to Equi Replacement (33)	4,920	4,920	4,920	1,930	(2,990)
	Transfer Out To Other Funds Total	4,920	4,920	4,920	1,930	(2,990)
1402	Building Department Total	416,320	443,440	443,440	371,174	(72,266)