

# Administration

The Administrative Operations provide 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. The Finance Director and Records Manager are appointed by the City Manager

**City Council-** The five-member City Council is elected at large. Each Council Member is elected to a four-year term. The Council is responsible for the legislative functions of the City. Regular meetings are held the second and fourth Tuesdays of each month starting at 7 p.m.

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, Planning Commission, Parks and Recreation Commission and Building Appeals Board. As specific issues are identified, a commission may make a subcommittee 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.

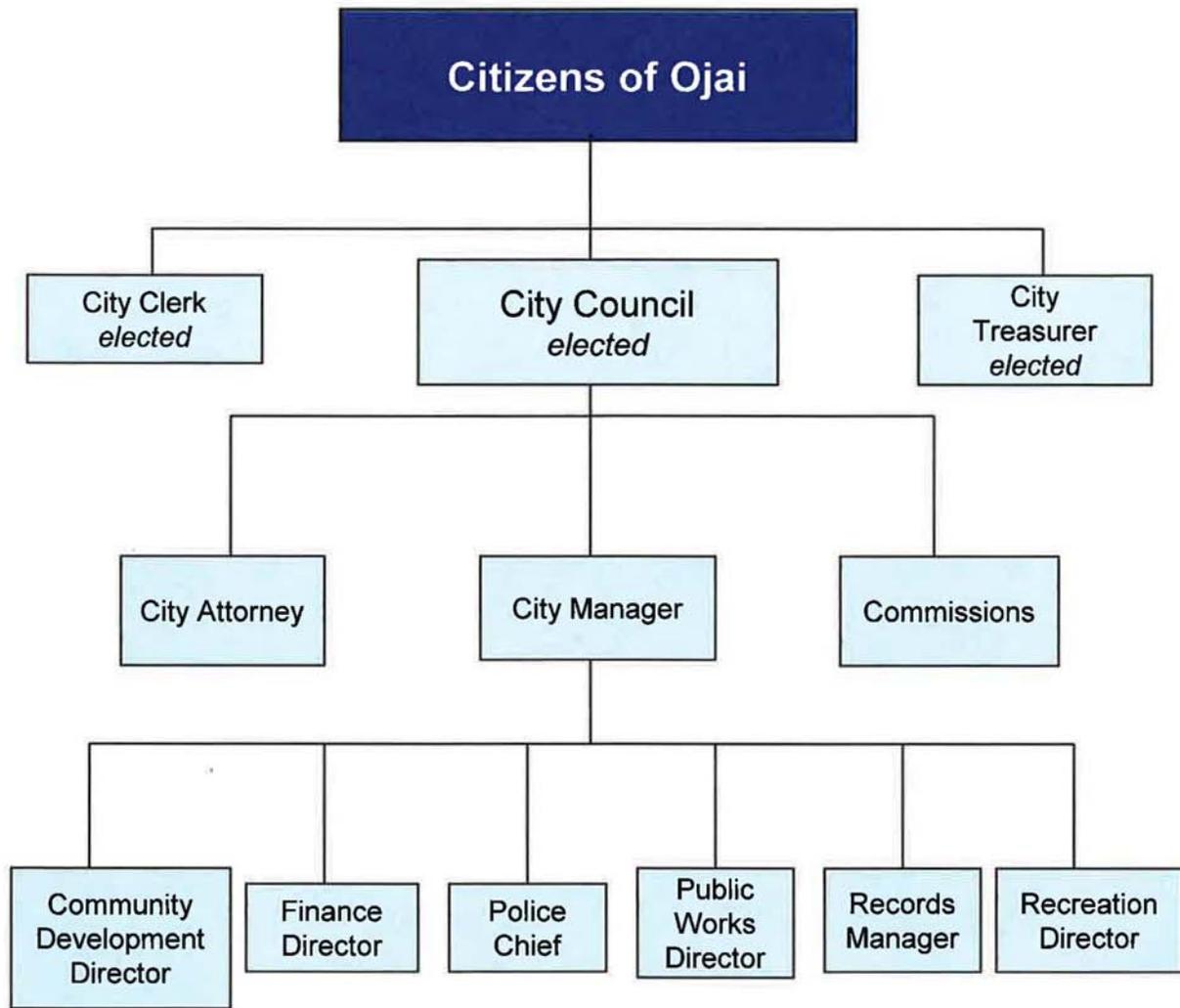
**City Attorney-**The City Attorney advises the City officers in all legal matters pertaining to the business of the City. The budget provides funds for legal service related to general City activities and for civil litigation in which City is involved. City Attorney services are provided under a contract 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 reports to the City Manager who, in turn, reports to the City Council Members. In addition, two staff positions report directly to the City Manager, the Deputy City Manager and the City Manager Office Specialist. The Deputy City Manager is primarily responsible for the City's human resources and risk management functions, serves as public information officer and the staff liaison to the Arts Commission and Recreation Commission, and is responsible for administration of film permits and the City's emergency disaster response plans. The Deputy City Manager also serves as the head of the Recreation Department. The Office Specialist coordinates and schedules activities for the City Manager's office and serves as the City Manager's direct clerical assistant. The Office Specialist is also responsible for managing the City's website and provides clerical support assistance to the City Council.

**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.

**City Clerk/Records Manager-** The City Clerk department consists of one full-time staff position. The City Clerk position is elected, at-large for a four year term and the Records Manager is a full time staff position, appointed by the City Manager.

The City Clerk/Records Manager is the local official who administers democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public. The City Clerk/Records Manager acts as a compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. The City Clerk/Records Manager also manages public inquiries and relationships and may arrange for ceremonial and official functions.



**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2012-2013 THROUGH FY 2014-2015**

<b>Account</b>	<b>Number</b>	<b>Description</b>	<b>Actual FY 2012-13</b>	<b>Adopted Budget FY2013-14</b>	<b>Revised Budget FY2013-14</b>	<b>Proposed Budget FY2014-15</b>
<b><u>General Fund</u></b>						
<b><u>City Council Department</u></b>						
<b><u>Salaries and Benefits</u></b>						
010-1101-0012-000		Salaries - Part-time	\$1,290	\$1,100	\$1,100	\$1,100
010-1101-0013-000		Salaries - Special	\$28,500	\$28,500	\$28,500	\$28,500
010-1101-0015-000		Salaries - Overtime	\$141	\$0	\$0	\$0
010-1101-0021-001		Pers/retirement	\$4,616	\$6,620	\$4,550	\$7,200
010-1101-0021-002		Social Security	\$1,638	\$1,835	\$1,835	\$1,835
010-1101-0021-003		Icma	\$314	\$430	\$310	\$310
010-1101-0021-004		Unemployment	\$41	\$70	\$70	\$70
010-1101-0021-005		Workers Comp Insurance	\$332	\$350	\$405	\$418
010-1101-0021-006		Health Insurance	\$27,644	\$26,700	\$26,400	\$26,000
010-1101-0021-007		Life Insurance	\$426	\$465	\$441	\$446
010-1101-0021-009		Dental Insurance	\$2,852	\$3,100	\$2,910	\$2,850
010-1101-0021-011		Vision Insurance	\$496	\$510	\$432	\$450
010-1101-0021-012		Medicare	\$383	\$429	\$429	\$429
010-1101-0021-106		Health Insr/ret Emp/council	\$27,699	\$36,740	\$39,307	\$43,380
<b>Salaries and Benefits Total</b>			<b>\$96,371</b>	<b>\$106,849</b>	<b>\$106,689</b>	<b>\$112,988</b>
<b><u>Other Operating Expenditures</u></b>						
010-1101-0129-000		Bank & Credit Card Stmt Chgs	\$19	\$0	\$0	\$0
010-1101-0132-000		Community Outreach	\$3,077	\$5,500	\$5,500	\$5,500
010-1101-0132-015		Ojai Museum Operation Support	\$0	\$50,000	\$50,000	\$45,000
010-1101-0132-020		Stop The Trucks Coalition Fd	\$725	\$0	\$0	\$0

**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2012-2013 THROUGH FY 2014-2015**

<b>Account</b>	<b>Number</b>	<b>Description</b>	<b>Actual FY 2012-13</b>	<b>Adopted Budget FY2013-14</b>	<b>Revised Budget FY2013-14</b>	<b>Proposed Budget FY2014-15</b>
010-1101-0132-030		Comm Outreach / OjaiVisitorCtr	\$500	\$0	\$0	\$0
010-1101-0132-110		Comm Visioning Wrkpln Cntngncy	\$0	\$0	\$20,000	\$0
010-1101-0132-200		Cultural Services/Cntngncy	\$0	\$0	\$0	\$0
010-1101-0141-000		Training & Education	\$3,567	\$3,500	\$3,500	\$3,500
010-1101-0141-321		Professional / Membership Dues	\$85	\$85	\$86	\$86
010-1101-0141-370		City Manager/council Meeting	\$101	\$250	\$250	\$250
010-1101-0144-000		Computer Supplies	\$0	\$0	\$24	\$0
010-1101-0145-000		Office Supplies	\$2,683	\$2,500	\$2,500	\$2,500
010-1101-0145-308		Ups/FedEx/ Postage	\$20	\$50	\$50	\$50
010-1101-0146-311		Council Meeting Supplies	\$1,916	\$1,200	\$1,200	\$1,200
010-1101-0147-100		Contract Serv / Interpreter	\$0	\$0	\$500	\$500
010-1101-0147-314		Contract Serv / Office Machine	\$2,268	\$2,560	\$2,560	\$2,198
010-1101-0147-317		Contract Serv / ADT Service	\$617	\$639	\$661	\$661
010-1101-0147-325		Contract Serv / Ojai Chamber	\$50,000	\$50,000	\$50,000	\$50,000
010-1101-0155-005		Auto Mileage Reimbursements	\$475	\$650	\$650	\$650
010-1101-0157-000		Economic Development	\$0	\$1,000	\$0	\$0
010-1101-0191-000		Electricity	\$2,867	\$3,090	\$3,398	\$3,500
010-1101-0192-000		Natural Gas	\$576	\$721	\$810	\$835
010-1101-0193-000		Water	\$1,052	\$1,133	\$1,137	\$1,175
010-1101-0193-000		Phone / Alarm Services	\$144	\$985	\$152	\$160
010-1101-0202-000		Independence Day Program	\$4,917	\$3,500	\$3,012	\$3,000
010-1101-0206-000		Scag/lafco/vcog/loc/ascap	\$11,352	\$11,400	\$12,212	\$12,250
<b>Other Operating Expenditures Total</b>			<b>\$86,961</b>	<b>\$138,763</b>	<b>\$158,202</b>	<b>\$133,015</b>

**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2012-2013 THROUGH FY 2014-2015**

Account	Number	Description	Actual FY 2012-13	Adopted Budget FY2013-14	Revised Budget FY2013-14	Proposed Budget FY2014-15
<b><u>Capital Outlays and Special Projects</u></b>						
010-1101-0899-010		CH Audio System Upgrade-PEG	\$1,038	\$0	\$3,058	\$0
010-1101-0899-011		CouncilChamberAV Equip-PEG	\$0	\$0	\$42	\$0
<b>Capital Outlays and Special Projects Total</b>			<b>\$1,038</b>	<b>\$0</b>	<b>\$3,100</b>	<b>\$0</b>
<b>City Council Department Total</b>			<b>\$184,370</b>	<b>\$245,612</b>	<b>\$267,991</b>	<b>\$246,003</b>

**CITY OF OJAI  
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FOR  
FY 2012-2013 THROUGH FY 2014-2015**

<b>Account</b>	<b>Number</b>	<b>Description</b>	<b>Actual FY 2012-13</b>	<b>Adopted Budget FY2013-14</b>	<b>Revised Budget FY2013-14</b>	<b>Proposed Budget FY2014-15</b>
<b><u>City Treasurer Department</u></b>						
<b><u>Salaries and Benefits</u></b>						
010-1103-0013-000		Salaries - Special	\$900	\$900	\$900	\$900
010-1103-0021-001		Pers/retirement	\$187	\$187	\$187	\$227
010-1103-0021-002		Social Security	\$56	\$56	\$56	\$56
010-1103-0021-005		Workers Comp Insurance	\$10	\$10	\$10	\$10
010-1103-0021-012		Medicare	\$13	\$13	\$13	\$13
<b>Salaries and Benefits Total</b>			<b>\$1,166</b>	<b>\$1,166</b>	<b>\$1,166</b>	<b>\$1,206</b>
<b><u>Other Operating Expenditures</u></b>						
010-1103-0141-321		Professional Dues	\$155	\$0	\$155	\$155
<b>Other Operating Expenditures Total</b>			<b>\$155</b>	<b>\$0</b>	<b>\$155</b>	<b>\$155</b>
<b>City Treasurer Department Total</b>			<b>\$1,321</b>	<b>\$1,166</b>	<b>\$1,321</b>	<b>\$1,361</b>

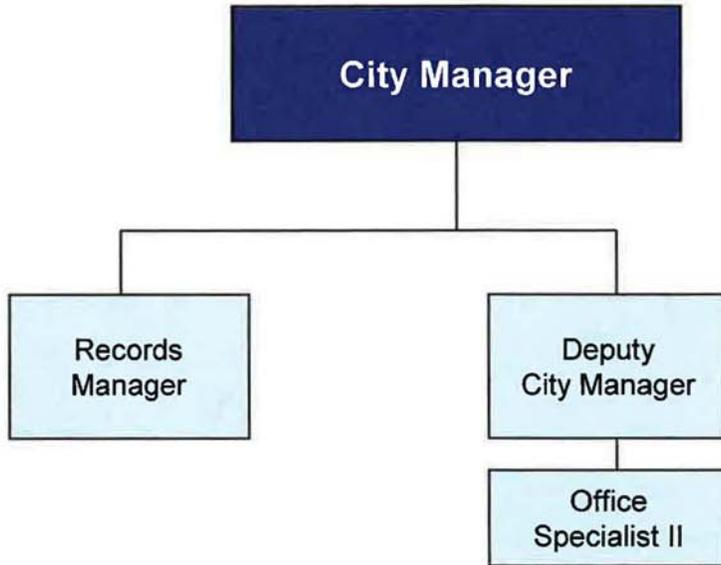
**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2012-2013 THROUGH FY 2014-2015**

<b>Account</b>	<b>Number</b>	<b>Description</b>	<b>Actual FY 2012-13</b>	<b>Adopted Budget FY2013-14</b>	<b>Revised Budget FY2013-14</b>	<b>Proposed Budget FY2014-15</b>
<b><u>City Attorney Department</u></b>						
<b><u>Other Operating Expenditures</u></b>						
010-1105-0147-001		General Consulting Services	\$38,027	\$100,000	\$66,474	\$105,600
010-1105-0147-002		Attend Special & Comm. meetings	\$0	\$0	\$496	\$0
010-1105-0147-003		Misdemeanors	\$480	\$0	\$1,488	\$0
010-1105-0147-019		TOT Issues	\$0	\$0	\$208	\$0
010-1105-0147-021		Carty Property	\$64	\$0	\$0	\$0
010-1105-0147-022		Cell Tower CUP Issues	\$0	\$0	\$3,612	\$0
010-1105-0147-027		Daddi/Quail Oaks v.	\$2,355	\$0	\$0	\$0
010-1105-0147-028		Arts Commission	\$0	\$0	\$384	\$0
010-1105-0147-035		Brown Act Issues	\$0	\$0	\$32	\$0
010-1105-0147-040		Golden State Water Issues	\$948	\$0	\$432	\$0
010-1105-0147-050		Medical Marijuana	\$16	\$0	\$864	\$0
010-1105-0147-105		Code Enforcement Issues	\$9,627	\$0	\$9,328	\$0
010-1105-0147-110		Employee Hndbk&Prsnnl Issues	\$3,136	\$0	\$192	\$0
010-1105-0147-111		Records Retention Policy	\$416	\$0	\$432	\$0
010-1105-0147-113		Election related issues	\$80	\$0	\$144	\$0
010-1105-0147-120		Appeals Board Ord	\$512	\$0	\$880	\$0
010-1105-0147-121		Administrative Citation Ord	\$352	\$0	\$240	\$0
010-1105-0147-122		Public Records Request Issues	\$32	\$0	\$448	\$0
010-1105-0147-200		Water Well Permit Issues	\$547	\$0	\$0	\$0
010-1105-0147-201		Peg Contract Draft Matters	\$16	\$0	\$0	\$0
010-1105-0147-206		Ojai Valley Inn related issues	\$2,576	\$0	\$0	\$0

**CITY OF OJAI  
EXPENDITURE BUDGET  
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FY 2012-2013 THROUGH FY 2014-2015**

<b>Account</b>	<b>Number</b>	<b>Description</b>	<b>Actual FY 2012-13</b>	<b>Adopted Budget FY2013-14</b>	<b>Revised Budget FY2013-14</b>	<b>Proposed Budget FY2014-15</b>
010-1105-0147-210		RDA Successor Issues	\$674	\$0	\$400	\$0
010-1105-0147-211		Plaza Maint District Issues	\$320	\$0	\$0	\$0
010-1105-0147-212		Transit Fund Issues	\$656	\$0	\$128	\$0
010-1105-0147-215		Planning Commission Meeting	\$0	\$0	\$704	\$0
010-1105-0147-250		Skate Park Proj Related Srv	\$144	\$0	\$48	\$0
010-1105-0147-251		Syrofoam Ordinance	\$0	\$0	\$496	\$0
010-1105-0147-252		Libbey Bowl (Projects&Issues)	\$2,878	\$0	\$240	\$0
010-1105-0147-256		Smart Meter Related Issues	\$2,149	\$0	\$0	\$0
010-1105-0147-300		Public Art Ordinance	\$768	\$0	\$1,157	\$0
010-1105-0147-333		Light Pollution Ordinance	\$736	\$0	\$304	\$0
010-1105-0147-336		Zoning Ordinance Update	\$0	\$0	\$1,536	\$0
010-1105-0147-337		Leaf Blower Ordinance	\$0	\$0	\$208	\$0
010-1105-0147-338		Landscape Ordinance	\$0	\$0	\$2,656	\$0
010-1105-0147-340		Taromina Subdivision Issues	\$4,467	\$0	\$1,269	\$0
010-1105-0147-343		Housing Element	\$6,825	\$0	\$4,944	\$0
010-1105-0147-363		Building Code Ordinance	\$288	\$0	\$144	\$0
010-1105-0147-364		Sign Ordinance	\$208	\$0	\$112	\$0
010-1105-0147-368		Plastic Bag Ordinance	\$48	\$0	\$0	\$0
<b>Other Operating Expenditures Total</b>			<b>\$79,345</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$105,600</b>
<b>City Attorney Department Total</b>			<b>\$79,345</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$105,600</b>

# CITY MANAGER DEPARTMENT



**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2012-2013 THROUGH FY 2014-2015**

<b>Account</b>	<b>Number</b>	<b>Description</b>	<b>Actual FY 2012-13</b>	<b>Adopted Budget FY2013-14</b>	<b>Revised Budget FY2013-14</b>	<b>Proposed Budget FY2014-15</b>
<b><u>City Manager Department</u></b>						
<b><u>Salaries and Benefits</u></b>						
010-1102-0011-000		Salaries - Regular	\$239,121	\$292,888	\$248,380	\$248,380
010-1102-0014-000		Salaries - It	\$4,914	\$5,150	\$2,590	\$2,590
010-1102-0021-001		Pers/retirement	\$55,979	\$69,151	\$59,779	\$63,403
010-1102-0021-002		Social Security	\$11,491	\$18,478	\$15,560	\$15,560
010-1102-0021-003		Icma	\$6,853	\$8,151	\$6,825	\$6,900
010-1102-0021-004		Unemployment	\$555	\$777	\$714	\$720
010-1102-0021-005		Workers Comp Insurance	\$2,792	\$3,000	\$5,412	\$5,600
010-1102-0021-006		Health Insurance	\$29,359	\$37,700	\$25,900	\$29,300
010-1102-0021-007		Life Insurance	\$458	\$735	\$420	\$450
010-1102-0021-009		Dental Insurance	\$1,673	\$1,985	\$1,415	\$1,465
010-1102-0021-011		Vision Insurance	\$359	\$425	\$265	\$275
010-1102-0021-012		Medicare	\$3,545	\$4,322	\$3,639	\$3,639
010-1102-0021-106		Health Insr/ret Emp/council	\$28,635	\$30,375	\$30,567	\$32,400
010-1102-0021-200		Payroll Contingency	\$0	\$24,000	\$0	\$45,213
010-1102-0021-200		Payroll Allocated to Art's Commission	\$0	(\$6,477)	\$0	\$0
010-1102-0021-200		Payroll Allocated to Ojai Day Labor	\$0	(\$18,413)	\$0	\$0
010-1102-0021-200		Payroll Allocated to Rec Dept Admin	(\$15,565)	(\$29,270)	\$0	\$0
010-1102-0021-200		Payroll Allocated to RDA	\$0	(\$42,350)	\$0	\$0
<b>Salaries and Benefits Total</b>			<b>\$370,170</b>	<b>\$400,627</b>	<b>\$401,466</b>	<b>\$455,895</b>
<b><u>Other Operating Expenditures</u></b>						
010-1102-0125-000		Prsnnl-pers Health/adm Fees	\$1,317	\$1,380	\$1,675	\$1,735

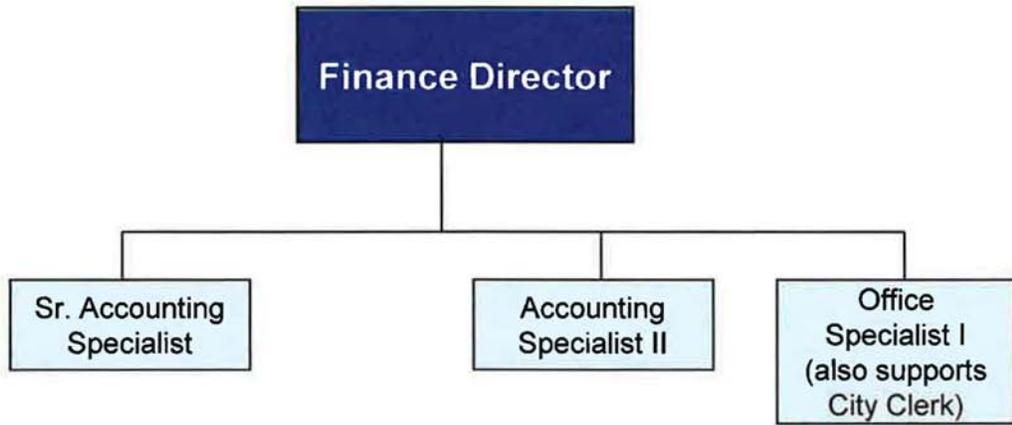
**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2012-2013 THROUGH FY 2014-2015**

<b>Account</b>	<b>Number</b>	<b>Description</b>	<b>Actual FY 2012-13</b>	<b>Adopted Budget FY2013-14</b>	<b>Revised Budget FY2013-14</b>	<b>Proposed Budget FY2014-15</b>
010-1102-0125-010		Prsnnl-pre-emplymt Phys Exam	\$65	\$300	\$300	\$300
010-1102-0125-020		Prsnnl-compliance Posters	\$153	\$185	\$118	\$185
010-1102-0125-200		Partial OPEB Pre-funding	\$0	\$0	\$100,000	\$0
010-1102-0127-010		Comm./Emp Recognition & Award	\$2,983	\$3,000	\$3,460	\$3,500
010-1102-0129-000		Bank & Credit Card Stmt Chgs	\$10	\$10	\$0	\$0
010-1102-0131-352		Personnel - Advertising	\$867	\$300	\$1,776	\$300
010-1102-0141-000		Training & Education	\$4,129	\$2,700	\$2,700	\$2,700
010-1102-0141-321		Professional / Membership Dues	\$1,677	\$1,600	\$3,636	\$3,700
010-1102-0141-370		City Manager/council Meeting	\$127	\$650	\$150	\$150
010-1102-0144-000		Computer Supplies / R & M	\$431	\$100	\$260	\$100
010-1102-0145-000		Office Supplies	\$1,345	\$1,000	\$1,500	\$1,500
010-1102-0145-308		Ups/FedEx/postage	\$207	\$300	\$300	\$300
010-1102-0146-311		Water/1st Aid/Kitchen Supplies	\$846	\$800	\$950	\$950
010-1102-0147-000		Contract Services/General	\$5,124	\$0	\$0	\$0
010-1102-0147-314		Contract Serv / Office Machine	\$864	\$900	\$900	\$733
010-1102-0147-317		Contract Serv / ADT Service	\$489	\$0	\$525	\$555
010-1102-0147-356		Website Contract Svr	\$750	\$750	\$500	\$750
010-1102-0155-005		Auto Mileage Reimbursements	\$581	\$500	\$100	\$200
010-1102-0191-000		Electricity	\$2,272	\$2,428	\$2,360	\$2,450
010-1102-0192-000		Natural Gas	\$456	\$1,080	\$485	\$500
010-1102-0193-000		Water	\$834	\$836	\$775	\$800
010-1102-0194-000		Telephone / Alarm Services	\$2,042	\$2,254	\$1,585	\$1,650
010-1102-0194-360		High-speed Internet Services	\$198	\$200	\$220	\$230

CITY OF OJAI  
 EXPENDITURE BUDGET  
 FOR  
 FY 2012-2013 THROUGH FY 2014-2015

Account	Number	Description	Actual FY 2012-13	Adopted Budget FY2013-14	Revised Budget FY2013-14	Proposed Budget FY2014-15
<b>Other Operating Expenditures Total</b>			<b>\$27,767</b>	<b>\$21,273</b>	<b>\$124,275</b>	<b>\$23,288</b>
<b><u>Capital Outlays and Special Projects</u></b>						
010-1102-0899-000		Equipment	\$0	\$0	\$629	\$0
<b>Capital Outlays and Special Projects Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$629</b>	<b>\$0</b>
<b>City Manager Department Total</b>			<b>\$397,937</b>	<b>\$421,900</b>	<b>\$526,370</b>	<b>\$479,182</b>

# FINANCE DEPARTMENT



**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2012-2013 THROUGH FY 2014-2015**

Account	Number	Description	Actual FY 2012-13	Adopted Budget FY2013-14	Revised Budget FY2013-14	Proposed Budget FY2014-15
<b><u>Finance Department</u></b>						
<b><u>Salaries and Benefits</u></b>						
010-1104-0011-000		Salaries - Regular	\$280,004	\$283,810	\$280,795	\$277,220
010-1104-0012-000		Salaries - Part-time	\$19,924	\$22,145	\$1,525	\$0
010-1104-0014-000		Salaries - It	\$966	\$1,236	\$2,612	\$2,612
010-1104-0021-001		Pers/retirement	\$58,630	\$66,136	\$57,720	\$67,351
010-1104-0021-002		Social Security	\$17,114	\$19,046	\$17,666	\$17,350
010-1104-0021-003		Icma	\$5,862	\$6,240	\$7,645	\$7,000
010-1104-0021-004		Unemployment	\$992	\$1,300	\$952	\$952
010-1104-0021-005		Workers Comp Insurance	\$3,488	\$3,500	\$4,225	\$4,355
010-1104-0021-006		Health Insurance	\$40,476	\$47,300	\$38,970	\$42,885
010-1104-0021-007		Life Insurance	\$356	\$400	\$350	\$365
010-1104-0021-009		Dental Insurance	\$2,389	\$2,650	\$2,455	\$2,545
010-1104-0021-011		Vision Insurance	\$513	\$570	\$410	\$425
010-1104-0021-012		Medicare	\$4,265	\$4,455	\$4,132	\$4,058
010-1104-0021-106		Health Insr/ret Emp/finance	\$31,241	\$30,000	\$38,900	\$40,260
<b>Salaries and Benefits Total</b>			<b>\$466,220</b>	<b>\$488,788</b>	<b>\$458,356</b>	<b>\$467,377</b>
<b><u>Other Operating Expenditures</u></b>						
010-1104-0126-000		General Liab Ins	\$318,675	\$332,145	\$376,851	\$392,000
010-1104-0126-001		Ceridian Admin Fee	\$60	\$65	\$455	\$460
010-1104-0126-100		Employee Dishonesty Bond	\$734	\$740	\$734	\$760
010-1104-0126-999		General Liab Ins - Contra	(\$123,440)	(\$145,314)	(\$158,791)	(\$165,174)
010-1104-0129-000		Bank & Credit Card Stmt Chgs	\$9,828	\$8,400	\$4,315	\$4,315

**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2012-2013 THROUGH FY 2014-2015**

<b>Account</b>	<b>Number</b>	<b>Description</b>	<b>Actual FY 2012-13</b>	<b>Adopted Budget FY2013-14</b>	<b>Revised Budget FY2013-14</b>	<b>Proposed Budget FY2014-15</b>
010-1104-0141-000		Training & Education	\$2,790	\$5,000	\$5,000	\$5,000
010-1104-0141-321		Professional / Membership Dues	\$984	\$1,000	\$1,000	\$1,000
010-1104-0141-322		Publications	\$1,133	\$500	\$500	\$500
010-1104-0144-000		Computer Supplies	\$239	\$2,000	\$2,000	\$2,000
010-1104-0145-000		Office Supplies	\$4,925	\$5,500	\$5,500	\$5,500
010-1104-0145-308		Ups/FedEx/ Postage	\$3,299	\$3,000	\$4,600	\$4,600
010-1104-0146-311		Water/coffee/1st Aid	\$1,056	\$1,300	\$1,300	\$1,300
010-1104-0147-300		Contract Serv / Acctg Services	(\$1,360)	\$0	\$2,250	\$2,330
010-1104-0147-301		Contract Serv / Audit	\$22,250	\$23,025	\$23,025	\$23,835
010-1104-0147-302		Contract Serv / Parking Cites	\$329	\$500	\$300	\$300
010-1104-0147-303		Contract Serv / Maximums	\$2,550	\$2,600	\$2,600	\$2,665
010-1104-0147-305		Contract Serv / Computer	\$0	\$15,000	\$9,763	\$15,000
010-1104-0147-306		Contract Serv / GASB 45	\$5,350	\$6,000	\$0	\$6,000
010-1104-0147-314		Contract Serv / Office Machine	\$3,248	\$4,250	\$3,090	\$2,818
010-1104-0147-317		Contract Serv / ADT Service	\$509	\$510	\$545	\$592
010-1104-0147-320		Contract Svr / Transword Sys	\$0	\$700	\$0	\$0
010-1104-0150-000		Typewriter Copier & Other	\$444	\$444	\$0	\$0
010-1104-0151-000		Vehicle Repairs and Maint	\$20	\$25	\$25	\$25
010-1104-0153-000		Vehicle Fuel	\$192	\$200	\$220	\$220
010-1104-0191-000		Electricity	\$2,982	\$2,950	\$3,580	\$3,690
010-1104-0192-000		Natural Gas	\$475	\$595	\$500	\$515
010-1104-0193-000		Water	\$867	\$950	\$950	\$980
010-1104-0194-000		Telephone / Alarm Services	\$3,179	\$3,100	\$2,560	\$2,640

CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2012-2013 THROUGH FY 2014-2015

Account	Number	Description	Actual FY 2012-13	Adopted Budget FY2013-14	Revised Budget FY2013-14	Proposed Budget FY2014-15
010-1104-0194-360		High-speed Internet Services	\$356	\$420	\$360	\$370
		<b>Other Operating Expenditures Total</b>	<b>\$261,674</b>	<b>\$275,605</b>	<b>\$293,232</b>	<b>\$314,241</b>
		<u>Capital Outlays and Special Projects</u>				
010-1104-0899-000		Office Equipment	\$0	\$0	\$0	\$0
		<b>Capital Outlays and Special Projects Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
		<u>Transfer Out To Other Funds</u>				
010-1104-0900-031		TrnsfrOutToFd (31)Light/Mntg	\$0	\$4,000	\$0	\$0
010-1104-0900-031		TrnsfrOutToFd(31)/StRcnsAB939	\$0	\$63,000	\$80,000	\$40,000
010-1104-0900-031		TrnsfrToFd(31)/BkTrlRwrkAB939	\$0	\$0	\$12,000	\$0
010-1104-0900-031		TrnsfrToFd(31)/DefUtilityUndrGr	\$0	\$0	\$10,000	\$15,000
010-1104-0900-031		TrnsfrToFd(31)/SZPcnTbIAB939	\$0	\$0	\$0	\$148,000
010-1104-0900-031		TrnsfrToFd(31)/SZPcnBBQAB939	\$0	\$0	\$0	\$15,000
010-1104-0900-031		TrnsfToFd(31)TrfM/Curb@EIP	\$0	\$35,000	\$0	\$0
010-1104-0900-031		TrnsfrToFd(31)/TM/ADAPSTOff	\$0	\$0	\$0	\$6,900
010-1104-0900-031		TrnsfrToFd(31)/TM/PdXngRRFB	\$0	\$0	\$0	\$32,477
010-1104-0900-031		TrnsfrToFd(31)/LBPcnTbIAB939	\$0	\$35,000	\$35,000	\$25,000
010-1104-0900-031		TrnsfrToFd(31)/DlyPrkSgnAB939	\$0	\$0	\$0	\$10,000
010-1104-0900-031		TrnsfrToFd(31)/PWRf/LwrAB939	\$0	\$0	\$0	\$5,000
010-1104-0900-031		TrnsfrToFd(31)/PWWhPdAB939	\$0	\$0	\$0	\$5,000
010-1104-0900-031		TrnsfToFd(31)Bev Grt/Picnic	\$0	\$15,000	\$15,000	\$0
010-1104-0900-031		TrnsfToFd(31)/Equip Replmnt	\$123,146	\$59,832	\$0	\$0
010-1104-0900-031		TrnsfrToFd(31)TreePrj/Frm DfrRev	\$0	\$0	\$1,200	\$3,375
010-1104-0900-050		Trnsf Out/street Light(50)	\$7,809	\$7,809	\$7,809	\$7,809

**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2012-2013 THROUGH FY 2014-2015**

<b>Account</b>	<b>Number</b>	<b>Description</b>	<b>Actual FY 2012-13</b>	<b>Adopted Budget FY2013-14</b>	<b>Revised Budget FY2013-14</b>	<b>Proposed Budget FY2014-15</b>
010-1104-0900-052		Trnsf Out/plaza Maint(52)	\$39,643	\$39,643	\$39,643	\$39,643
<b>Transfer Out To Other Funds Total</b>			<b>\$170,598</b>	<b>\$259,284</b>	<b>\$200,652</b>	<b>\$353,204</b>
<b>Finance Department Total</b>			<b>\$898,492</b>	<b>\$1,023,677</b>	<b>\$952,240</b>	<b>\$1,134,823</b>

**CITY CLERK DEPARTMENT**

**City Clerk/  
Records Manger**

**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2012-2013 THROUGH FY 2014-2015**

Account	Number	Description	Actual FY 2012-13	Adopted Budget FY2013-14	Revised Budget FY2013-14	Proposed Budget FY2014-15
<b><u>City Clerk/Records Manager</u></b>						
<b><u>Salaries and Benefits</u></b>						
010-1107-0011-000		Salaries - Regular	\$79,740	\$81,185	\$87,750	\$87,750
010-1107-0013-000		Salaries- Special	\$4,200	\$4,200	\$4,200	\$4,200
010-1107-0014-000		Salaries - It	\$4,966	\$4,944	\$5,408	\$5,408
010-1107-0021-001		Pers/retirement	\$19,333	\$20,958	\$22,189	\$23,535
010-1107-0021-002		Social Security	\$5,417	\$5,600	\$6,036	\$6,036
010-1107-0021-003		Icma	\$2,279	\$2,083	\$4,735	\$4,915
010-1107-0021-004		Unemployment	\$280	\$310	\$310	\$310
010-1107-0021-005		Workers Comp Insurance	\$918	\$920	\$1,197	\$1,233
010-1107-0021-006		Health Insurance	\$14,980	\$16,900	\$14,380	\$15,240
010-1107-0021-007		Life Insurance	\$131	\$145	\$130	\$135
010-1107-0021-009		Dental Insurance	\$879	\$960	\$855	\$885
010-1107-0021-011		Vision Insurance	\$189	\$210	\$160	\$165
010-1107-0021-012		Medicare	\$1,267	\$1,310	\$1,412	\$1,412
010-1107-0021-106		Health Insr/Ret Emp/RcMgr/Clrk	\$6,179	\$4,530	\$5,591	\$5,790
<b>Salaries and Benefits Total</b>			<b>\$140,758</b>	<b>\$144,255</b>	<b>\$154,353</b>	<b>\$157,013</b>
<b><u>Other Operating Expenditures</u></b>						
010-1107-0131-000		Legal Advertising/Notices	\$3,713	\$3,000	\$5,235	\$5,300
010-1107-0131-364		Publication of Ordinances	\$500	\$500	\$5,000	\$5,000
010-1107-0132-000		Elections	\$4,174	\$0	\$33	\$5,000
010-1107-0141-000		Training & Education	\$715	\$1,600	\$500	\$1,600
010-1107-0141-321		Professional / Membership Dues	\$395	\$300	\$231	\$300

**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2012-2013 THROUGH FY 2014-2015**

<b>Account</b>	<b>Number</b>	<b>Description</b>	<b>Actual FY 2012-13</b>	<b>Adopted Budget FY2013-14</b>	<b>Revised Budget FY2013-14</b>	<b>Proposed Budget FY2014-15</b>
010-1107-0144-000		Computer Supplies / R & M	\$440	\$300	\$1,299	\$300
010-1107-0145-000		Office Supplies	\$798	\$700	\$732	\$700
010-1107-0145-308		Postage And Shipping Costs	\$410	\$430	\$410	\$430
010-1107-0146-311		Water/1st Aid/Kitchen Supplies	\$191	\$200	\$200	\$200
010-1107-0147-304		Contract Serv/ Code Update	\$0	\$0	\$110	\$110
010-1107-0147-314		Contract Serv / Office Machine	\$865	\$900	\$835	\$771
010-1107-0147-317		Contract Serv / ADT Service	\$94	\$95	\$101	\$110
010-1107-0148-000		Records Management	\$2,719	\$4,000	\$4,000	\$4,000
010-1107-0148-010		Records Mgmt/w/DvlprFee	\$1,699	\$3,000	\$0	\$3,000
010-1107-0149-010		Storage Rental	\$1,661	\$2,000	\$1,855	\$2,000
010-1107-0155-005		Auto Mileage Reimbursements	\$0	\$250	\$50	\$250
010-1107-0191-000		Electricity	\$438	\$460	\$455	\$470
010-1107-0192-000		Natural Gas	\$88	\$110	\$93	\$96
010-1107-0193-000		Water	\$161	\$120	\$150	\$155
010-1107-0194-000		Telephone	\$502	\$500	\$402	\$415
010-1107-0194-360		High-speed Internet Services	\$59	\$60	\$60	\$60
<b>Other Operating Expenditures Total</b>			<b>\$19,622</b>	<b>\$18,525</b>	<b>\$21,751</b>	<b>\$30,267</b>
<b><u>Capital Outlays and Special Projects</u></b>						
010-1107-0890-000		Office Furnitures and Fixtures	\$1,843	\$0	\$0	\$0
010-1107-0899-001		Novusolutions	\$0	\$0	\$4,950	\$0
010-1107-0899-002		Cmptr for Public&Software	\$482	\$0	\$0	\$0

**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2012-2013 THROUGH FY 2014-2015**

<b>Account</b>	<b>Number</b>	<b>Description</b>	<b>Actual FY 2012-13</b>	<b>Adopted Budget FY2013-14</b>	<b>Revised Budget FY2013-14</b>	<b>Proposed Budget FY2014-15</b>
010-1107-0899-010		WebsiteUpgrade&MediaOutreach	\$0	\$0	\$20,000	\$0
<b>Capital Outlays and Special Projects Total</b>			<b>\$2,325</b>	<b>\$0</b>	<b>\$24,950</b>	<b>\$0</b>
<b>City Clerk/Records Manager Department Total</b>			<b>\$162,705</b>	<b>\$162,780</b>	<b>\$201,054</b>	<b>\$187,281</b>

**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2012-2013 THROUGH FY 2014-2015**

<b>Account</b>	<b>Number</b>	<b>Description</b>	<b>Actual FY 2012-13</b>	<b>Adopted Budget FY2013-14</b>	<b>Revised Budget FY2013-14</b>	<b>Proposed Budget FY2014-15</b>
<b><u>Arts Commission Department</u></b>						
<b><u>Salaries and Benefits</u></b>						
010-1112-0011-000		Salaries - Regular	\$5,279	\$4,200	\$9,680	\$9,680
010-1112-0021-001		Pers/retirement	\$1,210	\$974	\$2,295	\$2,445
010-1112-0021-002		Social Security	\$321	\$260	\$600	\$600
010-1112-0021-003		Icma	\$122	\$105	\$267	\$267
010-1112-0021-004		Unemployment	\$14	\$15	\$30	\$30
010-1112-0021-005		Workers Comp Insurance	\$46	\$46	\$70	\$70
010-1112-0021-006		Health Insurance	\$896	\$760	\$1,808	\$2,225
010-1112-0021-007		Life Insurance	\$6	\$6	\$11	\$11
010-1112-0021-009		Dental Insurance	\$44	\$41	\$80	\$96
010-1112-0021-011		Vision Insurance	\$9	\$9	\$15	\$17
010-1112-0021-012		Medicare	\$75	\$61	\$140	\$140
<b>Salaries and Benefits Total</b>			<b>\$8,022</b>	<b>\$6,477</b>	<b>\$14,997</b>	<b>\$15,582</b>
<b><u>Other Operating Expenditures</u></b>						
010-1112-0145-308		Postage and Shipping Costs	\$60	\$40	\$120	\$120
010-1112-0146-000		Parts & Supplies	\$151	\$150	\$250	\$150
010-1112-0147-314		Contract Serv / Office Machine	\$97	\$110	\$97	\$55
010-1112-0203-000		Cultural Arts Program	\$15,399	\$17,000	\$17,000	\$22,000
010-1112-0890-000		Public Arts	\$550	\$500	\$0	\$500

**CITY OF OJAI  
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FOR  
FY 2012-2013 THROUGH FY 2014-2015**

<b>Account</b>	<b>Number</b>	<b>Description</b>	<b>Actual FY 2012-13</b>	<b>Adopted Budget FY2013-14</b>	<b>Revised Budget FY2013-14</b>	<b>Proposed Budget FY2014-15</b>
010-1112-0890-011		Public Arts/Restoration	\$1,984	\$2,200	\$0	\$2,200
		<b>Other Operating Expenditures Total</b>	<b>\$18,241</b>	<b>\$20,000</b>	<b>\$17,467</b>	<b>\$25,025</b>
		<b>Arts Commission Department Total</b>	<b>\$26,263</b>	<b>\$26,477</b>	<b>\$32,464</b>	<b>\$40,607</b>