

# 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 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 Tuesday 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 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.

**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 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.

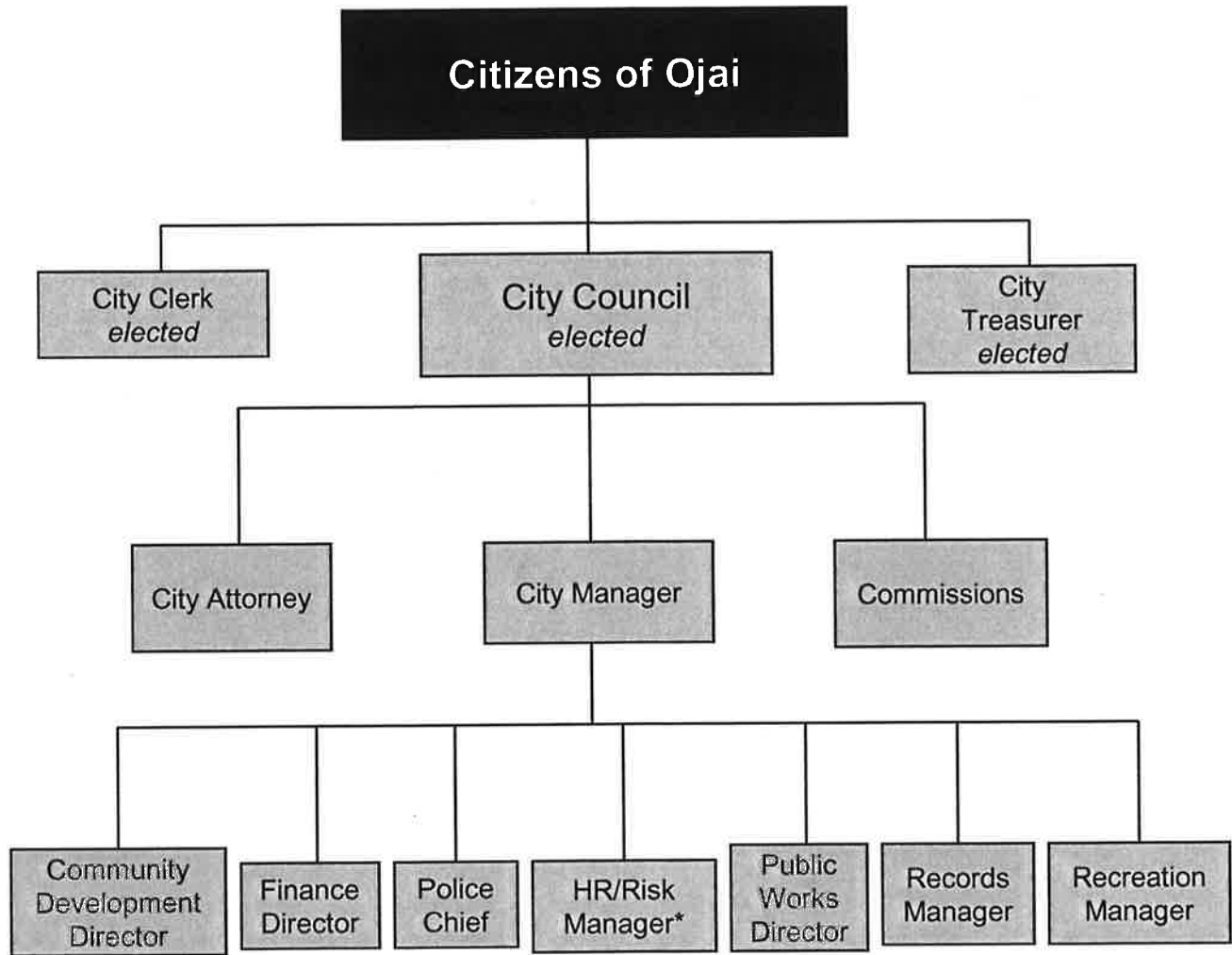
**City Manager:** Under the provisions of the Municipal Code, the City Manager is responsible for the administrative functions of the City. With the exception of the City Clerk and City Treasurer—both of whom are elected—each of the City Department Heads report to the City Manager who, in turn, reports to the City Council Members. The City Manager Administrative Assistant and Recreation Manager also report directly to the City Manager. The Deputy City Manager position (now vacant) served as the head of the recreation department, handled the City's human resources/personnel and risk management functions, and also served as public information officer and the staff liaison to the Arts Commission and Recreation Commission. Other duties include administration of film permits and coordinating the City's emergency disaster response plans. Currently the city manager's office is in transition with the former Deputy City Manager now serving as the Interim City Manager. A reorganization of the City Manager's office is being proposed that would shift some of these duties. A new position, Human Resources/Risk Manager, is being proposed to take up many but not all of the functions of the Deputy City Manager. The Administrative Assistant coordinates and schedules activities for the City Manager's office and serves as the City Manager's direct clerical assistant. The Administrative Assistant is also responsible for managing the City's website and provides clerical support assistance to the City Council. Additionally, the Administrative Assistant is responsible for the execution of Ojai Day and allocates time spent on that project to the Recreation Department. The position also currently serves as the staff liaison to the Arts Commission, manages the Libbey Bowl, and serves as the liaison to the standing Libbey Bowl committee.

**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 and Records Manager:** As an Elections Official, the City Clerk administers Federal, State, and Local procedures through which local government representatives are selected. The City Clerk assists candidates in meeting their legal responsibilities before, during and after an election. From election pre-planning to certification of election results and filing of final campaign disclosure documents, the City Clerk manages the process which forms the foundation of our democratic system of government.

As a Legislative Administrator, the City Clerk plays a critical role in the decision-making process of the local legislature. As the key staff for City Council meetings, the City Clerk prepares the legislative Agenda, verifies legal notices have been posted or published, and completes the necessary arrangements to ensure an effective meeting. The City Clerk is entrusted with the responsibility of recording the decisions which constitute the building blocks of our representative government.

The Records Manager oversees yet another legislative process; the preservation and protection of the public record. By statute, the City Clerk is required to maintain and index the Minutes, Ordinances, and Resolutions adopted by the legislative body. The City Clerk and Records Manager also ensure that other municipal records are readily accessible to the public. The public record under the conservatorship of the City Clerk provides fundamental integrity to the structure of our democracy. Most of the day-to-day functions of the City Clerk's office are performed by the Records Manager.



\* Proposed position

**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2014-2015 THROUGH FY 2016-2017**

Account Number	Description	Actual FY 2014-15	Adopted Budget FY2015-16	Revised Budget FY2015-16	Proposed Budget FY2016-17
<b><u>General Fund</u></b>					
<b><u>City Council Department</u></b>					
<b><u>Salaries and Benefits</u></b>					
010-1101-0013-000	Salaries - Special	28,500	28,500	28,500	28,500
010-1101-0021-001	Pers/retirement	4,604	5,050	5,050	3,750
010-1101-0021-002	Social Security	1,474	1,770	1,770	1,800
010-1101-0021-003	Icma	312	310	310	310
010-1101-0021-004	Unemployment	1	70	70	-
010-1101-0021-005	Workers Comp Insurance	438	420	420	450
010-1101-0021-006	Health Insurance	33,383	26,000	26,000	40,200
010-1101-0021-007	Life Insurance	469	450	450	530
010-1101-0021-008	Disability Insurance	-	150	150	-
010-1101-0021-009	Dental Insurance	2,764	2,850	2,850	3,670
010-1101-0021-011	Vision Insurance	417	450	450	620
010-1101-0021-012	Medicare	345	410	410	400
010-1101-0021-016	PERS Unfunded Liability	-	-	-	1,960
010-1101-0021-106	Health Insr/ret Emp/council	37,846	43,380	43,380	30,420
<b>Salaries and Benefits Total</b>		<b>110,553</b>	<b>109,810</b>	<b>109,810</b>	<b>112,610</b>
<b><u>Other Operating Expenditures</u></b>					
010-1101-0129-000	Bank & Credit Card Stmt Chgs	1	-	-	160
010-1101-0132-000	Community Outreach	2,319	-	-	-
010-1101-0132-012	Ojai Valley Green Coalition	8,500	-	-	-
010-1101-0132-015	Ojai Museum Operation Support	45,000	-	-	-
010-1101-0141-000	Training & Education	7,787	3,500	3,500	3,500
010-1101-0141-321	Professional / Membership Dues	2,765	90	90	120
010-1101-0141-370	City Manager/council Meeting	-	250	250	250
010-1101-0144-000	Computer Supplies	193	-	-	500
010-1101-0145-000	Office Supplies	2,184	2,500	2,500	1,300
010-1101-0145-308	Ups/FedEx/ Postage	34	50	50	50
010-1101-0146-311	Council Meeting Supplies	1,437	1,200	1,200	1,400
010-1101-0147-100	Contract Serv / Interpreter	1,489	500	500	500

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<b>Account Number</b>	<b>Description</b>	<b>Actual FY 2014-15</b>	<b>Adopted Budget FY2015-16</b>	<b>Revised Budget FY2015-16</b>	<b>Proposed Budget FY2016-17</b>
010-1101-0147-314	Contract Serv / Office Machine	2,634	2,200	2,200	2,250
010-1101-0147-317	Contract Serv / ADT Service	707	660	660	1,000
010-1101-0155-005	Auto Mileage Reimbursements	1,290	650	650	500
010-1101-0191-000	Electricity	3,172	3,500	3,500	3,000
010-1101-0192-000	Natural Gas	294	840	840	550
010-1101-0193-000	Water	353	1,180	1,180	1,000
010-1101-0193-000	Phone / Alarm Services	-	160	160	160
010-1101-0194-000	Telephone	164	-	-	150
010-1101-0202-000	Independence Day Program	4,417	-	-	
010-1101-0206-000	Scag/lafco/vcog/loc/ascap	7,127	11,250	11,250	11,250
<b>Other Operating Expenditures Total</b>		<b>91,866</b>	<b>28,530</b>	<b>28,530</b>	<b>27,640</b>
<b>Transfer Out To Other Funds</b>					
010-1101-0900-033	Trans to Equi replacement (33)	-	5,560	5,560	5,560
<b>Transfer Out To Other Funds</b>		<b>-</b>	<b>5,560</b>	<b>5,560</b>	<b>5,560</b>
<b>City Council Department Total</b>		<b>202,419</b>	<b>143,900</b>	<b>143,900</b>	<b>145,810</b>

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EXPENDITURE BUDGET  
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FY 2014-2015 THROUGH FY 2016-2017**

Account Number	Description	Actual FY 2014-15	Adopted Budget FY2015-16	Revised Budget FY2015-16	Proposed Budget FY2016-17
<b><u>Non-Departmental Expenditures</u></b>					
<b><u>Liability Insurance</u></b>					
010-1110-0126-000	General Liability Ins	-	392,000	392,000	340,000
010-1110-0126-001	Ceridian Admin Fee	-	460	460	460
010-1110-0126-100	Employee Dishonesty Bond	-	760	760	760
010-1110-0126-999	General Liab Ins - Contra	-	(165,170)	(165,170)	(12,310)
<b>Liability Insurance Total</b>		-	<b>228,050</b>	<b>228,050</b>	<b>328,910</b>
<b><u>Community Outreach</u></b>					
010-1110-0132-000	Community Outreach	-	5,500	5,500	100,000
010-1110-0132-012	Ojai ValleyGreen Coalition	-	25,000	25,000	-
010-1110-0132-013	Ojai FLOW	-	25,000	25,000	-
010-1110-0132-015	Ojai Museum Operation Support	-	50,000	50,000	-
010-1110-0147-010	Libbey Bowl Operations	-	50,000	50,000	50,000
010-1110-0147-325	Contract Serv / Ojai Chamber	-	25,000	25,000	-
010-1110-0202-000	Independence Day Program	-	1,600	1,600	3,000
<b>Community Outreach Total</b>		-	<b>182,100</b>	<b>182,100</b>	<b>153,000</b>
<b><u>Transfers to Other Funds</u></b>					
010-1110-0900-031	Trnsf Out/Cap Imprvmt(31)	-	-	-	37,800
010-1110-0900-050	Trnsf Out/street Light(50)	-	7,810	7,810	7,810
010-1110-0900-052	Trnsf Out/plaza Maint(52)	-	48,880	48,880	50,480
<b>Transfer Out Total</b>		-	<b>56,690</b>	<b>56,690</b>	<b>96,090</b>
<b>Non-Departmental Total</b>		-	<b>466,840</b>	<b>466,840</b>	<b>578,000</b>

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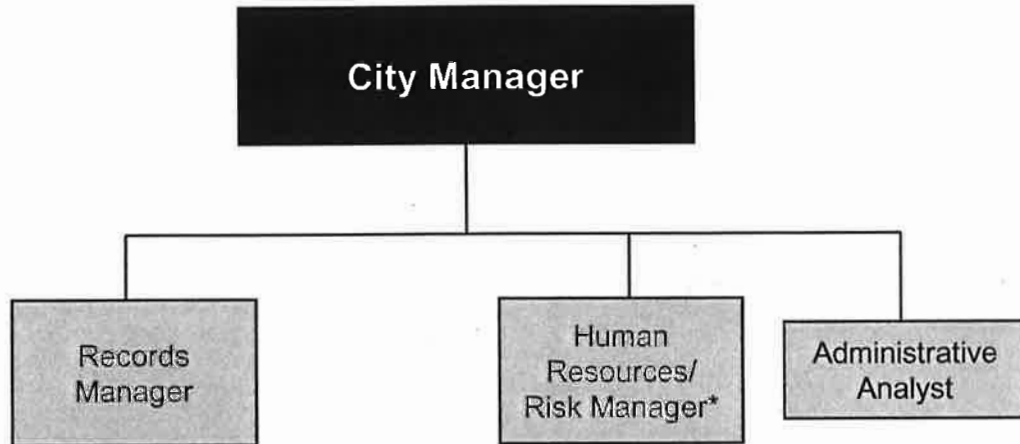
Account Number	Description	Actual FY 2014-15	Adopted Budget FY2015-16	Revised Budget FY2015-16	Proposed Budget FY2016-17
<b><u>City Treasurer Department</u></b>					
<b><u>Salaries and Benefits</u></b>					
010-1103-0013-000	Salaries - Special	900	1,500	1,500	900
010-1103-0021-001	Pers/retirement	204	470	470	140
010-1103-0021-002	Social Security	56	60	60	60
010-1103-0021-005	Workers Comp Insurance	10	10	10	10
010-1103-0021-008	Disability Insurance	-	10	10	-
010-1103-0021-012	Medicare	13	10	10	10
010-1103-0021-016	PERS Unfunded Liability	-	-	-	260
<b>Salaries and Benefits Total</b>		<b>1,184</b>	<b>2,060</b>	<b>2,060</b>	<b>1,380</b>
<b><u>Other Operating Expenditures</u></b>					
010-1103-0141-321	Professional Dues	155	160	160	160
<b>Other Operating Expenditures Total</b>		<b>155</b>	<b>160</b>	<b>160</b>	<b>160</b>
<b>City Treasurer Department Total</b>		<b>1,339</b>	<b>2,220</b>	<b>2,220</b>	<b>1,540</b>



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EXPENDITURE BUDGET  
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Account Number	Description	Actual FY 2014-15	Adopted Budget FY2015-16	Revised Budget FY2015-16	Proposed Budget FY2016-17
<u>City Attorney Department</u>					
<u>Other Operating Expenditures</u>					
010-1105-0147-000	Contract Serv / Retainer	7,536	-	-	132,000
010-1105-0147-001	General Consulting Services	15,331	135,000	135,000	3,000
010-1105-0147-002	Attend Special & Comm meetings	1,808	-	-	
010-1105-0147-003	Misdemeanors	1,984	-	-	
010-1105-0147-005	Building Appeals Board	1,072	-	-	
010-1105-0147-029	Historic Prsrvtn Commission	7,944	-	-	
010-1105-0147-035	Brown Act Issues	352	-	-	
010-1105-0147-040	Golden State Water Issues	1,476	-	-	
010-1105-0147-102	City Manager Department	12,408	-	-	
010-1105-0147-103	City Council Department	8,416	-	-	
010-1105-0147-104	Finance Department	304	-	-	
010-1105-0147-105	Code Enforcement Issues	6,032	-	-	
010-1105-0147-107	City Clerk's Office	496	-	-	
010-1105-0147-110	Employee Hndbk&Prsnnl Issues	1,472	-	-	
010-1105-0147-205	Ojai Valley Wesleyan Lease	192	-	-	
010-1105-0147-215	Planning Commission	6,392	-	-	
010-1105-0147-300	Public Art Ordinance	256	-	-	
010-1105-0147-336	Zoning Ordinance Update	1,712	-	-	
010-1105-0147-337	Leaf Blower Ordinance	1,344	-	-	
010-1105-0147-350	Cultural Heritage Program	8,512	-	-	
010-1105-0147-364	Sign Ordinance Issues	512	-	-	
010-1105-0147-367	Vacant Property Ordinance	688	-	-	
010-1105-0147-369	Transient Rental Issues	3,360	-	-	
010-1105-0147-401	Community Development Dept.	9,888	-	-	
010-1105-0147-601	Public Works Department	3,952	-	-	
<b>Other Operating Expenditures Total</b>		<b>103,439</b>	<b>135,000</b>	<b>135,000</b>	<b>135,000</b>
<b>City Attorney Department Total</b>		<b>103,439</b>	<b>135,000</b>	<b>135,000</b>	<b>135,000</b>

## CITY MANAGER DEPARTMENT



\*Proposed position

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FOR  
FY 2014-2015 THROUGH FY 2016-2017**

Account Number	Description	Actual FY 2014-15	Adopted Budget FY2015-16	Revised Budget FY2015-16	Proposed Budget FY2016-17
<b><u>City Manager Department</u></b>					
<b><u>Salaries and Benefits</u></b>					
010-1102-0011-000	Salaries - Regular	251,794	259,120	259,120	245,910
010-1102-0012-000	Salaries - Part-Time	-	-	-	-
010-1102-0014-000	Salaries - It	8,227	2,650	2,650	-
010-1102-0021-001	Pers/retirement	65,307	79,310	79,310	39,051
010-1102-0021-002	Social Security	12,001	15,870	15,870	15,250
010-1102-0021-003	Icma	7,563	6,510	6,510	5,000
010-1102-0021-004	Unemployment	701	680	680	430
010-1102-0021-005	Workers Comp Insurance	5,860	5,530	5,530	5,860
010-1102-0021-006	Health Insurance	32,924	26,460	26,460	29,800
010-1102-0021-007	Life Insurance	437	430	430	260
010-1102-0021-008	Disability Insurance	-	1,360	1,360	1,690
010-1102-0021-009	Dental Insurance	1,497	-	-	1,830
010-1102-0021-011	Vision Insurance	263	80	80	310
010-1102-0021-012	Medicare	3,792	3,710	3,710	3,570
010-1102-0021-016	PERS Unfunded Liability	-	-	-	45,030
010-1102-0021-106	Health Insr/ret Emp/cm	30,071	25,940	25,940	23,830
<b>Salaries and Benefits Total</b>		<b>420,438</b>	<b>427,650</b>	<b>427,650</b>	<b>417,821</b>
<b><u>Other Operating Expenditures</u></b>					
010-1102-0125-000	Prsnl-pers Health/adm Fees	2,371	1,740	1,740	2,000
010-1102-0125-010	Prsnl-pre-emplmt Phys Exam	97	300	300	100
010-1102-0125-020	Prsnl-compliance Posters	57	190	190	200
010-1102-0125-100	Partial OPEB Pre-funding	100,000	100,000	100,000	100,000
010-1102-0126-001	Ceridian Admin Fee	-	-	-	-
010-1102-0127-010	Comm/Emp Recognition & Award	3,950	3,500	3,500	3,500
010-1102-0129-000	Bank & Credit Card Stmt Chgs	5	-	-	200
010-1102-0131-352	Personnel - Advertising	2,852	300	300	2,000
010-1102-0138-358	Recruitment	-	-	-	-
010-1102-0141-000	Training & Education	1,269	2,700	2,700	2,100
010-1102-0141-321	Professional / Membership Dues	6,075	3,700	3,700	3,900

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<b>Account Number</b>	<b>Description</b>	<b>Actual FY 2014-15</b>	<b>Adopted Budget FY2015-16</b>	<b>Revised Budget FY2015-16</b>	<b>Proposed Budget FY2016-17</b>
010-1102-0141-370	City Manager/council Meeting	-	150	150	150
010-1102-0144-000	Computer Supplies / R & M	205	100	100	200
010-1102-0145-000	Office Supplies	1,595	1,500	1,500	900
010-1102-0145-308	Ups/fedex/postage	274	300	300	250
010-1102-0146-311	Water/1st Aid/Kitchen Supplies	840	950	950	950
010-1102-0147-301	Contract Services- CD Audit	-	-	-	-
010-1102-0147-314	Contract Serv / Office Machine	715	730	730	620
010-1102-0147-317	Contract Serv / ADT Service	560	560	560	800
010-1102-0147-320	Feasib Stud Com Choice energy	-	-	-	-
010-1102-0147-356	Website Contract Svr	821	750	750	300
010-1102-0155-005	Auto Mileage Reimbursements	849	200	200	900
010-1102-0191-000	Electricity	2,512	2,450	2,450	2,400
010-1102-0192-000	Natural Gas	233	500	500	450
010-1102-0193-000	Water	280	800	800	800
010-1102-0194-000	Telephone	2,669	1,650	1,650	1,800
010-1102-0194-360	High-speed Internet Services	199	230	230	200
<b>Other Operating Expenditures Total</b>		<b>128,428</b>	<b>123,300</b>	<b>123,300</b>	<b>124,720</b>
010-1102-0900-033	<u>Transfer Out To Other Funds</u> Trans to Equi replacement (33)	-	3,330	3,330	3,330
<b>Transfer Out To Other Funds</b>		<b>-</b>	<b>3,330</b>	<b>3,330</b>	<b>3,330</b>
<b>City Manager Department Total</b>		<b>548,866</b>	<b>554,280</b>	<b>554,280</b>	<b>545,871</b>

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Account Number	Description	Actual FY 2014-15	Adopted Budget FY2015-16	Revised Budget FY2015-16	Proposed Budget FY2016-17
<b><u>City Clerk/Records Manager</u></b>					
<b><u>Salaries and Benefits</u></b>					
010-1107-0011-000	Salaries - Regular	89,621	89,410	89,410	85,060
010-1107-0012-000	Salaries - Part-time	5,891	15,640	15,640	7,020
010-1107-0013-000	Salaries- Special	4,445	4,200	4,200	4,200
010-1107-0014-000	Salaries - It	8,195	4,680	4,680	-
010-1107-0021-001	Pers/retirement	23,935	27,090	27,090	12,010
010-1107-0021-002	Social Security	6,726	6,910	6,910	5,970
010-1107-0021-003	Icma	2,861	4,920	4,920	2,620
010-1107-0021-004	Unemployment	490	310	310	390
010-1107-0021-005	Workers Comp Insurance	1,291	1,230	1,230	1,300
010-1107-0021-006	Health Insurance	13,389	15,240	15,240	15,820
010-1107-0021-007	Life Insurance	132	140	140	130
010-1107-0021-008	Disability Insurance	-	590	590	650
010-1107-0021-009	Dental Insurance	856	890	890	880
010-1107-0021-011	Vision Insurance	150	170	170	150
010-1107-0021-012	Medicare	1,555	1,620	1,620	1,400
010-1107-0021-016	PERS Unfunded Liability	-	-	-	15,060
010-1107-0021-106	Health Insr/Ret Emp/RcMgr/Clrk	6,119	5,790	5,790	3,410
<b>Salaries and Benefits Total</b>		<b>165,654</b>	<b>178,830</b>	<b>178,830</b>	<b>156,070</b>
<b><u>Other Operating Expenditures</u></b>					
010-1107-0129-000	Bank & Credit Card Stmt Chgs	-	-	-	60
010-1107-0131-000	Legal Advertising/Notices	4,604	5,300	5,300	5,500
010-1107-0131-001	Promotions	18	2,000	2,000	2,000
010-1107-0131-364	Publication of Ordinances	4,516	5,000	5,000	3,500
010-1107-0132-000	Elections	-	-	-	10,000
010-1107-0141-000	Training & Education	102	1,600	1,600	1,300
010-1107-0141-321	Professional / Membership Dues	400	300	300	300
010-1107-0144-000	Computer Supplies / R & M	55	300	300	300
010-1107-0145-000	Office Supplies	1,744	1,500	1,500	1,500
010-1107-0145-100	Records Request Supplies	18	-	-	500

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010-1107-0145-308	Postage And Shipping Costs	3,555	430	430	1,000
010-1107-0146-311	Water/1st Aid/Kitchen Supplies	208	200	200	200
010-1107-0147-304	Contract Serv/ Code Update	-	110	110	110
010-1107-0147-314	Contract Serv / Office Machine	921	770	770	800
010-1107-0147-317	Contract Serv / ADT Service	108	110	110	150
010-1107-0148-000	Records Management	2,157	4,000	4,000	4,000
010-1107-0148-010	Records Management/CommDevDpt	4,480	3,000	3,000	7,000
010-1107-0148-015	Records Management/PublicWorks	2,508	-	-	5,000
010-1107-0148-100	Records Mgt Office Expenditure	-	500	500	500
010-1107-0149-010	Storage Rental	763	1,000	1,000	1,000
010-1107-0155-005	Auto Mileage Reimbursements	56	250	250	250
010-1107-0191-000	Electricity	485	470	470	470
010-1107-0192-000	Natural Gas	45	100	100	100
010-1107-0193-000	Water	54	160	160	160
010-1107-0194-000	Telephone	682	420	420	420
010-1107-0194-360	High-speed Internet Services	60	60	60	60
<b>Other Operating Expenditures Total</b>		<b>27,539</b>	<b>27,580</b>	<b>27,580</b>	<b>46,180</b>
<b><u>Equipment</u></b>					
010-1107-0899-000	Equipment	3,710	-	-	-
010-1107-0899-010	Website Upgrade & Media Outreach	7,143	-	-	-
<b>Equipment</b>		<b>10,854</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Transfer Out To Other Funds</u></b>					
010-1107-0900-033	Trans to Equi Replacement (33)	-	1,110	1,110	1,110
<b>Transfer Out To Other Funds Total</b>		<b>-</b>	<b>1,110</b>	<b>1,110</b>	<b>1,110</b>
<b>City Clerk/Records Manager Department Total</b>		<b>204,046</b>	<b>207,520</b>	<b>207,520</b>	<b>203,360</b>

**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2014-2015 THROUGH FY 2016-2017**

Account Number	Description	Actual FY 2014-15	Adopted Budget FY2015-16	Revised Budget FY2015-16	Proposed Budget FY2016-17
<b><u>Arts Commission Department</u></b>					
<b><u>Salaries and Benefits</u></b>					
010-1112-0011-000	Salaries - Regular	9,933	9,630	9,630	4,344
010-1112-0021-001	Pers/retirement	2,469	2,920	2,920	690
010-1112-0021-002	Social Security	607	580	580	270
010-1112-0021-003	lcma	255	270	270	220
010-1112-0021-004	Unemployment	20	30	30	10
010-1112-0021-005	Workers Comp Insurance	73	70	70	70
010-1112-0021-006	Health Insurance	1,439	2,230	2,230	1,320
010-1112-0021-007	Life Insurance	10	10	10	10
010-1112-0021-008	Disability Insurance	-	50	50	30
010-1112-0021-009	Dental Insurance	65	100	100	40
010-1112-0021-011	Vision Insurance	11	20	20	10
010-1112-0021-012	Medicare	142	140	140	60
010-1112-0021-016	PERS Unfunded Liability	-	-	-	930
<b>Salaries and Benefits Total</b>		<b>15,026</b>	<b>16,050</b>	<b>16,050</b>	<b>8,004</b>
<b><u>Other Operating Expenditures</u></b>					
010-1112-0145-308	Postage and Shipping Costs	66	120	120	100
010-1112-0146-000	Parts & Supplies	98	150	150	150
010-1112-0147-314	Contract Serv / Office Machine	7	60	60	60
010-1112-0203-000	Cultural Arts Program	22,411	33,420	33,420	34,000
010-1112-0890-000	Public Arts	-	500	500	500
010-1112-0890-011	Public Arts/Restoration	-	2,200	2,200	2,200
<b>Other Operating Expenditures Total</b>		<b>22,582</b>	<b>36,450</b>	<b>36,450</b>	<b>37,010</b>
<b>Arts Commission Department Total</b>		<b>37,607</b>	<b>52,500</b>	<b>52,500</b>	<b>45,014</b>

# FINANCE DEPARTMENT



\*Proposed position



**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2014-2015 THROUGH FY 2016-2017**

Account Number	Description	Actual FY 2014-15	Adopted Budget FY2015-16	Revised Budget FY2015-16	Proposed Budget FY2016-17
<b><u>Finance Department</u></b>					
<b><u>Salaries and Benefits</u></b>					
010-1104-0011-000	Salaries - Regular	335,069	276,240	276,240	351,270
010-1104-0014-000	Salaries - It	1,775	2,670	2,670	-
010-1104-0021-001	Pers/retirement	55,122	49,970	49,970	44,420
010-1104-0021-002	Social Security	18,570	16,910	16,910	21,780
010-1104-0021-003	Icma	6,712	7,000	7,000	6,200
010-1104-0021-004	Unemployment	1,128	950	950	820
010-1104-0021-005	Workers Comp Insurance	4,558	4,360	4,360	3,770
010-1104-0021-006	Health Insurance	41,272	42,890	42,890	58,550
010-1104-0021-007	Life Insurance	358	370	370	500
010-1104-0021-008	Disability Insurance	-	1,460	1,460	2,410
010-1104-0021-009	Dental Insurance	2,325	2,550	2,550	3,450
010-1104-0021-011	Vision Insurance	408	430	430	580
010-1104-0021-012	Medicare	4,788	3,950	3,950	5,090
010-1104-0021-016	PERS Unfunded Liability	-	-	-	16,440
010-1104-0021-106	Health Insr/ret Emp/finance	41,184	40,260	40,260	40,790
<b>Salaries and Benefits Total</b>		<b>513,269</b>	<b>450,010</b>	<b>450,010</b>	<b>556,070</b>
<b><u>Other Operating Expenditures</u></b>					
010-1104-0126-000	General Liab Ins	335,756	-	-	-
010-1104-0126-001	Ceridian Admin Fee	303	-	-	-
010-1104-0126-100	Employee Dishonesty Bond	773	-	-	-
010-1104-0129-000	Bank & Credit Card Stmt Chgs	6,117	4,320	4,320	4,500
010-1104-0138-000	Fingerprinting Costs	32	-	-	30
010-1104-0141-000	Training & Education	3,102	5,000	5,000	5,000
010-1104-0141-321	Professional / Membership Dues	226	1,000	1,000	1,000
010-1104-0141-322	Publications	26	500	500	500
010-1104-0144-000	Computer Supplies / R & M	1,711	2,000	2,000	2,000
010-1104-0145-000	Office Supplies	2,595	5,500	5,500	6,000
010-1104-0145-200	Software License	-	-	-	14,500
010-1104-0145-308	Ups/fedex/ Postage	3,440	4,600	4,600	4,000

**CITY OF OJAI  
EXPENDITURE BUDGET  
FOR  
FY 2014-2015 THROUGH FY 2016-2017**

Account Number	Description	Actual FY 2014-15	Adopted Budget FY2015-16	Revised Budget FY2015-16	Proposed Budget FY2016-17
010-1104-0146-311	Water/1st Aid/Kitchen Supplies	1,092	1,300	1,300	1,500
010-1104-0147-300	Contract Serv / Acctg Services	2,300	2,330	2,330	3,000
010-1104-0147-301	Contract Serv / Audit	22,335	23,840	23,840	24,000
010-1104-0147-302	Contract Serv / Parking Cltes	322	300	300	160
010-1104-0147-303	Contract Serv / Maximus	-	2,670	2,670	2,670
010-1104-0147-305	Contract Serv / Computer	12,067	15,000	15,000	-
010-1104-0147-306	Contract Serv / GASB 45	650	6,000	6,000	6,000
010-1104-0147-307	Contract Serv/ PERS - GASB 68	-	-	-	2,550
010-1104-0147-314	Contract Serv / Office Machine	3,276	2,820	2,820	2,820
010-1104-0147-317	Contract Serv / ADT Service	583	590	590	820
010-1104-0151-000	Vehicle Repairs and Maint	25	20	20	20
010-1104-0153-000	Vehicle Fuel	178	220	220	220
010-1104-0155-005	Auto Mileage Reimbursements	96	-	-	150
010-1104-0191-000	Electricity	4,330	3,690	3,690	3,700
010-1104-0192-000	Natural Gas	242	520	520	500
010-1104-0193-000	Water	291	980	980	1,000
010-1104-0194-000	Telephone	4,264	2,640	2,640	2,640
010-1104-0194-360	High-speed Internet Services	358	370	370	370
<b>Other Operating Expenditures Total</b>		<b>406,491</b>	<b>86,210</b>	<b>86,210</b>	<b>89,650</b>
<b><u>Transfer Out To Other Funds</u></b>					
010-1104-0900-033	Trans to Equi Replacement (33)	-	4,450	4,450	6,450
<b>Transfer Out To Other Funds Total</b>		<b>-</b>	<b>4,450</b>	<b>4,450</b>	<b>6,450</b>
<b>Finance Department Total</b>		<b>919,761</b>	<b>540,670</b>	<b>540,670</b>	<b>652,170</b>