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Services Director

# CITY OF CARPINTERIA ADOPTED BUDGET 2016-17



# **City of Carpinteria**

## **Mission Statement**



*Government in Carpinteria shall be open, honest and equitable and shall encourage, to the fullest extent possible, public participation in the decision-making process.*

*Government shall make judicious use of the City's limited resources to promote the highest possible quality of life for all of Carpinteria's residents. This includes providing services consistent with community needs as well as protecting the social and physical environment.*

*Government shall strive to enhance the City's economic base in a manner that is consistent with the needs and preferences of the community. The City budget shall reflect the goals and priorities of the majority of the City residents and shall be managed in a professional and business-like manner.*

*The diversity of the community shall be recognized, and City government shall serve the interest of all residents, maintaining an atmosphere in which the residents feel the City has their best interests at heart at all times.*

*The long-range vision and course of action for Carpinteria's future shall continue to be articulated and implemented through an ongoing process of community-wide consensus building.*

**January 25, 1993**



**CITY OF CARPINTERIA  
ADOPTED BUDGET  
FISCAL YEAR 2016-17**

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June, 2016

Re: Transmittal Letter, 2016-17 Budget

**To the Honorable Mayor, City Council and  
*THE CARPINTERIA COMMUNITY:***

**T**he 2016-17 budget is submitted for your consideration. The City of Carpinteria budget is a multi-purpose document. The budget is a tool both for carrying out the goals and objectives set forth in the City's annual strategic plan, capital improvement plan, and General Plan/Local Coastal Program, and for illustrating how they will be achieved organizationally. The budget also provides a consolidated picture of all City operations and related revenues, expenditures, debt, and year end financial projections. Finally, the budget reflects the annual operating parameters for City Departments and establishes performance measurements that are a part of determining the efficiency and effectiveness of local government services.

The 2016-17 budget provides funding for all existing programs, projects and services provided and planned for by the City, including funding for the implementation of a program required to meet federal clean water standards, which the state of California, through an unfunded mandate, has made an obligation of cities, continued funding of the City's Emergency Preparedness program, the Economic Vitality program (including promotional activities of the Carpinteria First Committee, HOST program, and seasonal Downtown and Beach maintenance), law enforcement and legal services, and significant investment in Capital Projects and the maintenance of streets, parkways, parks, trails and open spaces.

The 2016-17 fiscal year budget of approximately \$16.4 million, includes over \$4.7 million in grant, dedicated reserve and fund balance spending for capital and major maintenance projects; a reflection of a growing demand for maintenance and replacement of City infrastructure and the City's interest in addressing those needs in a timely and strategic manner in order to minimize costs. Overall, revenue is projected to increase by 17% to \$14.4 million and expenses by nearly 37%, again, a reflection largely of grant and reserve spending associated with capital and major maintenance projects. The General Fund portion of the budget is projected at approximately \$9.2 million, reflecting growth of approximately 1.7% from the 2015-16 year end estimate.

The 2016-17 budget reflects modest improvement in the overall economy; however, the local economy has been uneven with poor performance in certain key sectors, such as fuel sales, and strong growth in others, such as hospitality. While all three of the City's major revenue sources, i.e., property

tax, sales tax and transient occupancy tax, are projected to increase, sales tax growth is the weakest, nearly flat at approximately 18K on just over 2.1 million in revenue. Weak fuel sales has also negatively affected various state transportation program revenues that are allocated to the City, either directly or through the Santa Barbara County Association of Governments. The result is less revenue for City road maintenance work.

Several years ago the City began implementing various cost savings measures as a part of a Financial Recovery Plan adopted in response to the recession. Those measures include employee pension cost sharing, limits on vacation time buy outs, the reallocation of employee time to appropriate non-General Fund accounts, reductions in contract law enforcement and various energy and water savings measures. Those measures continue to provide cost savings benefit to the City. Employees pay the full employee share of the City's retirement contribution under CalPERS and also pay a portion of the health insurance expense.

All fund expenses are projected to exceed revenues by approximately \$2.0 million due to spending from special and one-time dedicated grant funds for capital and major maintenance projects. General Fund revenues will exceed expenses by \$351,534; however, due to subsidies required to balance other Funds and a one-time \$500,000 reserve expense associated with a pavement maintenance project, the General Fund is projected to have an operating deficit of \$318,493.

## **Budget Highlights**

**a. Revenue and Expenditures:** The overall budget is affected significantly by annual capital improvement and street maintenance project spending and the various grant revenues that support such projects. In particular, the 2016-17 budget includes approximately \$4.7 million in capital and major maintenance projects. These projects are paid for through a variety of funds including grants, Development Impact Fees, State Transportation Improvement Program (STIP) and Measure A (the County ½ cent sales tax for transportation) funds.

Also, for the second consecutive year, the budget includes a \$500,000 street pavement maintenance project funded from the Available Fund Balance of the General Fund. Although the General Fund and certain other funds have reserves adequate to permit annual spending to exceed revenue into the near future, the City has determined that the amount of reserves and annual revenues dedicated to street and right-of-way maintenance are not be adequate to meet maintenance needs in the long-term.

The City's General Fund property tax revenue (projected at just over \$3 million and representing 34.8% of total revenues) remains the City's largest revenue source. In the 2010-11 fiscal year, after 15 years of significant growth, property tax revenue declined. Since 2010-11, property tax revenue has grown

slowly but steadily each year. Modest growth is expected to continue in the 2016-17 fiscal year and into the near future.

The City's sales tax revenue, \$2.1 million, reflects very modest growth in local sales, due in part to weak fuel sales tax revenues. Over the past four years the average annual rate of growth in the sales tax is 5.2%. Gasoline and food and beverage sales have led this growth. Transient occupancy tax revenue, projected at \$2.4 million, reflects an improvement in local tourism and business travel and expansion of short-term vacation rental use in residential areas.

As a service oriented agency, most of the City's spending is for personnel. The City's largest program expense is for Law Enforcement services where contract costs are projected at approximately \$3.5 million. Excluding capital project expenses, personnel costs (including law enforcement) make up approximately 68% of all City spending.

Aside from the law enforcement contract, health insurance and pension costs, as components of total personnel costs, have experienced the greatest growth in recent years and are projected to increase again this year. Total budgeted compensation costs, at \$4.41 million, reflect an increase of approximately \$290K.

**b. Projects and Programs:** This budget will allow for the continuation of all existing City projects, programs and services. The menu of services provided by the City supports the City's mission statement, values and strategic initiatives that are aimed at maintaining and improving Carpinteria's small beach town attributes. Below is a list of significant projects, programs and services funded through this budget. Detailed descriptions are included in the Capital Project appendix and various Department programs.

- **Linden-Casitas Freeway Interchanges Project**
- **Carpinteria Avenue/Carpinteria Creek Bridge Replacement**
- **City Hall Campus Landscape and Building Improvements**
- **Rincon Trail Project**
- **Capital Improvement Plan update**
- **Assessment District and Development Impact Fee program updates**
- **Fee Schedule Update**
- **Zoning Code Update**
- **Long-Range Financial Plan preparation**
- **Storm Water Management Water Testing Program**
- **Pavement and Sidewalk Maintenance**

## 2015-16 Accomplishments

Listed below are examples of significant accomplishments achieved in the 2015-16 fiscal year. A comprehensive list of recurring performance measures and related accomplishments is included as Section H of this budget document.

- **Sidewalk Improvements** – Completed sidewalk improvements on Via Real at Cravens Lane. This recently completed project included the installation of sidewalk along westbound Via Real with new American with Disabilities Act (ADA) compliant curb ramps at the Via Real / Cravens Lane intersection and at the entrance to Sandpiper Mobile Home Park.
- **Short-term Rentals** - The Planning Commission and City Council reviewed and approved amendments to the Zoning Code regarding short-term rentals, sending the proposal to the Coastal Commission in May 2016.
- **Plan Check Review** - The Community Development Department approved 244 Building Permits with no complaints regarding permit review time.
- **Housing Element** - The Housing Element Annual Report was submitted to the State in March 2016 and the General Plan Annual Progress Report was submitted in April 2016. Both documents were posted on the City's website.
- **Community Garden** – The City's community garden at 5th Street and Holly Avenue received a coastal development permit. Construction is anticipated to begin in the summer of 2016.
- **Native Tree Planting** - 50 oak trees were planted in Franklin Creek Park and 6 Sycamore trees were planted along the Palm to Linden Trail.
- **Railroad Undercrossing** – A consulting engineer has begun to prepare an analysis of an undercrossing at Holly or Ash Avenue.
- **Memorial Park Playground** – The City received a state grant to replace the playground equipment at Memorial Park. It is anticipated that project will be completed by the summer of 2017.
- **Carpinteria Rincon Trail** - Engineering and permit related work continued regarding the Carpinteria Rincon Trail project

- **Finance Awards** -- City received the California Society of Municipal Finance Officers Operating Budget Excellence Award for the fiscal year 2015-2016 budget and received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting.

This budget sets forth the plan for delivering high quality local government services to the Carpinteria community over the next year as well as how the efficiency and effectiveness of that service delivery will be judged. It also reflects the long term financial planning of the City Council as established through its policies and regulations.

Each year the preparation of the City budget is a team effort that includes the entire staff at City Hall. I want to acknowledge and thank everyone (department heads, supervisors, and support staff) for their dedication and assistance in preparing all of the goal descriptions, performance measures, and, most importantly, their careful and prudent financial planning. I also want to recognize the professionalism and dedication of all our City employees in providing helpful and efficient public service to the Carpinteria community. Finally, I would like to give special thanks to John Thornberry and Kevin Silk. Without their work, this budget document would not be possible.

Dave Durflinger  
City Manager



# *California Society of Municipal Finance Officers*

*Certificate of Award*

## *Operating Budget Excellence Award Fiscal Year 2015-2016*

*Presented to the*

*City of Carpinteria*

For meeting the criteria established to achieve the Operating Budget Excellence Award.

*February 23, 2016*



*Jesse Takahashi*

**Jesse Takahashi  
CSMFO President**

*Michael Gomez*

**Michael Gomez, Chair  
Professional Standards and  
Recognition Committee**

*Dedicated Excellence in Municipal Financial Reporting*

## ***Community and Organizational Profile***

The City of Carpinteria is a California general law city providing local government services to a population of 13,928<sup>1</sup>. The City's menu of services includes municipal administration, law enforcement, solid waste disposal and recycling, planning and building, business licensing, code compliance and animal control, public works engineering and street maintenance, and parks & recreation ocean beach and community pool services.

Services are provided through a variety of methods including: direct service by City employees, contracts with other public agencies and with private providers (e.g., the City contracts with Santa Barbara County Sheriff's Department for law enforcement services), agreements with franchise operators and with non-profits, and by volunteers. Sanitary sewer, water and fire protection services are provided in the City and the greater unincorporated Carpinteria Valley by independent special districts.

The City's organizational structure is typical for a small, general law city in California with service delivery programs organized under various divisions that are managed by Department Heads reporting to the City Manager. The City currently employs 33 full time employees and 14 (full time equivalent) part time and seasonal part time positions are filled by 63 employees. Tables and organizational charts further describing the staffing of the City follow this Introduction.

The City's level of service is influenced by a number of dynamic factors such as its location on the South Coast of Santa Barbara County, community values, demographics, responsibilities under various state and federal laws, available revenues and the costs for providing specific services. The City seeks to ensure a level of service that enhances public health and safety, community equity and quality of life. In general, the type and quality of services provided by the City have incrementally increased since its incorporation in 1965.

Examples of service categories where levels of service have increased since incorporation include law enforcement, parks and recreation services, street and landscaping maintenance services, and land use planning services. More specifically, police services in Carpinteria are much more robust, reflecting both national trends toward more specialized and responsive policing and significant growth in the

<sup>1</sup> City/County Population Estimates, State Department of Finance, Demographic Research Unit, January 1, 2016

City's permanent and seasonal populations. Also, the City has added significant amounts of new park space including the expansion of El Carro Park, the Salt Marsh Park, Viola fields and the Bluffs Nature Park, and Carpinteria Creek Park. The City now maintains and operates a greater number and variety of recreational facilities and programs. The City maintains and operates a community pool, athletic fields, playground equipment, public parking, beach and boathouse improvements, and a network of hiking and biking trails. The City runs many recreational programs and events including swimming programs, summer camps and an annual triathlon.

The amount of public street and right-of-way improvements requiring ongoing maintenance has also grown. Downtown street improvements, the addition of new streets, and various storm water runoff and street landscape improvements have increased the quantity and quality of street and public landscaping in the City. Also, as the City's streets and sidewalks age they are requiring more maintenance at greater expense.

The regulatory environment in coastal California has changed significantly since 1965 with the establishment and refinement of the California Environmental Quality Act and the California Coastal Act. These and other regulations affect the quality and quantity of land use and development review services provided by the City. Finally, as land values in the City have increased over the decades since incorporation, so have expectations that City zoning, development review and code enforcement services function adequately to protect the physical improvements and environmental resources that contribute to making Carpinteria a desirable and valuable place.

### ***The Program/Performance Based Budget***

The City operates an annual Program/Performance Based Budget. This format provides the public and City Council with detailed financial and performance information on a program-by-program basis.

### ***The Basics of a Program/Performance Based Budget***

A Program/Performance Based Budget is structured according to a number of broad categories of services delivered by the City. These categories emphasize the relationships among what is spent, the purpose of the expenditure and the anticipated results. A performance budget also focuses on the activities or operations that are performed, the cost and the efficiency or effectiveness with which expenditures are managed. A performance budget also more effectively answers the question: "What are the people of Carpinteria getting for their money?"



In reporting to the people of Carpinteria on how the City government is using their taxes and other resources, this Budget provides performance goals, objectives and measurements as a part of each Program description. Program descriptions include details about cost and personnel allocation (inputs), as well as efficiency and productivity measures (outputs) necessary to provide a quantifiable understanding of the "yield" of an activity or program as a result of the input. In an effort to demonstrate the results of the input, or public investment in the program, output measures are used to describe the anticipated completed actions (e.g., number of miles paved, number of complaints addressed in a specified time) for which the resources were allocated.

The following table illustrates expenditures by each City program. The programs are described in detail in this budget document.

CITY OF CARPINTERIA										
Proposed 2016-17 Budget										
Expenditures by Program										
ALL FUNDS										
No.	ACTUAL 13			ACTUAL 14			ACTUAL 15			PROPOSED 17
111 Records Management	\$75,718	0.7%		\$81,328	0.7%		\$86,249	0.7%	\$104,160	0.9%
112 Elections	26,465	0.2%		5,973	0.1%		6,019	0.0%	6,925	0.1%
121 City Administration	299,427	2.6%		287,033	2.5%		283,796	2.3%	307,774	2.5%
122 Legal Services	427,753	3.7%		333,592	3.0%		447,062	3.7%	536,604	4.4%
123 Legislative & Policy	101,171	0.9%		102,243	0.9%		105,396	0.9%	125,947	1.0%
124 Commissions Board	13,127	0.1%		5,395	0.0%		5,533	0.0%	5,606	0.0%
125 Law Enforcement	2,915,913	25.2%		3,420,829	30.3%		3,445,399	28.2%	3,558,151	29.5%
126 Emergency Preparedness	40,772	0.4%		64,034	0.6%		67,310	0.6%	76,223	0.6%
141 Financial Management	448,907	3.9%		513,329	4.5%		583,525	4.8%	535,927	4.4%
142 Management Information Systems	103,865	0.9%		175,748	1.6%		169,258	1.4%	196,790	1.6%
143 Central Services	248,718	2.1%		288,051	2.6%		352,463	2.9%	433,252	3.6%
161 Staff Recruitment, Training & Development	151,535	1.3%		159,465	1.4%		185,200	1.5%	130,563	1.1%
162 Risk Management	150,551	1.3%		280,614	2.5%		349,184	2.9%	441,713	3.7%
163 Communication and Public Relations	107,185	0.9%		130,658	1.2%		132,218	1.1%	160,825	1.3%
301 Public Works Administration	278,748	2.4%		200,119	1.8%		154,487	1.3%	289,014	2.4%
302 Street Maintenance	779,658	6.7%		1,471,784	13.0%		1,853,266	15.2%	1,288,981	10.7%
303 Right of Way Maintenance	331,749	2.9%		311,270	2.8%		299,213	2.5%	405,484	3.4%
304 Transportation, Planning & Engineering	354,302	3.1%		441,572	3.9%		336,967	2.8%	304,705	2.5%
305 Capital Improvement	62,813	0.5%		112,108	1.0%		114,979	0.9%	186,539	1.5%
306 Solid Waste	70,790	0.6%		214,515	1.9%		210,900	1.7%	222,579	1.8%
307 Watershed Management	180,480	1.6%		118,990	1.1%		110,062	0.9%	136,633	1.1%
308 Engineering Permitting				35,309	0.3%		36,213	0.3%	54,446	0.5%
410 Community Development	59,314	0.5%		133,923	1.2%		133,414	1.1%	126,717	1.0%
411 Advance Planning	174,673	1.5%		134,371	1.2%		130,431	1.1%	124,086	1.0%
412 Housing	46,947	0.4%		26,329	0.2%		30,789	0.3%	61,073	0.5%
413 Development Review	398,773	3.4%		341,639	3.0%		349,769	2.9%	330,975	2.7%
414 Code Compliance	265,211	2.3%		276,194	2.4%		278,341	2.3%	278,123	2.3%
415 Animal Care and Control	96,101	0.8%		92,254	0.8%		92,227	0.8%	93,727	0.8%
442 Economic Vitality	53,041	0.5%		71,160	0.6%		78,297	0.6%	91,472	0.8%
691 Parks and Recreation	91,317	0.8%		35,232	0.3%		37,164	0.3%	38,139	0.3%
692 Community Pool Services	552,196	4.8%		509,694	4.5%		447,379	3.7%	468,345	3.9%
693 Ocean Beach Services	251,678	2.2%		336,333	3.0%		447,455	3.7%	341,454	2.8%
694 Special Events	89,418	0.8%		78,220	0.7%		85,727	0.7%	77,717	0.6%
695 Parks & Facility Maintenance	2,262,721	19.5%		399,081	3.5%		661,819	5.4%	434,205	3.6%
696 Community Service	82,764	0.7%		100,588	0.9%		103,406	0.8%	98,153	0.8%
<b>Total Expenditures</b>	<b>\$11,593,801</b>	<b>100.0%</b>		<b>\$11,288,978</b>	<b>100.0%</b>		<b>\$12,210,919</b>	<b>100.0%</b>	<b>\$12,073,028</b>	<b>100.0%</b>

## ***The Budget Process***

The City's budget process begins each year with a strategic planning workshop where the City Council and City staff members create the Annual Work Program. The Annual Work Program establishes the service level needs and expectations that the budget addresses. The process is more formally set in motion in April when year-end projections for the current budget year are reviewed with the City Council and department heads use this information, in part, to educate their respective budget requests.

Once the Department budget requests are prepared, the City Manager and Administrative Services Director meet with Department Heads and key staff to review each budget along with budget goals and objectives established by the City Council Budget Committee. As a result of these discussions, a preliminary budget is prepared for the upcoming fiscal year for review by the Budget Committee.

The City Manager then presents the preliminary budget to the City Council at a regular Council meeting, typically the second week in June. This meeting provides an opportunity both for the City Council to direct staff and for the public to provide comment. After deliberation, the City Council may direct staff concerning any modifications to the draft budget and the budget can either be approved or review continued to the second June Council meeting.

The City's annual budget is approved by resolution. If the budget is not approved prior to the end of the fiscal year, the preliminary budget, except for capital outlays, becomes the City's interim budget until the new budget is approved.

During the year, the budget may be amended by the City Council as is necessary. Budget reviews are conducted during the fiscal year by the City Council Finance Committee and a midyear review is presented to the City Council at which time adjustments to revenue estimates and appropriations may be made. In December of each year the Comprehensive Annual Financial Report (CAFR), an independent audit conducted according to generally accepted accounting principles and law, is presented to the City Council at a public meeting. The results of the CAFR allow for adjustments to the prior fiscal year-end results to be considered as a part of the midyear Budget review.

The Budget is approved for all governmental and proprietary funds on a basis consistent with generally accepted accounting principles.

The City's budget process involves the hard work of City staff, City Council members, and community residents that participate in the public process. Over the years, with the care, dedication, and insight of these individuals the City has been able to produce fiscally responsible budgets, build and maintain adequate reserves, and provide quality programs and services that meet the needs and expectations of the Carpinteria community.

### ***Budget Policies***

The budgeting process is successful only if fiscal planning occurs within a comprehensive framework of fiscal policies. The following summarizes key budget policies. Additional budget policy information is a part of Appendix G.

### **User Fee and Cost Recovery**

Carpinteria Municipal Code Chapter 3.34 establishes the City's provisions for recovering cost through fees and service charges. The City completed a Service Cost Update report in 2011, which determines the rate at which fees and charges are made in order to ensure compliance with the fee and service charge revenue/cost recovery provisions of Carpinteria Municipal Code Chapter 3.34. The update resulted in the City's adoption of a comprehensively revised fee schedule in March 2011 (Resolution No. 5290). Earlier this year, as a part of its 2016 Work Program, the City initiated a process to update the fee schedule, which is expected be ready for adoption in the fall.

### **Investment Policy and Investments.**

The City is authorized by its most recent investment policy to invest in the following:

- State Local Agency Investment Fund
- Treasury Notes
- Interest-bearing, FDIC-insured checking accounts

The City's investment policy specifically prohibits investments in inverse floaters, range notes, interest-only strips derived from mortgage pools, or any investment resulting in a zero interest accrual if held to maturity. Investments in the debt service fund are invested in other investments authorized by State law and specified in the trust agreement.

The City's investments are categorized to give an indication of the level of risk assumed by the City:

**Category 1** investments include those that are insured or registered or for which the securities are held by the City or its agent in the City's name.

**Category 2** investments include uninsured and unregistered investments for which the securities are held by the counter party with securities held by the counter party's trust department or agent but not in the City's name.

### **General Fund Subsidies**

It has been City policy to provide General Fund subsidies to several services and programs that could not otherwise be provided. The following table illustrates the projected subsidy required for specified Funds. In recent years the subsidies have grown significantly for the Park Maintenance, Right of Way Assessment and Recreation Services Funds as the respective Fund balances are depleted and expenses continue to outpace revenues.

<b>Fund</b>	<b>Subsidy</b>
Park Development Fund	34,149
Park Maintenance Fund	154,299
Right of Way Fund	97,597
Recreation Services Fund	212,776
Total	\$498,821

### **Intergovernmental Grants and Collaborative Financing**

The City of Carpinteria seeks out state, federal and other grant opportunities to help defray costs for all municipal services. For example, the City has received a federal grant to fund the replacement of the Carpinteria Avenue bridge over Carpinteria Creek. The City also collaborates with other public and not-for-profit agencies in order to fund and deliver certain services. Examples include the City's participation in the Central Coast Collaborative on Homelessness, which works to house and provide services to homeless persons in Carpinteria and other parts of the region, and the City's work with the County of Santa Barbara and People's Self Help Housing Corporation to develop and operate affordable housing and related resident health and education services.

## **Cash and Reserves**

There are reserves and cash balances that are accounted for through the City's Comprehensive Annual Financial Report (CAFR), which are not addressed through the annual budget process. Specifically, in addition to the Available Fund Balance (also referred to as the unassigned fund balance) year-end estimate of \$1,694,131, the following reserve balances are estimated for 2015-16. This reflects an increase of \$279,861 (transferred from the Available Fund Balance), as required by the City's Reserve Policy in order to maintain total reserves at 55% of prior year General Fund expenditures.

Cable Television Access Reserve:	\$ 206,111
Financial and Economic Uncertainty Reserve:	\$4,402,285
General Reserve:	\$1,086,410
Major Asset Replacement & Repair Reserve:	<u>\$1,039,531</u>
Total:	\$6,528,226

The City's budget is prepared on a modified accrual rather than cash basis so there is typically a difference between cash balances and fund balances.

## ***Constitutional Gann Spending Limits***

Article XIII (B) of the California Constitution provides that the City's annual appropriations be subject to certain limitations. This appropriations limit is often referred to as the Gann Limitation. The City's limitation and the limitation for the Carpinteria Street Lighting District are calculated each year and are established by resolutions of the City Council.

The Gann spending limitation is calculated by taking the prior year's limitation (\$16,844,836), and adjusting it by the growth factor in the California Per Capita Personal Income times the greater of the change in the population within the City of Carpinteria or the change in the population of Santa Barbara County. The City is in no danger of exceeding the limit since the subject appropriations in the Adopted Budget are \$8,890,648 less than the limit. The City remains in compliance with Article XIII of the California Constitution in the coming year. See Exhibit A of Resolution 5672 in the Reference Material section of the budget for more details and a five year history of the limit.



### ***Proposition 218***

Since 1996, the California Constitution, as established by Proposition 218, known as the "Right to Vote on Taxes Act", contains a number of interrelated provisions affecting the ability of the City to levy and collect both existing and future taxes, assessments, fees and charges. Proposition 218 requires that all new local taxes be submitted to the electorate before they become effective. Taxes for general governmental purposes of the City require a two-thirds affirmative vote. The voter approval requirements of Proposition 218 limit the ability of the City to raise revenues for the General Fund, and no assurance can be given that the City will be able to impose, extend or increase such taxes in the future to meet increased expenditure needs. The City currently imposes a Park Maintenance Tax, which was approved by voters on November 2, 1997. The Right-of-Way Assessment District No. 3 would also require a Proposition 218 vote in order to be increased.

**AUTHORIZED FULL TIME POSITIONS**

<b>CITY ADMINISTRATION</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
City Manager	1	1	1	1	1
Assistant to the City Manager	1	1	1	1	1
Human Resources/Risk Manager	1	1	1	1	1
City Clerk	1	1	1	1	1
Program Manager	1	1	1	1	1
Receptionist/Office Assistant	1	1	1	1	1
Department Subtotal	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>ADMINISTRATIVE SERVICES</b>					
Administrative Services Director	1	1	1	1	1
Finance Supervisor	1	1	1	1	1
Department Subtotal	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>COMMUNITY DEVELOPMENT</b>					
Community Development Director	1	1	1	1	1
Senior Planner	1	1	1	1	1
Associate Planner	1	1	1	1	1
Assistant Planner	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Building Inspector	1	1	1	1	1
Code Compliance Supervisor	1	1	1	1	1
Code Compliance Officer I	1	1	1	1	1
Code Compliance Officer II	1	1	1	1	1
Department Subtotal	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>PUBLIC WORKS DEPARTMENT</b>					
Public Works Director	1	1	1	1	1
Public Works Supervisor	1	1	1	1	1
Management Analyst	1	1	1	1	1
Lead Maintenance Worker	0	0	0	1	1
Maintenance Technician	1	1	1	1	1
Maintenance Worker II	2	2	2	1	1
Maintenance Worker I	2	2	2	2	2
Engineering Technician	0	1	1	1	1
Environmental Coordinator	1	1	1	1	1
Civil Engineer	0	1	1	1	1
Department Subtotal	<b>9</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>PARKS AND RECREATION</b>					
Parks and Recreation Director	1	1	1	1	1
Management Assistant	1	1	1	1	1
Pool Superintendent	1	1	1	1	1
Aquatics Program Coordinator	1	1	1	1	1
Parks/Facilities Maintenance Technician	1	1	1	1	1
Department Subtotal	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>TOTAL Full Time Positions</b>	<b>31</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>

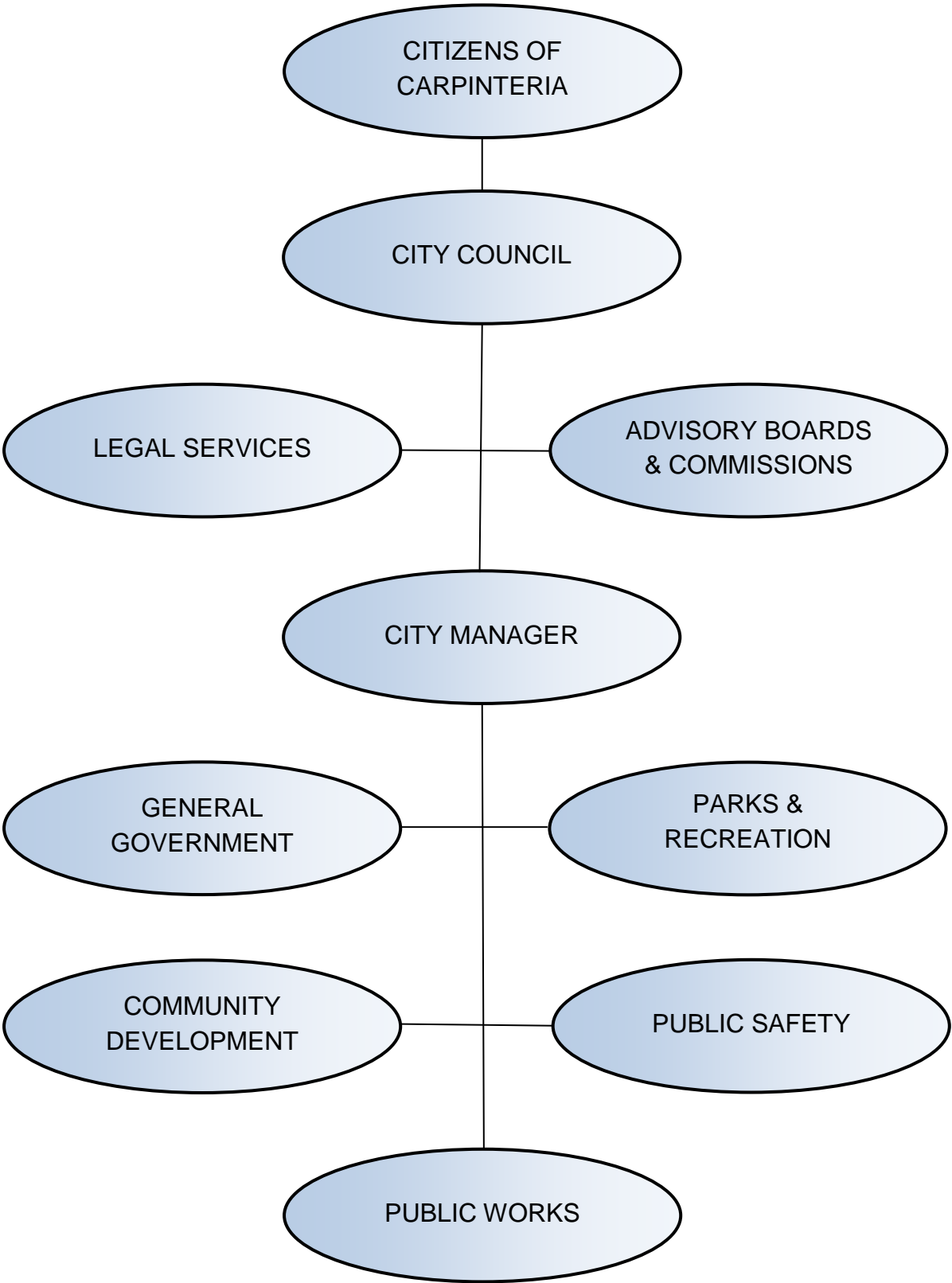
## HOURLY RATED PART-TIME/SEASONAL AUTHORIZED POSITIONS

Authorized positions including hourly-rated part-time and seasonal employees, and City Council, City Commissions and City Boards receiving stipends. The list does not include appointed members of boards, commissions, and committees that do not receive a stipend for their services.

<b>Part-Time Positions</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
City Council	5	5	5	5	5	5
Planning Commission	5	5	5	5	5	5
Architectural Review Board	5	5	5	5	5	5
Engineering Technician I, II	1	1	0	0	0	0
Management/Project Intern	0	0	0	0	0	0
Project Assistant - HR	1	1	1	1	1	1
Community Promotions - GATV	2	2	3	3	3	3
Accounting Clerk	0	0	0	0	0	1
Crossing Guards	2	2	2	2	2	2
Parks Maintenance	1	1	1	1	1	1
Beach Lifeguards	10	10	10	10	10	10
Ocean Recreation Programs	6	6	6	6	6	6
Junior Lifeguard Program	18	18	18	18	18	22
Pool Lifeguards	18	18	18	18	18	12
Age Group Swim Team Program	7	7	7	7	7	7
Beach/Pool Concessions Cashiers	9	9	9	9	9	8
Admin. Aide - Public Works	1	1	1	1	1	1
Maintenance Worker - Public Works	0	0	1	1	1	1
<b>Total</b>	<b>91</b>	<b>91</b>	<b>92</b>	<b>92</b>	<b>92</b>	<b>90</b>

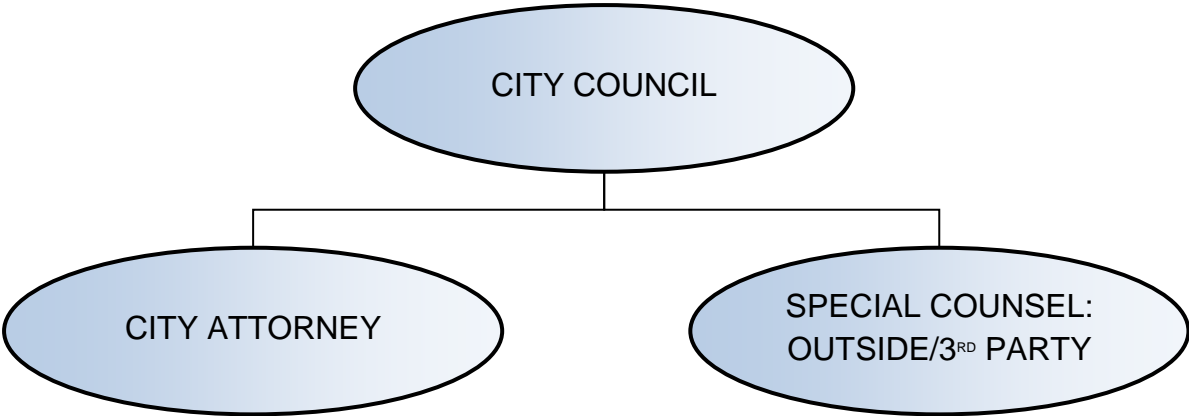
City of Carpinteria

**Organizational Chart**

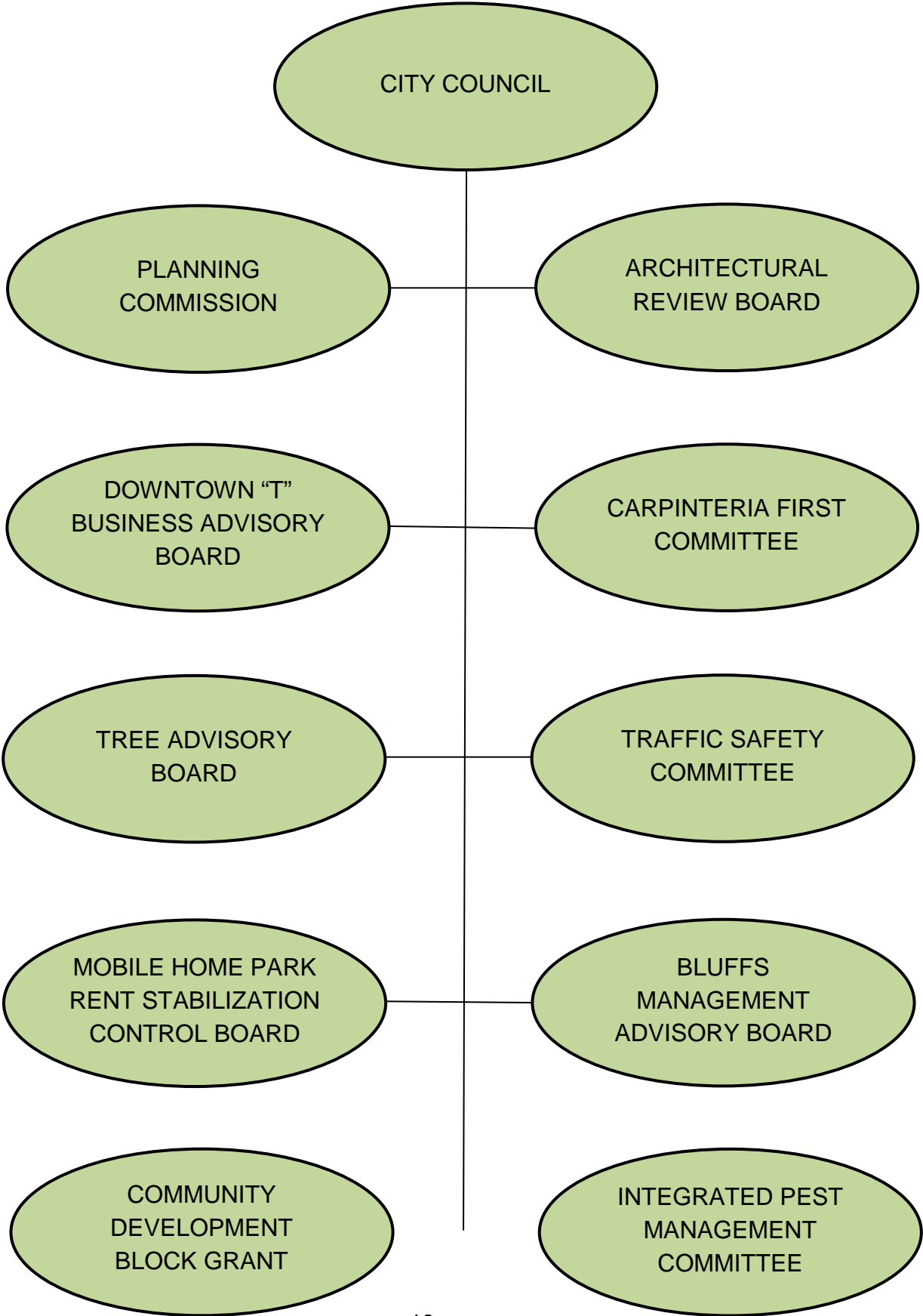


City of Carpinteria

**Legal Services**

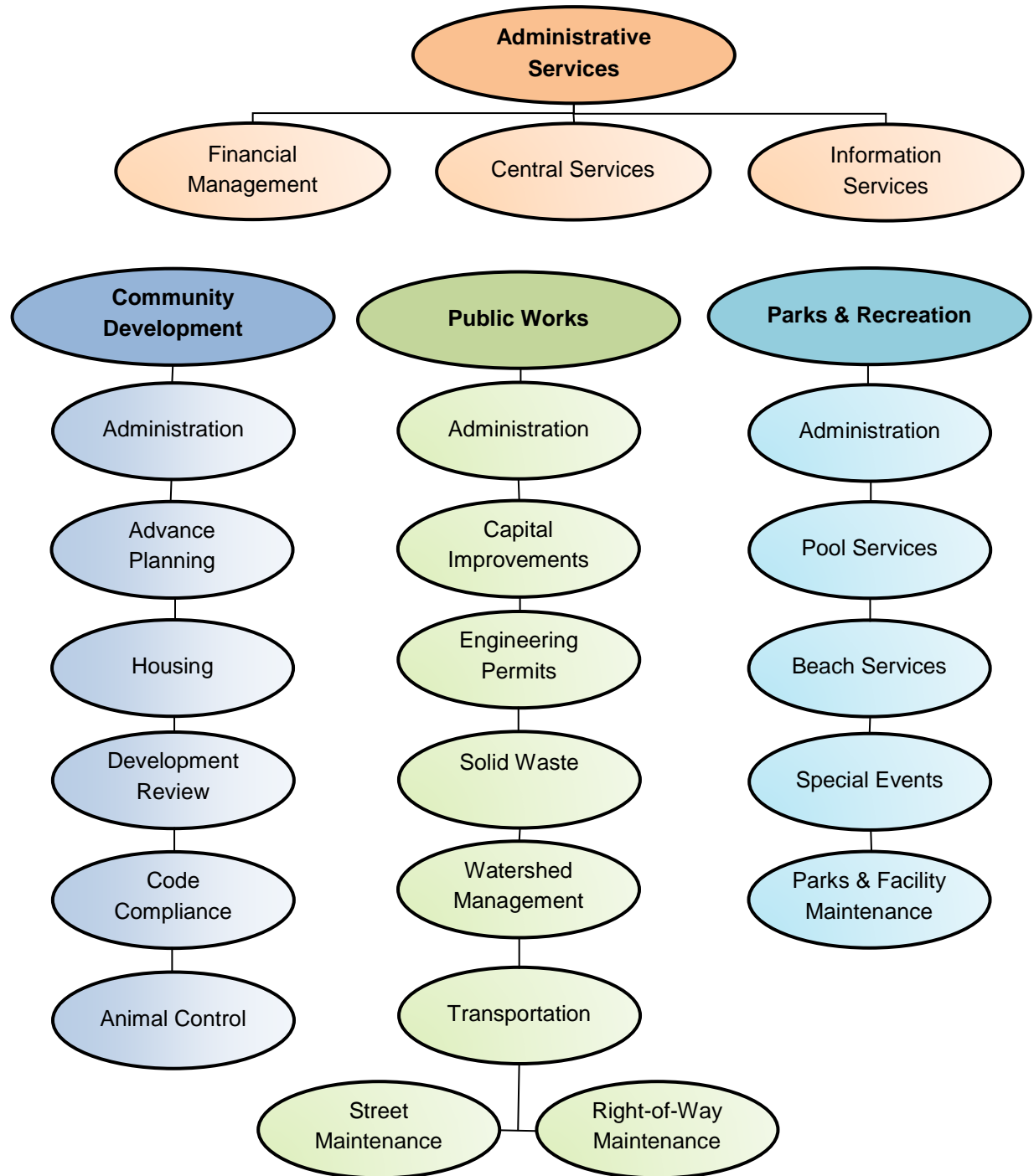
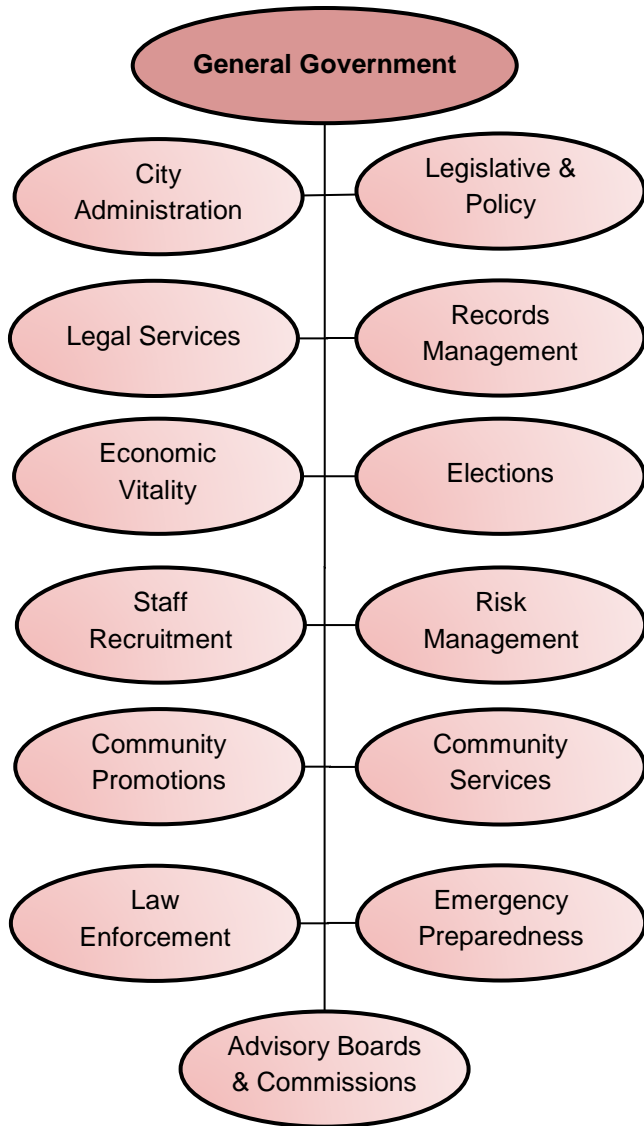


Advisory Boards & Commissions



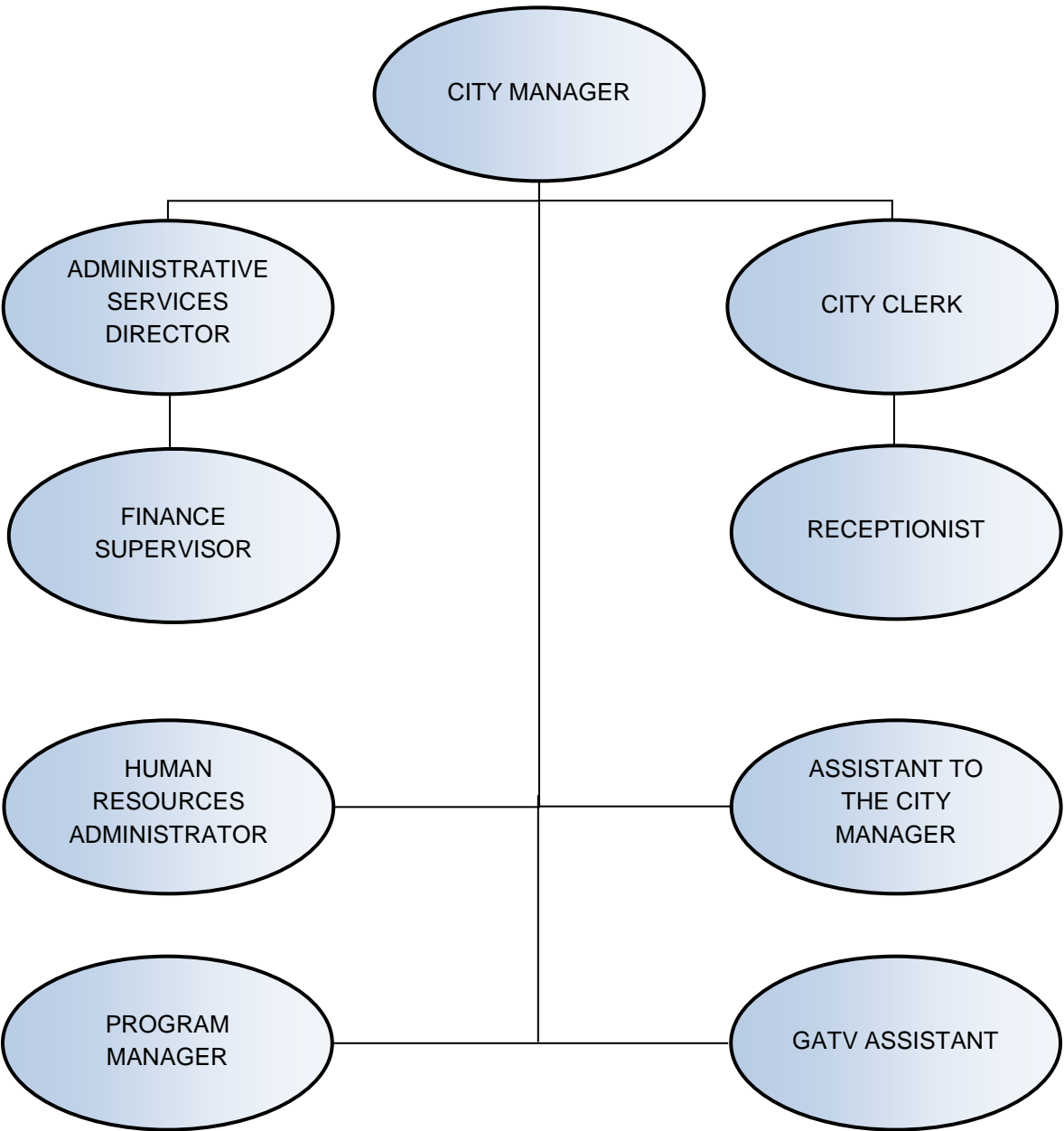
# City of Carpinteria

## Functional Organizational Chart



City of Carpinteria

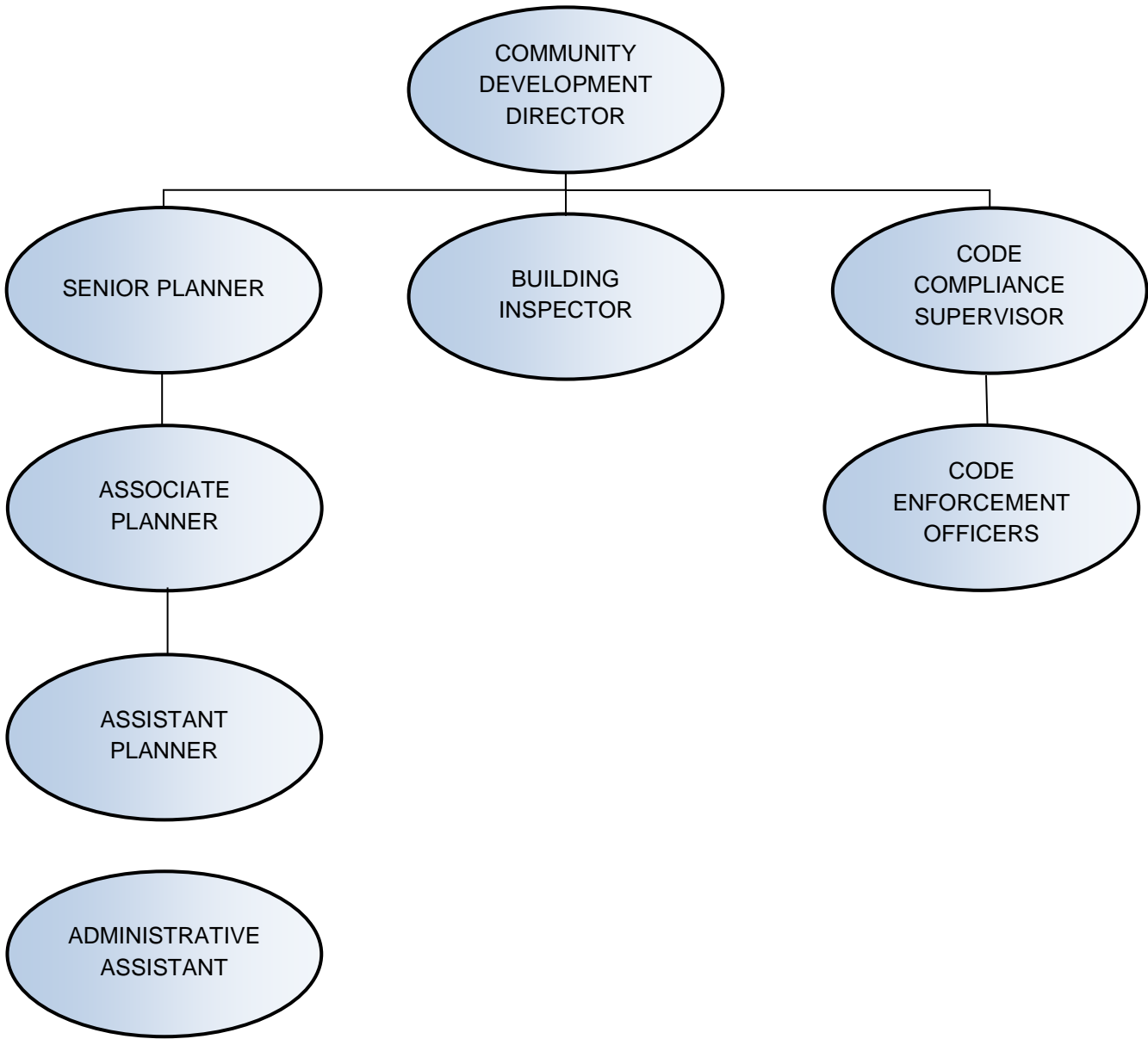
**General Government**





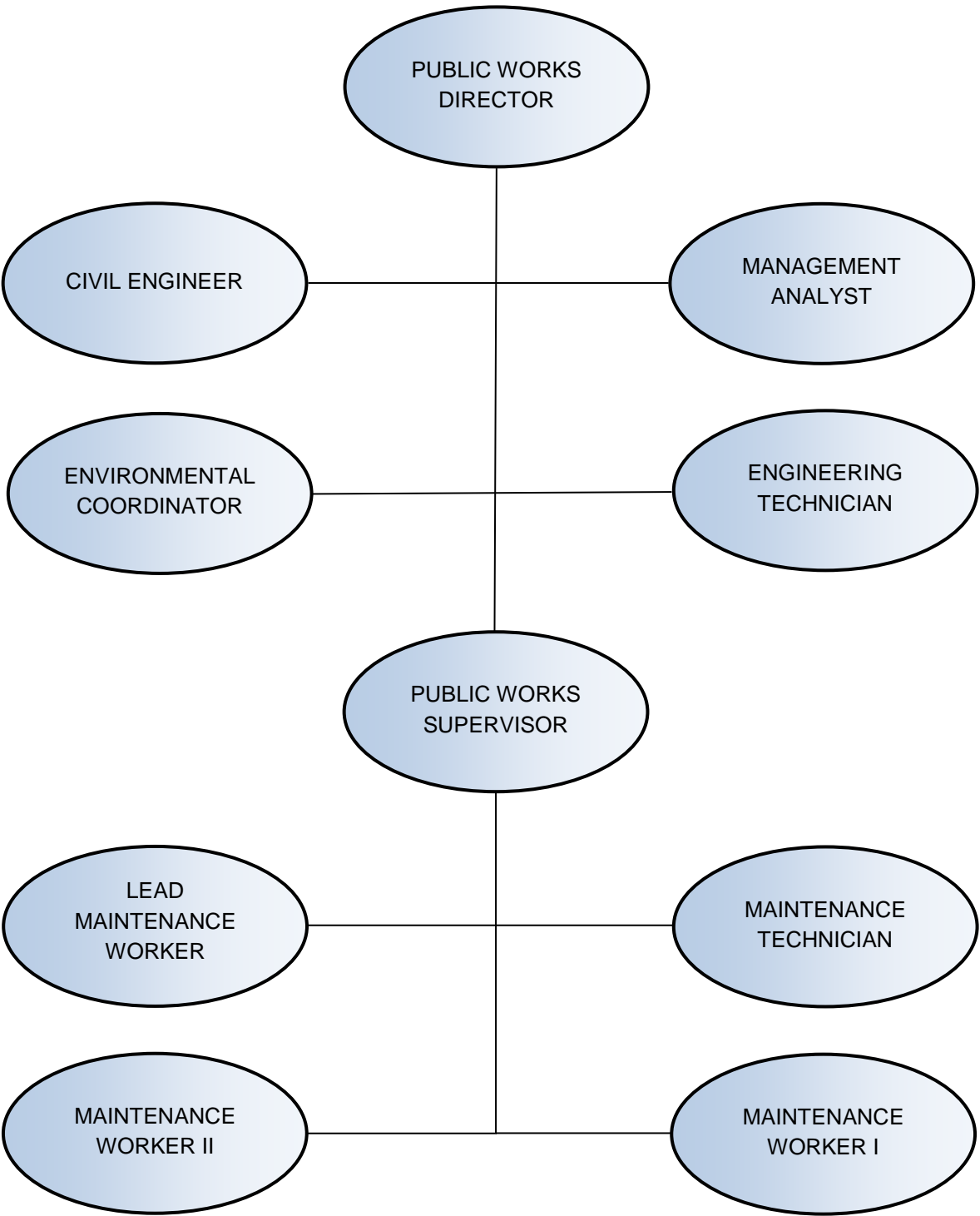
City of Carpinteria

**Community Development**

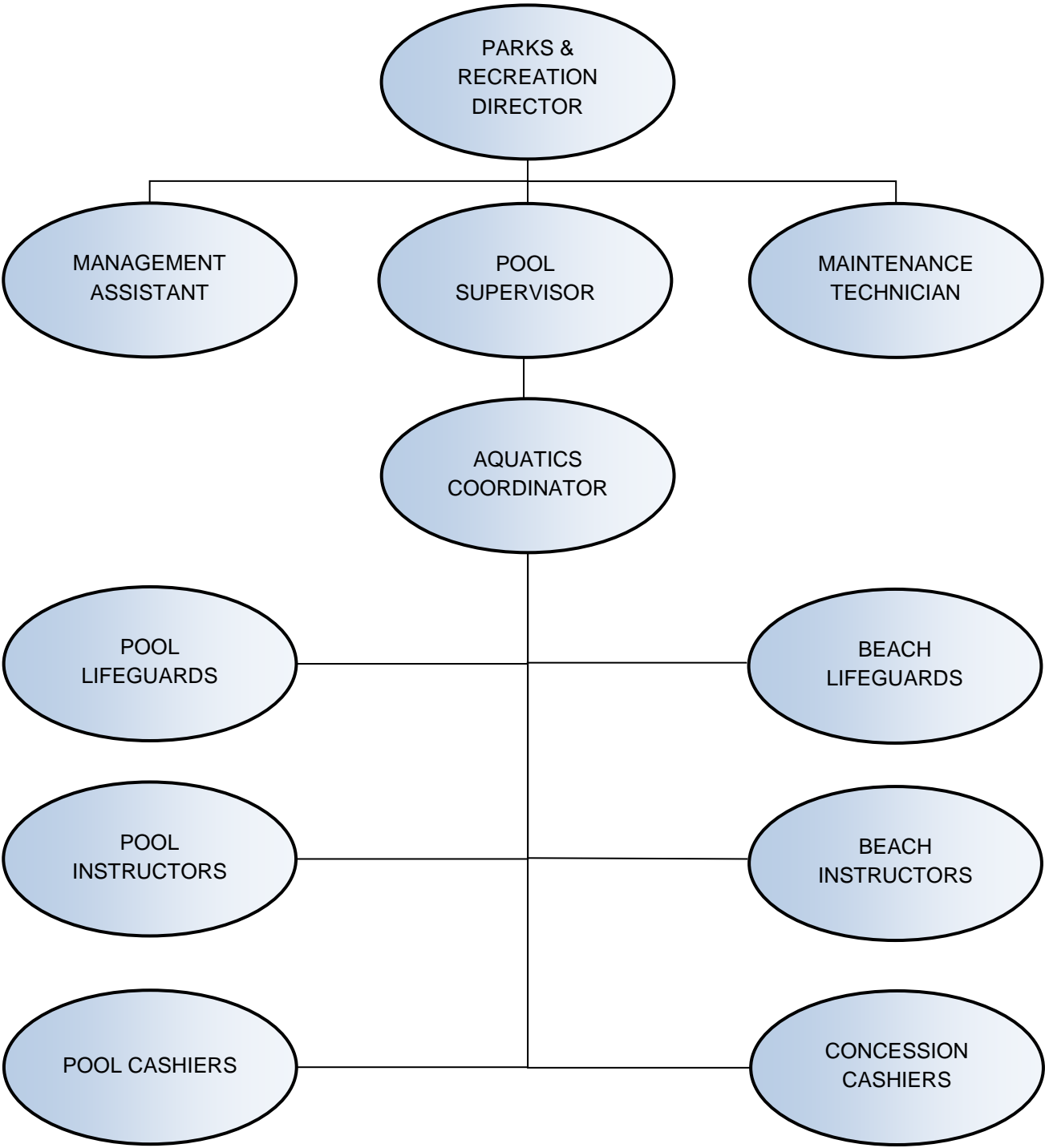


City of Carpinteria

**Public Works**

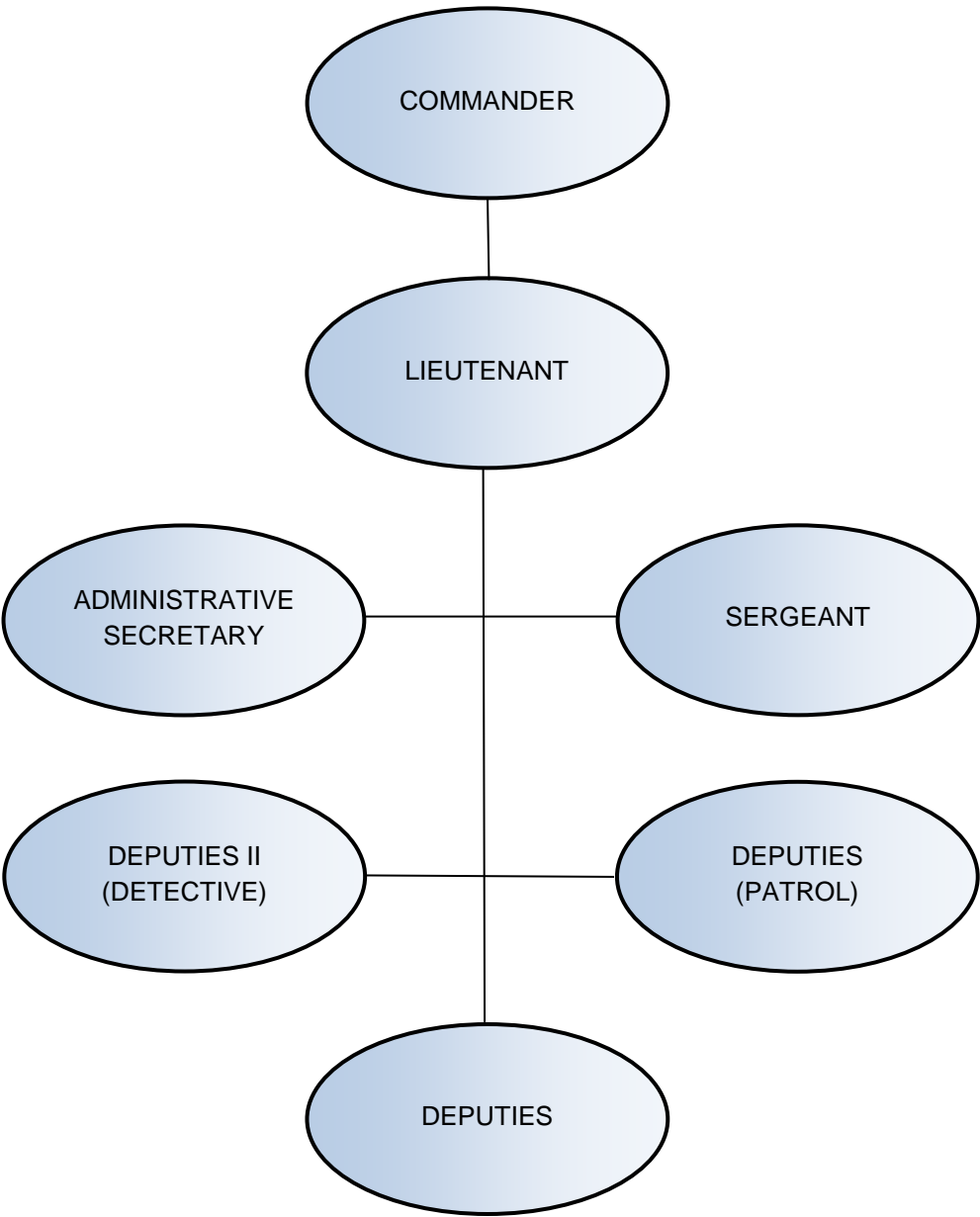


City of Carpinteria  
**Parks & Recreation**



City of Carpinteria

**Law Enforcement**



Based on an understanding of current revenue and expenditures and conditions that influence revenue and expenditures in the future, the City annually prepares a five year operating budget projection. This projection is intended to be used as a general indicator and is based on assumptions that are reevaluated throughout the fiscal year. As such, it is intended to provide the basis for further inquiry into the City's fiscal health rather than a conclusion.

### **General Business Climate and Real Estate Market<sup>1</sup>**

The national, state, and local Santa Barbara economies all continue to improve by most measures. In Santa Barbara County employment grew between January 2015-16, the unemployment rate fell to 5.1%, and wages grew by 2%.

The Carpinteria Valley economy is diverse. The area's top three largest employment sectors (2014 Employment Distribution for SB Co. Areas) are:

- Agriculture, Forestry, Fishing & Hunting
- Professional & Business Services
- Leisure & Hospitality

Top Employers in the City of Carpinteria include Nusil Technology, DAKO Corporation (Agilent), Carpinteria Unified School District, Lynda.com/LinkedIn, and Procore. In Carpinteria the unemployment rate has declined since December 2010 and was at 4.4% as of December 2015.

### **Residential and Commercial Real Estate Markets**

#### **Residential Real Estate**

As of the Fourth Quarter of 2015 Santa Barbara County ranked as the 9<sup>th</sup> most expensive county in the state (among those with available data) regarding housing affordability. The median home price on the South Coast, however, did fall by about 4% in 2015. As it relates to the apartment market, according to a South Coast Survey, as of October 2015 Carpinteria had the tightest rental market with no vacancies reported by any of the properties in the survey. Also, unlike the South Coast trend, the average rent was virtually flat in Carpinteria.

#### **Commercial Real Estate Market**

The most notable, and dramatic, change in the commercial real estate market was the drop in the office vacancy rate from 20.7% in the 3<sup>rd</sup> Quarter of

<sup>1</sup> Sources: UCSB 2016 South SB County Economic Summit report, , Radius Insight Reports (2016 & 2015), City of Carpinteria available inventory (2016), 2015 Carpinteria Valley Economic Profile report, Hayes Commercial Group South Coast Commercial Real Estate reports (2015)

2015 to 1.3% in the 4<sup>th</sup> Quarter of 2015. This big drop was primarily due to the change in use of the former office building at 5464 (to an assisted living facility) and various leasing activity, including approximately 46,000 sf being leased at 6307 Carpinteria Avenue.

As it relates to recent retail activity, there has been a wide-variety of new/proposed tenants that include Pizza Man Dan, PHO Evermore, Italian take-out and deli, the Nugget, Gonzo Cycles, Empower Fitness, Conscious Kombucha, Smart and Final *Extra*, Juice Ranch, Hara Healing Center, Spark 45 Fitness and Physical Therapy, Jared Dawson Gallery, and Omni Catering.

The industrial vacancy rate was reported at 1% for the First Quarter of 2016 (Radius Insight report).

**Vacancy rates for office and Industrial space (as of Q1 2016):**

Office	1%	Industrial	2.5%
--------	----	------------	------

**Top 5 Commercial Real Estate Properties for lease:**

<u>Address</u>	<u>Size +/- (sf)</u>
6385 Cindy Ln.	28,800
1025 Cindy Lane	17,500
700 Linden Ave	14,725
6385-A Rose Lane	7,200
1110 Eugenia Place	2,545

**Top 5 Commercial Real Estate Transactions (through Q1 2016):**

<u>Address</u>	<u>Size +/- (sf)</u>	<u>Tenant/Owner</u>
1000 Mark Avenue	31,755	LinkedIn
6402 Cindy Lane	34,400	LinkedIn
6307 Carpinteria Avenue	28,310	Procore
6385 Cindy Lane	28,000	
6185 Carpinteria Ave.	12,350	Plan Member Services

**Notable Commercial Real Estate Sales:**

6303-6309 Carpinteria Ave, Carpinteria	119,695 sf	\$25,000,000
5464 Carpinteria Avenue	54,000 sf	\$10,700,000+

**Private Development Activity**

As of June 2016 there were several proposed/potential projects in various stages of review by the City. They include:

- Gran Vida A 72 unit assisted living facility at the former office building

at 5464 Carpinteria Avenue

- Bluffs I At the current site of the Tee Time Golf Range and Johannes Flowers, a proposed mixed-use development that includes a hotel, single family homes, apartments and limited commercial space was reviewed at a joint meeting of the City Council and Planning Commission.
- A formal application for a proposed 110-room hotel project on Via Real (former Church of the Nazarene site) has been submitted to the City.
- The previously approved Lagunitas Business Park building (84,550 sf) at 6380 Via Real has received a second review regarding a change in the building architecture/site layout.

### **Project, Program and Service Demands**

The primary service demand challenge facing the City concerns the need to maintain and replace aging infrastructure and facilities in street rights-of-ways and public parks and buildings. The Public Works, Parks & Recreation and Administrative Services Departments are responsible for carrying out projects, programs and services necessary to meet these growing needs.

The City of Carpinteria Department of Public Works will budget nearly \$30 million for a wide range of services and capital projects over the next 5 years. Approximately half this amount is devoted to the Carpinteria Avenue Bridge Replacement Project. The Department's services include transportation, parking lot and street lighting, solid waste, watershed management, vehicle and facility maintenance and capital project management. Funding for these areas of responsibility come from a variety of sources such as Gas Tax, Measure A, Mitigation Fee Act funds, Integrated Waste Management Act funds, grants and assessment districts.

Public Works often leverages on-going funding sources, such as Measure A dollars, to obtain grants. In the last five years the Department has been awarded approximately \$2.5 million grants in addition to the nearly \$15 million for the Carpinteria Avenue Bridge Project. To obtain these grants and to fully fund projects, the Department has devoted approximately \$3 million of its on-going funding to the projects. Even with the investment describe above, the City faces significant unfunded deferred maintenance needs.

The Department of Public Works has calculated a \$12.8 million unfunded 5-year pavement maintenance need. This number rises to \$18.9 million in 10 years at the current average rate of pavement maintenance funding of \$300,000 per year. The Department has also calculated a \$1.5 million unfunded sidewalk repair need due exclusively to street trees. At this time, Public Works roughly estimates another \$5 million to \$8 million in curb, gutter, sidewalk, drainage facility and parking lot heavy maintenance needs.

The total estimated 5-year deferred maintenance need for public infrastructure in the City of Carpinteria is approximately \$22.3 million. In ten years this number rises to \$28.4 million at the current rate of funding.

The City of Carpinteria Parks and Recreation Department maintains and operates over 100 acres of parkland and facilities such as the Carpinteria Veteran's Building, the Carpinteria Community Pool, Carpinteria City Hall and several miles of improved trail.

The Department's forecast for replacement and maintenance of the various facilities in the next five years includes playground equipment and fall area replacement, the Linden Avenue lifeguard tower replacement and coastal access area improvements, Veterans Building roof repairs, Community Pool replastering and coping repairs, sports field renovations, park parking lot slurry sealing and restriping, park turf reduction and water efficiency projects, City Hall building and grounds improvements and other non-routine maintenance to various facilities.

The Park Maintenance Fund assesses all residential property in the City to pay for park maintenance activities. The funding is static and has not increased since 1995. Due to increasing costs over time, this fund is not adequate to pay for the upkeep of the park system. Additional funds have been sourced from the City's General Fund and from grants when available.

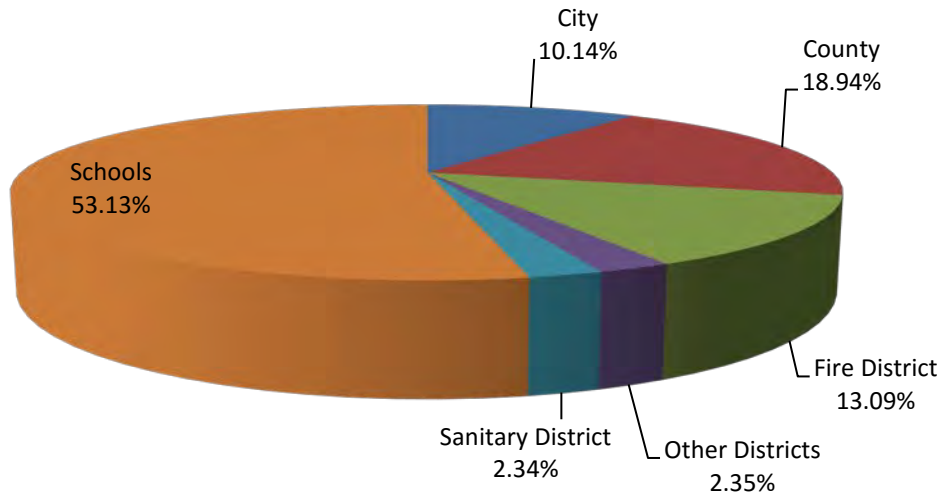
## **Revenue Projection Assumptions<sup>2</sup>**

**Property Tax:** In California, property tax is imposed primarily on real property (land and permanently attached improvements such as buildings). The tax is ad valorem, based on the value of property. California law, Proposition 13, limits the real property tax rate to 1% of a property's assessed value. The property tax is paid to the county tax collector and allocated to cities as well as other local taxing entities such as school districts. The chart below illustrates, generally, how the base 1% property tax is allocated to taxing entities operating in the City of Carpinteria.

<sup>2</sup> Revenue source descriptions in this section include excerpts and information from The California Municipal Revenue Sources Handbook, 2014 Edition, Michael Coleman, League of California Cities



## Where Your Property Taxes Go



The annual projection of approximately \$3.0 million reflects an estimated 3% increase in property tax revenue over 2014-15. The average annual increase in property value over the prior five years has been 3.9% (see the Table below). It is expected that property values will continue moderate growth over the next several years. For the purposes of this projection, an average annual rate of increase in property value thought to be sustainable over the five year projection period is 2.5%.

### Assessed and Estimated Property Values

Year	Secured	Unsecured	Total	Change
2010-11	1,611,435,112	98,273,571	1,709,708,683	-0.7%
2011-12	1,648,224,902	102,081,036	1,750,305,938	2.4%
2012-13	1,649,207,464	106,715,505	1,755,922,969	0.3%
2013-14	1,726,261,900	112,576,204	1,838,838,104	4.7%
2014-15	1,828,344,041	124,035,875	1,952,379,916	6.2%
2015-16	1,919,853,476	123,065,112	2,042,918,588	4.6%

**Sales Tax:** This is the familiar tax that retailers are required to add on to the price of most goods sold in California. California Sales Tax is charged at a rate of 8.0% of which 1% (1/8<sup>th</sup>) goes to cities. The local 1% rate is allocated based on the “point of sale” of the sales transaction, i.e., the City of Carpinteria is allocated sales tax based on transactions that occur within the incorporated limits of the City.

Revenues are allocated by the State Board of Equalization to cities three months after the end of each quarter and therefore sales tax allocations made over the course of the fiscal year are for taxable sales that occurred from April 1<sup>st</sup> of the prior year to March 31<sup>st</sup> of the current year.

Sales tax in Santa Barbara County includes an additional voter approved ½ percent for transportation projects (Measure A), which the Santa Barbara County Association of Governments receives and allocates by formula and through grant programs to cities in the county. Unlike the general 1% allocation sales tax revenue, which can be used at the discretion of a city for any local government purpose, the Measure A sales tax is restricted for use on transportation projects, programs and services.

The sales tax projection of approximately \$2.1 million for the 2016-17 fiscal year is an increase of \$18K over the current year end estimate and is based on information from the City's sales tax consultant. Staff also monitors local development trends that might result in new or improved sales tax generation over the next five years. For purposes of this five year outlook, no significant new sales tax producers are projected to come on line.

The City's retail sector has proven less volatile than many municipal sales tax bases due to consistent visitorship and the stability of sales in day-to-day items such as taxable groceries and gasoline. The City's business park and industrial space also has historically been an important component of the City's overall sales tax, helping produce business-to-business sales and use tax. The annual growth in sales tax revenue estimated for the purposes of this projection is 1.5%.

**Transient Occupancy Tax (TOT or hotel bed tax):** California law allows cities to impose this tax on persons staying 30 consecutive days or less in any type of visitor accommodation, except state campgrounds. Rates are set at the discretion of cities and in Carpinteria the rate is 12% of the room charge.

The budget estimate of \$2.45 million in bed tax revenue reflects an approximate 1.7% increase over the 2015-16 fiscal year-end estimate and is the sixth year of recovery after a recession low in 2010.

It is expected that tourism and business travel will continue to improve with the overall economy and that Carpinteria's strength as a visitor destination will contribute to ongoing growth opportunities in the sector.

Over the projection period, a 3% annual growth rate has been used, which reflects already high occupancy rates, modest increases in the average daily room rate, and little or no growth in inventory. It is expected that just beyond the projection period additional units could come on line as several hotel projects are currently being discussed.

**Franchise Fees:** These fees are paid to cities that require franchises from entities that deliver services through use of public street rights-of-way. In

Carpinteria, this includes cable/video service, trash service, and gas and electric service. The budget estimates approximately \$615K from franchise fees in the fiscal year, a very small increase over the prior year and related to expected increases in trash hauling and cable television customer charges. Growth of 2.3% has been included in the 5 year projection. This reflects the most recent five year average.

**Interest Income:** Approximately \$105K in interest income is estimated in the 2016-17 budget, reflecting an expectation that interest rates will remain low and that cash reserves will change very little. The amount also reflects no change over the current year end projection.

For the five year projection it is estimated that interest income has reached its low and will begin modest growth. These future projections reflect estimated average yields from the City's two major investment categories, the Local Agency Investment Fund (LAIF) and Treasury Notes. For projection purposes a growth rate of 0.5% has been used.

**Charges for Services:** This includes License and Permit fees and Charge for Services. Current year fees and charges are estimated at \$394,780, a decrease of 4.1% from the prior year. The budget estimate of \$370,004 reflects ongoing work on the Freeway Interchanges Project and Carpinteria Avenue bridge, which permit billing of significant amounts of staff time associated with City work on these projects to outside entities. Overall, development activity is expected to remain strong through the projection period. An annual growth rate of 2% for the projection has been included.

### **Expenditure Projection Assumptions**

**Total Compensation:** Salaries and benefits for full time, part-time and seasonal workers are paid primarily from the General Fund; however, most Public Works employees are paid from special funds dedicated to street and right-of-way maintenance activities. Parks & Recreation employees are paid from funds dedicated to parks and open space operation/maintenance.

With the exception of the recession years, the City's primary General Fund revenue sources, i.e., property tax, sales tax and transient occupancy tax, have been healthy and growing for well over a decade. This growth has permitted the General Fund to take on greater responsibility for funding programs historically supported by special fund revenues.

Special funds that no longer have sufficient revenue to support the work historically paid for through them include Measure A, Gas Tax, Right-of-Way Maintenance, Recreation Services, Parks Maintenance. As special funds that support services no longer have revenue sources sufficient to pay for those services, the City can either reduce the service level, find novel ways to reduce

costs but maintain service levels, or subsidize the fund through General Fund revenue.

In the past, the City has used all of these approaches at one time or another; however, the trend is that an increasing amount of labor, formerly paid for through special funds, is being paid for by the General Fund. This trend is thought to not be sustainable and, if no new revenue is established, will require a reduction in expenses.

**Staffing Level:** The budget anticipates full staffing with no unfilled positions. The total number of full time employees (FTE's) is 33. Over the next five years it is not expected that new full time positions will be added.

**Salaries:** An 8.3% increase in total wages over current year is projected in the budget; most of the disparity due to anticipated new positions in the current year having not been filled until late in the fiscal year. The General Fund is reimbursed via Transfers In for the cost of these positions so they do not affect the five year projection. In the five year projection, a 1.5% annual adjustment was used to reflect anticipated salary increases.

**Benefits:** The major benefit costs are for employee health insurance and retirement plans. The California Public Employee Retirement System (PERS) Health Insurance rate is projected to increase by approximately 10% for the second half of the fiscal year. Because rates are set for the calendar year rather than fiscal year this number may be adjusted at midyear (January) based on the rate information received by the City later in the year.

Total retirement costs of \$482,070 are 21.8% of regular full time wages for the budget year. For the projection period, it is expected that significant increases in both pension and health insurance rates will be experienced and therefore a 10% annual increase was applied.

**Law Enforcement:** Law Enforcement contract service with the Santa Barbara County Sheriff's Department is the largest single General Fund expense at approximately \$3.54 million. Driven by many of the same factors that impact City employee costs, i.e., labor agreements, health insurance and pension costs, the contract costs for law enforcement services continues to climb; though modestly of late.

In order to control this expense, beginning in the 2010-11 fiscal year (and adjusted in the 2011-12 year) the City reduced the number of full time equivalent employees under the contract for services. The projected increase in the law enforcement services expense for the 2016-17 fiscal year is approximately \$88.8K, a 2.6% increase. The average annual increase over the prior five year period was 2.4% on approximate expenses of just over \$3 million. For the 5 year projection a 2.5% annual increase in contract costs was used.

**Debt Service:** The \$2M in Certificates of Participation issued in 1988 will be retired in March 2018. The projection therefore removes this expense in years after 2018.

### **General Fund Subsidies to other Funds**

In the Introduction section, a table includes projections of General Fund subsidies to other Funds. Subsidies occur when uses of funds exceed sources of funds. If there is an adequate fund balance this shortfall is absorbed into the fund balance, thereby reducing it. For several funds this has occurred for many years so that the fund balance has been completely depleted. Once this happens the General Fund must fill in or subsidize each subsequent annual shortfall.

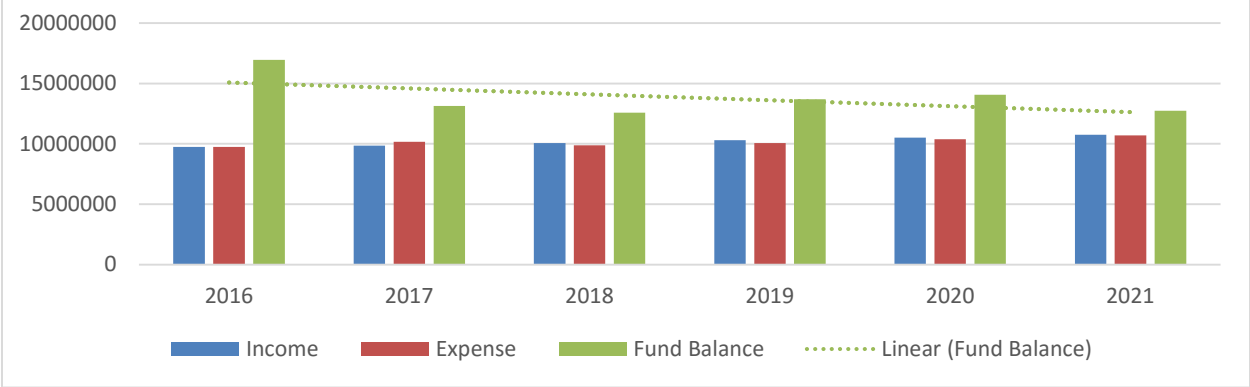
Total annual subsidies are projected to decline slightly to approximately \$498K. Subsidies are due to the Fund balance being depleted in the Right-of-Way Maintenance Fund, and the revenue sources associated with this Fund and the Park Maintenance and Recreation Services Funds being insufficient to cover costs. For example, the Park Maintenance Fund receives revenue from a parcel tax that does not increase with inflation and has not been changed since its establishment in 1997. As such, expenses associated with Park Maintenance activities now exceed revenues and the General Fund is used to make up the difference. For the purposes of the five year projection it is assumed that it will be necessary for the subsidy growth to stop, by reducing expenses and/or by developing other revenue sources.

### **Five Year Outlook**

The 2016-17 budget includes General Fund expenses, net transfers and subsidies resulting in an operating deficit of (\$318,493) which includes second one-time \$500,000 transfer to the Measure A Fund to finance an extra pavement project; however, in future years expenses are projected to grow faster than revenues unless changes occur. Actions by the City are predicted to be necessary to balance the operating budget that could affect level of service and/or increase taxes, assessments and fees. The projections assume that the current reserve policies will be met.

The following chart shows pro-forma results of using the above assumptions on sources and uses of funds and the resulting available fund balance.

General Fund Projections



**T**he City's budget is organized by program and by fund. This section of the budget summarizes all 18 City Funds including the General Fund, Measure A Fund, and Gas Tax Fund, to name a few. With the exception of the General Fund, all other Funds are dedicated to specific purposes. Federal, state or local laws, or the conditions of a grant source restrict the use of money in these Funds. For example, Measure A Fund revenues, which are generated by a county-wide half cent sales tax, i.e. local law, are restricted for use in improving and maintaining roads and road rights-of-way, and for public transit projects, programs and services.

### **All Funds Revenues**

Total projected fiscal year 2016-17 revenues of \$14,419,526 are about 17%, greater than projected current year revenues. Excluding the General Fund, All Funds revenues are greater than projected current year revenue by approximately 58% or \$1,898,228. The most significant change in revenues, outside the General Fund, is the amount of grant revenues projected and which are associated with capital projects.

Although the City Budget is balanced every year, individual fund balances may vary depending upon the amount in reserve in the Fund, annual revenue, and planned expenditures. The list below shows the status of each Fund for the 2016-17 year.

### **Balanced Funds**

**These Funds have expenses equal to revenues for the year.**

- Revolving Fund
- Trust & Agency Fund
- Capital Improvement Fund

### **Funds with annual operating excesses.**

**These funds have Revenues in excess of expenses for the year.**

General Fund (before subsidies)	\$180,328
Replacement Fund	1,078
Local Transportation Fund	527
Tidelands Trust Fund	10,159

**Funds with annual operating deficits not requiring subsidies.**  
**These Funds have expenses in excess of revenues for the year but have beginning fund balances sufficient to fund the excess.**

Traffic Safety Fund	(\$364)
Gas Tax Fund	(104,014)
Measure A Fund	(767,801)
Street Lighting Fund	(244,220)
PBIA Fund	(8,426)
AB 939 Fund	(63,137)
Measure D Fund	(566,760)

**Funds with annual operating deficits requiring subsidies.**  
**These Funds have expenses in excess of revenues for the year but have beginning fund balances that are not sufficient to fund the excess and therefore require a subsidy from the General Fund.**

Park Development Fund	(\$34,149)
Park Maintenance Fund	(154,299)
ROW Assessment Fund	(97,597)
Recreation Services Fund	(212,776)

### **All Fund Appropriations**

Total 2016-17 budgeted appropriations for all municipal funds are \$16,468,416, an increase of approximately (\$4.3 million) or (36%) from estimated 2015-16 year end expenditure projections. Total expenditures are influenced heavily by the size and number of Capital and major maintenance projects the City undertakes during the fiscal year and such projects are primarily funded through grants and other dedicated funding sources. Some of the more significant non-General Fund program appropriations include:

❖ Street Maintenance. \$3,901,326	Watershed Management. \$267,809
❖ Right of Way Maintenance. \$452,386	Transportation, Parking and Lighting. \$696,746



**City of Carpinteria  
Adopted 2016-17 Budget  
All Funds Summary**

**Fiscal Year Ending June 30, 2015**

	Available Fund Balance Jun-14			Transfers In			Transfers Out			Operational Excess / (Deficit)		Reserve Changes	Fund Balance Jun-15
	Revenue			Expenditures			Subsidies						
<b>TOTAL</b>	<b>\$5,362,163</b>	<b>\$12,274,831</b>	<b>100.0%</b>	<b>\$1,155,606</b>	<b>\$12,210,919</b>	<b>100%</b>	<b>\$1,155,606</b>			<b>\$63,912</b>	<b>(\$142,054)</b>		<b>\$5,304,021</b>
<b>10 GENERAL FUND</b>	<b>1,538,606</b>	<b>8,917,575</b>	<b>72.6%</b>	<b>582,141</b>	<b>8,215,263</b>	<b>67.3%</b>	<b>259,822</b>	<b>(448,817)</b>	<b>575,814</b>	<b>(142,054)</b>			<b>1,972,366</b>
11 TRAFFIC SAFETY FUND		13,617	0.1%		26,040	0.2%		13,659	1,236				1,236
<b>20 REVOLVING FUND</b>	<b>42,915</b>	<b>345,412</b>	<b>2.8%</b>		<b>345,412</b>	<b>2.8%</b>							<b>42,915</b>
21 REPLACEMENT FUND	8,015	(434)	-0.0%						(434)				7,581
<b>22 PARK DEVELOPMENT FUND</b>		<b>4,543</b>	<b>0.0%</b>		<b>35,149</b>	<b>0.3%</b>		<b>30,606</b>					
23 PARK MAINTENANCE FUND		245,044	2.0%	59,615	403,916	3.3%	72,956	172,213					
<b>25 GAS TAX FUND</b>	<b>69,122</b>	<b>404,362</b>	<b>3.3%</b>	<b>215,625</b>	<b>376,101</b>	<b>3.1%</b>	<b>127,014</b>		<b>116,872</b>				<b>185,994</b>
26 LOCAL TRANSPORTATION FUND	40,496	8,722	0.1%				563		8,159				48,655
<b>27 MEASURE A FUND</b>	<b>1,166,042</b>	<b>736,224</b>	<b>6.0%</b>	<b>103,368</b>	<b>1,047,190</b>	<b>8.6%</b>	<b>144,338</b>		<b>(351,938)</b>				<b>814,106</b>
28 TIDELANDS TRUST FUND	269,386	273,737	2.2%		258,969	2.1%	165,954		(151,186)				118,200
<b>29 STREET LIGHTING FUND</b>	<b>951,935</b>	<b>304,213</b>	<b>2.5%</b>		<b>66,702</b>	<b>0.5%</b>	<b>111,615</b>		<b>125,896</b>				<b>1,077,831</b>
31 TRUST & AGENCY FUND		117,320	1.0%		103,619	0.9%	13,501						
<b>33 R-O-W ASSESSMENT DISTRI</b>		<b>195,450</b>	<b>1.6%</b>	<b>134,857</b>	<b>357,040</b>	<b>2.9%</b>	<b>65,060</b>	<b>91,793</b>					
38 PBIA FUND	38,401	30,029	0.2%		22,980	0.2%			7,049				45,450
<b>39 AB 939 FUND</b>	<b>306,221</b>	<b>183,923</b>	<b>1.5%</b>		<b>31,274</b>	<b>0.3%</b>	<b>142,977</b>		<b>9,672</b>				<b>315,893</b>
41 MEASURE D FUND	951,024	(13,911)	-0.1%		258,828	2.1%			(272,739)				678,285
<b>42 CAPITAL IMPROVEMENT FUI</b>		<b>3,785</b>	<b>0.0%</b>		<b>3,785</b>	<b>0.0%</b>							
48 RECREATION SERVICES FUND		505,220	4.1%	60,000	658,451	5.4%	51,806	140,546	(4,491)				(4,491)

**Fiscal Year Ending June 30, 2016**

	Available Fund Balance Jun-15			Transfers In			Transfers Out			Operational Excess / (Deficit)		Reserve Changes	Fund Balance Jun-16
	Revenue			Expenditures			Subsidies						
<b>TOTAL</b>	<b>\$5,304,021</b>	<b>\$12,369,812</b>	<b>100.0%</b>	<b>\$1,693,900</b>	<b>\$12,073,028</b>	<b>100%</b>	<b>\$1,693,900</b>			<b>\$296,784</b>	<b>(\$279,861)</b>		<b>\$5,320,944</b>
<b>10 GENERAL FUND</b>	<b>1,972,366</b>	<b>9,099,116</b>	<b>73.6%</b>	<b>653,226</b>	<b>8,453,563</b>	<b>70.0%</b>	<b>745,700</b>	<b>(551,453)</b>	<b>1,626</b>	<b>(279,861)</b>			<b>1,694,132</b>
11 TRAFFIC SAFETY FUND	1,236	21,157	0.2%		21,443	0.2%			(286)				950
<b>20 REVOLVING FUND</b>	<b>42,915</b>	<b>205,000</b>	<b>1.7%</b>		<b>205,000</b>	<b>1.7%</b>	<b>8,761</b>		<b>(8,761)</b>				<b>34,154</b>
21 REPLACEMENT FUND	7,581	1,078	0.0%						1,078				8,659
<b>22 PARK DEVELOPMENT FUND</b>		<b>1,000</b>	<b>0.0%</b>		<b>35,149</b>	<b>0.3%</b>		<b>34,149</b>					
23 PARK MAINTENANCE FUND		233,348	1.9%	61,022	349,920	2.9%	84,004	139,554					
<b>25 GAS TAX FUND</b>	<b>185,994</b>	<b>308,002</b>	<b>2.5%</b>	<b>225,433</b>	<b>432,928</b>	<b>3.6%</b>	<b>129,734</b>		<b>(29,227)</b>				<b>156,767</b>
26 LOCAL TRANSPORTATION FUND	48,655	10,949	0.1%				402		10,547				59,202
<b>27 MEASURE A FUND</b>	<b>814,106</b>	<b>762,499</b>	<b>6.2%</b>	<b>608,991</b>	<b>926,260</b>	<b>7.7%</b>	<b>115,958</b>		<b>329,272</b>				<b>1,143,378</b>
28 TIDELANDS TRUST FUND	118,200	298,248	2.4%		210,165	1.7%	104,994		(16,911)				101,289
<b>29 STREET LIGHTING FUND</b>	<b>1,077,831</b>	<b>354,133</b>	<b>2.9%</b>		<b>113,000</b>	<b>0.9%</b>	<b>192,611</b>		<b>48,522</b>				<b>1,126,353</b>
31 TRUST & AGENCY FUND		175,756	1.4%		163,210	1.4%	12,546						
<b>33 R-O-W ASSESSMENT DISTRI</b>		<b>193,900</b>	<b>1.6%</b>	<b>145,228</b>	<b>400,467</b>	<b>3.3%</b>	<b>54,347</b>	<b>115,686</b>					
38 PBIA FUND	45,450	30,680	0.2%		23,931	0.2%			6,749				52,199
<b>39 AB 939 FUND</b>	<b>315,893</b>	<b>183,786</b>	<b>1.5%</b>		<b>49,065</b>	<b>0.4%</b>	<b>191,564</b>		<b>(56,843)</b>				<b>259,050</b>
41 MEASURE D FUND	678,285	8,240	0.1%		1,714	0.0%			6,526				684,811
<b>42 CAPITAL IMPROVEMENT FUI</b>		<b>37,720</b>	<b>0.3%</b>		<b>37,720</b>	<b>0.3%</b>							
48 RECREATION SERVICES FUND	(4,491)	445,200	3.6%		649,493	5.4%	53,279	262,063	4,491				

**Fiscal Year Ending June 30, 2017**

	Available Fund Balance Jun-16			Transfers In			Transfers Out			Operational Excess / (Deficit)		Reserve Changes	Fund Balance Jun-17
	Revenue			Expenditures			Subsidies						
<b>TOTAL</b>	<b>\$5,320,944</b>	<b>\$14,419,526</b>	<b>100.0%</b>	<b>\$1,700,961</b>	<b>\$16,480,978</b>	<b>100%</b>	<b>\$1,700,961</b>			<b>(\$2,061,452)</b>	<b>(\$63,113)</b>		<b>\$3,196,379</b>
<b>10 GENERAL FUND</b>	<b>1,694,132</b>	<b>9,250,602</b>	<b>64.2%</b>	<b>608,711</b>	<b>8,899,068</b>	<b>54.0%</b>	<b>779,917</b>	<b>(498,821)</b>	<b>(318,493)</b>	<b>(63,113)</b>			<b>1,312,526</b>
11 TRAFFIC SAFETY FUND	950	21,157	0.1%		21,521	0.1%			(364)				586
<b>20 REVOLVING FUND</b>	<b>34,154</b>	<b>1,916,965</b>	<b>13.3%</b>		<b>1,916,965</b>	<b>11.6%</b>							<b>34,154</b>
21 REPLACEMENT FUND	8,659	1,078	0.0%						1,078				9,737
<b>22 PARK DEVELOPMENT FUND</b>		<b>1,000</b>	<b>0.0%</b>		<b>35,149</b>	<b>0.2%</b>		<b>34,149</b>					
23 PARK MAINTENANCE FUND		236,348	1.6%	64,221	357,836	2.2%	97,032	154,299					
<b>25 GAS TAX FUND</b>	<b>156,767</b>	<b>308,002</b>	<b>2.1%</b>	<b>273,192</b>	<b>557,043</b>	<b>3.4%</b>	<b>128,165</b>		<b>(104,014)</b>				<b>52,753</b>
26 LOCAL TRANSPORTATION FUND	59,202	10,949	0.1%		10,000	0.1%	422		527				59,729
<b>27 MEASURE A FUND</b>	<b>1,143,378</b>	<b>762,499</b>	<b>5.3%</b>	<b>613,547</b>	<b>2,016,547</b>	<b>12.2%</b>	<b>127,300</b>		<b>(767,801)</b>				<b>375,577</b>
28 TIDELANDS TRUST FUND	101,289	298,248	2.1%		181,550	1.1%	106,539		10,159				111,448
<b>29 STREET LIGHTING FUND</b>	<b>1,126,353</b>	<b>367,820</b>	<b>2.6%</b>		<b>478,500</b>	<b>2.9%</b>	<b>133,540</b>		<b>(244,220)</b>				<b>882,133</b>
31 TRUST & AGENCY FUND		323,083	2.2%		310,000	1.9%	13,083						
<b>33 R-O-W ASSESSMENT DISTRI</b>		<b>193,900</b>	<b>1.3%</b>	<b>141,290</b>	<b>353,000</b>	<b>2.1%</b>	<b>79,787</b>	<b>97,597</b>					
38 PBIA FUND	52,199	30,680	0.2%		39,106	0.2%			(8,426)				43,773
<b>39 AB 939 FUND</b>	<b>259,050</b>	<b>183,786</b>	<b>1.3%</b>		<b>66,565</b>	<b>0.4%</b>	<b>180,358</b>		<b>(63,137)</b>				<b>195,913</b>
41 MEASURE D FUND	684,811	8,240	0.1%		575,000	3.5%			(566,760)				118,051
<b>42 CAPITAL IMPROVEMENT FUI</b>		<b>37,720</b>	<b>0.3%</b>		<b>37,720</b>	<b>0.2%</b>							
48 RECREATION SERVICES FUND		467,450	3.2%		625,408	3.8%	54,818	212,776					

**CITY OF CARPINTERIA**  
**Adopted 2016-17 Budget**  
**ALL FUNDS**

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Property Taxes	\$3,152,690	31.1%	\$3,151,809	26.8%	\$3,265,715	26.6%	\$3,436,879	27.8%	\$3,574,354	24.8%
Sales Taxes	1,739,414	17.1%	1,900,971	16.2%	2,054,033	16.7%	2,086,268	16.9%	2,103,980	14.6%
Franchise Taxes	552,787	5.4%	602,583	5.1%	634,781	5.2%	614,785	5.0%	614,785	4.3%
Bed Taxes	1,631,428	16.1%	1,923,538	16.4%	2,369,762	19.3%	2,409,497	19.5%	2,449,898	17.0%
Other Taxes	270,700	2.7%	302,348	2.6%	288,032	2.3%	287,908	2.3%	287,908	2.0%
Total Taxes	\$7,347,019	72.4%	\$7,881,249	67.1%	\$8,612,323	70.2%	\$8,835,337	71.4%	\$9,030,925	62.6%
Interest	40,316	0.4%	86,797	0.7%	(101,399)	-0.8%	152,714	1.2%	152,724	1.1%
Licenses & Permits	189,220	1.9%	109,909	0.9%	106,271	0.9%	124,909	1.0%	124,909	0.9%
Charges for Services	1,026,262	10.1%	1,195,380	10.2%	1,431,861	11.7%	1,336,937	10.8%	1,337,411	9.3%
Assessments	246,393	2.4%	242,806	2.1%	247,065	2.0%	242,992	2.0%	242,992	1.7%
Fines & Forfeitures	105,833	1.0%	117,579	1.0%	89,741	0.7%	101,777	0.8%	101,777	0.7%
Intergov Grants	1,163,823	11.5%	2,104,520	17.9%	1,872,359	15.3%	1,544,669	12.5%	3,403,961	23.6%
Miscellaneous	33,115	0.3%	2,420	0.0%	16,610	0.1%	30,477	0.2%	24,827	0.2%
<b>TOTAL REVENUE</b>	<b>10,151,982</b>	<b>100.0%</b>	<b>11,740,660</b>	<b>100.0%</b>	<b>12,274,831</b>	<b>100.0%</b>	<b>12,369,812</b>	<b>100.0%</b>	<b>14,419,526</b>	<b>100.0%</b>
Regular Wages	2,245,503	21.2%	2,431,132	21.5%	2,519,537	20.6%	2,512,742	20.8%	2,663,340	16.2%
Part-time Wages	303,829	2.9%	311,137	2.8%	288,989	2.4%	326,720	2.7%	321,390	2.0%
Overtime Wages	24,096	0.2%	19,591	0.2%	22,097	0.2%	35,589	0.3%	18,150	0.1%
Other Wages	39,627	0.4%	44,519	0.4%	42,038	0.3%	44,881	0.4%	45,900	0.3%
Total Wages	\$2,613,055	24.7%	\$2,806,379	24.9%	\$2,872,661	23.5%	\$2,919,931	24.2%	\$3,048,780	18.5%
Health/Life/Dental Insurance	555,681	5.3%	585,186	5.2%	589,663	4.8%	625,087	5.2%	743,470	4.5%
Retirement	411,819	3.9%	461,404	4.1%	481,916	3.9%	515,205	4.3%	557,690	3.4%
Unemployment Insurance	6,467	0.1%	6,075	0.1%	6,141	0.1%	5,794	0.0%	5,890	0.0%
MediTax	37,845	0.4%	40,668	0.4%	41,569	0.3%	42,331	0.4%	42,750	0.3%
Other Benefits	13,705	0.1%	5,991	0.1%	13,771	0.1%	16,608	0.1%	16,300	0.1%
Total Benefits	\$1,025,517	9.7%	\$1,099,324	9.7%	\$1,133,060	9.3%	\$1,205,025	10.0%	\$1,366,100	8.3%
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$3,638,572</b>	<b>34.4%</b>	<b>\$3,905,703</b>	<b>34.6%</b>	<b>\$4,005,721</b>	<b>32.8%</b>	<b>\$4,124,956</b>	<b>34.2%</b>	<b>\$4,414,880</b>	<b>26.8%</b>
Contract Services	1,603,243	15.2%	1,521,077	13.5%	1,477,954	12.1%	1,832,954	15.2%	2,230,687	13.5%
Sheriff Contract	3,309,270	31.3%	3,340,423	29.6%	3,363,315	27.5%	3,433,998	28.4%	3,552,860	21.6%
Utilities	299,074	2.8%	305,620	2.7%	319,145	2.6%	291,881	2.4%	299,486	1.8%
Other Operating Exp.	500,787	4.7%	517,654	4.6%	519,146	4.3%	566,514	4.7%	576,972	3.5%
Non-Operating Exp.	211,311	2.0%	273,595	2.4%	370,807	3.0%	412,006	3.4%	303,627	1.8%
Major Capital	483,368	4.6%	1,199,163	10.6%	1,841,900	15.1%	1,112,675	9.2%	4,725,716	28.7%
Minor Capital	370,706	3.5%	44,091	0.4%	68,929	0.6%	121,224	1.0%	197,500	1.2%
Debt Service	150,827	1.4%	181,652	1.6%	244,002	2.0%	176,820	1.5%	179,250	1.1%
<b>TOTAL EXPENDITURES</b>	<b>\$10,567,158</b>	<b>100.0%</b>	<b>\$11,288,978</b>	<b>100.0%</b>	<b>\$12,210,919</b>	<b>100.0%</b>	<b>\$12,073,028</b>	<b>100.0%</b>	<b>\$16,480,978</b>	<b>100.0%</b>
<b>NET INCOME / (LOSS)</b>	<b>(\$415,175)</b>		<b>\$451,682</b>		<b>\$63,912</b>		<b>\$296,784</b>		<b>(\$2,061,452)</b>	

**CITY OF CARPINTERIA**  
**Adopted 2016-17 Budget**  
**Expenditures by Function**

ALL FUNDS										
	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Public Safety	\$3,501,919	33.1%	\$3,601,655	31.9%	\$3,533,306	28.9%	\$3,688,963	30.6%	\$4,183,015	25.4%
Leisure, Cultural & Social Service	1,426,843	13.5%	1,531,134	13.6%	1,677,122	13.7%	1,554,148	12.9%	2,227,187	13.5%
Community Development	1,008,862	9.5%	1,183,313	10.5%	1,111,993	9.1%	1,037,893	8.6%	1,109,891	6.7%
Economic Development	11,622	0.1%	9,774	0.1%	5,731	0.0%	6,682	0.1%	21,857	0.1%
Public Works	2,107,614	19.9%	2,564,173	22.7%	2,927,299	24.0%	2,809,685	23.3%	5,641,643	34.2%
General Government	2,488,704	23.6%	2,377,646	21.0%	2,838,038	23.2%	2,911,944	24.1%	3,105,089	18.8%
Transportation	21,594	0.2%	28,629	0.3%	117,430	1.0%	63,714	0.5%	192,296	1.2%
Total Expenditures	\$10,567,158	100.0%	\$11,296,324	100.0%	\$12,210,919	100.0%	\$12,073,028	100.0%	\$16,480,978	100.0%

(\$0)

**Expenditures by Type**

	ACTUAL 13			ACTUAL 14			ACTUAL 15			ADOPTED 17	
Personnel	\$3,638,572	34.4%		\$3,905,703	34.6%		\$4,005,721	32.8%		\$4,124,956	26.8%
Contract Services	4,912,512	46.5%		4,861,500	43.1%		4,841,269	39.6%		5,266,952	35.1%
Utilities	299,074	2.8%		305,620	2.7%		319,145	2.6%		291,881	1.8%
Non-Operating Exp.	500,787	4.7%		517,654	4.6%		519,146	4.3%		566,514	3.5%
Non-Operating Exp.	211,311	2.0%		273,595	2.4%		370,807	3.0%		412,006	1.8%
Major Capital	483,368	4.6%		1,199,163	10.6%		1,841,900	15.1%		1,112,675	28.7%
Minor Capital	370,706	3.5%		44,091	0.4%		68,929	0.6%		121,224	1.2%
Debt Service	150,827	1.4%		181,652	1.6%		244,002	2.0%		176,820	1.1%
<b>Total Expenditures</b>	<b>\$10,567,158</b>	<b>100.0%</b>		<b>\$11,288,978</b>	<b>100.0%</b>		<b>\$12,210,919</b>	<b>100.0%</b>		<b>\$12,073,028</b>	<b>100.0%</b>

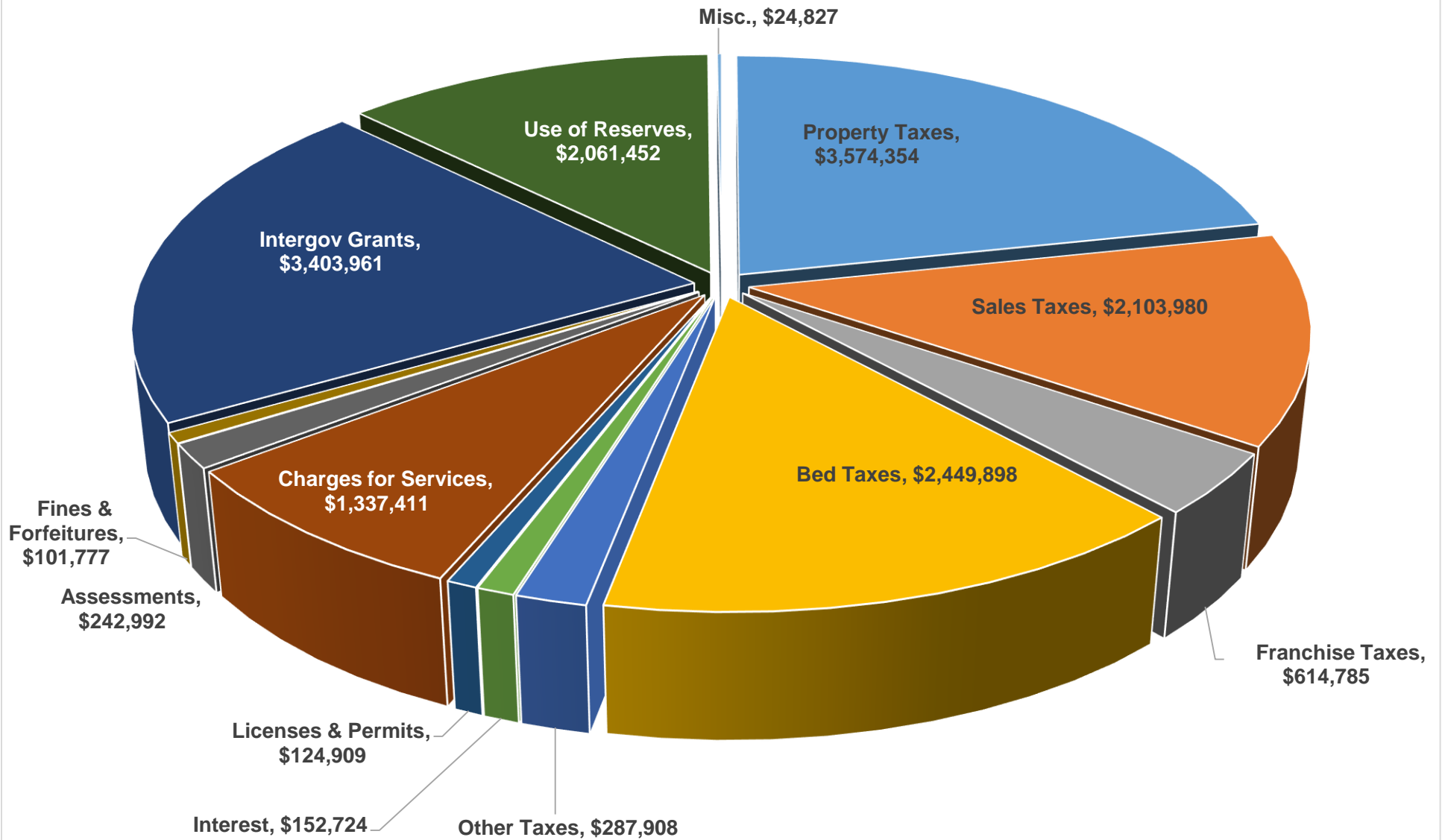


CITY OF CARPINTERIA												
Adopted 2016-17 Budget												
Expenditures by Program												
ALL FUNDS												
ACTUAL 13			ACTUAL 14			ACTUAL 15			FINAL 16		ADOPTED 17	
No.												
111 Records Management	\$75,718	0.7%	\$81,328	0.7%	\$86,249	0.7%	\$104,160	0.9%	\$111,952	0.7%		
112 Elections	26,465	0.2%	5,973	0.1%	6,019	0.0%	6,925	0.1%	19,463	0.1%		
121 City Administration	299,427	2.6%	287,033	2.5%	283,796	2.3%	307,774	2.5%	352,151	2.1%		
122 Legal Services	427,753	3.7%	333,592	3.0%	447,062	3.7%	536,604	4.4%	555,500	3.4%		
123 Legislative & Policy	101,171	0.9%	102,243	0.9%	105,396	0.9%	125,947	1.0%	116,214	0.7%		
124 Commissions Board	13,127	0.1%	5,395	0.0%	5,533	0.0%	5,606	0.0%	6,000	0.0%		
125 Law Enforcement	2,915,913	25.2%	3,420,829	30.3%	3,445,399	28.2%	3,558,151	29.5%	3,685,739	22.4%		
126 Emergency Preparedness	40,772	0.4%	64,034	0.6%	67,310	0.6%	76,223	0.6%	80,434	0.5%		
141 Financial Management	448,907	3.9%	513,329	4.5%	583,525	4.8%	535,927	4.4%	566,863	3.4%		
142 Management Information Systems	103,865	0.9%	175,748	1.6%	169,258	1.4%	196,790	1.6%	200,404	1.2%		
143 Central Services	248,718	2.1%	288,051	2.6%	352,463	2.9%	433,252	3.6%	441,909	2.7%		
161 Staff Recruitment, Training & Development	151,535	1.3%	159,465	1.4%	185,200	1.5%	130,563	1.1%	163,270	1.0%		
162 Risk Management	150,551	1.3%	280,614	2.5%	349,184	2.9%	441,713	3.7%	319,572	1.9%		
163 Communication and Public Relations	107,185	0.9%	130,658	1.2%	132,218	1.1%	160,825	1.3%	187,313	1.1%		
301 Public Works Administration	278,748	2.4%	200,119	1.8%	154,487	1.3%	289,014	2.4%	399,560	2.4%		
302 Street Maintenance	779,658	6.7%	1,471,784	13.0%	1,853,266	15.2%	1,288,981	10.7%	3,901,326	23.7%		
303 Right of Way Maintenance	331,749	2.9%	311,270	2.8%	299,213	2.5%	405,484	3.4%	452,386	2.7%		
304 Transportation, Planning & Engineering	354,302	3.1%	441,572	3.9%	336,967	2.8%	304,705	2.5%	697,042	4.2%		
305 Capital Improvement	62,813	0.5%	112,108	1.0%	114,979	0.9%	186,539	1.5%	199,650	1.2%		
306 Solid Waste	70,790	0.6%	214,515	1.9%	210,900	1.7%	222,579	1.8%	251,923	1.5%		
307 Watershed Management	180,480	1.6%	118,990	1.1%	110,062	0.9%	136,633	1.1%	267,809	1.6%		
308 Engineering Permitting			35,309	0.3%	36,213	0.3%	54,446	0.5%	58,273	0.4%		
410 Community Development	59,314	0.5%	133,923	1.2%	133,414	1.1%	126,717	1.0%	135,300	0.8%		
411 Advance Planning	174,673	1.5%	134,371	1.2%	130,431	1.1%	124,086	1.0%	136,363	0.8%		
412 Housing	46,947	0.4%	26,329	0.2%	30,789	0.3%	61,073	0.5%	62,714	0.4%		
413 Development Review	398,773	3.4%	341,639	3.0%	349,769	2.9%	330,975	2.7%	354,044	2.1%		
414 Code Compliance	265,211	2.3%	276,194	2.4%	278,341	2.3%	278,123	2.3%	299,803	1.8%		
415 Animal Care and Control	96,101	0.8%	92,254	0.8%	92,227	0.8%	93,727	0.8%	103,445	0.6%		
442 Economic Vitality	53,041	0.5%	71,160	0.6%	78,297	0.6%	91,472	0.8%	102,599	0.6%		
691 Parks and Recreation	91,317	0.8%	35,232	0.3%	37,164	0.3%	38,139	0.3%	40,244	0.2%		
692 Community Pool Services	552,196	4.8%	509,694	4.5%	447,379	3.7%	468,345	3.9%	489,889	3.0%		
693 Ocean Beach Services	251,678	2.2%	336,333	3.0%	447,455	3.7%	341,454	2.8%	346,119	2.1%		
694 Special Events	89,418	0.8%	78,220	0.7%	85,727	0.7%	77,717	0.6%	79,314	0.5%		
695 Parks & Facility Maintenance	2,262,721	19.5%	399,081	3.5%	661,819	5.4%	434,205	3.6%	1,185,062	7.2%		
696 Community Service	82,764	0.7%	100,588	0.9%	103,406	0.8%	98,153	0.8%	111,330	0.7%		
Total Expenditures	\$11,593,801	100.0%	\$11,288,978	100.0%	\$12,210,919	100.0%	\$12,073,028	100.0%	\$16,480,979	100.0%		

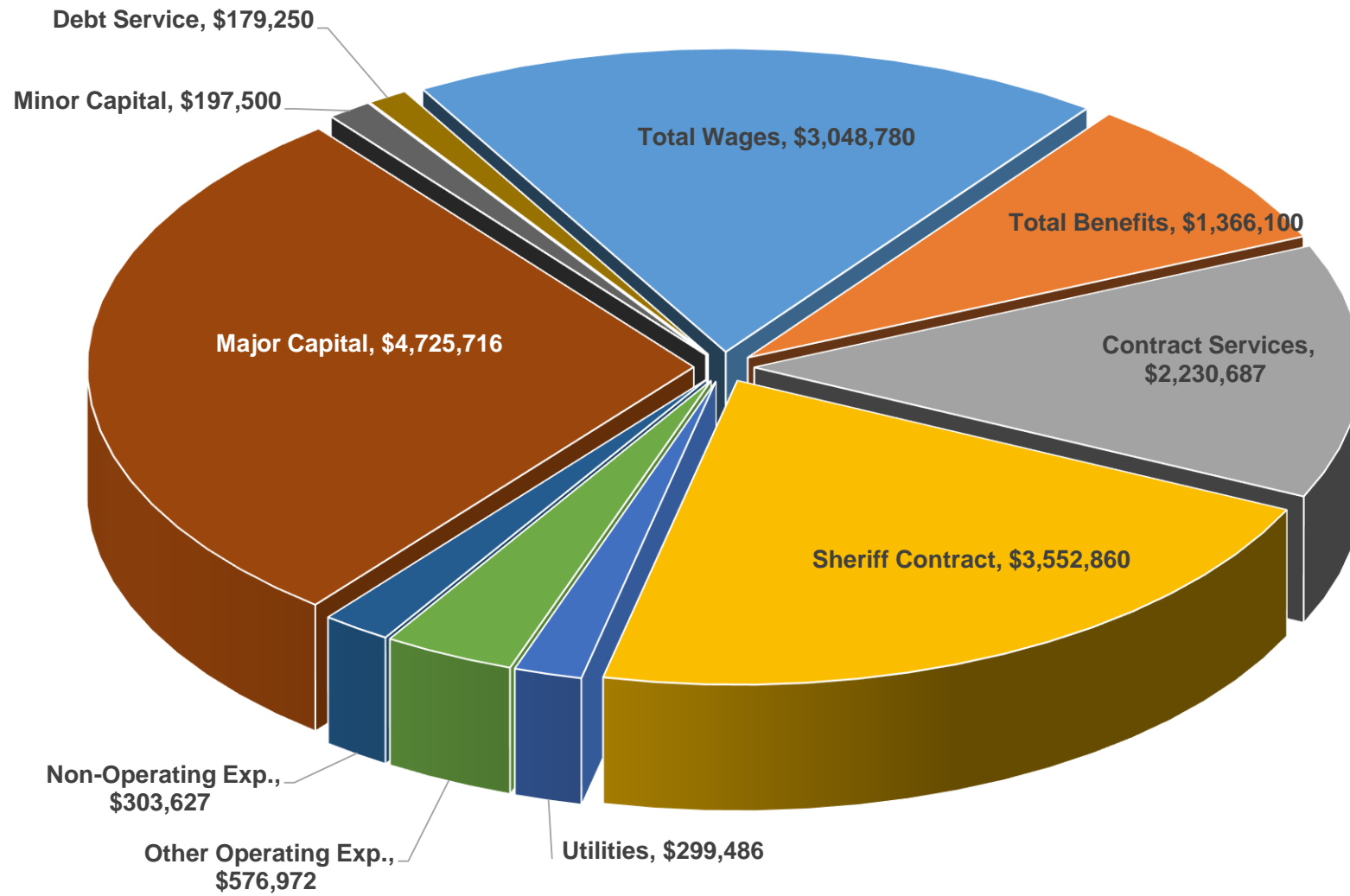


CITY OF CARPINTERIA										
Adopted 2016-17 Budget										
Expenditures by Accounting Department										
ACTUAL 13			ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
DEPT										
11 City Clerk	191,148	1.8%	191,540	1.7%	194,230	1.6%	204,741	1.7%	247,415	1.5%
12 City Manager	333,077	3.2%	335,429	3.0%	307,502	2.5%	294,825	2.4%	363,205	2.2%
13 Central Services	225,587	2.1%	240,597	2.1%	243,399	2.0%	243,913	2.0%	233,326	1.4%
14 Finance	378,536	3.6%	387,267	3.4%	389,182	3.2%	361,252	3.0%	452,861	2.7%
15 Risk Management	197,458	1.9%	244,261	2.2%	311,900	2.6%	407,027	3.4%	282,448	1.7%
16 Human Resources	141,815	1.3%	150,587	1.3%	138,983	1.1%	150,004	1.2%	174,935	1.1%
17 City Attorney	494,701	4.7%	333,592	3.0%	447,062	3.7%	536,604	4.4%	555,500	3.4%
18 Management Inform	73,659	0.7%	83,410	0.7%	84,996	0.7%	103,550	0.9%	103,000	0.6%
21 Law Enforcement	3,366,979	31.9%	3,407,255	30.2%	3,452,332	28.3%	3,553,266	29.4%	3,685,740	22.4%
22 Code Compliance	255,357	2.4%	266,673	2.4%	265,016	2.2%	280,128	2.3%	293,011	1.8%
24 Emergency Prepare	12,395	0.1%	3,428	0.0%	5,152	0.0%	16,315	0.1%	16,315	0.1%
30 Public Works Admin	465,532	4.4%	617,886	5.5%	587,698	4.8%	770,101	6.4%	819,070	5.0%
31 Street Maintenance	346,771	3.3%	376,082	3.3%	366,508	3.0%	401,809	3.3%	478,760	2.9%
32 Right of Way Maint	520,893	4.9%	459,675	4.1%	421,340	3.5%	513,072	4.2%	478,750	2.9%
34 Transportation, Pari	17,000	0.2%	24,629	0.2%	62,430	0.5%	57,000	0.5%	167,296	1.0%
37 Solid Waste	45,441	0.4%	41,971	0.4%	33,285	0.3%	55,265	0.5%	74,065	0.4%
41 Planning	501,631	4.7%	515,302	4.6%	518,213	4.2%	471,702	3.9%	515,330	3.1%
42 Building	195,001	1.8%	202,070	1.8%	197,328	1.6%	209,125	1.7%	206,990	1.3%
43 Housing	3,540	0.0%			3,785	0.0%	37,720	0.3%	37,720	0.2%
44 Economic Developr	162,095	1.5%	151,035	1.3%	160,004	1.3%	164,640	1.4%	181,589	1.1%
45 Community Promoti	30,590	0.3%	33,990	0.3%	30,875	0.3%	46,430	0.4%	56,667	0.3%
46 Community Service	97,598	0.9%	98,703	0.9%	101,472	0.8%	96,166	0.8%	109,203	0.7%
47 Animal Control	30,186	0.3%	29,218	0.3%	27,577	0.2%	26,600	0.2%	31,600	0.2%
51 City Council	113,076	1.1%	106,672	0.9%	101,683	0.8%	139,123	1.2%	122,218	0.7%
69 Parks & Recreation	1,321,709	12.5%	1,476,156	13.1%	1,529,780	12.5%	1,475,430	12.2%	1,610,798	9.8%
70 New Equipment	374,706	3.5%	48,091	0.4%	23,929	0.2%	124,510	1.0%	197,500	1.2%
72 Special Projects	37,026	0.4%	82,644	0.7%	69,356	0.6%	41,500	0.3%	75,700	0.5%
79 Capital improvemer	482,823	4.6%	1,199,163	10.6%	1,891,900	15.5%	1,114,389	9.2%	4,730,716	28.7%
78 Debt Service	150,827	1.4%	181,652	1.6%	244,002	2.0%	176,820	1.5%	179,250	1.1%
Total Expenditure: 10,567,158 100.0%			11,288,978 100.0%		12,210,919 100.0%		12,073,028 100.0%		16,480,978 100.0%	

**ALL FUNDS**  
**Sources of Funds -- \$16,480,978**



**ALL FUNDS**  
**Uses of Funds -- \$16,480,978**







## ***General Fund Overview***

**T**he City's General fund is the primary source of revenue for the day-to-day operations of the City. While many funds are restricted to specific uses per State and Federal law (e.g., Measure A funds are used for capital road projects and repairs, Street Lighting funds are restricted to the costs for maintaining and operating street lights), General Fund revenues are unrestricted and may be used to finance any City project, program or service.

The General Fund is used to pay for the cost of services that include the general administration of the City, e.g., finance, human resources, facilities operations and other services that have little or no revenue source, e.g., law enforcement, code enforcement, advance planning projects, elections, support of the City Council and City commissions, committees and boards. Also included in the General Fund are debt service payments and support for local non-profit human services and recreation programs.

***The 2016-17 Budget projects that the General Fund will have an operational deficit in the amount of (\$318,493).***

### **Goal and Approach to the Operating Budget**

The goal of the budget process is to allow for participatory and transparent decision-making necessary to allocate limited financial resources in order to meet the ongoing and evolving service needs of the community. The budget allocates financial resources in support of work program priorities established in the City's Annual Work Program, approved by the City Council in January, and the annual Capital Improvement Program.

The budget process involves gathering and analyzing information from outside sources including information from other government agencies and consultants about external factors that can influence City revenues and expenditures. The budget process also takes into consideration historical trends and experience in demands for service and projects service needs based on unique local knowledge.

The City takes a zero-based budgeting approach and is deliberately conservative in making estimates of revenues and expenditures. This often means that year end revenues are slightly higher than budget projections and expenditures slightly lower.

The adopted operating budget includes appropriations sufficient to allow staff to meet all current and projected financial obligations in order to carry out services and address planned capital projects. Details of that work are provided in subsequent Sections of this budget.

## **General Fund "Available Fund Balance"(AFB)**

This term relates to the available unexpended balance that is not committed to any specific projects, activities, expenditures or programs. It represents funds that the City may use to offset unexpected expenditures, fund special projects or retain as a protection against unforeseen future events.

The City estimates that it will begin the 2016-17 fiscal year with an Available Fund Balance of \$1,628,202. The chart below indicates the beginning Available Fund Balance appropriations, expenditures, revenues and Transfers In & Out.

<b>2015-16 Budget Year:</b>		<b>2016-17 Budget Year:</b>	
\$ 1,972,366	AFB as of July 1, 2015	\$1,694,131	AFB as of July 1, 2016
(8,453,563)	Expenditures	(8,899,068)	Expenditures
(745,700)	Transfers <i>Out</i> of GF	(779,917)	Transfers <i>Out</i> of GF
653,226	Transfers <i>In</i> to GF	608,711	Transfers <i>In</i> to GF
(551,453)	Other Fund Subsidies	(498,821)	Other Fund Subsidies
(279,861)	Reserve Increase	(63,113)	Reserve Decrease
<u>9,099,116</u>	<u>Projected GF Revenues</u>	<u>9,250,602</u>	<u>Projected GF Revenues</u>
<b>\$1,694,131</b>	<b>AFB as of June 30, 2016</b>	<b>\$ 1,312,526</b>	<b>AFB as of June 30, 2017</b>

***Both the 2015-16 and 2016-17 budgets include the use of \$500,000 from AFB for pavement maintenance under the Street Maintenance Program. In the chart above, these amounts are a part of "Transfers Out of GF" line and contribute to the projected year-end AFB results.***

### **General Fund Revenues:**

Projected revenues (excluding Transfers In) for 2016-17 are \$9,250,602, an increase of \$151,486 from the estimated final 2015-16 revenue.

### **General Fund Expenditures:**

Projected Expenditures (excluding Transfers Out) for 2016-17 are \$8,899,068, an increase of \$445,505 over the estimated final 2015-16 expenditures.

### **Revenue "Transfers In" to General Fund**

While the General Fund receives revenue from property tax, sales tax, TOT, and permit fees, it also receives "Transfers In" (also known as an "interfund transfers") from other designated funds. These transfers are necessary to fulfill operational, service and program obligations of federal, state and local mandates as well as provide necessary services. Transfers In to the General Fund are projected to total \$608,711.

### **Transfers Out**

The General Fund transfers money into specialized funds to pay for services in General Fund programs and activities provided by non-General Fund staff. The General Fund must also annually transfer Maintenance of Effort funds to the Gas Tax and Measure A funds. Total Transfers Out of the General Fund are (\$779,917).

### **Other Fund Subsidies**

In addition, the General Fund must transfer funds in to any fund that does not have sufficient reserves to absorb operating losses.

One example is the Park Maintenance Fund. The Park Maintenance Fund (created in 1997 with the passage of local measure B97) has a fixed revenue stream. The expenditures out of that Fund, however, do not remain constant. Because there are not sufficient monies in the Park Maintenance Fund to provide desired service levels, the General Fund must subsidize (or transfer funds into) this Fund.

***The 2016-17 General Fund subsidy to other Funds is budgeted in the amount of (\$498,821).***

In recent years the subsidy required to other Funds has grown and over time this is expected to challenge the City's ability to balance General Fund expenditures with revenues.

**CITY OF CARPINTERIA**  
**Adopted 2016-17 Budget**  
**GENERAL FUND**

The General Fund is the general operating, and largest, fund of the City. This fund is used to account for all financial resources except those resources required to be accounted for in another fund. The projected ending balance of this fund is considered a contingency reserve for unexpected purposes during the course of the fiscal year.

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Property Taxes	\$2,875,356	38.8%	\$2,861,510	36.1%	\$2,962,919	33.2%	\$3,094,713	34.0%	\$3,218,502	34.8%
Sales Taxes	1,739,414	23.4%	1,900,971	24.0%	2,054,033	23.0%	2,086,268	22.9%	2,103,980	22.7%
Franchise Taxes	552,787	7.5%	602,583	7.6%	634,781	7.1%	614,785	6.8%	614,785	6.6%
Bed Taxes	1,631,428	22.0%	1,923,538	24.3%	2,369,762	26.6%	2,409,497	26.5%	2,449,898	26.5%
Other Taxes	113,790	1.5%	127,167	1.6%	140,827	1.6%	132,908	1.5%	132,908	1.4%
Total Taxes	\$6,912,774	93.2%	\$7,415,769	93.6%	\$8,162,322	91.5%	\$8,338,171	91.6%	\$8,520,073	92.1%
Interest	23,348	0.3%	61,375	0.8%	(86,270)	-1.0%	105,578	1.2%	105,588	1.1%
Licenses & Permits	189,220	2.6%	109,909	1.4%	106,271	1.2%	124,909	1.4%	124,909	1.4%
Charges for Services	164,167	2.2%	205,934	2.6%	411,559	4.6%	394,780	4.3%	370,004	4.0%
Fines & Forfeitures	81,422	1.1%	100,454	1.3%	74,911	0.8%	80,147	0.9%	80,147	0.9%
Intergov Grants	33,299	0.4%	32,220	0.4%	234,960	2.6%	27,255	0.3%	27,255	0.3%
Miscellaneous	15,566	0.2%			13,822	0.2%	28,276	0.3%	22,626	0.2%
<b>TOTAL REVENUE</b>	<b>7,419,796</b>	<b>100.0%</b>	<b>7,925,661</b>	<b>100.0%</b>	<b>8,917,575</b>	<b>100.0%</b>	<b>9,099,116</b>	<b>100.0%</b>	<b>9,250,602</b>	<b>100.0%</b>
Regular Wages	1,865,960	24.9%	2,035,668	26.4%	2,060,157	25.1%	2,037,167	24.1%	2,209,640	24.8%
Part-time Wages	42,089	0.6%	30,930	0.4%	28,784	0.4%	46,205	0.5%	60,020	0.7%
Overtime Wages	10,902	0.1%	7,486	0.1%	8,908	0.1%	14,608	0.2%	5,400	0.1%
Other Wages	37,806	0.5%	42,573	0.6%	40,186	0.5%	42,921	0.5%	43,970	0.5%
Total Wages	\$1,956,757	26.2%	\$2,116,657	27.5%	\$2,138,035	26.0%	\$2,140,901	25.3%	\$2,319,030	26.1%
Health/Life/Dental Insurance	435,503	5.8%	467,167	6.1%	462,695	5.6%	487,204	5.8%	581,790	6.5%
Retirement	352,702	4.7%	395,475	5.1%	414,769	5.0%	443,564	5.2%	482,070	5.4%
Unemployment Insurance	5,137	0.1%	4,160	0.1%	4,284	0.1%	4,325	0.1%	4,470	0.1%
MediTax	28,410	0.4%	30,699	0.4%	30,988	0.4%	31,327	0.4%	32,400	0.4%
Other Benefits	9,836	0.1%	2,060	0.0%	9,605	0.1%	11,213	0.1%	10,900	0.1%
Total Benefits	\$831,588	11.1%	\$899,561	11.7%	\$922,341	11.2%	\$977,633	11.6%	\$1,111,630	12.5%
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$2,788,345</b>	<b>37.3%</b>	<b>\$3,016,218</b>	<b>39.2%</b>	<b>\$3,060,376</b>	<b>37.3%</b>	<b>\$3,118,535</b>	<b>36.9%</b>	<b>\$3,430,660</b>	<b>38.6%</b>
Contract Services	824,515	11.0%	738,945	9.6%	849,900	10.3%	1,101,338	13.0%	1,143,466	12.8%
Sheriff Contract	3,283,473	43.9%	3,320,423	43.1%	3,347,676	40.7%	3,417,937	40.4%	3,536,799	39.7%
Utilities	43,913	0.6%	40,232	0.5%	37,231	0.5%	38,640	0.5%	41,140	0.5%
Other Operating Exp.	179,760	2.4%	173,881	2.3%	162,932	2.0%	222,151	2.6%	212,990	2.4%
Non-Operating Exp.	211,311	2.8%	273,595	3.6%	370,807	4.5%	412,006	4.9%	303,627	3.4%
Major Capital					198,497	2.4%			75,000	0.8%
Minor Capital	65,739	0.9%	21,594	0.3%	11,706	0.1%	34,000	0.4%	44,000	0.5%
Debt Service	82,963	1.1%	113,788	1.5%	176,138	2.1%	108,956	1.3%	111,386	1.3%
<b>TOTAL EXPENDITURES</b>	<b>\$7,480,019</b>	<b>100.0%</b>	<b>\$7,698,676</b>	<b>100.0%</b>	<b>\$8,215,263</b>	<b>100.0%</b>	<b>\$8,453,563</b>	<b>100.0%</b>	<b>\$8,899,068</b>	<b>100.0%</b>
<b>NET INCOME / (LOSS)</b>	<b>(\$60,223)</b>		<b>\$226,985</b>		<b>\$702,312</b>		<b>\$645,553</b>		<b>\$351,534</b>	
Transfers In	406,424		735,278		582,141		653,226		608,711	
Transfers (Out)	(129,227)		(147,868)		(259,822)		(745,700)		(779,917)	
NET TRANSFERS	277,197		587,410		322,319		(92,474)		(171,206)	
Subsidies Received / (Provided)	(497,955)		(477,257)		(448,817)		(551,453)		(498,821)	
Operational Excess / (Deficit)	(280,981)		337,138		575,814		1,626		(318,493)	
Decrease / (Increase) in Reserves	116,110		(160,989)		(142,054)		(279,861)		(63,113)	
CHANGE IN AVAILABLE FUND BALANCE	(164,871)		176,149		433,760		(278,234)		(381,606)	
Beginning Fund Balance	1,527,328		1,362,457		1,538,606		1,972,366		1,694,131	
ENDING AVAILABLE FUND BALANCE	<b>\$1,362,457</b>		<b>\$1,538,606</b>		<b>\$1,972,366</b>		<b>\$1,694,131</b>		<b>\$1,312,526</b>	
Non Spendable Reserve	205,646		4,167		4,167					
Restricted for PEG	324,734		324,734		217,091		206,111		194,111	
Total Restricted Reserves	\$530,380		\$328,901		\$221,258		\$206,111		\$194,111	
Uncertainty Reserve	3,673,615		4,006,054		4,126,315		4,402,285		4,533,349	
General Reserve	1,054,182		1,065,548		1,076,681		1,086,410		1,021,139	
Replacement / Repair Reserve	1,009,568		1,019,582		1,030,222		1,039,531		1,048,850	
Total Committed Reserves	\$5,737,365		\$6,091,184		\$6,233,218		\$6,528,226		\$6,603,338	
Unassigned Fund Balance (AFB)	1,362,457		1,538,606		1,972,366		1,694,131		1,312,526	
<b>Total Fund Balances</b>	<b>\$7,630,202</b>		<b>\$7,958,691</b>		<b>\$8,426,842</b>		<b>\$8,428,468</b>		<b>\$8,109,975</b>	

**CITY OF CARPINTERIA**  
**Adopted 2016-17 Budget**  
**Expenditures by Function**

GENERAL FUND											
	ACTUAL 13			ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Public Safety	\$3,353,577	44.8%		\$3,390,683	44.9%	\$3,441,845	41.9%	\$3,553,520	42.0%	\$3,685,994	41.4%
Leisure, Cultural & Social Service	331,936	4.4%		341,621	4.5%	343,411	4.2%	334,624	4.0%	371,744	4.2%
Community Development	990,419	13.2%		1,051,276	13.9%	1,063,844	12.9%	1,000,173	11.8%	1,072,171	12.0%
Public Works	331,869	4.4%		382,152	5.1%	581,846	7.1%	783,301	9.3%	794,070	8.9%
General Government	2,472,219	33.1%		2,377,646	31.5%	2,784,317	33.9%	2,781,944	32.9%	2,975,089	33.4%
Total Expenditures	\$7,480,019	100.0%		\$7,543,378	100.0%	\$8,215,263	100.0%	\$8,453,563	100.0%	\$8,899,068	100.0%

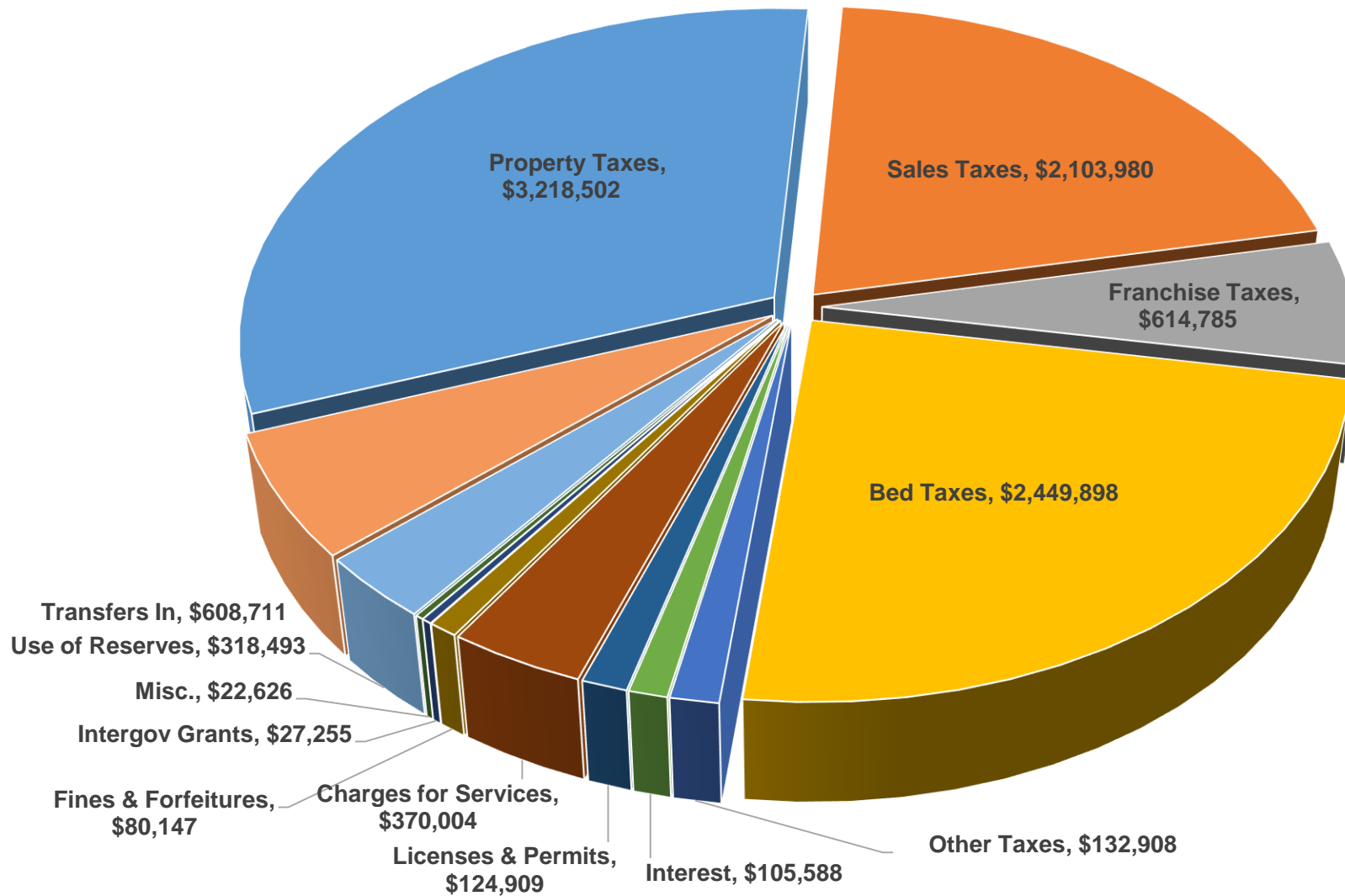
\$0

**Expenditures by Type**

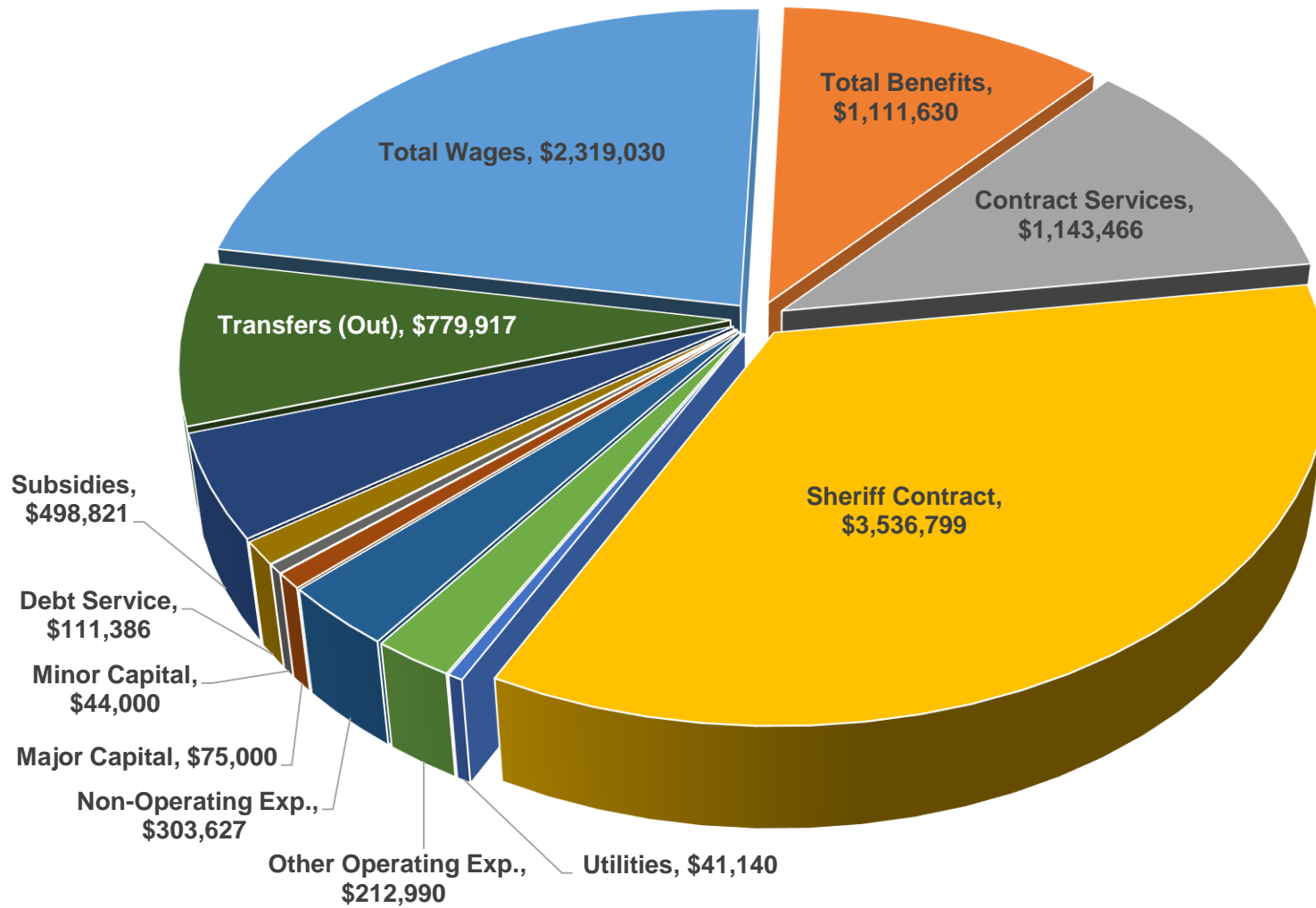
	ACTUAL 13			ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Personnel	\$2,788,345	37.3%		\$3,016,218	39.2%	\$3,060,376	37.3%	\$3,118,535	36.9%	\$3,430,660	38.6%
Contract Services	4,107,988	54.9%		4,059,368	52.7%	4,197,576	51.1%	4,519,275	53.5%	4,680,265	52.6%
Utilities	43,913	0.6%		40,232	0.5%	37,231	0.5%	38,640	0.5%	41,140	0.5%
Non-Operating Exp.	179,760	2.4%		173,881	2.3%	162,932	2.0%	222,151	2.6%	212,990	2.4%
Non-Operating Exp.	211,311	2.8%		273,595	3.6%	370,807	4.5%	412,006	4.9%	303,627	3.4%
Major Capital						198,497	2.4%			75,000	0.8%
Minor Capital	65,739	0.9%		21,594	0.3%	11,706	0.1%	34,000	0.4%	44,000	0.5%
Debt Service	82,963	1.1%		113,788	1.5%	176,138	2.1%	108,956	1.3%	111,386	1.3%
<b>Total Expenditures</b>	<b>\$7,480,019</b>	<b>100.0%</b>		<b>\$7,698,676</b>	<b>100.0%</b>	<b>\$8,215,263</b>	<b>100.0%</b>	<b>\$8,453,563</b>	<b>100.0%</b>	<b>\$8,899,068</b>	<b>100.0%</b>



**GENERAL FUND**  
**Sources of Funds -- \$10,177,806**



**GENERAL FUND**  
**Uses of Funds -- \$10,177,806**







# City of Carpinteria

## 2016-17 Adopted Budget

**Fund:** General Fund

**Department:** General Government



## **Program:** ***Legislative & Policy***

### **I. Program Summary**

**T**he Mayor and City Councilmembers serve as the elected legislative and policy makers of the City of Carpinteria in accordance with applicable State and local law. The five member City Council makes decisions concerning necessary and desired projects, programs and services by providing direction to the City Manager and prioritizing work through the annual work program and budget processes. Activities of this program include:

#### **Legislation**

The City Council adopts ordinances, resolutions and appoints all advisory boards, commissions, and committees. Many legislative actions of the Council become municipal law and are codified in the Municipal Code. The City Council is the legislative fiduciary for City financial matters, which includes approval of the annual budget.

#### **Policy**

The City Council establishes, by formal or informal methods, policies and guidelines for the overall operation of the City and which ensure compliance with myriad State and Federal government mandates.

#### **Public and Intergovernmental Relations**

The Mayor and Council are involved in many community and intergovernmental activities that require their on-going participation. City Council members represent the City on the Boards of the Santa Barbara County Association of Governments, Air Pollution Control District, Beach Erosion Authority for Clean Oceans and Nourishment (BEACON), California Joint Powers Insurance Authority (JPIA), Channel Cities Division of the California League of Cities, Santa Barbara Joint Housing Task Group, Central Coast Collaborative on Homelessness (C3H) and the South Coast Task Force on Youth Gangs. Locally, Council Committees meet with committees of the School Board, Chamber of Commerce, and Fire, Sanitary and Water Districts. Members of the Council frequently are asked to speak at community and regional events as well as conduct ceremonial activities in their official capacity.

## II. Budget Summary

Program:	Legislative & Policy					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0	
Personnel	\$83,000	\$86,703	\$88,923	\$89,159	\$95,426	
Other Operating Exp.	23,357	15,540	16,473	36,788	20,788	
TOTAL EXPENDITURES	\$106,357	\$102,243	\$105,396	\$125,947	\$116,214	
NET INCOME/(SUBSIDY)	(\$106,357)	(\$102,243)	(\$105,396)	(\$125,947)	(\$116,214)	
1051306 Meetings & Travel 51	4,985	3,512	7,036	3,000	5,000	Other Operating Expenditur
1051308 Supplies & Materials 51	376	173	357	500	500	Other Operating Expenditur
1051310 Public Relations 51	2,957	1,680	4,957	22,000	3,000	Other Operating Expenditur
1051305 Dues & Subscriptions 51	14,751	10,175	4,123	11,000	12,000	Other Operating Expenditur
1051303 Printing & Advertising 51	288			288	288	Other Operating Expenditur
99000 Personnel	83,000	86,703	88,923	89,159	95,426	

## III. Personnel Allocations

### Position:

Councilmembers

### Allocation:

5.00 (Stipend)

## IV. Expenditure Summary

### Personnel

The compensation of the Mayor and City Council are the only personnel costs within this program. All support staff costs are within other programs.

### Operating Expenses

Meetings, Travel and Public Relations costs reflect anticipated Councilmember training and education, Councilmember attendance/participation in League of California Cities, BEACON, Santa Barbara County Association of Governments, Mayoral obligations and other community activities and programs that require or request Mayor or Council participation. Pursuant City Council policy, the Meetings & Travel line item budget amount is divided evenly among its members.

# City of Carpinteria

## 2016-17 Adopted Budget

**Fund:** General Fund

**Department:** General Government



## **Program: Commissions, Boards and Committees**

### **I. Program Summary**

The City Council as the legislative body of the City has the authority to create standing and ad hoc commissions, boards and committees to support various programs and services provided. The roles, responsibilities and procedures concerning the conduct of such bodies are established in the Carpinteria Municipal Code. Appointments to commissions, boards and committees are made by the City Council through the adoption of a resolution or minute order approval. The Program budget reflects stipends received by the Planning Commission and Architectural Review Board. Staffing and other costs associated with supporting the work of the City's Commissions, Boards and Committees are a part of the related budget programs.

#### **Planning Commission**

The Planning Commission reviews and recommends changes to the General Plan and Zoning Regulations, conducts hearings and decides on applications for development, pursuant State law and Chapter 2.32 of the Carpinteria Municipal Code.

#### **Architectural Review Board (ARB)**

The ARB evaluates the architectural merit of commercial, residential, and public building projects, as established through Chapter 2.36 of the Carpinteria Municipal Code. The Board advises City staff and the Planning Commission on design standards, architectural and landscape design, and site planning.

## **Environmental Review Committee**

The Environmental Review Committee reviews draft environmental documents, public and agency comments received on the documents during the public comment period, and makes recommendations to City staff, the Planning Commission and/or City Council, regarding the adequacy of environmental documents and Mitigation Monitoring Programs. The role and procedures followed by the Environmental Review Committee are determined by the City's Environmental Guidelines and the California Environmental Quality Act (CEQA).

## **Rent Stabilization Board**

The Mobile Home Rent Stabilization Board administers the City's rent stabilization regulations for the City's mobile home parks. The Board is empowered to approve, set and adjust the rent schedule and maximum rents for mobile home tenancies within the City pursuant Chapter 5.69 of the Carpinteria Municipal Code.

## **Tree Advisory Board**

The Tree Advisory Board advises the City Council and City staff in the administration of the City's Street Tree Management Plan regulations, Municipal Code Chapter 12.28, and best practices concerning the management of the City's urban forest.

## **Integrated Pest Management (IPM) Advisory Committee**

The IPM Advisory Committee advises the City on the application of the City's IMP policy. The IPM policy aims to reduce the use of pesticides in public spaces. The Committee has the responsibility of reporting annually to the City Council on any pest issues and the methods utilized to control pests.

## **Traffic Safety Committee**

The Traffic Safety Committee develops reports, hears public complaints and makes recommendations concerning public safety on City streets to the City Council and/or City Traffic Engineer. The Committees work is directed in part by state law and Chapter 10.08 of the Municipal Code. In addition to the City Traffic Engineer, the Committee consists of the Carpinteria Sheriff's Commander or his representative, the Community Development Director or a designated representative, three citizens including a senior high school student, the safety committee representative of the Carpinteria Unified School District, and other City officials or representatives of special districts as may be recommended by the City Manager and approved by the City Council.

### **Downtown-T Business Advisory Board (DTBAB)**

The DTBAB advises the City Council on parking and business improvement matters and conducts business promotion within the designated central business district of the City, e.g., First Friday events. The Board was created as a part of the formation of the Downtown Parking and Business Improvement Area Assessment District and operates pursuant to state law and procedures established by the City Council for the District. The Board has a duty to file an annual report with the City Council making recommendations on the expenditure of revenues derived from the levy of assessments, an estimate of the costs of providing the improvements and activities, the method used for levying the assessment, the amount of any surpluses carried over from the previous year, and any contributions made from other sources.

### **Bluffs Management Advisory Board**

The Bluffs Management Board provides comment and input related to the management of the Carpinteria Bluffs Nature Preserve and adjacent publicly owned coastal open space and trails, such as Tar Pits Park. The Board was formed by the City and operates, in part, pursuant to provisions of a Conservation Easement for the Carpinteria Bluffs.

### **Community Development Block Grant (CDBG) Committee**

The CDBG Committee makes recommendations to the City Council on awarding to social service providers the annual federal CDBG allocation received by the City.

## **II. Budget Summary**

Program:	Commissions Boards and Committees				
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0
Personnel	\$10,053	\$5,395	\$5,533	\$5,606	\$6,000
TOTAL EXPENDITURES	\$10,053	\$5,395	\$5,533	\$5,606	\$6,000
NET INCOME/(SUBSIDY)	(\$10,053)	(\$5,395)	(\$5,533)	(\$5,606)	(\$6,000)
99000 Personnel	10,053	5,395	5,533	5,606	6,000

### III. Personnel Allocations

#### Position:

#### Allocation:

Planning Commission	5.00 (Stipend)
Architectural Review Board	5.00 (Stipend)
Environmental Review Committee	5.00 (Volunteer)
Rent Stabilization Board	5.00 (Volunteer)
Tree Advisory Board	5.00 (Volunteer)
Traffic Safety Committee	8.00 (Volunteer)
Bluffs Advisory Board	7.00 (Volunteer)
Carpinteria First Committee	7.00 (Volunteer)
Integrated Pest Mgmt. Committee	7.00 (Volunteer)
Downtown T Business Advisory Board	5.00 (Volunteer)
Community Development Block Grant Committee	3.00 (Volunteer)

Total: 62.00

### IV. Expenditure Summary

#### Personnel

No changes are anticipated in the organization and function of the City's various Boards and Commissions. The appropriation for those appointments that receive stipends is based on meeting attendance and will remain unchanged. No other changes in this program are anticipated.

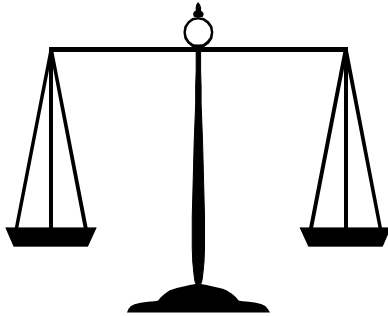


# City of Carpinteria

## 2016-17 Adopted Budget

**Fund:** General Fund

**Department:** General Government



## Program: *Legal Services*

### I. Program Summary

The City of Carpinteria secures legal services through a contract with the Santa Barbara law firm of Brownstein Hyatt Farber Schreck, LLP. The City also occasionally hires outside counsel for required legal services when Brownstein cannot provide service due to certain expertise being desired or where a conflict of interest has been determined to exist.

### II. Budget Summary

Program:	Legal Services					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0	
Contract Services	494,701	333,592	447,062	536,604	555,500	
TOTAL EXPENDITURES	\$494,701	\$333,592	\$447,062	\$536,604	\$555,500	
NET INCOME/(SUBSIDY)	(\$494,701)	(\$333,592)	(\$447,062)	(\$536,604)	(\$555,500)	
1017229 Legal Services	241,989	135,041	37,835	365,000	383,896	Contract Services
1017228 Litigation	100,814	42,990	87,963	75,000	75,000	Contract Services
1017309 Miscellaneous Expense	24,184	373		2,500	2,500	Contract Services
1017227 Third Party Attorney Services		6,245		5,000	5,000	Contract Services
1017220 City Attorney Retainer	119,903	131,447	317,660	81,604	81,604	Contract Services
1017223 MHRS Ordinance	7,811	17,496	3,604	7,500	7,500	Contract Services

### **III. Personnel Allocations**

All legal services are provided by contract.

### **IV. Expenditure Summary**

The Legal Services Contract was updated in December 2014. The budget estimate for contract costs reflects an estimate of the amount of time the contracted attorneys will be requested to spend working on City business.

The litigation budget reflects routine annual litigation expenditures. Extraordinary litigation costs are addressed through the Financial and Economic Uncertainty Reserve and are allocated as needed by the City Council.



# **City of Carpinteria**

## **2016-17 Adopted Budget**

**Fund:** General Fund

**Department:** General Government



## **Program:**

### ***City Administration***

#### **I. Program Summary**

**T**he Administration program is responsible for providing information and recommendations to the City Council, implementing City Council policies and direction, managing the delivery of municipal services, addressing long range municipal strategic planning objectives, and providing clerical and administrative support to the Mayor, City Council and City Boards and Commissions, and prompt, professional, courteous service to the public.

This program has nine major activities:

- ◆ Council meeting agenda management
- ◆ Elections (every two-years)
- ◆ Policy advice, research and implementation
- ◆ Strategic planning
- ◆ Financial Planning and Budget development and presentation
- ◆ Staff development, review and leadership
- ◆ Public relations
- ◆ Service delivery satisfaction
- ◆ Emergency management

## II. Budget Summary

Program:	City Administration					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0	
Personnel	\$286,078	\$275,476	\$282,531	\$296,525	\$317,366	
Contract Services				7,500	31,036	
Other Operating Exp.	2,534	11,557	1,265	3,749	3,749	
TOTAL EXPENDITURES	\$288,612	\$287,033	\$283,796	\$307,774	\$352,151	
NET INCOME/(SUBSIDY)	(\$288,612)	(\$287,033)	(\$283,796)	(\$307,774)	(\$352,151)	
1012220 Contract Services 12				7,500	31,036	Contract Services
1012305 Dues & Subscriptions 12		9,182	150	1,272	1,272	Other Operating Expenditur
1012308 Supplies & Materials 12	1,375	868	787	1,600	1,600	Other Operating Expenditur
1012306 Meetings & Travel 12	1,160	1,507	328	877	877	Other Operating Expenditur
99000 Personnel	286,078	275,476	282,531	296,525	317,366	

## III. Personnel Allocations

### Position:

City Manager  
Assistant to the City Manager  
City Clerk

### FTE Allocation:

0.90  
0.46  
0.25

**Total**

**1.61**

## IV. Expenditure Summary

**Personnel.** The City Manager leads the administrative team, including the Assistant to the City Manager, the City Clerk, the Human Resources Administrator/Risk Manager, and the Emergency Services/Volunteer Coordinator, in providing the services under this Program umbrella.

**Operating Expenses.** Operating expenses include dues for various government and professional associations at the state and national level, and fees for participation in training and attendance at conferences by members of the administrative staff.

**Contract Services.** Contract Services for this program can include spending associated with minor grant consultation, legislative advocacy and unanticipated activities or contractual services that may arise throughout the year. The contract services line this year includes an allocation in anticipation of ongoing participation in the Community Choice Aggregation (CCA) effort being led by Santa Barbara County.

## V. Goal, Objectives and Performance Measures

*The Goal of the City Administration function is to develop and maintain a stable, reliable and professional local government organization that can efficiently and effectively carry out policy and legislation of the City Council, and meet community service needs and expectations.*

Objectives	Performance Measures
◆ Prepare for City Council review and adoption the City's Annual Work Program with Strategic Initiatives and specific Department Work Programs items.	<ol style="list-style-type: none"> <li>1. Meet weekly with Department Heads to coordinate and advance approved work plans</li> <li>2. Provide mid-year and annual Work Program report</li> <li>3. Conduct Department Head Performance Reviews wherein individual work plans reflect implementation of the City Work Program.</li> </ol>
◆ Prepare and submit for City Council review and adoption an annual municipal budget and provide information sufficient for the City Council to be informed as to the City's financial condition.	<ol style="list-style-type: none"> <li>1. Hold regular meetings with the City Council Finance Committee</li> <li>2. Prepare and submit the draft budget for City Council consideration at its regular meetings in June</li> <li>3. Prepare and maintain a long-term financial plan.</li> </ol>

Objectives	Performance Measures
<p>◆ Implement annual Budget Performance Measurements</p>	<ol style="list-style-type: none"> <li>1. Provide training and mentoring to Department Heads on the development and tracking of effective performance measures</li> <li>2. Provide an annual report on measurable outputs to the City Council as a part of the budget.</li> </ol>
<p>◆ Monitor external and internal factors affecting the City government organization and make organizational adjustments as determined appropriate.</p>	<p>Participation in regional organizations and events such as the UCSB Economic Forecast project and reporting on demographic and financial trends affecting the organization.</p>
<p>◆ Public Outreach</p>	<p>Speak to at least two community groups annually about City activities, programs and issues or topics related to local government.</p>
<p>◆ Manage contracts for law enforcement and legal services and franchise agreements.</p>	<p>Contracts are implemented within budget; services delivered through the contracts are meeting community and organizational needs; and terms of agreements are being complied with.</p>

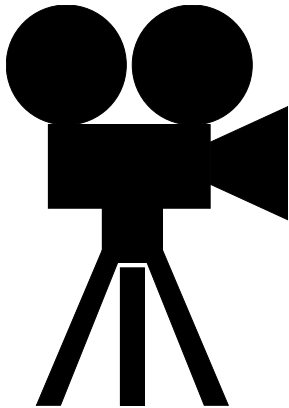
Objectives	Performance Measures
<p>◆ Monitor and evaluate customer satisfaction via surveys, interviews, and similar tools and take actions necessary to improve customer service.</p>	<p>Respond to a minimum of 10 customer service concerns annually by working with Department heads and implementing change where needed.</p>
<p>◆ Improve and maintain collaborative relations with other public agencies in the region and with the business community.</p>	<ol style="list-style-type: none"> <li>1. Participation in monthly meetings of the Southcoast Executives and the Carpinteria Valley Managers Group.</li> <li>2. Participation in quarterly meetings of the Santa Barbara County Managers and Administrators group.</li> <li>3. Participation in the South Coast Task Force on Youth Safety and THRIVE.</li> <li>4. Membership/Participation on the Chamber of Commerce Board of Directors.</li> <li>5. Coordination/Participation in at least four City Council committee meetings annually that involve interagency coordination/communication.</li> </ol>

Objectives	Performance Measures
<p>◆ Implement required/necessary local responses to federal and state mandated programs.</p>	<ol style="list-style-type: none"> <li>1. Ensure that a legally sufficient local component of the Multi-Jurisdictional Hazard Mitigation Plan is maintained</li> <li>2. Participate on the Operational Area Council</li> <li>3. Ensure that a legally sufficient and economically feasible Storm Water Management program permit is maintained</li> <li>4. Support the City's representatives to SBCAG in order to ensure that the City's interests are represented concerning regional land use planning and transportation projects such as the Highway 101 improvements.</li> </ol>
<p>◆ Monitor County, State and federal legislation that may affect the City of Carpinteria, its programs and services, and assist City in advocating on certain issues.</p>	<ol style="list-style-type: none"> <li>1. Support the City Council in taking positions on legislation through analysis, staff reports, draft letters, etc.</li> <li>2. Facilitate legislative advocacy, where determined appropriate, for matters such as State and federal funding of transportation projects, solutions to shoreline erosion and projects necessary to improve coastal access.</li> </ol>
<p>◆ Maintain property values and quality of life in the City's residential neighborhoods and commercial districts.</p>	<p>Develop and manage an implementation strategy for the recommendations of the Neighborhood Preservation Committee and work with the business community to ensure public health, safety and general welfare.</p>

Objectives	Performance Measures
<p>◆ Implement the Sustainability Policy through General Plan and other policy and program updates.</p>	<p>Continue and expand coordination and partnering with agencies and organizations that have expertise and experience in this policy area in order to save the City time and expense in developing and implementing programs.</p>

**City of Carpinteria**  
**2016-17 Adopted Budget**

**Fund:** General Fund, PBI  
**Department:** General Government



**Program:**  
***Communication and  
Community Promotions***

***I. Program Summary***

***Communication and Community Promotions.***

The City Council emphasizes the importance of citizen participation in the process of developing City policies, programs, and services. In achieving this work the City provides quality production and transmission of City and other agency public meetings as well as announcements and information via the community scroll.

The City's Communication and Community Promotions program includes both live and re-broadcasts of public meetings, production and broadcasting of special events, transmission of approved outside programming, and a community video bulletin board scroll on Government Access Television (GATV) Channel 21. The City also prepares and distributes a City Newsletter to help keep the community informed and promotes and supports the local economy through volunteer services, special events, and public street right-of-way and facilities improvements and maintenance. The program also includes administration of the City's agreement with public access TV service provider SB TV. The Assistant to the City Manager oversees these elements of the Communication and Community Promotions Program.



### ***Volunteer Services.***

Volunteers provide a broad source of expertise, talent, and support for City programs and services. Volunteers assist with special events, greet visitors, foster animals, conduct tours, clean up creeks and so much more. The Volunteer Services Coordinator manages city-wide volunteer efforts and facilitates the engagement of the community in local government. 35% of the time for this position is allocated to the Communication and Community Promotions Program, which includes the HOST program, the Neighbor-to-Neighbor program and general Volunteer Services.

The City engages approximately 200 local residents in voluntary service to the City annually. The time and talent generously donated by volunteers positively impacts almost every department within the City and sheds positive light upon the City and its residents.

### ***Parking and Business Improvement Area Assessment District No. 4.***

The City's Parking and Business Improvement Area Assessment District No. 4 provides parking and business promotion services to the area known as the Downtown "T". A Council-appointed Downtown-T Business Advisory Board, or DTBAB, oversees the Assessment District. The City's Department of Public Works, Management Analyst serves as primary staff support for the DTBAB.

All businesses within the boundaries of the Assessment District are subject to an annual General Business Assessment fee, and where applicable, to a special Parking Benefit Assessment which is used to reimburse the City's General Fund for costs associated with the three public parking lots located in the District. By Ordinance, parking assessment fees must be used exclusively for the purpose of acquisition, construction, development and maintenance of off-street parking. Funds derived from the business assessment fees must be used exclusively for the benefit of general business promotion and improvements within the boundaries of the District. This year's budget is based on 130 active businesses in the District.

## II. Budget Summary

Program:	Communication and Community Promotions					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$12,299	\$17,477	\$15,085	\$15,244	\$15,244	
Personnel	\$104,549	\$107,266	\$110,013	\$126,047	\$134,906	
Contract Services	11,622	9,774	12,931	14,682	29,857	
Other Operating Exp.	14,927	13,618	9,274	20,096	22,550	
Minor Capital	58					
TOTAL EXPENDITURES	\$131,156	\$130,658	\$132,218	\$160,825	\$187,313	
NET INCOME/(SUBSIDY)	(\$118,857)	(\$113,181)	(\$117,133)	(\$145,581)	(\$172,069)	
3838101 INTEREST INCOME 38	58	201	(187)	488	488	Interest
1010182 VIDEO TAPE SALES	160	72	40			Charges for Services
3838385 GEN'L BUSINESS ASSESSMENT	12,081	17,204	15,232	14,756	14,756	Assessments
1045220 Contract Services 45			7,200	8,000	8,000	Contract Services
3845222 Marketing/Project Carpinteria	8,807	9,376	5,549	6,500	18,700	Contract Services
3845228 Downtown T Promotions	2,816	398	182	182	3,157	Contract Services
1045308 Supplies & Materials 45	4,611	5,409	818	10,000	10,000	Other Operating Expenditur
1045305 Dues & Subscriptions 45	488	338	410	1,050	1,050	Other Operating Expenditur
1045306 Meetings & Travel 45	1,531	(700)		1,000	3,000	Other Operating Expenditur
1045303 Printing & Advertising 45	8,296	8,571	8,046	8,046	8,500	Other Operating Expenditur
1070410 Kiosk	58					Minor Capital
99000 Personnel	104,549	107,266	110,013	126,047	134,906	

## III. Personnel Allocations

Position:	FTE Allocation:
Assistant to the City Manager	0.10
Volunteer Services Coordinator	0.35
GATV Production Coordinator	0.04
GATV Production Assistant	0.08
Human Resources Administrator	0.02
Public Works Director	0.05
Public Works Supervisor	0.05
Management Analyst	0.10
Environmental Coordinator	0.08
Engineering Technician	0.05
Maintenance Technician	0.02
Maintenance Worker I	0.05
Maintenance Worker II	0.05
Maintenance Worker I	0.05
<b>Total</b>	<b>1.09</b>

#### ***IV. Expenditure Summary***

##### ***Personnel***

- Assistant to the City Manager Oversees the production and broadcasting of programs on GATV, including monitoring and overseeing maintenance of equipment; supervises personnel assigned to this Program; serves as Chairman of the Editorial Board for the City Hall Newsletter; administration of City agreement with public access TV service provider SB TV.
- Public Works Management Analyst Provides staff support to the Downtown-T Business Advisory Board and assists in coordination of activities and events in the Downtown “T”.
- Volunteer Services Coordinator Recruits, engages, recognizes, supports and partners with volunteers across all programs. More specifically, this position identifies productive and creative volunteer roles; manages and tracks volunteer efforts; brings visibility and recognition to City volunteers in the community; creates and implements volunteer trainings; and develops effective ways to keep all volunteers informed and connected to City programs. The Coordinator manages responsibilities associated with the City’s General Volunteer Program and manages two specific Volunteer Services programs: the HOST program and the Neighbor-to-Neighbor program. The Coordinator also serves on the Editorial Board of the Quarterly Newsletter.
- GATV Production Coordinator Oversees production of broadcasting and taping of government meetings, special events and programs to effectively provide the community with timely information. Also, as needed, operates video production equipment for transmitting and taping of programming over the City's Government Access Television (GATV) Channel 21, including gavel-to-gavel coverage of local government meetings. Primarily responsible for in-house video productions, special events, and public service announcements. Also, responsible for training GATV Production Assistant.
- GATV Production Assistant Operates video production equipment for transmitting and taping of programming over the City's Government Access Television (GATV) Channel 21, including gavel-to-gavel coverage of local government meetings, taping of special events, and public service announcements.

## ***Expense Summary***

Appropriations include:

- Allocation for supply and material expenses includes funds to cover costs associated with the operation of the General Volunteer Services program, the City's HOST program and the City's Neighbor-to-Neighbor program.
- Allocation, from a Cox Communications Public, Education, and Government (PEG) related grant for GATV related equipment, maintenance, and operations.
- The Printing and Advertising appropriation covers the costs for the preparation and distribution of three issues of the City Newsletter the contents of which are prepared in-house and is printed and distributed as an insert in the local newspaper, City brochures and promotional fliers, as well as printing and advertising costs for the Volunteer Services program, including the HOST program and Neighbor-to-Neighbor program.
- The appropriation for Dues and Subscriptions includes an allocation for annual dues related to the National Association of Volunteer Programs in Local Government as well as subscription services related to the volunteer management database.
- The Meetings and Travel appropriation includes funds to cover the cost of volunteer recognition events and associated event expenses, such as awards.

## **PARKING AND BUSINESS IMPROVEMENT AREA (Assessment District No. 4)**

The annual \$119.25 general business assessment fees paid by businesses in the Downtown "T" area are restricted and must be used to fund business promotional activities, events, and minor maintenance on behalf of the Downtown merchants.

Revenue for FY 2016-17 is estimated to be \$30,617 based on the 130 active businesses in the Downtown "T". A fund balance carried forward from previous years is reserved for special projects in the Downtown "T".

**Business Promotion  
Activities and Events  
Special Projects and Downtown Revitalization**

Downtown "T" Business Promotions \$3,157

- Monies are allocated by the Downtown-T Business Advisory Board for coordination of programs throughout the year to support downtown businesses, including advertising for the various Downtown "T" events.

▪ Assessment District #4 Activities and Events \$18,700

This appropriation is for planning and promotion of events and maintenance activities in the Downtown "T" geared toward fulfilling the goals and objectives of the City's Community Marketing Plan, a collaborative plan developed in 1993 by representatives of the City and the Carpinteria Valley Chamber of Commerce. This year the DTBAB considered contributing \$10,000 towards a Downtown Landscape Plan.

On-going events and maintenance activities sponsored by the DTBAB on behalf of the Downtown merchants include:

- *Preparation and distribution of a downtown Courtesy Map,*
- *Purchase and display of Flag systems in Downtown "T",*
- *Sponsorship of the Independence Day and Holiday Spirit Parades,*
- *Halloween Safe Trick or Treating in the Downtown "T".*
- *Increase in maintenance activities to maintain an attractive Downtown environment and increase tourist appeal.*

**V. Goals, Objectives and Performance Measures**

***The goal of the Communications and Community Promotion Program is to provide a wide variety of public and community information services to residents and visitors via the City's Government Access Television Channel 21, the City newsletter, the HOST program, and as needed through a Public Information Officer.***

Objective	Performance Measures
<p>◆ Coordinate and monitor release of public information on behalf of the City.</p>	<ol style="list-style-type: none"> <li>1. Serve as Public Information Officer as needed</li> <li>2. Coordinate release of information with City Manager and Department Heads</li> <li>3. Respond to calls for release of information as directed by City Manager.</li> </ol>
<p>◆ Video/Audio Equipment for Government Access Ch. 21. (On-going)</p>	<ol style="list-style-type: none"> <li>1. Coordinate repair and maintenance of video/audio equipment as needed</li> </ol>
<p>◆ SB TV Administration</p>	<ol style="list-style-type: none"> <li>1. Administer City agreement with public access TV service provider SB TV.</li> </ol>
<p>◆ Oversee coverage of the following meetings: City Council, Planning Commission, Carpinteria Special Districts, and other special government meetings as needed. Also, coordinate broadcasting of other meetings, as they may arise (both in the Council Chambers and off-site).</p>	<ol style="list-style-type: none"> <li>1. GATV Production Coordinator to coordinate schedule with GATV Production Assistant to broadcast and record meetings of the City Council, Planning Commission, and Carpinteria Special Districts held in the Council Chambers</li> <li>2. Oversee rebroadcasting of meetings</li> <li>3. Schedule live broadcast and/or airing of rebroadcast of other government meetings as requested by City Council and/or City Manager to increase public involvement and awareness.</li> </ol>
<p>◆ Review DVD's, videotapes, and scroll information / announcements that are submitted to the City for consideration for broadcasting.</p>	<ol style="list-style-type: none"> <li>1. Within five business days of receipt, review all submitted VHS/DVD recordings for airing on GATV channel 21</li> <li>2. Communicate decision on whether to air submitted programming within 5 business days after review.</li> </ol>

Objective	Performance Measures
<p>◆ Provide coverage of City sponsored/approved events.</p>	<p>1. Provide for airing of City sponsored and approved meetings, forums, Emergency Alert broadcasts and other special event programming that falls within the guidelines of the City's GATV Policy</p>
<p>◆ Production and distribution of three issues of the City Newsletter (Winter or Spring, Summer, and Fall editions).</p>	<p>1. Oversee and participate in preparation and editing of three City Newsletters.</p>
<p>◆ Participate and represent the City in various community events.</p>	<p>1. Support and participate in community activities and represent the City on the annual Community Award Banquet Committee</p> <p>2. Support events taking place in the Downtown "T", including Independence Day activities, Holiday Spirit activities, Halloween Safe Trick or Treating.</p>
<p>Provide staff support for Council appointed Downtown-T Business Advisory Board, or DTBAB.</p>	<p>1. Confer with Chairman of the Board/Committee to schedule and coordinate meetings and assist in preparation and posting of agendas.</p> <p>2. Ensure meetings are officially noticed and in compliance with California's Brown Act.</p> <p>3. E-mail agenda and copy of minutes of previous meeting to each of five Board members.</p> <p>4. Provide copy of approved minutes to City Council and City Manager.</p>

Objective	Performance Measures
Ensure coordination between the staff DTBAB representative and the HOST Program Coordinator and Carpinteria First staff liaison regarding events of mutual interest in the Downtown.	Staff DTBAB representative, the Coordinator of Volunteer Services, and the City's Carpinteria First Committee liaison to meet as needed to coordinate events of mutual interest.
Provide resources and support for the DTBAB.	<ol style="list-style-type: none"> <li>1. Attend scheduled meetings, plan short term and long-term projects and events.</li> <li>2. Maintain annual calendar of events.</li> <li>3. Support and assist DTBAB in coordinating activities, keeping merchants advised of upcoming events and encouraging merchants to participate in events and projects taking place in the Downtown "T."</li> <li>4. Assist with DTBAB-sponsored annual events in the Downtown "T" including the Independence Day Parade, Halloween Safe Trick or Treating, and Holiday Spirit Parade.</li> </ol>
Assist in determining annual revenue and preparing annual Assessment District No. 4 budget.	<ol style="list-style-type: none"> <li>1. Determine anticipated revenue from Business Assessment fees paid by Downtown merchants and allocate funds for annual budget.</li> <li>2. Monitor budget and keep Board advised of status of revenues and expenditures on monthly basis.</li> </ol>
Assist in preparing annual Assessment District No. 4 report for City Council.	<ol style="list-style-type: none"> <li>1. Meet with DTBAB Chairman to review year's calendar of events, revenue and expenditures.</li> <li>2. Provide updated information to Board prior to their making recommendations regarding parking assessments and general business assessment fees.</li> <li>3. Prepare annual report to City Council for signature of Board members.</li> </ol>



## **Volunteer Services:**

**Goal #1: Strengthen our ability to recruit, engage, recognize, support and partner with volunteers across all programs and all levels.**

<b>Objectives</b>	<b>Performance Measures</b>
Develop and implement strategy for collaborating with departments in the recruitment, engagement, recognition and support of volunteers.	1. Manage a city-wide volunteer management database to track City volunteers, manage volunteer contact information and positions, record volunteer activity and maintain program rosters.
Increase community investment by bringing visibility to and engaging community members in the programs and services the City has to offer.	1. Formalize the City Volunteer Program by developing position descriptions for all volunteer positions offered and collect application packets for all City volunteers. 2. Create a standardized volunteer intake process for all City volunteers.
Develop and implement a standardized, city-wide volunteer recognition program to bring consistency and equality to the recognition of City volunteers across programmatic lines.	1. Design and host a volunteer recognition event for all City volunteers.
Develop strategy for creating more consistent communications with City volunteers and implement communications plan.	1. Create and distribute quarterly communication to all City volunteers.

**Goal #2: Celebrate and enrich the lives of Carpinteria residents and visitors by creating a hospitable and welcoming environment through enhanced distribution and communication of information.**

Objectives	Performance Measures
Develop and implement standard operating procedures for the HOST program.	<ol style="list-style-type: none"> <li>1. Create and facilitate HOST volunteer and Day Captain trainings.</li> <li>2. Manage HOST kiosk materials, distribution and kiosk utilization policy.</li> </ol>
Develop informative signs, maps and panels for the HOST kiosk, to enhance the visitor experience.	<ol style="list-style-type: none"> <li>1. Design and install new window panels at the HOST Kiosk.</li> </ol>

**Goal #3: Strengthen the City’s ability to communicate and partner with residents on issues facing their neighborhoods and strengthen the social fabric of City neighborhoods by creating a Neighbor-to-Neighbor (NTN) Program.**

Objectives	Performance Measures
Develop a Neighbor to Neighbor (NTN) pilot program.	<ol style="list-style-type: none"> <li>1. Create NTN program materials for outreach, instruction and education.</li> <li>2. Create neighborhood maps.</li> </ol>



# City of Carpinteria

## 2016-17 Adopted Budget

**Fund:** General Fund  
**Department:** General Government



## **Program:** ***Economic Vitality***

### **I. Program Summary**

The City's Economic Vitality program consists of activities of all City Departments including General Government, Administrative Services, Community Development, Public Works and Parks & Recreation. The Economic Vitality Program is overseen by the City Manager's office with significant responsibilities assigned to the Assistant to the City Manager. The Management Analyst acts as the staff liaison to the Carpinteria First Committee. The integrated nature of the Economic Vitality Program in the City organization is fundamental to its approach in promoting economic growth in the Carpinteria community.

The overarching purpose of the program is to help to establish and maintain a vital local economy with successful businesses that meet the needs of both residents and visitors. The program includes serving the needs of visitors to the City, business retention, and support for the growth of local businesses. These efforts can also support local services by generating local government revenues through retail and business-to-business sales tax, transient occupancy tax, and area employment opportunities. Specific Department led elements of the Economic Vitality program include:

#### **Development Services**

- City Policies & Guidelines – City staff manages programs and services that provide a framework for the physical development of the City which encourages private investment and promotes the City as an attractive and safe place to live, work and visit.
- Development Review Process / Assistance -- staff meets with interested builders / developers to discuss both the process and the development (or redevelopment) potential for properties in the City. These efforts provide a helpful frame-work that balances development requests with City policy goals and objectives.

- Staff provides support to appointed citizen and staff committees including the Architectural Review Board, the Planning Commission, the Interdepartmental Advisory Group, and represents the City on a regional housing and planning groups.

### **Infrastructure Maintenance & Capital Projects**

- Providing capital improvement projects (i.e., 101 interchanges project, Carpinteria Avenue Bridge Replacement, etc.) as well as on-going programs to maintain and improve the City's public areas such repairing pavement, curb, gutter and sidewalk, cleaning and painting street furnishings, and trimming and replacing street trees impacts the local economy by encouraging private investment and quality of life for both residents and visitors.
- City staff also provides support to the Downtown-T Business Advisory Board, the Traffic Safety Committee and the Tree Advisory Board, and represents the City on regional transportation matters.

### **Parks & Recreation**

- The Department is responsible for an array of passive and active recreational facilities (i.e., various parks, the City beach, the Veterans Memorial building, etc.), and recreational services that support property values and quality of life for residents, employees of Carpinteria businesses, and visitors to Carpinteria.

### **Environmental Stewardship**

- Various City policies provide for environmental stewardship that include open space provisions, protection of sensitive habitat, watershed management, creek protection, etc. Policies are implemented through a variety of programs/activities including through public education, enforcement of regulations and maintenance activities. These efforts maintain and enhance precious and unique qualities of the community.

### **Business Assistance**

- Business Retention & Recruitment – Staff undertakes activities to assist in the retention of existing businesses and recruitment of new businesses including general business related assistance, business visitations, maintenance of on-line Available Commercial Property inventory, and quarterly review of sales tax data.
- Promotion – City staff works with the Carpinteria Valley Chamber of Commerce on efforts that promote the City and support business such as the Carpinteria First committee activities, and the City/Chamber committee which meets to discuss and work on cooperative projects and programs aimed at enhancing the business climate.

## II. Budget Summary

Program:	Economic Vitality					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0	
Personnel	\$49,612	\$47,777	\$49,000	\$58,713	\$62,840	
Contract Services	7,245	4,425	9,585	3,009	10,009	
Other Operating Exp.	26,868	18,958	19,712	29,750	29,750	
TOTAL EXPENDITURES	\$83,725	\$71,160	\$78,297	\$91,472	\$102,599	
NET INCOME/(SUBSIDY)	(\$83,725)	(\$71,160)	(\$78,297)	(\$91,472)	(\$102,599)	
1044220 Contract Services 44	7,245	4,425	9,585	3,009	10,009	Contract Services
1044305 Dues & Subscriptions 44	1,295	45	50	1,300	1,300	Other Operating Expenditur
1044302 Marketing Materials	25,016	18,274	19,237	27,000	27,000	Other Operating Expenditur
1044306 Meetings & Travel 44	65	169	5	750	750	Other Operating Expenditur
1044308 Supplies & Materials 44	493	470	420	700	700	Other Operating Expenditur
99000 Personnel	49,612	47,777	49,000	58,713	62,840	

## III. Personnel Allocations

### Position:

Assistant to the City Manager  
Management Analyst

### Total

### FTE Allocation:

0.40

0.10

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0.50

## IV. Expenditure Summary

**Personnel.** Personnel costs for this program consist of 40% of the Assistant to the City Manager's time and 10% of the Management Analyst's time.

### Operational / Service Expense.

#### Meetings & Travel

This allocation is for attendance at an economic development related conference and/or seminar (e.g., CALED annual conference, Main Street conference, etc.). It also includes expenses related to lunch/breakfast meetings with business community representatives and misc. meetings.

#### Supplies & Materials

Includes miscellaneous general supplies and materials as well as a stipend for the cost of a cellular phone.

#### Marketing Materials

The costs associated with this line item relate primarily to expenses associated with Carpinteria First activities and budget (\$27,000) and also include an

appropriation related to an advertisement in the Carpinteria Valley Chamber of Commerce Destination Guide & Business Directory.

### **Contract Services.**

Support of Santa Barbara County's Green Business Program as well as miscellaneous contract services which may include sponsorship of the UCSB Economic Forecast Project, a long term financial plan, tourism data, various Economic Vitality related information/research/updates, Carpinteria Valley Chamber of Commerce projects approved by the City, etc.

### **V. Goal, Objectives and Performance Measures**

***The overarching goal of the Economic Vitality program is to establish and maintain a vital local economy with successful businesses that meet the needs of both residents and visitors.***

<b>Objectives</b>	<b>Performance Measures</b>
◆ Fill commercial real estate vacancies in the City.	<ol style="list-style-type: none"> <li>1. Initiate contact with owners/representatives of high profile commercial real estate vacancies to discuss ways in which the City can provide assistance.</li> <li>2. Reduction in City commercial real estate vacancy rates</li> </ol>
◆ Provide assistance to new and existing businesses, acting as a liaison, with regard to City/business issues, relocation, expansion needs, etc.	<ol style="list-style-type: none"> <li>1. Businesses that require general assistance (e.g., signage, additional parking, etc.) will receive an initial call to discuss their issues within two business days.</li> <li>2. Increase in City jobs growth</li> </ol>
◆ Enhancement of City sales tax revenues.	<ol style="list-style-type: none"> <li>1. Monitor various top sales tax producers on an annual basis. Discussion topics to include lease status, plans to expand or relocate, miscellaneous business concerns, etc.</li> <li>2. Meet quarterly with City's sales tax auditor to review data and identify opportunities (e.g., new businesses in the City, etc.)</li> </ol>

<b>Objectives</b>	<b>Performance Measures</b>
<ul style="list-style-type: none"> <li>◆ Represent City on applicable economic development related committees and attend applicable business functions.</li> </ul>	<ol style="list-style-type: none"> <li>1. Participation in Chamber/City sub-committee meetings.</li> <li>2. Participation at Chamber functions (e.g., Chamber mixers, Annual Chamber banquet, etc.), attend annual UCSB Economic Outlook Seminar.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Conduct business visitations / tours to establish rapport with local companies and discuss any business related concerns or issues.</li> <li>◆ Assist building owners/real estate agents by maintaining a database of buildings and sites in the community available for businesses.</li> </ul>	<ol style="list-style-type: none"> <li>1. Arrange one meeting every quarter with local businesses (e.g., top employers, sales tax producers, new businesses, etc.). As timing and schedules permit. Invitees will include two Council members, City Manager, Assist. to the City Manager, and Chamber representatives.</li> <li>2. Update database every other month (or as needed) and e-mail periodic inventory updates to real estate contacts.</li> </ol>

Objectives	Performance Measures
<p>◆ Provide staff support for Council-appointed “Carpinteria First” Community Committee.</p>	<ol style="list-style-type: none"> <li>1. Provide staff support for Carpinteria First Committee, setting goals and objectives and establishing annual budget.</li> <li>2. Confer with Committee/Committee Chair to schedule and coordinate meetings and assist in preparation and posting of agendas.</li> <li>3. Ensure meetings are noticed and in compliance with the Brown Act.</li> <li>4. E-mail agenda and draft minutes of previous meeting to Committee members.</li> <li>5. Support Carpinteria First Committee in coordinating activities, keeping merchants advised of upcoming events and encouraging merchants to participate in events and projects taking place in the Downtown "T", Casitas Plaza and Shepard Place.</li> <li>6. Maintain annual calendar of events.</li> </ol>



## **City of Carpinteria**

### **2016-17 Adopted Budget**

**Fund:** General Fund

**Department:** General Government



## **Program: *Community Services Support***

### **I. Program Summary**

**T**he City of Carpinteria provides financial assistance, through contracts, memorandums of understanding (MOU's), and grant agreements, to various organizations that offer social services and/or youth (5-18 years old) after school recreation, health, wellness and related services and programs. Assistance has been allocated to agencies that have demonstrated, in the view of the City Council, the ability to fulfill a community need and complement City services. A variety of local and regional organizations receive annual appropriations through the budget.

## II. Budget Summary

Program:	Community Services Support					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0	
Personnel	\$1,959	\$1,885	\$1,934	\$1,987	\$2,127	
Contract Services	97,598	98,703	101,472	96,166	109,203	
TOTAL EXPENDITURES	\$99,557	\$100,588	\$103,406	\$98,153	\$111,330	
NET INCOME/(SUBSIDY)	(\$99,557)	(\$100,588)	(\$103,406)	(\$98,153)	(\$111,330)	
1046211 Carp Cares	4,395	4,500				Contract Services
1046228 Rape Crisis Center	4,000	4,000	4,000	4,000	4,237	Contract Services
1046223 Catholic Charities	7,500	7,500	7,500	7,500	7,500	Contract Services
1046224 South Coast Task Force on Youth Gangs	10,703	10,703	6,803		10,703	Contract Services
1046217 SB County Branch Library	27,000	27,000	35,500	35,500	35,500	Contract Services
1046222 CAC Senior Nutrition	10,000	10,000	10,000	10,000	10,000	Contract Services
1046216 HopeNet of Carpinteria		1,000	1,240	1,400	1,483	Contract Services
1046213 Girls Inc Funding	17,000	17,000	17,000	17,000	18,007	Contract Services
1046215 211 Help Line			1,200	1,266	1,266	Contract Services
1046225 C3H			1,229	2,500	2,500	Contract Services
1046212 Boys & Girls Club Funding	17,000	17,000	17,000	17,000	18,007	Contract Services
99000 Personnel	1,959	1,885	1,934	1,987	2,127	

## III. Personnel Allocations

### Position:

### FTE Allocation:

Assistant to the City Manager

.015

**Total**

.015

## IV. Goal, Objectives and Performance Measures

*The goal of the City's Community Services Support program is to partner with, primarily, a core group of community and area organizations that provide social services and recreation programs to the Carpinteria community.*

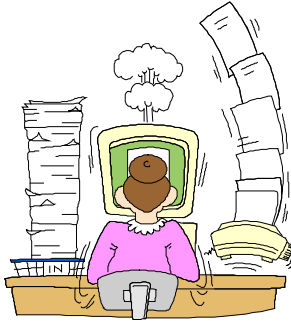
Objectives	Performance Measures
<p>◆ Timely submittal of Community Service grant applications and Program Descriptions to providers for the 2017-2018 fiscal year.</p>	<p>Submit Community Service grant applications and Program Descriptions to the various providers 90 days prior to the first 2017-2018 City budget hearing.</p>
<p>◆ Timely submittal of 2017-18 contracts, MOU's, and grant agreements to Community Service providers.</p>	<p>Forward agreements to the City's various community service providers, as well as any other designated community service recipients, within 60 days of the passage of the 2017-18 City budget.</p>
<p>◆ Complete Community Service contracts, MOU's, and grant agreements with service providers.</p>	<p>Obtain appropriate signatures and transmit completed agreements to service providers.</p>

# City of Carpinteria

## 2016-17 Adopted Budget

**Fund:** General Fund

**Department:** General Government



## Program: *Records Management*

### I. Program Summary

**T**he Records Management program ensures the recordation and preservation of organization-wide records as provided by state and municipal law.

Records administration provides a variety of support and information services to the Council, public, and staff. Program goals include: 1) open and informed public decision making; 2) complete and accurate records of Council actions and policies, and 3) prompt responses to requests for information. The records management program has seven major activities.

**Information dissemination.** Preparing and coordinating legal and promotional publications, public hearings and advisory body vacancies; preparing legal notices and researching legislative data; providing central information; and telephone and lobby support at City Hall.

**Council meeting agenda coordination.** Coordinating and scheduling agenda items, reviewing, assembling, distributing agenda reports, and posting agenda and reports to the Internet and preparing City Council minutes.

**Records management.** This program serves to maintain City records in an identifiable and accessible manner in order to fulfill public, legal, and historical requirements for preservation of information. Components of Records Management include the electronic legislative indexing system, storage of historical documents, and destruction of obsolete records. The Program also involves recording and preserving Council minutes, managing official records of Council actions (ordinances, resolutions, deeds and agreements), codifying and disseminating the City's Municipal Code and related policies.

**Ministerial duties.** Administering oaths of office, attesting and sealing official documents, and receiving service of legal documents and claims against the City.

**Fair Political Practices Commission (FPPC) Filings.** The City Clerk serves as the City's Filing Officer for all filings required by the Political Reform Act of 1974. This includes receipt and review of Campaign Statements and Annual Statements of Economic Interest.

**Brown Act compliance.** The City Clerk ensures that all agendas for advisory body meetings and advisory body subcommittee meetings are completed and posted within the minimum time allowed by law.

**Agreement processing.** Maintain all City agreements with contractors, consultants, property owners, etc., following approval by the City Council. Monitor annually for compliance, renewal of any insurance (liability, workmen's compensation, etc.) required in agreements.

## II. Budget Summary

Program:	Records Management					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$651	\$622	\$96	\$114	\$114	
Personnel	\$59,556	\$69,793	\$71,580	\$80,700	\$86,372	
Contract Services	3,331	3,341	3,208	10,500	12,300	
Other Operating Exp.	8,925	8,194	11,461	12,960	13,280	
TOTAL EXPENDITURES	\$71,813	\$81,328	\$86,249	\$104,160	\$111,952	
NET INCOME/(SUBSIDY)	(\$71,162)	(\$80,706)	(\$86,153)	(\$104,046)	(\$111,838)	
1010181 CITY CLERK CHARGES	651	622	96	114	114	Charges for Services
1011221 Contract Services 11	3,331	3,341	3,208	10,500	12,300	Contract Services
1011303 Printing & Advertising 11	8,297	5,764	9,657	10,000	10,000	Other Operating Expenditur
1011305 Dues & Subscriptions 11	335	363	285	510	500	Other Operating Expenditur
1011306 Meetings & Travel 11	69	904	175	1,150	1,300	Other Operating Expenditur
1011308 Supplies & Materials 11	224	1,163	1,344	1,300	1,480	Other Operating Expenditur
99000 Personnel	59,556	69,793	71,580	80,700	86,372	

## III. Personnel Allocations

**Position:**  
City Clerk  
**Total**

**FTE Allocation:**  
0.55  

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0.55

#### IV. Significant Annual Changes

##### Reductions

◆ None

##### Increases

◆ None

**Personnel.** Records Management is the primary responsibility of the City Clerk and encompasses all the activities listed previously under the Program Summary.

**Operational Expenses.** Other than personnel cost, the primary cost associated with this program are expenses for printing and advertising primarily as related to Brown Act requirements for public noticing. Also included are dues/subscriptions for the City Clerk Association and International Institute of Municipal Clerks, and travel to City Clerk meetings and seminars, and supplies and materials.

**Contract Services.** Appropriation for services of Municipal Code Corporation for updating of both on paper and on City website of City's codified Municipal Code, and temporary staffing services as needed.

#### V. Goals Objectives and Performance Measures

***The Goal of the Records Management Program is to provide internal and external customers maximum access to accurate and timely information.***

Objective	Performance Measures
◆ Insure that the City conducts their business in an open manner in compliance with State and local laws, e.g., the Brown Act.	<ol style="list-style-type: none"><li>1. Prepare 80 public notices for publication in newspaper, post at required locations, and mail to all required parties/agencies.</li><li>2. Provide written notice to all property owners within 300' radius of projects as required.</li><li>3. Prepare notices of vacancies for all boards/commissions.</li></ol>
◆ Provide for the complete and timely distribution, publishing and posting of City Council meeting agenda packets.	<ol style="list-style-type: none"><li>1. Publish, distribute, and post minimum of 24 City Council agenda packets (139 reports).</li><li>2. Publish and post 4-6 agenda packets for special meetings.</li></ol>

Objective	Performance Measures
<ul style="list-style-type: none"> <li>◆ Maintain the City records in an organized and accessible manner.</li> <li>◆ Insure timely compliance with all Public Records Act Requests.</li> </ul>	<ol style="list-style-type: none"> <li>1. Process packets for destruction</li> <li>2. Attend and transcribe 24 sets of minutes of regular City Council meetings and 4-6 special meetings.</li> <li>3. Respond to 10 Public Records Act Requests.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Implement the City's Records Retention Program by preparing old records in off-site storage for destruction.</li> </ul>	<p>Process minimum of 75 records (files) for destruction annually.</p>
<ul style="list-style-type: none"> <li>◆ Insure compliance with requirements of the Fair Political Practices Commission.</li> </ul>	<p>Process required 67 Annual Statements of Economic Interest Form 700 for Council, Boards, Commissions, Committees, and staff.</p>
<ul style="list-style-type: none"> <li>◆ Provide for the City's processing of Agreements.</li> </ul>	<p>Retain 125 various types of agreements and process 8 new agreements annually.</p>



# City of Carpinteria

## 2016-17 Adopted Budget

**Fund:** General Fund

**Department:** General Government



## **Program:** ***Elections***

### **I. Program Summary**

**T**he elections program conducts City Elections for elective offices, initiatives, referenda and recalls. Program goals are 1) elections which conform to the State Elections Code; and 2) a high level of voter participation and turnout.

This program has two major activities:

**Election administration.** Conducting regular and special elections in conjunction with consolidation of election with Santa Barbara County Election Division, including preparation of required resolutions, preparing and advertising legal notification in compliance with state and municipal law, reviewing and updating the City's election manual to accommodate revisions to State Elections Code and new Fair Political Practices Commission rulings.

**Disclosure reporting.** Processing and approving campaign financial disclosure statements, publishing legal notices regarding disclosure, and overseeing candidate conflict of interest filings.



## II. Budget Summary

Program:	Elections					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0	
Personnel	\$21,658	\$5,817	\$5,965	\$6,725	\$7,198	
Contract Services	8,472	156	54	200	12,265	
TOTAL EXPENDITURES	\$30,130	\$5,973	\$6,019	\$6,925	\$19,463	
NET INCOME/(SUBSIDY)	(\$30,130)	(\$5,973)	(\$6,019)	(\$6,925)	(\$19,463)	
1011211 Elections Contract	8,472	156	54	200	12,265	Contract Services
99000 Personnel	21,658	5,817	5,965	6,725	7,198	

## III. Personnel Allocations

**Position:**  
City Clerk

**FTE Allocation:**  
0.20

## IV. Expenditure Summary

**Personnel:** A portion of City Clerk's time (20%) is allocated every other year to administer the Municipal Election.

**Operational Expense:** This appropriation covers the costs of required candidate forms and Elections Handbook supplied by Martin & Chapman Co., revised California Election Code and preparation of City Elections Guide and material translations required.

**Contract:** The City contracts with Santa Barbara County Elections Division for consolidation of the November election every other year and any special elections. Services provided by the Elections Division include: coordinating election with City Clerk, appointment of precinct boards, designating voting precincts, printing of ballots, opening and closing of polls, counting of ballots, canvassing returns and all other proceedings incidental to and connected with an election.

## V. Goal, Objective and Performance Measures

*The goal of the Election Program is to administer and coordinate municipal elections.*

Objectives	Performance Measures
❖ Conduct a general municipal election on November 8, 2016	<ol style="list-style-type: none"><li>1. Prepare for adoption by the City Council, all required resolutions calling, requesting consolidation and setting guidelines for candidate statements. Following Council Adoption process documents for approval by the Santa Barbara County Board of Supervisors.</li><li>2. Prepare candidate Election Guide and assemble candidate packets of all the required forms and/or information.</li><li>3. Coordinate entire election process with Santa Barbara County Elections Division.</li><li>4. Work with candidates to assure that all required filings are completed in a timely manner.</li><li>5. Provide assistance to all candidates during the election process.</li></ol>
❖ Provide for the timely assuming of office by all elected councilmembers.	<ol style="list-style-type: none"><li>1. Work with the County Elections to complete canvass of election.</li><li>2. Prepare resolutions certifying election for Council Adoption.</li><li>3. Administer oaths of office and file final required documents for newly elected officials.</li></ol>



**City of Carpinteria  
2016-17 Adopted Budget**

**Fund:** General Fund

**Department:** General Government



**Program:  
Staff Recruitment,  
Retention, and  
Development**

***I. Program Summary***

**T**he Human Resources administrative function of the organization is responsible for the coordination of staff recruitment, selection, training and evaluation of employees; coordination of compensation and employee benefit programs; employer-employee labor negotiations, implementation of the City's personnel management goals and objectives and implementing new personnel policies and procedures as required by Federal and State regulations.

This program has five major activities:

- ◆ Staffing and Recruitment
- ◆ Employee Training
- ◆ Benefits Administration
- ◆ Labor Relations
- ◆ Employee Relations and Activities

## II. Budget Summary

Program:	Staff Recruitment, Retention and Development					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0	
Personnel	\$95,741	\$104,949	\$107,637	\$99,118	\$106,085	
Contract Services	7,902	12,372	7,523	8,000	15,140	
Other Operating Exp.	12,119	12,783	11,047	17,445	18,345	
Non-Operating Exp.	13,904	29,361	58,993	6,000	23,700	
TOTAL EXPENDITURES	\$129,665	\$159,465	\$185,200	\$130,563	\$163,270	
NET INCOME/(SUBSIDY)	(\$129,665)	(\$159,465)	(\$185,200)	(\$130,563)	(\$163,270)	
1016228 Employee Training	2,877	6,414	4,474	3,000	9,140	Contract Services
1016221 Fitness Program	5,026	5,958	3,049	5,000	6,000	Contract Services
1016306 Meetings & Travel 16	550	862	333	100	400	Other Operating Expenditure
1016312 Flexible Benefits Admin		146	35			Other Operating Expenditure
1016309 Health & Safety					600	Other Operating Expenditure
1016310 Employee/Public Relations 16	2,382	6,291	2,945	4,000	5,000	Other Operating Expenditure
1016308 Supplies & Materials 16	867	1,002	1,098	1,000	1,000	Other Operating Expenditure
1016305 Dues & Subscriptions 16	155		50	145	145	Other Operating Expenditure
1016303 Recruitment Advertising	4,926	2,093	2,758	9,000	9,000	Other Operating Expenditure
1016320 Pre-placement Health Screen	3,239	2,389	3,828	3,200	2,200	Other Operating Expenditure
1072211 Personnel Services	13,904	29,361	58,993	6,000	23,700	Non-Operating Expenditure
99000 Personnel	95,741	104,949	107,637	99,118	106,085	

## III. Personnel Allocations

Position:  
Human Resources Administrator

FTE Allocation:  
0.75

Total 0.75

## IV. Expenditure Summary

### Personnel

Human Resources Administrator - This is a full-time position responsible for Staff Recruitment, Retention, Employee and Labor Relations and Development/Training and Risk Management.

### Employee Training

- The Employee Training allocation provides for employee participation in computer classes, customer service, professional development, supervisory skills, project management, emergency and safe workplace training, legally required employee training such as Harassment, Discrimination and Retaliation Prevention training and hazardous material and first response training for Public Works employees. Training for CPR and First Aid

certification is also provided for employees, as well as other specialized training for Parks and Recreation personnel.

- The training allocation includes California Powers Insurance Authority (CJPIA), Lynda.com software training and 3<sup>rd</sup> party training workshop.

### ***Operational/Service expense***

- Recruitment and Advertising - The City carries out an extensive recruiting and advertising program for open positions in order to attain the best candidates to fill existing vacancies.
- Meetings and Travel - Funds are included for the Human Resources Administrator to attend various meetings pertaining to the area of Human Resources, Health and Benefits. The allocation also includes funding for staff members to attend training workshops sponsored by the California Joint Powers Insurance Authority, and 3<sup>rd</sup> party training seminars.
- Pre-placement expenses - This allocation includes costs for pre-placement health screens and testing, Fitness for Duty examinations, and criminal background checks of Parks and Recreation personnel in compliance with the California Public Resources Code and California Education Code. Expenses incurred for recreation personnel assigned to the beach are charged to the Tidelands Trust Fund.
- Personnel and City Administration Policies - Personnel and Administrative policies, including the Prohibition of Harassment, Discrimination and Retaliation policy and the City's Code of Ethics policy, are reviewed on an on-going basis and revised as appropriate to ensure compliance with current Federal and State requirements.
- Updating the Employee Handbook to reference current administrative and personnel rules and regulations is an on-going project.
- Contract/Service Charges - This category includes the PERS health insurance surcharge, administration charges for the Flexible Benefit (Wellness) Program and funds for a health and benefit program for management employees.

## **V. Goals, Objectives and Performance Measures**

***The goals of this program are to recruit employees by matching and selecting the right individuals for open positions, retain and develop employees, through improving employee benefits, employee training, employee relations and implementing employee activities that create positive employee morale.***

<b>Objectives</b>	<b>Performance Measures</b>
◆ Establish and monitor recruitment, testing and selection process for full-time, part-time and seasonal positions.	<ol style="list-style-type: none"><li>1. Within five days of first notice of any position vacancy, meet with City Manager and Department Head regarding potential vacancy.</li><li>2. Place recruitment ads for 100% of open positions to be filled through open recruitment.</li><li>3. Review 100% of applications received for advertised position, including applications for part-time and seasonal employment. Follow through with appropriate written response to each applicant.</li><li>4. Prepare testing and interview materials for 100% of open positions.</li><li>5. Select minimum of three qualified individuals to serve on Oral Board for each interview process.</li><li>6. Schedule the most qualified applicants to participate in selection process within sixty days of first notice.</li><li>7. Confer with Oral Board and Department Head to establish eligibility list.</li><li>8. Check minimum of three references on successful candidate.</li><li>9. Send letter of offer to successful candidate within ten days of Oral Board and appropriate letters advising each candidate of status.</li><li>10. Upon acceptance, schedule required pre-placement medical examination depending on protocol for position.</li></ol>

Objectives	Performance Measures
<p>◆ Coordinate and administer Employee Benefits Programs.</p>	<ol style="list-style-type: none"> <li>1. Coordinate, administer and enroll 100% of eligible employees in employee benefit programs for full-time employees and five Council members, including health, dental, vision, life insurance, wellness program, disability plans, retirement and fitness program.</li> <li>2. Coordinate and monitor annual sign up of 100% of full-time employees and Council members in the City's Flexible Benefit Program.</li> </ol>
<p>◆ Review and update position descriptions for conformance with responsibilities and duties being performed.</p>	<ol style="list-style-type: none"> <li>1. Within ten days of first notice of a position vacancy, analyze staffing needs for affected department and review job description.</li> <li>2. Conduct on-going review of job descriptions for conformance with duties being performed.</li> </ol>
<p>◆ Assist Supervisors in preparing annual employee performance evaluations.</p>	<ol style="list-style-type: none"> <li>1. Assist Supervisors in preparing formal annual employee performance reviews through Performance Pro software on all 33 full-time employees between May 1st and June 30, 2017, matching performance to department goals and objectives.</li> <li>2. Foster better communication between supervisors and employees.</li> <li>3. Assure that appointment and promotion of employee is based on merit and performance evaluation.</li> <li>4. Confer with Parks and Recreation Director to ensure annual evaluations are completed on part-time and seasonal employees.</li> </ol>



<p>◆ Maintain appropriate information and secure files documenting the employment records of each City employee.</p>	<ol style="list-style-type: none"> <li>1. Maintain appropriate documentation in a confidential personnel file for all full-time, part-time and seasonal City employees.</li> <li>2. Control confidentiality of all applications and personnel files.</li> <li>3. Maintain file on Student Volunteers earning hours for graduation requirement for community service.</li> </ol>
<p>◆ Continue to review Administrative and Personnel Rules and Regulations and Employer-Employee Relations Policy for any new updates necessary to ensure compliance with Federal and State law.</p>	<ol style="list-style-type: none"> <li>1. Periodically review policies to ensure compliance with Federal and State laws.</li> </ol>
<p>◆ Update of Employee Handbook for distribution to employees.</p>	<ol style="list-style-type: none"> <li>1. Finalize revisions to the Employee Handbook, referencing current administrative and personnel rules and regulations.</li> <li>2. Prepare handbook for distribution to regular, full-time employees and Council members in order to provide updated information regarding the City, its functions, benefits, regulations and basic information in areas of common interest.</li> </ol>

<p>◆ Encourage employee participation in training opportunities, including safety, technical and computer training classes, and workshops sponsored by the California Joint Powers Insurance Authority, Lynda.com software training and other 3<sup>rd</sup> party training workshops/seminars.</p>	<ol style="list-style-type: none"> <li>1. Maintain a well-trained professional and responsive organization by providing a minimum of at least two training opportunities for 33 full-time employees consistent with the training goals established for each classification.</li> <li>2. Schedule employees to attend computer training classes, and safety training programs.</li> <li>3. Monitor on-the-job training for 100% of new hires at three months, six months and one year.</li> <li>4. Monitor safety training and certification program for recreation personnel.</li> </ol>
<p>◆ Provide guidance and assistance to City Manager and Department Heads on personnel-related issues and establish and maintain procedures for dealing with personnel issues.</p>	<ol style="list-style-type: none"> <li>1. Provide on-going counseling and technical assistance to City Manager, four Department Directors and appropriate management staff on personnel-related issues and ensure staff's understanding of existing policies and rules</li> <li>2. Interpret personnel policies and procedures and ensure compliance with FLSA and employment law and regulations affecting local governments.</li> <li>3. Attend training programs and workshops on personnel and health-related issues, benefit programs and legislative update seminars, including training workshops sponsored by CJPIA, Lynda.com software training and other 3<sup>rd</sup> party training workshops/seminars.</li> </ol>

<p>◆ Provide orderly procedure for resolving disputes regarding wages, hours and terms and conditions of employment.</p>	<ol style="list-style-type: none"> <li>1. Respond to 100% of inquiries regarding wages, hours and terms and conditions of employment and coordinate process for handling disputes.</li> <li>2. Meet with City Manager and representatives from the Public Works and General Service employee units as needed for discussion and/or clarification of issues covered under the Memorandum of Understanding 2014-17.</li> </ol>
<p>◆ Review Memorandum of Understanding between the City of Carpinteria and the Service Employees International Union (SEIU) Local 620 representing Public Works and General Service Units and prepare for negotiations for renewal of current contract which expires June 30, 2017.</p>	<ol style="list-style-type: none"> <li>1. Review conditions of the current Memorandum of Understanding between the City and SEIU and meet with City Manager to discuss renewal of current contract.</li> <li>2. Confer with City Manager, and labor attorney, when appropriate, regarding negotiation process and related personnel issues. Upon agreement, prepare documents and Resolution for Council approval following negotiations.</li> </ol>
<p>◆ Review non-negotiable Agreement for Conditions of Employment for Management and Miscellaneous Personnel and the non-negotiable document outlining conditions of employment for hourly rated part-time and seasonal employees.</p>	<ol style="list-style-type: none"> <li>1. Review the non-negotiable documents for Management and Miscellaneous employees and for the part-time, hourly-rated and seasonal employees. Make changes as appropriate. Prepare Resolution for approval by the City Council.</li> </ol>

◆ Develop reciprocity with other agencies concerning classification and compensation surveys	<ol style="list-style-type: none"> <li>1. Respond to approximately six surveys from other agencies relating to personnel-related issues, job classifications, compensation and benefits.</li> <li>2. Respond to personnel-related surveys from CJPIA.</li> </ol>
◆ Coordinate Employee Service and Recognition Programs.	<ol style="list-style-type: none"> <li>1. Coordinate and administer Employee Service Award Program recognizing five, ten, fifteen, twenty, twenty-five, thirty and thirty-five years of service for City staff members. Presentations to be made twice a year; acknowledge leadership and service of citizens on City Boards, Commissions and City Council.</li> <li>2. Send floral arrangements from City staff and Council as appropriate throughout the year and arrange presentation of wreath at the Memorial Day Services held at the Carpinteria Cemetery.</li> </ol>
◆ Monitor Contract Services under Human Resources Division.	Inform employees on Lincoln Life Insurance (Employee Connect and Life Keys Services) Employee Assistance Program which offers a comprehensive EAP program for professional assistance to City employees and their immediate families.
◆ Evaluate and improve procedures for maintaining computerized personnel programs.	Strive to enhance computer programs to input, update and reconcile data for personnel record-keeping.



# City of Carpinteria

## 2016-17 Adopted Budget

**Fund:** General

**Department:** General Government



## **Program:** ***Risk Management***

### **I. Program Summary**

**T**he essentials of a Risk Management Program include identifying and analyzing loss exposures and examining alternative techniques to minimize the City's liability exposure and financial risk.

The City has participated in the California Joint Powers Insurance Authority (CJPIA) since 1992. The self-insuring and loss pooling programs for Property Insurance, Workers' Compensation, Public Official and Employee Bonds, and General and Automobile Liability offer significant advantages to the City in terms of cost, protection, risk management and loss control advice and assistance.

This program has four major activities:

- ◆ Employee Safety and Incentive Program
- ◆ Employee Training
- ◆ Employee Work Injuries
- ◆ Risk Management, Safety Policy and Procedures

The availability of coverage through the CJPIA Risk Management Program provides the City with maximum coverage in all areas and the program offers significant advantages in terms of cost. We do not anticipate any major changes in the coverage offered by the CJPIA.

To help control our liability exposure we continue to adopt programs to more effectively maintain and track maintenance operations. The City is in the process of updating policies related to risk management. Current policies in process of updates are Hiring, Fuel Cards and Guidelines Policy and Independent Contractor, Vehicle Use, Travel and Vendor Reporting Procedures. Additionally, the City has scheduled training guidelines for Public Works and Parks & Recreation Department employees on use of equipment. In addition to mandatory and other optional training programs, employees

have the opportunity to attend special training programs related to job performance and safety. Finally, the City created a Management Safety Committee. Members of the Committee are the City Manager, Parks and Recreation Director, Public Works Director and the Human Resources/Risk Manager. The Committee meets quarterly. The purpose of the committee is to ensure that the Public Works and Parks and Recreation Department have better communication between the two departments with regards to tasks or special projects and ensure the safety of each employee.

With continued emphasis on safety training programs for all full-time and part-time staff, the City continues to maintain a good workers' compensation claims experience record. In October 2015, the City received its first CJPIA "Best Overall Performance in Workers' Compensation Program and the Human Resources/Risk Manager became a CJPIA Capstone Award Finalist. The award was given to individuals who best exemplified the practice of risk management.

## II. Budget Summary

Program:	Risk Management					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0	
Personnel	\$33,812	\$36,353	\$37,284	\$34,686	\$37,124	
Other Operating Exp.	51	27	86	1,021	2,521	
Non-Operating Exp.	197,407	244,234	311,814	406,006	279,927	
TOTAL EXPENDITURES	\$231,269	\$280,614	\$349,184	\$441,713	\$319,572	
NET INCOME/(SUBSIDY)	(\$231,269)	(\$280,614)	(\$349,184)	(\$441,713)	(\$319,572)	
1015306 Meetings & Travel 15					1,500	Other Operating Expenditure
1015308 Supplies & Materials 15	51	27	86	1,021	1,021	Other Operating Expenditure
1015323 Insurance/Bond Premiums	42,095	40,612	67,898	66,173	66,173	Non-Operating Expenditure
1015183 Worker's Comp Claims 15		1,120				Non-Operating Exp.
1015321 SCJPIA Deposit Billing	155,312	202,502	243,916	339,833	213,754	Non-Operating Expenditure
99000 Personnel	33,812	36,353	37,284	34,686	37,124	

## III. Personnel Allocations

### Position:

### FTE Allocation:

**Risk Manager** .100  
**(Human Resources Administrator)**

**Program Manager** .200

**Assistant to the City Manager** .015

**Total**

.315

#### **IV. Expenditure Summary**

##### **Personnel.**

Human Resources Administrator The City Council has appointed the Human Resources Administrator to serve as the City's Risk Manager, acting as a liaison between the City and the California Joint Powers Insurance Authority (CJPIA), monitoring liability and workers' compensation claims, administering the Heat Illness Prevention Program and Injury and Illness Prevention Program, coordinating and overseeing facility inspections, employee training and safety programs, the enforcement of risk management policies, and chairing the Employer/Employee Occupational Health and Safety Committee.

Program Manager: This position, which is shared by Emergency Preparedness Services, Risk Management and Community Promotions and Communication, has been assigned to coordinate, maintain and monitor public safety and emergency preparedness training programs.

Assistant to the City Manager: The Assistant to the City Manager is designated as the City's ADA Program Coordinator to address issues related to the Americans with Disabilities Act.

##### **Operational/Service Expenses**

Insurance expenses are budgeted to cover Workers Compensation, General Liability, Personnel Liability, All Risk Property and Environmental Insurance for the City.

The CJPIA All Risk Property Insurance Program is administered by Alliant Insurance Services and includes the following coverage:

Property, Earthquake and Flood, Boiler and Machinery, Automobile Physical Damage, All Risk Property Insurance and Commercial Crime Prevention Program. The allocation also includes an administrative fee.

##### **Meetings and Travel**

This allocation includes funds for the Risk Manager and other staff members to attend training such as the annual California JPIA Training Conference, as well as attendance by various staff members at training workshops and meetings scheduled for City Manager and Council representatives.



## **Workers Compensation**

To arrive at a more equitable breakdown of workers' compensation costs for budget purposes, the allocation of charges is distributed by fund based on payroll dollars and the classification and description of the employee's principal work.

## **V. Goal, Objectives and Performance Measures**

***The goal of risk management function is to minimize the City's liability exposure and ensure the safety of all city employees and the community.***

<b>Objectives</b>	<b>Performance Measures</b>
◆ Follow proven practices of risk management in order to minimize the City's liability exposure.	<ol style="list-style-type: none"><li>1. Ensure that liability claims are reported to CJPIA claims adjuster Carl Warren &amp; Company within required time frame and review monthly summary reports.</li><li>2. Schedule safety inspections in accordance with the City's Injury and Illness Prevention Program.</li><li>3. Coordinate annual Risk Management Evaluations and audit inspections.</li><li>4. Maintain confidential DMV pull-notice driving reports.</li></ol>

Objectives	Performance Measures
<p>◆ Act as liaison with CJPIA in reporting and monitoring workers' compensation claims and in monitoring transitional return to work policy</p>	<ol style="list-style-type: none"> <li>1. Follow required reporting procedures to ensure that 100% of workers' compensation claim forms are submitted in a timely manner.</li> <li>2. Review monthly summary reports.</li> <li>3. Monitor transitional return to work policy and work with Department Heads to identify restricted work duties.</li> <li>4. Confer with Supervisor to ensure follow-up safety measures are taken.</li> <li>5. Reduce lost time from injuries by 50%.</li> </ol>
<p>◆ Implement a comprehensive safety and loss prevention program for all City employees. Schedule and encourage employees to attend training workshops sponsored by the CJPIA.</p>	<ol style="list-style-type: none"> <li>1. Facilitate and coordinate training programs toward implementation of a comprehensive safety and loss prevention program.</li> <li>2. Work with Public Works Supervisor to schedule annual First Responder, Safety, HazMat Monthly Departmental Safety Meetings, and other OSHA required training.</li> <li>3. Schedule at least 6-10 CJPIA safety training classes annually.</li> </ol>
<p>◆ Advise staff of changes in safety regulations and provide loss prevention information and direction to other City departments.</p>	<ol style="list-style-type: none"> <li>1. Attend CJPIA annual Risk Management Training Workshops and Seminars as required to keep abreast of current regulations and standards.</li> <li>2. Encourage staff attendance at training workshops.</li> <li>3. Apprise staff of new Federal and Cal OSHA regulations and standards.</li> </ol>

Objectives	Performance Measures
<p>◆ Conduct annual review of Department Emergency Procedures</p>	<p>Coordinate with the Program Manager the annual Department Emergency Procedure meetings to instruct employees on actions to be taken at the time of an emergency.</p>
<p>◆ Review Fire Prevention Plan consistent with the requirements of Title 8 CCR GISO, Section 3221 as recommended by CJPIA.</p>	<ol style="list-style-type: none"> <li>1. Coordinate annual Fire Prevention Plan with the Program Manager.</li> <li>2. Coordinate annual fire extinguisher training for employees with the Program Manager.</li> <li>3. Expenditures and goals related to emergency preparedness and response training can be found in the Emergency Preparedness Section of the budget.</li> </ol>
<p>◆ Work with City Clerk and Department Heads to incorporate appropriate risk transfer elements in developing contract documentation and tracking procedures to monitor contractor compliance as recommended by CJPIA.</p>	<p>Confer annually with City Clerk and Department Heads to ensure documentation of contract compliance and monitoring of contracts.</p>
<p>◆ Work with Parks and Recreation and Public Works Departments to monitor a maintenance and inspection program and schedule staff training to meet safety guidelines established by the U.S. Consumer Product Safety Commission as recommended by CJPIA.</p>	<ol style="list-style-type: none"> <li>1. Meet with Parks and Recreation Director and Public Works Director once a year to review compliance with safety guidelines for playground equipment</li> <li>2. Provide Playground Safety training/certification for Parks and Maintenance Facilities Technician.</li> </ol>

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Work with Public Works Department to inspect and monitor City facilities, streets and sidewalks to identify hazardous conditions.</li> </ul>	<ol style="list-style-type: none"> <li>1. Annually review with Public Works staff protocol for performing periodic inspections of City facilities and streets and sidewalks to identify and document hazardous conditions and deficiencies</li> <li>2. Ensure that tree-trimming maintenance programs are established as claim prevention measures.</li> <li>3. Monitor liability claims with a goal to reduce claims by 50%.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Schedule meetings with Employer/Employee Occupational Health and Safety Committee for facility inspections and analysis of loss control, in compliance with Injury, Illness and Prevention Policy.</li> <li>◆ Coordinate review of planned and on-going ADA related projects.</li> </ul>	<ol style="list-style-type: none"> <li>1. Schedule Health and Safety Committee meetings on a quarterly or as-needed basis.</li> <li>2. Have minutes of meeting recorded, identify safety risks, respond to safety concerns reported by employees, counsel employees on safety measures, rules and regulations and provide loss prevention direction</li> <li>3. Monitor ADA compliance.</li> <li>4. Meet annually, or as needed, with applicable department heads regarding planned and on-going ADA related projects.</li> </ol>

Objectives	Performance Measures
<p>◆ Complete insurance renewal application forms as required; submit information for insurance coverage on new equipment, vehicles and property. Prepare and monitor budget for Risk Management Division.</p>	<ol style="list-style-type: none"> <li>1. Coordinate with Administrative Services Director to determine Retro and Primary Deposit figures and budgeted expenses.</li> <li>2. Complete renewal application forms for All Risk Property Insurance, Crime Prevention Program, Environmental Insurance and Property Insurance. Maintain Vehicle Schedules and property inventory.</li> <li>3. Prepare and monitor Division's annual budget.</li> </ol>

**City of Carpinteria**  
**2016-17 Adopted Budget**

**Fund:** General Fund

**Department:** General Government



**Program:**  
***Law Enforcement***

**I. Program Summary**

**P**olice functions in the City are provided through a law enforcement services contract by the Santa Barbara County Sheriff's Department. Law enforcement related mental health services are provided through a contract with the County Department of Behavioral Wellness.

The Primary mission of the Police function is to protect life and property and to respond promptly to citizen requests for assistance. This agency is requested, on a daily basis, to provide assistance for life threatening incidents, investigations with regard to crimes committed and the apprehension of those responsible, and for non-emergency incidents. The Department strives to serve its citizens by the prevention of crimes or mitigating these incidents through the knowledge and skill of its personnel. The law enforcement contract also includes specific responsibilities related to community relations.

## II. Budget Summary

Program:	Law Enforcement					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$83,839	\$72,468	\$82,623	\$83,429	\$83,429	
Personnel		\$80,034	\$82,084	\$124,153	\$132,879	
	3,309,270	3,340,423	3,363,315	3,433,998	3,552,860	
Minor Capital		372				
TOTAL EXPENDITURES	\$3,309,270	\$3,420,829	\$3,445,399	\$3,558,151	\$3,685,739	
NET INCOME/(SUBSIDY)	(\$3,225,431)	(\$3,348,361)	(\$3,362,776)	(\$3,474,722)	(\$3,602,310)	
1010120 SALES TAX SAFETY	63,158	56,005	69,006	62,272	62,272	Sales Taxes
1111101 INTEREST INCOME 11	(34)	57	(369)	57	57	Interest
1111136 POLICE FEES & CHARGES 11	157	155	465	1,100	1,100	Charges for Services
1111135 CA VEHICLE CODE FINES	20,558	16,251	13,521	20,000	20,000	Fines & Forfeitures
1021216 Augmentation	22,836	19,611		9,361	35,000	Contract Services
1021214 SB County Sheriff	3,249,893	3,291,612	3,314,393	3,383,976	3,477,199	Contract Services
1021213 SB County Mental Health	1,952	2,029	2,108	3,100	3,100	Contract Services
1021215 Sheriff's Overtime	8,791	7,171	31,175	21,500	21,500	Contract Services
1121214 SB County Sheriff 11	25,797	20,000	15,639	16,061	16,061	Contract Services
2070416 CLEEP Grant Expense		372				Minor Capital
99000 Personnel		80,034	82,084	124,153	132,879	

## III. Personnel Allocations

### Position:

Administrative Secretary  
 Sheriff's Commander  
 Sheriff's Deputy  
 Sheriff's Deputy II (Patrol)  
 Sheriff's Deputy II (Detective)  
 Sheriff's Deputy II (CRO/Det.)  
 Sheriff's Sergeant  
 Sheriff's Lieutenant

### FTE Allocation:

0.250  
 0.125  
 8.000  
 2.000  
 1.000  
 1.000  
 2.000  
 0.560

### Total

14.935

## IV. Expenditure Summary

### Personnel

Program costs are largely (approximately 75%) related to direct personnel costs under the contract for law enforcement services with the Sheriff's Department. The City pays the applicable rate for each Full Time Equivalent (FTE) employee plus charges related to maintenance of the vehicle fleet, communications system, dispatch

services, and administration. The charges for each function are determined by formula under the contract.

Also included in the Sheriff's contract are allocations for non-discretionary overtime and augmentation services, which provides a higher level of police presence for targeted enforcement and during the summer tourism season. Targeted enforcement can include specific needs for traffic, narcotics distribution, homeless assistance or other needs that require additional personnel for effective service.

### **Operating Expenses**

This includes miscellaneous equipment costs that are funded through law enforcement grants. Examples include communications equipment, video taping equipment, computer display equipment, and specialty vehicles.

### **Contract Services**

The City has contracted with the Santa Barbara Sheriff's Department for law enforcement services since July 1, 1992. The current contract is effective from July 1, 2012 through June 30, 2017. The contract cost is approximately \$3.5 million. For the second fiscal year, labor negotiations between the County and represented law enforcement groups has extended beyond the budget deadlines and therefore contract expenses are being estimated.



## V. Goal, Objectives and Performance Measures

***The goal of the Sheriff's Department in administering the Carpinteria Police Services Contract is to effectively and efficiently match our services to the wants and needs of the community of Carpinteria.***

Objectives	Performance Measures
◆ The Sheriff's Department will work to accurately track the workload of the assigned FTE's to properly assess and make adjustments to the quality and quantity of services provided by the Police Services Contract.	<p>Tracking Mechanisms</p> <ol style="list-style-type: none"><li>1. Number of UCR Part 1 crimes per patrol FTE</li><li>2. Number of UCR Part 1 crimes cleared</li><li>3. Number of Reports per patrol FTE</li><li>4. Number of Citations per patrol FTE</li><li>5. Number of Calls total</li><li>6. Number of Calls per patrol FTE</li></ol>
◆ The Sheriff's Department in concert with the City will conduct an on-going survey to determine customer satisfaction. This survey will be the result of contacts at community outreach events and public meetings attended by Sheriff's or City staff.	<p>Survey Measures</p> <ol style="list-style-type: none"><li>1. Residents reporting contact with the Sheriff's Department within the past 12 months; How they rated the quality of their contact(s)</li><li>2. Citizen ratings of their safety in their neighborhoods during the day</li><li>3. Citizen ratings of their safety in their neighborhoods during the night</li><li>4. Citizen ratings of safety in the business areas during the day</li><li>5. Citizen ratings of safety in the business areas after dark</li></ol>

Objectives	Performance Measures
<p>◆ The Sheriff's Department will meet or exceed the current level of Community Out-reach in an effort to improve the relationship between the Sheriff's Department and the community</p>	<ol style="list-style-type: none"> <li>1. The Sheriff's Department will respond to requests for community speakers (Business Watch, Neighborhood Watch, school programs, etc.) within 2 days of the request.</li> <li>2. The Sheriff's Department will conduct 1 Community out-reach forum per quarter.</li> </ol>



**City of Carpinteria**  
**2016-17 Adopted Budget**

**Fund:** General Fund

**Department:** Administrative Services



## **Program: Financial Management Services**

### **I. Program Summary**

**T**his program is part of the General Government function of the City. It encompasses six major activities as described below. These activities fall generally into one or both of two categories. **1.** providing information for effective management and **2.** ensuring compliance with mandates imposed by other governmental entities, grantors, leases and other contractual agreements.

- ◆ **Accounting.** Includes the areas of accounts payable, accounts receivable, and treasury. It is concerned with the complete, accurate and timely recording of accounting transactions, safeguarding of the City's assets including a system of internal controls, providing for the City's cash flow needs and providing financial information for internal, external and auditing purposes. Information gathered and maintained by this area is used in all the other Financial Management Services areas.
- ◆ **Auditing.** Various government codes, debt instruments of the City and grantor agencies require the preparation of annual financial reports audited by an independent certified public accountant. In addition the county requires an annual audit of the Measure A and Local Transportation funds and the state periodically conducts an audit of the Gas Tax fund to ensure compliance with the restricted use of those monies. These audits conducted by independent staff provide additional assurance concerning the accuracy and completeness of the City's financial reporting and control programs. Staff must remain knowledgeable of changes in accounting or auditing standards, respond to auditor's requests for information, schedules, explanations etc. and adapt the accounting and recording systems to effectively and efficiently expedite these audits.

- ♦ **Payroll.** This function is concerned with timely payment of employees, compliance issues regarding retirement programs, conditions of employment and federal payroll tax reporting. Payroll works closely with Human Resources to ensure that employees are paid timely, in accordance with labor laws and in amounts not exceeding those approved by Council.
- ♦ **Budgeting.** The City develops a five year financial plan, an annual program / performance type budget as well as a traditional line-item appropriation type budget. Each provides the basis for the others with increasing detail in the shorter term outlooks.

The program / performance budget places emphasis on *what, how well, how efficiently or to what extent services are provided* whereas the line-item budget speaks to *how much services cost* and is the legal mechanism for Council to authorize expenditures. The budget provides a financial roadmap which is closely monitored with actual results and updated as needed.

- ♦ **Financial Reporting.** Includes mandate compliance reporting to various county state and federal governments, internal financial reports for staff and reports to Council and advisory boards on fiscal matters.
- ♦ **General Administration.** Includes attendance at Council, advisory board, staff, safety and miscellaneous meetings; keeping informed on finance issues; advocating finance issues to Council and to staff; responding to inquiries from members of the public and the press; conducting personnel reviews. Also included are the production of budgets and performing *other duties as assigned*.

All work is done with the goal of implementing the

Department's Mission Statement:

*The Administrative Services Department will safeguard City assets and ensure the City's long-term financial health using sound fiscal management practices and applying City financial policies. The Department will also ensure that City Hall facilities are maintained in a manner that supports the provision of superior services to the community.*

## II. Budget Summary

Program:	Financial Management Services					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$31,279	\$64,024	\$14,668	\$115,597	\$115,597	
Personnel	\$254,185	\$274,741	\$281,776	\$304,808	\$326,232	
Contract Services	44,721	52,061	56,132	52,814	59,681	
Other Operating Exp.	5,510	4,875	1,615	1,485	1,700	
Debt Service	150,827	181,652	244,002	176,820	179,250	
TOTAL EXPENDITURES	\$455,243	\$513,329	\$583,525	\$535,927	\$566,863	
NET INCOME/(SUBSIDY)	(\$423,963)	(\$449,305)	(\$568,857)	(\$420,330)	(\$451,266)	
1010101 INTEREST INCOME 10	(2,146)	39,333		53,408	53,408	Interest
1010107 DISCOUNTS TAKEN				9,734	9,734	Interest
1010106 CASH HANDLING CHARGES	376	254	218	323	323	Interest
2121101 INTEREST INCOME 21	(8)	8	(534)	78	78	Interest
1010185 BUSINESS LICENSE APPLICATION	7,904	7,435		8,726	8,726	Licenses & Permits
3838387 PARKING LOT #3 ASSESSMENT	13,109	14,596	14,984	15,436	15,436	Assessments
1010108 PAID FINANCE CHARGES	9,792	2,398		11,187	11,187	Fines & Forfeitures
1010165 SB90 CLAIMS	2,254			16,705	16,705	Miscellaneous
1014225 Fee Schedule Update						Contract Services
1014220 CPIC Trustee Fees	3,853	4,083	4,083	3,853	3,853	Contract Services
1014227 Payroll Processing Fees	13,400	14,272	14,411	17,045	17,045	Contract Services
1014228 Accounting Services	100		9,315	2,797	2,500	Contract Services
1014229 Annual Audit	26,085	32,685	27,535	28,000	35,000	Contract Services
2514228 Gas Tax Audit/Street Report	1,283	1,021	788	1,119	1,283	Contract Services
1014305 Dues & Subscriptions 14	450	450	450	500	500	Other Operating Expenditur
1014303 Printing & Advertising 14	4,040	2,343	318	5		Other Operating Expenditur
1014309 Misc Operating Expenses 14		130	64	100	100	Other Operating Expenditur
1014308 Supplies & Materials 14	970	1,857	780	780	1,000	Other Operating Expenditur
1014306 Meetings & Travel 14	50	95	3	100	100	Other Operating Expenditur
1078544 El Carro Park Debt 10	3,695	3,695	3,695	3,695	3,695	Debt Service
1078522 Swimming Pool Debt	1,626	1,626	1,626	1,626	1,626	Debt Service
1078533 Lot #3 Debt	23,310	23,310	23,310	23,310	23,310	Debt Service
1078511 City Hall Debt	54,332	85,157	147,507	80,325	82,755	Debt Service
2278544 El Carro Park Debt 22	35,149	35,149	35,149	35,149	35,149	Debt Service
3878533 Lot #3 Debt 38	17,249	17,249	17,249	17,249	17,249	Debt Service
4878522 Swimming Pool Debt 48	15,466	15,466	15,466	15,466	15,466	Debt Service
99000 Personnel	254,185	274,741	281,776	304,808	326,232	

## III. Personnel Allocations

### Position:

Administrative Services Director

Finance Supervisor

### Total

### FTE Allocation:

0.70

0.95

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1.65

#### IV. Expenditure Summary

**Personnel.** This program is allocated the costs for 70% of the Administrative Services Director and 95% of the Finance Supervisor positions. The remaining 30% and 5% of these positions are allocated to Management Information Services and Central Services programs respectively.

**Operating Expenses.** Operating expenses include the costs of printing the annual budget, dues for the Administrative Services Director's membership in the California Society of Municipal Finance Officers and the Government Finance Officers Associations and travel to their meetings.

**Contract Services.** Contract Services include the costs of conducting the annual audit, processing of payroll by ADP, preparation of the annual Street Report required by the State Controller's Office, and administration of the Certificates of Participation (Debt Service) program.

**Debt Service.** Debt Service expenses represent the annual cost of retiring the debt on construction of the pool, purchase of parking lot #3 and El Carro Park and remodelling of City Hall. The entire debt service of approximately \$2 million is scheduled to be retired in 2018 with lease payments varying from \$167,000 to \$179,000 annually. The debt service instruments were refinanced in fiscal 2000 due to favorable interest rate conditions.

#### V. Goals, Objectives and Performance Measures

Objectives	Performance Measures
◆ ACCOUNTING	
◆ Provide for the complete, accurate and timely recording of accounting transactions;	<ol style="list-style-type: none"><li>1. Process, review, sign and file 2,000 A/P checks</li><li>2. Process IRS Forms 1099 on time for eligible vendors</li><li>3. Process 800 petty cash transactions</li><li>4. Process monthly fund interest allocation calculations</li><li>5. Process semi-annual cash bond interest allocation</li></ol>

Objectives	Performance Measures
◆ Safeguard City assets	<ol style="list-style-type: none"> <li>1. Maintain fixed assets accounting system</li> <li>2. Complete 12 bank reconciliations</li> </ol>
◆ Provide for the City's cash flow needs	<ol style="list-style-type: none"> <li>1. Process 36 bank wire transfers</li> <li>2. Process 2,700 cash receipts transactions</li> <li>3. Prepare 248 bank deposits</li> <li>4. Process monthly Community Development private projects accounting statements</li> <li>5. Perform collections on 160 PBIA assessments</li> <li>6. Process SB90 mandate reimbursement claims</li> <li>7. Collect City Business License Taxes</li> <li>8. Prepare monthly cash receipts, disbursements and cash balance by fund report for Council</li> </ol>
◆ AUDITING	
◆ Obtain unqualified audit opinions on all audits	<ol style="list-style-type: none"> <li>1. Complete annual financial audit</li> <li>2. Complete Measure A audit</li> <li>3. Complete LTF audit</li> <li>4. Receive the Government Finance Officers Association's award for Excellence In Financial Reporting</li> </ol>
◆ PAYROLL	
◆ Provide for the timely payment of employees	<ol style="list-style-type: none"> <li>1. Process 26 biweekly payrolls for 22 full time and approximately 50 part-time employees</li> <li>2. Provide personnel cost information to assist in development of the budget</li> </ol>



◆ Provide for the timely payment of taxing authorities	<ol style="list-style-type: none"> <li>1. Process 26 biweekly payments of federal, state and state disability deposits</li> <li>2. Process quarterly tax withholding reports</li> <li>3. Process annual W-2 forms for each employee</li> </ol>
◆ Ensure compliance with the Fair Labor Standards Act (FLSA) and employee memorandums of understanding	<ol style="list-style-type: none"> <li>1. Review time cards</li> <li>2. Provide instruction and guidance to employees and supervisors regarding overtime FLSA and MOU regulations</li> </ol>
◆ Provide financial administration for retirement programs	<ol style="list-style-type: none"> <li>1. Process 26 bi-weekly payments for the Public Employees Retirement System (PERS), International City Manager's Association and Voya Annuity Services 457 Plan</li> <li>2. Reconcile quarterly retirement program statements</li> </ol>
◆ BUDGETING	
◆ Provide a plan to ensure the short and long term financing of City programs	<ol style="list-style-type: none"> <li>1. Produce a five year long term financial plan document</li> <li>2. Produce a one year program/performance budget</li> <li>3. Produce a detailed line item appropriation budget</li> <li>4. Receive the California Society of Municipal Finance Officers' Excellence in Budgeting Award</li> <li>5. Produce monthly reports to monitor actual versus budgeted results and take corrective action</li> </ol>

<p>◆ Comply with all County, State, and Federal financial reporting mandates</p>	<p><b><u>Annual Reports:</u></b></p> <ol style="list-style-type: none"> <li>1. Complete the Franchise Tax Board's annual sales tax remittance report</li> <li>2. Conduct the annual Carpinteria Public Improvement Corporation meeting and report</li> <li>3. Complete the annual appropriation limit computations for the City of Carpinteria and the City of Carpinteria Street Lighting District and hold the necessary public hearings</li> <li>4. Complete the State Controller's Annual Street Report</li> <li>5. Complete all Certificates of Participation Continuing Disclosure notifications</li> <li>6. Complete the State Controller's Annual Report of Financial Transactions</li> <li>7. Complete the 6 staff reports and 2 public hearings necessary to continue the Street Lighting District, and the Right of Way Assessment District</li> <li>8. Complete IRS Form 5500 for compliance with IRS Code</li> <li>9. Section 6039D; cafeteria plans including Non-Discrimination testing</li> <li>10. California Department of Conservation's Strong Motion Instrumentation and Seismic Hazard Mapping Fee report</li> </ol> <p><b><u>Quarterly Reports:</u></b></p> <ol style="list-style-type: none"> <li>1. Investment reports to Council and the California Debt Advisory Commission</li> </ol>
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Objectives	Performance Measures
◆ FINANCIAL REPORTING continued...	
◆ Provide informational reports per local ordinances	<ol style="list-style-type: none"> <li>1. Provide expenditures report for review by Council at regular meetings</li> <li>2. Assist with the annual Development Impact Fee review</li> </ol>
◆ GENERAL ADMINISTRATION	
◆ Administer the Department in an efficient and cost effective manner	<ol style="list-style-type: none"> <li>1. Attend City Council meetings as required</li> <li>2. Attend required safety meetings</li> <li>3. Attend 48 staff meetings</li> <li>4. Complete performance review for the Finance Supervisor</li> </ol>
◆ Keep informed on finance issues	<ol style="list-style-type: none"> <li>1. Attend monthly CSMFO chapter meetings</li> <li>2. Attend annual CSMFO conference</li> </ol>
◆ Perform all other duties as assigned	



## City of Carpinteria

### 2016-17 Adopted Budget

**Fund:** General Fund / General Facilities Improvement Fund

**Department:** Administrative Services



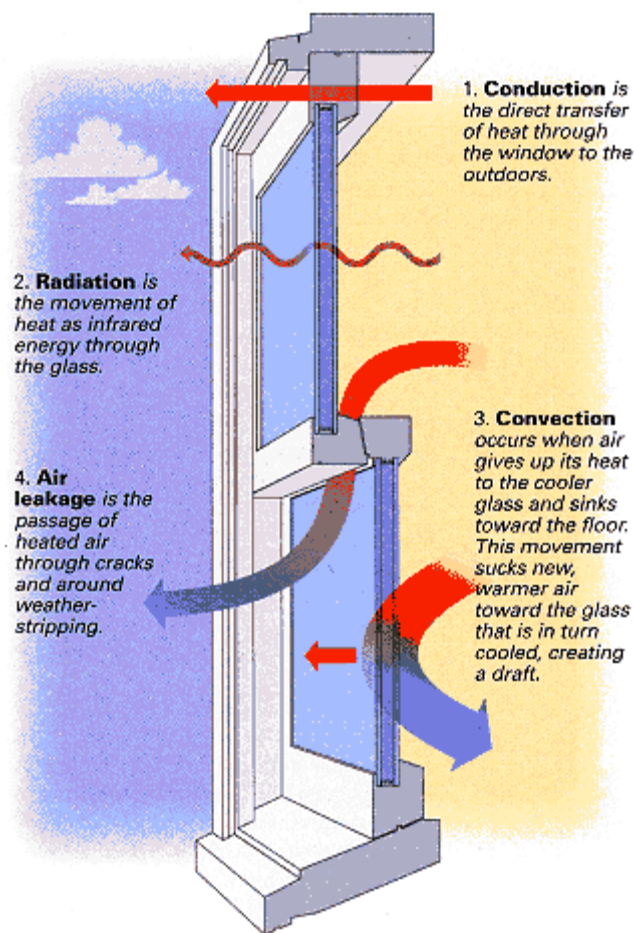
## Program: *Central Services*

### I. Program Summary

**T**his program is part of the General Government function of the City. It encompasses the five major activities described below.

- ♦ **Building & Grounds Operations & Maintenance.** Provides for the efficient and safe operation, maintenance and improvement of Carpinteria City Hall, Sheriff substation and Public Works facilities. One full time maintenance staff performs facility maintenance and repairs, meeting setup, etc.
- ♦ **Vehicle Operations & Maintenance.** Provides fuel and maintenance activities for the City's vehicle fleet.
- ♦ **Phone Operations.** One full time receptionist is utilized to assist callers and augment the voice mail system.
- ♦ **Purchasing.** General office supplies and equipment are ordered, received and distributed centrally through this program. Specialized supplies required by a department are purchased by individual departments.
- ♦ **City Hall Non-routine Maintenance and Improvements.** Carpinteria City Hall is approximately 50 years old. As with any facility of this age, repairs

and modifications to keep the building safe and in good condition are necessary. Non-routine building repairs may include projects such as the prevention of basement and grounds flooding, building paint and energy efficient window replacement. Additionally, improvements to the building that help improve capacity to serve the public are also envisioned. Such improvements may include additional parking spaces and energy saving improvements such as replacement of interior and exterior lighting and window replacements.



Energy efficient windows can reduce energy costs and help make a building more comfortable.

## II. Budget Summary

Program:	Central Services					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$0	\$0	\$53,721	\$130,000	\$130,000	
Personnel	\$105,157	\$135,296	\$138,761	\$150,897	\$161,503	
Contract Services	40,679	51,252	55,795	49,549	43,500	
Utilities	43,913	40,232	37,231	38,640	41,140	
Other Operating Exp.	55,916	61,271	66,955	64,166	55,766	
Major Capital			53,721	130,000	130,000	
Minor Capital	574				10,000	
TOTAL EXPENDITURES	\$246,237	\$288,051	\$352,463	\$433,252	\$441,909	
NET INCOME/(SUBSIDY)	(\$246,237)	(\$288,051)	(\$298,742)	(\$303,252)	(\$311,909)	
3131314 CITY HALL IMPROVEMENTS			53,721	130,000	130,000	Intergov Grants
1013225 Grounds Maintenance	9,352	9,304	10,333	10,500	10,500	Contract Services
1013221 Miscellaneous Contracts 13	8,857	11,257	7,810	9,049	13,000	Contract Services
1013224 Interior Maintenance	22,470	30,691	37,652	30,000	20,000	Contract Services
1013314 Utility - Natural Gas	4,296	3,524	2,414	4,200	4,200	Utilities
1013317 Utility - Sewer 13	9,013	3,696	3,822	3,440	3,440	Utilities
1013313 Utility - Electric 13	24,258	25,886	26,633	26,000	28,000	Utilities
1013312 Utility - Water 13	6,345	7,126	4,362	5,000	5,500	Utilities
1013309 Misc Operating Expenses 13			430			Other Operating Expenditur
1013302 Postage 13	11,397	9,265	12,848	11,166	11,166	Other Operating Expenditur
1013301 Telephone 13	18,426	16,988	26,582	26,000	14,600	Other Operating Expenditur
1013307 Vehicle Oper & Maintenance 13	8,091	9,512	5,009	5,000	8,000	Other Operating Expenditur
1013308 Supplies & Materials 13	18,002	25,506	22,086	22,000	22,000	Other Operating Expenditur
3179614 City Hall Improvements			53,721	130,000	130,000	Major Capital
1070414 Office Furniture	287				10,000	Minor Capital
1070412 Office Furniture Workstation 70	287					Minor Capital
99000 Personnel	105,157	135,296	138,761	150,897	161,503	

## III. Personnel Allocations

### Position:

### FTE Allocation:

Receptionist	1.00
Maintenance Technician	0.40
Finance Supervisor	0.05
Public Works Supervisor	0.05
Environmental Coordinator	0.05
Management Analyst	0.05
Engineering Technician	0.05
Maintenance Worker I	0.05
Maintenance Worker II	0.05
Maintenance Worker I	0.05
Maintenance Worker I	0.05
Parks and Facilities	0.15
Maintenance Worker	

### Total

2.00

#### IV. Expenditure Summary

**Operating Expenses:** Operating expenses include phone, postage, vehicle operations & maintenance, office supplies & materials and electric, gas, water and sewer utilities for the City Hall facility.

**Contract Services:** The budgeted amount includes the cost for routine and non-routine/major maintenance at the City Hall facility, as well as an appropriation in the 'Interior Maintenance' account for consulting costs associated with completion of a space needs and site analysis for City Hall facilities in the future.

##### Reductions



##### Increases

- ◆ Anticipated improvements to City Hall are funded through an increased appropriation to the Interior Maintenance line item.

#### V. Goa, Objectives and Performance Measures

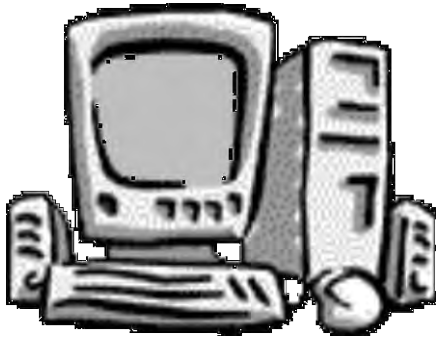
*Maintain City Hall facilities in a safe, efficient and economical manner.*

Objectives	Performance Measures
◆ Provide a safe, comfortable work environment for employees and for members of the public attending meetings	<ol style="list-style-type: none"><li>1. Manage utility and contract costs under budgeted amounts</li><li>2. Maintain investment in City Hall facilities to avoid deferred maintenance costs</li></ol>
◆ Provide a responsive and open environment at City Hall	<ol style="list-style-type: none"><li>1. Respond to 100% of approximately 2600 phone calls and walk-in visitors to City Hall annually.</li></ol>
◆ Develop and begin implementation of non-routine repairs and improvements to Carpinteria City Hall	<ol style="list-style-type: none"><li>1. Execute top priority non-routine repairs and improvements to Carpinteria City hall as determined by City Staff</li></ol>

**City of Carpinteria**  
**2016-17 Adopted Budget**

**Fund:** General Fund

**Department:** Administrative Services



**Program:**  
***Management  
Information Services***

**I. Program Summary**

**T**his program is part of the General Government function of the City. The Management Information Systems encompasses five significant activities as described below. These activities include providing information for effective management, ensuring dependability of all workstations and obtaining knowledge of the latest technology to render a high quality level of service and support.

- ◆ **Troubleshooting:** Involves the timely solving of various problems encountered by users. Typical problems involve finding files, sharing files, recovering from accidental losses and printing problems
- ◆ **Backup:** Securing files for restoration, storage and saving.
- ◆ **Security:** Determining, implementing and maintaining user's rights to avoid file loss and corruption. Conduct regular scanning for viruses and maintain virus definition files.
- ◆ **Website maintenance:** Monitoring the website and creating additional resources for internet viewers.
- ◆ **Training and Instruction:** Training and Instruction is the key for successful use and increasing productivity.



## II. Budget Summary

Program:	Management Information Services					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0	
Personnel	\$56,429	\$70,744	\$72,556	\$59,240	\$63,404	
Contract Services	71,204	80,889	82,475	101,000	100,000	
Other Operating Exp.	2,455	2,521	2,521	2,550	3,000	
Minor Capital	81,593	21,594	11,706	34,000	34,000	
TOTAL EXPENDITURES	\$211,681	\$175,748	\$169,258	\$196,790	\$200,404	
NET INCOME/(SUBSIDY)	(\$211,681)	(\$175,748)	(\$169,258)	(\$196,790)	(\$200,404)	
1018224 Software Maintenance	25,209	23,138	20,470	35,000	35,000	Contract Services
1018222 Equipment Maintenance	18,228	16,465	21,411	23,000	17,000	Contract Services
1018220 System Administration	27,767	41,286	40,594	43,000	48,000	Contract Services
1018308 Supplies & Materials 18	2,455	2,521	2,521	2,550	3,000	Other Operating Expenditur
1070416 General Capital Assets	51,358					Minor Capital
1070417 Computer Hardware	13,750	21,594	11,706	34,000	34,000	Minor Capital
2170417 Computer Hardware 21	16,485					Minor Capital
99000 Personnel	56,429	70,744	72,556	59,240	63,404	

## III. Personnel Allocations

### Position:

Administrative Services Director

Assistant to the City Manager

### Total

### FTE Allocation:

0.30

0.03

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0.33

## IV. Expenditure Summary

**Personnel:** This program is allocated the costs for 30% of the Administrative Services Director and 3% of the Assistant to the City Manager.

**Operating Expenses:** Operating expenses include the purchase of supplies such as toner cartridges for the printers and copiers.

**Contract Services:** Contract Services provide outside technical assistance in administering the computer network, annual maintenance agreements for two photocopiers and the phone system. Also included is a contract for City web page update.

**Minor Capital/Equipment:** Capital Outlay includes purchase of new workstations which have not been replaced in five years.

## V. Goal, Objectives and Performance Measures

*Maintain City's Information Technology needs in an efficient and economical manner.*

Objective	Performance Measures
◆ Provide technological hardware and software productivity resources	<ol style="list-style-type: none"><li>1. Upgrade workstations</li><li>2. Increase memory and speed</li></ol>
◆ Ensure system reliability and data security	<ol style="list-style-type: none"><li>1. Perform daily tape backups</li><li>2. Providing security for shared data</li><li>3. Protect data by developing a backup strategy for individual users</li></ol>
◆ Maximize the ease of use of system programs	<ol style="list-style-type: none"><li>1. Facilitate cross training</li><li>2. Monitor individual requirements</li></ol>
◆ Manage network applications	<ol style="list-style-type: none"><li>1. Modify changes as needed</li></ol>
◆ Maintain a user-friendly and accessible website as a means of communication with the public	<ol style="list-style-type: none"><li>1. Post 100% of City Council, Planning Commission and Architectural Review Board agendas and staff reports before the meeting dates</li><li>2. Perform various staff and City related updates / modifications to the City's website</li><li>3. Work with MIS consultant, as necessary, on any security, web host or other technical issues.</li></ol>

## **City of Carpinteria**

### **2016-17 Adopted Budget**

**Fund:** General Fund

**Department:** Community Development



## **Program:**

### ***Administration***

#### **I. Program Summary**

**C**ommunity Development Administration is responsible for planning, organizing and directing the work in the different program divisions of the Community Development Department.

- ◆ Advance Planning
- ◆ Housing
- ◆ Development Review and Building
- ◆ Code Compliance
- ◆ Animal Care & Control

The Community Development Department (CDD) provides primary support to the Planning Commission and its advisory bodies: the Architectural Review Board and the Environmental Review Committee. CDD also provides staff support as needed to the City Council, City Manager, other City departments, and boards and committees as needed (Traffic Safety Committee, Tree Advisory Board, Downtown-T Business Advisory Board, Technical Planning Advisory Committee and Joint Cities/County Housing Task Group). Staff is also involved in reviewing and commenting on environmental documents prepared for projects in the surrounding County jurisdiction as well as those adopted by Special Districts and the State within and adjacent to the City boundaries. Staff has also directed considerable effort toward updating the records and record-keeping systems of the City to implement digital map and site plan requirements, an electronic filing system, use of Geographic Information Systems (GIS) mapping and other technological advances to improve the efficiency of the Department's work.

Departmental administration involves coordinating the day to day personnel work schedule, adjusting priorities to meet the specific needs and tasks of the department, City Council, City Manager, other departments, other public agencies and members of the general public. All work is done with the goal of implementing the Department's Mission Statement:

*The Community Development Department will provide proactive customer service to ensure that the physical development of the community enhances Carpinteria's small beach town character. In partnership with the community, we will promote a high quality of life by consistently and fairly enforcing regulations to preserve neighborhoods, achieve well-designed buildings, and contribute to a safe, healthy, livable and economically prosperous environment.*

## II. Budget Summary

Program	Community Development Administration					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0	
Personnel	\$126,431	\$125,620	\$128,836	\$122,117	\$130,700	
Contract Services		7,394	3,057	3,000	3,000	
Other Operating Exp.	1,040	909	1,521	1,600	1,600	
TOTAL EXPENDITURES	\$127,471	\$133,923	\$133,414	\$126,717	\$135,300	
NET INCOME/(SUBSIDY)	(\$127,471)	(\$133,923)	(\$133,414)	(\$126,717)	(\$135,300)	
1041222 Records Conversion Project		7,394	3,057	3,000	3,000	Contract Services
1041306 Meetings & Travel 41	440	309	921	1,000	1,000	Other Operating Expenditur
1041305 Dues & Subscriptions 41	600	600	600	600	600	Other Operating Expenditur
99000 Personnel	126,431	125,620	128,836	122,117	130,700	

### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Director of Community Development	0.20
Senior Planner	0.10
Associate Planner	0.10
Assistant Planner	0.10
Administrative Assistant	0.15
Code Compliance Supervisor	0.10
Code Compliance Officer	0.05
Code Compliance Officer	0.05
Building Inspector	0.05
<b>Total</b>	<hr/> 0.90

### IV. Expenditure Summary

#### Personnel

Department staff members continuously work together to improve the services offered by the Department. No change to the number of positions is proposed for this fiscal year though the Department continues to use a few contract planners to help fulfill the mission of the Department through the Advance and Current Planning Programs. The whole CDD team works cooperatively and emphasizes ongoing communication to ensure that the Department's work is carried out in an efficient and courteous manner.

#### Operational Expenses

Operational expenses are based on the preceding budget year expenditures. Costs expected this year include updating policies and procedures and technical support services (e.g., new aerial imagery, continuing the conversion of paper files to electronic format). These technological tools will enable the Department to improve the quality and quantity of public information available from the Department regarding land use matters. Department staff will also continue to attend mandatory training sessions, budget meetings and perform administrative duties such as completing time sheets and accounting for building and planning charges.

### V. Goal, Objectives and Performance Measures

The goal of the Administration Program is to provide public service in the form of land use information and processes to ensure continuity of government across all of the Department's functions.

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Respond to State mandated reporting requirements for the General Plan and the Housing Element.</li> </ul>	<p>Submit annual progress report for the Housing Element by April 2017 and for the General Plan by May 2017.</p>
<ul style="list-style-type: none"> <li>◆ Use our new GIS technology to depict land use information in graphic reports.</li> </ul>	<p>Prepare semi-annual cumulative projects list and map to post on City website in July 2016 and January 2017.</p>

## City of Carpinteria 2016-17 Adopted Budget

**Fund:** General Fund

**Department:** Community Development



## Program: *Advanced Planning*

### I. Program Summary

Community Development's Advanced Planning program consists of long-range planning activities for the City. The General Plan/Coastal Plan is the 20-year plan that guides the City's efforts to meet the future needs of its residents. The Local Coastal Program is the City's policy and regulatory guide for preserving and enhancing coastal resources in compliance with the California Coastal Act. These plans were updated and certified by the California Coastal Commission in 2003. Over the past several years, staff has completed updates to key implementation documents, the Beach Neighborhood and Concha Loma Neighborhood Design Guidelines and updates to the Zoning Code to reflect changes in state law related to housing. This year's work program priorities include the ongoing effort to complete and release the Zoning Code Update and commence with the General Plan Update.

### Other Advance Planning Activities

- ◆ Complete minor updates to the Carpinteria Municipal Code such as adopting updated regulations for massage professionals and massage establishments.
- ◆ Represent the City's long-range planning goals at community meetings such as SBCAG's Technical Planning Advisory Committee.
- ◆ Participate in the Santa Barbara County Association of Governments planning process for the Active Transportation Plan, updated target setting for greenhouse gas emissions per SB 375, Congestion Management Plan and other long range planning documents related to the Santa Barbara County region.

## II. Budget Summary

Program	Advance Planning					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0	
Personnel	\$117,755	\$114,001	\$116,920	\$103,536	\$110,813	
Contract Services	3,018	17,586	11,838	18,300	23,300	
Other Operating Exp.	1,222	2,784	1,673	2,250	2,250	
TOTAL EXPENDITURES	\$121,994	\$134,371	\$130,431	\$124,086	\$136,363	
NET INCOME/(SUBSIDY)	(\$121,994)	(\$134,371)	(\$130,431)	(\$124,086)	(\$136,363)	
1041224 Drafting/Mapping	400	500	500	2,300	2,300	Contract Services
1041225 Misc. Planning Contracts	2,618	2,926	4,220	4,000	14,000	Contract Services
1072216 Zone Code Update		14,160	7,118	12,000	7,000	Contract Services
1041308 Supplies & Materials 41	1,216	2,784	1,673	1,250	1,250	Other Operating Expenditur
1041303 Printing & Advertising 41	5			1,000	1,000	Other Operating Expenditur
99000 Personnel	117,755	114,001	116,920	103,536	110,813	

## III. Personnel Allocations

### Position:

Community Development Director  
 Senior Planner  
 Associate Planner  
 Administrative Assistant  
 Assistant Planner

### Total

### FTE Allocation:

0.20  
 0.20  
 0.15  
 0.05  
 0.10  


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 0.70

## IV. Expenditure Summary

### Personnel

The Community Development Director will work on many of the advanced planning projects identified for completion this fiscal year and will use services of contract planners as needed, e.g., Zoning Code and General Plan Update projects. All Department staff support the work outlined in these complex planning efforts.



## **Operational Expenses**

Projected expenses reflect costs associated with the preparation and publishing of the advanced planning projects contemplated for the 2016 - 17 fiscal year. This year's budget includes costs anticipated for completion of the comprehensive update to Title 14 (Zoning) of the Carpinteria Municipal Code. Other costs include the contract planner who oversees annual monitoring of biological resources within the City and administrative costs associated with support to the Planning Commission.

## **Contract Costs**

The contract services budget includes:

1. Complete Zoning Code Update - \$7,000 + \$12,000 from current year
2. General Plan Update - \$14,000 requested although the actual number is unknown at this time. We have just begun the consultant selection process.

## **V. Goal, Objectives and Performance Measures**

The goal of the Advanced Planning Program is to provide long range planning for the City's future and for the sustainability of the region in compliance with state mandates set forth in general plan law and the Coastal Act.

<b>Objectives</b>	<b>Performance Measures</b>
◆ Complete comprehensive update to Title 14 (Zoning) to bring regulations into conformance with General Plan/Coastal Plan, including a new Cultural Resources Preservation Ordinance.	<ol style="list-style-type: none"><li>1. Circulate draft for public review in summer 2016.</li><li>2. Hold two public work sessions to obtain input.</li><li>3. Present draft to Architectural Review Board and Planning Commission within 45 days of release of public draft.</li><li>4. Forward Architectural Review Board and Planning Commission recommendation to City Council within 45 days from date of final recommendation.</li></ol>

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Maintain up to date regulations that respond to community needs and expectations.</li> </ul>	<p>Complete updates to Municipal Code regulations for various issues such as massage regulations.</p>
<ul style="list-style-type: none"> <li>◆ Revise zoning to match General Plan Land Use Designations through approval of a Local Coastal Program Amendment.</li> </ul>	<ol style="list-style-type: none"> <li>1. Accept Coastal Commission recommendations within 45 days of action.</li> <li>2. Complete mapping effort for all updated zoning and land use designations within 60 days of LCPA certification.</li> </ol>

## City of Carpinteria

### 2016-17 Adopted Budget

**Fund:** General Fund

**Department:** Community Development



## Program:

### ***Development Review & Building***

#### **I. Program Summary**

**T**he Community Development Department's Development Review and Building program evaluates all types of development applications, maintains the City's development regulations and enforces the uniform construction codes and all other state and local laws which regulate building construction and maintenance. The Department also provides information to the public on the City's website and at its zoning information counter regarding permit requirements and procedures, zoning designations and permitted land uses in the various zone districts throughout the City.

**Development Review:** Staff planners evaluate and process applications for use permits, variances, architectural review, signs, development plans, subdivisions and lot line adjustments, and general plan, coastal plan and zoning text amendments. The review process includes environmental review of development proposals and public hearings before the Architectural Review Board and City's decision making bodies, the Planning Commission and City Council, and when necessary, the California Coastal Commission. CDD staff coordinates review by other departments and special districts such as the Carpinteria Valley Water District, Carpinteria Sanitary District and the Carpinteria-Summerland Fire Protection District.

**Building:** The City's Building Inspector provides plan check services and performs inspections for new buildings, alterations and additions to existing buildings and performs inspections of residential buildings upon sale. The Building Inspector is also instrumental in determining when buildings are

substandard and repairs or demolition may be required to ensure the public health and safety. Minor grading associated with new construction or remodels is also reviewed and inspected by the City's Building Inspector. Assistance from a building plan check and inspections specialist is provided through a contract to manage any complex building proposals or to provide continued service during vacations and sick days.

## II. Budget Summary

Program	Development Review and Building					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$287,951	\$253,174	\$280,960	\$297,441	\$297,441	
Personnel	\$341,215	\$339,322	\$348,012	\$328,225	\$351,294	
Other Operating Exp.	4,144	2,317	1,757	2,750	2,750	
TOTAL EXPENDITURES	\$345,360	\$341,639	\$349,769	\$330,975	\$354,044	
NET INCOME/(SUBSIDY)	(\$57,409)	(\$88,465)	(\$68,809)	(\$33,534)	(\$56,603)	
1010178 SIGN PERMITS	1,540	803	660	690	690	Licenses & Permits
1010177 TEMP USE PERMITS		310				Licenses & Permits
1010173 BUILDING/CONSTR PERMITS	143,013	66,017	79,927	87,861	87,861	Licenses & Permits
1010180 PLANNING CHARGES	107,089	149,411	168,405	155,791	155,791	Charges for Services
1010187 BUILDING SPECIAL SERVICE	12,465	12,587	21,593	11,000	11,000	Charges for Services
1010188 BLDG PLAN CHECK CHARGE	23,845	24,046	10,375	42,099	42,099	Charges for Services
1042303 Printing & Advertising 42	449		45	450	450	Other Operating Expenditur
1042305 Dues & Subscriptions 42	100	100	175	100	100	Other Operating Expenditur
1042308 Supplies & Materials 42	3,588	1,777	1,537	2,000	2,000	Other Operating Expenditur
1042306 Meetings & Travel 42	7	440		200	200	Other Operating Expenditur
99000 Personnel	341,215	339,322	348,012	328,225	351,294	

## III. Personnel Allocations

### Position:

Community Development Director  
 Senior Planner  
 Associate Planner  
 Administrative Assistant  
 Assistant Planner  
 Building Inspector

### Total

### FTE Allocation:

0.20  
 0.50  
 0.75  
 0.50  
 0.40  
 0.75  


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 3.10

## **IV. Expenditure Summary**

### **Personnel**

Existing personnel levels will be maintained for development review and building services. Staff planners are experienced and knowledgeable of the City's Zoning Code and General/Coastal Plan policies, providing for efficiency in permit processing.

A contract planning staff member from DUDEK is used to assist the Department in its review of Caltrans projects. Costs associated with this work are funded through permit review fees.

Similarly, contract planning staff from the Santa Barbara County Energy Division are used to assist the Department in its review of oil and gas related operations and development at the Carpinteria Oil and Gas Processing Facility. Costs associated with this work are funded through permit review fees.

Building plan check review and inspections provided by the City will be supplemented with contract staff as needed for large and/or structurally complex development projects so that City staff can focus on the majority of our work, which includes minor residential and commercial building permits for our local community residents and businesses.

### **Operational Expenses**

Training seminars for the building inspector are ongoing and are required to maintain existing certifications for building plan check and inspection services.

### **Contracting Costs**

Budgeted expenditures reflect the anticipated cost to the City of providing some plan check and inspection services through a consultant. These costs are passed through in full to project applicants.

## **V. Goal, Objectives and Performance Measures**

The goal of the Development Review and Building Program is to provide efficient permitting and inspection services to ensure well-designed development that meets all zoning and building code requirements and fits with the small, beach town character of Carpinteria.

Objectives	Performance Measures
<p>◆ Implement an efficient and informative development review process.</p>	<p>Provide accurate and timely noticing for 100% of approximately 25 annual Planning Commission and ARB items.</p> <p>Issue an application complete or incomplete letter to 100% of approximately 10 annual project applications for Planning Commission review within 28 days of submittal.</p> <p>Issue an application complete or incomplete letter to 100% of approximately 15 annual addition or alteration projects for ARB review within 25 days of submittal.</p>
<p>◆ Provide timely processing of ministerial permits.</p>	<p>Complete the planning review process for 90% of projects that do not require ARB review within 30 days of application completeness.</p>
<p>◆ Maintain prompt plan check review process.</p>	<p>Complete first review of 95% of approximately 50 small addition or alteration projects within seven days of submittal.</p> <p>Complete first review of 95% of approximately 20 moderately complex projects within 14 days of submittal.</p> <p>Complete first review of 90% of approximately 10 complex projects within 21 days of submittal.</p> <p>Complete first review of 100% of approximately two very complex projects within 30 days of submittal.</p>
<p>◆ Maintain prompt building inspection response time.</p>	<p>Complete 100% of 1,000 annual inspection requests within 24 hours.</p>

## **City of Carpinteria**

### **2016-17 Adopted Budget**

**Fund:** General Fund

**Department:** Community Development



## **Program:**

### ***Code Compliance***

#### **I. Program Summary**

**T**he Community Development Department's Code Compliance Division ensures compliance with the Carpinteria Municipal Code. The Code includes numerous regulations ranging from Administration to Zoning. Notices to Correct, Compliance Orders, infractions to appear in court or administrative citations are tools used to gain compliance with the laws and regulations set forth in the Municipal Code. For fines that are not paid in a timely manner, the City uses a collection agency to perform follow-up on all unpaid citations for a percentage of the fine due.

Quality of life and health and safety issues are the priority of our program. Compliance efforts address parking regulation, abandoned vehicle abatement, housing inspections, neighborhood preservation, animal services and implementation of our unique local smoking, graffiti, parks management and shopping cart ordinances. Permit applications for taxis, animal keeping, vendors, solicitors, peddlers, escorts and massage technicians, therapists and establishments are reviewed and processed under the Code Compliance Division.

The Code Compliance Supervisor also participates as a member of the Traffic Safety Committee and is a member of the California Association of Code Enforcement Officials (CACEO).

Code Compliance staff works with other agencies including the Carpinteria-Summerland Fire Protection District to help implement fire lane regulations and issue weed abatement notices. We also work together to ensure that sub-standard housing conditions are addressed and resolved in a timely manner. Ongoing coordination with the Sheriff's Department is also an important

aspect of Code Compliance in ensuring the safety and welfare of the community through patrols for homeless encampments, review of Alcoholic Beverage Control licenses, enforcing public smoking restrictions, peddling and overnight camping regulations. Code Compliance also oversees two part-time school crossing guards at two elementary schools: one at Canalino School and one at Aliso School. One of the part-time positions is partially funded by the Carpinteria Unified School District though the crossing guard is an employee of the City.

In order to reduce the number of citations issued and to encourage compliance for the benefit of our residents and visitors, and to preserve the small town charm of Carpinteria, Code Compliance staff take a proactive role in educating the public about code compliance, use of the parks and other public areas, parking regulations and animal care and control laws. A Code Compliance Officer patrols our parks and beaches during regular business hours on weekends and until 6:00 p.m. during summer months, enforcing dog leash and dog waste clean-up laws, ensuring that parks are used appropriately and reporting graffiti vandalism as soon as it is found to ensure a prompt removal response.

## II. Budget Summary

Program	Code Compliance					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$61,047	\$87,382	\$48,882	\$56,161	\$56,161	
Personnel	\$274,508	\$265,526	\$272,326	\$272,882	\$292,062	
Contract Services	2,803	9,215	6,460	3,500	6,000	
Other Operating Exp.	(807)	1,453	(445)	1,741	1,741	
TOTAL EXPENDITURES	\$276,503	\$276,194	\$278,341	\$278,123	\$299,803	
NET INCOME/(SUBSIDY)	(\$215,457)	(\$188,812)	(\$229,459)	(\$221,962)	(\$243,642)	
1010191 RENTAL HOUSING INSPECTION FEE	8,827	6,075	(150)	11,000	11,000	Charges for Services
1010132 PARKING FINES & PENALTIES	47,501	78,507	46,730	42,161	42,161	Fines & Forfeitures
1010131 COURT FINES & PENALTIES	4,718	2,800	2,302	3,000	3,000	Fines & Forfeitures
1022214 Hearing Officer	1,663	8,130	6,460	2,500	5,000	Contract Services
1022229 Vehicle Towing/Storage	1,140	1,085		1,000	1,000	Contract Services
1022303 Printing & Advertising	331		4,118	1,000	1,000	Other Operating Expenditur
1022305 Dues & Subscriptions 22	480	775	455	800	800	Other Operating Expenditur
1022308 Supplies & Materials 22	(1,887)	(1,418)	(5,377)	(1,259)	(1,259)	Other Operating Expenditur
1022306 Meetings & Travel 22	269	2,096	359	1,200	1,200	Other Operating Expenditur
99000 Personnel	274,508	265,526	272,326	272,882	292,062	



### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Community Development Director	0.20
Code Compliance Supervisor	0.80
Code Compliance Officer	0.60
Code Compliance Officer	0.65
Building Inspector	0.20
Crossing Guards	1.00
Administrative Assistant	0.20
Assistant Planner	0.20
Senior Planner	0.10
<b>Total</b>	<hr/> 3.95

### IV. Expenditure Summary

#### Personnel

The Code Compliance unit is fully staffed with officers working Monday through Friday as well as one officer providing daytime weekend coverage. The Division staff is assisted in their duties by the Building Inspector, the Administrative Assistant and the Assistant Planner.

#### Operational Expenses

Operating expenses have been maintained based on previous years' activity.

### V. Goal, Objectives and Performance Measures

The goal of the Code Compliance Program is to ensure the public health, safety and welfare and maintain the quality of life in Carpinteria through outreach and education to residents and visitors to ensure compliance with the Municipal Code.

<b>Objectives</b>	<b>Performance Measures</b>
◆ Document and investigate violations that are reported by the public. Network with other agencies and conduct co-agency inspections of reported Municipal Code violations.	Complete initial site investigations of approximately 100 complaints received annually within three days of notification. Close 75% of all cases within 60 days.

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Work with Law Enforcement, field staff and volunteers to abate graffiti throughout the City.</li> </ul>	<p>Monitor the graffiti hotline and patrol the City to ensure that 100% of approximately 125 incidents of graffiti are reported and removed from private property within 10 days.</p>
<ul style="list-style-type: none"> <li>◆ Abate abandoned or inoperable vehicles on private property.</li> </ul>	<p>Abate 100% of approximately 20 vehicles throughout the City.</p>
<ul style="list-style-type: none"> <li>◆ Implement the Single Family Rental Housing Inspection Program for Zones 2 and 3.</li> </ul>	<p>Notice, schedule and complete inspections throughout these two zones by July 2017.</p>

## **City of Carpinteria**

### **2016-17 Adopted Budget**

**Fund:** General Fund

**Department:** Community Development



## ***Program: Animal Care and Control***

### **I. Program Summary**

**A**nimal care and control services are provided by the City's Code Compliance Officers seven days a week during regular business hours. Compliance Officers respond to calls for service, appear in court, work with local veterinarians, educate the public about leash laws and licensing requirements and return stray pets to their owners. Officers also file reports when bite injuries occur and respond to calls regarding injured or abandoned animals. When an animal services emergency occurs after regular business hours, the Sheriff's Department will dispatch an Animal Control Officer to respond to the "911" call.

As the City does not have its own animal shelter, we use the services of local veterinarian Dr. Smith of the Animal Medical Clinic for boarding stray pets and the adoption of unclaimed animals. However, we do provide temporary sheltering in two outdoor kennels at City Hall, particularly for large dogs and also have volunteers who provide foster care for animals until they are adopted into permanent homes. We also have a few volunteers who are able to walk dogs so we can ensure they are getting continued attention, exercise and socialization.

Another aspect of the program deals with the state mandate that rabies be controlled throughout the City. To comply with this requirement, City staff issue dog licenses at City Hall upon proof of current rabies vaccines. Dog

licensing and impound fees contribute to helping fund animal care and control services.

## II. Budget Summary

Program	Animal Care and Control					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$29,153	\$27,058	\$19,356	\$19,953	\$19,953	
Personnel	\$60,779	\$63,036	\$64,650	\$67,127	\$71,845	
Contract Services	26,696	26,682	25,445	23,000	28,000	
Other Operating Exp.	3,491	2,536	2,132	3,600	3,600	
TOTAL EXPENDITURES	\$90,965	\$92,254	\$92,227	\$93,727	\$103,445	
NET INCOME/(SUBSIDY)	(\$61,812)	(\$65,196)	(\$72,871)	(\$73,774)	(\$83,492)	
1010135 DOG LICENSES	23,911	23,078	19,356	19,953	19,953	Licenses & Permits
1010134 ANIMAL FINES & PENALTIES	5,242	3,980				Fines & Forfeitures
1047213 Animal Sheltering	26,696	26,682	25,445	23,000	28,000	Contract Services
1047306 Meetings & Travel 47	817	32	22	500	500	Other Operating Expenditur
1047308 Supplies & Materials	595	389	233	600	600	Other Operating Expenditur
1047303 Printing & Advertising 47	2,079	2,115	1,877	2,500	2,500	Other Operating Expenditur
99000 Personnel	60,779	63,036	64,650	67,127	71,845	

## III. Personnel Allocations

### Position:

Code Compliance Supervisor  
 Code Compliance Officer  
 Code Compliance Officer  
 Administrative Assistant

### Total

### FTE Allocation:

0.10  
 0.35  
 0.30  
 0.10  


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 0.85

## IV. Expenditure Summary

### Personnel

No changes in staffing levels are adopted for this fiscal year. Emphasis will be on the implementation of goals and performance measures outlined below.

## Operational Expenses

Costs associated with services provided by the Animal Medical Clinic have been factored into the budget and are partially offset by licensing and impound fees.

## V. Goal, Objectives and Performance Measures

The goal of the Animal Care and Control Program is to ensure that pets are properly cared for and that animal safety measures are enforced for the benefit of the larger community of residents and visitors. A specific goal of the program in this fiscal year is to implement the mandatory Spay/Neuter Ordinance similar to that adopted by the City of Ventura and more restrictive than the County of Santa Barbara, City of Santa Barbara and other cities within Santa Barbara County.

Objectives	Performance Measures
◆ Increase public awareness for dog licensing by contacts at City parks and by following up when licenses are not renewed.	Maintain a steady number of dogs in the dog license database through active outreach and compliance efforts.
◆ Provide prompt response to calls for animal control services.	Respond to 100% of approximately 275 annual calls for animal control services within the same day the call is received.
◆ Find permanent homes for stray dogs and cats found within the City.	Complete adoptions for 100% of approximately 10 dogs and cats within 60 days of taking the animal into custody.
◆ Improve enforcement of leash laws and dog waste clean-up at City Parks and City Beach.	Make contacts to educate residents and visitors of the City's regulations. Issue citations as necessary to ensure compliance with dog leash and dog waste laws.

Objectives	Performance Measures
<p>◆ Implement the Mandatory Spay/Neuter - Ordinance to address issues of pet overpopulation and limited animal care resources.</p>	<p>Complete outreach efforts to the public, animal welfare organizations and local veterinarians. Conduct one neighborhood outreach event. Reduce the number of stray animals by 10%.</p>

**City of Carpinteria  
2016-17 Adopted Budget**

**Funds:** General Fund  
Gas Tax  
Measure A  
Trust and Agency

**Department:** Public Works



**Program:  
Public Works  
Administration**

**Program: Public Works Administration**

**I. Program Summary**

The Public Works Administration Program is responsible for planning, organizing and directing all of the services which are provided for within the Department of Public Works. The Department is organized into the following Divisions and Programs:

Engineering Division

- Administration
- Transportation Parking and Lighting
- Solid Waste
- Watershed Management
- Capital Improvements

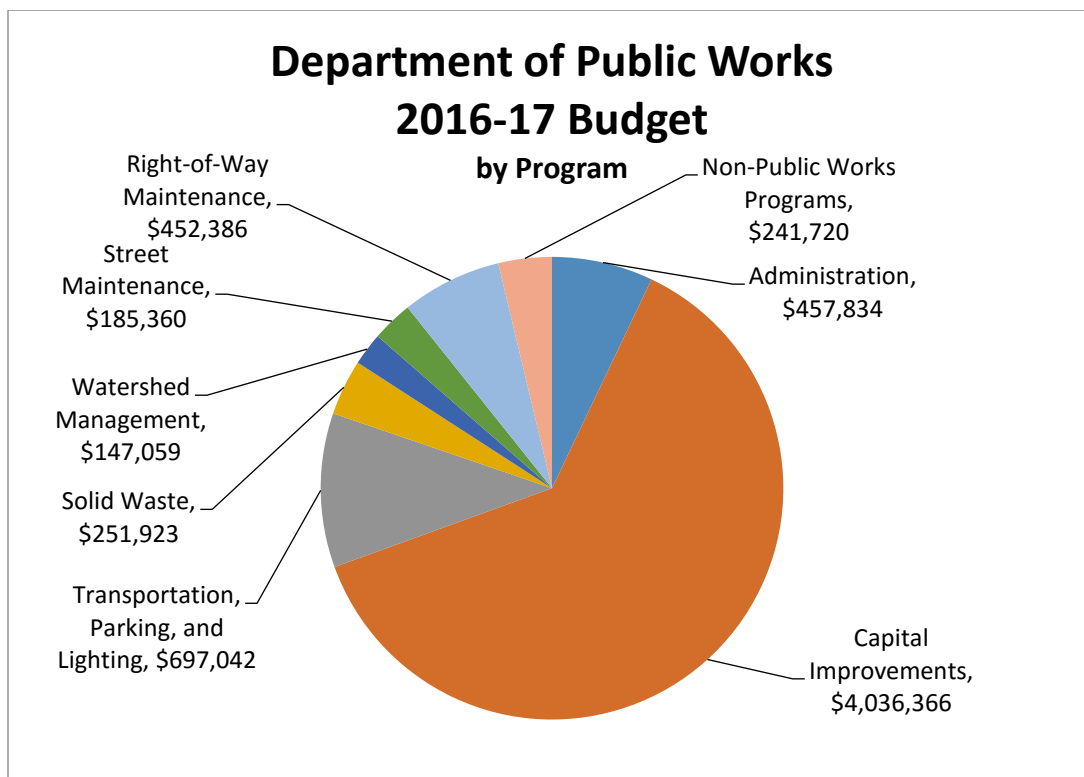
Street Maintenance Division

- Street Maintenance
- Right-of-Way Maintenance

The Director of Public Works also serves as the City Engineer, City Traffic Engineer and Flood Plain Administrator. The Director is the City's representative on the Santa Barbara County Association of Governments Technical Transportation Advisory Committee (TTAC), the Regional Public Works Coordination Council, and the Multi-Jurisdictional Solid Waste Task Group. The Director also serves on the City's Environmental Review Committee. The Director is responsible for managing the City's Tree Advisory Board, the Downtown-T Business Advisory Board, or DTBAB (formerly the Parking and Business Improvement Area Advisory Board, or PBIAAB), Carpinteria First Committee, and is Chair of the Traffic Safety Committee. The Public Works Supervisor provides primary staff support to the Tree Advisory Board. The Public Works Engineering Technician provides primary staff support to the Traffic Safety Committee. The Management Analyst provides primary staff support to the DTBAB and the Carpinteria First Committee.

The Department has a staff of approximately 11.5 full-time equivalent (FTE) employees. A portion of several of the employee's time, totaling two full-time equivalents, is assigned to other non-Department of Public Works programs such as facilities management, communications, economic vitality, and park maintenance. The Department has several major service contracts for engineering, solid waste collection and program management, street sweeping, and landscape maintenance.

## II. Budget Summary

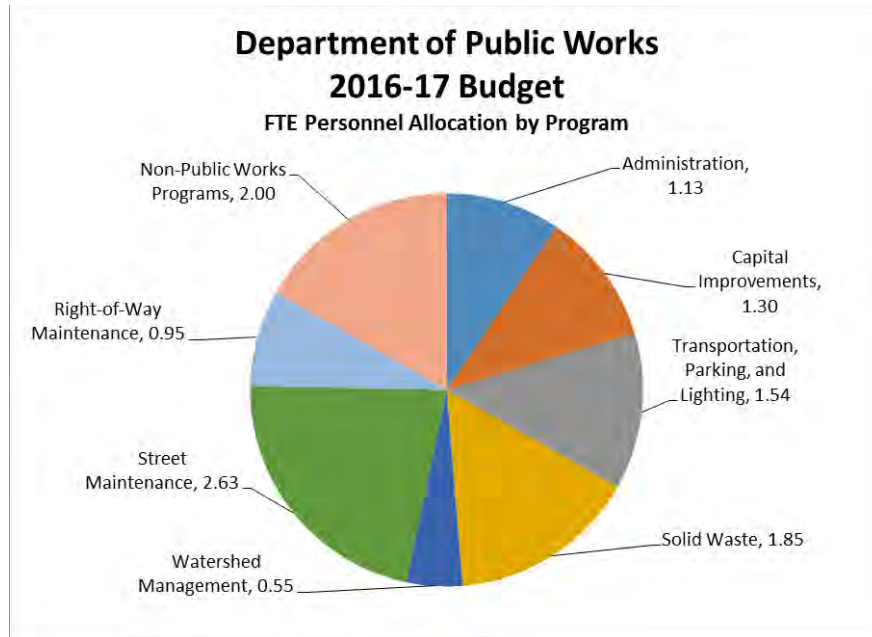




The chart above shows the overall 2016-17 Budget by Departmental program managed by Public Works Administration. The Department's total 2016-17 budget is \$6,469,691. The following table presents the budget summary for the Public Works Administration Program:

Program	Public Works Administration					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$0	\$19,353	\$202,182	\$174,776	\$150,000	
Personnel	\$53,483	\$59,224	\$60,741	\$79,474	\$85,060	
Contract Services	143,044	130,029	83,545	200,000	295,000	
Other Operating Exp.	11,616	10,866	10,201	9,540	19,500	
TOTAL EXPENDITURES	\$208,143	\$200,119	\$154,487	\$289,014	\$399,560	
NET INCOME/(SUBSIDY)	(\$208,143)	(\$180,766)	\$47,695	(\$114,238)	(\$249,560)	
1010186 PUBLIC WORKS CHARGES		877	197,732	174,776	150,000	Charges for Services
3131315 CONTRACT SERVICES 37		18,476	4,450			Intergov Grants
1030221 Contract Services 30	407	33,588	29,310	150,000	90,000	Contract Services
2536226 Engineering Retainer	142,637	88,812	8,805	10,000	55,000	Contract Services
2734223 Civil Engineering Retainer			14,824	10,000	50,000	Contract Services
2734224 Traffic Engineering Retainer		7,629	30,606	30,000	100,000	Contract Services
1030305 Dues & Subscriptions 30	2,243	2,598	1,113	1,200	3,500	Other Operating Expenditur
1030308 Supplies & Materials 30	6,377	4,183	2,998	2,500	3,000	Other Operating Expenditur
1030306 Meetings & Travel 30	1,209	2,120	4,141	4,300	10,000	Other Operating Expenditur
2531305 Dues & Subscriptions 31	288	465	449	40	500	Other Operating Exp.
2730301 Asset Management Systems	1,500	1,500	1,500	1,500	2,500	Other Operating Expenditur
99000 Personnel	53,483	59,224	60,741	79,474	85,060	

### III. Personnel Allocations



The chart above shows the 2016-17 Budgeted Full Time Equivalent (FTE) personnel allocations to Department of Public Works Programs. A summary of all of the Department's 2016-17 assigned FTEs is shown below:

Public Works FTEs assigned to Public Works Programs	9.50
Public Works FTEs assigned to Non-Public Works Programs	2.00
Parks and Recreation FTEs assigned to Public Works Programs	0.45
<b>Total FTEs</b>	<b>11.95</b>

As indicated above, 2.00 Public Works FTEs are assigned to non-Public Works programs including Central Services, Community Promotions, Economic Vitality, and Parks and Facilities. The table also shows that 0.45 Parks and Recreation FTEs are assigned to Public Works programs. Parks and Recreation staff are assigned to these programs to manage projects in the Transportation, Parking and Lighting programs. The table below presents the FTE summary for the Public Works Administration Program:

<u>Position</u>	<u>FTE Allocation</u>
Director of Public Works	0.10
Civil Engineer	0.10
Management Analyst	0.15
Public Works Supervisor	0.15
Engineering Technician	0.15
Maintenance Technician	0.05
<b>Total:</b>	<b>0.70</b>

#### **IV. Expenditure Summary**

##### Personnel

The Director of Public Works, Public Works Supervisor, and Civil Engineer positions are funded primarily by non-General Fund sources. The Management Analyst and Maintenance Technician positions are distributed over several Public Works programs.

#### Operational/Service Expenditures

The Department of Public Works was enrolled in the National Pollution Discharge Elimination System (NPDES) program by the State of California Central Coast Regional Water Quality Control Board During Fiscal Year 2009-10. To manage the requirements of the Phase II Municipally Separate Storm Sewer System (MS4) Permit, the City created the Watershed Management Program within the Department of Public Works. The Department continues to work on the many on-going tasks required by the permit including public education and outreach, illicit discharge detection and elimination, construction and post construction runoff standards, project review, enforcement, and City facility good housekeeping measures. The state adopted a new Phase II MS4 Permit in February 2013, which was effective July 1, 2013. New post-construction standards were also adopted by the CCRWQCB in 2013, which became effective in March of 2014. The City works with regional partners to more efficiently and effectively implement these standards and reduce overall program costs.

The Solid Waste Program manages the franchise agreement with E.J. Harrison and Sons, as well as education outreach within the community, working with regional partners and state programs to reduce overall expenses of the existing program and encourage legislation that furthers this goal. The franchise agreement includes opportunities for performance and financial audits of the hauler's operations. The Department of Public Works recently adopted a new Integrated Waste Management ordinance that set higher diversion rates for construction and demolition projects and streamlined enforceable mechanisms for other solid waste handling aspects in order to better serve the community, improve public health, and protect resources. In coordination with E.J. Harrison and Sons, in 2013 a commercial food scraps program was implemented at select locations throughout the City. The program has had great early success, with both local elementary schools, a major grocery store, and several local restaurants and large businesses already enrolled.

In the Street Maintenance and Capital Improvements programs the Department will continue to work on the engineering design phase of the Carpinteria Avenue Bridge Replacement Project. Future phases of this major project include environmental review and permitting, final design and construction. Other major projects include a pavement rehabilitation project for Carpinteria Avenue, continued work on the Linden Avenue and Casitas Pass Road Interchanges Project and the Rincon Shared Use Trail Project.

### Contract Services

The Department of Public Works has major service contracts both for significant maintenance tasks and for professional engineering services. In the Public Works Administration Program, the Engineering, Civil Engineering, and Traffic Engineering Retainer accounts are for as-needed professional services for permits, surveying, traffic engineering, flood plain management and other miscellaneous professional services that assist the Department with the delivery of programs and projects.

### Engineering Permits

Within the Public Works Administration Program, the Engineering Permits program is developed, managed and delivered. The Civil Engineer, Environmental Coordinator and Engineering Technician manage the flow of the various engineering permits for the City. All private development plan check, development review and permits are processed using a tracking system. The Department has updated the permit review system to incorporate its Watershed Management Program into the plan checks.

### Capital Improvement Program

Capital Improvement Projects are developed, managed and delivered by the responsible City Department. In the Department of Public Works, the Capital Improvements Program (CIP) is managed by Public Works Administration with the Director of Public Works and the Civil Engineer serving as the primary project managers. Funding for capital improvement projects comes from a variety of sources including:

- Measure A Regular Funds and Grants
- Remaining Measure D Funds
- State Gas Tax
- R-O-W Assessment
- Street Lighting
- Trust and Agency
- General Fund
- State and Federal Grants

The City's CIP is being updated in the currently to address the status of infrastructure needs within the City. At this point in time, the City's roadways are in need of significant regular and heavy maintenance. For many years, the City enjoyed newer infrastructure as the City developed over time. The City has transitioned from a "developing" City to a maintenance City in terms of its roadways. The Department of Public Works' focus is now on maintaining and

repairing the roadways. The Capital Improvements Program will include projects that are budgeted for in the current year as well as a five-year plan with prioritization. One of the Department's goals this Fiscal Year is to update the current Development Impact Fee or DIF program as part of the update to the CIP.

Program	Capital Improvements				
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0
Personnel	\$145,633	\$112,108	\$114,979	\$186,539	\$199,650
TOTAL EXPENDITURES	\$145,633	\$112,108	\$114,979	\$186,539	\$199,650
NET INCOME/(SUBSIDY)	(\$145,633)	(\$112,108)	(\$114,979)	(\$186,539)	(\$199,650)
99000 Personnel	145,633	112,108	114,979	186,539	199,650

Program	Engineering Permits				
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0
Personnel		\$35,309	\$36,213	\$54,446	\$58,273
TOTAL EXPENDITURES		\$35,309	\$36,213	\$54,446	\$58,273
NET INCOME/(SUBSIDY)	\$0	(\$35,309)	(\$36,213)	(\$54,446)	(\$58,273)
99000 Personnel		35,309	36,213	54,446	58,273

## Personnel Allocations

Personnel allocations for Capital Improvements are listed below. Personnel costs are tracked and charged to each capital project's funding source.

<u>Position</u>	<u>FTE Allocation</u>
Public Works Director	0.30
Civil Engineer	0.60

Environmental Coordinator	0.05
Management Analyst	0.10
Engineering Technician	0.05
Parks Director	0.20
Total:	1.30

## Expenditures

Expenditures other than personnel for Public Works capital projects are shown in the appropriate Department of Public Works program. A summary of many of the Department of Public Works capital projects planned for completion in Fiscal Year 2016-17 is presented below:

Project Name	Program	FY Appropriation
Assessment Districts Update; Fee Study; CIP/DIF Update and Nexus Study; Downtown Landscape Plan; Flag Factory Contract; Malibu Channel Ownership Research; and ADA Transition Plan (staff time)	Administration	\$90,000.00
Traffic Engineering Contract Services	Administration	\$100,000.00
Ash Avenue Improvements Project; Main School Sidewalk Infill Project; Carpinteria Ave. Pedestrian Safety Improvements Project; Carpinteria Ave./Elm Ave. Crosswalk Relocation Project; Fifth St. Pedestrian Bridge Feasibility Study; Santa Claus Lane Bike Path (staff time); South Coast 101 HOV (staff time); and various pedestrian facilities grant preparation	Street Maintenance	\$1,195,966.00
Carpinteria Avenue Bridge Replacement	Street Maintenance	\$550,000.00
Pavement Management System	Street Maintenance	\$15,000.00
Ninth St. Ped Bridge Lighting (\$100,000) / Parking Lot 2 Lighting(\$150,000)	Transportation, Parking, & Lighting	\$250,000.00
2016 Pavement Project	Street Maintenance	\$500,000.00
Carpinteria Avenue Bridge Replacement	Street Maintenance	\$75,000.00
Carpinteria Creek Bike Path Revegetation	Street Maintenance	\$5,000.00
Linden Avenue Sidewalk Maintenance Phase 2	Street Maintenance	\$50,000.00
Ash Avenue Improvements Project	Street Maintenance	\$520,000.00
Via Real at Poplar Storm Drain Improvements	Watershed Management	\$20,000.00
<b>TOTAL</b>		<b>\$3,370,966.00</b>

The expenditures shown above are for Public Works capital project costs including staff time for management and oversight. Capital projects are often long-term and expenditures occur over multiple years. Expenditures for the capital projects during this fiscal year are shown in the appropriate programs in the Department of Public Works. In addition to the projects listed above, the following plans and studies are expected to be completed by Public Works in Fiscal Year 2016-17:

- Alternative Transportation Plan
- Capital Improvement Plan/Development Impact Fee Program Update
- Right-of-Way Assessment District Engineering Study Update

## **V. Goals, Objectives and Performance Measures**

The Goal of the Department of Public Works Administration Program is to continue to update administrative procedures, prioritize workload by updating Public Works policy documents and programs, and continue to raise awareness of the important role the Department plays in delivering City services to the community.

<b>OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>
Revise Street Tree Management Plan.	<ol style="list-style-type: none"> <li>1. Prepare draft plan.</li> <li>2. Submit plan to City Council for adoption in 2015.</li> </ol>
Revise the Capital Improvement Program.	<ol style="list-style-type: none"> <li>1. Prepare Development Impact Fee Nexus Study.</li> <li>2. Prepare Development Impact Fee Program Project List with Descriptions and Cost Estimates.</li> <li>3. Develop Capital Maintenance Plan for City owned infrastructure.</li> <li>4. Combine Development Impact Fee Program and Capital Maintenance Plan into a prioritized Capital Improvement Program.</li> </ol>
Increase public awareness of Department of Public Works programs and operations.	<ol style="list-style-type: none"> <li>1. Contribute Department articles to the City newsletter quarterly.</li> <li>2. Provide updated and on-going project information on the Department's web page.</li> <li>3. Provide updated and on-going project bidding and award results for capital projects on the Department's web page.</li> <li>4. Provide important documents to the public on the Department's web page.</li> <li>5. Provide capital and other Public Works project information to the Coastal View newspaper.</li> <li>6. Track and obtain a 2:1 or better ratio of Public Works halo's and pitchforks in Coastal View.</li> </ol>

Improve response time and customer service approach to complaints and service requests.	<ol style="list-style-type: none"> <li>1. Utilize new computer based service request and work order tracking system (iWorQ).</li> <li>2. Monitor and track service requests with a 5 day maximum time between the request and the response.</li> <li>3. Monitor and track all PW phone and email requests responses by the next business day.</li> </ol>
Optimize Department operations.	<ol style="list-style-type: none"> <li>1. Conduct weekly staff meetings and additional meetings as necessary to ensure assignments, roles, responsibilities, and expectations are clearly communicated.</li> <li>2. Perform annual evaluations of all Public Works staff.</li> <li>3. Coordinate with Finance Department to monitor Department of Public Works budget on a monthly basis.</li> <li>4. Conduct Annual Public Works Staff Retreat to prioritize work, strengthen staff and develop future Departmental goals and performance measures.</li> </ol>
Communicate Department of Public Works accomplishments and future work plan to the City Manager and City Council.	<ol style="list-style-type: none"> <li>1. Provide staff reports at City Council meetings on all Departmental "action items."</li> <li>2. Set "office" hour for the Director dedicated to City Council members twice monthly.</li> <li>3. Director meets with City Council members individually at a minimum twice a year for more detailed Departmental briefings.</li> <li>4. Director to meet with City Manager weekly to discuss workload and upcoming matters.</li> <li>5. Provide monthly Departmental status reports to the City Manager and City Council.</li> <li>6. Provide year-end report to the City Council on Departmental accomplishments and success toward meeting the City Council goals established in their annual strategic planning workshop.</li> </ol>
Created Updated Engineering Permits Program.	<ol style="list-style-type: none"> <li>1. Create Engineering Permits Program in Municipal Code.</li> <li>2. Budget for new program in Fiscal Year 2016-17 City Budget.</li> <li>3. Track Fees for Service and Expenditures using iworQ.</li> </ol>



**City of Carpinteria  
2016-17 Adopted Budget**

**Funds:** Revolving  
Gas Tax  
Measure A  
Trust and Agency  
Measure D



**Program:  
Street  
Maintenance**

**Program:** Street Maintenance

**I. Program Summary**

The Street Maintenance Program provides general maintenance, repairs, and improvements to all public streets. Activities of this program include:

- Pavement Rehabilitation
- Traffic Markings
- Street Improvements
- Bike Path Maintenance
- Street Signage
- Pothole Repairs
- Storm Drain Repair and Cleaning

Pothole repairs, street signage, and minor traffic marking activities are typically performed by Department of Public Works staff and through on-going vendor contracts. Large capital improvement projects, street improvements, and related traffic markings are performed under contract by licensed contractors.

**II. Budget Summary**

Program	Street Maintenance					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$1,137,074	\$1,916,659	\$1,524,063	\$1,316,420	\$2,391,385	
Personnel	\$241,117	\$242,054	\$248,253	\$216,167	\$231,360	
Contract Services	45,175	93,963	46,651	71,590	85,000	
Other Operating Exp.	47,768	45,987	42,066	42,500	47,000	
Major Capital	301,142	1,077,765	1,460,662	910,000	3,415,966	
Minor Capital	287,950	12,015	55,634	48,724	122,000	
TOTAL EXPENDITURES	\$923,152	\$1,471,784	\$1,853,266	\$1,288,981	\$3,901,326	
NET INCOME/(SUBSIDY)	\$213,922	\$444,875	(\$329,203)	\$27,439	(\$1,509,941)	
2525101 INTEREST INCOME 25	(421)	215	(2,369)	1,113	1,113	Interest
2727101 INTEREST INCOME 27	7,274	10,333	10,890	9,039	9,039	Interest
4141101 INTEREST INCOME 41	4,169	5,860	(13,911)	8,240	8,240	Interest
1010175 OVER-SIZE LOAD PERMITS	1,858	2,266	2,858	1,518	1,518	Licenses & Permits
1010174 ENGINEERING/STREET PERMITS	8,040	10,000	3,470	6,161	6,161	Licenses & Permits
2020202 FHWA HBR GRANT	52,031	300,357	243,914	150,000	550,000	Subventions / Intergovern
2020271 MEASURE A GRANT 1	15,078	132,037	44,364			Subventions / Intergovern
2020274 MEASURE A GRANT 4	17,166	2,827				Subventions / Intergovern
2020275 PUBLIC WORKS GRANTS		122,940	57,134	50,000	679,965	Subventions / Intergovern
2020272 MEASURE A GRANT 2	9,548	6,573				Subventions / Intergovern
2020273 MEASURE A GRANT 3	12,446	207,979				Subventions / Intergovern
2525256 SECTION 2107 FUNDS	103,414	104,625	111,342	113,835	113,835	Subventions / Intergovern
2525164 MISCELLANEOUS INCOME 25	17,505	413				Subventions / Intergovern
2525255 SECTION 2106 FUNDS	43,128	40,069	48,591	44,810	44,810	Subventions / Intergovern
2525257 SECTION 2107.5 FUNDS	3,000	(13,050)	6,000	3,000	3,000	Subventions / Intergovern
2525254 TRAFFIC CONGESTION RELIEF				63,175	63,175	Subventions / Intergovern
2525258 SECTION 2126/2105 FUNDS	177,701	301,997	240,798	82,069	82,069	Subventions / Intergovern
2727271 MEASURE A REVENUES	648,772	624,459	725,334	753,460	753,460	Subventions / Intergovern
3131312 PED FACILITIES IMPROVEMENTS 31	1,023					Intergov Grants
3131317 FHWA HBR 31	13,587	53,416	45,810	30,000	75,000	Intergov Grants
3131318 EIGHTH STREET FOOTBRIDGE	1,754	3,343	(162)			Intergov Grants
2531221 Miscellaneous Contracts 31				(410)		Contract Services
2531220 Street Maintenance 31	3,615	10,487	5,305	12,000	10,000	Contract Services
2531225 Thermoplast/Striping	25,717	51,632	40,543	60,000	60,000	Contract Services
2772221 Pavement Management System 27	15,843	31,844	803		15,000	Contract Services
2531301 Telephone 31	2,142	2,266	2,251	1,500	2,000	Other Operating Expenditu
2531311 Rents & Leases 31	1,876	378	40	1,000	3,000	Other Operating Expenditu
2531304 Radio Maintenance/Repair 31					2,000	Other Operating Expenditu
2531308 Supplies & Materials 31	30,903	25,507	24,473	25,000	25,000	Other Operating Expenditu
2531307 Vehicle Oper & Maintenance 31	12,848	17,836	15,302	15,000	15,000	Other Operating Expenditu
2079273 Measure A Grant 3	5,061	207,979				Major Capital
2079274 Measure A Grant 4	17,341	2,827				Major Capital
2079272 Measure A Grant 2	16,933	6,573				Major Capital
2079271 Measure A Grant 1	14,903	132,037	44,364			Major Capital
2079275 Public Works Grants		122,940	57,134	50,000	679,965	Major Capital
2079614 FHWA HBR 20	52,031	300,357	243,914	150,000	550,000	Major Capital
2579616 Curb Gutter and Sidewalk Improvements				20,000	20,000	Major Capital
2779619 Safe Routes to School 79	83	112,282	(68,821)	60,000	193,055	Major Capital
2779624 CDBG Loan Payment					500,000	Major Capital
2779613 Bikepath Maintenance 27	94				5,000	Major Capital
2779612 Pavement Rehabilitation			771,448	500,000	500,000	Major Capital
2779623 Ped Facilities Improvements 27	122,659	109,065	153,697	100,000	322,946	Major Capital
3179612 Ped Facilities Improvements 31	1,023					Major Capital
3179615 Contract Services 31		18,476	4,450			Major Capital
3179616 FHWA HBR 31	13,587	53,416	45,810	30,000	75,000	Major Capital
3179617 Eighth Street Footbridge	1,754	3,343	(162)			Major Capital
4179621 Ash Avenue	1,156				520,000	Major Capital
4179612 Ninth Street Ped. Bridge	681	6,479	195,000			Major Capital
4179619 Street Maintenance 79	53,836	1,991	13,828		50,000	Major Capital
2570418 Miscellaneous Equipment 25					2,000	Minor Capital
2570415 Public Works Vehicles		87				Minor Capital
2770416 Sign Replacement					5,000	Minor Capital
2770415 Public Works Vehicles 27				27,010	40,000	Minor Capital
2770414 Capital Maintenance	287,950	11,928	5,634	20,000	50,000	Minor Capital
2770413 Pedestrian Bridge Maintenance					20,000	Minor Capital
4179613 Bikepath Maintenance			50,000	1,714	5,000	Minor Capital
99000 Personnel	241,117	242,054	248,253	216,167	231,360	

### **III. Personnel Allocations**

<u>Position</u>	<u>FTE Allocation</u>
Director of Public Works	0.05
Management Analyst	0.10
Public Works Supervisor	0.25
Engineering Technician	0.03
Maintenance Technician	0.13
Maintenance Worker I	0.52
Maintenance Worker II	0.30
Maintenance Worker I	0.55
Maintenance Worker I	0.55
Maintenance Worker (Part-time)	0.15
Total:	2.63

### **IV. Expenditure Summary**

#### Personnel

As indicated in the above, a significant portion of full time equivalent employees are assigned to the Street Maintenance Program. The Street Maintenance Program includes two teams of two street maintenance crew employees, the Maintenance Technician and the Public Works Supervisor. A part-time Maintenance Worker is also assigned to the Downtown "T" and Beach Area.

#### Contract Services

The City contracts for a variety of street maintenance services through this program. These services include minor pavement repairs, curb, gutter and sidewalk repairs, street striping and markings, and traffic studies. Once the Watershed Management Program was established in 2009, Storm Drain Maintenance and Street Sweeping, among others, were moved to the Watershed Management Program because these activities are directly related to requirements and conditions of the NPDES General Permit and the new Storm Water Management and Post Construction regulations.

#### Other Operating Costs

**Supplies and Materials** costs are projected to remain the same at \$25,000. The supplies and materials budget in the Street Maintenance Program is used for purchasing asphalt concrete, Portland cement concrete and other construction materials as the Maintenance Division addresses a backlog of small street maintenance repairs.

**Vehicle Operations and Maintenance** costs are projected to remain the same at \$15,000. This year Public Works budgeted \$40,000 for the purchase of a new Public Works tractor. The Department's current tractor is 15 years old and needs to be replaced.

### Capital Outlay

**Pavement Rehabilitation and Maintenance** is required for the City's approximately 30 miles of streets and roadways. The goal of the Department of Public Works Pavement Management System is to adequately maintain the ride-quality and safety of the roadway surface without over spending or under spending capital funds. Under-spending or "deferred maintenance" can lead to increased costs for heavier rehabilitative maintenance at a later date. Pavement life can be extended with a variety of treatments such as crack sealing and slurry seals (also known as chip seals). Eventually the roadways need overlays. Without these types of preventative maintenance, roadways end up needing expensive reconstructs. A Pavement Management System is used for tracking pavement condition and planning preventative maintenance.

## **V. Goals, Objectives and Performance Measures**

The of goal of the Department of Public Works Street Maintenance Program is to keep the City streets in good condition by monitoring the condition of the pavement, markings and signs, making minor repairs as quickly as possible and to be preparing major pavement maintenance projects on a yearly basis.

<b>OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>
Provide cost effective on-going maintenance of street markings and legends throughout the City.	<ol style="list-style-type: none"> <li>1. Re-paint roadway and street striping yearly in the late spring.</li> <li>2. Re-paint school crosswalks and legends yearly in August.</li> </ol>
Maintain condition and safety of streets.	<ol style="list-style-type: none"> <li>1. Make minor repairs to asphalt concrete roadways.</li> <li>2. Repair potholes in a timely manner</li> <li>3. Perform at least one annual pavement maintenance/rehabilitation project as funds are available.</li> </ol>
Minimize number of trip and fall claims and associated hazards within the street right-of-way.	<ol style="list-style-type: none"> <li>1. Continue to determine potential hazards and alleviate hazards within three working days.</li> <li>2. Monitor and track hazards for future annual comparison.</li> <li>3. Develop priority list of concrete repairs Citywide.</li> <li>4. Conduct annual repairs based on a prioritized list of locations requiring maintenance.</li> </ol>
Minimize incidents of flooding and damage from flooding during rainy season.	<ol style="list-style-type: none"> <li>1. Inspect and clear all storm drain pipes, ditches, and culverts prior to October each year.</li> <li>2. Minimize flood hazards during rainy season (October to April).</li> </ol>



**City of Carpinteria  
2016-17 Adopted Budget**

**Funds:** Measure A  
ROW Assessment

**Department:** Public Works



## **Program: Right-of-Way Maintenance**

### **Program: Right-of-Way Maintenance**

#### **I. Program Summary**

The Right-of-Way Maintenance Program provides general maintenance and repairs to the public right-of-ways excluding streets and storm drains. More specifically, this Program focuses on maintenance of the City's sidewalks, street tree inventory and other landscaped areas within the public right-of-way. Activities of this program include:

- Maintenance and repair of concrete curb, gutter and sidewalk
- Tree trimming, removal of hazardous or dead trees, and planting new trees
- Minor repairs to all street right-of-way areas
- Installation and maintenance of all landscaped street planters and medians
- Graffiti removal
- Storm Drain clearing and maintenance

Major tree maintenance work, landscaped maintenance, and weed abatement is performed under contract by licensed contractors.

## II. Budget Summary

Program	Right of Way Maintenance					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$203,144	\$189,742	\$195,450	\$193,900	\$193,900	
Personnel	\$94,983	\$65,641	\$67,322	\$89,589	\$95,886	
Contract Services	265,109	179,341	149,336	224,000	262,000	
Utilities	27,419	27,480	21,028	21,895	24,500	
Other Operating Exp.	32,877	35,026	26,527	35,000	35,000	
Major Capital	20,788	3,782	35,000	35,000	35,000	
TOTAL EXPENDITURES	\$441,175	\$311,270	\$299,213	\$405,484	\$452,386	
NET INCOME/(SUBSIDY)	(\$238,031)	(\$121,528)	(\$103,763)	(\$211,584)	(\$258,486)	
3333101 INTEREST INCOME 33	(721)	(358)	(1,815)			Interest
3333335 ROW #3 - CURRENT YEAR	201,797	189,866	196,738	192,800	192,800	Assessments
3333334 ROW PENALTIES	68	58	77	600	600	Fines & Forfeitures
3333164 MISCELLANEOUS 33		176	450	500	500	Miscellaneous
3333166 DONATIONS 33	2,000					Miscellaneous
2732220 Public Tree Maintenance 27	148,606	65,435	71,279	120,000	135,000	Contract Services
3332220 Public Tree Maintenance	7,779	8,208	13,617	25,000	30,000	Contract Services
3332221 Miscellaneous Contracts 32	35,783	21,370	47,247	40,000	40,000	Contract Services
3332223 Chemical Treatment	7,559	3,830	1,640	2,000	2,000	Contract Services
3332225 ROW Maintenance 32	62,529	78,347	15,405	35,000	50,000	Contract Services
3361222 Miscellaneous Equipment	215				2,000	Contract Services
3332224 Graffiti Removal	2,637	2,151	148	2,000	3,000	Contract Services
3332312 Utility - Water 32	21,001	20,310	15,724	15,000	15,000	Utilities
3332313 Utility - Electric 32	5,658	5,393	3,394	5,000	7,750	Utilities
3361317 Utility - Sewer 61	760	1,777	1,910	1,895	1,750	Utilities
3332307 Vehicle Oper & Maintenance 32	10,524	11,789	12,265	10,000	10,000	Other Operating Expenditur
3332308 Supplies & Materials 32	22,352	23,237	14,262	25,000	25,000	Other Operating Expenditur
2779611 Misc. Concrete Repairs 27	20,788	3,782	35,000	35,000	35,000	Major Capital
99000 Personnel	94,983	65,641	67,322	89,589	95,886	

## III. Personnel Allocations

<u>Position</u>	<u>FTE Allocation</u>
Director of Public Works	0.05
Public Works Supervisor	0.15
Engineering Technician	0.02
Maintenance Technician	0.05
Maintenance Worker I	0.18
Maintenance Worker II	0.30
Maintenance Worker I	0.10
Maintenance Worker I	0.10
Total:	0.95

## IV. Expenditure Summary

## Personnel

There are no significant changes in personnel proposed for this program.

## Operational/Service Expenditures

**Vehicle Operation Maintenance** expenditure budget remained the same this fiscal year at \$10,000.

**Supplies and Materials** expenditure budget remained the same this fiscal year at \$25,000.

**Utility Expenditures** expenditure budgets for water, electric and sewer utility charges reflect projected costs related to current rates. These utility charges come from the City's maintenance of water and electric meters associated with parkway and median irrigation systems, public restrooms, and landscape lighting. Total charges are expected to be \$24,500 for the fiscal year.

**Graffiti Removal** expenditures are projected to be \$3,000 for the fiscal year. The budgeted amount supports paint and materials purchases associated with graffiti removal efforts throughout the year including paint, clothes and graffiti removal solutions. The program is staffed by a volunteer and is supported by Department of Public Works staff.

## Contract Services

**Miscellaneous Concrete Repairs** has been set at \$35,000 this year under the Right-of-Way Maintenance program. These services are being supplemented by Capital Improvement expenditures for sidewalk improvements. Miscellaneous Concrete Repairs is used annually for contract services to repair curb, gutter and sidewalk. The work is funded by Measure A revenue.

**Public Tree Maintenance** is for the annual street maintenance contract services for \$165,000. This service is funded with Right-of-Way Assessment District (\$30,000) and Measure A (\$135,000) revenues.

**Right-of-Way Maintenance** has been set at \$50,000 and includes contract services for sidewalk power washing, grinding, landscape maintenance and other minor contracts for services such as traffic and roadway parking studies.

## **V. Goals, Objectives and Performance Measures**

The goal for the Department of Public Works Right-of-Way Maintenance Program is to keep the curb, gutter, sidewalk and landscaped areas of City streets in good condition by effectively managing vendor contracts, managing

the street tree program, and maintaining and repairing street appurtenances such as benches, trash cans, and bicycle racks.

OBJECTIVES	PERFORMANCE MEASURES
Provide safe sidewalks that are free of uplifted sections and potential trip hazards.	<ol style="list-style-type: none"> <li>1. Complete \$50,000 in contract work devoted to concrete repair and replacement funded by Measure A.</li> <li>2. Perform annual inspection of 100% of sidewalks in public right-of-way and update work list accordingly.</li> <li>3. Contract with a vendor to provide sidewalk inspections including grinding operations and an inventory of all locations requiring surfacing grinding on the City's GIS system.</li> </ol>
Provide cost effective management of City street trees, enhance inventory and minimize claims from falling branches or trees.	<ol style="list-style-type: none"> <li>1. Remove 100% of dead and/or diseased trees located in the City's right-of-way.</li> <li>2. Plant new trees per Tree Advisory Board recommendations and Street Tree Management Plan.</li> <li>3. Inspect and trim 871 trees per year. 871 is one third of the 2,613 trees in the right-of-way.</li> </ol>
Reduce clutter and improve the aesthetics of the Downtown T and Beach Area.	<ol style="list-style-type: none"> <li>1. Hire Part Time Maintenance Worker with the focus on trash clean-up, painting, and general maintenance of the street furniture along Linden Avenue and the Downtown Beach Area and supplement restroom janitorial services.</li> <li>2. Replace 10 to 12 trash receptacles with rain covers annually.</li> </ol>



**City of Carpinteria  
2016-17 Adopted Budget**

**Funds:** Local Transportation  
Measure A  
Street Lighting  
Trust & Agency  
ROW Assessment

**Department:** Public Works



**Program:  
Transportation,  
Parking, and  
Lighting**

**Program: Transportation, Parking and Lighting**

**I. Program Summary**

The Transportation, Parking, and Lighting Program includes the following activities:

- Contracts with Metropolitan Transit Services, Easy Lift Transportation and Help of Carpinteria for various transit services
- Maintenance of the City's three public parking lots
- Maintenance of the Amtrak rail platform
- General management of the City's public lighting system

The majority of the City streetlights are owned, operated, and maintained by Southern California Edison (SCE). Only the decorative street lights, which are utilized on portions of Linden Avenue, Carpinteria Avenue, City Hall, Parking Lot #3, Parks and along various off street bike paths, are owned by the City and maintained by Department of Public Works personnel.

## II. Budget Summary

Program	Transportation, Parking and Lighting					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$296,258	\$309,407	\$312,935	\$365,082	\$383,769	
Personnel	\$98,923	\$237,124	\$243,196	\$164,205	\$175,746	
Contract Services	34,967	97,611	(19,423)	38,500	147,796	
Utilities	107,477	97,606	107,413	101,000	103,500	
Other Operating Exp.		900	1,281	1,000	5,000	
Major Capital	500	8,331	4,500		265,000	
TOTAL EXPENDITURES	\$241,867	\$441,572	\$336,967	\$304,705	\$697,042	
NET INCOME/(SUBSIDY)	\$54,392	(\$132,165)	(\$24,032)	\$60,377	(\$313,274)	
2929296 PROPERTY TAX UNSECURED	12,862	12,224	15,048	13,772	14,323	Property Taxes
2929293 PROPERTY TAX SUPPLEMENT	4,178	5,657	355	10,370	10,785	Property Taxes
2929295 PROPERTY TAX SECURED	260,294	272,418	287,393	318,024	330,745	Property Taxes
2626101 INTEREST INCOME 26	354	370	(1,425)	493	493	Interest
2929101 INTEREST INCOME 29	4,497	5,950	(1,579)	9,804	9,804	Interest
2929294 INTEREST/PENALTIES	3,786	816	1,232	1,030	1,030	Fines & Forfeitures
2626265 BKWY, ART3; SEC 99234	8,503	10,196	10,147	10,456	10,456	Subventions / Intergovern
2929297 HOMEOWNERS EXEMPTION 29	1,785	1,776	1,764	1,133	1,133	Subventions / Intergovern
3131321 PARKING LOT DIF					5,000	Intergov Grants
2734222 Help of Carpinteria 27	5,000	5,000	5,000	5,000	5,296	Contract Services
2734221 Easy Lift/CART 27	12,000	12,000	12,000	12,000	12,000	Contract Services
2770412 SR2S Education Program	4,000	4,000	5,000	5,000	5,000	Contract Services
2923225 Public Right of Way Lighting	1,429	1,192	17,623	1,000	60,000	Contract Services
2923210 Traffic Signals	7,469	70,350	(64,115)	10,000	60,000	Contract Services
3323220 Parking Lot Landscape	5,069	5,069	5,069	5,500	5,500	Contract Services
2923313 Parking Lot Lighting			655	1,000	3,500	Utilities
2923220 Street Lighting	107,477	97,606	106,758	100,000	100,000	Utilities
2923308 Supplies & Materials 23		900	1,281	1,000	5,000	Other Operating Expenditur
2679611 Bikeway Improvements	500				10,000	Major Capital
2979610 Public Pkg Lot / Bikeway Lights		8,331	4,500		250,000	Major Capital
3179618 Parking Lot DIF					5,000	Major Capital
99000 Personnel	98,923	237,124	243,196	164,205	175,746	

## III. Personnel Allocations

Position	FTE Allocation
Director of Public Works	0.15
Civil Engineer	0.15
Environmental Coordinator	0.05
Management Analyst	0.24
Public Works Supervisor	0.15
Engineering Technician	0.30
Maintenance Technician	0.10
Maintenance Worker I	0.05
Maintenance Worker II	0.05
Maintenance Worker I	0.00
Maintenance Worker I	0.05

Parks Director	0.05
Parks Maintenance Worker	0.20
Total:	1.54

#### **IV. Expenditure Summary**

##### Personnel

The personnel budget for the Transportation, Parking and Lighting Program reflects an increase in on-going maintenance needs for upgrading and refinishing many of the City owned light fixtures and traffic signals. Where possible, the Department will continue to replace incandescent lights with new, more energy efficient, “LED” lights. Personnel time will also be spent on the Ninth Street Pedestrian Bridge Lighting and Parking Lot No. 2 Lighting projects. The budget and personnel allocations include project costs and Parks and Recreation staff time for management of a public lighting project. With the organizational changes within the Department of Public Works in FY 2013-14, a new part-time Maintenance Worker, Engineering Technician and Civil Engineer were added to the Department. The new positions workloads are applied to various activities within the Transportation, Parking and Lighting Program.

##### Operational/Service Expenditures

**Street Lighting** utility costs are expected to remain the same this fiscal year at \$100,000. This expenditure covers all of the City’s public lighting including SCE owned streetlights, parking lot lights, traffic signals, bike path lights and City owned lights on Linden Avenue and Carpinteria Avenue.

**Public Right-of-Way Lighting** is budgeted at \$60,000 to repair/replace and install street, park, and parkway lighting at a few locations including the beach street ends at Elm Avenue, Holly Avenue, and Ash Avenue, and the Franklin Creek Bike Path from Sterling Drive to State Route 192/Foothill Road and, where possible, other City owned public lighting will be upgraded to more energy efficient LED lighting.

##### Contract Services

**Electric Shuttle** - Starting in 2010 with the implementation of Measure A, the electric shuttle is now directly subsidized by the Metropolitan Transportation District (MTD). Under the Measure D program, the City subsidized electric shuttle operations. Now MTD is responsible for the subsidy directly; however, the City receives correspondingly less Measure A revenue (approximately \$65,000 less) than under the Measure D program. The continued subsidy

(now from MTD) allows a reduced fare for residents and visitors to use the Shuttle.

**Easy Lift/CART/HELP** - The total cost of the program is \$17,000. Easy Lift/CART is \$12,000 and HELP of Carpinteria is \$5,296. These public transportation services are funded by Measure A.

## **V. Goals, Objectives and Performance Measures**

The goals of the Transportation, Parking and Lighting Program are to continue to improve transit service and safety, better manage the on and off-street parking inventory and to improve lighting at the City owned parking lots.

<b>OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>
Provide cost effective management of signalized intersections.	<ol style="list-style-type: none"> <li>1. Maintenance target cost equals \$20,000 per traffic signal or \$60,000.</li> <li>2. Review new battery backup system performance.</li> <li>3. Review Traffic Signal Timing and Performance.</li> </ol>
Promote Electric Shuttle Service.	<ol style="list-style-type: none"> <li>1. Increase total one-way passenger trips by 1% for fiscal year by studying and then implementing more efficient routes.</li> <li>2. Continue to utilize the quarterly newsletter and community scroll.</li> </ol>
Install, replace and/or upgrade City owned Public Lighting.	<ol style="list-style-type: none"> <li>1. Install new and upgrade existing Parking Lot No. 2 Lighting.</li> <li>2. Upgrade remaining traffic signals with LED lighting and replace loop detectors with video detection.</li> <li>3. Replace, where possible, incandescent street light bulbs with LED bulb replacements.</li> </ol>
Complete Parking Lot No. 2 Lighting and Maintenance Study.	<ol style="list-style-type: none"> <li>1. Complete conceptual plan for lighting and maintenance upgrades to Parking Lot No. 2 including conceptual review by ARB.</li> </ol>

**City of Carpinteria  
2016-17 Adopted Budget**

**Funds:** State Grants  
AB939

**Department:** Public Works



## **Program: Solid Waste**

### **Program: Solid Waste**

#### **I. Program Summary**

The Solid Waste Program provides for all solid waste handling and disposal operations including recycling, green waste, and household hazardous waste programs. The City began implementing a new 10 year Franchise Agreement for Solid Waste handling Services with E.J. Harrison and Sons in January of 2013.

The Department of Public Works operates a self-service used motor oil drop off center at City Hall. The drop off center is open during regular City Hall hours. The Department also operates an ABOP (Antifreeze, Batteries, Oil and Paint) and e-waste recycling facility that is open on the second and fourth Saturday of every month. Additionally, the Department holds an annual Household Hazardous Waste Day the second Saturday in April each year. The Solid Waste Program is funded by AB 939 fees that are collected by E. J. Harrison and Sons, Inc. as part of their franchise agreement and remitted to the City. The cost of this program is also offset with the Oil Payment Program funding the City receives annually from the California Department of Resource, Recovery and Recycling (CalRecycle).

## II. Budget Summary

Program	Solid Waste					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$120,919	\$177,436	\$183,923	\$188,786	\$188,786	
Personnel	\$43,747	\$175,141	\$179,626	\$168,514	\$180,358	
Contract Services	40,316	37,552	30,590	31,065	41,565	
Other Operating Exp.	1,386	1,822	684	23,000	30,000	
TOTAL EXPENDITURES	\$85,449	\$214,515	\$210,900	\$222,579	\$251,923	
NET INCOME/(SUBSIDY)	\$35,471	(\$37,079)	(\$26,977)	(\$33,793)	(\$63,137)	
3939101 INTEREST INCOME	1,764	1,749	(1,103)	2,929	2,929	Interest
3939155 AB 939 REVENUE	119,155	175,687	185,026	180,857	180,857	Charges for Services
2020432 BEVERAGE CONTAINER GRANT				5,000	5,000	Subventions / Intergovern
3937224 ABOP Collection	1,586	3,172	3,948	4,065	4,065	Contract Services
3937221 Solid Waste	18,496	11,529	9,326	12,000	15,000	Contract Services
3937223 HHW Collection 37	20,234	22,851	17,316	15,000	22,500	Contract Services
2037302 Beverage Container Expense				5,000	5,000	Other Operating Expenditur
3937308 Supplies & Materails 37	1,386	1,822	684	15,000	20,000	Other Operating Expenditur
3937302 Environmental Services				3,000	5,000	Other Operating Expenditur
99000 Personnel	43,747	175,141	179,626	168,514	180,358	

## III. Personnel Allocations

<u>Position</u>	<u>FTE Allocation</u>
Director of Public Works	0.15
Environmental Coordinator	0.60
Management Analyst	0.10
Public Works Supervisor	0.15
Engineering Technician	0.15
Maintenance Technician	0.05
Maintenance Worker I	0.05
Maintenance Worker II	0.05
Maintenance Worker I	0.15
Maintenance Worker I	0.05
Part Time Maintenance Worker	0.35
Total:	1.85

## IV. Expenditure Summary

### Personnel

As discussed in the Department of Public Works, Administration Program above, the Department was enrolled in the States NPDES program and has

established the Watershed Management Program. Many of the Department of Public Works programs are linked together. Such is the case with roadway paving operations affecting solid waste recycling and street sweeping affecting solid waste recycling and watershed/water quality. To address the needs of the Watershed Management Program and the increasing needs of the Solid Waste program for construction and demolition recycling monitoring and permitting, the Department of Public Works allocates 0.63 FTE in this budget for the environmental coordinator/program manager. The Environmental Coordinator position is funded through grants, fees collected through Low Impact Development plan check review, roadway maintenance and Capital Improvement Projects. A portion of the Environmental Coordinator's time is also assigned to the Solid Waste program that is funded by AB 939 fees.

#### Operational/Service Expenditures

**Household Goods and Hazardous Waste Day** – The City budgets approximately \$22,500 each year to operate an annual Household Goods and Hazardous Waste event for the residents of Carpinteria. The City contracts with a hazardous waste handling company to collect, process, and dispose of HHW, universal and electronic waste (e-waste), which includes batteries, oil, paint (water and oil based), pesticides, flammable liquids, and e-waste (computers, monitors, printers, televisions, fluorescent bulbs, etc.). Also, E.J. Harrison & Sons, Inc., the City's franchise trash hauler, assists the City in collecting Household Goods as part of the event. Trash, green waste, refrigerators, construction and demolition waste, furniture, etc. is collected. Community volunteer groups assist by helping count vehicles and unloading vehicles for the Household Goods portion of event.

**ABOP and Used Oil Collection Facilities** – The City uses funds from the Department of Resources Recycling and Recovery (CalRecycle) Oil Payment Program (\$5,000 annually) to run the self-service used oil facility at City Hall, collect used oil and oil filters during ABOP, as well as for education and promotion of both the self-service facility and ABOP. The City recently enrolled in the PaintCare program, which covers transportation and disposal costs of paint, and a similar program from the disposal of mercury thermometers. Both programs are the result of producer responsibility legislation. Remaining ABOP expenses are funded through AB 939.

#### **V. Goals, Objectives and Performance Measures**

The goal for the Department of Public Works Solid Waste Program is to improve solid waste handling in the City of Carpinteria by exploring efforts to increase the Household Hazardous Waste service days, improving diversion and recycling ratios and continuing to participate in regional efforts to coordinate education and outreach efforts.

OBJECTIVES	PERFORMANCE MEASURES
Provide and promote safe collection, disposal, and recycling of a City Household Hazardous Waste (HHW), E-waste, and Universal E-waste Collection Program.	<ol style="list-style-type: none"> <li>1. Conduct Annual Household and Household Hazardous Waste collection event. (April).</li> <li>2. Present options to expand Household Hazardous Waste collection service in Carpinteria.</li> <li>3. Advertise ABOP, E-Waste, and HHW collection events monthly.</li> <li>4. Continue to update and distribute educational materials targeting restaurants, automotive and other businesses, as well as residents and construction and demolition specialists.</li> </ol>
Promote and expand the on-going City Recycling Program in conjunction with the City's franchise trash hauler to exceed the 50% diversion goal in residential and commercial waste programs.	<ol style="list-style-type: none"> <li>1. Work with the School District and local businesses to increase Commercial Diversion rates using commercial composting and education among students and employees to exceed the 50% goal.</li> <li>2. Revise educational materials and work with waste hauler, property owners, and property managers, to educate residents of multi-family complexes.</li> </ol>
Work with waste haulers and other departments to enforce the 65 % diversion requirement for construction and demolition projects.	<ol style="list-style-type: none"> <li>1. Use building and dumpster permits to better track roll-off diversion rates from individual projects. Require all applicants to submit a waste management summary upon completion of project certifying the diversion goals have been met.</li> </ol>
Prepare and submit Progress Reports of City's Recycling Program to State Agencies.	<ol style="list-style-type: none"> <li>1. Submit an annual Form 303 report to the California Integrated Waste Management Board the first week of October each year.</li> <li>2. Prepare and submit an Annual Report on the City's Diversion Rate.</li> </ol>
Multi-Jurisdictional Coordination.	<ol style="list-style-type: none"> <li>1. Continue ongoing coordination with the Santa Barbara County by attending the Local Solid Waste Task Force (LTF) meetings quarterly.</li> <li>2. Coordinate with other South Santa Barbara County agencies to develop and distribute clear and informative education materials.</li> </ol>





**City of Carpinteria  
2016-17 Adopted Budget**

**Funds:** General  
Gas Tax  
Measure A  
Trust and Agency

**Department:** Public Works



## **Program: Watershed Management**

### **Program: Watershed Management**

#### **I. Program Summary**

The City's Watershed Management Program was created during the 2009/2010 Fiscal Year to address the education, project management and stewardship of our local watersheds by regulating runoff into our local creeks and salt marsh. The program was created in response to a need to comply with State and Federal regulations, including the National Pollution Discharge Elimination System (NPDES) Permit, that address a public interest in to improving water related natural resources. The program incorporates:

- Storm Water Management
- Storm Drain Maintenance
- Regional Watershed and Storm Water Funding Coordination
- Street Sweeping
- State and Federal Permit Coordination

Through the Watershed Management Program, the City educates residents and businesses on Best Management Practices (BMPs) to improve our local watershed. Tracking illegal discharges, the development and implementation of

post-construction standards, regional coordination, and updates to the City's storm drain system, are all elements of the Watershed Management Program.

## II. Budget Summary

Program	Watershed Management					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$0	\$0	\$0	\$3,210	\$100,000	
Personnel	\$64,047	\$46,376	\$47,563	\$55,648	\$59,559	
Contract Services	49,344	51,393	51,268	75,825	85,000	
Other Operating Exp.	3,194	2,597	2,011	1,200	2,500	
Major Capital	64,400	18,624	9,220	3,960	120,750	
TOTAL EXPENDITURES	\$180,985	\$118,990	\$110,062	\$136,633	\$267,809	
NET INCOME/(SUBSIDY)	(\$180,985)	(\$118,990)	(\$110,062)	(\$133,423)	(\$167,809)	
3131311 STORM DRAINS				3,210	100,000	Intergov Grants
1072217 WM Program Implementation	7,279	7,279	2,442	23,500	30,000	Contract Services
2531223 Drainage Maintenance	1,263	3,863	3,453	5,000	5,000	Contract Services
2531227 Street Sweeping	39,823	39,913	39,823	40,000	40,000	Contract Services
2531224 Street Drainage Improvements	980	338	5,550	7,325	10,000	Contract Services
1037201 Supplies & Materials 37	3,194	2,597	2,011	1,200	2,500	Other Operating Expenditur
2779622 Storm Drain Signs	475		133	750	750	Major Capital
2779621 Beach Area Drainage 27	54,761	5,353				Major Capital
2779618 Storm Water Projects	9,164	13,271	9,087		20,000	Major Capital
3179611 Storm Drains 31				3,210	100,000	Major Capital
99000 Personnel	64,047	46,376	47,563	55,648	59,559	

## III. Personnel Allocations

<u>Position</u>	<u>FTE Allocation</u>
Public Works Director	0.05
Environmental Coordinator	0.15
Management Analyst	0.05
Public Works Supervisor	0.05
Engineering Technician	0.05
Maintenance Worker I	0.05
Maintenance Worker II	0.05
Maintenance Worker I	0.05
Maintenance Worker I	0.05
Total:	0.55

## IV. Expenditure Summary

### Personnel

The Environmental Coordinator position is funded through grants, fees collected through plan check review, roadway maintenance, general fund, and Capital Improvement Projects. A portion of the Environmental Coordinator's time is also assigned to the Solid Waste program.

### Contract Services

Engineering and environmental firms are contracted to assist with inspecting construction projects, water quality testing, implementing NPDES program requirements and GIS mapping of our local storm drain network, as well as project design for storm water management capital projects.

### Operational/Service Expenditures

The NPDES municipal permit, also called the Phase II Small Municipal Separate Storm Sewer System Permit, requires the City to establish on-going tasks including public education and outreach, illicit discharge detection and elimination, construction and post construction runoff standards, project review, enforcement, and city facility good housekeeping measures. Public meetings are held to inform and update community members on upcoming regulations and municipal code changes, and quarterly monitoring and cleanup activities provide interactive educational opportunities.

## **V. Goals, Objectives and Performance Measures**

The goal of the Department of Public Works Watershed Management Program is to protect natural resources, restore critical ecosystems, and implement stormwater solutions that integrate the urban area with the natural environments.

<b>OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>
Implement requirements of the NPDES Phase II MS4 Permit (effective July 1, 2013).	<ol style="list-style-type: none"> <li>1. Public Education.</li> <li>2. Public Outreach – 4 volunteer participation creek cleanups/restoration projects annually.</li> <li>3. Illicit Discharge Detection and Elimination.</li> <li>4. Construction Runoff Control implementation.</li> <li>5. Post-Construction Storm Water Control Measures.</li> <li>6. Good Housekeeping/Pollution Prevention on Municipal activities.</li> <li>7. Program Management.</li> <li>8. Water Quality Monitoring and Sampling (quarterly).</li> <li>9. Program Effectiveness Assessment (annually).</li> <li>10. Total Maximum Daily Load Compliance.</li> <li>11. Annual Reporting Program.</li> </ol>
Regional Coordination	<ol style="list-style-type: none"> <li>1. Continued participation in Santa Barbara County</li> </ol>

Performance Measures.	<p>Association of MS4 Managers (SBCAMM), Joint Effort Review Team (JERT), and Integrated Regional Water Management (IRWM) meetings.</p> <ol style="list-style-type: none"> <li>2. Update development review procedures to incorporate new Post-Construction Storm Water Control Measures (SCMs).</li> <li>3. Continue to work with the County of Santa Barbara and other local agencies to develop and implement a water quality monitoring program, which will include stormwater testing at locations with specific land uses throughout the County during storm events in compliance with the States MS4 Permit requirements, as well as development of a regional monitoring and pollutant loading model.</li> </ol>
Development of a Program Effectiveness Assessment and Implementation Plan (PEAIP)	<ol style="list-style-type: none"> <li>1. The PEAIP is to be developed and submitted to the Regional Water Quality Control Board by the end of FY 15/16. The City is following the California Storm Water Quality Associations guidance document to develop this plan.</li> </ol>
Storm Drain Maintenance.	<ol style="list-style-type: none"> <li>1. 2. Cleaning of CDS units bi-annually.</li> <li>3. Upgrade/repair damaged storm drain units.</li> <li>4. Repair/replace 'Drains to Ocean' labels in Spanish and English on storm drains prior to wet season.</li> <li>5. Install catch basins on high-priority drain inlets (prioritize 5-10 annually).</li> </ol>
Flood Management	<ol style="list-style-type: none"> <li>1. Continue to prioritize projects that reduce flooding, sediment and pollution discharge into Carpinteria's creeks and Salt Marsh.</li> <li>2. Secure funding for and implementation of projects in high-priority areas.</li> </ol>

**City of Carpinteria**  
**2016-17 Adopted Budget**

**Fund:** Tidelands/Recreation/General/Parks/Revolving

**Department:** Parks and Recreation

## **Program:**

# **Parks and Recreation Administration**

### **I. Program Summary**

**T**he Parks and Recreation Administration plans, directs and evaluates all recreation programs, activities, and department employees. Development of new park facilities, public beach management, public pool operations, implementation of the winter protection berm program, advance planning for parks and bike paths, special events coordination; employee training; public relations and clerical assistance for all department programming are important functions of this department.



Advance planning includes evaluation of railroad undercrossing sites as a part of Carpinteria's trail system with a goal to improve public health, safety and coastal access.

Shown is a concept undercrossing at Holly Avenue





## II. Budget Summary

Program	Parks and Recreation Administration					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0	
Personnel	\$55,576	\$34,189	\$35,064	\$35,639	\$38,144	
Other Operating Exp.	2,334	1,043	2,100	2,500	2,100	
TOTAL EXPENDITURES	\$57,911	\$35,232	\$37,164	\$38,139	\$40,244	
NET INCOME/(SUBSIDY)	(\$57,911)	(\$35,232)	(\$37,164)	(\$38,139)	(\$40,244)	
1069308 Supplies & Materials 69	2,160	873	1,400	1,400	1,400	Other Operating Expenditur
1069306 Meetings & Travel 69	5		100	500	100	Other Operating Expenditur
1069303 Printing & Advertising 69			400	400	400	Other Operating Expenditur
1069305 Dues & Subscriptions 69	170	170	200	200	200	Other Operating Expenditur
99000 Personnel	55,576	34,189	35,064	35,639	38,144	

## III. Personnel Allocations

### Position:

Director of Parks and Recreation  
Management Assistant

### FTE Allocation:

.20  
.20

### Total FTE

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0.40

## Expense Summary

The Parks Department Administration will be working on the following list of projects in 2015/16.

### The Carpinteria Rincon Trail

Preliminary engineering and environmental review for this bike path has been completed. An engineering firm has been retained to further the design and develop 35% drawings. The project schedule indicates that this design phase should be completed by December 2013. Funding for this work is coming from grants obtained from Measure A and the California Coastal Conservancy. See account 20-37-30-3.



### **Parkland Improvement Plan**

The City owned Property near the railroad corridor and Linden Avenue presents an opportunity to consider a variety of public improvements that could include some visitor serving amenities such as an inn and restaurant. The property may also be a good candidate for a railroad undercrossing, trail connections and additional public parking. In 2016-17, continued effort to refine possible concepts will be prepared.

### **Memorial Park Improvements**

The addition of a connecting trail, native plantings, fencing and a new play structure are being Proposed to be added to this park in 2016/17. The project is intended to improve park use, reduce maintenance costs and enhance botanical diversity. Effort to obtain required permits if any and complete the project to the public



### **Skate Park Planning**

On December 15, 2014, the Carpinteria City Council directed staff to begin work on a site analysis of the City Hall Campus and a skate park facility. In this fiscal year, staff hopes to generate a site analysis with the help of a skate park design firm that will determine the location on the campus and the size of the facility. The project may include finding some additional real estate to the west or east of City hall to best fit a well designed skate park.

### **Community Garden**

The City acquired a parcel of land along the railroad and Fifth Street that is well suited to be a community garden. In addition, the city has been awarded a grant to build a community garden on the site. In fiscal year 2016-17, the Parks Department will construct the project in the summer and fall of 2016.

### **Carpinteria City Hall Campus Improvements**

The City Hall campus is in need of some upgrades to better serve the community. The Adopted improvements include new accessibility features, improved parking, an annex office building, a new Sheriff substation, and improved drainage. The project has been defined in several phases that can be constructed over time as financial resources are identified. The first phase is intended to be built in 2015-15 and it possibly includes improved storm water handling, accessibility to the building lobby, an enlarged meeting room foyer,

and west end landscaping. Funds for this project are Proposed to be appropriated from the City's General Facilities Improvement Fund. See account 31-79-61-4.

### **Personnel**

No changes are budgeted.

### **Operational / Service Expense**

The amount shown is for dues and subscriptions, travel expense to attend the annual Parks and Recreation Society's conference and to provide for office expenses.

### **V. Goals and Performance Measures**

The goal of the Parks and Recreation Administration Program is to effectively guide the operation, enhancement and expansion of the City's parks, trails, beaches and other facilities while ensuring operational efficiencies, community support, and leveraging grant opportunities in order to fully realize the City's parks and open space assets.

<b>Objectives</b>	<b>Performance Measures</b>
◆ Increase participation in recreation programming through promotion and public relations.	<ol style="list-style-type: none"> <li>1. Survey no less than 100 program participants for feedback and satisfaction level.</li> <li>2. Increase program revenues by 5% overall.</li> </ol>
◆ Provide administrative support for capital projects in the Ocean Beach Services, Parks and Facilities Maintenance and the Community Pool Services Program.	<ol style="list-style-type: none"> <li>1. Develop the construction drawings for the Carpinteria Rincon Trail.</li> <li>2. Develop concept design for new park land uses.</li> <li>3. Install Memorial Park Improvements.</li> </ol>

<b>Objectives</b>	<b>Performance Measures</b>
<ul style="list-style-type: none"> <li>◆ Completion of the Community Garden.</li> <li>◆ Sign up 100 garden users.</li> </ul>	<p>Develop complete plans and bid the project out for construction.</p> <p>Deliver the Project</p>
<ul style="list-style-type: none"> <li>◆ Prepare a preliminary site plan for a select railroad crossing.</li> </ul>	<p>Research street plans, prepare back ground information and draw railroad crossing schematics.</p>
<p>Develop concept plan for a Skate park on City Hall Campus</p>	<p>Work with the Carpinteria Skate Park Foundation to develop a site plan for a skate park at City hall. Begin permit application.</p>

<ul style="list-style-type: none"> <li>◆ Complete Recreation Staff, Lifeguard Retention and Training/Professional Development.</li> </ul>	<ol style="list-style-type: none"> <li>1. Provide training as needed to lifeguard and recreational staff in time for summer season.</li> <li>2. Each department full time staff member shall attend at least one training seminar before June 2014 to improve skills and professionalism.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Maintain and improve Park and Beach Safety.</li> </ul>	<p>The Parks Department shall visually inspect park and beach facilities at least monthly and provide timely response to any needed maintenance or safety improvements identified.</p>
<ul style="list-style-type: none"> <li>◆ Complete City Hall campus landscape improvements.</li> </ul>	<p>Perform construction management on project for phase one completion in June 2017.</p>

- ◆ Prepare a fair and consistent evaluation, with employee input, of individual employees in this department.

Complete 100% of all employee evaluations on time as defined by the Human Resources Department.



Seaside Park Millstone Fountain



# City of Carpinteria

## 2016-17 Adopted Budget

**Fund:** Recreation/General

**Department:** Parks and Recreation



## Program: *Community Pool Services*

### I. Program Summary

**T**he Community Pool Program includes facility management as well as aquatic programming and services that are based at the Carpinteria Community Pool. Carpinteria has benefitted immensely over the years as pool visitors enjoy access to a high quality pool with programming available to all age groups. All users pay entry fees or tuitions to programs that provide significant revenue to partially offset the pool's operation.

***The following programs are planned for the 2016-17 fiscal year.***

1. **Triton Swim and Water Polo Club:** Youth ages 5 to 18 can join this program year round and develop strong water skills. Participants are coached in competitive swimming and team water polo for individual improvement in fitness, self confidence, and team camaraderie. This program has about 50 – 60 participants enrolled throughout the year and has been successful in swim and water polo competitiveness.



2. **Masters Swimming:** For adult swimmers, coached workouts are held Monday, Wednesday, and Friday in the evening

and Tuesday and Thursday afternoons. All skill level swimmers are invited to improve their strength and endurance as well as gain better stroke technique and camaraderie.

3. **Aqua Aerobics:** For anyone who likes the water and seeks a non-impact strength building workout, Aqua aerobics classes are held Monday, Wednesday, and Friday at noon. During the summer, classes may also be offered in the early evenings.



4. **Swimming Instruction:** Swim lessons are offered to all age groups from tiny tots to an adult of any age. Our certified lifeguard team provides private, semi-private and group lessons to the community.

5. **Carpinteria Unified School District Use:** The Community Pool is made available at a competitive rental rate to the Carpinteria Unified School District for primary school swimming lessons in P.E. and Carpinteria High School swim team and water polo team uses.

6. **Facility Rentals:** The community pool is offered to many other groups for use as needed on a rental basis. In the past, these have included Santa Barbara Swim Club for an age group swim meet, traveling swim teams for workouts, marine survival training and others. This year the pool is expected to reach out to businesses or corporations to gain interest in pool facility rentals for fundraisers, parties, events, and gatherings.



7. **Recreational Swim:** The Community Pool is made available for general admission to anyone for recreation swimming on a routine basis.
8. **Pool Concessions:** The Goggle Shop at the community pool offers a variety of swimming related products for sale such as swim goggles, swim caps, towels, swim accessories, and sun block lotions. Concessions also include cold beverages and ice cream confections.

## II. Budget Summary

Program	Community Pool Services					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$232,250	\$306,893	\$235,341	\$228,750	\$248,950	
Personnel	\$299,648	\$280,563	\$287,747	\$311,372	\$333,257	
Contract Services	3,645	9,753	9,500	9,500	9,500	
Utilities	49,639	52,019	56,800	53,800	53,800	
Other Operating Exp.	73,496	77,558	93,332	93,673	93,332	
Major Capital		89,801				
TOTAL EXPENDITURES	\$426,428	\$509,694	\$447,379	\$468,345	\$489,889	
NET INCOME/(SUBSIDY)	(\$194,179)	(\$202,801)	(\$212,038)	(\$239,595)	(\$240,939)	
4848101 INTEREST INCOME 48	(286)	(142)				Interest
4848187 JAZZERCISE 48	5,994	6,065	8,000	9,500	9,500	Charges for Services
4848401 LEARN TO SWIM TUITIONS	30,638	27,040	25,000	30,000	30,000	Charges for Services
4848410 ADULT DAY PASS SALES	9,614	9,449	9,500	10,000	10,000	Charges for Services
4848400 UNIFORM SALES	79	143	100	100	100	Charges for Services
4848352 VETS HALL RENTALS	28,570	42,055	30,000	30,000	40,000	Charges for Services
4848407 AEROBICS PROGRAM	1,071	2,950	4,000	3,500	4,000	Charges for Services
4848180 SENIOR PROGRAM REVENUE			891	2,000	2,000	Charges for Services
4848402 PRIVATE SWIM LESSONS			100	100	100	Charges for Services
4848405 SAFETY CLASS TUITIONS	1,045	2,796	800	800	800	Charges for Services
4848406 PUNCH CARD SALES	42,667	38,723	40,000	38,000	40,000	Charges for Services
4848408 FAMILY/CORPORATE PASS 48	8,300	8,755	8,000	8,500	8,000	Charges for Services
4848412 SEASON PASS SALES	12,612	11,796	14,000	14,000	14,000	Charges for Services
4848426 POOL SPECIAL EVENTS REVENUE	24,915	13,773	25,000	15,000	20,000	Charges for Services
4848425 CONCESSION, NON-TAXABLE	4,526	5,106	2,500	2,500	2,500	Charges for Services
4848413 SWIM TEAM TUITIONS	45,455	46,301	50,000	50,000	50,000	Charges for Services
4848164 MISCELLANEOUS INCOME			500	500	500	Charges for Services
4848183 YOGA CLASSES		165	100		100	Charges for Services
4848424 TENNIS TUITIONS	452	297	250	250	250	Charges for Services
4848417 CONCESSIONS-TAXABLE	4,746	6,474	6,500	3,000	6,500	Charges for Services
4848414 ENDURANCE/MASTERS	1,964	1,407	1,500	2,000	2,000	Charges for Services
4848422 CHILD DAY PASS SALES	4,105	3,041	3,000	3,000	3,000	Charges for Services
4848418 LOCKER RENTALS	1,809	2,144	1,800	2,000	1,800	Charges for Services
4848411 SENIOR DAY PASS SALES	828	995	1,300	1,500	1,300	Charges for Services
4848416 GROUP FEE	754	2,507	1,500	1,500	1,500	Charges for Services
3131322 POOL IMPROVEMENTS		75,053				Intergov Grants
4848166 DONATIONS 48	2,392		1,000	1,000	1,000	Miscellaneous
4866220 Grounds Maintenance 66	2,661	2,661	3,000	3,000	3,000	Contract Services
4866221 Miscellaneous Contracts 66		3,860	2,500	2,500	2,500	Contract Services
4866223 Equipment Maintenance 66	984	3,232	4,000	4,000	4,000	Contract Services
4866314 Utility - Natural Gas 66	23,211	27,820	23,000	19,000	20,000	Utilities
4866313 Utility - Electric 66	13,778	12,776	18,000	18,000	18,000	Utilities
4866317 Utility - Sewer 66	3,139		7,800	7,800	7,800	Utilities
4866312 Utility - Water 66	9,512	11,423	8,000	9,000	8,000	Utilities
4866301 Telephone 66	3,914	4,065	3,465	3,465	3,465	Other Operating Expenditur
4866302 Cash (Over)/Short	(1,132)	(151)				Other Operating Expenditur
4866303 Printing & Advertising 66	1,369	870	1,000	1,000	1,000	Other Operating Expenditur
4866306 Meetings & Travel 66		138	286	286	286	Other Operating Expenditur
4866308 Supplies & Materials 68	13,538	11,917	20,159	22,000	20,159	Other Operating Expenditur
4867308 Supplies & Materials 67	1,346		20,000	18,000	20,000	Other Operating Expenditur
4866350 Supplies for Resale	11,325	8,074	5,922	5,922	5,922	Other Operating Expenditur
4866338 Chemicals	15,274	19,251	17,500	18,000	17,500	Other Operating Expenditur
4866308 Supplies & Materials 66	27,862	33,394	25,000	25,000	25,000	Other Operating Expenditur
1079611 Pool Plaster/Solar						Major Capital
3179622 Pool Improvements Expense		89,801				Major Capital
99000 Personnel	299,648	280,563	287,747	311,372	333,257	





### III. Personnel Allocations

Position:	FTE Allocation:
Director, Parks and Recreation	.10
Management Assistant	.30
Aquatic Program Coordinator	.75
Pool Superintendent	1.00
Swim Team Coaches	.40
Maintenance Technician	.15
Aqua Aerobics Instructors	.20
Cashiers	1.00
Pool Lifeguards	1.75
<b>Total</b>	<hr/> 5.65

### IV. Expense Summary

#### Personnel:

**Operational / Service Expense:** This expense category includes the costs of natural gas, electricity, water, chemicals, sewer service and telephone. Supplies and materials are also required that include paper products and cleaning supplies.

**Contract Services:** This account is used to pay for outside repair services such as plumbing, painting and professional services as needed over the course of the year.

**Equipment Maintenance:** This account is used to fund the replacement and repair of essential pool equipment such as lane lines and the pool water pump and heater.

**Capital Outlay:** This Category includes the costs of new replacement equipment needed or considered desirable for the pool facility. This year's plans include a re-plaster of the pool's submerged surface, installation of LED lighting in the locker rooms and deck pole lights, replacement of the two space heaters for the locker rooms with high efficiency models and the installation of a solar electric system on the pool building's roof.



## V. Goals and Performance Measures

The goal of the Community Pool Services Program is to safely operate a public pool to meet the needs and expectations of the community including the local school district, while remaining as cost effective as possible.

Objectives	Performance Measures
♦ Increase pool patronage	<ol style="list-style-type: none"><li>1. Increase pool patronage revenues by 5%.</li><li>2. Promote pool programs in City newsletters and other media.</li></ol>
♦ Seek permits to install a small multipurpose pool at the site.	<ol style="list-style-type: none"><li>1. Develop a design to a level where it can be granted discretionary approval</li><li>2. Apply for a CDP prior to April 2018.</li></ol>
♦ Re-plaster pool's submerged surface.	<ol style="list-style-type: none"><li>1. Determine specifications and seek service provider to re-plaster community pool submerged surface.</li></ol>
♦ Provide high quality, cost effective, safe and efficient youth recreation programming at the Carpinteria Community Pool.	<ol style="list-style-type: none"><li>1. Hire and train a sufficient number of recreation staff.</li><li>2. Enroll over 300 hundred youth to participate in pool recreation programming.</li><li>3. Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.</li></ol>

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Ensure facility safety and staff professionalism.</li> </ul>	<ol style="list-style-type: none"> <li>1. Conduct at least six staff meetings at the Community Pool where safety training and round table safety discussions are facilitated and journalized.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Host a fundraiser at the Carpinteria Community Pool to raise funds</li> </ul>	<ol style="list-style-type: none"> <li>1. Develop and plan a fundraiser through media, newspaper ads, and City newsletters.</li> </ol>
<ul style="list-style-type: none"> <li>◆ High standards of maintenance and cleanliness at the Carpinteria Community Pool. The facility has a high volume of users and therefore cleanliness of showers, restrooms and other public areas is of extreme importance.</li> </ul>	<ol style="list-style-type: none"> <li>1. Clean locker rooms daily.</li> <li>2. Respond to Customer concerns with prompt response.</li> <li>3. Have four pool staff meetings where facility maintenance procedures and implementation are reviewed.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Install Energy Efficiency Upgrades</li> </ul>	<ol style="list-style-type: none"> <li>1. Install new locker room furnaces.</li> <li>2. Install led lighting in locker rooms and on deck poles.</li> <li>3. Procure and install LED system on pool roof.</li> </ol>



# City of Carpinteria

## 2016-17 Adopted Budget

**Fund:** Tidelands/Recreation/General

**Department:** Parks and Recreation

## Program: Ocean Beach Services

### I. Program Summary

**T**here are approximately three miles of Pacific Ocean coastline in the City of Carpinteria. Much of this is left as natural open beach; however, the Carpinteria City Beach is a world famous destination and a recreational treasure for local residents and tourists. Located between Linden and Ash Avenues, this fifteen hundred foot long stretch of sandy beach is the site where recreation programming, beach cleaning, lifeguard services, and ocean flood control activities occur during various times of the year. The City's Ocean Beach Services program helps to protect public health and promote the beach as a desirable recreational destination.

**1. Ocean Lifeguard Service.** Offered in the spring and summer each year, trained lifeguards provide beach safety services including rules and regulations enforcement, beach and aquatic accident prevention, safety services for the City's recreation programming, aquatic rescues and beach litter removal. This program involves over one-hundred in-service days per year.

**2. Junior Lifeguard Youth Program** This very popular summertime youth program for ages nine to seventeen includes instruction in lifesaving techniques, swimming, fitness, beach competitions, kayaking, marine science, games and other beach related activities. The program attracted over two hundred students from the community in the summer of 2015.

**3. Kayaking / Stand up Paddling** This program is for ages ten and above (including adults) and instructs participants in boating safety and safe kayaking and stand up paddling techniques. Topics include navigation, surf launch and entry, paddling techniques and local marine biology. Participants may go snorkeling when conditions are good. Kayaks, paddle boards and paddles, wetsuits, life vests and helmets are provided to each participant.

**4. Surfing** Available in the summer and fall of each year, these classes are for youth age eight and up and offer instruction in basic surfing techniques, surfing





etiquette and general aquatic safety. Surfboards and wetsuits are provided or students may bring their own.

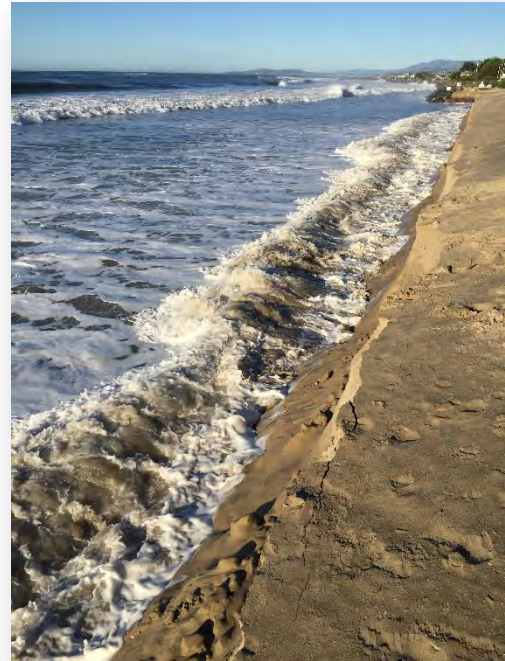
**5. Sailing** This class provides instruction in the basics of sailing. Students gain experience on catamaran and mono-hull vessels. Carpinteria's gentle afternoon ocean breezes and calm surf offer an ideal venue for this program that is open to ages ten and up. Sailing is a wonderful way to enjoy the marine setting and blue ocean waters.

**6. Beach Maintenance** Throughout the spring and summer season, this program provides for the grooming of the beach and removal of dangerous litter such as broken glass and other sharp objects. The service provides for the disposal of deceased marine animals, cleanup of illegal beach fires and handling of ocean debris including kelp, and other flotsam. Trash is picked up each day the lifeguards are on duty and the beach tractor rakes the beach four times weekly in the summertime.

**7. The Winter Protection Berm** The Winter Protection Berm is intended to provide a measure of protection to private and public improvements along the Carpinteria City Beach. The program includes the installation and removal of a sand berm as well as the permit administration required by the Army Corps of Engineers and the California Coastal Commission. The sand berm project is funded partially by the property owners along the waterfront through the City's Assessment District # 5. The berm has proven to be effective in minimizing public and private property damage during major winter storms.

## 8. Beach Concessions

The City operates a beach concession to enhance visitor comfort and convenience and to raise funds for Carpinteria City youth recreation programming. The program also provides summer jobs. Concessions include a contract provided food service at the end of Linden Avenue and a City operated sundry and beach equipment rental store. The City also rents kayaks and SUP's at Ash Avenue. All



January 8, 2016



The Seasonal Beach Store at Linden Avenue

concession operations are considered seasonal. In addition, the Beach store personnel make available upon request an all-terrain wheel chair at no charge.



Program	Ocean Beach Services					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$419,424	\$435,681	\$472,678	\$457,198	\$458,248	
Personnel	\$210,730	\$195,305	\$200,306	\$204,589	\$218,969	
Contract Services	48,123	48,383	57,604	43,500	45,500	
Utilities	466	1,020	19,409	1,500	1,500	
Other Operating Exp.	51,117	80,922	88,247	46,650	51,650	
Major Capital	485	593	80,300	31,715		
Minor Capital	532	10,110	1,589	13,500	28,500	
TOTAL EXPENDITURES	\$311,454	\$336,333	\$447,455	\$341,454	\$346,119	
NET INCOME/(SUBSIDY)	\$107,971	\$99,348	\$25,223	\$115,744	\$112,129	
2828101 INTEREST INCOME 28	496	964	(1,612)	14,860	14,860	Interest
2828281 JR LIFEGUARD FEES	70,372	78,524	50			Charges for Services
2828284 OCEAN RECREATION CLASS TUITION	10,361	8,616				Charges for Services
2828286 OCEAN ADVENTURE CAMP TUITION	185	120				Charges for Services
2828287 KAYAK REVENUE	13,918	18,003				Charges for Services
2828283 BEACH CONCESSION REVENUE	21,880	28,294	15			Charges for Services
2828285 RENTS & LEASES 28	269,693	274,889	273,946	283,000	283,000	Charges for Services
4848287 KAYAK REVENUE		535	11,805	12,950	14,000	Charges for Services
4848288 SNORKELING TUITIONS			16,676			Charges for Services
4848283 BEACH CONCESSION REVENUE		2,352	36,632	30,000	30,000	Charges for Services
4848284 OCEAN RECREATION CLASS TUITION			20,627	6,000	6,000	Charges for Services
4848281 JR LIFEGUARD FEES			93,090	90,000	90,000	Charges for Services
2323282 BERM ASSESSMENT 23			20,111	20,000	20,000	Assessments
2828282 BERM ASSESSMENT	19,406	21,140				Assessments
2828166 DONATIONS 28	100	(6)				Miscellaneous
2828164 MISCELLANEOUS INCOME 28	13,015	2,250	1,338	388	388	Miscellaneous
2362221 Beach Dune Maintenance						Contract Services
2362220 Contract Services (Berm Permit)						Contract Services
2861225 Marsh Park Maintenance			28,962	20,000	22,000	Contract Services
2862220 Contract Services (Berm Permit)	29,873	27,874	10,189	1,000	1,000	Contract Services
2862221 Beach Dune Maintenance	18,250	20,509	18,453	21,000	21,000	Contract Services
2862229 Architectural Services				1,500	1,500	Contract Services
2862315 Utility - Sewer	466	1,020	1,095	1,500	1,500	Utilities
4862315 Utility - Sewer			18,314			Utilities
2862303 Printing & Advertising 62	1,656		669	1,000	1,000	Other Operating Expenditur
2862305 Dues & Subscriptions 62	9,000	9,000	9,000	9,500	12,500	Other Operating Expenditur
2862306 Meetings & Travel 62	72	106	218	1,000	1,000	Other Operating Expenditur
2862320 Pre-employment Physicals	1,605	1,627	718	1,500	1,500	Other Operating Expenditur
2864308 Supplies & Materials 64	2,346	5,682	3,600	1,000		Other Operating Expenditur
2862329 Jr Lifeguard Expenses	14,352	13,540	2,844			Other Operating Expenditur
2864302 Purchases for Inventory	2,934	13,195				Other Operating Expenditur
2862308 Supplies & Materials 62	14,705	23,293	32,872	20,000	20,000	Other Operating Expenditur
2862312 Kayak Program Misc. Exp				500	500	Other Operating Expenditur
2862301 Telephone 62	4,447	4,798	4,673	5,000	5,000	Other Operating Expenditur
4862312 Kayak Program Misc. Exp			81			Other Operating Expenditur
4862306 Meetings & Travel 62						Other Operating Expenditur
4862329 Jr Lifeguard Expenses		7,514	14,566	150	150	Other Operating Expenditur
4862308 Supplies & Materials 62			400	500	500	Other Operating Expenditur
4864302 Purchases for Inventory 28		2,167	18,118	5,000	8,000	Other Operating Expenditur
4864308 Supplies & Materials 64			488	1,500	1,500	Other Operating Expenditur
2879418 Lifeguard Tower	485	593	80,300	31,715		Major Capital
2870415 Sailing Equipment Grant - 28	532		1,589	3,500	3,500	Minor Capital
2870414 Lifeguard Tower Refit		467		10,000	25,000	Minor Capital
2870410 Beach Wheelchair ADA		9,643				Minor Capital
99000 Personnel	210,730	195,305	200,306	204,589	218,969	

### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Director, Parks and Recreation	.30
Lifeguard Supervisor	.35
Management Assistant	.30
Aquatics Program Coordinator	.25
Ocean Recreation Coordinator	.20
Parks and Facility maintenance worker	.20
Public Works Maintenance Worker	.04
Lifeguards	1.30
Cashiers	.30
Total	<hr/> 3.24

### IV. Expense Summary

**Personnel** Part-time wages are for ocean beach service employees including lifeguards and youth program staff.

**Operational / Service Expense:** This category includes expenses such as the recreational program expense for several recreation activities, the ocean lifeguard service, the beach maintenance service, beach concessions, and the winter protection berm service. Beachfront utilities such as telephone, electrical and supplies and materials are also included.

**Contract Services:** This category includes the costs of the construction and removal of the winter protection berm, and for a biological monitor to inspect for snowy plover bird activity on the City beach as required by the Coastal Commission. Additionally, this year, some consultations may be needed to further the City's effort to work with the Army Corps of Engineers on the Carpinteria Shoreline Erosion Protection Feasibility Study and Sand Dune Restoration Project. \$1,500 has been budgeted for this if needed.

**Capital Outlay:** This category includes the costs of new or replacement equipment needed or considered desirable for the Ocean Beach Services Program.

#### **Carpinteria Beach Store.**

The Carpinteria Beach Store was remodeled for the 2010 summer. The seasonal concession program allows the City to provide additional summer jobs, promote tourism, provide comfort and convenience to beach goers, and raise money for youth recreation programming. In 2014, the concession programs point of sale software will be updated to improve credit card handling and sales.



## V. Goals and Performance Measures

The goal of the Ocean Beach Services Program is to manage the City's ocean front to encourage visitor ship, public safety, recreational opportunities and environmental stewardship.

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Maintain the Carpinteria City Beach free of litter, hazardous debris and dead marine animals in order to promote beach safety and visitorship from residents and tourists.</li> </ul>	<ol style="list-style-type: none"> <li>1. Daily litter pick-up from June 11<sup>th</sup> to September 2nd including trash, cigarette butts and sharps.</li> <li>2. Beach raking by use of a tractor at least 4 times a week throughout the summer.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Provide high quality lifeguard service for the ocean beach by training staff in CPR, First Aid, and beach safety operations.</li> </ul>	<p>All new lifeguard hires will receive specialized training for the beach and the pool that conforms with relevant standards. Returning lifeguard staff receive a refresher course in practical skills.</p>
<ul style="list-style-type: none"> <li>◆ Provide high quality, cost effective, safe and efficient youth recreation programming that incorporates the favorable Carpinteria coastline conditions with fun, physical fitness and education.</li> </ul>	<ol style="list-style-type: none"> <li>1. Hire and train a sufficient number of lifeguards to be used as youth recreation program instructors.</li> <li>2. Enroll over four hundred youth to participate in our ocean programming.</li> <li>3. Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Continue the Army Corps of Engineering Study on the feasibility of a shoreline storm wave damage reduction project.</li> </ul>	<p>Provide 100% of beach related empirical data and new field data to ACOE as requested including beach profile data.</p>

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Obtain new Permits and Install, maintain and remove the winter protection berm in the winter of 2017.</li> </ul>	<ol style="list-style-type: none"> <li>1. Build the berm prior to December 2016.</li> <li>2. Monitor and, if needed, maintain the berm until spring of 2017.</li> <li>3. Remove the berm and restore the beach to a summer like profile prior to mid-April 2017.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Develop Concept plan for the end of Linden Avenue for future consideration.</li> </ul>	<p>Develop Concept Plan to be considered in 2016-17</p>

## City of Carpinteria

### 2016-17 Adopted Budget

**Fund:** Recreation/General Fund

**Department:** Parks and Recreation

## Program: *Special Events*

### I. Program Summary

**T**he Parks and Recreation Department conducts a variety of special programs intended to help promote recreation and the Community of Carpinteria. The events include the Carpinteria Triathlon, held in the late summer and an adult softball league. The expenses of these programs are offset by the revenue generated from participants or by donations.

#### Triathlon

This successful event will be returning for its eighteenth year, the Triathlon consists of an ocean swim, a bicycle ride and a run. Planned to attract eight hundred twenty-five participants this year, the event continues to be a fall classic for Carpinteria. Not only promoting a healthy lifestyle, but also attracting visitors during an off-season time of year. The event contributes to the local economy through additional sales tax and hotel bed tax revenues and helps raise funds for the Parks and Recreation Department youth recreation programming.

#### Adult Coed Softball League

This summer tradition in Carpinteria usually attracts over 150 adult participants and is held during daylight hours on Tuesday and Thursday evenings at beautiful Viola Fields.

The expenses associated with these programs are included in the operational expense portion of the budget summary presented below and are completely offset by participant fee revenue.



**City of Carpinteria  
Parks & Recreation**



## II. Budget Summary

Program	Special Events					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$103,609	\$94,770	\$91,049	\$77,500	\$78,500	
Personnel	\$22,129	\$21,487	\$22,037	\$22,717	\$24,314	
Other Operating Exp.	71,491	56,733	63,690	55,000	55,000	
TOTAL EXPENDITURES	\$93,620	\$78,220	\$85,727	\$77,717	\$79,314	
NET INCOME/(SUBSIDY)	\$9,989	\$16,550	\$5,322	(\$217)	(\$814)	
4848182 SOFTBALL REVENUE	5,090	8,559	7,225	8,000	8,000	Charges for Services
4848168 TRIATHLON REVENUE	97,021	83,839	80,714	66,000	67,000	Charges for Services
4848188 PARK SPECIAL EVENTS REVENUE	1,498	2,372	3,110	3,500	3,500	Charges for Services
4863308 Special Events Expenses	7,420	1,574	5,114	5,000	5,000	Other Operating Expenditur
4863302 Softball League Expenses	3,006	3,168	3,670	4,000	4,000	Other Operating Expenditur
4863300 Triathlon Expense	61,066	51,991	54,906	46,000	46,000	Other Operating Expenditur
99000 Personnel	22,129	21,487	22,037	22,717	24,314	

## III. Personnel Allocations

### Position:

### FTE Allocation:

Director, Parks and Recreation

.05

Management Assistant

.10

Maintenance worker

.05

Parks and Facility Maintenance Worker

.05

### Total

.25

## IV. Expense Summary

### Personnel

**Operational / Service Expense:** This category reflects anticipated expenses to conduct the aforementioned special events. This expense is offset by anticipated participant fee revenues.

**Contract Services:** None

**Capital:** None anticipated

## **V. Goals and Performance Measures**

The Goal of the special events program is to provide outstanding recreational opportunities that promote the community and support department programming including youth recreation scholarships.

<b>Objectives</b>	<b>Performance Measures</b>
◆ Attract 10 or more teams to the Adult Softball League.	1. Attract 150 adults to play Generate funds to offset fields operations and maintenance.
◆ Plan, publicize, and conduct triathlon.	1. Attract over seven hundred participants. 2. Provide funds to allow for over 50 youth scholarships to City recreation programs or to support the community pool and youth programming.



Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Analyze event for cost effectiveness.</li> </ul>	<p>Evaluate each special event for improvements and improve the profit margin on the event.</p>
<ul style="list-style-type: none"> <li>◆ Seek new and cost effective ways to promote special events.</li> </ul>	<p>Promote major special events on the internet, and develop PR strategies.</p>



## City of Carpinteria

### 2016-17 Adopted Budget

**Fund:** Parks Maintenance / General / DIF/Revolving  
**Department:** Parks and Recreation

# Program:

## *Parks and Facility Improvement and Maintenance*

### I. Program Summary

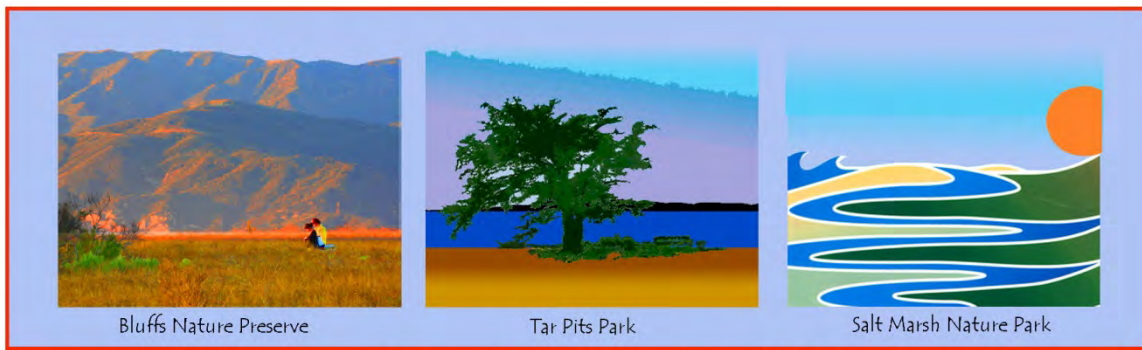
The City of Carpinteria maintains over one hundred acres of open space and park land. This includes the following active and passive recreational areas:

Carpinteria Bluffs	54.3 acres
El Carro Park	10.5 acres
Tar Pits Park	8.7 acres
Salt Marsh Nature Park	8.0 acres
Monte Vista Park	4.0 acres
Heath Ranch Park	2.3 acres
Memorial Park	1.9 acres
Franklin Creek	1.1 acres
Carpinteria Creek Park	1.03 acres
Linden Field and Tomol Play Area	6.3 acres
Seaside Park	.30 acres
Historical Markers	.25 acres



Carpinteria Salt Marsh Nature Park

The Park and Facilities Maintenance Program includes all park maintenance and improvement throughout the City. Also included is the management and maintenance of the Veteran's Memorial Building. Capital spending on hiking and biking trails, park system expansion and improvement and the development of other recreation facilities in the community, are included in this program.



## *Carpinteria, California*

### **II. Budget Summary**



Program	Parks & Facility Maintenance					
	ACTUAL 13	ACTUAL 14	ACTUAL 15	FINAL 16	ADOPTED 17	
TOTAL REVENUE	\$174,821	\$327,999	\$242,977	\$226,894	\$912,431	
Personnel	\$138,949	\$104,512	\$107,189	\$120,544	\$129,016	
Contract Services	140,245	164,179	240,431	165,615	175,000	
Utilities	70,160	87,263	77,264	75,046	75,046	
Other Operating Exp.	41,103	42,860	38,438	46,000	44,000	
Major Capital	96,054	267	198,497	2,000	759,000	
Minor Capital				25,000	3,000	
TOTAL EXPENDITURES	\$486,512	\$399,081	\$661,819	\$434,205	\$1,185,062	
NET INCOME/(SUBSIDY)	(\$311,691)	(\$71,082)	(\$418,842)	(\$207,311)	(\$272,631)	
2222225 NEW CONSTRUCTION TAX	23	21,072	4,543	1,000	1,000	Other Taxes
2323335 PARK MAINTENANCE TAX 23	156,888	154,109	142,662	154,000	154,000	Other Taxes
2222101 INTEREST INCOME 22	0	65				Interest
2323101 INTEREST INCOME 23	(174)	150	(1,115)	35	35	Interest
2323102 PARK RENTAL 23	45,985	16,840	20,040	17,000	20,000	Charges for Services
2323103 STATE DAY USE PARKING	(28,547)	56,429	36,440	15,000	15,000	Charges for Services
3333102 PARK RENTAL	60	520				Charges for Services
2020437 CARPINTERIA RINCON TRAIL INCOME	545					Subventions / Intergovern
2020208 CREEK PARK INCOME					342,000	Subventions / Intergovern
2020421 HCF WEED REMOVAL GRANT					340,000	Subventions / Intergovern
2323231 BLUFFS ENDOWMENT		25,000	26,906	27,000	27,000	Subventions / Intergovern
3131310 DIF TRANSFER OUT OFFSET		53,814	13,501	12,546	13,083	Intergov Grants
2323166 DONATIONS 23	42			313	313	Miscellaneous
2361225 Park Maintenance 61	88,856	80,553	78,450	100,000	100,000	Contract Services
2361222 Equip/Vehicle Maintenance	70	111	140	250	2,000	Contract Services
2361221 Miscellaneous Contracts	37,568	61,794	69,405	47,365	55,000	Contract Services
2361225 Marsh/Bluffs Maintenance		8,991	78,450	1,000	1,000	Contract Services
4865224 Custodial Services	8,700	8,506	9,666	9,000	9,000	Contract Services
4865221 Miscellaneous Contracts 65	1,228	1,019	594	3,500	3,500	Contract Services
4865220 Grounds Maintenance 65	3,824	3,205	3,726	4,500	4,500	Contract Services
2361317 Utility - Sewer 23	1,989	2,681	3,864	4,046	4,046	Utilities
2361313 Utility - Electric 23	5,920	5,907	6,171	6,000	6,000	Utilities
2361312 Utility - Water 23	62,251	78,675	67,229	65,000	65,000	Utilities
2361307 Vehicle Oper/Maintenance 23	3,151	2,143	4,689	4,000	4,000	Other Operating Expenditur
2361306 Bluffs Park Expense	19,119	19,334	15,120	20,000	18,000	Other Operating Expenditur
4865309 Misc Operating Expenses 65	18,834	21,383	18,629	22,000	22,000	Other Operating Expenditur
1079611 Park Improvements			198,497		75,000	Major Capital
2037303 Carpinteria Rincon Trail	545					Major Capital
2079220 Memorial Park Expense					342,000	Major Capital
2079305 Tomol IPA LWCF	95,000					Major Capital
2079621 Community Gard Grant Expense					340,000	Major Capital
2379611 Irrigation Water Well	509	267		2,000	2,000	Major Capital
2370415 Parks Truck				12,500	3,000	Minor Capital
2870612 Parks Truck				12,500		Minor Capital
99000 Personnel	138,949	104,512	107,189	120,544	129,016	

III. Personnel Allocations

Position:	FTE Allocation:
Director, Parks and Recreation	.30
Management Assistant	.10
Public Works Supervisor	.10
Parks and Facilities Maintenance Worker	.25
Maintenance Technician	.20
General Maintenance worker	.20
Part time worker	.375
<b>Total</b>	<hr/> 1.425

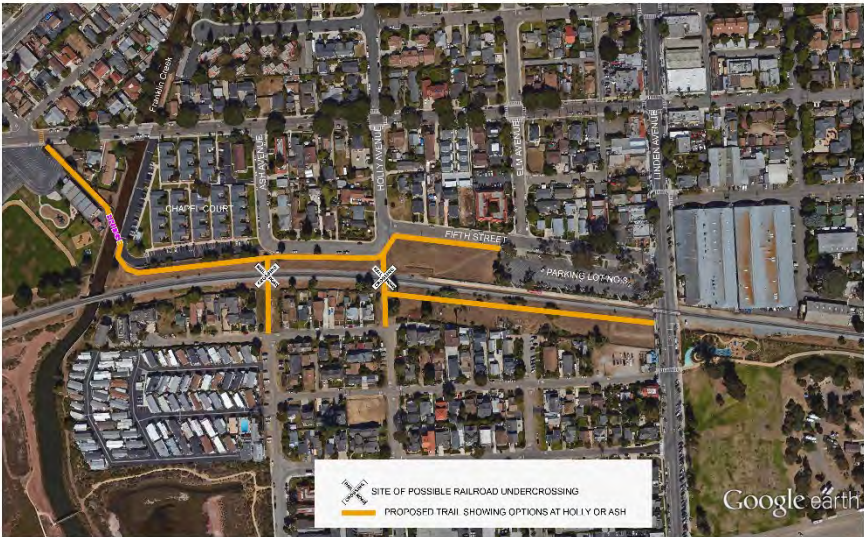
IV. Expense Summary

**Personnel:** Personnel in this department include the Parks Director, Parks and Facilities Maintenance Worker, Maintenance Technician, the Public Works Maintenance Workers, the Public Works Supervisor and an Administrative Assistant.

**Operational / Service Expense:** This expense includes the cost of supplies and materials, electrical service, sewer fees, park furniture and minor improvements planned for this year, as well as the cost of water to irrigate the parks.

**Contract Services:** Parks Maintenance Contracts, which provides for the majority of routine park maintenance such as weekly lawn mowing. Funds have been included the parks miscellaneous contracts account to implement Integrated Pest Management tactics.

**Capital Projects:** This category includes the costs of new or replacement facilities and equipment needed or considered desirable for the Carpinteria





Community.



### **Plant 50 Native Trees.**

Each tree planted is thought to provide oxygen for two people for the rest of their lives as well as regenerating soil, offsets CO2 levels, creates habitat and shade counteracting deforestation. Each year the Parks Department pledges to plant at least 50 native trees in various locations to improve the landscape in the Carpinteria Community. Fifty Coast Live Oaks were planted in Franklin Creek Park in 2015.

### **Athletic Field Maintenance.**

The City of Carpinteria maintains two athletic field complexes. One at El Carro Park and the other at Viola Fields. In order to counteract the long term impacts of soil compaction and turf wear and tear, the Parks Department occasionally aerates the fields and applies organic soil amendment. This will help maintain the level playing surface, reduce the need for irrigation, improve aesthetics, reduce the need for chemical fertilizers and pesticides and improve overall turf vigor. Funds have been programed in account number 23-61-22-1 for replenishment of the playground safety area wood chips at several locations, playground repair and sports field top dressing.

## **The Carpinteria Rincon Trail**

This project is a partnership project with Santa Barbara County and the City of Carpinteria. The project includes a 5,000 foot long trail that connects the eastern end of Carpinteria Avenue with the Ventura County line. The route takes advantage of already public owned land over terrain with breathtaking views of the Pacific Ocean. The Project's CEQA review is complete. The preparation of complete plans, specifications and engineering should be complete by June 2017. Construction could begin shortly thereafter if construction funding can be secured.

## **Memorial Park Renovations**

A renovation plan for Memorial Park has been prepared that includes such amenities as a new play structure, walking paths, safety fencing and native plantings. In May of 2015, the replacement of the Monument Sign was completed. In 2016-17, additional work will include inside park trail extensions, a new play structure, fencing and landscaping. A grant from the State of California has been awarded to the City to replace the play structure. (account no. 31-79-62-1)

## **Community Garden Park**

This project was fully permitted in 2016 and will be under construction in the summer and fall of 2016. The project is adjacent to the railroad tracks on Fifth Street.

100 garden plots will be made available for use for residents to grow local produce in a pleasant and social setting. An early 1900's railroad shed will be located at the site to serve as a small office and center. Gardening techniques promoting sustainability and growing quality produce will be taught. A grant for construction



funding has been awarded by the State of California in the amount of \$350,000.

### **Historical Marker Park**

The Carpinteria City Council has requested a concept design be prepared for a park on Concha Loma Drive near Historical marker No. 535. The park will likely include some street right of way.



Development of a concept design along with a cost estimate can be prepared prior to the end of 2016.

### **Carpinteria Skate Park**

Working with the Carpinteria Skate Foundation, the City will prepare a site plan for a skate park at Carpinteria City Hall at the east end. The skate park will occupy land previously used as a roller hockey rink. In 2016-17, the Adopted design may be submitted for discretionary approval by the City's Planning Department.

### **City Hall Campus Site and Landscape Plan.**

The City has prepared a City Hall Improvement and Landscape plan that improves accessibility, employee security, incorporates tactics to improve storm water runoff characteristics, increases parking and functionality of the campus as well as public meeting room capacity. The plan also anticipates the future Sheriff Substation and Public Works annex buildings. The project is anticipated to be phased in over time. For 2016-17, the building entrance accessibility will be pursued. Facilities DIF's are Adopted to be used to fund this project. See account 31-79-61-4.

## V. Goals and Performance Measures

The goal of the Park and Facilities Maintenance and Improvement program is to provide cost effective stewardship for the City's parks, trails, open spaces, athletic fields and Veterans Building and to ensure safe recreational and educational opportunities for the benefit of the public.

Objectives	Performance Measures
◆ Be water efficient in the park system and install irrigation water wells where determined appropriate.	Minimize water costs 1. Maintain reduced turf areas in Heath Ranch, Memorial and Franklin Creek Park.  2. Upgrade irrigation controllers.
◆ Plant 50 native trees in City parks and open spaces.	1. Identify 50 locations for native trees.  2. Procure trees.  3. Install trees.
◆ Maintain Athletic field surfaces for high quality and safe play.	Procure and distribute 140 cubic yards of organic amendment to select athletic fields to improve turf conditions.
◆ Prepare land use concept for City owned land near railroad and Linden Avenue.	Develop concept land use designs with the service of a Landscape Architect.
◆ Continue to promote and facilitate work on the Carpinteria Rincon Trail.	Continue work with a design/engineering firm, Cal trans and SBCAG to complete the trail.  Seek Land Acquisition from Cal trans needed for the trail's completion.

Objectives	Performance Measures
<p>◆ Complete Memorial Park Play Structure replacement.</p>	<ol style="list-style-type: none"> <li>1. Complete installation of envisioned trails and landscaping.</li> <li>2. Replace Play Structure.</li> </ol>
<p>◆ Install Carpinteria City Hall improvements</p>	<ol style="list-style-type: none"> <li>1. Complete door replacement phase</li> <li>2. Install access path to front entrance of building.</li> <li>3. Perform construction management.</li> </ol>
<p>◆ Replace irrigation controllers in four City parks that can be monitored and operated over the internet.</p>	<ol style="list-style-type: none"> <li>1. Identify make and model of irrigation controller.</li> <li>2. Install and make operational.</li> </ol>



**CITY OF CARPINTERIA**  
**Adopted 2016-17 Budget**  
**GENERAL FUND**

The General Fund is the general operating, and largest, fund of the City. This fund is used to account for all financial resources except those resources required to be accounted for in another fund. The projected ending balance of this fund is considered a contingency reserve for unexpected purposes during the course of the fiscal year.

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Property Taxes	\$2,875,356	38.8%	\$2,861,510	36.1%	\$2,962,919	33.2%	\$3,094,713	34.0%	\$3,218,502	34.8%
Sales Taxes	1,739,414	23.4%	1,900,971	24.0%	2,054,033	23.0%	2,086,268	22.9%	2,103,980	22.7%
Franchise Taxes	552,787	7.5%	602,583	7.6%	634,781	7.1%	614,785	6.8%	614,785	6.6%
Bed Taxes	1,631,428	22.0%	1,923,538	24.3%	2,369,762	26.6%	2,409,497	26.5%	2,449,898	26.5%
Other Taxes	113,790	1.5%	127,167	1.6%	140,827	1.6%	132,908	1.5%	132,908	1.4%
Total Taxes	\$6,912,774	93.2%	\$7,415,769	93.6%	\$8,162,322	91.5%	\$8,338,171	91.6%	\$8,520,073	92.1%
Interest	23,348	0.3%	61,375	0.8%	(86,270)	-1.0%	105,578	1.2%	105,588	1.1%
Licenses & Permits	189,220	2.6%	109,909	1.4%	106,271	1.2%	124,909	1.4%	124,909	1.4%
Charges for Services	164,167	2.2%	205,934	2.6%	411,559	4.6%	394,780	4.3%	370,004	4.0%
Fines & Forfeitures	81,422	1.1%	100,454	1.3%	74,911	0.8%	80,147	0.9%	80,147	0.9%
Intergov Grants	33,299	0.4%	32,220	0.4%	234,960	2.6%	27,255	0.3%	27,255	0.3%
Miscellaneous	15,566	0.2%			13,822	0.2%	28,276	0.3%	22,626	0.2%
<b>TOTAL REVENUE</b>	<b>7,419,796</b>	<b>100.0%</b>	<b>7,925,661</b>	<b>100.0%</b>	<b>8,917,575</b>	<b>100.0%</b>	<b>9,099,116</b>	<b>100.0%</b>	<b>9,250,602</b>	<b>100.0%</b>
Regular Wages	1,865,960	24.9%	2,035,668	26.4%	2,060,157	25.1%	2,037,167	24.1%	2,209,640	24.8%
Part-time Wages	42,089	0.6%	30,930	0.4%	28,784	0.4%	46,205	0.5%	60,020	0.7%
Overtime Wages	10,902	0.1%	7,486	0.1%	8,908	0.1%	14,608	0.2%	5,400	0.1%
Other Wages	37,806	0.5%	42,573	0.6%	40,186	0.5%	42,921	0.5%	43,970	0.5%
Total Wages	\$1,956,757	26.2%	\$2,116,657	27.5%	\$2,138,035	26.0%	\$2,140,901	25.3%	\$2,319,030	26.1%
Health/Life/Dental Insurance	435,503	5.8%	467,167	6.1%	462,695	5.6%	487,204	5.8%	581,790	6.5%
Retirement	352,702	4.7%	395,475	5.1%	414,769	5.0%	443,564	5.2%	482,070	5.4%
Unemployment Insurance	5,137	0.1%	4,160	0.1%	4,284	0.1%	4,325	0.1%	4,470	0.1%
MediTax	28,410	0.4%	30,699	0.4%	30,988	0.4%	31,327	0.4%	32,400	0.4%
Other Benefits	9,836	0.1%	2,060	0.0%	9,605	0.1%	11,213	0.1%	10,900	0.1%
Total Benefits	\$831,588	11.1%	\$899,561	11.7%	\$922,341	11.2%	\$977,633	11.6%	\$1,111,630	12.5%
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$2,788,345</b>	<b>37.3%</b>	<b>\$3,016,218</b>	<b>39.2%</b>	<b>\$3,060,376</b>	<b>37.3%</b>	<b>\$3,118,535</b>	<b>36.9%</b>	<b>\$3,430,660</b>	<b>38.6%</b>
Contract Services	824,515	11.0%	738,945	9.6%	849,900	10.3%	1,101,338	13.0%	1,143,466	12.8%
Sheriff Contract	3,283,473	43.9%	3,320,423	43.1%	3,347,676	40.7%	3,417,937	40.4%	3,536,799	39.7%
Utilities	43,913	0.6%	40,232	0.5%	37,231	0.5%	38,640	0.5%	41,140	0.5%
Other Operating Exp.	179,760	2.4%	173,881	2.3%	162,932	2.0%	222,151	2.6%	212,990	2.4%
Non-Operating Exp.	211,311	2.8%	273,595	3.6%	370,807	4.5%	412,006	4.9%	303,627	3.4%
Major Capital					198,497	2.4%			75,000	0.8%
Minor Capital	65,739	0.9%	21,594	0.3%	11,706	0.1%	34,000	0.4%	44,000	0.5%
Debt Service	82,963	1.1%	113,788	1.5%	176,138	2.1%	108,956	1.3%	111,386	1.3%
<b>TOTAL EXPENDITURES</b>	<b>\$7,480,019</b>	<b>100.0%</b>	<b>\$7,698,676</b>	<b>100.0%</b>	<b>\$8,215,263</b>	<b>100.0%</b>	<b>\$8,453,563</b>	<b>100.0%</b>	<b>\$8,899,068</b>	<b>100.0%</b>
<b>NET INCOME / (LOSS)</b>	<b>(\$60,223)</b>		<b>\$226,985</b>		<b>\$702,312</b>		<b>\$645,553</b>		<b>\$351,534</b>	
Transfers In	406,424		735,278		582,141		653,226		608,711	
Transfers (Out)	(129,227)		(147,868)		(259,822)		(745,700)		(779,917)	
NET TRANSFERS	277,197		587,410		322,319		(92,474)		(171,206)	
Subsidies Received / (Provided)	(497,955)		(477,257)		(448,817)		(551,453)		(498,821)	
Operational Excess / (Deficit)	(280,981)		337,138		575,814		1,626		(318,493)	
Decrease / (Increase) in Reserves	116,110		(160,989)		(142,054)		(279,861)		(63,113)	
<b>CHANGE IN AVAILABLE FUND BALANCE</b>	<b>(164,871)</b>		<b>176,149</b>		<b>433,760</b>		<b>(278,234)</b>		<b>(381,606)</b>	
Beginning Fund Balance	1,527,328		1,362,457		1,538,606		1,972,366		1,694,131	
<b>ENDING AVAILABLE FUND BALANCE</b>	<b>\$1,362,457</b>		<b>\$1,538,606</b>		<b>\$1,972,366</b>		<b>\$1,694,131</b>		<b>\$1,312,526</b>	
Non Spendable Reserve	205,646		4,167		4,167					
Restricted for PEG	324,734		324,734		217,091		206,111		194,111	
Total Restricted Reserves	\$530,380		\$328,901		\$221,258		\$206,111		\$194,111	
Uncertainty Reserve	3,673,615		4,006,054		4,126,315		4,402,285		4,533,349	
General Reserve	1,054,182		1,065,548		1,076,681		1,086,410		1,021,139	
Replacement / Repair Reserve	1,009,568		1,019,582		1,030,222		1,039,531		1,048,850	
Total Committed Reserves	\$5,737,365		\$6,091,184		\$6,233,218		\$6,528,226		\$6,603,338	
Unassigned Fund Balance (AFB)	1,362,457		1,538,606		1,972,366		1,694,131		1,312,526	
<b>Total Fund Balances</b>	<b>\$7,630,202</b>		<b>\$7,958,691</b>		<b>\$8,426,842</b>		<b>\$8,428,468</b>		<b>\$8,109,975</b>	



Fund		GENERAL FUND					
1010113	PRIOR YEAR, SEC/UNSEC	20,681	14,994	2,684	5,000	5,200	Property Taxes
1010111	SECURED, CURRENT YEAR	2,735,650	2,716,607	2,864,464	2,973,069	3,091,992	Property Taxes
1010112	UNSECURED, CURRENT YEAR	72,853	69,130	84,994	78,210	81,338	Property Taxes
1010114	PROPERTY TAX PENALTIES	4,915	5,752	7,395	2,000	2,080	Property Taxes
1010115	SUPPLEMENTAL ROLL	41,256	55,027	3,382	36,434	37,891	Property Taxes
1010121	SALES TAX	1,676,256	1,844,966	1,985,027	2,023,996	2,041,708	Sales Taxes
1010120	SALES TAX SAFETY	63,158	56,005	69,006	62,272	62,272	Sales Taxes
1010151	COX CABLE FRANCHISE TAX	214,738	221,303	231,115	227,942	227,942	Franchise Taxes
1010152	SO CAL GAS FRANCHISE TAX	35,153	40,415	43,066	34,712	34,712	Franchise Taxes
1010153	HARRISON FRANCHISE TAX	191,577	224,413	241,745	231,145	231,145	Franchise Taxes
1010154	SCE FRANCHISE TAX	111,320	116,452	118,855	120,986	120,986	Franchise Taxes
1010123	TRANSIENT OCCUPANCY TAX	1,631,428	1,923,538	2,369,762	2,409,497	2,449,898	TOT
1010122	BUSINESS LICENSE TAX	44,898	43,977	46,676	46,000	46,000	Other Taxes
1010126	PROPERTY TRANSFER TAX	68,891	83,190	94,151	86,908	86,908	Other Taxes
1010104	CAPITAL IMPROV. INTEREST	8,292	6,972	5,538	6,046	6,046	Interest
1010103	TRUST & AGENCY INTEREST	16,826	14,816	14,677	17,029	17,029	Interest
1010101	INTEREST INCOME 10	(2,146)	39,333		53,408	53,408	Interest
1010107	DISCOUNTS TAKEN				9,734	9,734	Interest
1010106	CASH HANDLING CHARGES	376	254	218	323	323	Interest
1010101	INTEREST INCOME 13			(65,837)	9,729	9,729	
1010101	INTEREST INCOME 15			(40,866)	9,309	9,319	
1010178	SIGN PERMITS	1,540	803	660	690	690	Licenses & Permits
1010177	TEMP USE PERMITS		310				Licenses & Permits
1010185	BUSINESS LICENSE APPLICATION	7,904	7,435		8,726	8,726	Licenses & Permits
1010176	SP ACTIVITY/MISC PERMITS	2,955					Licenses & Permits
1010175	OVER-SIZE LOAD PERMITS	1,858	2,266	2,858	1,518	1,518	Licenses & Permits
1010173	BUILDING/CONSTR PERMITS	143,013	66,017	79,927	87,861	87,861	Licenses & Permits
1010135	DOG LICENSES	23,911	23,078	19,356	19,953	19,953	Licenses & Permits
1010174	ENGINEERING/STREET PERMITS	8,040	10,000	3,470	6,161	6,161	Licenses & Permits
1010191	RENTAL HOUSING INSPECTION FEE	8,827	6,075	(150)	11,000	11,000	Charges for Services
1010182	VIDEO TAPE SALES	160	72	40			Charges for Services
1010186	PUBLIC WORKS CHARGES		877	197,732	174,776	150,000	Charges for Services
1010180	PLANNING CHARGES	107,089	149,411	168,405	155,791	155,791	Charges for Services
1010102	RENTS & LEASES 10	11,131	12,244	13,468			Charges for Services
1010181	CITY CLERK CHARGES	651	622	96	114	114	Charges for Services
1010187	BUILDING SPECIAL SERVICE	12,465	12,587	21,593	11,000	11,000	Charges for Services
1010188	BLDG PLAN CHECK CHARGE	23,845	24,046	10,375	42,099	42,099	Charges for Services
1010108	PAID FINANCE CHARGES	9,792	2,398		11,187	11,187	Fines & Forfeitures
1010134	ANIMAL FINES & PENALTIES	5,242	3,980				Fines & Forfeitures
1010133	LOCAL FINES & PENALTIES	14,169	12,769	25,879	23,799	23,799	Fines & Forfeitures
1010132	PARKING FINES & PENALTIES	47,501	78,507	46,730	42,161	42,161	Fines & Forfeitures
1010131	COURT FINES & PENALTIES	4,718	2,800	2,302	3,000	3,000	Fines & Forfeitures
1010142	DMV IN-LIEU	23,175	22,153	224,964	17,645	17,645	Subventions / Intergovern
1010146	HOMEOWNERS EXEMPTION 10	10,124	10,067	9,996	9,610	9,610	Subventions / Intergovern
1010167	REIMBURSE DAMAGED CITY	2,855		320			Miscellaneous
1010162	WAGE REIMBURSE INS., JURY	8,667			4,345	4,345	Miscellaneous
1010164	MISCELLANEOUS INCOME 10	1,790		13,502	7,226	1,576	Miscellaneous
1010165	SB90 CLAIMS	2,254			16,705	16,705	Miscellaneous
1030162	Regular Salary 30	241,458	367,958	409,307	429,812	464,910	Regular Wages
1069162	Regular Salary 69	161,859	173,285	172,498	162,853	181,540	Regular Wages
1044162	Regular Salary 44	89,888	89,150	91,820	91,346	97,350	Regular Wages
1042162	Regular Salary 42	141,905	145,084	140,473	148,279	158,610	Regular Wages
1041162	Regular Salary 41	358,531	358,468	370,386	324,651	340,200	Regular Wages
1013162	Regular Salary 13	51,730	53,338	50,843	55,853	57,840	Regular Wages
1012162	Regular Salary 12	231,457	244,537	222,600	205,093	231,430	Regular Wages
1014162	Regular Salary 14	195,315	200,400	199,807	202,888	224,320	Regular Wages
1016162	Regular Salary 16	87,805	92,436	91,946	93,471	107,090	Regular Wages
1011162	Regular Salary 11	129,862	132,711	134,303	135,406	149,930	Regular Wages
1022162	Regular Salary 22	176,150	178,301	176,074	187,516	196,420	Regular Wages
1014164	Part-time Wages 14					21,070	Part-time Wages
1069164	Part-time Wages 69	4,779	320				Part-time Wages
1011164	Part-time Wages 11		1,584	430			Regular Wages
1012164	Part-time Wages 12	14,110		1,225			Part-time Wages
1030164	Part-time Wages 30				16,156	16,160	Part-time Wages
1045164	Part-time Wages 45	3,893	10,426	8,529	11,449	4,190	Part-time Wages
1051161	Elected/Appointed Officials	19,307	18,600	18,600	18,600	18,600	Part-time Wages
1013165	Overtime Pay 13	4,286	5,178	3,120	5,088		Overtime Wages
1069165	Overtime Pay 69	110	69		42	1,300	Overtime Wages
1011165	Overtime Pay 11	22		139			Overtime Wages
1041165	Overtime Pay 41	1,619	916	1,308	2,285	1,800	Overtime Wages
1012165	Overtime Pay 12		8				Overtime Wages
1030165	Overtime Pay 30	830		374	307		Overtime Wages
1022165	Overtime Pay 22	3,169	1,166	1,566	5,895	1,000	Overtime Wages

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1022165	Overtime Pay 22	3,169	1,166	1,566	5,895	1,000	Overtime Wages
1042165	Overtime Pay 42	866	149	2,401	991	1,300	Overtime Wages
1041167	Special Pay 41	5,030	5,099	5,036	4,284	4,530	Other Wages
1041168	Interpreter Pay 41	1,300	1,300	1,600	1,950	1,950	Other Wages
1069167	Special Pay 69	2,548	2,560	2,564	2,687	2,670	Other Wages
1051160	Advisory Board Stipends	4,730	6,245	4,215	6,000	6,000	Other Wages
1044167	Special Pay 44	2,156	2,200	2,144	2,260	2,240	Other Wages
1042167	Special Pay 42	1,867	1,903	1,855	2,000	1,930	Other Wages
1030167	Special Pay 30	4,471	6,133	6,878	7,245	7,290	Other Wages
1014167	Special Pay 14	4,296	4,632	4,447	4,687	4,820	Other Wages
1016167	Special Pay 16	1,865	2,394	2,144	2,267	2,460	Other Wages
1022167	Special Pay 22	1,753	1,795	1,743	1,849	1,820	Other Wages
1022168	Interpreter Pay 22	1,040	1,040	1,040	1,250	1,040	Other Wages
1012167	Special Pay 12	4,794	4,990	4,409	4,218	4,870	Other Wages
1011167	Special Pay 11	1,957	2,282	2,111	2,223	2,350	Other Wages
1030194	Wellness 30	19,381	59,928	64,601	73,498	84,680	Health/Life/Dental Insura
1041194	Wellness 41	62,449	60,291	55,528	63,111	80,440	Health/Life/Dental Insura
1042191	Life Insurance Premiums 42	2,144	2,381	2,226	1,803	1,890	Health/Life/Dental Insura
1042194	Wellness 42	18,648	22,198	23,467	26,336	13,410	Health/Life/Dental Insura
1051194	Wellness 51	64,652	65,114	61,261	73,123	73,070	Health/Life/Dental Insura
1069194	Wellness 69	26,558	26,093	25,554	32,433	33,820	Health/Life/Dental Insura
1044191	Life Insurance Premiums 44	1,067	1,195	1,123	825	1,390	Health/Life/Dental Insura
1044194	Wellness 44	19,130	17,785	18,594	20,804	22,950	Health/Life/Dental Insura
1011191	Life Insurance Premiums 11	974	1,117	1,343	790	1,310	Health/Life/Dental Insura
1069191	Life Insurance Premiums 69	1,843	2,055	2,219	1,704	2,410	Health/Life/Dental Insura
1041191	Life Insurance Premiums 41	4,056	4,946	4,755	3,681	4,680	Health/Life/Dental Insura
1051191	Life Insurance Premiums 51	711	860	814	4,400	3,450	Health/Life/Dental Insura
1011194	Wellness 11	15,380	16,812	15,996	17,850	29,280	Health/Life/Dental Insura
1012191	Life Insurance Premiums 12	1,793	2,127	1,941	1,272	1,610	Health/Life/Dental Insura
1016194	Wellness 16	14,514	11,918	8,056	9,382	10,670	Health/Life/Dental Insura
1022191	Life Insurance Premiums 22	1,684	1,678	1,557	981	1,710	Health/Life/Dental Insura
1030191	Life Insurance Premiums 30	1,925	3,072	3,390	2,246	3,790	Health/Life/Dental Insura
1016191	Life Insurance Premiums 16	1,750	2,241	2,073	1,846	2,170	Health/Life/Dental Insura
1012194	Wellness 12	29,580	29,000	27,764	30,305	42,100	Health/Life/Dental Insura
1016196	Health Insurance Surcharges	1,197	(636)	(739)	1,000	1,000	Health/Life/Dental Insura
1014194	Wellness 14	93,011	85,524	88,047	61,647	99,000	Health/Life/Dental Insura
1014191	Life Insurance Premiums 14	1,856	2,092	2,255	1,626	2,820	Health/Life/Dental Insura
1013191	Life Insurance Premiums 13	753	417	387	213	430	Health/Life/Dental Insura
1013194	Wellness 13	18,411	17,810	18,157	19,363	22,950	Health/Life/Dental Insura
1022194	Wellness 22	32,038	31,149	32,326	36,965	40,760	Health/Life/Dental Insura
1016192	Paid PERS-Employee16	4,225	6,788	6,509	6,770	6,770	Retirement
1042192	Paid PERS-Employee42	7,446	11,151	9,711	10,970	5,110	Retirement
1030193	Paid PERS Employer 30	25,378	28,443	33,461	48,833	54,420	Retirement
1011193	Paid PERS-Employer 11	13,636	13,037	13,161	12,318	14,210	Retirement
1041193	Paid PERS Employer 41	38,860	35,893	35,792	29,125	35,040	Retirement
1044193	Paid PERS Employer 44	9,626	8,881	8,866	8,280	9,550	Retirement
1044192	Paid PERS-Employee44	4,595	6,882	6,601	6,770	6,770	Retirement
1069193	Paid PERS Employer 69	17,710	16,562	16,534	15,441	17,810	Retirement
1042193	Paid PERS Employer 42	15,599	14,392	13,076	13,417	19,370	Retirement
1069192	Paid PERS-Employee69	8,432	12,833	12,309	12,624	12,620	Retirement
1012192	Paid PERS-Employee-12	11,383	16,996	15,432	11,084	11,080	Retirement
1012193	Paid PERS-Employer 12	23,827	22,099	20,797	19,553	25,210	Retirement
1013192	Paid PERS-Employee13	2,580	3,873	3,834	4,022	4,020	Retirement
1021193	Safety Plan - PERS	57,709	66,832	89,017	119,268	132,880	Retirement
1011192	Paid PERS-Employee	6,382	10,018	9,697	10,071	10,070	Retirement
1030192	Paid PERS-Employee30	13,668	13,628	15,086	15,462	16,040	Retirement
1022193	Paid PERS Employer 22	19,044	17,640	17,610	16,445	18,970	Retirement
1013193	Paid PERS-Employer 13	5,580	5,148	5,161	4,920	5,680	Retirement
1022192	Paid PERS-Employee22	9,062	13,668	13,109	13,445	13,440	Retirement
1041192	Paid PERS-Employee41	18,437	27,676	26,633	23,767	18,000	Retirement
1014192	Paid PERS-Employee14	9,881	15,038	14,241	14,709	14,710	Retirement
1016193	Paid PERS-Employer 16	8,961	8,729	8,866	8,280	9,550	Retirement
1014193	Paid PERS-Employer 14	20,681	19,268	19,266	17,991	20,750	Retirement
1014184	Unemployment Insurance 14	395	404	409	412	480	Unemployment Insuranc
1045184	Unemployment Insurance 45	92	21	17	25	10	Unemployment Insuranc
1051184	Unemployment Insurance 51	39	38	39	27	40	Unemployment Insuranc
1011184	Unemployment Insurance 11	266	274	282	269	290	Unemployment Insuranc
1012184	Unemployment Insurance 12	1,640	488	446	404	460	Unemployment Insuranc
1030184	Unemployment Insurance 30	490	707	816	676	940	Unemployment Insuranc
1016184	Unemployment Insurance 16	178	186	189	187	210	Unemployment Insuranc
1022184	Unemployment Insurance 22	370	369	399	749	390	Unemployment Insuranc
1013184	Unemployment Insurance 13	116	119	116	121	110	Unemployment Insuranc
1041184	Unemployment Insurance 41	734	739	752	651	670	Unemployment Insuranc
1042184	Unemployment Insurance 42	288	297	286	297	320	Unemployment Insuranc
1044184	Unemployment Insurance 44	184	186	189	183	190	Unemployment Insuranc
1069184	Unemployment Insurance 69	345	332	344	323	360	Unemployment Insuranc
1022186	MediTax 22	2,693	2,711	2,688	2,953	2,800	MediTax
1069186	MediTax 69	2,500	2,445	2,496	2,530	2,590	MediTax
1012186	MediTax 12	3,602	3,627	3,367	2,971	3,300	MediTax
1014186	MediTax 14	2,870	2,973	2,963	2,993	3,510	MediTax
1016186	MediTax 16	1,298	1,376	1,369	1,357	1,530	MediTax



1016186	Meditax 16	1,298	1,376	1,369	1,357	1,530	MediTax
1051186	Meditax 51	280	275		281	270	MediTax
1011186	Meditax 11	1,940	2,014	2,045	2,154	2,130	MediTax
1045186	Meditax 45	56	151	124	178	60	MediTax
1041186	Meditax 41	5,337	5,461	5,452	5,047	4,870	MediTax
1030186	Meditax 30	3,559	5,216	5,918	6,365	6,840	MediTax
1013186	Meditax 13	844	879	839	899	810	MediTax
1044186	Meditax 44	1,338	1,373	1,370	1,413	1,390	MediTax
1042186	Meditax 42	2,094	2,198	2,076	2,282	2,300	MediTax
1013198	Uniform Rental 13	432	481	515	729	730	Other Benefits
1013197	Indiv Equip Reimbursement 13	348	599	346	350	350	Other Benefits
1022169	Uniform Allowance	698	980	488	1,458	1,460	Other Benefits
1012185	Deferred Compensation	8,358		8,256	8,676	8,360	Other Benefits
1022214	Hearing Officer	1,663	8,130	6,460	2,500	5,000	Contract Services
1030221	Contract Services 30	407	33,588	29,310	150,000	90,000	Contract Services
1024215	Disaster Preparedness	9,744	1,431	1,630	7,815	7,815	Contract Services
1022229	Vehicle Towing/Storage	1,140	1,085		1,000	1,000	Contract Services
1013225	Grounds Maintenance	9,352	9,304	10,333	10,500	10,500	Contract Services
1018224	Software Maintenance	25,209	23,138	20,470	35,000	35,000	Contract Services
1018222	Equipment Maintenance	18,228	16,465	21,411	23,000	17,000	Contract Services
1018220	System Administration	27,767	41,286	40,594	43,000	48,000	Contract Services
1017229	Legal Services	241,989	135,041	37,835	365,000	383,896	Contract Services
1016228	Employee Training	2,877	6,414	4,474	3,000	9,140	Contract Services
1013221	Miscellaneous Contracts 13	8,857	11,257	7,810	9,049	13,000	Contract Services
1041222	Records Conversion Project		7,394	3,057	3,000	3,000	Contract Services
1041224	Drafting/Mapping	400	500	500	2,300	2,300	Contract Services
1017228	Litigation	100,814	42,990	87,963	75,000	75,000	Contract Services
1011221	Contract Services 11	3,331	3,341	3,208	10,500	12,300	Contract Services
1011211	Elections Contract	8,472	156	54	200	12,265	Contract Services
1014225	Fee Schedule Update						Contract Services
1046211	Carp Cares	4,395	4,500				Contract Services
1017309	Miscellaneous Expense	24,184	373		2,500	2,500	Contract Services
1041225	Misc. Planning Contracts	2,618	2,926	4,220	4,000	14,000	Contract Services
1044220	Contract Services 44	7,245	4,425	9,585	3,009	10,009	Contract Services
1013224	Interior Maintenance	22,470	30,691	37,652	30,000	20,000	Contract Services
1012220	Contract Services 12				7,500	31,036	Contract Services
1014220	CPIC Trustee Fees	3,853	4,083	4,083	3,853	3,853	Contract Services
1014227	Payroll Processing Fees	13,400	14,272	14,411	17,045	17,045	Contract Services
1046228	Rape Crisis Center	4,000	4,000	4,000	4,000	4,237	Contract Services
1046223	Catholic Charities	7,500	7,500	7,500	7,500	7,500	Contract Services
1046224	South Coast Task Force on Youth Gangs	10,703	10,703	6,803		10,703	Contract Services
1047213	Animal Sheltering	26,696	26,682	25,445	23,000	28,000	Contract Services
1072216	Zone Code Update		14,160	7,118	12,000	7,000	Contract Services
1046217	SB County Branch Library	27,000	27,000	35,500	35,500	35,500	Contract Services
1072217	WM Program Implementation	7,279	7,279	2,442	23,500	30,000	Contract Services
1046222	CAC Senior Nutrition	10,000	10,000	10,000	10,000	10,000	Contract Services
1046216	HopeNet of Carpinteria		1,000	1,240	1,400	1,483	Contract Services
1046213	Girls Inc Funding	17,000	17,000	17,000	17,000	18,007	Contract Services
1046215	211 Help Line			1,200	1,266	1,266	Contract Services
1017227	Third Party Attorney Services		6,245		5,000	5,000	Contract Services
1014228	Accounting Services	100		9,315	2,797	2,500	Contract Services
1014229	Annual Audit	26,085	32,685	27,535	28,000	35,000	Contract Services
1016221	Fitness Program	5,026	5,958	3,049	5,000	6,000	Contract Services
1046225	C3H			1,229	2,500	2,500	Contract Services
1017220	City Attorney Retainer	119,903	131,447	317,660	81,604	81,604	Contract Services
1017223	MHRS Ordinance	7,811	17,496	3,604	7,500	7,500	Contract Services
1045220	Contract Services 45			7,200	8,000	8,000	Contract Services
1046212	Boys & Girls Club Funding	17,000	17,000	17,000	17,000	18,007	Contract Services
1021216	Augmentation	22,836	19,611		9,361	35,000	Contract Services
1021214	SB County Sheriff	3,249,893	3,291,612	3,314,393	3,383,976	3,477,199	Contract Services
1021213	SB County Mental Health	1,952	2,029	2,108	3,100	3,100	Contract Services
1021215	Sheriff's Overtime	8,791	7,171	31,175	21,500	21,500	Contract Services
1013314	Utility - Natural Gas	4,296	3,524	2,414	4,200	4,200	Utilities
1013317	Utility - Sewer 13	9,013	3,696	3,822	3,440	3,440	Utilities
1013313	Utility - Electric 13	24,258	25,886	26,633	26,000	28,000	Utilities
1013312	Utility - Water 13	6,345	7,126	4,362	5,000	5,500	Utilities
1013309	Misc Operating Expenses 13			430			Other Operating Expenditu
1022303	Printing & Advertising	331		4,118	1,000	1,000	Other Operating Expenditu
1016306	Meetings & Travel 16	550	862	333	100	400	Other Operating Expenditu
1022305	Dues & Subscriptions 22	480	775	455	800	800	Other Operating Expenditu
1016312	Flexible Benefits Admin		146	35			Other Operating Expenditu
1014305	Dues & Subscriptions 14	450	450	450	500	500	Other Operating Expenditu
1014303	Printing & Advertising 14	4,040	2,343	318	5		Other Operating Expenditu
1051306	Meetings & Travel 51	4,985	3,512	7,036	3,000	5,000	Other Operating Expenditu
1011303	Printing & Advertising 11	8,297	5,764	9,657	10,000	10,000	Other Operating Expenditu
1011305	Dues & Subscriptions 11	335	363	285	510	500	Other Operating Expenditu
1011306	Meetings & Travel 11	69	904	175	1,150	1,300	Other Operating Expenditu
1011308	Supplies & Materials 11	224	1,163	1,344	1,300	1,480	Other Operating Expenditu
1016309	Health & Safety					600	Other Operating Expenditu
1012305	Dues & Subscriptions 12		9,182	150	1,272	1,272	Other Operating Expenditu
1012308	Supplies & Materials 12	1,375	868	787	1,600	1,600	Other Operating Expenditu



1012308	Supplies & Materials 12	1,375	868	787	1,600	1,600	Other Operating Expenditur
1016310	Employee/Public Relations 16	2,382	6,291	2,945	4,000	5,000	Other Operating Expenditur
1014309	Misc Operating Expenses 14		130	64	100	100	Other Operating Expenditur
1016308	Supplies & Materials 16	867	1,002	1,098	1,000	1,000	Other Operating Expenditur
1051308	Supplies & Materials 51	376	173	357	500	500	Other Operating Expenditur
1013302	Postage 13	11,397	9,265	12,848	11,166	11,166	Other Operating Expenditur
1069308	Supplies & Materials 69	2,160	873	1,400	1,400	1,400	Other Operating Expenditur
1069306	Meetings & Travel 69	5		100	500	100	Other Operating Expenditur
1069303	Printing & Advertising 69			400	400	400	Other Operating Expenditur
1069305	Dues & Subscriptions 69	170	170	200	200	200	Other Operating Expenditur
1051310	Public Relations 51	2,957	1,680	4,957	22,000	3,000	Other Operating Expenditur
1018308	Supplies & Materials 18	2,455	2,521	2,521	2,550	3,000	Other Operating Expenditur
1016305	Dues & Subscriptions 16	155		50	145	145	Other Operating Expenditur
1051305	Dues & Subscriptions 51	14,751	10,175	4,123	11,000	12,000	Other Operating Expenditur
1014308	Supplies & Materials 14	970	1,857	780	780	1,000	Other Operating Expenditur
1015306	Meetings & Travel 15					1,500	Other Operating Expenditur
1015308	Supplies & Materials 15	51	27	86	1,021	1,021	Other Operating Expenditur
1016303	Recruitment Advertising	4,926	2,093	2,758	9,000	9,000	Other Operating Expenditur
1014306	Meetings & Travel 14	50	95	3	100	100	Other Operating Expenditur
1013301	Telephone 13	18,426	16,988	26,582	26,000	14,600	Other Operating Expenditur
1047306	Meetings & Travel 47	817	32	22	500	500	Other Operating Expenditur
1013307	Vehicle Oper & Maintenance 13	8,091	9,512	5,009	5,000	8,000	Other Operating Expenditur
1024308	Supplies & Materials 24	1,509	624	2,478	2,525	2,525	Other Operating Expenditur
1041306	Meetings & Travel 41	440	309	921	1,000	1,000	Other Operating Expenditur
1041308	Supplies & Materials 41	1,216	2,784	1,673	1,250	1,250	Other Operating Expenditur
1024303	Printing & Advertising 24	839	628		3,650	3,650	Other Operating Expenditur
1022308	Supplies & Materials 22	(1,887)	(1,418)	(5,377)	(1,259)	(1,259)	Other Operating Expenditur
1024305	Dues & Subscriptions 24	230	100	360	325	325	Other Operating Expenditur
1024306	Meetings & Travel 24		474	684	2,000	2,000	Other Operating Expenditur
1051303	Printing & Advertising 51	288			288	288	Other Operating Expenditur
1042303	Printing & Advertising 42	449		45	450	450	Other Operating Expenditur
1013308	Supplies & Materials 13	18,002	25,506	22,086	22,000	22,000	Other Operating Expenditur
1041305	Dues & Subscriptions 41	600	600	600	600	600	Other Operating Expenditur
1041303	Printing & Advertising 41	5			1,000	1,000	Other Operating Expenditur
1037201	Supplies & Materials 37	3,194	2,597	2,011	1,200	2,500	Other Operating Expenditur
1030305	Dues & Subscriptions 30	2,243	2,598	1,113	1,200	3,500	Other Operating Expenditur
1030308	Supplies & Materials 30	6,377	4,183	2,998	2,500	3,000	Other Operating Expenditur
1045308	Supplies & Materials 45	4,611	5,409	818	10,000	10,000	Other Operating Expenditur
1030306	Meetings & Travel 30	1,209	2,120	4,141	4,300	10,000	Other Operating Expenditur
1042305	Dues & Subscriptions 42	100	100	175	100	100	Other Operating Expenditur
1045305	Dues & Subscriptions 45	488	338	410	1,050	1,050	Other Operating Expenditur
1044305	Dues & Subscriptions 44	1,295	45	50	1,300	1,300	Other Operating Expenditur
1022306	Meetings & Travel 22	269	2,096	359	1,200	1,200	Other Operating Expenditur
1012306	Meetings & Travel 12	1,160	1,507	328	877	877	Other Operating Expenditur
1047308	Supplies & Materials	595	389	233	600	600	Other Operating Expenditur
1024301	Telephone	73	171				Other Operating Expenditur
1042308	Supplies & Materials 42	3,588	1,777	1,537	2,000	2,000	Other Operating Expenditur
1044302	Marketing Materials	25,016	18,274	19,237	27,000	27,000	Other Operating Expenditur
1016320	Pre-placement Health Screen	3,239	2,389	3,828	3,200	2,200	Other Operating Expenditur
1044306	Meetings & Travel 44	65	169	5	750	750	Other Operating Expenditur
1047303	Printing & Advertising 47	2,079	2,115	1,877	2,500	2,500	Other Operating Expenditur
1042306	Meetings & Travel 42	7	440		200	200	Other Operating Expenditur
1044308	Supplies & Materials 44	493	470	420	700	700	Other Operating Expenditur
1045306	Meetings & Travel 45	1,531	(700)		1,000	3,000	Other Operating Expenditur
1045303	Printing & Advertising 45	8,296	8,571	8,046	8,046	8,500	Other Operating Expenditur
1072211	Personnel Services	13,904	29,361	58,993	6,000	23,700	Non-Operating Expenditure
1015323	Insurance/Bond Premiums	42,095	40,612	67,898	66,173	66,173	Non-Operating Expenditure
1015183	Worker's Comp Claims 15		1,120				Non-Operating Exp.
1015321	SC/JPIA Deposit Billing	155,312	202,502	243,916	339,833	213,754	Non-Operating Expenditure
1079611	Park Improvements			198,497		75,000	Major Capital
1079611	Pool Plaster/Solar						Major Capital
1070416	General Capital Assets	51,358					Minor Capital
1070410	Kiosk	58					Minor Capital
1070414	Office Furniture	287				10,000	Minor Capital
1070417	Computer Hardware	13,750	21,594	11,706	34,000	34,000	Minor Capital
1070412	Office Furniture Workstation 70	287					Minor Capital
1078544	El Carro Park Debt 10	3,695	3,695	3,695	3,695	3,695	Debt Service
1078522	Swimming Pool Debt	1,626	1,626	1,626	1,626	1,626	Debt Service
1078533	Lot #3 Debt	23,310	23,310	23,310	23,310	23,310	Debt Service
1078511	City Hall Debt	54,332	85,157	147,507	80,325	82,755	Debt Service
1010209	FROM REVOLVING 10				8,761		Transfers In
1010289	FROM TIDELANDS 10	68,694	76,098	75,954	74,994	76,539	Transfers In
1010299	FROM STREET LIGHTING 10	37,946	93,794	81,925	151,672	97,238	Transfers In
1010339	FROM ROW 10	16,484	18,487	16,831	13,326	16,764	Transfers In
1010319	FROM TRUST & AGENCY 10		39,066	13,501	12,546	13,083	Transfers In
1010419	FROM MEASURE D 10		117,148				Transfers In
1010269	FROM LOCAL TRANSPORTATION 10	357	544	563	402	422	Transfers In
1010489	FROM RECREATION SERVICES 10	53,129	52,312	51,806	53,279	54,818	Transfers In
1010259	FROM GAS TAX 10	29,850	55,161	39,754	38,334	39,617	Transfers In
1010399	FROM AB939 10	72,856	97,078	109,683	140,068	137,181	Transfers In
1010239	FROM PARK MAINTENANCE 10	72,588	58,031	57,071	59,361	61,356	Transfers In
1010279	FROM MEASURE A 10	54,520	127,559	135,053	100,483	111,693	Transfers In
1090339	To ROW 10			31,731	16,618	16,100	Transfers (Out)
1090279	To Measure A 10	40,084	40,084	103,368	608,991	613,547	Transfers (Out)
1090259	To Gas Tax 10	89,143	91,040	112,031	106,796	135,604	Transfers (Out)
1090239	To Park Maintenance 10			12,692	13,295	14,666	Transfers (Out)
1090389	To PBIA 10		16,744				Transfers (Out)
1091339	Subsidies Received / (Provided)	(137,817)	(155,298)	(91,793)			Subsidies Received / (Prov
1091119	Subsidies Received / (Provided)		(7,346)	(13,659)			Subsidies Received / (Prov
1091489	Subsidies Received / (Provided)	(138,076)	(166,158)	(140,546)			Subsidies Received / (Prov
1091239	Subsidies Received / (Provided)	(186,936)	(134,443)	(172,213)			Subsidies Received / (Prov
1091229	Subsidies Received / (Provided)	(35,126)	(14,012)	(30,606)			Subsidies Received / (Prov
1089990	Changes in Reserves	(116,110)	160,989	142,054	(116,110)	(116,110)	

**CITY OF CARPINTERIA**  
**Adopted 2016-17 Budget**  
**TRAFFIC SAFETY FUND**

This special fund is used to account for the receipt of fines assessed to violators of the California Vehicle Code within the City Limits. Monies from this fund must be used for traffic safety purposes such as traffic signs and markings and related traffic safety enforcement activities.

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Total Taxes	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%
Interest	(34)	-0.2%	57	0.3%	(369)	-2.7%	57	0.3%	57	0.3%
Charges for Services	157	0.8%	155	0.9%	465	3.4%	1,100	5.2%	1,100	5.2%
Fines & Forfeitures	20,558	99.4%	16,251	98.7%	13,521	99.3%	20,000	94.5%	20,000	94.5%
<b>TOTAL REVENUE</b>	<b>20,681</b>	<b>100.0%</b>	<b>16,463</b>	<b>100.0%</b>	<b>13,617</b>	<b>100.0%</b>	<b>21,157</b>	<b>100.0%</b>	<b>21,157</b>	<b>100.0%</b>
Part-time Wages	5,649	18.0%	5,499	21.6%	10,310	39.6%	5,372	25.1%	5,370	25.0%
Total Wages	\$5,649	18.0%	\$5,499	21.6%	\$10,310	39.6%	\$5,372	25.1%	\$5,370	25.0%
Unemployment Insurance	11	0.0%	9	0.0%	21	0.1%	10	0.0%	10	0.0%
MediTax					70	0.3%			80	0.4%
Total Benefits	\$11	0.0%	\$9	0.0%	\$91	0.3%	\$10	0.0%	\$90	0.4%
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$5,661</b>	<b>18.0%</b>	<b>\$5,508</b>	<b>21.6%</b>	<b>\$10,401</b>	<b>39.9%</b>	<b>\$5,382</b>	<b>25.1%</b>	<b>\$5,460</b>	<b>25.4%</b>
Sheriff Contract	25,797	82.0%	20,000	78.4%	15,639	60.1%	16,061	74.9%	16,061	74.6%
<b>TOTAL EXPENDITURES</b>	<b>\$31,458</b>	<b>100.0%</b>	<b>\$25,508</b>	<b>100.0%</b>	<b>\$26,040</b>	<b>100.0%</b>	<b>\$21,443</b>	<b>100.0%</b>	<b>\$21,521</b>	<b>100.0%</b>
<b>NET INCOME / (LOSS)</b>	<b>(\$10,777)</b>		<b>(\$9,045)</b>		<b>(\$12,423)</b>		<b>(\$286)</b>		<b>(\$364)</b>	
<b>NET TRANSFERS</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>	
Subsidies Received / (Provided)			7,346		13,659					
Operational Excess / (Deficit)	(10,777)		(1,699)		1,236		(286)		(364)	
<b>CHANGE IN AVAILABLE FUND BALANCE</b>	<b>(10,777)</b>		<b>(1,699)</b>		<b>1,236</b>		<b>(286)</b>		<b>(364)</b>	
Beginning Fund Balance	12,476		1,699		0		1,236		951	
<b>ENDING AVAILABLE FUND BALANCE</b>	<b>\$1,699</b>		<b>\$0</b>		<b>\$1,236</b>		<b>\$951</b>		<b>\$587</b>	



Fund		TRAFFIC SAFETY FUND					
1111101	INTEREST INCOME 11	(34)	57	(369)	57	57	Interest
1111136	POLICE FEES & CHARGES 11	157	155	465	1,100	1,100	Charges for Services
1111135	CA VEHICLE CODE FINES	20,558	16,251	13,521	20,000	20,000	Fines & Forfeitures
1122164	Part-time Wages 22 (Fund 11)	5,649	5,499	10,310	5,372	5,370	Part-time Wages
1122184	Unemployment Insurance 22 (11)	11	9	21	10	10	Unemployment Insurance
1122186	Meditax			70		80	MediTax
1121214	SB County Sheriff 11	25,797	20,000	15,639	16,061	16,061	Contract Services
1191109	Subsidies Received / (Provided)		7,346	13,659			Subsidies Received / (Provided)

**CITY OF CARPINTERIA**  
**Adopted 2016-17 Budget**  
**REVOLVING FUND**

The Revolving Fund is used to account for most grants from public or private sources which have been awarded to the City for specific purposes. Exceptions are grants received for park or swimming pool purposes which are accounted for in the corresponding fund.

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Total Taxes	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%
Intergov Grants	106,813	100.0%	772,713	100.0%	345,412	100.0%	205,000	100.0%	1,916,965	100.0%
<b>TOTAL REVENUE</b>	<b>106,813</b>	<b>100.0%</b>	<b>772,713</b>	<b>100.0%</b>	<b>345,412</b>	<b>100.0%</b>	<b>205,000</b>	<b>100.0%</b>	<b>1,916,965</b>	<b>100.0%</b>
Total Wages	\$0		\$0		\$0		\$0		\$0	
Total Benefits	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
Other Operating Exp.							5,000	2.4%	5,000	0.3%
Major Capital	201,813	100.0%	772,713	100.0%	345,412	100.0%	200,000	97.6%	1,911,965	99.7%
Minor Capital			372	0.0%						
<b>TOTAL EXPENDITURES</b>	<b>\$201,813</b>	<b>100.0%</b>	<b>\$773,085</b>	<b>100.0%</b>	<b>\$345,412</b>	<b>100.0%</b>	<b>\$205,000</b>	<b>100.0%</b>	<b>\$1,916,965</b>	<b>100.0%</b>
<b>NET INCOME / (LOSS)</b>	<b>(\$95,000)</b>		<b>(\$372)</b>							
Transfers In	95,000									
Transfers (Out)							(8,761)			
<b>NET TRANSFERS</b>	<b>95,000</b>		<b>0</b>		<b>0</b>		<b>(8,761)</b>		<b>0</b>	
Operational Excess / (Deficit)	(0)		(372)		0		(8,761)		0	
<b>CHANGE IN AVAILABLE FUND BALANCE</b>	<b>(0)</b>		<b>(372)</b>		<b>0</b>		<b>(8,761)</b>		<b>0</b>	
Beginning Fund Balance	43,287		43,287		42,915		42,915		34,154	
<b>ENDING AVAILABLE FUND BALANCE</b>	<b>\$43,287</b>		<b>\$42,915</b>		<b>\$42,915</b>		<b>\$34,154</b>		<b>\$34,154</b>	

Fund		REVOLVING FUND					
2020202	FHWA HBR GRANT	52,031	300,357	243,914	150,000	550,000	Subventions / Intergovern
2020437	CARPINTERIA RINCON TRAIL INCOME	545					Subventions / Intergovern
2020208	CREEK PARK INCOME					342,000	Subventions / Intergovern
2020271	MEASURE A GRANT 1	15,078	132,037	44,364			Subventions / Intergovern
2020432	BEVERAGE CONTAINER GRANT				5,000	5,000	Subventions / Intergovern
2020274	MEASURE A GRANT 4	17,166	2,827				Subventions / Intergovern
2020275	PUBLIC WORKS GRANTS		122,940	57,134	50,000	679,965	Subventions / Intergovern
2020421	HCF WEED REMOVAL GRANT					340,000	Subventions / Intergovern
2020272	MEASURE A GRANT 2	9,548	6,573				Subventions / Intergovern
2020273	MEASURE A GRANT 3	12,446	207,979				Subventions / Intergovern
2037302	Beverage Container Expense				5,000	5,000	Other Operating Expenditur
2037303	Carpinteria Rincon Trail	545					Major Capital
2079220	Memorial Park Expense					342,000	Major Capital
2079273	Measure A Grant 3	5,061	207,979				Major Capital
2079274	Measure A Grant 4	17,341	2,827				Major Capital
2079272	Measure A Grant 2	16,933	6,573				Major Capital
2079271	Measure A Grant 1	14,903	132,037	44,364			Major Capital
2079305	Tomol IPA LWCF	95,000					Major Capital
2079275	Public Works Grants		122,940	57,134	50,000	679,965	Major Capital
2079614	FHWA HBR 20	52,031	300,357	243,914	150,000	550,000	Major Capital
2079621	Community Gard Grant Expense					340,000	Major Capital
2070416	CLEEP Grant Expense		372				Minor Capital
2020269	FROM LOCAL TRANSPORTATION FUN	95,000					Transfers In
2090109	To General 20				8,761		Transfers (Out)



**CITY OF CARPINTERIA**  
**Adopted 2016-17 Budget**  
**REPLACEMENT FUND**

The Replacement Fund was created by the City Council to establish a funding source for purchase of replacement equipment. Revenues for this fund are derived from interest earnings, annual "depreciation-type" Monies appropriated in the operating budget and a share of fees collected.

	ACTUAL 13		ACTUAL 14		ACTUAL 15	FINAL 16		ADOPTED 17	
Total Taxes	\$0	0.0%	\$0	0.0%	\$0	\$0	0.0%	\$0	0.0%
Interest	(8)	-0.2%	8	0.5%	(534)	78	7.2%	78	7.2%
Charges for Services	5,124	100.2%	1,730	99.5%	100	1,000	92.8%	1,000	92.8%
TOTAL REVENUE	5,116	100.0%	1,738	100.0%	(434)	1,078	100.0%	1,078	100.0%
Total Wages	\$0		\$0		\$0	\$0		\$0	
Total Benefits	\$0		\$0		\$0	\$0		\$0	
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	
Minor Capital	16,485	100.0%							
TOTAL EXPENDITURES	<b>\$16,485</b>	100.0%	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	
<b>NET INCOME / (LOSS)</b>	<b>(\$11,369)</b>		<b>\$1,738</b>		<b>(\$434)</b>	<b>\$1,078</b>		<b>\$1,078</b>	
NET TRANSFERS	0		0		0	0		0	
Operational Excess / (Deficit)	(11,369)		1,738		(434)	1,078		1,078	
CHANGE IN AVAILABLE FUND BALANCE	(11,369)		1,738		(434)	1,078		1,078	
Beginning Fund Balance	17,646		6,277		8,015	7,581		8,659	
ENDING AVAILABLE FUND BALANCE	<b>\$6,277</b>		<b>\$8,015</b>		<b>\$7,581</b>	<b>\$8,659</b>		<b>\$9,737</b>	

Fund		REPLACEMENT FUND					
2121101	INTEREST INCOME 21	(8)	8	(534)	78	78	Interest
2121216	SALE OF PROPERTY	5,124	1,730	100	1,000	1,000	Charges for Services
2170417	Computer Hardware 21	16,485					Minor Capital

CITY OF CARPINTERIA  
Adopted 2016-17 Budget  
PARK DEVELOPMENT FUND

This fund was created for the purpose of accounting for the City's "New Construction Tax" which is charged on all new development. The tax rate is currently 500.00 per residential unit or 0.045 per square foot for new industrial or commercial buildings. Monies from this fund may be used only for development, improvement or major maintenance of city parks and purchase of major equipment items for maintenance of city parks.

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Other Taxes	23	99.9%	21,072	99.7%	4,543	100.0%	1,000	100.0%	1,000	100.0%
Total Taxes	\$23	99.9%	\$21,072	99.7%	\$4,543	100.0%	\$1,000	100.0%	\$1,000	100.0%
Interest	0	0.1%	65	0.3%						
TOTAL REVENUE	23	100.0%	21,137	100.0%	4,543	100.0%	1,000	100.0%	1,000	100.0%
Total Wages	\$0		\$0		\$0		\$0		\$0	
Total Benefits	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
Debt Service	35,149	100.0%	35,149	100.0%	35,149	100.0%	35,149	100.0%	35,149	100.0%
TOTAL EXPENDITURES	<b>\$35,149</b>	100.0%	<b>\$35,149</b>	100.0%	<b>\$35,149</b>	100.0%	<b>\$35,149</b>	100.0%	<b>\$35,149</b>	100.0%
<b>NET INCOME / (LOSS)</b>	<b>(\$35,126)</b>		<b>(\$14,012)</b>		<b>(\$30,606)</b>		<b>(\$34,149)</b>		<b>(\$34,149)</b>	
NET TRANSFERS	0		0		0		0		0	
Subsidies Received / (Provided)	35,126		14,012		30,606		34,149		34,149	
Operational Excess / (Deficit)	(0)		0		0		0		0	
CHANGE IN AVAILABLE FUND BALANCE	(0)		0		0		0		0	
Beginning Fund Balance			(0)		(0)		(0)		(0)	
ENDING AVAILABLE FUND BALANCE	<b>(\$0)</b>		<b>(\$0)</b>		<b>(\$0)</b>		<b>(\$0)</b>		<b>(\$0)</b>	

Fund		PARK DEVELOPMENT FUND					
2222225	NEW CONSTRUCTION TAX	23	21,072	4,543	1,000	1,000	Other Taxes
2222101	INTEREST INCOME 22	0	65				Interest
2278544	El Carro Park Debt 22	35,149	35,149	35,149	35,149	35,149	Debt Service
2291109	Subsidies Received / (Provided)	35,126	14,012	30,606			Subsidies Received / (Prov

**CITY OF CARPINTERIA**  
**Adopted 2016-17 Budget**  
**PARK MAINTENANCE FUND**

This fund was established in the 1997-98 fiscal year. The revenues from this fund are collected based upon authority of a public vote held on June 3, 1997 whereby over two-thirds of the voters approved a special tax to be levied. Expenditures from this fund are for parks maintenance needs including equipment replacement, water, grounds keeping and other enhancements.

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Other Taxes	156,888	90.1%	154,109	61.0%	142,662	58.2%	154,000	66.0%	154,000	65.2%
Total Taxes	\$156,888	90.1%	\$154,109	61.0%	\$142,662	58.2%	\$154,000	66.0%	\$154,000	65.2%
Interest	(174)	-0.1%	150	0.1%	(1,115)	-0.5%	35	0.0%	35	0.0%
Charges for Services	17,438	10.0%	73,269	29.0%	56,480	23.0%	32,000	13.7%	35,000	14.8%
Assessments					20,111	8.2%	20,000	8.6%	20,000	8.5%
Intergov Grants			25,000	9.9%	26,906	11.0%	27,000	11.6%	27,000	11.4%
Miscellaneous	42	0.0%					313	0.1%	313	0.1%
<b>TOTAL REVENUE</b>	<b>174,194</b>	<b>100.0%</b>	<b>252,528</b>	<b>100.0%</b>	<b>245,044</b>	<b>100.0%</b>	<b>233,348</b>	<b>100.0%</b>	<b>236,348</b>	<b>100.0%</b>
Regular Wages	48,706	16.3%	47,410	14.0%	50,493	12.5%	54,855	15.7%	55,900	15.6%
Overtime Wages	2,062	0.7%	2,046	0.6%	938	0.2%	1,585	0.5%	4,000	1.1%
Total Wages	\$50,768	17.0%	\$49,456	14.6%	\$51,431	12.7%	\$56,439	16.1%	\$59,900	16.7%
Health/Life/Dental Insurance	19,424	6.5%	18,741	5.5%	18,839	4.7%	20,572	5.9%	23,710	6.6%
Retirement	8,229	2.7%	8,704	2.6%	8,541	2.1%	8,851	2.5%	12,140	3.4%
Unemployment Insurance			305	0.1%					120	0.0%
MediTax	736	0.2%	745	0.2%	746	0.2%	818	0.2%	840	0.2%
Other Benefits	712	0.2%	806	0.2%	841	0.2%	1,079	0.3%	1,080	0.3%
Total Benefits	\$29,101	9.7%	\$29,301	8.6%	\$28,967	7.2%	\$31,320	9.0%	\$37,890	10.6%
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$79,869</b>	<b>26.7%</b>	<b>\$78,757</b>	<b>23.2%</b>	<b>\$80,398</b>	<b>19.9%</b>	<b>\$87,759</b>	<b>25.1%</b>	<b>\$97,790</b>	<b>27.3%</b>
Contract Services	126,494	42.3%	151,449	44.6%	226,445	56.1%	148,615	42.5%	158,000	44.2%
Utilities	70,160	23.4%	87,263	25.7%	77,264	19.1%	75,046	21.4%	75,046	21.0%
Other Operating Exp.	22,270	7.4%	21,477	6.3%	19,809	4.9%	24,000	6.9%	22,000	6.1%
Major Capital	509	0.2%	267	0.1%			2,000	0.6%	2,000	0.6%
Minor Capital							12,500	3.6%	3,000	0.8%
<b>TOTAL EXPENDITURES</b>	<b>\$299,302</b>	<b>100.0%</b>	<b>\$339,213</b>	<b>100.0%</b>	<b>\$403,916</b>	<b>100.0%</b>	<b>\$349,920</b>	<b>100.0%</b>	<b>\$357,836</b>	<b>100.0%</b>
<b>NET INCOME / (LOSS)</b>	<b>(\$125,108)</b>		<b>(\$86,685)</b>		<b>(\$158,872)</b>		<b>(\$116,572)</b>		<b>(\$121,488)</b>	
Transfers In	25,908		26,926		59,615		61,022		64,221	
Transfers (Out)	(87,736)		(74,684)		(72,956)		(84,004)		(97,032)	
NET TRANSFERS	(61,828)		(47,758)		(13,341)		(22,982)		(32,811)	
Subsidies Received / (Provided)	186,936		134,443		172,213		139,554		154,299	
Operational Excess / (Deficit)	(0)		0		0		0		0	
CHANGE IN AVAILABLE FUND BALANCE	(0)		0		0		0		0	
Beginning Fund Balance			(0)		(0)		(0)		(0)	
ENDING AVAILABLE FUND BALANCE	(\$0)		(\$0)		(\$0)		(\$0)		(\$0)	



Fund		PARK MAINTENANCE FUND					
2323335	PARK MAINTENANCE TAX 23	156,888	154,109	142,662	154,000	154,000	Other Taxes
2323101	INTEREST INCOME 23	(174)	150	(1,115)	35	35	Interest
2323102	PARK RENTAL 23	45,985	16,840	20,040	17,000	20,000	Charges for Services
2323103	STATE DAY USE PARKING	(28,547)	56,429	36,440	15,000	15,000	Charges for Services
2323282	BERM ASSESSMENT 23			20,111	20,000	20,000	Assessments
2323231	BLUFFS ENDOWMENT		25,000	26,906	27,000	27,000	Subventions / Intergovern
2323166	DONATIONS 23	42			313	313	Miscellaneous
2361162	Regular Salary 61	48,706	47,410	50,493	54,855	55,900	Regular Wages
2361165	Overtime Pay 61	2,062	2,046	938	1,585	4,000	Overtime Wages
2361191	Life Insurance Premiums 61	687	763	707	644	760	Health/Life/Dental Insura
2361194	Wellness 61	18,737	17,978	18,132	19,928	22,950	Health/Life/Dental Insura
2361192	Paid PERS-Employee 61	2,537	3,800	3,645	3,983	5,460	Retirement
2361193	Paid PERS-employer 61	5,692	4,904	4,896	4,868	6,680	Retirement
2361184	Unemployment Insurance 61		305			120	Unemployment Insurance
2361186	Meditax 61	736	745	746	818	840	MediTax
2361197	Indiv Equip Reimbursement 61	280	325	327	350	350	Other Benefits
2361198	Uniform Rental 61	432	481	514	729	730	Other Benefits
2361225	Park Maintenance 61	88,856	80,553	78,450	100,000	100,000	Contract Services
2361222	Equip/Vehicle Maintenance	70	111	140	250	2,000	Contract Services
2362221	Beach Dune Maintenance						Contract Services
2362220	Contract Services (Berm Permit)						Contract Services
2361221	Miscellaneous Contracts	37,568	61,794	69,405	47,365	55,000	Contract Services
2361225	Marsh/Bluffs Maintenance		8,991	78,450	1,000	1,000	Contract Services
2361317	Utility - Sewer 23	1,989	2,681	3,864	4,046	4,046	Utilities
2361313	Utility - Electric 23	5,920	5,907	6,171	6,000	6,000	Utilities
2361312	Utility - Water 23	62,251	78,675	67,229	65,000	65,000	Utilities
2361307	Vehicle Oper/Maintenance 23	3,151	2,143	4,689	4,000	4,000	Other Operating Expenditur
2361306	Bluffs Park Expense	19,119	19,334	15,120	20,000	18,000	Other Operating Expenditur
2379611	Irrigation Water Well	509	267		2,000	2,000	Major Capital
2370415	Parks Truck				12,500	3,000	Minor Capital
2323299	FROM STREET LIGHTING 23	15,908	16,926	16,923	17,727	19,555	Transfers In
2323289	FROM TIDELANDS 23	10,000	10,000	30,000	30,000	30,000	Transfers In
2323109	FROM GENERAL 23			12,692	13,295	14,666	Transfers In
2390339	To ROW 23	7,627	8,298	7,933	12,283	16,934	Transfers (Out)
2390259	To Gas Tax 23	7,521	8,355	7,952	12,360	18,742	Transfers (Out)
2390109	To General 23	72,588	58,031	57,071	59,361	61,356	Transfers (Out)
2391109	Subsidies Received / (Provided)	186,936	134,443	172,213			Subsidies Received / (Prov

**CITY OF CARPINTERIA**  
**Adopted 2016-17 Budget**  
**GAS TAX FUND**

This fund is used to account for State Gas Tax Funds received as the City's share of the state-wide tax on gasoline and other motor vehicle fuels. Interest earnings are also included as revenue along with a special state allocation of 3,000.00 per year for engineering services. Gas Tax Funds may only be used for construction, reconstruction and maintenance of public streets, drains and other right of way expenses, including labor costs.

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Total Taxes	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%
Interest	(421)	-0.1%	215	0.0%	(2,369)	-0.6%	1,113	0.4%	1,113	0.4%
Intergov Grants	344,748	100.1%	434,054	100.0%	406,731	100.6%	306,889	99.6%	306,889	99.6%
<b>TOTAL REVENUE</b>	<b>344,327</b>	<b>100.0%</b>	<b>434,269</b>	<b>100.0%</b>	<b>404,362</b>	<b>100.0%</b>	<b>308,002</b>	<b>100.0%</b>	<b>308,002</b>	<b>100.0%</b>
Regular Wages	131,657	26.8%	132,248	28.4%	136,022	36.2%	140,638	32.5%	193,590	34.8%
Overtime Wages	2,378	0.5%	1,508	0.3%	2,669	0.7%	4,009	0.9%	2,000	0.4%
Other Wages	1,821	0.4%	1,946	0.4%	1,852	0.5%	1,960	0.5%	1,930	0.3%
Total Wages	\$135,856	27.7%	\$135,702	29.1%	\$140,543	37.4%	\$146,607	33.9%	\$197,520	35.5%
Health/Life/Dental Insurance	60,142	12.3%	62,565	13.4%	63,406	16.9%	64,052	14.8%	71,230	12.8%
Retirement	27,395	5.6%	21,120	4.5%	21,312	5.7%	20,155	4.7%	32,210	5.8%
Unemployment Insurance	269	0.1%	270	0.1%	281	0.1%	284	0.1%	380	0.1%
MediTax	1,963	0.4%	1,977	0.4%	2,038	0.5%	2,098	0.5%	2,760	0.5%
Other Benefits	1,691	0.3%	1,763	0.4%	1,739	0.5%	2,158	0.5%	2,160	0.4%
Total Benefits	\$91,461	18.6%	\$87,695	18.8%	\$88,776	23.6%	\$88,747	20.5%	\$108,740	19.5%
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$227,317</b>	<b>46.3%</b>	<b>\$223,397</b>	<b>47.9%</b>	<b>\$229,319</b>	<b>61.0%</b>	<b>\$235,354</b>	<b>54.4%</b>	<b>\$306,260</b>	<b>55.0%</b>
Contract Services	215,318	43.9%	196,066	42.1%	104,267	27.7%	135,034	31.2%	181,283	32.5%
Other Operating Exp.	48,056	9.8%	46,452	10.0%	42,515	11.3%	42,540	9.8%	47,500	8.5%
Major Capital							20,000	4.6%	20,000	3.6%
Minor Capital			87	0.0%					2,000	0.4%
<b>TOTAL EXPENDITURES</b>	<b>\$490,691</b>	<b>100.0%</b>	<b>\$466,002</b>	<b>100.0%</b>	<b>\$376,101</b>	<b>100.0%</b>	<b>\$432,928</b>	<b>100.0%</b>	<b>\$557,043</b>	<b>100.0%</b>
<b>NET INCOME / (LOSS)</b>	<b>(\$146,364)</b>		<b>(\$31,733)</b>		<b>\$28,261</b>		<b>(\$124,926)</b>		<b>(\$249,041)</b>	
Transfers In	162,650		172,135		215,625		225,433		273,192	
Transfers (Out)	(121,377)		(154,735)		(127,014)		(129,734)		(128,165)	
NET TRANSFERS	41,273		17,400		88,611		95,699		145,027	
Operational Excess / (Deficit)	(105,091)		(14,333)		116,872		(29,227)		(104,014)	
CHANGE IN AVAILABLE FUND BALANCE	(105,091)		(14,333)		116,872		(29,227)		(104,014)	
Beginning Fund Balance	188,546		83,455		69,122		185,994		156,767	
ENDING AVAILABLE FUND BALANCE	<b>\$83,455</b>		<b>\$69,122</b>		<b>\$185,994</b>		<b>\$156,767</b>		<b>\$52,753</b>	



Fund		GAS TAX FUND					
2525101	INTEREST INCOME 25	(421)	215	(2,369)	1,113	1,113	Interest
2525256	SECTION 2107 FUNDS	103,414	104,625	111,342	113,835	113,835	Subventions / Intergovern
2525164	MISCELLANEOUS INCOME 25	17,505	413				Subventions / Intergovern
2525255	SECTION 2106 FUNDS	43,128	40,069	48,591	44,810	44,810	Subventions / Intergovern
2525257	SECTION 2107.5 FUNDS	3,000	(13,050)	6,000	3,000	3,000	Subventions / Intergovern
2525254	TRAFFIC CONGESTION RELIEF				63,175	63,175	Subventions / Intergovern
2525258	SECTION 2126/2105 FUNDS	177,701	301,997	240,798	82,069	82,069	Subventions / Intergovern
2531162	Regular Salary 31	131,657	132,248	136,022	140,638	193,590	Regular Wages
2531165	Overtime Pay 31	2,378	1,508	2,669	4,009	2,000	Overtime Wages
2531167	Special Pay 31	1,821	1,946	1,852	1,960	1,930	Other Wages
2531194	Wellness 31	58,097	60,203	61,213	62,412	68,840	Health/Life/Dental Insura
2531191	Life Insurance Premiums 31	2,045	2,362	2,193	1,640	2,390	Health/Life/Dental Insura
2531192	Paid PERS-Employee31	8,869	8,994	8,980	8,955	13,360	Retirement
2531193	Paid PERS-Employer 31	18,527	12,126	12,332	11,200	18,850	Retirement
2531184	Unemployment Insurance 31	269	270	281	284	380	Unemployment Insurance
2531186	MediTax 31	1,963	1,977	2,038	2,098	2,760	MediTax
2531197	Indiv Equip Reimbursement 31	828	803	710	700	700	Other Benefits
2531198	Uniform Rental 31	863	960	1,029	1,458	1,460	Other Benefits
2531221	Miscellaneous Contracts 31				(410)		Contract Services
2531223	Drainage Maintenance	1,263	3,863	3,453	5,000	5,000	Contract Services
2514228	Gas Tax Audit/Street Report	1,283	1,021	788	1,119	1,283	Contract Services
2531220	Street Maintenance 31	3,615	10,487	5,305	12,000	10,000	Contract Services
2531227	Street Sweeping	39,823	39,913	39,823	40,000	40,000	Contract Services
2531224	Street Drainage Improvements	980	338	5,550	7,325	10,000	Contract Services
2536226	Engineering Retainer	142,637	88,812	8,805	10,000	55,000	Contract Services
2531225	Thermoplast/Striping	25,717	51,632	40,543	60,000	60,000	Contract Services
2531301	Telephone 31	2,142	2,266	2,251	1,500	2,000	Other Operating Expenditur
2531311	Rents & Leases 31	1,876	378	40	1,000	3,000	Other Operating Expenditur
2531304	Radio Maintenance/Repair 31					2,000	Other Operating Expenditur
2531305	Dues & Subscriptions 31	288	465	449	40	500	Other Operating Exp.
2531308	Supplies & Materials 31	30,903	25,507	24,473	25,000	25,000	Other Operating Expenditur
2531307	Vehicle Oper & Maintenance 31	12,848	17,836	15,302	15,000	15,000	Other Operating Expenditur
2579616	Curb Gutter and Sidewalk Improvements				20,000	20,000	Major Capital
2570418	Miscellaneous Equipment 25					2,000	Minor Capital
2570415	Public Works Vehicles		87				Minor Capital
2525299	FROM STREET LIGHTING 25	11,941	17,706	12,767	23,212	16,747	Transfers In
2525399	FROM AB939 25			25,361	26,569	27,911	Transfers In
2525339	FROM ROW 25	45,360	42,157	48,229	41,021	63,023	Transfers In
2525239	FROM PARK MAINTENANCE 25	7,521	8,355	7,952	12,360	18,742	Transfers In
2525279	FROM MEASURE A 25	8,685	12,877	9,285	15,475	11,165	Transfers In
2525109	FROM GENERAL 25	89,143	91,040	112,031	106,796	135,604	Transfers In
2590109	To General 25	29,850	55,161	39,754	38,334	39,617	Transfers (Out)
2590339	To ROW 25	91,527	99,574	87,260	91,400	88,548	Transfers (Out)



CITY OF CARPINTERIA  
Adopted 2016-17 Budget  
LOCAL TRANSPORTATION FUND

This fund is used to account for the City's share of the State Sales Tax on motor vehicle fuels. Revenues from this source must be used for maintenance of bikeways and are administered by the Santa Barbara County Association of Governments.

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Total Taxes	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%
Interest	354	4.0%	370	3.5%	(1,425)	-16.3%	493	4.5%	493	4.5%
Intergov Grants	8,503	96.0%	10,196	96.5%	10,147	116.3%	10,456	95.5%	10,456	95.5%
TOTAL REVENUE	8,856	100.0%	10,566	100.0%	8,722	100.0%	10,949	100.0%	10,949	100.0%
Total Wages	\$0		\$0		\$0		\$0		\$0	
Total Benefits	\$0		\$0		\$0		\$0		\$0	
TOTAL WAGES & BENEFITS	\$0		\$0		\$0		\$0		\$0	
Major Capital	500	100.0%							10,000	100.0%
TOTAL EXPENDITURES	\$500	100.0%	\$0		\$0		\$0		\$10,000	100.0%
NET INCOME / (LOSS)	\$8,356		\$10,566		\$8,722		\$10,949		\$949	
Transfers (Out)	(95,357)		(544)		(563)		(402)		(422)	
NET TRANSFERS	(95,357)		(544)		(563)		(402)		(422)	
Operational Excess / (Deficit)	(87,001)		10,022		8,159		10,547		527	
CHANGE IN AVAILABLE FUND BALANCE	(87,001)		10,022		8,159		10,547		527	
Beginning Fund Balance	117,476		30,475		40,497		48,656		59,203	
ENDING AVAILABLE FUND BALANCE	\$30,475		\$40,497		\$48,656		\$59,203		\$59,730	

Fund		LOCAL TRANSPORTATION FUND					
2626101	INTEREST INCOME 26	354	370	(1,425)	493	493	Interest
2626265	BKWY, ART3; SEC 99234	8,503	10,196	10,147	10,456	10,456	Subventions / Intergovern
2679611	Bikeway Improvements	500				10,000	Major Capital
2690109	To General 26	357	544	563	402	422	Transfers (Out)
2690209	To Revolving Fund	95,000					Transfers (Out)

**CITY OF CARPINTERIA**  
**Adopted 2016-17 Budget**  
**MEASURE A FUND**

This fund is used to account for Measure "A" funds, the county wide sales tax on motor vehicle fuel which was approved by the voters of the County. The program is administered by the Santa Barbara County Association of Governments. Funds under this program must be used for local transit, street and right-of-way maintenance and improvements and street related capital improvements pursuant to the City-adopted Five Year Program of Projects which is updated and reviewed annually.

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Total Taxes	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%
Interest	7,274	1.1%	10,333	1.6%	10,890	1.5%	9,039	1.2%	9,039	1.2%
Intergov Grants	648,772	98.9%	624,459	98.4%	725,334	98.5%	753,460	98.8%	753,460	98.8%
<b>TOTAL REVENUE</b>	<b>656,046</b>	<b>100.0%</b>	<b>634,792</b>	<b>100.0%</b>	<b>736,224</b>	<b>100.0%</b>	<b>762,499</b>	<b>100.0%</b>	<b>762,499</b>	<b>100.0%</b>
Total Wages	\$0		\$0		\$0		\$0		\$0	
Total Benefits	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
Contract Services	185,448	27.2%	125,908	32.9%	139,512	13.3%	182,000	19.6%	322,296	16.0%
Other Operating Exp.	1,500	0.2%	1,500	0.4%	1,500	0.1%	1,500	0.2%	2,500	0.1%
Major Capital	208,024	30.5%	243,753	63.6%	900,544	86.0%	695,750	75.1%	1,576,751	78.2%
Minor Capital	287,950	42.2%	11,928	3.1%	5,634	0.5%	47,010	5.1%	115,000	5.7%
<b>TOTAL EXPENDITURES</b>	<b>\$682,922</b>	<b>100.0%</b>	<b>\$383,089</b>	<b>100.0%</b>	<b>\$1,047,190</b>	<b>100.0%</b>	<b>\$926,260</b>	<b>100.0%</b>	<b>\$2,016,547</b>	<b>100.0%</b>
<b>NET INCOME / (LOSS)</b>	<b>(\$26,875)</b>		<b>\$251,703</b>		<b>(\$310,966)</b>		<b>(\$163,761)</b>		<b>(\$1,254,048)</b>	
Transfers In	40,084		40,084		103,368		608,991		613,547	
Transfers (Out)	(63,205)		(148,734)		(144,338)		(115,958)		(127,300)	
<b>NET TRANSFERS</b>	<b>(23,121)</b>		<b>(108,650)</b>		<b>(40,970)</b>		<b>493,033</b>		<b>486,247</b>	
Operational Excess / (Deficit)	(49,996)		143,053		(351,936)		329,272		(767,801)	
<b>CHANGE IN AVAILABLE FUND BALANCE</b>	<b>(49,996)</b>		<b>143,053</b>		<b>(351,936)</b>		<b>329,272</b>		<b>(767,801)</b>	
Beginning Fund Balance	1,072,986		1,022,990		1,166,043		814,107		1,143,379	
<b>ENDING AVAILABLE FUND BALANCE</b>	<b>\$1,022,990</b>		<b>\$1,166,043</b>		<b>\$814,107</b>		<b>\$1,143,379</b>		<b>\$375,578</b>	

Fund		MEASURE A FUND					
2727101	INTEREST INCOME 27	7,274	10,333	10,890	9,039	9,039	Interest
2727271	MEASURE A REVENUES	648,772	624,459	725,334	753,460	753,460	Subventions / Intergovern
2734223	Civil Engineering Retainer			14,824	10,000	50,000	Contract Services
2732220	Public Tree Maintenance 27	148,606	65,435	71,279	120,000	135,000	Contract Services
2734224	Traffic Engineering Retainer		7,629	30,606	30,000	100,000	Contract Services
2734222	Help of Carpinteria 27	5,000	5,000	5,000	5,000	5,296	Contract Services
2734221	Easy Lift/CART 27	12,000	12,000	12,000	12,000	12,000	Contract Services
2772221	Pavement Management System 27	15,843	31,844	803		15,000	Contract Services
2770412	SR2S Education Program	4,000	4,000	5,000	5,000	5,000	Contract Services
2730301	Asset Management Systems	1,500	1,500	1,500	1,500	2,500	Other Operating Expenditur
2779611	Misc. Concrete Repairs 27	20,788	3,782	35,000	35,000	35,000	Major Capital
2779619	Safe Routes to School 79	83	112,282	(68,821)	60,000	193,055	Major Capital
2779624	CDBG Loan Payment					500,000	Major Capital
2779622	Storm Drain Signs	475		133	750	750	Major Capital
2779613	Bikepath Maintenance 27	94				5,000	Major Capital
2779621	Beach Area Drainage 27	54,761	5,353				Major Capital
2779618	Storm Water Projects	9,164	13,271	9,087		20,000	Major Capital
2779612	Pavement Rehabilitation			771,448	500,000	500,000	Major Capital
2779623	Ped Facilities Improvements 27	122,659	109,065	153,697	100,000	322,946	Major Capital
2770416	Sign Replacement					5,000	Minor Capital
2770415	Public Works Vehicles 27				27,010	40,000	Minor Capital
2770414	Capital Maintenance	287,950	11,928	5,634	20,000	50,000	Minor Capital
2770413	Pedestrian Bridge Maintenance					20,000	Minor Capital
2727109	FROM GENERAL 27	40,084	40,084	103,368	608,991	613,547	Transfers In
2790339	To ROW 27		8,298			4,442	Transfers (Out)
2790109	To General 27	54,520	127,559	135,053	100,483	111,693	Transfers (Out)
2790259	To Gas Tax 27	8,685	12,877	9,285	15,475	11,165	Transfers (Out)



**CITY OF CARPINTERIA**  
**Adopted 2016-17 Budget**  
**TIDELANDS TRUST FUND**

This fund is used to account for revenues received from the City's off-shore tidelands which were granted in trust to the City by the State. In addition to interest earnings, revenues are also derived from annual lease payments from oil company off-shore pipelines and the pier as well as a share of state royalty payments which are authorized to public agencies maintaining public recreational beaches fronting a producing oil field. These monies may only be used for beach related purposes.

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Total Taxes	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%
Interest	496	0.1%	964	0.2%	(1,612)	-0.6%	14,860	5.0%	14,860	5.0%
Charges for Services	386,408	92.1%	408,446	94.4%	274,011	100.1%	283,000	94.9%	283,000	94.9%
Assessments	19,406	4.6%	21,140	4.9%						
Miscellaneous	13,115	3.1%	2,244	0.5%	1,338	0.5%	388	0.1%	388	0.1%
<b>TOTAL REVENUE</b>	<b>419,424</b>	<b>100.0%</b>	<b>432,794</b>	<b>100.0%</b>	<b>273,737</b>	<b>100.0%</b>	<b>298,248</b>	<b>100.0%</b>	<b>298,248</b>	<b>100.0%</b>
Part-time Wages	106,642	50.0%	119,459	46.7%	57,794	22.3%	65,000	30.9%	60,000	33.0%
Overtime Wages	4,292	2.0%	2,762	1.1%	4,321	1.7%	2,204	1.0%	3,500	1.9%
<b>Total Wages</b>	<b>\$110,934</b>	<b>52.0%</b>	<b>\$122,221</b>	<b>47.8%</b>	<b>\$62,115</b>	<b>24.0%</b>	<b>\$67,204</b>	<b>32.0%</b>	<b>\$63,500</b>	<b>35.0%</b>
Unemployment Insurance	222	0.1%	207	0.1%	203	0.1%	91	0.0%	130	0.1%
MediTax	1,609	0.8%	1,780	0.7%	1,469	0.6%	655	0.3%	920	0.5%
Total Benefits	\$1,830	0.9%	\$1,987	0.8%	\$1,672	0.6%	\$746	0.4%	\$1,050	0.6%
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$112,765</b>	<b>52.8%</b>	<b>\$124,208</b>	<b>48.6%</b>	<b>\$63,787</b>	<b>24.6%</b>	<b>\$67,950</b>	<b>32.3%</b>	<b>\$64,550</b>	<b>35.6%</b>
Contract Services	48,123	22.5%	48,383	18.9%	57,604	22.2%	43,500	20.7%	45,500	25.1%
Utilities	466	0.2%	1,020	0.4%	1,095	0.4%	1,500	0.7%	1,500	0.8%
Other Operating Exp.	51,117	23.9%	71,241	27.9%	54,594	21.1%	39,500	18.8%	41,500	22.9%
Major Capital	485	0.2%	593	0.2%	80,300	31.0%	31,715	15.1%		
Minor Capital	532	0.2%	10,110	4.0%	1,589	0.6%	26,000	12.4%	28,500	15.7%
<b>TOTAL EXPENDITURES</b>	<b>\$213,488</b>	<b>100.0%</b>	<b>\$255,555</b>	<b>100.0%</b>	<b>\$258,969</b>	<b>100.0%</b>	<b>\$210,165</b>	<b>100.0%</b>	<b>\$181,550</b>	<b>100.0%</b>
<b>NET INCOME / (LOSS)</b>	<b>\$205,936</b>		<b>\$177,239</b>		<b>\$14,768</b>		<b>\$88,083</b>		<b>\$116,698</b>	
Transfers (Out)	(128,684)		(136,088)		(165,954)		(104,994)		(106,539)	
<b>NET TRANSFERS</b>	<b>(128,684)</b>		<b>(136,088)</b>		<b>(165,954)</b>		<b>(104,994)</b>		<b>(106,539)</b>	
Operational Excess / (Deficit)	77,252		41,151		(151,186)		(16,911)		10,159	
<b>CHANGE IN AVAILABLE FUND BALANCE</b>	<b>77,252</b>		<b>41,151</b>		<b>(151,186)</b>		<b>(16,911)</b>		<b>10,159</b>	
Beginning Fund Balance	150,986		228,238		269,389		118,203		101,292	
<b>ENDING AVAILABLE FUND BALANCE</b>	<b>\$228,238</b>		<b>\$269,389</b>		<b>\$118,203</b>		<b>\$101,292</b>		<b>\$111,451</b>	

Fund		TIDELANDS TRUST FUND					
2828101	INTEREST INCOME 28	496	964	(1,612)	14,860	14,860	Interest
2828281	JR LIFEGUARD FEES	70,372	78,524	50			Charges for Services
2828284	OCEAN RECREATION CLASS TUITION	10,361	8,616				Charges for Services
2828286	OCEAN ADVENTURE CAMP TUITION	185	120				Charges for Services
2828287	KAYAK REVENUE	13,918	18,003				Charges for Services
2828283	BEACH CONCESSION REVENUE	21,880	28,294	15			Charges for Services
2828285	RENTS & LEASES 28	269,693	274,889	273,946	283,000	283,000	Charges for Services
2828282	BERM ASSESSMENT	19,406	21,140				Assessments
2828166	DONATIONS 28	100	(6)				Miscellaneous
2828164	MISCELLANEOUS INCOME 28	13,015	2,250	1,338	388	388	Miscellaneous
2864164	Part-time Wages 64	13,938	13,342				Part-time Wages
2862164	Part-time Wages 62	92,704	106,117	57,794	65,000	60,000	Part-time Wages
2862165	Overtime Pay 62	4,280	2,726	4,321	2,204	3,500	Overtime Wages
2864165	Overtime Pay 64	12	36				Overtime Wages
2862184	Unemployment Insurance 62	194	180	203	91	130	Unemployment Insurance
2864184	Unemployment Insurance 64	28	27				Unemployment Insurance
2862186	Meditax 62	1,406	1,573	1,469	655	920	MediTax
2864186	Meditax 64	202	207				MediTax
2861225	Marsh Park Maintenance			28,962	20,000	22,000	Contract Services
2862220	Contract Services (Berm Permit)	29,873	27,874	10,189	1,000	1,000	Contract Services
2862221	Beach Dune Maintenance	18,250	20,509	18,453	21,000	21,000	Contract Services
2862229	Architectural Services				1,500	1,500	Contract Services
2862315	Utility - Sewer	466	1,020	1,095	1,500	1,500	Utilities
2862303	Printing & Advertising 62	1,656		669	1,000	1,000	Other Operating Expenditur
2862305	Dues & Subscriptions 62	9,000	9,000	9,000	9,500	12,500	Other Operating Expenditur
2862306	Meetings & Travel 62	72	106	218	1,000	1,000	Other Operating Expenditur
2862320	Pre-employment Physicals	1,605	1,627	718	1,500	1,500	Other Operating Expenditur
2864308	Supplies & Materials 64	2,346	5,682	3,600	1,000		Other Operating Expenditur
2862329	Jr Lifeguard Expenses	14,352	13,540	2,844			Other Operating Expenditur
2864302	Purchases for Inventory	2,934	13,195				Other Operating Expenditur
2862308	Supplies & Materials 62	14,705	23,293	32,872	20,000	20,000	Other Operating Expenditur
2862312	Kayak Program Misc. Exp				500	500	Other Operating Expenditur
2862301	Telephone 62	4,447	4,798	4,673	5,000	5,000	Other Operating Expenditur
2879418	Lifeguard Tower	485	593	80,300	31,715		Major Capital
2870415	Sailing Equipment Grant - 28	532		1,589	3,500	3,500	Minor Capital
2870612	Parks Truck				12,500		Minor Capital
2870414	Lifeguard Tower Refit		467		10,000	25,000	Minor Capital
2870410	Beach Wheelchair ADA		9,643				Minor Capital
2890239	To Park Maintenance 28	10,000	10,000	30,000	30,000	30,000	Transfers (Out)
2890109	To General 28	68,694	76,098	75,954	74,994	76,539	Transfers (Out)
2890489	To Recreation Services 28	49,990	49,990	60,000			Transfers (Out)



**CITY OF CARPINTERIA**  
**Adopted 2016-17 Budget**  
**STREET LIGHTING FUND**

Street Lighting District #1 is officially an independent special district governed by the City Council and is included within the City's overall budget for convenience. District revenues are derived from the district's share of the advalorem tax pursuant to Proposition 13 in addition to interest earnings and state assistance. Moneys from this fund may be expended on street lighting, parking lot lighting and other public lighting operations, maintenance and capital improvements.

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Property Taxes	\$277,334	96.5%	\$290,299	97.1%	\$302,796	99.5%	\$342,166	96.6%	\$355,853	96.7%
Total Taxes	\$277,334	96.5%	\$290,299	97.1%	\$302,796	99.5%	\$342,166	96.6%	\$355,853	96.7%
Interest	4,497	1.6%	5,950	2.0%	(1,579)	-0.5%	9,804	2.8%	9,804	2.7%
Fines & Forfeitures	3,786	1.3%	816	0.3%	1,232	0.4%	1,030	0.3%	1,030	0.3%
Intergov Grants	1,785	0.6%	1,776	0.6%	1,764	0.6%	1,133	0.3%	1,133	0.3%
<b>TOTAL REVENUE</b>	<b>287,402</b>	<b>100.0%</b>	<b>298,841</b>	<b>100.0%</b>	<b>304,213</b>	<b>100.0%</b>	<b>354,133</b>	<b>100.0%</b>	<b>367,820</b>	<b>100.0%</b>
Total Wages	\$0		\$0		\$0		\$0		\$0	
Total Benefits	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
Contract Services	8,899	7.6%	71,542	40.1%	(46,492)	-69.7%	11,000	9.7%	120,000	25.1%
Utilities	107,477	92.4%	97,606	54.7%	107,413	161.0%	101,000	89.4%	103,500	21.6%
Other Operating Exp.			900	0.5%	1,281	1.9%	1,000	0.9%	5,000	1.0%
Major Capital			8,331	4.7%	4,500	6.7%			250,000	52.2%
<b>TOTAL EXPENDITURES</b>	<b>\$116,375</b>	<b>100.0%</b>	<b>\$178,379</b>	<b>100.0%</b>	<b>\$66,702</b>	<b>100.0%</b>	<b>\$113,000</b>	<b>100.0%</b>	<b>\$478,500</b>	<b>100.0%</b>
<b>NET INCOME / (LOSS)</b>	<b>\$171,027</b>		<b>\$120,462</b>		<b>\$237,511</b>		<b>\$241,133</b>		<b>(\$110,680)</b>	
Transfers (Out)	(65,795)		(128,426)		(111,615)		(192,611)		(133,540)	
<b>NET TRANSFERS</b>	<b>(65,795)</b>		<b>(128,426)</b>		<b>(111,615)</b>		<b>(192,611)</b>		<b>(133,540)</b>	
Operational Excess / (Deficit)	105,232		(7,964)		125,896		48,522		(244,220)	
<b>CHANGE IN AVAILABLE FUND BALANCE</b>	<b>105,232</b>		<b>(7,964)</b>		<b>125,896</b>		<b>48,522</b>		<b>(244,220)</b>	
Beginning Fund Balance	854,667		959,899		951,935		1,077,831		1,126,353	
<b>ENDING AVAILABLE FUND BALANCE</b>	<b>\$959,899</b>		<b>\$951,935</b>		<b>\$1,077,831</b>		<b>\$1,126,353</b>		<b>\$882,132</b>	



Fund		STREET LIGHTING FUND					
2929296	PROPERTY TAX UNSECURED	12,862	12,224	15,048	13,772	14,323	Property Taxes
2929293	PROPERTY TAX SUPPLEMENT	4,178	5,657	355	10,370	10,785	Property Taxes
2929295	PROPERTY TAX SECURED	260,294	272,418	287,393	318,024	330,745	Property Taxes
2929101	INTEREST INCOME 29	4,497	5,950	(1,579)	9,804	9,804	Interest
2929294	INTEREST/PENALTIES	3,786	816	1,232	1,030	1,030	Fines & Forfeitures
2929297	HOMEOWNERS EXEMPTION 29	1,785	1,776	1,764	1,133	1,133	Subventions / Intergovern
2923225	Public Right of Way Lighting	1,429	1,192	17,623	1,000	60,000	Contract Services
2923210	Traffic Signals	7,469	70,350	(64,115)	10,000	60,000	Contract Services
2923313	Parking Lot Lighting			655	1,000	3,500	Utilities
2923220	Street Lighting	107,477	97,606	106,758	100,000	100,000	Utilities
2923308	Supplies & Materials 23		900	1,281	1,000	5,000	Other Operating Expenditur
2979610	Public Pkg Lot / Bikeway Lights		8,331	4,500		250,000	Major Capital
2990239	To Park Maintenance 29	15,908	16,926	16,923	17,727	19,555	Transfers (Out)
2990259	To Gas Tax 29	11,941	17,706	12,767	23,212	16,747	Transfers (Out)
2990109	To General 29	37,946	93,794	81,925	151,672	97,238	Transfers (Out)

**CITY OF CARPINTERIA**  
**Adopted 2016-17 Budget**  
**TRUST & AGENCY FUND**

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Total Taxes	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%
Intergov Grants	16,364	100.0%	204,102	100.0%	117,320	100.0%	175,756	100.0%	323,083	100.0%
<b>TOTAL REVENUE</b>	<b>16,364</b>	<b>100.0%</b>	<b>204,102</b>	<b>100.0%</b>	<b>117,320</b>	<b>100.0%</b>	<b>175,756</b>	<b>100.0%</b>	<b>323,083</b>	<b>100.0%</b>
Total Wages	\$0		\$0		\$0		\$0		\$0	
Total Benefits	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
Major Capital	16,364	100.0%	165,036	100.0%	103,819	100.0%	163,210	100.0%	310,000	100.0%
<b>TOTAL EXPENDITURES</b>	<b>\$16,364</b>	<b>100.0%</b>	<b>\$165,036</b>	<b>100.0%</b>	<b>\$103,819</b>	<b>100.0%</b>	<b>\$163,210</b>	<b>100.0%</b>	<b>\$310,000</b>	<b>100.0%</b>
<b>NET INCOME / (LOSS)</b>			<b>\$39,066</b>		<b>\$13,501</b>		<b>\$12,546</b>		<b>\$13,083</b>	
Transfers (Out)			(39,066)		(13,501)		(12,546)		(13,083)	
<b>NET TRANSFERS</b>	<b>0</b>		<b>(39,066)</b>		<b>(13,501)</b>		<b>(12,546)</b>		<b>(13,083)</b>	
Operational Excess / (Deficit)	0		0		0		0		0	
<b>CHANGE IN AVAILABLE FUND BALANCE</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>	
Beginning Fund Balance			0		0		0		0	
<b>ENDING AVAILABLE FUND BALANCE</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	

Fund		TRUST & AGENCY FUND					
3131310	DIF TRANSFER OUT OFFSET		53,814	13,501	12,546	13,083	Intergov Grants
3131311	STORM DRAINS				3,210	100,000	Intergov Grants
3131312	PED FACILITIES IMPROVEMENTS 31	1,023					Intergov Grants
3131315	CONTRACT SERVICES 37		18,476	4,450			Intergov Grants
3131314	CITY HALL IMPROVEMENTS			53,721	130,000	130,000	Intergov Grants
3131322	POOL IMPROVEMENTS		75,053				Intergov Grants
3131317	FHWA HBR 31	13,587	53,416	45,810	30,000	75,000	Intergov Grants
3131318	EIGHTH STREET FOOTBRIDGE	1,754	3,343	(162)			Intergov Grants
3131321	PARKING LOT DIF					5,000	Intergov Grants
3179611	Storm Drains 31				3,210	100,000	Major Capital
3179614	City Hall Improvements			53,721	130,000	130,000	Major Capital
3179612	Ped Facilities Improvements 31	1,023					Major Capital
3179622	Pool Improvements Expense		89,801				Major Capital
3179618	Parking Lot DIF					5,000	Major Capital
3179615	Contract Services 31		18,476	4,450			Major Capital
3179616	FHWA HBR 31	13,587	53,416	45,810	30,000	75,000	Major Capital
3179617	Eighth Street Footbridge	1,754	3,343	(162)			Major Capital
3190109	To General 31		39,066	13,501	12,546	13,083	Transfers (Out)



CITY OF CARPINTERIA  
Adopted 2016-17 Budget  
R-O-W ASSESSMENT DISTRICT FUND

This fund provides the accounting for the special right-of-way assessment placed on all eligible properties throughout the City. Revenues for this fund are the individual assessments plus interest earned. Expenditures from this fund must be used only for repairs and improvements to curbs, gutters, sidewalks and other right-of-way improvements plus operation and maintenance of the City's street tree program.

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Total Taxes	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%
Interest	(721)	-0.4%	(358)	-0.2%	(1,815)	-0.9%				
Charges for Services	60	0.0%	520	0.3%						
Assessments	201,797	99.3%	189,866	99.8%	196,738	100.7%	192,800	99.4%	192,800	99.4%
Fines & Forfeitures	68	0.0%	58	0.0%	77	0.0%	600	0.3%	600	0.3%
Miscellaneous	2,000	1.0%	176	0.1%	450	0.2%	500	0.3%	500	0.3%
<b>TOTAL REVENUE</b>	<b>203,204</b>	<b>100.0%</b>	<b>190,262</b>	<b>100.0%</b>	<b>195,450</b>	<b>100.0%</b>	<b>193,900</b>	<b>100.0%</b>	<b>193,900</b>	<b>100.0%</b>
Regular Wages	141,661	37.4%	157,203	39.2%	164,430	46.1%	160,439	40.1%	93,780	26.6%
Overtime Wages	2,949	0.8%	2,774	0.7%	2,591	0.7%	4,712	1.2%	2,000	0.6%
<b>Total Wages</b>	<b>\$144,610</b>	<b>38.2%</b>	<b>\$159,977</b>	<b>39.9%</b>	<b>\$167,021</b>	<b>46.8%</b>	<b>\$165,150</b>	<b>41.2%</b>	<b>\$95,780</b>	<b>27.1%</b>
Health/Life/Dental Insurance	32,560	8.6%	28,873	7.2%	29,478	8.3%	37,263	9.3%	47,180	13.4%
Retirement	15,436	4.1%	26,757	6.7%	25,518	7.1%	26,762	6.7%	14,360	4.1%
Unemployment Insurance	289	0.1%	316	0.1%	334	0.1%	329	0.1%	180	0.1%
MediTax	2,103	0.6%	2,320	0.6%	2,422	0.7%	2,410	0.6%	1,340	0.4%
Other Benefits	1,465	0.4%	1,362	0.3%	1,586	0.4%	2,158	0.5%	2,160	0.6%
<b>Total Benefits</b>	<b>\$51,854</b>	<b>13.7%</b>	<b>\$59,628</b>	<b>14.9%</b>	<b>\$59,338</b>	<b>16.6%</b>	<b>\$68,922</b>	<b>17.2%</b>	<b>\$65,220</b>	<b>18.5%</b>
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$196,464</b>	<b>51.9%</b>	<b>\$219,605</b>	<b>54.8%</b>	<b>\$226,359</b>	<b>63.4%</b>	<b>\$234,072</b>	<b>58.4%</b>	<b>\$161,000</b>	<b>45.6%</b>
Contract Services	121,572	32.1%	118,975	29.7%	83,126	23.3%	109,500	27.3%	132,500	37.5%
Utilities	27,419	7.2%	27,480	6.9%	21,028	5.9%	21,895	5.5%	24,500	6.9%
Other Operating Exp.	32,877	8.7%	35,026	8.7%	26,527	7.4%	35,000	8.7%	35,000	9.9%
<b>TOTAL EXPENDITURES</b>	<b>\$378,331</b>	<b>100.0%</b>	<b>\$401,086</b>	<b>100.0%</b>	<b>\$357,040</b>	<b>100.0%</b>	<b>\$400,467</b>	<b>100.0%</b>	<b>\$353,000</b>	<b>100.0%</b>
<b>NET INCOME / (LOSS)</b>	<b>(\$175,127)</b>		<b>(\$210,824)</b>		<b>(\$161,590)</b>		<b>(\$206,567)</b>		<b>(\$159,100)</b>	
Transfers In	99,154		116,170		134,857		145,228		141,290	
Transfers (Out)	(61,844)		(60,644)		(65,060)		(34,347)		(79,787)	
<b>NET TRANSFERS</b>	<b>37,310</b>		<b>55,526</b>		<b>69,797</b>		<b>90,881</b>		<b>61,503</b>	
Subsidies Received / (Provided)	137,817		155,298		91,793		115,686		97,597	
Operational Excess / (Deficit)	0		0		0		0		0	
<b>CHANGE IN AVAILABLE FUND BALANCE</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>	
Beginning Fund Balance			0		0		0		0	
<b>ENDING AVAILABLE FUND BALANCE</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	

Fund		R-O-W ASSESSMENT DISTRICT FUND					
3333101	INTEREST INCOME 33	(721)	(358)	(1,815)			Interest
3333102	PARK RENTAL	60	520				Charges for Services
3333335	ROW #3 - CURRENT YEAR	201,797	189,866	196,738	192,800	192,800	Assessments
3333334	ROW PENALTIES	68	58	77	600	600	Fines & Forfeitures
3333164	MISCELLANEOUS 33		176	450	500	500	Miscellaneous
3333166	DONATIONS 33	2,000					Miscellaneous
3332162	Regular Salary 32	141,661	157,203	164,430	160,439	93,780	Regular Wages
3332165	Overtime Pay 32	2,949	2,774	2,591	4,712	2,000	Overtime Wages
3332191	Life Insurance Premiums 32	848	957	895	559	1,280	Health/Life/Dental Insura
3332194	Wellness 32	31,712	27,916	28,583	36,704	45,900	Health/Life/Dental Insura
3332192	Paid PERS-Employee32	4,804	11,763	10,877	12,103	3,560	Retirement
3332193	Paid PERS Employer 32	10,633	14,994	14,641	14,659	10,800	Retirement
3332184	Unemployment Insurance 32	289	316	334	329	180	Unemployment Insurance
3332186	Meditax 32	2,103	2,320	2,422	2,410	1,340	MediTax
3332197	Indiv Equip Reimbursement 32	602	399	557	700		Other Benefits
3332198	Uniform Rental 32	864	963	1,029	1,458	1,460	Other Benefits
3332220	Public Tree Maintenance	7,779	8,208	13,617	25,000	30,000	Contract Services
3332221	Miscellaneous Contracts 32	35,783	21,370	47,247	40,000	40,000	Contract Services
3332223	Chemical Treatment	7,559	3,830	1,640	2,000	2,000	Contract Services
3332225	ROW Maintenance 32	62,529	78,347	15,405	35,000	50,000	Contract Services
3361222	Miscellaneous Equipment	215				2,000	Contract Services
3332224	Graffiti Removal	2,637	2,151	148	2,000	3,000	Contract Services
3323220	Parking Lot Landscape	5,069	5,069	5,069	5,500	5,500	Contract Services
3332312	Utility - Water 32	21,001	20,310	15,724	15,000	15,000	Utilities
3332313	Utility - Electric 32	5,658	5,393	3,394	5,000	7,750	Utilities
3361317	Utility - Sewer 61	760	1,777	1,910	1,895	1,750	Utilities
3332307	Vehicle Oper & Maintenance 32	10,524	11,789	12,265	10,000	10,000	Other Operating Expenditur
3332308	Supplies & Materials 32	22,352	23,237	14,262	25,000	25,000	Other Operating Expenditur
3333239	FROM PARK MAINTENANCE 33	7,627	8,298	7,933	12,283	16,934	Transfers In
3333279	FROM MEASURE A 33		8,298			4,442	Transfers In
3333259	FROM GAS TAX 33	91,527	99,574	87,260	91,400	88,548	Transfers In
3333109	FROM GENERAL 33			31,731	16,618	16,100	Transfers In
3333399	FROM AB939 33			7,933	24,927	15,266	Transfers In
3390109	To General 33	16,484	18,487	16,831	13,326	16,764	Transfers (Out)
3390259	To Gas Tax 33	45,360	42,157	48,229	41,021	63,023	Transfers (Out)
3391109	Subsidies Received / (Provided)	137,817	155,298	91,793			Subsidies Received / (Prov



CITY OF CARPINTERIA  
Adopted 2016-17 Budget  
PARKING AND BUSINESS IMPROVEMENT AREA FUND

This fund was established to account for funds collected and expended pursuant to the California Parking and Business Improvement Area Law of 1989. Businesses are assessed for business improvement and promotion activities. Certain businesses are assessed an additional amount to assist in payment of annual obligations to finance the construction of these parking lots.

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Total Taxes	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%
Interest	58	0.2%	201	0.6%	(187)	-0.6%	488	1.6%	488	1.6%
Assessments	25,190	99.8%	31,800	99.4%	30,216	100.6%	30,192	98.4%	30,192	98.4%
<b>TOTAL REVENUE</b>	<b>25,248</b>	<b>100.0%</b>	<b>32,001</b>	<b>100.0%</b>	<b>30,029</b>	<b>100.0%</b>	<b>30,680</b>	<b>100.0%</b>	<b>30,680</b>	<b>100.0%</b>
Total Wages	\$0		\$0		\$0		\$0		\$0	
Total Benefits	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
Contract Services	11,622	40.3%	9,774	36.2%	5,731	24.9%	6,682	27.9%	21,857	55.9%
Debt Service	17,249	59.7%	17,249	63.8%	17,249	75.1%	17,249	72.1%	17,249	44.1%
<b>TOTAL EXPENDITURES</b>	<b>\$28,871</b>	<b>100.0%</b>	<b>\$27,023</b>	<b>100.0%</b>	<b>\$22,980</b>	<b>100.0%</b>	<b>\$23,931</b>	<b>100.0%</b>	<b>\$39,106</b>	<b>100.0%</b>
<b>NET INCOME / (LOSS)</b>	<b>(\$3,623)</b>		<b>\$4,978</b>		<b>\$7,049</b>		<b>\$6,749</b>		<b>(\$8,426)</b>	
Transfers In			16,744							
<b>NET TRANSFERS</b>	<b>0</b>		<b>16,744</b>		<b>0</b>		<b>0</b>		<b>0</b>	
Operational Excess / (Deficit)	(3,623)		21,722		7,049		6,749		(8,426)	
<b>CHANGE IN AVAILABLE FUND BALANCE</b>	<b>(3,623)</b>		<b>21,722</b>		<b>7,049</b>		<b>6,749</b>		<b>(8,426)</b>	
Beginning Fund Balance	20,301		16,678		38,400		45,449		52,198	
<b>ENDING AVAILABLE FUND BALANCE</b>	<b>\$16,678</b>		<b>\$38,400</b>		<b>\$45,449</b>		<b>\$52,198</b>		<b>\$43,772</b>	

Fund		PARKING AND BUSINESS IMPROVEMENT AREA FUND					
3838101	INTEREST INCOME 38	58	201	(187)	488	488	Interest
3838385	GEN'L BUSINESS ASSESSMENT	12,081	17,204	15,232	14,756	14,756	Assessments
3838387	PARKING LOT #3 ASSESSMENT	13,109	14,596	14,984	15,436	15,436	Assessments
3845222	Marketing/Project Carpinteria	8,807	9,376	5,549	6,500	18,700	Contract Services
3845228	Downtown T Promotions	2,816	398	182	182	3,157	Contract Services
3878533	Lot #3 Debt 38	17,249	17,249	17,249	17,249	17,249	Debt Service
3838109	FROM GENERAL 38		16,744				Transfers In



CITY OF CARPINTERIA  
Adopted 2016-17 Budget  
AB 939 FUND

This fund was created to account for fees paid by the solid waste collection franchisee for implementation of the City's integrated solid waste management program. The authority for the collection of such fees is the Integrated Waste Management Act of 1989 (State Assembly Bill 939). In addition to the general administration of the City's solid waste program, funds are also used to finance special hazardous waste collection day.

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Total Taxes	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%
Interest	1,764	1.5%	1,749	1.0%	(1,103)	-0.6%	2,929	1.6%	2,929	1.6%
Charges for Services	119,155	98.5%	175,687	99.0%	185,026	100.6%	180,857	98.4%	180,857	98.4%
TOTAL REVENUE	120,919	100.0%	177,436	100.0%	183,923	100.0%	183,786	100.0%	183,786	100.0%
Total Wages	\$0		\$0		\$0		\$0		\$0	
Total Benefits	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
Contract Services	40,316	96.7%	37,552	95.4%	30,590	97.8%	31,065	63.3%	41,565	62.4%
Other Operating Exp.	1,386	3.3%	1,822	4.6%	684	2.2%	18,000	36.7%	25,000	37.6%
TOTAL EXPENDITURES	<b>\$41,701</b>	100.0%	<b>\$39,374</b>	100.0%	<b>\$31,274</b>	100.0%	<b>\$49,065</b>	100.0%	<b>\$66,565</b>	100.0%
<b>NET INCOME / (LOSS)</b>	<b>\$79,218</b>		<b>\$138,062</b>		<b>\$152,649</b>		<b>\$134,721</b>		<b>\$117,221</b>	
Transfers (Out)	(72,856)		(97,078)		(142,977)		(191,564)		(180,358)	
NET TRANSFERS	(72,856)		(97,078)		(142,977)		(191,564)		(180,358)	
Operational Excess / (Deficit)	6,362		40,984		9,672		(56,843)		(63,137)	
CHANGE IN AVAILABLE FUND BALANCE	6,362		40,984		9,672		(56,843)		(63,137)	
Beginning Fund Balance	258,877		265,239		306,223		315,895		259,052	
ENDING AVAILABLE FUND BALANCE	<b>\$265,239</b>		<b>\$306,223</b>		<b>\$315,895</b>		<b>\$259,052</b>		<b>\$195,915</b>	

Fund		AB 939 FUND					
3939101	INTEREST INCOME	1,764	1,749	(1,103)	2,929	2,929	Interest
3939155	AB 939 REVENUE	119,155	175,687	185,026	180,857	180,857	Charges for Services
3937224	ABOP Collection	1,586	3,172	3,948	4,065	4,065	Contract Services
3937221	Solid Waste	18,496	11,529	9,326	12,000	15,000	Contract Services
3937223	HHW Collection 37	20,234	22,851	17,316	15,000	22,500	Contract Services
3937308	Supplies & Materails 37	1,386	1,822	684	15,000	20,000	Other Operating Expenditur
3937302	Environmental Services				3,000	5,000	Other Operating Expenditur
3990259	To Gas Tax 39			25,361	26,569	27,911	Transfers (Out)
3990109	To General 39	72,856	97,078	109,683	140,068	137,181	Transfers (Out)
3990339	To ROW 39			7,933	24,927	15,266	Transfers (Out)

This fund is used to account for Measure "D" funds, the county wide sales tax on motor vehicle fuel which was approved by the voters of the County. The program is administered by the Santa Barbara County Association of Governments. Funds under this program must be used for local transit, street and right-of-way maintenance and improvements and street related capital improvements pursuant to the City-adopted Five Year Program of Projects which is updated and reviewed annually.

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Fund		MEASURE D FUND					
4141101	INTEREST INCOME 41	4,169	5,860	(13,911)	8,240	8,240	Interest
4179621	Ash Avenue	1,156				520,000	Major Capital
4179612	Ninth Street Ped. Bridge	681	6,479	195,000			Major Capital
4179619	Street Maintenance 79	53,836	1,991	13,828		50,000	Major Capital
4179613	Bikepath Maintenance			50,000	1,714	5,000	Minor Capital
4190109	To General 41		117,148				Transfers (Out)



**CITY OF CARPINTERIA**  
**Adopted 2016-17 Budget**  
**RECREATION SERVICES FUND**

This fund was established in the 1996-97 fiscal year. The Community Pool, the City's recreational programming, the revenues and expenses of the Veteran's Memorial Building are all included in this fund. Revenues into this fund include user fees from the various programming as well as a general fund subsidy. Expenses are all associated with facilities and programming incorporated in this fund.

	ACTUAL 13		ACTUAL 14		ACTUAL 15		FINAL 16		ADOPTED 17	
Total Taxes	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%
Interest	(286)	-0.1%	(142)	-0.0%						
Charges for Services	333,753	99.4%	329,639	100.0%	504,220	99.8%	444,200	99.8%	466,450	99.8%
Miscellaneous	2,392	0.7%			1,000	0.2%	1,000	0.2%	1,000	0.2%
<b>TOTAL REVENUE</b>	<b>335,859</b>	<b>100.0%</b>	<b>329,497</b>	<b>100.0%</b>	<b>505,220</b>	<b>100.0%</b>	<b>445,200</b>	<b>100.0%</b>	<b>467,450</b>	<b>100.0%</b>
Regular Wages	57,519	12.1%	58,603	11.9%	108,435	16.5%	119,643	18.4%	110,430	17.7%
Part-time Wages	149,448	31.5%	155,249	31.5%	192,101	29.2%	210,143	32.4%	196,000	31.3%
Overtime Wages	1,513	0.3%	3,015	0.6%	2,670	0.4%	8,472	1.3%	1,250	0.2%
Total Wages	\$208,480	43.9%	\$216,867	44.0%	\$303,206	46.0%	\$338,257	52.1%	\$307,680	49.2%
Health/Life/Dental Insurance	8,052	1.7%	7,840	1.6%	15,245	2.3%	15,996	2.5%	19,560	3.1%
Retirement	8,057	1.7%	9,348	1.9%	11,776	1.8%	15,873	2.4%	16,910	2.7%
Unemployment Insurance	539	0.1%	808	0.2%	1,018	0.2%	755	0.1%	600	0.1%
MediTax	3,024	0.6%	3,147	0.6%	3,836	0.6%	5,023	0.8%	4,410	0.7%
Total Benefits	\$19,672	4.1%	\$21,143	4.3%	\$31,875	4.8%	\$37,647	5.8%	\$41,480	6.6%
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$228,152</b>	<b>48.1%</b>	<b>\$238,010</b>	<b>48.2%</b>	<b>\$335,081</b>	<b>50.9%</b>	<b>\$375,904</b>	<b>57.9%</b>	<b>\$349,160</b>	<b>55.8%</b>
Contract Services	17,397	3.7%	22,483	4.6%	23,486	3.6%	26,500	4.1%	26,500	4.2%
Utilities	49,639	10.5%	52,019	10.5%	75,114	11.4%	53,800	8.3%	53,800	8.6%
Other Operating Exp.	163,821	34.5%	165,355	33.5%	209,304	31.8%	177,823	27.4%	180,482	28.9%
Debt Service	15,466	3.3%	15,466	3.1%	15,466	2.3%	15,466	2.4%	15,466	2.5%
<b>TOTAL EXPENDITURES</b>	<b>\$474,474</b>	<b>100.0%</b>	<b>\$493,333</b>	<b>100.0%</b>	<b>\$658,451</b>	<b>100.0%</b>	<b>\$649,493</b>	<b>100.0%</b>	<b>\$625,408</b>	<b>100.0%</b>
<b>NET INCOME / (LOSS)</b>	<b>(\$138,616)</b>		<b>(\$163,836)</b>		<b>(\$153,231)</b>		<b>(\$204,293)</b>		<b>(\$157,958)</b>	
Transfers In	49,990		49,990		60,000					
Transfers (Out)	(53,129)		(52,312)		(51,806)		(53,279)		(54,818)	
<b>NET TRANSFERS</b>	<b>(3,139)</b>		<b>(2,322)</b>		<b>8,194</b>		<b>(53,279)</b>		<b>(54,818)</b>	
Subsidies Received / (Provided)	138,076		166,158		140,546		262,063		212,776	
Operational Excess / (Deficit)	(3,679)		0		(4,491)		4,491		0	
<b>CHANGE IN AVAILABLE FUND BALANCE</b>	<b>(3,679)</b>		<b>0</b>		<b>(4,491)</b>		<b>4,491</b>		<b>0</b>	
Beginning Fund Balance	3,679		0		0		(4,491)		0	
<b>ENDING AVAILABLE FUND BALANCE</b>	<b>\$0</b>		<b>\$0</b>		<b>(\$4,491)</b>		<b>\$0</b>		<b>\$0</b>	



Fund	RECREATION SERVICES FUND					
4848101 INTEREST INCOME 48	(286)	(142)				Interest
4848187 JAZZERCISE 48	5,994	6,065	8,000	9,500	9,500	Charges for Services
4848401 LEARN TO SWIM TUITIONS	30,638	27,040	25,000	30,000	30,000	Charges for Services
4848410 ADULT DAY PASS SALES	9,614	9,449	9,500	10,000	10,000	Charges for Services
4848400 UNIFORM SALES	79	143	100	100	100	Charges for Services
4848287 KAYAK REVENUE		535	11,805	12,950	14,000	Charges for Services
4848288 SNORKELING TUITIONS			16,676			Charges for Services
4848352 VETS HALL RENTALS	28,570	42,055	30,000	30,000	40,000	Charges for Services
4848283 BEACH CONCESSION REVENUE		2,352	36,632	30,000	30,000	Charges for Services
4848407 AEROBICS PROGRAM	1,071	2,950	4,000	3,500	4,000	Charges for Services
4848180 SENIOR PROGRAM REVENUE			891	2,000	2,000	Charges for Services
4848402 PRIVATE SWIM LESSONS			100	100	100	Charges for Services
4848405 SAFETY CLASS TUITIONS	1,045	2,796	800	800	800	Charges for Services
4848406 PUNCH CARD SALES	42,667	38,723	40,000	38,000	40,000	Charges for Services
4848284 OCEAN RECREATION CLASS TUITION			20,627	6,000	6,000	Charges for Services
4848182 SOFTBALL REVENUE	5,090	8,559	7,225	8,000	8,000	Charges for Services
4848408 FAMILY/CORPORATE PASS 48	8,300	8,755	8,000	8,500	8,000	Charges for Services
4848412 SEASON PASS SALES	12,612	11,796	14,000	14,000	14,000	Charges for Services
4848426 POOL SPECIAL EVENTS REVENUE	24,915	13,773	25,000	15,000	20,000	Charges for Services
4848425 CONCESSION, NON-TAXABLE	4,526	5,106	2,500	2,500	2,500	Charges for Services
4848413 SWIM TEAM TUITIONS	45,455	46,301	50,000	50,000	50,000	Charges for Services
4848168 TRIATHLON REVENUE	97,021	83,839	80,714	66,000	67,000	Charges for Services
4848164 MISCELLANEOUS INCOME			500	500	500	Charges for Services
4848183 YOGA CLASSES		165	100		100	Charges for Services
4848188 PARK SPECIAL EVENTS REVENUE	1,498	2,372	3,110	3,500	3,500	Charges for Services
4848424 TENNIS TUITIONS	452	297	250	250	250	Charges for Services
4848417 CONCESSIONS-TAXABLE	4,746	6,474	6,500	3,000	6,500	Charges for Services
4848414 ENDURANCE/MASTERS	1,964	1,407	1,500	2,000	2,000	Charges for Services
4848281 JR LIFEGUARD FEES			93,090	90,000	90,000	Charges for Services
4848422 CHILD DAY PASS SALES	4,105	3,041	3,000	3,000	3,000	Charges for Services
4848418 LOCKER RENTALS	1,809	2,144	1,800	2,000	1,800	Charges for Services
4848411 SENIOR DAY PASS SALES	828	995	1,300	1,500	1,300	Charges for Services
4848416 GROUP FEE	754	2,507	1,500	1,500	1,500	Charges for Services
4848166 DONATIONS 48	2,392		1,000	1,000	1,000	Miscellaneous
4868162 Regular Salary 68	57,519	58,603	108,435	119,643	110,430	Regular Wages
4867164 Part-time Wages 67			49,883	82,155	50,000	Part-time Wages
4868164 Part-time Wages 68			4,697		20,000	Part-time Wages
4865164 Part-time Wages 65	14,722	13,279	14,578	16,258	20,000	Part-time Wages
4864164 Part-time Wages 64			17,708	17,472	16,000	Part-time Wages
4866164 Part-time Wages 66	134,726	141,970	105,235	94,258	90,000	Part-time Wages
4866165 Overtime Pay 66	894	902	721	1,416	1,000	Overtime Wages
4864165 Overtime Pay 64						Overtime Wages
4868165 Overtime Pay 68	619	2,113	1,933	5,945	250	Overtime Wages
4867165 Overtime Pay 67			16	1,110		Overtime Wages
4868194 Wellness 68	7,668	7,342	14,460	15,163	18,690	Health/Life/Dental Insura
4868191 Life Insurance Premiums 68	383	498	785	833	870	Health/Life/Dental Insura
4868193 Paid -PERS Employer 68	5,332	5,267	8,135	11,907	12,940	Retirement
4868192 Paid PERS-Employee68	2,725	4,081	3,641	3,966	3,970	Retirement
4867184 Unemployment Insurance 67			11	168	100	Unemployment Insuranc
4866184 Unemployment Insurance 66	393	660	721	261	180	Unemployment Insuranc
4868184 Unemployment Insurance 68	116	121	222	258	250	Unemployment Insuranc
4865184 Unemployment Insurance 65	29	27	29	33	40	Unemployment Insuranc
4864184 Unemployment Insurance 64			35	36	30	Unemployment Insuranc
4867186 Meditax 67			78	1,207	730	MediTax
4864186 Meditax 64			254	254	230	MediTax
4865186 Meditax 65	213	193	211	236	290	MediTax
4868186 Meditax 68	844	900	1,608	1,938	1,840	MediTax
4866186 Meditax 66	1,966	2,054	1,685	1,388	1,320	MediTax
4865224 Custodial Services	8,700	8,506	9,666	9,000	9,000	Contract Services
4865221 Miscellaneous Contracts 65	1,228	1,019	594	3,500	3,500	Contract Services
4866220 Grounds Maintenance 66	2,661	2,661	3,000	3,000	3,000	Contract Services
4866221 Miscellaneous Contracts 66		3,860	2,500	2,500	2,500	Contract Services
4866223 Equipment Maintenance 66	984	3,232	4,000	4,000	4,000	Contract Services
4865220 Grounds Maintenance 65	3,824	3,205	3,726	4,500	4,500	Contract Services
4866314 Utility - Natural Gas 66	23,211	27,820	23,000	19,000	20,000	Utilities
4866313 Utility - Electric 66	13,778	12,776	18,000	18,000	18,000	Utilities
4862315 Utility - Sewer			18,314			Utilities
4866317 Utility - Sewer 66	3,139		7,800	7,800	7,800	Utilities
4866312 Utility - Water 66	9,512	11,423	8,000	9,000	8,000	Utilities
4863308 Special Events Expenses	7,420	1,574	5,114	5,000	5,000	Other Operating Expenditu
4862312 Kayak Program Misc. Exp			81			Other Operating Expenditu
4862306 Meetings & Travel 62						Other Operating Expenditu
4862329 Jr Lifeguard Expenses		7,514	14,566	150	150	Other Operating Expenditu
4863302 Softball League Expenses	3,006	3,168	3,670	4,000	4,000	Other Operating Expenditu
4862308 Supplies & Materials 62			400	500	500	Other Operating Expenditu
4863300 Triathlon Expense	61,066	51,991	54,906	46,000	46,000	Other Operating Expenditu
4864302 Purchases for Inventory 28		2,167	18,118	5,000	8,000	Other Operating Expenditu
4864308 Supplies & Materials 64			488	1,500	1,500	Other Operating Expenditu
4865309 Misc Operating Expenses 65	18,834	21,383	18,629	22,000	22,000	Other Operating Expenditu
4866301 Telephone 66	3,914	4,065	3,465	3,465	3,465	Other Operating Expenditu
4866302 Cash (Over)/Short	(1,132)	(151)				Other Operating Expenditu
4866303 Printing & Advertising 66	1,369	870	1,000	1,000	1,000	Other Operating Expenditu
4866306 Meetings & Travel 66		138	286	286	286	Other Operating Expenditu
4868308 Supplies & Materials 68	13,538	11,917	20,159	22,000	20,159	Other Operating Expenditu
4867308 Supplies & Materials 67	1,346		20,000	18,000	20,000	Other Operating Expenditu
4866350 Supplies for Resale	11,325	8,074	5,922	5,922	5,922	Other Operating Expenditu
4866338 Chemicals	15,274	19,251	17,500	18,000	17,500	Other Operating Expenditu
4866308 Supplies & Materials 66	27,862	33,394	25,000	25,000	25,000	Other Operating Expenditu
4878522 Swimming Pool Debt 48	15,466	15,466	15,466	15,466	15,466	Debt Service
4848289 FROM TIDELANDS 48	49,990	49,990	60,000			Transfers In
4890109 To General 48	53,129	52,312	51,806	53,279	54,818	Transfers (Out)
4891109 Subsidies Received / (Provided)	138,076	166,158	140,546			Subsidies Received / (Prov

## **RESOLUTION NO. 5673**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA APPROVING THE MUNICIPAL BUDGET FOR FISCAL YEAR 2016-17**

**WHEREAS**, on June 13, 2016 the City Manager presented his proposed Budget for Fiscal Year 2016-17 including estimated revenues and recommended appropriations for operations, special programs, capital outlay and reserves; and

**WHEREAS**, the City Council held a duly advertised public hearing on June 13, 2016 and received public comments on the 2016-17 proposed municipal budget; and

**WHEREAS**, adoption of a budget prior to the beginning of the new fiscal year is necessary to ensure the uninterrupted operation of necessary City services.

**NOW, THEREFORE, THE CARPINTERIA CITY COUNCIL HEREBY RESOLVES**  
that:

1. The City Manager's Proposed Budget for Fiscal Year 2016-17, including estimated revenues and appropriations for operations, special programs, capital outlay expenses and reserves is hereby approved as amended and adopted effective July 1, 2016.
2. The City Manager's final estimates of revenues and appropriations for operations, special programs, capital outlay expenses and reserves for fiscal 2015-16 are also hereby approved as amended for the 2015-16 budget year.
3. The City Manager is authorized to make expenditures and enter into agreements conforming to this Budget and to make adjustments between the various accounts within each fund limited to the total amount budgeted for said fund.
4. The City Council approves the salary and compensation plan inherent in the budget.



**PASSED, APPROVED AND ADOPTED** this 13th day of June, 2016, by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

---

MAYOR, CITY OF CARPINTERIA

ATTEST:

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CITY CLERK, CITY OF CARPINTERIA

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 13th day of June, 2016

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CITY CLERK

APPROVED AS TO FORM:

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Peter N. Brown, on behalf of  
Brownstein Hyatt Farber Schreck, LLP  
acting as City Attorney of the City of Carpinteria

**RESOLUTION NO. 5672**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA  
ESTABLISHING THE APPROPRIATION LIMIT  
FOR THE CITY OF CARPINTERIA  
FOR FISCAL YEAR 2016-17**

**WHEREAS**, Article XIII B of the California Constitution (Proposition 4) requires local agencies to annually establish appropriation limits on appropriation items subject to limitation, and

**WHEREAS**, Section 7900 et. seq. of the California Government Code provides implementing instructions to Article XIII B, and

**WHEREAS**, the California Department of Finance has provided Uniform Guidelines to further clarify the intent of Article XIII B, and

**WHEREAS**, the City Manager has calculated the 2016-17 Appropriation Limit for the City of Carpinteria in accordance with said law and guidelines, and

**WHEREAS**, on June 5, 1990, the voters of the State of California approved Proposition 111 which modified the method of calculating the annual appropriation limit for all levels of government.

**NOW, THEREFORE, THE CARPINTERIA CITY COUNCIL HEREBY**

**RESOLVES** that the final appropriation limit for appropriations subject to limitation for the City of Carpinteria for Fiscal Year 2016-17 is hereby set at \$17,921,573 in accordance with the calculations set forth and attached hereto as Exhibit "A".

**RESOLVED FURTHER**, that the annual adjustment factors used in the calculation were the percentage change in the California per capita income and the larger of the City's population growth or the population growth of Santa Barbara County.

**RESOLVED FURTHER**, that upon the adoption of this resolution, any interested person may challenge said appropriation limit for a period of 45 days from this date in accordance with State law.

**PASSED, APPROVED AND ADOPTED** this 13th day of June, 2016, by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

---

MAYOR, CITY OF CARPINTERIA

ATTEST:

---

CITY CLERK, CITY OF CARPINTERIA

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 13th day of June, 2016.

---

CITY CLERK

APPROVED AS TO FORM:

---

Peter N. Brown, on behalf of  
Brownstein Hyatt Farber Schreck, LLP  
acting as City Attorney of the City of Carpinteria

EXHIBIT A								
APPLMT	CITY OF CARPINTERIA APPROPRIATION LIMIT CALCULATIONS	EXHIBIT "A"						
PER CALIFORNIA CONSTITUTION ARTICLE XIII B (PROP 4, GANN LIMIT)								
	YEAR:	FY 16-17	FY 15-16	FY 14-15	FY 13-14	FY 12-13	FY 11-12	
DESCRIPTION OF ANNUAL CALCULATION								
	REFERENCE:	RESO	RESO 5621	RESO 5539	RESO	RESO 5394	RESO 5322	
A.	PRIOR YEAR APPROPRIATION LIMIT:	16,844,836	16,046,919	15,690,091	14,820,659	14,218,237	13,764,114	
B.	CHANGE IN CALIF PER CAPITA INCOME	PERCENT:	5.37%	3.82%	-0.23%	5.12%	3.77%	2.51%
	PER GOVT CODE 7901:	RATIO:	1.0537	1.0382	0.9977	1.0512	1.0377	1.0251
C.	CHANGE IN CITY POPULATION PER	PERCENT:	0.97%	0.44%	2.51%	0.37%	0.27%	0.77%
	STATE DEPT FINANCE ISSUED MAY 1:	RATIO:	1.0097	1.0044	1.0251	1.0037	1.0027	1.0077
C1	CHANGE IN COUNTY POPULATION PER	PERCENT:	0.95%	1.11%	0.92%	0.71%	0.45%	0.75%
	STATE DEPT FINANCE ISSUED MAY 1:	RATIO:	1.0095	1.0111	1.0092	1.0071	1.0045	1.0075
D.	CALCULATION OF ANNUAL RATIO OF CHANGE:							
	B TIMES LARGER OF "C" OR "C1"	RATIO:	1.0639	1.0497	1.0227	1.0587	1.0424	1.033
E.	NEW APPROPRIATION LIMIT:							
	[ANNUAL RATIO OF CHANGE TIMES PRIOR							
	YEAR APPROPRIATION LIMIT]	17,921,573	16,844,836	16,046,919	15,690,091	14,820,659	14,218,237	
F.	AMOUNT OF DOLLAR INCREASE OVER PRIOR YEAR:	1,076,737	797,917	356,828	869,432	602,422	454,123	
G.	AMOUNT OF PERCENT INCREASE OVER PRIOR YEAR:	6.39%	4.97%	2.27%	5.87%	4.24%	3.30%	
H.	APPROPRIATIONS SUBJECT TO LIMITATION	8,618,964	8,618,964	8,133,289	7,539,980	6,971,760	6,668,805	
I.	AMOUNT UNDER(OVER) APPROPRIATION LIMIT	9,302,609	8,225,872	7,913,630	8,150,111	7,848,899	7,549,432	

Exhibit A

**RESOLUTION NO. 5671**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA  
ESTABLISHING THE APPROPRIATION LIMIT  
FOR THE CITY OF CARPINTERIA  
STREET LIGHTING DISTRICT NO. 1  
FOR FISCAL YEAR 2016-17**

**WHEREAS**, Article XIII B of the California Constitution (Proposition 4) requires local agencies to annually establish appropriation limits on appropriation items subject to limitation, and

**WHEREAS**, Section 7900 et. seq. of the California Government Code provides implementing instructions to Article XIII B, and

**WHEREAS**, the California Department of Finance has provided Uniform Guidelines to further clarify the intent of Article XIII B, and

**WHEREAS**, the City Manager has calculated the 2016-17 Appropriation Limit for the City of Carpinteria Street Lighting District No.1 in accordance with said law and guidelines, and

**WHEREAS**, on June 5, 1990, the voters of the State of California approved Proposition 111 which modified the method of calculating the annual appropriation limit for all levels of government.

**NOW, THEREFORE, THE CARPINTERIA CITY COUNCIL HEREBY RESOLVES** that the final appropriation limit for appropriations subject to limitation for the City of Carpinteria Street Lighting District No.1 for Fiscal Year 2016-17 is hereby set at \$635,062 in accordance with the calculations set forth and attached hereto as Exhibit "A".

**RESOLVED FURTHER**, that the annual adjustment factors used in the calculation were the percentage change in the California per capita income and the larger of the City's population growth or the population growth of Santa Barbara County.

**RESOLVED FURTHER**, that upon the adoption of this resolution, any interested person may challenge said appropriation limit for a period of 45 days from this date in accordance with State law.

**PASSED, APPROVED AND ADOPTED** this 13th day of June, 2016, by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

---

MAYOR, CITY OF CARPINTERIA

ATTEST:

---

CITY CLERK, CITY OF CARPINTERIA

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 13th day of June, 2016.

---

CITY CLERK

APPROVED AS TO FORM:

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Peter N. Brown, on behalf of  
Brownstein Hyatt Farber Schreck, LLP  
acting as City Attorney of the City of Carpinteria

EXHIBIT A							
CARPINTERIA STREET LIGHTING DISTRICT #1 APPROPRIATION LIMIT CALCULATIONS							
PER CALIFORNIA CONSTITUTION ARTICLE XIII B (PROP 4, GANN LIMIT)							
	YEAR:	FY 16-17	FY 15-16	FY 14-15	FY 13-14	FY 12-13	
DESCRIPTION OF ANNUAL CALCULATION	REFERENCE:	RESO 5671	RESO 5622	RESO	RESO	RESO 5395	
A. PRIOR YEAR APPROPRIATION LIMIT:		596,907	576,269	563,455	532,232	510,599	
B. CHANGE IN CALIF PER CAPITA INCOME	PERCENT:	5.37%	-0.23%	-0.23%	5.12%	3.77%	
	RATIO:	1.0537	0.9977	0.9977	1.0512	1.0377	
C. CHANGE IN CITY POPULATION PER	PERCENT:	0.97%	3.82%	2.51%	0.37%	0.27%	
STATE DEPT FINANCE ISSUED MAY 1:	RATIO:	1.0097	1.0382	1.0251	1.0037	1.0027	
C1 CHANGE IN COUNTY POPULATION PER	PERCENT:	0.95%	0.44%	0.92%	0.71%	0.45%	
STATE DEPT FINANCE ISSUED MAY 1:	RATIO:	1.0095	1.0044	1.0092	1.0071	1.0045	
D. CALCULATION OF ANNUAL RATIO OF CHANGE:							
B TIMES LARGER OF "C" OR "C1"	RATIO:	1.0639	1.0358	1.0227	1.0587	1.0424	
E. NEW APPROPRIATION LIMIT:							
[ANNUAL RATIO OF CHANGE TIMES PRIOR							
YEAR APPROPRIATION LIMIT]		635,062	596,907	576,269	563,455	532,232	
F. AMOUNT OF DOLLAR INCREASE OVER PRIOR YEAR:		38,155	20,637	12,814	31,223	21,634	
G. AMOUNT OF PERCENT INCREASE OVER PRIOR YEAR:		6.39%	3.58%	2.27%	5.87%	4.24%	
H. APPROPRIATIONS SUBJECT TO LIMITATION		288,267	288,267	277,334	263,802	268,785	
I. AMOUNT UNDER (OVER) APPROPRIATION LIMIT		346,795	308,640	298,935	299,653	263,447	

Exhibit A



## **A. FUND ACCOUNTING**

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds in the budget are grouped into five generic fund types and three broad fund categories as follows:

### **GOVERNMENTAL FUNDS**

#### **The General Fund**

The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

#### **Special Revenue Funds**

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

### **PROPRIETARY FUNDS**

#### **Enterprise Funds**

Enterprise Funds are used to account for operations that (1) are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or (2) where the determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The Recreation Services Fund is the only enterprise type fund of the City

### **FIDUCIARY FUNDS**

#### **Trust and Agency Funds**

Trust and Agency Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds. These include: Expendable Trust, Non-expendable Trust, Pension Trust and Agency Funds. Non-expendable Trust and Pension Trust Funds are accounted for in essentially the same manner as proprietary funds since capital maintenance is critical. Expendable Trust funds are accounted for in essentially the same manner as governmental funds. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

## **B. BASIS OF ACCOUNTING**

Governmental fund types use the modified-accrual basis of accounting. Revenues are recognized when available and measurable. Revenues considered susceptible to accrual include property taxes, sales taxes collected by the state on behalf of the City prior to year-end, certain other intergovernmental revenues and interest. In accruing intergovernmental revenues, such as grants and state subsidies, the legal and contractual requirements are used as guidance. Revenues which are not considered susceptible to accrual include motor vehicle license fees, certain other licenses and fees, fines, forfeitures and penalties. Expenditures are recorded when the related liability is incurred.

## **C. BUDGETS AND BUDGETARY ACCOUNTING**

The City is required by its municipal code to adopt an annual budget on or before June 30, which is the end of its fiscal year, for the ensuing fiscal year. From the effective date of the budget, the amounts stated as proposed expenditures become appropriations to the various City departments. The City Council may amend the budget by motion during each fiscal year. The City manager may transfer funds from one major expenditure category to another within the same department and fund. Any revisions that alter the total expenditures of any fund must be approved by the City Council.

All appropriations lapse at the end of the fiscal year to the extent that they have not been expended, except for capital projects and approved grants, which are carried forward until such time as the project is either completed or terminated. Lease contracts entered into by the City are subject to annual review by the City Council; hence, they legally are one year contracts with an option for renewal for another fiscal year. Budget amounts are adopted on a basis consistent with generally accepted accounting principles (GAAP).

## **D. ENCUMBRANCES**

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of moneys are recorded in order to reserve that portion of the applicable appropriation, is utilized as an extension of formal budgetary integration in the governmental funds. For budgetary purposes, appropriations lapse at fiscal year end except for that portion related to encumbered amounts. Outstanding encumbrances are reported as reservations of fund balances and do not constitute expenditures or liabilities since the commitments will be honored during the subsequent year. Encumbrances outstanding at year end are carried forward to the new fiscal year. Such encumbrances constitute the equivalent of expenditures for budgetary purposes and accordingly, the accompanying financial statements present comparisons of actual results to the budgets of governmental funds on the budget basis of accounting.

## **E. CASH AND INVESTMENTS**

The City pools idle cash from all funds for the purpose of increasing income through investment. Investments are stated at cost or market, whichever is lower, and are written down to market only if the decline in value of individual securities is significant and it is anticipated that such lower

values will persist for a substantial period of time. Interest earned on investments is allocated to individual funds quarterly based on the average cash balance in each fund.

The City temporarily invests its excess cash in instruments which are allowable under current legislation of the State of California (Government Code Section 53600 et seq.). The state code permits investments in the following instruments:

- ◆ Securities of the U.S. Government or its agencies
- ◆ Small Business administration loans
- ◆ Certificates of deposit (or time deposits) placed with commercial banks and /or savings and loan companies
- ◆ Negotiable certificates of deposit
- ◆ Bankers' acceptances
- ◆ Commercial paper
- ◆ Local Agency Investment Fund (State Pool)
- ◆ Repurchase agreements
- ◆ Passbook savings accounts
- ◆ Reverse-repurchase agreements

The City has chosen not to utilize either repurchase agreements or reverse-repurchase agreements investment vehicles.

#### **Cash and Investments – Deferred Compensation Plan**

The City offers its employees two deferred compensation plans created in accordance with Internal Revenue Code Section 457. One plan is for full-time employees and one is for part-time employees.

### **F. INVENTORIES**

Inventories are stated at the lower of cost or market on the basis of the first in, first out method of inventory accounting (FIFO). Inventories held in the Proprietary and Special Revenue Funds consist of product for resale. A physical inventory is taken at the end of the fiscal year to establish inventory values. Inventories reflected in the Special Revenue Funds are offset by a fund balance reserve which indicates that the inventories do not constitute "available expendable resources" even though they are a component of net current assets.

## **G. FIXED ASSETS**

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction costs are reflected as expenditures in governmental funds, and the related assets are reported in the general fixed assets account group. All purchased fixed assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated fixed assets are valued at their estimated fair market value on the date received.

The cost of normal maintenance and repairs not adding to the value of the asset or materially extending asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets, as applicable. Public domain ("infrastructure") general fixed assets, consisting of roads, bridges, curbs and gutters, streets and sidewalks, drainage systems and lighting systems are not capitalized as these assets are immovable and of value only to the government.

Assets in the general fixed assets account group are not depreciated. Depreciation of building, equipment and vehicles in the proprietary type funds is computed using the straight-line method over the estimated useful lives:

♦ Buildings	♦ 30 years
♦ Improvements & Heavy Equipment	♦ 30 years
♦ Equipment	♦ 7 years

## **H. ACCUMULATED UNPAID VACATION, SICK PAY AND OTHER EMPLOYEE BENEFITS**

Accumulated unpaid vacation, sick pay and other employee benefit amounts are accrued in governmental funds (which includes the General Fund) and in proprietary funds, if applicable. All accumulated unpaid vacation and sick pay is a contingent liability of the City.

**Accounting System:** The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

**Accrual Basis of Accounting:** The accrual basis of accounting is utilized by proprietary fund types. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Unbilled utility receivables are accrued at fiscal year end.

**Activity:** A specific and distinguishable unit of work or service performed.

**Appropriation:** An authorization made by the legislative body of a government, which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

**Appropriation Resolution:** The official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

**Assessed Valuation.** A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at

100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

**Assets:** Property owned by a government, which has monetary value.

**Audit:** A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to: (1) ascertain whether financial statements fairly present financial position and results of operations; (2) test whether transactions have been legally performed; (3) identify areas for possible improvements in accounting practices and procedures; (4) ascertain whether transactions have been recorded accurately and consistently; and (5) ascertain the stewardship of officials responsible for governmental resources.

**Balance Sheet:** A statement purporting to present the financial position of an entity by disclosing the value of its assets, liabilities, and equities as of a specific date.

**Bond:** A written promise to pay (debt) a specified sum of money

(called principal or face value) at a specified future date (called the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt.

**Budget (Operating):** A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates).

**Budget Calendar:** The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

**Budget Document:** The official written statement submitted by the City Manager and supporting staff to the legislative body detailing the proposed budget.

**Budget Message:** A general discussion of the proposed budget presented in writing as a part of, or supplement of, the budget document. The budget message explains principal budget issues against the background of financial trends and presents recommendations made by the City Manager.

**Capital Assets:** Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**Capital Outlays:** Expenditures for the acquisition and/or construction of capital assets.

**Capital Projects:** Projects which purchase or construct capital assets.

**Cost Accounting:** Accounting which assembles and records all costs incurred to carry out a particular activity or to deliver a particular service.

**Debt Service:** Payment of interest and repayment of principal to holders of a government's debt instruments.

**Deficit:** (1) The excess of an entity's liabilities over its assets (See *Fund Balance*) or (2) the excess of expenditures or expenses over revenues during a single accounting period.

**Depreciation:** (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset that is charged as an expense during a particular period.

**Expenditures:** Where accounts are kept on the modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not.

**Fiscal Year:** The City of Carpinteria operates on a fiscal year from July 1 through June 30.

**Fund:** A separate accounting entity with a self-balancing set of accounts. Funds are classified into three categories: governmental, proprietary and fiduciary.

**Fund Balance:** The excess of an entity's assets over its liabilities. A negative fund balance is called a *fund deficit*.

**Goals and Objectives:** Specific projects and programs to be undertaken utilizing allocated fiscal resources, designed to further the achievement of the Community Vision.

**Grant:** A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

**Internal Control:** A plan of organization for purchasing, accounting, and other financial activities which, among other things, provides that: (1) the duties of employees are subdivided so that no single employee handles a financial action from beginning to end; (2) proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and, (3) records and procedures are arranged appropriately to facilitate safekeeping and effective control.

**Liability:** Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. Note: The term does not include encumbrances.

**Major Accomplishments:** A report of those significant programs, projects, and other activities which were successfully implemented

and/or completed by a Department during the prior fiscal year.

**Modified Accrual Basis:** The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Those revenues susceptible to accrual include property taxes remitted within 60 days after year-end, interest on investments, and certain other intergovernmental revenues. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due, or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.

**Primary Activities:** A summary of what each department accomplishes during the fiscal year.

**Reserve:** An account used to indicate that a portion of fund equity is restricted for a specific purpose or not available for appropriation and subsequent spending.

**Service Level Trends:** A summary of changes in service levels from one fiscal year to the next. Changes discussed will include staffing levels,



operational expenditures and capital outlay.

**Certificates of Participation.**

Form of lease-purchase financing used to construct or acquire capital facilities and equipment.

**Fiscal Year.** The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

**Function.** A group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or accomplishing a major service. The six functions in the City's financial plan are: Public Safety; Public Utilities; Transportation; Leisure, Cultural and Social Services; Community Development; and General Government.

**General Fund.** The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General fund. Except for subvention or grant revenues restricted for specific uses, General fund resources can be utilized for any legitimate governmental purpose. (See Fund)

**Line-Item Budget.** A budget that lists detailed expenditure categories (temporary salaries, postage, telephone service, chemicals, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a program rather than line-item budget; however, detail line-item accounts are maintained and recorded for

financial reporting and control purposes.

**Subventions.** Revenues collected by the State (or other level of government) that are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu and gasoline taxes.

AB939	California State Assembly Bill 939	AB 939 is a State Assembly Bill passed in 199_ requiring each public agency within the State, including Counties and Cities, to recycle a percentage of their total annual waste stream. The present annual rate required is 50%.
ABOP	Antifreeze, Batteries, Oil and Paint	ABOP is a City program to collect and dispose of antifreeze, batteries, oil, and paint in order to prevent pollution. The program is open to the public every other Saturday at the Public Works yard.
ADA	Americans with Disabilities Act	The ADA is a 1990 federal law that forbids discrimination against persons who are disabled.
ADP	Automatic Data Processing	ADP is a private firm that the City uses to process its payroll, pay employer/employee taxes and issue employee W2s.
AFLAC	American Family Life Assurance Company	AFLAC is the administrator of the City's employee flexible benefits program which permits full time employees to purchase certain pretax insurance benefits
APCD	Air Pollution Control District	A local government agency that works to protect the people and the environment of Santa Barbara County from harmful effects of air pollution
ARB	Architectural Review Board	A five-member committee consisting of lay and professional citizens skilled in the interpretation of architectural and landscaping drawings
BEACON	Beach Erosion Authority for Clean Oceans and Nourishment	BEACON is a California Joint Powers agency established to deal with coastal erosion and beach problems on the Central Coast of California.
CALTRANS	California Department of Transportation	Caltrans is the state agency responsible for highway, bridge, and rail transportation planning, construction and maintenance.
CDBG	Community Development Block Grant	A funding source in support of decent affordable housing for all, provision of services to the most vulnerable in our communities, the creation of jobs and expansion of business opportunities

CDD	Community Development Department	The CDD provides primary support to the Architectural Review Board, the Environmental Review Committee and the Planning Commission and includes the divisions of Planning, Building and Code Compliance.
CDIAC	California Debt and Investment Advisory Commission	The CDIAC is a state agency which provides information, education and technical assistance on public debt, investments, and economic development financing tools to local public agencies and other public finance professionals.
CERT	Citizens Emergency Response Training	CERT is comprised of volunteers to assist citizens within the City of Carpinteria during emergencies such as flooding, fires, earthquakes, tsunamis, and other hazardous conditions.
CJPIA	California Joint Powers Insurance Authority	The CJPIA is a self-insuring and loss pooling program for Property Insurance, Workers' Compensation, Public Official and Employee Bonds, and General and Automobile Liability
CSMFO	California Society of Municipal Finance Officers	The CSMFO is a statewide organization serving municipal finance professionals in financial management, continuing education and professional development.
CTC	California Transportation Committee	The CTC is a State committee in charge of approving program funding for all Federal, State, and County/regional projects related to maintaining, operating, and improving the regional multi-modal transportation system and to maintain Federal air quality standards.
EAP	Employee Assistance Program	The EAP provides resource for employees for counseling services in compliance with City's Alcohol and Drug Abuse Policy. The City contracts with Tri County Employee Assistance Program to provide this service.
EOC	Emergency Operations Center	The EOC is setup by City staff to respond to emergencies that affect the citizens of Carpinteria. This may include response to earthquakes, flooding, fires, tsunamis, and other hazardous situations.
ERC	Environmental Review Committee	A five-member board that provides direct input into the City's environmental review process

FBI	Federal Bureau of Investigations	The FBI is the primary investigative arm of the US Department of Justice
FDIC	Federal Deposit Insurance Corporation	The FDIC is an independent U.S. government corporation created under authority of the Banking Act of 1933 to insure bank deposits in eligible banks against loss in the event of a bank failure and to regulate certain banking practices.
FEMA	Federal Emergency Management Agency	FEMA a former independent agency that became part of the new Department of Homeland Security in March 2003 is tasked with responding to, planning for, recovering from and mitigating against disasters.
FLSA	Fair Labor Standards Act	The FLSA, published in law in sections 201-219 of title 29, United States Code provides for minimum standards for both wages and overtime entitlement, and spells out administrative procedures by which covered work time must be compensated
FPPC	Fair Political Practices Commission	The FPPC was created by the Political Reform Act of 1974 to educate the public and public officials on the requirements of the Act and to receives and file statements of economic interests from many state and local officials.
FTE	Full Time Equivalent	FTE Designation for the equivalent of one full time employee in listing number of employees.
FY	Fiscal Year	A designated one year period for purposes of financial reporting. The City's fiscal year begins July 1 and ends the following June 30
FTMS	Financial Trend Monitoring System	A report prepared in anticipation of and as support documentation to the City's annual Strategic Planning and Budget processes. It is an internal and external assessment of conditions and issues that create opportunities and impose constraints on the City's ability/potential to accomplish its mission and move positively toward its objectives.

GASB	Government Accounting Standards Board	A national authoritative body established to establish standards of state and local governmental accounting and financial reporting resulting in useful information for users of financial reports and to guide and educate the public, including issuers, auditors, and users of those financial reports.
GATV	Government Access Television	Refers to the City's Government Access Television equipment, taping, and broadcasting on local Channel 18.
GFOA	Government Finance Officers of Association	The Government Finance Officers Association of the United States and Canada is a professional organization of public officials united to enhance and promote the professional management of governmental financial resources by identifying, developing and advancing fiscal strategies, policies and practices for the public benefit.
HOME	HOME Investment Partnership Act Program	A funding source for non-profit and for-profit organizations to provide decent, safe and affordable housing to low- to moderate-income persons
ICMA	International City Manager's Association	ICMA is the professional and educational organization for chief appointed managers, administrators, and assistants in local governments throughout the world. Its mission is to create excellence in local government by developing and fostering professional local government management worldwide.
IRS	Internal Revenue Service	The IRS is a bureau of the Department of Treasury organized to carry out the responsibilities of the secretary of the Treasury under section 7801 of the Internal Revenue Code.
LAFCO	Local Agency Formation Commission	There is a LAFCO in each county in California created by the Legislature in 1963 to discourage urban sprawl and encourage the orderly formation and development of local government agencies
LHMP	Local Hazard Mitigation Plan	The City's LHMP is a plan to respond to emergencies caused by hazardous spills, explosions, contaminated air, etc. along the freeway corridor, railway, and oil/gas facilities.

LTF	Local Transportation Fund	A fund of the City used to account for the City's share of the State Sales Tax on motor vehicle fuels. Revenues from this source must be used for maintenance of bikeways and are administered by the Santa Barbara County Association of Governments.
MHFP	Multi-Hazard Functional Plan	The City's MHFP is a plan to deal with natural and man made hazards including flooding, fires, earthquakes, tsunamis, hazardous spills, explosions, contaminated air, etc. The plan is actually the City's emergency plan
MOU	Memorandum of Understanding	Documentation of authorized representatives of the City and the affected employees having met and conferred in good faith concerning issues of wages, hours and terms and conditions of employment in accordance with the Myers-Milias Brown Act.
MJLHMP	Multi-Jurisdictional Local Hazard Mitigation Plan	The MJLHMP is the City's plan to identify hazards prior to an emergency, and provide corrective measures to reduce said hazards.
NPDES	National Pollution Discharge Elimination System	NPDES is the permitting system designed to control the pollutants discharged into surface waters, ponds, streams and the ocean
OES	Office of Emergency Services	OES is the Governor's Office of Emergency Services and the State's Department for responding to all County, State, Federal emergencies.
PBIAAB	Parking and Business Improvement Area Advisory Board	The PBIAAB is a five (5) member Board appointed by the City Council to oversee the collection and use of funds of the City's Assessment District #4 (Downtown "T").
PCI	Pavement Condition Index	PCI is used to categorize the condition of roadway/street pavement for preventive maintenance to complete removal and replacement.
PERS	Public Employees Retirement Systems	The City has contracts with CalPERS, which is governed by the California Public Employees Retirement Law, to provide retirement benefits for eligible full-time employees of the City.

PSR	Project Study Report	A PSR is a study/report format used by Caltrans for transportation projects and includes, environmental, engineering, right of way acquisition, structural and construction aspects along with a preliminary cost estimates. The PSR is used for budget purposes.
ROW	Right of Way	ROW is City owned property know commonly as the streets, traveled by cars including curb, gutter, and sidewalk.
RSTP	Regional Surface Transportation Program	RSTP was established by the State for use of Federal funds to construct , rehabilitate, resurface restore streets within the City.
RWQCB	Regional Water Quality Control Board	Created by the Legislature in 1967 to ensure the highest reasonable quality for waters of the State, while allocating those waters to achieve the optimum balance of beneficial uses
SBCAG	Santa Barbra County Association of Governments	SBCAG is the Federally designated Metropolitan Planning Organization for Santa Barbara County and responsible for all transportation projects within the County under Title 23, U.S. Code or the Federal Transit Act.
SCACEO	Statewide California Association of Code Enforcement Officials	A non-profit professional organization founded in 1986, that provides education, certification, support and assistance to all code enforcement professionals
SCE	Southern California Edison	SCE is the electric utility provider for the City. SCE pays an annual franchise fee based on a percentage of their sales within the City
SDI	State Disability Insurance	The City participates in the State Disability Insurance Program (at employee expense) to provide coverage for short-term non-industrial injuries.
SEIU	Service Employees International Union	The SEIU Local 620 is the recognized representative of the City's General Service and Public Works Bargaining Units.



SEMS	Standardized Emergency Management System	SEMS is the system required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdictional emergencies in California. The City must use SEMS to be eligible for funding of their personnel related costs under state disaster assistance programs.
STIP	State Transportation Improvement Program	STIP is a multi-year capital improvement program of transportation projects funded by State Highway funds.
SWMP	Storm Water Management Program	SWMP is the City's program to protect the coastal waters and creeks using Best Management Practices, such as catch basin filters and establishing erosion control methods to prevent silt runoff from construction sites.
TEA	Transportation Enhancement Act	TEA is one of several programs created by congress in the 1991 Intermodal Surface Transportation Efficiency Act. TEA is the first Federal program to initiate focus on providing funding for sidewalks, bike lanes, and the conversion of abandoned railroad corridors into trails.
TPAC	Technical Planning Advisory Committee	An advisory body to the Santa Barbara County Association of Governments which includes staff representative of each city and county, and the Air Pollution Control District.
TTAC	Technical Transportation Advisory Committee	TTAC is an advisory committee to the Santa Barbara County Association of Governments (SBCAG) Board. TTAC is composed of Public Works Directors, City Engineers, and Traffic/Transit engineers and representatives from each City, the Metropolitan Transits Authority, and the County of Santa Barbara Public Works Agency.

TTAG	Technical Transportation Advisory Group	TTAG is an advisory committee to the Santa Barbara County Association of Governments (SBCAG) Board. TTAC is composed of Public Works Directors, City Engineers, and Traffic/Transit engineers and representatives from each City, the Metropolitan Transits Authority, Caltrans, and the County of Santa Barbara Public Works Agency. TTAG deals with the widening of Highway 101, which is also known as “101 In Motion”.
US	United States	A constitutional republic established in 1783 by armed revolt against King George III of England
VLF	Vehicle License Fee	VLF is an annual fee on the ownership of a registered vehicle in California with the revenues distributed to cities and counties